



New Mexico Youth Conservation Corps

Calendar Year 2026 Administrative Manual

[New Mexico Youth Conservation Corps Commission](#)
1220 South St. Francis Drive Santa Fe, NM 87505

<https://www.emnrd.nm.gov/about-ycc/>

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OUR MISSION

Promote the education, success and well-being of the youth in our communities and provide benefits of lasting value through the conservation and enhancement of New Mexico's natural, cultural and recreational resources.

Please don't hesitate to call or email us to discuss any aspect of your YCC program(s).

CONTACTS:

David Chené, Executive Director, david.chene@emnrd.nm.gov, 505.470.3710

Morgan Tolen, Program Manager, morganl.tolen@emnrd.nm.gov, 505.584.8411

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505.917.3474

GENERAL INFORMATION

Service Agreement Contract: Your Services Agreement is a contract with the State of New Mexico, and its terms must be followed. All projects are subject to audit as part of the audit YCC undergoes annually by an independent accounting firm.

Contract length: Contract termination dates are one year from the date of the last signature. **You may request an extension of the contract in limited and special circumstances. Projects may not exceed 26 weeks in length. Sponsors may not request extensions to the 26 week project period.**

Letter to Proceed: The date on this letter is the date you may begin to incur expenses related to your project. To be compensated, the money must be spent, documented, and a reimbursement requested.

Project length: The project starts when the first corps member is hired and ends when the last corps member is released. **The project may not exceed 26 consecutive weeks in length.** YCC staff will update the corps members start date in the YCC internal app after the first invoice is received. The record of your official end and start dates will then be reflected in the in the internal app. YCC will not reimburse for corps member time recorded after the official end date of the 26 week project period.

Proof of Insurance: Non-profits and tribes shall provide the YCC with a Certificate of Insurance no later than 15 days after the Letter to Proceed is issued as outlined in the Letter to Proceed. YCC does NOT need to be named as additional insured on these policies. If insurance expires mid-contract, the sponsor must send an updated certificate to the YCC.

ACKNOWLEDGING YCC AS A FUNDING SOURCE

It is part of your contract to acknowledge YCC as a funder of your projects. YCC sends several versions of their logo, provides each corps and staff member with a quality work shirt and hat. Acknowledgment on your website is encouraged when possible.

PROJECT CHANGES

There is flexibility in your Agreement to make project changes, but do not do so without consulting the YCC. The types of changes you may make are described below.

Changes that do not require an Agreement Amendment: Paragraph 4.A of the Agreement defines several non-substantive changes that may be made to a project after it begins without a written amendment to the Agreement. **Sponsor must submit a request for such changes in writing with a justification, to the YCCC Executive Director david.chene@emnrd.nm.gov for approval.**

- 1) Transfer of funds from the "Other Costs" line item into "Corps Member wages" line item. All budget amendment requests must be submitted via the Budget Amendment Request form;

- 2) Increases or decreases in the number of Corps Members hired, provided you meet the minimum of 5 Corps Members hired;
- 3) Increases in the starting hourly wage for Corps Member to comply with increases in minimum wage rates or to enhance recruitment in areas where the prevailing wages are high;
- 4) Implementing alternative work plans or emergency response plans as provided in your approved proposal;
- 5) or replacing a work plan from the Project objectives with a similar Project due to unforeseen circumstances or a beneficial opportunity for Corps Member career development;
- 6) Change in a work site due to unforeseen circumstances, such as forest closures;
- 7) Substantive changes in the amounts or nature of materials and supplies purchased or contributed, provided the changes support Project objectives as outlined in your approved cost response;
- 8) Changes in the training program due to unforeseen circumstances provided Sponsor delivers the same number of training hours of training specified in Attachment 1; and
- 9) Changes in Sponsor contribution amounts, provided the total amount contributed is 10% of the total funds requested.

Changes that require a contract amendment: Paragraph 4b of the contract defines these changes as:

- 1) Decreases in the portion of the Project's budget designated as wages for YCC members that drop below 70% of funds requested. This will only be considered in very rare circumstances;
- 2) Changes in the essential nature of the Project objectives; or
- 3) Contract term extension.

CORPS MEMBERS – Documentation, Eligibility, Management, and Compensation

Sponsor shall maintain detailed time and expenditure records that indicate the date, time, nature and cost of services rendered during the Agreement's term and effect and retain them for a period of six years.

Eligibility:

- Between 14–25 years old at the time of hire
- A New Mexico resident
- Unemployed at the time of hire
- Not the child or sibling of the hiring officer or project supervisor
- In possession of a [valid work permit](#) if under age 16 Work

Documentation

The following items are required to be retained in your records:

- YCC Certificate of Eligibility
- Automatically generated in the YCC Project Sponsor Portal
- Must be printed and added to the personnel file at time of hire
- [I-9: Employment Eligibility Verification](#)
- [W-4](#)
- [Work Permit \(if applicable\)](#)
- [Proof of New Mexico Resident](#)
- Request for reimbursements

Management and compensation

- Sponsors shall enforce all labor laws and shall be familiar with child labor laws as they apply to employees under the age of 18. [New Mexico's child labor law.](#) Sponsors will not be reimbursed for corps members that are determined to be ineligible.
- Corps members shall be compensated, at a minimum, as provided by law following the state or municipality established minimum wage. Sponsors may request wage increases of no more than 10% of starting wage for corps members based on promotion, performance, or additional responsibilities; and as budget allows.
- If your personnel policy includes holiday or sick pay, YCC will support that policy. Under no circumstances will the commission reimburse sponsors for overtime or hazard pay.
- Sponsors shall follow their established personnel policies for dismissal of corps members. Sponsors are encouraged to provide opportunities for improvement prior to dismissal.
- Bonuses: Project Sponsors may also request to award reasonable bonuses to corps members. Bonuses must be paid from the “Other” budget category and

may only be issued if adequate funds remain in the project budget to ensure the project can still be completed as planned.

CORPS MEMBER BENEFITS

The YCC offers a \$1,500 educational tuition voucher OR a \$500 cash compensation to YCC corps members who have worked on a YCC project for 12 months (48 weeks) within a 48-month period (4 years). The YCC may offer a prorated amount based on a minimum of 32 weeks worked; however, this may be limited by our budget.

Once a corps member is eligible for their benefit, the YCC will contact corps members directly to inform them of their eligibility and provide the necessary information. [It is important to include a valid e-mail when entering corps members into our database.](#)

Cash reimbursement

Corps members who opt to receive cash compensation will receive one lump-sum payment.

Educational voucher

The educational voucher is good for reimbursement of expenses at a New Mexico institution of higher education, including on-line education, associated with an accredited New Mexico institution of higher education or vocational training. The voucher is valid for two years and expenses will be reimbursed upon when valid receipts are sent to us.

- ***Examples of expenses the YCC will reimburse include:*** tuition, fees, software, textbooks, calculators, lab supplies, computers and classroom supplies such as paper, toner cartridges, and other similar items.
- ***Examples of expenses the YCC will NOT reimburse include:*** personal expenses, transportation, residential rent, and food.

CORPS MEMBERS - Entering in the Online Portal

Corps member information must be entered into the [online portal](#) before YCC will reimburse their wages. The YCC requires that some corps member identifying information is entered in our database to confirm eligibility as a corps member, track the number of weeks worked on YCC projects, and contact the corps member to award benefits.

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.

Scroll down to the **Projects** section and click on your current project. If you've had several YCC projects, your current project will be listed last. If you can't see your projects, contact YCC.

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	YCC Example Project	This project description is a test to demonstrate how to administer a YCC project	6/1/2020 - 8/31/2020

Scroll down to the **Corps Member Positions** section.

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 here. If a corps member is 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

BACK TO

Click on the "Add Corps Member" link.

Certificate	Worker, Tina	Leader	Edit/Release
Certificate	Halfabee, Eric T	Additional	Edit/Release
			Add Corps Member

On the next screen enter the corps member's first and last name and press the **Add** button.

New Mexico Youth Conservation Corps

Project Details Corps Member Add

Add a Corps Member to YCC Example Project

This screen allows you to add a Corps member as a crew member.

Corps Member

Please enter the name and date of birth of the Corps members to be added to the project. A partial name is acceptable as the system will provide you with a list of Corps members with similar names to select from.

First Name:

Middle Name:

Last Name:

DOB:

Current Age: (Age at Start Date is reflected on the Final Project Report in the Age Group category)

Start Date:

ID:

T-Shirt Size:

T-Shirt Style:

If the corps member has the same name as a corps member in the system, a screen will pop up with the title **Existing Corps Member**. If the information on this screen matches your corps member's information, press **Add** and the corps member will be added to your project.

New Mexico Youth Conservation Corps

Project Details > Corps Member Add

Add a Corps Member to YCC Example Project

This screen allows you to add a Corps member as a crew member.

Existing Corps Member

Please loop through the Corps members until you find the person you wish to add. If you can not find the person you are looking for you

First Name:

Middle Name:

Last Name:

If this person is not your corps member, click the **Next** button until you find the correct person

State:

Phone:

Email:

DOB:

Current Age: 33 (Age at Start Date is reflected on the Final Project Report in the Age Group category)

Work Permit: ☐

Gender: ☐ Male ☐ Female ☐ Non-binary

Start Date:

ID:

T-Shirt Size:

T-Shirt Style:

OR reach a screen called **New Corps Member**. Here, enter the corps member's address, phone, e-mail. **NOTE: it is important to include a long-term valid e-mail for each corps member so that the YCC can notify corps members regarding their benefits.**

Press **Add** and the corps member will be added to your project.

New Mexico Youth Conservation Corps

Project Details > Corps Member Add

Add a Corps Member to YCC Example Project

This screen allows you to add a Corps member as a crew member.

New Corps Member

Please loop through the Corps members until you find the person you wish to add. If you can not find the person you are

First Name:

Middle Name:

Last Name:

On the next screen, select the "Certificate of Eligibility" option.

New Mexico Youth Conservation Corps

Project Details > Corps Member Forms

Corps Member Forms

Certificate of Eligibility Form & Corps Member Project Key

Please ensure that you have copies of the follow forms on file:

- Work Permit (if required)
- Certificate of Eligibility**

Project key: 60511685863111

The project key is used by this Corps member sign on and complete their project survey. Please give this key to the Corps member.

- 1. First step: Print the Certificate of Eligibility and have the corps member sign immediately. The corps member's project key is located at the bottom of the page. The project key is the corps member's login for their survey at the end of the project. Keep signed copies of the certification on file.**
- 2. Step two: Email copies of all Certificates of Eligibility to nmycc@emnrd.nm.gov with your first invoice that includes member time. If you hire additional members later, email copies of their Certificates of Eligibility with the first invoice that is applicable to the new members.**

***The certificates should be emailed in a single packet together and clearly labeled as "Certificates of Eligibility".**

New Mexico Youth Conservation Corps CERTIFICATION OF ELIGIBILITY		Return
Today's Date:	<u>1/18/2023</u>	Date of Hire: <u>9/26/2022</u>
Name:	<u>Strong, Sandram</u>	
Street Address:	<u>123 Hedgehog Row</u>	
City, State, Zip Code:	<u>Chama, NM, 88401</u>	
Date of Birth:	<u>12/1/2000</u>	Age: <u>24</u>
	(mm/dd/yy)	
I, <u>Sandram Strong</u> , 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 <u>The Village of Chimayo</u> (Printed Project Sponsor Name)		
_____ Corps Member Signature		_____ YCC Supervisor Signature
Corps Member Key: <u>6801315710825K</u>		

Click "Project Details" to add another corps member.

New Mexico Youth Conservation Corps

Project Details

Corps Member Forms

Corps Member Forms

Certificate of Eligibility Form & Corps Member Project Key

Please ensure that you have copies of the follow forms on file:

Work Permit (if required)

Certificate of Eligibility

Project key: 605116808626I

The project key is used by this Corps member sign on and complete their project survey. Please give this key to the Corps member.

Please also assign a 'Leader', 'Trainer' or 'Member' role to the corps member. The Certificate of Eligibility is not accessible once the project is closed. You must print and save and send to YCC staff once corps members are entered.

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 here. If a corps member is 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 Leader Trainer Member	Edit/Release
Certificate	Public, Art		Edit/Release
Certificate	Lancashire, Fortney	Member	Edit/Release

REIMBURSEMENTS

Sponsors must use their own funds to pay for project expenses, per their approved cost proposal in your contract. Aside from the **fiscal year deadline**, sponsors are required to submit reimbursements approximately once every two pay periods. Failure to submit reimbursements in a timely manner may impact future funding decisions.

JUNE 30 FISCAL DEADLINE

All Sponsors should plan to submit a reimbursement packet that **includes all expenses up to and including June 30**. This is the end of the state's fiscal year. The reimbursement packet needs to arrive at the YCC office by **JULY 15**.

If a pay period straddles 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.

If an expense straddles the fiscal year (e.g. a rental vehicle), please 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.

YCC will not accept invoices dated before or on June 30 past the July 15 deadline.

Reimbursement packets may be emailed or printed out and mailed to the address below.

Process for emailing:

To comply with State of New Mexico regulations, sponsors must not include any personally identifiable information (PII) in email communications. Email is not a secure method for transmitting sensitive data.

Before sending any message or attachment, ensure all PII—such as dates of birth, Social Security numbers, addresses, phone numbers, and client IDs—have been fully removed or redacted.

For large email attachments, please compress and zip files before sending them. If your invoice packet is too large for a single email, you may submit it in multiple files. Be sure all attachments are clearly labeled. We cannot accept large numbers of small, unlabeled attachments. If PII must be shared, contact YCC staff before sending.

Mailing Address

Youth Conservation Corps

1220 South St. Francis

Santa Fe, NM 87505

Email Address: nmycc@emnrd.nm.gov

All emailed reimbursement packets must be sent to the new nmycc@emnrd.nm.gov email address.

PACKET INSTRUCTIONS

There are 6 parts to the reimbursement packet:

1. Invoice
2. Corps Member Wages – Payroll documentation showing hours worked and wages earned.
3. Other Costs – Eligible expenses supported by receipts or invoices.
4. Offeror Contribution – Documentation showing the sponsor's matching contribution.
5. Updated Project Status Report in [Internal Database](#)
6. Photos – Images demonstrating project activities and accomplishments.

SECTION 1: INVOICE

The **Invoice for Reimbursement** workbook has your project budget pre-loaded. Ten invoices are provided, please use them in sequence. Fill in the fields highlighted yellow and submit as the cover sheet of your reimbursement packet. The workbook automatically tracks your budget, contribution and number of weeks worked with every invoice.

YOUTH CONSERVATION CORPS INVOICE FOR REIMBURSEMENT					
Remit Payment to:				Invoice Number:	26-SCP 001
Youth Conservation Corps				Invoice Date:	
1220 South St. Francis				Invoice Amount	\$ -
Santa Fe NM 87505					
Vendor #: 000046563					
Reporting Period-Start Date (MM/DD/YYYY):					
Reporting Period-End Date (MM/DD/YYYY):					
Total Number of weeks for project:		0.00			
				Current Corps Member Wages Percentage:	#DIV/0!
Line Item	Budget	Adjustments (MUST include approved budget)		Current Request	Remaining Budget
Corps Member Wages/FICA/Unemployment/ Workers' Comp	\$ 75,000.00	\$ -			\$ 75,000.00
Other Costs	\$ 10,000.00	\$ -			\$ 10,000.00
TOTAL:	\$ 85,000.00	\$ -		\$ -	\$ 85,000.00
MATCH (Minimum 10% of funds requested)		Pledged Amount	Previous Match	Current Match	Remaining Match
Contributions total (attach documentation)		\$ 8,500.00	\$ -		\$ 8,500.00
		ThougTho		% Match:	#DIV/0!
The percent match is calculated as a percentage of funds requested; per your contract, you must match at least 10% of funds requested.					
Contact Person for Reimbursement questions:					
Email Address:					

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.									

SECTION 2: Corps Member Wages

Prepare a summary spreadsheet with all corps member names, hours worked and FICA / Unemployment insurance / Workers Comp percentage. The YCC reimbursement worksheet automatically totals payment per corps member. Example below:

Worksheet: Corps Member Wages

Input the workers' compensation, unemployment, and FICA % values.

Pay Period Start Date	Corps Member Name	Wage / Hour	# of Hours Worked	Gross Wage	Workers Comp %age	Unemploy ment Insurance %age	FICA	Total
					7.650%	2.000%	4.000%	
9/5/2025	Jane Doe	\$ 15.00	80.00	\$ 1,200.00	\$ 91.80	\$ 24.00	\$ 48.00	\$ 1,363.80
				\$ -				\$ -
				\$ -				\$ -
				\$ -				\$ -
				\$ -				\$ -
				\$ -				\$ -
				\$ -				\$ -
				\$ -				\$ -
				\$ -				\$ -

Include as supporting documentation:

- a) Copies of Corps members' cancelled checks or pay stubs OR the direct deposit print-out.
- b) Timesheets ONLY if the paystubs do not reflect dates and hours worked.

Enter the total in the Current Request Column of the "Corps member wages" line item on invoices.

SECTION 3: Other Costs (Supplies, Training, Staff, Admin, Mileage)

Enter a brief but specific description for each item in the cover summary sheet that matches what is in your cost proposal and how it supports your project. See examples below.

Worksheet: Other Costs (Supplies, Training, Staff, Admin, Mileage, etc.) Supporting Documentation MUST be included for each line item			
Invoice Date (MM/DD/YYYY)	Merchant/ Provider	Item(s) or invoice description (i.e. types of materials, admin cost, trainings, mileage, food etc.)	Total
1/20/2026	Home Depot	Soil for garden	\$565.00
1/21/2026	G&R Concrete	Concrete for retaining wall	\$2,500.00
1/21/2026	Jane Doe	Faculty admin: 40 hours @ \$21 an hour	\$840.00

For each line include the following supporting documentation as appropriate:

- Invoices or receipts
 - Legible, clearly dated and with the business name and address printed on them.
 - Descriptions and quantities of each item
 - Pay stubs for staff/trainers

- Proof of payment for each item which may include
 - Purchase order (for government entities)
 - Copy of a payment voucher (for government entities)
 - Copies of checks or pay stubs OR the direct deposit print-out for staff or trainer time.
 - If claiming admin time, please include calculations that are consistent with your approved proposal.

- **Vehicle usage form.** Include this form if you have requested mileage reimbursement in your approved proposal. Submit it with your reimbursement and add the expense to the "Other Costs" line item.

YCC VEHICLE USAGE FORM					
Vehicle Owner:					
Vehicle Driver (if different from Owner):					
Make & Model:					
Date	Reason for Trip	Odometer Start	Odometer End	Number of Miles	# Miles x \$.70/mile
				-	-
				-	0
				-	0
			Totals:	-	\$ -
By signing this form, I confirm that the above claim for reimbursement is just and true in all respects.					
Signature:					
Date:					
ADD Total to Other Cost form or Offeror Contribution					

SECTION 4: Offeror Contribution

All items that are claimed as a contribution must have the same type of supporting documentation as those for Other Costs. Enter the total contribution amount under "Current Match" on the invoice. The invoice automatically tracks the percentage contribution as a function of the funds requested.

Worksheet: Offeror Contribution			
Supporting Documentation MUST be included for each line item			
Offerors must submit proof of payment or contribution of in-kind contributions for a minimum of 10% of requested funds.			
For staff time, use actual rates from your approved cost response.			
Volunteer time is valued at \$34.79 / hour as of April 2025. Use current rate if applicable			
Invoice Date	Merchant / Provider name	Item(s) or invoice description (i.e. types of materials, admin cost, trainings, mileage, food etc.)	Total
1/15/2026	Lowe's	Seeds, mulch and pavers for community garden	\$ 750.00
1/16/2025	John Doe	Volunteer: 25 hours @ \$34.79	\$ 869.75
1/20/2025	YCC	Mileage: 450 miles @ \$.70	\$ 315.00

SECTION 5: PROJECT STATUS REPORT

Status reports are [entered online](#). Data is compiled and reported to the Legislature, so they are an important source of information.

Scroll down to the "Projects" section and select the current project.

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

Scroll down to the "Projects Status Reports" section and click **Update Project Status**

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](#)

Enter the hours worked in the period you are reporting for in the **"Additional Hours Paid"**. In this example, 10 corps members worked 50 hours each.

2024 San Juan College Youth Conservation Corps

Total Hours Paid to All Corps Members:

4942

Additional Hours Paid:

500

Total Hours Paid:

5442

Work Plans
(Required)

Training & Education
(Required)

Additional Comments
(Optional)

Work Plans tab: This section will have the names of your work plans and three status options for each plan: In Progress, Completed and Request for Cancellation.

The screenshot shows a tabbed interface with three tabs: "Work Plans (Required)", "Training & Education (Required)", and "Additional Comments (Optional)". The "Work Plans (Required)" tab is active. Below the tabs is a blue "Save" button.

The default is "in progress".

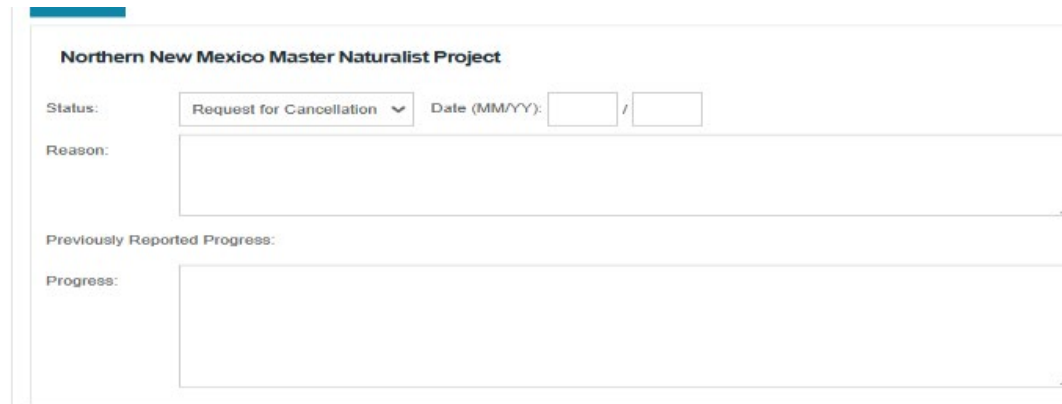
Add notes to the text box and press Save.

The screenshot shows a form titled "Improve the conservation area". It has a blue "Save" button at the top left. Below the title, there is a "Status:" label and a dropdown menu currently showing "In Progress". A dropdown menu is open, showing three options: "In Progress", "Completed", and "Request for Cancellation". To the right of the status dropdown is a large text area for notes.

Select "**Completed**" when the work plan is done. Enter the month and year of completion, and any additional notes on the project. All progress notes will be saved and carried over to the project inspection.

The screenshot shows a form titled "Build a trail". It has a blue "Save" button at the bottom left. The "Status:" dropdown is set to "Completed". To the right of the status dropdown is a "Date (MM/YY):" field with two input boxes containing "10" and "24". Below the status and date fields is a "Previously Reported Progress:" label and a large text area for notes. The text area contains the text "Project has been completed. Corps members finishes....".

Select **“Request for Cancellation”** if you cannot complete a work plan. Enter the month and year and a detailed justification. YCC staff will follow up with you.



The screenshot shows a web form titled "Northern New Mexico Master Naturalist Project". It contains the following fields:

- Status:** A dropdown menu with "Request for Cancellation" selected.
- Date (MM/YY):** Two input boxes for month and year, separated by a slash.
- Reason:** A large text area for justification.
- Previously Reported Progress:** A label above the progress field.
- Progress:** A large text area for reporting progress.

SAVE your work before moving on to the next tab! Save buttons are at the top and bottom of the page.

Training and Education: This section has the names of your training sessions and three status options for each: In Progress, Completed and Request for Cancellation. The default is “in progress” and is for trainings that have not been given yet.

[Work Plans
\(Required\)](#)

[Training & Education
\(Required\)](#)

[Additional Comments
\(Optional\)](#)

Save

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

First Aid / CPR

Status:

In Progress ▾

Provider:

Blue Cross

Select **Completed** and enter the month and year when a training is done. Hours = number of corps members x hours of training. Example: 4 corps members x 5 hours = 20 hours of training.

Tile making

Status:

Completed ▾

Date:

5

/

24

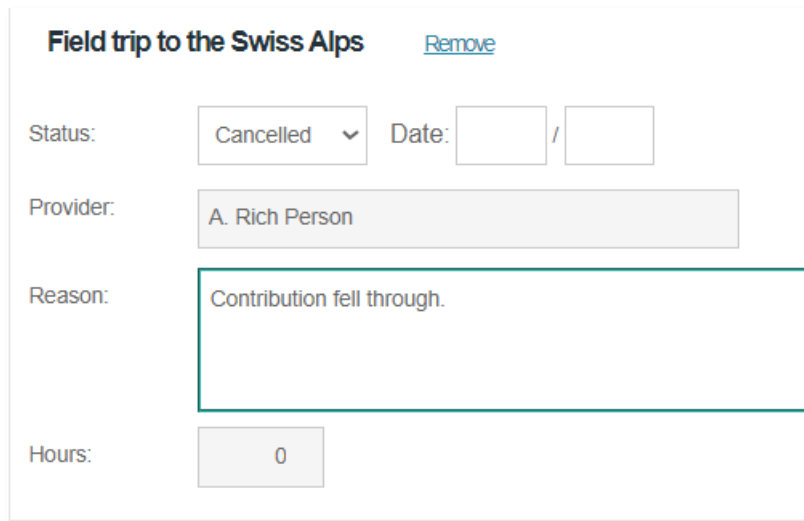
Provider:

Tilers

Hours:

20

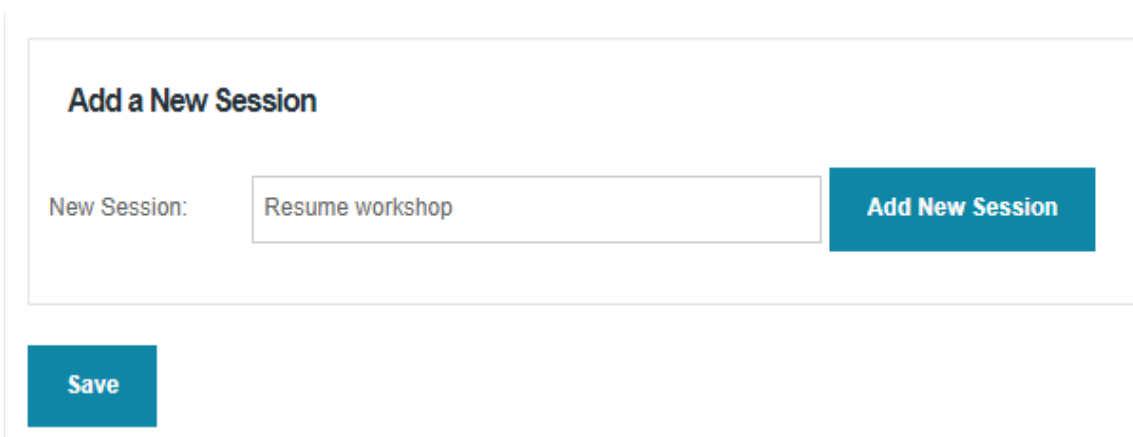
Select **Cancelled** if a training is not given, and enter the month and year. Provide a reason the training did not occur.



The screenshot shows a form titled "Field trip to the Swiss Alps" with a "Remove" link. The form contains the following fields:

- Status:** A dropdown menu with "Cancelled" selected.
- Date:** Two input boxes separated by a slash, currently empty.
- Provider:** A text input box containing "A. Rich Person".
- Reason:** A large text area containing "Contribution fell through."
- Hours:** A text input box containing "0".

If you've provided additional training, scroll to the bottom, press the "**Add New Session**" button, and enter the name of the training and the provider. **SAVE** before exiting this section.



The screenshot shows a form titled "Add a New Session". It contains a "New Session:" label followed by a text input box with the value "Resume workshop". To the right of the input box is a blue button labeled "Add New Session". At the bottom left of the form is a blue button labeled "Save".

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 web interface with three tabs: 'Work Plans (Required)', 'Training & Education (Required)', and 'Additional Comments (Optional)'. The 'Additional Comments' tab is selected. Below the tabs is a 'Save' button. Underneath the button is a text area labeled 'Additional Comments:' containing the text 'Here are some comments. Here are some more comments.'.

Work Plans (Required)	Training & Education (Required)	Additional Comments (Optional)
Save Additional Comments: Here are some comments. Here are some more comments.		

SECTION 6: PHOTOS

The YCC requires at least two photos of the project with each reimbursement. Photos should be at least 1MB in size, show corps members engaged in a project or event, and include the YCC logo (shirts, hats or stickers). Ensure all corps members appearing in the photos have a photo release form on file, as required by your Agreement.

E-mail to nmycc@emnrd.nm.gov or upload to [YCC's Google Drive](#)

If you're on social media, be sure to tag us.

Instagram: [@nmyouthcorps](#)

Facebook: [NewMexicoYouthConservationCorps](#)

X: [@NMYouthCorps](#)

PROJECT CLOSE-OUT

1. Corps members complete a brief online survey. Make completing the survey part of every corps member's last day.
2. Sponsor releases the Corps member.
3. Sponsor completes a Final Project Report in the online portal.
4. Project staff completes close of program survey. A link to the survey will be sent after the last invoice is received.
5. YCC will send a final close out email.

Corps Member Online Survey

Each Corps 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. **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:

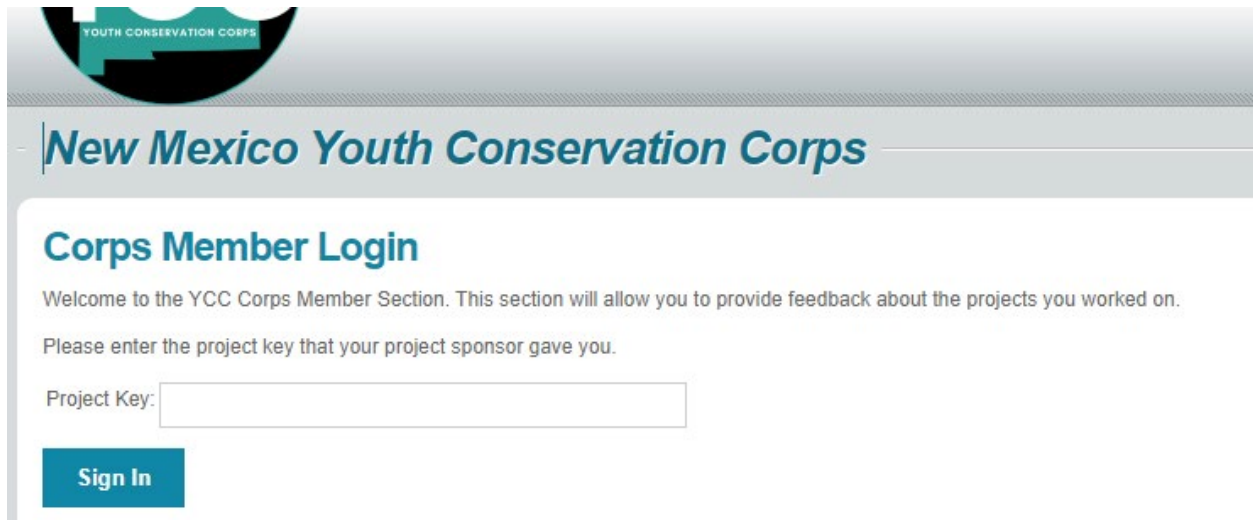
1. I may be evaluated periodically during my employment and agree to abide by the rules, policies and procedures of YCC as administered by
The Village of Chimayo
(Printed Project Sponsor Name)

Corps Member Signature

YCC Supervisor Signature

Corps Member Key: 6801315710825K

The log-in page asks the corps member to enter their Project Key, which is printed at the bottom of the Certificate of Eligibility.



The screenshot shows the login interface for the New Mexico Youth Conservation Corps. At the top left is a logo with a stylized 'N' and the text 'YOUTH CONSERVATION CORPS'. Below the logo, the title 'New Mexico Youth Conservation Corps' is displayed in a large, blue, serif font. Underneath the title is the heading 'Corps Member Login' in a bold, blue, sans-serif font. A welcome message follows: 'Welcome to the YCC Corps Member Section. This section will allow you to provide feedback about the projects you worked on.' Below this is a prompt: 'Please enter the project key that your project sponsor gave you.' A text input field is labeled 'Project Key:' and is currently empty. At the bottom left of the form is a blue button with the text 'Sign In' in white.

Print Alternative: You may print the survey from the Corps Member positions section of the project sponsor portal so corps members can complete it on paper. You will still have to enter it into the database using their project key.

Release the Corps Members from the Project

You will be able to release corps members after they have completed the survey. You will need to know the following information:

- Last day of employment
- Explanation of End of Service
- Credits Earned (if applicable)
- What the corps member is doing next
- Performance (satisfactory or unsatisfactory)
 - Please note that a corps member rated as “unsatisfactory” will not have that work week counted toward their total weeks worked for benefits eligibility.

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

Complete each section to release the corps member:

If you try to release a corps member before they have done their survey, you will get an error.

Have the corps member do the survey! If for some reason the YCC member is unable to complete the survey, contact YCC staff for support.

Sign Out

! Error!

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

Unsatisfactory: ☐

Comments:

Cancel

Release

Accessing the Final Report

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

<https://wwwapps.emnrd.nm.gov/YCC/YCCPTS/Sponsor/Login.aspx>

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](#)

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

Print, sign and submit with the Final Reimbursement

Print Cancel

Destination  Xerox WorkCentre 7830...
Change...

Pages ☒ All
☐ e.g. 1-5, 8, 11-13

Copies

Layout

Color

Options ☒ Two-sided

+ More settings

Print using system dialog... (Ctrl+Shift+P)

Total: 1 sheet of paper (2 pages)

Print Cancel

Destination  Xerox WorkCentre 7830...
Change...

Pages ☒ All
☐ e.g. 1-5, 8, 11-13

Copies

Layout

Color

Options ☒ Two-sided

+ More settings

Print using system dialog... (Ctrl+Shift+P)

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 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
Returned to Middle School:	0
Returned to High School:	0
Enrolled in Vocational School:	0
Enrolled in College:	1
Employed after Project End:	0

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

Submit a Final Reimbursement

Prepare and submit the final reimbursement packet within 45 days after completion of the Project.

SITE INSPECTION and FILE AUDIT

YCC will perform a site inspection and file audit. This consists of visiting work project locations and reviewing project files, particularly corps member files. YCC will notify the Sponsor prior to the visit to set up times and locations. All files should be organized and easily accessible during visit.

YCC staff will review the following on site:

Sponsors should keep the following information in a YCC project file:

- Personnel Files
 - YCC Certificate of Eligibility
 - i. **IMPORTANT – After emailing to nmycc@emnrd.nm.gov save a copy for each corps member before close out.**
 - I-9
 - W-4
 - Proof of New Mexico Residency
 - Proof of age
 - Work permit if corps member is age 14 or 15.
- YCC job announcements and advertisements
- Corps member applications and resumes
- Interview Information and selection criteria
- YCC Contract & Correspondence
- Reimbursement documents.
- Contribution documents.

Budget Adjustment Request Form (BAR)

To request a transfer of funds between the "Other Costs" line item and the "Corps Member Wages" line item, you may do so by submitting a budget adjustment request. The form is included with the reimbursement worksheets. All budget amendment requests must be submitted using the form provided below and approved by YCC Director.

- Enter your approved budget for wages and other costs.
- Add your adjustment request
- Complete questions 1-3.
 - Why are you requesting an adjustment?
 - If requesting funds to be moved to other costs, what will the funds be used for? Provide a breakdown of costs.
 - If your request is granted, how will you guarantee the 70% corps member wage requirement still be met?

Step 1: Enter your awarded budget for wages and other costs			
Line Item	Original Awarded Budget	Adjustment Request	Updated Budget
Corps Member Wages	\$ 150,000.00		\$ 150,000.00
Other Costs	\$ 25,000.00		\$ 25,000.00
TOTAL:	\$ 175,000.00		\$ 175,000.00

Step 2: Enter your adjustment request. For negative follows, place a minus sign (-) in front of the number. Example: -5000 = (5,000)			
Line Item	Original Awarded Budget	Adjustment Request	Updated Budget
Corps Member Wages	\$ 150,000.00	\$ 5,000.00	\$ 155,000.00
Other Costs	\$ 25,000.00	\$ (5,000.00)	\$ 20,000.00
TOTAL:	\$ 175,000.00		\$ 175,000.00

Step 3: Please complete questions 1–3. Any incomplete responses will result in the form being returned for additional details.			
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APPENDIX A: New Mexico Proof of Residency Documents

[\(CLICK TO GO BACK TO CORPS MEMBERS SECTION\)](#)

Reference: 18.19.5.16.D New Mexico Administrative Code

Please note passports, birth certificates and baptism certificates are not proof of New Mexico residency.

1. A valid New Mexico driver's license
2. A valid New Mexico ID card or
3. A current real property rental agreement or purchase agreement
4. A utility bill dated within 60 days, such as water, gas, electric, waste, telephone, cable, or satellite bill, but not a bill for a cell phone
5. An insurance bill, card, or binder, dated within the past 6 months
6. A bank or credit card statement dated within 60 days that contains the corps member's name and address
7. An employment pay stub, dated within 60 days that contains the corps member's name and address
8. A current, local property tax statement or mortgage documents
9. A document from an education institution, such as a transcript, report card or enrollment confirmation, that contains the corps member's name and address and is dated within 60 days
10. Original documents from a city, county, state, tribal or federal government organization attesting to the fact that the corps member is a New Mexico resident
11. A New Mexico medical assistance card with address on card, letter from issuing agency that came with card showing name and address, or profile printout from issuing agency
12. A New Mexico public assistance card with address on card, letter from issuing agency that came with card showing name and address, or profile printout from issuing agency
13. Documents acceptable for corps members less than 18 years of age:
 - a) Documents indicating membership in a New Mexico religious organization
 - b) Documents indicating membership in a New Mexico sports organization,
 - c) Two proofs of New Mexico residency of the parent/guardian and an affidavit from the corps member's parent or guardian stating that the corps member lives with that person
14. A New Mexico medical or public assistance card, profile printout or a letter from the issuing agency
15. A document evidencing eligibility and proof that the corps member's parent or guardian is currently receiving services from a non-profit organization qualified pursuant to Section 501(c)(3) of the Federal Internal Revenue Code of 1986 provided the document displays the corps member's address.