



New Mexico Human Services Department

EXHIBIT A

**GRADUATION REALITY AND DUAL-ROLE
SKILLS (GRADS) PROGRAM
SCOPE OF WORK**

SFY 2010

JULY 1, 2009 – JUNE 30, 2010

EXHIBIT A
SCOPE OF WORK
New Mexico Public Education
Graduation Reality and Dual-Role Skills (GRADS) Program

A. HSD shall:

1. Act as the funding agency.
2. Testify and report to the Welfare Reform Oversight Committee (WROC) on the program outcomes.
3. Provide training and technical assistance to the Contractor relative to usage and reporting of Temporary Assistance for Needy Families (TANF) funding as appropriate.
4. Supply the Contractor with related informational data to assist Contractor in performing services as stated in this Scope of Work.
5. Conduct Contractor program and fiscal reviews for quality assurance and compliance by conducting independent on-site TANF program and fiscal reviews of the Contractor and provide the Contractor with detailed reports of findings. HSD will provide advanced notice to the Contractor at least fifteen (15) business days prior to the on-site visit. HSD must have reasonable access to the Contractor and service provider's premises and program-related records (both electronic and hard copy).
6. Disburse TANF funds to Contractor, on a reimbursement basis, upon receipt of monthly invoices prepared by Contractor that contain detailed fiscal documentation.
7. All TANF funds disbursed to Contractor under this GSA shall be federal monies. No HSD state funds shall be transferred, disbursed or reimbursed to Contractor under the terms of this GSA.
8. Certify monthly Contractor billing invoices, which are subject to approval by the HSD Contract Manager, to ensure that expenditures meet all federal and state requirements.
9. Payments made by HSD using federal funds are contingent upon receipt by HSD of anticipated funds. In the event of future reductions of such funds, HSD shall reserve the right to reduce payments and services provided for herein, or in the alternative, to exercise the right of termination.
10. Be allowed to deduct from amounts otherwise payable to the Contractor under this GSA or addendum thereto, monies overpaid to the Contractor and therefore determined to be due to HSD from the Contractor.

B. The Contractor shall:

FISCAL REQUIREMENTS

1. Submit a budget using the template attached to this GSA [Exhibit B] that must be approved by the Contract Manager designated by HSD, for operations cost. The Contractor shall prepare a budget for the contracted amount that includes all line item elements as prescribed by the New Mexico Department of Finance and Administration (DFA) for: positions, personnel, employee benefits, contractual services, transportation, maintenance/repairs, operating costs, capital outlay, etc., [<http://www.dfafcd.state.nm.us/manuals/coa.pdf>]. The budget must be provided to HSD by the 30th calendar day following the effective date of this GSA. No payment shall be made under this GSA unless the Contract Manager approves the program budget required under this GSA. The approved budget shall provide the basis for the services provided under this GSA. The budget shall not be altered without written approval of HSD.
2. Ensure that program expenditures comply with TANF regulations. There are specific restrictions on the use of Federal TANF funds, including the following:
 - a. Any use of Federal TANF funds must be consistent with TANF purposes and applicable TANF rules. The purposes of TANF are:
 - 1) Provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives;
 - 2) End the dependency of needy parents on government benefits by promoting job preparation, work, and marriage;
 - 3) Prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies;
 - 4) Encourage the formation and maintenance of two-parent families.
 - b. The Contractor shall not use Federal funds to satisfy a cost-sharing or matching requirement of another Federal program unless specifically authorized by HSD as allowed by Federal law.
 - c. The Contractor may sub-contract for services or benefits; however, Federal funds shall not be directly transferred into another program except as provided for by Federal law. Copies of any and all subcontracts originating under this GSA are to be provided to HSD or made available for inspection by HSD within thirty days of subcontract approval.
 - d. Any costs charged to each program must be necessary, reasonable, and allocable to the program.

- e. The Contractor shall not use Federal funds to construct or purchase buildings or facilities or to purchase real estate.
 - f. The Contractor shall not use Federal funds for general expenses required to carry out another program responsibility, except as permitted by federal law.
3. Limit administrative costs to 15% of the total GSA dollar amount. This cost limit includes both permissible direct and indirect administrative costs and is cumulative for the Contractor as well as any sub-contractor(s) of the Contractor.
4. Ensure that administrative costs are costs that are necessary for proper administration of the TANF program.
- a. Administrative costs include:
 - 1) The costs of general administration and coordination of programs including contract costs and all indirect (or overhead) costs;
 - 2) The salaries and benefits of staff performing administrative and coordination functions, activities related to eligibility determinations, the preparation of budgets, program plans and schedules, monitoring of programs and projects, etc.;
 - 3) Costs such as equipment, travel, and office space costs, when directly associated with staff performing administrative and coordination functions, activities related to eligibility determinations, the preparation of budgets, program plans and schedules, monitoring of programs and projects, etc.;
 - 4) Training of staff to perform administrative functions, such as eligibility determinations, procurement, and payroll.
 - b. Excluded from "administrative costs" are the direct costs of providing program services such as:
 - 1) Case management, information and referral, and counseling activities;
 - 2) Providing program information, the development of employability plans, work activities, post employment services, and work supports;
 - 3) Costs, such as equipment, travel, and office space costs, when directly associated with providing program services, would be treated as program costs (whether provided under contract or otherwise);
 - 4) Costs for training of case managers or for other training directly associated with providing program services as program costs under its cost allocation plan. For example, training of case managers and other staff about how to provide appropriate services to victims of domestic violence under the Family Violence Option (i.e., screening and identification, safeguarding, referrals to appropriate services, and options to waive program requirements) would be a program cost. Likewise, training staff about providing appropriate services to people with disabilities would be a program cost.

5. Conform and ensure that Sub-contractors shall conform to the requirements of Federal Office of Management and Budget OMB Circulars A-87, A-110, and A-21 where appropriate, the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA), 2005 Deficit Reduction Act (DRA) and applicable TANF, NMW statutes and regulations.
6. Adhere to the requirements of the Cash Management Improvement Act of 1990, as set forth at 31 CFR 205.
7. The Contractor shall manage the funding made available by this GSA by:
 - a. Ensuring that monthly expenditures meet federal TANF and state requirements;
 - b. Ensuring that the funding under this GSA is not utilized for duplicative services already available.
8. Provide HSD with one, accurate and timely monthly billing invoice no later than the 15th day following the end of each calendar month except for the month ending June 30, 2010, for which the invoice is due no later than July 10, 2010. Failure to adhere to these requirements may result in a reduction of available funds and non-payment of invoices. The carryover of funds between fiscal years shall not be permitted. HSD will make every effort to make payment to the Contractor within 30 days from receipt of a correct invoice.
 - a. Billing must include, at a minimum, the following:
 - 1) Expenditure Balance Report adhering to the Department of Finance and Administration (DFA) Expenditure Chart of Accounts (<http://www.dfafcd.state.nm.us/manuals/coa.pdf>) [EXHIBIT C]
 - 2) Monthly Invoice [EXHIBIT D] and
 - 3) Invoice Transmittal [EXHIBIT E].
 - b. Ensuring that Budget Adjustment Requests (BARs) [EXHIBIT F] are submitted to the HSD contract manager as necessary. These BARs are subject to HSD approval.
9. Contract for an independent audit at the Contractor's expense. An official copy of the independent auditor's report shall be provided to HSD and any other authorized entity as required by law within 15 days of receipt of the final audit report.
10. Upon termination of this GSA or after the services provided for herein have been rendered, surplus money, if any, shall be returned immediately by the Contractor to HSD.

PROGRAM REQUIREMENTS

1. Provide for the provision of the implementation of all three components of the TANF New Mexico Graduation Reality and Dual Roles Skills (NM GRADS) System to school districts and communities:
 - a. Intervention/Prevention for teen parents.
 - b. Child care centers.
 - c. Fatherhood Programs of the NM GRADS System of New Mexico School districts, communities and other sites.
2. Provide oversight of services and achieve performance measures of the TANF GRADS Program (Statement of Work) as set forth in [EXHIBIT G] and TANF GRADS Program (Financial Information Sheet) as set forth in [EXHIBIT H] throughout the term of this GSA and shall not stop services or cease full efforts for the entire duration of the GSA.
3. Offer services in each New Mexico County unless it can be proven that any such county would not benefit from the program based on population and community readiness.
4. Refer potentially eligible individuals to HSD for assistance programs using the DWP 009 NMW Electronic Communication Exchange Form [EXHIBIT I].
5. Ensure that publication materials shall not account for more than ten percent (10%) of the total budget amount.

REPORTING REQUIREMENTS

1. Submit, to HSD a final annual TANF MOE certification report due 20 days following the end of the State Fiscal Year.
2. Provide HSD with detailed client and service data and other required information within the timeframe stated in the SOW. This information will be provided monthly or as needed.
3. Maintain GRADS records for the funds disbursed to the Contractor for the program participants. Develop a process for determining receipts of Free or Reduced School Lunch, TANF, Medicaid, SNAP, SSI, WIC, and HUD. Ensure that each participant file maintains documentations of the determination as appropriate.
4. Submit monthly program data reports by the 15th day following the end of each calendar month and an annual report due no later than August 15, 2010. The reports must contain:
 - d. A description of each of the major program benefits, services, and activities as described in Exhibit D with the status of the identified performance measures.
 - e. The average monthly and year to date cost per individual and family.

- f. The total number of unduplicated GRADS participants served monthly and year to date.
- g. The total number of unduplicated GRADS participants serviced monthly and year to date by program.

MISCELLANEOUS REQUIREMENTS

1. Testify and report to the Welfare Reform Oversight Committee (WROC) on the program outcomes.
2. Maintain a designated contact person and/or program coordinator.
3. Timely submit all reports and invoices to the Contract Manager at:

Paul Lucero, Contract Manager
Work and Family Support Bureau
Income Support Division
HSD of Human Services
2009 S Pacheco Street / P O Box 2348
Santa Fe, NM 87504

Budget

FY 10 PED GRADS EXHIBIT B

PED - GRADS Program

Item	Line Item Description	FY 09 BUDGET	Justification
520100	EXEMPT PERMANENT POSITIONS - FT & PT		
520200	TERM POSITIONS - FT & PT		
520300	CLASSIFIED PERMANENT POSITIONS - FT		
520400	CLASSIFIED PERMANENT POSITIONS - PT		
520500	TEMPORARY POSITIONS - FT & PT		
520600	PAID UNUSED SICK LEAVE		
520700	OVERTIME AND OTHER PREMIUM PAY		
520800	ANNUAL & COMPENSATORY LEAVE PAID AT TERMINATION		
520900	DIFFERENTIAL PAY		
	PERSONNEL SERVICES TOTAL	\$ -	
521100	GROUP INSURANCE PREMIUM		
521200	RETIREMENT CONTRIBUTIONS		
521300	F.I.C.A.		
521400	WORKER'S COMPENSATION		
521500	UNEMPLOYMENT COMPENSATION PREMIUM		
521600	EMPLOYEE LIABILITY INSURANCE PREMIUM		
521700	RETIREE HEALTH CARE ACT CONTRIBUTION		
521900	OTHER EMPLOYEE BENEFITS		
	EMPLOYEE BENEFITS TOTAL	\$ -	
535100	MEDICAL SERVICES		
535200	PROFESSIONAL SERVICES		
535300	OTHER SERVICES		
535400	AUDIT SERVICES		
535500	ATTORNEY SERVICES		
535600	INFORMATION TECHNOLOGY SERVICES		
	CONTRACTUAL SERVICES TOTAL	\$ -	
542100	EMPLOYEE IN-STATE MILEAGE & FARES		
542200	EMPLOYEE IN-STATE MEALS & LODGING		
542300	BOARD & COMMISSION MEMBER IN-STATE TRAVEL		
542400	EMPLOYEE NON-ROUTINE PARTIAL DAY PER DIEM IN-STATE TRAVEL		
542500	TRANSPORTATION - FUEL & OIL		
542600	TRANSPORTATION - NON-TAXABLE - PARTS & SUPPLIES, TAXABLE - MAINTENANCE & REPAIR SERVICES		
542700	TRANSPORTATION - TRANSPORTATION INSURANCE		
542800	TRANSPORTATION - STATE TRANSPORTATION POOL CHARGES		
542900	OTHER TRAVEL		
	TRAVEL AND TRANSPORTATION TOTAL	\$ -	
543100	MAINTENANCE - GROUND & ROADWAYS		
543200	MAINTENANCE - FURNITURE FIXTURES & EQUIPMENT		
543300	MAINTENANCE - BUILDING & STRUCTURES		
543400	MAINTENANCE - PROPERTY INSURANCE		
543500	MAINTENANCE - MAINTENANCE SUPPLIES		
543600	MAINTENANCE - LAUNDRY/DRY CLEANING		
543700	MAINTENANCE - MAINTENANCE SERVICES		
543800	INFORMATION TECHNOLOGY MAINTENANCE		
543900	OTHER MAINTENANCE		

Budget

FY 10 PED GRADS EXHIBIT B

PED - GRADS Program

Item	Line Item Description	FY, 09 BUDGET	Justification
MAINTENANCE & REPAIRS TOTAL		\$ -	
544000	SUPPLIES - INVENTORY EXEMPT INFORMATION TECHNOLOGY		
544100	SUPPLIES - OFFICE SUPPLIES		
544200	SUPPLIES - MEDICAL, LAB & PERSONAL SUPPLIES		
544300	SUPPLIES - DRUGS		
544400	SUPPLIES - FIELD SUPPLIES		
544500	SUPPLIES - FOOD		
544600	SUPPLIES - KITCHEN SUPPLIES		
544700	SUPPLIES - CLOTHING, UNIFORMS, & LINEN		
544800	SUPPLIES - EDUCATION & RECREATIONAL SUPPLIES		
544900	SUPPLIES - INVENTORY EXEMPT		
SUPPLIES TOTAL		\$ -	
545600	REPORTING & RECORDS		
545700	ISD SERVICES		
545800	RADIO COMMUNICATIONS SERVICES		
545900	PRINTING & PHOTOGRAPHIC SERVICE		
546000	GSD BUILDING USE FEE		
546100	POSTAGE & MAIL SERVICE		
546200	BOND PREMIUMS		
546300	UTILITIES		
546400	RENT OF LAND OR BUILDINGS		
546500	RENT OF EQUIPMENT		
546600	COMMUNICATIONS		
546700	SUBSCRIPTIONS & DUES		
546800	EMPLOYEE TRAINING & EDUCATION		
546900	ADVERTISING		
CONTRACTUAL SVCS TOTAL		\$ -	
547200	GRANTS TO INDIVIDUALS		
547700	CARE & SUPPORT		
547400	GRANTS TO ORGANIZATIONS		
547500	PURCHASES FOR RESALE		
547700	DEBT SERVICE - PRINCIPAL		
547800	DEBT SERVICE - INTEREST		
547900	MISCELLANEOUS EXPENSE		
OTHER OPERATING COST TOTAL		\$ -	
548100	LAND		
548200	FURNITURE & FIXTURES		
548300	INFORMATION TECHNOLOGY EQUIPMENT		
548400	OTHER EQUIPMENT		
548600	ANIMALS		
548700	LIBRARY & MUSEUM ACQUISITIONS		
548800	AUTOMOTIVE & AIRCRAFT		
548900	BUILDINGS & STRUCTURES		

Budget

FY 10 PED GRADS EXHIBIT B

PED - GRADS Program

Item	Line Item Description	FY 09 BUDGET	Justification
	CAPITAL OUTLAY TOTAL	\$ -	
549600	EMPLOYEE OUT OF STATE MILEAGE & FARES		
549700	EMPLOYEE OUT OF STATE MEALS & LODGING		
549800	BOARD & COMMISSION MEMBER - OUT-OF-STATE MILEAGE & FARES		
549900	BOARD & COMMISSION MEMBER - OUT-OF-STATE MEALS & LODGING		
	OUT OF STATE TOTAL:	\$ -	
555100	OTHER FINANCING USES (15% Adm. Indirect Cost)		
	OTHER FINANCING USES TOTAL	\$ -	
560300	REFUND - MEMBER CONTRIBUTIONS		
563500	ANNUITY PAYMENTS		
565200	DISTRIBUTION TO BENEFICIARIES		
565300	DISTRIBUTION TO STATE GENERAL FUND		
566100	REVERSIONS		
	REFUND & DISTRIBUTION TOTAL:	\$ -	
	GRAND TOTAL:	\$ -	

Contractor's Signature

Date

HSD Approval

Date

Expenditure Balance Report

FY 10 GRADS Exhibit C

PED - GRADS Program

Month/Year

Item	Line Item Description	FY 08 BUDGET	Expenditure	YTD	Budget Balance
520100	EXEMPT PERMANENT POSITIONS - FT & PT				\$ -
520200	TERM POSITIONS - FT & PT				\$ -
520300	CLASSIFIED PERMANENT POSITIONS - FT				\$ -
520400	CLASSIFIED PERMANENT POSITIONS - PT				\$ -
520500	TEMPORARY POSITIONS - FT& PT				\$ -
520600	PAID UNUSED SICK LEAVE				\$ -
520700	OVERTIME AND OTHER PREMIUM PAY				\$ -
520800	ANNUAL & COMPENSATORY LEAVE PAID AT TERMINATION				\$ -
520900	DIFFERENTIAL PAY				\$ -
PERSONNEL SERVICES TOTAL		\$ -	\$ -	\$ -	\$ -
521100	GROUP INSURANCE PREMIUM				\$ -
521200	RETIREMENT CONTRIBUTIONS				\$ -
521300	F.I.C.A.				\$ -
521400	WORKER'S COMPENSATION				\$ -
521500	UNEMPLOYMENT COMPENSATION PREMIUM				\$ -
521600	EMPLOYEE LIABILITY INSURANCE PREMIUM				\$ -
521700	RETIREE HEALTH CARE ACT CONTRIBUTION				\$ -
521800	OTHER EMPLOYEE BENEFITS				\$ -
EMPLOYEE BENEFITS TOTAL		\$ -	\$ -	\$ -	\$ -
535100	MEDICAL SERVICES				\$ -
535200	PROFESSIONAL SERVICES				\$ -
535300	OTHER SERVICES				\$ -
535400	AUDIT SERVICES				\$ -
535500	ATTORNEY SERVICES				\$ -
535600	INFORMATION TECHNOLOGY SERVICES				\$ -
CONTRACTUAL SERVICES TOTAL		\$ -	\$ -	\$ -	\$ -
542100	EMPLOYEE IN-STATE MILEAGE & FARES				\$ -
542200	EMPLOYEE IN-STATE MEALS & LODGING				\$ -
542300	BOARD & COMMISSION MEMBER IN-STATE TRAVEL				\$ -
542400	EMPLOYEE NON-ROUTINE PARTIAL DAY PER DIEM IN-STATE TRAVEL				\$ -
542500	TRANSPORTATION - FUEL & OIL				\$ -
542600	TRANSPORTATION - NON-TAXABLE - PARTS & SUPPLIES, TAXABLE - MAINTENANCE & REPAIR SERVICES				\$ -
542700	TRANSPORTATION - TRANSPORTATION INSURANCE				\$ -
542800	TRANSPORTATION - STATE TRANSPORTATION POOL CHARGES				\$ -
542900	OTHER TRAVEL				\$ -
TRAVEL AND TRANSPORTATION TOTAL		\$ -	\$ -	\$ -	\$ -
543100	MAINTENANCE - GROUND & ROADWAYS				\$ -
543200	MAINTENANCE - FURNITURE FIXTURES & EQUIPMENT				\$ -
543300	MAINTENANCE - BUILDING & STRUCTURES				\$ -
543400	MAINTENANCE - PROPERTY INSURANCE				\$ -
543500	MAINTENANCE - MAINTENANCE SUPPLIES				\$ -
543600	MAINTENANCE - LAUNDRY/DRY CLEANING				\$ -
543700	MAINTENANCE - MAINTENANCE SERVICES				\$ -
543800	INFORMATION TECHNOLOGY MAINTENANCE				\$ -
543900	OTHER MAINTENANCE				\$ -

Expenditure Balance Report

FY 10 GRADS Exhibit C

PED - GRADS Program

Month/Year

Item	Line Item Description	FY 08 BUDGET	Expenditure	YTD	Budget Balance
MAINTENANCE & REPAIRS TOTAL		\$ -	\$ -	\$ -	\$ -
544000	SUPPLIES - INVENTORY EXEMPT INFORMATION TECHNOLOGY				\$ -
544100	SUPPLIES - OFFICE SUPPLIES				\$ -
544200	SUPPLIES - MEDICAL, LAB & PERSONAL SUPPLIES				\$ -
544300	SUPPLIES - DRUGS				\$ -
544400	SUPPLIES - FIELD SUPPLIES				\$ -
544500	SUPPLIES - FOOD				\$ -
544600	SUPPLIES - KITCHEN SUPPLIES				\$ -
544700	SUPPLIES - CLOTHING, UNIFORMS, & LINEN				\$ -
544800	SUPPLIES - EDUCATION & RECREATIONAL SUPPLIES				\$ -
544900	SUPPLIES - INVENTORY EXEMPT				\$ -
SUPPLIES TOTAL		\$ -	\$ -	\$ -	\$ -
545600	REPORTING & RECORDS				\$ -
545700	ISD SERVICES				\$ -
545800	RADIO COMMUNICATIONS SERVICES				\$ -
545900	PRINTING & PHOTOGRAPHIC SERVICE				\$ -
546000	GSD BUILDING USE FEE				\$ -
546100	POSTAGE & MAIL SERVICE				\$ -
546200	BOND PREMIUMS				\$ -
546300	UTILITIES				\$ -
546400	RENT OF LAND OR BUILDINGS				\$ -
546500	RENT OF EQUIPMENT				\$ -
546800	COMMUNICATIONS				\$ -
546700	SUBSCRIPTIONS & DUES				\$ -
546800	EMPLOYEE TRAINING & EDUCATION				\$ -
546900	ADVERTISING				\$ -
CONTRACTUAL SVCS TOTAL		\$ -	\$ -	\$ -	\$ -
547200	GRANTS TO INDIVIDUALS				\$ -
547700	CARE & SUPPORT				\$ -
547400	GRANTS TO ORGANIZATIONS				\$ -
547500	PURCHASES FOR RESALE				\$ -
547700	DEBT SERVICE - PRINCIPAL				\$ -
547800	DEBT SERVICE - INTEREST				\$ -
547900	MISCELLANEOUS EXPENSE				\$ -
OTHER OPERATING COST TOTAL		\$ -	\$ -	\$ -	\$ -
548100	LAND				\$ -
548200	FURNITURE & FIXTURES				\$ -
548300	INFORMATION TECHNOLOGY EQUIPMENT				\$ -
548400	OTHER EQUIPMENT				\$ -
548600	ANIMALS				\$ -
548700	LIBRARY & MUSEUM ACQUISITIONS				\$ -
548800	AUTOMOTIVE & AIRCRAFT				\$ -
548900	BUILDINGS & STRUCTURES				\$ -

Expenditure Balance Report

FY 10 GRADS Exhibit C

PED - GRADS Program

Month/Year

Item	Line Item Description	FY 08 BUDGET	Expenditure	YTD	Budget Balance
	CAPITAL OUTLAY TOTAL	\$ -	\$ -	\$ -	\$ -
549600	EMPLOYEE OUT OF STATE MILEAGE & FARES				\$ -
549700	EMPLOYEE OUT OF STATE MEALS & LODGING				\$ -
549800	BOARD & COMMISSION MEMBER - OUT-OF-STATE MILEAGE & FARES				\$ -
549900	BOARD & COMMISSION MEMBER - OUT-OF-STATE MEALS & LODGING				\$ -
	OUT OF STATE TOTAL	\$ -	\$ -	\$ -	\$ -
555100	OTHER FINANCING USES (15% Adm. Indirect Cost)				\$ -
	OTHER FINANCING USES TOTAL	\$ -	\$ -	\$ -	\$ -
560300	REFUND - MEMBER CONTRIBUTIONS				\$ -
563500	ANNUITY PAYMENTS				\$ -
565200	DISTRIBUTION TO BENEFICIARIES				\$ -
565300	DISTRIBUTION TO STATE GENERAL FUND				\$ -
566100	REVERSIONS				\$ -
	REFUND & DISTRIBUTION TOTAL	\$ -	\$ -	\$ -	\$ -
	GRAND TOTAL	\$ -	\$ -	\$ -	\$ -

CERTIFICATION

I/we _____ hereby certify that as of the date set forth below, the amounts included on this Expenditure and Balance Report are complete and accurate.

Contractor's Signature Date

HSD Approval Date

PED GRADS Program
Invoice for Services Rendered

FY 09 PED GRADS EXHIBIT D

New Mexico Human Services Department
 Income Support Division
 Pollon Plaza
 P. O. Box 2348
 Santa Fe, New Mexico 87504-2348
 Attn: Paul Lucero, Contract Manager

Contractor **Public Education Dept.**
 Quarter Ending
 Invoice Date
 Agreement No **GSA 10-630-9000-0000**
 Tax ID No
 Invoice No

FOR CONTRACTOR USE ONLY

Invoice Amounts

Requested monthly reimbursement for TANF GRADS

\$ -

Other Expenditures

Total monthly amount expended on TANF GRADS program

AMOUNT

MONTHLY TOTAL

\$ -

Certification

The undersigned certifies that:

- 1) The amounts invoiced herein are correct and just and that payment therefore has not been received;
- 2) PED has expended an amount equal to the total TANF funding invoiced from federal funding otherwise available; and

Contractor's Signature & Title

Phone #

Date

FOR HSD USE ONLY

I certify that amounts invoiced herein are correct and just and that payment therefore has not been remitted.

Department Official's Signature and Title

Phone #

Date

REMIT PAYMENT TO:

Public Education Department
 300 Don Gaspar
 Santa Fe, NM 87501

<p>CERTIFICATION - FOR HSD USE ONLY</p>
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INVOICE TRANSMITTAL

Transmittal Information

Invoice No. _____
 Fiscal Year State Fiscal Year 2010
 Transmittal Date _____
 Date of Service(s) _____
 P. O. Reference No. _____
 Contract No. _____

Contractor Information

DFA Vendor ID. _____ Alt. ID _____
 Name _____
 Address _____
 Phone No. _____

Contracted Service	Contract Budget	Total of Budget Adjustment(s)	Adjusted Contract Budget	Invoice Amount	YTD Expenses	Budget Balance
TANF GRADS	\$250,000.00					

*Attach supporting documentation

Contractor Signature _____ Date _____

TO BE COMPLETED BY HSD PROGRAM MANAGER

Program Manager Name _____
 Telephone No. _____
 E-mail Address _____

Approval to Pay _____
 Signature of Program Manager _____ Date _____

FOR INFORMATION TECHNOLOGY RELATED CONTRACTS: Approval to Pay _____ HSD CIO _____ DATE _____

Instructions for Invoice Transmittal

This form is to be completed by the Contractor. It is designed to keep all parties aware of the contract budget status. Assistance in completing this form may be obtained from the designated program manger.

Transmittal Information

Invoice No.: Enter the invoice number, which will follow a simple numbering sequence of 1, 2, 3, etc. Invoice 1 will be the first invoice of the contract period.

Fiscal Year: Enter the State of New Mexico fiscal year in which the applicable contract originated. The first two digits of the contract number designate the fiscal year.

Transmittal Date: Enter the date the Invoice Transmittal form is completed.

Date of Service: Enter the service-delivery time period for which reimbursement is being requested. For most contracts, this is the month and year of service. However, for short-term contracts, it can be a daily or weekly time period.

P. O. Reference No.: Enter the purchase document number applicable to this reimbursement. A purchase document is the document that encumbers (earmarks) the contracted funds. It has a unique identifying number. Contractors should receive a copy of the purchase document with their signed contract. Program managers should be able to assist in determining this number if needed.

Contract No.: This is the identifying number of the contractual document under which services are being provided (located at the top, right hand corner of the first page of the contract).

Contractor Information:

DFA Vendor ID: This is the unique, identifying, contractor code that the Department of Finance and Administration (DFA) assigns upon completion of the W-9 form. All contractors must have one to enter into contract with state government. This may be obtained from the purchase document (see P.O. Reference No., above, for description of purchase document).

Alt. ID: The alternate ID is a number associated with the DFA Vendor ID number. It is assigned by DFA when a contractor has numerous delivery sites/addresses for which expenditures must be separately tracked. It is usually a suffix that is added to the DFA Vendor Code and may be found on the purchase document.

Name: Enter the contractor's program/agency name as it appears on the purchase document and the contract. This is the name that is assigned to the DFA vendor code.

Address: Enter the contractor's address as it appears on the purchase document. This is the address that is assigned to the DFA vendor code.

Phone No: Enter the phone number of the Contractor's contact person who can answer questions that may result from the processing of the invoice.

Budget Section:

Contracted Service: Enter the name of the contracted service(s). The service does not refer to the detailed statement of work services but rather the broader service name(s), i.e. transportation, TANF, UR Review, etc. A contract may have one service or multiple services.

Every service in a contract is assigned a specific organizational (org) code. An org code is a budget designation and appears on the purchase document. Some contracts have one org code if there is one service being provided. Other contracts have multiple org codes. if they provide more than one service.

Contracted Budget: Enter the annual budget designated for each contracted service, as it appears in the original contract.

Total of Budget Adjustments: This is the total of the contract budget modifications resulting from contract amendments, for each service. If there have been more than one adjustment over the course of the contract year, the adjustment column should be the net result of all budget modifications.

Adjusted Contract Budget: This is the difference of the "Contract Budget" column and the "Adjustment" Column, for each service.

Invoice Amount: This is the amount for which the contractor is requesting reimbursement in this invoice, for each service. Attach all supporting documentation justifying the reimbursement request.

YTD Expenses: These are the year-to-date, accumulated expenses for the current contract year, for each service.

Budget Balance: This is the difference of the "Adjusted Contract Budget" and the "YTD Expenses" columns, for each service.

Contractor Signature: An original signature is required of the contractor representative authorized to approve an invoice.

**NEW MEXICO WORKS PROGRAM
Human Services Department
Income Support Division**

BUDGET ADJUSTMENT REQUEST

CONTRACTOR: _____

Date: _____

Agreement No: _____

ATTACH JUSTIFICATION NARRATIVE FOR EACH LINE ITEM

CATEGORY	LINE ITEM	AMOUNT OF INCREASE	AMOUNT OF DECREASE
TOTALS		\$	\$

I certify that the above is required for efficient program operation.

Authorized Signature _____

Date: _____

FOR IISD USE ONLY

APPROVED

DISAPPROVED

Authorized Signature _____

Date: _____

NEW MEXICO WORKS PROGRAM
 Human Services Department
 Income Support Division

BUDGET ADJUSTMENT REQUEST

CONTRACTOR: _____

Date: _____

Agreement No: _____

ATTACH JUSTIFICATION NARRATIVE FOR EACH LINE ITEM

CATEGORY	LINE ITEM	AMOUNT OF INCREASE	AMOUNT OF DECREASE
TOTALS		\$	\$

I certify that the above is required for efficient program operation.

Authorized Signature: _____

Date: _____

FOR HSD USE ONLY

APPROVED

DISAPPROVED

Authorized Signature _____

Date _____

"EXHIBIT G – STATEMENT OF WORK"
 Socorro Consolidated Schools (SCS)/ New Mexico Graduation Reality and Dual-Role Skills
 (NM GRADS) for TANF funding

Activities	Timelines
TASK	DUE DATE
1. Review Prevention research-based curriculum 9-12 and determine its appropriateness for all youth being served by this scope of work. Based on the review, the contractor will use, adapt, or identify a comparable curriculum for use in the workshops for GRADS educators. <ul style="list-style-type: none"> • <u>Objective:</u> By September 1, 2009 if a new prevention curriculum is recommended, conversations will be made with PED to use, or adapt the curriculum for use in GRADS workshops. 	September 1, 2009
2. Research, identify, and implement pregnancy, STD, HIV prevention activities throughout the NM GRADS program statewide. <ul style="list-style-type: none"> • <u>Objective:</u> By June 30, 2010 each GRADS site will meet at least one GRADS competency that addresses repeat pregnancy, STD's, and HIV prevention activities as documented in the on-site reviews (verified in the GRADS student notebooks). 	Ongoing
3. Utilize a curriculum that aligns with the Public Education Department's Health Education Content Standards with Benchmarks and Performance standards and is approved by the Department, School and Family Support Bureau for use in the GRADS program. <ul style="list-style-type: none"> • <u>Objective:</u> By September 1, 2009 all GRADS curriculum will be aligned with Health and FACS Standards with Benchmarks and Performance standards. 	September 1, 2009
4. Submit for review/approval from the Public Education Department's HIV Materials Review Panel any lessons used by the Contractor that have an HIV/STD prevention focus. <ul style="list-style-type: none"> • <u>Objective:</u> By June 30, 2010 all new lessons used that have an HIV/STD prevention focus will be reviewed and approved by the Department's HIV review panel. 	Ongoing
5. Demonstrate curricula alignment with the Public Education Department's Health Education Content Standards with Benchmarks and Performance Measures (6.30.2.19 NMAC) including abstinence education K-12 and Comprehensive Sexuality Education 7-12. <ul style="list-style-type: none"> • <u>Objective:</u> By September 1, 2009 all GRADS curriculum will be aligned with Health and FACS Standards with Benchmarks and Performance standards 	By September 1, 2009
6. Provide a copy of the approved curricula to the Public Education Department's HIV Program Coordinator. <ul style="list-style-type: none"> • <u>Objective:</u> By September 1 2009, if a new curriculum is recommended, at least one copy will be provided to the Department's HIV Program Coordinator. 	By September 1, 2009
7. Order and provide curricula and other NM GRADS materials to identified GRADS sites. <ul style="list-style-type: none"> • <u>Objective:</u> By June 30, 2010 at least one new resource will be provided to each GRADS site pertaining to teen parents and/or their children. 	Ongoing

8. Provide to the Department a list of prevention activities that are being implemented at GRADS sites statewide.
 - Objective: By June 30, 2010 (or as requested), NM GRADS will provide a list of prevention activities that are being implemented at GRADS sites statewide to the Department.

Quarterly as requested
9. Coordinate all logistics for workshops, including site and date selection, materials and travel for trainings.
 - Objective: By June 30, 2010 a minimum of one NM GRADS staff will attend and coordinate all arrangements for a minimum of one training.

Ongoing
10. Provide a minimum of one prevention trainings for university student teachers with education majors, middle and high school FACS teachers, health teachers and nurses.
 - Objective: By June 30, 2010 at least 1 training will have been given to at least 20 nurses, health teachers, middle/high school teachers, and university student teachers.

Ongoing
11. Provide Network System with ongoing technical assistance to sustain programs at GRADS sites for students at risk for repeat pregnancies.
 - Objective: By June 30, 2010 at least one on-site review will be conducted at each GRADS site. The sites that scored below the state norm for the previous year will receive additional site visits.
 - Objective: By June 30, 2010 each GRADS site will have been contacted at least 9 times by NM GRADS staff.

Ongoing
12. Evaluate the effectiveness of the workshops with post workshop participation satisfaction surveys. Provide results of the evaluation of trainings to the Department's HIV Program Coordinator.
 - Objective: At the conclusion of trainings that use the PED approved Comprehensive Sexuality curriculum, at least 95% of the participants will demonstrate accurate knowledge of HIV and STD's.

Ongoing
13. Conduct an annual statewide outcomes data assessment of GRADS prevention programs using a pre/post testing technique with program participants in comparison to non-participating control groups.
 - Objective: At end conclusion of the state outcomes data assessment, at least 50% of the GRADS participants completing the program will demonstrate a measurably higher level of improvement from pre to posttest on knowledge scores than the control groups.

By August 30, 2009
14. Provide training and resources to help NM GRADS teachers' transition graduating adolescent parents into post secondary educational institutions and / or the adult workforce.
 - Objective: By October 30, 2010 at least one resource will be given to GRADS teachers that will help GRADS teachers transition graduating adolescent parents into post secondary educational institutions and/or the adult workforce.

October 30, 2009
15. Partner with the Children, Youth, and Families Department to establish Fatherhood Support Groups in communities with GRADS Sites.
 - Objective: By June 30, 2010, at least 3 fatherhood support groups will be funded through a partnership with Children, Youth, and Families Department.

Ongoing
16. Maintain NM GRADS Dads fatherhood programs in schools and/or community settings to promote responsible, nurturing parenting and foster healthy relationships in GRADS teen parent families.
 - Objective: By June 30, 2010, at least one on-site review and nine contacts will be made to each fatherhood program.

Ongoing

<p>17. Provide quarterly updates to fatherhood facilitators.</p> <ul style="list-style-type: none"> - <u>Objective:</u> By June 30, 2010, at least four memos will be sent to each GRADS fatherhood facilitator with updates and information about fatherhood and the GRADS program. 	<p>Quarterly</p>
<p>18. Provide fatherhood facilitators/teachers of GRADS Dads support groups/fatherhood classroom instruction with necessary training and resources to promote father need and responsibility in parenting for groups/classroom instruction.</p> <ul style="list-style-type: none"> - <u>Objective:</u> By June 30, 2010, at least two trainings will be given for fatherhood facilitators/teachers. 	<p>Ongoing</p>
<p>19. Provide NM GRADS teachers with training and resources to promote career readiness and economic independence thereby enabling graduating seniors to develop individual Career Plans and Portfolios.</p> <ul style="list-style-type: none"> - <u>Objective:</u> By June 30, 2010, at least one resource will be given to GRADS teachers to promote career readiness and economic independence. 	<p>June 30, 2010</p>

EXHIBIT H
FINANCIAL INFORMATION SHEET for TANF
 Socorro Consolidated Schools (SCS)/ New Mexico Graduation Reality and Dual-Role Skills
 (NM GRADS)

On the budget form provide a detailed line item budget and justification. (additional pages may be used if necessary)

<u>Description</u>		<u>Justification</u>	<u>Administrative Services</u>	<u>Direct Services</u>				
Personnel (include names and salaries)								
<u>Name</u>	<u>Executive Director Salary</u>							
GRADS Executive Director (base pay \$50,611 + \$9,849 extra days in contract + \$7,922 for head teacher) - 50% is paid out of TANF funds and 50% is out of the general fund.	<table border="1"> <tr> <td>Admin 60%</td> <td>Direct- on site 40%</td> </tr> <tr> <td>\$20,515</td> <td>\$13,676</td> </tr> </table>	Admin 60%	Direct- on site 40%	\$20,515	\$13,676	<p>The NM GRADS Executive Director</p> <p>Administrative Duties: The Executive Director oversees staff and mentors of the New Mexico GRADS system, collaborates with potential sites, and oversees professional development for all components of GRADS. The Executive Director also represents GRADS teachers and consultants for childcare directors and fatherhood facilitators at appropriate agencies and department meetings/ trainings.</p> <p>Direct Services: The Executive Director provides on-going technical assistance to GRADS teachers, childcare directors, and local advisory committees, oversees provision of technical assistance for sites with deficiencies and/or staff turnover, and school administrators, travels to majority of GRADS sites for specific technical assistance and conducts approximately 10 on-site reviews.</p>		
Admin 60%	Direct- on site 40%							
\$20,515	\$13,676							
Associate Director of Finance (base pay = \$50,485 + \$9,824 extra days in contract)-50% is paid out of TANF funds and 50% is out of the general fund.	<table border="1"> <tr> <td>Admin 60%</td> <td>Direct- on site 40%</td> </tr> <tr> <td>\$18,093</td> <td>\$12,062</td> </tr> </table>	Admin 60%	Direct- on site 40%	\$18,093	\$12,062	<p>Associate Director Of Finance</p> <p>Administrative Duties: The Associate Director of Finance prepares budgets, BARS and transfers for funding stream, submits documentation of expenditures and requests for reimbursement to PED for SCS, tracks requisitions, Purchase Orders and checks, executes and monitors contracts for all GRADS components with school districts and communities, prepares and submits school resource sheets to PED, monitors and approves all cash request reimbursements from sites, oversees and</p>		
Admin 60%	Direct- on site 40%							
\$18,093	\$12,062							

<u>Description</u>		<u>Justification</u>	<u>Administrative Services</u>	<u>Direct Services</u>
<p>Data Clerk = \$23,715 50% is paid out of TANF funds and 50% is out of the general fund.</p>	<p>Data Clerk \$11,858 100% Admin</p>	<p>approves all GRADS requisitions, expenditures, and reconciles monthly line item balances with SCS vision software printouts. The Associate Director of Finance also develops/maintains the GRADS brochures, yearly calendar and legislative postcards.</p> <p>Direct Services: The Associate Director of Finance provides on-going technical assistance to child-care directors, GRADS teachers, and provides technical assistance to sites with deficiencies and/or staff turnover, school administrators, and conducts approximately 10 on-site reviews.</p> <p>Data Clerk Direct Services: The Data Clerk is in charge of entering and double checking all GRADS enrollment forms into the GRADS data base, and contacting sites to assure data received is valid. Travel to sites to train sites on data collection and entry as needed.</p> <p>The GRADS Executive Director and Associate Director of Finance, are paid according to the Socorro teacher salary schedule. The GRADS Executive Director and Associate Director of Finance are level three teachers. Socorro Consolidated teachers are paid to work 185 days. The GRADS Director and Associate Director of Finance work 221 days. The base pay (according to the salary schedule) for staff is divided by 185 to get the daily rate. The daily rate is then multiplied by 221 to get their salary. The Executive Director also receives a stipend for head teacher (as per Socorro salary schedule) - for duties pertaining to being the GRADS Executive Director - \$7,922. This amount is added after the base pay plus extended days are figured.</p> <p>The salaries listed above are pending approval from the Socorro School Board and PED.</p>	<p>\$38,608</p>	<p>\$37,596</p>
		<p><u>Total Amount:</u> \$76,204</p>		

Description		Justification	Administrative Services	Direct Services
Name Executive Director - Medical, Dental, Vision, FICA, FICA Med, ERA, RHC, Life, and Workers Comp. 50% is paid out of TANF funds and 50% is out of the general fund.	Executive Director Benefits \$10,482	Costs for benefits are as follows: Medical - \$6,485 (total for 12 months - 2 party) Dental - \$360 (total for 12 months - 2 party) Vision - \$75 (total for 12 months - 2 party) FICA - 6.2% of salary FICA Med - 1.45% of salary ERA - 11.5% of salary RHC - 1.3% of salary Life - \$48 (total for 12 months) Workers Comp - \$10 (total for 12 months)		
	Admin 60% \$6,289 Direct on-site 40% \$4,193			
Name Associate Director of Finance* - FICA, FICA Med, ERA, RHC, Life, and Workers Comp. 50% is paid out of TANF funds and 50% is out of the general fund.	Assoc. Dir. of Finance Benefits \$6,196	* The Associate Director of Finance does receive Medical, Dental or Vision Insurance through Socorro Consolidated Schools.		
	Admin 60% \$3,718 Direct on-site 40% \$2,478			
Name Data Clerk = Medical, Dental, Vision, FICA, FICA Med, ERA, RHC, Life, and Workers Comp	Data Clerk Benefits \$5,889 100% Direct	Total Amount: \$22,567	\$10,007	\$12,560

* The Associate Director of Finance does receive Medical, Dental or Vision Insurance through Socorro Consolidated Schools.

<u>Description</u>		<u>Justification</u>		<u>Administrative Services</u>	<u>Direct Services</u>
<u>Travel</u>					
<u>Staff Travel</u> - <u>Meeting/Trainings</u> = \$1,696	<u>Total Amount:</u> \$1,696	GRADS staff travel to meetings such as PED 2008 Funded Partners meeting in Alb, NM, YipeShare quarterly meetings, SHARE Summit, ECAN meetings, TPC conference, NMASBO conference, Head to Toe conference, DOH meetings, NMAEYC conference, and other meetings/conferences as needed related to teen parents.		\$1,696	
<u>Staff Travel</u> - <u>site visits</u> = \$900	<u>Total Amount:</u> \$900	GRADS staff travel to GRADS sites for technical assistance. Each site is visited at least once. Sites (and teachers) in their first and second years will be visited a minimum of two times. If a site is in need of more assistance, additional visits will be made.			\$900
<u>Teacher Travel</u> \$ 2,700	<u>Total Amount:</u> \$2,700	GRADS pays per-diem (according to the Socorro Schools reimbursement rate) for GRADS teachers to attend the required 2 day fall training to be held in Socorro, NM this year. First and second year teachers are reimbursed to attend the required two day new teacher training in September. GRADS also pays for the Child Care Center Directors to attend the annual GRADS Child Care Center training to be held in August 2009(this is usually a one day training).			\$2,700
Training					
<u>Presenters fees</u> - Two presenters yet to be determined for the fall training. Looking at people to present on teen parents and the law, child abuse, etc.	<u>Total Amount:</u> \$600	The presenters for the fall training have yet to be determined. NM GRADS is looking at having speakers who will inform teachers about legal issues that teens face, child abuse laws, and possibly contraception.			
<u>Materials</u> Food and paper goods for trainings	<u>Total Amount:</u> \$300	GRADS provides continental breakfast, and snacks for GRADS trainings, and annual summit.			\$600
<u>Membership/ Registration Fees</u> - NMTPC registration/membership- \$195 - Head to Toe Registration - \$185 - Other membership/registrations related to teen parents and child care- \$220	<u>Total Amount:</u> \$600	New Mexico Teen Pregnancy Coalition membership and registration are to be members of and attend their annual conference. Head to Toe conference is attended to gain school health information and current issues pertaining to teen families.			\$600

<u>Description</u>		<u>Justification</u>	<u>Administrative Services</u>	<u>Direct Services</u>
Supplies/ Equipment				
<u>Supplies</u> Teacher Supplies- books and curriculum for teachers - \$2,400	<u>Total Amount:</u> \$3,370	GRADS teachers are given a budget of \$200 to spend on books/ teaching resources for their classrooms. The GRADS teachers are also given the newest books from Morning Glory Press (focusing on teen parents) at the fall training. The Ohio GRADS curriculum is scheduled to be revised this year. Each GRADS teacher will receive the revised GRADS curriculum.		\$2,400
Office Supplies – Supplies for the GRADS state office - \$970		Office supplies include: paper, cartridges, antivirus software, pens, envelopes, binders, dividers, and other general office supplies.	\$970	
Program Budgets – be specific				
<u>Name of Site and programs included</u>	<u>Amount</u>	<u>Total Amount:</u>		
Alamogordo High	3,900	\$117,249		
Intervention/Prevention Alamogordo Alternative School	8,325			
Intervention/Prevention Albuquerque (Rio Grande)	2,000			
Intervention/Prevention Albuquerque (Cesar Chavez)	3,900			
Intervention/Prevention Artesia	3,900			
Intervention/Prevention Belen	3,900			
Intervention/Prevention Bernalillo	3,900			
Intervention/Prevention Carlsbad	3,900			
Intervention/Prevention Central- Career Prep	3,900			
Intervention/Prevention Deming	2,000			
Intervention/Prevention Deming Cesar Chavez	8,324			
				\$117,249
<p>The GRADS intervention component deals with pregnant and parenting teens (both male and female). The goals of the NM GRADS System are to reduce repeat pregnancies, reduce low birth-weight babies, retain students through graduation, develop positive parenting skills, develop positive parenting skills, develop skills for healthy relationships, foster a balance of work and family roles, prepare students for work and careers, demonstrate positive health care practices and provide access to safe competent child care.</p> <p>Pregnancy prevention is also a component that is included in the intervention component. Teen parents are provided with a comprehensive sexuality education unit. GRADS teachers also meet individually with teen parents to help them decide which method of birth control is best for them. The GRADS teachers are required to discuss pregnancy prevention with their students at least once per nine weeks.</p> <p>GRADS sites are funded initially with a three year funding cycle. The school district receives \$40,000 the first year, \$30,000 the second year, and \$20,000 the third year. Each year after the initial three year funding cycle, the GRADS sites qualify for additional funding based</p>				

Description		Justification	Administrative Services	Direct Services	
Gadsden- Santa Teresa	Intervention/Prevention	<p>upon enrollment (for the previous year).</p> <ul style="list-style-type: none"> If a site has 1-7 students, the school district is allotted \$2,000 for a case management period. If a site has 8-15 students, the school district is allotted \$4,000 for a case management period. If a site has 16+ students, the school district is allotted \$8,000 (\$4,000 for a case management period, and \$4,000 for summer case management) for each GRADS site. <p>NM GRADS Fatherhood component (GRADS Dads) resources and trainings are frequently requested by GRADS teachers and communities. Fatherhood sites are determined by a RFP process establishing school commitment to offering Fatherhood support groups which provide information to increase parenting/relationship skills and foster support in six competency areas. NM GRADS receives funding from CYFD to support some fatherhood programs. If all intervention/prevention, and child care sites are paid, any remaining funds will be given to fatherhood program on the waiting list.</p> <p>The amounts allotted to schools are based on enrollment forms entered as of April 17, 2009. The amounts allotted to schools might change if more enrollment forms are submitted. Final appropriations will be determined by July 15, 2009.</p>			
Gallup-Central	Intervention/Prevention				
Gallup- Crownpoint	Intervention/Prevention				
Gallup- Thoreau	Intervention/Prevention				
Grants- PLC	Intervention/Prevention				
Hatch	Intervention/Prevention				
Hobbs	Intervention/Prevention				
Las Cruces- Onate	Intervention/Prevention				
Las Cruces- San Andres	Intervention/Prevention				
Las Cruces- Las Cruces High	Intervention/Prevention				
Lovington	Intervention/Prevention				
Los Lunas- Valencia	Intervention/Prevention				
Portales- Broad Horizons	Intervention/Prevention				
Rio Rancho- Independence	Intervention/Prevention				
Roswell- University	Intervention/Prevention				
Ruidoso	Intervention/Prevention				
Socorro	Intervention/Prevention				
Taos	Intervention/Prevention				
Zuni	Intervention/Prevention				
Contractual					

<u>Description</u>	<u>Total Amount:</u>	<u>Justification</u>	<u>Administrative Services</u>	<u>Direct Services</u>
Technology Consultant - \$2,700	\$2,700	<u>Technology Consultant</u> <u>Administrative Duties:</u> The Technology consultant develops assessment tools for GRADS components, maintains GRADS web site, and maintains technology for NM GRADS.	\$2,700	
Other				
Printing - \$1,800	<u>Total Amount:</u>			
Copy Machine- \$2,220		Printing of GRADS calendar, breaking the cycle flyer and GRADS flyer to be used to inform people about GRADS.		
Postage -- \$600	\$6,114	Copy machine- lease with RICOH for a copy machine in the GRADS office. Since the lease of this copy machine, the GRADS office has been able to do the majority of printing (with the exception of the calendar and flyers) in the office.	\$4,314	\$1,800
Communication- \$954		Postage is paid to Socorro Schools for postage accrued throughout the year. Postage expenses include monthly mail outs to GRADS teachers, child care directors, facilitators, advisory members, and mail outs in January for new site outreach, mailing brochures and calendars to sites for recruitment purposes.		
Internet/web service- \$540		Communication- Telephone services for the GRADS state office: Qwest - \$800, NTS Communication - \$400 (long distance), Cell Phone for 3 GRADS employees (\$60/month)= \$1,980 (two 12 month employees and one 9 month employee) 50% is paid from TANF funds and 50% is paid from the general fund.		
		Internet services are provided by Integrated Technologies Services.		
Indirect Costs				

<u>Description</u>	<u>Justification</u>	<u>Administrative Services</u>	<u>Direct Services</u>
Indirect Costs @ 6% (includes utilities- electricity and gas)	Total Amount: \$15,000	\$15,000	
Total Amount Requesting = \$250,000		\$73,895	\$176,105



NMW Electronic Communication Exchange

TANF Participant Name		Social Security Number		Response Due Date or <input type="checkbox"/> Info Only	
Initiated by: <input type="checkbox"/> ISD <input type="checkbox"/> NMW <input type="checkbox"/> Support Service <input type="checkbox"/> IRU <input type="checkbox"/> Other					
Agency Name:		<input type="checkbox"/> TANF	<input type="checkbox"/> One Parent	<input type="checkbox"/> Two-Parent	<input type="checkbox"/> SNAP (Food Stamps)
		<input type="checkbox"/> ABAWD	<input type="checkbox"/> Non-ABAWD		
Name		Date	Name		Date
E-Mail Address		Phone Number	E-Mail Address		Phone Number
Attachments		Attachments			
<input type="checkbox"/> Select <input type="checkbox"/> Other		<input type="checkbox"/> Select <input type="checkbox"/> Other			

Narrative:		Response:	
1. General Information		<input type="checkbox"/> Select <input type="checkbox"/> Other	
Narrative:		Response:	
2. Support Services Needed		<input type="checkbox"/> Select <input type="checkbox"/> Other	
Narrative:		Response:	
3. Work Status Change		<input type="checkbox"/> Now Mandatory <input type="checkbox"/> Now Exempt for: Select IRU Status: Select IRU Review Due:	
Narrative:		Response:	
4. Work Activity Sanctions/Disqualifications		<input type="checkbox"/> Select <input type="checkbox"/> Good Cause - <input type="checkbox"/> Yes <input type="checkbox"/> No	
Narrative:		Response:	

DWF 009 Revised 11/5/08

DISTRIBUTION - Copy - Initiator - Respondent

INSTRUCTIONS FOR THE USE OF FORM
DWP 009
NMW Electronic Communication Exchange Form

PURPOSE

The New Mexico Works (NMW) Electronic Communication Exchange form, DWP 009, is initiated by either the NMW Program Service Provider or the NMW Support Services provider or by ISD.

The DWP 009 is an electronic form to be used to communicate between agencies that are responsible for working with participants in the TANF, Education Works and Food Stamp Programs.

PROCEDURES

The initiator submits the form to the appropriate respondent. Transmission of the form can be done either electronically or via hard copy. However, if transmission is completed electronically, a hard copy must be retained in the case record of the participant.

INSTRUCTIONS

The initiator completes the information at the top of the form including participant name, SSN, response due date or indication that the info, worker name and phone number.

If attachments are to be included, they should be indicated by electing from the items listed on the drop down menus.

In each of the four sections of the DWP 009, appropriate selections can be made from the drop down menus. Space is included to further narrate. When sending information to respondents who do not have access to ISD2, it may be appropriate to add the client address and phone number if that information will be needed to provide services.

A response may be entered on the original document if appropriate and returned to the initiator.

DISTRIBUTION

Copy - Initiator

Copy - Respondent

FORM RETENTION

The DWP form 009 is retained in the case record for four (4) years.