

FY26 Appropriation Request Checklist

Agency Name: Developmental Disabilities Council

Business Unit: 64700

Reports to Include in PDF Submission

Form #	Title	Agency Level
<input checked="" type="checkbox"/>	Cvr Ltr Cover Letter	Agency Level
<input checked="" type="checkbox"/>	S-1 Certification	Agency Level
<input checked="" type="checkbox"/>	S-2 Organizational Chart	Agency/Program Level
<input checked="" type="checkbox"/>	S-8 Financial Summary (BFM)	Agency/Program Level
<input checked="" type="checkbox"/>	S-9 Account Code Revenue / Expenditure Report	Agency/Program Level
<input type="checkbox"/> N/A	S-10 Fund Balance Projection	Fund Level
<input checked="" type="checkbox"/>	S-13 Detail of Rate Line Items (see instructions)	Agency Level
<input checked="" type="checkbox"/>	P-1 Program Narrative	Program Level
<input type="checkbox"/> N/A	R-2 Transfer Report	Agency Level
<input checked="" type="checkbox"/>	REV/EXP Revenue-Expenditure Comparison Report	Agency/Program Level
<input checked="" type="checkbox"/>	FFRW Detail of Federal Funds Revenue Worksheet	Agency/Program Level
<input checked="" type="checkbox"/>	EB-1 Expansion Justifications	Program Level
<input checked="" type="checkbox"/>	EB-2 Expansion Fiscal Summary	Program Level
<input checked="" type="checkbox"/>	EB-3 Expansion Line Item Detail	Program Level
<input checked="" type="checkbox"/>	LFR Legislating for Results Expansion Tool	Program Level
<input checked="" type="checkbox"/>	E4 Pcode Detail	Program Level
<input checked="" type="checkbox"/>	E5 Contract by Pcode	Program Level
<input checked="" type="checkbox"/>	SAR Special Appropriation Request Report	Agency Level
<input checked="" type="checkbox"/>	APR Annual Performance Report	Program Level
<input checked="" type="checkbox"/>	Table 2 Table 2 Performance Measure Summary	Program Level
<input checked="" type="checkbox"/>	SP Strategic Plan	Agency Level
<input type="checkbox"/> N/A	ITP Information Technology Plan	Agency Level
<input type="checkbox"/> N/A	C-1 Base Operating Budget	Agency Level
<input type="checkbox"/> N/A	C-2 IT Request Plan	Agency Level
<input type="checkbox"/> N/A	Perf Audit Update to LFC Performance Audits (within last 2 years)	Agency Level

Documents to Attach in BFM (PDF Optional)

Where to Attach

<input type="checkbox"/> N/A	Board Cert	Board or Commission Budget Certification	Form 9900
<input checked="" type="checkbox"/>	E-6B	Leased Passenger-Related Vehicles	Form 3300/4300



August 30, 2024

Wayne Propst, Cabinet Secretary
Department of Finance and Administration
407 Galisteo Street
Santa Fe, New Mexico 87501

Charles Sallee, Director
Legislative Finance Committee
325 Don Gaspar, Suite 101
Santa Fe, New Mexico 87501

Dear Secretary Propst and Director Sallee:

The Developmental Disabilities Council (DDC) respectfully submits the attached Fiscal Year 2026 Appropriation Request. The DDC manages and supports Council member activities, administers federal funding grants, and operates three programs: Center for Self-Advocacy (CSA); Office of the Special Education Ombud (OSEO); and Office of Guardianship (OOG). **DDC's FY 26 budget request includes three critical budget priorities: (1) managing the rapidly growing wait list for guardianship services; (2) hiring essential staff to perform essential agency functions; and (3) paying unavoidable administrative expenses that the agency will not be able to cover unless it reallocates funding from crucial program functions.**

FY 25 Budget Request

DDC respectfully requests a **\$1,150,000 base budget increase so that Office of Guardianship can stem the rapid growth of the wait list** while funding existing services for DDC's protected persons.

In FY 24, OOG made excellent progress on processing applications and reducing its wait list, appointing 200 guardians. At its lowest point in FY 24, the wait list had dropped to just 125 applications. Nevertheless, due to budget constraints, the number of applications received continued to outpace the number of applications processed. In FY 22, DDC reported that the rate of new applications received was 200% of pre-pandemic levels, and in FY 23, it was 300%. In FY 24, OOG received a total of 431 applications, or approximately 36 per month—***360% of FY20 pre-pandemic levels***.

OOG continues facing a drastic increase in service needs. The courts appoint a state-funded professional guardian when a person's health or safety is at risk, no family member or friend is available to serve as the individual's guardian, and the individual does not have the resources to pay for a



guardian. All population trends, including economic downturn and significantly growing aging demographic, indicate a greater need for guardianship for the populations served by OOG. OOG has seen a rapidly growing rate of applications for guardianship services since 2020 and anticipates a continuing rise, as evidenced by the failure to reduce wait list in recent years despite funding increases and massive efforts to assign cases as rapidly as possible.

DDC respectfully requests a **\$94,100 base budget increase to fund an FTE expansion in DDC to perform HR duties; \$30,000 base budget increase for a legal counsel contract for OSEO; and \$160,700 base budget increase to fund the Deputy Director position**—all critical positions to ensure DDC and OOG programs are able to perform their statutorily mandated duties and responsibilities.

Since FY18, the FTE count has increased from 17 FTE to 28 FTE, a 49% increase. As recently as February of 2022, DDC had only 20 FTE, a 33% increase in just the past two years. Although DDC has grown significantly on the program side over the past four years, DDC has not increased administrative support staff to serve the growth in program FTE. Currently, DDC's Chief Operating Officer serves as the HR manager performing all of the agency's human resources functions in addition to other duties, such as management and oversight of the Center for Self-Advocacy and the Federal Grants program; the development and implementation of the state jobs program; and the administrative functions of the agency—all while supervising three FTE and two state job trainees. The HR workload is unsustainable. Additional HR administrative staff is necessary to meet the HR needs of the agency. Creating this position will divert critical resources back to DDC's efforts to provide high quality services and implement important programs to improve the lives of New Mexicans with developmental disabilities.

OSEO is required by law to seek legal advice from its own legal counsel; however, the OSEO lacks the resources to retain an attorney to represent its interests. Legal counsel is necessary to ensure OSEO services comply with the complex federal and state laws governing special education. DDC must retain legal counsel for OSEO or risk significant legal exposure and liability.

Further, the DDC Deputy Director position has remained vacant since 2020 because OOG needed the vacancy savings to reduce the waitlist and accomplish the unfunded statutory mandates imposed on the agency. The Executive Director, with the support of the OOG Legal Director and DDC Chief Operating Officer, has covered all duties for the Deputy Director, as well as those of a communications director and a policy director. DDC has grown significantly, and a Deputy Director is critical to DDC's continued success. Without a Deputy Director, the Executive Director, OOG Legal Director, and DDC Chief Operating Officer cannot effectively meet their goals and accomplish their duties and responsibilities.

Finally, DDC respectfully requests a **\$337,500 base budget increase to cover unavoidable administrative expenses**, including rent increases, GSD risk management fixed rate increases, audit cost increases, increasing travel expenses, and promotional materials. These unavoidable expenses must

be paid, and DDC will be forced to reallocate funding from critical program functions in order to cover the costs if the agency does not receive additional funding.

Agency Highlights

Our state's DD Council continues to position New Mexico as a national leader in developing and launching innovative programs that build better communities for people living with disabilities. Since its launch in December 2021, the Office of the Special Education Ombud has supported and advocated alongside families throughout the state to improve and expand educational services for over 550 students with disabilities in over 60 public school districts and Pueblos. In FY 24, DDC established the restraint and seclusion task force, including the Legislative Education Study Committee, the Public Education Department (PED), and numerous education stakeholders to analyze and improve restraint and seclusion laws and policies in New Mexico. In FY 25, the task force presented its work to the LESC and will continue its work to propose legislation in the 2025 Legislative session.

Additionally, in FY 24, DDC worked closely with PED to establish, support, and expand PED's new Office of Special Education. Through continual detailed collaboration and consultation, PED now serves as a strong partner to DDC in supporting families, responding to data and recommendations from OSEO, and initiating systemic change on statewide and district-wide levels.

DDC's Office of Guardianship continues to earn substantial attention and recognition from national organizations and federal agencies for its consequential work to reform New Mexico's guardianship system. Since FY 20, DDC has led the transformation of the guardianship system to prioritize the self-determination of New Mexicans with disabilities and protect their safety, well-being, and legal and civil rights. In FY 24, to stem the overwhelming tide of guardianship applications, OOG launched My Life, My Decisions—a multi-year project to expand access to alternatives to guardianship in New Mexico. In FY25, in addition to the My Life, My Decisions project, OOG is building a training institute to standardize the practice of guardianship and guardianship law in New Mexico to meet and exceed national trends and best practices.

In FY22, DDC convened a task force to study Supported Decision Making (SDM), which are agreements between a person with disabilities and their family members, friends, or other individuals in their lives to provide accommodations and supports to the person with disabilities so that they are better able to make important decisions. Ample evidence shows that when a person with disabilities retains the right and authority to make decisions about their own lives, they are happier, more productive, and more engaged members of their communities. Decision making is much like a muscle that needs to be exercised repeatedly and often so it can strengthen and grow. When a person has the opportunity to exercise these skills, their decision-making abilities improve, and they learn to gather information, evaluate their

situation, and make appropriate and reasonable decisions, including how to recognize danger and keep themselves safe.

SDM has now been codified in 27 states across the nation. In FY23, DDC drafted and filed a SDM bill, but it was ultimately unsuccessful. Despite this setback, OOG has been actively educating self-advocates, families, and legal professions about SDM and its many benefits, including longer and better quality of life, better physical and mental health outcomes, and empowering more inclusive, integrated communities. In FY 24, the Supreme Court's Working Interdisciplinary Network of Guardianship Stakeholders officially endorsed DDC's draft SDM legislation, which DDC plans to propose for the 2025 Legislative session.

The Council deeply appreciates the support the Legislature, LFC, and DFA have extended to the agency during this administration. DDC is now at a critical juncture. Without crucial funding increases, DDC programs face massive setbacks to the tremendous progress it has painstakingly made in the past few years. DDC's important goals to improve the lives of New Mexicans living with disabilities can only be accomplished with your continuing support.

Sincerely,



Alice Liu McCoy
Executive Director

**APPROPRIATION REQUEST
CERTIFICATION
FORM S-1**

Agency Name: Developmental Disabilities Council

Business Unit: 64700

I hereby certify that the accompanying summary and detailed statements are true and correct to the best of my knowledge and belief and that the arithmetic accuracy of all numeric information has been verified.



Alice Liu McCoy, Executive Director



Joel A. Davis, DDC Council Chairman



Michelle L. Varela, Chief Financial Officer

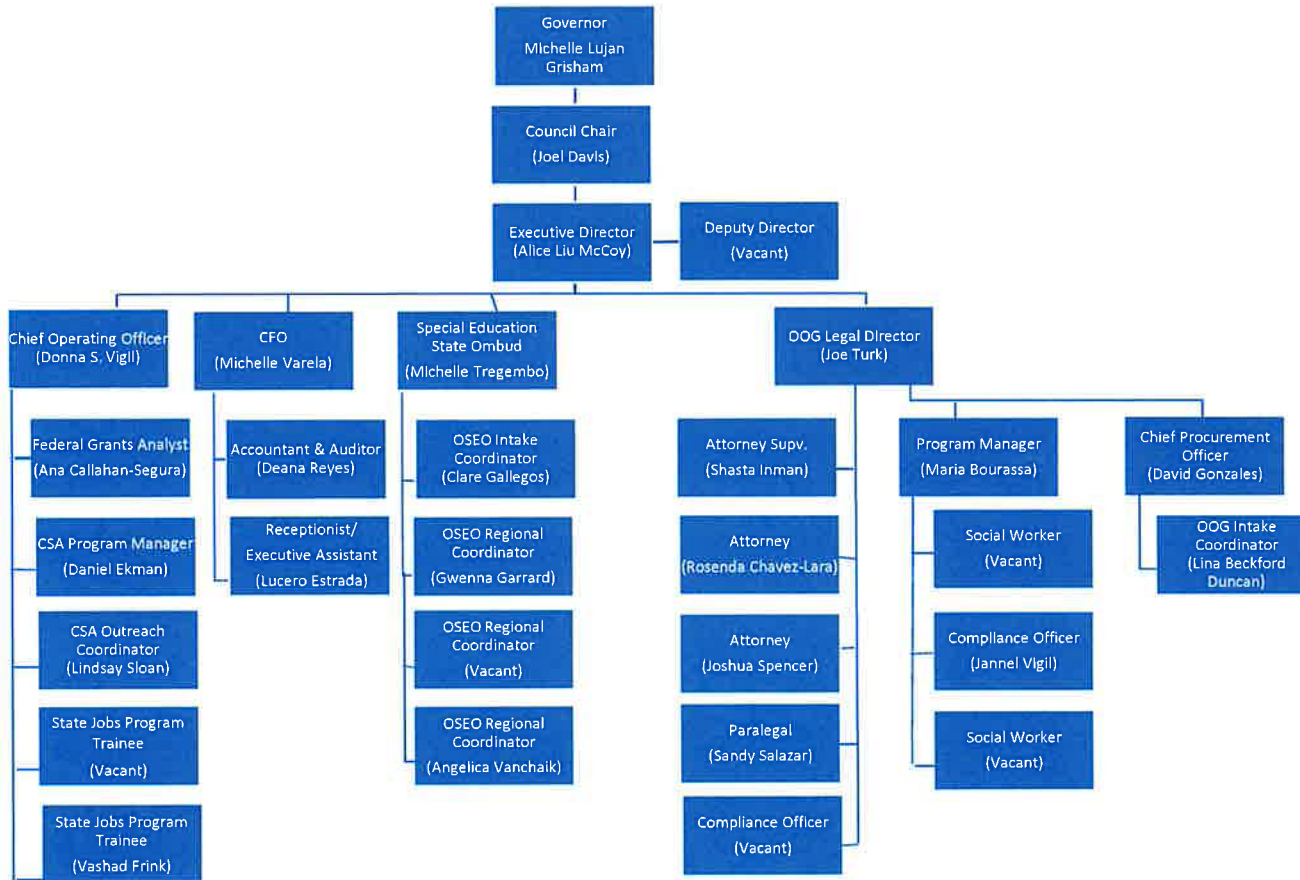
625 Silver Ave. SW, Suite
100A
Albuquerque, NM 87102

505-328-6447

michelle.varela@ddc.nm.gov

Note: Appropriation Requests for agencies headed by a board or commission must be approved by the board or commission by official action and signed by the chairperson. Operating Budgets of other agencies must be signed by the director or secretary. Appropriation Requests not properly signed will be returned.

S-2



DDC Organizational Chart

08/23/2024

S-8 Financial Summary

(Dollars in Thousands)

BU PCode Department
64700 0000 0000000000

	2023-24 Opbud	2023-24 Actuals	2024-25 Opbud	2025-26 PCF Proj	Base	----- FY 2026 Agency Request -----		Total
						Expansion		
REVENUE								
111 General Fund Transfers	9,029.2	8,923.5	9,361.1	0.0	11,767.6	98.6		11,866.2
112 Other Transfers	625.0	457.2	625.0	0.0	625.0	0.0		625.0
120 Federal Revenues	576.1	590.8	582.3	0.0	604.8	0.0		604.8
130 Other Revenues	0.0	100.0	0.0	0.0	0.0	0.0		0.0
REVENUE, TRANSFERS	10,230.3	10,071.5	10,568.4	0	12,997.4	98.6		13,096.0
REVENUE	10,230.3	10,071.5	10,568.4	0	12,997.4	98.6		13,096.0
EXPENSE								
200 Personal Services and Employee Benefits	2,048.9	2,315.2	2,312.7	3,061.6	3,317.6	94.1		3,411.7
300 Contractual services	7,353.6	7,111.4	7,421.7	0.0	8,628.9	0.0		8,628.9
400 Other	827.8	601.0	834.0	0.0	1,050.9	4.5		1,055.4
EXPENDITURES	10,230.3	10,027.6	10,568.4	3,061.57	12,997.4	98.6		13,096.0
EXPENSE	10,230.3	10,027.6	10,568.4	3,061.57	12,997.4	98.6		13,096.0
FTE POSITIONS								
810 Permanent	23.00	26.00	27.00	26.00	27.00	1.00		28.00
820 Term	1.00	1.00	1.00	1.00	1.00	0.00		1.00
830 Temporary	0.00	1.00	0.00	1.00	0.00	0.00		0.00
FTEs	24.00	28.00	28.00	28.00	28.00	1.00		29.00
FTE POSITIONS	24.00	28.00	28.00	28.00	28.00	1.00		29.00

REV EXP COMPARISON

(Dollars in Thousands)

64700 - Developmental Disabilities Council

	General Fund	Other Funds	Other Transfers	Federal Funds	Total
SOURCES	11,866.2	0.0	625.0	604.8	13,096.0
Personal Services and Employee Benefits	3,148.2	0.0	0.0	263.5	3,411.7
Contractual services	8,078.9	0.0	550.0	0.0	8,628.9
Other	639.1	0.0	75.0	341.3	1,055.4
USES Total:	11,866.2	0.0	625.0	604.8	13,096.0
Net:	0.0	0.0	0.0	0.0	0.0

BU PCode Department
64700 0000 0000000000

S-9 Account Code Revenue/Expenditure Summary
(Dollars in Thousands)

		2023-24	2023-24	2024-25	2025-26	----- FY 2026 Agency Request -----		
		Opbud	Actuals	Opbud	PCF Proj	Base	Expansion	Total
499105	General Fd. Appropriation	9,029.2	8,923.5	9,361.1	0.0	11,767.6	98.6	11,866.2
111	General Fund Transfers	9,029.2	8,923.5	9,361.1	0.0	11,767.6	98.6	11,866.2
451909	Federal Contract - Interagency	625.0	351.5	625.0	0.0	625.0	0.0	625.0
499905	Other Financing Sources	0.0	105.7	0.0	0.0	0.0	0.0	0.0
112	Other Transfers	625.0	457.2	625.0	0.0	625.0	0.0	625.0
451903	Federal Direct - Operating	576.1	590.8	582.3	0.0	604.8	0.0	604.8
120	Federal Revenues	576.1	590.8	582.3	0.0	604.8	0.0	604.8
496901	Miscellaneous Revenue	0.0	0.0	0.0	0.0	0.0	0.0	0.0
496909	Misc Revenue - Interagency	0.0	100.0	0.0	0.0	0.0	0.0	0.0
130	Other Revenues	0.0	100.0	0.0	0.0	0.0	0.0	0.0
TOTAL REVENUE		10,230.3	10,071.5	10,568.4	0	12,997.4	98.6	13,096.0
520100	Exempt Perm Positions P/T&F/T	244.0	243.8	252.3	414.6	378.3	0.0	378.3
520200	Term Positions	52.6	53.7	54.4	54.7	54.4	0.0	54.4
520300	Classified Perm Positions F/T	996.6	1,312.4	1,191.5	1,785.7	1,924.1	69.5	1,993.6
520500	Temporary Positions F/T & P/T	31.2	15.2	31.2	31.9	31.3	0.0	31.3
520800	Annl & Comp Paid At Separation	0.0	6.1	0.0	0.0	0.0	0.0	0.0
521100	Group Insurance Premium	171.7	130.4	190.6	178.6	185.5	5.2	190.7
521200	Retirement Contributions	288.6	300.7	316.3	410.4	422.4	13.4	435.8
521300	F I C A	117.2	117.7	128.3	140.4	148.2	4.3	152.5
521400	Workers' Comp Assessment Fee	0.3	0.2	0.3	0.0	0.3	0.0	0.3
521410	GSD Work Comp Insur Premium	1.4	1.3	1.4	0.0	1.9	0.0	1.9
521500	Unemployment Comp Premium	5.4	0.0	5.4	0.0	10.2	0.0	10.2
521600	Employee Liability Ins Premium	102.8	102.5	102.8	0.0	113.3	0.0	113.3
521700	RHC Act Contributions	34.6	31.3	38.2	45.2	47.7	1.7	49.4
523200	COVID Related Time Worked	2.5	0.0	0.0	0.0	0.0	0.0	0.0
200	Personal Services and Employee Bene	2,048.9	2,315.2	2,312.7	3,061.6	3,317.6	94.1	3,411.7
535200	Professional Services	6,977.1	6,992.1	7,045.2	0.0	8,468.4	0.0	8,468.4
535300	Other Services	50.0	70.0	50.0	0.0	80.0	0.0	80.0
535309	Other Services - Interagency	300.0	0.0	300.0	0.0	0.0	0.0	0.0
535310	Other Services - Higher Ed	0.0	20.0	0.0	0.0	20.0	0.0	20.0
535400	Audit Services	26.4	28.5	26.4	0.0	29.5	0.0	29.5
535500	Attorney Services	0.0	0.7	0.0	0.0	30.7	0.0	30.7
535600	IT Services	0.1	0.1	0.1	0.0	0.3	0.0	0.3

BU PCode Department
64700 0000 0000000000

S-9 Account Code Revenue/Expenditure Summary
(Dollars in Thousands)

		2023-24	2023-24	2024-25	2025-26	----- FY 2026 Agency Request -----		
		Opbud	Actuals	Opbud	PCF Proj	Base	Expansion	Total
300	Contractual services	7,353.6	7,111.4	7,421.7	0.0	8,628.9	0.0	8,628.9
542100	Employee I/S Mileage & Fares	5.2	4.6	5.2	0.0	7.0	0.0	7.0
542200	Employee I/S Meals & Lodging	6.5	8.7	5.5	0.0	10.7	0.0	10.7
542300	Brd & Comm Mbr Meals & Lodging	1.6	0.8	1.6	0.0	1.6	0.0	1.6
542500	Transp - Fuel & Oil	4.5	1.7	4.5	0.0	4.8	0.0	4.8
542600	Transp - Parts & Supplies	2.4	0.1	2.4	0.0	1.7	0.0	1.7
542700	Transp - Transp Insurance	0.4	0.2	0.4	0.0	0.4	0.0	0.4
542800	State Transp Pool Charges	6.2	3.0	6.2	0.0	6.6	0.0	6.6
543200	Maint - Furn, Fixt, Equipment	0.0	0.1	0.0	0.0	0.1	0.0	0.1
543300	Maint - Buildings & Structures	0.0	0.2	0.0	0.0	0.2	0.0	0.2
543400	Maint - Property Insurance	0.1	0.0	0.1	0.0	2.0	0.0	2.0
544000	Supply Inventory IT	4.8	13.4	10.2	0.0	10.1	3.0	13.1
544100	Supplies-Office Supplies	7.5	7.0	7.5	0.0	7.5	0.0	7.5
544900	Supplies-Inventory Exempt	5.2	61.1	5.2	0.0	6.0	0.0	6.0
545600	Reporting & Recording	0.0	0.4	0.0	0.0	0.5	0.0	0.5
545609	Report/Record Inter St Agency	0.0	0.1	0.0	0.0	0.2	0.0	0.2
545700	ISD Services	17.0	27.4	16.5	0.0	25.5	0.0	25.5
545710	DOIT HCM Assessment Fees	7.9	7.9	8.7	0.0	9.8	0.4	10.2
545900	Printing & Photo Services	4.2	6.4	4.2	0.0	7.5	0.0	7.5
546100	Postage & Mail Services	3.5	2.5	3.5	0.0	3.8	0.0	3.8
546400	Rent Of Land & Buildings	203.5	207.4	209.5	0.0	281.6	0.0	281.6
546500	Rent Of Equipment	7.8	9.0	7.8	0.0	9.1	0.0	9.1
546600	Communications	0.2	0.0	0.2	0.0	0.2	0.0	0.2
546610	DOIT Telecommunications	22.8	30.5	17.0	0.0	33.7	1.1	34.8
546700	Subscriptions/Dues/License Fee	11.0	23.0	11.0	0.0	20.0	0.0	20.0
546800	Employee Training & Education	6.7	7.5	6.7	0.0	9.2	0.0	9.2
546900	Advertising	1.0	2.5	1.0	0.0	2.6	0.0	2.6
547300	Care & Support	0.0	0.0	0.0	0.0	0.0	0.0	0.0
547410	Grants To Public Schools&Univ	160.0	0.0	165.0	0.0	0.0	0.0	0.0
547420	Grants -Higher Ed (in CAFR)	0.0	155.0	0.0	0.0	235.0	0.0	235.0
547440	Grants To Other Entities	327.0	0.0	328.3	0.0	336.3	0.0	336.3
547900	Miscellaneous Expense	0.3	10.7	0.3	0.0	8.0	0.0	8.0
549600	Employee O/S Mileage & Fares	4.5	3.3	2.5	0.0	3.4	0.0	3.4

BU PCode Department
64700 0000 0000000000

S-9 Account Code Revenue/Expenditure Summary
(Dollars in Thousands)

		2023-24	2023-24	2024-25	2025-26	----- FY 2026 Agency Request -----		
		Opbud	Actuals	Opbud	PCF Proj	Base	Expansion	Total
549700	Employee O/S Meals & Lodging	6.0	6.5	3.0	0.0	5.8	0.0	5.8
400	Other	827.8	601.0	834.0	0.0	1,050.9	4.5	1,055.4
TOTAL EXPENSE		10,230.3	10,027.6	10,568.4	3,061.57	12,997.4	98.6	13,096.0
810	Permanent	23.00	26.00	27.00	26.00	27.00	1.00	28.00
810	Permanent	23.00	26.00	27.00	26.00	27.00	1.00	28.00
820	Term	1.00	1.00	1.00	1.00	1.00	0.00	1.00
820	Term	1.00	1.00	1.00	1.00	1.00	0.00	1.00
830	Temporary	0.00	1.00	0.00	1.00	0.00	0.00	0.00
830	Temporary	0.00	1.00	0.00	1.00	0.00	0.00	0.00
TOTAL FTE POSITIONS		24.00	28.00	28.00	28.00	28.00	1.00	29.00

BU PCode Department
 64700 0000 000000000

S-9 Account Code Revenue Summary
 (Dollars in Thousands)

	Provider PCode	2023-24 Opbud	2023-24 Actuals	2024-25 Opbud	2025-26 PCF Proj	----- FY 2026 Agency Request -----		
						Base	Expansion	Total
499105	General Fd. Appropriation	9,029.2	8,923.5	0.0	0.0	11,767.6	98.6	11,866.2
111	General Fund Transfers	9,029.2	8,923.5	9,361.1	0.0	11,767.6	98.6	11,866.2
451909	Federal Contract - Interagency	0.0	351.5	0.0	0.0	0.0	0.0	0.0
451909	Federal Contract - Interagency P524	625.0	0.0	0.0	0.0	625.0	0.0	625.0
499905	Other Financing Sources	0.0	105.7	0.0	0.0	0.0	0.0	0.0
112	Other Transfers	625.0	457.2	625.0	0.0	625.0	0.0	625.0
451903	Federal Direct - Operating	576.1	590.8	0.0	0.0	604.8	0.0	604.8
120	Federal Revenues	576.1	590.8	582.3	0.0	604.8	0.0	604.8
496901	Miscellaneous Revenue	0.0	0.0	0.0	0.0	0.0	0.0	0.0
496909	Misc Revenue - Interagency	0.0	100.0	0.0	0.0	0.0	0.0	0.0
130	Other Revenues	0.0	100.0	0.0	0.0	0.0	0.0	0.0
TOTAL REVENUE		10,230.3	10,071.5	10,568.4	0	12,997.4	98.6	13,096.0

BU PCode Department
64700 0000 0000000000

S-9 Account Code Expenditure Summary
(Dollars in Thousands)

		2023-24	2023-24	2024-25	2025-26	----- FY 2026 Agency Request -----		
		Opbud	Actuals	Opbud	PCF Proj	Base	Expansion	Total
520100	Exempt Perm Positions P/T&F/T	244.0	243.8	252.3	414.6	378.3	0.0	378.3
520200	Term Positions	52.6	53.7	54.4	54.7	54.4	0.0	54.4
520300	Classified Perm Positions F/T	996.6	1,312.4	1,191.5	1,785.7	1,924.1	69.5	1,993.6
520500	Temporary Positions F/T & P/T	31.2	15.2	31.2	31.9	31.3	0.0	31.3
520800	Annl & Comp Paid At Separation	0.0	6.1	0.0	0.0	0.0	0.0	0.0
521100	Group Insurance Premium	171.7	130.4	190.6	178.6	185.5	5.2	190.7
521200	Retirement Contributions	288.6	300.7	316.3	410.4	422.4	13.4	435.8
521300	F I C A	117.2	117.7	128.3	140.4	148.2	4.3	152.5
521400	Workers' Comp Assessment Fee	0.3	0.2	0.3	0.0	0.3	0.0	0.3
521410	GSD Work Comp Insur Premium	1.4	1.3	1.4	0.0	1.9	0.0	1.9
521500	Unemployment Comp Premium	5.4	0.0	5.4	0.0	10.2	0.0	10.2
521600	Employee Liability Ins Premium	102.8	102.5	102.8	0.0	113.3	0.0	113.3
521700	RHC Act Contributions	34.6	31.3	38.2	45.2	47.7	1.7	49.4
523200	COVID Related Time Worked	2.5	0.0	0.0	0.0	0.0	0.0	0.0
200	Personal Services and Employee Benefits	2,048.9	2,315.2	2,312.7	3,061.6	3,317.6	94.1	3,411.7
535200	Professional Services	6,977.1	6,992.1	7,045.2	0.0	8,468.4	0.0	8,468.4
535300	Other Services	50.0	70.0	50.0	0.0	80.0	0.0	80.0
535309	Other Services - Interagency	300.0	0.0	300.0	0.0	0.0	0.0	0.0
535310	Other Services - Higher Ed	0.0	20.0	0.0	0.0	20.0	0.0	20.0
535400	Audit Services	26.4	28.5	26.4	0.0	29.5	0.0	29.5
535500	Attorney Services	0.0	0.7	0.0	0.0	30.7	0.0	30.7
535600	IT Services	0.1	0.1	0.1	0.0	0.3	0.0	0.3
300	Contractual services	7,353.6	7,111.4	7,421.7	0.0	8,628.9	0.0	8,628.9
542100	Employee I/S Mileage & Fares	5.2	4.6	5.2	0.0	7.0	0.0	7.0
542200	Employee I/S Meals & Lodging	6.5	8.7	5.5	0.0	10.7	0.0	10.7
542300	Brd & Comm Mbr Meals & Lodgin	1.6	0.8	1.6	0.0	1.6	0.0	1.6
542500	Transp - Fuel & Oil	4.5	1.7	4.5	0.0	4.8	0.0	4.8
542600	Transp - Parts & Supplies	2.4	0.1	2.4	0.0	1.7	0.0	1.7
542700	Transp - Transp Insurance	0.4	0.2	0.4	0.0	0.4	0.0	0.4
542800	State Transp Pool Charges	6.2	3.0	6.2	0.0	6.6	0.0	6.6
543200	Maint - Furn, Fixt, Equipment	0.0	0.1	0.0	0.0	0.1	0.0	0.1
543300	Maint - Buildings & Structures	0.0	0.2	0.0	0.0	0.2	0.0	0.2

Developmental Disabilities Council

State of New Mexico

BU PCode Department
64700 0000 0000000000

S-9 Account Code Expenditure Summary
(Dollars in Thousands)

	2023-24 Opbud	2023-24 Actuals	2024-25 Opbud	2025-26 PCF Proj	----- FY 2026 Agency Request -----		
					Base	Expansion	Total
543400 Maint - Property Insurance	0.1	0.0	0.1	0.0	2.0	0.0	2.0
544000 Supply Inventory IT	4.8	13.4	10.2	0.0	10.1	3.0	13.1
544100 Supplies-Office Supplies	7.5	7.0	7.5	0.0	7.5	0.0	7.5
544900 Supplies-Inventory Exempt	5.2	61.1	5.2	0.0	6.0	0.0	6.0
545600 Reporting & Recording	0.0	0.4	0.0	0.0	0.5	0.0	0.5
545609 Report/Record Inter St Agency	0.0	0.1	0.0	0.0	0.2	0.0	0.2
545700 ISD Services	17.0	27.4	16.5	0.0	25.5	0.0	25.5
545710 DOIT HCM Assessment Fees	7.9	7.9	8.7	0.0	9.8	0.4	10.2
545900 Printing & Photo Services	4.2	6.4	4.2	0.0	7.5	0.0	7.5
546100 Postage & Mail Services	3.5	2.5	3.5	0.0	3.8	0.0	3.8
546400 Rent Of Land & Buildings	203.5	207.4	209.5	0.0	281.6	0.0	281.6
546500 Rent Of Equipment	7.8	9.0	7.8	0.0	9.1	0.0	9.1
546600 Communications	0.2	0.0	0.2	0.0	0.2	0.0	0.2
546610 DOIT Telecommunications	22.8	30.5	17.0	0.0	33.7	1.1	34.8
546700 Subscriptions/Dues/License Fee	11.0	23.0	11.0	0.0	20.0	0.0	20.0
546800 Employee Training & Education	6.7	7.5	6.7	0.0	9.2	0.0	9.2
546900 Advertising	1.0	2.5	1.0	0.0	2.6	0.0	2.6
547300 Care & Support	0.0	0.0	0.0	0.0	0.0	0.0	0.0
547410 Grants To Public Schools&Univ	160.0	0.0	165.0	0.0	0.0	0.0	0.0
547420 Grants -Higher Ed (in CAFR)	0.0	155.0	0.0	0.0	235.0	0.0	235.0
547440 Grants To Other Entities	327.0	0.0	328.3	0.0	336.3	0.0	336.3
547900 Miscellaneous Expense	0.3	10.7	0.3	0.0	8.0	0.0	8.0
549600 Employee O/S Mileage & Fares	4.5	3.3	2.5	0.0	3.4	0.0	3.4
549700 Employee O/S Meals & Lodging	6.0	6.5	3.0	0.0	5.8	0.0	5.8
400 Other	827.8	601.0	834.0	0.0	1,050.9	4.5	1,055.4
TOTAL EXPENSE	10,230.3	10,027.6	10,568.4	3,061.57	12,997.4	98.6	13,096.0

**FY26 APPROPRIATION REQUEST
FORM E-6B LEASED PASSENGER-RELATED VEHICLES**

Account code 542800

LEASED VEHICLE INFORMATION @ 7/1/24

Agency Name: Developmental Disabilities Council
Program Name: DDC , OSEO & OOG

Business Unit: 64700
Program Code: P727 & P737

Item No.	LONG TERM LEASES ONLY						Lease Type Operational (O) or Standard (S)	Long Term Only			SHORT TERM ONLY			Put (x) if Fed \$
	Year	Make/Model	Vehicle Type	A** R C	License Plate Number	Mileage As of 7/1/23		A	B	A x B = C	D	E	D x E = F	
								FY24 Monthly Rate S= Rate Schedule	Number of months to lease	Total cost Rate FY25	Daily Rate Based On Vehicle Type	No. of Days	Total Lease Rate	
Exemplu					0	0	0	0	0	-	-	-	-	
1	2015	Ford Explorer	06B	C	SG004635	101,593	Standard (S)	267	12	3,200.6				
2	New Request	Mid-Size Sport Utility 4x4	06A	A			Standard (S)	457	12	5,484.0				-
3	New Request	Mid-Size Sport Utility 4x4	06A	A			Standard (S)	457	12	5,484.0				-
4										-				-
5										-				-
6										-				-
7										-				-
8										-				-
9										-				-
10										-				-
11										-				-
12										-				-
13										-				-
14										-				-
15										-				-
16										-				-
17										-				-
18										-				-
19										-				-
TOTAL LONG TERM:										14,168.6	TOTAL SHORT TERM:		-	

Operational(O) rate for FY25 will be

** Code A = additional leased vehicle request C = vehicle currently leased R = request to replace previously purchased vehicle

State of New Mexico
SPECIALS, SUPPLEMENTALS AND DEFICIENCIES DFA

(Prepare separate forms for each request)

BU: 64700
Agency: Developmental Disabilities Council
Program: _____
Analyst: Alice Liu McCoy
Phone: 505-225-4973

Request Type: Special (FY 26)

Rank: 5

TOTAL SOURCES MUST EQUAL TOTAL USES

(Dollars in Thousands)

Sources		Uses	
Revenue Account	Amount	Uses Account	Amount
General Fund Transfers	30.0	Other	30.0
Total Sources	30.0	Total Uses	30.0
Full Time Equivalents (FTE)			
Type	Amount of FTE	Request is related to a recurring expense	No
	0.00	Request is related to a capital request	No
Total FTE	0.00	Request is related to proposed legislation	No

Language requested for inclusion in General Appropriations Act (Please Follow Legislative Bill Drafting Conventions - See Instructions)

\$30,000 to the New Mexico developmental disabilities council to purchase technology and equipment upgrades in fiscal year 2024-2025 and fiscal year 2025-2026.

Justification Quantitative Data (Description)

Request: Provide a brief description of what the request does, how the dollars will be spent and explain why it is a nonrecurring need.

DDC requests a \$30,000 special appropriation to purchase technology and equipment upgrades for staff in FY25 and FY26.

Request: How the dollars will be spent.

The requested non-recurring funds will be used to purchase new technology and equipment for agency staff, including laptops and mobile printers.

The requested non-recurring funds will be used to purchase new technology and equipment for OOG staff, including laptops and mobile printers.

Request: Explain why request is nonrecurring need.

The updated equipment purchased should be functional for at least several years.

Consequences: Provide a brief description of consequences of not funding a performance and accountability task.

Without this nonrecurring funding, DDC staff will be forced to continue wasting unnecessarily large amounts of time attempting to troubleshoot the problems with their outdated equipment. As software and security requirements rapidly increase, the outdated equipment will fail to meet program needs.

Without this nonrecurring funding, OOG staff will be forced to continue wasting unnecessarily large amounts of time attempting to troubleshoot the problems with their outdated equipment. As software and security requirements rapidly increase, the outdated equipment will fail to meet program needs.

Performance: How will agency performance be affected.

DDC staff waste unnecessarily large amounts of time attempting to troubleshoot the problems with their outdated equipment. As software and security requirements rapidly increase, the outdated equipment fails to meet program needs. By updating technology and equipment, staff will be far more efficient and effective in the field.

OOG staff waste unnecessarily large amounts of time attempting to troubleshoot the problems with their outdated equipment. As software and security requirements rapidly increase, the outdated equipment fails to meet program needs. By updating technology and equipment, staff will be far more efficient and effective in the field.

Performance: How will agency performance will be improved.

DDC staff waste unnecessarily large amounts of time attempting to troubleshoot the problems with their outdated equipment. As software and security requirements rapidly increase, the outdated equipment fails to meet program needs. By updating technology and equipment, staff will be far more efficient and effective in the field.

OOG staff waste unnecessarily large amounts of time attempting to troubleshoot the problems with their outdated equipment. As software and security requirements rapidly increase, the outdated equipment fails to meet program needs. By updating technology and equipment, staff will be far more efficient and effective in the field.

Brief description of problem agency is addressing.

Most of the technology and equipment that agency staff uses are outdated and fail to meet the needs of its programs. Staff often travel across the state for agency business and require updated equipment to work effectively in the field.

Most of the technology and equipment that OOG staff uses are outdated and fail to meet the needs of the program. Staff include attorneys, social workers, and compliance officers who often travel for work and require updated equipment to work effectively in the field and at courthouses.

State of New Mexico
SPECIALS, SUPPLEMENTALS AND DEFICIENCIES DFA

(Prepare separate forms for each request)

BU: 64700
Agency: Developmental Disabilities Council
Program: _____
Analyst: Alice Liu McCoy
Phone: 505-225-4973

Request Type: Special (FY 26)

Rank: 1

TOTAL SOURCES MUST EQUAL TOTAL USES

(Dollars in Thousands)

Sources		Uses	
Revenue Account	Amount	Uses Account	Amount
General Fund Transfers	220.0	Contractual Services	220.0
Total Sources	220.0	Total Uses	220.0
Full Time Equivalents (FTE)			
Type	Amount of FTE	Request is related to a recurring expense	Yes
	0.00	Request is related to a capital request	No
Total FTE	0.00	Request is related to proposed legislation	No

Language requested for inclusion in General Appropriations Act (Please Follow Legislative Bill Drafting Conventions - See Instructions)

\$220,000 to the New Mexico developmental disabilities council office of the special education ombud to contract with special education advocates and consultants to serve public school students with disabilities and their families, assist special education ombud staff, and conduct outreach and training in fiscal year 2024-2025 and fiscal year 2025-2026.

Justification Quantitative Data (Description)

Request: Provide a brief description of what the request does, how the dollars will be spent and explain why it is a nonrecurring need.

DDC requests a \$220,000 special appropriation to contract with special education advocates and consultants to serve public school students with disabilities and their families, assist special education ombud staff, and conduct outreach and training in FY25 and FY26.

Request: How the dollars will be spent.

DDC's Office of the Special Education Ombud (OSEO) provides advocacy services to public school students with disabilities and their families to assist them in navigating the complex special education system. NMDCC will spend the requested nonrecurring funds to contract for behavior specialist, autism specialist, policy and legislative consultant, and outreach consultant. The consultants and specialists are critical supports for the special education ombuds as they juggle a broad spectrum of difficult cases and disabilities and provide needed assistance and guidance in OSEO's systemic advocacy work. They build relationships with students, families, and education personnel and help craft positive, effective solutions.

Request: Explain why request is nonrecurring need.

OSEO is working diligently to expand its district volunteer ombud pool to relieve the casework load. OSEO is also collaborating closely with PED to implement systemic special education improvements to reduce the overall need for intensive individual support for students with disabilities. Finally, OSEO is training with the specialists and consultants to develop expertise within the agency.

Consequences: Provide a brief description of consequences of not funding a performance and accountability task.

If DDC does not receive the requested funding, the consequences on OSEO's performance and accountability will be dire and long-lasting. Because OSEO is a relatively new program, the State Ombud has invested tremendous time, work, and energy to build the trust and credibility of ombud services. OSEO has never refused to assist a student or family, and the cases that ombuds work receive detailed attention and continual follow-up. Failure to adequately fund OSEO's activities and needs will result in a wait list while New Mexico's children with disabilities fail to receive necessary educational services during critical periods of their development. If this occurs, New Mexicans will lose faith in the OSEO, and the progress ombuds have painstakingly made in the past 3 years will be lost.

Performance: How will agency performance be affected.

The behavior specialist, autism specialist, policy and legislative consultant, and outreach consultant are crucial members of the OSEO team. They provide critical support in a broad spectrum of complex and time-consuming cases and disabilities, and provide needed assistance and guidance in moving OSEO's systemic advocacy work forward. They build relationships with students, families, and education personnel and help craft positive, effective solutions, which is the primary function of OSEO. OSEO covers the entire state of New Mexico, including 89 school districts and over 100 charter schools. The average caseload for each of the OSEO staff, consultants, and specialists is 24, and they often must find coverage from other team members to attend overlapping school meetings and conduct other OSEO activities.

Performance: How will agency performance will be improved.

Ombud performance will be improved by lowering the number of cases assigned to each staff, consultant, or specialist. The number of requests for ombud services have been increasing rapidly in the past two years, and is rising even more rapidly in FY25. With the assistance of the specialists and consultants, ombuds will serve students and families far more quickly and effectively.

Brief description of problem agency is addressing.

OSEO receives a large influx of cases at the beginning of every school year. Since its inception in December 2021, OSEO has served over 550 students and families across New Mexico in over 60 school districts and Pueblos. As noted in its 2023 annual report, many of the most complex and time-consuming cases involve students with autism and students with high behavioral needs. OSEO received junior bill funding in FY23 and FY24 for these services, but OSEO did not receive GRO funding in FY25 or future years.

State of New Mexico
SPECIALS, SUPPLEMENTALS AND DEFICIENCIES DFA

(Prepare separate forms for each request)

BU: 64700
Agency: Developmental Disabilities Council
Program:
Analyst: Alice Liu McCoy
Phone: 505-225-4973

Request Type: Special (FY 26)

Rank: 2

TOTAL SOURCES MUST EQUAL TOTAL USES

(Dollars in Thousands)

Sources		Uses	
Revenue Account	Amount	Uses Account	Amount
General Fund Transfers	650.0	Contractual Services	650.0
Total Sources	650.0	Total Uses	650.0
Full Time Equivalents (FTE)			
Type	Amount of FTE	Request is related to a recurring expense	Yes
	0.00	Request is related to a capital request	No
Total FTE	0.00	Request is related to proposed legislation	No

Language requested for inclusion in General Appropriations Act (Please Follow Legislative Bill Drafting Conventions - See Instructions)

\$650,000 to the New Mexico developmental disabilities council office of guardianship to reduce the wait list for legal and guardianship services in fiscal year 2024-2025 and fiscal year 2025-2026.

Justification Quantitative Data (Description)

Request: Provide a brief description of what the request does, how the dollars will be spent and explain why it is a nonrecurring need.

DDC requests a \$650,000 special appropriation to address the rapidly growing wait list for legal and guardianship services in FY25 and FY26.

Request: How the dollars will be spent.

DDC requests this nonrecurring funding to address the rapidly growing backlog of applications, and to reduce the amount of time applicants must spend on the wait list. The appointment of a guardian requires the services of three different professionals: a Petitioning Attorney; a Guardian ad Litem (also an attorney); and a Court Visitor. The Office of Guardianship (OOG) generally pays flat fees to the following legal professionals, with occasional additional extraordinary fees for more complex cases: Petitioning Attorney \$1,000 per case; Guardian ad Litem \$725 per case; and Court Visitor \$380 per case. Because guardianship Petitions must be personally delivered to the person for whom a guardian is sought, additional costs for the appointment of a guardian include process server costs, approximately \$100 per case, and travel costs for any of the professionals involved in the appointment if they must travel more than 100 miles to visit the person for whom guardianship is sought, or to attend the hearing. If a professional guardian is required, there are additional costs of \$1,000 to the professional guardian for the initial work required in a new case, as well as the standard professional guardian rate of \$445 per month per case. Therefore, the appointment of a family guardian can cost at least \$2,205 per case, and the appointment of a professional guardian costs at least \$3,650 for the first month of the professional guardian's services, and \$445 per month each subsequent month. With this non-recurring funding, DDC can process over 200 applications (both family and professional guardianships), which would dramatically reduce the number of applications on the wait list and shorten the amount of time constituents wait for the appointment of a guardian.

Request: Explain why request is nonrecurring need.

This non-recurring request accompanies a recurring request in the base budget. The non-recurring request addresses a unique, one-time situation due to OOG's current budget constraints and growing wait list numbers. Additionally, OOG is working diligently to expand access to alternatives to guardianship. OOG currently is spending a greater share of its budget paying professional guardians for services on cases where they have already been appointed. The increased payments to professional guardians mean less funding available to pay legal teams to process new applications. This non-recurring funding would allow OOG to process many applications on the steadily growing wait list. At the same time, OOG continues to develop processes for evaluating cases to make sure guardianship is appropriate for each situation, and emphasizing alternatives to guardianship before petitioning for guardianship. By statute, guardianship is appropriate only when there are no other less-restrictive options available. OOG is working on processes that would offer alternatives to guardianship to those on the wait list. OOG can address its wait list by both processing cases as efficiently as possible, and by offering alternatives and educating the applicants on how to implement those alternatives instead of guardianship.

Consequences: Provide a brief description of consequences of not funding a performance and accountability task.

Performance: How will agency performance be affected.

If this non-recurring funding is awarded, OOG will be able to dramatically improve its performance measures and raise the quality of services provided to New Mexicans with disabilities, and their families. OOG's target performance measures are to keep the wait list below 200 applications, and to limit the length of time spent on the wait list to nine months. In FY24, due to aggressive wait list reduction activities, the average wait time on the wait list was under 6 months. In FY24, the rate of applications received averaged 36 new application per month. The wait list is currently 247. In FY25, without additional funding, the wait list and wait time for applicants will grow indefinitely. DDC currently lacks the funding to process any wait list applicants in order to preserve funding for emergency cases that arise throughout the year. DDC projects that its current funding levels will not meet even the minimal demands of emergency and priority cases in FY25, including referrals from APS, veterans services agencies, and medical facilities.

Performance: How will agency performance will be improved.

Reducing or eliminating the wait list would have a dramatic impact on OOG's performance and meeting its performance measures. OOG's wait list would drop below 100 cases, and the length of wait list time would drop to just a few months. Further, OOG staff would be able to place greater emphasis on ensuring its current clients are receiving the supports

Brief description of problem agency is addressing.

In FY24, due to aggressive wait list reduction activities, the average wait time on the wait list was under 6 months. In FY24, the rate of applications received averaged 36 new application per month. The wait list is currently 247. In FY25, without additional funding, the wait list and wait time for applicants will grow indefinitely. DDC currently lacks the funding to process any wait list applicants in order to preserve funding for emergency cases that arise throughout the year. DDC projects that its current funding levels will not meet even the minimal demands of emergency and priority cases in FY25, including referrals from APS, veterans services agencies, and medical facilities.

State of New Mexico
SPECIALS, SUPPLEMENTALS AND DEFICIENCIES DFA

(Prepare separate forms for each request)

BU: 64700
Agency: Developmental Disabilities Council
Program: _____
Analyst: Alice Liu McCoy
Phone: 505-225-4973

Request Type: Special (FY 26)

Rank: 3

TOTAL SOURCES MUST EQUAL TOTAL USES

(Dollars in Thousands)

Sources		Uses	
Revenue Account	Amount	Uses Account	Amount
General Fund Transfers	75.0	Contractual Services	75.0
Total Sources	75.0	Total Uses	75.0
Full Time Equivalents (FTE)			
Type	Amount of FTE	Request is related to a recurring expense	Yes
	0.00	Request is related to a capital request	No
Total FTE	0.00	Request is related to proposed legislation	No

Language requested for inclusion in General Appropriations Act (Please Follow Legislative Bill Drafting Conventions - See Instructions)

\$150,000 to the New Mexico developmental disabilities council for contracts to support the Center for Self-Advocacy's state jobs program and to update federal grants and human resources policies in fiscal year 2024-2025 and fiscal year 2025-2026.

Justification Quantitative Data (Description)

Request: Provide a brief description of what the request does, how the dollars will be spent and explain why it is a nonrecurring need.

DDC requests a \$150,000 special appropriation for contracts to support the Center for Self-Advocacy's state jobs program and to complete the overhaul of federal grants and human resources policies in FY25 and FY26.

Request: How the dollars will be spent.

DDC will spend the requested nonrecurring funds to contract with a program coordinator to continue building and expanding the Center for Self-Advocacy's state jobs program and a policy specialist to complete the overhaul of the agency's federal grant policies and update the human resources policies.

Request: Explain why request is nonrecurring need.

This is a nonrecurring need because the state jobs program and policy contracts are necessary to develop and implement those functions within the agency. Once the functions are established, the continuation of those functions can be performed by existing staff.

Consequences: Provide a brief description of consequences of not funding a performance and accountability task.

If this funding is not approved, the state jobs program will continue to languish while many New Mexicans with developmental disabilities fail to find competitive, integrated employment, and federal grant and human resources policies will not be updated or improved, exposing the agency to liability and risk.

Performance: How will agency performance be affected.

DDC launched its state jobs program in October 2021 to recruit and train New Mexicans with intellectual and developmental disabilities for competitive integrated employment within state government agencies. The progress of this program has stalled due to the overwhelming workload of the Chief Operating Officer, who oversees the Center for Self-Advocacy, federal grant management, and all human resources operations within the agency. Contracting with a state jobs program coordinator and a policy specialist will drastically improve and streamline those functions within the agency.

Performance: How will agency performance will be improved.

DDC launched its state jobs program in October 2021 to recruit and train New Mexicans with intellectual and developmental disabilities for competitive integrated employment within state government agencies. The progress of this program has stalled due to the overwhelming workload of the Chief Operating Officer, who oversees the Center for Self-Advocacy, federal grant management, and all human resources operations within the agency. Contracting with a state jobs program coordinator and a policy specialist will drastically improve and streamline those functions within the agency. Once the functions are established, the continuation of those functions can be performed by existing staff.

Brief description of problem agency is addressing.

DDC launched its state jobs program in October 2021 to recruit and train New Mexicans with intellectual and developmental disabilities for competitive integrated employment within state government agencies. The progress of this program has stalled due to the overwhelming workload of the Chief Operating Officer, who oversees the Center for Self-Advocacy, federal grant management, and all human resources operations within the agency. Contracting with a state jobs program coordinator and a policy specialist will drastically improve and streamline those functions within the agency.

State of New Mexico
SPECIALS, SUPPLEMENTALS AND DEFICIENCIES DFA

(Prepare separate forms for each request)

BU: 64700
Agency: Developmental Disabilities Council
Program: _____
Analyst: Alice Liu McCoy
Phone: 505-225-4973

Request Type: Special (FY 26)

Rank: 4

TOTAL SOURCES MUST EQUAL TOTAL USES

(Dollars in Thousands)

Sources		Uses	
Revenue Account	Amount	Uses Account	Amount
General Fund Transfers	50.0	Contractual Services	50.0
Total Sources	50.0	Total Uses	50.0
Full Time Equivalents (FTE)			
Type	Amount of FTE	Request is related to a recurring expense	No
	0.00	Request is related to a capital request	No
Total FTE	0.00	Request is related to proposed legislation	No

Language requested for inclusion in General Appropriations Act (Please Follow Legislative Bill Drafting Conventions - See Instructions)

\$50,000 to the New Mexico developmental disabilities council office of guardianship to establish a guardianship training institute and create educational materials to train, develop, and support professional guardians, family guardians, and legal professionals practicing guardianship law in fiscal year 2024-2025 and fiscal year 2025-2026.

Justification Quantitative Data (Description)

Request: Provide a brief description of what the request does, how the dollars will be spent and explain why it is a nonrecurring need.

DDC requests a \$50,000 special appropriation to develop a guardianship training institute in FY25 and FY26.

Request: How the dollars will be spent.

Through its work, OOG has encountered two issues that directly impact the quality of guardianship services in New Mexico: difficulty in finding cost-effective continuing education credits for prospective or current professional guardians; and minimal resources and support for family members who serve as guardians. This initiative would address both, by creating a knowledge base of continuing education courses for guardians, and an annual event to support and educate family guardians. Additionally, the quality and standards of guardianship practice varies wildly among legal professionals statewide, including attorneys, court visitors, and judges. The result is that New Mexicans with disabilities and their families have very different experiences and outcomes in the guardianship legal system.

These funds would be spent to establish a training institute and create educational materials to train, develop, and support professional guardians, family guardians, and legal professionals practicing guardianship law. The guardian training materials would address issues such as the role of the guardian; the proper level of decision-making to be used by a guardian; the ethical and legal requirements of a person serving as guardian; New Mexico law on what is required from guardians, including annual reports, requesting assistance from the court, and supports and services available in New Mexico; and how to work with and properly support New Mexicans with cognitive and intellectual disabilities. The legal training materials would include in-depth review of legal requirements, best practices, and emerging national trends. OOG would also provide information and support to help New Mexicans with disabilities increase their self-advocacy and independence.

Request: Explain why request is nonrecurring need.

This is a nonrecurring need because the vast majority of the cost would be developing and creating the trainings. Those costs include writing, editing, and recording the presentations. Once the trainings are developed, they can be presented by OOG Staff (via Zoom or in person). Recordings of the trainings could be hosted on OOG's website. Creating the materials is anticipated to be the most costly portion of the project. Once created, the cost of this initiative is minimal.

Consequences: Provide a brief description of consequences of not funding a performance and accountability task.

If this funding is not approved, the difficulty of recruiting, training, and maintaining certified professional guardians will continue and increasingly exacerbate. OOG will continue to struggle finding guardians willing to take on difficult cases. Family guardians will continue to contact OOG staff, the courts, other legal service providers, and other state agencies with questions and concerns about how to serve as guardians, how to complete their annual reports, and how to find the best supports and services for their loved ones. The inconsistent and uneven guardianship legal system will continue to fail many New Mexicans. Many shortcomings of the entire guardianship system will continue indefinitely.

Performance: How will agency performance be affected.

By increasing the number of well-trained, high-quality professional guardians available in the state, OOG could drastically improve the services it provides to New Mexicans. Currently, many of the guardian providers have full caseloads, and are unable to accept any new cases. It is especially difficult to find a professional guardian willing to accept cases that will require significantly more work to ensure the Protected Person is stable, especially if that guardian has many high-needs cases already. By expanding the pool of professional guardians, OOG will have more options for assigning cases to professionals. This initiative would also increase the knowledge and expertise of family guardians and reduce the demand for one-on-one assistance from OOG staff to assist with their issues.

Performance: How will agency performance will be improved.

The trainings would increase the pool of available professional guardians and educate family guardians appointed in New Mexico. There would be a decline in demands placed on OOG staff to assist constituents individually. Additionally, the institute would alleviate much of the financial burden on state-funded guardianship providers to obtain and maintain their certification. Finally, if information is more widely available for family guardians, it would reduce the need for OOG staff to advise and educate families on a case-by-case basis, and allow staff to work on other projects and initiatives.

Brief description of problem agency is addressing.

A professional guardian in New Mexico must be certified by the Center for Guardianship Certification. Certification requires attending a number of classes to demonstrate familiarity with guardianship and working with people with disabilities. Once someone is certified, they must attend a certain number of classes every year to maintain their certification. Attendees must pay to attend the classes that are currently available. Further, because OOG can only pay for services provided by a certified guardian, it would be a large burden for OOG's providers to hire someone who is not certified, and pay them while they spend the several months it takes to study for the certification exam. By creating trainings that will be available to all New Mexicans interested in becoming a certified guardian, as well as to all currently certified professional guardians in New Mexico, OOG would tremendously alleviate the financial burden of obtaining and maintaining certification.

While family guardians are not required to be certified, they must comply with New Mexico law regarding filing annual reports and working to promote the independence of the Protected Person. Frequently, when OOG appoints a family guardian, they contact OOG for guidance and assistance on issues such as completing and submitting annual reports, navigating New Mexico's network of social services, and communicating with the Court. Educational materials produced by this non-recurring funding would be tremendously valuable to family guardians, who are often already overwhelmed and under-resourced.

Additionally, the quality and standards of guardianship practice varies wildly among legal professionals statewide, including attorneys, court visitors, and judges. The result is that New Mexicans with disabilities and their families have very different experiences and outcomes in the guardianship legal system.

State of New Mexico
SPECIALS, SUPPLEMENTALS AND DEFICIENCIES DFA

(Prepare separate forms for each request)

BU: 64700
Agency: Developmental Disabilities Council
Program:
Analyst: Alice Liu McCoy
Phone: 505-225-4973

Request Type: Supplemental (FY 25)

Rank: 1

TOTAL SOURCES MUST EQUAL TOTAL USES

(Dollars in Thousands)

Sources		Uses	
Revenue Account	Amount	Uses Account	Amount
General Fund Transfers	455.0	Personal Services & Employee Be	455.0
Total Sources	455.0	Total Uses	455.0
Full Time Equivalents (FTE)			
Type	Amount of FTE	Request is related to a recurring expense	Yes
	0.00	Request is related to a capital request	No
Total FTE	0.00	Request is related to proposed legislation	No

Language requested for inclusion in General Appropriations Act (Please Follow Legislative Bill Drafting Conventions - See Instructions)

\$455,000 to the New Mexico developmental disabilities council office of guardianship to fully fund salaries and benefits in fiscal year 2024-2025 and fiscal year 2025-2026.

Justification Quantitative Data (Description)

Request: Provide a brief description of what the request does, how the dollars will be spent and explain why it is a nonrecurring need.

DDC requests a \$455,000 special appropriation to right-size the budget for OOG staff salaries and benefits in FY25 and FY26.

Request: How the dollars will be spent.

Since FY22, OOG's personnel, salaries, and employee benefits budget in HB2 has been insufficient to pay OOG staff their salaries and benefits through an entire fiscal year. As a result, OOG has transferred funds through a budget adjustment request from its contracts budget to PSEB. OOG estimates it will need \$455,000 in nonrecurring funding in its PSEB budget to pay its staff through an entire fiscal year.

Request: Explain why request is nonrecurring need.

OOG's current budget request seeks funding in an adequate amount to fully fund its PSEB needs through the end of FY26. If OOG's estimated PSEB budget for FY26 is approved, there will not be a need for additional nonrecurring funding to cover the cost of OOG's staff in the future.

Consequences: Provide a brief description of consequences of not funding a performance and accountability task.

Without this nonrecurring funding, OOG will be forced to continue its budget adjustment requests to fund existing FTE. For FY25, OOG's contracts budget is already insufficient to serve more than a handful of emergency and priority applications. If this funding is not approved, the wait list will steadily grow throughout the year, and the average wait list time will also be extended. Applicants such as hospitals, medical facilities, Developmental Disabilities Waiver service providers, other state agencies, and family members of New Mexicans with disabilities, will all have to wait for funding to be available so guardians can be appointed. Many people in need of guardianship assistance will have to wait far longer for that assistance to be arrive.

Performance: How will agency performance be affected.

With this nonrecurring funding, OOG can process at least 100 more applications from its wait list. This will reduce the number of cases on OOG's wait list, and reduce the waiting time for applicants.

Performance: How will agency performance will be improved.

This funding would immediately allow OOG to assign over 100 cases from the wait list to legal teams. Guardians would be appointed within 90 to 120 days, thereby assisting many families and individuals waiting for OOG's services. The wait list time would be dramatically reduced as well.

Brief description of problem agency is addressing.

Since FY22, OOG's personnel, salaries, and employee benefits budget in HB2 has been insufficient to pay OOG staff their salaries and benefits through an entire fiscal year. As a result, OOG has transferred funds through a budget adjustment request from its contracts budget to PSEB.

State of New Mexico
SPECIALS, SUPPLEMENTALS AND DEFICIENCIES DFA

(Prepare separate forms for each request)

BU: 64700
Agency: Developmental Disabilities Council
Program:
Analyst: Alice Liu McCoy
Phone: 505-225-4973

Request Type: Special (FY 26)

Rank: 5

TOTAL SOURCES MUST EQUAL TOTAL USES

(Dollars in Thousands)

Full Time Equivalents (FTE)

Account	Amount
Sources	
General Fund Transfers	30.0
Total Sources	30.0
Uses	
Other	30.0
Total Uses	30.0

Type	Amount of FTE
	0.00
Total FTE	0.00
Request is related to a recurring expense	No
Request is related to a capital request	No
Request is related to proposed legislation	No

Language requested for inclusion in General Appropriations Act (Please Follow Legislative Bill Drafting Conventions - See Instructions)

\$30,000 to the New Mexico developmental disabilities council to purchase technology and equipment upgrades in fiscal year 2024-2025 and fiscal year 2025-2026.

Justification Quantitative Data (Description)

Request: Provide a brief description of what the request does, how the dollars will be spent and explain why it is a nonrecurring need.

DDC requests a \$30,000 special appropriation to purchase technology and equipment upgrades for staff in FY25 and FY26.

Request: How the dollars will be spent.

The requested non-recurring funds will be used to purchase new technology and equipment for agency staff, including laptops and mobile printers.

The requested non-recurring funds will be used to purchase new technology and equipment for OOG staff, including laptops and mobile printers.

Request: Explain why request is nonrecurring need.

The updated equipment purchased should be functional for at least several years.

Consequences: Provide a brief description of consequences of not funding a performance and accountability task.

Without this nonrecurring funding, DDC staff will be forced to continue wasting unnecessarily large amounts of time attempting to troubleshoot the problems with their outdated equipment. As software and security requirements rapidly increase, the outdated equipment will fail to meet program needs.

Without this nonrecurring funding, OOG staff will be forced to continue wasting unnecessarily large amounts of time attempting to troubleshoot the problems with their outdated equipment. As software and security requirements rapidly increase, the outdated equipment will fail to meet program needs.

Performance: How will agency performance be affected.

DDC staff waste unnecessarily large amounts of time attempting to troubleshoot the problems with their outdated equipment. As software and security requirements rapidly increase, the outdated equipment fails to meet program needs. By updating technology and equipment, staff will be far more efficient and effective in the field.

OOG staff waste unnecessarily large amounts of time attempting to troubleshoot the problems with their outdated equipment. As software and security requirements rapidly increase, the outdated equipment fails to meet program needs. By updating technology and equipment, staff will be far more efficient and effective in the field.

Performance: How will agency performance will be improved.

DDC staff waste unnecessarily large amounts of time attempting to troubleshoot the problems with their outdated equipment. As software and security requirements rapidly increase, the outdated equipment fails to meet program needs. By updating technology and equipment, staff will be far more efficient and effective in the field.

OOG staff waste unnecessarily large amounts of time attempting to troubleshoot the problems with their outdated equipment. As software and security requirements rapidly increase, the outdated equipment fails to meet program needs. By updating technology and equipment, staff will be far more efficient and effective in the field.

Brief description of problem agency is addressing.

Most of the technology and equipment that agency staff uses are outdated and fail to meet the needs of its programs. Staff often travel across the state for agency business and require updated equipment to work effectively in the field.

Most of the technology and equipment that OOG staff uses are outdated and fail to meet the needs of the program. Staff include attorneys, social workers, and compliance officers who often travel for work and require updated equipment to work effectively in the field and at courthouses.

State of New Mexico
SPECIALS, SUPPLEMENTALS AND DEFICIENCIES DFA

(Prepare separate forms for each request)

BU: 64700
Agency: Developmental Disabilities Council
Program: _____
Analyst: Alice Liu McCoy
Phone: 505-225-4973

Request Type: Special (FY 26)

Rank: 1

TOTAL SOURCES MUST EQUAL TOTAL USES

(Dollars in Thousands)

Full Time Equivalents (FTE)

Account	Amount
Sources	
General Fund Transfers	220.0
Total Sources	220.0
Uses	
Contractual Services	220.0
Total Uses	220.0

Type	Amount of FTE
	0.00
Total FTE	0.00
Request is related to a recurring expense	Yes
Request is related to a capital request	No
Request is related to proposed legislation	No

Language requested for inclusion in General Appropriations Act (Please Follow Legislative Bill Drafting Conventions - See Instructions)

\$220,000 to the New Mexico developmental disabilities council office of the special education ombud to contract with special education advocates and consultants to serve public school students with disabilities and their families, assist special education ombud staff, and conduct outreach and training in fiscal year 2024-2025 and fiscal year 2025-2026.

Justification Quantitative Data (Description)

Request: Provide a brief description of what the request does, how the dollars will be spent and explain why it is a nonrecurring need.

DDC requests a \$220,000 special appropriation to contract with special education advocates and consultants to serve public school students with disabilities and their families, assist special education ombud staff, and conduct outreach and training in FY25 and FY26.

Request: How the dollars will be spent.

DDC's Office of the Special Education Ombud (OSEO) provides advocacy services to public school students with disabilities and their families to assist them in navigating the complex special education system. NMDCC will spend the requested nonrecurring funds to contract for behavior specialist, autism specialist, policy and legislative consultant, and outreach consultant. The consultants and specialists are critical supports for the special education ombuds as they juggle a broad spectrum of difficult cases and disabilities and provide needed assistance and guidance in OSEO's systemic advocacy work. They build relationships with students, families, and education personnel and help craft positive, effective solutions.

Request: Explain why request is nonrecurring need.

OSEO is working diligently to expand its district volunteer ombud pool to relieve the casework load. OSEO is also collaborating closely with PED to implement systemic special education improvements to reduce the overall need for intensive individual support for students with disabilities. Finally, OSEO is training with the specialists and consultants to develop expertise within the agency.

Consequences: Provide a brief description of consequences of not funding a performance and accountability task.

If DDC does not receive the requested funding, the consequences on OSEO's performance and accountability will be dire and long-lasting. Because OSEO is a relatively new program, the State Ombud has invested tremendous time, work, and energy to build the trust and credibility of ombud services. OSEO has never refused to assist a student or family, and the cases that ombuds work receive detailed attention and continual follow-up. Failure to adequately fund OSEO's activities and needs will result in a wait list while New Mexico's children with disabilities fail to receive necessary educational services during critical periods of their development. If this occurs, New Mexicans will lose faith in the OSEO, and the progress ombuds have painstakingly made in the past 3 years will be lost.

Performance: How will agency performance be affected.

The behavior specialist, autism specialist, policy and legislative consultant, and outreach consultant are crucial members of the OSEO team. They provide critical support in a broad spectrum of complex and time-consuming cases and disabilities, and provide needed assistance and guidance in moving OSEO's systemic advocacy work forward. They build relationships with students, families, and education personnel and help craft positive, effective solutions, which is the primary function of OSEO. OSEO covers the entire state of New Mexico, including 89 school districts and over 100 charter schools. The average caseload for each of the OSEO staff, consultants, and specialists is 24, and they often must find coverage from other team members to attend overlapping school meetings and conduct other OSEO activities.

Performance: How will agency performance will be improved.

Ombud performance will be improved by lowering the number of cases assigned to each staff, consultant, or specialist. The number of requests for ombud services have been increasing rapidly in the past two years, and is rising even more rapidly in FY25. With the assistance of the specialists and consultants, ombuds will serve students and families far more quickly and effectively.

Brief description of problem agency is addressing.

OSEO receives a large influx of cases at the beginning of every school year. Since its inception in December 2021, OSEO has served over 550 students and families across New Mexico in over 60 school districts and Pueblos. As noted in its 2023 annual report, many of the most complex and time-consuming cases involve students with autism and students with high behavioral needs. OSEO received junior bill funding in FY23 and FY24 for these services, but OSEO did not receive GRO funding in FY25 or future years.

State of New Mexico
SPECIALS, SUPPLEMENTALS AND DEFICIENCIES DFA

(Prepare separate forms for each request)

BU: 64700
Agency: Developmental Disabilities Council
Program: _____
Analyst: Alice Liu McCoy
Phone: 505-225-4973

Request Type: Special (FY 26)

Rank: 2

TOTAL SOURCES MUST EQUAL TOTAL USES

(Dollars in Thousands)

Full Time Equivalents (FTE)

Account	Amount
Sources	
General Fund Transfers	650.0
Total Sources	650.0
Uses	
Contractual Services	650.0
Total Uses	650.0

Type	Amount of FTE
	0.00
Total FTE	0.00
Request is related to a recurring expense	Yes
Request is related to a capital request	No
Request is related to proposed legislation	No

Language requested for inclusion in General Appropriations Act (Please Follow Legislative Bill Drafting Conventions - See Instructions)

\$650,000 to the New Mexico developmental disabilities council office of guardianship to reduce the wait list for legal and guardianship services in fiscal year 2024-2025 and fiscal year 2025-2026.

Justification Quantitative Data (Description)

Request: Provide a brief description of what the request does, how the dollars will be spent and explain why it is a nonrecurring need.

DDC requests a \$650,000 special appropriation to address the rapidly growing wait list for legal and guardianship services in FY25 and FY26.

Request: How the dollars will be spent.

DDC requests this nonrecurring funding to address the rapidly growing backlog of applications, and to reduce the amount of time applicants must spend on the wait list. The appointment of a guardian requires the services of three different professionals: a Petitioning Attorney; a Guardian ad Litem (also an attorney); and a Court Visitor. The Office of Guardianship (OOG) generally pays flat fees to the following legal professionals, with occasional additional extraordinary fees for more complex cases: Petitioning Attorney \$1,000 per case; Guardian ad Litem \$725 per case; and Court Visitor \$380 per case. Because guardianship Petitions must be personally delivered to the person for whom a guardian is sought, additional costs for the appointment of a guardian include process server costs, approximately \$100 per case, and travel costs for any of the professionals involved in the appointment if they must travel more than 100 miles to visit the person for whom guardianship is sought, or to attend the hearing. If a professional guardian is required, there are additional costs of \$1,000 to the professional guardian for the initial work required in a new case, as well as the standard professional guardian rate of \$445 per month per case. Therefore, the appointment of a family guardian can cost at least \$2,205 per case, and the appointment of a professional guardian costs at least \$3,650 for the first month of the professional guardian's services, and \$445 per month each subsequent month. With this non-recurring funding, DDC can process over 200 applications (both family and professional guardianships), which would dramatically reduce the number of applications on the wait list and shorten the amount of time constituents wait for the appointment of a guardian.

Request: Explain why request is nonrecurring need.

This non-recurring request accompanies a recurring request in the base budget. The non-recurring request addresses a unique, one-time situation due to OOG's current budget constraints and growing wait list numbers. Additionally, OOG is working diligently to expand access to alternatives to guardianship. OOG currently is spending a greater share of its budget paying professional guardians for services on cases where they have already been appointed. The increased payments to professional guardians mean less funding available to pay legal teams to process new applications. This non-recurring funding would allow OOG to process many applications on the steadily growing wait list. At the same time, OOG continues to develop processes for evaluating cases to make sure guardianship is appropriate for each situation, and emphasizing alternatives to guardianship before petitioning for guardianship. By statute, guardianship is appropriate only when there are no other less-restrictive options available. OOG is working on processes that would offer alternatives to guardianship to those on the wait list. OOG can address its wait list by both processing cases as efficiently as possible, and by offering alternatives and educating the applicants on how to implement those alternatives instead of guardianship.

Consequences: Provide a brief description of consequences of not funding a performance and accountability task.

Performance: How will agency performance be affected.

If this non-recurring funding is awarded, OOG will be able to dramatically improve its performance measures and raise the quality of services provided to New Mexicans with disabilities, and their families. OOG's target performance measures are to keep the wait list below 200 applications, and to limit the length of time spent on the wait list to nine months. In FY24, due to aggressive wait list reduction activities, the average wait time on the wait list was under 6 months. In FY24, the rate of applications received averaged 36 new application per month. The wait list is currently 247. In FY25, without additional funding, the wait list and wait time for applicants will grow indefinitely. DDC currently lacks the funding to process any wait list applicants in order to preserve funding for emergency cases that arise throughout the year. DDC projects that its current funding levels will not meet even the minimal demands of emergency and priority cases in FY25, including referrals from APS, veterans services agencies, and medical facilities.

Performance: How will agency performance will be improved.

Reducing or eliminating the wait list would have a dramatic impact on OOG's performance and meeting its performance measures. OOG's wait list would drop below 100 cases, and the length of wait list time would drop to just a few months. Further, OOG staff would be able to place greater emphasis on ensuring its current clients are receiving the supports

Brief description of problem agency is addressing.

In FY24, due to aggressive wait list reduction activities, the average wait time on the wait list was under 6 months. In FY24, the rate of applications received averaged 36 new application per month. The wait list is currently 247. In FY25, without additional funding, the wait list and wait time for applicants will grow indefinitely. DDC currently lacks the funding to process any wait list applicants in order to preserve funding for emergency cases that arise throughout the year. DDC projects that its current funding levels will not meet even the minimal demands of emergency and priority cases in FY25, including referrals from APS, veterans services agencies, and medical facilities.

State of New Mexico
SPECIALS, SUPPLEMENTALS AND DEFICIENCIES DFA

(Prepare separate forms for each request)

BU: 64700
Agency: Developmental Disabilities Council
Program:
Analyst: Alice Liu McCoy
Phone: 505-225-4973

Request Type: Special (FY 26)

Rank: 3

TOTAL SOURCES MUST EQUAL TOTAL USES

(Dollars in Thousands)

Full Time Equivalents (FTE)

Account	Amount
Sources	
General Fund Transfers	75.0
Total Sources	75.0
Uses	
Contractual Services	75.0
Total Uses	75.0

Type	Amount of FTE
	0.00
Total FTE	0.00
Request is related to a recurring expense	Yes
Request is related to a capital request	No
Request is related to proposed legislation	No

Language requested for inclusion in General Appropriations Act (Please Follow Legislative Bill Drafting Conventions - See Instructions)

\$150,000 to the New Mexico developmental disabilities council for contracts to support the Center for Self-Advocacy's state jobs program and to update federal grants and human resources policies in fiscal year 2024-2025 and fiscal year 2025-2026.

Justification Quantitative Data (Description)

Request: Provide a brief description of what the request does, how the dollars will be spent and explain why it is a nonrecurring need.

DDC requests a \$150,000 special appropriation for contracts to support the Center for Self-Advocacy's state jobs program and to complete the overhaul of federal grants and human resources policies in FY25 and FY26.

Request: How the dollars will be spent.

DDC will spend the requested nonrecurring funds to contract with a program coordinator to continue building and expanding the Center for Self-Advocacy's state jobs program and a policy specialist to complete the overhaul of the agency's federal grant policies and update the human resources policies.

Request: Explain why request is nonrecurring need.

This is a nonrecurring need because the state jobs program and policy contracts are necessary to develop and implement those functions within the agency. Once the functions are established, the continuation of those functions can be performed by existing staff.

Consequences: Provide a brief description of consequences of not funding a performance and accountability task.

If this funding is not approved, the state jobs program will continue to languish while many New Mexicans with developmental disabilities fail to find competitive, integrated employment, and federal grant and human resources policies will not be updated or improved, exposing the agency to liability and risk.

Performance: How will agency performance be affected.

DDC launched its state jobs program in October 2021 to recruit and train New Mexicans with intellectual and developmental disabilities for competitive integrated employment within state government agencies. The progress of this program has stalled due to the overwhelming workload of the Chief Operating Officer, who oversees the Center for Self-Advocacy, federal grant management, and all human resources operations within the agency. Contracting with a state jobs program coordinator and a policy specialist will drastically improve and streamline those functions within the agency.

Performance: How will agency performance will be improved.

DDC launched its state jobs program in October 2021 to recruit and train New Mexicans with intellectual and developmental disabilities for competitive integrated employment within state government agencies. The progress of this program has stalled due to the overwhelming workload of the Chief Operating Officer, who oversees the Center for Self-Advocacy, federal grant management, and all human resources operations within the agency. Contracting with a state jobs program coordinator and a policy specialist will drastically improve and streamline those functions within the agency. Once the functions are established, the continuation of those functions can be performed by existing staff.

Brief description of problem agency is addressing.

DDC launched its state jobs program in October 2021 to recruit and train New Mexicans with intellectual and developmental disabilities for competitive integrated employment within state government agencies. The progress of this program has stalled due to the overwhelming workload of the Chief Operating Officer, who oversees the Center for Self-Advocacy, federal grant management, and all human resources operations within the agency. Contracting with a state jobs program coordinator and a policy specialist will drastically improve and streamline those functions within the agency.

State of New Mexico
SPECIALS, SUPPLEMENTALS AND DEFICIENCIES DFA

(Prepare separate forms for each request)

BU: 64700
Agency: Developmental Disabilities Council
Program: _____
Analyst: Alice Liu McCoy
Phone: 505-225-4973

Request Type: Special (FY 26)

Rank: 4

TOTAL SOURCES MUST EQUAL TOTAL USES

(Dollars in Thousands)

Full Time Equivalents (FTE)

Account	Amount
Sources	
General Fund Transfers	50.0
Total Sources	50.0
Uses	
Contractual Services	50.0
Total Uses	50.0

Type	Amount of FTE
	0.00
Total FTE	0.00
Request is related to a recurring expense	
	No
Request is related to a capital request	
	No
Request is related to proposed legislation	
	No

Language requested for inclusion in General Appropriations Act (Please Follow Legislative Bill Drafting Conventions - See Instructions)

\$50,000 to the New Mexico developmental disabilities council office of guardianship to establish a guardianship training institute and create educational materials to train, develop, and support professional guardians, family guardians, and legal professionals practicing guardianship law in fiscal year 2024-2025 and fiscal year 2025-2026.

Justification Quantitative Data (Description)

Request: Provide a brief description of what the request does, how the dollars will be spent and explain why it is a nonrecurring need.

DDC requests a \$50,000 special appropriation to develop a guardianship training institute in FY25 and FY26.

Request: How the dollars will be spent.

Through its work, OOG has encountered two issues that directly impact the quality of guardianship services in New Mexico: difficulty in finding cost-effective continuing education credits for prospective or current professional guardians; and minimal resources and support for family members who serve as guardians. This initiative would address both, by creating a knowledge base of continuing education courses for guardians, and an annual event to support and educate family guardians. Additionally, the quality and standards of guardianship practice varies wildly among legal professionals statewide, including attorneys, court visitors, and judges. The result is that New Mexicans with disabilities and their families have very different experiences and outcomes in the guardianship legal system.

These funds would be spent to establish a training institute and create educational materials to train, develop, and support professional guardians, family guardians, and legal professionals practicing guardianship law. The guardian training materials would address issues such as the role of the guardian; the proper level of decision-making to be used by a guardian; the ethical and legal requirements of a person serving as guardian; New Mexico law on what is required from guardians, including annual reports, requesting assistance from the court, and supports and services available in New Mexico; and how to work with and properly support New Mexicans with cognitive and intellectual disabilities. The legal training materials would include in-depth review of legal requirements, best practices, and emerging national trends. OOG would also provide information and support to help New Mexicans with disabilities increase their self-advocacy and independence.

Request: Explain why request is nonrecurring need.

This is a nonrecurring need because the vast majority of the cost would be developing and creating the trainings. Those costs include writing, editing, and recording the presentations. Once the trainings are developed, they can be presented by OOG Staff (via Zoom or in person). Recordings of the trainings could be hosted on OOG's website. Creating the materials is anticipated to be the most costly portion of the project. Once created, the cost of this initiative is minimal.

Consequences: Provide a brief description of consequences of not funding a performance and accountability task.

If this funding is not approved, the difficulty of recruiting, training, and maintaining certified professional guardians will continue and increasingly exacerbate. OOG will continue to struggle finding guardians willing to take on difficult cases. Family guardians will continue to contact OOG staff, the courts, other legal service providers, and other state agencies with questions and concerns about how to serve as guardians, how to complete their annual reports, and how to find the best supports and services for their loved ones. The inconsistent and uneven guardianship legal system will continue to fail many New Mexicans. Many shortcomings of the entire guardianship system will continue indefinitely.

Performance: How will agency performance be affected.

By increasing the number of well-trained, high-quality professional guardians available in the state, OOG could drastically improve the services it provides to New Mexicans. Currently, many of the guardian providers have full caseloads, and are unable to accept any new cases. It is especially difficult to find a professional guardian willing to accept cases that will require significantly more work to ensure the Protected Person is stable, especially if that guardian has many high-needs cases already. By expanding the pool of professional guardians, OOG will have more options for assigning cases to professionals. This initiative would also increase the knowledge and expertise of family guardians and reduce the demand for one-on-one assistance from OOG staff to assist with their issues

Performance: How will agency performance will be improved.

The trainings would increase the pool of available professional guardians and educate family guardians appointed in New Mexico. There would be a decline in demands placed on OOG staff to assist constituents individually. Additionally, the institute would alleviate much of the financial burden on state-funded guardianship providers to obtain and maintain their certification. Finally, if information is more widely available for family guardians, it would reduce the need for OOG staff to advise and educate families on a case-by-case basis, and allow staff to work on other projects and initiatives.

Brief description of problem agency is addressing.

A professional guardian in New Mexico must be certified by the Center for Guardianship Certification. Certification requires attending a number of classes to demonstrate familiarity with guardianship and working with people with disabilities. Once someone is certified, they must attend a certain number of classes every year to maintain their certification. Attendees must pay to attend the classes that are currently available. Further, because OOG can only pay for services provided by a certified guardian, it would be a large burden for OOG's providers to hire someone who is not certified, and pay them while they spend the several months it takes to study for the certification exam. By creating trainings that will be available to all New Mexicans interested in becoming a certified guardian, as well as to all currently certified professional guardians in New Mexico, OOG would tremendously alleviate the financial burden of obtaining and maintaining certification.

While family guardians are not required to be certified, they must comply with New Mexico law regarding filing annual reports and working to promote the independence of the Protected Person. Frequently, when OOG appoints a family guardian, they contact OOG for guidance and assistance on issues such as completing and submitting annual reports, navigating New Mexico's network of social services, and communicating with the Court. Educational materials produced by this non-recurring funding would be tremendously valuable to family guardians, who are often already overwhelmed and under-resourced.

Additionally, the quality and standards of guardianship practice varies wildly among legal professionals statewide, including attorneys, court visitors, and judges. The result is that New Mexicans with disabilities and their families have very different experiences and outcomes in the guardianship legal system.

State of New Mexico
SPECIALS, SUPPLEMENTALS AND DEFICIENCIES DFA

(Prepare separate forms for each request)

BU: 64700
Agency: Developmental Disabilities Council
Program:
Analyst: Alice Liu McCoy
Phone: 505-225-4973

Request Type: Supplemental (FY 25)

Rank: 1

TOTAL SOURCES MUST EQUAL TOTAL USES

(Dollars in Thousands)

Full Time Equivalents (FTE)

Account	Amount
Sources	
General Fund Transfers	455.0
Total Sources	455.0
Uses	
Personal Services & Employee Benefits	455.0
Total Uses	455.0

Type	Amount of FTE
	0.00
Total FTE	0.00
Request is related to a recurring expense	Yes
Request is related to a capital request	No
Request is related to proposed legislation	No

Language requested for inclusion in General Appropriations Act (Please Follow Legislative Bill Drafting Conventions - See Instructions)

\$455,000 to the New Mexico developmental disabilities council office of guardianship to fully fund salaries and benefits in fiscal year 2024-2025 and fiscal year 2025-2026.

Justification Quantitative Data (Description)

Request: Provide a brief description of what the request does, how the dollars will be spent and explain why it is a nonrecurring need.

DDC requests a \$455,000 special appropriation to right-size the budget for OOG staff salaries and benefits in FY25 and FY26.

Request: How the dollars will be spent.

Since FY22, OOG's personnel, salaries, and employee benefits budget in HB2 has been insufficient to pay OOG staff their salaries and benefits through an entire fiscal year. As a result, OOG has transferred funds through a budget adjustment request from its contracts budget to PSEB. OOG estimates it will need \$455,000 in nonrecurring funding in its PSEB budget to pay its staff through an entire fiscal year.

Request: Explain why request is nonrecurring need.

OOG's current budget request seeks funding in an adequate amount to fully fund its PSEB needs through the end of FY26. If OOG's estimated PSEB budget for FY26 is approved, there will not be a need for additional nonrecurring funding to cover the cost of OOG's staff in the future.

Consequences: Provide a brief description of consequences of not funding a performance and accountability task.

Without this nonrecurring funding, OOG will be forced to continue its budget adjustment requests to fund existing FTE. For FY25, OOG's contracts budget is already insufficient to serve more than a handful of emergency and priority applications. If this funding is not approved, the wait list will steadily grow throughout the year, and the average wait list time will also be extended. Applicants such as hospitals, medical facilities, Developmental Disabilities Waiver service providers, other state agencies, and family members of New Mexicans with disabilities, will all have to wait for funding to be available so guardians can be appointed. Many people in need of guardianship assistance will have to wait far longer for that assistance to be arrive.

Performance: How will agency performance be affected.

With this nonrecurring funding, OOG can process at least 100 more applications from its wait list. This will reduce the number of cases on OOG's wait list, and reduce the waiting time for applicants.

Performance: How will agency performance will be improved.

This funding would immediately allow OOG to assign over 100 cases from the wait list to legal teams. Guardians would be appointed within 90 to 120 days, thereby assisting many families and individuals waiting for OOG's services. The wait list time would be dramatically reduced as well.

Brief description of problem agency is addressing.

Since FY22, OOG's personnel, salaries, and employee benefits budget in HB2 has been insufficient to pay OOG staff their salaries and benefits through an entire fiscal year. As a result, OOG has transferred funds through a budget adjustment request from its contracts budget to PSEB.

State of New Mexico
BAR and Section 4 Language Requests

Run Date: 8/29/24
 Run Time: 9:10:21 AM

Form ID	BU	BU Name	Bar Name	Requested Language	FY25 BAR	FY26 BAR	Section 4
60785	64700	Developmental Disabilities Council	DDC budget shortfalls transfers	the developmental disabilities council may request program transfers up to two hundred thousand dollars (\$200,000) between programs for budget shortfalls		X	
60789	64700	Developmental Disabilities Council	OOG 2025 GF shall not revert	Any unexpended balances in the office of guardianship program of the developmental disabilities council remaining from appropriations made from the general fund in fiscal year 2025 shall not revert and may be expended in fiscal year 2026.			X

State of New Mexico
Specials Agency Report (3500)
 Report Name

Run Date: 8/29/24
 Run Time: 9:14:11 AM

Business Unit	Rank	Form ID	Language Requested for GAA	Request Type Name	GF Request	Total Request	FTE Request	Agency Contact	Phone
64700	1	60650	\$220,000 to the New Mexico developmental disabilities council office of the special education ombud to contract with special education advocates and consultants to serve public school students with disabilities and their families, assist special education ombud staff, and conduct outreach and training in fiscal year 2024-2025 and fiscal year 2025-2026.	Special (FY 26)	220.0	220.0	0.00	Alice Liu McCoy	505-225-4973
64700	1	61162	\$455,000 to the New Mexico developmental disabilities council office of guardianship to fully fund salaries and benefits in fiscal year 2024-2025 and fiscal year 2025-2026.	Supplemental (FY 25)	455.0	455.0	0.00	Alice Liu McCoy	505-225-4973
64700	2	60791	\$650,000 to the New Mexico developmental disabilities council office of guardianship to reduce the wait list for legal and guardianship services in fiscal year 2024-2025 and fiscal year 2025-2026.	Special (FY 26)	650.0	650.0	0.00	Alice Liu McCoy	505-225-4973
64700	3	61158	\$150,000 to the New Mexico developmental disabilities council for contracts to support the Center for Self-Advocacy's state jobs program and to update federal grants and human resources policies in fiscal year 2024-2025 and fiscal year 2025-2026.	Special (FY 26)	150.0	150.0	0.00	Alice Liu McCoy	505-225-4973
64700	4	61160	\$50,000 to the New Mexico developmental disabilities council office of guardianship to establish a guardianship training institute and create educational materials to train, develop, and support professional guardians, family guardians, and legal professionals practicing guardianship law in fiscal year 2024-2025 and fiscal year 2025-2026.	Special (FY 26)	50.0	50.0	0.00	Alice Liu McCoy	505-225-4973
64700	5	60649	\$15,000 to the New Mexico developmental disabilities council to purchase technology and equipment upgrades in fiscal year 2024-2025 and fiscal year 2025-2026.	Special (FY 26)	30.0	30.0	0.00	Alice Liu McCoy	505-225-4973

DFA Performance Based Budgeting Data System

Annual Performance Report

Agency: 64700 Developmental Disabilities Council

Program: P727 Developmental Disabilities Council

The purpose of the developmental disabilities council program is to provide and produce opportunities for persons with disabilities so they may realize their dreams and potential and become integrated members of society.

Performance Measures:		2023-24 Target	2023-24 Result	Met Target	Year End Result Narrative
Outcome	Percent of individuals contacting the office of the special education ombud for assistance supporting a student with disabilities who receive a response from the office within two business days	95.0%	100.0%	Yes	In Q1, 70 families recieved phone resource services, or became a case for support with an ombud. In Q2, 70 families recieved phone resource services or became a case with the support of an ombud. In Q3, 44 families recieved phone resource services or became a case with the support of an ombud. 43 families recieved phone resource services or became a case with the support of an ombud.
Outcome	Percent of individuals contacting the office of the special education ombud for emergency assistance supporting a student with disabilities who receive a response from the office within twenty-four hours	95.0%	100.0%	Yes	In Q1, OSEO received 2 emergency calls (MDRs or hearings)In Q2, OSEO received 2 emergency calls.In Q3, OSEO received 3 emergency calls.In Q4, OSEO received 1 emergency call.
Outcome	Percent of individuals contacting the office of the special education ombud who receive a service quality feedback survey within one month of completion of a request for services	95.0%	100.0%	Yes	100% of families who were scheduled to receive the survey did.
Outcome	Percent of individuals contacting the office of the special education ombud who receive a service quality feedback survey within six months of completion of a request for services	95.0%	100.0%	Yes	100% of families who were scheduled to receive the survey did.
Outcome	Percent of individuals contacting the office of the special education ombud who receive a service quality feedback survey within three months of completion of a request for services	95.0%	100.0%	Yes	100% of families who were scheduled to receive the survey did.
Outcome	Percent of projects funded by the developmental disabilities council that promote meaningful employment opportunities and public awareness that people with developmental disabilities can work	85.00%	91.00%	Yes	DDC launched the Marilyn Martinez State Jobs Program to train New Mexicans with DD to be desirable applicants for state positions and to work with state agencies to develop truly inclusive supported employment opportunities. CSA also participated in a program that explicitly aims to promote employment for individuals with autism. DDC partnered closely with DVR, PED, and HED to fulfill this performance measure. DDC distributed federal grants to 9 different organizations to meet this performance measure.

DFA Performance Based Budgeting Data System

Annual Performance Report

Program: P727 Developmental Disabilities Council

Performance Measures:		2023-24 Target	2023-24 Result	Met Target	Year End Result Narrative
Output	Number of contact with individuals with developmental disabilities and family members to assist in accessing information on local, community-based health resources	150,000	68,114	No	DDC distributed federal grants to 10 different organizations to meet this performance measure. OSEO provided direct assistance to 227 students with disabilities and their families in accessing information. (The performance measure target has a typo. It should read 55,000, not 155,000.)
Output	Number of individuals with developmental disabilities and family members trained on leadership, self-advocacy and disability-related issues	4,000	12,978	Yes	DDC's Center for Self-Advocacy (CSA) provided training in its Leadership Academy and in a variety of community programs, conferences, and classrooms. DDC distributed federal grants to 11 different organizations to meet this performance measure. DDC's Office of the Special Education Ombud (OSEO) provided direct advocacy services, including phone calls and meetings for 227 students and families across the state in 40 districts, 1 Pueblo, and all regions of New Mexico.
Output	Number of initial ombud recruitment trainings conducted	4.0	1.0	No	In Q1, the state ombud hired a new Regional Coordinator to take over these trainings. In Q2, only 2 people signed up. The minimum for conducting the training is 10 so training was not conducted. In Q3, OSEO conducted training on March 2nd and 3rd. OSEO trained 3 volunteers and a new OSEO Regional Coordinator. In Q4, OSEO did not conduct a training. Although outreach was done to PERA and ERB retirees, only the new Regional Coordinator for OSEO signed up.
Output	Number of outreach or training activities conducted statewide focused on accessing community supports	150	930	Yes	CSA conducted training on accessing community supports, including employment supports, advocacy programs, DD waiver, independent living, self-care, transition supports, educational supports, wellness, and community safety. DDC distributed federal grant dollars to 9 different organizations to meet this performance measure. OSEO conducted 50 presentations to students with disabilities, family members, educators, school administrators, special education directors, ombud volunteers, and other education stakeholders.

DFA Performance Based Budgeting Data System

Annual Performance Report

Program: P727 Developmental Disabilities Council

Performance Measures:		2023-24 Target	2023-24 Result	Met Target	Year End Result Narrative
Output	Number of presentations or trainings provided statewide to promote the rights of students with disabilities and the services of the office of the special education ombud	25.0	50.0	Yes	In Q1, OSEO conducted 5 presentations to 186 people and 2 District Volunteer Ombud meetings for 7 people. In Q2, OSEO conducted presentations to conferences, as well as the DVO and the Parent Knowledge Night meetings. In Q3, OSEO conducted 7 presentations plus the 3 Parent Knowledge Nights. In Q4, OSEO conducted 14 presentations, 3 Parent Knowledge Nights, and 2 Socorro Family meetings.
Output	Number of presentations, trainings or technical assistance provided statewide that promote individualized and inclusive educational opportunities within the school system for students with developmental disabilities	170	285	Yes	OSEO provided technical assistance to families, as well as extensive presentation/trainings through Family Knowledge Nights, and presentations at resource fairs and conferences around the state. CSA also conducted presentations, including secondary and post-secondary schools. DDC distributed federal grants to 6 different organizations to meet this performance measure.
Output	Number of training opportunities for individuals with developmental disabilities to become leaders and train and mentor others with developmental disabilities	100	328	Yes	CSA's Leadership Academy is primarily focused on meeting this performance measure. CSA also works with self-advocates to create new opportunities for leadership, such as the participation in community leadership programs, legislative advocacy, and conducting statewide presentations. DDC distributed federal grants to 7 different organizations to meet this performance measure.

Program: P737 Office of Guardianship

The purpose of the office of guardianship program is to enter into, monitor and enforce guardianship contracts for income-eligible persons and to help file, investigate and resolve complaints about guardianship services provided by contractors to maintain the dignity, safety and security of the indigent and incapacitated adults of the state.

Performance Measures:		2023-24 Target	2023-24 Result	Met Target	Year End Result Narrative
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DFA Performance Based Budgeting Data System

Annual Performance Report

Program: P737 Office of Guardianship

Performance Measures:		2023-24 Target	2023-24 Result	Met Target	Year End Result Narrative
Outcome	Average amount of time spent on waiting list, in months	9:00	5:65	Yes	NOTE: numbers for each Quarter are for cases assigned in each Quarter. The "Actual Total" incorporates cases that were not assigned, and were still on the wait list at the end of FY24. OOG made aggressive efforts at the beginning of FY24 to reduce the number of cases on the wait list. This had tremendous success, as a large number of cases were pushed out and assigned to guardians at the beginning of the fiscal year. Additionally, OOG has improved its data tracking with the new database system that was implemented in FY22, and found several inconsistencies and errors in the data that had inaccurately inflated the length of time cases spent on the wait list. After combing through the data and correcting the errors, OOG staff have successfully reduced the length of time that cases spend on the wait list. At present, the average length of time between receiving an application and assigning it to a legal team for petitioning is less than six months.
Outcome	Average number of people on the waiting list, monthly	100	156	No	At the beginning of FY24, OOG made a significant and successful effort to reduce the wait list, by assigning many cases to legal teams to petition for guardianship. Early on in FY24, the wait list was reduced dramatically. However, the agency's FY24 funding was insufficient to eliminate the wait list; and because many professional guardians were appointed early in FY24, OOG could not maintain that pace of assignments. As a result, the wait list began to climb about halfway through FY24, and continues to do so.
Outcome	Number of guardianship investigations completed	5	0	Yes	OOG has requested that this measure be discontinued, because it requires a complaint submitted to OOG to not be resolved at the lowest level of intervention. Because OOG, its vendors, and the people submitting complaints have been successful at resolving concerns before they rise to the level of an investigation, OOG has no investigations to report.

DFA Performance Based Budgeting Data System

Annual Performance Report

Program: P737 Office of Guardianship

Performance Measures:		2023-24 Target	2023-24 Result	Met Target	Year End Result Narrative
Outcome	Number of protected person visits (including assessments, protected person welfare visits, comprehensive service review interviews and teleconference, in-person or videoconference visits) performed by office of guardianship staff or contractors	225.0	206.0	No	In FY24, OOG continued to visit over 200 Protected People for whom it provides professional guardianship services. These visits are intended to make sure that OOG's clients are receiving the supports and services they are entitled to receive; that the professional guardian assigned to each Protected Person is providing appropriate guardianship services and supporting the person to live as independently as possible; and to see whether a modification in the level of guardianship is warranted.
Output	Percent of complaints the received by the office of guardianship that are processed and resolved in compliance with 9.4.21.14 NMAC	5%	100%	Yes	OOG has made tremendous improvements in its ability to handle complaints in a timely manner. Procedures that were established in FY22 focused on resolving disputes over a professional guardian's services at the lowest level of intervention. This means asking the professional guardian to discuss the issues with the person submitting the complaint to see if the issues can be resolved. OOG gives the parties 30 days to accomplish this. In the vast majority of cases, complaints are resolved at this level. If a resolution cannot be reached, OOG has 60 days to investigate the complaint. In FY24, every complaint was resolved before the 60-day deadline passed. As a result, OOG successfully resolved every complaint received in FY24 within these time limits.
Output	Percent of guardianship contractors who undergo a comprehensive service review	95%	100%	Yes	Since developing the Comprehensive Service Review ("CSR") process, OOG has evaluated the services of each professional guardianship agency every year. In FY24, this pattern continued. All 24 agencies that contract with OOG to provide professional guardianship services in FY24 underwent a CSR. This evaluation has proven a very effective way to gauge the quality of services provided to each OOG client, whether additional supports and services available through other state agencies can assist, and whether guardianship is an effective and appropriate intervention in a Protected Person's life.

DFA Performance Based Budgeting Data System
Annual Performance Report

Performance Measures Summary

P727 Developmental Disabilities Council

Purpose: The purpose of the developmental disabilities council program is to provide and produce opportunities for persons with disabilities so they may realize their dreams and potential and become integrated members of society.

Performance Measures:		2022-23 Actual	2023-24 Actual	2024-25 Budget	2025-26 Request	2025-26 Recomm
Output	Number of individuals with developmental disabilities and family members trained on leadership, self-advocacy and disability-related issues	7,965	12,978	4,000	4,000	
Output	Number of outreach or training activities conducted statewide focused on accessing community supports	830	930	150	200	
Output	Number of contact with individuals with developmental disabilities and family members to assist in accessing information on local, community-based health resources	76,085	68,114	100,000	55,000	
Output	Number of training opportunities for individuals with developmental disabilities to become leaders and train and mentor others with developmental disabilities	254	328	90	100	
Output	Number of presentations, trainings or technical assistance provided statewide that promote individualized and inclusive educational opportunities within the school system for students with developmental disabilities	188	285	150	170	
Output	Number of initial ombud recruitment trainings conducted	2.0	1.0	4.0	4.0	
Output	Number of presentations or trainings provided statewide to promote the rights of students with disabilities and the services of the office of the special education ombud	32.0	50.0	25.0	25.0	
Outcome	Percent of projects funded by the developmental disabilities council that promote meaningful employment opportunities and public awareness that people with developmental disabilities can work	87.5%	91.0%	85.0%	85.0%	
Outcome	Percent of individuals contacting the office of the special education ombud for assistance supporting a student with disabilities who receive a response from the office within two business days	100.0%	100.0%	95.0%	95.0%	
Outcome	Percent of individuals contacting the office of the special education ombud for emergency assistance supporting a student with disabilities who receive a response from the office within twenty-four hours	100.0%	100.0%	95.0%	95.0%	
Outcome	Percent of individuals contacting the office of the special education ombud who receive a service quality feedback survey within one month of completion of a request for services	100.0%	100.0%	95.0%	95.0%	
Outcome	Percent of individuals contacting the office of the special education ombud who receive a service quality feedback survey within three months of completion of a request for services	100.0%	100.0%	95.0%	95.0%	
Outcome	Percent of individuals contacting the office of the special education ombud who receive a service quality feedback survey within six months of completion of a request for services	100.0%	100.0%	95.0%	95.0%	

P737 Office of Guardianship

Purpose: The purpose of the office of guardianship program is to enter into, monitor and enforce guardianship contracts for income-eligible persons and to help file, investigate and resolve complaints about guardianship services provided by contractors to maintain the dignity, safety and security of the indigent and incapacitated adults of the state.

Performance Measures:		2022-23 Actual	2023-24 Actual	2024-25 Budget	2025-26 Request	2025-26 Recomm
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Performance Measures Summary

Performance Measures:		2022-23 Actual	2023-24 Actual	2024-25 Budget	2025-26 Request	2025-26 Recomm
Output	Percent of complaints the received by the office of guardianship that are processed and resolved in compliance with 9.4.21.14 NMAC	97%	100%	100%	100%	
Output	Percent of guardianship contractors who undergo a comprehensive service review	100%	100%	100%	100%	
Outcome	Number of guardianship investigations completed	0	0	Discont	0	
Outcome	Average amount of time spent on waiting list, in months	9:69	5:65	9:00	9:00	
Outcome	Average number of people on the waiting list, monthly	166	156	100	200	
Outcome	Number of protected person visits (including assessments, protected person welfare visits, comprehensive service review interviews and teleconference, in-person or videoconference visits) performed by office of guardianship staff or contractors	205.0	206.0	200.0	225.0	



Fiscal Year 2025 Strategic Plan

A Message from the Executive Director

The Developmental Disabilities Council (DDC) presents its Fiscal Year 2025 Strategic Plan as the Council begins a year of rapid growth, collaboration, and excellence. In FY 24, the Council forged new and better pathways to accomplish the goals set out in its Federal Five-Year Plan: (1) Self-Advocacy, (2) Education, (3) Employment, (4) Health, and (5) Community-Based Services, including guardianship, housing, caregiving, and other services that support community living. In FY 25, the Council turns to self-advocate leadership as it begins the process to determine the next Federal Five-Year Plan.

To achieve its goals, the DDC collaborates with state agencies and community organizations to forge meaningful opportunities for New Mexicans living with developmental, intellectual, and other disabilities—and their families—to direct their own services and advocate for lasting systemic change. For example, DDC works closely with Aging and Long-Term Care Department to address rising guardianship needs and on bridging the aging and DD services systems across the state. DDC also partners with the newly established Health Care Authority to improve the Medicaid system to better serve New Mexicans with intellectual and developmental disabilities and their families.

The Office of the Special Education Ombud (OSEO) has grown significantly since it launched in FY 22. OSEO has supported and advocated alongside families throughout the state to improve and expand educational services for over 550 students with disabilities in over 60 public school districts and Pueblos. As the effectiveness of their advocacy reaches more families statewide, OSEO continues to receive increasingly more requests for assistance. Through detailed collaboration and consultation, PED now serves as a strong partner to OSEO in supporting families, responding to data and recommendations from OSEO, and initiating systemic change on statewide and district-wide levels.

DDC's Office of Guardianship (OOG) continues to earn substantial attention and recognition from national organizations and federal agencies for its consequential work to reform New Mexico's guardianship system. Since FY 20, DDC has led the transformation of the guardianship system to prioritize the self-determination of New Mexicans with disabilities and protect their safety, well-being, and legal and civil rights. In FY 24, to stem the overwhelming tide of guardianship applications, OOG launched My Life, My Decisions—a multi-year project to expand access to alternatives to guardianship in New Mexico. In FY25, OOG is building a training institute to standardize the practice of guardianship and guardianship law in New Mexico to meet and exceed national trends and best practices.

Finally, DDC's most critical work is its self-advocate programs, such as the Advocacy Leadership Academy, that center the voices, perspectives, and needs of New Mexicans living with disabilities, and build an inclusive future for New Mexicans of all abilities.

Alice Liu McCoy
Executive Director

Mission

The New Mexico Developmental Disabilities Council will promote advocacy, capacity building, and systemic change to improve the quality of life for individuals with developmental disabilities and their families.

Vision

New Mexicans with developmental disabilities and their families will have a culturally competent and coordinated individual and family-centered and -directed comprehensive system of community services, individualized supports, and other forms of assistance that will enable New Mexicans with developmental disabilities to exercise self-determination, be independent, productive, and integrated, and included in all facets of community life.

Guiding Principles

“Nothing about us without us”

- Provide person-centered services
- Prioritize self-determination and inclusion
- Empower and amplify the voices of New Mexicans with disabilities and their families
- Build and maintain strong, sustainable statewide advocacy networks
- Promote cultural competence
- Pursue inclusive, integrated education and employment for New Mexicans with disabilities
- Protect the rights, safety, and welfare of New Mexicans with disabilities
- Ensure governmental agencies and service providers maximize available resources and provide adequate services to New Mexicans with disabilities and their families

Council Members

Self-Advocates & Family Members

Joel Davis – Chair
Katie Stone – Vice Chair
Valentin Anaya – Treasurer
Jennifer Denise Sanchez – Secretary
Deanna June Cole
Laurel Deans
Amelia Ann Dickey
Emma Farris
Crystal Garcia
Joseph Melvyn Jaramillo
Lystra John
Elisheva Levin
Tarra Main
Selma Ramos Nevarez
Richard Segura

State Agencies & Organizational Members

John Brownell Arango, Civil Legal Services Commission
Margaret Cage, Director of Special Education, Public
Education Department
Scott Doan, Developmental Disabilities Support Division
Deputy Director, Health Care Authority
Tim Gardner, Legal Director, Disability Rights New
Mexico (designee)
Elizabeth Groginsky, Cabinet Secretary, Early Childhood
Education and Care Department
Christie Guinn, Exempt Services & Programs Acting
Bureau Chief, Health Care Authority
Anastasia Martin, General Counsel, Aging & Long-
Term Services Department (designee)
Lanthia Louise Miles, Owner, LMG Consulting
Casey Stone-Romero, Vocational Rehabilitation Director,
Public Education Department
Patricia Osborn, Neurodevelopmental Services Division
Director, University of New Mexico Center for
Development & Disability (designee)



Federal Five-Year Plan

Fiscal Year 2022-2026

Goal 1 - Education

Every child and student in New Mexico will receive individualized, evidence-based supports and services, including opportunities for extracurricular activities, in inclusive settings throughout the State, to help them attain their maximum potential.

Objective 1: Every child, from birth to three years old, will be evaluated for developmental delays and receive all medically necessary services in their community to address any delays.

Objective 2: Every student in New Mexico will have access to all supports and services, in their community, necessary to ensure access to a free appropriate public education.

Objective 3: Every family in New Mexico has the necessary supports and assistance to navigate the IEP/special education process.

Objective 4: Starting in middle school, every student will have access to supports and services necessary to allow them to pursue any postsecondary education, vocational training, or employment opportunities they choose.

Projects and Activities Supporting This Goal

The purpose behind this Goal and its Objectives is to work towards an educational system that provides a complete, comprehensive, and unified network to support students with intellectual and developmental disabilities. Such a system would identify students in need of additional supports and services before they entered kindergarten; support them throughout their educational career by ensuring the necessary supports and services are received as soon and as often as necessary; and

grants the student the freedom to choose how to pursue any postsecondary education, career, or occupation the student wishes.

Projects and activities that support this goal include:

- Partnering the Special Education Ombud (“Ombud”) with Disability Rights New Mexico (“DRNM”) to develop measures to track progress toward improving educational services and outcomes for children with developmental disabilities.
- Contracting with DRNM to provide education sessions, conferences, seminars, and trainings designed to improve educational services and outcomes for children in with developmental disabilities.
- Contracting with DRNM to advocate on behalf of individual students and their families arising from failures to implement Individualized Education Plans (“IEPs”), to provide transition services, and/or to provide a free appropriate public education.
- Contracting with Education for Parents of Indian Children with Special Needs (“EPICS”) to support and assist Native American families navigate the special education system, including but not limited to assisting in securing appropriate early intervention services, IEP services, and transition to employment services.
- Contracting with the UNM Information Network (“InfoNet”) to provide information on available service providers throughout the State.
- Contracting with UNM-CDD to develop and implement a plan to support the provision of statewide health information access, including in rural areas of New Mexico.
- Supporting the work of the Office of the Special Education Ombud to advocate alongside families throughout the state to improve and expand educational services for students with disabilities.
- Supporting the Public Education Department the Office of Special Education’s efforts to overhaul the special education system statewide.
- Conducting a task force to formulate recommendations to the Executive and Legislature on restraint and seclusion in schools.
- Advocating for greater resources and more effective policies to meet student behavioral needs, including training on positive behavioral supports and collecting data on discipline of students with disabilities.

Goal 2 – Health and Community-Based Services

Every New Mexican with intellectual and developmental disabilities, and their families, will have access to all medically necessary community supports and services, based on their needs and preferences, that will support them in leading productive, dignified, inclusive, and self-determined lives.

Objective 1: All services available under Medicaid waivers will be available in every community in New Mexico.

Objective 2: All services available under Medicaid waivers will be offered to all participants.

Objective 3: Behavioral and mental health services will be available to all New Mexicans, in every part of the State, via in-person or telehealth services.

Projects and Activities Supporting This Goal

This Goal, and its objectives, are dedicated to ensuring that all New Mexicans with intellectual and developmental disabilities can receive the services they need so they can live and participate in their communities. Ensuring the full suite of services provided under New Mexico's Medicaid Waivers are readily available and accessible by all New Mexicans, regardless of whether they live in rural, suburban, or urban communities, will allow them to fully participate in and enrich their communities.

Projects and activities that support this goal include:

- Contracting with the Disability Coalition to support systemic changes to New Mexico's Medicaid Waiver system, such as increased funding to address the wait list, increase services, and work with the Department of Health and Human Services Department to ensure all eligible recipients are receiving services.
- Working with the Developmental Disabilities Supports Division to address the DD Waiver wait list and direct service provider issues.
- Contracting with UNM-CDD to support the Health Access project and increase the availability of health services in rural areas.
- Contracting with UNM-CDD to support the Information Network and provide information to the general public regarding the availability of services throughout the State.
- Increasing visibility of I/DD issues in the Behavioral Health Collaborative.

Goal 3 – Employment

All New Mexicans with intellectual and developmental disabilities who want to work will have meaningful job options and opportunities in inclusive settings, at market rate wages, within their communities.

Objective 1: All New Mexicans with intellectual and developmental disabilities will have access to trained job coaches and developers to assist with finding employment in inclusive settings at market-rate wages.

Objective 2: Increase opportunities for New Mexicans with intellectual and developmental disabilities to secure employment in inclusive settings at market-rate wages.

Objective 3: Expand training, internship, and vocational opportunities for individuals with intellectual and developmental disabilities.

Projects and Activities Supporting this Goal

DDC’s Employment Goal will strive to increase employment, vocational, and career opportunities for New Mexicans with intellectual and developmental disabilities throughout the State. To be effective, Council staff will need to focus on employment at every stage of life. Students in middle and high school, who are just learning where their interests lie and figuring out where they see themselves employed upon leaving school, this means making training, internship, and vocational opportunities available. For students further along in their education, this means making transition services more readily accessible throughout the State. For New Mexicans out of school, this means increasing opportunities for accessible employment. Across the board, it also will require Council staff to educate the public on the benefits of hiring individuals with intellectual and developmental disabilities. By addressing the problem throughout these stages, DDC can increase the opportunity for New Mexicans with intellectual and developmental disabilities to become complete participants in their communities and their economies.

Projects and activities that support this goal include:

- Building and expanding the Marilyn Martinez Job Training Program, to train at least two individuals with intellectual and developmental disabilities to work in State government by interning with Council staff.

- Contracting with a job coach to assist with training interns and finding employment opportunities for them in New Mexico state government.
- Teaching self-advocates to be trainers, presenters, and educators, so they can go out and train other self-advocates, in New Mexico and elsewhere.
- Partnering with the Department of Workforce Solutions, Division of Vocational Rehabilitation, Governor's Commission for Disability, and Economic Development Department to expand employment opportunities in the community.

Goal 4 – Legal and Civil Rights

All New Mexicans with intellectual and developmental disabilities, and their families, will be treated with dignity and respect, will be able to participate in every aspect of community life, and will have adequate access to all public services, resources, and assistance available.

Objective 1: All New Mexicans with intellectual and developmental disabilities will have free, complete, and unrestricted access to all parts of their communities.

Objective 2: All New Mexicans with intellectual and developmental disabilities will have complete freedom to exercise their legal and civil rights to the greatest extent possible.

Objective 3: Ensure that all New Mexicans with intellectual and developmental disabilities have access to Medicaid waiver services.

Projects and Activities Supporting this Goal

The right of every New Mexican to exercise their civil rights, and to access every public part of their community, is fundamental. Ensuring that New Mexicans with intellectual and developmental disabilities enjoy these freedoms is critical to full participation in society. DDC is determined to support and ensure their inclusion in every aspect of public life throughout New Mexico. This Goal necessarily touches on the prior three Goals (Education, Health and Community-Based Services, and Employment), but also reaches further because it requires inclusion in *all* aspects of public life, not just those directly addressing services and programs designed to meet the needs of New Mexicans with intellectual and developmental disabilities.

Projects and activities that support this goal include:

- Planning, managing, and executing a project to promote alternatives to guardianship, including outreach, education, and implementation of tools that assist an individual to avoid guardianship, such as powers of attorney and supported decision making.
- Collaborating with Department of Indian Affairs, Office of African American Affairs, Governor’s Racial Justice Advisory Council, and other agencies and organizations to establish strong intersectional partnerships.
- Publicizing opportunities for growth, learning, education, and participation via DDC’s social media accounts, website, and E-blasts.
- Partnering with state agencies and Disability Rights New Mexico on accessibility and inclusion issues.

Goal 5 – Self-Advocacy and Leadership

All New Mexicans with intellectual and developmental disabilities will have meaningful opportunities to increase their self-advocacy and leadership skills through programs, outreach, resources, and activities that are supported and funded by the Council.

Objective 1: All New Mexicans with intellectual and developmental disabilities will have meaningful opportunities to increase their self-advocacy and leadership skills, including the opportunity to train and mentor other individuals with intellectual and developmental disabilities.

Objective 2: Through its social media and online presence, the Council will make available to all New Mexicans with intellectual and developmental disabilities the opportunity to participate in conferences, events, programs, activities, and meetings to increase and improve their leadership and self-advocacy skills.

Objective 3: All New Mexicans with intellectual and developmental disabilities will have access to the technology, resources, facilities, and logistical support necessary to facilitate self-advocacy and leadership trainings throughout the State of New Mexico.

Project and Activities Supporting This Goal

Under the federal Developmental Disabilities Assistance and Bill of Rights Act of 2000, as well as the recent revisions to New Mexico’s Developmental Disabilities Act, a core purpose of the DDC is to increase self-advocacy and leadership skills among New Mexicans with intellectual and developmental disabilities. Council Staff will continue to dedicate themselves to pursuing this goal on behalf of all of New Mexico. By empowering our constituents and supporting them as they seek to make systemic changes is the most transformative activity we pursue. DDC will continue to expand the opportunities for supporting and facilitating self-advocates and opportunities for self-advocacy.

Projects and activities that support this goal include:

- Expanding self-advocate Council member engagement, including recruiting self-advocate committee chairs to lead Council priorities and activities.
- Conducting the Advocate Leadership Academy, a 15-week course that teaches individuals with intellectual and developmental disabilities to how to exercise their strengths as self-advocates and leaders, to pursue changes in their own

lives, and to seek change in the lives of all New Mexicans with intellectual and developmental disabilities.

- Supporting and administering self-advocate groups throughout New Mexico, including but not limited to People First chapters in a variety of cities, including Albuquerque, Roswell, Las Cruces, and Gallup.
- Contracting with UNM-CDD to continue offering the Partners in Policymaking curriculum to New Mexicans with intellectual and developmental disabilities, to train self-advocates on issues such as social capital and inclusive communities, supported/competitive employment, community organizing and advocacy, the history of developmental disabilities, and working with the media.
- Conducting trainings and participating in information sessions to publicize DDC and the work we do, and to connect our constituents with agencies and organizations to support them.
- Hosting trainings and events for our constituents on a wide variety of topics, such as employment; public safety; relationships and sexuality; protection from abuse, neglect, and exploitation and how to avoid becoming a victim; and housing.
- Using DDC's social media, website, and E-blasts to publicize events, activities, and meetings being held or conducted by agencies and organizations supporting our constituents, especially those of our contractors.
- Distributing information on resources for COVID-19, mental health resources, and to maintain awareness for the signs of abuse, neglect, and exploitation.
- Providing resources and supporting self-advocacy groups, such as facilities, technology resources, and contact lists to assist with promoting self-advocate activities and opportunities for leadership.
- Sponsoring events such as Disability Rights Awareness Day and the Summit on Self-Advocacy as opportunities for networking, education, and promoting advocacy on behalf of our constituents.

Center for Self-Advocacy

Program Description

The Center for Self-Advocacy teaches, educates, and promotes the right of New Mexicans with intellectual and developmental disabilities, and their families, to become self-advocates; to achieve inclusion and integration; to participate in civic and community life; and to have a stronger voice in the systems, laws, regulations, and policies, that affect their lives.

Primary Services

In conjunction with DDC's Federal Grants, the Center for Self-Advocacy promotes integration, inclusivity, and self-determination of New Mexicans with developmental disabilities, in several ways. First, CSA conducts the Advocate Leadership Academy, a three-month course held at least twice each year, which teaches individuals with I/DD and their family members to become self-advocates and community leaders. Second, CSA reaches out to schools, communities, non-profit organizations, and Native American communities, to participate in trainings, conferences, and seminars that promote inclusivity, self-determination, integration, and self-advocacy. Third, CSA runs the Marilyn Martinez State Jobs program, which trains New Mexicans living with intellectual and developmental disabilities (I/DD) on how to apply for state government positions and develops supported employment opportunities within state agencies.

Goal 1: Reach out to rural and underserved areas throughout New Mexico

Objective 1: Provide trainings and information sessions across the state.

Activities:

1. Send out inquiries to organizations and individuals throughout the State of New Mexico.
2. Communicate with interested parties in scheduling presentations and outreach.
3. Conduct trainings and outreach events in interested areas.

Objective 2: Conduct outreach to underserved areas of the state.

Activities:

1. Identify areas of the state that are underserved by the DDC.
2. Collaborate with organizations reaching out to or located in underserved areas of the State.
3. Find a contact person in each of the underserved areas of the State.
4. Find relevant training(s) for the underserved areas within the State.
5. Conduct trainings or outreach in the underserved areas within the State.
6. Maintain the relationship with contact person in order to continue outreach to the underserved area.

Objective 3: Work with two or more organizations that work with Native Americans with disabilities.

Activities:

1. Research contact people that have relationships with Native American Communities.
2. Meet with leadership in the Native American Communities and explain the operations of the DDC.
3. Work with the contact person to establish relevant outreach in each community.
4. Stay connected with the community through membership on local community bodies, attendance at community disability events, and continued interaction with community liaisons.

Goal 2: Empower individuals with disabilities in rural areas in New Mexico

Objective 1: Work with individuals in rural areas to help establish regional support groups.

Activities:

1. Work with Corry Consulting and the Developmental Disabilities Supports Division to establish the current state of regional self-advocacy groups in each region of the State.
2. Work with Corry Consulting to reach out to contact people in each of the communities.
3. Arrange to attend initial self-advocacy group meetings in each of the regions of New Mexico.
4. Identify needs and wants of each self-advocacy group.
5. Maintain contacts with the self-advocacy groups and provide technical assistance to the groups.

Goal 3: Build self-advocacy capacity

Objective 1: Provide leadership opportunities for individuals with developmental disabilities.

Activities:

1. Establish a schedule of classes for the Advocate Leadership Academy.
2. Use various methods to recruit participants for the Advocate Leadership Academy.
3. Select team leaders for the Advocate Leadership Academy.
4. Conduct Advocate Leadership Academy sessions
5. Identify program participants who are interested in further advocacy activities.
6. Share information about self-advocacy and disability-related programs and events.
7. Offer scholarships to various self-advocacy events for Academy participants.

Objective 2: Disseminate best practices and advocacy information to community members.

Activities:

1. Research to find updated and relevant advocacy and disability-related information.
2. Choose the relevant ways to disseminate advocacy and disability-related information.
3. Use relevant means to distribute advocacy and disability-related information.
4. Remain active on various platforms by sharing best practices and advocacy and disability-related information.

Objective 3: Support self-advocacy initiatives and build capacity throughout the state.

Activities:

1. Identify self-advocacy groups throughout the State of New Mexico.
2. Connect with self-advocacy groups through contact people.
3. Participate in self-advocacy groups throughout the State of New Mexico.

4. Through participation in and contact with the self-advocacy group, identify strengths and challenges within each group.
5. Provide technical assistance to assist self-advocacy group with challenges.
6. Share self-advocacy and leadership opportunities for members of each group.
7. Connect the self-advocacy group(s) with others group(s) in the State.

Goal 4: Build self-advocacy skills among transition age students in New Mexico

Objective 1: Develop a peer-mentoring program that assists young people through transition periods

Activities:

1. Identify already-existing groups that work with transition-age students.
2. Seek participation in programs that train transition-age youths.

Goal 5: Ensure New Mexicans with intellectual and developmental disabilities (I/DD) have access to opportunities for state government employment statewide.

Objective 1: Develop a state jobs program that trains at least two participants at a time

Activities:

1. Conduct outreach activities to publicize the program to I/DD communities.
2. Fill at least two trainee positions.
3. Train participants on the state jobs application process.
4. Develop trainee job skills by assigning and supervising trainees to perform a broad range of duties in DDC different programs

Objective 1: Develop supported employment opportunities in every state agency

Activities:

1. Partner with state agency leaders to identify opportunities for supported employment
2. Train state agency human resources personnel on how to foster and maintain inclusive employment environments

Office of the Special Education Ombud

Program Description

The Office of the Special Education Ombud (“OSEO”) was established by statute in the 2021 Legislative Session to assist students and families navigating the special education system, advocate for systems change in special education, and report on the state of special education in New Mexico.

Program Services

OSEO ombuds serve as independent advocates for public school students living with disabilities and provide comprehensive support for families navigating the complex special education system. OSEO services will include:

- Ensuring students and families receive complete and accurate information about the student’s rights.
- Supporting and advocating for students to receive adequate services to meet the student’s specific individual needs.
- Ensuring students and families receive timely responses when they raise questions or express educational concerns.
- Ensuring students and families understand and have the choice to explore all available options and resources.
- Supporting and building family peer support networks.
- Collecting, analyzing, and reporting statewide special education data.

Goal 1: Students with disabilities and their families can easily access assistance in the special education process

Objective 1: Ensure families requesting services from OSEO receive timely, effective services.

Activities:

1. Respond to requests for OSEO services within two business days.
2. Respond to requests for emergency OSEO services within 24 hours.
3. Complete intake form for every contact (phone, in person, referral, etc.)
4. Review intake forms and assign cases.
5. Create and implement advocacy action plan.

6. Attend meetings (IEP, FBA, BIP, other school meetings, preparation and debriefing with family) and create support plans for families.
7. Follow up with families to complete advocacy plans.
8. Send service quality feedback surveys within one month, three months, and six months after a request for services is completed.
9. Review feedback surveys and follow up with families who need additional support.
10. Develop OSEO handbook.

Objective 2: Promote the educational rights of students with disabilities and the services of OSEO.

Activities:

1. Conduct presentations, attend events, and provide resources statewide to families, schools, advocacy groups, and educational stakeholders.
2. Partner with education agencies, advocacy groups, and educational stakeholders on outreach activities.
3. Conduct social media outreach.
4. Host monthly Family Knowledge Nights.

Objective 3: Build OSEO's network of certified Ombuds.

Activities:

1. Conduct quarterly District Volunteer Ombud (DVO) training.
2. Develop Ombud certification.
3. Identify and recruit strong Ombud candidates.
4. Train, support, and oversee DVOs.

Objective 4: Assist students and families in accessing the services provided by advocacy partners and Public Education Department ("PED").

Activities:

1. Establish clear referral agreements and communicate openly with education advocacy partners.
2. Follow up with students and families after referral to another organization.
3. Maintain Memorandum of Understanding the PED Office of Special Education to share data and coordinate communications and services.

Objective 5: Ensure schools, districts, and PED provide accurate information about OSEO and its services.

Activities:

1. Provide information and materials to public school entities and PED for distribution.
2. Communicate regularly with schools, districts, and PED to provide updates on OSEO services.

Goal 2: New Mexicans have a complete picture of the state of special education

Objective 1: Collect and analyze special education data across the state.

Activities:

1. Collaborate with education advocacy partners, public education entities, and PED to collect special education data.
2. Analyze data using evidence-based principles and methods.
3. Create and implement an IEP analysis rubric.

Objective 2: Publicize and report on systemic issues in the special education system.

Activities:

1. Raise awareness throughout the year about patterns and systemic issues identified by OSEO and others through media outlets, social media, and other communication tools.
2. Publish an annual report on the state of special education in New Mexico.

Goal 3: Advocate for sustainable, effective systemic changes in New Mexico's special education system

Objective 1: Make evidence-based educational policy recommendations at the federal, state, and local levels.

Activities:

1. Collaborate with PED and advocacy partners to problem solve funding barriers preventing schools from providing adequate special education services.
2. Publish policy recommendations.
3. Testify at public hearings in support of policies beneficial to

students with disabilities.

Objective 2: Build a network of family advocates to identify and lead legislative priorities.

Activities:

1. Establish strong relationships with existing parent and family peer support groups.
2. Provide support and resources to communities seeking to build family peer support networks.
3. Educate and train parents and families across the state, especially in rural and underserved areas, on effective advocacy methods.

Office of Guardianship

Program Description

The Office of Guardianship (OOG) is a publicly funded statewide “last resort” legal/guardianship services program for allegedly incapacitated New Mexican adults with very limited resources who are unable to pay for private legal and/or court-appointed guardianship services.

Program Services

OOG provides legal and professional guardianship services to eligible New Mexicans who may need a family or a professional guardian. OOG ensures its activities consistently adhere to all statutory and regulatory requirements. OOG services include:

- Educating the public about guardianship and least restrictive alternatives to guardianship.
- Providing legal services to request court appointment of a family or professional guardian for income-eligible adults.
- Providing professional guardians to protected persons who do not have family or natural supports.
- Providing mental health treatment guardians.
- Recruiting and contracting with professional guardians, attorneys, and court visitors.
- Responding to and investigating complaints against professional guardian contractors.
- Responding to and aiding protected persons and the public about the complaint process.

Goal 1: Provide quality legal and professional guardianship services

Objective 1: Ensure the rights of individuals are protected and promote their self-determination and quality of life.

Activities:

1. Conduct Protected Person Reviews to ensure contractors are adhering to the least restrictive standards of services and retain all

- legal and civil rights.
- 2. Assist, educate, empower, and support individuals regarding the complaints process.
- 3. Identify protected persons whose guardianship can be modified, restored, or terminated.
- 4. Train legal and guardian contractors on best practices and statutory/regulatory standards.

Objective 2: Maintain a minimal wait list.

Activities:

- 1. Improve intake/application processes.
- 2. Develop a process to assist applicants who can utilize alternatives to guardianship.

Objective 3: Ensure consistent monitoring of contract services through oversight.

Activities:

- 1. Conduct statewide Comprehensive Service Reviews.
- 2. Ensure contractors adhere to their Professional Services Contract and law.
- 3. Ensure that OOG consistently and timely responds to complaints.

Objective 4: Improve inter-agency collaboration and maximize available resources.

Activities:

- 1. Research and incorporate other revenue streams that can support OOG services, priorities, and initiatives.
- 2. Work with other state agencies to find opportunities for resource sharing.

Objective 5: Maintain a competent professional guardian workforce.

Activities:

- 1. Develop a plan to increase and maintain the number of certified guardians.
- 2. Conduct an Annual Guardianship Providers Meeting to update providers regarding changes to the law and the Professional Services Contract.
- 3. Provide CEU trainings for professional guardians.
- 4. Conduct rate study of guardianship services.

5. Attend guardianship best practices conferences and trainings.
6. Maintain active membership in the National Guardianship Association and New Mexico Guardianship Association.

Goal 2: Increase community knowledge regarding alternatives to guardianship, the guardianship process, and guardianship best practices

Objective: Conduct statewide outreach and educational/training activities on current information about guardianship and alternatives to guardianship.

Activities:

1. Engage community stakeholders to participate in the development of supportive decision making.
2. Identify funding opportunities for the implementation of best practices.
3. Increase statewide outreach presentations.
4. Ensure presentations are focused on a person-centered approach, guardianship best practices, and alternatives to guardianship.
5. Conduct Family Guardian Roundtable discussion groups and trainings.
6. Develop a training packet for family guardians.
7. Develop and update educational and training materials for the public.
8. Update and rebrand the DDC/OOG website.

Goal 3: Increase efficiency of internal processes

Objective: Implement and maintain a quality improvement process to improve and optimize OOG services.

Activities:

1. Optimize the database system to streamline data collection and analysis.
2. Develop internal quality improvement processes.

Goal 4: Design a statewide guardian monitoring system

Objective: Support court oversight of guardians.

Activities:

1. Develop a court visitor program.
2. Partner with the judiciary to continue court visitor work.
3. Serve on the Working Interdisciplinary Network of Guardianship Stakeholders.

Objective 5: Ensure schools, districts, and PED provide accurate information about OSEO and its services.

Activities:

1. Provide information and materials to public school entities and PED for distribution.
2. Communicate regularly with schools, districts, and PED to provide updates on OSEO services.

Goal 2: New Mexicans have a complete picture of the state of special education

Objective 1: Collect and analyze special education data across the state.

Activities:

1. Collaborate with education advocacy partners, public education entities, and PED to collect special education data.
2. Analyze data using evidence-based principles and methods.
3. Create and implement an IEP analysis rubric.

Objective 2: Publicize and report on systemic issues in the special education system.

Activities:

1. Raise awareness throughout the year about patterns and systemic issues identified by OSEO and others through media outlets, social media, and other communication tools.
2. Publish an annual report on the state of special education in New Mexico.

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1. Collaborate with PED and advocacy partners to problem solve funding barriers preventing schools from providing adequate special education services.
2. Publish policy recommendations.
3. Testify at public hearings in support of policies beneficial to

students with disabilities.

Objective 2: Build a network of family advocates to identify and lead legislative priorities.

Activities:

1. Establish strong relationships with existing parent and family peer support groups.
2. Provide support and resources to communities seeking to build family peer support networks.
3. Educate and train parents and families across the state, especially in rural and underserved areas, on effective advocacy methods.

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- Responding to and investigating complaints against professional guardian contractors.
- Responding to and aiding protected persons and the public about the complaint process.

Goal 1: Provide quality legal and professional guardianship services

Objective 1: Ensure the rights of individuals are protected and promote their self-determination and quality of life.

Activities:

1. Conduct Protected Person Reviews to ensure contractors are adhering to the least restrictive standards of services and retain all

- legal and civil rights.
- 2. Assist, educate, empower, and support individuals regarding the complaints process.
- 3. Identify protected persons whose guardianship can be modified, restored, or terminated.
- 4. Train legal and guardian contractors on best practices and statutory/regulatory standards.

Objective 2: Maintain a minimal wait list.

Activities:

- 1. Improve intake/application processes.
- 2. Develop a process to assist applicants who can utilize alternatives to guardianship.

Objective 3: Ensure consistent monitoring of contract services through oversight.

Activities:

- 1. Conduct statewide Comprehensive Service Reviews.
- 2. Ensure contractors adhere to their Professional Services Contract and law.
- 3. Ensure that OOG consistently and timely responds to complaints.

Objective 4: Improve inter-agency collaboration and maximize available resources.

Activities:

- 1. Research and incorporate other revenue streams that can support OOG services, priorities, and initiatives.
- 2. Work with other state agencies to find opportunities for resource sharing.

Objective 5: Maintain a competent professional guardian workforce.

Activities:

- 1. Develop a plan to increase and maintain the number of certified guardians.
- 2. Conduct an Annual Guardianship Providers Meeting to update providers regarding changes to the law and the Professional Services Contract.
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Objective: Conduct statewide outreach and educational/training activities on current information about guardianship and alternatives to guardianship.

Activities:

1. Engage community stakeholders to participate in the development of supportive decision making.
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Objective: Support court oversight of guardians.

Activities:

1. Develop a court visitor program.
2. Partner with the judiciary to continue court visitor work.
3. Serve on the Working Interdisciplinary Network of Guardianship Stakeholders.

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Program Description:

The purpose of the New Mexico Developmental Disabilities Council (“DDC”) is to engage in advocacy, capacity building, and systemic change to ensure New Mexicans with developmental disabilities, and their families, participate in the design of, and have access to, vital community services, individualized supports, and other forms of assistance that promote self-determination, independence, productivity, integration, and inclusion in all facets of community life through culturally competent programs.

DDC’s Federal Grants program supports and funds a broad range of outreach and training programs throughout the state. Federal Grants accomplishes this by receiving and distributing federal grant money in accordance with its 5-Year Plan (“5YP”). The 5YP is developed every five years, with input from individuals, family members, organizations, and agencies throughout New Mexico, to establish the goals and objectives towards which DDC will dedicate its resources. DDC submitted its current 5YP to its federal oversight agency, the Administration on Community Living, in the first quarter of FY 22. In FY 25, DDC will begin the process to develop the next 5YP.

In accordance with its 5YP, DDC is funding projects operated by organizations including The Arc of New Mexico, the UNM Center for Development and Disability, Education for Parents of Indian Children with Special Needs, Disability Rights New Mexico, and the Disability Coalition, among other groups providing disability services and advocacy. Federal Grants also supports DDC’s own programs, which include the Center for Self-Advocacy (“CSA”) and the Marilyn Martinez State Jobs Program (“SJP”). Projects funded by DDC’s federal funds include the UNM-CDD Information Network, the Summit on Self-Advocacy, and Disability Rights Awareness Day. These projects and organizations are devoted to a number of issues surrounding the rights of New Mexicans with developmental disabilities, including assisting with services from birth to three years old; assisting students and their families with developing Individualized Education Plans and receiving appropriate educational services; transitioning from high school to post-secondary school or vocational training; teaching people to be self-advocates for themselves, their families and their communities; obtaining appropriate local, community-based health services; and seeking meaningful and gainful employment.

DDC coordinates outreach programs and presentations statewide to provide information to, and promote understanding of, people living with developmental and other disabilities and their families. The CSA runs the Advocate Leadership Academy, in addition to outreach training with schools, students, non-profits, participants, and other groups. The Center works in conjunction with Federal Grants by providing support and staff assistance, publicizing events put on by contractors receiving federal funds, and coordinating efforts on conferences, seminars, trainings, and other events. CSA’s work increases the independence, community inclusion, and development of self-advocacy skills of New Mexicans living with developmental disabilities. By participating in federal and state programs, DDC is reaching a wide variety of New Mexicans. CSA works to recruit social work interns to assist with the Center’s activities and operations of the DDC.

On December 1, 2021, DDC launched the Office of the Special Education Ombud (“OSEO”), established in the 2021 Legislative Session, to assist students and families navigating the special education system, advocate for systems change in special education, and report on the state of special education in New Mexico. OSEO staff has grown from 2 FTE to 5 FTE over the past two years.

In October of 2021, CSA launched the Marilyn Martinez State Jobs Program. The state jobs program trains New Mexicans living with intellectual and developmental disabilities (I/DD) on how to apply for state government positions and develops competitive integrated employment opportunities within state agencies. CSA works with the program’s job trainees to further the goals of the program: expanding accessibility in the state government job market and supporting state agencies as they become model employers that can show the private sector how to harness the strength of hiring a workforce with diverse abilities.

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Major Issues and Accomplishments:

Since FY18, the FTE count has increased from 17 FTE to 28 FTE, a 49% increase. As recently as February of 2022, DDC had only 20 FTE. As of August 2024, DDC has 28 FTE positions, including two part-time state job trainee positions. This is a 33% increase in just the past two years. Although DDC has grown significantly on the program side over the past four years, DDC has not increased administrative support staff to offset the growth in program FTE. As DDC continues to grow, additional HR administrative staff necessary to support the HR needs of the agency. Creating this position will divert critical resources back to DDC's efforts to continue providing high quality services to New Mexicans.

Currently, DDC's Chief Operating Officer serves as the HR manager performing 100% of the agency's human resources functions in addition to other duties, such as management and oversight of the Center for Self-Advocacy and the Federal Grants program, the development and implementation of the state jobs program, and the administrative functions of the agency while supervising 3 staff and 2 state job trainees. Because the COO has too many duties to complete, the state jobs program has stalled. An additional HR administrator is needed so that the COO can accomplish the many important goals of the state jobs program, including training New Mexicans living with intellectual and developmental disabilities (I/DD) on how to apply for state government positions and developing supported employment opportunities within state agencies. Because of its growth, DDC was forced to expand its office space. After consulting with GSD and negotiating with its current lessor, DDC was able to secure additional space by extending its current lease at a square footage cost of 30% below the Albuquerque market average. Although DDC's rent costs are now markedly higher, because of rising costs throughout Albuquerque and the need for additional office space, GSD advised that DDC's negotiated rent increase would benefit the agency.

The Office of the Special Education Ombud ("OSEO") has grown steadily since it launched in FY 22. The OSEO has grown significantly since its launch. OSEO has supported and advocated alongside families throughout the state to improve and expand educational services for over 550 students with disabilities in over 60 public school districts and Pueblos. As the effectiveness of their advocacy reaches more families statewide, OSEO continues to receive increasingly more requests for assistance. Through detailed collaboration and consultation, PED now serves as a strong partner to OSEO in supporting families, responding to data and recommendations from OSEO, and initiating systemic change on statewide and district-wide levels.

In FY 24, the program began hosting Family Knowledge Nights twice a month to provide plentiful resources, learning opportunities, and a peer support forum for families of public school students with disabilities. In FY 24, OSEO conducted 39 presentations to over 1,000 students, family members, education professionals, and other education stakeholders.

OSEO is required by law to seek legal advice from its own legal counsel; however, the OSEO lacks the resources to retain an attorney to represent its interests. Legal counsel is crucial to ensure OSEO services comply with the complex federal and state laws governing special education. DDC must retain legal counsel for OSEO or risk significant legal exposure and liability.

OSEO was not able to meet its performance measure goals for recruitment and training of volunteer ombuds due to the high demand of OSEO services and lack of funding for staff. Because the Legislature failed to fully fund existing staff positions for DDC in FY23 and FY24, OSEO staff positions remained vacant until the third quarter of FY24.

Finally, schools and districts are increasingly requiring advocates to attend meetings in person. Because OSEO maintains a tremendously large active caseload across the entire state, and self-advocate staff, Council members, and leadership academy participants and trainers are also traveling statewide to conduct outreach and training, DDC requires at least two dedicated vehicles in addition to its current two vehicles.

Overview of Request:

DDC and OSEO's FY26 budget request seeks additional funding of \$464,900 to meet the essential needs of the agency. The additional funding includes: (1) \$94,100 for the HR administrator FTE; (2) \$30,000 for contractual services to provide statutorily mandated legal counsel to OSEO; (3) \$127,500 for its lease renewal; (4) \$49,000 for GSD fixed rate increases, audit cost increases, travel expenses, promotional materials, and two additional leased vehicles.

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64700 P727

Programmatic Changes: DDC works diligently on improving internal administrative processes, including reorganizing budget, finance, and procurement systems; overhauling federal grant management; and reviewing and revising agency employee policies. Because the agency's program staff have grown so rapidly during this administration, DDC must now focus on building and improving its internal administrative functions in FY 25 and FY 26.

Base Budget Justification: OSEO is required by law to seek legal advice from its own legal counsel; however, the OSEO lacks the resources to retain an attorney to represent its interests. Legal counsel is crucial to ensure OSEO services comply with the complex federal and state laws governing special education. DDC must retain legal counsel for OSEO or risk significant legal exposure and liability.

Since FY18, the FTE count has increased from 17 FTE to 28 FTE, a 49% increase. As recently as February of 2022, DDC had only 20 FTE. As of August 2024, DDC has 28 FTE positions, including two part-time state job trainee positions. This is a 33% increase in just the past two years. Although DDC has grown significantly on the program side over the past four years, DDC has not increased administrative support staff to offset the growth in program FTE. As DDC continues to grow, additional HR administrative staff necessary to support the HR needs of the agency. Creating this position will divert critical resources back to DDC's efforts to continue providing high quality services to New Mexicans.

Currently, DDC's Chief Operating Officer serves as the HR manager performing 100% of the agency's human resources functions in addition to other duties, such as management and oversight of the Center for Self-Advocacy, the Federal Grants program, the development and implementation of the state jobs program, and the administrative functions of the agency while supervising 3 staff and 2 state job trainees. Because the COO has too many duties to complete, the state jobs program has stalled. An additional HR administrator is needed so that the COO can accomplish the many important goals of the state jobs program, including training New Mexicans living with intellectual and developmental disabilities (I/DD) on how to apply for state government positions and developing supported employment opportunities within state agencies.

Finally, DDC requires additional funding to meet essential administrative needs. Additional travel resources, including two additional vehicles, are critically needed to meet the needs of DDC's expanding statewide programs. As pandemic concerns alleviate, DDC staff must continually travel across the state to provide direct services, outreach, and training in person. Additionally, schools and districts are increasingly requiring advocates to attend meetings in person. Because OSEO maintains a tremendously large active caseload across the entire state, and self-advocate staff, Council members, and leadership academy participants and trainers are also traveling statewide to conduct outreach and training, DDC requires at least two dedicated vehicles in addition its current two vehicles. DDC has grown by 45% in the past few years, and training and education resources are also necessary to ensure staff have the knowledge, expertise, and skills to perform their important duties. Further, rent increases, GSD fixed rate increases, and audit cost increases are unavoidable expenses that DDC does not have the current funding to cover. Because of its growth, DDC was forced to expand its office space. After consulting with GSD and negotiating with its current lessor, DDC was able to secure additional space by extending its current lease at a square footage cost of 30% below the Albuquerque market average. Although DDC's rent costs are now markedly higher, because of rising costs throughout Albuquerque and the need for additional office space, GSD advised that DDC's negotiated rent increase would benefit the agency. The increased space includes additional meeting rooms and offices, as well as significant renovations to maximize use of the space.

S-8 Financial Summary

(Dollars in Thousands)

BU PCode Department
64700 P727 000000

	2023-24 Opbud	2023-24 Actuals	2024-25 Opbud	2025-26 PCF Proj	Base	----- FY 2026 Agency Request ----- Expansion	Total
REVENUE							
111 General Fund Transfers	1,379.2	1,333.9	1,403.0	0.0	1,773.9	98.6	1,872.5
112 Other Transfers	75.0	104.2	75.0	0.0	75.0	0.0	75.0
120 Federal Revenues	576.1	590.8	582.3	0.0	604.8	0.0	604.8
130 Other Revenues	0.0	0.0	0.0	0.0	0.0	0.0	0.0
REVENUE, TRANSFERS	2,030.3	2,028.9	2,060.3	0.0	2,453.7	98.6	2,552.3
REVENUE	2,030.3	2,028.9	2,060.3	0.0	2,453.7	98.6	2,552.3
EXPENSE							
200 Personal Services and Employee Benefits	1,183.0	1,171.0	1,213.0	1,378.6	1,399.6	94.1	1,493.7
300 Contractual services	160.7	138.5	160.7	0.0	193.0	0.0	193.0
400 Other	686.6	434.8	686.6	0.0	861.1	4.5	865.6
EXPENDITURES	2,030.3	1,744.2	2,060.3	1,378.63	2,453.7	98.6	2,552.3
EXPENSE	2,030.3	1,744.2	2,060.3	1,378.63	2,453.7	98.6	2,552.3
FTE POSITIONS							
810 Permanent	13.00	11.00	13.00	11.00	13.00	1.00	14.00
820 Term	1.00	1.00	1.00	1.00	1.00	0.00	1.00
830 Temporary	0.00	1.00	0.00	1.00	0.00	0.00	0.00
FTEs	14.00	13.00	14.00	13.00	14.00	1.00	15.00
FTE POSITIONS	14.00	13.00	14.00	13.00	14.00	1.00	15.00

REV EXP COMPARISON

(Dollars in Thousands)

64700 - Developmental Disabilities Council

P727 - Developmental Disabilities Council

	General Fund	Other Funds	Other Transfers	Federal Funds	Total
SOURCES Totals	1,872.5	0.0	75.0	604.8	2,552.3
Personal Services and Employee Benefits	1,230.2	0.0	0.0	263.5	1,493.7
Contractual services	193.0	0.0	0.0	0.0	193
Other	449.3	0.0	75.0	341.3	865.6
USES Total:	1,872.5	0.0	75.0	604.8	2,552.3
Net:	0.0	0.0	0.0	0.0	0.0

REV EXP COMPARISON

(Dollars in Thousands)

64700 - Developmental Disabilities Council

P737 - Office of Guardianship

	General Fund	Other Funds	Other Transfers	Federal Funds	Total
SOURCES Totals	9,993.7	0.0	550.0	0.0	10,543.7
Personal Services and Employee Benefits	9,918.0	0.0	0.0	0.0	1,918
Contractual services	7,885.9	0.0	550.0	0.0	135.9
Other	189.8	0.0	0.0	0.0	189.8
USES Total:	9,937	0.0	550.0	0.0	10,543.7
Net:	0.0	0.0	0.0	0.0	0.0

BU PCode Department
64700 P727 000000

S-9 Account Code Revenue/Expenditure Summary
(Dollars in Thousands)

		2023-24	2023-24	2024-25	2025-26	----- FY 2026 Agency Request -----		
		Opbud	Actuals	Opbud	PCF Proj	Base	Expansion	Total
499105	General Fd. Appropriation	1,379.2	1,333.9	1,403.0	0.0	1,773.9	98.6	1,872.5
111	General Fund Transfers	1,379.2	1,333.9	1,403.0	0.0	1,773.9	98.6	1,872.5
451909	Federal Contract - Interagency	75.0	58.9	75.0	0.0	75.0	0.0	75.0
499905	Other Financing Sources	0.0	45.3	0.0	0.0	0.0	0.0	0.0
112	Other Transfers	75.0	104.2	75.0	0.0	75.0	0.0	75.0
451903	Federal Direct - Operating	576.1	590.8	582.3	0.0	604.8	0.0	604.8
120	Federal Revenues	576.1	590.8	582.3	0.0	604.8	0.0	604.8
496901	Miscellaneous Revenue	0.0	0.0	0.0	0.0	0.0	0.0	0.0
130	Other Revenues	0.0	0.0	0.0	0.0	0.0	0.0	0.0
TOTAL REVENUE		2,030.3	2,028.9	2,060.3	0.0	2,453.7	98.6	2,552.3
520100	Exempt Perm Positions P/T&F/T	244.0	243.8	252.3	253.3	252.3	0.0	252.3
520200	Term Positions	52.6	52.6	54.4	54.7	54.4	0.0	54.4
520300	Classified Perm Positions F/T	499.6	549.4	521.2	695.7	700.7	69.5	770.2
520500	Temporary Positions F/T & P/T	31.2	15.2	31.2	31.9	31.3	0.0	31.3
521100	Group Insurance Premium	105.7	77.3	106.5	89.3	95.4	5.2	100.6
521200	Retirement Contributions	159.1	153.7	159.1	172.1	172.1	13.4	185.5
521300	F I C A	65.7	62.2	65.7	63.6	67.4	4.3	71.7
521400	Workers' Comp Assessment Fee	0.1	0.1	0.1	0.0	0.1	0.0	0.1
521410	GSD Work Comp Insur Premium	0.7	0.7	0.7	0.0	1.4	0.0	1.4
521500	Unemployment Comp Premium	2.7	0.0	2.7	0.0	5.1	0.0	5.1
521700	RHC Act Contributions	19.1	16.0	19.1	17.9	19.4	1.7	21.1
523200	COVID Related Time Worked	2.5	0.0	0.0	0.0	0.0	0.0	0.0
200	Personal Services and Employee Bene	1,183.0	1,171.0	1,213.0	1,378.6	1,399.6	94.1	1,493.7
535200	Professional Services	133.0	118.7	133.0	0.0	133.0	0.0	133.0
535300	Other Services	10.0	0.6	10.0	0.0	10.0	0.0	10.0
535400	Audit Services	17.6	19.2	17.6	0.0	19.7	0.0	19.7
535500	Attorney Services	0.0	0.0	0.0	0.0	30.0	0.0	30.0
535600	IT Services	0.1	0.1	0.1	0.0	0.3	0.0	0.3
300	Contractual services	160.7	138.5	160.7	0.0	193.0	0.0	193.0
542100	Employee I/S Mileage & Fares	1.7	2.5	1.7	0.0	2.5	0.0	2.5
542200	Employee I/S Meals & Lodging	1.5	2.4	1.5	0.0	4.5	0.0	4.5
542300	Brd & Comm Mbr Meals & Lodging	1.6	0.8	1.6	0.0	1.6	0.0	1.6
542500	Transp - Fuel & Oil	1.0	0.8	1.0	0.0	1.3	0.0	1.3

BU PCode Department
64700 P727 000000

S-9 Account Code Revenue/Expenditure Summary
(Dollars in Thousands)

		2023-24	2023-24	2024-25	2025-26	----- FY 2026 Agency Request -----		
		Opbud	Actuals	Opbud	PCF Proj	Base	Expansion	Total
542600	Transp - Parts & Supplies	1.2	0.1	1.2	0.0	0.5	0.0	0.5
542700	Transp - Transp Insurance	0.2	0.1	0.2	0.0	0.2	0.0	0.2
542800	State Transp Pool Charges	1.7	2.0	1.7	0.0	2.1	0.0	2.1
543400	Maint - Property Insurance	0.1	0.0	0.1	0.0	2.0	0.0	2.0
544000	Supply Inventory IT	1.3	1.7	1.3	0.0	1.5	3.0	4.5
544100	Supplies-Office Supplies	4.0	4.1	4.0	0.0	4.0	0.0	4.0
544900	Supplies-Inventory Exempt	2.7	53.5	2.7	0.0	3.5	0.0	3.5
545609	Report/Record Inter St Agency	0.0	0.0	0.0	0.0	0.1	0.0	0.1
545700	ISD Services	11.3	16.0	10.8	0.0	17.0	0.0	17.0
545710	DOIT HCM Assessment Fees	4.6	3.9	4.6	0.0	4.9	0.4	5.3
545900	Printing & Photo Services	1.2	3.4	1.2	0.0	4.5	0.0	4.5
546100	Postage & Mail Services	1.0	1.3	1.0	0.0	1.3	0.0	1.3
546400	Rent Of Land & Buildings	135.7	135.7	136.7	0.0	187.7	0.0	187.7
546500	Rent Of Equipment	1.2	3.6	1.2	0.0	2.5	0.0	2.5
546610	DOIT Telecommunications	15.2	19.9	9.4	0.0	22.5	1.1	23.6
546700	Subscriptions/Dues/License Fee	6.5	13.0	6.5	0.0	10.0	0.0	10.0
546800	Employee Training & Education	3.2	1.6	3.2	0.0	3.2	0.0	3.2
546900	Advertising	0.5	0.4	0.5	0.0	0.5	0.0	0.5
547410	Grants To Public Schools&Univ	160.0	0.0	165.0	0.0	0.0	0.0	0.0
547420	Grants -Higher Ed (in CAFR)	0.0	155.0	0.0	0.0	235.0	0.0	235.0
547440	Grants To Other Entities	327.0	0.0	328.3	0.0	336.3	0.0	336.3
547900	Miscellaneous Expense	0.2	8.4	0.2	0.0	7.5	0.0	7.5
549600	Employee O/S Mileage & Fares	1.0	1.6	0.5	0.0	1.6	0.0	1.6
549700	Employee O/S Meals & Lodging	1.0	2.8	0.5	0.0	2.8	0.0	2.8
400	Other	686.6	434.8	686.6	0.0	861.1	4.5	865.6
TOTAL EXPENSE		2,030.3	1,744.2	2,060.3	1,378.6	2,453.7	98.6	2,552.3
810	Permanent	13.00	11.00	13.00	11.00	13.00	1.00	14.00
810	Permanent	13.00	11.00	13.00	11.00	13.00	1.00	14.00
820	Term	1.00	1.00	1.00	1.00	1.00	0.00	1.00
820	Term	1.00	1.00	1.00	1.00	1.00	0.00	1.00
830	Temporary	0.00	1.00	0.00	1.00	0.00	0.00	0.00
830	Temporary	0.00	1.00	0.00	1.00	0.00	0.00	0.00
TOTAL FTE POSITIONS		14.00	13.00	14.00	13.00	14.00	1.00	15.00

Developmental Disabilities Council

BU PCode Department
64700 P727 000000

State of New Mexico

S-9 Account Code Revenue Summary
(Dollars in Thousands)

	Provider PCode	2023-24 Opbud	2023-24 Actuals	2024-25 Opbud	2025-26 PCF Proj	----- FY 2026 Agency Request -----		
						Base	Expansion	Total
49105	General Fd. Appropriation	1,379.2	1,333.9	1,403.0	0.0	1,773.9	98.6	1,872.5
111	General Fund Transfers	1,379.2	1,333.9	1,403.0	0.0	1,773.9	98.6	1,872.5
451909	Federal Contract - Interagency	0.0	58.9	0.0	0.0	0.0	0.0	0.0
451909	Federal Contract - Interagency	P524	75.0	0.0	75.0	0.0	75.0	75.0
499905	Other Financing Sources	0.0	45.3	0.0	0.0	0.0	0.0	0.0
112	Other Transfers	75.0	104.2	75.0	0.0	75.0	0.0	75.0
451903	Federal Direct - Operating	576.1	590.8	582.3	0.0	604.8	0.0	604.8
120	Federal Revenues	576.1	590.8	582.3	0.0	604.8	0.0	604.8
496901	Miscellaneous Revenue	0.0	0.0	0.0	0.0	0.0	0.0	0.0
130	Other Revenues	0.0	0.0	0.0	0.0	0.0	0.0	0.0
TOTAL REVENUE		2,030.3	2,028.9	2,060.3	0.0	2,453.7	98.6	2,552.3

Office of Guardianship

BU PCode Department
64700 P737 000000

State of New Mexico

S-9 Account Code Revenue Summary
(Dollars in Thousands)

	Provider PCode	2023-24 Opbud	2023-24 Actuals	2024-25 Opbud	2025-26 PCF Proj	----- FY 2026 Agency Request -----		
						Base	Expansion	Total
49105	General Fd. Appropriation	7,650.0	7,589.6	7,958.1	0.0	9,993.7	0.0	9,993.7
111	General Fund Transfers	7,650.0	7,589.6	7,958.1	0.0	9,993.7	0.0	9,993.7
451909	Federal Contract - Interagency	0.0	292.7	0.0	0.0	0.0	0.0	0.0
451909	Federal Contract - Interagency	P524	550.0	0.0	550.0	550.0	0.0	550.0
499905	Other Financing Sources	0.0	60.4	0.0	0.0	0.0	0.0	0.0
112	Other Transfers	550.0	353.1	550.0	0.0	550.0	0.0	550.0
496901	Misc Revenue - Interagency	0.0	100.0	0.0	0.0	0.0	0.0	0.0
130	Other Revenues	0.0	100.0	0.0	0.0	0.0	0.0	0.0
TOTAL REVENUE		8,200.0	8,042.7	8,508.1	0.0	10,543.7	0.0	10,543.7

BU PCode Department
64700 P727 000000

S-9 Account Code Expenditure Summary
(Dollars in Thousands)

		2023-24	2023-24	2024-25	2025-26	----- FY 2026 Agency Request -----		
		Opbud	Actuals	Opbud	PCF Proj	Base	Expansion	Total
520100	Exempt Perm Positions P/T&F/T	244.0	243.8	252.3	253.3	252.3	0.0	252.3
520200	Term Positions	52.6	52.6	54.4	54.7	54.4	0.0	54.4
520300	Classified Perm Positions F/T	499.6	549.4	521.2	695.7	700.7	69.5	770.2
520500	Temporary Positions F/T & P/T	31.2	15.2	31.2	31.9	31.3	0.0	31.3
521100	Group Insurance Premium	105.7	77.3	106.5	89.3	95.4	5.2	100.6
521200	Retirement Contributions	159.1	153.7	159.1	172.1	172.1	13.4	185.5
521300	F I C A	65.7	62.2	65.7	63.6	67.4	4.3	71.7
521400	Workers' Comp Assessment Fee	0.1	0.1	0.1	0.0	0.1	0.0	0.1
521410	GSD Work Comp Insur Premium	0.7	0.7	0.7	0.0	1.4	0.0	1.4
521500	Unemployment Comp Premium	2.7	0.0	2.7	0.0	5.1	0.0	5.1
521700	RHC Act Contributions	19.1	16.0	19.1	17.9	19.4	1.7	21.1
523200	COVID Related Time Worked	2.5	0.0	0.0	0.0	0.0	0.0	0.0
200	Personal Services and Employe	1,183.0	1,171.0	1,213.0	1,378.6	1,399.6	94.1	1,493.7
535200	Professional Services	133.0	118.7	133.0	0.0	133.0	0.0	133.0
535300	Other Services	10.0	0.6	10.0	0.0	10.0	0.0	10.0
535400	Audit Services	17.6	19.2	17.6	0.0	19.7	0.0	19.7
535500	Attorney Services	0.0	0.0	0.0	0.0	30.0	0.0	30.0
535600	IT Services	0.1	0.1	0.1	0.0	0.3	0.0	0.3
300	Contractual services	160.7	138.5	160.7	0.0	193.0	0.0	193.0
542100	Employee I/S Mileage & Fares	1.7	2.5	1.7	0.0	2.5	0.0	2.5
542200	Employee I/S Meals & Lodging	1.5	2.4	1.5	0.0	4.5	0.0	4.5
542300	Brd & Comm Mbr Meals & Lodgin	1.6	0.8	1.6	0.0	1.6	0.0	1.6
542500	Transp - Fuel & Oil	1.0	0.8	1.0	0.0	1.3	0.0	1.3
542600	Transp - Parts & Supplies	1.2	0.1	1.2	0.0	0.5	0.0	0.5
542700	Transp - Transp Insurance	0.2	0.1	0.2	0.0	0.2	0.0	0.2
542800	State Transp Pool Charges	1.7	2.0	1.7	0.0	2.1	0.0	2.1
543400	Maint - Property Insurance	0.1	0.0	0.1	0.0	2.0	0.0	2.0
544000	Supply Inventory IT	1.3	1.7	1.3	0.0	1.5	3.0	4.5
544100	Supplies-Office Supplies	4.0	4.1	4.0	0.0	4.0	0.0	4.0
544900	Supplies-Inventory Exempt	2.7	53.5	2.7	0.0	3.5	0.0	3.5
545609	Report/Record Inter St Agency	0.0	0.0	0.0	0.0	0.1	0.0	0.1
545700	ISD Services	11.3	16.0	10.8	0.0	17.0	0.0	17.0
545710	DOIT HCM Assessment Fees	4.6	3.9	4.6	0.0	4.9	0.4	5.3

Developmental Disabilities Council

State of New Mexico

BU PCode Department
64700 P727 000000

S-9 Account Code Expenditure Summary
(Dollars in Thousands)

	2023-24 Opbud	2023-24 Actuals	2024-25 Opbud	2025-26 PCF Proj	----- FY 2026 Agency Request -----		
					Base	Expansion	Total
545900 Printing & Photo Services	1.2	3.4	1.2	0.0	4.5	0.0	4.5
546100 Postage & Mail Services	1.0	1.3	1.0	0.0	1.3	0.0	1.3
546400 Rent Of Land & Buildings	135.7	135.7	136.7	0.0	187.7	0.0	187.7
546500 Rent Of Equipment	1.2	3.6	1.2	0.0	2.5	0.0	2.5
546610 DOIT Telecommunications	15.2	19.9	9.4	0.0	22.5	1.1	23.6
546700 Subscriptions/Dues/License Fee	6.5	13.0	6.5	0.0	10.0	0.0	10.0
546800 Employee Training & Education	3.2	1.6	3.2	0.0	3.2	0.0	3.2
546900 Advertising	0.5	0.4	0.5	0.0	0.5	0.0	0.5
547410 Grants To Public Schools&Univ	160.0	0.0	165.0	0.0	0.0	0.0	0.0
547420 Grants -Higher Ed (in CAFR)	0.0	155.0	0.0	0.0	235.0	0.0	235.0
547440 Grants To Other Entities	327.0	0.0	328.3	0.0	336.3	0.0	336.3
547900 Miscellaneous Expense	0.2	8.4	0.2	0.0	7.5	0.0	7.5
549600 Employee O/S Mileage & Fares	1.0	1.6	0.5	0.0	1.6	0.0	1.6
549700 Employee O/S Meals & Lodging	1.0	2.8	0.5	0.0	2.8	0.0	2.8
400 Other	686.6	434.8	686.6	0.0	861.1	4.5	865.6
TOTAL EXPENSE	2,030.3	1,744.2	2,060.3	1,378.63	2,453.7	98.6	2,552.3

Office of Guardianship

State of New Mexico

BU PCode Department
64700 P737 000000

S-9 Account Code Expenditure Summary
(Dollars in Thousands)

	2023-24 Opbud	2023-24 Actuals	2024-25 Opbud	2025-26 PCF Proj	----- FY 2026 Agency Request -----		
					Base	Expansion	Total
520000 Exempt Perm Positions P/T&F/T	0.0	0.0	0.0	99.5	126.0	0.0	126.0
520000 Term Positions	0.0	1.2	0.0	0.0	0.0	0.0	0.0
520300 Classified Perm Positions	497.0	763.0	600.0	1,089.9	1,089.9	0.0	1,089.9
520800 Annual Comp Paid At Retirement	0.0	6.1	0.0	0.0	0.0	0.0	0.0
521100 Group Health Insurance Premium	66.0	66.0	84.1	84.2	90.1	0.0	90.1
521200 Retirement Contributions	129.5	147.5	157.2	226.4	250.3	0.0	250.3
521300 FICA	51.5	51.5	62.6	72.9	80.8	0.0	80.8
521400 Work Comp Assesment Fee	0.2	0.1	0.2	0.0	0.2	0.0	0.2
521410 Work Comp Insur Premium	0.7	0.5	0.0	0.0	0.0	0.0	0.0
521420 Unemployment Comp Premium	2.7	0.0	2.0	0.0	5.1	0.0	5.1
521430 Employee Liability Ins Premium	102.5	102.5	102.8	0.0	113.3	0.0	113.3

State of New Mexico

S-13 Line Items by Business Unit Expenditures

(Dollars in Thousands)

BusUnit	Line Item		2023-24	2024-25	Request		Recommendation		Opbud		
			Actuals	Opbud	Base	Expansion	Base	Expansion			
64700	P727-R	Developmental Disabilities Cou	521410	GSD Work Comp Insur Premium	0.74	0.7	1.4	0	0	0	0.0
			521500	Unemployment Comp Premium	0	2.7	5.1	0	0	0	0.0
			535400	Audit Services	19.17	17.6	19.7	0	0	0	0.0
			542700	Transp - Transp Insurance	0.1	0.2	0.2	0	0	0	0.0
			542800	State Transp Pool Charges	2.03	1.7	2.1	0	0	0	0.0
			543400	Maint - Property Insurance	0	0.1	2	0	0	0	0.0
			545700	ISD Services	16	10.8	17	0	0	0	0.0
			545710	DOIT HCM Assessment Fees	3.94	4.6	4.9	0.4	0	0	0.0
			546610	DOIT Telecommunications	19.93	9.4	22.5	1.1	0	0	0.0
Subtotal for:	64700	P727-R	Developmental Disabilities Cou	61.9	47.8	74.9	1.5	0	0	0.0	
				61.9	47.8	74.9	1.5	0	0	0.0	

Totals by Line Item

BusUnit	Line Item		2023-24	2024-25	Request		Recommendation		Opbud	
			Actuals	Opbud	Base	Expansion	Base	Expansion		
64700	521410	GSD Work Comp Insur Premium		0.74	0.7	1.4	0	0	0	0.0
				0	2.7	5.1	0	0	0	0.0
				19.17	17.6	19.7	0	0	0	0.0
				0.1	0.2	0.2	0	0	0	0.0
				2.03	1.7	2.1	0	0	0	0.0
				0	0.1	2	0	0	0	0.0
				16	10.8	17	0	0	0	0.0
				3.94	4.6	4.9	0.4	0	0	0.0
				19.93	9.4	22.5	1.1	0	0	0.0
Grand Total			61.9	47.8	74.9	1.5	0	0	0.0	

State of New Mexico

S-13 Line Items by Business Unit Expenditures

(Dollars in Thousands)

Developmental Disabilities Council

BU PCode
64700 P727

State of New Mexico

E4 PCode Detail
(Dollars in Thousands)

Fund	Account		2023-24	2024-25	2025-26	FY 2026 Agency Request				Justification	
			Actuals	Opbud	PCF Proj	GF	OSF	ISF/IAT	FF		Total
07900	520100	Exempt Perm Positions P/T&F/T	243.8	252.3	253.3	252.3	0.0	0.0	0.0	252.3	
07900	520200	Term Positions	52.6	54.4	54.74	0.0	0.0	0.0	54.4	54.4	
07900	520300	Classified Perm Positions F/T	549.4	521.2	695.73	522.9	0.0	0.0	177.8	700.7	
07900	520500	Temporary Positions F/T & P/T	15.2	31.2	31.92	0.0	0.0	0.0	31.3	31.3	2 part-time FTE for empty program \$15,600 x 2
07900	521100	Group Insurance Premium	77.3	106.5	89.31	95.4	0.0	0.0	0.0	95.4	
07900	521200	Retirement Contributions	153.7	159.1	172.13	172.1	0.0	0.0	0.0	172.1	
07900	521300	F I C A	62.2	65.7	63.6	67.4	0.0	0.0	0.0	67.4	
07900	521400	Workers' Comp Assessment Fee	0.1	0.1	0	0.1	0.0	0.0	0.0	0.1	FY26- GSD Fixed Rates
07900	521410	GSD Work Comp Insur Premium	0.7	0.7	0	1.4	0.0	0.0	0.0	1.4	FY26- GSD Fixed Rates \$700.00 for DDC, & \$700.00 for OSEO
07900	521500	Unemployment Comp Premium	0.0	2.7	0	5.1	0.0	0.0	0.0	5.1	FY26- GSD Fixed Rates
07900	521700	RHC Act Contributions	16.0	19.1	17.89	19.4	0.0	0.0	0.0	19.4	
07900	523200	COVID Related Time Worked	0.0	0.0	0	0.0	0.0	0.0	0.0	0.0	
	200	Personal Services and Employee Bene	1,171.0	1,213.0	1,378.63	1,136.1	0.0	0.0	263.5	1,399.6	
07900	542100	Employee I/S Mileage & Fares	2.5	1.7	0	2.5	0.0	0.0	0.0	2.5	FY26 Travel for Ombud Special Education Staff and Executive Director
07900	542200	Employee I/S Meals & Lodging	2.4	1.5	0	4.5	0.0	0.0	0.0	4.5	FY26 Travel for Ombud Special Education Staff and Executive Director
07900	542300	Brd & Comm Mbr Meals & Lodging	0.8	1.6	0	1.6	0.0	0.0	0.0	1.6	DDC Board Members
07900	542500	Transp - Fuel & Oil	0.8	1.0	0	1.3	0.0	0.0	0.0	1.3	
07900	542600	Transp - Parts & Supplies	0.1	1.2	0	0.5	0.0	0.0	0.0	0.5	
07900	542700	Transp - Transp Insurance	0.1	0.2	0	0.2	0.0	0.0	0.0	0.2	FY26- GSD Fixed Rates
07900	542800	State Transp Pool Charges	2.0	1.7	0	2.1	0.0	0.0	0.0	2.1	FY26- GSD Fixed Rates
07900	543400	Maint - Property Insurance	0.0	0.1	0	2.0	0.0	0.0	0.0	2.0	FY26- GSD Fixed Rates
07900	544000	Supply Inventory IT	1.7	1.3	0	1.5	0.0	0.0	0.0	1.5	IT supplies
07900	544100	Supplies-Office Supplies	4.1	4.0	0	4.0	0.0	0.0	0.0	4.0	
07900	544900	Supplies-Inventory Exempt	53.5	2.7	0	3.5	0.0	0.0	0.0	3.5	
07900	545609	Report/Record Inter St Agency	0.0	0.0	0	0.1	0.0	0.0	0.0	0.1	
07900	545700	ISD Services	16.0	10.8	0	17.0	0.0	0.0	0.0	17.0	DDC \$8492.92 & OSEO \$8492.92
07900	545710	DOIT HCM Assessment Fees	3.9	4.6	0	4.9	0.0	0.0	0.0	4.9	\$350.00 per FTE (P727 14 FTE's)
07900	545900	Printing & Photo Services	3.4	1.2	0	4.5	0.0	0.0	0.0	4.5	
07900	546100	Postage & Mail Services	1.3	1.0	0	1.3	0.0	0.0	0.0	1.3	
07900	546400	Rent Of Land & Buildings	135.7	136.7	0	187.7	0.0	0.0	0.0	187.7	FY26 Building/Lease renewal DDC & OSEO porition of lease cost

Developmental Disabilities Council

State of New Mexico

BU PCode
64700 P727

E4 PCode Detail
(Dollars in Thousands)

Fund	Account	2023-24 Actuals	2024-25 Opbud	2025-26 PCF Proj	FY 2026 Agency Request				Total	Justification	
					GF	OSF	ISF/IAT	FF			
07900	546500	Rent Of Equipment	3.6	1.2	0	2.5	0.0	0.0	0.0	2.5	FY26 Copier/Lease
07900	546610	DOIT Telecommunications	19.9	9.4	0	22.5	0.0	0.0	0.0	22.5	FY26 Dolt Fixed Rates (DDC \$11228.89 & OSEO \$11228.89)
07900	546700	Subscriptions/Dues/License Fee	13.0	6.5	0	10.0	0.0	0.0	0.0	10.0	
07900	546800	Employee Training & Education	1.6	3.2	0	3.2	0.0	0.0	0.0	3.2	
07900	546900	Advertising	0.4	0.5	0	0.5	0.0	0.0	0.0	0.5	
07900	547410	Grants To Public Schools&Univ	0.0	165.0	0	0.0	0.0	0.0	0.0	0.0	
07900	547420	Grants -Higher Ed (in CAFR)	155.0	0.0	0	155.0	0.0	75.0	5.0	235.0	
07900	547440	Grants To Other Entities	0.0	328.3	0	0.0	0.0	0.0	336.3	336.3	
07900	547900	Miscellaneous Expense	8.4	0.2	0	7.5	0.0	0.0	0.0	7.5	Council Meetings and CSA Academy stipends
07900	549600	Employee O/S Mileage & Fares	1.6	0.5	0	1.6	0.0	0.0	0.0	1.6	
07900	549700	Employee O/S Meals & Lodging	2.8	0.5	0	2.8	0.0	0.0	0.0	2.8	
	400	Other	434.8	686.6	0	444.8	0.0	75.0	341.3	861.1	
TOTAL EXPENSE			1,605.7	1,899.6		1,580.9	0.0	75.0	604.8	2,260.7	

BU PCode
64700 P727

Contract by PCode Detail
(Dollars in Thousands)

Fund	Account	#	Contract Purpose	Actuals	FY 2026 Agency Request				Total	Justification
					GF	OSF	ISF/IAT	FF		
07900	535200	Professional Services	1000	118.7	133.0	0.0	0.0	0.0	133.0	FY26 OSEO Contracts & DDC Contract for policies update
07900	535300	Other Services	1000	0.6	10.0	0.0	0.0	0.0	10.0	
07900	535400	Audit Services	1000	19.2	19.7	0.0	0.0	0.0	19.7	FY26 Fixed Audit Rates \$9838.81 DDC & \$9838.81 OSEO
07900	535500	Attorney Services	1000	0.0	30.0	0.0	0.0	0.0	30.0	FY26 OSEO Attorney Contract per state statute
07900	535600	IT Services	1000	0.1	0.3	0.0	0.0	0.0	0.3	FY26 DDC web domain services and domain renewal
TOTAL EXPENSE				138.5	193.0	0.0	0.0	0.0	193.0	

Detail of Federal Funds Revenue (numbers in thousands)

Agency: Developmental Disabilities Council
 BU: 64700
 Program: DDC
 Program Code: P727

FUND	REVENUE ACCOUNT	GRANT NAME	MATCH RATIO	EXP. DATE	TOTAL GRANT AMOUNT	FY24 ACTUALS	FY25 OPBUD	FY26 REQUEST		TOTAL
								BASE	EXPANSION	
07900	451903	DD Act State Councils on Developmental Disabilities (SCDD)	75/25	9/30/2025	549.8	0.0	549.8	549.8	50.0	599.8
07900	451903	DD Act State Councils on Developmental Disabilities (SCDD)	75/25	9/30/2024	544.5	520.8	25.5	0.0	0.0	0.0
07900	451903	Bridging the Aging & Disability Networks								
07900	451903	Community of Practice	0	9/30/2026	20	5.0	5.0	5.0		5.0
										0.0
										0.0
										0.0
										0.0
										0.0
										0.0
										0.0
										0.0
										0.0
										0.0
										0.0
										0.0
										0.0
										0.0
										0.0
										0.0
										0.0
										0.0
TOTALS						525.77	580.32	554.80	50.00	604.80



Notice of Award

Title of Program: (SCDD) DD Act State Councils on Developmental Disabilities
Award Authority: P.L. 106-402 (DD Act)

Grantee:
New Mexico
Executive Director
NM Developmental Disabilities Council
625 Silver Ave. SW
Suite 100
ALBUQUERQUE, NEW MEXICO 87102 4144

Date: May 17, 2024

Grant No.: 2401NMSCDD-03
Award Instrument: Grant (Formula)
Project Period: 10-01-2023 - 09-30-2025
Budget Period: 10-01-2023 - 09-30-2025

EIN: 1856000565E6
DUNS#: 179563291

CFDA: 93.630
UEI#: S4A7W3314D15

Object Class Code: 41.15

Appropriation	CAN	Award This Action	Cumulative Grant Award to Date
75-24-0142	2024,2994902	\$288,426.00	\$549,806.00
	Total	\$288,426.00	\$549,806.00

ACL Contact Information:

Please find your assigned ACL programmatic and fiscal contacts on ACL's website at <https://www.acl.gov/grants/acl-mandatory-grants-programmatic-and-fiscal-contacts>.


Emmanuel Ekwo
ACL Grants Officer

Terms and Conditions:

1. This grant award is issued under Title I, Subtitle B of Developmental Disabilities Assistance and Bill of Rights Act of 2000. The terms and conditions of this Notice of Award (NoA) and other requirements have the following order of precedence: (1) statute; (2) executive order; (3) program regulation; (4) 2 Code of Federal Regulations (CFR) Part 200 as codified by HHS at 45 CFR, Part 75, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards; (5) agency policies; and (6) any additional terms and conditions and remarks on this NoA.

FFY 2024 Standard Administrative Terms: <https://acl.gov/sites/default/files/grants/FFY2024-Standard-Administrative-Terms-for-ACL-Mandatory-Formula-Awards-Final.pdf>.

ACL Title of Program: DD Act State Councils on Developmental Disabilities

Grant No.: 2401NMSCDD-03

Date: May 17, 2024

Federal Funding Requirements: Please visit <https://www.acl.gov/grants/managing-grant> to view the federal funding requirements.

2. Award Acceptance: Initial withdrawal of funds by the recipient, constitutes acceptance of the terms and conditions of this award. By requesting or receiving funds under this award, the recipient assures that it will carry out the project/program described in its approved state plans or application and will comply with the terms and conditions and other requirements of this award.

3. Withdrawals of funds are not to exceed the total grant award shown above under provisions of Treasury Circular No. 1075. Failure to adhere to these requirements may cause the suspension of grant funds.

4. For this Federal fiscal year 2024 grant award, grantees have until 9/30/2025 to obligate award funds (ACL tracks award obligations in box 10g of the SF-425). Authorized award work must be completed within the 24-month project period. Grantees can liquidate allowable expenses incurred within the project period through September 30, 2026 unless a waiver is approved consistent with 45 CFR 1326.3(b).

5. SF-425 Federal Financial Report (FFR): Grantee is required to submit the FFRs annually within 90 days after each reporting period. A final FFR is due by January 28, 2027. For this FFY 2024 grant, the SF-425 must be submitted using the HHS Payment Management System (PMS). PMS website is located at: <https://pms.psc.gov>. Information regarding FFR can be obtained at <https://pms.psc.gov/grant-recipients/ffr-updates.html>. FFRs are due on the following dates:

a. The first annual FFR covering the reporting period ending on September 30, 2024, is due by December 29, 2024;

b. The second annual FFR covering the reporting period ending on September 30, 2025, is due by December 29, 2025;

c. The final FFR is due by January 28, 2027.

6. The SCDD annual program performance report (PPR) for the period ending September 30, 2024 must be completed by December 30, 2024. This report will be submitted through the Verity Analytics Reporting Platform.

7. The Federal share of the cost of all projects in a State supported by an allotment to the State under Subtitle B may not be more than 75% of the aggregate necessary cost of such projects, as determined by the Secretary. The remaining 25% of the aggregate necessary cost of such projects represents the non-Federal share. In the case of projects whose activities or products target individuals with developmental disabilities who live in urban or rural poverty areas, as determined by the Secretary, the Federal share of the cost of all such projects may not be more than 90% of the aggregate necessary cost of such projects, as determined by the Secretary. In the case of projects undertaken by the Council or Council staff to implement State plan activities, the Federal share of the cost of all such projects may be not more than 100% of the aggregate necessary cost of such activities.

Remarks:

1. The SCDD grant award to your state has been approved for the current period of the fiscal year in the amount shown above. Award level represents FFY 2024 annual funding. A final PMS drawdown (liquidation) must be completed by September 30, 2026.

2. Payment under this award will be made available through the HHS Departmental Payment Management System (PMS). PMS provides instructions for making withdrawals of Federal funds. When requesting payment from PMS, please use your P account login and reference the Grant No. listed above for payment. Instructions regarding payments can be obtained at <https://pms.psc.gov/training/pms-user-guide.html#Request>, or contact your PSC Account Liaison; 1-877-614-5533; PMSSupport@psc.gov.

ACL Title of Program: DD Act State Councils on Developmental Disabilities

Grant No.: 2401NMSCDD-03

Date: May 17, 2024

3. **Overlapping Projects:** Recipients with overlapping projects must be specifically cautious that approved costs on any budget, including match or cost share (if applicable), is not also included on any other federally financed program in either the current or a prior period.
4. The award recipient is legally and financially responsible for all aspects of this award including funds provided to subrecipients, in accordance with 45 CFR § 75.351 Subrecipient and Contractor Determinations and 45 CFR § 75.352, Requirements for Pass-Through Entities.
5. **Closeout Requirements:** A final FFR and a final PPR are due within 120 days after the expiration of the project period of this NoA. Per 2 CFR 200.344, all subrecipients must submit all financial, performance, and other reports to the pass-through entity no later than 90 calendar days after the period of performance. The Federal awarding agency or pass-through entity may approve extensions when requested and justified by the subrecipients, as applicable.
6. To familiarize the ACL grant recipient community with Federal requirements around Cash Drawdowns found in 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements, please see the attached guidance or found on acl.gov: <https://acl.gov/grants/memorandum-grantees-acl-mandatoryformula-grants>.

Please direct questions regarding this memo to your assigned Awarding Agency Contact.

**National Association of Councils on Developmental Disabilities.
1825 K Street NW Suite 1250
Washington DC 20006**

PARTICIPATION AGREEMENT

Bridging the Aging and Disability Networks Community of Practice

This agreement between the National Association of Councils on Developmental Disabilities (NACDD) and New Mexico Developmental Disabilities Council (hereinafter referred to as "the DD Council") concerns the NACDD's conditions and terms of the Bridging Aging and Disability Networks Community of Practice grant and the disbursement of grant funds. Funds will be disbursed under the terms of a five-year grant with Administration on Community Living (ACL), Administration on Disabilities (AoD), Projects of National Significance.

The Council will receive a total grant award of \$20,000 for the period of February 1, 2023, until September 30, 2026. The funds will be furnished to the DD (Developmental Disabilities) Council each year. All issued checks shall be made payable to: NM Developmental Disabilities Council. The first year (February – September 2023) the Council will be funded \$5,000. Each subsequent Federal Fiscal Year (October 1 – September 30, 2024, 2025, and 2026) the Council will be funded \$5,000. The purpose of the award is to assist the State of New Mexico in the coordination and implementation of the project activities as identified in the grant proposal award. With the acceptance of this grant the DD Council acknowledges it is the lead agency between the New Mexico DD Council and the rest of the State Alliance Team (SAT) for this work and is responsible to comply with the terms and conditions of the award.

Terms and Conditions. The DD Council agrees to fully engage with project partners identified in the grant through:

1. Designate a project facilitator who will function as the main point of contact between the grant leads in the State. The project facilitator will also be the contact person for the State Alliance Team.
2. Establish a State Alliance Team that, at a minimum includes the State I/DD agency director, the State DD Council director, the State Aging & Long-Term Services Department secretary, and at least one agency/organization that is minority led.
3. Establish a State Alliance Team that includes families, self-advocates and other policy and program partners. The team will meet frequently enough to provide input and direction to key policy issues supporting families.
4. The State Alliance Team is required to participate in the annual CoP (Community of Practice) meeting in-person unless prior approval is given ahead of time to participate virtually.
5. The State Alliance Team will also participate in the Community of Practice calls and activities with all participating States.
6. The Facilitator and grant leads will participate in scheduled calls and/or meetings with technical assistance providers.
7. Facilitate and participate in a yearly state meeting with CoP Leadership Council.
8. Assure that state information/data is made available to grant evaluators on scheduled intervals that will facilitate timely required reporting to ACL/AoD.

Waivers. All conditions, covenants, duties, and obligations contained in this agreement can be waived only by written agreement. Forbearance or indulgence in any form or manner by a party shall not be construed as a waiver, nor in any way limit the legal or equitable remedies available to that party.

Amendments. No amendment to this Agreement shall be effective unless it is signed by authorized representatives of both parties and complies with all other regulations and requirements of law.

Entire Agreement. The parties understand and agree that this Agreement supersedes all other verbal and written agreements and negotiations by the parties relating to the services under this Agreement.

NACDD and New Mexico Developmental Disabilities Council have caused this Agreement to be executed by their duly authorized representatives as of the Effective Date.



Donna Meltzer
CEO
NACDD

Date



Alice Liu McCoy
Executive Director, New Mexico DD Council

4/18/23

Date

Cc: Andrew Morris, project coordinator NACDD

P 737

Program Description:

Developmental Disabilities Council (“DDC”)’s Office of Guardianship (“OOG”) provides statewide legal services to appoint guardians to income-eligible adults. If a family member or friend is willing and able to serve as guardian, OOG petitions the court to appoint that family member or friend as guardian. If there is no family member or friend available to serve, OOG petitions to appoint a professional guardian and pays monthly for the professional guardian’s services. Additionally, OOG provides mental health treatment guardians for those found to lack capacity and need assistance making mental health treatment decisions.

The legal team appointed by OOG includes a petitioning attorney, a guardian ad litem, and a court visitor. The petitioning attorney files the petition for guardianship (or, when the person under guardianship needs a new guardian, a petition to appoint a successor guardian); the guardian ad litem speaks with the person in need of a guardian, the qualified healthcare professional, the court visitor, and the proposed guardian, and writes a report for the Court stating the person’s preferences and position and identifying all available less restrictive alternatives to guardianship; and the court visitor speaks with the person in need of a guardian, and other people in their life, and writes another report for the Court on whether a guardian is necessary and what kind of authority the guardian should have.

OOG oversees and monitors the performance of its professional guardians to ensure they are providing quality services in accordance with the National Guardianship Association’s Standards of Practice; their contractual obligations under the Scope of Work with OOG; and the individual Court Orders appointing them as guardian. Based on the information gleaned from these evaluations, OOG may seek to limit or terminate guardianships, and assists with locating new resources and supports available throughout the State.

OOG provides training and technical assistance to legal services providers, professional guardians, mental health treatment guardians, family members and other private individuals, public schools, social workers, state agencies, health facilities, judges, court staff, and others. OOG leads policy reform efforts statewide, including developing and conducting outreach and training on alternatives to guardianship.

Major Issues and Accomplishments:

In FY24, OOG made excellent progress on processing applications and reducing its wait list. OOG appointed guardians for 200 cases off the wait list in FY24. At its lowest point in FY24, the wait list had dropped to just 125 applications. However, the progress addressing the wait list was abruptly halted by two factors that hampered the agency’s ability to continue processing cases. First, the number of applications received continued to outpace the number of assignments distributed. In FY24, OOG received a total of 431 applications, or approximately 36 per month. That rate is 360% of FY20 pre-pandemic levels of approximately 10 new applications per month. DDC repeatedly warned state government leaders over the past several years of the rapid rise in applications for guardianship services. In FY22, the rate of new applications received was 200% of pre-pandemic levels, and in FY23 it was 300%.

Second, OOG encountered immediate budget constraints by the end of the first quarter in FY24, because the speed with which OOG’s legal teams were appointing professional guardians far exceeded projected expectations. In past years, OOG estimated a guardian would be appointed within six to nine months of the case being assigned to a legal team. Starting in the fourth quarter of FY23, and accelerating in FY24, guardians were appointed closer to three months after a case was assigned to a legal team. When a guardianship is created, it lasts indefinitely, and when a professional guardian is appointed, OOG is obligated to pay for the professional guardian’s services indefinitely. Because appointments occurred faster in FY24 than in the past, OOG began incurring fees to professional guardians much sooner than anticipated. Thus, OOG was forced to dedicate funds to pay for professional guardian services instead of using those funds to pay legal teams to process more applications from the waitlist. Until FY23, OOG paid for approximately 980 professional guardianship cases each month. In FY24, that number jumped to an average of about 1,050 cases each month. As of August 22, 2024, OOG has 1,072 cases assigned to professional guardians. Therefore, professional guardian provider costs are now a much larger share of OOG’s budget than in years past. In the 2024 Legislative session, DDC requested an additional \$850,000 in recurring funds, a \$650,000 special appropriation, and a \$450,000 supplemental appropriation to manage its wait list in FY24 and FY25. The Legislature only increased OOG’s base by \$68,000 and appropriated only \$200,00 in nonrecurring funds. As a result, in March of FY24, DDC was forced to request a \$165,576 grant from the State Board of Finance to prevent yet another

deficiency.

As stated above, OOG also continued receiving a much higher number of applications than in years past. Anecdotal evidence from the applications themselves, and from speaking with the individuals submitting the applications, indicate a handful of reasons underlie the vast majority of applications for guardianship. First, the mass allocation to the DD Waiver has generated many applications, both from families of individuals who are newly receiving DD Waiver services, and also from DD Waiver service providers. Second, many applications are submitted by hospitals and other medical facilities regarding people who need medical care or who need to be transferred to different facilities, but who lack the decision-making ability to consent. In these situations, no family members are available to make decisions pursuant to the Uniform Health-Care Decisions Act, and therefore the hospital is unable to act unless a guardian authorizes the transfer. Third, many applications are submitted for middle-aged individuals with disabilities, who never needed a guardian in the past, but for a variety of reasons are now suspected to need a guardian.

Broadly speaking, applications to OOG are generally submitted when a person in the alleged incapacitated person's life, who previously assisted with making decisions, is no longer able to, and the other people in the AIP's life have decided a guardian must be appointed to make those decisions for the AIP. Situations such as these are an excellent opportunity for OOG to promote alternatives to guardianship. In those cases, the AIP's age indicates they were able to survive and navigate the social services and supports available in New Mexico and make decisions about their lives without a guardian. Instead of appointing a guardian because a trusted friend or family member is no longer able to provide assistance, OOG is working to develop procedures and processes that would support the AIP in continuing to make decisions with the assistance of others, instead of a guardian.

In FY24, OOG also dedicated resources to increasing public awareness about alternatives to guardianship. In partnership with non-profit organizations and other state agencies, OOG held three events to raise awareness about alternatives to guardianship, and also to offer community members the opportunity to create documents memorializing these alternatives to guardianship. The events were held in Albuquerque, Las Cruces, and Silver City. Presentations were given on how to evaluate a person's capacity (to see if guardianship is necessary); alternatives to guardianship, such as powers of attorney, medical directives, and supported decision-making agreements; and the benefits of using alternatives to guardianship.

Ample evidence shows that when a person with disabilities retains the right and authority to make decisions about their own lives, they are happier, more productive, and more engaged members of their communities. From this perspective, making decisions is like a muscle that needs to be exercised repeatedly so it can strengthen and grow. When a person has the opportunity to do this, their decision-making abilities improve, and they learn to gather information, evaluate their situation, and make appropriate and reasonable decisions.

In addition to hosting these events, OOG and its partners also presented at the State Capitol Roundhouse during the 2024 Legislative Session's Disability Rights Awareness Day, and presented at a number of other events throughout the State, including the Aging and Long-Term Services annual conference, the NM social work conference, and transition fairs hosted by school districts. OOG also created social media videos demonstrating the importance of allowing individuals with disabilities to make their own decisions, and warning against leaping to the conclusion that someone with disabilities needs someone to make decisions for them. OOG also partnered with the Developmental Disabilities Supports Division to create training videos for DD Waiver service providers to show when guardianship is appropriate and when someone should be given the space, freedom, and opportunity to make their own decisions. OOG continued strengthening its reliance on NM Star, its recently-implemented data and invoicing system. NM Star has improved OOG's operations in several ways, most prominently by streamlining the assignment and invoicing process. New application are entered into the system, and OOG staff offer assignments to vendors directly from the system. The data collected through NM Star has helped track cases, manage OOG's budget, and measure its progress on performance measures. One significant improvement regarding performance measures was calculating the length of time cases spent on the wait list before being assigned to a legal team. Previously, information was tracked in an Excel spreadsheet and manually calculated. With NM Star, after combing through the data to confirm its accuracy and reliability, OOG determined the average time spent on the wait list is just 5.8 months, far lower than the previous calculation of 9.0 months. In FY25, with additional staff on board, the Agency anticipates having more opportunities to use the data from NM Star to guide its oper

P-1 Program Overview

Overview of Request:

OOG's FY26 budget request seeks additional funding of \$1,927,200 for several critical initiatives that will strengthen and improve the guardianship system in New Mexico. The additional funding includes: (1) \$1.15 million for wait list management; (2) \$160,700 to fund a Deputy Director, which has remained vacant since FY20; (3) \$455,000 to right-size OOG's PSEB budget; (4) \$161,000 for its rent renewal, GSD fixed rate increases, audit cost increases, travel expenses, and promotional materials.

Programmatic Changes:

OOG does not plan to make any programmatic changes in FY26. In FY25, OOG will be implementing the in-house CSR process, and is in the process of hiring new staff to begin in September 2024. With the additional staff, OOG will be better positioned to improve upon programmatic changes implemented in FY23 and FY24 – specifically, the alternatives to guardianship initiatives, offering alternatives to guardianship to applicants on the OOG wait list, and the in-house CSR process.

Base Budget Justification: Because the minimal increase in OOG's FY25 budget is almost wholly allocated to professional guardians for previously appointed guardianships, OOG cannot process many cases on its wait list in FY25. Instead, any unencumbered funds must be reserved for emergency and priority cases, including referrals from Adult Protective Services or the Division of Health Improvements, veterans services agencies, and medical facilities, where the appointment of a guardian may be necessary to save a person's life. Every year, OOG receives approximately 10 to 15 emergency cases, which require much more work and involvement from the legal team and consequently are more expensive than typical cases.

Without additional funding, the wait list will continue to grow indefinitely because OOG cannot assign new cases to legal teams. This additional base budget funding will allow OOG to move cases off the wait list and manage the growing tide of applications. DDC continues to work diligently on other strategies to address the wait list, such as working with other state agencies to see what options are available short of guardianship, and connecting individuals on the waitlist with alternatives to guardianship, such as a power of attorney, a medical directive, or a Representative Payee for Social Security benefits. OOG staff are also working on processes to perform legal evaluations earlier in the application process and connecting applicants to alternatives to guardianship. If successful, those applicants would not need to remain on the wait list, and more people with disabilities could access alternatives to guardianship. Unfortunately, many people will still need guardianship, and OOG requires additional funding to process their applications and provide them the assistance they need. OOG anticipates that this increase in its base budget would be sufficient to address the growing wait list, and continue paying professional guardians for their court-appointed services.

The DDC Deputy Director position has remained vacant since 2020 because OOG used the vacancy savings to reduce the waitlist and accomplish the unfunded statutory mandates imposed on the Agency. The Executive Director, with the support of the OOG Legal Director and DDC Chief Operating Officer, has covered all duties for the Deputy Director, as well as those of a communications director and a policy director. DDC has grown significantly, and a Deputy Director is critical to DDC's continued success. Without a Deputy Director, the Executive Director, OOG Legal Director, and DDC Chief Operating Officer will not be able to effectively meet their goals and adequately accomplish their duties and responsibilities. DDC is not requesting an expansion to cover all of those duties, and is only requesting to fund the existing Deputy Director position.

OOG's staff has expanded over the past several years, but the increase in the number of FTE has not been accompanied by a sufficient increase in its PSEB budget to pay the salary and benefits of existing FTE. Instead, OOG has had to submit a budget adjustment request to transfer funds from its contracts budget to its PSEB budget. The transfer has been approximately \$455,000 for each of the past two years. This transfer was necessary to pay OOG Staff their salaries and benefits for the full year. Without transferring these funds, OOG would simply not be able to pay its employees, which would leave the agency short-staffed or require untenable reductions in personnel. Without this additional funding, OOG will have no choice but to continue reducing its contracts budget, further crippling OOG's ability to process wait list cases. The wait list will continue to grow unchecked as OOG remains unable to meaningfully process any cases.

Currently, several OOG employees are not paid based on their appropriate placement, which leaves OOG at risk of losing additional staff to other state agencies. In FY24, OOG lost multiple staff to other agencies paying higher salaries and had multiple offers declined by prospective employees because the salaries were too low. Just in the past two months, OOG has had significant difficulty hiring new staff because of its budget limitations. This increase will allow OOG to retain the high-quality employees already onboard, and to make competitive offers of employment to new potential staff members.

Further, rent increases, GSD fixed rate increases, and audit cost increases are unavoidable expenses that DDC does not have the current funding to cover. As OOG grown over the past several years, its space needs have also increased. After consulting with GSD and negotiating with its current lessor, DDC was able to secure additional space by extending its current lease at a square footage cost of 30% below the Albuquerque market average. Although DDC's rent costs are now markedly higher, because of rising costs throughout Albuquerque and the need for additional office space, GSD advised that DDC's negotiate

S-8 Financial Summary

(Dollars in Thousands)

BU PCode Department
64700 P737 000000

	2023-24 Opbud	2023-24 Actuals	2024-25 Opbud	2025-26 PCF Proj	Base	----- FY 2026 Agency Request ----- Expansion	Total
REVENUE							
111 General Fund Transfers	7,650.0	7,589.6	7,958.1	0.0	9,993.7	0.0	9,993.7
112 Other Transfers	550.0	353.1	550.0	0.0	550.0	0.0	550.0
130 Other Revenues	0.0	100.0	0.0	0.0	0.0	0.0	0.0
REVENUE, TRANSFERS	8,200.0	8,042.7	8,508.1	0.0	10,543.7	0.0	10,543.7
REVENUE	8,200.0	8,042.7	8,508.1	0.0	10,543.7	0.0	10,543.7
EXPENSE							
200 Personal Services and Employee Benefits	865.9	1,144.3	1,099.7	1,598.7	1,918.0	0.0	1,918.0
300 Contractual services	7,192.9	6,972.9	7,261.0	0.0	8,435.9	0.0	8,435.9
400 Other	141.2	166.2	147.4	0.0	189.8	0.0	189.8
EXPENDITURES	8,200.0	8,283.4	8,508.1	1,598.7	10,543.7	0.0	10,543.7
EXPENSE	8,200.0	8,283.4	8,508.1	1,598.7	10,543.7	0.0	10,543.7
FTE POSITIONS							
810 Permanent	10.00	14.00	14.00	14.00	14.00	0.00	14.00
FTEs	10.00	14.00	14.00	14.00	14.00	0.00	14.00
FTE POSITIONS	10.00	14.00	14.00	14.00	14.00	0.00	14.00

REV EXP COMPARISON

(Dollars in Thousands)

64700 - Developmental Disabilities Council

P727 - Developmental Disabilities Council					
	General Fund	Other Funds	Other Transfers	Federal Funds	Total
SOURCES Totals	1,872.3	0.0	0.0	604.8	2,477.1
Personal Services and Employee Benefits	1,493.7	0.0	0.0	263.0	1,493.7
Contractual services	193.0	0.0	0.0	0.0	193.0
Other	185.6	0.0	0.0	341.3	865.6
USES Total:	1,872.3	0.0	0.0	604.8	2,477.1
Net:	0.0	0.0	0.0	0.0	0.0

REV EXP COMPARISON

(Dollars in Thousands)

64700 - Developmental Disabilities Council

P737 - Office of Guardianship					
	General Fund	Other Funds	Other Transfers	Federal Funds	Total
SOURCES Totals	9,993.7	0.0	550.0	0.0	10,543.7
Personal Services and Employee Benefits	1,918.0	0.0	0.0	0.0	1,918.0
Contractual services	7,885.9	0.0	550.0	0.0	8,435.9
Other	189.8	0.0	0.0	0.0	189.8
USES Total:	9,993.7	0.0	550.0	0.0	10,543.7
Net:	0.0	0.0	0.0	0.0	0.0

BU PCode Department
64700 P737 000000

S-9 Account Code Revenue/Expenditure Summary
(Dollars in Thousands)

		2023-24	2023-24	2024-25	2025-26	----- FY 2026 Agency Request -----		
		Opbud	Actuals	Opbud	PCF Proj	Base	Expansion	Total
499105	General Fd. Appropriation	7,650.0	7,589.6	7,958.1	0.0	9,993.7	0.0	9,993.7
111	General Fund Transfers	7,650.0	7,589.6	7,958.1	0.0	9,993.7	0.0	9,993.7
451909	Federal Contract - Interagency	550.0	292.7	550.0	0.0	550.0	0.0	550.0
499905	Other Financing Sources	0.0	60.4	0.0	0.0	0.0	0.0	0.0
112	Other Transfers	550.0	353.1	550.0	0.0	550.0	0.0	550.0
496909	Misc Revenue - Interagency	0.0	100.0	0.0	0.0	0.0	0.0	0.0
130	Other Revenues	0.0	100.0	0.0	0.0	0.0	0.0	0.0
TOTAL REVENUE		8,200.0	8,042.7	8,508.1	0.0	10,543.7	0.0	10,543.7
520100	Exempt Perm Positions P/T&F/T	0.0	0.0	0.0	99.5	126.0	0.0	126.0
520200	Term Positions	0.0	1.2	0.0	0.0	0.0	0.0	0.0
520300	Classified Perm Positions F/T	497.0	763.0	670.3	1,089.9	1,223.4	0.0	1,223.4
520800	Annl & Comp Paid At Separation	0.0	6.1	0.0	0.0	0.0	0.0	0.0
521100	Group Insurance Premium	66.0	53.1	84.1	84.2	90.1	0.0	90.1
521200	Retirement Contributions	129.5	147.0	157.2	226.4	250.3	0.0	250.3
521300	F I C A	51.5	55.6	62.6	72.9	80.8	0.0	80.8
521400	Workers' Comp Assessment Fee	0.2	0.1	0.2	0.0	0.2	0.0	0.2
521410	GSD Work Comp Insur Premium	0.7	0.5	0.7	0.0	0.5	0.0	0.5
521500	Unemployment Comp Premium	2.7	0.0	2.7	0.0	5.1	0.0	5.1
521600	Employee Liability Ins Premium	102.8	102.5	102.8	0.0	113.3	0.0	113.3
521700	RHC Act Contributions	15.5	15.3	19.1	25.8	28.3	0.0	28.3
200	Personal Services and Employee Bene	865.9	1,144.3	1,099.7	1,598.7	1,918.0	0.0	1,918.0
535200	Professional Services	6,844.1	6,873.4	6,912.2	0.0	8,335.4	0.0	8,335.4
535300	Other Services	40.0	69.4	40.0	0.0	70.0	0.0	70.0
535309	Other Services - Interagency	300.0	0.0	300.0	0.0	0.0	0.0	0.0
535310	Other Services - Higher Ed	0.0	20.0	0.0	0.0	20.0	0.0	20.0
535400	Audit Services	8.8	9.3	8.8	0.0	9.8	0.0	9.8
535500	Attorney Services	0.0	0.7	0.0	0.0	0.7	0.0	0.7
300	Contractual services	7,192.9	6,972.9	7,261.0	0.0	8,435.9	0.0	8,435.9
542100	Employee I/S Mileage & Fares	3.5	2.1	3.5	0.0	4.5	0.0	4.5
542200	Employee I/S Meals & Lodging	5.0	6.3	4.0	0.0	6.2	0.0	6.2
542500	Transp - Fuel & Oil	3.5	0.9	3.5	0.0	3.5	0.0	3.5
542600	Transp - Parts & Supplies	1.2	0.0	1.2	0.0	1.2	0.0	1.2
542700	Transp - Transp Insurance	0.2	0.1	0.2	0.0	0.2	0.0	0.2

Office of Guardianship

State of New Mexico

BU PCode Department
64700 P737 000000

S-9 Account Code Revenue/Expenditure Summary
(Dollars in Thousands)

		2023-24	2023-24	2024-25	2025-26	----- FY 2026 Agency Request -----		
		Opbud	Actuals	Opbud	PCF Proj	Base	Expansion	Total
542800	State Transp Pool Charges	4.5	1.0	4.5	0.0	4.5	0.0	4.5
543200	Maint - Furn, Fixt, Equipment	0.0	0.1	0.0	0.0	0.1	0.0	0.1
543300	Maint - Buildings & Structures	0.0	0.2	0.0	0.0	0.2	0.0	0.2
544000	Supply Inventory IT	3.5	11.7	8.9	0.0	8.6	0.0	8.6
544100	Supplies-Office Supplies	3.5	2.8	3.5	0.0	3.5	0.0	3.5
544900	Supplies-Inventory Exempt	2.5	7.6	2.5	0.0	2.5	0.0	2.5
545600	Reporting & Recording	0.0	0.4	0.0	0.0	0.5	0.0	0.5
545609	Report/Record Inter St Agency	0.0	0.0	0.0	0.0	0.1	0.0	0.1
545700	ISD Services	5.7	11.4	5.7	0.0	8.5	0.0	8.5
545710	DOIT HCM Assessment Fees	3.3	3.9	4.1	0.0	4.9	0.0	4.9
545900	Printing & Photo Services	3.0	3.0	3.0	0.0	3.0	0.0	3.0
546100	Postage & Mail Services	2.5	1.3	2.5	0.0	2.5	0.0	2.5
546400	Rent Of Land & Buildings	67.8	71.7	72.8	0.0	93.9	0.0	93.9
546500	Rent Of Equipment	6.6	5.3	6.6	0.0	6.6	0.0	6.6
546600	Communications	0.2	0.0	0.2	0.0	0.2	0.0	0.2
546610	DOIT Telecommunications	7.6	10.5	7.6	0.0	11.2	0.0	11.2
546700	Subscriptions/Dues/License Fee	4.5	9.9	4.5	0.0	10.0	0.0	10.0
546800	Employee Training & Education	3.5	5.9	3.5	0.0	6.0	0.0	6.0
546900	Advertising	0.5	2.2	0.5	0.0	2.1	0.0	2.1
547300	Care & Support	0.0	0.0	0.0	0.0	0.0	0.0	0.0
547900	Miscellaneous Expense	0.1	2.3	0.1	0.0	0.5	0.0	0.5
549600	Employee O/S Mileage & Fares	3.5	1.8	2.0	0.0	1.8	0.0	1.8
549700	Employee O/S Meals & Lodging	5.0	3.7	2.5	0.0	3.0	0.0	3.0
400	Other	141.2	166.2	147.4	0.0	189.8	0.0	189.8
TOTAL EXPENSE		8,200.0	8,283.4	8,508.1	1,598.7	10,543.7	0.0	10,543.7
810	Permanent	10.00	14.00	14.00	14.00	14.00	0.00	14.00
810	Permanent	10.00	14.00	14.00	14.00	14.00	0.00	14.00
TOTAL FTE POSITIONS		10.00	14.00	14.00	14.00	14.00	0.00	14.00

Advocacy Resource Center

State of New Mexico

BU PCode Department
64700 P739 000000

S-9 Account Code Revenue/Expenditure Summary
(Dollars in Thousands)

		2023-24	2023-24	2024-25	2025-26	----- FY 2026 Agency Request -----		
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Developmental Disabilities Council

BU PCode Department
64700 P727 000000

State of New Mexico

S-9 Account Code Revenue Summary
(Dollars in Thousands)

	Provider PCode	2023-24 Opbud	2023-24 Actuals	2024-25 Opbud	2025-26 PCF Proj	----- FY 2026 Agency Request -----		
						Base	Expansion	Total
49900	General Fd. Appropriation	1,379.2	1,333.9	0.0	0.0	1,773.9	98.6	1,872.5
111	General Fund Transfers	1,379.2	1,333.9	0.0	0.0	1,773.9	98.6	1,872.5
451909	Federal Contract - Interagency	0.0	58.3	0.0	0.0	0.0	0.0	0.0
451909	Federal Contract - Interagency	P524	75.0	75.0	0.0	0.0	0.0	75.0
499905	Other Financing Sources	0.0	75.3	0.0	0.0	0.0	0.0	75.3
112	Other Transfers	75.0	75.0	75.0	0.0	75.0	0.0	75.0
451903	Federal Contract - Open	582.3	582.3	582.3	0.0	582.3	0.0	604.8
120	Federal Revenues	582.3	590.8	582.3	0.0	604.8	0.0	604.8
496900	Miscellaneous Revenue	0.0	0.0	0.0	0.0	0.0	0.0	0.0
130	Other Revenues	0.0	0.0	0.0	0.0	0.0	0.0	0.0
TOTAL REVENUE		2,030.3	2,028.9	2,060.3	0.0	2,453.7	98.6	2,552.3

Office of Guardianship

BU PCode Department
64700 P737 000000

State of New Mexico

S-9 Account Code Revenue Summary
(Dollars in Thousands)

	Provider PCode	2023-24 Opbud	2023-24 Actuals	2024-25 Opbud	2025-26 PCF Proj	----- FY 2026 Agency Request -----		
						Base	Expansion	Total
499105	General Fd. Appropriation	7,650.0	7,589.6	7,958.1	0.0	9,993.7	0.0	9,993.7
111	General Fund Transfers	7,650.0	7,589.6	7,958.1	0.0	9,993.7	0.0	9,993.7
451909	Federal Contract - Interagency	0.0	292.7	0.0	0.0	0.0	0.0	0.0
451909	Federal Contract - Interagency	P524	550.0	550.0	0.0	550.0	0.0	550.0
499905	Other Financing Sources	0.0	60.4	0.0	0.0	0.0	0.0	60.4
112	Other Transfers	550.0	353.1	550.0	0.0	550.0	0.0	550.0
496909	Misc Revenue - Interagency	0.0	100.0	0.0	0.0	0.0	0.0	100.0
130	Other Revenues	0.0	100.0	0.0	0.0	0.0	0.0	100.0
TOTAL REVENUE		8,200.0	8,042.7	8,508.1	0.0	10,543.7	0.0	10,543.7

Developmental Disabilities Council

State of New Mexico

BU PCode Department
64700 P727 000000

S-9 Account Code Expenditure Summary
(Dollars in Thousands)

		2023-24	2023-24	2024-25	2025-26	----- FY 2026 Agency Request -----		
		Opbud	Actuals	Opbud	PCF Proj	Base	Expansion	Total
545900	Printing & Photo Services	1.2	3.4	1.2	0.0	4.5	0.0	4.5
546000	Postage & Mail Services	1.0	1.3	1.0	0.0	1.3	0.0	1.3
546100	Content Of Land & Buildings	135.7	135.7	136.7	0.0	136.7	0.0	136.7
546500	Content Of Equipment	1.2	3.6	1.2	0.0	0.0	0.0	0.0
546610	Content Of Communications	15.2	9.0	9.0	0.0	2.0	1.1	3.6
546700	Subscription Dues/Lit	6.5	1.0	1.0	0.0	10.0	0.0	10.0
546800	Employee O/S Education	3.2	1.6	1.2	0.0	3.2	0.0	3.2
546900	Advertising	0.5	0.4	0.5	0.0	0.5	0.0	0.5
547410	Grants To Other State Univ	160.0	0.0	0.0	0.0	0.0	0.0	0.0
547420	Grants To Other Ed (in CA)	0.0	0.0	0.0	0.0	235.0	0.0	235.0
547440	Grants To Other Entities	327.0	0.0	328.3	0.0	235.0	0.0	235.0
547900	Miscellaneous Expense	0.2	8.4	0.2	0.0	0.0	0.0	0.0
548700	Employee O/S Mileage & Fares	1.0	1.6	0.5	0.0	1.6	0.0	1.6
549700	Employee O/S Meals & Lodging	1.0	2.8	0.5	0.0	2.8	0.0	2.8
400	Other	686.6	434.8	686.6	0.0	861.1	4.5	865.6
TOTAL EXPENSE		2,030.3	1,744.2	2,060.3	1,378.63	2,453.7	98.6	2,552.3

Office of Guardianship

State of New Mexico

BU PCode Department
64700 P737 000000

S-9 Account Code Expenditure Summary
(Dollars in Thousands)

		2023-24	2023-24	2024-25	2025-26	----- FY 2026 Agency Request -----		
		Opbud	Actuals	Opbud	PCF Proj	Base	Expansion	Total
520100	Exempt Perm Positions P/T&F/T	0.0	0.0	0.0	99.5	126.0	0.0	126.0
520200	Term Positions	0.0	1.2	0.0	0.0	0.0	0.0	0.0
520300	Classified Perm Positions F/T	497.0	763.0	670.3	1,089.9	1,223.4	0.0	1,223.4
520800	Annl & Comp Paid At Separation	0.0	6.1	0.0	0.0	0.0	0.0	0.0
521100	Group Insurance Premium	66.0	53.1	84.1	84.2	90.1	0.0	90.1
521200	Retirement Contributions	129.5	147.0	157.2	226.4	250.3	0.0	250.3
521300	F I C A	51.5	55.6	62.6	72.9	80.8	0.0	80.8
521400	Workers' Comp Assessment Fee	0.2	0.1	0.2	0.0	0.2	0.0	0.2
521410	GSD Work Comp Insur Premium	0.7	0.5	0.7	0.0	0.5	0.0	0.5
521500	Unemployment Comp Premium	2.7	0.0	2.7	0.0	5.1	0.0	5.1
521600	Employee Liability Ins Premium	102.8	102.5	102.8	0.0	113.3	0.0	113.3

BU PCode Department
64700 P737 000000

S-9 Account Code Expenditure Summary
(Dollars in Thousands)

		2023-24	2023-24	2024-25	2025-26	----- FY 2026 Agency Request -----		
		Opbud	Actuals	Opbud	PCF Proj	Base	Expansion	Total
521700	RHC Act Contributions	15.5	15.3	19.1	25.8	28.3	0.0	28.3
200	Personal Services and Employe	865.9	1,144.3	1,099.7	1,598.7	1,918.0	0.0	1,918.0
535200	Professional Services	6,844.1	6,873.4	6,912.2	0.0	8,335.4	0.0	8,335.4
535300	Other Services	40.0	69.4	40.0	0.0	70.0	0.0	70.0
535309	Other Services - Interagency	300.0	0.0	300.0	0.0	0.0	0.0	0.0
535310	Other Services - Higher Ed	0.0	20.0	0.0	0.0	20.0	0.0	20.0
535400	Audit Services	8.8	9.3	8.8	0.0	9.8	0.0	9.8
535500	Attorney Services	0.0	0.7	0.0	0.0	0.7	0.0	0.7
300	Contractual services	7,192.9	6,972.9	7,261.0	0.0	8,435.9	0.0	8,435.9
542100	Employee I/S Mileage & Fares	3.5	2.1	3.5	0.0	4.5	0.0	4.5
542200	Employee I/S Meals & Lodging	5.0	6.3	4.0	0.0	6.2	0.0	6.2
542500	Transp - Fuel & Oil	3.5	0.9	3.5	0.0	3.5	0.0	3.5
542600	Transp - Parts & Supplies	1.2	0.0	1.2	0.0	1.2	0.0	1.2
542700	Transp - Transp Insurance	0.2	0.1	0.2	0.0	0.2	0.0	0.2
542800	State Transp Pool Charges	4.5	1.0	4.5	0.0	4.5	0.0	4.5
543200	Maint - Furn, Fixt, Equipment	0.0	0.1	0.0	0.0	0.1	0.0	0.1
543300	Maint - Buildings & Structures	0.0	0.2	0.0	0.0	0.2	0.0	0.2
544000	Supply Inventory IT	3.5	11.7	8.9	0.0	8.6	0.0	8.6
544100	Supplies-Office Supplies	3.5	2.8	3.5	0.0	3.5	0.0	3.5
544900	Supplies-Inventory Exempt	2.5	7.6	2.5	0.0	2.5	0.0	2.5
545600	Reporting & Recording	0.0	0.4	0.0	0.0	0.5	0.0	0.5
545609	Report/Record Inter St Agency	0.0	0.0	0.0	0.0	0.1	0.0	0.1
545700	ISD Services	5.7	11.4	5.7	0.0	8.5	0.0	8.5
545710	DOIT HCM Assessment Fees	3.3	3.9	4.1	0.0	4.9	0.0	4.9
545900	Printing & Photo Services	3.0	3.0	3.0	0.0	3.0	0.0	3.0
546100	Postage & Mail Services	2.5	1.3	2.5	0.0	2.5	0.0	2.5
546400	Rent Of Land & Buildings	67.8	71.7	72.8	0.0	93.9	0.0	93.9
546500	Rent Of Equipment	6.6	5.3	6.6	0.0	6.6	0.0	6.6
546600	Communications	0.2	0.0	0.2	0.0	0.2	0.0	0.2
546610	DOIT Telecommunications	7.6	10.5	7.6	0.0	11.2	0.0	11.2
546700	Subscriptions/Dues/License Fee	4.5	9.9	4.5	0.0	10.0	0.0	10.0
546800	Employee Training & Education	3.5	5.9	3.5	0.0	6.0	0.0	6.0
546900	Advertising	0.5	2.2	0.5	0.0	2.1	0.0	2.1
547300	Care & Support	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Office of Guardianship

BU PCode Department
64700 P737 000000

State of New Mexico

S-9 Account Code Expenditure Summary
(Dollars in Thousands)

		2023-24	2023-24	2024-25	2025-26	----- FY 2026 Agency Request -----		
		Opbud	Actuals	Opbud	PCF Proj	Base	Expansion	Total
547900	Miscellaneous Expense	0.1	2.3	0.1	0.0	0.5	0.0	0.5
549600	Employee O/S Mileage & Fares	3.5	1.8	2.0	0.0	1.8	0.0	1.8
549700	Employee O/S Meals & Lodging	5.0	3.7	2.5	0.0	3.0	0.0	3.0
400	Other	141.2	166.2	147.4	0.0	189.8	0.0	189.8
TOTAL EXPENSE		8,200.0	8,283.4	8,508.1	1,598.7	10,543.7	0.0	10,543.7

Advocacy Resource Center

BU PCode Department
64700 P739 000000

State of New Mexico

S-9 Account Code Expenditure Summary
(Dollars in Thousands)

		2023-24	2023-24	2024-25	2025-26	----- FY 2026 Agency Request -----		
		Opbud	Actuals	Opbud	PCF Proj	Base	Expansion	Total
520100	Exempt Perm Positions P/T&F/T	0.0	0.0	0.0	0.0	0.0	0.0	0.0
521100	Group Insurance Premium	0.0	0.0	0.0	5.1	0.0	0.0	0.0
521200	Retirement Contributions	0.0	0.0	0.0	11.9	0.0	0.0	0.0
521300	FICA	0.0	0.0	0.0	3.8	0.0	0.0	0.0
521700	ACA Act Contributions	0.0	0.0	0.0	1.5	0.0	0.0	0.0
200000	Personal Services and Employee	0.0	0.0	0.0	84.24	0.0	0.0	0.0
TOTAL EXPENSE		0.0	0.0	0.0	84.24	0.0	0.0	0.0

Fund	Account		2023-24	2024-25	2025-26	FY 2026 Agency Request				Justification	
			Actuals	Opbud	PCF Proj	GF	OSF	ISF/IAT	FF		Total
00000	520100	Exempt Perm Positions P/T&F/T	0.0	0.0	99.46	0.0	0.0	0.0	0.0	0.0	
00000	520300	Classified Perm Positions F/T	0.0	0.0	236.66	0.0	0.0	0.0	0.0	0.0	
00000	521100	Group Insurance Premium	0.0	0.0	20.45	0.0	0.0	0.0	0.0	0.0	
00000	521200	Retirement Contributions	0.0	0.0	64.08	0.0	0.0	0.0	0.0	0.0	
00000	521300	F I C A	0.0	0.0	20.65	0.0	0.0	0.0	0.0	0.0	
00000	521700	RHC Act Contributions	0.0	0.0	8.33	0.0	0.0	0.0	0.0	0.0	
07900	520100	Exempt Perm Positions P/T&F/T	0.0	0.0	0	126.0	0.0	0.0	0.0	126.0	FY26 DDC is requesting to get Deputy position filled
07900	520200	Term Positions	1.2	0.0	0	0.0	0.0	0.0	0.0	0.0	
07900	520300	Classified Perm Positions F/T	763.0	670.3	853.28	1,223.4	0.0	0.0	0.0	1,223.4	Includes Attorneys appropriate placement
07900	520800	Annl & Comp Paid At Separation	6.1	0.0	0	0.0	0.0	0.0	0.0	0.0	
07900	521100	Group Insurance Premium	53.1	84.1	63.72	90.1	0.0	0.0	0.0	90.1	
07900	521200	Retirement Contributions	147.0	157.2	162.3	250.3	0.0	0.0	0.0	250.3	
07900	521300	F I C A	55.6	62.6	52.3	80.8	0.0	0.0	0.0	80.8	
07900	521400	Workers' Comp Assessment Fee	0.1	0.2	0	0.2	0.0	0.0	0.0	0.2	FY26 GSD Fixed Rate
07900	521410	GSD Work Comp Insur Premium	0.5	0.7	0	0.5	0.0	0.0	0.0	0.5	FY26 GSD Fixed Rate
07900	521500	Unemployment Comp Premium	0.0	2.7	0	5.1	0.0	0.0	0.0	5.1	FY26 GSD Fixed Rate
07900	521600	Employee Liability Ins Premium	102.5	102.8	0	113.3	0.0	0.0	0.0	113.3	FY26 GSD Fixed Rate
07900	521700	RHC Act Contributions	15.3	19.1	17.48	28.3	0.0	0.0	0.0	28.3	
	200	Personal Services and Employee Bene	1,144.3	1,099.7	1,598.7	1,918.0	0.0	0.0	0.0	1,918.0	
07900	542100	Employee I/S Mileage & Fares	2.1	3.5	0	4.5	0.0	0.0	0.0	4.5	
07900	542200	Employee I/S Meals & Lodging	6.3	4.0	0	6.2	0.0	0.0	0.0	6.2	
07900	542500	Transp - Fuel & Oil	0.9	3.5	0	3.5	0.0	0.0	0.0	3.5	
07900	542600	Transp - Parts & Supplies	0.0	1.2	0	1.2	0.0	0.0	0.0	1.2	
07900	542700	Transp - Transp Insurance	0.1	0.2	0	0.2	0.0	0.0	0.0	0.2	FY26 GSD Fixed Rate
07900	542800	State Transp Pool Charges	1.0	4.5	0	4.5	0.0	0.0	0.0	4.5	FY26 GSD Fixed Rate
07900	543200	Maint - Furn, Fixt, Equipment	0.1	0.0	0	0.1	0.0	0.0	0.0	0.1	
07900	543300	Maint - Buildings & Structures	0.2	0.0	0	0.2	0.0	0.0	0.0	0.2	
07900	544000	Supply Inventory IT	11.7	8.9	0	8.6	0.0	0.0	0.0	8.6	
07900	544100	Supplies-Office Supplies	2.8	3.5	0	3.5	0.0	0.0	0.0	3.5	
07900	544900	Supplies-Inventory Exempt	7.6	2.5	0	2.5	0.0	0.0	0.0	2.5	
07900	545600	Reporting & Recording	0.4	0.0	0	0.5	0.0	0.0	0.0	0.5	
07900	545609	Report/Record Inter St Agency	0.0	0.0	0	0.1	0.0	0.0	0.0	0.1	

Office of Guardianship

State of New Mexico

BU PCode
64700 P737

E4 PCode Detail
(Dollars in Thousands)

Fund	Account	2023-24 Actuals	2024-25 Opbud	2025-26 PCF Proj	FY 2026 Agency Request				Total	Justification
					GF	OSF	ISF/IAT	FF		
07900	545700	ISD Services	11.4	5.7	0	8.5	0.0	0.0	0.0	8.5 FY26 Dolt Fixed Rates OOG Cost
07900	545710	DOIT HCM Assessment Fees	3.9	4.1	0	4.9	0.0	0.0	0.0	4.9 \$350.00 per FTE OOG 14 FTE
07900	545900	Printing & Photo Services	3.0	3.0	0	3.0	0.0	0.0	0.0	3.0
07900	546100	Postage & Mail Services	1.3	2.5	0	2.5	0.0	0.0	0.0	2.5
07900	546400	Rent Of Land & Buildings	71.7	72.8	0	93.9	0.0	0.0	0.0	93.9 FY26 Building/Lease OOG amount
07900	546500	Rent Of Equipment	5.3	6.6	0	6.6	0.0	0.0	0.0	6.6
07900	546600	Communications	0.0	0.2	0	0.2	0.0	0.0	0.0	0.2
07900	546610	DOIT Telecommunications	10.5	7.6	0	11.2	0.0	0.0	0.0	11.2 FY26 Dolt Fixed Rates OOG Cost
07900	546700	Subscriptions/Dues/License Fee	9.9	4.5	0	10.0	0.0	0.0	0.0	10.0
07900	546800	Employee Training & Education	5.9	3.5	0	6.0	0.0	0.0	0.0	6.0
07900	546900	Advertising	2.2	0.5	0	2.1	0.0	0.0	0.0	2.1
07900	547300	Care & Support	0.0	0.0	0	0.0	0.0	0.0	0.0	0.0
07900	547900	Miscellaneous Expense	2.3	0.1	0	0.5	0.0	0.0	0.0	0.5
07900	549600	Employee O/S Mileage & Fares	1.8	2.0	0	1.8	0.0	0.0	0.0	1.8
07900	549700	Employee O/S Meals & Lodging	3.7	2.5	0	3.0	0.0	0.0	0.0	3.0
	400	Other	166.2	147.4	0	189.8	0.0	0.0	0.0	189.8
TOTAL EXPENSE			1,310.5	1,247.1		2,107.8	0.0	0.0	0.0	2,107.8

State of New Mexico
Contract by PCode Detail
(Dollars in Thousands)

Fund	Account	#	Contract Purpose	Actuals	----- FY 2026 Agency Request -----				Total	Justification
					GF	OSF	ISF/IAT	FF		
07900	535200	Professional Services	1000	6,873.4	7,785.4	0.0	550.0	0.0	8,335.4	
07900	535300	Other Services	1000	69.4	70.0	0.0	0.0	0.0	70.0	
07900	535310	Other Services - Higher Ed	1000	20.0	20.0	0.0	0.0	0.0	20.0	
07900	535400	Audit Services	1000	9.3	9.8	0.0	0.0	0.0	9.8	FY26 Fixed Audit Rate
07900	535500	Attorney Services	1000	0.7	0.7	0.0	0.0	0.0	0.7	
TOTAL EXPENSE				6,972.9	7,885.9	0.0	550.0	0.0	8,435.9	

State of New Mexico

S-13 Line Items by Business Unit Expenditures

(Dollars in Thousands)

BusUnit	Line Item		2023-24	2024-25	Request		Recommendation		Opbud		
			Actuals	Opbud	Base	Expansion	Base	Expansion			
64700	P737-R	Office of Guardianship	521410	GSD Work Comp Insur Premium	0.54	0.7	0.5	0	0	0	0.0
			521500	Unemployment Comp Premium	0	2.7	5.1	0	0	0	0.0
			521600	Employee Liability Ins Premium	102.53	102.8	113.3	0	0	0	0.0
			535400	Audit Services	9.35	8.8	9.8	0	0	0	0.0
			542700	Transp - Transp Insurance	0.1	0.2	0.2	0	0	0	0.0
			542800	State Transp Pool Charges	0.98	4.5	4.5	0	0	0	0.0
			545700	ISD Services	11.37	5.7	8.5	0	0	0	0.0
			545710	DOIT HCM Assessment Fees	3.94	4.1	4.9	0	0	0	0.0
			546610	DOIT Telecommunications	10.55	7.6	11.2	0	0	0	0.0
Subtotal for:	64700	P737-R	Office of Guardianship	139.35	137.1	158	0	0	0	0.0	
64700				139.35	137.1	158	0	0	0	0.0	

Totals by Line Item

BusUnit	Line Item		2023-24	2024-25	Request		Recommendation		Opbud															
			Actuals	Opbud	Base	Expansion	Base	Expansion																
64700	521410	GSD Work Comp Insur Premium		0.54	0.7	0.5	0	0	0	0.0														
			521500	Unemployment Comp Premium		0	2.7	5.1	0	0	0	0.0												
					521600	Employee Liability Ins Premium		102.53	102.8	113.3	0	0	0	0.0										
							535400	Audit Services		9.35	8.8	9.8	0	0	0	0.0								
									542700	Transp - Transp Insurance		0.1	0.2	0.2	0	0	0	0.0						
											542800	State Transp Pool Charges		0.98	4.5	4.5	0	0	0	0.0				
													545700	ISD Services		11.37	5.7	8.5	0	0	0	0.0		
															545710	DOIT HCM Assessment Fees		3.94	4.1	4.9	0	0	0	0.0
																	546610	DOIT Telecommunications		10.55	7.6	11.2	0	0
Grand Total																			139.35	137.1	158	0	0	0

State of New Mexico
S-13 Line Items by Business Unit Expenditures
(Dollars in Thousands)

EB-1 Expansion Justifications
(Dollars in Thousands)

Rank: 1

Human Resources Generalist III- Pay Band BI

New Initiative	2025-26 GF Sources	2025-26 OSF Sources	2025-26 ISF/ IAT Sources	2025-26 FF Sources	2025-26 Total Request	2025-26 Exec Recommendation
General Fund Transfers	98.6	0.0	0.0	0.0	98.6	0.0
REVENUE, TRANSFERS	98.6	0.0	0.0	0.0	98.6	0.0
Personal Services and Employee	94.1	0.0	0.0	0.0	94.1	0.0
Other	4.5	0.0	0.0	0.0	4.5	0.0
EXPENDITURES	98.6	0.0	0.0	0.0	98.6	0.0
Permanent	0	0	0	0	1	
FTEs	0	0	0	0	1	0

Brief Description:

The Developmental Disabilities Council (DDC) requires a full time HR position to provide comprehensive advanced Human Resource (HR) administrative support. The HR Generalist III will function in a staff capacity with substantial independence to perform multiple duties related to diverse agency matters including managing recruiting, hiring, training, skills development, policy implementation, compensation, benefits, payroll, workforce planning, government regulation, legal compliance, and safety. This employee will also manage employee relations, including mediating and resolving conflicts and concerns between employees.

Since FY18, the FTE count has increased from 17 FTE to 28 FTE, a 49% increase. As recently as February of 2022, DDC had only 20 FTE. As of August 2024, DDC has 28 FTE, including two PT state job trainee positions. This is a 33% increase in a little over a year. Additionally, DDC has grown significantly on the program side over the past five years; however, DDC has not increased administrative support staff to offset the growth in program FTE. As DDC continues to grow, the need for additional HR administrative support must increase to support the HR needs of the agency. Creating this position will divert critical resources to support DDC's efforts to continue providing high quality services to New Mexicans.

Currently DDC's Chief Operating Officer serves as the HR Manager performing 100% of HR functions in addition to other duties such as management and oversight of the Center for Self-Advocacy, the Federal Grants program, the development and implementation of the state jobs program, and the administrative functions of the agency while supervising 3 staff and 2 state job trainees. The addition of a full-time HR position will provide administrative support in a critically understaffed support function.

Legislative Change: ___

Session Law Citation:

Legal Settlement: ___

Case Number or Citation:

EB-2 Expansion Fiscal Summary
(Dollars in Thousands)

Human Resources Generalist III- Pay Band BI

		2025-26 GF Sources	2025-26 OSF Sources	2025-26 ISF/ IAT Sources	2025-26 FF Sources	2025-26 Total Request	2025-26 Exec Recommendation
111	General Fund Transfers	98.6	0.0	0.0	0.0	98.6	0.0
REVENUE, TRANSFERS		98.6	0.0	0.0	0.0	98.6	0.0
200	Personal Services and Employee Benefits	94.1	0.0	0.0	0.0	94.1	0.0
400	Other	4.5	0.0	0.0	0.0	4.5	0.0
EXPENDITURES		98.6	0.0	0.0	0.0	98.6	0.0
810	Permanent	0	0	0	0	1	0.0
FTEs		0	0	0	0	1	0

Developmental Disabilities Council

State of New Mexico

BU PCode Department
64700 P727 000000

EB-3 Expansion Line Item Detail
(Dollars in Thousands)

Human Resources Generalist III- Pay Band BI

Rank: 1

		2025-26 GF Sources	2025-26 OSF Sources	2025-26 ISF/IAT Sources	2025-26 FF Sources	2025-26 Total Request	2025-26 Exec Recommendation
520300	Classified Perm Positions F/T	69.5	0.0	0.0	0.0	69.5	0.0
521100	Group Insurance Premium	5.2	0.0	0.0	0.0	5.2	0.0
521200	Retirement Contributions	13.4	0.0	0.0	0.0	13.4	0.0
521300	F I C A	4.3	0.0	0.0	0.0	4.3	0.0
521700	RHC Act Contributions	1.7	0.0	0.0	0.0	1.7	0.0
200	Personal Services and Employee Benefit	94.1	0.0	0.0	0.0	94.1	0.0
544000	Supply Inventory IT	3.0	0.0	0.0	0.0	3.0	0.0
545710	DOIT HCM Assessment Fees	0.4	0.0	0.0	0.0	0.4	0.0
546610	DOIT Telecommunications	1.1	0.0	0.0	0.0	1.1	0.0
400	Other	4.5	0.0	0.0	0.0	4.5	0.0
Total for Human Resources Generalist III- Pay Band BI		98.6	0.0	0.0	0.0	98.6	0.0

Rank: 1



New Mexico State Personnel Office
Position/Classification Action Request Form

Section 1: Agency - Employee Information

Business Unit Name: Bus Unit #: Effective Date (For Agency Use):

Employee Name: Employee ID:

Select Request Type:

Section 2: Position Information

Require Essential Functions Page

Action:

Co-Action (If Applicable):

Current

Proposed

Position Number:	<input type="text" value="TBD (Create 1 position)"/>		
Classification:	<input type="text"/>	Classification:	<input type="text" value="Human Resources Generalist III"/>
Job Code:	<input type="text"/>	Job Code:	<input type="text" value="RHRG23"/>
Working Title:	<input type="text"/>	Working Title:	<input type="text" value="HR Generalist III"/>
Bargaining Unit:	<input type="text"/>	Bargaining Unit:	<input type="text" value="Not Covered"/>
Pay Band:	<input type="text"/>	Pay Band:	<input type="text" value="BI"/>
Department # & Name:	<input type="text"/>	Department # & Name:	<input type="text" value="0100000000, DD Planning Council & Info Ctr"/>
Location & Location Code:	<input type="text"/>	Location & Location Code:	<input type="text" value="ABQ-Silver Square, 998-083042"/>
Shift:	<input type="text"/>	Shift:	<input type="text" value="1"/>
	<input type="radio"/> PT <input type="radio"/> FT		<input type="radio"/> PT <input checked="" type="radio"/> FT
Reports to:	<input type="text"/>	Reports to:	<input type="text" value="000010457"/>
Funding Source:	<input type="text"/>	Funding Source:	<input type="text" value="GF (DDC)"/>
FTE: <input type="text"/>	Supervisory Level: <input type="text"/>	FTE: <input type="text" value="1"/>	Supervisory Level: <input type="text" value="D"/>
FLSA Status:	<input type="text"/>	FLSA Status:	<input type="text" value="Administrative"/>
Short Title:	<input type="text"/>	Short Title:	<input type="text" value="05"/>
Position Status:	<input type="text"/>	Position Status:	<input type="text" value="Permanent Position"/>
Safety Sensitive: <input type="radio"/> Yes <input type="radio"/> No	Omnibus: <input type="radio"/> Yes <input type="radio"/> No	Safety Sensitive: <input type="radio"/> Yes <input checked="" type="radio"/> No	Omnibus: <input type="radio"/> Yes <input checked="" type="radio"/> No



Agency Expansion Request Justification

New Mexico agencies making significant requests to expand agency budgets, other than workload changes, or for large special appropriations that appear to expand an agency’s recurring budget are being asked to assess the proposals and report on their purpose, potential for success, and plans for implementation and accountability in accordance with the [Budget Guidelines of the New Mexico Legislative Finance Committee \(LFC\)](#) and LFC's [Legislating for Results Framework](#).

Program Premise

What public problem does this program seek to address? How will this program address the problem? Does the proposed program link to a goal in the agency’s strategic plan?

What is the extent of the problem stated in numerical, geographic, and equity terms? What portion of the total need identified does this program seek to address?

Needs Assessment

Program Description

What specific activities in the program will achieve these expected program outcomes? What are costs per person or activity? Once the program is fully operational, what are the estimated ongoing annual costs?

Is the program based on evidence or research or a promising practice? Will it need formal evaluation?

Research and Evidence

Implementation Plan

What activities are needed to implement the program? How much will it cost? What is the timeline for each startup activity?

Will the program be implemented with equity and fidelity? Do you have a checklist of the program components need to achieve the impacts?

Fidelity Plan

Measurement and Evaluation

What specific outcomes are expected? What are key performance measures? How often will the program be measured and evaluated?

Agency and Expansion Request Information

Agency: New Mexico Developmental Disabilities Council

Short Title of Request: Human Resources Generalist III – PB BI (1FTE)

Point of contact for follow-up information:

Name: Donna S. Vigil

Title: Chief Operating Officer

Phone: 505-274-6855

E-Mail: donnas.vigil@ddc.nm.gov

Is the requested expansion solely the result of a workload change? Yes

If yes, no further information is needed. If no, please provide narrative responses addressing item below.

1. Program Premise

In this section, provide information describing the problem this funding is proposed to address.

- a.** Why is this expansion needed and what problem or need it is attempting to address?

Click or tap here to enter text.

- b.** How does this request differ from existing programming?

Click or tap here to enter text.

- c.** How does the requested program fit into the agency's strategic plan?

Click or tap here to enter text.

- d.** Has the agency developed a logic model describing the agency's theory of change?

Choose an item.

- e.** If yes, please provide a copy of the logic model as a picture below or as an additional attachment with the form as part of the agency's submission in BFM. If no, please contact your LFC or DFA analyst for assistance in developing a logic model.

2. Needs Assessment

In this section, provide specifics on the extent of the problem this proposal proposes to solve.

- a. What is the extent of the problem to be addressed?

Click or tap here to enter text.

- b. What is the total statewide need in numerical or geographic terms? If applicable, this may include a description and analysis of historically unserved or underserved populations.

Click or tap here to enter text.

- c. What percentage of the previously identified total statewide need does this request seek to address?

Click or tap here to enter text.

3. Program Description

In this section, provide information detailing activities, costs, and benefits of the proposal.

- a. How much is the agency's request for FY26 and from what source is the agency requesting additional funding?

Click or tap here to enter text.

- b. Provide a list of specific activities that will be carried out if this request is granted.

Click or tap here to enter text.

- c. Provide a cost per unit for the funding (such as the cost per individual or cost per activity).

Click or tap here to enter text.

- d. If available and applicable, provide a benefit-to-cost ratio for this program (the total monetized benefits divided by total costs).

Click or tap here to enter text.

- e. Does the agency anticipate additional increases above the FY26 request will be needed in future years to continue to operate the program? If so, please describe these additional expenses and projections of future financial needs.

Click or tap here to enter text.

4. Research and Evidence Categorization

In this section, provide information regarding the evidence and research supporting your request.

- a. As defined in [New Mexico's Accountability in Government Act](#), specify whether your program is evidence-based, research-based, a promising program or practice, or none of the above.

Choose an item.

- b. Please provide any references or links to relevant research supporting your categorization. For example, sources may include published research or categorization provided by [clearinghouse databases](#).

Click or tap here to enter text.

- c. How will you evaluate the program to confirm your categorization?

Click or tap here to enter text.

5. Implementation Plan

In this section, describe all activities related to implementation of your proposal (What, when, where, who, and how) by addressing the following items:

- a. What are the training and startup requirements for the proposed program?

Click or tap here to enter text.

- b. Provide an estimated timeline for implementation of activities. Include planned benchmarks, milestones, and a target date for full implementation. If the request includes new FTE, provide your current vacancy rate and plan for recruitment.

Click or tap here to enter text.

6. Fidelity Plan

In this section, provide information regarding how you will ensure your proposal is delivered as intended.

- a. Describe key components critical to the success of your program.

Click or tap here to enter text.

- b. Provide a checklist or specific process metrics you will use to ensure component parts are implemented, including equity if applicable.

Click or tap here to enter text.

7. Measurement and Evaluation Plan

In this section, provide information about measuring outcomes and the impact of your proposal.

- a.** What measurable outcome is the agency trying to achieve with the requested expansion?

Click or tap here to enter text.

- b.** Will the requested program affect any existing performance measures?

Choose an item.

- i.** If yes, which performance measures will be affected?

Click or tap here to enter text.

- c.** What program outputs will the agency measure?

Click or tap here to enter text.

- d.** What efficiency metrics will the agency monitor?

Click or tap here to enter text.

- e.** Does the agency have baseline data for the proposed measures?

Choose an item.

- i.** If yes, please provide baseline data.

Click or tap here to enter text.

- ii.** If no, when and how does the agency anticipate collecting baseline data?

Click or tap here to enter text.

- f.** How often will the agency collect and report on these performance metrics?

Click or tap here to enter text.

- g.** How do you plan to share the results of your program with the public and the Legislature?

Click or tap here to enter text.