

POLICIES & PROCEDURES 2025 Quality of Life & Recreation Grant Program

Administered by the NM Department of Finance & Administration (DFA) Local Government Division (LGD)

A. FUNDING TERMS

1. Reimbursement Basis

This grant operates on a **reimbursement-only** model. Funds are disbursed after the grantee submits eligible expenses and proof of payment.

2. Disbursement Process

To request reimbursement, grantees must submit:

- Itemized invoices
- Proof of payment (e.g., check copies, cleared bank transactions)
- Progress updates, if applicable

3. Matching Funds

Matching contributions are encouraged but **not required**. Applicants may demonstrate local investment to strengthen their proposal.

B. ALLOWABLE COSTS

The following costs are eligible for reimbursement under this program:

Eligible Expense Category	Description
Design and Engineering Services	Fees for licensed professionals to design facilities
Construction & Renovation	Capital improvements to indoor or outdoor rec facilities
Site Accessibility Improvements	ADA-compliant paths, ramps, parking, and access features
Equipment and Furnishings	Fitness, play, or adaptive-use equipment for public use

C. DISALLOWED COSTS

The following items are **not eligible** for reimbursement:

Ineligible Expense	Reason
Salaries, wages, or staff time	Considered operational, not capital in nature
Programming or events	Not capital expenditures
Routine maintenance	Not aligned with the purpose of this grant

Ineligible Expense	Reason
Heavy Equipment/Vehicles or transportation	Outside the scope of recreational facility development
Previously funded ORD projects	Duplication of state funding is prohibited

D. CONTRACTING REQUIREMENTS

To receive funding, awarded entities must comply with all contractual and legal obligations:

1. Capital Outlay Agreement

A formal agreement must be executed with DFA prior to any reimbursements.

2. Operating and Use Agreement

Grantees must submit a signed document detailing long-term ownership, operation, and maintenance responsibilities. This is due within 30 days of contract execution.

3. Procurement Compliance

All procurement must follow the New Mexico State Procurement Code. Documentation must be available upon request.

4. Anti-Donation Clause

No grant funds may be used in a way that violates Article IX, Section 14 of the New Mexico Constitution.

E. PROJECT TIMELINE REQUIREMENTS

1. Project Start and End Dates

- Earliest start date: **July 1, 2025**
- Mandatory completion date: **June 30, 2026**

2. Expenditure Timeline

All applications must include a **project timeline** as outlined in Exhibit 1 – Project Budget.

All eligible costs must be incurred by the **June 30, 2026** deadline to qualify for reimbursement.

F. REPORTING REQUIREMENTS

1. Monthly Progress Reports

Grantees must submit brief updates every three months, including:

- Project status
- Any changes to timeline or budget
- Recent expenditures

2. Final Report

Due at project completion. Must include:

- Reconciled budget
- Photos of completed facility or equipment
- Description of community outcomes (e.g., accessibility improvements, increased use)

G. POST-AWARD COMPLIANCE

Award recipients are responsible for the following:

Requirement	Description
Operating & Use Agreement	Must be submitted within 30 days of contract execution
Procurement/Audit Compliance	Must follow state code and maintain clear financial records
Final Expenditure Deadline	All costs must be incurred by June 30, 2026
Reporting Obligations	Timely submission of progress and final reports

Failure to comply with grant requirements may result in:

- **Repayment** of disbursed funds
- **Ineligibility** for future DFA-administered grant programs

Please email questions, project budget, quotes or estimates relevant to the funding request to: RegionalRec.NM@dfa.nm.gov