

Mid-Region
Council of Governments

MRCOG GRO Fund Training

Contacts

Primary Contact

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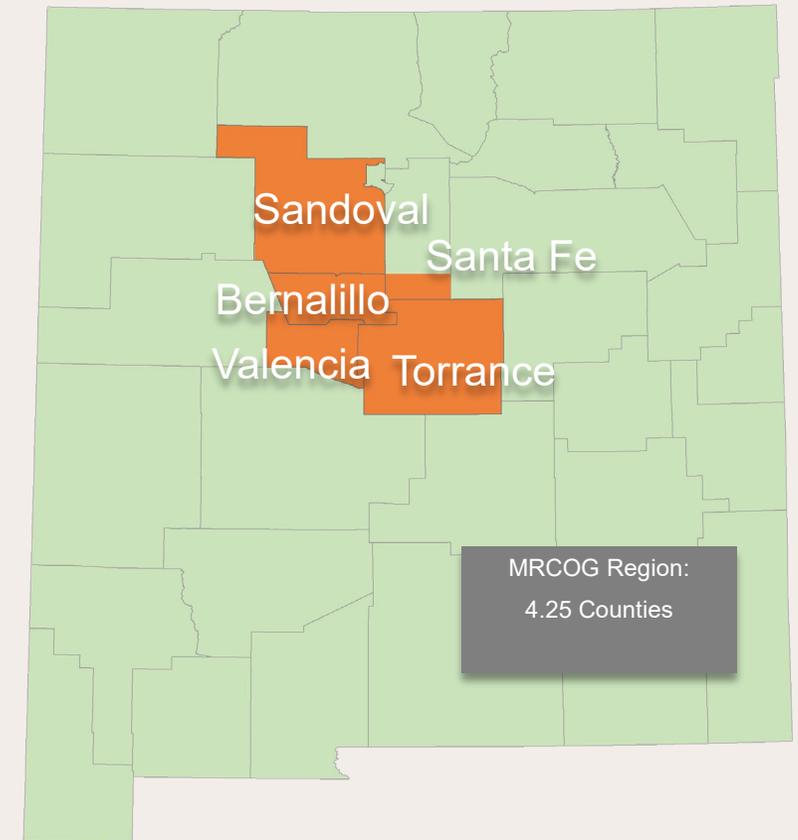
Additional Contacts

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ABOUT US: MID-REGION COUNCIL OF GOVERNMENTS

- Multi-county governmental agency
- Sandoval, Bernalillo, Valencia, Torrance, and southern Santa Fe Counties
- Economic and workforce development, Rio Metro regional transit, transportation planning, and local planning assistance



Government Results and Opportunity Fund

The GRO Fund was created in the 2024 Legislative Session as supplemental funding to replace the Junior appropriations from previous sessions.

The basics:

- Two-year funding (FY25 – FY26)
- Current program runs from July 1, 2024 to June 30, 2026
- Reimbursement money
- All local appropriations are being handled by Councils of Governments
- In 2024 MRCOG received 63 appropriations totaling 11.68 million dollars



ADOVOCATING FOR GRO FUNDS

- MRCOG will only accept certifications directly from legislators/legislative staff.
- When developing language for funds, ensure it's as specific to your organization as possible. MRCOG is available to assist in developing language.
- Funds aren't final until the Governor signs HB2. She has veto power over any appropriations.
- Appropriations directed to non-profit organizations are subject to the state procurement code.

MRCOG GRO Fund Process



Definitions:

- Mid-Region Council of Governments (MRCOG)
- Department of Finance and Administration (DFA)

Additional Information

- Fiscal year runs from July 1 to June 30
- MRCOG will require annual reports due on at the end of the fiscal year

Once contracts are finalized:

- Scope of work
 - Must be aligned with legislative language from your contract (Exhibit B)
 - Be as specific as you can while allowing room for flexibility
- Budget
 - Template provided by MRCOG

Before you start spending any money on your projects, it's essential to establish a clear scope of work and budget. This will ensure that any out-of-pocket expenses you incur can be reimbursed by the Department of Finance and Administration (DFA). MRCOG will review and approve all projects, seeking clarification from DFA when necessary.

Expenses not allowed:

- Equipment over \$5,000 (government entities are exempt)
- Vehicles (government entities are exempt)
- Property (government entities are exempt)
- Construction (government entities are exempt)
- Certain types of stipends including gift cards, entertainment, and meals

Please note that this list is not comprehensive. To ensure full reimbursement, it's important to include all of your expenses in both your budget and scope of work. If we're unsure whether an expense is reimbursable, we will consult with DFA for clarification.

Scope of work example:

Legislative language: \$160,000.00 for programmatic costs and resources for the city of Albuquerque for Robinson Park.

This project would create a cleaner, safer, and more welcoming space for residents and visitors.

- Trimming and clean up trees and shrubs around the park, including removal of dead trees.
- Planting of new trees and shrubs.
- Removal of debris.
- Repainting of park benches
- Restoration of damaged pathways
- Costs will cover paint, concrete, professional services to get this work done.

Budget example:

	A	B	C	D	E	F	G	H	I	J
1	2024 GRO Fund									
2	Budget Summary									
3										
4	Please complete budget summary below. Cells in gray are formulas. Please complete the detail in the related tab, if applicable.									
5										
6	Total									
7	Personnel Wages & Salaries	\$	-							
8	Personnel Fringe Benefits	\$	-							
9	Facilities Rental	\$	-							
10	Materials & Supplies		50,000.00							
11	Insurance									
12	Telephone (Cell)									
13	Dues, Fees, Memberships									
14	Software									
15	Postage/ Shipping									
16	Maintenance		50,000.00							
17	I.T. Services									
18	Training Expenses									
19	Equipment	\$	-							
20	Professional Services		60,000.00							
21	Outreach/advertising									
22	Other line items as appropriate:									
23										
24										
25										
26										
27										
28		Total Budget	\$	160,000.00						
29										
30										
31										

2024 GRO Fund

Detail of Salaries

	Position	Hourly rate	% time on program	FT hours annually	Total
1					\$ -
2					\$ -
3					\$ -
4					\$ -
5					\$ -
6					\$ -
7					\$ -
8					\$ -
9					\$ -
10					\$ -
11					\$ -
12					\$ -
13					\$ -
14					\$ -
15					\$ -
				Total Salaries	\$ -

2024 GRO Fund

Detail of Facilities Rental

	Location	Monthly Lease	# of months	Total	
1				\$ -	Example
2					
3					
4					
5					
6					
7					
			Total Rent	\$ -	

2024 GRO Fund

Detail of Equipment

Please note that the cost of an individual piece of equipment cannot exceed \$5,000.00

	Equipment	Description	Cost	Quantity	Total	
1					\$ -	Example
2						
3						
4						
5						
6						
7						
8						
9						
10						
					Total Equipment	
					\$ -	

Your scope of work and budget has been approved! What's next?

You are eligible to begin the reimbursement process. MRCOG will provide you with an excel spreadsheet template for your reimbursement request.

What is the process of reimbursement?

MRCOG GRO Fund Reimbursement Process



Please note:

- Reimbursement requests must exceed \$1,500, except for the final request.
- GRO Fund contracts state reimbursements will be processed within 30 days of submission.

Reimbursement Request Template

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Pay Request Form Instructions													
2														
3	Complete the following items on form: (see instructions below)													
4														
5	Exhibit 1 - I. Sub-Recipient Information				II. Payment Information									
6	A. Sub-Recipient				A. Provide Pay Request Number									
7	B. Address				B. Appropriation Amount									
8	C. Phone No				C. Funds Requested to Date (1st pay request will be \$0.00)									
9	D. Appropriation No				D. Amount Requested this Payment (will auto calculate from Exh. 2 and Exh. 3)									
10					E. Reversion Amount (provide amount if reverting funds) (Include with final request for payment.)									
11					F. Grant Balance (this cell will auto calculate)									
12					G. Final Request (check box for final request for payment)									
13														
14	IV. & V. = Enter Y for Yes to confirm Compliance and Duplication Certification													
15														
16	Before submitting Request for Payment please sign, print and date for:													
17	Grantee Fiscal Officer or Fiscal Agent and Grantee Representative													
18														
19	Instructions													
20	1. Complete Exhibit 2 Backup (total will auto calculate and be included in II. Payment Information, D. Amount Requested this Payment)													
21	2. Complete Exhibit 3 Backup (total will auto calculate and be included in II. Payment Information, D. Amount Requested this Payment)													
22	3. Sign, Print and Date Exhibit 1.													
23	4. Submit Exhibit 1 as a PDF. Submit Exhibit 2 and 3 (if necessary) as an excel file with each payment request.													
24	5. Submit PDF copies of supporting documentation such as invoices, proof of payment (cancelled checks or bank statements) and other documentation as appropriate.													
25														
26	1. All Request for Payments must be submitted electronically via email to ap@mrcog-nm.gov and cc'd to mesquivel@mrcog-nm.gov													
27	2. Please include in the Subject field your entity name -- i.e., Entity - GRO Fund Appropriation Number (Entity - GRO - 24-IDxxx).													
28	3. Email content should include Request for Payment number, and any additional information needed to share with Program Coordinator.													
29														
30	If you have any questions on forms or expenditure eligibility, please submit via email to Mesquivel@mrcog-nm.gov													
31														
32														
33														

Exhibit 1

	A	B	C	D	E	F	G	H	I	J	K
1	Mid-Region Council of Governments										
2	GRO Fund Request for Reimbursement Form										
3	Exhibit 1										
4											
5											
6	I.	Sub-Recipient Information					II.	Payment Computation			
7		(Make sure information is complete & accurate)					A.	Payment Request No.		1	
8	A.	Sub-Recipient:					B.	Grant Amount:		\$0.00	
9	B.	Address:					C.	Funds Requested to Date:		\$0.00	
10		(Complete Mailing, including Suite, if applicable)					D.	Amount Requested this Payment:		\$0.00	
11							E.	Reversion Amount (If Applicable):			
12		City, State, Zip					F.	Appropriation Balance:		\$0.00	
13	C.	Phone No:					G.	<input type="checkbox"/>	Final Request for Payment		
14	D.	Appropriation No:									
15	E.	Appropriation Expiration Date:		6/30/2025							
16											
17											
18	III.	Period Available:		2024-2026 (July 1, 2024 - June 30, 2026)							
19											
20											
21	IV.	Certify: _____		Compliance Certification: Under penalty of law, I hereby certify to the best of my knowledge and belief, the above information is correct; expenditures are properly documented, and are valid expenditures or actual receipts; and that the grant activity is in full compliance with Article IX, Sec. 14 of the New Mexico Constitution known as the "anti donation" clause.							
22	V.	Certify: _____		Duplication Certification: Under penalty of law, I hereby certify to the best of my knowledge and belief, the above information is correct; expenditures are properly documented and have not been submitted for reimbursement under any other local, state or federal grant award, and are valid expenditures or actual receipts; and that the grant activity is in full compliance with applicable laws in the State of New Mexico.							
23											
24											
25											
26		Grantee Fiscal Officer					Grantee Representative				
27		or Fiscal Agent (if applicable)									
28											
29											
30											
31											

Reimbursement Checklist:

- MRCOG GRO Fund Reimbursement Request Template
 - Exhibit 1 – Request for Reimbursement Form
 - Exhibit 2 – Backup
 - Exhibit 3 – Personnel Admin
- Invoices, canceled checks, and/or bank statements related to Exhibit 3, in order.
- Emailed to AP@mrcog-nm.gov and cc'd mesquivel@mrcog-nm.gov

Reporting

DFA requires reporting from MRCOG at the conclusion of the fiscal year and the program term. You will need to describe the outcomes, results, benefit, and or uses of the appropriation funds. We will provide report templates and additional reporting information at a later date, once we have gathered further details from DFA.

Contacts

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GRO Fund Website

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