



Reimbursement Packets

NEW MEXICO



YOUTH CONSERVATION CORPS



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.



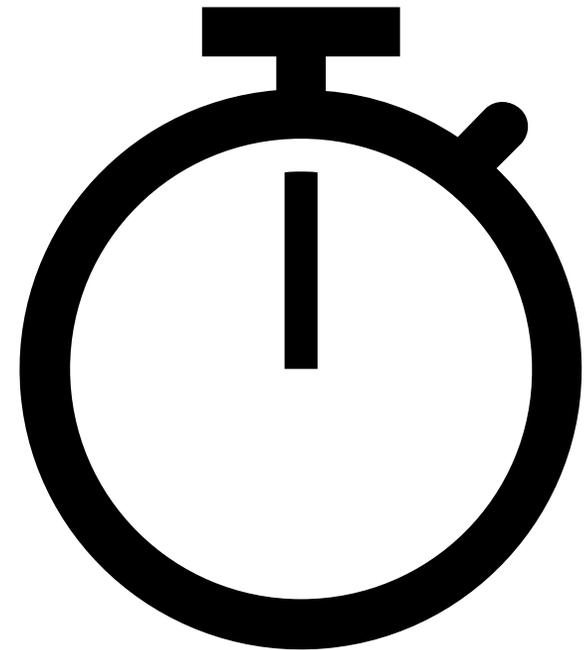
Submit packets regularly (most sponsors submit reimbursements about once every two pay periods)



Except for the period ending June 30, there are no hard deadlines.

Fiscal Year End Reimbursement

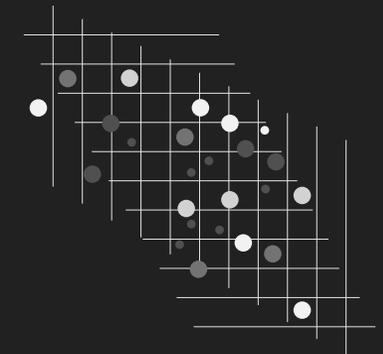
- A reimbursement packet that **includes all expenses up to and including June 30**, the end of the state's fiscal year.
- The packet needs to arrive at the YCC office by **JULY 15**.





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.

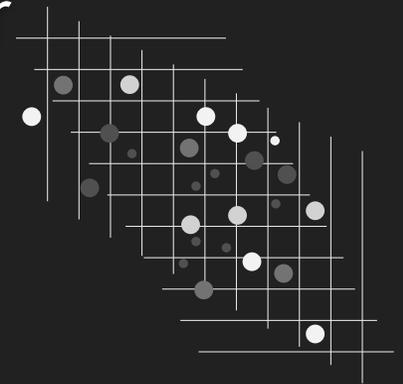


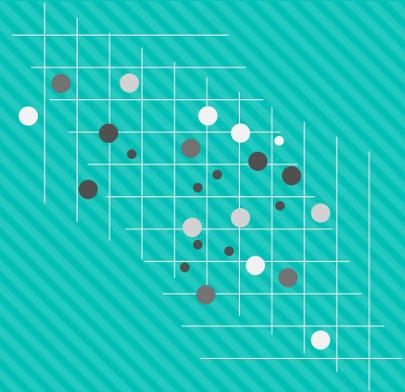


Fiscal Year End Reimbursement

- 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.





- Requisitions or purchase orders for services and supplies that are created before **June 30th** must be delivered, invoiced, and paid for before **June 30th**
- Invoices must be dated on or before **June 30th** invoices dated after June 30th, will be returned

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:		Invoice Number: 23 001		
Contractor		Invoice Date:		
Street		Invoice Amount	\$ -	
City, State, Zip				
Vendor #				
Reporting Period-Start Date:		Corps Member Wages		
Reporting Period-End Date:		Percentage: #DIV/0!		
Total Number of weeks for project: #VALUE!				
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

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
- Invoices automatically calculate the total Invoice Amount and deduct from the remaining budget

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

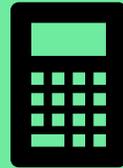
Invoice 1	Invoice 2	Invoice 3	Invoice 4	Invoice 5	Invoice 6	Invoice 7	Invoice 8	Invoice 9	Invoice 10	+
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There are 3 Budget Line Items

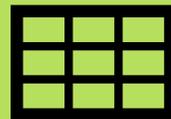
Line Item	Budget	Adjustments (attach confirmation email from YCC)		Current Request	Remaining Budget
Corps Member Wages/FICA/Unemployment/ Workers' Comp	\$ 54,483.23	\$ -			\$ 54,483.23
Other Costs	\$ 22,910.00	\$ -			\$ 22,910.00
TOTAL:	\$ 77,393.23	\$ -		\$ -	\$ 77,393.23
MATCH (Minimum 20% of funds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

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

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

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

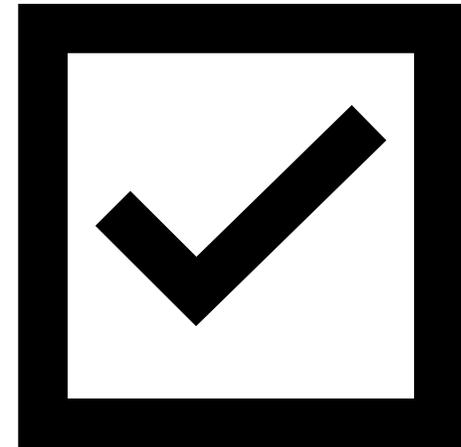
- Enter FICA & Unemployment & workers' comp percentage from your cost response

Youth Conservation Corps
Invoice Worksheet

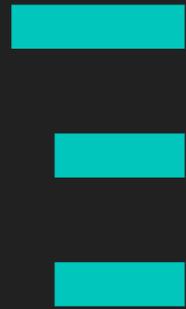
Worksheet: Wages/FICA/Unemployment Line Item					
Corps Member Name	Wage/Hr	# of Hours Worked	Gross Wage	Enter FICA + Unemployment + Workers' Comp %age in gray box	Total
				13.250%	
Thaddeus Begay	\$ 15.00	80.00	\$ 1,200.00	\$ 159.00	\$ 1,359.00
Sara Smile	\$ 16.00	80.00	\$ 1,280.00	\$ 169.60	\$ 1,449.60
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
	\$ -		\$ -		\$ -

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.
- 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





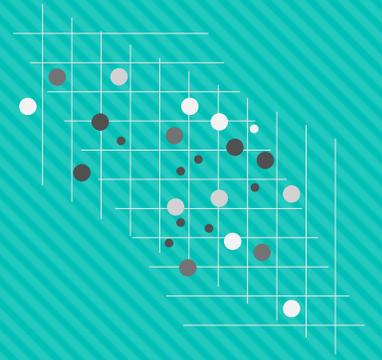
OFFEROR CONTRIBUTION

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
 - Timesheets for volunteer time or sign-in sheets

Add Total To Invoice

- Enter the total under "Current Match" on the invoice.
- The invoice automatically tracks the percentage contribution as a function of the funds requested.

Line Item	Budget	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



5. Status Report



○ Sign into the YCC Project Sponsor Portal. Contact YCC staff by email if you can't log in.

New Mexico Youth Conservation Corps

Project Sponsor Section

Login

Welcome to the YCC Project Sponsors Section. This section will allow you to report on the progress of your YCC Project and register Corps members for the purpose of tracking service time, skills learned and employment evaluations.

User Name:

Password:

[Sign In](#)

Have you forgotten your password? [Click here](#) to have a new one mailed to you.

Projects

The projects sections list all of your approved YCC projects. Click on the edit button next to the project you wish to maintain, i.e. change contact details, add and release corps members, generate final project or status reports.

	Project	Description	Time Period
Project and Corps member Reporting	Conservation of Resources	Perform Conservation everywhere	7/1/2024 - 12/31/2024



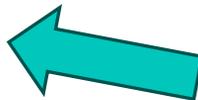
Select current project

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 be filed.

[Update Project Status](#)



Scroll down to “update project status”

Total Hours Paid to All Corps Members:

Additional Hours Paid:

Total Hours Paid:

Work Plans
(Required)

Training & Education
(Required)

Additional Comments
(Optional)

Save

Botanical Garden: Landscaping

Status:

In Progress



Previously Reported Progress:

**There are three
tabs:**

- Work plans (required)
- Training and Education (required)
- Additional Comments (optional)

1. Work Plans

2024 San Juan College Youth Conservation Corps

Total Hours Paid to All Corps Members:	4942
Additional Hours Paid:	<input type="text" value="500"/>
Total Hours Paid:	5442

Work Plans (Required) **Training & Education** (Required) **Additional Comments** (Optional)



- Enter the hours worked in the period you are reporting for in the "Additional Hours Paid"
- When you Save, the hours will be added to the hours worked already reported

5 corps members X 100 hours worked = 500 additional hours paid

Work Plan Status

Each Work Plan has three status options. Select one of the following:

- In progress
- Completed
- Request for Cancellation

The screenshot displays a user interface for managing work plans. It features three distinct sections, each representing a different work plan item. Each section includes a title, a status dropdown menu, a date field (with separate boxes for month and year), and a progress text area. The first section, 'Improve the conservation area', has a status of 'In Progress'. The second section, 'Wetland restoration', has a status of 'Completed'. The third section, 'Mosaic mural on the plaza', has a status of 'Request for Cancellation'.

Work Plan Title	Status	Date	Progress
Improve the conservation area	In Progress		Improve the conservation area
Wetland restoration	Completed		Wetland restoration
Mosaic mural on the plaza	Request for Cancellation		Mosaic mural on the plaza

Work Plans (Required) Training & Education (Required) Additional Comments (Optional)

Save

Improve the conservation area

Status: In Progress ▼

Progress: Project has been going well. Corps members have been working on.....

Work Plans: In progress

- Work plans that are not completed will remain “In Progress”.
- Add information about the work project’s progress

○ Previously reported progress will appear from all previously submitted status updates

**Rio Arriba County Fairgrounds Improvement: The world's largest
the county rural events center**

Status:

Previously Reported Progress: August report Fairgrounds report I hands-on training as they worked installing the 2 & 4 rocks to prevent then compacted the areas that they delivered the ¾-inch gravel, and the Skills and Boys Council classes submitted their permission slips all through the Partnership for Success

Progress:

Work Plans: Completed

Enter the date (month /
year) of completion,
and any final notes

Build a trail

Status: Date (MM/YY): /

Previously Reported Progress:

Progress:

Work Plans: Request of Cancellation

- If you are unable to complete a project, select “Request for Cancellation” and the date.
- You must enter a detailed reason for cancelling the work plan. YCC staff will follow up with you.

Mosaic mural on the plaza

Status: Date: /

Reason:

Progress:

Save your update before moving on to the next tab! Either button works.



Work Plans (Required) Training & Education (Required) Additional Comments (Optional)

Save

Improve the conservation area

Status: In Progress

Progress: Improve the conservation area

Wetland restoration

Status: In Progress

Progress: Wetland restoration

Mosaic mural on the plaza

Status: In Progress

Progress: Mosaic mural on the plaza

Save



Conservation of Resources

Corps Members:

4

Total Hours Paid to all Corps members:

400

Work Plans
(Required)

Training & Education
(Required)

Additional Comments
(Optional)

Save

Hours = number of hours in the training session x number of corps members

FirstAid / CPR

Status:

In Progress ▾

Provider:

Blue Cross

2. Training and Education

○ Select the Training and Education Tab. Each session has three status options:

- In progress
- Completed
- Cancelled

Training and Education: In progress

Save

Hours = number of hours in the training session x number of corps members

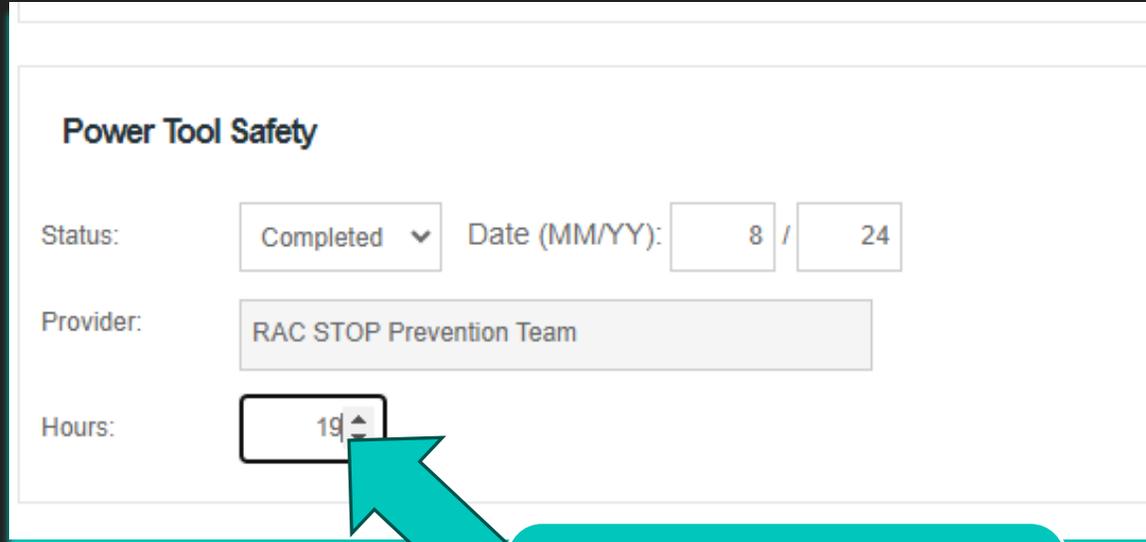
First Aid / CPR

Status:

Provider:

“In progress” is for trainings that are in progress or have not been started or completed

Training and Education: Completed



The screenshot shows a form titled "Power Tool Safety". It contains the following fields:

- Status: A dropdown menu with "Completed" selected.
- Date (MM/YY): Two input boxes containing "8" and "24", separated by a slash.
- Provider: A text input field containing "RAC STOP Prevention Team".
- Hours: A spinner input field containing "19".

A red arrow points from the "Hours" field to a callout box below.

- Select 'Completed' from the drop-down list
- Enter month and year training was completed

Enter the total number of training hours:

Example: 4 corps members X 5 hours = 20 Hours (total training hours)

Training and Education: Cancelled

- Select cancelled from the drop-down list, enter the date, and state the reason the training was cancelled.

Mentor Fidelity

Status: Date (MM/YY): /

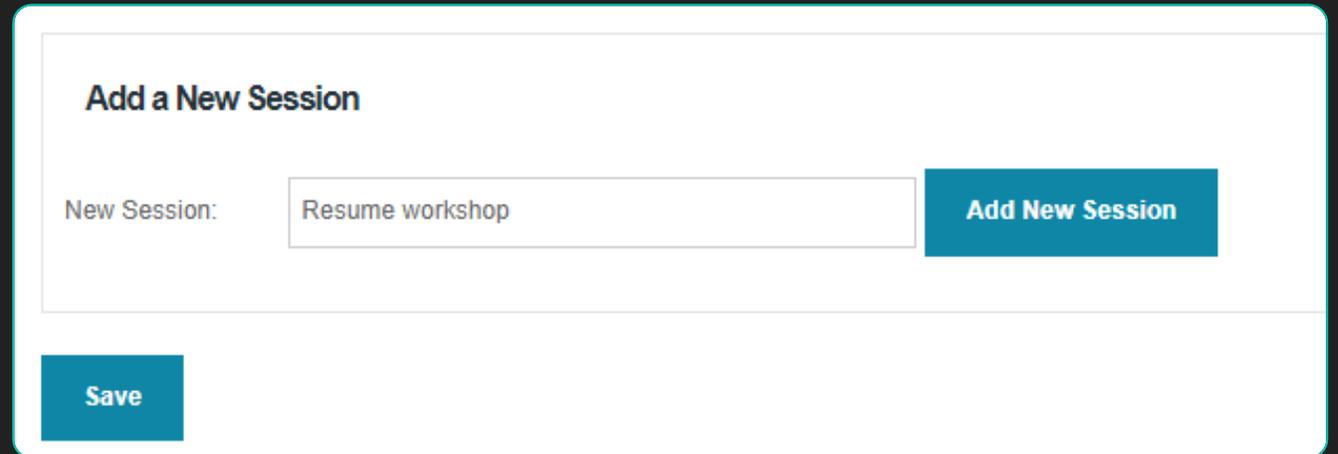
Provider:

Reason:

Hours:

Training and Education: Additional Session

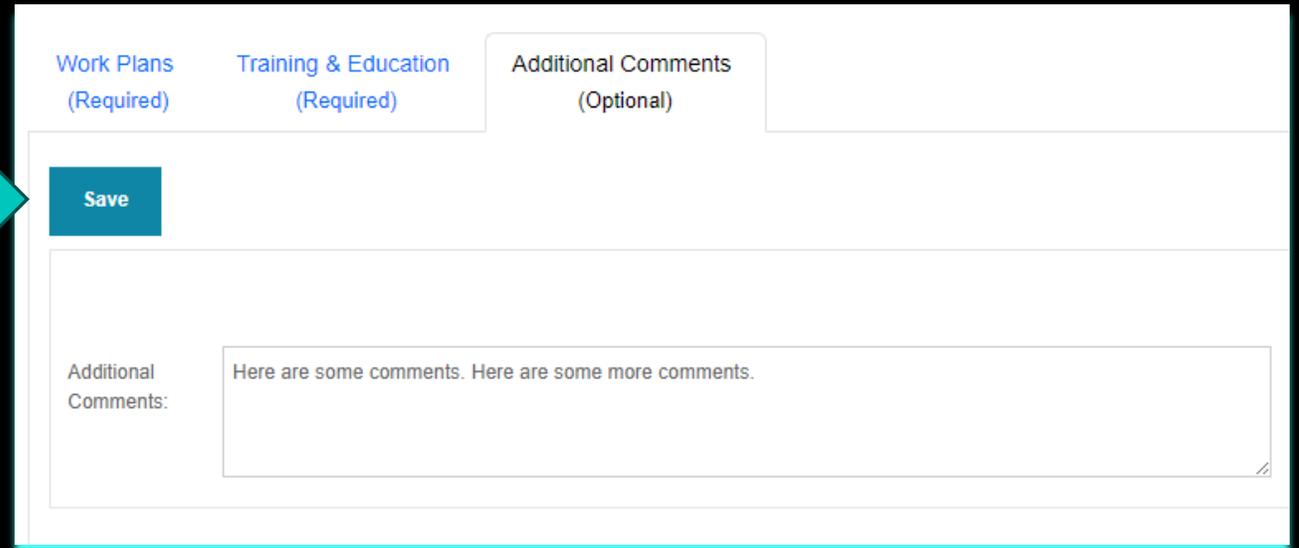
- If you've provided additional training, scroll to the bottom, press the "Add New Session" button, and enter the new session.
- You do not need to notify YCC if you add training, as long as it fits in the existing budget.



The screenshot shows a web form titled "Add a New Session". It features a text input field labeled "New Session:" containing the text "Resume workshop". To the right of the input field is a blue button labeled "Add New Session". Below the input field and button is a blue button labeled "Save".

3. Additional Comments

- The final tab, Additional Comments, is optional. Here you may enter any additional information you would like. This information will become part of the project file.



The screenshot shows a software interface with three tabs: 'Work Plans (Required)', 'Training & Education (Required)', and 'Additional Comments (Optional)'. The 'Additional Comments' tab is active. Below the tabs is a blue 'Save' button. Underneath the button is a text area labeled 'Additional Comments:' containing the text 'Here are some comments. Here are some more comments.' The text area has a small cursor icon at the bottom right corner.

6. Photos

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

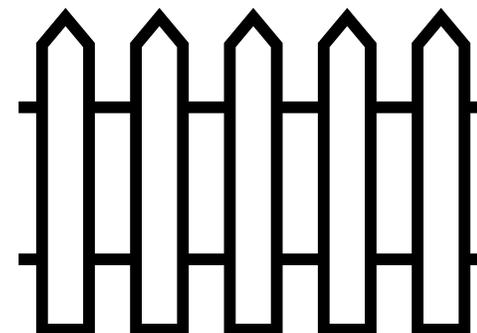
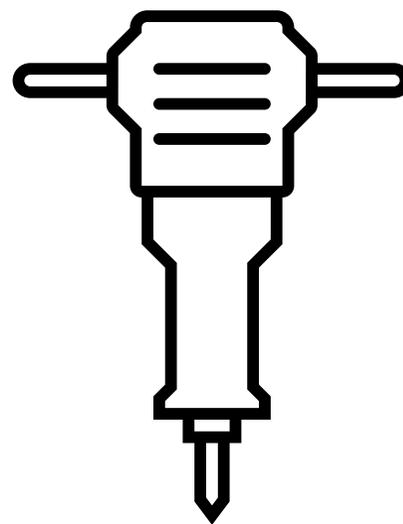
Do NOT print photos and include in the packets

Photos should be emailed to YCC staff or upload to **YCC's Google Drive** at https://photos.app.goo.gl/tRUm8KKmr_uB2SW3D6



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

Project Closeout



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

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

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. Update Project Status Report

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.

[Update Project Status](#)



3. Release Corps Members

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)

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





Error!

The screenshot shows a web browser window with a grey title bar containing a "Sign Out" button. Below the title bar is a red error banner with a white exclamation mark icon on the left and a white close button (an 'x' in a circle) on the right. The text in the banner reads "Error!" followed by "A Corps member can not be release until they have completed a Corps member survey." Below the banner is a form area with the label "Unsatisfactory:" followed by a checkbox. Below that is the label "Comments:" followed by a text input field. At the bottom of the form are two buttons: "Cancel" and "Release".

- 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!
- Reach out to YCC staff if the corps member is unable to take their survey.

Evaluation

Satisfactory:

Unsatisfactory:

Comments:

Cancel

Release

- An Unsatisfactory evaluation will not count towards YCC service for corps members benefits.

4. Final Report

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

Project Status Reports

The Project Status Reports section allows you to generate the required project status reports and the final project 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](#)

- Most fields of the Final Report will automatically be filled in.

- You will be asked to do a short summary of the project.

The screenshot shows a form titled "Mexico Youth Conservation Corps" with a subtitle "Final Report". The main heading is "Project Report for Trail Rehabilitation, clearing, noxious weed eradication". Below this is a section for "Details" with a text input field and a label "Identify the person submitting the report." There are also two empty text input fields. The next section is "Member Characteristics" with the instruction "Provide categories to each corps member." Below this are four rows of data entry fields. The first row has a value of "1" and the label "Number of Corps members at the completion of the Project". The second row has a value of "0" and the label "Number of Corps members released for unsatisfactory performance before". The third row has a value of "2" and the fourth row has a value of "0".

Mexico Youth Conservation Corps
Final Report

Project Report for Trail Rehabilitation, clearing, noxious weed eradication

Details

Identify the person submitting the report.

Member Characteristics

Provide categories to each corps member.

1	Number of Corps members at the completion of the Project
0	Number of Corps members released for unsatisfactory performance before
2	
0	

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

Reporting Sponsor: Bringing 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 evaluations throughout his employment, is entitled to receive as additional compensation one hundred dollars (\$500) or a one thousand five hundred dollar (\$1,500) educational tuition voucher from a New Mexico public institution of higher education. The educational tuition voucher shall be issued for a period of twelve months. If the corps member receives a satisfactory employment evaluation and the program director determines that the corps member's employment was completed in less than twelve months, the program director may authorize a partial compensation payment or a partial educational tuition voucher to the corps member.

History: Laws 1992, ch. 91, § 9.

YCC needs the following information to fulfill the requirements of the YCC Act. Please complete 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 member)		
# 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:	Attained GED:
Returned to Middle School:	Re-Enrolled in Middle School:
Returned to High School:	Re-Enrolled in High School:
Enrolled in Vocational School:	Enrolled in Jr. College:
Enrolled in College:	Enrolled in any other advanced training:
Employed after Project End:	

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

- PRINT
- SIGN
- SUBMIT WITH THE 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?