

SANDOVAL COUNTY

STATE OF NEW MEXICO



Sandoval County

Request for County Fiscal Agency

Request Date

Submit your Request to:

Grants@sandovalcountynm.gov

Attn:

Laura Chavez – Director, General Services
Eric Masterson - Deputy County Manager
The Honorable Board of County Commissioners - Sandoval County
1500 Idalia Road, Building D
Bernalillo, New Mexico 87004

Re: Request for [Sandoval County] to Act as Fiscal Agent for [Project Name]

This section should document that the request is coming from a non-profit organization (NPO), local government, tribal government, or unincorporated area and briefly describe the proposed project.

On behalf of the [Organization's Name], I am writing to formally request that [Sandoval County] serve as the fiscal agent for our proposed project, [Project Name]. We are seeking this partnership to [project narrative...]

1. Our Organization (NPO, local government, tribal government, or unincorporated area)

- **Organization Name:** [Organization's Name]
- **Mission:** [Mission Statement]
- **Background:** [Describe your organization's history, track record, and achievements. Explain its role in the community and its experience relevant to this project]
- **Community Support:** [Mention key collaborators or community partners and provide a minimum of three (3) letters of support]

2. Statement of the Problem/Need

This section should document the specific challenges or goals your project will address in the community using quantitative data, facts, and statistics in addition to qualitative testimony and anecdotes.

- **Describe the need for fiscal agency:** [Explain the specific need for a fiscal agent and what this project will address].
- **Provide evidence:** [Back up the project with data]
- **Explain the impact:** [Describe how this problem affects the residents of the area]
- **How does the project align with other County goals or regional planning?** [Describe how this project aligns with regional priorities]

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Chairman, District 4

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Vice Chairman, District 2

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Probate Judge

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Sheriff

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Treasurer

WAYNE A. JOHNSON
County Manager

3. Project Description

- **Project Title:** [Project Name]
- **Project Goals:** [State 2–3 broad goals, outcomes, or outputs for the project].
- **Methodology:** [Outline the steps and strategies as well as a projected timeline for the proposed project]
- **Community Served:** [Clearly define the population and demographics that will be served by the project].

4. Budget Request and Justification

- **Budget Justification:** [Include a detailed budget that itemizes all project expenses. Explain how the requested funds will be used and which costs the grant will cover].
- **Fiscal Agent Responsibilities:** [Identify how you see the county's role in receiving, disbursing, and accounting for the grant funds. State that your organization will be responsible for fulfilling all program and reporting requirements].¹
- **Acknowledgment of Administration Fees that *may* apply**
*Sandoval County reserves the right to apply an administrative fee on a case- by- case basis (applied across a sliding scale) per project appropriation.

5. Agreements

This section should explicitly state agreement with the following:

Applicant must agree to:

Obtain and maintain all applicable professional and business licenses required by law, for itself, its employees, agents, representatives and subcontractors related to the scope of services

Ensure generally accepted accounting principles and practices thereof in compliance with applicable laws, regulations and grant applicable grant agreements

Provide quarterly reporting and accounting including but not limited to amount encumbered, expenses, funding balance, and project status.

¹ Please note that Sandoval County is unable to serve as fiscal agent for capital appropriations over \$100,000 unless your project is on its current Infrastructure Capital Improvement Plan. If your application is accepted, your project will be included in the following year's ICIP and the County can serve as fiscal agent for an appropriation issued after that point.

Attachments

The applicant must email the following attachments to the Sandoval County Grants Department with their Letter of Interest:

- Organizational Documents
 - Bylaws
 - Articles of Incorporation
 - Most recent audit
- Letters of Support from Community Collaborators (minimum of three)
- Detailed Project Budget
- Project-Specific Documents (if applicable), which may include
 - Planning
 - Design
 - Feasibility Study
 - Environmental Assessment/ Review
 - Construction Documents, Miscellaneous
- [Any other substantiating documents]