



HUMAN SERVICES
DEPARTMENT

Susana Martinez, Governor
Sidonie Squier, Secretary
Ted Roth, Director

June 14, 2013

Jay Czar, Executive Director
The New Mexico Mortgage Finance Authority
344 4th Street SW
Albuquerque, NM 87102

RE: GSA 14-630-90000-0010 CFDA 93.568

Dear Mr. Czar:

Enclosed is the SFY14 Governmental Services Agreement (GSA) 14-630-9000-0010 for Low Cost Weatherization. The contract, if Federally funded, is subject to the requirements of Title XXVI of the Omnibus Budget Reconciliation Act of 1981 (Public Law 97-35), as amended. The Catalogue of Federal Domestic Assistance (CFDA) number is 93.568.

If you have any question, please contact me at 505-827-7258 or by email at JoAnn.Lapington@state.nm.us.

Sincerely,

JoAnn Lapington
LIHEAP Coordinator
Work and Family Support Bureau

cc: Nicole Taylor, Bureau Chief, Work and Family Support Bureau

STATE OF NEW MEXICO
HUMAN SERVICES DEPARTMENT
GOVERNMENTAL SERVICES AGREEMENT

This **Governmental Services Agreement (GSA)** is made and entered into by and between the State of New Mexico **Human Services Department**, hereinafter referred to as the "HSD" or the "Agency", and **New Mexico Mortgage Finance Authority (NMMFA)**, hereinafter referred to as the "Contractor".

IT IS AGREED BETWEEN THE PARTIES:

1. Scope of Work

The Contractor shall perform all services detailed in Exhibit A, Scope of Work, attached to this GSA, and incorporated herein by reference.

2. Compensation

A. The total amount payable to the Contractor under this GSA shall not exceed **one million three hundred sixty eight thousand dollars (\$1,368,000.00)** including expenses in 2014. This amount is a maximum and not a guarantee that the work assigned to Contractor under this GSA to be performed shall equal the amount stated herein.

B. Payment is subject to availability of funds pursuant to the Appropriations Paragraph set forth below and to any negotiations between the parties from year to year pursuant to Paragraph 1, Scope of Work, and to approval by the HSD. All invoices **MUST BE** received by the HSD no later than fifteen (15) days after the termination of the Fiscal Year in which the services were delivered. **Invoices received after such date, WILL NOT BE PAID.**

C. The Contractor must submit a detailed statement accounting for all services performed and expenses incurred. If the Agency finds that the services are not acceptable, within thirty days after the date of receipt of written notice from the Contractor that payment is requested, the Agency shall provide the Contractor a letter of exception explaining the defect or objection to the services, and outlining steps the Contractor may take to provide remedial action. Upon certification by the Agency that the services have been received and accepted, payment shall be tendered to the Contractor within thirty days after the date of acceptance. If payment is made by mail, the payment shall be deemed tendered on the date it is postmarked. However, the Agency shall not incur late charges, interest, or penalties for failure to make payment within the time specified herein.

3. Term

This GSA shall be effective on July 1, 2013 and shall terminate on **June 30, 2014**, unless amended, extended, or terminated pursuant to the terms of this GSA.

4. Termination

A. Termination. This GSA may be terminated by either of the parties hereto upon written notice delivered to the other party at least thirty (30) days prior to the intended date of termination. Except as otherwise allowed or provided under this GSA, the HSD's sole liability

upon such termination shall be to pay for acceptable work performed prior to the Contractor's receipt of the notice of termination, if the Agency is the terminating party, or the Contractor's sending of the notice of termination, if the Contractor is the terminating party; provided however, that a notice of termination shall not nullify or otherwise affect either party's liability for pre-termination defaults under or breaches of this GSA. The Contractor shall submit an invoice for such work within thirty (30) days of receiving or sending the notice of termination. Notwithstanding the foregoing, this GSA may be terminated immediately upon written notice to the Contractor if the Contractor becomes unable to perform the services contracted for, as determined by the Agency or if, during the term of this GSA, the Contractor or any of its officers, employees or agents is indicted for fraud, embezzlement or other crime due to misuse of state funds or due to the Appropriations paragraph herein. THIS PROVISION IS NOT EXCLUSIVE AND DOES NOT WAIVE THE STATE'S OTHER LEGAL RIGHTS AND REMEDIES CAUSED BY THE CONTRACTOR'S DEFAULT/BREACH OF THIS GSA.

B. Termination Management. Immediately upon receipt by either the Agency or the Contractor of notice of termination of this GSA, the Contractor shall: 1) not incur any further obligations for salaries, services or any other expenditure of funds under this GSA without written approval of the HSD; 2) comply with all directives issued by the Agency in the notice of termination as to the performance of work under this GSA; and 3) take such action as the Agency shall direct for the protection, preservation, retention or transfer of all property titled to the Agency and records generated under this GSA. Any non-expendable personal property or equipment provided to or purchased by the Contractor with contract funds shall become property of the Agency upon termination and shall be submitted to the Agency as soon as practical.

5. Appropriations

The terms of this GSA are contingent upon sufficient appropriations and authorization being made by the Legislature of New Mexico for the performance of this GSA. If sufficient appropriations and authorization are not made by the Legislature, this GSA shall terminate immediately upon written notice being given by the Agency to the Contractor. The HSD's decision as to whether sufficient appropriations are available shall be accepted by the Contractor and shall be final. If the Agency proposes an amendment to the GSA to unilaterally reduce funding, the Contractor shall have the option to terminate the GSA or to agree to the reduced funding, within thirty (30) days of receipt of the proposed amendment.

6. Assignment

The Contractor shall not assign or transfer any interest in this GSA or assign any claims for money due or to become due under this GSA without the prior written approval of the HSD.

7. Subcontracting

The Contractor shall not subcontract any portion of the services to be performed under this GSA without the prior written approval of the HSD.

8. Release

Final payment of the amounts due under this GSA shall operate as a release of the HSD, its officers and employees, and the State of New Mexico from all liabilities, claims and obligations whatsoever arising from or under this GSA.

9. Confidentiality

Any confidential information provided to or developed by the Contractor in the performance of this GSA shall be kept confidential and shall not be made available to any individual or organization by the Contractor without the prior written approval of the HSD.

10. Amendment

A. This GSA shall not be altered, changed or amended except by instrument in writing executed by the parties hereto and all other required signatories.

B. If the Agency proposes an amendment to the GSA to unilaterally reduce funding due to budget or other considerations, the Contractor shall, within thirty (30) days of receipt of the proposed Amendment, have the option to terminate the GSA, pursuant to the termination provisions contained herein, or to agree to the reduced funding.

11. Merger

This GSA incorporates all the agreements, covenants and understandings between the parties hereto concerning the subject matter hereof, and all such covenants, agreements and understandings have been merged into this written GSA. No prior agreement or understanding, oral or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this GSA.

12. Penalties for Violation of Law

The Procurement Code, Sections 13-1-28 through 13-1-199, NMSA 1978, imposes civil and criminal penalties for its violation, as applicable. In addition, the New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities and kickbacks.

13. Equal Opportunity Compliance

The Contractor agrees to abide by all federal and state laws and rules and regulations, and executive orders of the Governor of the State of New Mexico, pertaining to equal employment opportunity. In accordance with all such laws of the State of New Mexico, the Contractor assures that no person in the United States shall, on the grounds of race, religion, color, national origin, ancestry, sex, age, physical or mental handicap, or serious medical condition, spousal affiliation, sexual orientation or gender identity, be excluded from employment with or participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity performed under this GSA. If Contractor is found not to be in compliance with these requirements during the life of this GSA, Contractor agrees to take appropriate steps to correct these deficiencies.

14. Applicable Law

The laws of the State of New Mexico shall govern this GSA, without giving effect to its choice of law provisions. Venue shall be proper only in a New Mexico court of competent jurisdiction in accordance with Section 38-3-1 (G), NMSA 1978. By execution of this GSA, Contractor acknowledges and agrees to the jurisdiction of the courts of the State of New Mexico over any and all lawsuits arising under or out of any term of this GSA.

15. Records and Audit

C. The Contractor shall maintain detailed time and expenditure records that indicate the date; time, nature and cost of services rendered during the GSA's term and effect and retain them for a period of five (5) years from the date of final payment under this GSA. The records shall be subject to inspection by the HSD, the Department of Finance and Administration and the State Auditor. The HSD shall have the right to audit billings both before and after payment. Payment under this GSA shall not foreclose the right of the HSD to recover excessive or illegal payments.

B. Contract for an independent A-133 audit at the Contractor's expense, as applicable. The Contractor shall ensure that the auditor is licensed to perform audits in the State of New Mexico and shall be selected by a competitive bid process. The Contractor shall enter into a written contract with the auditor specifying the scope of the audit, the auditor's responsibility, the date by which the audit is to be completed and the fee to be paid to the auditor for this service. Single audits shall comply with procedures specified by the HSD. The audit of the contract shall cover compliance with Federal Regulations and all financial transactions hereunder for the entire term of the GSA in accordance with procedures promulgated by OMB Circulars or by Federal program officials for the conduct and report of such audits. An official copy of the independent auditor's report shall be available to the HSD and any other authorized entity as required by law within (fifteen) 15 days of receipt of the final audit report. The Contractor may request an extension to the deadline for submission of the audit report in writing to the HSD for good cause and the HSD reserves the right to approve or reject any such request. The HSD retains the right to contract for an independent financial and functional audit for funds and operations under this GSA if it determines that such an audit is warranted or desired.

C. Upon completion of the audit under the applicable federal and state statutes and regulations, the Contractor shall notify the HSD when the audit is available for review and provide online access to the HSD, or the Contractor shall provide the HSD with four (4) originals of the audit report. The HSD will retain two (2) and one (1) will be sent to the HSD/Office of the Inspector General and one (1) to the HSD/Administrative Services Division/Compliance Bureau.

D. Within thirty (30) days thereafter, or as otherwise determined by the HSD in writing, the Contractor shall provide the HSD with a response indicating the status of each of the exceptions or findings in the said audit report. If either the exceptions or findings in the audit are not resolved within thirty (30) days, the HSD has the right to reduce funding, terminate this GSA, and/or recommend decertification in compliance with state and/or federal regulations governing such action.

E. This audit shall contain the Schedule of Expenditures of Federal Awards for each program to facilitate ease of reconciliation by the HSD. This audit shall also include a review of the schedule of depreciation for all property or equipment with a purchase price of \$5,000 or more pursuant to OMB Circulars A-21, A-87, A-110, A-122 and A-133 where appropriate.

F. This audit shall include a report on compliance with requirements applicable to each major program and internal control over compliance in accordance with OMB Circulars A-

21, A-87, A-110, A-122 and A-133 where appropriate.

16. Invalid Term or Condition

If any term or condition of this GSA shall be held invalid or unenforceable, the remainder of this GSA shall not be affected and shall be valid and enforceable.

17. Enforcement of GSA

A party's failure to require strict performance of any provision of this GSA shall not waive or diminish that party's right thereafter to demand strict compliance with that or any other provision. No waiver by a party of any of its rights under this GSA shall be effective unless express and in writing, and no effective waiver by a party of any of its rights shall be effective to waive any other rights.

18. Notices

Any notice required to be given to either party by this GSA shall be in writing and shall be delivered in person, by courier service or by U.S. mail, either first class or certified, return receipt requested, postage prepaid, as follows:

To the HSD: JoAnn Lapington, Program Manager
 Work & Family Support Bureau
 Income Support Division/Human Services Department
 P.O. Box 2348
 Santa Fe, NM 87504-2348
 JoAnn.Lapington@state.nm.us

To Contractor: Gina Bell, NM Energy Smart Program Manager
 New Mexico Mortgage Finance Authority
 344 4th Street SW
 Albuquerque, NM 87102
 gbell@housingnm.org

19. Debarment and Suspension

C. Consistent with either 7 C.F.R. Part 3017 or 45 C.F.R. Part 76, as applicable, and as a separate and independent requirement of this GSA the Contractor certifies by signing this GSA, that it and its principals, to the best of its knowledge and belief: (1) are not debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal department or agency; (2) have not, within a three-year period preceding the effective date of this GSA, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; (3) have not been indicted for, or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with, commission of any of the

offenses enumerated above in this Paragraph A; (4) have not, within a three-year period preceding the effective date of this GSA, had one or more public agreements or transactions (Federal, State or local) terminated for cause or default; and (5) have not been excluded from participation from Medicare, Medicaid or other federal health care programs pursuant to Title XI of the Social Security Act, 42 U.S.C. § 1320a-7.

D. The Contractor's certification in Paragraph A, above, is a material representation of fact upon which the HSD relied when this GSA was entered into by the parties. The Contractor's certification in Paragraph A, above, shall be a continuing term or condition of this GSA. As such at all times during the performance of this GSA, the Contractor must be capable of making the certification required in Paragraph A, above, as if on the date of making such new certification The Contractor was then executing this GSA for the first time. Accordingly, the following requirements shall be read so as to apply to the original certification of the Contractor in Paragraph A, above, or to any new certification the Contractor is required to be capable of making as stated in the preceding sentence:

1) The Contractor shall provide immediate written notice to the HSD's Program Manager if, at any time during the term of this GSA, the Contractor learns that its certification in Paragraph A, above, was erroneous on the effective date of this GSA or has become erroneous by reason of new or changed circumstances.

2) If it is later determined that the Contractor's certification in Paragraph A, above, was erroneous on the effective date of this GSA or has become erroneous by reason of new or changed circumstances, in addition to other remedies available to the HSD, the HSD may terminate the GSA.

E. As required by statute, regulation or requirement of this contract, and as contained in Paragraph A, above, the Contractor shall require each proposed first-tier sub-contractor whose subcontract will equal or exceed \$25,000, to disclose to the Contractor, in writing, whether as of the time of award of the subcontract, the sub-contractor, or its principals, is or is not debarred, suspended, or proposed for debarment by any Federal department or agency. The Contractor shall make such disclosures available to the HSD when it requests sub-contractor approval from the HSD. If the sub-contractor, or its principals, is debarred, suspended, or proposed for debarment by any Federal, state or local department or agency, the HSD may refuse to approve the use of the sub-contractor.

20. Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions

A. The applicable definitions and exceptions to prohibited conduct and disclosures contained in 31 U.S.C. § 1352 and 45 C.F.R. Part 93 or Subparts B and C of 7 C.F.R. Part 3018, as applicable, are hereby incorporated by reference in subparagraph (B) of this certification.

B. The Contractor, by executing this GSA, certifies to the best of its knowledge and belief that:

1) No Federal appropriated funds have been paid or will be paid to any

person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement; and

2) If any funds other than Federal appropriated funds (including profit or fee received under a covered Federal transaction) have been paid, or will be paid, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with this solicitation, the offeror shall complete and submit, with its offer, OMB standard form LLL, Disclosure of Lobbying Activities, to the Contracting Officer.

C. The Contractor shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

D. This certification is a material representation of fact upon which reliance is placed when this GSA is made and entered into. Submission of this certification is a prerequisite for making and entering into this GSA imposed under 31 U.S.C. § 1352. It shall be a material obligation of the Contractor to keep this certification current as to any and all individuals or activities of anyone associated with the Contractor during the pendency of this GSA. Any person who makes an expenditure prohibited under this provision or who fails to file or amend the disclosure form to be filed or amended by this provision, shall be subject to: (1) a civil penalty of not less than \$10,000 and not more than \$100,000 for such failure; and/or (2) at the discretion of the HSD, termination of the GSA.

21. Findings and Sanctions

A. The Contractor agrees to be subject to the findings and sanctions assessed as a result of the HSD audits, federal audits, and disallowances of the services provided pursuant to this GSA and the administration thereof.

B. The Contractor will make repayment of any funds expended by the HSD subject to which an auditor, with the jurisdiction and authority, finds were expended, or to which appropriate federal funding agencies take exception and so request reimbursement through a disallowance or deferral based upon the acts or omissions of the Contractor that violate applicable federal statutes and/or regulations, subject to sufficient appropriations of the NM Legislature.

C. If the HSD becomes aware of circumstances that might jeopardize continued federal funding, the situation shall be reviewed and reconciled by a mutually agreed upon panel of Contractor and the HSD officials. If reconciliation is not possible, both parties shall present

their view to the Director of the Administrative Services Division who shall determine whether continued payment shall be made.

22. Entire GSA

This GSA incorporates all agreements, covenants and understandings between the parties hereto concerning the subject matter hereof, and all such covenants, agreements and understandings have been merged into this written GSA. No prior agreements or understandings of the parties or their agents, verbal or otherwise, are valid or enforceable unless embodied in this GSA.

23. Miscellaneous

C. This GSA is an internal government GSA and is not intended to confer any right upon any private person.

D. Headings used in this GSA are for reference purposes only and shall not be deemed a part of the GSA.

The remainder of this page intentionally left blank.

IN WITNESS WHEREOF, the parties execute this GSA as set forth below:

STATE OF NEW MEXICO:

By: Sidonia Squin
Cabinet Secretary
Human Services Department

Date: 6/11/13

By: [Signature]
Chief Financial Officer
Human Services Department

Date: 6/7/2013

Approved as to form and legal sufficiency:

By: [Signature]
Office of General Counsel
Human Services Department

Date: 6/7/13

Governing Contractor Official: New Mexico Mortgage Finance Authority Official:

Title:
Signature: [Signature]
Executive Director
New Mexico Mortgage Finance Authority *MMFA*

Date: 5/31/13

Designee: _____

Date: _____

Approved as to Form and Legal Sufficiency:

By: _____
General Counsel

Date: _____

Exhibit A
Scope of Work

HSD shall:

1. Submit to Department of Health and Human Services (DHHS) such initial and ongoing reports as may be required concerning the transfer of Low Income Home Energy Assistance Program (LIHEAP) funds to Contractor.
2. Oversee the utilization of funds transferred to Contractor pursuant to the requirements of the federal LIHEAP statute, applicable state and federal statutes, rules and regulations, and in accordance with the directives from DHHS related to the use of funds by Contractor.
3. Coordinate with Contractor and transfer all the LIHEAP funds during the term of this GSA in a timely manner upon receipt of formal requests for reimbursement.
4. Provide MFA staff that provide homeless services under this GSA with State and Federal required trainings, to include but not limited to:
 - a. Civil Rights

Contractor shall:

1. Provide low-cost weatherization services/energy-related home repairs for eligible low-income households in New Mexico.
2. Use Department of Energy (DOE) weatherization rules to determine the weatherization services/energy-related home repairs that will be provided.
3. Use the higher of New Mexico's LIHEAP income guidelines or DOE income guidelines. If a change in income guidelines occurs during the GSA period the HSD must be notified in writing within thirty (30) days of the final signature date of this GSA of the change.
4. Execute sub-contracts no later than the 30th working days following the final signature date of this GSA and provide copies of the sub-contracts to the HSD Program Manager. Language in sub-contracts must require timely reporting of expenses incurred during any State Fiscal Year.
5. Submit a budget that must be approved by the Contract Manager designated by HSD, for operations cost. The Contractor shall prepare a budget for the contracted amount that includes all line item elements as prescribed by New Mexico Department of Finance and Administration (DFA) for: positions, personnel, employee benefits, contractual services, transportation, maintenance/repairs, operating costs, capital outlay, etc., [<http://www.dfafcd.state.nm.us/manuals/coa.pdf>]. The budget must be provided

to HSD no later than the 30th calendar day following the effective date of this GSA using approved template [Exhibit B1]. No payment shall be made under this GSA unless the Contract Manager approves the program budget required under this GSA. The budget shall not be altered without the written approval of HSD.

6. As defined in Code of Federal Regulations/Title 45, Part 96, Subpart H, LIHEAP Section 96.88, Administrative Costs: no more than ten percent (10%) of the total funds can be used for administrative costs.
7. Ensure that administrative costs in the LIHEAP program are costs that are necessary for the proper administration of the LIHEAP program.
 - a. Administrative costs include:
 - 1) The costs of general administration and coordination of programs including contract costs and all indirect (or overhead) costs.
 - 2) The salaries and benefits of staff performing administrative and coordination functions, activities related to eligibility determinations, the preparation of budgets, program plans and schedules, monitoring of programs and projects, etc.
 - 3) Costs such as equipment, travel, and office space costs, when directly associated with staff performing administrative and coordination functions, activities related to eligibility determinations, the preparation of budgets, program plans and schedules, monitoring of programs and projects, etc.
 - 4) Training of staff to perform administrative functions, such as eligibility determinations, procurement, and payroll.
 - b. Excluded from "administrative costs" are the direct costs of providing program services such as:
 - 1) Providing program information.
 - 2) Costs, such as equipment, travel, and office space costs, when directly associated with providing program services, would be treated as program costs (whether provided under contract or otherwise).
 - 3) Costs for training of case managers or other training directly associated with providing program services as program costs under its cost allocation plan.

8. Ensure that Budget Adjustment Requests (BARs) [Exhibit H] are submitted to the HSD Program Manager as necessary. These BARs are subject to HSD approval.
9. Provide no later than the final working day of each month an invoice for reimbursement to include the following information in the attached formats:
 - a) Invoice [Exhibit B2].
 - b) Invoice Transmittal [Exhibit D].
 - c) Expenditure Balance Report [Exhibit E].

HSD must approve in writing any requests for exceptions to the above.

10. Within fifteen (15) days from receipt of the executed GSA, Contractor shall provide to the HSD Program Manager a schedule of expenditures, estimating the amount of the expenditures and projected dates when funds will be expended during the fiscal year covered by this contract.
11. Submit the following reports no later than the last day of each month:
 - a) Unduplicated Report Form – submitted electronically in the attached [Exhibit F].
 - b) Household Report in the attached format [Exhibit G].

Final reports are due with the final invoice.

HSD must approve in writing any requests for exceptions to the above.

HSD and Contractor Shall:

1. Maintain fiscal records necessary for full accountability, follow generally accepted accounting principles, and account for all receipts and disbursements of funds transferred or expended pursuant to this GSA.

Exhibit B1

LIHEAP-Weatherization

Line Item	Line Item Description	FY 14 BUDGET	Justification
520100	EXEMPT PERMANENT POSITIONS - FT & PT		
520200	TERM POSITIONS - FT & PT		
520300	CLASSIFIED PERMANENT POSITIONS - FT		
520400	CLASSIFIED PERMANENT POSITIONS - PT		
520500	TEMPORARY POSITIONS - FT& PT		
520600	PAID UNUSED SICK LEAVE		
520700	OVERTIME AND OTHER PREMIUM PAY		
520800	ANNUAL & COMPENSATORY LEAVE PAID AT SEPARATION		
520900	DIFFERENTIAL PAY		
	PERSONNEL SERVICES TOTAL	\$ -	
521100	GROUP INSURANCE PREMIUM		
521200	RETIREMENT CONTRIBUTIONS		
521300	F.I.C.A.		
521400	WORKER'S COMPENSATION ASSESSMENT FEE		
521410	GSD WORKER'S COMPENSATION ASSESSMENT PREMIUM		
521500	UNEMPLOYMENT COMPENSATION PREMIUM		
521600	EMPLOYEE LIABILITY INSURANCE PREMIUM		
521700	RETIREE HEALTH CARE ACT CONTRIBUTION		
521900	OTHER EMPLOYEE BENEFITS		
	EMPLOYEE CONTRIBUTIONS TOTAL	\$ -	
535100	MEDICAL SERVICES		
535200	PROFESSIONAL SERVICES		
535300	OTHER SERVICES		
535400	AUDIT SERVICES		
535500	ATTORNEY SERVICES		
535600	INFORMATION TECHNOLOGY SERVICES		
	CONTRACTUAL SERVICES TOTAL	\$ -	
542100	EMPLOYEE IN-STATE MILEAGE & FARES		
542200	EMPLOYEE IN-STATE MEALS & LODGING		
542300	BOARD & COMMISSION MEMBER IN-STATE TRAVEL		
542400	EMPLOYEE NON-ROUTINE PARTIAL DAY PER DIEM IN-STATE TRAVEL		
542500	TRANSPORTATION - FUEL & OIL		
542600	TRANSPORTATION - NON-TAXABLE - PARTS & SUPPLIES, TAXABLE - MAINTENANCE & REPAIR SERVICES		
542700	TRANSPORTATION - TRANSPORTATION INSURANCE		
542800	TRANSPORTATION - STATE TRANSPORTATION POOL CHARGES		
542900	OTHER TRAVEL		
	TRAVEL AND TRANSPORTATION TOTAL	\$ -	
543100	MAINTENANCE - GROUND & ROADWAYS		
543200	MAINTENANCE - FURNITURE FIXTURES & EQUIPMENT		

543300	MAINTENANCE - BUILDING & STRUCTURES		
543400	MAINTENANCE - PROPERTY INSURANCE		
543500	MAINTENANCE - MAINTENANCE SUPPLIES		
543600	MAINTENANCE - LAUNDRY/DRY CLEANING		
543700	MAINTENANCE - MAINTENANCE SERVICES		
543800	INFORMATION TECHNOLOGY MAINTENANCE		
543900	OTHER MAINTENANCE		
MAINTENANCE & REPAIRS TOTAL		\$ -	
544000	SUPPLIES - INVENTORY EXEMPT INFORMATION TECHNOLOGY		
544100	SUPPLIES - OFFICE SUPPLIES		
544200	SUPPLIES - MEDICAL, LAB & PERSONAL SUPPLIES		
544300	SUPPLIES - DRUGS		
544400	SUPPLIES - FIELD SUPPLIES		
544500	SUPPLIES - FOOD		
544600	SUPPLIES - KITCHEN SUPPLIES		
544700	SUPPLIES - CLOTHING, UNIFORMS, & LINEN		
544800	SUPPLIES - EDUCATION & RECREATIONAL SUPPLIES		
544900	SUPPLIES - INVENTORY EXEMPT		
SUPPLIES TOTAL		\$ -	
545600	REPORTING & RECORDS		
545700	DoIT - ISD SERVICES		
545710	DoIT - HUMAN CAPITAL MANAGEMENT (HCM) Fee		
545800	RADIO COMMUNICATIONS SERVICES		
545810	DoIT - RADIO COMMUNICATION SERVICES		
545900	PRINTING & PHOTOGRAPHIC SERVICE		
546000	GSD BUILDING USE FEE		
546100	POSTAGE & MAIL SERVICE		
546200	BOND PREMIUMS		
546300	UTILITIES		
546310	UTILITIES - Sewer/Garbage		
546320	UTILITIES - Electricity		
546330	UTILITIES - Water		
546340	UTILITIES - Natural Gas		
546350	UTILITIES - Propane		
546400	RENT OF LAND OR BUILDINGS		
546500	RENT OF EQUIPMENT		
546600	COMMUNICATIONS		
546610	DoIT COMMUNICATIONS		
546700	SUBSCRIPTIONS & DUES		
546800	EMPLOYEE TRAINING & EDUCATION		
546810	BOARD MEMBER TRAINING AND EDUCATION		
546900	ADVERTISING		
547200	GRANTS TO INDIVIDUALS		
547300	CARE & SUPPORT		
547400	GRANTS TO LOCAL GOVERNMENTAL ENTITIES		
547410	GRANTS TO PUBLIC SCHOOLS		
547420	GRANTS TO INSTITUTIONS OF HIGHER EDUCATIONS		
547430	GRANTS TO NATIVE AMERICAN ENTITIES		

547440	GRANTS TO OTHER ENTITIES		
547500	PURCHASES FOR RESALE		
547700	DEBT SERVICE - PRINCIPAL		
547800	DEBT SERVICE - INTEREST		
547900	MISCELLANEOUS EXPENSE		
547999	MISCELLANEOUS EXPENSE-Request to Pay Prior Year Bills		
OTHER OPERATING COST TOTAL		\$ -	
548100	LAND		
548110	LAND - IMPROVEMENTS		
548200	FURNITURE & FIXTURES		
548300	INFORMATION TECHNOLOGY EQUIPMENT		
548400	OTHER EQUIPMENT		
548600	ANIMALS		
548700	LIBRARY & MUSEUM ACQUISITIONS		
548800	AUTOMOTIVE, AIRCRAFT & RECREATIONAL WATERCRAFT		
548810	DOT- RAILWAY EQUIPMENT		
548820	SPACEPORT SYSTEM & EQUIPMENT		
548900	BUILDINGS & STRUCTURES		
CAPITAL OUTLAY TOTAL		\$ -	
549600	EMPLOYEE OUT OF STATE MILEAGE & FARES		
549700	EMPLOYEE OUT OF STATE MEALS & LODGING		
549800	BOARD & COMMISSION MEMBER - OUT-OF-STATE MILEAGE & FARES		
549900	BOARD & COMMISSION MEMBER - OUT-OF-STATE MEALS & LODGING		
OUT OF STATE TOTAL		\$ -	
555100	OTHER FINANCING USES (10% Adm. Indirect Cost)		
OTHER FINANCING USES TOTAL		\$ -	
560300	REFUND - MEMBER CONTRIBUTIONS		
563500	ANNUITY PAYMENTS		
565200	DISTRIBUTION TO BENEFICIARIES		
565300	DISTRIBUTION TO STATE GENERAL FUND		
566100	REVERSIONS		
NON-BUDGETED EXPENDITURES TOTAL		\$ -	
GRAND TOTAL		\$ -	

Contractor's Signature

Date

HSD Approval

Date

**Exhibit B2
Invoice
MFA LIHEAP Weatherization
Invoice for Services Rendered**

**New Mexico Human Services Department
Income Support Division
LIHEAP Office
P.O. Box 26507
Albuquerque, New Mexico 87125-6507**

**Contractor NMMFA - LIHEAP Weatherization
For Month Of:
Invoice Date:
Agreement No:
Tax ID No:
Invoice No:**

Attn: _____

FOR CONTRACTOR USE ONLY

- Installment for Federal LIHEAP Weatherization Services. \$ -

I certify that amounts invoiced herein, (1) agree with the attached Expenditure and Balance Report, (2) are correct and just, and, (3) that payment therefore has not been received.

Contractor's Signature & Title

Phone #

Date

REMIT PAYMENT TO:

**New Mexico Mortgage Finance Authority
344 Fourth Street SW
Albuquerque, NM 87102**

CERTIFICATION - FOR HSD USE ONLY

Exhibit D

INVOICE TRANSMITTAL

Transmittal Information

Invoice No. _____
 Fiscal Year State Fiscal Year 2014
 Transmittal Date _____
 Date of Service(s) _____
 P.O. Reference No. _____
 Contract No. GSA 14-630-9000-0003

Contractor Information

DFA Vendor ID. 0000047151 Alt. ID _____
 Name: New Mexico Mortgage Finance Authority
 Address: 344 4th Street SW
Albuquerque, NM 87102
 Phone No. 505-843-6880

Contracted Service	Contract Budget	Total of Budget Adjustment(s)	Adjusted Contract Budget	Invoice Amount*	YTD Expenses	Budget Balance

*Attach supporting documentation

Contractor Signature _____ Date _____

TO BE COMPLETED BY HSD PROGRAM MANAGER

Program Manager Name _____

Telephone No. _____

E-mail Address _____

Approval to Pay _____

Signature of Program Manager _____ Date _____

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

Instructions for Invoice Transmittal

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

Transmittal Information

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

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

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

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

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

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

Contractor Information:

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

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

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

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

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

Budget Section:

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

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

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

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

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

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

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

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

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

Exhibit E
Expenditure Balance Report

LIHEAP-Weatherization		Month/Year			
Line Item	Line Item Description	FY 14 BUDGET	Current Expenditure	Expenditures YTD	Budget Balance
520100	EXEMPT PERMANENT POSITIONS - FT & PT				\$ -
520200	TERM POSITIONS - FT & PT				\$ -
520300	CLASSIFIED PERMANENT POSITIONS - FT				\$ -
520400	CLASSIFIED PERMANENT POSITIONS - PT				\$ -
520500	TEMPORARY POSITIONS - FT & PT				\$ -
520600	PAID UNUSED SICK LEAVE				\$ -
520700	OVERTIME AND OTHER PREMIUM PAY				\$ -
520800	ANNUAL & COMPENSATORY LEAVE PAID AT TERMINATION				\$ -
520900	DIFFERENTIAL PAY				\$ -
	PERSONNEL SERVICES TOTAL	\$ -	\$ -	\$ -	\$ -
521100	GROUP INSURANCE PREMIUM				\$ -
521200	RETIREMENT CONTRIBUTIONS				\$ -
521300	F.I.C.A.				\$ -
521400	WORKER'S COMPENSATION				\$ -
211410	GSD WORKER'S COMPENSATION ASSESSMENT PREMIUM				\$ -
521500	UNEMPLOYMENT COMPENSATION PREMIUM				\$ -
521600	EMPLOYEE LIABILITY INSURANCE PREMIUM				\$ -
521700	RETIREE HEALTH CARE ACT CONTRIBUTION				\$ -
521900	OTHER EMPLOYEE BENEFITS				\$ -
	EMPLOYEE BENEFITS TOTAL	\$ -	\$ -	\$ -	\$ -
535100	MEDICAL SERVICES				\$ -
535200	PROFESSIONAL SERVICES				\$ -
535300	OTHER SERVICES				\$ -
535400	AUDIT SERVICES				\$ -
535500	ATTORNEY SERVICES				\$ -
535600	INFORMATION TECHNOLOGY SERVICES				\$ -
	CONTRACTUAL SERVICES TOTAL	\$ -	\$ -	\$ -	\$ -
542100	EMPLOYEE IN-STATE MILEAGE & FARES				\$ -
542200	EMPLOYEE IN-STATE MEALS & LODGING				\$ -
542300	BOARD & COMMISSION MEMBER IN-STATE TRAVEL				\$ -
542400	EMPLOYEE NON-ROUTINE PARTIAL DAY PER DIEM IN-STATE TRAVEL				\$ -
542500	TRANSPORTATION - FUEL & OIL				\$ -
542600	TRANSPORTATION - NON-TAXABLE - PARTS & SUPPLIES, TAXABLE - MAINTENANCE & REPAIR SERVICES				\$ -
542700	TRANSPORTATION - TRANSPORTATION INSURANCE				\$ -
542800	TRANSPORTATION - STATE TRANSPORTATION POOL CHARGES				\$ -
542900	OTHER TRAVEL				\$ -

TRAVEL AND TRANSPORTATION TOTAL		\$ -	\$ -	\$ -	\$ -
543100	MAINTENANCE - GROUND & ROADWAYS				\$ -
543200	MAINTENANCE - FURNITURE FIXTURES & EQUIPMENT				\$ -
543300	MAINTENANCE - BUILDING & STRUCTURES				\$ -
543400	MAINTENANCE - PROPERTY INSURANCE				\$ -
543500	MAINTENANCE - MAINTENANCE SUPPLIES				\$ -
543600	MAINTENANCE - LAUNDRY/DRY CLEANING				\$ -
543700	MAINTENANCE - MAINTENANCE SERVICES				\$ -
543800	INFORMATION TECHNOLOGY MAINTENANCE				\$ -
543900	OTHER MAINTENANCE				\$ -
MAINTENANCE & REPAIRS TOTAL		\$ -	\$ -	\$ -	\$ -
544000	SUPPLIES - INVENTORY EXEMPT INFORMATION TECHNOLOGY				\$ -
544100	SUPPLIES - OFFICE SUPPLIES				\$ -
544200	SUPPLIES - MEDICAL, LAB & PERSONAL SUPPLIES				\$ -
544300	SUPPLIES - DRUGS				\$ -
544400	SUPPLIES - FIELD SUPPLIES				\$ -
544500	SUPPLIES - FOOD				\$ -
544600	SUPPLIES - KITCHEN SUPPLIES				\$ -
544700	SUPPLIES - CLOTHING, UNIFORMS, & LINEN				\$ -
544800	SUPPLIES - EDUCATION & RECREATIONAL SUPPLIES				\$ -
544900	SUPPLIES - INVENTORY EXEMPT				\$ -
SUPPLIES TOTAL		\$ -	\$ -	\$ -	\$ -
545600	REPORTING & RECORDS				\$ -
545700	DoIT - ISD SERVICES				\$ -
545710	DoIT - HUMAN CAPITAL MANAGEMENT (HCM) Fee				\$ -
545800	RADIO COMMUNICATIONS SERVICES				\$ -
545810	DoIT - RADIO COMMUNICAITON SERVICES				\$ -
545900	PRINTING & PHOTOGRAPHIC SERVICE				\$ -
546000	GSD BUILDING USE FEE				\$ -
546100	POSTAGE & MAIL SERVICE				\$ -
546200	BOND PREMIUMS				\$ -
546300	UTILITIES				\$ -
546310	UTILITIES - Sewer/Garbage				\$ -
546320	UTILITIES - Electricity				\$ -
546330	UTILITIES - Water				\$ -
546340	UTILITIES - Natural Gas				\$ -
546350	UTILITIES - - Propane				\$ -
546400	RENT OF LAND OR BUILDINGS				\$ -
546500	RENT OF EQUIPMENT				\$ -
546600	COMMUNICATIONS				\$ -
546610	DoIT COMMUNICATIONS				\$ -
546700	SUBSCRIPTIONS & DUES				\$ -
546800	EMPLOYEE TRAINING & EDUCATION				\$ -

546810	BOARD MEMBER TRAINING & EDUCATION				
546900	ADVERTISING				\$ -
547200	GRANTS TO INDIVIDUALS				\$ -
547700	CARE & SUPPORT				\$ -
547400	GRANTS TO LOCAL GOVERNMENTAL ENTITIES				\$ -
547410	GRANTS TO PUBLIC SCHOOLS				\$ -
547420	GRANTS TO INSTITUTIONS OF HIGHER EDUCATION				\$ -
547430	GRANTS TO NATIVE AMERICAN ENTITIES				\$ -
547440	GRANTS TO OTHER ENTITIES				
547500	PURCHASES FOR RESALE				\$ -
547700	DEBT SERVICE - PRINCIPAL				\$ -
547800	DEBT SERVICE - INTEREST				\$ -
547900	MISCELLANEOUS EXPENSE				
547999	MISCELLANEOUS EXPENSE-Request to Pay Prior Year Bills				\$ -
OTHER OPERATING COST TOTAL		\$ -	\$ -	\$ -	\$ -
548100	LAND				\$ -
548110	LAND - IMPROVEMENTS				\$ -
548200	FURNITURE & FIXTURES				\$ -
548300	INFORMATION TECHNOLOGY EQUIPMENT				\$ -
548400	OTHER EQUIPMENT				\$ -
548600	ANIMALS				\$ -
548700	LIBRARY & MUSEUM ACQUISITIONS				\$ -
548800	AUTOMOTIVE, AIRCRAFT & RECREATIONAL WATERCRAFT				\$ -
548810	DOT-RAILWAY EQUIPMENT				\$ -
548820	SPACEPORT SYSTEMS & EQUIPMENT				\$ -
548900	BUILDINGS & STRUCTURES				\$ -
CAPITAL OUTLAY TOTAL		\$ -	\$ -	\$ -	\$ -
549600	EMPLOYEE OUT OF STATE MILEAGE & FARES				\$ -
549700	EMPLOYEE OUT OF STATE MEALS & LODGING				\$ -
549800	BOARD & COMMISSION MEMBER - OUT-OF-STATE MILEAGE & FARES				\$ -
549900	BOARD & COMMISSION MEMBER - OUT-OF-STATE MEALS & LODGING				\$ -
OUT OF STATE TOTAL		\$ -	\$ -	\$ -	\$ -
555100	OTHER FINANCING USES				\$ -
OTHER FINANCING USES TOTAL		\$ -	\$ -	\$ -	\$ -
560300	REFUND - MEMBER CONTRIBUTIONS				\$ -
563500	ANNUITY PAYMENTS				\$ -
565200	DISTRIBUTION TO BENEFICIARIES				\$ -
565300	DISTRIBUTION TO STATE GENERAL FUND				\$ -
566100	REVERSIONS				\$ -
REFUND & DISTRIBUTION TOTAL		\$ -	\$ -	\$ -	\$ -
GRAND TOTAL		\$ -	\$ -	\$ -	\$ -

CERTIFICATION

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

Contractor's Signature

Date

HSD Approval

Date

Exhibit F
Weatherization Unduplicated Report Requirement Form

Client Name Household Size Address Apt # City County Housing Type Monthly Income SIR Payback Energy Savings (Mimbtu) Square footage Fuel type \$ amount saved monthly DOB Disabled Age under 5 Over 60 SS# Cost of services provided

Exhibit G
Household Report

OMB Control No. 0970-0060

Grantee Name: _____ Contact Person: _____ Phone: _____ Date: _____

Instructions:

Complete the Weatherization rows in Sections 1 & 2. Please provide cumulative figures for the current Federal Fiscal Year. In Section 1 complete columns E, F, G, H, I, J, K, L, N & O. In Section 2 complete columns E, F, G, H, I, & J. Column C auto populates based on entries in the related columns.

Do the data below include estimated figures? No Yes Mark "X" in the second column below for each type of assistance that has at least one estimated data entry.

1. RECOMMENDED LONG FORMAT FOR LIHEAP ASSISTED HOUSEHOLDS

Type of assistance	Mark "X" to indicate estimated data	Number of assisted households	REQUIRED DATA					REQUIRED DATA				
			2009 HHS Poverty Guideline interval, based on gross income and household size		At least one member who is		At least one member who is					
			Under 75% poverty	75%-100% poverty	101%-125% poverty	126%-150% poverty	Over 150% poverty	60 years or older	Disabled	Age 5 years or under	Age 2 years or under	Age 3 years through 5 years
Heating		0										
Cooling		0										
Winter/year round crisis		0										
Summer crisis		0										
Other crisis (specify)		0										
Weatherization		0										

2. RECOMMENDED FORMAT FOR LIHEAP APPLICANT HOUSEHOLDS (regardless of whether assisted)

Type of assistance	Mark "X" to indicate estimated data	Number of applicant households	REQUIRED DATA				
			2009 HHS Poverty Guideline interval, based on gross income and household size		126%-150% poverty		Income data unavailable
			Under 75% poverty	75%-100% poverty	101%-125% poverty	Over 150% poverty	
Heating		0					
Cooling		0					
Winter/year round crisis		0					
Summer crisis		0					
Other crisis (specify)		0					
Weatherization		0					

Note: Include any notes below for section 1 or 2 (indicate which section, type of assistance, and item the note is referencing):

Exhibit H Budget Adjustment Request

NEW MEXICO HUMAN SERVICE DEPARTMENT
INCOME SUPPORT DIVISION
WORK AND FAMILY SUPPORT BUREAU
FY14



BUDGET ADJUSTMENT REQUEST

Request No. Enter No.	Organization Name New Mexico Mortgage Finance Authority	Date of Request Enter Date
------------------------------	--	-----------------------------------

ORG CODE	LINE ITEM	Amount INCREASE	Amount DECREASE
TOTALS		\$ -	\$ -

ORG CODE	LINE ITEM	Amount INCREASE	Amount DECREASE
TOTALS		\$ -	\$ -
GRAND TOTAL		\$ -	\$ -

REVENUE CODES	Amount INCREASE	Amount DECREASE
TOTALS	\$ -	\$ -

REVENUE CODES	Amount INCREASE	Amount DECREASE
TOTALS	\$ -	\$ -
GRAND TOTAL	\$ -	\$ -

Budget Adjustment Request, continued

Justification (Use page 2)

I certify that the above is required for efficient program operations	Authorized Signature	Title	Date
---	----------------------	-------	------

DEPARTMENT OF HUMAN SERVICES ONLY

Check one: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	Authorized Signature	Title	Date
			c

Exhibit B1

LIHEAP - Weatherization

Line Item	Line Item Description	FY 13 BUDGET		Justification
520100	EXEMPT PERMANENT POSITIONS - FT & PT	42,475.00		General administration for program
520200	TERM POSITIONS - FT & PT			
520300	CLASSIFIED PERMANENT POSITIONS - FT			
520400	CLASSIFIED PERMANENT POSITIONS - PT			
520500	TEMPORARY POSITIONS - FT & PT			
520600	PAID UNUSED SICK LEAVE			
620700	OVERTIME AND OTHER PREMIUM PAY			
520800	ANNUAL & COMPENSATORY LEAVE PAID AT SEPARATION			
520900	DIFFERENTIAL PAY			
PERSONNEL SERVICES TOTAL		\$	42,475.00	
521100	GROUP INSURANCE PREMIUM		7,797.00	General administration for program
521200	RETIREMENT CONTRIBUTIONS		6,795.00	General administration for program
521300	F.I.C.A.		3,555.00	General administration for program
521400	WORKER'S COMPENSATION		200.00	General administration for program
521411	GSD WORKER'S COMPENSATION ASSESSMENT PREMIUM			
521500	UNEMPLOYMENT COMPENSATION PREMIUM			
521600	EMPLOYEE LIABILITY INSURANCE PREMIUM			
521700	RETIREE HEALTH CARE ACT CONTRIBUTION			
521900	OTHER EMPLOYEE BENEFITS			
EMPLOYEE CONTRIBUTIONS TOTAL		\$	18,347.00	
535100	MEDICAL SERVICES			
535200	PROFESSIONAL SERVICES		1,299,600.00	Sub-Contractors
535300	OTHER SERVICES		350.00	
535400	AUDIT SERVICES			
535500	ATTORNEY SERVICES			
535600	INFORMATION TECHNOLOGY SERVICES			
CONTRACTUAL SERVICES TOTAL		\$	1,299,950.00	
542100	EMPLOYEE IN-STATE MILEAGE & FARES		650.00	Monitoring of program
542200	EMPLOYEE IN-STATE MEALS & LODGING		1,300.00	Monitoring of program
542300	BOARD & COMMISSION MEMBER IN-STATE TRAVEL			
542400	EMPLOYEE NON-ROUTINE PARTIAL DAY PER DIEM IN-STATE TRAVEL			
542500	TRANSPORTATION - FUEL & OIL			
542600	TRANSPORTATION - NON-TAXABLE - PARTS & SUPPLIES, TAXABLE - MAINTENANCE & REPAIR SERVICES			
542700	TRANSPORTATION - TRANSPORTATION INSURANCE			
542800	TRANSPORTATION - STATE TRANSPORTATION POOL CHARGES			
542900	OTHER TRAVEL			
TRAVEL AND TRANSPORTATION TOTAL		\$	1,850.00	

543100	MAINTENANCE - GROUND & ROADWAYS		
543200	MAINTENANCE - FURNITURE FIXTURES & EQUIPMENT		
543300	MAINTENANCE - BUILDING & STRUCTURES		
543400	MAINTENANCE - PROPERTY INSURANCE		
543500	MAINTENANCE - MAINTENANCE SUPPLIES		
543600	MAINTENANCE - LAUNDRY/DRY CLEANING		
543700	MAINTENANCE - MAINTENANCE SERVICES		
543800	INFORMATION TECHNOLOGY MAINTENANCE		
543900	OTHER MAINTENANCE		
	MAINTENANCE & REPAIRS TOTAL	\$	-
544000	SUPPLIES - INVENTORY EXEMPT INFORMATION TECHNOLOGY		
544100	SUPPLIES - OFFICE SUPPLIES		
544200	SUPPLIES - MEDICAL, LAB & PERSONAL SUPPLIES		
544300	SUPPLIES - DRUGS		
544400	SUPPLIES - FIELD SUPPLIES		
544500	SUPPLIES - FOOD		
544600	SUPPLIES - KITCHEN SUPPLIES		
544700	SUPPLIES - CLOTHING, UNIFORMS, & LINEN		
544800	SUPPLIES - EDUCATION & RECREATIONAL SUPPLIES		
544900	SUPPLIES - INVENTORY EXEMPT		
	SUPPLIES TOTAL	\$	-
545800	REPORTING & RECORDS		
545700	Doll - ISD SERVICES		
545710	Doll - HUMAN CAPITAL MANAGEMENT (HCM) Fee		
545800	RADIO COMMUNICATIONS SERVICES		
545810	Doll - RADIO COMMUNICATION SERVICES		
545900	PRINTING & PHOTOGRAPHIC SERVICE		
546000	GSD BUILDING USE FEE		
546100	POSTAGE & MAIL SERVICE		
546200	BOND PREMIUMS		
546300	UTILITIES		
546310	UTILITIES-Sewer/Garbage		
546320	UTILITIES-Electricity		
546330	UTILITIES-Water		
546340	UTILITIES-Natural Gas		
546350	UTILITIES-Propane		
546400	RENT OF LAND OR BUILDINGS		
546500	RENT OF EQUIPMENT		
546600	COMMUNICATIONS		
546610	Doll - RADIO COMMUNICATIONS		
546700	SUBSCRIPTIONS & DUES		
546800	EMPLOYEE TRAINING & EDUCATION		
546810	BOARD MEMBER TRAINING AND EDUCATION		
546900	ADVERTISING	400.00	Weatherization Day and/or similar events
547200	GRANTS TO INDIVIDUALS		
547300	CARE AND SUPPORT		
547400	GRANTS TO LOCAL GOVERNMENT ENTITIES		
547410	GRANT TO PUBLIC SCHOOLS		
547420	GRANTS TO INSTITUTIONS OF HIGHER EDUCATIONS		
547430	GRANTS TO NATIVE AMERICAN ENTITIES		
547440	GRANTS TO OTHER ENTITIES		
547500	PURCHASES FOR RESALE		
547700	DEBT SERVICE - PRINCIPAL		
547800	DEBT SERVICE - INTEREST		
547900	MISCELLANEOUS EXPENSE	570.00	Miscellaneous expense Incurred in administering WAP
547999	MISCELLANEOUS EXPENSE-Request to Pay Prior Year Bills		
	OTHER OPERATING COST TOTAL	\$	970.00

548100	LAND		
548110	LAND-IMPROVEMENTS		
548200	FURNITURE & FIXTURES		
548300	INFORMATION TECHNOLOGY EQUIPMENT		
548400	OTHER EQUIPMENT		
548800	ANIMALS		
548700	LIBRARY & MUSEUM ACQUISITIONS		
548800	AUTOMOTIVE & AIRCRAFT & RECREATIONAL WATERCRAFT		
548810	DOT-RAILWAY EQUIPMENT		
548820	SPACEPORT SYSTEM & EQUIPMENT		
548900	BUILDINGS & STRUCTURES		
	CAPITAL OUTLAY TOTAL	\$	-
549600	EMPLOYEE OUT OF STATE MILEAGE & FARES	50.00	Training
549700	EMPLOYEE OUT OF STATE MEALS & LODGING	150.00	Training
549800	BOARD & COMMISSION MEMBER - OUT-OF-STATE MILEAGE & FARES		
549900	BOARD & COMMISSION MEMBER - OUT-OF-STATE MEALS & LODGING		
	OUT OF STATE TOTAL	\$	200.00
555100	OTHER FINANCING USES (10% Adm. Indirect Cost)	4,208.00	
	OTHER FINANCING USES TOTAL	\$	4,208.00
560300	REFUND - MEMBER CONTRIBUTIONS		
563500	ANNUITY PAYMENTS		
565200	DISTRIBUTION TO BENEFICIARIES		
665300	DISTRIBUTION TO STATE GENERAL FUND		
568100	REVERSIONS		
	NON-BUDGETED EXPENDITURES TOTAL		-
	GRAND TOTAL		1,366,000.00
<i>Yvonne Segovia</i> Contractor's Signature			6/14/13 Date
HSD Approval			Date

State of New Mexico
 Human Service Department
 Governmental Service Agreement # GSA 14-630-9000-003
 Production Schedule

LIHEAP Award	Per Unit	Even 12 month
Admin	\$ 6,218.18	expenditure
Health & Safety	\$ 136,800.00	\$ 114,000.00
Program Operations	\$ 131,200.00	18.33333333
	\$ 1,100,000.00	

Units	15	15	16	16	16	17	18	19	20	20	21	22	23	23	Total
		15	16	16	16	17	18	19	20	20	21	22	23	23	
Paid	\$ 93,270.00	\$ 93,270.00	\$ 99,488.00	\$ 99,488.00	\$ 99,488.00	\$ 99,488.00	\$ 99,488.00	\$ 99,488.00	\$ 124,360.00	\$ 124,360.00	\$ 124,360.00	\$ 136,796.00	\$ 143,014.00	\$ 143,014.00	\$ 667,960.00
Payroll															
Total	\$ 93,270.00	\$ 93,270.00	\$ 99,488.00	\$ 99,488.00	\$ 99,488.00	\$ 99,488.00	\$ 99,488.00	\$ 99,488.00	\$ 124,360.00	\$ 124,360.00	\$ 124,360.00	\$ 136,796.00	\$ 143,014.00	\$ 143,014.00	\$ 667,960.00

Lapington, Joann, HSD

From: Gina Bell <gbell@housingnm.org>
Sent: Monday, June 17, 2013 4:00 PM
To: Lapington, Joann, HSD
Cc: Michael Furze; Yvonne Segovia
Subject: NM Energy\$mart Contract Budget and Production Schedule
Attachments: LIHEAP Contract Budget and Production Schedule.pdf

Hello Joann,

I have not yet received a copy of the LIHEAP contract for NM Energy\$mart however attached is a PDF of the budget and the production schedule. If a PDF does not work for you please let me know and I will send original copies through the mail. I hope all is well with you and look forward to hearing from you soon.

Sincerely,

Gina.



MFA Gina Bell, Program Manager
New Mexico Mortgage Finance Authority
Direct Phone: 505.767.2274
Fax: 505.242.2766
www.housingnm.org

MFA - Housing New Mexico's people since 1975.

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New Mexico Mortgage Finance Authority
344 4th St SW Albuquerque, NM 87102
(505) 843-6880 (800) 444-6880 Toll Free in New Mexico