

FY 2026
APPROPRIATION REQUEST



New Mexico Board of Licensure for
Professional Engineers and Professional Surveyors

Agency 46400

FY26 Appropriation Request Checklist

Agency Name: ***Board of Licensure for Professional Engineers
and Professional Surveyors***

Business Unit: ***46400***

Reports to Include in PDF Submission

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

Documents to Attach in BFM (PDF Optional)

| | | <i>Where to Attach</i> |
|-------------------------------------|------------|--|
| <input checked="" type="checkbox"/> | Board Cert | Board or Commission Budget Certification <i>Form 9900</i> |
| <input checked="" type="checkbox"/> | E-6B | Leased Passenger-Related Vehicles <i>Form 3300/4300</i> |



New Mexico State Board of Licensure for Professional Engineers and Professional Surveyors

PO Box 1967 ▪ Santa Fe, New Mexico 87504
Information (505) 476-4565 ▪ Fax (505) 476-4802
www.sblpes.state.nm.us

September 3, 2024

Michelle Lujan Grisham
Governor

Perry Valdez
Executive Director

Emilie Dohleman, PE
Board Chair

John D. Wayne, PS
Board Vice-Chair

Maxine McReynolds, Esq.
Board Secretary

*Professional Engineering
Committee*

Elizabeth McNally, PE
PEC Chair

Karl Tonander, PE

Ahmed Elaksher, PhD, PE, PS

Emilie Dohleman, PE

Stephen Ney, PE

Karen Nichols, Public Member

*Professional Surveying
Committee*

Benjamin Aragon, PS
PSC Chair

Maxine McReynolds, Esq.
Public Member

Robert Gromatzky, PS

John D. Wayne, PS

TO: Department of Finance and Administration, Legislative
Finance Committee, and New Mexico Legislature

FROM: Perry Valdez,
Executive Director

SUBJECT: Fiscal Year 2026 Appropriation Request Cover Letter

The New Mexico Board of Licensure for Professional Engineers and Professional Surveyors (BLPEPS) certifies and licenses individuals in engineering and surveying to safeguard life, health, and property and to promote the public welfare.

The Agency continues to grow and receives a high volume of applications for Engineering. The FY26 Appropriation Request is a base budget which has increased and includes the initiatives the Agency Established in previous fiscal years.

Category 200: Personal Services and Employee Benefits

The FY26 Personal Services and Employee Benefits request has increased by \$88,200 to accommodate salary increases for Agency staff. Increasing salaries for staff will improve program performance by retaining the staff it currently has. The Board collects revenue from licensing fees which has increased an average of \$150,000 annually and is projected to cover the increased salaries moving forward.

Category 300 Contractual Services –

The Contractual Services budget request remains the same as FY25. The amount includes the costs necessary for annual website maintenance, SaaS costs related to the Agency's new licensing system, fiscal audit, investigative and attorney services which are directly related to the Agency's performance measures. The amount needed for the MOU with the Regulation and Licensing Department (RLD) has decreased significantly over past fiscal years due to the reduction in services provided to the Agency by RLD.

Category 400 Other Costs –

The FY26 Other Costs budget request has increased by \$4,900 to accommodate the increased DoIT and GSD rates, and the increased annual dues for the National Council of Examiners for Engineering and Surveying. The requested amount is will adequately cover costs incurred by the Agency, to include the Agency's Scholarship Program.

APPROPRIATION REQUEST CERTIFICATION FORM S-1

Agency Name: State Board of Licensure for Professional Engineers and Professional Surveyors Business Unit: 46400

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.

DocuSigned by:

Perry Valdez

E6CE53701809414...

Perry Valdez, Executive Director

Signed by:

Emilie Dohleman

BBB166DE3DB448D...

Emilie Dohleman, Board Chair

DocuSigned by:

Erica Pettye

6D72C5663C22438...

Erica Pettye, CFO

2550 Cerrillos Rd, 3rd
Floor
Santa Fe, NM 87505
PO Box 1967
Santa Fe, NM 87504

505-476-4681

perry.valdez@blpeps.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.

Certificate Of Completion

| | |
|--|----------------------------------|
| Envelope Id: F40A865678814D308F0E24F695216E8C | Status: Completed |
| Subject: Complete with DocuSign: BU 46400 - NM BLPEPS FY26 Appropriation Request | |
| Source Envelope: | |
| Document Pages: 15 | Signatures: 3 |
| Certificate Pages: 5 | Initials: 0 |
| AutoNav: Enabled | Envelope Originator: |
| Enveloped Stamping: Enabled | Crystal Bustamante |
| Time Zone: (UTC-08:00) Pacific Time (US & Canada) | Crystal.Bustamante@blpeps.nm.gov |
| | IP Address: 164.64.5.10 |

Record Tracking

| | | |
|--|--|--------------------|
| Status: Original 8/30/2024 1:17:01 PM | Holder: Crystal Bustamante Crystal.Bustamante@blpeps.nm.gov | Location: DocuSign |
| Security Appliance Status: Connected | Pool: StateLocal | |
| Storage Appliance Status: Connected | Pool: State of New Mexico | Location: DocuSign |

Signer Events

Emilie Dohleman
edohleman@gmail.com
Security Level: Email, Account Authentication (None)

Signature

Signed by:
Emilie Dohleman
DBB1C6DE3DB448B...

Signature Adoption: Pre-selected Style
Using IP Address: 73.127.247.244

Timestamp

Sent: 8/30/2024 1:19:33 PM
Viewed: 8/30/2024 1:26:45 PM
Signed: 8/30/2024 1:27:47 PM

Electronic Record and Signature Disclosure:
Accepted: 8/30/2024 1:26:44 PM
ID: f6828e83-afd5-43ec-9839-43bc19b31831

Erica Pettye
erica.pettye@rld.nm.gov
RLD
Security Level: Email, Account Authentication (None)

DocuSigned by:
Erica Pettye
6D72C5663C22438...

Signature Adoption: Pre-selected Style
Using IP Address: 164.64.205.7

Sent: 8/30/2024 1:19:33 PM
Viewed: 8/30/2024 2:51:06 PM
Signed: 8/30/2024 2:51:18 PM

Electronic Record and Signature Disclosure:
Accepted: 7/29/2024 12:21:43 PM
ID: 8966257f-046a-4765-84d6-29cb3fcac9e3

Perry Valdez
Perry.Valdez@BLPEPS.nm.gov
Executive Director
State of New Mexico, Dept of Information Technology
Security Level: Email, Account Authentication (None), Login with SSO

DocuSigned by:
Perry Valdez
E8CE55701809414...

Signature Adoption: Pre-selected Style
Using IP Address: 164.64.5.10

Sent: 8/30/2024 1:19:33 PM
Viewed: 8/30/2024 1:21:14 PM
Signed: 8/30/2024 1:21:17 PM

Electronic Record and Signature Disclosure:
Accepted: 6/2/2020 2:58:56 PM
ID: 474d9713-a1db-496b-b2bc-8c3326e4c730

| In Person Signer Events | Signature | Timestamp |
|------------------------------|-----------|-----------|
| Editor Delivery Events | Status | Timestamp |
| Agent Delivery Events | Status | Timestamp |
| Intermediary Delivery Events | Status | Timestamp |

| Certified Delivery Events | Status | Timestamp |
|----------------------------------|---------------|------------------|
|----------------------------------|---------------|------------------|

| Carbon Copy Events | Status | Timestamp |
|---------------------------|---------------|------------------|
|---------------------------|---------------|------------------|

| Witness Events | Signature | Timestamp |
|-----------------------|------------------|------------------|
|-----------------------|------------------|------------------|

| Notary Events | Signature | Timestamp |
|----------------------|------------------|------------------|
|----------------------|------------------|------------------|

| Envelope Summary Events | Status | Timestamps |
|--------------------------------|---------------|-------------------|
|--------------------------------|---------------|-------------------|

| | | |
|---------------------|------------------|----------------------|
| Envelope Sent | Hashed/Encrypted | 8/30/2024 1:19:33 PM |
| Certified Delivered | Security Checked | 8/30/2024 1:21:14 PM |
| Signing Complete | Security Checked | 8/30/2024 1:21:17 PM |
| Completed | Security Checked | 8/30/2024 2:51:18 PM |

| Payment Events | Status | Timestamps |
|-----------------------|---------------|-------------------|
|-----------------------|---------------|-------------------|

| Electronic Record and Signature Disclosure |
|---|
|---|

A. ELECTRONIC RECORD AND SIGNATURE DISCLOSURE (ERSD)

From time to time, New Mexico Department of Information Technology (DoIT), on behalf of the State of New Mexico (SONM), may be required by law to provide you with certain written notices or disclosures. Stated below are the terms and conditions for DoIT's providing you such notices and disclosures electronically through the DocuSign system. Please read this information carefully. If you are able to access this information electronically and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to "I agree to use electronic records and signatures" before clicking "CONTINUE" within the DocuSign system.

B. Obtaining paper copies

At any time up to twenty (20) calendar days following your use of DocuSign to electronically sign a document, you may request a paper copy of any record provided or made available electronically to you by DoIT. You will have the ability to download and print documents SONM sends you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a twenty (20) calendar day period after such documents are first sent to you. Following the twenty (20) day period, if you want DoIT to send you paper copies of any such documents from DoIT's office, you will be charged a \$1.00 per-page fee plus postage. You may request delivery of such paper copies from DoIT by following the procedure stated in Section H, below.

C. Withdrawing your consent

If you decide to receive notices and disclosures from DoIT electronically, you may at any time change your mind and inform DoIT you want to receive required notices and disclosures only in paper format. The procedure concerning how you may inform DoIT of your decision to receive future notices and disclosures in paper format as well as withdraw your consent to receive notices and disclosures electronically is stated in Section D, immediately below.

D. Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed with which DoIT will be able to complete certain steps in specific transactions and deliver paper copies to you. DoIT will need: (1) to send the required notices or disclosures to you in paper format; and (2) wait until DoIT receives your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from SONM or to electronically sign documents generated and sent to you from SONM.

E. All notices and disclosures will be sent to you electronically

Unless you inform DoIT otherwise according to these procedures, DoIT will electronically provide you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements and other documents that are required to be provided or made available to you during the course of your electronic signature relationship with SONM. To reduce the possibility of inadvertent non-receipt, DoIT prefers to provide all required notices and disclosures by the same method and to the same email or physical address that you furnish to DoIT. Thus, you may receive the disclosures and notices electronically or in paper form. If you do not agree with this procedure, please inform DoIT according to the procedures stated in Section I, below. Please also refer to Section D, immediately above, which states the consequences resulting from your declination of electronic delivery of notices and disclosures.

F. How to contact DoIT:

You may inform DoIT of any changes you select regarding SONM's electronic communications with you, to request paper copies of certain information from DoIT, and to withdraw your prior consent to receive notices and disclosures electronically by emailing your request(s) to DoIT at: esig.withdraw@state.nm.us

G. To advise DoIT of your new email address

To inform DoIT of a change in the email address to which DoIT sends you notices and disclosures electronically, you must send an email to DoIT at esig.change@state.nm.us and in the body of such request you must include your previous and new email addresses.

If you have already created a SONM DocuSign account, you may update your new email address and other preferences within the DocuSign system by updating your SONM DocuSign account preferences.

H. To request paper copies from DoIT

To request delivery of paper copies of electronic notices and disclosures that DocuSign and/or DoIT have previously provided to you, you must send an email to DoIT at esig.copy@state.nm.us and in the body of your email request state your email address, full name, mailing address, and telephone number. DoIT will charge you a \$1.00 per page copy fee plus postage.

I. To withdraw your consent with DoIT

To inform DoIT that you no longer wish to receive notices and disclosures in electronic format you may:

(1) Decline to sign a document from within a signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may:

(2) Send DoIT an email to esig.withdraw@state.nm.us and in the body of your request state your email address, full name, mailing address, and telephone number.

J. Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current DocuSign system requirements may be found at:

<https://support.docusign.com/guides/signer-guide-signing-system-requirements>

K. Acknowledging your access and consent to receive and sign documents electronically

To confirm that you are able to electronically access the information contained in this Electronic Record and Signature Disclosure (ERSD), please confirm that you have: (1) read this ERSD, and either: (2) you are able to print on paper or electronically save this ERSD for your future reference and access; or (3) you are able to email this ERSD to an email address where you will be able to print this ERSD on paper and/or save this ERSD for your future reference and access. Further, if you consent to receiving notices and disclosures from DocuSign and/or DoIT exclusively in electronic format, then select the check-box next to “I agree to use electronic records and signatures,” before you click “CONTINUE” within the DocuSign system.

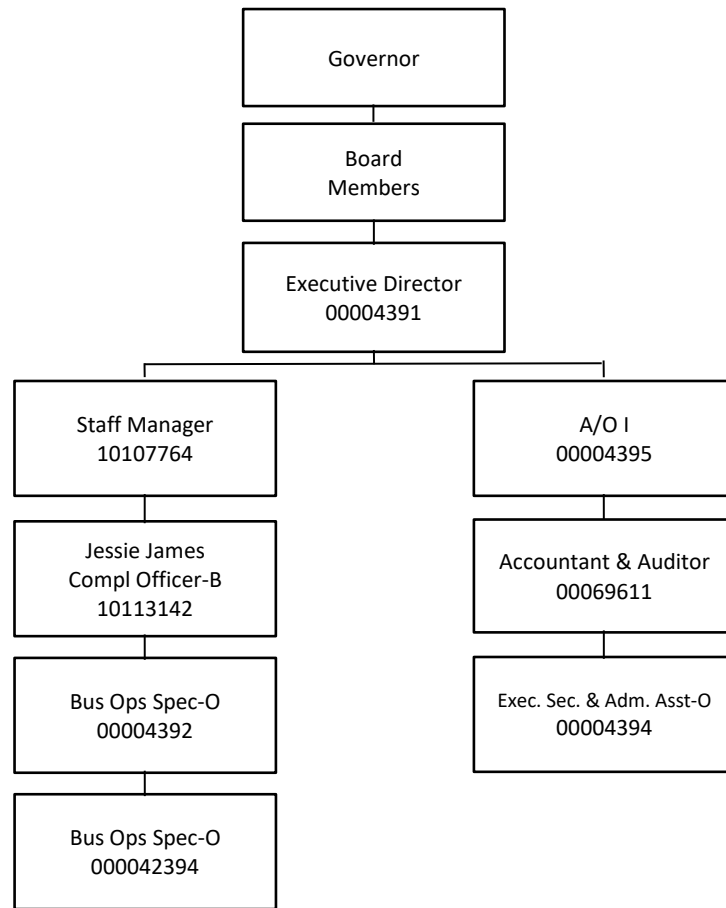
By selecting the check-box next to “I agree to use electronic records and signatures,” you confirm that:

- You have read this Electronic Record and Signature Disclosure (ERSD); and
- You can print this ERSD on paper, or you can save and/ or send this ERSD to a location where you can print this ERSD, for your future reference and access; and
- Until or unless you notify DoIT as stated in this ERSD, you consent to exclusively receive through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by DoIT during the course of your electronic signature relationship with SONM.

Agency Name: NM Board of Licensure for Professional Engineers & Professional Surveyors
Program Name: State Board of Licensure for Engineers and Surveyors

Business Unit: 46400
Program Code: P679

**APPROPRIATION REQUEST
ORGANIZATION CHART
FORM S-2**



Check Box if this form is a revision

Revision no:

1

Revision Date: 7/31/2023

Page

1 of 1

S-8 Financial Summary

(Dollars in Thousands)

BU PCode Department
46400 0000 0000000000

| | 2023-24 Opbud | 2023-24 Actuals | 2024-25 Opbud | 2025-26 PCF Proj | Base | ----- FY 2026 Agency Request ----- Expansion | Total |
|---|------------------|--------------------|------------------|---------------------|----------------|---|----------------|
| REVENUE | | | | | | | |
| 112 Other Transfers | 0.8 | 1.4 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| 130 Other Revenues | 1,048.9 | 1,234.5 | 1,147.1 | 0.0 | 1,271.4 | 0.0 | 1,271.4 |
| 150 Fund Balance | 354.6 | 250.0 | 281.2 | 0.0 | 250.0 | 0.0 | 250.0 |
| REVENUE, TRANSFERS | 1,404.3 | 1,485.9 | 1,428.3 | 0 | 1,521.4 | 0.0 | 1,521.4 |
| REVENUE | 1,404.3 | 1,485.9 | 1,428.3 | 0 | 1,521.4 | 0.0 | 1,521.4 |
| EXPENSE | | | | | | | |
| 200 Personal Services and Employee Benefits | 709.3 | 696.2 | 767.9 | 775.8 | 856.1 | 0.0 | 856.1 |
| 300 Contractual services | 331.1 | 201.1 | 296.5 | 0.0 | 296.5 | 0.0 | 296.5 |
| 400 Other | 363.9 | 327.2 | 363.9 | 0.0 | 368.8 | 0.0 | 368.8 |
| EXPENDITURES | 1,404.3 | 1,224.6 | 1,428.3 | 775.85 | 1,521.4 | 0.0 | 1,521.4 |
| 500 Other financing uses | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| OTHER FINANCING USES | 0.0 | 0.0 | 0.0 | 0 | 0.0 | 0.0 | 0.0 |
| EXPENSE | 1,404.3 | 1,224.6 | 1,428.3 | 775.85 | 1,521.4 | 0.0 | 1,521.4 |
| FTE POSITIONS | | | | | | | |
| 810 Permanent | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 8.00 |
| FTEs | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 8.00 |
| FTE POSITIONS | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 8.00 |

S-8 Financial Summary

(Dollars in Thousands)

BU **PCode** **Department**
 46400 P679 000000

| | 2023-24 Opbud | 2023-24 Actuals | 2024-25 Opbud | 2025-26 PCF Proj | Base | ----- FY 2026 Agency Request ----- | | Total |
|---|------------------|--------------------|------------------|---------------------|----------------|------------------------------------|-----|----------------|
| | | | | | | Expansion | | |
| REVENUE | | | | | | | | |
| 112 Other Transfers | 0.8 | 1.4 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| 130 Other Revenues | 1,048.9 | 1,234.5 | 1,147.1 | 0.0 | 1,271.4 | 0.0 | | 1,271.4 |
| 150 Fund Balance | 354.6 | 250.0 | 281.2 | 0.0 | 250.0 | 0.0 | | 250.0 |
| REVENUE, TRANSFERS | 1,404.3 | 1,485.9 | 1,428.3 | 0.0 | 1,521.4 | 0.0 | | 1,521.4 |
| REVENUE | 1,404.3 | 1,485.9 | 1,428.3 | 0.0 | 1,521.4 | 0.0 | | 1,521.4 |
| EXPENSE | | | | | | | | |
| 200 Personal Services and Employee Benefits | 709.3 | 696.2 | 767.9 | 775.8 | 856.1 | 0.0 | | 856.1 |
| 300 Contractual services | 331.1 | 201.1 | 296.5 | 0.0 | 296.5 | 0.0 | | 296.5 |
| 400 Other | 363.9 | 327.2 | 363.9 | 0.0 | 368.8 | 0.0 | | 368.8 |
| EXPENDITURES | 1,404.3 | 1,224.6 | 1,428.3 | 775.85 | 1,521.4 | 0.0 | | 1,521.4 |
| 500 Other financing uses | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | | 0.0 |
| OTHER FINANCING USES | 0.0 | 0.0 | 0.0 | 0 | 0.0 | 0.0 | | 0.0 |
| EXPENSE | 1,404.3 | 1,224.6 | 1,428.3 | 775.85 | 1,521.4 | 0.0 | | 1,521.4 |
| FTE POSITIONS | | | | | | | | |
| 810 Permanent | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | | 8.00 |
| FTEs | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | | 8.00 |
| FTE POSITIONS | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | | 8.00 |

BU PCode Department
 46400 P679 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 |
| 416509 | Trade & Pro Perm & Licen-Inter | 0.8 | 1.4 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| 499906 | OFS - INTRA-Agency | 0.0 | 250.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| 112 | Other Transfers | 0.8 | 251.4 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| 416402 | Trade & Professions Licenses | 820.0 | 884.5 | 858.2 | 0.0 | 903.9 | 0.0 | 903.9 |
| 416502 | Trade & Professions Permits | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| 421402 | Trades & Prof. Exam. Fees | 1.0 | 3.4 | 0.8 | 0.0 | 0.8 | 0.0 | 0.8 |
| 424302 | Printing & Reproduction | 1.0 | 0.6 | 0.3 | 0.0 | 0.3 | 0.0 | 0.3 |
| 425202 | Printing & Reproduction | 0.1 | 0.2 | 0.5 | 0.0 | 0.5 | 0.0 | 0.5 |
| 425902 | Other Services | 180.0 | 228.4 | 199.4 | 0.0 | 238.3 | 0.0 | 238.3 |
| 429902 | Other Current Services | 1.0 | 0.2 | 0.5 | 0.0 | 0.5 | 0.0 | 0.5 |
| 431802 | Forms | 0.0 | 0.1 | 0.1 | 0.0 | 0.1 | 0.0 | 0.1 |
| 441201 | Interest On Investments | 0.0 | 51.5 | 31.3 | 0.0 | 52.0 | 0.0 | 52.0 |
| 461402 | Other Penalties | 45.0 | 65.7 | 56.0 | 0.0 | 75.0 | 0.0 | 75.0 |
| 496902 | Miscellaneous Revenue | 0.8 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| 130 | Other Revenues | 1,048.9 | 1,234.5 | 1,147.1 | 0.0 | 1,271.4 | 0.0 | 1,271.4 |
| 325900 | Restricted FB - Gov | 354.6 | 0.0 | 281.2 | 0.0 | 250.0 | 0.0 | 250.0 |
| 150 | Fund Balance | 354.6 | 0.0 | 281.2 | 0.0 | 250.0 | 0.0 | 250.0 |
| TOTAL REVENUE | | 1,404.3 | 1,485.9 | 1,428.3 | 0.0 | 1,521.4 | 0.0 | 1,521.4 |
| 520100 | Exempt Perm Positions P/T&F/T | 111.6 | 113.6 | 116.0 | 130.5 | 130.0 | 0.0 | 130.0 |
| 520300 | Classified Perm Positions F/T | 404.3 | 393.2 | 421.7 | 444.4 | 496.0 | 0.0 | 496.0 |
| 520600 | Paid Unused Sick Leave | 0.0 | 3.2 | 3.1 | 0.0 | 3.1 | 0.0 | 3.1 |
| 520800 | Annl & Comp Paid At Separation | 0.0 | 2.7 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| 521100 | Group Insurance Premium | 51.6 | 35.7 | 63.8 | 44.5 | 63.8 | 0.0 | 63.8 |
| 521200 | Retirement Contributions | 92.0 | 97.0 | 109.4 | 109.5 | 109.4 | 0.0 | 109.4 |
| 521300 | F I C A | 37.0 | 37.9 | 39.5 | 35.3 | 39.5 | 0.0 | 39.5 |
| 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 | 0.5 | 0.4 | 0.4 | 0.0 | 0.3 | 0.0 | 0.3 |
| 521600 | Employee Liability Ins Premium | 2.4 | 2.4 | 2.3 | 0.0 | 2.3 | 0.0 | 2.3 |
| 521700 | RHC Act Contributions | 9.8 | 10.1 | 11.6 | 11.6 | 11.6 | 0.0 | 11.6 |
| 200 | Personal Services and Employee Bene | 709.3 | 696.2 | 767.9 | 775.8 | 856.1 | 0.0 | 856.1 |
| 535200 | Professional Services | 120.0 | 78.4 | 155.6 | 0.0 | 155.6 | 0.0 | 155.6 |
| 535300 | Other Services | 15.0 | 0.1 | 22.1 | 0.0 | 22.1 | 0.0 | 22.1 |
| 535309 | Other Services - Interagency | 135.0 | 8.1 | 20.0 | 0.0 | 10.0 | 0.0 | 10.0 |

BU PCode Department
46400 P679 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 |
| 535400 | Audit Services | 11.1 | 10.7 | 11.8 | 0.0 | 12.5 | 0.0 | 12.5 |
| 535500 | Attorney Services | 0.0 | 9.4 | 0.0 | 0.0 | 63.3 | 0.0 | 63.3 |
| 535600 | IT Services | 50.0 | 94.5 | 87.0 | 0.0 | 33.0 | 0.0 | 33.0 |
| 300 | Contractual services | 331.1 | 201.1 | 296.5 | 0.0 | 296.5 | 0.0 | 296.5 |
| 542100 | Employee I/S Mileage & Fares | 0.0 | 0.1 | 1.4 | 0.0 | 1.4 | 0.0 | 1.4 |
| 542200 | Employee I/S Meals & Lodging | 2.0 | 2.2 | 2.0 | 0.0 | 2.0 | 0.0 | 2.0 |
| 542300 | Brd & Comm Mbr Meals & Lodging | 20.0 | 7.3 | 20.0 | 0.0 | 20.0 | 0.0 | 20.0 |
| 542310 | Brd & Comm Mbr Mileage & Fares | 1.0 | 4.6 | 1.0 | 0.0 | 1.0 | 0.0 | 1.0 |
| 542500 | Transp - Fuel & Oil | 1.3 | 0.9 | 1.3 | 0.0 | 1.3 | 0.0 | 1.3 |
| 542600 | Transp - Parts & Supplies | 0.2 | 0.1 | 0.2 | 0.0 | 0.2 | 0.0 | 0.2 |
| 542800 | State Transp Pool Charges | 2.7 | 2.7 | 2.8 | 0.0 | 3.2 | 0.0 | 3.2 |
| 543200 | Maint - Furn, Fixt, Equipment | 0.9 | 0.1 | 0.9 | 0.0 | 0.9 | 0.0 | 0.9 |
| 543300 | Maint - Buildings & Structures | 1.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| 543400 | Maint - Property Insurance | 0.1 | 0.0 | 0.1 | 0.0 | 0.0 | 0.0 | 0.0 |
| 543830 | IT HW/SW Agreements | 1.5 | 2.6 | 1.5 | 0.0 | 1.5 | 0.0 | 1.5 |
| 544000 | Supply Inventory IT | 4.9 | 6.9 | 4.9 | 0.0 | 4.9 | 0.0 | 4.9 |
| 544100 | Supplies-Office Supplies | 6.0 | 2.4 | 6.0 | 0.0 | 5.0 | 0.0 | 5.0 |
| 544900 | Supplies-Inventory Exempt | 1.0 | 2.3 | 1.0 | 0.0 | 1.0 | 0.0 | 1.0 |
| 545600 | Reporting & Recording | 5.0 | 1.2 | 5.0 | 0.0 | 5.0 | 0.0 | 5.0 |
| 545700 | ISD Services | 4.3 | 6.4 | 5.3 | 0.0 | 7.5 | 0.0 | 7.5 |
| 545710 | DOIT HCM Assessment Fees | 3.3 | 0.0 | 2.9 | 0.0 | 2.8 | 0.0 | 2.8 |
| 545900 | Printing & Photo Services | 3.0 | 5.4 | 6.1 | 0.0 | 6.1 | 0.0 | 6.1 |
| 546100 | Postage & Mail Services | 7.4 | 5.9 | 7.4 | 0.0 | 7.4 | 0.0 | 7.4 |
| 546400 | Rent Of Land & Buildings | 5.0 | 0.1 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| 546500 | Rent Of Equipment | 1.0 | 0.8 | 0.8 | 0.0 | 0.8 | 0.0 | 0.8 |
| 546610 | DOIT Telecommunications | 7.8 | 12.3 | 8.4 | 0.0 | 10.0 | 0.0 | 10.0 |
| 546700 | Subscriptions/Dues/License Fee | 8.0 | 7.3 | 8.4 | 0.0 | 10.3 | 0.0 | 10.3 |
| 546800 | Employee Training & Education | 1.0 | 1.1 | 1.0 | 0.0 | 1.0 | 0.0 | 1.0 |
| 546810 | Board Member Training | 1.5 | 0.0 | 1.5 | 0.0 | 1.5 | 0.0 | 1.5 |
| 546900 | Advertising | 4.0 | 0.0 | 4.0 | 0.0 | 4.0 | 0.0 | 4.0 |
| 547420 | Grants -Higher Ed (in CAFR) | 250.0 | 249.5 | 250.0 | 0.0 | 250.0 | 0.0 | 250.0 |
| 547900 | Miscellaneous Expense | 0.0 | 0.3 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| 549600 | Employee O/S Mileage & Fares | 2.0 | 2.2 | 2.0 | 0.0 | 2.0 | 0.0 | 2.0 |
| 549700 | Employee O/S Meals & Lodging | 3.0 | 2.6 | 3.0 | 0.0 | 3.0 | 0.0 | 3.0 |

BU PCode Department
 46400 P679 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 |
| 549800 | Brd & Comm O/S Mileage & Fares | 7.0 | 0.0 | 7.0 | 0.0 | 7.0 | 0.0 | 7.0 |
| 549900 | Brd & Comm O/S Meals & Lodging | 8.0 | 0.0 | 8.0 | 0.0 | 8.0 | 0.0 | 8.0 |
| 400 | Other | 363.9 | 327.2 | 363.9 | 0.0 | 368.8 | 0.0 | 368.8 |
| 555106 | OFU - INTRA-Agency | 0.0 | 250.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| 500 | Other financing uses | 0.0 | 250.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| TOTAL EXPENSE | | 1,404.3 | 1,474.6 | 1,428.3 | 775.8 | 1,521.4 | 0.0 | 1,521.4 |
| 810 | Permanent | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 8.00 |
| 810 | Permanent | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 8.00 |
| TOTAL FTE POSITIONS | | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 8.00 |

BU PCode Department
 46400 P679 000000

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 |
| 416509 | Trade & Pro Perm & Licen-Inter | 0.8 | 1.4 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| 499906 | OFS - INTRA-Agency | 0.0 | 250.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| 112 | Other Transfers | 0.8 | 251.4 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| 416402 | Trade & Professions Licenses | 820.0 | 884.5 | 858.2 | 0.0 | 903.9 | 0.0 | 903.9 |
| 416502 | Trade & Professions Permits | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| 421402 | Trades & Prof. Exam. Fees | 1.0 | 3.4 | 0.8 | 0.0 | 0.8 | 0.0 | 0.8 |
| 424302 | Printing & Reproduction | 1.0 | 0.6 | 0.3 | 0.0 | 0.3 | 0.0 | 0.3 |
| 425202 | Printing & Reproduction | 0.1 | 0.2 | 0.5 | 0.0 | 0.5 | 0.0 | 0.5 |
| 425902 | Other Services | 180.0 | 228.4 | 199.4 | 0.0 | 238.3 | 0.0 | 238.3 |
| 429902 | Other Current Services | 1.0 | 0.2 | 0.5 | 0.0 | 0.5 | 0.0 | 0.5 |
| 431802 | Forms | 0.0 | 0.1 | 0.1 | 0.0 | 0.1 | 0.0 | 0.1 |
| 441201 | Interest On Investments | 0.0 | 51.5 | 31.3 | 0.0 | 52.0 | 0.0 | 52.0 |
| 461402 | Other Penalties | 45.0 | 65.7 | 56.0 | 0.0 | 75.0 | 0.0 | 75.0 |
| 496902 | Miscellaneous Revenue | 0.8 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| 130 | Other Revenues | 1,048.9 | 1,234.5 | 1,147.1 | 0.0 | 1,271.4 | 0.0 | 1,271.4 |
| 325900 | Restricted FB - Gov | 354.6 | 0.0 | 281.2 | 0.0 | 250.0 | 0.0 | 250.0 |
| 150 | Fund Balance | 354.6 | 0.0 | 281.2 | 0.0 | 250.0 | 0.0 | 250.0 |
| TOTAL REVENUE | | 1,404.3 | 1,485.9 | 1,428.3 | 0.0 | 1,521.4 | 0.0 | 1,521.4 |

BU PCode Department
 46400 P679 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 | 111.6 | 113.6 | 116.0 | 130.5 | 130.0 | 0.0 | 130.0 |
| 520300 | Classified Perm Positions F/T | 404.3 | 393.2 | 421.7 | 444.4 | 496.0 | 0.0 | 496.0 |
| 520600 | Paid Unused Sick Leave | 0.0 | 3.2 | 3.1 | 0.0 | 3.1 | 0.0 | 3.1 |
| 520800 | Annl & Comp Paid At Separation | 0.0 | 2.7 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| 521100 | Group Insurance Premium | 51.6 | 35.7 | 63.8 | 44.5 | 63.8 | 0.0 | 63.8 |
| 521200 | Retirement Contributions | 92.0 | 97.0 | 109.4 | 109.5 | 109.4 | 0.0 | 109.4 |
| 521300 | F I C A | 37.0 | 37.9 | 39.5 | 35.3 | 39.5 | 0.0 | 39.5 |
| 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 | 0.5 | 0.4 | 0.4 | 0.0 | 0.3 | 0.0 | 0.3 |
| 521600 | Employee Liability Ins Premium | 2.4 | 2.4 | 2.3 | 0.0 | 2.3 | 0.0 | 2.3 |
| 521700 | RHC Act Contributions | 9.8 | 10.1 | 11.6 | 11.6 | 11.6 | 0.0 | 11.6 |
| 200 | Personal Services and Employe | 709.3 | 696.2 | 767.9 | 775.8 | 856.1 | 0.0 | 856.1 |
| 535200 | Professional Services | 120.0 | 78.4 | 155.6 | 0.0 | 155.6 | 0.0 | 155.6 |
| 535300 | Other Services | 15.0 | 0.1 | 22.1 | 0.0 | 22.1 | 0.0 | 22.1 |
| 535309 | Other Services - Interagency | 135.0 | 8.1 | 20.0 | 0.0 | 10.0 | 0.0 | 10.0 |
| 535400 | Audit Services | 11.1 | 10.7 | 11.8 | 0.0 | 12.5 | 0.0 | 12.5 |
| 535500 | Attorney Services | 0.0 | 9.4 | 0.0 | 0.0 | 63.3 | 0.0 | 63.3 |
| 535600 | IT Services | 50.0 | 94.5 | 87.0 | 0.0 | 33.0 | 0.0 | 33.0 |
| 300 | Contractual services | 331.1 | 201.1 | 296.5 | 0.0 | 296.5 | 0.0 | 296.5 |
| 542100 | Employee I/S Mileage & Fares | 0.0 | 0.1 | 1.4 | 0.0 | 1.4 | 0.0 | 1.4 |
| 542200 | Employee I/S Meals & Lodging | 2.0 | 2.2 | 2.0 | 0.0 | 2.0 | 0.0 | 2.0 |
| 542300 | Brd & Comm Mbr Meals & Lodgin | 20.0 | 7.3 | 20.0 | 0.0 | 20.0 | 0.0 | 20.0 |
| 542310 | Brd & Comm Mbr Mileage & Fares | 1.0 | 4.6 | 1.0 | 0.0 | 1.0 | 0.0 | 1.0 |
| 542500 | Transp - Fuel & Oil | 1.3 | 0.9 | 1.3 | 0.0 | 1.3 | 0.0 | 1.3 |
| 542600 | Transp - Parts & Supplies | 0.2 | 0.1 | 0.2 | 0.0 | 0.2 | 0.0 | 0.2 |
| 542800 | State Transp Pool Charges | 2.7 | 2.7 | 2.8 | 0.0 | 3.2 | 0.0 | 3.2 |
| 543200 | Maint - Furn, Fixt, Equipment | 0.9 | 0.1 | 0.9 | 0.0 | 0.9 | 0.0 | 0.9 |
| 543300 | Maint - Buildings & Structures | 1.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| 543400 | Maint - Property Insurance | 0.1 | 0.0 | 0.1 | 0.0 | 0.0 | 0.0 | 0.0 |
| 543830 | IT HW/SW Agreements | 1.5 | 2.6 | 1.5 | 0.0 | 1.5 | 0.0 | 1.5 |
| 544000 | Supply Inventory IT | 4.9 | 6.9 | 4.9 | 0.0 | 4.9 | 0.0 | 4.9 |
| 544100 | Supplies-Office Supplies | 6.0 | 2.4 | 6.0 | 0.0 | 5.0 | 0.0 | 5.0 |
| 544900 | Supplies-Inventory Exempt | 1.0 | 2.3 | 1.0 | 0.0 | 1.0 | 0.0 | 1.0 |

BU PCode Department
 46400 P679 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 |
| 545600 | Reporting & Recording | 5.0 | 1.2 | 5.0 | 0.0 | 5.0 | 0.0 | 5.0 |
| 545700 | ISD Services | 4.3 | 6.4 | 5.3 | 0.0 | 7.5 | 0.0 | 7.5 |
| 545710 | DOIT HCM Assessment Fees | 3.3 | 0.0 | 2.9 | 0.0 | 2.8 | 0.0 | 2.8 |
| 545900 | Printing & Photo Services | 3.0 | 5.4 | 6.1 | 0.0 | 6.1 | 0.0 | 6.1 |
| 546100 | Postage & Mail Services | 7.4 | 5.9 | 7.4 | 0.0 | 7.4 | 0.0 | 7.4 |
| 546400 | Rent Of Land & Buildings | 5.0 | 0.1 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| 546500 | Rent Of Equipment | 1.0 | 0.8 | 0.8 | 0.0 | 0.8 | 0.0 | 0.8 |
| 546610 | DOIT Telecommunications | 7.8 | 12.3 | 8.4 | 0.0 | 10.0 | 0.0 | 10.0 |
| 546700 | Subscriptions/Dues/License Fee | 8.0 | 7.3 | 8.4 | 0.0 | 10.3 | 0.0 | 10.3 |
| 546800 | Employee Training & Education | 1.0 | 1.1 | 1.0 | 0.0 | 1.0 | 0.0 | 1.0 |
| 546810 | Board Member Training | 1.5 | 0.0 | 1.5 | 0.0 | 1.5 | 0.0 | 1.5 |
| 546900 | Advertising | 4.0 | 0.0 | 4.0 | 0.0 | 4.0 | 0.0 | 4.0 |
| 547420 | Grants -Higher Ed (in CAFR) | 250.0 | 249.5 | 250.0 | 0.0 | 250.0 | 0.0 | 250.0 |
| 547900 | Miscellaneous Expense | 0.0 | 0.3 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| 549600 | Employee O/S Mileage & Fares | 2.0 | 2.2 | 2.0 | 0.0 | 2.0 | 0.0 | 2.0 |
| 549700 | Employee O/S Meals & Lodging | 3.0 | 2.6 | 3.0 | 0.0 | 3.0 | 0.0 | 3.0 |
| 549800 | Brd & Comm O/S Mileage & Fares | 7.0 | 0.0 | 7.0 | 0.0 | 7.0 | 0.0 | 7.0 |
| 549900 | Brd & Comm O/S Meals & Lodgin | 8.0 | 0.0 | 8.0 | 0.0 | 8.0 | 0.0 | 8.0 |
| 400 | Other | 363.9 | 327.2 | 363.9 | 0.0 | 368.8 | 0.0 | 368.8 |
| 555106 | OFU - INTRA-Agency | 0.0 | 250.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| 500 | Other financing uses | 0.0 | 250.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| TOTAL EXPENSE | | 1,404.3 | 1,474.6 | 1,428.3 | 775.85 | 1,521.4 | 0.0 | 1,521.4 |

APPROPRIATION REQUEST

FORM S-10 FUND BALANCE PROJECTION

(In Whole Dollars)

Agency: State Board of Licensure for Professional Engineers and Professional SuBusiness Unit: 46400

Fund Name: Profess Eng & Land Surv Fund Number: 07300

Legal Auth. _____

BEGINNING BALANCE

Unreserved, undesignated fund balance (not cash balance) from SHARE NMS006GL Balance Sheet Report at close of FY24 1,368,100

ADJUSTMENTS

Add:

Interfund receivables, accounts receivables, and other assets not reflected in fund balance from FCD Reports at close of FY24 12,100

Other (explain in detail) 0

Deduct:

Liabilities not reflected in FCD Reports at close of FY24 0

Fund balance designated by law for future expenditure (non-reverting funds) 0

Amount due to State General Fund or other fund designated by statute 0

Other (explain in detail) 0

FY24 revision not reflected in liabilities 0

Total Adjustments 12,100

ADJUSTED UNRESERVED, UNDESIGNATED FUND BALANCE at close of FY24 1,380,200

Add:

Projected revenue/sources (less fund balance budgeted) for FY25 1,147,100

Deduct:

Projected total expenditures for FY25 (1,880,600)

ADJUSTED UNRESERVED/UNDESIGNATED FUND BALANCE at close of FY25 646,700

Add:

Projected revenue/sources (less fund balance requested) for FY26 1,260,400

Deduct:

Total expenditures budgeted in appropriation request (1,510,400)

ADJUSTED UNRESERVED/UNDESIGNATED FUND BALANCE at close of FY26 396,700

P-1 Program Overview**Program Description:**

The Agency is responsible for the regulation and licensing of professional engineers and professional surveyors as authorized under the Engineering and Surveying Practice Act (NMSA 1978, 61-23-1 through 61-23-36). The Board regulates the engineering and surveying professions by (1) licensing only qualified engineers and surveyors to practice in these professions; (2) promulgating rules of professional conduct and professional standards of practices for licensees to follow; (3) monitoring the performance of its licensees biennially by renewing licenses of those engineers and surveyors who meet professional development requirements; (4) by investigating and disciplining, if appropriate, all known or reported complaints against its licensees, interns, applicants or individuals who may be practicing engineering and surveying in violation of the statutes and rules; (5) interpretation of the statutes and rules; (6) public outreach to promote licensure for engineers and surveyors; and (7) established a Scholarship initiative to provide direct educational and training scholarships through qualified New Mexico educational institutions to candidates for the engineering and surveying professions willing to reside and practice in New Mexico. The scholarship was created to increase career and educational opportunities and improve interaction with the engineering and surveying professions and institutions of higher education to benefit the citizens of New Mexico.

Major Issues and Accomplishments:

For the past several years, the New Mexico Board of Professional Licensure for Professional Engineers and Professional Surveyors (NMBLPEPS) has made or recommended several strategic changes to the New Mexico Engineering and Surveying Practice Act, NMSA 1978, Section 61-23-1 through 61-23-36, Rules, and Policies to improve license mobility, streamline the application process, increase funding resources for those interested in engaging in the profession, and improve the affordability of the entry for New Mexico residents. Each of these changes have been made with a critical focus on the Governor's goals, compliance with national licensing standards, and ultimately the protection of the New Mexico's residents and businesses.

The Board expanded the limit of scholarship funding provided to Engineering and Surveying students at NM universities and broadened funding use to allow for equipment purchases; and increased the annual amount of funding from \$100,000 to \$250,000 (NMSA, 1978, Sections 61-23-35 and 61-23-36). In FY24, the Board disbursed \$100,000 to New Mexico State University, University of New Mexico, and New Mexico Tech for scholarships to students of engineering and surveying programs and disbursed \$150,000 to NMSU and NM Tech to purchase equipment for their engineering and surveying programs.

In May 2018, NM BLPEPS was the first in the nation to begin a new honor cord program and has since continued to recognize New Mexico students who pass the fundamentals of engineering (FE) or fundamentals of surveying (FS) prior to their graduation. The Board provides those graduates with a red and yellow honor cord to wear with their graduation gown and tassel along with the honor cords received from their university. The colors were selected to represent the state of New Mexico. There are three participating NM universities; University of New Mexico, New Mexico Institute of Mining and Technology, and New Mexico State University.

The Board initiated the BLPEPS Professional Licensure Application Project to replace the prior legacy software with a proven governmental licensing application that has been successfully implemented in other states to handle similar licensing business processes. The SaaS application chosen, the Accela Civic Platform, will provide online registration and renewal services to licensees that has never been offered in NM before. The project was certified by the DoIT Project Certification Committee in May 2023 and is scheduled to be complete by April 2025.

The Board amended its Practice Act (NMSA, 1978, 61-23-22 & 61-23-27.10) to align with the Rules (NMAC 16.39.3.11 G & 16.39.5.8 G) with respect to the "industrial exemption" for Professional Engineers and Professional Surveyors and was based upon best practices for protection of the public and input from the National Transportation Safety Board. The amended statute includes clarifying language to allow affiliated companies (such as parent and subsidiary companies) as well as "lawfully operated" properties (such as patented mining claims) to continue to work under the exemption.

P-1 Program Overview

Effective July 1, 2023, the Board provided additional comity provisions for professional surveyor licensure to the NM Engineering and Surveying Practice Act, NMSA, 1978, 61-23-27.4 E. As of August 2024, the Board has licensed 38 professional surveyors through the expedited path.

As of July 2024, the Agency has 10,413 licensed Professional Engineers, an increase of 4% since August 2023; 546 licensed Professional Surveyors, an increase of 6% since August 2023; 8 licensed Professional Engineers/ Professional Surveyors (dual license), a decrease of 25% since August 2023; overall, there are a total of 10,967 active licenses, which has increased by 4% since August 2023.

In order to increase the availability of qualified professionals and retain the educational investment in our universities within the State, the Board began to waive all first time Board application fees for Engineering Intern (EI)/Surveying Intern (SI) Certification, Professional Surveyor by Examination, Professional Engineer by Examination, the Professional Surveyor – NM State Specific Examination, and initial license fee if the applicant can attest that they are a NM resident and have graduated with a bachelor's, master's, or doctorate degree from a NM institute of higher learning within the immediate five years prior to submitting their application. In addition, the Board voted at their June 2024 meeting to waive the EI/SI Certification fees for Comity applicants that do not have an intern certification from another jurisdiction. The Board waived a total of \$13,975 in fees for FY24.

Overview of Request:

The FY26 Budget Appropriation Request was derived with the plan to increase the percentage of cases resolved through compliance or legal action within one year and maintain a new licensing system.

Programmatic Changes:

The Board initiated the BLPEPS Professional Licensure Application Project to replace the prior legacy software with a proven governmental licensing application that has been successfully implemented in other states to handle similar licensing business processes. The SaaS application chosen, the Accela Civic Platform, will provide online renewal to licensees and online application services to new applicants that have never been offered by the Board before. The application will maintain data safely and securely, provide system stability to meet business continuity demands with disaster recovery functionality, interface with a payment provider to allow secure online payments, and is Payment Card Industry (PCI) compliant. The project was certified by the DoIT Project Certification Committee in May 2023 and is scheduled to be complete by April 2024.

The implementation of the new licensing system will streamline and modernize the Boards procedures and eliminate paper applications and renewals by providing online license renewals and applications and providing the public with a means to verify license information and disciplinary actions taken against professional licensees. In addition, it will provide for complaint submittal and tracking with regard to a licensee and provide staff with the ability to track and manage licenses in addition to the associated transactions, such as, payments, continuing education records, and complaints.

The bulk of the costs related to the licensing application will happen in FY25. The annual license and SaaS costs for FY26 and FY27 are \$28,000 and \$30,000, respectively. The effect on the FY26 budget request is minimal as the Agency was able to absorb the costs within the contracts category. The Board will continue to strive to enhance all areas to ensure the administration of the Board operates efficiently and effectively.

Base Budget Justification:

The base budget for FY26 increased by \$88,200 in the personal services and employee benefits category, to accommodate salary increases for Agency staff, and increased by \$4,900 in the other costs category to accommodate the increased DoIT and GSD rates and the increased annual dues for the National Council for Examiners of Engineering and Surveying.

The increase to salaries for staff will improve program performance by retaining the staff it currently has. The Board collects revenue from licensing fees which has increased an average of \$150,000 annually and is projected to cover the increased salaries moving forward.

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 | | |
| 46400 | P679-R State Board of Licensure for En | 521410 GSD Work Comp Insur Premium | 0.41 | 0.4 | 0.3 | 0 | 0 | 0 | 0.0 |
| | | 521600 Employee Liability Ins Premium | 2.38 | 2.3 | 2.3 | 0 | 0 | 0 | 0.0 |
| | | 535400 Audit Services | 10.65 | 11.8 | 12.5 | 0 | 0 | 0 | 0.0 |
| | | 542800 State Transp Pool Charges | 2.69 | 2.8 | 3.2 | 0 | 0 | 0 | 0.0 |
| | | 543400 Maint - Property Insurance | 0 | 0.1 | 0 | 0 | 0 | 0 | 0.0 |
| | | 545700 ISD Services | 6.39 | 5.3 | 7.5 | 0 | 0 | 0 | 0.0 |
| | | 545710 DOIT HCM Assessment Fees | 0 | 2.9 | 2.8 | 0 | 0 | 0 | 0.0 |
| | | 546610 DOIT Telecommunications | 12.34 | 8.4 | 10 | 0 | 0 | 0 | 0.0 |
| Subtotal for: | 46400 P679-R State Board of Licensure for En | 34.88 | 34 | 38.6 | 0 | 0 | 0 | 0.0 | |
| 46400 | | 34.88 | 34 | 38.6 | 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 | |
| 46400 | 521410 GSD Work Comp Insur Premium | 0.41 | 0.4 | 0.3 | 0 | 0 | 0 | 0.0 |
| | 521600 Employee Liability Ins Premium | 2.38 | 2.3 | 2.3 | 0 | 0 | 0 | 0.0 |
| | 535400 Audit Services | 10.65 | 11.8 | 12.5 | 0 | 0 | 0 | 0.0 |
| | 542800 State Transp Pool Charges | 2.69 | 2.8 | 3.2 | 0 | 0 | 0 | 0.0 |
| | 543400 Maint - Property Insurance | 0 | 0.1 | 0 | 0 | 0 | 0 | 0.0 |
| | 545700 ISD Services | 6.39 | 5.3 | 7.5 | 0 | 0 | 0 | 0.0 |
| | 545710 DOIT HCM Assessment Fees | 0 | 2.9 | 2.8 | 0 | 0 | 0 | 0.0 |
| | 546610 DOIT Telecommunications | 12.34 | 8.4 | 10 | 0 | 0 | 0 | 0.0 |
| | Grand Total | 34.88 | 34 | 38.6 | 0 | 0 | 0 | 0.0 |

R-2 Transfers
(Dollars in Thousands)

| Prov PCode | Prov Fund | Prov Account | Prov Account Name | Rec PCode | Rec Fund | Rec Account | Rec Account Name | 2023-24 Actual Transfers | 2024-25 Adopted Transfers | 2025-26 Agency GF | 2025-26 Agency OSF | 2025-26 Agency ISF/IAT | 2025-26 Agency FF | 2025-26 Total Request | Justification |
|-------------|-----------|--------------|-------------------|-----------|----------|-------------|------------------|--------------------------|---------------------------|-------------------|--------------------|------------------------|-------------------|-----------------------|--|
| P679 | 07300 | 535309 | Other Service | P602 | 43300 | 425909 | Other Service | 8.1 | 0 | 0 | 10 | 0 | 0 | 10 | This is an estimated amount for services provided to BLPEPS from RLD through an MOU. |
| Sum: | | | | | | | | | 0 | 0 | 10 | 0 | 0 | 10 | |

REV EXP COMPARISON

(Dollars in Thousands)

46400 - State Board of Licensure for Professional Engineers and Professional Surveyors

| | General Fund | Other Funds | Other Transfers | Federal Funds | Total |
|---|---------------------|--------------------|------------------------|----------------------|----------------|
| SOURCES | 0.0 | 1,521.4 | 0.0 | 0.0 | 1,521.4 |
| Personal Services and Employee Benefits | 0.0 | 856.1 | 0.0 | 0.0 | 856.1 |
| Contractual services | 0.0 | 296.5 | 0.0 | 0.0 | 296.5 |
| Other | 0.0 | 368.8 | 0.0 | 0.0 | 368.8 |
| USES Total: | 0.0 | 1,521.4 | 0.0 | 0.0 | 1,521.4 |
| Net: | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |

REV EXP COMPARISON

(Dollars in Thousands)

46400 - State Board of Licensure for Professional Engineers and Professional Surveyors

P679 - State Board of Licensure for Engineers and Surveyors

| | General Fund | Other Funds | Other Transfers | Federal Funds | Total |
|---|---------------------|--------------------|------------------------|----------------------|----------------|
| SOURCES Totals | 0.0 | 1,521.4 | 0.0 | 0.0 | 1,521.4 |
| Personal Services and Employee Benefits | 0.0 | 856.1 | 0.0 | 0.0 | 856.1 |
| Contractual services | 0.0 | 296.5 | 0.0 | 0.0 | 296.5 |
| Other | 0.0 | 368.8 | 0.0 | 0.0 | 368.8 |
| USES Total: | 0.0 | 1,521.4 | 0.0 | 0.0 | 1,521.4 |
| Net: | 0.0 | 0.0 | 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 |
| 07300 | 520100 | Exempt Perm Positions P/T&F/T | 113.6 | 116.0 | 130.49 | 0.0 | 130.0 | 0.0 | 0.0 | 130.0 | Increased amount due to increased salary |
| 07300 | 520300 | Classified Perm Positions F/T | 393.2 | 421.7 | 444.39 | 0.0 | 496.0 | 0.0 | 0.0 | 496.0 | Increased amount due to anticipated increase in salaries for Agency staff. |
| 07300 | 520600 | Paid Unused Sick Leave | 3.2 | 3.1 | 0 | 0.0 | 3.1 | 0.0 | 0.0 | 3.1 | |
| 07300 | 520800 | Annl & Comp Paid At Separation | 2.7 | 0.0 | 0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | |
| 07300 | 521100 | Group Insurance Premium | 35.7 | 63.8 | 44.52 | 0.0 | 63.8 | 0.0 | 0.0 | 63.8 | |
| 07300 | 521200 | Retirement Contributions | 97.0 | 109.4 | 109.53 | 0.0 | 109.4 | 0.0 | 0.0 | 109.4 | |
| 07300 | 521300 | F I C A | 37.9 | 39.5 | 35.3 | 0.0 | 39.5 | 0.0 | 0.0 | 39.5 | |
| 07300 | 521400 | Workers' Comp Assessment Fee | 0.1 | 0.1 | 0 | 0.0 | 0.1 | 0.0 | 0.0 | 0.1 | |
| 07300 | 521410 | GSD Work Comp Insur Premium | 0.4 | 0.4 | 0 | 0.0 | 0.3 | 0.0 | 0.0 | 0.3 | Decreased amount due to the published FY26 GSD Risk Rates. |
| 07300 | 521600 | Employee Liability Ins Premium | 2.4 | 2.3 | 0 | 0.0 | 2.3 | 0.0 | 0.0 | 2.3 | |
| 07300 | 521700 | RHC Act Contributions | 10.1 | 11.6 | 11.63 | 0.0 | 11.6 | 0.0 | 0.0 | 11.6 | |
| | 200 | Personal Services and Employee Bene | 696.2 | 767.9 | 775.85 | 0.0 | 856.1 | 0.0 | 0.0 | 856.1 | |
| 07300 | 542100 | Employee I/S Mileage & Fares | 0.1 | 1.4 | 0 | 0.0 | 1.4 | 0.0 | 0.0 | 1.4 | |
| 07300 | 542200 | Employee I/S Meals & Lodging | 2.2 | 2.0 | 0 | 0.0 | 2.0 | 0.0 | 0.0 | 2.0 | |
| 07300 | 542300 | Brd & Comm Mbr Meals & Lodging | 7.3 | 20.0 | 0 | 0.0 | 20.0 | 0.0 | 0.0 | 20.0 | |
| 07300 | 542310 | Brd & Comm Mbr Mileage & Fares | 4.6 | 1.0 | 0 | 0.0 | 1.0 | 0.0 | 0.0 | 1.0 | |
| 07300 | 542500 | Transp - Fuel & Oil | 0.9 | 1.3 | 0 | 0.0 | 1.3 | 0.0 | 0.0 | 1.3 | |
| 07300 | 542600 | Transp - Parts & Supplies | 0.1 | 0.2 | 0 | 0.0 | 0.2 | 0.0 | 0.0 | 0.2 | |
| 07300 | 542800 | State Transp Pool Charges | 2.7 | 2.8 | 0 | 0.0 | 3.2 | 0.0 | 0.0 | 3.2 | Increased amount due to the published FY26 GSD Leased Vehicle Rates |
| 07300 | 543200 | Maint - Furn, Fixt, Equipment | 0.1 | 0.9 | 0 | 0.0 | 0.9 | 0.0 | 0.0 | 0.9 | |
| 07300 | 543400 | Maint - Property Insurance | 0.0 | 0.1 | 0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | Decreased amount due to the published FY26 GSD Risk Rates. |
| 07300 | 543830 | IT HW/SW Agreements | 2.6 | 1.5 | 0 | 0.0 | 1.5 | 0.0 | 0.0 | 1.5 | |
| 07300 | 544000 | Supply Inventory IT | 6.9 | 4.9 | 0 | 0.0 | 4.9 | 0.0 | 0.0 | 4.9 | |
| 07300 | 544100 | Supplies-Office Supplies | 2.4 | 6.0 | 0 | 0.0 | 5.0 | 0.0 | 0.0 | 5.0 | |
| 07300 | 544900 | Supplies-Inventory Exempt | 2.3 | 1.0 | 0 | 0.0 | 1.0 | 0.0 | 0.0 | 1.0 | |
| 07300 | 545600 | Reporting & Recording | 1.2 | 5.0 | 0 | 0.0 | 5.0 | 0.0 | 0.0 | 5.0 | |
| 07300 | 545700 | ISD Services | 6.4 | 5.3 | 0 | 0.0 | 7.5 | 0.0 | 0.0 | 7.5 | Increased amount due to the published FY26 DoIT Enterprise Rates |
| 07300 | 545710 | DOIT HCM Assessment Fees | 0.0 | 2.9 | 0 | 0.0 | 2.8 | 0.0 | 0.0 | 2.8 | Increased amount due to the published FY26 DoIT SHARE Rates |
| 07300 | 545900 | Printing & Photo Services | 5.4 | 6.1 | 0 | 0.0 | 6.1 | 0.0 | 0.0 | 6.1 | |

BU PCode
46400 P679

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 | | | |
| 07300 | 546100 | Postage & Mail Services | 5.9 | 7.4 | 0 | 0.0 | 7.4 | 0.0 | 0.0 | 7.4 | |
| 07300 | 546400 | Rent Of Land & Buildings | 0.1 | 0.0 | 0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | |
| 07300 | 546500 | Rent Of Equipment | 0.8 | 0.8 | 0 | 0.0 | 0.8 | 0.0 | 0.0 | 0.8 | |
| 07300 | 546610 | DOIT Telecommunications | 12.3 | 8.4 | 0 | 0.0 | 10.0 | 0.0 | 0.0 | 10.0 | Increased amount due to the published FY26 DoIT Enterprise Rates |
| 07300 | 546700 | Subscriptions/Dues/License Fee | 7.3 | 8.4 | 0 | 0.0 | 10.3 | 0.0 | 0.0 | 10.3 | Increased amount for subscriptions and dues: National Council of Examiners for Engineering and Surveying dues increased. |
| 07300 | 546800 | Employee Training & Education | 1.1 | 1.0 | 0 | 0.0 | 1.0 | 0.0 | 0.0 | 1.0 | |
| 07300 | 546810 | Board Member Training | 0.0 | 1.5 | 0 | 0.0 | 1.5 | 0.0 | 0.0 | 1.5 | |
| 07300 | 546900 | Advertising | 0.0 | 4.0 | 0 | 0.0 | 4.0 | 0.0 | 0.0 | 4.0 | |
| 07300 | 547420 | Grants -Higher Ed (in CAFR) | 0.0 | 0.0 | 0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | |
| 07300 | 547900 | Miscellaneous Expense | 0.3 | 0.0 | 0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | |
| 07300 | 549600 | Employee O/S Mileage & Fares | 2.2 | 2.0 | 0 | 0.0 | 2.0 | 0.0 | 0.0 | 2.0 | |
| 07300 | 549700 | Employee O/S Meals & Lodging | 2.6 | 3.0 | 0 | 0.0 | 3.0 | 0.0 | 0.0 | 3.0 | |
| 07300 | 549800 | Brd & Comm O/S Mileage & Fares | 0.0 | 7.0 | 0 | 0.0 | 7.0 | 0.0 | 0.0 | 7.0 | |
| 07300 | 549900 | Brd & Comm O/S Meals & Lodging | 0.0 | 8.0 | 0 | 0.0 | 8.0 | 0.0 | 0.0 | 8.0 | |
| 20970 | 547420 | Grants -Higher Ed (in CAFR) | 249.5 | 250.0 | 0 | 0.0 | 250.0 | 0.0 | 0.0 | 250.0 | |
| | 400 | Other | 327.2 | 363.9 | 0 | 0.0 | 368.8 | 0.0 | 0.0 | 368.8 | |
| 07300 | 555106 | OFU - INTRA-Agency | 250.0 | 0.0 | 0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | |
| | 500 | Other financing uses | 250.0 | 0.0 | 0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | |
| TOTAL EXPENSE | | | 1,273.5 | 1,131.8 | | 0.0 | 1,224.9 | 0.0 | 0.0 | 1,224.9 | |

BU PCode
46400 P679

Contract by PCode Detail
(Dollars in Thousands)

| Fund | Account | # | Contract Purpose | Actuals | FY 2026 Agency Request | | | | Total | Justification | |
|----------------------|---------|------------------------------|------------------|--|------------------------|------------|--------------|------------|------------|---------------|---|
| | | | | | GF | OSF | ISF/IAT | FF | | | |
| 07300 | 535200 | Professional Services | 1000 | Professional Surveyor and Investigative Services | 78.4 | 0.0 | 155.6 | 0.0 | 0.0 | 155.6 | |
| 07300 | 535300 | Other Services | 1000 | Shredding Services, Storage Services, Temp Staffing Services | 0.1 | 0.0 | 22.1 | 0.0 | 0.0 | 22.1 | |
| 07300 | 535309 | Other Services - Interagency | 1000 | MOU with RLD for ASD & HR Services | 8.1 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | |
| 07300 | 535400 | Audit Services | 1000 | Fiscal Audit Services | 10.7 | 0.0 | 12.5 | 0.0 | 0.0 | 12.5 | Amount increased for anticipated financial audit services. |
| 07300 | 535500 | Attorney Services | 1000 | Attorney Services | 9.4 | 0.0 | 63.3 | 0.0 | 0.0 | 63.3 | Amount increased for necessary legal services. |
| 07300 | 535600 | IT Services | 1000 | Annual Website Maintenance and SaaS services | 94.5 | 0.0 | 33.0 | 0.0 | 0.0 | 33.0 | Amount decreased due to the anticipated completion of the Certified Online Licensing Project. |
| TOTAL EXPENSE | | | | | 201.1 | 0.0 | 286.5 | 0.0 | 0.0 | 286.5 | |

DFA Performance Based Budgeting Data System

Annual Performance Report

Agency: 46400 State Board of Licensure for Professional Engineers and Professional Surveyors

Program: P679 State Board of Licensure for Engineers and Surveyors

The purpose of the regulation and licensing program is to regulate the practices of engineering and surveying in the state as they relate to the welfare of the public in safeguarding life, health and property and to provide consumers with licensed professional engineers and licensed professional surveyors.

| Performance Measures: | | 2023-24 Target | 2023-24 Result | Met Target | Year End Result Narrative |
|-----------------------|--|----------------|----------------|------------|---|
| Efficiency | Number of days from receipt of a complaint to delivery to the respective professional committee of the board | 90 | 96 | No | The Agency continued to experience a backlog of cases, we acquired additional investigators. Due to the training of the additional investigators, the number of backlogged cases, and incoming cases we failed to the target. |
| Efficiency | Percent of cases resolved through compliance or legal action within one year | 50% | 43% | No | The Board has completed more Pre-NCA Settlement Agreements and contracted with additional investigators and entered into a contract with a prosecuting attorney within the last 6 months of FY24. This contributed to our performance measure increasing from FY23. |
| Outcome | Percent of consumers requesting information who are provided with information | 100% | 100% | Yes | |
| Output | Number of licenses or certifications issued within one year | 700 | 1,032 | Yes | |

Performance Measures Summary

P679 State Board of Licensure for Engineers and Surveyors

Purpose: The purpose of the regulation and licensing program is to regulate the practices of engineering and surveying in the state as they relate to the welfare of the public in safeguarding life, health and property and to provide consumers with licensed professional engineers and licensed professional surveyors.

| Performance Measures: | | 2022-23 Actual | 2023-24 Actual | 2024-25 Budget | 2025-26 Request | 2025-26 Recomm |
|-----------------------|--|-------------------|-------------------|-------------------|--------------------|-------------------|
| Output | Number of licenses or certifications issued within one year | 776 | 1,032 | 700 | 700 | |
| Outcome | Percent of consumers requesting information who are provided with information | 100% | 100% | 100% | 100% | |
| Efficiency | Percent of cases resolved through compliance or legal action within one year | 33% | 43% | 50% | 50% | |
| Efficiency | Number of days from receipt of a complaint to delivery to the respective professional committee of the board | 85 | 96 | 90 | 90 | |

NEW MEXICO BOARD OF LICENSURE
FOR
PROFESSIONAL ENGINEERS AND PROFESSIONAL SURVEYORS



STRATEGIC PLAN

2022-2024

STRATEGIC PLAN for 2022-2024

Executive Summary

The Board of Licensure for Professional Engineers and Professional Surveyors has developed this Strategic Plan for its Professional Engineering and Professional Surveying (PEPS) Regulation & Licensing Program, which includes four major activities/functions:

- 1) Regulation/Management (Administration/Finance)/Public Information
- 2) Applications and Examinations
- 3) Certifications/Licensure
- 4) Compliance and Enforcement (Complaints/Violations/Discipline)

The Executive Director of the Board initiates the plan, or its update, with input from other staff members. The plan is then presented to the Executive Committee of the Board. Once the Committee completes its review, it is presented to the Board for adoption or revision.

The purpose of this plan is to provide a framework and thought process to guide the Board through the next few years. It should be reviewed every year and updated as necessary to address any changes mandated by State law. It is a multi-year effort to promote quality management that focuses on results. The plan should be a guiding light for the Board and its staff as well as its Committees. Individual Committee charges should be assessed against this plan. Individual Committees may not address every issue in the plan, obviously, but any particular charge of a Committee must fall within the guidelines set forth herein.

I. Mission Statement

The mission of the Engineering and Surveying Licensing Program is to regulate the practices of engineering and surveying in the State as they relate to the welfare of the public in safeguarding life, health and property.

The purpose of the Board is to provide licensed professional engineers and licensed professional surveyors to consumers of engineering and surveying services so they may be assured that only qualified licensees are permitted to provide these services. This is done by effectively administering the Engineering and Surveying Practice Act and Rules through its Program and its major activities.

II. Overview

The Board of Licensure for Professional Engineers and Professional Surveyors was created under Chapter 61, Article 23 NMSA 1978 known as the New Mexico Engineering and Surveying Practice Act (Act). Through this Act, the legislature declared that it is a matter of public safety, interest and concern that the practice of engineering and surveying merit and

receive the confidence of the public and that only qualified persons are permitted to engage in the practices of engineering and surveying. It is the Board's responsibility with the authority to 1) ensure that all applicants meet the specific requirements for licensure as set forth in the Act; 2) to promulgate rules, regulations, and professional standards of practice to be applied to all applicants, and/or licensees; 3) to ensure violators of the statutes, rules, regulations and professional standards are prosecuted to the extent of the law; 4) the Act now requires filing a signed and notarized affidavit designating the authorized company officer and professional surveyor for all business entities offering professional surveying services operating in the State of New Mexico. This affidavit must be kept on file with the Board of Licensure.

The public and the public's well-being are of the greatest concern and the foremost important constituency served by the Board; the second most important constituency is the Board's applicants and licensees.

III. Vision Statement

The vision of the Board is that only those individuals who have met the rigorous requirements for licensure as professional engineers and professional surveyors will be allowed to practice their profession, and will do so only to the highest technical and ethical standards.

IV. Philosophy

That it is in the interest in the health, safety, and welfare of the public and the environment that only individuals duly licensed by the State under the Engineering and Surveying Act to practice engineering and surveying will be allowed to serve as engineers and surveyors, and that professional proficiency will be maintained and enhanced through continuing education.

V. Internal and External Assessments

In accordance with the Engineering and Surveying Act, the Board is a semi-independent agency consisting of ten Governor-appointed board members (five professional engineers, three professional surveyors and two public members). The Board's staff consists of eight positions, headed by an Executive Director, serving at the discretion of the Board. The positions include: a Deputy Director, Bus Ops Spec-Supervisor, Account Auditor, Two Bus Ops Specs, a Compliance Officer, and an Executive Secretary. The Board derives its entire funding from application, license and penalties and fines collected. The State Legislature, however, establishes the yearly budget appropriations. The Department of Finance sets the board's accounting procedures. The Board's personnel fall within the jurisdiction of the State Personnel Office and its Statutes.

VI. Engineering and Surveying Regulation and Licensing Program

The Board's program consists of four major program activities:

A. Regulation/Management (Administration/Finance)/Public Information – These functions include management, administration (promulgation of rules, policies & procedures), budgeting, accounting, administrative support, and public information to ensure the provisions of the Engineering and Surveying Practice Act are implemented.

Goals and Objectives:

1. Maintain a self-reliant and self-sufficient agency which meets the needs of the public it protects, the licensees/applicants it serves and its employees.
 - a. Develop and submit by the statutory deadline a performance-based annual budget in accordance with this Strategic Plan and which allows for the implementation of the Board's licensing and regulation program and preserves an appropriate fund balance.
 - b. Review of Scholarship program criteria which requires monitoring of the Fund balance to ensure the disbursement amounts are distributed to the New Mexico Institutions approved by the Board.
 - c. Submit to the Department of Finance and Administration and the Legislative Finance Committee an annual operating budget and regularly review operations and monitor revenues and expenditures.
 - d. Review periodically licensing fees to ensure they are appropriate in supporting the necessary expenses in carrying out the provisions of the New Mexico Engineering and Surveying Practice Act.
 - e. Ensure Board's operations are efficient and self-sufficient
 - (1) Review and update annually this document to ensure compliance with pertinent laws and rules.
 - (2) Complete regularly a performance review.
 - (3) Document any problems with State procedures that affect the functions of the Board.
 - (4) Maintain and enhance the agency's computer databases.
 - (a) Incorporate and implement Information Technology (IT) goals and objectives, including the upgrading of computing equipment approximately every five years and software as necessary.
 - (b) Contract an IT expert to maintain and enhance the agency's information systems and its applications.
 - (c) Implement a database that would enhance the agencies technical

abilities to process online applications and provide streamlining which provides accurate record keeping and reporting ability.

- (5) Hire other professional services providers when, due to the lack of resources and/or expertise within the agency's staff, it is more cost-effective than funding a new full time or part-time employee.
2. Provide accurate and timely information to applicants, licensees, and the public.
- (1) Promote public awareness and provide for consumer protection information.
 - (2) Be available to institutions, professional societies and the general public to exchange information and participate for awareness of the engineering and surveying professions including regulations and technical advancements as applied to those practices.
 - (3) Post information on the Board's internet website home page describing the responsibilities of licensees and informing consumers of the process of filing valid complaints against licensees.
 - (4) Regularly update and upgrade the searchable roster of professional engineers and professional surveyors on the Board's internet website.
 - (5) Contact at least one university each year regarding the licensure process. Provide outreach to all Universities and Institutions on the licensure process and the BLPEPS scholarship program.
- a. Enhance communication efforts with applicants and licensees.
- (1) Publish regularly the Board's newsletter.
 - (2) Prepare an annual report.
 - (3) Use news releases when necessary.
 - (4) Hold at least one public meeting outside the Santa Fe/Albuquerque area.
 - (5) Hold virtual meetings when in-person meetings are not possible.
- b. Promote public awareness and provide for consumer protection information in cooperation with the law enforcement staff.
- (1) Post information on the Board's internet website home page describing the responsibilities of licensees and informing consumers of the process of filing valid complaints against licensees
 - (2) Regularly update and upgrade the searchable roster of professional engineers and professional surveyors on the Board's internet website.
 - (3) Contact at least one university or institution each year regarding the licensure process. (Output)
 - (4) Provide outreach to all Universities on the licensure process and importance of professional licensure in protection of the public

- c. Enhance communication efforts with applicants and licensees.
 - (1) Publish regularly the Board's newsletter.
 - (2) Prepare an annual report.
 - (3) Use news releases when necessary.
 - (4) Hold at least one public meeting annually outside the Santa Fe/Albuquerque area.
 - (5) Hold virtual meetings when in person meetings are not possible.
3. Ensure compliance with all State statutes, rules and regulations.
- a. Review regularly State Personnel Office (SPO) rules and regulations for agency compliance.
 - b. Review and update agency policies and procedures as they relate to SPO rules.
 - c. Develop and/or update annual Information Technology Plan, ADA plan, and Loss Control Plan as required by State rules or policy.
 - d. Review annually the Open Meetings Act and the Public Records Act and adopt an annual Open Meetings Resolution.
 - e. Review regularly the Engineering and Surveying Practice Act for compliance.
 - f. Review/comply with all financial statutes & rules.
 - g. Create, administer and oversee an affidavit designating the authorized company officer and professional surveyor for all business entities. Keep current files on responding business entities and update as necessary.
4. Promulgate Rules and Regulations to Clarify the Engineering & Surveying Practice Act and Provide Procedure.
- a. Establish appropriate Board task forces and subcommittees to address problem areas.
 - (1) Amend the Administrative Code to comply with the Act. Work with the Rules and Regulations Committee on needed amendments.
 - (2) Assist Rules and Regulations Committee in proposing amendments, revisions, or new rules to the Board.
 - (3) Prepare proposed rules for adoption by Board.
 - (4) Schedule public rule hearings.
 - (5) File new amendments with the State Records Center and Archives.
 - b. Review and amend if necessary the Minimum Standards for Surveying [2016 version].

5. Hire and promote qualified staff members when appropriate and provide adequate training.

Required Performance Measures and Performance Standards:

1. Provide access to required information to 100% of consumers.

B. Application and Examinations – Functions include: 1) processing of applications, 2) review of qualifications, and 3) administration of examinations to qualified candidates.

Goals and Objectives:

1. Process applications and review qualifications for minimum competency to ensure qualified individuals are licensed in the State of New Mexico.
 - a. Provide updated application forms and licensing information via the internet.
 - b. Provide the ability to apply for licensure via online.
 - c. Present complete applications with recommendations to the appropriate committee (engineering or surveying) of the Board at each regular Board meeting.
 - (1) Process/review daily application files using checklists to ensure documentation establishing qualifications is being received.
 - (2) Review each application file for compliance with the education, experience, and testing requirements as set forth in the Act.
 - d. Expedite the review of Professional Engineering comity, reinstatement, additional discipline, and exam applications.
2. Administer valid and defensible national and state examinations for engineering and surveying.
 - a. Contract with the National Council of Examiners for Professional Engineers and Surveyor (NCEES) for usage & administration of exams.
 - b. Minimize examination breaches and liability to the Board.
 - c. Participate in the formulation of policies and development of national examinations.
 - (1) Promote participation of Board Members on NCEES national committees & NM registrants on NCEES examination writing committees.
 - (2) Participate in NCEES Zone and National Meetings.
 - (3) Authorize at least five members of the Board (two PEC members & two PSC members and one staff member to attend national and zone meetings.

(Output)

- d. Develop and maintain a valid NM state specific surveying examination.
 - (1) Enhance examination item writing and review procedures.
 - (2) Recruit, periodically, examination item writers.
 - (3) Increase the NM state specific surveying examination database by five new questions periodically following the effective date of changes to the statute and/or rules. (Output)
3. Promote strong education and experience background for applicants.
 - a. Develop specific rule on what constitutes a surveying board-approved related science degree.
 - b. Develop guidelines and policies for the review and approval of engineering and surveying experience.
4. Promote licensure and fundamentals examinations to engineering and surveying graduates.
 - a. Provide presentations on the licensing process.
 - (1) Utilize NCEES literature/tools (pamphlets, posters and presentation kits) to promote the Fundamentals of Engineering and Surveying requirements, final testing and attaining licensure.
 - (2) Increase outreach opportunities to NM Universities.
 - b. Collaborate with NMSPE & NMPS in promoting licensure.
 - (1) Provide Board representation at NMSPE and NMPS board meetings.
 - (2) Endorse/assist NMPS efforts in promoting the surveying profession to increase the number of qualified future professional surveyors.
 - (3) Hold licensure ceremony for interns and newly licensed professionals

Required Performance Measures and Performance Standards:

1. Number of licenses or certifications issued within one year and the number of licensees in active practice.
2. Number of retired, expired and revoked licenses.
3. Number of days from receipt of application to in-house approval.
4. Number of days from receipt of application to Board approval.
5. Average number of days from receipt of application to in-house and Board approval.

C. Intern Certification/Professional Licensure - These program activities include: 1) issuance of initial licenses as professional engineers and professional surveyors, 2) issuance of certifications for engineer interns and surveyor interns, 3) renewal of licenses biennially, and 4) monitoring of professional development requirements for each licensee.

Goals and Objectives:

1. Certify and license only qualified individuals.
 - a. Establish and maintain accurate intern and licensee databases.
 - (1) Issue certification/license number and a wall certificate to each qualified intern and professional promptly.
 - (2) Ensure licensing system is capable of providing the license electronically.
 - (3) Ensure all information on qualified and approved professional engineers; professional surveyors and engineer and surveyor interns are correctly key-entered into databases.
 - (4) Ensure engineer/surveyor of record affidavit information is correctly key-entered into database.
 - b. Renew licenses biennially if renewal requirements are met.
 - (1) Prepare/develop online renewal and hardcopy renewal statements and professional development reporting forms.
 - (2) E-Mail renewal reminder in October of each year to the appropriate licensees, with a penalty renewal reminder later in the fiscal year to all who fail to renew licenses by the statutory date.
 - (3) Update licensees' records for the next two years by recording professional development information, fees, and other general information such as changes of address, etc.
 - (4) Prepare/develop license pocket cards and mail to all qualified licensees.
 - c. Conduct a minimum 1% audit on professional development submittals for compliance with rules.
 - (1) Train staff to review professional development activities submitted by licensees being audited.
 - (2) Review professional development activities submitted with renewal forms for compliance with the rules and regulations.
 - d. Enhance communication efforts with licensees.
 - e. Streamline procedures for the renewal and issuance of licenses.
 - f. Incorporate emerging forces of change.
 - (1) Incorporate technology and tools of technology as they affect the implementation of the Act and the practices of engineering and surveying, such as the renewal of licenses.

- g. Acceptance of credit card payments. In an effort to become more efficient and identify more cost-effective way to better serve the public and possibly improve the revenue collection process. Section 6-10-1.2NMSA 1978 provides the state agency may accept payment by credit card or electronic means of any amount due the state under any law or program administered by the state agency and that the state board of finance shall adopt rules on the terms and conditions of accepting.

Required Performance Measures and Performance Standards:

- 1. Number of licenses or certifications issued within one year.
- 2. Number and nature of business affidavits on file for engineer/surveyor-of-record responsibilities

D. Compliance and Enforcement – These functions include: 1) processing of complaints, 2) refer for prosecuting violators of the of the New Mexico Engineering and Surveying practice Act, and any pertinent rules, codes, regulations, standards, 3) promoting education for licensees regarding their obligations as licensed professionals, and 4) making the public aware of their right to file complaints against licensees and non-licensed individuals who may be placing their life, health, property, and welfare in danger.

Goals and Objectives:

- 1. Provide an efficient process for timely and appropriate adjudication of complaints against licensees.
 - a. Obtain appropriate resources for prosecuting violators (licensees & non-licensees).
 - (1) Contract with complaint investigator for technical engineering or surveying cases.
 - (2) Set up advisory committees in appropriate engineering disciplines??.
 - b. Process complaints and alleged violations in accordance with set procedure, the Engineering and Surveying Practice Act and the Uniform Licensing Act.
 - (1) Conduct preliminary conferences and disciplinary hearings.
 - (2) Work with Attorney General’s Office, District Attorney’s Office and other jurisdictions in the enforcement of the “Act”.
 - c. Establish guidelines for the disposition of disciplinary cases involving specific types of violations.
 - d. Provide guidance to licensees, applicants, general public, and business and governmental entities regarding the statute, rules, and standards.
 - (1) Continue to develop & publish clarifications regarding the statutes

- rules/regulations by issuing advisory opinions when appropriate.
 - (2) Promote presentations, workshops, panel discussions on Act, rules/regulations and standards of practice.
 - e. Promote enforcement of the New Mexico Engineering and Surveying Practice Act by other government agencies.
 - (1) Educate building officials regarding the practice of engineering and surveying in cooperation with other technical state boards.
 - (a) Provide information through handbooks, listings of current licensees, and other appropriate means.
 - (b) Participate in joint meetings and/or seminars to share information and discuss issues of mutual interest.
 - (2) Inform federal entities regarding exemptions & limitations.
 - f. Assist in the development and distribution of informational material to include guidance on licensees' professional obligations, the Board's function, and procedures for filing consumer complaints.

Required Performance Measures and Performance Standards:

1. The number of days, upon receipt of a complaint, to process and investigate a complaint and present it to the respective professional committee of the Board.
2. Percent cases resolved through compliance or legal action or settlement within current year and previous three years (running totals or portions). (Internal Measurement)
3. Percentage of cases resolved through compliance or legal action within one year. (Internal Measurement)

VII. Legislative Liaison

A. Administrative and Legislative assistance. This provision is meant for the Board's committees and staff to be "on—call" when requested for technical assistance or to initiate or promote programs within the Legislature and state agencies that benefits efficient governmental action as well as benefitting our licensees and their businesses.

These functions include:

- 1) monitoring and interpreting provisions of the NMSA and NMAC law and issuing advisory opinions to our licensees.
- 2) providing Legislative committee testimony when requested,
- 3) participating in ethical and professional seminars and, to the best of professional Board member abilities, monitor the evolution of professional and engineering and surveying practice in New Mexico and other States (including through NCEES membership),
- 4) monitoring changes proposed by the Federal Government (e.g. NGS/NOAA) which may require revising adopted NM Statutes (e.g. New Mexico State Plane Coordinate

System(s)),

- 5) continuing liaison with NM professional societies, whose composition and membership includes our licensees,
- 6) review of the Engineering and Surveying Scholarship Program including effectiveness, proration of scholarship disbursement and monitoring the progress within the selected colleges and universities selected, and
- 7) continuing educational outreach to potential surveying candidates through Board and Surveying Committee members.

Goals and Objectives:

1. If requested, or if immediate necessity, provide a professional pool of engineers and surveyors to assist in State activities related to our regulated professions:
 - a. Provide or obtain resources for technical assistance, if requested.
 - (1) Maintain liaison with professional societies for technical engineering or surveying issues impacting licensees,
 - (2) Set up advisory committees in appropriate engineering and surveying disciplines,
 - (3) Continue NCEES participation to monitor regulations and concerns in other States.
 - (4) Post website references to certain surveying conventions, such as Low Distortion Surveying systems being adopted and employed by counties and municipalities within the State,
 - b. Annually review the Engineering and Surveying Scholarship Program including effectiveness, proration of scholarship disbursement and monitor the progress within the selected colleges and universities selected
 - c. Provide outreach to licensees, applicants, general public, and business and governmental entities regarding changes to the statute, rules, and standards.
 - (1) Continue to post advisories, schedules and information on the Board's website,
 - (2) Promote presentations, workshops, panel discussions on Act, rules/regulations and standards of practice.
 - d. Initiate, when possible, education, testimony and provide Legislative and State Agency assistance for amending existing statutes regarding the Federal (NGS/NOAA) changes for the new federal datums and surveying standards (now called "terrestrial reference frames") impacting our current Statutes.
 - (1) include NOAA's North American Terrestrial Reference Frame (NATRF 2022), State Plane Coordinate Systems (SPCS 2022) and height

modernization (changes in benchmark elevations) in the statute(s) referencing allowed NM datum(s) for State Plane Coordinates and their zones and standards,

- (2) include references to other NM statutes impacted by the new surveying conventions as adopted by the state or federal agencies (e.g. change from the U.S. Standard foot to the International foot as a measurement basis).

Suggested Performance Measures and Performance Standards: Board and Executive/Legislative reports on:

1. The number and nature of technical requests asked of the respective professional committee of the Board for Statute and Code interpretation or education.
2. The progress of Statute and Admin. Code amendments reviewed as an educational program for legislators and their staff, including committee testimony. This would include draft language and editing if requested.



Fiscal Year 2026

**New Mexico Board of Licensure for Professional
Engineers and Professional Surveyors**

IT STRATEGIC PLAN

September 3, 2024

Raja Sambandam

Chief Information Officer

Table of Contents

| | |
|---|-----------|
| EXECUTIVE SUMMARY..... | 4 |
| I. AGENCY OVERVIEW | 4 |
| A. AGENCY MISSION | 4 |
| B. AGENCY GOALS | 4 |
| C. VISION AND PRIORITIES | 5 |
| D. AGENCY DESCRIPTION AND ORGANIZATION STRUCTURE | 5 |
| II. IT ENVIRONMENT | 6 |
| 1. Major Applications..... | 6 |
| 2. Infrastructure..... | 6 |
| 3. Security | 6 |
| 4. Agency IT Certified Projects..... | 6 |
| 5. Workforce | 7 |
| 6. Challenges..... | 7 |
| III. FY24 KEY ACCOMPLISHMENTS..... | 7 |
| A. FY24 STRATEGIC IT ACCOMPLISHMENTS..... | 7 |
| B. OTHER KEY IT ACCOMPLISHMENTS – FY24 | 9 |
| IV. FY26 IT STRATEGIC GOALS AND STRATEGIES..... | 10 |
| V. IT FISCAL AND BUDGET MANAGEMENT..... | 12 |
| VI. SPECIAL FUNDING, SUPPLEMENTAL, COMPUTER SYSTEM ENHANCEMENT (C2) FUNDING AND REAUTHORIZATION OF C2 APPROPRIATIONS | 13 |
| APPENDIX A-I: AGENCY ORGANIZATION CHART | 14 |
| APPENDIX A-II: IT ORGANIZATION CHART | 15 |

APPENDIX A-III: C2 IT DATA PROCESSING CSEF 16
APPENDIX A-III: C2 IT Data Processing CSEF 16
Budget Director Signature
_____ 16

EXECUTIVE SUMMARY

The Business need and core mission of BLPEPS is to regulate practices of engineering and surveying in the state as they relate to the welfare of the public in safeguarding life, health, and property. This includes the licensure of the professional engineers and professional surveyors.

BLPEPS has utilized the My License Office (MLO) application for many years. The current software was written before Year 2000, is proprietary and has limited ability for customization. The needs of the BLPEPS staff were not being met and MLO provides no capability for online application and renewals for BLPEPS clients.

Due to recent cybersecurity issues with the legacy software, and lack of a system. The decision made by the board is to replace the legacy licensing management system with a solution that provides online functionality and cybersecurity features for the staff as well as current and future licensees.

This is a high priority project with an objective to contract for a software as a service (SaaS) application that will be a complete online licensure application and registration system and will encompass the business requirements defined in the Request for Information (RFI) issued by BLPEPS.

The Agency received PCC approval for the initiation of the project, as well as having a contract in place for IV/V for the project. . The Agency also received approval to initiate the project implementation phase and is currently working on the configuration of the application with the vendor. The Agency will provide a status report in September 2024 to the PCC.

I. AGENCY OVERVIEW

A. AGENCY MISSION

The mission of the Engineering and Surveying Licensing Program is to regulate the practices of engineering and surveying in the State as they relate to the welfare of the public in safeguarding life, health and property.

The purpose of the Board is to provide licensed professional engineers and licensed professional surveyors to consumers of engineering and surveying services so they may be assured that only qualified licensees are permitted to provide these services. This is done by effectively administering the Engineering and Surveying Practice Act and Rules through its Program and its major activities.

The Agency IT Plan supports the agency mission by having a new professional licensing software system. The new system will allow applicants for exams and licensure to apply, renew licenses, update address information, and verify their status online. The public may also file a complaint online. The new SaaS software will allow the Agency's staff to monitor the progress of each application and complaint. It will also allow the Agency to be financially responsible in tracking licensure revenue and meeting financial audit requirements.

B. AGENCY GOALS

The Agency goal is to replace the current legacy licensing management system with a solution that provides online functionality for the staff as well as current and future licensees. This functionality will include:

- ability for clients to renew a professional license online.
- ability for prospective licensees to apply for a license online.
- staff ability to track licenses and the activity associated with a license such as transaction payments, continuing education and complaints.
- ability for public to review a professional's license; and
- ability for public to file a complaint.

The IT Plan and project objective is to configure a software as a service (SaaS) application that will be a complete online licensure application and registration system and will encompass the business requirements defined in the Request for Information (RFI) issued by BLPEPS.

C. VISION AND PRIORITIES

The vision of the Board is that only those individuals who have met the rigorous requirements for licensure as professional engineers and professional surveyors will be allowed to practice their profession and will do so only to the highest technical and ethical standards.

The Agency IT Plan aligns with the Agency vision, Agency Strategic Plan, and State IT Plan through

- Implementing online applications, license renewals, and filing of complaints.
- Improving our customer service by providing online services and by focusing on their needs.
- Improving the Agency's staff's effectiveness and responsiveness to our customers.
- Modernizing our infrastructure toward the Cloud.
- Ensuring the new licensing system has cybersecurity capabilities and practices.
- Ensuring the payment processing is PCI-compliant.

D. AGENCY DESCRIPTION AND ORGANIZATION STRUCTURE

The Board of Licensure for Professional Engineers and Professional Surveyors was created under Chapter 61, Article 23 NMSA 1978 known as the New Mexico Engineering and Surveying Practice Act (Act). Through this Act, the legislature declared that it is a matter of public safety, interest and concern that the practice of engineering and surveying merit and receive the confidence of the public and that only qualified persons are permitted to engage in the practices of engineering and surveying. It is the Board's responsibility with the authority to

- 1) ensure that all applicants meet the specific requirements for licensure as set forth in the Act;
- 2) to promulgate rules, regulations, and professional standards of practice to be applied to all applicants, and/or licensees;
- 3) to ensure violators of the statutes, rules, regulations and professional standards are prosecuted to the extent of the law;
- 4) the Act now requires filing a signed and notarized affidavit designating the authorized company officer and professional surveyor for all business entities offering professional engineering and professional surveying services operating in the State of New Mexico. This affidavit must be kept on file with the Board of Licensure.

The public and the public's well-being are of the greatest concern and the foremost important constituency served by the Board; the second most important constituency is the Board's applicants and licensees.

The organization chart in Appendix A reflects the structure of the Agency.

II. IT ENVIRONMENT

1. Major Applications

Due to cybersecurity issues last fiscal year with the legacy licensing software a decision was made by the board is to replace the legacy licensing management system with a solution that provides online functionality and cybersecurity features for the staff as well as current and future licensees. In the meantime, spreadsheets and word processing documents have been used to carry on the business processes of licensing.

2. Infrastructure

The agency previously utilized the network services from Regulation and Licensing Department with agency workstations. As of May 2023, the agency is utilizing NM DoIT for network and desktop services.

3. Security

As of May 2023, the agency utilizes NM DoIT for network and desktop services. DoIT published a library of IT security policies to mature cybersecurity practices, vulnerability assessments and incident response capabilities in partnership with vendors, state and federal agencies. The department continues to use enterprise tools and solutions, with executive support for all-agency participation. Security practices within DoIT continue to evolve, providing integrity of state data. An additional multi-agency table-top exercise guided by the federal Cybersecurity and Infrastructure Security agency is anticipated in FY23 to further identify needs during a cybersecurity threat.

The State Chief Information Security Officer (CISO) has successfully implemented a statewide vulnerability program and will follow with an Attack Surface Management system. Additionally, the department implemented multifactor authentication for identity validation and will stand up an enterprise security operations center (SOC).

The CISO continues to promote annual cybersecurity awareness certification for all branches of government and their contractors. Plans are underway, with a goal of making an annual cybersecurity awareness certification available statewide through the Enterprise Learning Management Tool in SHARE. The Cybersecurity Advisory Committee meets quarterly to define enterprise-level cybersecurity roles and governance and develop oversight mechanisms for reporting on executive branch agencies' security and compliance posture.

4. Agency IT Certified Projects

The purpose of the Board is to provide licensed professional engineers and licensed professional surveyors to consumers of engineering and surveying services so they may be assured that only qualified licensees are permitted to provide these services. This is done by effectively administering the Engineering and Surveying Practice Act and Rules through its Program and its major activities.

The project supports the agency mission by having a new professional licensing software system. The new system will allow applicants for exams and licensure to apply, renew licenses, update address information, and verify their status online. The public may also file a complaint online. The new SaaS software will allow the Agency's staff to monitor the progress of each

application and complaint. It will also allow the Agency to be financially responsible in tracking licensure revenue and meeting financial audit requirements.

| BLPEPS Professional Licensure Application Project | |
|--|---|
| Project Description | Replace the current legacy licensing management system with a SaaS solution that provides online functionality for the staff as well as current and future licensees. |
| Estimated Project Costs | 807,972 |
| Current Funding | 775,600 |
| Certified Project Phase | Implementation |
| Estimated Completion | FY25 |
| Strategic Priority | Implement a new online licensing system for license renewals, applications and compliance |

TABLE II.1: Current Certified IT Projects

5. Workforce

A. Full Time Employees

As of May 2023, the Agency receives IT services through NM DoIT. The Agency’s Executive Director serves as the IT Lead.

B. IT Professional Services Contractors

The Agency has the following IT contracts: Ralph W. Vincent dba Vincent & Associates for Project Management Services; One Technology Corporation for IV & V services; and, Carahsoft Technology Corporation for implementation of the Accela Civic Platform.

6. Challenges

Currently without a licensing application, the agency is utilizing spreadsheets and word documents to complete the business processes. This creates a burden on staff time and resources. The implementation of an on-line licensure application should lessen this burden.

III. FY24 KEY ACCOMPLISHMENTS

A. FY24 STRATEGIC IT ACCOMPLISHMENTS

| STRATEGIC PRIORITY 1 – [STRATEGY NAME] | |
|---|---|
| [STRATEGY STATEMENT – WHAT DOES THE STRATEGY ACCOMPLISH] | |
| FY24 Strategy 1 | Implement licensing software to provide on-line application and renewal for clients. |
| Accomplishments | Finalized design and began implementation of licensing software. |
| Outcomes/Metrics | Users able to complete applications process on-line. Users able to renew license completely on-line. |
| FY24 Strategy 2 | Implement licensing software and load current data to assist staff in administrative functions |

| | |
|------------------------|---|
| Accomplishments | Finalized design and began implementation of licensing software that includes back-office functionality. |
| Outcomes/Metrics | Staff able to manage licensing records. Staff able to track payments and reconcile with SHARE. Staff able to provide ad-hoc reports on licensing records. |
| FY24 Strategy 3 | |
| Accomplishments | |
| Outcomes/Metrics | |
| FY24 Strategy 4 | |
| Accomplishments | |
| Outcomes/Metrics | |

| | |
|---|--|
| STRATEGIC PRIORITY 2 – [STRATEGY NAME] | |
| [STRATEGY STATEMENT – WHAT DOES THE STRATEGY ACCOMPLISH] | |
| FY24 Strategy 1 | |
| Accomplishments | |
| Outcomes/Metrics | |
| FY24 Strategy 2 | |
| Accomplishments | |
| Outcomes/Metrics | |
| FY24 Strategy 3 | |
| Accomplishments | |
| Outcomes/Metrics | |
| FY24 Strategy 4 | |
| Accomplishments | |
| Outcomes/Metrics | |

TABLE III.1: FY24 Strategic IT Accomplishments

B. OTHER KEY IT ACCOMPLISHMENTS – FY24

[Preface this section with a statement that summarizes the content in this table.]

| APPLICATION | |
|----------------------------|--|
| Accomplishment | |
| Value or Impact | |
| DATA | |
| Accomplishment | |
| Value or Impact | |
| PROCESS IMPROVEMENT | |
| Accomplishment | |
| Value or Impact | |
| WORKFORCE | |
| Accomplishments | |
| Value or Impact | |
| CUSTOMER SERVICE | |
| Accomplishments | |
| Value or Impact | |
| TELEWORK | |
| Accomplishments | |
| Value or Impact | |
| SECURITY | |
| Accomplishments | |
| Value or Impact | |

TABLE III.2: Other Key IT Accomplishments – FY24

IV. FY26 IT STRATEGIC GOALS AND STRATEGIES

[Include an introductory statement to introduce the following information.]

| STRATEGIC PRIORITY 1 – Strategy Name | |
|---|--|
| Goal Statement | |
| FY26 Strategy 1 | Finalize implementation of new licensing software. |
| Outcomes/Metrics | Users able to complete applications process on-line. Users able to renew license completely on-line. Staff able to manage licensing records. Staff able to track payments and reconcile with SHARE. Staff able to provide ad-hoc reports on licensing records. |
| FY26 Strategy 2 | |
| Outcomes/Metrics | |
| FY26 Strategy 3 | |
| Outcomes/Metrics | |
| FY26 Strategy 4 | |
| Outcomes/Metrics | |

| STRATEGIC PRIORITY 2 – Strategy Name |
|---|
| Goal Statement |

| | |
|------------------------|--|
| FY26 Strategy 1 | |
| Outcomes/Metrics | |
| FY26 Strategy 2 | |
| Outcomes/Metrics | |
| FY26 Strategy 3 | |
| Outcomes/Metrics | |
| FY26 Strategy 4 | |
| Outcomes/Metrics | |

| STRATEGIC PRIORITY 3 – Strategy Name | |
|---|--|
| Goal Statement | |
| FY26 Strategy 1 | Perform web presence assessment with accessibility standard WCAG 2.1 AA |
| Outcomes/Metrics | Determine gap between current state against standard for accessibility standard. |
| FY26 Strategy 2 | |
| Outcomes/Metrics | |
| FY26 Strategy 3 | |
| Outcomes/Metrics | |
| FY26 Strategy 4 | |

TABLE IV.1. FY26 IT Strategic Goals and Strategies

V. IT FISCAL AND BUDGET MANAGEMENT

Information Technology (IT) Operating Budget (C1)

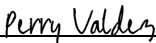
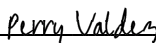
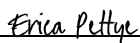
(To update this table, please double click on the embedded spreadsheet and add the required information. Before exiting the spreadsheet, please make sure to scroll up. Otherwise, the entries of this table will not be fully previewed.)

| New Mexico Board of Licensure for Professional Engineers and Professional Surveyors | | | | 46400 | |
|--|-------------------|----------------|--|--------------------|-------------------------------------|
| Base Request Operational Support of IT. Check one of the options below: | | | | Flat Budget | Expansion from previous year |
| Yes/No | | | | No | No |
| Revenue IT Base Budget (dollars in thousands) | | | | | |
| Appropriation Funding Type | FY23 Actual | FY24 Actual | FY25 OpBud | FY26 Request | FY27 Estimate |
| General Fund | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Other State Funds | 1,146.8 | 1,485.9 | 1,880.6 | 1,521.4 | 1,521.7 |
| Federal Funds | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Internal Svc Funds/Interagency Transfer | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Total | 1,146.8 | 1,485.9 | 1,880.6 | 1,521.4 | 1,521.7 |
| Expenditure Categories (dollars in thousands) | | | | | |
| Category or Account Description | FY23 Actual | FY24 Actual | FY25 OpBud | FY26 Request | FY27 Estimate |
| Personal Services & Employee Benefits | 658.4 | 696.2 | 838.2 | 856.1 | 856.1 |
| Contractual & Professional Services | 164.0 | 106.6 | 209.5 | 296.5 | 296.5 |
| IT Other Services | 6.9 | 94.5 | 469.0 | 0.0 | 0.0 |
| Other Financing Uses | 214.4 | 577.2 | 363.9 | 368.8 | 368.8 |
| Total | 1,043.7 | 1,474.5 | 1,880.6 | 1,521.4 | 1,521.4 |
| | Print Name | Phone | Email Address | | Date |
| Agency Cabinet Secretary/Director (Mandatory) | Perry Valdez | 505-476-4681 | perry.valdez@blpeps.nm.gov | | 8/30/2024 |
| Chief information Officer or IT Lead(Mandatory) | Perry Valdez | 505-476-4681 | perry.valdez@blpeps.nm.gov | | 8/30/2024 |
| Chief Finance Officer (Mandatory) | Erica Pettye | 505-231-5574 | erica.pettye@rld.nm.gov | | 8/30/2024 |

Agency Cabinet Secretary/Director Signature

Chief Information Officer/IT Lead Signature

Chief Financial Officer Signature

DocuSigned by:

 DocuSigned by:

 DocuSigned by:


VI. SPECIAL FUNDING, SUPPLEMENTAL, COMPUTER SYSTEM ENHANCEMENT (C2) FUNDING AND REAUTHORIZATION OF C2 APPROPRIATIONS

- A. *[Include narrative describing any special or supplemental funding requested. If none, note the agency has no requests.]*
- B. *[Include a list of C2 funding request(s) with the name(s) of the proposed projects. Insert a C2 Information Technology Data Processing – Computer Enhancement Fund (CSEF) form for each request as Appendix-A-III and reference Appendix-A-III in this section. If none, note the agency has no requests.]*
- C. *[Include requested reauthorizations of prior C2 appropriations or note the agency is not requesting reauthorization of prior C2 appropriations.]*

REQUEST FOR REAUTHORIZATION OF C2 APPROPRIATIONS

| Information Technology Request for Reauthorization of C2 Appropriations | | | |
|---|--|--|---|
| Agency Name | | Agency Code | |
| Lead Agency Name Listed on Appropriation | | Project Name | |
| Source of Authorization (e.g. Laws 2022, Chapter 54, Section 7 (12) or Grant/Federal Fund #) | | Appropriation Amount (in thousands) | Remaining Balance (in thousands) |
| | | 0.0 | 0.0 |
| | | 0.0 | 0.0 |
| | | 0.0 | 0.0 |
| | | 0.0 | 0.0 |
| | | 0.0 | 0.0 |
| | | 0.0 | 0.0 |
| Total amount appropriated for project life (in thousands) | | Will the project be completed within the next fiscal year? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Reason for Requesting Reauthorization | | | |

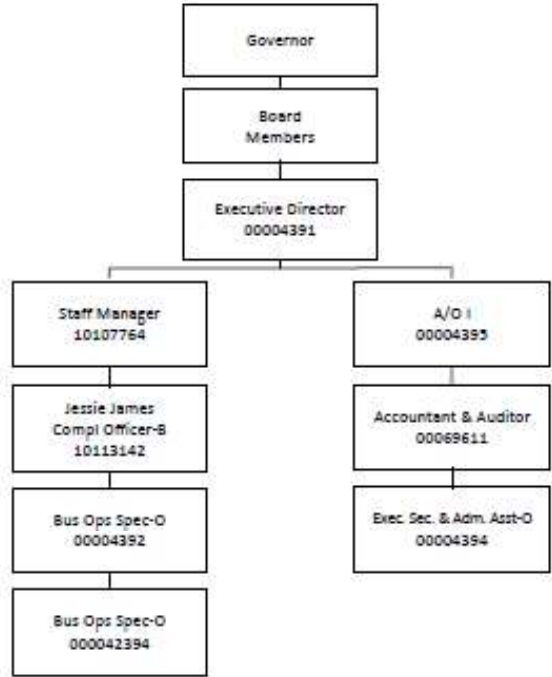
TABLE VI.1: Request for Reauthorization of C2 Appropriations

APPENDIX A-I: AGENCY ORGANIZATION CHART

Agency Name: NM Board of Licensure for Professional Engineers & Professional Surveyors
Program Name: State Board of Licensure for Engineers and Surveyors

Business Unit: 46400
Program Code: P679

APPROPRIATION REQUEST ORGANIZATION CHART FORM S-2



Check Box if this form is a revision

Revision no:

1

Revision Date: 7/31/2023

Page

1 of 1

APPENDIX A-II: IT ORGANIZATION CHART

APPENDIX A-III: C2 IT DATA PROCESSING CSEF

APPENDIX A-III: C2 IT Data Processing CSEF

C2: Information Technology Data Processing - Computer Systems Enhancement Fund (CSEF)

| Agency Name | Agency Code | Project Name | | | |
|----------------------|------------------------|--------------|----------------------|--------------------|--|
| | | | | | |
| Multi-Agency Project | Participating Agencies | Priority | Projected Start Date | Projected End Date | |
| Yes/No | | | | | |

| Revenue Project Cost (dollars in thousands) | | | | | |
|---|--------------------|-------------|--------------|--------------------------------|------------|
| Category or Account Description | FY24 & Prev Actual | FY25 Budget | FY26 Request | FY27 Request Estimate (If any) | Total |
| General Fund (CSEF) | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Other State Funds (*specify funds below) | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Federal Funds | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Internal Svc Funds/Interagency Transfer | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Total | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| *If Other State Funds, Specify Funding Source/Fund Name | | | | | |

| Expenditure Categories (dollars in thousands) | | | | | |
|---|--------------------|-------------|--------------|---------------|------------|
| | FY24 & Prev Actual | FY25 Budget | FY26 Request | FY27 Estimate | Total |
| Personal Services & Employee Benefits | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Professional Services | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Travel/Lodging | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| IT Hardware | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| IT Software | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Other | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Total | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |

| | Print Name | Phone | Email Address | Date |
|---|------------|-------|---------------|------|
| Agency Cabinet Secretary/ Director (Mandatory) | | | | |
| Chief information Officer or IT Lead(Mandatory) | | | | |
| Chief Finance Officer / Budget Director (Mandatory) | | | | |

Agency Cabinet Secretary/Director Signature _____

Chief Information Officer/IT Lead Signature _____

Budget Director Signature _____

Certificate Of Completion

| | |
|--|----------------------------------|
| Envelope Id: 36F929A8B4A54B12B780F6EDCC1618C4 | Status: Completed |
| Subject: Complete with DocuSign: FY26 Agency IT Strategic Plan-NMBLPEPS.docx | |
| Source Envelope: | |
| Document Pages: 16 | Signatures: 3 |
| Certificate Pages: 5 | Initials: 0 |
| AutoNav: Enabled | Envelope Originator: |
| Envelopeld Stamping: Enabled | Crystal Bustamante |
| Time Zone: (UTC-08:00) Pacific Time (US & Canada) | Crystal.Bustamante@blpeps.nm.gov |
| | IP Address: 164.64.5.10 |


Record Tracking

| | | |
|--------------------------------------|----------------------------------|--------------------|
| Status: Original | Holder: Crystal Bustamante | Location: DocuSign |
| 9/3/2024 2:43:09 PM | Crystal.Bustamante@blpeps.nm.gov | |
| Security Appliance Status: Connected | Pool: StateLocal | |
| Storage Appliance Status: Connected | Pool: State of New Mexico | Location: DocuSign |

Signer Events

Erica Pettye
 erica.pettye@rld.nm.gov
 RLD
 Security Level: Email, Account Authentication (None)

Signature

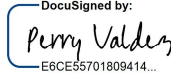
DocuSigned by:

 Erica Pettye
 6D72C5663C22438...
 Signature Adoption: Pre-selected Style
 Using IP Address: 164.64.205.7

Timestamp

Sent: 9/3/2024 2:46:13 PM
 Viewed: 9/3/2024 2:46:53 PM
 Signed: 9/3/2024 2:47:00 PM

Electronic Record and Signature Disclosure:
 Accepted: 7/29/2024 12:21:43 PM
 ID: 8966257f-046a-4765-84d6-29cb3fcac9e3

Perry Valdez
 Perry.Valdez@BLPEPS.nm.gov
 Executive Director
 State of New Mexico, Dept of Information Technology
 Security Level: Email, Account Authentication (None)

DocuSigned by:

 Perry Valdez
 E6CE55701809414...
 Signature Adoption: Pre-selected Style
 Using IP Address: 75.237.68.236

Sent: 9/3/2024 2:46:13 PM
 Viewed: 9/3/2024 3:38:48 PM
 Signed: 9/3/2024 3:39:07 PM

Electronic Record and Signature Disclosure:
 Accepted: 6/2/2020 2:58:56 PM
 ID: 474d9713-a1db-496b-b2bc-8c3326e4c730

| In Person Signer Events | Signature | Timestamp |
|------------------------------|------------------|---------------------|
| Editor Delivery Events | Status | Timestamp |
| Agent Delivery Events | Status | Timestamp |
| Intermediary Delivery Events | Status | Timestamp |
| Certified Delivery Events | Status | Timestamp |
| Carbon Copy Events | Status | Timestamp |
| Witness Events | Signature | Timestamp |
| Notary Events | Signature | Timestamp |
| Envelope Summary Events | Status | Timestamps |
| Envelope Sent | Hashed/Encrypted | 9/3/2024 2:46:13 PM |

| Envelope Summary Events | Status | Timestamps |
|--------------------------------|------------------|---------------------|
| Certified Delivered | Security Checked | 9/3/2024 3:38:48 PM |
| Signing Complete | Security Checked | 9/3/2024 3:39:07 PM |
| Completed | Security Checked | 9/3/2024 3:39:07 PM |

| Payment Events | Status | Timestamps |
|-----------------------|---------------|-------------------|
|-----------------------|---------------|-------------------|

Electronic Record and Signature Disclosure

A. ELECTRONIC RECORD AND SIGNATURE DISCLOSURE (ERSD)

From time to time, New Mexico Department of Information Technology (DoIT), on behalf of the State of New Mexico (SONM), may be required by law to provide you with certain written notices or disclosures. Stated below are the terms and conditions for DoIT's providing you such notices and disclosures electronically through the DocuSign system. Please read this information carefully. If you are able to access this information electronically and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to "I agree to use electronic records and signatures" before clicking "CONTINUE" within the DocuSign system.

B. Obtaining paper copies

At any time up to twenty (20) calendar days following your use of DocuSign to electronically sign a document, you may request a paper copy of any record provided or made available electronically to you by DoIT. You will have the ability to download and print documents SONM sends you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a twenty (20) calendar day period after such documents are first sent to you. Following the twenty (20) day period, if you want DoIT to send you paper copies of any such documents from DoIT's office, you will be charged a \$1.00 per-page fee plus postage. You may request delivery of such paper copies from DoIT by following the procedure stated in Section H, below.

C. Withdrawing your consent

If you decide to receive notices and disclosures from DoIT electronically, you may at any time change your mind and inform DoIT you want to receive required notices and disclosures only in paper format. The procedure concerning how you may inform DoIT of your decision to receive future notices and disclosures in paper format as well as withdraw your consent to receive notices and disclosures electronically is stated in Section D, immediately below.

D. Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed with which DoIT will be able to complete certain steps in specific transactions and deliver paper copies to you. DoIT will need: (1) to send the required notices or disclosures to you in paper format; and (2) wait until DoIT receives your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from SONM or to electronically sign documents generated and sent to you from SONM.

E. All notices and disclosures will be sent to you electronically

Unless you inform DoIT otherwise according to these procedures, DoIT will electronically provide you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements and other documents that are required to be provided or made available to you during the course of your electronic signature relationship with SONM. To reduce the possibility of inadvertent non-receipt, DoIT prefers to provide all required notices and disclosures by the same method and to the same email or physical address that you furnish to DoIT. Thus, you may receive the disclosures and notices electronically or in paper form. If you do not agree with this procedure, please inform DoIT according to the procedures stated in Section I, below. Please also refer to Section D, immediately above, which states the consequences resulting from your declination of electronic delivery of notices and disclosures.

F. How to contact DoIT:

You may inform DoIT of any changes you select regarding SONM's electronic communications with you, to request paper copies of certain information from DoIT, and to withdraw your prior consent to receive notices and disclosures electronically by emailing your request(s) to DoIT at: esig.withdraw@state.nm.us

G. To advise DoIT of your new email address

To inform DoIT of a change in the email address to which DoIT sends you notices and disclosures electronically, you must send an email to DoIT at esig.change@state.nm.us and in the body of such request you must include your previous and new email addresses.

If you have already created a SONM DocuSign account, you may update your new email address and other preferences within the DocuSign system by updating your SONM DocuSign account preferences.

H. To request paper copies from DoIT

To request delivery of paper copies of electronic notices and disclosures that DocuSign and/or DoIT have previously provided to you, you must send an email to DoIT at esig.copy@state.nm.us and in the body of your email request state your email address, full name, mailing address, and telephone number. DoIT will charge you a \$1.00 per page copy fee plus postage.

I. To withdraw your consent with DoIT

To inform DoIT that you no longer wish to receive notices and disclosures in electronic format you may:

(1) Decline to sign a document from within a signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may:

(2) Send DoIT an email to esig.withdraw@state.nm.us and in the body of your request state your email address, full name, mailing address, and telephone number.

J. Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current DocuSign system requirements may be found at:

<https://support.docusign.com/guides/signer-guide-signing-system-requirements>

K. Acknowledging your access and consent to receive and sign documents electronically

To confirm that you are able to electronically access the information contained in this Electronic Record and Signature Disclosure (ERSD), please confirm that you have: (1) read this ERSD, and either: (2) you are able to print on paper or electronically save this ERSD for your future reference and access; or (3) you are able to email this ERSD to an email address where you will be able to print this ERSD on paper and/or save this ERSD for your future reference and access. Further, if you consent to receiving notices and disclosures from DocuSign and/or DoIT exclusively in electronic format, then select the check-box next to “I agree to use electronic records and signatures,” before you click “CONTINUE” within the DocuSign system.

By selecting the check-box next to “I agree to use electronic records and signatures,” you confirm that:

- You have read this Electronic Record and Signature Disclosure (ERSD); and
- You can print this ERSD on paper, or you can save and/ or send this ERSD to a location where you can print this ERSD, for your future reference and access; and
- Until or unless you notify DoIT as stated in this ERSD, you consent to exclusively receive through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by DoIT during the course of your electronic signature relationship with SONM.

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

Account code 542800

LEASED VEHICLE INFORMATION @ 7/1/24

Agency Name: _____

Business Unit: _____

Program Name: _____

Program Code: _____

| 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 7/1/24 | | 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 | |
| 1 | 2019 | Ford/Explorer | 06AP | C | 007375SG | 14,446 | Operational (O) | 267 | 12 | 3,200.6 | | | - | |
| 2 | | | | | | | | | | - | | | - | |
| 3 | | | | | | | | | | - | | | - | |
| 4 | | | | | | | | | | - | | | - | |
| 5 | | | | | | | | | | - | | | - | |
| 6 | | | | | | | | | | - | | | - | |
| 7 | | | | | | | | | | - | | | - | |
| 8 | | | | | | | | | | - | | | - | |
| 9 | | | | | | | | | | - | | | - | |
| 10 | | | | | | | | | | - | | | - | |
| 11 | | | | | | | | | | - | | | - | |
| 12 | | | | | | | | | | - | | | - | |
| 13 | | | | | | | | | | - | | - | - | |
| 14 | | | | | | | | | | - | | | - | |
| 15 | | | | | | | | | | - | | | - | |
| 16 | | | | | | | | | | - | | | - | |
| 17 | | | | | | | | | | - | | | - | |
| 18 | | | | | | | | | | - | | | - | |
| 19 | | | | | | | | | | - | | | - | |
| | | | | | | | | TOTAL LONG TERM: | | 3,200.6 | 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