



Reimbursement Packets

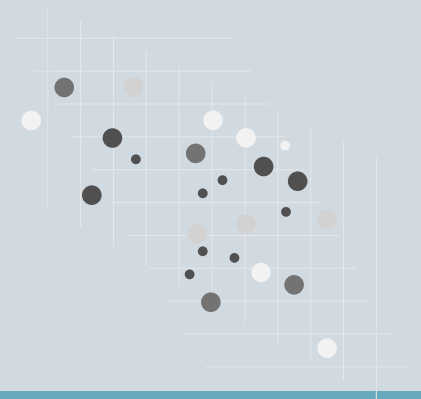


Fiscal Year End Reimbursement

- A reimbursement packet that **includes all expenses up to and including June 30**, the end of the state's fiscal year.
- The packet needs to arrive at the YCC office by **JULY 15**.

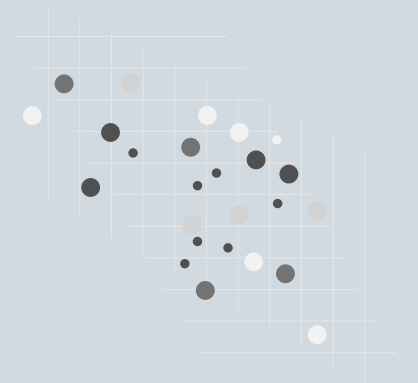
Fiscal Year End Reimbursement

- For pay periods that straddle **June 30**, submit timesheets and wage calculations for days worked up to **June 30**, even though you may not have paid the Corps member for those days of work.
- Proof of payment may be included with the next reimbursement.



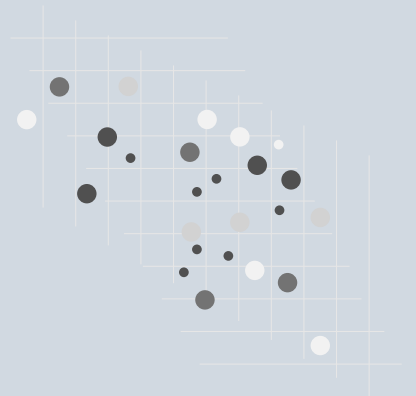
Fiscal Year End Reimbursement

- For expenses that straddle the fiscal year (e.g. rental vehicle) Obtain an invoice up to **June 30** and submit with your reimbursement OR calculate the cost up to June 30 and include those calculations in your reimbursement packet.



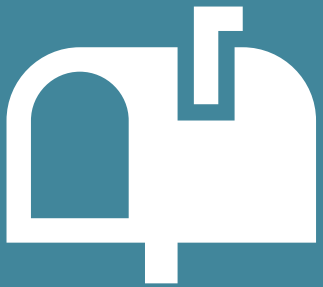
Fiscal Year End Reimbursement

- Requisitions or purchase orders for services and supplies that are created before **June 30th** must be delivered, invoiced, and paid for before **June 30th**
- YCC Invoices must be dated on or before **June 30th**
 - Invoices dated after June 30th, will not be accepted



Mail to:

**Youth Conservation
Corps
1220 South St.
Francis
Santa Fe, NM 87505**



Reimbursement packets must be **printed out** and mailed. **We will not accept e-mailed packets.**



All documents in the packet should be printed on one side only.



Submit packets regularly (most sponsors submit reimbursements about once every two pay periods)



Except for the period ending **June 30 (end of fiscal year)**, there are no hard deadlines.

There are six parts to a YCC Reimbursement Packet:



1. Invoice



2. Corps Member Wages



3. Other Costs (Supplies, Training, Staff, Admin, Mileage)



4. Offeror Contribution



5. Project Status Report



6. Photos

YOUTH CONSERVATION CORPS INVOICE For REIMBURSEMENT

Remit Payment to:					
Contractor				Invoice Number:	23 001
Street				Invoice Date:	
City, State, Zip				Invoice Amount	\$ -
Vendor #					
Reporting Period-Start Date:				Corps Member Wages	
Reporting Period-End Date:				Percentage:	
Total Number of weeks for project:		#VALUE!		#DIV/0!	
Line Item	Budget	Adjustments (attach confirmation email from YCC)		Current Request	Remaining Budget
Corps Member Wages/FICA/Unemployment/ Workers' Comp	\$ 132,849.20	\$ -		\$ -	\$ 132,849.20
Other Costs	\$ 29,650.00	\$ -		\$ -	\$ 29,650.00
TOTAL:	\$ 162,499.20	\$ -		\$ -	\$ 162,499.20
MATCH (Minimum 20% of funds requested)	Pledged Amount		Previous Match	Current Match	Remaining Match
Contributions total (attach documentation)	\$ 33,795.00	\$ -		\$ -	\$ 33,795.00
				% Match:	#DIV/0!
<i>The percent match is calculated as a percentage of funds requested; per your contract, you must match at least 20% of funds requested.</i>					
I certify this invoice reflects expenditures accrued during the YCC Project.					
Prepared by:		e-mail:			

Invoice 1	Invoice 2	Invoice 3	Invoice 4	Invoice 5	Invoice 6	Invoice 7	Invoice 8	Invoice 9	Invoice 10
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Ten invoices are provided, use the invoices in sequence.

1. Invoice

- Sponsors are provided 10 invoices
- Total awarded budget(s) are already entered into invoice
- Areas highlighted in yellow are completed by sponsors
- Invoices automatically calculate the total Invoice Amount and deduct from the remaining budget

Reporting Period-Start Date:	5/6/2024	Corps Member Wages	
Reporting Period-End Date:		Percentage:	#DIV/0!
Total Number of weeks for project:	0.00		

Reporting Period-Start Date:	May 6, 2024	Corps Member Wages	
Reporting Period-End Date:		Percentage:	#DIV/0!
Total Number of weeks for project:	#VALUE!		

- The invoice will automatically calculate the total number of weeks for the current reporting period
- Enter the dates using MM/DD/YYYY format and the invoice will automatically change to Month Date, Year format.

	Corps Member Wages		
	Percentage:		90.00%
on		Current Request	Remaining Budget
		\$ 45,000.00	\$ 87,849.20
		\$ 5,000.00	\$ 24,650.00
		\$ 50,000.00	\$ 112,499.20
	Previous Match	Current Match	Remaining Match
		\$ 7,500.00	\$ 26,295.00
		% Match:	15.00%
<i>Match is calculated as a percentage of funds requested; in this project, you must match at least 20% of funds requested.</i>			

The invoices calculate the corps member wages percentage and percentage of match.

Reporting Period-Start Date:		June 2, 2024			
Reporting Period-End Date:		June 30, 2024		Corps Member Wages Percentage:	90.00%
Total Number of weeks for project:		8.57			
Line Item	Budget	Adjustments (attach confirmation email from YCC)	Previous Reimbursement	Current Request	Remaining Budget
Corps Member Wages/FICA/Unemployment/ Workers' Comp	\$ 132,849.20	\$ -	\$ 45,000.00		\$ 87,849.20
Supplies/Equipment/Misc.	\$ 29,650.00	\$ -	\$ 5,000.00	\$ -	\$ 24,650.00
TOTAL:	\$ 162,499.20	\$ -	\$ 50,000.00	\$ -	\$ 112,499.20
Contributions Match	Pledged Amount		Previous Match	Current Match	Remaining Match
Attach all documentation (worksheet)	\$ 33,795.00	\$ -	\$ 7,500.00	\$ -	\$ 26,295.00
				% Match met:	15.00%
<i>The percent match is calculated as a percentage of funds requested; per your contract, you must match at least 20% of funds requested.</i>					
I certify this invoice reflects expenditures accrued during the YCC Project:					
Prepared by:		e-mail:			
Name of Signature Authority		Title of Signature Authority			

Totals from your previous reimbursements will be populated automatically on the next invoice

3 Budget Line Items :

- Corps member wages
- Other Costs (including Vehicle Usage)
- Offeror Contribution

Line Item	Budget	Adjustments (attach confirmation email from YCC)		Current Request	Remaining Budget
Corps Member Wages/FICA/Unemployment/ Workers' Comp	\$ 54,483.23	\$ -			\$ 54,483.23
Other Costs	\$ 22,910.00	\$ -			\$ 22,910.00
TOTAL:	\$ 77,393.23	\$ -		\$ -	\$ 77,393.23
MATCH (Minimum 20% of funds requested)					
	Pledged Amount		Previous Match	Current Match	Remaining Match
Contributions total (attach documentation)	\$ 25,120.00	\$ -			\$ 25,120.00

Budget Line Items

- YCC provides Reimbursement Worksheets that may be used as a summary sheet for each line items. The worksheets have formulas to calculate totals automatically.
- You may use your own worksheets, but a summary spreadsheet *must* be included for each budget line-item section.

2. Corps Member Wages

- Enter FICA & Unemployment & workers' comp percentage from your cost response.

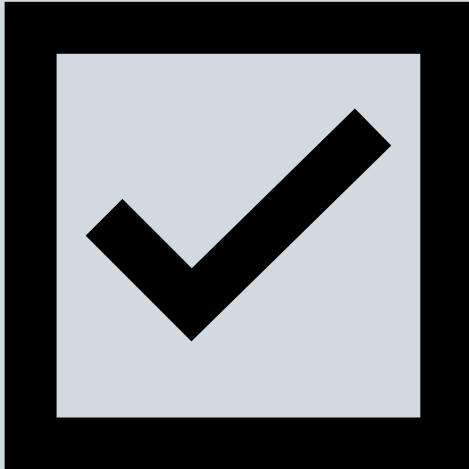
Youth Conservation Corps
Invoice Worksheet

Worksheet: Wages/FICA/Unemployment Line Item					
Corps Member Name	Wage/Hr	# of Hours Worked	Gross Wage	Enter FICA + Unemployment + Workers' Comp %age in gray box	Total
				13.250%	
Thaddeus Begay	\$ 15.00	80.00	\$ 1,200.00	\$ 159.00	\$ 1,359.00
Sara Smile	\$ 16.00	80.00	\$ 1,280.00	\$ 169.60	\$ 1,449.60
Ernesto Orega	\$ 15.00	72.00	\$ 1,080.00	\$ 143.10	\$ 1,223.10
Rob Yaksich	\$ 16.00	44.00	\$ 704.00	\$ 93.28	\$ 797.28
Brittany Tsosie (crew leader)	\$ 18.00	80.00	\$ 1,440.00	\$ 190.80	\$ 1,630.80
	\$ -		\$ -		\$ -

Offeror: Contractor									
Corps Position (Member, Leader, Trainer)	Number of People	Wage per Hour	Hours per Week	Number of Weeks	Gross Wages	Workers' Comp: Enter % Rate in Gray Box	Unemployment: Enter % Rate in Gray Box	FICA: Enter % Rate in Gray Box	Total Budget
						3.00%	4.00%	6.25%	
Trainer	1	\$ 16.00	40	8	\$ 5,120.00	\$ 153.60	\$ 204.80	\$ 320.00	\$ 5,798.40
Member	5	\$ 15.00	40	8	\$ 24,000.00	\$ 720.00	\$ 960.00	\$ 1,500.00	\$ 27,180.00

Cost Response

Wages: Supporting Documentation



- Copies of Corps members' cancelled checks or pay stubs OR the direct deposit print-out attached to the timesheet
- Timesheets if the paystubs do not reflect dates and hours worked

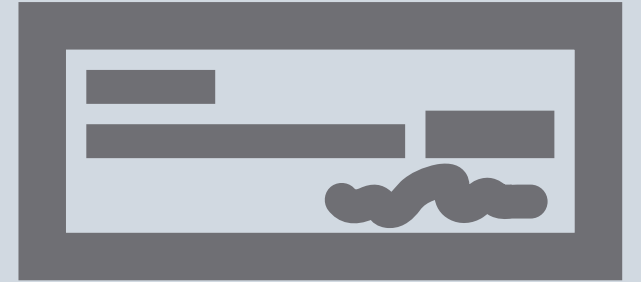
Other Costs: Supporting Documentation



- Legible, clearly dated and with the business name and address printed on them.
- Descriptions and quantities of each item
- Copied receipts.
 - More than one receipt may be copied to one piece of paper.
- Paystubs for staff.

Other Costs: Proof of Payment

- Purchase order (for government entities)
- Copy of a payment voucher (for government entities)
- Copy of a cancelled check or check register or credit card statement (non-profits)
- Copies of checks or pay stubs OR the direct deposit print-out for staff or trainer time
- Proof of payment not required for fuel/ice/food; receipts are enough
- If claiming admin time, please include calculations that are consistent with your approved proposal



Other Costs: Vehicle Usage Form

- Include this form if you have requested mileage reimbursement in your approved proposal
- If you have reimbursed a driver of a non-company vehicle, you will have to submit proof of payment
- You can claim either mileage or gas, NOT both

All sections of this form must be filled out

Make & Model:				
Select one:		Company Vehicle <input checked="" type="checkbox"/>	Privately Owned <input type="checkbox"/>	Rental <input type="checkbox"/>
Odometer Readings				
Reason for Trip	Start	End	Number of Miles	# Miles x \$.52/mile
Haul Material to site	82000	82081	81	\$ 42.12
Transport Crew to Training	82475	82712	237	\$ 123.24
Travel to worksite (RT)	82810	82832	22	\$ 11.44
Haul Material to site	83021	83101	80	\$ 41.60
			-	\$ -
			-	\$ -
			-	\$ -
			-	\$ -
			-	\$ -
			-	\$ -
			-	\$ -
			-	\$ -
			-	\$ -
			-	\$ -
			-	\$ -
			-	\$ -
			-	\$ -
Totals:			420.00	\$ 218.40

As of this form, I confirm that the above claim for reimbursement is just and true in all respects.

Signature (if privately owned)	

OFFEROR CONTRIBUTION

Offerors must submit proof of payment or contribution of in-kind contributions for a minimum of 20% of requested funds.

For staff time, please include all benefits in the stated rate.
 Volunteer time is valued at \$31.80 / hour as of April 2023.

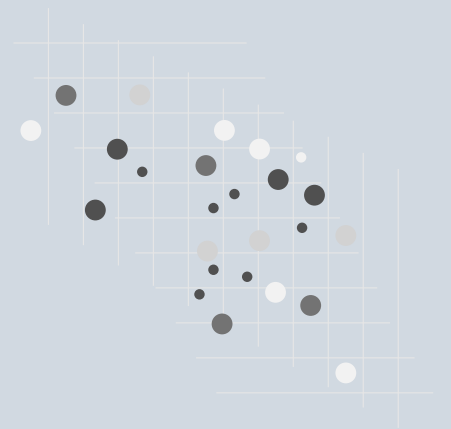
Item Description	Unit (Hour, Class)	# of Units	Price/Unit	Total
Training: Fence Building Chris	hour	12	\$ 25.00	\$ 300.00
Volunteer Hours -supervision at work site	hour	79	\$ 31.80	\$ 2,512.20
Lumber for benches	gross	1	\$ 1,500.00	\$ 1,500.00
Bus Driver	hours	22	\$ 18.75	\$ 412.50
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -



4. Offeror Contribution

Supporting Documentation

- Same type of supporting documentation as Other Costs.
- Sponsors must submit:
 - Invoices and proof of payment
 - Paystubs and timesheets for the trainers/employees
 - Redact (black out) sensitive personal information
 - Timesheets for volunteer time or sign-in sheets



Project Status Reports

The Project Status Reports section allows you to generate the required project status reports and the final click on the print button. Sign the resulting print out and send it to YCC.

Note: All Corps member must be released before your final report can be filed.

		Reporting Period	Corps Members	Hours Worked	Training Sessions	Training Hours	
4	View	6/1/2020 - 4/8/2020	22	3461.00	2	59.00	Remove
5	View	5/1/2020 - 5/12/2020	12	740.00	2	60.00	Remove
	Total:			4201.00	4	119.00	

[Add Status Report](#)



- Log in to the Sponsor Log-in
- Scroll down to the "Projects" section and select the current project.
- Scroll down to the "Projects Status Reports" section and click Add Status Report

5. Status Report

New Mexico Youth Conservation Co

Project Details > Project Status

Add a Status Report for YCC Example Proj

Report Details

Start Date:

End Date:

Name:

Identify the

Title:

Project Work Plan

Report Details

- Start and end date of the report
- Name and title of the person submitting the report

Project Work Plan

- Short narrative on work project
- Accomplishments
- Issues
- Number of corps members working for the status report period
- Total number of hours paid
 - Example: If 10 corps members worked 160 hours, enter $10 \times 160 = 1600$ hours.

Project Work Plan

Discuss project accomplishments, problems encountered, and/or variances which have occurred.

Work Description:

Corps Members: Total members working for this reporting period.

Hours Paid: Total number of hours paid to Corps members in this reporting period.

Education/Training

- List each training session
- Number of training sessions
- Total number of training hours

Education

Discuss Corps members educational activities occurring during the reporting period.

Training Description:

Training Sessions:

Training Hours:

Total training hours for the reporting period.

Training #1 : 1 hour X 5 corps members (CM) = 5 hours

Training #2: 5 hours X 5 corps members (CM) = 25 hours

Training #3: 2 hours X 5 corps members (CM) = 10 hours

$5 + 25 + 10 = \underline{40}$ hours total for reporting period

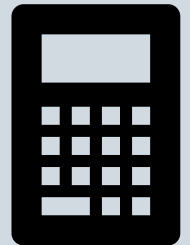

Education

Discuss Corps members educational activities occurring during the reporting period.

Training Description:

Training Sessions:

Training Hours: Total training hours for the reporting period.



HOW TO ADD UP THE TOTAL TRAINING HOURS

Open Items

Any additional information you would like to add.

Open Items

Discuss any project items you feel are important in this actual reporting period.

Item Description:

Submit/Print

Scroll to the bottom and press the blue Submit/Print button

- Print
- Sign it
- Submit with your reimbursement packet

**NEW MEXICO YOUTH CONSERVATION CORPS
PROJECT STATUS REPORT**

Reporting Sponsor: YCC
Reporting Period: 05/13/2020 - 04/26/2022

Number of Corps members: Working in this reporting period. 8

Work Hours: Total combined number of hours worked by Corps members in this reporting period. 1068

Trainings given in this reporting period: 4 ***Training Hours:** 192
*(Total training hours for the reporting period: (example) Training #1 - 1 hour x 5 Corps Members (CM) = 5 hours; Training #2 - 5 hours x 5 CM = 25 hours; Training #3 - 2 hours x 5 CM = 10 hours; 5 + 25 + 10 = 40 hours total reported for this reporting period.)

CERTIFICATION

I certify to the accuracy of the information contained in this document.

Name	Sarah Wood	Signature	
Title	Project Coordinator	Date	

1. Project work plan: (Discuss project accomplishments, problems encountered, and/or variances which have occurred.)

Built 1 mile of trail in the SF National Forest; helped fill sand bags for emergency response; installed 10 interpretive signs.

2. Education: (Discuss Corps members educational activities occurring on this actual reporting period.)

First Aid/CPR, trail maintenance, resume preparation, field trip to history museum.

3. Open items: (Discuss any project items you feel are important in this actual reporting period.)

None

Print 1 sheet of paper

Destination: XeroxC8130 PS

Pages: All

Copies: 1

Layout: Portrait

Color: Black and white

More settings ▼

Print
Cancel

6. Photos

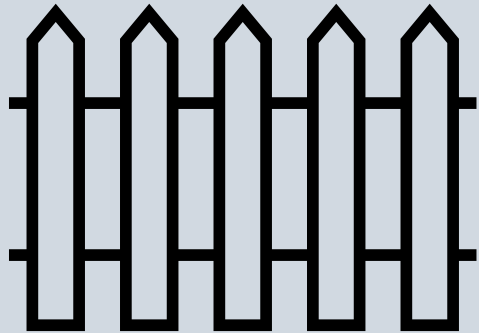
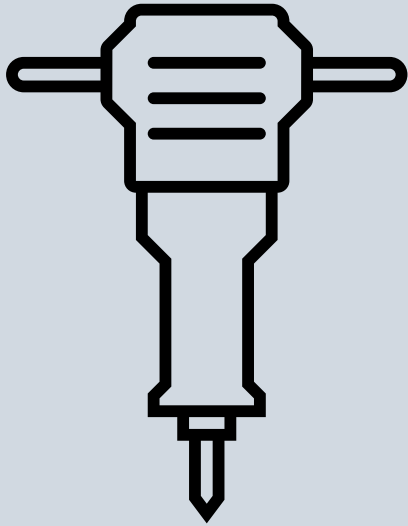
Email or upload at least *two* photos and at least 1MB in size.

Do NOT print photos and include in the packets

Photos should be emailed to YCC staff or upload to [YCC's Google Drive](#).

- Before and After Project Photos
- Corps Members working
- Corps Members wearing YCC gear





Project Closeout

There are *five* steps to closing out the project:

1. Corps members complete a brief online survey. Make completing the survey part of every corps member's last day.
2. Sponsor completes a Status Report.
3. Sponsor releases the Corps member
 - a) Corps members must complete their online survey before they can be released!
4. Complete Final Project Report
5. Prepare and submit the final reimbursement packet within **45 days** after completion of the Project.

PROJECT CLOSE-OUT

1. Corps Member Survey

- Each Corp member is assigned a project key that enables them to access the survey.
- The project key is printed at the bottom of the Certificate of Eligibility Form.
- Note: The only letter in the key is the very last digit.

New Mexico Youth Conservation Corps CERTIFICATION OF ELIGIBILITY

Today's Date: 1/18/2023 Date of Hire: 9/26/2022
Name: Strong, Sandram
Street Address: 123 Hedgehog Row
City, State, Zip Code: Chama, NM, 88401
Date of Birth: 12/1/2000 Age: 24
(mm/dd/yy)

I, Sandram Strong, certify that I am:
(Printed Corps Member Name)

1. A New Mexico resident (attach proof of residency, see page two for acceptable proof)
2. Not the child or sibling of the hiring officer or project supervisor.
3. Between the ages of 14 – 25 at the time of hire (attach proof of age, i.e., driver's license or birth certificate);
4. Unemployed at the time of hire (no minimum time someone must be unemployed);
5. Willing to work in cooperation with YCC Project Sponsor, Crew Leader, and other Corps members in order to complete the goals and tasks established for the YCC program.

I understand that:

1. I may be evaluated periodically during my employment and agree to abide by the rules, policies and procedures of YCC as administered by
The Village of Chimayo
(Printed Project Sponsor Name)

Corps Member Signature

YCC Supervisor Signature

Corps Member Key: 6801315710825K



2. Status Report

Project Status Reports

The Project Status Reports section allows you to generate the required project status reports and the final click on the print button. Sign the resulting print out and send it to YCC.

Note: All Corps member must be released before your final report can be filed.

		Reporting Period	Corps Members	Hours Worked	Training Sessions	Training Hours	
4	View	6/1/2020 - 4/8/2020	22	3461.00	2	59.00	Remove
5	View	5/1/2020 - 5/12/2020	12	740.00	2	60.00	Remove
	Total:			4201.00	4	119.00	

[Add Status Report](#)

- Log in to Sponsor Log-in
- Scroll down to the "Projects" section and select the current project.
- Scroll down to the "Projects Status Reports" section and click [Add Status Report](#)

3. Release Corps Members Cont'd

Corps Member Positions

The Corps member section displays positions that have been budgeted for this project and the Corps member is currently employed in that position. Corps members can be added or released from the project h employed to replace a crew member who has left the project, please release the crew member that left and then add the new corps member in that position.

Note: A Corps member must complete thier survey before they can be released.

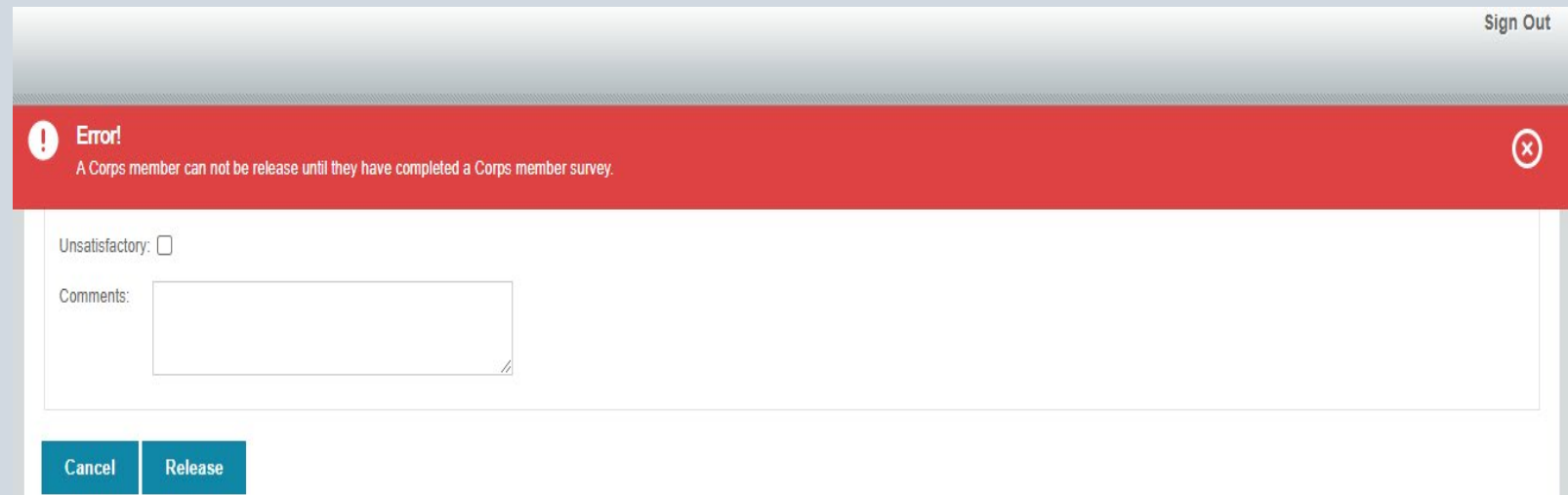
You may print blank surveys by clicking [here](#).

	Member		
Certificate	Bigears, Ted	Leader	Edit/Release
Certificate	Tabletop, Jona	Member	Edit/Release
Certificate	Fairplay, Lisa	Member	Edit/Release



Release Corps Members cont'd

- If you try to release a corps member before they have done their survey, you will get an error.
- Press cancel and have the corps member do the survey!
- Call the YCC if a member cannot complete the survey.



The screenshot shows a web application window with a "Sign Out" link in the top right corner. A red error dialog box is displayed in the center, containing the following text:

Error!
A Corps member can not be release until they have completed a Corps member survey.

Below the error message, there is a form with two fields:

Unsatisfactory:

Comments:

At the bottom of the dialog box, there are two buttons: "Cancel" and "Release".

Release Corps Members: Info

Required Information:

- Last day of employment
- What is the corps member doing next?
- Credits earned (if applicable)
- Explanation of end of service
- Final Evaluation (satisfactory or unsatisfactory)



4. Final Report

After all corps members are released, the Final Report link will appear at the bottom of the Project Details page

- Most fields of the Final Report will automatically be filled in.
- You will be asked to do a short summary of the project.

Project Status Reports

The Project Status Reports section allows you to generate the required project status reports and the final project report for this project. It uses the information supplied above to partially complete the reports. Fill in the remaining details and click on the print button. Sign the resulting print out and send it to YCC.

Note: All Corps member must be released before your final report can filed.

		Reporting Period	Corps Members	Hours Worked	Training Sessions	Training Hours	
1	View	3/6/2018 - 3/20/2018	5	340.00	2	60.00	Remove
Total:				340.00	2	60.00	

[Add Status Report](#)
[File a Final Report](#)

**NEW MEXICO YOUTH CONSERVATION CORPS
FINAL PROJECT REPORT**

Reporting Sponsor: Bringine Youth Together, Inc.
Date: 02/12/2018

Commission is committed to assisting Corps members to further their educational opportunities. Therefore the Act reads as follows:

9-5B-9. Education; training.

A. Corps members shall be encouraged to increase their opportunities for employment by education and training. Corps personnel shall seek cooperative agreements with community colleges, vocational schools and other institutions of higher learning in an effort to aid corps members in achieving their educational goals. Corps personnel shall provide opportunities for corps members to achieve basic education, literacy and high school or equivalency diplomas.

B. On completion of employment, a corps member who has twelve full months of employment as a corps member during a period not to exceed forty-eight months, and who has received satisfactory evaluations throughout his employment, is entitled to receive as additional compensation five hundred dollars (\$500) or a one thousand five hundred dollar (\$1,500) educational tuition voucher at a New Mexico public institution of higher education. The educational tuition voucher is valid for two years. If the corps member receives a satisfactory employment evaluation and the program manager determines that the corps member's employment was completed in less than twelve months in a four year period due to circumstances beyond the corps member's control, the program manager may authorize a partial compensation payment or a partial educational tuition voucher to that corps member.

History: Laws 1992, ch. 91, § 9.

YCC needs the following information to fulfill the requirements of the YCC Act. Please see that the entire form is filled out to the best of your ability. The **FINAL REQUEST FOR REIMBURSEMENT** will not be processed without a completed **YCC Final Project Report**.

CERTIFICATION

I certify to the accuracy of the information contained in this document.

Name Chloe Kent Signature _____
Title Project Coordinator Date _____

**NEW MEXICO YOUTH CONSERVATION CORPS
FINAL PROJECT REPORT**

Corps Members Characteristics (apply all applicable categories to each corps members)		
# of Corps members at completion of Project:	# of Corps members released for unsatisfactory performance before the end of the Project:	0
# of Females	# of Males	0
# of 14-15 years old	# of 16-17 years old	0
# of 18-19 years old	# of 20-25 years old	2
# of Corps members receiving mid-school, high school or college credit hours for Project Participation	Total # of credit hours	2

Project Sponsor Assistance to Corps Member			
Attended GED classes:	0	Attained GED:	0
Returned to Middle School:	0	Re-Enrolled in Middle School:	0
Returned to High School:	0	Re-Enrolled in High School:	0
Enrolled in Vocational School:	0	Enrolled in Jr. College:	1
Enrolled in College:	1	Enrolled in any other advanced training:	0
Employed after Project End:	0		

Explain what your Project contributed to the improvement of New Mexico's natural resources and lasting community benefits.

Print, Sign, included with final reimbursement packet!

5. Submit Final Reimbursement

- Prepare and submit the final reimbursement packet within **45 days** after completion of the Project.
- Include both a **Status Report** and the **Final Project Report** with your final reimbursement packet.

Questions?

