



QUAY COUNTY GOVERNMENT

300 South Third Street

P.O. Box 1246

Tucumcari, NM 88401

Phone: (575) 461-2112

Fax: (575) 461-6208

**AGENDA
REGULAR SESSION
QUAY COUNTY BOARD OF COMMISSIONERS
AUGUST 26, 2019**

9:00 A.M. Call Meeting to Order

Pledge of Allegiance

Approval of Minutes-Regular Session August 12, 2019

Approval/Amendment of Agenda

Public Comment

Ongoing Business

New Business

- I. Russell Shafer, Quay County Sheriff**
 - Presentation of Sheriff's Report

- II. Larry Moore, Quay County Road Superintendent**
 - Request Approval of FY 2019-2020 Resolution No. 10 – Local Government Road Fund Program Match Waiver
 - Road Update

- III. Richard Primrose, Quay County Manager**
 - Request Approval of FY 2019-2020 Resolution No. 11 – Adopting 2021-2025 Infrastructure Capital Improvements Plan (ICIP)
 - Request Approval of City/County Resolution 2019-24 - Joint Resolution Creating a Census 2020 Complete Count Committee
 - Request Approval of NM DFA Intergovernmental Grant Agreement 2020 Census
 - Correspondence

- IV. Indigent Claims Board**
 - Call Meeting to Order
 - Request Approval of Indigent Minutes for the June 28, 2019 Meeting
 - Request Approval of July/August 2019 Claims Prepared by Sheryl Chambers
 - Adjourn

- V. Request Approval of Accounts Payable**



VI. Other Quay County Business That may Arise During the Commission Meeting and/or Comments from the Commissioners

VII. Request for Closed Executive Session

- **Pursuant to Section 10-15-1(H) 7. The New Mexico Open Meetings Act Pertaining to Threatened or Pending Litigation**
- **Pursuant to Section 10-15-1(H) 2. The New Mexico Open Meetings Act to Discuss Limited Personnel Matters**

VIII. Franklin McCasland, Quay County Commission Chairman
Proposed action, if any, from Executive Session

Adjourn

Lunch-Time and Location to be Announced

REGULAR SESSION-BOARD OF QUAY COUNTY COMMISSIONERS

August 26, 2019

9:00 A.M.

BE IT REMEMBERED THE HONORABLE BOARD OF QUAY COUNTY COMMISSIONERS met in regular session the 26th day of August, 2019 at 9:00 a.m. in the Quay County Commission Chambers, Tucumcari, New Mexico, for the purpose of taking care of any business that may come before them.

PRESENT & PRESIDING:

Franklin McCasland, Chairman
Mike Cherry, Member
Sue Dowell, Member
Ellen L. White, County Clerk
Richard Primrose, County Manager

OTHERS PRESENT:

Lucas Bugg, Quay County Fire Marshal
Russell Shafer, Quay County Sheriff
T.J. Rich, retiring Quay County Detention Center Administrator
Chris Birch, newly appointed Quay County Detention Center Administrator
Johnny Reid, Quay County Detention Center
Quay County Road Department staff members: Louis Brown, James Hammer, Jerry Sewell, Armando Banuelos, Quade Fury
Janie Hoffman, Quay County Assessor
Daniel Zamora, Quay County Emergency Management Coordinator
Sheryl Chambers, Quay County Manager's Office
Ron Warnick, Quay County Sun

Chairman McCasland called the meeting to order. Armando Banuelos led the Pledge of Allegiance.

A MOTION was made by Mike Cherry, SECONDED by Franklin McCasland to approve the minutes from the August 12, 2019 regular session as presented. MOTION carried with Cherry voting "aye", Dowell voting "abstain" and McCasland voting "aye".

A MOTION was made by Sue Dowell, SECONDED by Mike Cherry to approve the Agenda as presented. MOTION carried with Cherry voting "aye", Dowell voting "aye" and McCasland voting "aye".

Public Comments:

County Manager, Richard Primrose recognized the Quay County Road Department for winning the traveling trophy at the NMC Summer Conference held in Clovis this past June. Employees recognized

for their achievements were Louis Brown, James Hammer, Jerry Sewell, Armando Banuelos, Quade Fury and their Superintendent Larry Moore.

Primrose presented T.J. Rich with a plaque recognizing his 24 years of service to Quay County in the Detention Center. Rich has retired and Chris Birch has been appointed as the new Administrator of the Detention Center.

NEW BUSINESS:

Quay County Sheriff, Russell presented the monthly report from his office for the time period ending July 31, 2019. A copy is attached to these minutes.

Larry Moore, Quay County Road Superintendent presented the following requests and report:

1. Approval of FY2019-2020 Resolution No. 10; Local Government Road Fund Program Match Waiver. The amount of \$3,243,647.37 will be used for repairs to Historic Route 66 Bridge #1625 near San Jon with the portions divided 75% State Funded in the amount \$3,081,465.00 and 25% County Funded in the amount of \$162,182.37. Richard Primrose thanked Larry Moore for his expertise and diligence in obtaining these funds from the State in the form of a Grant to do this bridge project. Primrose stated this was a statewide competitive grant application and Quay County received the second highest amount in the entire State. A MOTION was made by Mike Cherry, SECONDED by Sue Dowell to approve Resolution No. 10. MOTION carried with Cherry voting "aye", Dowell voting "aye" and McCasland voting "aye". A copy is attached.
2. Received the signed Agreements for the Quay Road 63 and Quay Road AP Capital Outlay project.
3. The CDBG plans and documents are in the review process. Once approved, an RFP will be issued.
4. Crews will complete hauling on the School Bus project in San Jon today with the milling portion to begin tomorrow.
5. When available, crews are patching pot holes, trimming trees and cleaning cattle guards throughout the County.

Commissioner Dowell said LaDonna Sorrels thanked the road crews for trimming trees in the Nara Visa area. Dowell also reported Kyle Perez called regarding Quay Road 96 and Quay Road O being school bus routes and in need of attention.

Chairman McCasland stated he received a call from LaDonna Chacon regarding a road in her area. Moore reported the blade men are working on it today.

Quay County Manager, Richard Primrose requested approval of the following:

1. Approval of FY2019-2020 Resolution No. 11; Adopting Infrastructure Capital Improvements Plan (ICIP). A MOTION was made by Mike Cherry, SECONDED by Sue Dowell to approve

Resolution No. 11. MOTION carried with Dowell voting “aye”, Cherry voting “aye” and McCasland voting “aye”. A copy is attached.

2. Approval of Joint Resolution between the City of Tucumcari and Quay County Government to create a committee to plan and conduct the 2020 Census and increase community awareness and participation for accuracy. A MOTION was made by Sue Dowell, SECONDED by Mike Cherry to approve the Resolution. MOTION carried with Dowell voting “aye”, Cherry voting “aye” and McCasland voting “aye”. A copy is attached.
3. Approval of NMDFA Intergovernmental Grant Agreement in the amount of \$10,973.60 to be used for promoting and outreach of the 2020 Census. A MOTION was made by Mike Cherry, SECONDED by Sue Dowell to approve the Grant Agreement. MOTION carried with Cherry voting “aye”, Dowell voting “aye” and McCasland voting “aye”. A copy is attached.

Primrose provided the following correspondence:

1. Distributed the monthly Gross Receipt Tax Report for August.
2. The Courthouse will be closed on Monday, September 2 in observance of Labor Day.
3. The new addition to the Rural One Fire Department has started.

Chairman McCasland called the Indigent Claims Board to order. Time noted 9:30 a.m.

---- INDIGENT CLAIMS----

Return to regular session. Time noted 9:35 a.m.

A MOTION was made by Sue Dowell SECONDED by Mike Cherry to approve the expenditures included in the Accounts Payable Report ending August 22, 2019. MOTION carried with Dowell voting “aye”, Cherry voting “aye” and McCasland voting aye”.

Other Quay County Business That May Arise during the Commission Meeting and/or comments from the Commissioners:

Commissioner Dowell expressed thanks from the Quay County Fair Board for the efforts of Danny Estrada and the maintenance crew. Dowell stated the grounds and facilities were well kept during the Fair.

A MOTION was made by Mike Cherry, SECONDED by Sue Dowell to go into Executive Session for the following purposes:

- Pursuant to Section 10-15-1(H) 7. The New Mexico Open Meetings Act Pertaining to Threatened or Pending Litigation
- Pursuant to Section 10-15-1(H) 2. The New Mexico Open Meetings Act Pertaining to Limited Personnel Matters

MOTION carried with Dowell voting “aye”, Cherry voting “aye” and McCasland voting “aye”. Time noted 9:45 a.m.

Return to regular session. Time noted 10:50 a.m.

A MOTION was made by Mike Cherry, SECONDED by Sue Dowell that the above described items were discussed in Executive Session, and no action was taken. MOTION carried with Dowell voting "aye", Cherry voting "aye" and McCasland voting "aye".

There being no further business, a MOTION was made by Sue Dowell SECONDED by Mike Cherry to adjourn. MOTION carried with McCasland voting "aye", Cherry voting "aye" and Dowell voting "aye". Time noted 10:55 a.m.

Respectfully submitted by Ellen White, County Clerk.

BOARD OF QUAY COUNTY COMMISSIONERS


Franklin McCasland


Sue Dowell


Mike Cherry

ATTEST:


Ellen L. White, County Clerk





July 31, 2019

Quay County Sheriff's Office monthly report

Calls for Service

Month Reported	Count
January	90
February	92
March	93
April	94
May	114
June	112
July	122
August	
September	
October	
November	
December	

Civil Process

Month Received	Count
January	64
February	70
March	59
April	77
May	42
June	37
July	67
August	
September	
October	
November	
December	

Prisoner Transports

Month Reported	Count
January	10
February	11
March	13
April	10
May	12
June	11
July	18
August	
September	
October	
November	
December	



Arrest

Month Arrested	Count
January	17
February	21
March	16
April	12
May	21
June	20
July	22
August	
September	
October	
November	
December	

Citations

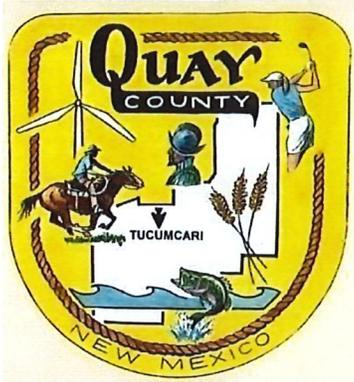
Month Issued	Count
January	9
February	3
March	13
April	11
May	18
June	7
July	7
August	
September	
October	
November	
December	

Traffic Stops

Month Occurred	Count
January	38
February	17
March	53
April	65
May	63
June	56
July	43
August	
September	
October	
November	
December	

	Deputy	Year	UNIT#	Total Mileage
Seven full time Law Enforcement Deputies.	Q-1	19	9651	13260
1 Sheriff	Q-2	18	7016	45588
1 Under Sheriff	Q-3	16	7213	55211
5 Deputies	Q-4	15	2323	41204
	Q-5	15	2317	42583
	Q-6	16	0262	84476
	Q-7	10	8905	92805

Russell Shafer, Sheriff



QUAY COUNTY GOVERNMENT

FISCAL YEAR 2019-2020

RESOLUTION NO. 10

PARTICIPATION IN LOCAL GOVERNMENT ROAD FUND PROGRAM AND REQUEST FOR MATCH WAIVER ADMINISTERED BY NEW MEXICO DEPARTMENT OF TRANSPORTATION

WHEREAS, **Quay County** and the New Mexico Department of Transportation enter into a Cooperative Agreement.

WHERE AS, the total cost of the project will be **\$3,243,647.37** to be funded in proportional share by the parties hereto as follows:

a. New Mexico Department of Transportation's share shall be 75% or **\$3,081,465.00**

and

b. **Quay County's** proportional matching share shall be 25% or **\$162,182.37**

TOTAL PROJECT COST IS **\$3,243,647.37**

Quay County shall pay all costs, which exceed the total amount of **\$3,243,647.37**.

WHEREAS, NMAC 27.3.8 allows Public Entities who are experiencing financial hardship to apply for a Match Waiver of all or part of the above mentioned Public Entity match.

WHEREAS, **Quay County** qualifies for the Match Waver because Quay County has a limited tax base, which limits the funding for meeting the proportional matching share; and, a fund exists in the NMDOT appropriated by the New Mexico State Legislature for Public Entities in need of "hardship" match money.

NOW, therefore, be it resolved in official session that **Quay County** determines, resolves, and orders as follows:

That **Quay County** requests a Match Waiver in the amount of **\$162,182.37** for LGRF Project for year 2019-2020 to

SCOPE: Quay County proposes to construct one Low Water Crossing. This will consist of Preliminary Engineering, Planning, Environmental, Design, and Construction Management. Construction will consist of SWPPP Management, Silt Fence, Clearing and Grubbing,

Unclassified Excavation, Subgrade Preparation, Base Course 6 inch, Concrete Pavement 8 inch, Structural Concrete Class A, 4 @ 8x8x30 Concrete Box Culvert Barrels, Headwall/Cutoff Wall and Wing Wall. Guard Rail will be installed for safety, and Rip Rap Class A, Construction Staking, Quality Assurance Acceptance Testing, and Signage.

**TERMINI: Historic Route 66 Bridge #1625
Beginning: Latitude (35° 07' 24.6") Longitude (103° 08' 32.8")
Ending: Latitude (35° 07' 25.7") Longitude (103° 08' 51.8").**

Within the control of **Quay County** in Quay County, New Mexico.

DONE AND RESOLVED this 26thth day of August 2019.




Franklin McCasland, Chairman


Sue Dowell, Member


Mike Cherry, Member

Attest:


Ellen White, Quay County Clerk



QUAY COUNTY GOVERNMENT

FISCAL YEAR 2019-2020

RESOLUTION NO. 11

A RESOLUTION ADOPTING AN INFRASTRUCTURE CAPITAL IMPROVEMENTS PLAN (ICIP)

WHEREAS, The County of Quay recognizes that the financing of capital projects has become a major concern in New Mexico and nationally; and

WHEREAS, in time of scarce resources, it is necessary to find new financing mechanisms and maximize the use of existing resources; and

WHEREAS, a systematic capital improvements planning is an effective tool for communities to define their development needs, establish priorities and pursue concrete actions and strategies to achieve necessary project development; and

WHEREAS, this process contributes to local and regional efforts to project identification and selection in short and long range capital planning efforts.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED:

1. The county has adopted the attached Infrastructure Capital Improvements Plan, and
2. It is intended that the plan be a working document and is the first of many steps towards improving rational, long-range capital planning and budgeting for New Mexico's infrastructure.
3. This resolution supersedes Resolution No. 6 for FY 2018-2019.

PASSED, APPROVED AND ADOPTED by governing body at its meeting of August 26th, 2019.

QUAY COUNTY COMMISSION


Franklin McCasland, Chairman


Sue Dowell, Member


Mike Cherry, Member



ATTEST:


Ellen White, Quay County Clerk

Infrastructure Capital Improvement Plan FY 2021-2025

Quay County Project Summary

ID	Year	Rank	Project Title	Category	Funded to date	2021	2022	2023	2024	2025	Total Amount	
											Project Cost	Not Yet Funded
36219	2021	001	Quay Road 63 Construction	Transportation - Highways/Roads/Bridges	0	1,250,000	0	0	0	0	1,250,000	1,250,000
36222	2021	002	Quay Road 62.9 Construction	Transportation - Highways/Roads/Bridges	0	1,000,000	0	0	0	0	1,000,000	1,000,000
27887	2021	003	Quay County Detention Center Renovations	Facilities - Other	225,000	500,000	0	0	0	0	725,000	500,000
22065	2021	004	Fairgrounds Roof Replacement	Facilities - Convention Facilities	0	350,000	0	0	0	0	350,000	350,000
36223	2021	005	Quay Road AR Construction	Transportation - Highways/Roads/Bridges	0	1,500,000	0	0	0	0	1,500,000	1,500,000
35893	2021	006	Quay Road AP Construction	Transportation - Highways/Roads/Bridges	0	550,000	300,000	0	0	0	850,000	850,000
31133	2021	007	Asset Management Procedure Plan	Other - Other	50,000	100,000	0	0	0	0	150,000	100,000
36189	2021	008	Feasibility Study of South Ute Lake Road	Transportation - Highways/Roads/Bridges	0	150,000	0	0	0	0	150,000	150,000
24423	2022	001	Bridge #1042 on Historic Rt. 66	Transportation - Highways/Roads/Bridges	0	0	3,250,000	0	0	0	3,250,000	3,250,000
32711	2022	002	Ute Reservoir Watershed Restoration	Water - Storm/Surface Water Control	0	0	500,000	0	0	0	500,000	500,000
23125	2022	003	Dump Truck Equipment	Equipment - Other	0	0	350,000	0	0	0	350,000	350,000
23127	2022	004	Pneumatic Roller	Equipment - Other	0	0	170,000	0	0	0	170,000	170,000
27731	2022	005	Courthouse Window Replacement	Facilities - Administrative Facilities	0	0	1,164,000	0	0	0	1,164,000	1,164,000

Infrastructure Capital Improvement Plan FY 2021-2025

23108	2023	001	Dozer Equipment	Equipment - Other	0	0	0	750,000	0	0	750,000	750,000
22058	2023	002	County Vehicles	Transportation - Other	0	0	0	300,000	0	0	300,000	300,000

Number of projects:	15												
Funded to date:	275,000	Year 1:	5,400,000	Year 2:	5,734,000	Year 3:	1,050,000	Year 4:	0	Year 5:	0	Total Not Yet Funded:	12,184,000
Grand Totals												Total Project Cost:	12,459,000

**JOINING RESOLUTION WITH CITY OF TUCUMCARI, NEW MEXICO AND
QUAY COUNTY, NEW MEXICO**

RESOLUTION 2019-24

**A RESOLUTION CREATING A CENSUS 2020 COMPLETE COUNT COMMITTEE TO
PLAN AND CONDUCT LOCAL EDUCATIONAL INITIATIVES, PUBLICITY AND
PROMOTIONAL ACTIVITIES TO INCREASE COMMUNITY AWARENESS AND
PARTICIPATION IN THE 2020 CENSUS**

WHEREAS, the U.S. Census Bureau is required by Article I, Section 2 of the U.S. Constitution to conduct an accurate count of the nation's population every ten years; and

WHEREAS, the U.S. Census Bureau is required by the United States Constitution to conduct a count of all persons; and

WHEREAS, the Census count requires extensive work, and the Census Bureau requires partners at the state, tribal and local level to insure a complete and accurate count; and

WHEREAS, Census data helps determine how many seats each state will have in the U.S. House of Representatives and is necessary for an accurate and fair redistricting of state legislative seats, county and city councils and voting districts; and

WHEREAS, federal and state funding is allocated to communities, and decisions are made on matters of national and local importance based, in part, on census data and housing; and

WHEREAS, information from the 2020 Census and American Community Survey are vital tools for economic development and increased employment; and

WHEREAS, the information collected by the Census is confidential and protected by law; and

WHEREAS, a united voice from business, government, community-based and faith-based organizations, educators, health care providers, media and others will enable the New Mexico 2020 Statewide Complete Count Commission message to reach all New Mexicans; and

WHEREAS, Quay County Complete Count Committee will bring together a cross section of trusted local community members who will utilize their local knowledge and expertise to reach out to all local residents where they are, creating genuine relationships, community buy-in and trust; and

WHEREAS, Quay County Complete Count Committee will work with the Census Bureau and the New Mexico 2020 Statewide Complete Count Commission to strive for a complete and accurate count.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODIES OF the City of Tucumcari and Quay County:

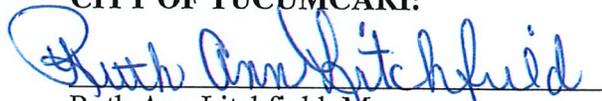
1. A Census 2020 Complete Count Committee is hereby established to advise and assist Quay

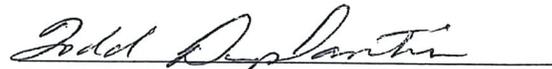
County and the City of Tucumcari in obtaining the most accurate and complete population count for Census 2020.

2. The Committee shall discuss and formulate strategies and techniques, working with City and County staff and census bureau officials, to enhance and increase the response rate to Census 2020. The Committee shall be responsible for planning and conducting local educational initiatives, and for preparing of obtaining posters, flyers and handouts for use by the media and others. The Committee will also prepare materials for public service announcements on radio and social media.
3. The Committee shall consist of representatives from Mesalands Community College, Tucumcari Public Schools, Tucumcari Chamber of Commerce, and other interested individuals. Quay County and the City of Tucumcari shall each appoint a staff member to serve on said Committee. Each city within Quay County may appoint a staff member to serve on said Committee.
4. The Committee members shall serve from August 2019 through and including June 2020 at which time the Committee, having completed its work, shall dissolve, unless extended by the Board of County Commission. No resolution dissolving or rescinding the committee is necessary.
5. The Committee shall meet at least every three months (quarterly) but may meet more often as needed.

PASSED, APPROVED, AND ADOPTED this day 22nd of August 2019.

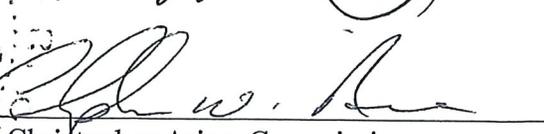
**THE GOVERNING BODY FOR THE
CITY OF TUCUMCARI:**


Ruth Ann Litchfield, Mayor


Todd Duplantis, Mayor Pro Tem


Ralph Moya, Commissioner


Amy Gutierrez, Commissioner


Christopher Arias, Commissioner



ATTEST:

Angelica M. Gray
Angelica M. Gray, City Clerk

**QUAY COUNTY
BOARD OF COMMISSIONERS**

Franklin McCasland
Franklin McCasland, Chairman

Mike Cherry
Mike Cherry, Member

Sue Dowell
Sue Dowell, Member



ATTEST:

Ellen White
Ellen White, County Clerk

**NEW MEXICO DEPARTMENT OF FINANCE AND ADMINISTRATION
INTERGOVERNMENTAL GRANT AGREEMENT**

GRANT AGREEMENT NUMBER:

To be completed by DFA

GRANTOR:

NEW MEXICO DEPARTMENT OF FINANCE AND ADMINISTRATION
(GRANTOR)

GRANTOR ADDRESS:

BATAAN MEMORIAL BUILDING, ROOM 180, 407 GALISTEO STREET,
SANTA FE, NM 87501

GRANTOR CONTACT INFORMATION:

Paige Best, NM Census Coordinator

Phone: 505-795-2235

Email: paigeL.best@state.nm.us

GRANTEE NAME (GRANTEE):

Quay County

GRANTEE ADDRESS:

P.O. Box 1246
Tucumcari, NM 88401

I. THE AWARD

This Grant Agreement is made in good faith between the Grantor and Grantee named above, effective as of the date of the signature of the Cabinet Secretary of Grantor on the last page of this Agreement.

This Grant is to be utilized solely for the purpose of ensuring a fair, accurate and complete count for New Mexico, thereby achieving the highest self-response rate possible of hard-to-count (HTC) communities and populations in New Mexico.

This award is made from funds appropriated by the Legislature to the Grantor pursuant to N.M. Laws 2019 (54th Legislature, 1st Session), Chapter 271, Section 5(37).

GRANTOR will provide GRANTEE with the Award no later than October 11, 2019, provided that GRANTEE submits to GRANTOR: (1) a copy of GRANTEE’s resolution to form or join a Local Complete Count Committee, in accordance with Task 1 of the Scope of Work herein; (2) an executed copy of this Agreement, in accordance with Task 2 in the Scope of Work herein; (3) an Outreach Plan, in accordance with Task 3 in Scope of Work herein.

II. TERMS AND CONDITIONS

A. Scope of Work

The Grantee agrees that it shall utilize funds only to provide promotion and outreach (educate, motivate, activate) activities to inform all New Mexicans of the importance of self-responding to the 2020 Census questionnaire and to avoid an undercount as stated in Executive Order 2019-007. The Grantee agrees to make no change in the Scope of Work without written permission from Grantor.

Task 1 – Pass a County Resolution to form or join a Complete Count Committee in conjunction with the U.S. Census Bureau, due by September 27, 2019. [Attachment I]	
1.0	<p>The GRANTEE shall:</p> <ul style="list-style-type: none"> ● Schedule in-person or phone call meetings to work with the U.S. Census Bureau Partnership Specialists and Partnership Coordinator for census training for forming or joining a Complete Count Committee. ● Include at least one member of a community-based organization to sit on the Complete Count Committee. <p>Contacts:</p> <p>Veronica Arzate De Reyes, Northern & Central NM Partnership Specialist, U.S. Census Bureau veronica.m.arzate.de.reyes@2020census.gov 972-979-1632</p> <p>Sergio Martinez, Partnership Coordinator, U.S. Census Bureau sergio.a.martinez@2020census.gov 385-484-1992</p> <p>Steven Montano, Southern NM Partnership Specialist, U.S. Census Bureau Steven.montano@2020census.gov 575-805-6833</p> <p>Kenneth Pin, Northern Tribal Partnership Specialist, U.S. Census Bureau Kenneth.c.pin@2020census.gov 505-603-0007</p> <p>Amber L. Carrillo, Southern Tribal Partnership Specialist, U.S. Census Bureau Amber.l.carrillo@2020census.gov 817-897-1601</p>
Task 2 – Intergovernmental Grant Agreement executed by County Manager, due by September 27, 2019. [Attachment II]	

Task 3 – Outreach Plan providing a description of how the recipient county plans to expend the granted funds to achieve the highest self-response rate on the 2020 Census questionnaire, due by September 27, 2019. [Attachment III]	
3.0	<p>GRANTEE shall:</p> <p>Provide an Outreach Plan that includes a local, grassroots approach to reaching the least likely to respond with specific strategies, tactics and timelines(s), collaboration(s), plans to leverage other funds, initial plans for subcontract(s) and tribal intergovernmental agreement(s), if any, to achieve the highest self-response rate on the Census 2020 questionnaire. To facilitate GRANTEE's development of its Outreach Plan, Grantor has provided Attachment III herein.</p>
3.1	<p>In the Outreach Plan, GRANTEE shall:</p> <p>Describe approach to focus funding and outreach efforts in geographic areas and demographic populations who are least likely to respond including, for example, but not limited to:</p> <ul style="list-style-type: none"> ○ Urban Native Americans and Tribal Governments/Communities ○ Renters ○ Latinos ○ Immigrants ○ Hispanics ○ African-Americans ○ Asian Communities ○ Children Age 0-5 ○ Migrant Farmworkers ○ Remote, Rural Areas ○ Transients (snowbirds, truck drivers, physicians) ○ People with Disabilities ○ Seniors (65+) ○ Homeless Individuals and Families living in nonconventional housing arrangements (no-family households, group quarters, illegal/unregistered dwellings) ○ Areas with low broadband subscription rates and limited or no access ○ Households with Limited English Proficiency ○ Low-income and/or receiving public assistance <p>Work with State Demographer to identify Hard-to-Count (HTC) census tracts within local jurisdiction of historically undercounted populations and communities most at risk: See CUNY Mapping Service for additional information.</p> <p>Contact: Robert Rhatigan, State Demographer, Geospatial Populations Studies Program, University of New Mexico rhatigan@unm.edu 505-277-4034</p> <p>In the Outreach Plan, GRANTEE shall also note how communications and contacts that GRANTEE routinely has with GRANTEE's residents (<i>e.g.</i>, communications from GRANTEE's tax assessor, clerk, etc.) might be modified to inform residents of the 2020 Census and its significance.</p>

3.2	<p>In the Outreach Plan, GRANTEE shall:</p> <p>Provide a plan showing an integrated and coordinated approach working with the U.S. Census Bureau, the NM 2020 Statewide Complete Count Commission (SCCC), communities, schools, libraries, tribal governments, if applicable, and community-based organizations (CBOs), to maximize impact and avoid duplication, and to address gaps.</p> <p>The outreach plan shall explain how:</p> <ul style="list-style-type: none"> ○ The Local Complete Count Committee will provide census education and awareness in HTC census tracts during the November to December Education Phase. ○ The Local Complete Count Committee will conduct community organization mobilization during the January to mid-March Motivation Phase. ○ The Local Complete Count Committee will encourage online self-response during the mid-March to Early April Activation Phase. ○ The Local Complete Count Committee will encourage cooperation with the U.S. Census Bureau enumerators for Non-Response Follow-Up (NRFU) during the May – June, 2020 timeframe. <p>Plans should include specific activities and events, with dates, and a description of what methods will be utilized during each outreach (Educate, Motivate, Activate, NRFU) phase/timeframe, and who will conduct this work.</p>
3.3	<p>In the Outreach Plan, GRANTEE shall:</p> <p>Provide a budget proposal using the budget template [Exhibit A] of the County's allocated outreach funding provided by the GRANTOR including, for example, but not limited to:</p> <ul style="list-style-type: none"> ● Administrative costs (not to exceed 10% of total allocation) ● Outreach (events, meetings, materials, etc.). ● Travel ● Hard-to-Count Mapping and Reporting ● Language Access Plan ● Printing flyers, brochures, posters, stickers, etc. ● Media ● Contracting or subgranting or Intergovernmental agreements with tribal governments
Task 4 – Implement Census Outreach Plan Activities and Events from November to June 2020.	
4.0	<p>GRANTEE shall:</p> <p>Once LCCC formed, including resolution, and census-trained:</p> <ul style="list-style-type: none"> ● Schedule in-person or phone call meetings to work with the State Demographer to: https://gps.unm.edu/census2020/htcmap and https://www.census.gov/roam <ul style="list-style-type: none"> ○ Map Hard-to-Count (HTC)/least likely to respond areas. ○ Identify potential partners such as CBOs and tribal governments. ○ Develop appropriate media messaging for Hard-to-Count areas. <p>Contact: Robert Rhatigan, State Demographer, Geospatial Populations Studies Program, University of New Mexico rhatigan@unm.edu 505-277-4034</p>

4.1	<p>GRANTEE shall:</p> <ul style="list-style-type: none"> • Use the UNM-Geospatial Population Studies Hard-to-Count Block Group Maps to update/modify Outreach Plan https://gps.unm.edu/census2020/htcmap <p>Implement Outreach Plan including, for example, but not limited to:</p> <p>Education Phase: November to December</p> <ul style="list-style-type: none"> • Census Training <ul style="list-style-type: none"> ○ Technical Assistance ○ Train-the-Trainer Services <p>Motivation Phase: January to mid-March</p> <ul style="list-style-type: none"> • Direct Outreach <ul style="list-style-type: none"> ○ Door-to-Door Canvassing, particularly in Hard-to-Count areas. ○ Phone Banking ○ Coalition Building ○ Participating in and/or forming Community CCCs ○ Venues (community centers, churches, mosques, synagogues) • Community Education <ul style="list-style-type: none"> ○ Libraries ○ Events (Athletic, Agricultural, Business Expos, Rodeos, Cultural) ○ Meetings (Townhalls, Chamber of Commerce, Unions, Associations) • Media (Local and Ethnic) Outreach <ul style="list-style-type: none"> ○ Local & Ethnic Radio ○ Local & Ethnic Newspapers ○ Local & Ethnic Television ○ Banners/Digital Billboards/Murals/Bus-Wraps/Street Art ○ Social Media Influencers linking to SCCC's icountNM.gov social media accounts ○ E-mail blasts to contacts and social networks ○ <i>Commit to the Census</i> Text Messaging Reminders (March 12, 2020 self-response) <p>Activation Phase: Mid-March to Early April</p> <ul style="list-style-type: none"> • Assistance Centers <ul style="list-style-type: none"> ○ Questionnaire Assistance Centers (QAC) ○ Questionnaire Assistance Kiosks (QAK) <p>May to June 2020 timeframe</p> <ul style="list-style-type: none"> • Non-Response Follow-Up (NRFU)
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B. Reporting

1. The Grantee shall submit Monthly Reports that shall contain: (1) a description of all expenditures; (2) the relationship of that expenditure to the stated scope of work; and (3) any other relevant information. Grantee shall submit the Monthly Reports along with the Monthly Expenditure Report (see template in Exhibit B) during the term of the Grant Agreement. The first Monthly Report with the Monthly Expenditure Report [Exhibit B] is due **October 15, 2019**. Reports are due monthly by the 15th day of the following month, and must provide a comprehensive itemization of expenditures. If the Grantee uses awarded funds to contract with a third party community-based organization to provide outreach services, the Grantee must document in the Monthly Expenditure Report template [Exhibit B] the Grantee's expenditures arising from each and every contract and proof of payment (copy of invoice).

2. The Grantee shall submit a Final Performance and Financial Report that includes a narrative of accomplishments under this Grant Agreement and a summary of actual costs. The Grantee shall promptly remit any unused funds to Grantor, in accordance with the terms provided herein. The Final Performance and Financial Report is due on **June 30, 2020**. At a minimum, the Final Performance and Financial Report may include: (1) Overview of Non-Response Follow-Up activities during the May-June, 2020 timeframe; (2) Detailed report on strategies, tactics and timeline(s) used throughout the Census Outreach Campaign; (3) Lessons learned and best practices that may inform subsequent Census outreach efforts; (4) Recommendations for 2030; (5) List of contracts entered into, including identification of subcontractors; (6) List of partnerships formed; (7) Full list of activities and events for Census outreach; and (8) Copies of creative media, videos, flyers, and advertisements used in Census outreach efforts.

3. A summary of the reporting-related due dates is as follows:

	Reports	Due Date
1	Monthly Report [Exhibit B]	Monthly by the 15 th day of the following month
2	Final Performance and Financial Report	June 30, 2020

4. Reports shall be sent electronically to the NM Census Coordinator, Paige Best. paigeL.best@state.nm.us

C. Additional Reporting Requirements

The Grantee must immediately report in writing to the Grantor any alleged acts or allegations of fraud or misappropriation of funds for work authorized under this Grant Agreement. This extends to reporting any legal action, lawsuit, bankruptcy, or other action that may jeopardize the successful completion of the Scope of Work.

D. Award

The Grantee may seek an award for all qualifying expenditures as described above. Grantor will advance the entire Grant award upon execution of this Grant. The Grant award to Quay County is an amount of \$10,973.60.

All expenditures by Grantee shall be supported with proper procurement, invoices and proof of payment, and must coincide with and be included in the monthly reports required pursuant to this Agreement.

E. Purchases

All purchases shall comply with the requirements of the New Mexico Procurement Code and the rules promulgated thereunder.

F. Record Retention

Grantee must maintain financial and administrative records for funds expended as part of this Grant for a minimum period of six (6) years following the close of this Grant. During the period of record retention, the Grant may be audited, and the Grantee agrees to make their records available to auditors upon request from Grantor.

G. Monitoring

Grantor may periodically monitor the Grantee to ensure that Grant goals, objectives, timelines, budget and other related Grant criteria are being met. Grantor reserves the right to periodically review and conduct analysis of the Grantee's financial, programmatic, and administrative policies and procedures. This may include unscheduled desk audits and field inspections. The Grantee shall accommodate such requests within reason. If the Grantee encounters any unanticipated problem with the Scope of Work, allowed costs, procurement, permitting, or other difficulty, the Grantee must communicate that problem to Grantor promptly.

H. Notice provisions and Grantee Representatives

Whenever written notices, including written decisions, are to be given or received, related to this Grant, the following provisions shall apply.

The Grantee designates the person(s) listed below, or their successor, as their official representative(s) concerning all matters related to this Grant:

Grantee Principal Point of Contact:

Grantee Secondary Point of Contact:

Grantee agent with authority to sign this Agreement:

I. Liability

Neither party shall be responsible for liability incurred as a result of the other party's acts or omissions in connection with this Agreement. Any liability incurred in connection with this Agreement is subject to immunities and limitations of the New Mexico Tort Claims Act. Grantor reserves all immunities and limitations on liability provided by law.

J. Property Disposition

Upon the Grantee's disposition of any property acquired with funds awarded pursuant to this agreement, the Grantee must seek the approval for that disposition from either the New Mexico Board of Finance or the Local Government Division of the Department of Finance and Administration in accordance with law. The Grantee agrees that approval for the Grantee's disposition of such property might require reimbursement to the State.

K. Intergovernmental Agreements

The Grantee may enter into a Memorandum of Agreement or a Joint Powers Agreement with one or more counties or municipalities to coordinate census-related outreach activities and use awarded funds for that purpose. If the Grantee is a County listed in [Exhibit C] which encompasses one of the twenty-three (23) federally recognized tribes, the Grantee shall attempt to sign an agreement with the tribal governments within the County to coordinate efforts to count Native American populations. If Grantee executes any such intergovernmental agreement, the Grantee shall inform Grantor of the agreement and provide to Grantor a copy of the same, as provided in the reporting requirements herein.

L. Subcontracting

The Grantee may contract any portion of the census outreach activities and services to be performed under this Agreement to a census trained community-based organization working in New Mexico. The Grantee may refer to a contact list and map of available Community-Based Organizations working statewide. [Exhibit D] If Grantee executes any contract in which Grantee commits to paying awarded funds to contractor to perform census outreach-related activities, the Grantee shall inform Grantor of the contract and provide to Grantor a copy of the same, as provided in the reporting requirements herein.

M. Data Confidentiality

The Grantee shall protect the confidentiality, privacy and security of all confidential information and data that could identify an individual or household. The Grantee shall not release any confidential information to any third party or agency.

N. Scope of Agreement

This Agreement constitutes the entire and exclusive agreement between the Grantee and Grantor concerning the subject matter hereof. The Agreement supersedes any and all prior or contemporaneous agreements, understandings, discussions, communications, and representations, written or verbal.

O. Termination

This Agreement terminates on June 30, 2020 ("the Termination Date").

P. Remittance of Undocumented or Unexpended Grant Funds

If the Grantee fails to document in an invoice any expenditures of any Grant funds pursuant to the requirements provided for by Section II.B ("Reporting") by the Termination Date, then, by that date, Grantee must remit to Grantor those Grant funds for which properly documented expenditures are not provided. If Grantee fails to expend any Grant funds by the Termination Date, then, by no later than that date, Grantee must remit to Grantor any unexpended Grant funds. Grantor reserves the right to clawback from Grantee any undocumented or unexpended funds by any legal means available to Grantor.

IN WITNESS WHEREOF, the Grantee and Grantor do hereby execute this Grant Agreement as of the date last written below.
This Grant Agreement has been approved by:

GRANTEE:

By:



County Manager



Date

FOR THE GRANTOR, THE NEW MEXICO DEPARTMENT OF FINANCE AND ADMINISTRATION:

By:

Olivia Padilla-Jackson, Cabinet Secretary, Grantor

Date