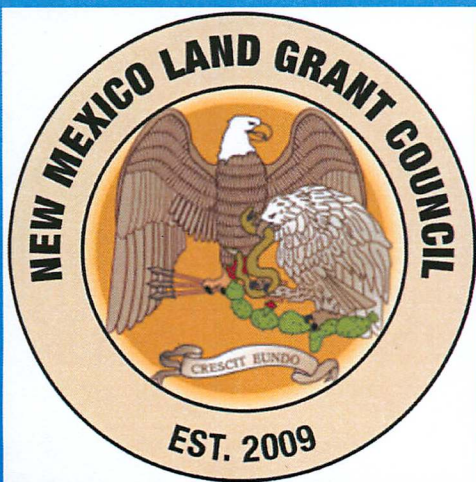


***NEW MEXICO
LAND GRANT
COUNCIL***

***ANNUAL
REPORT***

FY 2016



December 1, 2016



FY 2016 AND FY 2017 BUDGET

In fiscal year 2016 the New Mexico Land Grant Council received a \$174,700 general fund appropriation from the New Mexico Legislature. Expenditures for FY 2016 totaled approximately \$160,200. This included approximately \$143,600 in a service contract with the University of New Mexico to provide program support and staff to the Council. The service contract included the following expenditures: \$79,500 on project personnel; \$4,500 on personnel travel; \$13,800 on planning services for the Piedra Lumbre Visitor's Center Master Plan; \$20,000 in a contract with New Mexico Legal Aid to provide free legal assistance to eligible community land grants; \$1,400 in supplies expenses and \$375 in meeting expenses. Additional expenses for FY 2016 included \$5,000 in mileage and per diem for Council members to attend Council meetings; \$2,600 in administrative fees to the Department of Finance and Administration and \$9,060 in direct funding to community land grants through the Land Grant Support Fund. Support fund projects funded in FY 2016 included: \$1,200 for the Merced de Los Pueblos de Tierra Amarilla to pay for audit services performed by the Office of the New Mexico State Auditor; \$3,900 to the San Antonio de Las Huertas Land Grant for the purchase of fencing materials and security cameras; \$2,200 to the Town of Tomé Land Grant for the purchase of a Storage Shed; and \$1,750 to the Merced del Pueblo de Tajique Land Grant for the purchase of a gas range and double oven, microwave, LCD projector and screen for use in their community center. Of the \$13,900 that was not expended \$9,500 was earmarked by the Council for the purchase of office equipment, including computers, printers, scanners, an LCD projector, and digital camera. The Council submitted the requested equipment list to the Department of Finance and Administration (DFA) for purchase. DFA determined that it would not purchase the equipment on behalf of the Council citing the State's looming budget crisis. The additional \$4,000 of reverted funds came from the UNM Service contract mostly related to unspent personnel costs. The main reason for UNM's inability to drawdown on all contract funds was a result of the fact that the Council's contract with the University was not fully executed by DFA until December 2015, 6 months into the fiscal year.

The Council's FY 2017 Budget as allocated by the Legislature in January of 2016 is \$239,500. This amount does not reflect the 5.5% cut passed in the October Special Legislative Session. Once the 5.5% cut is applied the Council's total FY 2017 budget should be approximately \$226,400.

COUNCIL ACCOMPLISHMENTS

Below are specific details relating to work of the Council throughout Fiscal-Year 2016. Accomplishments are divided based on 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 programmatic management, including planning, economic development, and infrastructure development (§49-11-4B-1) NMSA 1978

In FY 2016 Land Grant Council staff served as a New Mexico First Judicial District Court appointed Special Master to oversee the board of trustee elections for the Tierra Amarilla Land Grant. This work included developing election plans and procedures and holding multiple voter registration events. A total of 80 heirs were registered to vote and a successful election for members to the Board of Trustees was held on September 27, 2015.

As well, in FY 2016 the Council provided assistance to the Merced del Pueblo de Tajique with the preparation of their FY 2017 budget request to the Department of Finance and Administration. The Council also provided support to the Tierra Amarilla and Anton Chico Land Grants with the development and amendment of their respective bylaws.

The Council also provided direct assistance to eleven land grants with developing or updating their Infrastructure Capital Improvement Plans (ICIPs). This included conducting an ICIP workshop on May 21st at UNM. Staff has also worked directly with the following land grants in the completion of their ICIP: Abiquiu, Anton Chico, Cañon de Carnué, Chililí, Cristóbal de La Serna, Don Fernando de Taos, Juan Bautista Baldes, San Joaquin del Rio de Chama, Santa Bárbara, Santo Tomás Apóstol del Rio de Trampas, and Tajique.

Additional land grant assistance work in the area of fiscal and programmatic management included providing support to the Tierra Amarilla Land Grant with regard to meeting their financial reporting requirements under the Tiered System of Financial Reporting. This included helping facilitate an agreement with the State Auditor's Office to perform the required Agreed Upon Procedures (AUP) for the land grant at a reduced cost as well as staff attending the entrance conference between the State Auditor's Office and the Merced del Los Pueblos de Tierra Amarilla. Other work on this project included reviewing the draft AUP and providing assistance to the land grant in drafting their response to the report.

Facilitate or enter into agreements with state and federal agencies on behalf of land grants (§49-11-4B-5) NMSA 1978

In FY 2016 the Council continued its work as a cooperating agency with both the Bureau of Land Management (BLM) and the U.S. Forest Service (USFS) in order to represent the interest of community land grants-mercedes during the development of management plans for each respective agency. This included continued work under the Cooperating Agency Agreements with the BLM Taos Field Office for the Rio Grande del Norte Monument Plan and with the Cibola National Forest for the Cibola Forest Plan Revision. As well, the Council also entered into a cooperating agency agreement with the Carson National Forest for their Forest Plan Revision process. The purpose of the agreements are to assist with the Carson and Cibloa National Forest and the BLM Taos Field Office with the revision of their respective land management plans in order to ensure that the traditional use needs of the community land



grants are reflected in the plans. The workload associated with these agreements during the fiscal year included both reviewing and preparing comments on draft materials presented by the respective agencies as well as attending management plan development meetings and workshops.

Enter into contracts to carry out the purposes of the Land Grant Support Act (§49-11-4B-6) NMSA 1978

In FY 2016 the New Mexico Land Grant Council funded three separate service contracts. One contract was a direct awarded to the University of New Mexico, in the amount of \$147,600 for administrative and staff support to the Council. The scope of work for this contract included providing staffing to the Council, technical assistance to individual land grants, administering the Land Grant Support Fund and procuring additional service contracts for the Council. The additional service contracts were procured by the University of New Mexico on behalf of the Council and included a \$20,000 contract with New Mexico Legal Aid for legal advice and assistance to both the Council and individual land grants, and a \$14,000 contract with the School of Architecture and Planning's Resource Center for Raza Planning to develop a facilities assessment and master plan for the Piedra Lumbre Visitor's Center. Specifics details about work completed under all of the above mentioned contracts will be covered in other sections below.

Provide other assistance to land grants (§49-11-4B-7 NMSA 1978)

The Council provided \$9,050 in direct financial assistance to four community land grants through the Land Grant Support Fund. The land grants that received funding included the Merced de los Pueblos de Tierra Amarilla, the Town of Tomé, the Merced del Pueblo de Tajique, and the San Antonio de Las Huertas Land Grant. Projects funded are as follows. \$1,200 was awarded to the Merced de Los Pueblos de Tierra Amarilla to pay for audit services performed by the Office of the New Mexico State Auditor. The financial service performed was an Agreed Upon Procedures under the tier-system of financial reporting and it allowed the land grant to fulfill its reporting obligations for FY 2011 and 2012. These are the years in which members of a previous board of trustees allegedly embezzled over \$200,000 in funding received in the name of the land grant. \$3,900 was awarded to the San Antonio de Las Huertas Land Grant for the purchase of fencing materials and security cameras. The fencing material was used to fence portions of the common land to curb illegal encroachment and trespass. The security cameras were purchase for place on various land grant properties including the land grant business office. \$2,200 was awarded to the Town of Tomé Land Grant for the purchase of a Storage Shed. The storage shed is used to store the land grant's landscaping tools and equipment, which they use for maintaining their community center and baseball fields. \$1,750 was awarded to the Merced del Pueblo de Tajique for the purchase of a gas range and double oven, microwave, LCD projector and screen all for use in their newly acquired community center.



The Council also provided assistance to the Santa Bárbara and Santo Tomás Apóstol de Río de Las Trampas Land Grants relating to negotiations with the proponents of the Protect the Pecos Wilderness expansion campaign. This included helping facilitate discussions between all parties during meetings held in February and April of 2016. Both land grants are concerned about the impact an expansion of the Pecos Wilderness would have the health of their watersheds and their ability to access traditional uses on their former common lands.

During FY 2016 the Council also expended \$20,000 on legal services provided under a contract with New Mexico Legal Aid. This amounted to approximately 147 hours of service at the contract rate of \$136 per hour. Services during the period included: providing legal assistance to the Tierra Amarilla Land Grant with pending probate action relating to embezzlement by a former member of the Board of Trustees, with reviewing the draft Agreed Upon Procedures report from the State Auditor's Office, and drafting language for inclusion in Land Grant's response to the AUP report; legal research and analysis on administrative federal appeals processes as requested by the Council; providing legal advice to the Town of Tomé Land Grant regarding a zoning conflict with Valencia County; providing legal assistance to the Abiquiú Land Grant regarding issues related to the land grant's declaration of water rights with the State Engineer's Office; providing legal assistance to the San Antonio de Las Huertas Land Grant relating to a community cemetery belonging to the land grant. Legal work under the contract also included the development of 3 best practice guides for community land grants in the areas of Adverse Possession and Land Grants, Water Rights Declarations by Community Land Grants, and Land Donations to New Mexico Land Grants.

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

During FY 2016 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 (BLM) and the United State Forest Service (USFS) 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:

The Council served as a liaison between the Santa Fe National Forest and the Abiquiu Land Grant with regard to USFS easements through land grant common land. There are three different Forest Service roads that traverse the Abiquiú Land Grant via easements to the USFS. The earliest easement dates back to the 1960's with the most recent ones being acquired in the 1990's. Included with the easements were agreements for maintenance of the



roads. The easements have been a point of contention between the Forest Service and the Abiquiú Land Grant for several years for multiple reasons. Mainly the land grant has been unsatisfied with the level of maintenance which the roads receive and the fact that the roads have become a avenue for non-heirs to trespass onto the common lands. The trespass by non-heirs has resulted in the poaching of trees and livestock owned by the grant as well as destruction of fences and livestock improvements. The Council has helped convene several meetings between the Española Ranger District and the Abiquiú Land Grant to try and reach agreement on how to address the issues.

During the fiscal year the Council provided support to the San Joaquin del Rio del Rio de Chama, Tierra Amarilla, Juan Bautista Baldes, and Abiquiu land grants regarding the potential acquisition of the Piedra Lumbre Vistor's Center from the USFS. The Piedra Lumbre Visitor Center is located approximately half-way between Abiquiu and Tierra Amarilla on U.S. Highway 84. This facility can serve as both a cultural resource center and an economic development base for the community land grants in the region. Support included facilitating ongoing discussions between the USFS and the land grants concerned, this included coordinating and facilitating a meetings with land grants and USFS in and April and May of 2016 in Abiquiu, and in June of 2016 in Cañones. As well UNM facilitate, on behalf of the Council, an internal contract with the School of Architecture and Planning's Resource Center for Raza Planning to provide planning services related to the Piedra Lumbre Visitor's Center. More specifics about the planning services for land grant contract will be covered later in this report.

The Council also served as a liaison 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. As well, the Council served as a liaison between the Carson and the Santa Bárbara and Santo Tomás Apóstol de Río de Las Trampas land grants regarding wood permits, grazing permits and Pecos Wilderness expansion concerns.

In addition to work between specific land grants and the U.S. Forest Service the Council provided assistance in coordinating, facilitating and/or attending 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: Forest plan revision input meetings for the Cibola National Forest in Carnuel and Placitas held in July of 2015 and in Torreon in August of 2015; Wilderness Evaluation meetings for the Carson National Forest held in Tierra Amarilla in January of 2016, in Peñasco in April of 2016, and at the Rio Arriba Rural Events Center and Taos Civic Center in May of 2016; and, Wilderness input hearings for the Santa Fe National Forest in May of 2016 held in Santa Fe and Abiquiú.

The Council also helped coordinate and facilitate a meeting between interested community land grants and the Southwest Regional Forester and the Forest Supervisors from the Cibola, Carson and Santa Fe National Forests. The meeting was held in Tierra Amarilla on June of 2016. The meeting was on opportunity for community land grants in attendance to ask



questions of the USFS leadership and provide input about their needs and concerns relating to use of the Forest Service managed lands.

In FY 2016 the Council also engaged the New Mexico Attorney General's Office to assist in the setting up of the Treaty of Guadalupe Hidalgo Division of the AG's office. This work included gathering input from community land grants about the desired workload for the Division and then preparing a briefing paper to the AG's office on the findings. Issues presented to the Attorney General's Office included traditional use rights on public lands, loss of common lands to the state for taxation, finding relating to the United States vs. Sandoval U.S. Supreme Court ruling, and the adverse possession of land grant common lands. The Council has also meet with the Division staff to provide a brief training on community land grants and plans to do a more exhaustive training in fiscal year 2017.

The Council also provided service to the New Mexico Forth Judicial District by serving as an expert witness in case relating to the San Miguel del Bado Land Grant Elections. The purpose was to provide information about the election requirements for community land grants found in the Land Grant General Provision, §49-1-1, NMSA 1978.

Lastly the Council provided support to the Legislative Council Service relating to the Legislative Land Grant Interim Committee by providing contact information for community land grants in which the interim committee is interested in holding meetings during the interim session. As well, the Council provided LCS attorney's feedback and input relating to items to be addressed during Interim Committee hearings.

Provide board development opportunities and technical assistance to the governing boards of land grants (§49-11-4C-4 NMSA 1978)

In FY 2016 the Council provided assistance to both the Santa Bárbara and Santo Tomás Apóstol del Rio de Trampas land grants regarding compliance with the election requirement as set forth in the Land Grant General Provision §49-1-1 et. seq, NMSA 1978. This included meeting with both boards of trustees in their communities to review the election statutes, assist them with preparing election materials and developing their election proclamation notices for publication in the Taos News. After the election further support was provided to both Land Grants by reviewing their draft bylaws and providing them with comments and recommended changes. Council staff also assisted the Abiquiu land grant with guidance related to their annual meeting and elections.

In addition, the Council has also provided assistance to several community land grants with documenting their traditional uses on former common lands, in both writing and depicted on maps, that are now under the management of the U.S. Forest Service or the Bureau of Land Management. This included lands located in the Cibola and Carson National Forests and within the Rio Grande del Norte Monument. Land Grants assisted include: San Antonio del Rio Colorado; Cañon de Carnué, San Antonio de Las Huertas; Chililí; Tajique; Cristobal de La Serna; Santa Bárbara; and, Santo Tomás Apóstol del Río de Trampas.



Provide short and long range planning assistance to land grant (§49-11-4C-5 NMSA 1978)

In FY 2016 the Council expended \$13,250 on the development of a facilities evaluation, analysis and conceptual master plan for the Piedra Lumbre Visitor's Center in support of the acquisition of the Visitor's Center from the USFS by the Abiquiu, Juan Bautista Baldes, San Joaquin del Rio de Chama and Tierra Amarilla land grants. The plan was conducted by the UNM School of Architecture and Planning's Resource Center for Raza Planning. The plan included the evaluation and analysis of the structures and infrastructure that exist at the Visitor's center, well water quality testing, and conceptual future build out of the site based on the desires of the interested community land grants.

Conduct training sessions for land grants on topics of interest (§49-11-4C-6 NMSA 1978)

In FY 2016 the Council in conjunction with the UNM Land Grant Studies Program, USDA - Natural Resources Conservation Service and New Mexico State Forestry Division held a workshop at UNM in February 2016. The purpose of the workshop was to allow community land grants to learn about the different programs offered by the various agencies. The workshop was attended over ten community land grants.

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 Council through its contract with UNM maintains a website which is updated on a regular basis. The website includes information about the Council's upcoming meetings, meeting agendas and past meeting minutes. The Council has also provided contact information for community land grants to the State Auditor's Office, The Attorney General's Office and the Cibola, Carson and Santa Fe National Forests as requested.

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 hearings 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.

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 related 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 subdivisions 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 2016 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 the Cibola, Carson and Santa Fe National Forest draft forest revision plans including participation in plan drafting workshops and participating in all relevant meetings and public hearings. In addition, the Council did research and analysis on the federal administrative appeal processes. This concluded with the development of a policy recommendation to Congressman Lujan's Office on how the federal appeals process could be applied to community land grants negotiating traditional use boundaries with federal agencies.

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. This included serving as an expert witness during the 2016 Legislative Session for HB 66 regarding funding for the NM Attorney General's Office to study the legal history of taxation of land grant common lands and issues relating to tax assessments and mapping and for HM 43 relating the inclusion of community land grants in the development of Forest Plan Revisions and for consideration of impacts to traditional uses when Federal Land Management Agencies make management decisions. The Council tracked legislation relating to land grants during the 2016 Legislative Session and provided e-mail updates regarding to the status of those bills to land grants throughout the state via e-mail.

Additional policy work by the Council included archival research relating to the land grant adjudication process under the New Mexico Surveyor General. The research was conducted in order to better understand the relationship between traditional uses issues facing community land grants post adjudication and will help inform policy analysis and future policy recommendations.



FY 2018 BUDGET REQUEST

For fiscal year 2018 the Council is requesting an increase in its budget from \$239,500 to \$375,000. 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 2018 budget request as well as a detailed budget and budget narrative.

FY 2018 BUDGET OVERVIEW

1. Administration & Operations -	\$ 84,341
2. Publishing -	5,000
3. Personnel -	193,479
4. Land Grant Support Funding -	32,180
5. Comprehensive Planning Services	10,000
6. Legal Services Contract -	<u>50,000</u>
Total:	\$375,000

FY 2018 DETAILED BUDGET

DFA Admin Fee	\$6,145
Support Fund	\$32,180
Publishing	\$5,000
Equipment & Supplies	\$2,000
In State Travel for Council	\$7,500
UNM	\$322,175
F&A @ 20%	\$53,696
Personnel	
Program Manager	\$52,000
Historical Researche/T.A. Staff	\$27,000
P.I. Salary	\$12,000
Urban and Regional Planner/Conservationist	\$40,000
Admin Assist	\$12,000
total Fringe	\$50,479
Comprehensive Planning Services	\$10,000
Personnel Travel	\$12,000
Legal Service Contract	\$50,000



Supplies	\$1,500
Meeting Expense	\$1,500
Total	\$375,000

FY 2018 BUDGET JUSTIFICATION NARRATIVE

Administration & Operations - \$84,341

This would cover general administrative and operating costs associated with fulfilling the Council's statutory mission, including: Administrative fees paid to DFA, Facilities and Administration fees paid to UNM, equipment and supply purchases, travel for the Council for attending meeting and travel for personnel, meeting expense

A. Meeting Expense - \$1,500.00

Purpose: Allows the Council to pay for rental space to host monthly Council meeting.

Benefit: Provides adequate meeting space for council meetings.

Deliverable: The Council will hold 12 regular monthly meetings throughout FY 2018.

B. In State Travel Mileage & Per Diem for Council - \$7,500.00

Purpose: Provides funding for the Land Grant Council members to receive mileage and per diem for 12 regular meetings.

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.

C. In-State Travel - Personnel- \$12,000.00

Purpose: Travel throughout New Mexico to provide direct technical assistance to eligible community land grants and to attend meetings with state and federal agencies and other land grant council related business.

Benefit: Provides ability for Council staff to provide direct assistance to land grants in their communities. Also provides Council staff the ability to attend land grant related meetings around the state.

Deliverables: Attend Forest Plan Revision meetings for Carson, Santa Fe and Cibola National Forests, attend Rio Grande del Norte Monument Plan meetings, attend meetings of NM Land Grant Interim Committee, provide in the field direct assistance to at least 8 eligible community land grants, attend NM Land Grant Council meetings located outside of Albuquerque, travel to Santa Fe for delivery of Council related materials to DFA-LGD as needed.

D. Facilities and Admin Fee to University of New Mexico - \$53,696.00

Purpose: To allow the Council to enter into an agreement with the University of New Mexico for administrative and support services related to fulfilling the Council's mission. Approved F & A rate for contracts between the University of New Mexico and the State is 20%.

Benefit: F & A provides the Council with office space at the University of New Mexico as well as administrative support from UNM.

Deliverable: Office space at the UNM main campus; hosting of Council website; administrative support for Council, staff and Council approved contracts; e-mail and internet access for Council and staff; access to copy machine and desktop computers.



E. Equipment & Supplies - \$3,500

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.

Benefit: Provides the resources necessary for the New Mexico Land Grant Council to conduct business.

Deliverables: Materials and supplies that will allow the Council and its staff to conduct all necessary business.

F. DFA Admin Fee - \$6,145.00

Purpose: To pay DFA-LGD admin fee for services related to the Council being administratively attached to the Department of Finance and Administration.

Benefit: Offset the DFA costs associated with administering legislative appropriation to NM Land Grant Council.

Deliverables: Processing of Council member travel and per diem, land grant support fund agreements and payments, executing of service contract with UNM, and processing of payments related to publishing and equipment and supply purchases.

Publishing - \$5,000

Purpose: To publish materials for distribution to community land grants.

Benefit: Publication of materials that increase capacity of community land grants.

Deliverables: Publication of at update to Land Grant Governance Guidebook.

Personnel - \$193,479

Purpose: To provide staff positions an to support the Council and its mission. The positions would consist of: an operations/program manager, a regional planner or a conservationist, a historical researcher/archivist, an administrative assistant and the principal investigator for the University of New Mexico. The administrative operations manager would supervise all Council employees, work on policy analysis federal and state policies relating to land grants, ensure that Council resources are fully utilized and that the Council's mission is fulfilled. The regional planner 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 choice between a regional planner or a conservationist would be determined based on the greater need among the majority of the land grants. The historical researcher/archivist will oversee the New Mexico Land Grant Registry, conduct historical research on land grants as it pertains to policy analysis as well as provide direct support to community land grants with archiving their grant documentation. The principal investigator position will be the UNM faculty member that will oversee the compliance of the contract between UNM and the Council. The Council will only fund a small percentage of principal investigator's annual salary equivalent to approximately one month of their time. Several of the positions will be able to be shared with the University of New Mexico Land Grant Studies Program so that only portions of their annual salary will need to be covered by the Council. These position include the program manager at .75 time for the Council, the historical researcher/archivist at .60 time for the Council, the and the administrative assistance at .5 time for the Council.

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 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. Support with updating and maintaining the Land Grant Registry.



9. Disseminate information to land grants to 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. Historical Research and archival support to community land grants.
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 - \$32,180

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.

Legal Services Contract - \$50,000

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.



Comprehensive Planning Services - \$10,000

Purpose: To work with the UNM School of Architecture and Planning to provide planning services to support community land grants.

Benefit: Most community land grants lack the budgetary capacity to obtain planning service contracts to develop long range comprehensive management plans. Land Grants that are organized under § 49-1-1 NMSA 1978 and § 49-4-1 NMSA 1978 have the opportunity to establish land use zoning of the common lands provided that they have an up-to-date comprehensive management plan.

Deliverable: Development of 2 comprehensive plans for eligible community land grants.