

TAXATION
REVENUE 
N E W M E X I C O

APPROPRIATION REQUEST
2026 Fiscal Year
2025 – 2026

Stephanie Schardin Clarke
Cabinet Secretary

Cover Letter



DIVISIONS

- Office of the Secretary
(505) 827-0341
- Administrative Services
(505) 827-0369
- Audit and Compliance
(505) 827-0900
- Motor Vehicle
(505) 827-2296
- Property Tax
(505) 827-0870
- Revenue Processing
(505) 827-0800
- Tax Fraud Investigation
(505) 841-5578

Michelle Lujan Grisham
Governor

Stephanie Schardin Clarke
Cabinet Secretary

To: Wayne Propst, Secretary of Finance and Administration
Charles Sallee, Director, Legislative Finance Committee

From: Stephanie Schardin Clarke, Secretary of Taxation and Revenue

RE: Taxation and Revenue Department FY2026 Appropriation Request

Date: September 1, 2024

Dear Secretary Propst and Director Sallee,

I am pleased to present to you the FY2026 budget request of the Taxation and Revenue Department. Below is a summary of the base budget request.

BASE BUDGET:

The Department requests a \$2,607.7 thousand or 3.1% General Fund increase in FY2026. The requested increase is as follows:

Program	Requested General Fund Change vs. FY2024 Operating Budget
P572 - Program Support (OOS, ASD & ITD)	\$1,372.4
P573 - Audit & Compliance (ACD)	\$613.5
P573 - Revenue Processing (RPD)	\$268.3
P574 - Motor Vehicle Division (MVD)	\$0.0
P579 - Compliance & Enforcement (TFID)	\$353.5
Total	\$2,607.7

P572 – Program Support (Office of the Secretary, Administrative Service Division, and Information Technology Division):

Program Support request is increased \$1,372.4, of which the General Fund represents the full increase amount.

The Information Technology Division base increase includes \$873.9 thousand in General Fund. The 200-category remains flat to FY25. The 300-category increases by \$686.6 thousand for IT and software services, security penetration testing and infrastructure support. The 400-category increase of \$187.3 thousand is for IT maintenance, subscriptions and dues, plus an estimated 10% increase associated with software licenses required to effectively continue daily operations and meet all statutorily mandated initiatives.

The Administrative Services Division and Office of the Secretary combined are requesting a \$498.5 thousand increase in General Fund. In the 200-category, \$355.6 thousand is to reduce ASD’s budgeted vacancy rate from 17.6% to 16.7%, to appropriately reclassify of ASD positions, and to ensure internal alignment. The 300-category contractual services increases by \$38.7 thousand for legal services and escalation of costs and to meet all mandated initiatives. The remaining \$104.2 thousand is for increased costs of software maintenance, training, supplies and travel in the 400-category.

P573 – Tax Administration Act Program – Audit & Compliance Division:

ACD’s request is increased by \$937.0 thousand, of which the General Fund represents \$613.5 thousand. The request includes \$166.9 thousand to reduce the funded vacancy rate from 26.4% to 25.8%. ACD federal revenue increases by \$288.2 thousand for adjustments in employee salary and benefits to align with legislation. OSF

Michelle Lujan Grisham
Governor

Stephanie Schardin Clarke
Cabinet Secretary

DIVISIONS

Office of the Secretary
(505) 827-0341
Administrative Services
(505) 827-0369
Audit and Compliance
(505) 827-0900
Motor Vehicle
(505) 827-2296
Property Tax
(505) 827-0870
Revenue Processing
(505) 827-0800
Tax Fraud Investigation
(505) 841-5378

revenue increases by \$35.3 thousand for Weight Distance salaries. Contractual services increases by a net of \$185.2 thousand, of which \$360.0 thousand is associated with audit, collection and mail services while the reduction of (\$174.8) thousand is for call center evaluation leadership training, and costs associated with research. The 400-category increases \$260.6 thousand for General Fund associated with IT services and escalation costs for building leases.

P573 – Tax Administration Act Program – Revenue Processing Division:

RPD's request increases by \$268.3 thousand, entirely General Fund. Other revenue remains budgeted flat to the FY25 OpBud. The budgeted vacancy rate is reduced from 22.0% to 21.6% or \$76.3 thousand, and a \$181.2 thousand increase is for reclassifications and internal alignment for various classifications. Contractual services decreases by (\$69.2) thousand from a category change on a contract to the 400-category. The remaining \$80.0 thousand increase in the 400-category is for the increase of vehicle leases, fuel costs, software maintenance costs, supplies and leased equipment.

P574 – Motor Vehicle Division:

MVD's request increases by \$4,715.2 thousand, of which the General Fund was not increased. OSF decreases by (\$687.9) thousand and Fund Balance increases by \$5,503.1 thousand. The 200-category has 1.0 FTE being transferred to P579, vacancy rate reduction from 12.7% to 12.4%, while ensuring Weight Distance employee salaries and benefits are in alignment with legislative increases totaling \$38.0 thousand. The requested Fund Balance increase will support the 300-category and 400-category increases and the Weight Distance transfer to DOT and DPS. Contractual services are increased by \$716.7 thousand, due primarily to the substitute clerk coverage of \$590.0 thousand. The 400-category increase of \$2,960.5 thousand includes \$1,300.0 thousand for the necessary driver's license redesign to include enhanced security features, and the remaining increase for facial recognition systems, fingerprinting, screening and printing services, plus subscription and dues escalation costs. The Weight Distance transfer to DOT increases by \$1,000.0 thousand per fund balance calculations. MVD federal revenue decreases by (\$100.0) thousand due to adjustments required in FY26 to align with the grant award period.

P575- Property Tax Division (PTD):

The Property Tax Division is funded by other state funds consisting of state cost, penalty and interest collected on delinquent properties and retained by PTD. The request represents an increase of \$792.2 thousand. The 200-category increases \$659.2 thousand to ensure internal alignment and appropriate placement, to create 2.0 FTE Appraisers, and to provide for reduction of the budgeted vacancy rate from 10.3% to 5.2%. The 300-category is reduced by (\$59.8) thousand. The 400-category increases by \$192.8 thousand for IT software agreement escalation costs, postage, advertising and building lease expenses.

P579 – Compliance Enforcement Program (TFID):

Tax Fraud Investigations Division's request increases by \$353.5 thousand in General Fund. \$327.2 thousand is requested in the 200-category to fund the 1.0 FTE transfer from MVD in the amount of \$87.3 thousand, reclassification of an existing position to an Attorney \$141.2 thousand, and to reduce the budgeted vacancy rate from 23.8% to 13.3% (1.0 FTE) at a cost of \$98.7 thousand. The remaining \$26.3 thousand increase is for increased costs related to software, travel to conduct investigations and audits and field supplies.

The Department's base budget request will allow the Department to continue to improve customer service and support fair and consistent administration of New Mexico's tax and motor vehicle codes. Should you have any questions or concerns, please contact me at 505-690-8919 or Denise A. Irion, ASD Director (505) 819-8823.

Your support and consideration of the Department's request is much appreciated.

Sincerely,

Stephanie Schardin Clarke

Digitally signed by Stephanie Schardin Clarke
Date: 2024.08.28 08:34:29 -06'00'

Stephanie Schardin Clarke
Secretary of Taxation & Revenue

S-1

FORM S-1
CERTIFICATION

AGENCY NAME: New Mexico Taxation and Revenue Department

BUSINESS UNIT: 33300

FY26 APPROPRIATION REQUEST CERTIFICATION

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.

Yes, department-level budgets will be used this fiscal year

No, department-level budgets will not be used this fiscal year

Stephanie Schardin Digitally signed by Stephanie
Schardin Clarke
Date: 2024.08.29 12:13:42 -06'00'
AGENCY HEAD - Stephanie Schardin Clarke

Cabinet Secretary
TITLE

APPROVED (Board/Commission Chairperson)

TITLE

Denise Irion Digitally signed by Denise Irion
Date: 2024.08.29 11:40:34
-06'00'
AGENCY CONTACT - Denise A. Irion

ASD Director/CFO
TITLE

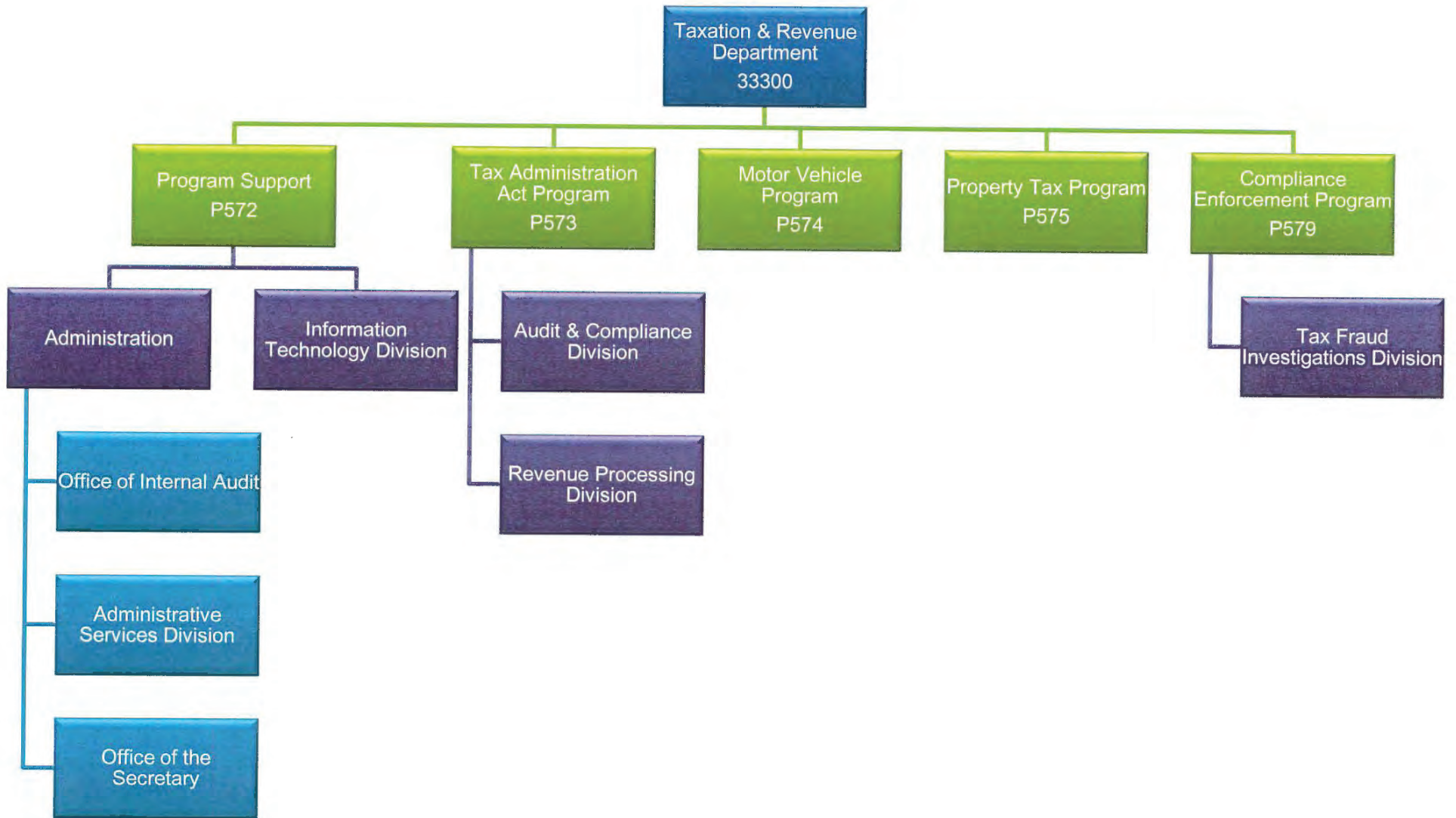
Joseph Montoya Bldg, 1100 S. St. Francis Dr., Santa Fe, NM 87505
ADDRESS

(505) 819-8823
PHONE NUMBER

Note: Operating Budgets of 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. Operating Budgets not properly signed will be returned.

Agency Rollup

Taxation & Revenue Department



S-8 Financial Summary

(Dollars in Thousands)

BU PCode Department
33300 0000 0000000000

	2023-24 Opbud	2023-24 Actuals	2024-25 Opbud	2025-26 PCF Proj	Base	----- FY 2026 Agency Request ----- Expansion	Total
REVENUE							
111 General Fund Transfers	79,165.9	75,623.6	83,613.6	0.0	86,172.9	0.0	86,172.9
112 Other Transfers	0.0	14,373.4	0.0	0.0	0.0	0.0	0.0
120 Federal Revenues	2,351.4	1,005.6	2,550.4	0.0	2,738.6	0.0	2,738.6
130 Other Revenues	44,852.5	35,156.4	46,074.8	0.0	46,214.4	0.0	46,214.4
150 Fund Balance	0.0	7,360.7	0.0	0.0	5,503.1	0.0	5,503.1
REVENUE, TRANSFERS	126,369.8	133,519.7	132,238.8	0	140,629.0	0.0	140,629.0
REVENUE	126,369.8	133,519.7	132,238.8	0	140,629.0	0.0	140,629.0
EXPENSE							
200 Personal Services and Employee Benefits	77,133.3	73,291.7	79,331.1	97,960.6	81,410.5	0.0	81,410.5
300 Contractual services	14,420.4	10,160.1	18,582.3	0.0	20,080.5	0.0	20,080.5
400 Other	24,721.6	20,111.4	24,730.9	0.0	28,543.5	0.0	28,543.5
EXPENDITURES	116,275.3	103,563.3	122,644.3	97,960.58	130,034.5	0.0	130,034.5
500 Other financing uses	10,094.5	10,134.0	9,594.5	0.0	10,594.5	0.0	10,594.5
OTHER FINANCING USES	10,094.5	10,134.0	9,594.5	0	10,594.5	0.0	10,594.5
EXPENSE	126,369.8	113,697.2	132,238.8	97,960.58	140,629.0	0.0	140,629.0
FTE POSITIONS							
810 Permanent	1,006.66	1,035.00	1,007.49	1,037.00	1,009.49	0.00	1,009.49
820 Term	29.00	22.00	28.17	24.00	28.17	0.00	28.17
830 Temporary	5.78	3.00	5.78	3.00	5.78	0.00	5.78
FTEs	1,041.44	1,060.00	1,041.44	1,064.00	1,043.44	0.00	1,043.44
FTE POSITIONS	1,041.44	1,060.00	1,041.44	1,064.00	1,043.44	0.00	1,043.44

Program Support

BU PCode Department
 33300 P572 000000

State of New Mexico
S-8 Financial Summary
 (Dollars in Thousands)

	2023-24 Opbud	2023-24 Actuals	2024-25 Opbud	2025-26 PCF Proj	Base	----- FY 2026 Agency Request ----- Expansion	Total
REVENUE							
111 General Fund Transfers	24,130.1	23,050.4	27,392.4	0.0	28,716.4	0.0	28,716.4
112 Other Transfers	0.0	11,589.1	0.0	0.0	0.0	0.0	0.0
130 Other Revenues	685.5	749.0	939.0	0.0	939.0	0.0	939.0
150 Fund Balance	0.0	0.0	0.0	0.0	0.0	0.0	0.0
REVENUE, TRANSFERS	24,815.6	35,388.4	28,331.4	0.0	29,655.4	0.0	29,655.4
REVENUE	24,815.6	35,388.4	28,331.4	0.0	29,655.4	0.0	29,655.4
EXPENSE							
200 Personal Services and Employee Benefits	17,267.6	16,479.8	17,902.6	21,834.6	18,209.8	0.0	18,209.8
300 Contractual services	4,593.1	4,135.1	7,473.9	0.0	8,199.2	0.0	8,199.2
400 Other	2,954.9	3,130.2	2,954.9	0.0	3,246.4	0.0	3,246.4
EXPENDITURES	24,815.6	23,745.1	28,331.4	21,834.6	29,655.4	0.0	29,655.4
EXPENSE	24,815.6	23,745.1	28,331.4	21,834.6	29,655.4	0.0	29,655.4
FTE POSITIONS							
810 Permanent	176.00	172.95	176.00	172.95	176.00	0.00	176.00
FTEs	176.00	172.95	176.00	172.95	176.00	0.00	176.00
FTE POSITIONS	176.00	172.95	176.00	172.95	176.00	0.00	176.00

Tax Administration

State of New Mexico

S-8 Financial Summary

(Dollars in Thousands)

BU PCode Department
33300 P573 000000

	2023-24 Opbud	2023-24 Actuals	2024-25 Opbud	2025-26 PCF Proj	Base	----- FY 2026 Agency Request ----- Expansion	Total
REVENUE							
111 General Fund Transfers	36,358.4	34,731.6	37,141.5	0.0	38,023.3	0.0	38,023.3
112 Other Transfers	0.0	1,948.5	0.0	0.0	0.0	0.0	0.0
120 Federal Revenues	1,606.2	887.0	1,860.9	0.0	2,149.1	0.0	2,149.1
130 Other Revenues	1,228.6	829.5	1,155.4	0.0	1,190.7	0.0	1,190.7
REVENUE, TRANSFERS	39,193.2	38,396.6	40,157.8	0.0	41,363.1	0.0	41,363.1
REVENUE	39,193.2	38,396.6	40,157.8	0.0	41,363.1	0.0	41,363.1
EXPENSE							
200 Personal Services and Employee Benefits	30,946.4	30,023.7	31,741.8	43,318.3	32,489.6	0.0	32,489.6
300 Contractual services	973.4	314.8	1,221.7	0.0	1,337.7	0.0	1,337.7
400 Other	7,273.4	6,623.3	7,194.3	0.0	7,535.8	0.0	7,535.8
EXPENDITURES	39,193.2	36,961.8	40,157.8	43,318.33	41,363.1	0.0	41,363.1
EXPENSE	39,193.2	36,961.8	40,157.8	43,318.33	41,363.1	0.0	41,363.1
FTE POSITIONS							
810 Permanent	444.66	471.00	445.49	472.00	445.49	0.00	445.49
820 Term	23.00	20.00	22.17	20.00	22.17	0.00	22.17
830 Temporary	5.78	3.00	5.78	3.00	5.78	0.00	5.78
FTEs	473.44	494.00	473.44	495.00	473.44	0.00	473.44
FTE POSITIONS	473.44	494.00	473.44	495.00	473.44	0.00	473.44

Motor Vehicle Division

State of New Mexico

S-8 Financial Summary

(Dollars in Thousands)

BU PCode Department
33300 P574 000000

	2023-24 Opbud	2023-24 Actuals	2024-25 Opbud	2025-26 PCF Proj	Base	----- FY 2026 Agency Request -----		Total
						Expansion		
REVENUE								
111 General Fund Transfers	16,624.5	15,880.6	16,982.6	0.0	16,982.6	0.0		16,982.6
112 Other Transfers	0.0	743.9	0.0	0.0	0.0	0.0		0.0
120 Federal Revenues	745.2	118.5	689.5	0.0	589.5	0.0		589.5
130 Other Revenues	36,515.9	27,849.9	37,489.0	0.0	36,801.1	0.0		36,801.1
150 Fund Balance	0.0	7,360.7	0.0	0.0	5,503.1	0.0		5,503.1
REVENUE, TRANSFERS	53,885.6	51,953.7	55,161.1	0.0	59,876.3	0.0		59,876.3
REVENUE	53,885.6	51,953.7	55,161.1	0.0	59,876.3	0.0		59,876.3
EXPENSE								
200 Personal Services and Employee Benefits	23,360.3	21,868.8	24,014.6	26,132.6	24,052.6	0.0		24,052.6
300 Contractual services	7,625.1	5,006.4	8,657.9	0.0	9,374.6	0.0		9,374.6
400 Other	12,805.7	8,761.5	12,894.1	0.0	15,854.6	0.0		15,854.6
EXPENDITURES	43,791.1	35,636.6	45,566.6	26,132.6	49,281.8	0.0		49,281.8
500 Other financing uses	10,094.5	10,134.0	9,594.5	0.0	10,594.5	0.0		10,594.5
OTHER FINANCING USES	10,094.5	10,134.0	9,594.5	0	10,594.5	0.0		10,594.5
EXPENSE	53,885.6	45,770.6	55,161.1	26,132.6	59,876.3	0.0		59,876.3
FTE POSITIONS								
810 Permanent	326.00	326.00	326.00	327.00	325.00	0.00		325.00
820 Term	6.00	2.00	6.00	4.00	6.00	0.00		6.00
FTEs	332.00	328.00	332.00	331.00	331.00	0.00		331.00
FTE POSITIONS	332.00	328.00	332.00	331.00	331.00	0.00		331.00

Property Tax Division

State of New Mexico

S-8 Financial Summary

(Dollars in Thousands)

BU PCode Department
33300 P575 000000

	2023-24 Opbud	2023-24 Actuals	2024-25 Opbud	2025-26 PCF Proj	Base	----- FY 2026 Agency Request ----- Expansion	Total
REVENUE							
130 Other Revenues	6,422.5	5,728.0	6,491.4	0.0	7,283.6	0.0	7,283.6
REVENUE, TRANSFERS	6,422.5	5,728.0	6,491.4	0.0	7,283.6	0.0	7,283.6
REVENUE	6,422.5	5,728.0	6,491.4	0.0	7,283.6	0.0	7,283.6
EXPENSE							
200 Personal Services and Employee Benefits	3,811.1	3,470.6	3,880.0	4,338.4	4,539.2	0.0	4,539.2
300 Contractual services	1,219.4	701.1	1,219.4	0.0	1,159.6	0.0	1,159.6
400 Other	1,392.0	1,272.1	1,392.0	0.0	1,584.8	0.0	1,584.8
EXPENDITURES	6,422.5	5,443.7	6,491.4	4,338.39	7,283.6	0.0	7,283.6
EXPENSE	6,422.5	5,443.7	6,491.4	4,338.39	7,283.6	0.0	7,283.6
FTE POSITIONS							
810 Permanent	39.00	43.05	39.00	43.05	41.00	0.00	41.00
FTEs	39.00	43.05	39.00	43.05	41.00	0.00	41.00
FTE POSITIONS	39.00	43.05	39.00	43.05	41.00	0.00	41.00

S-8 Financial Summary

(Dollars in Thousands)

BU PCode Department
33300 P579 000000

	2023-24 Opbud	2023-24 Actuals	2024-25 Opbud	2025-26 PCF Proj	Base	----- FY 2026 Agency Request ----- Expansion	Total
REVENUE							
111 General Fund Transfers	2,052.9	1,961.0	2,097.1	0.0	2,450.6	0.0	2,450.6
112 Other Transfers	0.0	91.9	0.0	0.0	0.0	0.0	0.0
130 Other Revenues	0.0	0.0	0.0	0.0	0.0	0.0	0.0
REVENUE, TRANSFERS	2,052.9	2,052.9	2,097.1	0.0	2,450.6	0.0	2,450.6
REVENUE	2,052.9	2,052.9	2,097.1	0.0	2,450.6	0.0	2,450.6
EXPENSE							
200 Personal Services and Employee Benefits	1,747.9	1,448.8	1,792.1	2,336.7	2,119.3	0.0	2,119.3
300 Contractual services	9.4	2.8	9.4	0.0	9.4	0.0	9.4
400 Other	295.6	324.4	295.6	0.0	321.9	0.0	321.9
EXPENDITURES	2,052.9	1,776.0	2,097.1	2,336.67	2,450.6	0.0	2,450.6
EXPENSE	2,052.9	1,776.0	2,097.1	2,336.67	2,450.6	0.0	2,450.6
FTE POSITIONS							
810 Permanent	21.00	22.00	21.00	22.00	22.00	0.00	22.00
FTEs	21.00	22.00	21.00	22.00	22.00	0.00	22.00
FTE POSITIONS	21.00	22.00	21.00	22.00	22.00	0.00	22.00

Taxation and Revenue Department

BU PCode Department
33300 0000 0000000000

State of New Mexico
S-9 Account Code Revenue/Expenditure Summary
(Dollars in Thousands)

		2023-24	2023-24	2024-25	2025-26	----- FY 2026 Agency Request -----		
		Opbud	Actuals	Opbud	PCF Proj	Base	Expansion	Total
499105	General Fd. Appropriation	79,165.9	75,623.6	83,613.6	0.0	86,172.9	0.0	86,172.9
111	General Fund Transfers	79,165.9	75,623.6	83,613.6	0.0	86,172.9	0.0	86,172.9
499905	Other Financing Sources	0.0	3,542.3	0.0	0.0	0.0	0.0	0.0
112	Other Transfers	0.0	3,542.3	0.0	0.0	0.0	0.0	0.0
451903	Federal Direct - Operating	2,351.4	1,005.6	2,550.4	0.0	2,738.6	0.0	2,738.6
120	Federal Revenues	2,351.4	1,005.6	2,550.4	0.0	2,738.6	0.0	2,738.6
401901	Special Levy - Other	6,422.5	5,696.6	6,491.4	0.0	7,283.6	0.0	7,283.6
405801	Unclaimed Property (GRT)	421.9	421.9	421.9	0.0	421.9	0.0	421.9
406101	Alcoholic Beverages	75.5	63.8	75.5	0.0	75.5	0.0	75.5
411102	Registrations & Certificates	5,120.0	4,137.4	5,054.1	0.0	5,200.0	0.0	5,200.0
411702	Weight-Distance Admin Fee	10,594.5	8,954.4	10,147.5	0.0	9,673.4	0.0	9,673.4
411802	Motor Vehicle Admin Fees	5,150.0	3,383.8	5,054.1	0.0	5,200.0	0.0	5,200.0
411902	Other M. V. Licenses	3,000.0	2,713.0	3,841.1	0.0	3,400.5	0.0	3,400.5
422902	Other Fees	2,300.0	1,580.8	3,537.8	0.0	3,600.0	0.0	3,600.0
429902	Other Current Services	10,481.4	6,851.7	9,939.2	0.0	9,800.0	0.0	9,800.0
433102	License Plates	200.0	223.9	252.7	0.0	300.0	0.0	300.0
441201	Interest On Investments	0.0	17.3	0.0	0.0	0.0	0.0	0.0
442209	Rent of Land/Buildings Interag	0.0	7.1	0.0	0.0	0.0	0.0	0.0
496302	Workers' Comp. Assessment	571.1	522.8	494.5	0.0	550.8	0.0	550.8
496901	Miscellaneous Revenue	0.0	19.2	0.0	0.0	0.0	0.0	0.0
496902	Miscellaneous Revenue	515.6	562.6	765.0	0.0	708.7	0.0	708.7
130	Other Revenues	44,852.5	35,156.4	46,074.8	0.0	46,214.4	0.0	46,214.4
312900	Restricted Net Position - BTA	0.0	0.0	0.0	0.0	0.0	0.0	0.0
325900	Restricted FB - Gov	0.0	7,360.7	0.0	0.0	5,503.1	0.0	5,503.1
328900	Unassigned FB - Gov	0.0	0.0	0.0	0.0	0.0	0.0	0.0
150	Fund Balance	0.0	7,360.7	0.0	0.0	5,503.1	0.0	5,503.1
TOTAL REVENUE		126,369.8	122,688.6	132,238.8	0	140,629.0	0.0	140,629.0
520100	Exempt Perm Positions P/T&F/T	1,276.7	1,520.0	1,516.1	1,652.6	1,478.8	0.0	1,478.8
520200	Term Positions	1,503.6	1,329.0	2,056.0	1,731.4	2,076.9	0.0	2,076.9
520300	Classified Perm Positions F/T	53,059.8	48,690.9	53,639.7	67,217.9	54,925.3	0.0	54,925.3
520400	Classified Perm Positions P/T	136.0	134.7	133.9	137.8	134.0	0.0	134.0
520500	Temporary Positions F/T & P/T	114.3	111.0	94.2	137.6	94.1	0.0	94.1
520600	Paid Unused Sick Leave	40.2	48.7	39.7	0.0	38.9	0.0	38.9
520700	Overtime & Other Premium Pay	148.3	184.4	704.4	0.0	118.2	0.0	118.2
520800	Annl & Comp Paid At Separation	119.9	179.1	122.3	0.0	134.7	0.0	134.7
520900	Differential Pay	2.4	0.1	2.4	0.0	2.4	0.0	2.4

521100	Group Insurance Premium	7,620.0	5,910.0	7,553.6	7,702.7	7,649.1	0.0	7,649.1
521200	Retirement Contributions	8,308.5	9,911.4	8,630.5	13,560.3	9,614.2	0.0	9,614.2
521300	F I C A	3,496.7	3,781.8	3,574.4	4,345.4	3,591.8	0.0	3,591.8
521400	Workers' Comp Assessment Fee	9.6	7.6	9.7	0.0	10.8	0.0	10.8
521410	GSD Work Comp Insur Premium	130.1	130.1	87.6	0.0	186.7	0.0	186.7
521500	Unemployment Comp Premium	79.7	79.6	33.8	0.0	11.8	0.0	11.8
521600	Employee Liability Ins Premium	185.5	242.5	190.9	0.0	290.3	0.0	290.3
521700	RHC Act Contributions	902.0	1,030.7	941.9	1,474.9	1,052.5	0.0	1,052.5
523200	COVID Related Time Worked	0.0	0.0	0.0	0.0	0.0	0.0	0.0
200	Personal Services and Employee Benefits	77,133.3	73,291.7	79,331.1	97,960.6	81,410.5	0.0	81,410.5
535100	Medical Services	27.7	0.2	20.6	0.0	2.6	0.0	2.6
535200	Professional Services	1,142.5	893.6	2,040.3	0.0	2,239.9	0.0	2,239.9
535300	Other Services	2,203.5	256.3	1,231.7	0.0	1,794.8	0.0	1,794.8
535400	Audit Services	208.6	285.8	344.7	0.0	354.9	0.0	354.9
535500	Attorney Services	183.9	97.2	198.9	0.0	207.9	0.0	207.9
535600	IT Services	10,654.2	8,627.0	14,746.1	0.0	15,480.4	0.0	15,480.4
300	Contractual services	14,420.4	10,160.1	18,582.3	0.0	20,080.5	0.0	20,080.5
542100	Employee I/S Mileage & Fares	125.7	5.4	110.5	0.0	111.3	0.0	111.3
542200	Employee I/S Meals & Lodging	402.9	184.0	416.6	0.0	409.6	0.0	409.6
542300	Brd & Comm Mbr Meals & Lodging	25.4	10.2	25.4	0.0	25.0	0.0	25.0
542310	Brd & Comm Mbr Mileage & Fares	0.0	0.4	0.0	0.0	0.0	0.0	0.0
542500	Transp - Fuel & Oil	88.6	40.5	92.1	0.0	104.2	0.0	104.2
542600	Transp - Parts & Supplies	21.2	2.6	23.8	0.0	25.2	0.0	25.2
542700	Transp - Transp Insurance	0.9	0.5	0.6	0.0	0.6	0.0	0.6
542800	State Transp Pool Charges	263.4	205.5	286.6	0.0	306.4	0.0	306.4
543100	Maint - Grounds & Roadways	1.0	0.0	1.0	0.0	1.0	0.0	1.0
543200	Maint - Furn, Fixt, Equipment	461.3	206.8	364.1	0.0	647.4	0.0	647.4
543300	Maint - Buildings & Structures	7.5	70.1	17.1	0.0	17.1	0.0	17.1
543400	Maint - Property Insurance	0.0	0.0	0.1	0.0	0.1	0.0	0.1
543500	Maint - Supplies	0.0	0.8	0.0	0.0	0.0	0.0	0.0
543820	Maintenance IT	80.2	0.7	341.6	0.0	38.5	0.0	38.5
543830	IT HW/SW Agreements	3,178.7	2,895.6	2,712.2	0.0	3,535.8	0.0	3,535.8
544000	Supply Inventory IT	598.8	1,308.3	955.2	0.0	1,412.2	0.0	1,412.2
544100	Supplies-Office Supplies	180.8	219.4	184.3	0.0	186.8	0.0	186.8
544200	Supplies-Medical,Lab,Personal	0.0	6.7	1.0	0.0	1.0	0.0	1.0
544400	Supplies-Field Supplies	5.0	17.9	2.2	0.0	9.0	0.0	9.0
544700	Supplies-Clothing,Unifrms,Linen	2.0	0.5	2.0	0.0	2.0	0.0	2.0
544900	Supplies-Inventory Exempt	151.1	183.6	159.1	0.0	159.1	0.0	159.1
545600	Reporting & Recording	37.4	27.8	42.8	0.0	44.8	0.0	44.8
545700	ISD Services	580.8	493.2	569.3	0.0	593.7	0.0	593.7
545710	DOIT HCM Assessment Fees	348.2	339.7	380.0	0.0	373.3	0.0	373.3
545810	GCD Radio Communications Svcs	0.0	20.5	18.9	0.0	21.5	0.0	21.5

545900	Printing & Photo Services	5,143.3	4,899.9	5,427.9	0.0	7,807.5	0.0	7,807.5
546100	Postage & Mail Services	2,515.7	1,797.6	2,524.8	0.0	2,168.8	0.0	2,168.8
546310	Utilities - Sewer/Garbage	0.0	0.6	0.0	0.0	0.0	0.0	0.0
546320	Utilities - Electricity	0.0	2.0	0.0	0.0	0.0	0.0	0.0
546400	Rent Of Land & Buildings	5,121.6	590.3	5,282.4	0.0	5,705.5	0.0	5,705.5
546409	Rent Expense - Interagency	91.1	23.9	33.0	0.0	33.0	0.0	33.0
546500	Rent Of Equipment	524.0	201.7	509.7	0.0	533.8	0.0	533.8
546600	Communications	123.2	121.2	156.0	0.0	158.5	0.0	158.5
546610	DOIT Telecommunications	2,361.6	1,519.1	1,688.9	0.0	1,560.5	0.0	1,560.5
546700	Subscriptions/Dues/License Fee	1,229.3	1,300.3	1,317.8	0.0	1,468.3	0.0	1,468.3
546709	Subscription & Due Interagency	0.0	0.0	0.0	0.0	1.0	0.0	1.0
546800	Employee Training & Education	170.9	203.1	192.3	0.0	246.9	0.0	246.9
546900	Advertising	188.7	153.7	190.5	0.0	327.0	0.0	327.0
547000	Legal Settlements	0.0	95.7	0.0	0.0	0.0	0.0	0.0
547730	Lease Principal Payment	0.0	2,122.2	0.0	0.0	0.0	0.0	0.0
547900	Miscellaneous Expense	5.2	35.0	5.3	0.0	10.1	0.0	10.1
547999	Request to Pay Prior Year	0.0	90.8	0.0	0.0	0.0	0.0	0.0
548200	Furniture & Fixtures	400.0	109.3	400.0	0.0	0.0	0.0	0.0
548300	Information Tech Equipment	99.7	217.7	99.7	0.0	158.9	0.0	158.9
548400	Other Equipment	0.0	1.4	0.0	0.0	0.0	0.0	0.0
548800	Automotive & Aircraft	0.0	134.2	0.0	0.0	100.0	0.0	100.0
548882	Lease Interest	0.0	125.1	0.0	0.0	0.0	0.0	0.0
549600	Employee O/S Mileage & Fares	88.6	61.7	98.2	0.0	140.2	0.0	140.2
549700	Employee O/S Meals & Lodging	97.8	64.4	97.9	0.0	97.9	0.0	97.9
400	Other	24,721.6	20,111.4	24,730.9	0.0	28,543.5	0.0	28,543.5
555100	Other Financing Uses	10,094.5	10,094.5	9,594.5	0.0	10,594.5	0.0	10,594.5
555901	Transfer Out of Capital Asset	0.0	39.5	0.0	0.0	0.0	0.0	0.0
500	Other financing uses	10,094.5	10,134.0	9,594.5	0.0	10,594.5	0.0	10,594.5
TOTAL EXPENSE		126,369.8	113,697.2	132,238.8	97960.583	140,629.0	0.0	140,629.0
810	Permanent	1,006.66	1,035.00	1,007.49	1,037.00	1,009.49	0.00	1,009.49
810	Permanent	1,006.66	1,035.00	1,007.49	1,037.00	1,009.49	0.00	1,009.49
820	Term	29.00	22.00	28.17	24.00	28.17	0.00	28.17
820	Term	29.00	22.00	28.17	24.00	28.17	0.00	28.17
830	Temporary	5.78	3.00	5.78	3.00	5.78	0.00	5.78
830	Temporary	5.78	3.00	5.78	3.00	5.78	0.00	5.78
TOTAL FTE POSITIONS		1,041.44	1,060.00	1,041.44	1,064.00	1,043.44	0.00	1,043.44

REV EXP COMPARISON

(Dollars in Thousands)

33300 - Taxation and Revenue Department

	General Fund	Other Funds	Other Transfers	Federal Funds	Total
SOURCES	86,172.9	51,717.5	0.0	2,738.6	140,629.0
Personal Services and Employee Benefits	66,249.5	13,012.3	0.0	2,148.7	81410.5
Contractual services	9,377.4	10,554.7	0.0	148.4	20080.5
Other	10,546.0	17,556.0	0.0	441.5	28543.5
Other financing uses	0.0	10,594.5	0.0	0.0	10594.5
USES Total:	86,172.9	51,717.5	0.0	2,738.6	140,629.0
Net:	0.0	0.0	0.0	0.0	0.0

Taxation and Revenue Department
 BU
 33300

State of New Mexico
 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 Request	2025-26 Agency OSF Request	2025-26 Agency ISF/IAT Request	2025-26 Agency FF Request	2025-26 Total Request	Justification
P574	17200	555100	Other Financing Uses	P567	20100	499905	Other Financing Sources	0	0	0	0	0	0	0	
P574	99400	555100	Other Financing Uses	P504	12900	499905	Other Financing Sources	94.5	0	0	94.5	0	0	94.5	Transfer from MVD Weight Distance Fund to DPS
P574	99400	555100	Other Financing Uses	P565	20100	499905	Other Financing Sources	10000	0	0	10500	0	0	10500	Transfer from MVD Weight Distance Fund to DOT
								Sum:	0	0	10594.5	0	0	10594.5	

S-10

APPROPRIATION REQUEST

FORM S-10 FUND BALANCE PROJECTION

(In Whole Dollars)

Agency:	Taxation and Revenue Department	Business Unit: <u>33300</u>
Fund Name:	TRD - Operating Fund	Fund Number: <u>17200</u>
Legal Auth.:	Laws of 2009, Chapter 156, Section 1 through 7	
Agency:	Taxation and Revenue Department	Business Unit: <u>33300</u>
Fund Name:	TRD - Operating Fund	Fund Number: <u>17200</u>
Legal Auth.:	NMSA 1978 7-38-62	

BEGINNING BALANCE

Unreserved, undesignated fund balance (not cash balance) from SHARE NMS006GL Balance Sheet Report at close of FY24	29,725,600
--	------------

ADJUSTMENTS

Add:

Interfund receivables, accounts receivables, and other assets not reflected in fund balance from FCD Reports at close of FY24	0
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	0

ADJUSTED UNRESERVED, UNDESIGNATED FUND BALANCE at close of FY24	29,725,600
--	-------------------

Add:

Projected revenue/sources (less fund balance budgeted) for FY25	6,214,300
---	-----------

Deduct:

Projected total expenditures for FY25	(5,233,500)
---------------------------------------	-------------

ADJUSTED UNRESERVED/UNDESIGNATED FUND BALANCE at close of FY25	30,706,400
---	-------------------

Add:

Projected revenue/sources (less fund balance requested) for FY26	6,000,000
--	-----------

Deduct:

Total expenditures budgeted in appropriation request	(12,786,700)
--	--------------

ADJUSTED UNRESERVED/UNDESIGNATED FUND BALANCE at close of FY26	23,919,700
---	-------------------

APPROPRIATION REQUEST FORM S-10 FUND BALANCE PROJECTION

(In Whole Dollars)

Agency: <u>Taxation and Revenue Department</u>	Business Unit: <u>33300</u>
Fund Name: <u>TRD Operating Fund-(Motor Vehicle Division)</u>	Fund Number: <u>17200</u>
Legal Auth. <u>Laws of 2009, Chapter 156, Section 1 through 7</u>	

BEGINNING BALANCE

1. Unreserved, undesignated fund balance (not cash balance) from <i>SHARE NMS006GL Balance Sheet Report at close of prior fiscal year</i>	<u>12,243,536</u>
--	-------------------

ADJUSTMENTS

Add:

2. Interfund receivables, accounts receivables, and other assets not reflected in fund balance from FCD Reports at close of prior fiscal year	_____
---	-------

Other (explain in detail)	_____
---------------------------	-------

Deduct:

3. Liabilities at close of prior fiscal year not reflected in FCD Reports	(_____)
Fund balance designated by law for future expenditure (non-reverting funds)	(_____)
Amount due to State General Fund or other fund designated by statute	(_____)

Other (explain in detail)	(_____)
---------------------------	-----------

4. Prior fiscal year reversion not reflected in liabilities	(_____)
---	-----------

Total Adjustments 0

ADJUSTED UNRESERVED, UNDESIGNATED FUND BALANCE at close of prior fiscal year 12,243,536

Add:

5. Projected revenue/sources for current fiscal year (less fund balance budgeted)	_____ 0
---	---------

Deduct:

6. Projected total expenditures for current fiscal year	(_____ 0)
---	-------------

PROJECTED UNRESERVED/UNDESIGNATED FUND BALANCE at close of current fiscal year 12,243,536

Add:

7. Projected revenue/sources for next fiscal year (less fund balance requested)	_____ 0
---	---------

Deduct:

8. Total expenditures budgeted in appropriation request	(<u>5,503,100</u>)
---	----------------------

PROJECTED UNRESERVED/UNDESIGNATED FUND BALANCE at close of next fiscal year 6,740,436

APPROPRIATION REQUEST FORM S-10 FUND BALANCE PROJECTION

(In Whole Dollars)

Agency: Taxation and Revenue Department Business Unit: 33300
 Fund Name: TRD Operating fund-(Property Tax Division) Fund Number: 17200
 Legal Auth. NMSA 1978 7-38-62

BEGINNING BALANCE

1. Unreserved, undesignated fund balance (not cash balance) from 17,482,071
SHARE NMS006GL Balance Sheet Report at close of prior fiscal year

ADJUSTMENTS

Add:

2. Interfund receivables, accounts receivables, and other assets not reflected in fund balance from FCD Reports at close of prior fiscal year _____

Other (explain in detail) _____

Deduct:

3. Liabilities at close of prior fiscal year not reflected in FCD Reports (_____)

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

Amount due to State General Fund or other fund designated by statute (_____)

Other (explain in detail) (_____)

4. Prior fiscal year reversion not reflected in liabilities (_____)

Total Adjustments 0

ADJUSTED UNRESERVED, UNDESIGNATED FUND BALANCE at close of prior fiscal year 17,482,071

Add:

5. Projected revenue/sources for current fiscal year (less fund balance budgeted) 6,214,296

Deduct:

6. Projected total expenditures for current fiscal year (5,233,494)

PROJECTED UNRESERVED/UNDESIGNATED FUND BALANCE at close of current fiscal year 18,462,873

Add:

7. Projected revenue/sources for next fiscal year (less fund balance requested) 6,000,000

Deduct:

8. Total expenditures budgeted in appropriation request (7,283,600)

PROJECTED UNRESERVED/UNDESIGNATED FUND BALANCE at close of next fiscal year 17,179,273

APPROPRIATION REQUEST

FORM S-10 FUND BALANCE PROJECTION

(In Whole Dollars)

Agency: <u>Taxation and Revenue Department</u>	Business Unit: <u>33300</u>
Fund Name: <u>Weight Distance Tax Permit Fee</u>	Fund Number: <u>99400</u>
Legal Auth. <u>NMSA 1978 7-15A-14</u>	

BEGINNING BALANCE

Unreserved, undesignated fund balance (not cash balance) from SHARE NMS006GL Balance Sheet Report at close of FY24	<u>10,845,500</u>
--	-------------------

ADJUSTMENTS

Add:

Interfund receivables, accounts receivables, and other assets not reflected in fund balance from FCD Reports at close of FY24	<u>0</u>
Other (explain in detail)	<u>0</u>

Deduct:

Liabilities not reflected in FCD Reports at close of FY24	<u>0</u>
Fund balance designated by law for future expenditure (non-reverting funds)	<u>0</u>
Amount due to State General Fund or other fund designated by statute	<u>0</u>
Other (explain in detail)	<u>0</u>
FY24 revision not reflected in liabilities	<u>0</u>

Total Adjustments 0

ADJUSTED UNRESERVED, UNDESIGNATED FUND BALANCE at close of FY24 10,845,500

Add:

Projected revenue/sources (less fund balance budgeted) for FY25	<u>8,954,400</u>
---	------------------

Deduct:

Projected total expenditures for FY25	<u>(10,553,800)</u>
---------------------------------------	---------------------

ADJUSTED UNRESERVED/UNDESIGNATED FUND BALANCE at close of FY25 9,246,100

Add:

Projected revenue/sources (less fund balance requested) for FY26	<u>9,000,000</u>
--	------------------

Deduct:

Total expenditures budgeted in appropriation request	<u>(11,173,500)</u>
--	---------------------

ADJUSTED UNRESERVED/UNDESIGNATED FUND BALANCE at close of FY26 7,072,600

APPROPRIATION REQUEST FORM S-10 FUND BALANCE PROJECTION

(In Whole Dollars)

Agency: <u>Taxation and Revenue Department</u>	Business Unit: <u>33300</u>
Fund Name: <u>Weight Distance Tax Permit Fee</u>	Fund Number: <u>99400</u>
Legal Auth. <u>NMSA 1978 7-15A-14</u>	

BEGINNING BALANCE

1. Unreserved, undesignated fund balance (not cash balance) from <i>SHARE NMS006GL Balance Sheet Report at close of prior fiscal year</i>	<u>10,845,503</u>
---	-------------------

ADJUSTMENTS

Add:

2. Interfund receivables, accounts receivables, and other assets not reflected in fund balance from FCD Reports at close of prior fiscal year	<u>0</u>
Other (explain in detail)	<u>0</u>

Deduct:

3. Liabilities at close of prior fiscal year not reflected in FCD Reports	(<u>0</u>)
Fund balance designated by law for future expenditure (non-reverting funds)	(<u>0</u>)
Amount due to State General Fund or other fund designated by statute	(<u>0</u>)
Other (explain in detail)	(<u>0</u>)
4. Prior fiscal year reversion not reflected in liabilities	(<u> </u>)
Total Adjustments	<u>0</u>

ADJUSTED UNRESERVED, UNDESIGNATED FUND BALANCE at close of prior fiscal year 10,845,503

Add:

5. Projected revenue/sources for current fiscal year (less fund balance budgeted)	<u>8,954,400</u>
---	------------------

Deduct:

6. Projected total expenditures for current fiscal year	(<u>10,553,771</u>)
---	-----------------------

PROJECTED UNRESERVED/UNDESIGNATED FUND BALANCE at close of current fiscal year 9,246,132

Add:

7. Projected revenue/sources for next fiscal year (less fund balance requested)	<u>9,000,000</u>
---	------------------

Deduct:

8. Total expenditures budgeted in appropriation request	(<u>11,173,500</u>)
---	-----------------------

PROJECTED UNRESERVED/UNDESIGNATED FUND BALANCE at close of next fiscal year 7,072,632

S-13

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

BusUnit	Line Item	2023-24	2024-25	Request		Recommendation		
		Actuals	Opbud	Base	Expansion	Base	Expansion	Opbud
33300	P572-R Program Support							
	520100 Exempt Perm Positions P/T&F/T	934.18808	941.2	880.5	0	0	0	0.0
	520300 Classified Perm Positions F/T	11031.12983	12619.1	12906.8	0	0	0	0.0
	520500 Temporary Positions F/T & P/T	6.0416	0	0	0	0	0	0.0
	520600 Paid Unused Sick Leave	25.42364	23.5	23.5	0	0	0	0.0
	520700 Overtime & Other Premium Pay	16.04012	22.1	22.1	0	0	0	0.0
	520800 Annl & Comp Paid At Separation	29.33438	28.6	28.6	0	0	0	0.0
	521100 Group Insurance Premium	937.06311	1295.3	1229.6	0	0	0	0.0
	521200 Retirement Contributions	2304.00543	1838.6	1922.8	0	0	0	0.0
	521300 F I C A	882.07361	867.6	887.3	0	0	0	0.0
	521400 Workers' Comp Assessment Fee	1.22806	1.6	1.6	0	0	0	0.0
	521410 GSD Work Comp Insur Premium	22.31881	14.8	31.5	0	0	0	0.0
	521500 Unemployment Comp Premium	13.66631	5.7	2	0	0	0	0.0
	521600 Employee Liability Ins Premium	31.4587	32.3	49	0	0	0	0.0
	521700 RHC Act Contributions	239.60866	212.2	224.5	0	0	0	0.0
	535100 Medical Services	0.13767	0	0	0	0	0	0.0
	535200 Professional Services	148.92464	385.1	406.1	0	0	0	0.0
	535300 Other Services	47.77958	81.9	68.3	0	0	0	0.0
	535400 Audit Services	267.6283	287.2	296.3	0	0	0	0.0
	535500 Attorney Services	23.75124	70.3	79.3	0	0	0	0.0
	535600 IT Services	7141.22383	6649.4	7347.2	0	0	0	0.0
	542100 Employee I/S Mileage & Fares	1.27484	2	2	0	0	0	0.0
	542200 Employee I/S Meals & Lodging	1.93141	12.1	13.1	0	0	0	0.0
	542500 Transp - Fuel & Oil	3.92816	3.5	3.5	0	0	0	0.0
	542600 Transp - Parts & Supplies	0.05596	0.4	0.4	0	0	0	0.0
	542700 Transp - Transp Insurance	0.08705	0.1	0.1	0	0	0	0.0
	542800 State Transp Pool Charges	22.81796	29.7	39.2	0	0	0	0.0
	543200 Maint - Furn, Fixt, Equipment	2.96385	22.3	22.3	0	0	0	0.0
	543300 Maint - Buildings & Structures	31.66074	2.1	2.1	0	0	0	0.0
	543400 Maint - Property Insurance	0	0.1	0.1	0	0	0	0.0
	543500 Maint - Supplies	0.14288	0	0	0	0	0	0.0
	543820 Maintenance IT	0	38.5	38.5	0	0	0	0.0
	543830 IT HW/SW Agreements	1042.22537	1159.6	1360.6	0	0	0	0.0
	544000 Supply Inventory IT	401.29074	148.5	151.4	0	0	0	0.0
	544100 Supplies-Office Supplies	141.27846	62.1	52.6	0	0	0	0.0
	544400 Supplies-Field Supplies	3.392	0	0	0	0	0	0.0
	544700 Supplies-Clothing, Unifrms, Linen	0.52696	0.5	0.5	0	0	0	0.0
	544900 Supplies-Inventory Exempt	27.15204	3	3	0	0	0	0.0
	545600 Reporting & Recording	4.28	0.5	0.5	0	0	0	0.0
	545700 ISD Services	165.74229	171	100.1	0	0	0	0.0

545710	DOIT HCM Assessment Fees	57.728	64.2	63	0	0	0	0.0
545900	Printing & Photo Services	142.86015	143.2	143.2	0	0	0	0.0
546310	Utilities - Sewer/Garbage	0.55104	0	0	0	0	0	0.0
546320	Utilities - Electricity	2.01202	0	0	0	0	0	0.0
546400	Rent Of Land & Buildings	206.57633	204.4	204.4	0	0	0	0.0
546500	Rent Of Equipment	85.17363	38.1	38.1	0	0	0	0.0
546600	Communications	15.45823	11.7	12.8	0	0	0	0.0
546610	DOIT Telecommunications	218.64282	285.4	263.2	0	0	0	0.0
546700	Subscriptions/Dues/License Fee	347.26679	366	459.6	0	0	0	0.0
546709	Subscription & Due Interagency	0	0	1	0	0	0	0.0
546800	Employee Training & Education	37.90903	42.7	50.7	0	0	0	0.0
546900	Advertising	2.24202	1	1	0	0	0	0.0
547000	Legal Settlements	15	0	0	0	0	0	0.0
547730	Lease Principal Payment	-5169.18358	0	0	0	0	0	0.0
547900	Miscellaneous Expense	4.10042	3	3	0	0	0	0.0
547999	Request to Pay Prior Year	2.94054	0	0	0	0	0	0.0
548200	Furniture & Fixtures	19.07455	0	0	0	0	0	0.0
548300	Information Tech Equipment	168.78817	99.7	158.9	0	0	0	0.0
548400	Other Equipment	2.8	0	0	0	0	0	0.0
548800	Automotive & Aircraft	10.7575	0	0	0	0	0	0.0
548882	Lease Interest	-50.94634	0	0	0	0	0	0.0
549600	Employee O/S Mileage & Fares	7.90451	19	36	0	0	0	0.0
549700	Employee O/S Meals & Lodging	15.33215	20.5	21.5	0	0	0	0.0
Subtotal for: 33300 P572-R Program Support		22096.78429	28331.4	29655.4	0	0	0	0.0

BusUnit	Line Item	2023-24	2024-25	Request		Recommendation			
		Actuals	Opbud	Base	Expansion	Base	Expansion	Opbud	
33300	P573-R Tax Administration								
	520100 Exempt Perm Positions P/T&F/T	255.07843	246	265.4	0	0	0	0.0	
	520200 Term Positions	1187.11066	1517.7	1766.9	0	0	0	0.0	
	520300 Classified Perm Positions F/T	19356.18715	21247.4	21546.9	0	0	0	0.0	
	520400 Classified Perm Positions P/T	134.68036	133.9	134	0	0	0	0.0	
	520500 Temporary Positions F/T & P/T	104.97011	94.2	94.1	0	0	0	0.0	
	520600 Paid Unused Sick Leave	11.0685	7.2	7.3	0	0	0	0.0	
	520700 Overtime & Other Premium Pay	141.12519	46.6	46.6	0	0	0	0.0	
	520800 Annl & Comp Paid At Separation	89.83071	63.7	61.2	0	0	0	0.0	
	520900 Differential Pay	0.0588	2.4	2.4	0	0	0	0.0	
	521100 Group Insurance Premium	2548.71019	2726.2	2815	0	0	0	0.0	
	521200 Retirement Contributions	4008.96219	3660.6	3720	0	0	0	0.0	
	521300 F I C A	1528.33576	1427.3	1407.6	0	0	0	0.0	
	521400 Workers' Comp Assessment Fee	3.22613	4.4	5.6	0	0	0	0.0	
	521410 GSD Work Comp Insur Premium	58.79739	39.8	84.8	0	0	0	0.0	
	521500 Unemployment Comp Premium	36.00295	15.3	5.4	0	0	0	0.0	
	521600 Employee Liability Ins Premium	201.2758	86.8	131.7	0	0	0	0.0	
	521700 RHC Act Contributions	416.91182	402.3	394.7	0	0	0	0.0	
	535200 Professional Services	429.69914	794.9	930	0	0	0	0.0	
	535300 Other Services	17.5384	30.3	81.3	0	0	0	0.0	

535400	Audit Services	8.2	17.5	16.6	0	0	0	0.0
535500	Attorney Services	0	1.8	1.8	0	0	0	0.0
535600	IT Services	-140.64521	377.2	308	0	0	0	0.0
542100	Employee I/S Mileage & Fares	2,41345	3	3.1	0	0	0	0.0
542200	Employee I/S Meals & Lodging	1,92121	14.3	14.3	0	0	0	0.0
542500	Transp - Fuel & Oil	4,33986	9.5	9.7	0	0	0	0.0
542600	Transp - Parts & Supplies	0,01997	4.1	4.3	0	0	0	0.0
542700	Transp - Transp Insurance	0,22935	0,3	0,3	0	0	0	0.0
542800	State Transp Pool Charges	39,70422	64.1	64.1	0	0	0	0.0
543200	Maint - Furn, Fixt, Equipment	66,69469	160	160.1	0	0	0	0.0
543300	Maint - Buildings & Structures	0,20491	0	0	0	0	0	0.0
543500	Maint - Supplies	0,63138	0	0	0	0	0	0.0
543820	Maintenance IT	0	303.1	0	0	0	0	0.0
543830	IT HW/SW Agreements	973,22409	569.6	983.6	0	0	0	0.0
544000	Supply Inventory IT	206,03129	36.4	140	0	0	0	0.0
544100	Supplies-Office Supplies	30,27067	14.8	17.8	0	0	0	0.0
544200	Supplies-Medical, Lab, Personal	6,69241	0	0	0	0	0	0.0
544900	Supplies-Inventory Exempt	108,38032	12	12	0	0	0	0.0
545600	Reporting & Recording	12,803	8,3	8,3	0	0	0	0.0
545700	ISD Services	184,86748	217.9	269.4	0	0	0	0.0
545710	DOIT HCM Assessment Fees	153,39248	172.8	169.3	0	0	0	0.0
545900	Printing & Photo Services	42,25399	120.6	121.1	0	0	0	0.0
546100	Postage & Mail Services	1701,33329	2087.9	2056.7	0	0	0	0.0
546400	Rent Of Land & Buildings	-261,41001	1815.1	1973.6	0	0	0	0.0
546409	Rent Expense - Interagency	1	0	0	0	0	0	0.0
546500	Rent Of Equipment	90,86876	216.5	230	0	0	0	0.0
546600	Communications	47,78352	51.7	51.4	0	0	0	0.0
546610	DOIT Telecommunications	365,32301	767.8	708.1	0	0	0	0.0
546700	Subscriptions/Dues/License Fee	397,23389	260.8	260	0	0	0	0.0
546800	Employee Training & Education	53,48171	80.7	80.6	0	0	0	0.0
546900	Advertising	2,07033	83.3	83.3	0	0	0	0.0
547000	Legal Settlements	75.24	0	0	0	0	0	0.0
547730	Lease Principal Payment	2106,15011	0	0	0	0	0	0.0
547900	Miscellaneous Expense	20,82983	1.7	1.7	0	0	0	0.0
547999	Request to Pay Prior Year	6,48291	0	0	0	0	0	0.0
548300	Information Tech Equipment	7,64193	0	0	0	0	0	0.0
548882	Lease Interest	124,82276	0	0	0	0	0	0.0
549600	Employee O/S Mileage & Fares	22,37881	59	55	0	0	0	0.0
549700	Employee O/S Meals & Lodging	28,01268	59	58	0	0	0	0.0
Subtotal for:	33300 P573-R Tax Administration	37021.04077	40157.8	41363.1	0	0	0	0.0

BusUnit	Line Item	2023-24	2024-25	Request		Recommendation		
		Actuals	Opbud	Base	Expansion	Base	Expansion	Opbud
33300	P574-R Motor Vehicle Division							
	520100 Exempt Perm Positions P/T&F/T	132,23567	132.5	136.5	0	0	0	0.0
	520200 Term Positions	141,91354	538.3	310	0	0	0	0.0
	520300 Classified Perm Positions F/T	14975,23435	16231.2	16248	0	0	0	0.0

520600	Paid Unused Sick Leave	9,77176	7.1	6.2	0	0	0	0.0
520700	Overtime & Other Premium Pay	11,91965	616.6	30.4	0	0	0	0.0
520800	Annl & Comp Paid At Separation	36,74987	20.1	35	0	0	0	0.0
521100	Group Insurance Premium	2094,97442	2611.9	2582.4	0	0	0	0.0
521200	Retirement Contributions	2921,7179	2438.3	3203.8	0	0	0	0.0
521300	F I C A	1112,78176	1048.7	1009.3	0	0	0	0.0
521400	Workers' Comp Assessment Fee	2,69875	3.1	3	0	0	0	0.0
521410	GSD Work Comp Insur Premium	41,34051	27.9	59.2	0	0	0	0.0
521500	Unemployment Comp Premium	25,31372	10.8	3.7	0	0	0	0.0
521600	Employee Liability Ins Premium	58,27009	60.9	92.1	0	0	0	0.0
521700	RHC Act Contributions	303,84584	267.2	333	0	0	0	0.0
535100	Medical Services	0,10045	18	0	0	0	0	0.0
535200	Professional Services	130,80037	386.8	413.8	0	0	0	0.0
535300	Other Services	187,49978	849.8	1456.6	0	0	0	0.0
535400	Audit Services	10	40	40	0	0	0	0.0
535500	Attorney Services	0	1	1	0	0	0	0.0
535600	IT Services	4678,01909	7362.3	7463.2	0	0	0	0.0
542100	Employee I/S Mileage & Fares	0,59543	97.1	97.8	0	0	0	0.0
542200	Employee I/S Meals & Lodging	17,22256	89.1	89.1	0	0	0	0.0
542500	Transp - Fuel & Oil	10,85944	21.8	26.4	0	0	0	0.0
542600	Transp - Parts & Supplies	2,064	16	16	0	0	0	0.0
542700	Transp - Transp Insurance	0,16126	0.2	0.2	0	0	0	0.0
542800	State Transp Pool Charges	56,41128	95.6	106.1	0	0	0	0.0
543100	Maint - Grounds & Roadways	0	1	1	0	0	0	0.0
543200	Maint - Furn, Fixt, Equipment	136,63661	172	463	0	0	0	0.0
543300	Maint - Buildings & Structures	0	15	15	0	0	0	0.0
543830	IT HW/SW Agreements	818,99172	983	1016.6	0	0	0	0.0
544000	Supply Inventory IT	581,23844	727.5	1023.7	0	0	0	0.0
544100	Supplies-Office Supplies	34,57296	93.2	93.2	0	0	0	0.0
544200	Supplies-Medical, Lab, Personal	-0,00173	1	1	0	0	0	0.0
544400	Supplies-Field Supplies	0,83589	0.2	1	0	0	0	0.0
544900	Supplies-Inventory Exempt	29,27266	144.1	144.1	0	0	0	0.0
545600	Reporting & Recording	7,847	7	9	0	0	0	0.0
545700	ISD Services	110,62842	152.8	188.3	0	0	0	0.0
545710	DOIT HCM Assessment Fees	108,896	121.2	118.4	0	0	0	0.0
545900	Printing & Photo Services	4721,67198	5158.8	7536.9	0	0	0	0.0
546100	Postage & Mail Services	36,018	436.2	41.2	0	0	0	0.0
546400	Rent Of Land & Buildings	516,81964	3103.3	3317.5	0	0	0	0.0
546409	Rent Expense - Interagency	22,921	33	33	0	0	0	0.0
546500	Rent Of Equipment	27,53683	185	195	0	0	0	0.0
546600	Communications	56,32795	91.3	93	0	0	0	0.0
546610	DOIT Telecommunications	884,70813	538.4	495	0	0	0	0.0
546700	Subscriptions/Dues/License Fee	442,16836	494.8	546.9	0	0	0	0.0
546800	Employee Training & Education	21,73453	43.6	45.5	0	0	0	0.0
546900	Advertising	0,57403	32.7	92.7	0	0	0	0.0
547000	Legal Settlements	5,5	0	0	0	0	0	0.0

	547730	Lease Principal Payment	-1957,16524	0	0	0	0	0	0	0.0
	547900	Miscellaneous Expense	4,40025	0.6	5.4	0	0	0	0	0.0
	547999	Request to Pay Prior Year	34,30502	0	0	0	0	0	0	0.0
	548300	Information Tech Equipment	41,25384	0	0	0	0	0	0	0.0
	548800	Automotive & Aircraft	-39,481	0	0	0	0	0	0	0.0
	548882	Lease Interest	-243,72198	0	0	0	0	0	0	0.0
	549600	Employee O/S Mileage & Fares	19,78414	20.2	24.2	0	0	0	0	0.0
	549700	Employee O/S Meals & Lodging	9,50188	18.4	18.4	0	0	0	0	0.0
	555100	Other Financing Uses	10094,5	9594.5	10594.5	0	0	0	0	0.0
	555901	Transfer Out of Capital Asset	78,922	0	0	0	0	0	0	0.0
Subtotal for:	33300	P574-R Motor Vehicle Division	43569,71882	55161.1	59876.3	0	0	0	0	0.0

BusUnit	Line Item	2023-24		2024-25		Request		Recommendation			
		Actuals	Opbud	Base	Expansion	Base	Expansion	Opbud			
33300	P575-R Property Tax Division	520100	Exempt Perm Positions P/T&F/T	88,49996	102.4	102.4	0	0	0	0	0.0
		520300	Classified Perm Positions F/T	2379,79818	2256.4	2681.7	0	0	0	0	0.0
		520600	Paid Unused Sick Leave	2,42169	1.9	1.9	0	0	0	0	0.0
		520700	Overtime & Other Premium Pay	4,84167	17.1	17.1	0	0	0	0	0.0
		520800	Annl & Comp Paid At Separation	22,91501	5.7	5.7	0	0	0	0	0.0
		521100	Group Insurance Premium	251,81765	798.1	879.4	0	0	0	0	0.0
		521200	Retirement Contributions	474,53556	491.1	554.7	0	0	0	0	0.0
		521300	F I C A	181,11942	154.8	198.9	0	0	0	0	0.0
		521400	Workers' Comp Assessment Fee	0,33079	0.4	0.4	0	0	0	0	0.0
		521410	GSD Work Comp Insur Premium	4,94565	3.3	7.3	0	0	0	0	0.0
		521500	Unemployment Comp Premium	3,02833	1.3	0.5	0	0	0	0	0.0
		521600	Employee Liability Ins Premium	6,97096	7.1	11.4	0	0	0	0	0.0
		521700	RHC Act Contributions	49,35084	40.4	77.8	0	0	0	0	0.0
		535200	Professional Services	184,14768	473.5	490	0	0	0	0	0.0
		535300	Other Services	0,67653	264.9	183.8	0	0	0	0	0.0
		535500	Attorney Services	73,41061	125.8	125.8	0	0	0	0	0.0
		535600	IT Services	442,82556	355.2	360	0	0	0	0	0.0
		542100	Employee I/S Mileage & Fares	1,12716	8	8	0	0	0	0	0.0
		542200	Employee I/S Meals & Lodging	160,73172	280.1	280.1	0	0	0	0	0.0
		542300	Brd & Comm Mbr Meals & Lodging	10,24	25.4	25	0	0	0	0	0.0
		542310	Brd & Comm Mbr Mileage & Fares	0,40533	0	0	0	0	0	0	0.0
		542500	Transp - Fuel & Oil	18,57951	53.3	53.3	0	0	0	0	0.0
		542600	Transp - Parts & Supplies	0,42735	1.3	2.5	0	0	0	0	0.0
		542700	Transp - Transp Insurance	0,01929	0	0	0	0	0	0	0.0
		542800	State Transp Pool Charges	73,3619	83.9	83.2	0	0	0	0	0.0
		543200	Maint - Furn, Fixt, Equipment	0,09	8.3	0.5	0	0	0	0	0.0
		543300	Maint - Buildings & Structures	36,77004	0	0	0	0	0	0	0.0
		543830	IT HW/SW Agreements	31,77204	0	175	0	0	0	0	0.0
		544000	Supply Inventory IT	66,03541	30.2	68.7	0	0	0	0	0.0
		544100	Supplies-Office Supplies	8,44192	13.7	22.7	0	0	0	0	0.0
		544400	Supplies-Field Supplies	0,34332	0	0	0	0	0	0	0.0
		544900	Supplies-Inventory Exempt	8,12181	0	0	0	0	0	0	0.0

545600	Reporting & Recording	0.649	26	26	0	0	0	0.0
545700	ISD Services	21.15382	17.9	23.4	0	0	0	0.0
545710	DOIT HCM Assessment Fees	12.792	14.2	14.7	0	0	0	0.0
545900	Printing & Photo Services	2.08746	4	5	0	0	0	0.0
546100	Postage & Mail Services	59.39946	0	70	0	0	0	0.0
546400	Rent Of Land & Buildings	55.6895	19.6	70	0	0	0	0.0
546500	Rent Of Equipment	30.41969	65.4	66	0	0	0	0.0
546600	Communications	0.20699	0	0	0	0	0	0.0
546610	DOIT Telecommunications	35.27788	63.2	61.3	0	0	0	0.0
546700	Subscriptions/Dues/License Fee	109.49999	189.1	194.7	0	0	0	0.0
546800	Employee Training & Education	80.77079	14.9	59.7	0	0	0	0.0
546900	Advertising	148.82594	73.5	150	0	0	0	0.0
547730	Lease Principal Payment	13.44457	0	0	0	0	0	0.0
547900	Miscellaneous Expense	2.45438	0	0	0	0	0	0.0
547999	Request to Pay Prior Year	45.86056	0	0	0	0	0	0.0
548200	Furniture & Fixtures	90.20665	400	0	0	0	0	0.0
548800	Automotive & Aircraft	123.442	0	100	0	0	0	0.0
548882	Lease Interest	0.27581	0	0	0	0	0	0.0
549600	Employee O/S Mileage & Fares	11.64432	0	25	0	0	0	0.0
549700	Employee O/S Meals & Lodging	11.52917	0	0	0	0	0	0.0
Subtotal for: 33300 P575-R Property Tax Division		5443.73287	6491.4	7283.6	0	0	0	0.0

BusUnit	Line Item	2023-24	2024-25	Request		Recommendation			
		Actuals	Opbud	Base	Expansion	Base	Expansion	Opbud	
33300	P579-R Compliance Enforcement	520100 Exempt Perm Positions P/T&F/T	109.39655	94	94	0	0	0	0.0
		520300 Classified Perm Positions F/T	942.30669	1285.6	1541.9	0	0	0	0.0
		520700 Overtime & Other Premium Pay	10.51489	2	2	0	0	0	0.0
		520800 Annl & Comp Paid At Separation	0.28692	4.2	4.2	0	0	0	0.0
		521100 Group Insurance Premium	77.47993	122.1	142.7	0	0	0	0.0
		521200 Retirement Contributions	202.16716	181.9	212.9	0	0	0	0.0
		521300 F I C A	77.48838	76	88.7	0	0	0	0.0
		521400 Workers' Comp Assessment Fee	0.13192	0.2	0.2	0	0	0	0.0
		521410 GSD Work Comp Insur Premium	2.66304	1.8	3.9	0	0	0	0.0
		521500 Unemployment Comp Premium	1.63064	0.7	0.2	0	0	0	0.0
		521600 Employee Liability Ins Premium	3.75359	3.8	6.1	0	0	0	0.0
		521700 RHC Act Contributions	21.02475	19.8	22.5	0	0	0	0.0
		535100 Medical Services	0	2.6	2.6	0	0	0	0.0
		535300 Other Services	2.77349	4.8	4.8	0	0	0	0.0
		535600 IT Services	0	2	2	0	0	0	0.0
		542100 Employee I/S Mileage & Fares	0	0.4	0.4	0	0	0	0.0
		542200 Employee I/S Meals & Lodging	2.23983	21	13	0	0	0	0.0
		542500 Transp - Fuel & Oil	2.77939	4	11.3	0	0	0	0.0
		542600 Transp - Parts & Supplies	0	2	2	0	0	0	0.0
		542700 Transp - Transp Insurance	0.01039	0	0	0	0	0	0.0
		542800 State Transp Pool Charges	13.25292	13.3	13.8	0	0	0	0.0
		543200 Maint - Furr, Fixt, Equipment	0.36583	1.5	1.5	0	0	0	0.0

543300	Maint - Buildings & Structures	1,47424	0	0	0	0	0	0	0.0
543820	Maintenance IT	0.895	0	0	0	0	0	0	0.0
543830	IT HW/SW Agreements	29,39759	0	0	0	0	0	0	0.0
544000	Supply Inventory IT	53,67385	12.6	28.4	0	0	0	0	0.0
544100	Supplies-Office Supplies	4,78613	0.5	0.5	0	0	0	0	0.0
544400	Supplies-Field Supplies	13,2809	2	8	0	0	0	0	0.0
544700	Supplies-Clothing,Unifrms,Linen	0	1.5	1.5	0	0	0	0	0.0
544900	Supplies-Inventory Exempt	10,71023	0	0	0	0	0	0	0.0
545600	Reporting & Recording	3,00079	1	1	0	0	0	0	0.0
545700	ISD Services	10,81378	9.7	12.5	0	0	0	0	0.0
545710	DOIT HCM Assessment Fees	6.888	7.6	7.9	0	0	0	0	0.0
545810	GCD Radio Communications Svcs	20,46	18.9	21.5	0	0	0	0	0.0
545900	Printing & Photo Services	0,38765	1.3	1.3	0	0	0	0	0.0
546100	Postage & Mail Services	0,8396	0.7	0.9	0	0	0	0	0.0
546400	Rent Of Land & Buildings	108,57276	140	140	0	0	0	0	0.0
546500	Rent Of Equipment	3,56277	4.7	4.7	0	0	0	0	0.0
546600	Communications	1,39356	1.3	1.3	0	0	0	0	0.0
546610	DOIT Telecommunications	15,13839	34.1	32.9	0	0	0	0	0.0
546700	Subscriptions/Dues/License Fee	4,10074	7.1	7.1	0	0	0	0	0.0
546800	Employee Training & Education	9,4896	10.4	10.4	0	0	0	0	0.0
547730	Lease Principal Payment	2,63619	0	0	0	0	0	0	0.0
547900	Miscellaneous Expense	3,18734	0	0	0	0	0	0	0.0
547998	Request to Pay Prior Year	1,20619	0	0	0	0	0	0	0.0
548882	Lease Interest	0,01053	0	0	0	0	0	0	0.0
Subtotal for:	33300 P579-R Compliance Enforcement	1775,97214	2097.1	2450.6	0	0	0	0	0.0
33300		109907,2489	132238.8	140629	0	0	0	0	0.0

Totals by Line Item

BusUnit	Line Item	2023-24	2024-25	Request		Recommendation		
		Actuals	Opbud	Base	Expansion	Base	Expansion	Opbud
33300	520100 Exempt Perm Positions P/T&F/T	1519.99869	1516.1	1478.8	0	0	0	0.0
	520200 Term Positions	1329.0242	2056	2076.9	0	0	0	0.0
	520300 Classified Perm Positions F/T	48684.6562	53639.7	54925.3	0	0	0	0.0
	520400 Classified Perm Positions P/T	134.68036	133.9	134	0	0	0	0.0
	520500 Temporary Positions F/T & P/T	111,01171	94.2	94.1	0	0	0	0.0
	520600 Paid Unused Sick Leave	48,68359	39.7	38.9	0	0	0	0.0
	520700 Overtime & Other Premium Pay	184,44152	704.4	118.2	0	0	0	0.0
	520800 Anni & Comp Paid At Separation	179,11689	122.3	134.7	0	0	0	0.0
	520900 Differential Pay	0,0588	2.4	2.4	0	0	0	0.0
	521100 Group Insurance Premium	5910,0453	7553.6	7649.1	0	0	0	0.0
	521200 Retirement Contributions	9911,38824	8630.5	9614.2	0	0	0	0.0

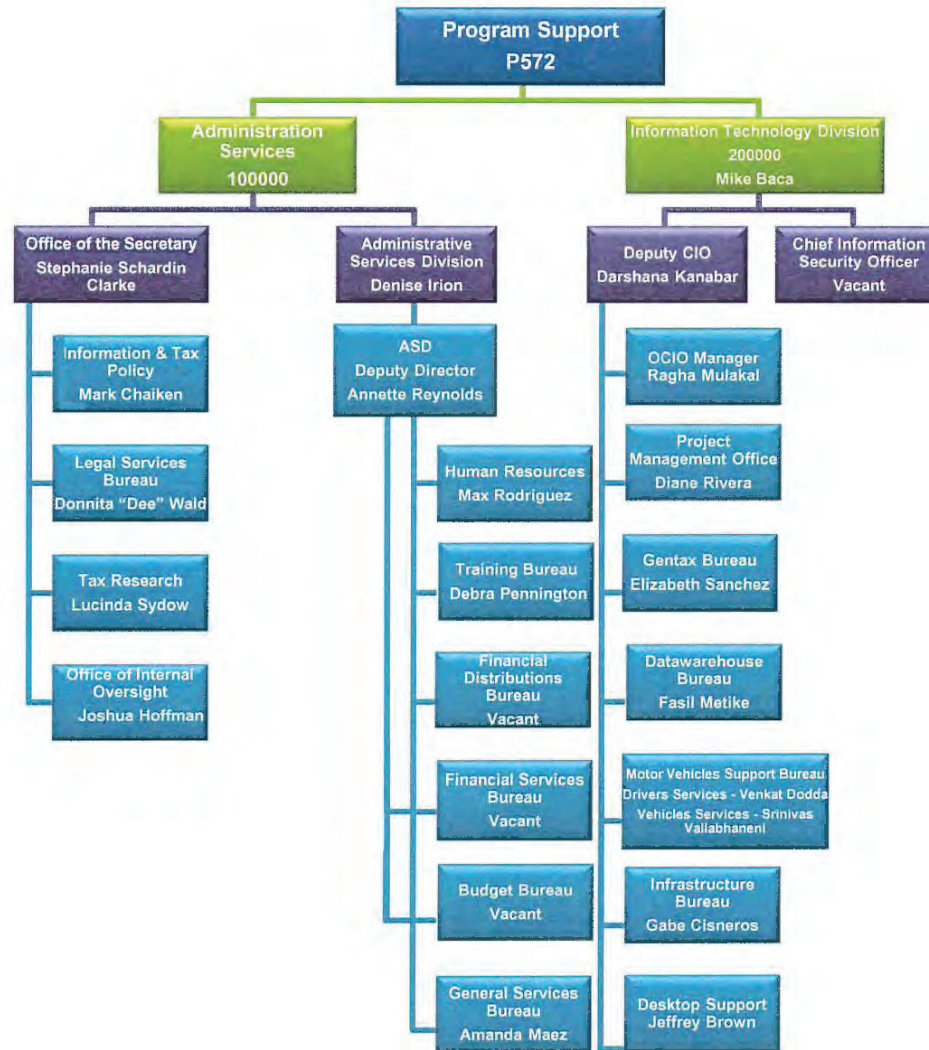
521300	F I C A	3781.79893	3574.4	3591.8	0	0	0	0.0
521400	Workers' Comp Assessment Fee	7.61565	9.7	10.8	0	0	0	0.0
521410	GSD Work Comp Insur Premium	130.0654	87.6	186.7	0	0	0	0.0
521500	Unemployment Comp Premium	79.64195	33.8	11.8	0	0	0	0.0
521600	Employee Liability Ins Premium	301.72914	190.9	290.3	0	0	0	0.0
521700	RHC Act Contributions	1030.74191	941.9	1052.5	0	0	0	0.0
535100	Medical Services	0.23812	20.6	2.6	0	0	0	0.0
535200	Professional Services	893.57183	2040.3	2239.9	0	0	0	0.0
535300	Other Services	256.26778	1231.7	1794.8	0	0	0	0.0
535400	Audit Services	285.8283	344.7	354.9	0	0	0	0.0
535500	Attorney Services	97.16185	198.9	207.9	0	0	0	0.0
535600	IT Services	12121.42327	14746.1	15480.4	0	0	0	0.0
542100	Employee I/S Mileage & Fares	5.41088	110.5	111.3	0	0	0	0.0
542200	Employee I/S Meals & Lodging	184.04673	416.6	409.6	0	0	0	0.0
542300	Brd & Comm Mbr Meals & Lodging	10.24	25.4	25	0	0	0	0.0
542310	Brd & Comm Mbr Mileage & Fares	0.40533	0	0	0	0	0	0.0
542500	Transp - Fuel & Oil	40.48636	92.1	104.2	0	0	0	0.0
542600	Transp - Parts & Supplies	2.56728	23.8	25.2	0	0	0	0.0
542700	Transp - Transp Insurance	0.50734	0.6	0.6	0	0	0	0.0
542800	State Transp Pool Charges	205.54828	286.6	306.4	0	0	0	0.0
543100	Maint - Grounds & Roadways	0	1	1	0	0	0	0.0
543200	Maint - Furn, Fixt, Equipment	206.77098	364.1	647.4	0	0	0	0.0
543300	Maint - Buildings & Structures	70.10993	17.1	17.1	0	0	0	0.0
543400	Maint - Property Insurance	0	0.1	0.1	0	0	0	0.0
543500	Maint - Supplies	0.77426	0	0	0	0	0	0.0
543820	Maintenance IT	0.695	341.6	38.5	0	0	0	0.0
543830	IT HW/SW Agreements	2895.61081	2712.2	3535.8	0	0	0	0.0
544000	Supply Inventory IT	1308.26973	955.2	1412.2	0	0	0	0.0
544100	Supplies-Office Supplies	219.35014	184.3	186.8	0	0	0	0.0
544200	Supplies-Medical,Lab,Personal	6.68068	1	1	0	0	0	0.0
544400	Supplies-Field Supplies	17.85211	2.2	9	0	0	0	0.0
544700	Supplies-Clothing,Unifrms,Linen	0.52696	2	2	0	0	0	0.0
544900	Supplies-Inventory Exempt	183.63706	159.1	159.1	0	0	0	0.0
545600	Reporting & Recording	28.57979	42.8	44.8	0	0	0	0.0
545700	ISD Services	493.20579	569.3	593.7	0	0	0	0.0
545710	DOIT HCM Assessment Fees	339.69648	380	373.3	0	0	0	0.0
545810	GCD Radio Communications Svcs	20.46	18.9	21.5	0	0	0	0.0
545900	Printing & Photo Services	4909.26123	5427.9	7807.5	0	0	0	0.0
546100	Postage & Mail Services	1797.59035	2524.8	2168.8	0	0	0	0.0
546310	Utilities - Sewer/Garbage	0.55104	0	0	0	0	0	0.0
546320	Utilities - Electricity	2.01202	0	0	0	0	0	0.0

546400	Rent Of Land & Buildings	626.24822	5282.4	5705.5	0	0	0	0.0
546409	Rent Expense - Interagency	23.921	33	33	0	0	0	0.0
546500	Rent Of Equipment	237.56168	509.7	533.8	0	0	0	0.0
546600	Communications	121.17025	156	158.5	0	0	0	0.0
546610	DOIT Telecommunications	1519.09023	1688.9	1560.5	0	0	0	0.0
546700	Subscriptions/Dues/License Fee	1300.26977	1317.8	1468.3	0	0	0	0.0
546709	Subscription & Due Interagency	0	0	1	0	0	0	0.0
546800	Employee Training & Education	203.38566	192.3	246.9	0	0	0	0.0
546900	Advertising	153.71232	190.5	327	0	0	0	0.0
547000	Legal Settlements	95.74	0	0	0	0	0	0.0
547730	Lease Principal Payment	-5004.11795	0	0	0	0	0	0.0
547900	Miscellaneous Expense	34.97222	5.3	10.1	0	0	0	0.0
547999	Request to Pay Prior Year	90.79522	0	0	0	0	0	0.0
548200	Furniture & Fixtures	109.2812	400	0	0	0	0	0.0
548300	Information Tech Equipment	217.68394	99.7	158.9	0	0	0	0.0
548400	Other Equipment	2.8	0	0	0	0	0	0.0
548800	Automotive & Aircraft	94.7385	0	100	0	0	0	0.0
548882	Lease Interest	-169.55922	0	0	0	0	0	0.0
549600	Employee O/S Mileage & Fares	61.71178	98.2	140.2	0	0	0	0.0
549700	Employee O/S Meals & Lodging	64.37588	97.9	97.9	0	0	0	0.0
555100	Other Financing Uses	10094.5	9594.5	10594.5	0	0	0	0.0
555901	Transfer Out of Capital Asset	78.922	0	0	0	0	0	0.0
Grand Total		109907.2489	132238.8	140629	0	0	0	0.0

P572

Program Support

Taxation & Revenue Department Program Support



Program Support

BU PCode
33300 P572

State of New Mexico
P-1 Program Overview

Program Description:

The purpose of Program Support is to provide information system resources, human resource services (including training services), finance and accounting services, internal audit services, revenue forecasting, tax policy and legal services to give agency personnel the resources needed to meet departmental objectives. For the general public, the program participates in hearings for resolving taxpayer protests and provides stakeholders with reliable information regarding the state's tax programs. Program Support consists of the Office of the Secretary, Administrative Services and Information Technology (includes the GenTax and Tapestry support for various tax programs and motor vehicle programs).

Primary Services:

Program Support assures the Department meets its vision, mission and objectives by providing Department management and guidance; sound tax policy and accurate information; administrative and fiscal management support; and taxpayer customer service. This program ensures the Department meets statutory/regulatory and internal administrative requirements by performing effectively, efficiently and in a positive fashion. Program Support assists the four other programs of the Taxation and Revenue Department to meet their respective goals and objectives. Customer service and retaining FTE levels are important to meet performance measures not only for Program Support but for Tax & Rev as a whole.

The Information Technology Division (ITD) supports delivering the mission, strategic goals, strategic actions, and project initiatives necessary for effective management of Tax & Rev. ITD supports all technology and systems collecting revenues and distributing over \$16 billion of state, local and tribal revenue annually; and supports Motor Vehicle Systems & services with over \$300 Million in annual revenues. These systems provide technology-based solutions for the collection of taxes and for processing transactions related to the Motor Vehicle Department. Additionally, the Property Tax system supports the local government with administration of ad valorem taxes in the state.

Technology at Tax & Rev is at the very core of Tax & Rev services. The Information Technology Division (ITD) provides technology services, project management, resources and tools that assist Tax & Rev in meeting its operational goals, objectives, and performance measures.

Major Issues and Accomplishments:

- The purpose of Program Support is to provide information system resources, human resource services (including training services), finance
- Successful implementation of the Correspondence, Protest, Collections, and Governance Risk and Compliance projects.
 - Millions of fraud prevented with Fast Identity Verification Services (FIVS)
 - Multiple improvements with federal partners in MVD systems (HB269)
 - Implementation of Voter Rights Protections (HB4) including implementation of new Point of Sale devices that streamlined voter registration and improved payment channels by replacing signature pads.
 - Due to increase in attempted cyber-attacks, the ITD implemented Managed Detection and Response (MDR) that provides 24x7 monitoring of IT systems to detect, respond, and recover from cyber-attacks.
 - Increased website accessibility
 - Resolved all IT outstanding findings in IRS SSR, continued to pass PCI audits, and met all deadlines in response to 2024 SSA and IRS IT audits with minimal findings.

Overview of Request: Program Support request is increased by \$1,372.4 thousand, of which the General Fund represents the total increase. The base increase for the Information Technology Division represents \$873.9 thousand. The base increase for the Administrative Services Division is \$498.5 thousand of which \$355.6 thousand is General Fund. The increases in all categories will allow daily operations to meet all statutorily mandated initiatives for tax programs

Programmatic Changes: Program Support will continue to support related priorities, policies, mandates, and programmatic changes related to revenue generation. To achieve these items, staff and contract support will be used to meet existing demands.

The department continues to require additional technology growth and support due to legislative mandates. ITD will continue to achieve these through staff, contractual support, and infrastructure.

Base Budget Justification: Program Support increase in budget request is comprised of the following:

200 Category

ASD \$355,600 - Reclassifications, IPBs and reduced vacancy rate from 17.6% to 16.7% or 1.0 FTE

ITD 200 category remains flat to FY25 OpBud

300 Category

ASD \$38,700 - Increase for attorney services and professional services

ITD - \$686,600 - This increase reflects the recurring support cost of recently implemented Fast Collection Services (FCS) and Fast Identity Verification Services (FIVS). This request moves some of the recurring cost of FIVS and FCS into the recurring budget. These recurring costs were supported in FY25 through special appropriations. These licenses, although in P572, are for the agency tax system, are utilized department-wide resulting in millions in additional revenue and reduction of fraud.

400 Category

ASD \$104,200 - \$50K for Bright Space software, \$36.3 for subscription and dues and remaining \$17,900 for IT maintenance

ITD \$187,300 - IT Maintenance services due to escalation costs

Program Support
 BU PCode
 33300 P572

Department
 000000

State of New Mexico
 S-8 Financial Summary
 (Dollars in Thousands)

		2023-24	2023-24	2024-25	2025-26	----- FY 2026 Agency Request -----		
		Opbud	Actuals	Opbud	PCF Proj	Base	Expansion	Total
REVENUE								
111	General Fund Transfers	24,130.1	23,050.4	27,392.4	0.0	28,716.4	0.0	28,716.4
112	Other Transfers	0.0	1,079.7	0.0	0.0	0.0	0.0	0.0
130	Other Revenues	685.5	749.0	939.0	0.0	939.0	0.0	939.0
150	Fund Balance	0.0	0.0	0.0	0.0	0.0	0.0	0.0
REVENUE, TRANSFERS		24,815.6	24,879.1	28,331.4	0.0	29,655.4	0.0	29,655.4
REVENUE		24,815.6	24,879.1	28,331.4	0.0	29,655.4	0.0	29,655.4
EXPENSE								
200	Personal Services and Employee Benefits	17,267.6	16,479.8	17,902.6	21,834.6	18,209.8	0.0	18,209.8
300	Contractual services	4,593.1	4,135.1	7,473.9	0.0	8,199.2	0.0	8,199.2
400	Other	2,954.9	3,130.2	2,954.9	0.0	3,246.4	0.0	3,246.4
EXPENDITURES		24,815.6	23,745.1	28,331.4	21,834.595	29,655.4	0.0	29,655.4
EXPENSE		24,815.6	23,745.1	28,331.4	21,834.595	29,655.4	0.0	29,655.4
FTE POSITIONS								
810	Permanent	176.00	172.95	176.00	172.95	176.00	0.00	176.00
FTEs		176.00	172.95	176.00	172.95	176.00	0.00	176.00
FTE POSITIONS		176.00	172.95	176.00	172.95	176.00	0.00	176.00

Program Support

BU PCode Department
 33300 P572 000000

State of New Mexico
 S-9 Account Code Revenue/Expenditure Summary
 (Dollars in Thousands)

		2023-24	2023-24	2024-25	2025-26	----- FY 2026 Agency Request -----		
		Opbud	Actuals	Opbud	PCF Proj	Base	Expansion	Total
499105	General Fd. Appropriation	24,130.1	23,050.4	27,392.4	0.0	28,716.4	0.0	28,716.4
111	General Fund Transfers	24,130.1	23,050.4	27,392.4	0.0	28,716.4	0.0	28,716.4
499905	Other Financing Sources	0.0	1,079.7	0.0	0.0	0.0	0.0	0.0
112	Other Transfers	0.0	1,079.7	0.0	0.0	0.0	0.0	0.0
496302	Workers' Comp. Assessment	169.9	186.1	174.0	0.0	230.3	0.0	230.3
496901	Miscellaneous Revenue	0.0	0.3	0.0	0.0	0.0	0.0	0.0
496902	Miscellaneous Revenue	515.6	562.6	765.0	0.0	708.7	0.0	708.7
130	Other Revenues	685.5	749.0	939.0	0.0	939.0	0.0	939.0
312900	Restricted Net Position - BTA	0.0	0.0	0.0	0.0	0.0	0.0	0.0
325900	Restricted FB - Gov	0.0	(0.0)	0.0	0.0	0.0	0.0	0.0
150	Fund Balance	0.0	0.0	0.0	0.0	0.0	0.0	0.0
TOTAL REVENUE		24,815.6	24,879.1	28,331.4	0.0	29,655.4	0.0	29,655.4
520100	Exempt Perm Positions P/T&F/T	723.4	934.2	941.2	1,008.5	880.5	0.0	880.5
520300	Classified Perm Positions F/T	12,310.2	11,037.3	12,619.1	15,213.0	12,906.8	0.0	12,906.8
520500	Temporary Positions F/T & P/T	3.5	6.0	0.0	0.0	0.0	0.0	0.0
520600	Paid Unused Sick Leave	20.0	25.4	23.5	0.0	23.5	0.0	23.5
520700	Overtime & Other Premium Pay	22.1	16.0	22.1	0.0	22.1	0.0	22.1
520800	Annl & Comp Paid At Separation	28.6	29.3	28.6	0.0	28.6	0.0	28.6
521100	Group Insurance Premium	1,258.9	937.1	1,295.3	1,199.2	1,229.6	0.0	1,229.6
521200	Retirement Contributions	1,789.8	2,304.0	1,838.6	3,085.2	1,922.8	0.0	1,922.8
521300	F I C A	835.0	882.1	867.6	994.7	887.3	0.0	887.3
521400	Workers' Comp Assessment Fee	1.6	1.2	1.6	0.0	1.6	0.0	1.6
521410	GSD Work Comp Insur Premium	22.0	22.3	14.8	0.0	31.5	0.0	31.5
521500	Unemployment Comp Premium	13.5	13.7	5.7	0.0	2.0	0.0	2.0
521600	Employee Liability Ins Premium	31.1	31.5	32.3	0.0	49.0	0.0	49.0
521700	RHC Act Contributions	207.9	239.6	212.2	334.1	224.5	0.0	224.5
200	Personal Services and Employee Benefits	17,267.6	16,479.8	17,902.6	21,834.6	18,209.8	0.0	18,209.8
535100	Medical Services	0.0	0.1	0.0	0.0	0.0	0.0	0.0
535200	Professional Services	322.4	149.0	385.1	0.0	406.1	0.0	406.1
535300	Other Services	81.9	47.8	81.9	0.0	68.3	0.0	68.3
535400	Audit Services	190.4	267.6	287.2	0.0	298.3	0.0	298.3
535500	Attorney Services	55.3	23.8	70.3	0.0	79.3	0.0	79.3

535600	IT Services	3,943.1	3,646.8	6,649.4	0.0	7,347.2	0.0	7,347.2
300	Contractual services	4,593.1	4,135.1	7,473.9	0.0	8,199.2	0.0	8,199.2
542100	Employee I/S Mileage & Fares	2.0	1.3	2.0	0.0	2.0	0.0	2.0
542200	Employee I/S Meals & Lodging	8.1	1.9	12.1	0.0	13.1	0.0	13.1
542500	Transp - Fuel & Oil	3.5	3.9	3.5	0.0	3.5	0.0	3.5
542600	Transp - Parts & Supplies	0.4	0.1	0.4	0.0	0.4	0.0	0.4
542700	Transp - Transp Insurance	0.1	0.1	0.1	0.0	0.1	0.0	0.1
542800	State Transp Pool Charges	25.8	22.8	29.7	0.0	39.2	0.0	39.2
543200	Maint - Furn, Fixt, Equipment	22.3	3.0	22.3	0.0	22.3	0.0	22.3
543300	Maint - Buildings & Structures	2.5	31.7	2.1	0.0	2.1	0.0	2.1
543400	Maint - Property Insurance	0.0	0.0	0.1	0.0	0.1	0.0	0.1
543500	Maint - Supplies	0.0	0.1	0.0	0.0	0.0	0.0	0.0
543820	Maintenance IT	80.2	0.0	38.5	0.0	38.5	0.0	38.5
543830	IT HW/SW Agreements	1,116.3	1,042.2	1,159.6	0.0	1,360.6	0.0	1,360.6
544000	Supply Inventory IT	151.6	401.3	148.5	0.0	151.4	0.0	151.4
544100	Supplies-Office Supplies	60.4	141.3	62.1	0.0	52.6	0.0	52.6
544400	Supplies-Field Supplies	0.0	3.4	0.0	0.0	0.0	0.0	0.0
544700	Supplies-Clothing,Unifrms,Linen	0.5	0.5	0.5	0.0	0.5	0.0	0.5
544900	Supplies-Inventory Exempt	3.0	27.2	3.0	0.0	3.0	0.0	3.0
545600	Reporting & Recording	0.5	3.5	0.5	0.0	0.5	0.0	0.5
545700	ISD Services	164.4	165.7	171.0	0.0	100.1	0.0	100.1
545710	DOIT HCM Assessment Fees	61.4	57.7	64.2	0.0	63.0	0.0	63.0
545900	Printing & Photo Services	143.2	133.5	143.2	0.0	143.2	0.0	143.2
546310	Utilities - Sewer/Garbage	0.0	0.6	0.0	0.0	0.0	0.0	0.0
546320	Utilities - Electricity	0.0	2.0	0.0	0.0	0.0	0.0	0.0
546400	Rent Of Land & Buildings	196.3	170.6	204.4	0.0	204.4	0.0	204.4
546500	Rent Of Equipment	43.1	49.3	38.1	0.0	38.1	0.0	38.1
546600	Communications	11.7	15.5	11.7	0.0	12.8	0.0	12.8
546610	DOIT Telecommunications	298.2	218.6	285.4	0.0	263.2	0.0	263.2
546700	Subscriptions/Dues/License Fee	368.8	347.3	366.0	0.0	459.6	0.0	459.6
546709	Subscription & Due Interagency	0.0	0.0	0.0	0.0	1.0	0.0	1.0
546800	Employee Training & Education	57.9	37.6	42.7	0.0	50.7	0.0	50.7
546900	Advertising	1.0	2.2	1.0	0.0	1.0	0.0	1.0
547000	Legal Settlements	0.0	15.0	0.0	0.0	0.0	0.0	0.0
547730	Lease Principal Payment	0.0	(0.0)	0.0	0.0	0.0	0.0	0.0
547900	Miscellaneous Expense	3.0	4.1	3.0	0.0	3.0	0.0	3.0
547999	Request to Pay Prior Year	0.0	2.9	0.0	0.0	0.0	0.0	0.0
548200	Furniture & Fixtures	0.0	19.1	0.0	0.0	0.0	0.0	0.0

548300	Information Tech Equipment	99.7	168.8	99.7	0.0	158.9	0.0	158.9
548400	Other Equipment	0.0	1.4	0.0	0.0	0.0	0.0	0.0
548800	Automotive & Aircraft	0.0	10.8	0.0	0.0	0.0	0.0	0.0
548882	Lease Interest	0.0	(0.0)	0.0	0.0	0.0	0.0	0.0
549600	Employee O/S Mileage & Fares	14.0	7.9	19.0	0.0	36.0	0.0	36.0
549700	Employee O/S Meals & Lodging	15.0	15.3	20.5	0.0	21.5	0.0	21.5
400	Other	2,954.9	3,130.2	2,954.9	0.0	3,246.4	0.0	3,246.4
TOTAL EXPENSE		24,815.6	23,745.1	28,331.4	21,834.6	29,655.4	0.0	29,655.4
810	Permanent	176.00	172.95	176.00	172.95	176.00	0.00	176.00
810	Permanent	176.00	172.95	176.00	172.95	176.00	0.00	176.00
TOTAL FTE POSITIONS		176.00	172.95	176.00	172.95	176.00	0.00	176.00

REV EXP COMPARISON

(Dollars in Thousands)

33300 - Taxation and Revenue Department

P572 - Program Support

	General Fund	Other Funds	Other Transfers	Federal Funds	Total
SOURCES Totals:	28,716.4	939.0	0.0	0.0	29,655.4
Personal Services and Employee Benefits	17,270.8	939.0	0.0	0.0	18209.8
Contractual services	8,199.2	0.0	0.0	0.0	8199.2
Other	3,246.4	0.0	0.0	0.0	3246.4
USES Total:	28,716.4	939.0	0.0	0.0	29,655.4
Net:	0.0	0.0	0.0	0.0	0.0

Program Support
 BU PCode Department
 33300 P572 000000

State of New Mexico
 E4/E5 Summary
 (Dollars in Thousands)

		2023-24	2024-25	FY 2026 Agency Request				Total
		Actuals	Opbud	GF	OSF	ISF/IAT	FF	
520100	Exempt Perm Positions P/T&F/T	934.2	941.2	880.5	0.0	0.0	0.0	880.5
520300	Classified Perm Positions F/T	11,037.3	12,619.1	12,229.2	677.6	0.0	0.0	12,906.8
520500	Temporary Positions F/T & P/T	6.0	0.0	0.0	0.0	0.0	0.0	0.0
520600	Paid Unused Sick Leave	25.4	23.5	23.5	0.0	0.0	0.0	23.5
520700	Overtime & Other Premium Pay	16.0	22.1	22.1	0.0	0.0	0.0	22.1
520800	Annl & Comp Paid At Separation	29.3	28.6	28.6	0.0	0.0	0.0	28.6
521100	Group Insurance Premium	937.1	1,295.3	1,152.4	77.2	0.0	0.0	1,229.6
521200	Retirement Contributions	2,304.0	1,838.6	1,802.8	120.0	0.0	0.0	1,922.8
521300	F I C A	882.1	867.6	837.5	49.8	0.0	0.0	887.3
521400	Workers' Comp Assessment Fee	1.2	1.6	1.6	0.0	0.0	0.0	1.6
521410	GSD Work Comp Insur Premium	22.3	14.8	31.5	0.0	0.0	0.0	31.5
521500	Unemployment Comp Premium	13.7	5.7	2.0	0.0	0.0	0.0	2.0
521600	Employee Liability Ins Premium	31.5	32.3	49.0	0.0	0.0	0.0	49.0
521700	RHC Act Contributions	239.6	212.2	210.1	14.4	0.0	0.0	224.5
200	Personal Services and Employee Benefits	16,479.8	17,902.6	17,270.8	939.0	0.0	0.0	18,209.8
535100	Medical Services	0.1	0.0	0.0	0.0	0.0	0.0	0.0
535200	Professional Services	149.0	385.1	406.1	0.0	0.0	0.0	406.1
535300	Other Services	47.8	81.9	68.3	0.0	0.0	0.0	68.3
535400	Audit Services	267.6	287.2	298.3	0.0	0.0	0.0	298.3
535500	Attorney Services	23.8	70.3	79.3	0.0	0.0	0.0	79.3
535600	IT Services	3,646.8	6,649.4	7,347.2	0.0	0.0	0.0	7,347.2
300	Contractual services	4,135.1	7,473.9	8,199.2	0.0	0.0	0.0	8,199.2
542100	Employee I/S Mileage & Fares	1.3	2.0	2.0	0.0	0.0	0.0	2.0
542200	Employee I/S Meals & Lodging	1.9	12.1	13.1	0.0	0.0	0.0	13.1
542500	Transp - Fuel & Oil	3.9	3.5	3.5	0.0	0.0	0.0	3.5
542600	Transp - Parts & Supplies	0.1	0.4	0.4	0.0	0.0	0.0	0.4
542700	Transp - Transp Insurance	0.1	0.1	0.1	0.0	0.0	0.0	0.1
542800	State Transp Pool Charges	22.8	29.7	39.2	0.0	0.0	0.0	39.2
543200	Maint - Furn, Fixt, Equipment	3.0	22.3	22.3	0.0	0.0	0.0	22.3
543300	Maint - Buildings & Structures	31.7	2.1	2.1	0.0	0.0	0.0	2.1
543400	Maint - Property Insurance	0.0	0.1	0.1	0.0	0.0	0.0	0.1
543500	Maint - Supplies	0.1	0.0	0.0	0.0	0.0	0.0	0.0
543820	Maintenance IT	0.0	38.5	38.5	0.0	0.0	0.0	38.5
543830	IT HW/SW Agreements	1,042.2	1,159.6	1,360.6	0.0	0.0	0.0	1,360.6
544000	Supply Inventory IT	401.3	148.5	151.4	0.0	0.0	0.0	151.4

544100	Supplies-Office Supplies	141.3	62.1	52.6	0.0	0.0	0.0	52.6
544400	Supplies-Field Supplies	3.4	0.0	0.0	0.0	0.0	0.0	0.0
544700	Supplies-Clothing, Uniforms, Linen	0.5	0.5	0.5	0.0	0.0	0.0	0.5
544900	Supplies-Inventory Exempt	27.2	3.0	3.0	0.0	0.0	0.0	3.0
545600	Reporting & Recording	3.5	0.5	0.5	0.0	0.0	0.0	0.5
545700	ISD Services	165.7	171.0	100.1	0.0	0.0	0.0	100.1
545710	DOIT HCM Assessment Fees	57.7	64.2	63.0	0.0	0.0	0.0	63.0
545900	Printing & Photo Services	133.5	143.2	143.2	0.0	0.0	0.0	143.2
546310	Utilities - Sewer/Garbage	0.6	0.0	0.0	0.0	0.0	0.0	0.0
546320	Utilities - Electricity	2.0	0.0	0.0	0.0	0.0	0.0	0.0
546400	Rent Of Land & Buildings	170.6	204.4	204.4	0.0	0.0	0.0	204.4
546500	Rent Of Equipment	49.3	38.1	38.1	0.0	0.0	0.0	38.1
546600	Communications	15.5	11.7	12.8	0.0	0.0	0.0	12.8
546610	DOIT Telecommunications	218.6	285.4	263.2	0.0	0.0	0.0	263.2
546700	Subscriptions/Dues/License Fee	347.3	366.0	459.6	0.0	0.0	0.0	459.6
546709	Subscription & Due Interagency	0.0	0.0	1.0	0.0	0.0	0.0	1.0
546800	Employee Training & Education	37.6	42.7	50.7	0.0	0.0	0.0	50.7
546900	Advertising	2.2	1.0	1.0	0.0	0.0	0.0	1.0
547000	Legal Settlements	15.0	0.0	0.0	0.0	0.0	0.0	0.0
547730	Lease Principal Payment	(0.0)	0.0	0.0	0.0	0.0	0.0	0.0
547900	Miscellaneous Expense	4.1	3.0	3.0	0.0	0.0	0.0	3.0
547999	Request to Pay Prior Year	2.9	0.0	0.0	0.0	0.0	0.0	0.0
548200	Furniture & Fixtures	19.1	0.0	0.0	0.0	0.0	0.0	0.0
548300	Information Tech Equipment	168.8	99.7	158.9	0.0	0.0	0.0	158.9
548400	Other Equipment	1.4	0.0	0.0	0.0	0.0	0.0	0.0
548800	Automotive & Aircraft	10.8	0.0	0.0	0.0	0.0	0.0	0.0
548882	Lease Interest	(0.0)	0.0	0.0	0.0	0.0	0.0	0.0
549600	Employee O/S Mileage & Fares	7.9	19.0	36.0	0.0	0.0	0.0	36.0
549700	Employee O/S Meals & Lodging	15.3	20.5	21.5	0.0	0.0	0.0	21.5
400	Other	3,130.2	2,954.9	3,246.4	0.0	0.0	0.0	3,246.4
TOTAL EXPENSE		23,745.1	28,331.4	28,716.4	939.0	0.0	0.0	29,655.4

P572

Administrative Services Division

Program Support

BU PCode Department
 33300 P572 1000000000-33300

State of New Mexico
 S-8 Financial Summary
 (Dollars in Thousands)

		2023-24	2023-24	2024-25	2025-26	----- FY 2026 Agency Request -----		
		Opbud	Actuals	Opbud	PCF Proj	Base	Expansion	Total
		0.0	0.0	0.0	0.0	0.0	0.0	0.0
EXPENSE								
200	Personal Services and Employee Benefits	9,853.7	9,365.4	10,150.6	11,918.9	10,457.8	0.0	10,457.8
300	Contractual services	648.0	423.5	824.1	0.0	862.8	0.0	862.8
400	Other	1,120.9	1,117.2	1,120.9	0.0	1,225.1	0.0	1,225.1
EXPENDITURES		11,622.6	10,906.2	12,095.6	11,918.898	12,545.7	0.0	12,545.7
EXPENSE		11,622.6	10,906.2	12,095.6	11,918.898	12,545.7	0.0	12,545.7
FTE POSITIONS								
810	Permanent	102.00	100.75	102.00	100.75	102.00	0.00	102.00
FTEs		102.00	100.75	102.00	100.75	102.00	0.00	102.00
FTE POSITIONS		102.00	100.75	102.00	100.75	102.00	0.00	102.00

Program Support

BU PCode Department
33300 P572 1000000000-33300

State of New Mexico
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
520100	Exempt Perm Positions P/T&F/T	723.4	934.2	941.2	1,008.5	880.5	0.0	880.5
520300	Classified Perm Positions F/T	6,700.7	5,789.2	6,729.6	7,769.5	7,029.7	0.0	7,029.7
520500	Temporary Positions F/T & P/T	3.5	0.0	0.0	0.0	0.0	0.0	0.0
520600	Paid Unused Sick Leave	0.0	13.3	3.5	0.0	3.5	0.0	3.5
520700	Overtime & Other Premium Pay	0.0	16.0	0.0	0.0	0.0	0.0	0.0
520800	Annl & Comp Paid At Separation	15.0	19.2	15.0	0.0	15.0	0.0	15.0
521100	Group Insurance Premium	670.8	618.3	675.6	750.7	609.9	0.0	609.9
521200	Retirement Contributions	1,067.7	1,305.7	1,093.8	1,671.1	1,178.0	0.0	1,178.0
521300	F I C A	507.6	494.1	529.2	538.5	548.9	0.0	548.9
521400	Workers' Comp Assessment Fee	0.9	0.8	0.9	0.0	0.9	0.0	0.9
521410	GSD Work Comp Insur Premium	12.8	12.9	8.6	0.0	18.3	0.0	18.3
521500	Unemployment Comp Premium	7.9	7.9	3.3	0.0	1.2	0.0	1.2
521600	Employee Liability Ins Premium	18.1	18.2	18.7	0.0	28.4	0.0	28.4
521700	RHC Act Contributions	125.3	135.8	131.2	180.7	143.5	0.0	143.5
200	Personal Services and Employee Benefits	9,853.7	9,365.4	10,150.6	11,918.9	10,457.8	0.0	10,457.8
535100	Medical Services	0.0	0.1	0.0	0.0	0.0	0.0	0.0
535200	Professional Services	257.3	84.1	320.0	0.0	341.0	0.0	341.0
535300	Other Services	76.7	46.3	76.7	0.0	65.6	0.0	65.6
535400	Audit Services	190.4	267.6	287.2	0.0	298.3	0.0	298.3
535500	Attorney Services	42.3	23.8	57.3	0.0	66.3	0.0	66.3
535600	IT Services	81.3	1.6	82.9	0.0	91.6	0.0	91.6
300	Contractual services	648.0	423.5	824.1	0.0	862.8	0.0	862.8
542100	Employee I/S Mileage & Fares	2.0	0.6	2.0	0.0	2.0	0.0	2.0
542200	Employee I/S Meals & Lodging	5.0	1.7	9.0	0.0	10.0	0.0	10.0
542500	Transp - Fuel & Oil	3.5	3.9	3.5	0.0	3.5	0.0	3.5
542600	Transp - Parts & Supplies	0.4	0.1	0.4	0.0	0.4	0.0	0.4
542700	Transp - Transp Insurance	0.1	0.1	0.1	0.0	0.1	0.0	0.1
542800	State Transp Pool Charges	20.0	20.0	19.0	0.0	28.5	0.0	28.5
543200	Maint - Furn, Fixt, Equipment	19.0	3.0	19.0	0.0	19.0	0.0	19.0
543300	Maint - Buildings & Structures	0.0	6.9	0.0	0.0	0.0	0.0	0.0
543400	Maint - Property Insurance	0.0	0.0	0.1	0.0	0.1	0.0	0.1
543500	Maint - Supplies	0.0	0.1	0.0	0.0	0.0	0.0	0.0
543820	Maintenance IT	80.2	0.0	38.5	0.0	38.5	0.0	38.5
543830	IT HW/SW Agreements	129.4	86.5	159.5	0.0	159.5	0.0	159.5
544000	Supply Inventory IT	73.5	134.8	73.4	0.0	76.3	0.0	76.3
544100	Supplies-Office Supplies	50.3	137.4	52.0	0.0	42.5	0.0	42.5
544700	Supplies-Clothing,Unifrms,Linen	0.5	0.5	0.5	0.0	0.5	0.0	0.5
544900	Supplies-Inventory Exempt	3.0	25.9	3.0	0.0	3.0	0.0	3.0
545600	Reporting & Recording	0.5	2.2	0.5	0.0	0.5	0.0	0.5
545700	ISD Services	49.4	58.7	46.9	0.0	58.0	0.0	58.0

545710	DOIT HCM Assessment Fees	37.1	33.5	37.2	0.0	36.5	0.0	36.5
545900	Printing & Photo Services	143.2	133.5	143.2	0.0	143.2	0.0	143.2
546310	Utilities - Sewer/Garbage	0.0	0.6	0.0	0.0	0.0	0.0	0.0
546320	Utilities - Electricity	0.0	2.0	0.0	0.0	0.0	0.0	0.0
546400	Rent Of Land & Buildings	144.3	118.8	144.3	0.0	144.3	0.0	144.3
546500	Rent Of Equipment	30.1	42.4	30.1	0.0	30.1	0.0	30.1
546600	Communications	10.0	12.3	10.0	0.0	10.0	0.0	10.0
546610	DOIT Telecommunications	173.5	100.3	165.4	0.0	152.5	0.0	152.5
546700	Subscriptions/Dues/License Fee	119.9	97.6	117.1	0.0	193.9	0.0	193.9
546800	Employee Training & Education	13.0	19.5	22.7	0.0	30.7	0.0	30.7
546900	Advertising	1.0	2.2	1.0	0.0	1.0	0.0	1.0
547000	Legal Settlements	0.0	15.0	0.0	0.0	0.0	0.0	0.0
547730	Lease Principal Payment	0.0	(0.0)	0.0	0.0	0.0	0.0	0.0
547900	Miscellaneous Expense	3.0	4.0	3.0	0.0	3.0	0.0	3.0
547999	Request to Pay Prior Year	0.0	2.9	0.0	0.0	0.0	0.0	0.0
548200	Furniture & Fixtures	0.0	19.1	0.0	0.0	0.0	0.0	0.0
548300	Information Tech Equipment	0.0	13.7	0.0	0.0	0.0	0.0	0.0
548400	Other Equipment	0.0	1.4	0.0	0.0	0.0	0.0	0.0
548800	Automotive & Aircraft	0.0	10.8	0.0	0.0	0.0	0.0	0.0
548882	Lease Interest	0.0	0.0	0.0	0.0	0.0	0.0	0.0
549600	Employee O/S Mileage & Fares	4.0	2.2	9.0	0.0	26.0	0.0	26.0
549700	Employee O/S Meals & Lodging	5.0	3.2	10.5	0.0	11.5	0.0	11.5
400	Other	1,120.9	1,117.2	1,120.9	0.0	1,225.1	0.0	1,225.1
TOTAL EXPENSE		11,622.6	10,906.2	12,095.6	11,918.9	12,545.7	0.0	12,545.7
810	Permanent	102.00	100.75	0.00	100.75	102.00	0.00	102.00
810	Permanent	102.00	100.75	0.00	100.75	102.00	0.00	102.00
TOTAL FTE POSITIONS		102.00	100.75	0.00	100.75	102.00	0.00	102.00

Program Support
 BU PCode Department
 33300 P572 1000000000-33300

State of New Mexico
 E4 DeptID Detail
 (Dollars in Thousands)

Fund	Account		2023-24	2024-25	2025-26	FY 2026 Agency Request				Total	Justification
			Actuals	Opbud	PCF Proj	GF	OSF	ISF/IAT	FF		
00000	520300	Classified Perm Positions F/T	0.0	0.0	379,305	0.0	0.0	0.0	0.0	0.0	
00000	521100	Group Insurance Premium	0.0	0.0	25.56	0.0	0.0	0.0	0.0	0.0	
00000	521200	Retirement Contributions	0.0	0.0	72,145	0.0	0.0	0.0	0.0	0.0	
00000	521300	F I C A	0.0	0.0	23,249	0.0	0.0	0.0	0.0	0.0	
00000	521700	RHC Act Contributions	0.0	0.0	9,375	0.0	0.0	0.0	0.0	0.0	
17200	520100	Exempt Perm Positions P/T&F/T	934.2	941.2	1008,461	880.5	0.0	0.0	0.0	880.5	
17200	520300	Classified Perm Positions F/T	5,789.2	6,729.6	7390.18	6,640.0	389.7	0.0	0.0	7,029.7	Increase relates to decreased proposed vacancy rate from 17.6% to 16.7%
17200	520600	Paid Unused Sick Leave	13.3	3.5	0	3.5	0.0	0.0	0.0	3.5	
17200	520700	Overtime & Other Premium Pay	16.0	0.0	0	0.0	0.0	0.0	0.0	0.0	
17200	520800	Annl & Comp Paid At Separation	19.2	15.0	0	15.0	0.0	0.0	0.0	15.0	
17200	521100	Group Insurance Premium	618.3	675.6	725,139	573.7	36.2	0.0	0.0	609.9	
17200	521200	Retirement Contributions	1,305.7	1,093.8	1598,932	1,107.1	70.9	0.0	0.0	1,178.0	
17200	521300	F I C A	494.1	529.2	515,254	519.5	29.4	0.0	0.0	548.9	
17200	521400	Workers' Comp Assessment Fee	0.8	0.9	0	0.9	0.0	0.0	0.0	0.9	
17200	521410	GSD Work Comp Insur Premium	12.9	8.6	0	18.3	0.0	0.0	0.0	18.3	
17200	521500	Unemployment Comp Premium	7.9	3.3	0	1.2	0.0	0.0	0.0	1.2	
17200	521600	Employee Liability Ins Premium	18.2	18.7	0	28.4	0.0	0.0	0.0	28.4	
17200	521700	RHC Act Contributions	135.8	131.2	171,298	135.0	8.5	0.0	0.0	143.5	
	200	Personal Services and Employee Benefits	9,365.4	10,150.6	11918,898	9,923.1	534.7	0.0	0.0	10,457.8	
17200	542100	Employee I/S Mileage & Fares	0.6	2.0	0	2.0	0.0	0.0	0.0	2.0	
17200	542200	Employee I/S Meals & Lodging	1.7	9.0	0	10.0	0.0	1.0	0.0	10.0	Increase in OOS travel
17200	542500	Transp - Fuel & Oil	3.9	3.5	0	3.5	0.0	0.0	0.0	3.5	
17200	542600	Transp - Parts & Supplies	0.1	0.4	0	0.4	0.0	0.0	0.0	0.4	
17200	542700	Transp - Transp Insurance	0.1	0.1	0	0.1	0.0	0.0	0.0	0.1	
17200	542800	State Transp Pool Charges	20.0	19.0	0	31.3	0.0	0.0	0.0	31.3	requested add 3/4 Ton 4x4 Crew Cab Pickup for supply warehouse
17200	543200	Maint - Furn, Fixt, Equipment	3.0	19.0	0	19.0	0.0	0.0	0.0	19.0	
17200	543300	Maint - Buildings & Structures	6.9	0.0	0	0.0	0.0	0.0	0.0	0.0	
17200	543400	Maint - Property Insurance	0.0	0.1	0	0.1	0.0	0.0	0.0	0.1	
17200	543500	Maint - Supplies	0.1	0.0	0	0.0	0.0	0.0	0.0	0.0	
17200	543820	Maintenance IT	0.0	38.5	0	38.5	0.0	0.0	0.0	38.5	
17200	543830	IT HW/SW Agreements	86.5	159.5	0	159.5	0.0	0.0	0.0	159.5	
17200	544000	Supply Inventory IT	134.8	73.4	0	76.3	0.0	0.0	0.0	76.3	Increase in Toner cartridges for Central Supply for all MVD Field offices, ACD offices and TRD operations.
17200	544100	Supplies-Office Supplies	137.4	52.0	0	39.7	0.0	0.0	0.0	39.7	
17200	544700	Supplies-Clothing, Unifrms, Linen	0.5	0.5	0	0.5	0.0	0.0	0.0	0.5	
17200	544900	Supplies-Inventory Exempt	25.9	3.0	0	3.0	0.0	0.0	0.0	3.0	
17200	545600	Reporting & Recording	2.2	0.5	0	0.5	0.0	0.0	0.0	0.5	
17200	545700	ISD Services	58.7	46.9	0	58.0	0.0	0.0	0.0	58.0	
17200	545710	DOIT HCM Assessment Fees	33.5	37.2	0	36.5	0.0	0.0	0.0	36.5	
17200	545900	Printing & Photo Services	133.5	143.2	0	143.2	0.0	0.0	0.0	143.2	
17200	546310	Utilities - Sewer/Garbage	0.6	0.0	0	0.0	0.0	0.0	0.0	0.0	
17200	546320	Utilities - Electricity	2.0	0.0	0	0.0	0.0	0.0	0.0	0.0	
17200	546400	Rent Of Land & Buildings	118.8	144.3	0	144.3	0.0	0.0	0.0	144.3	
17200	546500	Rent Of Equipment	42.4	30.1	0	30.1	0.0	0.0	0.0	30.1	

17200	546600	Communications	12.3	10.0	0	10.0	0.0	0.0	0.0	10.0	
17200	546610	DOIT Telecommunications	100.3	165.4	0	152.5	0.0	0.0	0.0	152.5	
17200	546700	Subscriptions/Dues/License Fee	97.6	117.1	0	193.9	0.0	0.0	0.0	193.9	Added Multistate Tax Commission Membership Assessment, Audit Program Fee and National Nexus Program Fee; HR Tracking for Human Resource Bureau
17200	546800	Employee Training & Education	19.5	22.7	0	30.7	0.0	0.0	0.0	30.7	Added OIG, OOS training, HR training
17200	546900	Advertising	2.2	1.0	0	1.0	0.0	0.0	0.0	1.0	
17200	547000	Legal Settlements	15.0	0.0	0	0.0	0.0	0.0	0.0	0.0	
17200	547730	Lease Principal Payment	(0.0)	0.0	0	0.0	0.0	0.0	0.0	0.0	
17200	547900	Miscellaneous Expense	4.0	3.0	0	3.0	0.0	0.0	0.0	3.0	
17200	547999	Request to Pay Prior Year	2.9	0.0	0	0.0	0.0	0.0	0.0	0.0	
17200	548200	Furniture & Fixtures	19.1	0.0	0	0.0	0.0	0.0	0.0	0.0	
17200	548300	Information Tech Equipment	13.7	0.0	0	0.0	0.0	0.0	0.0	0.0	
17200	548400	Other Equipment	1.4	0.0	0	0.0	0.0	0.0	0.0	0.0	
17200	548800	Automotive & Aircraft	10.8	0.0	0	0.0	0.0	0.0	0.0	0.0	
17200	548882	Lease Interest	0.0	0.0	0	0.0	0.0	0.0	0.0	0.0	
17200	549600	Employee O/S Mileage & Fares	2.2	9.0	0	26.0	0.0	0.0	0.0	26.0	Increase is for added seven trips to GFOA professional conference; AAMVA professional conference; FTA conference and MTC conference for OOS and increased airfare for Office of Internal Oversight out-of-state conferences
17200	549700	Employee O/S Meals & Lodging	3.2	10.5	0	11.5	0.0	0.0	0.0	11.5	
	400	Other	1,117.2	1,120.9	0	1,225.1	0.0	0.0	0.0	1,225.1	
TOTAL EXPENSE			10,482.7	11,271.5	11918.898	11,148.2	534.7	0.0	0.0	11,682.9	

Program Support
 BU PCode Department
 33300 P572 100000000-33300

E5 Contract by DeptID Detail
 (Dollars in Thousands)

Fund	Account		#	Contract Purpose	Actuals	FY 2026 Agency Request					Total	Justification
						GF	OSF	ISF/IAT	FF			
17200	535100	Medical Services	1000		0.1	0.0	0.0	0.0	0.0	0.0		
17200	535100	Medical Services	1001	OCCUPATIONAL HEALTH CNTRS OF THE SW PA	0.0	0.0	0.0	0.0	0.0	0.0		
17200	535200	Professional Services	1000		84.1	0.0	0.0	0.0	0.0	0.0		
17200	535200	Professional Services	1001	JVM CONTRACT SERVICES	0.0	0.0	0.0	0.0	0.0	0.0	Develop basis for case conclusions; analyze, interpret, and apply appropriate tax laws, regulations, decision and orders, rulings, and TRD published guidance to support the case findings.	
17200	535200	Professional Services	1002	FEDERAL	0.0	4.4	0.0	0.0	0.0	4.4	Litigation expenses	
17200	535200	Professional Services	1003	NEW MEXICO TAX RESEARCH INSTITUTE	0.0	29.3	0.0	0.0	0.0	29.3		
17200	535200	Professional Services	1004	Tax Help New Mexico	0.0	150.0	0.0	0.0	0.0	150.0	Tax preparation assistance	
17200	535200	Professional Services	1005	POGAN, DANNY	0.0	0.0	0.0	0.0	0.0	0.0	Audit expertise to the protest and legal bureau	
17200	535200	Professional Services	1006	VARELA, SONYA KRISTINA	0.0	54.0	0.0	0.0	0.0	54.0	Audit services to the protest and legal bureau	
17200	535200	Professional Services	1007	Janice Martinez (Protest and Legal)	0.0	58.7	0.0	0.0	0.0	58.7		
17200	535200	Professional Services	1008	David Markwardt	0.0	6.0	0.0	0.0	0.0	6.0	Assist the Agency in developing updated, written statements of mission, vision, purpose, values,	
17200	535200	Professional Services	1009	MILLER STRATVERT PA	0.0	15.0	0.0	0.0	0.0	15.0	Legal advice and services related to labor & employment law	
17200	535200	Professional Services	1010	THE UNIVERSITY OF NEW MEXICO	0.0	23.6	0.0	0.0	0.0	23.6	Long Term economic forecasts	
17200	535300	Other Services	1000		46.3	0.0	0.0	0.0	0.0	0.0		
17200	535300	Other Services	1001	THE UNIVERSITY OF NEW MEXICO	0.0	0.0	0.0	0.0	0.0	0.0	Long Term economic forecasts	
17200	535300	Other Services	1002	Fingerprinting and background checks	0.0	2.5	0.0	0.0	0.0	2.5		
17200	535300	Other Services	1003	WORK QUEST	0.0	6.2	0.0	0.0	0.0	6.2	Off-site Confidential Paper Shredding	
17200	535300	Other Services	1004	RGC ACCESS	0.0	0.0	0.0	0.0	0.0	0.0	ASL Interpreting Services	
17200	535300	Other Services	1005	BC SECURITY COMPANY	0.0	0.0	0.0	0.0	0.0	0.0	Replacement keys for credenza in chief legal's office	
17200	535300	Other Services	1006	ATA Temp Services	0.0	56.9	0.0	0.0	0.0	56.9	ASD Temp Services as needed throughout	
17200	535300	Other Services	1007	LANGO SW LLC	0.0	0.0	0.0	0.0	0.0	0.0	Signed Language Interpreting Services	
17200	535400	Audit Services	1000		267.6	0.0	0.0	0.0	0.0	0.0		
17200	535400	Audit Services	1001	CLIFTON LARSON ALLEN LLP	0.0	233.3	0.0	0.0	0.0	233.3	Annual Financial Audit & Pre Audit	
17200	535400	Audit Services	1002	CLIFTON LARSON ALLEN LLP	0.0	65.0	0.0	0.0	0.0	65.0	Audit Services for GASB 96 Lease accounting consulting services, for GASB 87 lease	
17200	535500	Attorney Services	1000		23.8	0.0	0.0	0.0	0.0	0.0		

17200	535500	Attorney Services	1001	Tax protests hearings under the Tax Administrative Act	0.0	37.3	0.0	0.0	0.0	37.3
17200	535500	Attorney Services	1002	PEIFER HANSON MULLINS & BAKER PA	0.0	9.0	0.0	0.0	0.0	9.0 To provide legal services to represent and advise TRD at administrative hearings
17200	535500	Attorney Services	1003	Emigration Attorney	0.0	10.0	0.0	0.0	0.0	10.0
17200	535500	Attorney Services	1004	Legal needs to include expert witnesses	0.0	10.0	0.0	0.0	0.0	10.0
17200	535600	IT Services	1000		1.6	0.0	0.0	0.0	0.0	0.0
17200	535600	IT Services	1001	REAL TIME SOLUTIONS INC	0.0	1.6	0.0	0.0	0.0	1.6 Real File Document Management
17200	535600	IT Services	1002	Subscription for development and modification of TRD Learn	0.0	10.0	0.0	0.0	0.0	10.0
17200	535600	IT Services	1003	Annual Security Assessment	0.0	80.0	0.0	0.0	0.0	80.0
TOTAL EXPENSE					423.5	862.8	0.0	0.0	0.0	862.8

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

Account code 542800

LEASED VEHICLE INFORMATION @ 7/1/24

Agency Name: Taxation and Revenue Department

Business Unit: 33300

Program Name: Program Support/Administrative Services Division

Program Code: P572/10000

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		
								FY26 Monthly Rate S= Rate Schedule	Number of months to lease	Total cost Rate FY26	Daily Rate Based On Vehicle Type	No. of Days	Total Lease Rate		
	2020	Chevy Bolt	02B	C	008062SG	1056	Operational (O)	235.69	12	2,828.28					
1	2021	Nissan Altima	02BA	C	008466SG	5433	Comercial	490.00	12	5,880.00			-		
2	2024	Nissan Altima	02BA	C	009949SG	1054	Comercial	517.68	12	6,212.16			-		
3	2024	Nissan Rogue	06AM	C	010449SG	2234	Comercial	586.89	12	7,042.68			-		
4	TBD	3/4 Ton 4x4 Crew Cab Pickup	04J	A	TBD	TBD	Standard (S)	780.00	12	9,360.0			-		
5										-			-		
6										-			-		
7										-			-		
8										-			-		
9										-			-		
10										-			-		
11										-			-		
12										-			-		
13										-			-		
14										-			-		
15										-			-		
16										-			-		
17										-			-		
18										-			-		
19										-			-		
TOTAL LONG TERM										31,323.12	TOTAL SHORT TERM:			-	

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

P572

Information Technology Division

Program Support

BU PCode Department
 33300 P572 2100000000-33300

State of New Mexico
S-8 Financial Summary
 (Dollars in Thousands)

		2023-24	2023-24	2024-25	2025-26	----- FY 2026 Agency Request -----		
		Opbud	Actuals	Opbud	PCF Proj	Base	Expansion	Total
		0.0	0.0	0.0	0.0	0.0	0.0	0.0
EXPENSE								
200	Personal Services and Employee Benefits	7,413.9	7,114.4	7,752.0	9,915.7	7,752.0	0.0	7,752.0
300	Contractual services	3,945.1	3,711.6	6,649.8	0.0	7,336.4	0.0	7,336.4
400	Other	1,834.0	2,013.0	1,834.0	0.0	2,021.3	0.0	2,021.3
EXPENDITURES		13,193.0	12,838.9	16,235.8	9915.697	17,109.7	0.0	17,109.7
EXPENSE		13,193.0	12,838.9	16,235.8	9915.697	17,109.7	0.0	17,109.7
FTE POSITIONS								
810	Permanent	74.00	72.20	74.00	72.20	74.00	0.00	74.00
FTEs		74.00	72.20	74.00	72.20	74.00	0.00	74.00
FTE POSITIONS		74.00	72.20	74.00	72.20	74.00	0.00	74.00

Program Support

BU PCode Department
 33300 P572 2100000000-33300

State of New Mexico
 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
520300	Classified Perm Positions F/T	5,609.5	5,248.1	5,889.5	7,443.5	5,877.1	0.0	5,877.1
520500	Temporary Positions F/T & P/T	0.0	6.0	0.0	0.0	0.0	0.0	0.0
520600	Paid Unused Sick Leave	20.0	12.2	20.0	0.0	20.0	0.0	20.0
520700	Overtime & Other Premium Pay	22.1	0.1	22.1	0.0	22.1	0.0	22.1
520800	Annl & Comp Paid At Separation	13.6	10.1	13.6	0.0	13.6	0.0	13.6
521100	Group Insurance Premium	588.1	318.8	619.7	448.5	619.7	0.0	619.7
521200	Retirement Contributions	722.1	998.3	744.8	1,414.1	744.8	0.0	744.8
521300	F I C A	327.4	388.0	338.4	456.2	338.4	0.0	338.4
521400	Workers' Comp Assessment Fee	0.7	0.5	0.7	0.0	0.7	0.0	0.7
521410	GSD Work Comp Insur Premium	9.2	9.4	6.2	0.0	13.2	0.0	13.2
521500	Unemployment Comp Premium	5.6	5.7	2.4	0.0	0.8	0.0	0.8
521600	Employee Liability Ins Premium	13.0	13.2	13.6	0.0	20.6	0.0	20.6
521700	RHC Act Contributions	82.6	103.8	81.0	153.4	81.0	0.0	81.0
200	Personal Services and Employee Benefits	7,413.9	7,114.4	7,752.0	9,915.7	7,752.0	0.0	7,752.0
535200	Professional Services	65.1	64.9	65.1	0.0	65.1	0.0	65.1
535300	Other Services	5.2	1.5	5.2	0.0	2.7	0.0	2.7
535500	Attorney Services	13.0	0.0	13.0	0.0	13.0	0.0	13.0
535600	IT Services	3,861.8	3,645.2	6,566.5	0.0	7,255.6	0.0	7,255.6
300	Contractual services	3,945.1	3,711.6	6,649.8	0.0	7,336.4	0.0	7,336.4
542100	Employee I/S Mileage & Fares	0.0	0.7	0.0	0.0	0.0	0.0	0.0
542200	Employee I/S Meals & Lodging	3.1	0.2	3.1	0.0	3.1	0.0	3.1
542700	Transp - Transp Insurance	0.0	0.0	0.0	0.0	0.0	0.0	0.0
542800	State Transp Pool Charges	5.8	2.8	10.7	0.0	10.7	0.0	10.7
543200	Maint - Furn, Fixt, Equipment	3.3	0.0	3.3	0.0	3.3	0.0	3.3
543300	Maint - Buildings & Structures	2.5	24.7	2.1	0.0	2.1	0.0	2.1
543830	IT HW/SW Agreements	986.9	955.7	1,000.1	0.0	1,201.1	0.0	1,201.1
544000	Supply Inventory IT	78.1	266.4	75.1	0.0	75.1	0.0	75.1
544100	Supplies-Office Supplies	10.1	3.9	10.1	0.0	10.1	0.0	10.1
544400	Supplies-Field Supplies	0.0	3.4	0.0	0.0	0.0	0.0	0.0
544900	Supplies-Inventory Exempt	0.0	1.2	0.0	0.0	0.0	0.0	0.0

545600	Reporting & Recording	0.0	1.3	0.0	0.0	0.0	0.0	0.0
545700	ISD Services	115.0	107.1	124.1	0.0	42.1	0.0	42.1
545710	DOIT HCM Assessment Fees	24.3	24.3	27.0	0.0	26.5	0.0	26.5
546400	Rent Of Land & Buildings	52.0	51.8	60.1	0.0	60.1	0.0	60.1
546500	Rent Of Equipment	13.0	6.9	8.0	0.0	8.0	0.0	8.0
546600	Communications	1.7	3.2	1.7	0.0	2.8	0.0	2.8
546610	DOIT Telecommunications	124.7	118.3	120.0	0.0	110.7	0.0	110.7
546700	Subscriptions/Dues/License Fee	248.9	249.7	248.9	0.0	265.7	0.0	265.7
546709	Subscription & Due Interagency	0.0	0.0	0.0	0.0	1.0	0.0	1.0
546800	Employee Training & Education	44.9	18.2	20.0	0.0	20.0	0.0	20.0
547730	Lease Principal Payment	0.0	(0.0)	0.0	0.0	0.0	0.0	0.0
547900	Miscellaneous Expense	0.0	0.1	0.0	0.0	0.0	0.0	0.0
548300	Information Tech Equipment	99.7	155.1	99.7	0.0	158.9	0.0	158.9
548882	Lease Interest	0.0	(0.0)	0.0	0.0	0.0	0.0	0.0
549600	Employee O/S Mileage & Fares	10.0	5.7	10.0	0.0	10.0	0.0	10.0
549700	Employee O/S Meals & Lodging	10.0	12.1	10.0	0.0	10.0	0.0	10.0
400	Other	1,834.0	2,013.0	1,834.0	0.0	2,021.3	0.0	2,021.3
TOTAL EXPENSE		13,193.0	12,838.9	16,235.8	9,915.7	17,109.7	0.0	17,109.7
810	Permanent	74.00	72.20	0.00	72.20	74.00	0.00	74.00
810	Permanent	74.00	72.20	0.00	72.20	74.00	0.00	74.00
TOTAL FTE POSITIONS		74.00	72.20	0.00	72.20	74.00	0.00	74.00

Program Support
 BU PCode Department
 33300 P572 2100000000-33300

State of New Mexico
 E4 DeptID 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		
00000	520300	0.0	0.0	491.557	0.0	0.0	0.0	0.0	0.0	
00000	521100	0.0	0.0	25.56	0.0	0.0	0.0	0.0	0.0	
00000	521200	0.0	0.0	93.497	0.0	0.0	0.0	0.0	0.0	
00000	521300	0.0	0.0	30.128	0.0	0.0	0.0	0.0	0.0	
00000	521700	0.0	0.0	12.149	0.0	0.0	0.0	0.0	0.0	
17200	520300	5,248.1	5,889.5	6951.958	5,589.2	287.9	0.0	0.0	5,877.1	Impact of 3% increase
17200	520500	6.0	0.0	0	0.0	0.0	0.0	0.0	0.0	
17200	520600	12.2	20.0	0	20.0	0.0	0.0	0.0	20.0	
17200	520700	0.1	22.1	0	22.1	0.0	0.0	0.0	22.1	
17200	520800	10.1	13.6	0	13.6	0.0	0.0	0.0	13.6	
17200	521100	318.8	619.7	422.922	578.7	41.0	0.0	0.0	619.7	
17200	521200	998.3	744.8	1320.58	695.7	49.1	0.0	0.0	744.8	
17200	521300	388.0	338.4	426.106	318.0	20.4	0.0	0.0	338.4	
17200	521400	0.5	0.7	0	0.7	0.0	0.0	0.0	0.7	
17200	521410	9.4	6.2	0	13.2	0.0	0.0	0.0	13.2	Increase in GSD rates
17200	521500	5.7	2.4	0	0.8	0.0	0.0	0.0	0.8	
17200	521600	13.2	13.6	0	20.6	0.0	0.0	0.0	20.6	
17200	521700	103.8	81.0	141.24	75.1	5.9	0.0	0.0	81.0	
	200	7,114.4	7,752.0	9915.697	7,347.7	404.3	0.0	0.0	7,752.0	
17200	542100	0.7	0.0	0	0.0	0.0	0.0	0.0	0.0	
17200	542200	0.2	3.1	0	3.1	0.0	0.0	0.0	3.1	
17200	542700	0.0	0.0	0	0.0	0.0	0.0	0.0	0.0	
17200	542800	2.8	10.7	0	10.7	0.0	0.0	0.0	10.7	
17200	543200	0.0	3.3	0	3.3	0.0	0.0	0.0	3.3	
17200	543300	24.7	2.1	0	2.1	0.0	0.0	0.0	2.1	
17200	543830	955.7	1,000.1	0	1,201.1	0.0	0.0	0.0	1,201.1	Increase in escalation costs for software licenses and maintenance; support for 2 load balancers to maintain status quo; To maintain status quo per current renewals for HPE Easy Store Maintenance and support, Semperis, Veeam, HPE Hosts Maintenance, Rubrick - backup maintenance upgrade renewal, Pure Storage upgrade support and maintenance renewal, MDL server support, Arctic Wolf
17200	544000	266.4	75.1	0	75.1	0.0	0.0	0.0	75.1	
17200	544100	3.9	10.1	0	10.1	0.0	0.0	0.0	10.1	
17200	544400	3.4	0.0	0	0.0	0.0	0.0	0.0	0.0	
17200	544900	1.2	0.0	0	0.0	0.0	0.0	0.0	0.0	
17200	545600	1.3	0.0	0	0.0	0.0	0.0	0.0	0.0	
17200	545700	107.1	124.1	0	42.1	0.0	0.0	0.0	42.1	
17200	545710	24.3	27.0	0	26.5	0.0	0.0	0.0	26.5	
17200	546400	51.8	60.1	0	60.1	0.0	0.0	0.0	60.1	
17200	546500	6.9	8.0	0	8.0	0.0	0.0	0.0	8.0	
17200	546600	3.2	1.7	0	2.8	0.0	0.0	0.0	2.8	Increase based off actuals in FY24
17200	546610	118.3	120.0	0	110.7	0.0	0.0	0.0	110.7	
17200	546700	249.7	248.9	0	265.7	0.0	0.0	0.0	265.7	Cost increase by FTA
17200	546709	0.0	0.0	0	1.0	0.0	0.0	0.0	1.0	
17200	546800	18.2	20.0	0	20.0	0.0	0.0	0.0	20.0	
17200	547730	(0.0)	0.0	0	0.0	0.0	0.0	0.0	0.0	

17200	547900	Miscellaneous Expense	0.1	0.0	0	0.0	0.0	0.0	0.0	0.0
17200	548300	Information Tech Equipment	155.1	99.7	0	158.9	0.0	0.0	0.0	158.9
										Reinstated prior cut to minimum amount required to maintain compliance and security in hardware expenses; Equipment and Switch replacements for outdated, out of warranty items that will have to be replaced.
17200	548882	Lease Interest	(0.0)	0.0	0	0.0	0.0	0.0	0.0	0.0
17200	549600	Employee O/S Mileage & Fares	5.7	10.0	0	10.0	0.0	0.0	0.0	10.0
17200	549700	Employee O/S Meals & Lodging	12.1	10.0	0	10.0	0.0	0.0	0.0	10.0
	400	Other	2,013.0	1,834.0	0	2,021.3	0.0	0.0	0.0	2,021.3
TOTAL EXPENSE			9,127.3	9,586.0	9915.697	9,369.0	404.3	0.0	0.0	9,773.3

Program Support
 BU PCode Department
 33300 P572 2100000000-33300

E5 Contract by DeptID Detail
 (Dollars in Thousands)

Fund	Account		#	Contract	Actuals	FY 2026 Agency Request					Total	Justification
						GF	OSF	ISF/IAT	FF			
17200	535200	Professional Services	1000		64.9	0.0	0.0	0.0	0.0	0.0	0.0	
17200	535200	Professional Services	1001	FJA Consulting -	0.0	65.1	0.0	0.0	0.0	0.0	65.1	testing and training to support the GenTax Bureau
17200	535300	Other Services	1000		1.5	0.0	0.0	0.0	0.0	0.0	0.0	
17200	535300	Other Services	1001	3M Cogent	0.0	1.0	0.0	0.0	0.0	0.0	1.0	Fingerprinting of new employees
17200	535300	Other Services	1002	ATA Temp	0.0	0.0	0.0	0.0	0.0	0.0	0.0	Temporary Employment
17200	535300	Other Services	1003	THE UNIVERSITY OF MANEY &	0.0	1.7	0.0	0.0	0.0	0.0	1.7	File GEO Database - Access to database with appended road centerline and address point data sets
17200	535500	Attorney Services	1001	THE UNIVERSITY OF	0.0	10.0	0.0	0.0	0.0	0.0	10.0	Attorney services for H1-B employees
17200	535500	Attorney Services	1002	THE UNIVERSITY OF	0.0	3.0	0.0	0.0	0.0	0.0	3.0	for recurring costs, for core inputs, GRT schedule and GIS layer related to destination based sourcing
17200	535600	IT Services	1000		3,645.2	0.0	0.0	0.0	0.0	0.0	0.0	
17200	535600	IT Services	1001	FAST Enterprises	0.0	6,533.6	0.0	0.0	0.0	0.0	6,533.6	Annual Software Maintenance of Gentax System
17200	535600	IT Services	1002	FAST Enterprises	0.0	332.1	0.0	0.0	0.0	0.0	332.1	Change in Centax System pricing model from flat charges to charging clients for hourly time and materials for maintenance. This includes the ongoing going costs to be operationalized.
17200	535600	IT Services	1003	EIS, GIS, and other	0.0	100.0	0.0	0.0	0.0	0.0	100.0	
17200	535600	IT Services	1004	BVM TECHNOLOGY	0.0	219.9	0.0	0.0	0.0	0.0	219.9	Business Analyst Services, Implementation coordinator to help on collecting requirements, test scenarios and testing.
17200	535600	IT Services	1005	ABBA	0.0	0.0	0.0	0.0	0.0	0.0	0.0	Infrastructure and Systems Administration Support Services
17200	535600	IT Services	1006	Real Time	0.0	20.0	0.0	0.0	0.0	0.0	20.0	annual Web site hosting and management
17200	535600	IT Services	1007	RISKSENS	0.0	50.0	0.0	0.0	0.0	0.0	50.0	Security penetration services
17200	535600	IT Services	1008	ABBA	0.0	0.0	0.0	0.0	0.0	0.0	0.0	HPE Simplivity Renewal
17200	535600	IT Services	1009	ANM	0.0	0.0	0.0	0.0	0.0	0.0	0.0	Identity service engine config / web filter migration
TOTAL EXPENSE					3,711.6	7,336.4	0.0	0.0	0.0	0.0	7,336.4	

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

Account code 542800
LEASED VEHICLE INFORMATION @ 7/1/24

Agency Name: Taxation and Revenue Department
Program Name: Program Support/Information Technology Division

Business Unit: 33300
Program Code: P572/20000

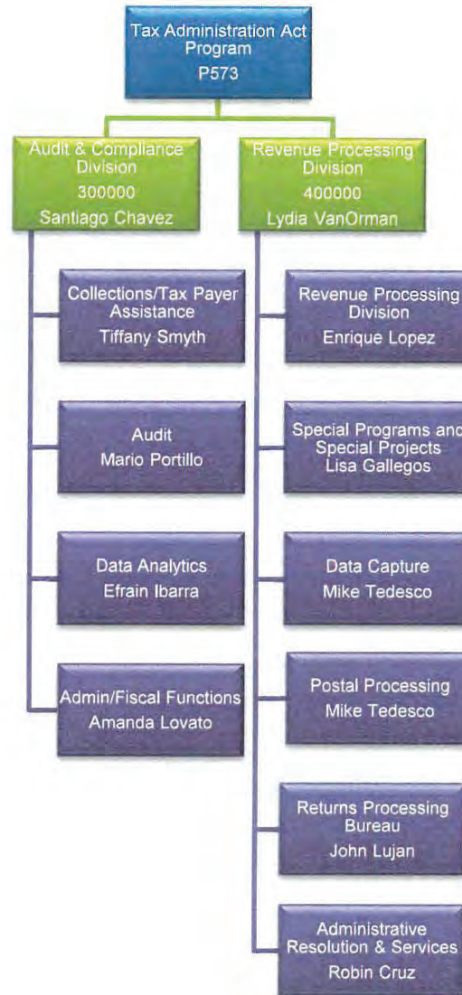
Item No.	LONG TERM LEASES ONLY						Lease Type Operational (O) or Standard (S)	Long Term Only			SHORT TERM ONLY			Put (x) if Fed \$
	Year	Make/Model	Vehicle Type	A** R C	License Plate Number	Mileage As of 7/1/24		A FY26 Monthly Rate S= Rate Schedule	B Number of months to lease	A x B = C Total cost Rate FY26	D Daily Rate Based On Vehicle Type	E No. of Days	D x E = F Total Lease Rate	
1	2005	Ford F150	06AT	C	G59096	90,334	Operational (O)	235.69	12	2,828.28			-	
2	New Vehicle/TBD	Mid Size Sport Utility 4X4	06AM	A	New Vehicle/TBD		Standard (S)	658.00	12	7,896.00			-	
3										-			-	
4										-			-	
5										-			-	
6										-			-	
7										-			-	
8										-			-	
9										-			-	
10										-			-	
11										-			-	
12										-			-	
13										-			-	
14										-			-	
15										-			-	
16										-			-	
17										-			-	
18										-			-	
TOTAL LONG TERM:								10,724.28	TOTAL SHORT TERM:		-			

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

P573

Tax Administration Act

Taxation & Revenue Department Tax Administration Act Program



Program Description:

The mission of the Tax Administration (TAA) Program is to collect revenues for the State of New Mexico. Through fair and consistent application of New Mexico tax laws and by implementing effective collection and auditing activities, the Department fulfills its mission to the highest standards. The TAA program consists of the Audit and Compliance Division (ACD) and the Revenue Processing Division (RPD). These Divisions are responsible for returns processing, deposits, data integrity, auditing, collecting, and taxpayer assistance functions.

ACD is responsible for auditing, collecting, and providing taxpayer assistance to the citizens of New Mexico in five locations statewide. RPD is responsible for processing tax returns and MVD fees, depositing related revenue, and assisting taxpayers in their filing and payment of over 40 tax programs. RPD also services all TRD divisions with mail and document management.

Major Issues and

ACD collections increased from \$282.9 million in FY23 to \$305.8 million in FY24. ACD's annual output measure is the average return on investment for every dollar invested in ACD. The goal for FY25 increased from 11:1 to 13:1. With a \$26,265,400 budget, that means a target of collecting \$341,450,200.

The first outcome measure for ACD is collections as a percent of collectible outstanding balances from the end of the prior fiscal year. The FY24 Target was 20%, and the actual was 22.6%. The target will remain at 20% for FY25.

The second outcome measure for ACD is collections as a percent of collectible audit assessments generated in the prior year assessments. The FY24 Target was 60%, and the actual was 48.3%. The target will be 50% for FY25.

ACD's auditors assessed \$166.4 million in FY23 and \$188.7 million in FY24, above the goal of \$175 million.

ACD's accounts receivables balance has grown steadily in recent years, as audit assessments historically exceed collections. ACD implemented FAST Collection Services (FCS) in FY24. This is a new data-driven collections analytics project that will assist in reducing the receivables balance by allowing collections to outpace assessments.

In RPD, the Returns Processing Bureau is responsible for opening mail and depositing all funds received. In FY24, the team deposited 559,792 checks for a total of \$1.5 billion deposited. This team also reconciled all electronic revenue deposited for a total of \$16.4 billion. Total revenue deposited was \$17.9 billion. This team also opened and processed 709,058 mail items.

RPD's Postal Processing Center is the largest postal processor in any state agency. In calendar year 2023, bulk mail items produced 2,861,275 at a cost of \$1,379,518, saving the department approximately \$345,000 in postage. About a third of the items produced were MVD registrations at 968,759.

RPD created a new Special Programs and Special Projects Bureau combining two units under one Bureau Chief. The Bureau will be responsible for initiating the Letter of Intent project, which requires the department to ensure vendors wishing to provide tax software services for New Mexico to complete a process that ensures compliance with New Mexico requirements. The bureau will also take the lead on implementation of new tax year testing, legislative bill analysis for RPD, and assist with all projects that are completed by RPD. RPD will implement IRS direct file in FY25 and is looking into options to replace the current return processing and mail processing functions to increase efficiency and to improve customer service.

RPD's Unclaimed Property Unit implemented a new online application in September 2022 that dramatically increased claims. RPD received 6,822 claims in FY24 and returned \$16,018,580 to unclaimed property owners. This team actively participates in outreach events throughout

Overview of Request:

The request for personal services and employee benefits includes a general fund increase of 2.4% in the amount of \$881.8 thousand for the TAA program. The request will decrease ACD's forced vacancy rate from 26.4% to 24.7% and decrease RPD's forced vacancy rate from 22.0% to 19.6%

Contractual services include a total net increase of \$116k which includes a contract that will replace an advanced data analytical tool that will help ACD reduce their annual contractual expenses in future years by approximately \$300k.

The 400-category request reflects an increase of \$341.5k which includes escalation for software licenses and building leases.

Programmatic Changes:

No programmatic changes are requested for FY25.

Base Budget Justification:

ACD and RPD struggle to fill vacancies due to a combination of budgeted vacancy rates and classification issues. The request will reduce ACD's forced vacancy rate from 26.4% to 25.8% and reduce RPD's forced vacancy rate from 22.0% to 21.6%

ACD has 4 STRM positions that are funded by the Weight Distance Permit fund. In addition, in FY26, there were increases in contract expenses and expenses in the 400-category due to escalations of licenses and services for IT functions. FY26 expenses include escalation of these existing expenses.

Tax Administration
 BU PCode
 33300 P573

Department
 000000

State of New Mexico
 S-8 Financial Summary
 (Dollars in Thousands)

		2023-24	2023-24	2024-25	2025-26	----- FY 2026 Agency Request -----		
		Opbud	Actuals	Opbud	PCF Proj	Base	Expansion	Total
REVENUE								
111	General Fund Transfers	36,358.4	34,731.6	37,141.5	0.0	38,023.3	0.0	38,023.3
112	Other Transfers	0.0	1,626.8	0.0	0.0	0.0	0.0	0.0
120	Federal Revenues	1,606.2	887.0	1,860.9	0.0	2,149.1	0.0	2,149.1
130	Other Revenues	1,228.6	829.5	1,155.4	0.0	1,190.7	0.0	1,190.7
REVENUE, TRANSFERS		39,193.2	38,074.9	40,157.8	0.0	41,363.1	0.0	41,363.1
REVENUE		39,193.2	38,074.9	40,157.8	0.0	41,363.1	0.0	41,363.1
EXPENSE								
200	Personal Services and Employee Benefits	30,946.4	30,023.7	31,741.8	43,318.3	32,489.6	0.0	32,489.6
300	Contractual services	973.4	314.8	1,221.7	0.0	1,337.7	0.0	1,337.7
400	Other	7,273.4	6,623.3	7,194.3	0.0	7,535.8	0.0	7,535.8
EXPENDITURES		39,193.2	36,961.8	40,157.8	43,318.326	41,363.1	0.0	41,363.1
EXPENSE		39,193.2	36,961.8	40,157.8	43,318.326	41,363.1	0.0	41,363.1
FTE POSITIONS								
810	Permanent	444.66	471.00	445.49	472.00	445.49	0.00	445.49
820	Term	23.00	20.00	22.17	20.00	22.17	0.00	22.17
830	Temporary	5.78	3.00	5.78	3.00	5.78	0.00	5.78
FTEs		473.44	494.00	473.44	495.00	473.44	0.00	473.44
FTE POSITIONS		473.44	494.00	473.44	495.00	473.44	0.00	473.44

Tax Administration

BU **PCode** **Department**
 33300 P573 000000

State of New Mexico
S-9 Account Code Revenue/Expenditure Summary
 (Dollars in Thousands)

		2023-24	2023-24	2024-25	2025-26	----- FY 2026 Agency Request -----		
		Opbud	Actuals	Opbud	PCF Proj	Base	Expansion	Total
499105	General Fd. Appropriation	36,358.4	34,731.6	37,141.5	0.0	38,023.3	0.0	38,023.3
111	General Fund Transfers	36,358.4	34,731.6	37,141.5	0.0	38,023.3	0.0	38,023.3
499905	Other Financing Sources	0.0	1,626.8	0.0	0.0	0.0	0.0	0.0
112	Other Transfers	0.0	1,626.8	0.0	0.0	0.0	0.0	0.0
451903	Federal Direct - Operating	1,606.2	887.0	1,860.9	0.0	2,149.1	0.0	2,149.1
120	Federal Revenues	1,606.2	887.0	1,860.9	0.0	2,149.1	0.0	2,149.1
405801	Unclaimed Property (GRT)	421.9	421.9	421.9	0.0	421.9	0.0	421.9
406101	Alcoholic Beverages	75.5	63.8	75.5	0.0	75.5	0.0	75.5
411702	Weight-Distance Admin Fee	330.0	0.0	337.5	0.0	372.8	0.0	372.8
442209	Rent of Land/Buildings Interag	0.0	7.1	0.0	0.0	0.0	0.0	0.0
496302	Workers' Comp. Assessment	401.2	336.7	320.5	0.0	320.5	0.0	320.5
130	Other Revenues	1,228.6	829.5	1,155.4	0.0	1,190.7	0.0	1,190.7
TOTAL REVENUE		39,193.2	38,074.9	40,157.8	0.0	41,363.1	0.0	41,363.1
520100	Exempt Perm Positions P/T&F/T	242.5	255.7	246.0	265.7	265.4	0.0	265.4
520200	Term Positions	965.3	1,187.1	1,517.7	1,541.9	1,766.9	0.0	1,766.9
520300	Classified Perm Positions F/T	21,136.3	19,356.2	21,247.4	29,114.7	21,546.9	0.0	21,546.9
520400	Classified Perm Positions P/T	136.0	134.7	133.9	137.8	134.0	0.0	134.0
520500	Temporary Positions F/T & P/T	110.8	105.0	94.2	137.6	94.1	0.0	94.1
520600	Paid Unused Sick Leave	6.8	11.1	7.2	0.0	7.3	0.0	7.3
520700	Overtime & Other Premium Pay	36.6	141.1	46.6	0.0	46.6	0.0	46.6
520800	Annl & Comp Paid At Separation	61.3	89.8	63.7	0.0	61.2	0.0	61.2
520900	Differential Pay	2.4	0.1	2.4	0.0	2.4	0.0	2.4
521100	Group Insurance Premium	2,827.5	2,548.7	2,726.2	3,546.1	2,815.0	0.0	2,815.0
521200	Retirement Contributions	3,443.3	4,009.0	3,680.6	6,002.3	3,720.0	0.0	3,720.0
521300	F I C A	1,422.8	1,528.3	1,427.3	1,912.6	1,407.6	0.0	1,407.6
521400	Workers' Comp Assessment Fee	4.3	3.2	4.4	0.0	5.6	0.0	5.6
521410	GSD Work Comp Insur Premium	58.9	58.8	39.8	0.0	84.8	0.0	84.8
521500	Unemployment Comp Premium	36.1	36.0	15.3	0.0	5.4	0.0	5.4
521600	Employee Liability Ins Premium	85.1	142.1	86.8	0.0	131.7	0.0	131.7
521700	RHC Act Contributions	370.4	416.9	402.3	659.7	394.7	0.0	394.7

523200	COVID Related Time Worked	0.0	0.0	0.0	0.0	0.0	0.0	0.0
200	Personal Services and Employee Benefits	30,946.4	30,023.7	31,741.8	43,318.3	32,489.6	0.0	32,489.6
535200	Professional Services	262.8	429.7	794.9	0.0	930.0	0.0	930.0
535300	Other Services	512.7	17.5	30.3	0.0	81.3	0.0	81.3
535400	Audit Services	8.2	8.2	17.5	0.0	16.6	0.0	16.6
535500	Attorney Services	1.8	0.0	1.8	0.0	1.8	0.0	1.8
535600	IT Services	187.9	(140.6)	377.2	0.0	308.0	0.0	308.0
300	Contractual services	973.4	314.8	1,221.7	0.0	1,337.7	0.0	1,337.7
542100	Employee I/S Mileage & Fares	2.0	2.4	3.0	0.0	3.1	0.0	3.1
542200	Employee I/S Meals & Lodging	2.8	1.9	14.3	0.0	14.3	0.0	14.3
542500	Transp - Fuel & Oil	6.0	4.3	9.5	0.0	9.7	0.0	9.7
542600	Transp - Parts & Supplies	1.5	0.0	4.1	0.0	4.3	0.0	4.3
542700	Transp - Transp Insurance	0.3	0.2	0.3	0.0	0.3	0.0	0.3
542800	State Transp Pool Charges	49.1	39.7	64.1	0.0	64.1	0.0	64.1
543200	Maint - Furn, Fixt, Equipment	252.8	66.7	160.0	0.0	160.1	0.0	160.1
543300	Maint - Buildings & Structures	0.0	0.2	0.0	0.0	0.0	0.0	0.0
543500	Maint - Supplies	0.0	0.6	0.0	0.0	0.0	0.0	0.0
543820	Maintenance IT	0.0	0.0	303.1	0.0	0.0	0.0	0.0
543830	IT HW/SW Agreements	844.0	973.2	569.6	0.0	983.6	0.0	983.6
544000	Supply Inventory IT	35.0	206.0	36.4	0.0	140.0	0.0	140.0
544100	Supplies-Office Supplies	13.3	30.3	14.8	0.0	17.8	0.0	17.8
544200	Supplies-Medical,Lab,Personal	0.0	6.7	0.0	0.0	0.0	0.0	0.0
544900	Supplies-Inventory Exempt	4.0	108.4	12.0	0.0	12.0	0.0	12.0
545600	Reporting & Recording	4.4	12.8	8.3	0.0	8.3	0.0	8.3
545700	ISD Services	227.0	184.9	217.9	0.0	269.4	0.0	269.4
545710	DOIT HCM Assessment Fees	155.3	153.4	172.8	0.0	169.3	0.0	169.3
545900	Printing & Photo Services	117.7	42.3	120.6	0.0	121.1	0.0	121.1
546100	Postage & Mail Services	2,079.0	1,701.3	2,087.9	0.0	2,056.7	0.0	2,056.7
546400	Rent Of Land & Buildings	1,844.5	(261.4)	1,815.1	0.0	1,973.6	0.0	1,973.6
546409	Rent Expense - Interagency	0.0	1.0	0.0	0.0	0.0	0.0	0.0
546500	Rent Of Equipment	225.8	90.9	216.5	0.0	230.0	0.0	230.0
546600	Communications	25.2	47.8	51.7	0.0	51.4	0.0	51.4
546610	DOIT Telecommunications	907.6	365.3	767.8	0.0	708.1	0.0	708.1
546700	Subscriptions/Dues/License Fee	214.3	397.2	260.8	0.0	260.0	0.0	260.0
546800	Employee Training & Education	31.3	53.5	80.7	0.0	80.6	0.0	80.6
546900	Advertising	81.5	2.1	83.3	0.0	83.3	0.0	83.3

547000	Legal Settlements	0.0	75.2	0.0	0.0	0.0	0.0	0.0
547730	Lease Principal Payment	0.0	2,106.2	0.0	0.0	0.0	0.0	0.0
547900	Miscellaneous Expense	1.6	20.8	1.7	0.0	1.7	0.0	1.7
547999	Request to Pay Prior Year	0.0	6.5	0.0	0.0	0.0	0.0	0.0
548300	Information Tech Equipment	0.0	7.6	0.0	0.0	0.0	0.0	0.0
548882	Lease Interest	0.0	124.8	0.0	0.0	0.0	0.0	0.0
549600	Employee O/S Mileage & Fares	69.0	22.4	59.0	0.0	55.0	0.0	55.0
549700	Employee O/S Meals & Lodging	78.4	28.0	59.0	0.0	58.0	0.0	58.0
400	Other	7,273.4	6,623.3	7,194.3	0.0	7,535.8	0.0	7,535.8
TOTAL EXPENSE		39,193.2	36,961.8	40,157.8	43,318.3	41,363.1	0.0	41,363.1
810	Permanent	444.66	471.00	445.49	472.00	445.49	0.00	445.49
810	Permanent	444.66	471.00	445.49	472.00	445.49	0.00	445.49
820	Term	23.00	20.00	22.17	20.00	22.17	0.00	22.17
820	Term	23.00	20.00	22.17	20.00	22.17	0.00	22.17
830	Temporary	5.78	3.00	5.78	3.00	5.78	0.00	5.78
830	Temporary	5.78	3.00	5.78	3.00	5.78	0.00	5.78
TOTAL FTE POSITIONS		473.44	494.00	473.44	495.00	473.44	0.00	473.44

REV EXP COMPARISON

(Dollars in Thousands)

33300 - Taxation and Revenue Department

P573 - Tax Administration

	General Fund	Other Funds	Other Transfers	Federal Funds	Total
SOURCES Totals:	38,023.3	1,190.7	0.0	2,149.1	41,363.1
Personal Services and Employee Benefits	29,876.8	674.1	0.0	1,938.7	32489.6
Contractual services	1,168.8	160.5	0.0	8.4	1337.7
Other	6,977.7	356.1	0.0	202.0	7535.8
USES Total:	38,023.3	1,190.7	0.0	2,149.1	41,363.1
Net:	0.0	0.0	0.0	0.0	0.0

Tax Administration
 BU PCode Department
 33300 P573 000000

State of New Mexico
 E4/E5 Summary
 (Dollars in Thousands)

		2023-24	2024-25	FY 2026 Agency Request				Total
		Actuals	Opbud	GF	OSF	ISF/IAT	FF	
520100	Exempt Perm Positions P/T&F/T	255.7	246.0	265.4	0.0	0.0	0.0	265.4
520200	Term Positions	1,187.1	1,517.7	0.0	372.8	0.0	1,394.1	1,766.9
520300	Classified Perm Positions F/T	19,356.2	21,247.4	21,250.8	296.1	0.0	0.0	21,546.9
520400	Classified Perm Positions P/T	134.7	133.9	134.0	0.0	0.0	0.0	134.0
520500	Temporary Positions F/T & P/T	105.0	94.2	94.1	0.0	0.0	0.0	94.1
520600	Paid Unused Sick Leave	11.1	7.2	7.3	0.0	0.0	0.0	7.3
520700	Overtime & Other Premium Pay	141.1	46.6	46.6	0.0	0.0	0.0	46.6
520800	Annl & Comp Paid At Separation	89.8	63.7	61.2	0.0	0.0	0.0	61.2
520900	Differential Pay	0.1	2.4	2.4	0.0	0.0	0.0	2.4
521100	Group Insurance Premium	2,548.7	2,726.2	2,660.4	5.2	0.0	149.4	2,815.0
521200	Retirement Contributions	4,009.0	3,680.6	3,460.8	0.0	0.0	259.2	3,720.0
521300	F I C A	1,528.3	1,427.3	1,300.9	0.0	0.0	106.7	1,407.6
521400	Workers' Comp Assessment Fee	3.2	4.4	4.2	0.0	0.0	1.4	5.6
521410	GSD Work Comp Insur Premium	58.8	39.8	81.5	0.0	0.0	3.3	84.8
521500	Unemployment Comp Premium	36.0	15.3	5.2	0.0	0.0	0.2	5.4
521600	Employee Liability Ins Premium	142.1	86.8	126.6	0.0	0.0	5.1	131.7
521700	RHC Act Contributions	416.9	402.3	375.4	0.0	0.0	19.3	394.7
523200	COVID Related Time Worked	0.0	0.0	0.0	0.0	0.0	0.0	0.0
200	Personal Services and Employee Benefits	30,023.7	31,741.8	29,876.8	674.1	0.0	1,938.7	32,489.6
535200	Professional Services	429.7	794.9	930.0	0.0	0.0	0.0	930.0
535300	Other Services	17.5	30.3	81.3	0.0	0.0	0.0	81.3
535400	Audit Services	8.2	17.5	8.2	0.0	0.0	8.4	16.6
535500	Attorney Services	0.0	1.8	1.8	0.0	0.0	0.0	1.8
535600	IT Services	(140.6)	377.2	147.5	160.5	0.0	0.0	308.0
300	Contractual services	314.8	1,221.7	1,168.8	160.5	0.0	8.4	1,337.7
542100	Employee I/S Mileage & Fares	2.4	3.0	3.0	0.0	0.0	0.1	3.1
542200	Employee I/S Meals & Lodging	1.9	14.3	11.1	0.0	0.0	3.2	14.3
542500	Transp - Fuel & Oil	4.3	9.5	7.8	0.0	0.0	1.9	9.7
542600	Transp - Parts & Supplies	0.0	4.1	2.1	0.0	0.0	2.2	4.3
542700	Transp - Transp Insurance	0.2	0.3	0.3	0.0	0.0	0.0	0.3
542800	State Transp Pool Charges	39.7	64.1	58.5	0.0	0.0	5.6	64.1
543200	Maint - Furn, Fixt, Equipment	66.7	160.0	95.4	64.5	0.0	0.2	160.1
543300	Maint - Buildings & Structures	0.2	0.0	0.0	0.0	0.0	0.0	0.0
543500	Maint - Supplies	0.6	0.0	0.0	0.0	0.0	0.0	0.0
543820	Maintenance IT	0.0	303.1	0.0	0.0	0.0	0.0	0.0

543830	IT HW/SW Agreements	973.2	569.6	983.6	0.0	0.0	0.0	983.6
544000	Supply Inventory IT	206.0	36.4	103.0	14.6	0.0	22.4	140.0
544100	Supplies-Office Supplies	30.3	14.8	10.5	6.0	0.0	1.3	17.8
544200	Supplies-Medical, Lab, Personal	6.7	0.0	0.0	0.0	0.0	0.0	0.0
544900	Supplies-Inventory Exempt	108.4	12.0	12.0	0.0	0.0	0.0	12.0
545600	Reporting & Recording	12.8	8.3	8.3	0.0	0.0	0.0	8.3
545700	ISD Services	184.9	217.9	259.1	0.0	0.0	10.3	269.4
545710	DOIT HCM Assessment Fees	153.4	172.8	162.8	0.0	0.0	6.5	169.3
545900	Printing & Photo Services	42.3	120.6	93.3	27.3	0.0	0.5	121.1
546100	Postage & Mail Services	1,701.3	2,087.9	1,939.9	116.8	0.0	0.0	2,056.7
546400	Rent Of Land & Buildings	(261.4)	1,815.1	1,922.6	2.0	0.0	49.0	1,973.6
546409	Rent Expense - Interagency	1.0	0.0	0.0	0.0	0.0	0.0	0.0
546500	Rent Of Equipment	90.9	216.5	207.6	20.4	0.0	2.0	230.0
546600	Communications	47.8	51.7	51.4	0.0	0.0	0.0	51.4
546610	DOIT Telecommunications	365.3	767.8	661.7	19.2	0.0	27.2	708.1
546700	Subscriptions/Dues/License Fee	397.2	260.8	255.5	4.5	0.0	0.0	260.0
546800	Employee Training & Education	53.5	80.7	66.0	0.0	0.0	14.6	80.6
546900	Advertising	2.1	83.3	2.5	80.8	0.0	0.0	83.3
547000	Legal Settlements	75.2	0.0	0.0	0.0	0.0	0.0	0.0
547730	Lease Principal Payment	2,106.2	0.0	0.0	0.0	0.0	0.0	0.0
547900	Miscellaneous Expense	20.8	1.7	1.6	0.0	0.0	0.1	1.7
547999	Request to Pay Prior Year	6.5	0.0	0.0	0.0	0.0	0.0	0.0
548300	Information Tech Equipment	7.6	0.0	0.0	0.0	0.0	0.0	0.0
548882	Lease Interest	124.8	0.0	0.0	0.0	0.0	0.0	0.0
549600	Employee O/S Mileage & Fares	22.4	59.0	30.1	0.0	0.0	24.9	55.0
549700	Employee O/S Meals & Lodging	28.0	59.0	28.0	0.0	0.0	30.0	58.0
400	Other	6,623.3	7,194.3	6,977.7	356.1	0.0	202.0	7,535.8
TOTAL EXPENSE		36,961.8	40,157.8	38,023.3	1,190.7	0.0	2,149.1	41,363.1

P573

Audit and Compliance Division

Tax Administration

State of New Mexico
S-8 Financial Summary
 (Dollars in Thousands)

BU PCode Department
 33300 P573 3000000000-33300

		2023-24	2023-24	2024-25	2025-26	----- FY 2026 Agency Request -----		
		Opbud	Actuals	Opbud	PCF Proj	Base	Expansion	Total
		0.0	0.0	0.0	0.0	0.0	0.0	0.0
EXPENSE								
200	Personal Services and Employee Benefits	21,350.3	20,806.7	21,514.7	29,875.3	21,681.5	0.0	21,681.5
300	Contractual services	805.2	447.9	950.1	0.0	1,136.2	0.0	1,136.2
400	Other	3,769.5	3,959.7	3,800.6	0.0	4,061.2	0.0	4,061.2
EXPENDITURES		25,925.0	25,214.2	26,265.4	29,875.337	26,878.9	0.0	26,878.9
EXPENSE		25,925.0	25,214.2	26,265.4	29,875.337	26,878.9	0.0	26,878.9
FTE POSITIONS								
810	Permanent	317.66	318.00	0.00	319.00	318.49	0.00	318.49
820	Term	0.00	0.83	0.00	0.83	0.00	0.00	0.00
830	Temporary	0.00	3.00	0.00	3.00	0.00	0.00	0.00
FTEs		317.66	321.83	0.00	322.83	318.49	0.00	318.49
FTE POSITIONS		317.66	321.83	0.00	322.83	318.49	0.00	318.49

Tax Administration

BU PCode Department
 33300 P573 3000000000-33300

State of New Mexico
 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
520100	Exempt Perm Positions P/T&F/T	122.5	132.4	122.5	137.5	134.4	0.0	134.4
520200	Term Positions	0.0	42.8	0.0	62.5	0.0	0.0	0.0
520300	Classified Perm Positions F/T	15,260.8	14,224.5	15,490.8	21,119.8	15,643.3	0.0	15,643.3
520400	Classified Perm Positions P/T	136.0	134.7	133.9	137.8	134.0	0.0	134.0
520500	Temporary Positions F/T & P/T	0.0	19.6	0.0	137.6	0.0	0.0	0.0
520600	Paid Unused Sick Leave	6.0	9.6	6.0	0.0	6.0	0.0	6.0
520700	Overtime & Other Premium Pay	15.2	62.1	16.6	0.0	16.6	0.0	16.6
520800	Annl & Comp Paid At Separation	53.0	66.8	53.0	0.0	50.5	0.0	50.5
520900	Differential Pay	2.4	0.0	2.4	0.0	2.4	0.0	2.4
521100	Group Insurance Premium	2,021.8	1,780.3	1,904.3	2,356.9	1,904.0	0.0	1,904.0
521200	Retirement Contributions	2,396.1	2,801.6	2,476.6	4,143.6	2,472.7	0.0	2,472.7
521300	F I C A	963.5	1,057.7	941.2	1,323.6	902.9	0.0	902.9
521400	Workers' Comp Assessment Fee	2.9	2.2	3.0	0.0	3.0	0.0	3.0
521410	GSD Work Comp Insur Premium	40.3	40.3	27.1	0.0	57.7	0.0	57.7
521500	Unemployment Comp Premium	24.7	24.7	10.4	0.0	3.7	0.0	3.7
521600	Employee Liability Ins Premium	56.8	116.0	59.2	0.0	89.7	0.0	89.7
521700	RHC Act Contributions	248.3	291.4	267.7	456.1	260.6	0.0	260.6
523200	COVID Related Time Worked	0.0	0.0	0.0	0.0	0.0	0.0	0.0
200	Personal Services and Employee Benefits	21,350.3	20,806.7	21,514.7	29,875.3	21,681.5	0.0	21,681.5
535200	Professional Services	261.8	429.7	794.9	0.0	930.0	0.0	930.0
535300	Other Services	485.1	12.7	18.0	0.0	69.0	0.0	69.0
535400	Audit Services	0.0	0.0	8.2	0.0	8.2	0.0	8.2
535600	IT Services	58.3	5.4	129.0	0.0	129.0	0.0	129.0
300	Contractual services	805.2	447.9	950.1	0.0	1,136.2	0.0	1,136.2
542100	Employee I/S Mileage & Fares	1.0	0.8	0.5	0.0	0.5	0.0	0.5
542200	Employee I/S Meals & Lodging	1.8	1.6	2.0	0.0	2.0	0.0	2.0
542500	Transp - Fuel & Oil	2.5	2.3	4.0	0.0	4.0	0.0	4.0
542600	Transp - Parts & Supplies	1.0	0.0	1.0	0.0	1.0	0.0	1.0
542700	Transp - Transp Insurance	0.2	0.2	0.2	0.0	0.2	0.0	0.2
542800	State Transp Pool Charges	41.0	31.5	45.0	0.0	45.2	0.0	45.2

543200	Maint - Furn, Fixt, Equipment	0.2	2.1	0.0	0.0	0.0	0.0	0.0
543300	Maint - Buildings & Structures	0.0	0.2	0.0	0.0	0.0	0.0	0.0
543500	Maint - Supplies	0.0	0.6	0.0	0.0	0.0	0.0	0.0
543820	Maintenance IT	0.0	0.0	149.6	0.0	0.0	0.0	0.0
543830	IT HW/SW Agreements	684.4	763.7	543.1	0.0	702.9	0.0	702.9
544000	Supply Inventory IT	14.7	155.2	10.0	0.0	100.0	0.0	100.0
544100	Supplies-Office Supplies	6.0	13.6	7.0	0.0	10.0	0.0	10.0
544200	Supplies-Medical, Lab, Personal	0.0	6.7	0.0	0.0	0.0	0.0	0.0
544900	Supplies-Inventory Exempt	2.0	93.0	12.0	0.0	12.0	0.0	12.0
545600	Reporting & Recording	2.5	8.9	5.0	0.0	5.0	0.0	5.0
545700	ISD Services	155.1	130.7	148.5	0.0	183.5	0.0	183.5
545710	DOIT HCM Assessment Fees	106.1	105.8	117.8	0.0	115.3	0.0	115.3
545900	Printing & Photo Services	8.9	6.5	14.0	0.0	14.0	0.0	14.0
546100	Postage & Mail Services	50.0	86.5	47.0	0.0	47.0	0.0	47.0
546400	Rent Of Land & Buildings	1,789.8	(313.2)	1,764.1	0.0	1,922.6	0.0	1,922.6
546409	Rent Expense - Interagency	0.0	0.5	0.0	0.0	0.0	0.0	0.0
546500	Rent Of Equipment	61.8	2.5	45.4	0.0	45.4	0.0	45.4
546600	Communications	24.5	41.7	51.0	0.0	50.7	0.0	50.7
546610	DOIT Telecommunications	573.9	262.3	523.3	0.0	482.3	0.0	482.3
546700	Subscriptions/Dues/License Fee	198.9	384.8	248.5	0.0	251.0	0.0	251.0
546800	Employee Training & Education	12.5	25.9	34.1	0.0	36.0	0.0	36.0
546900	Advertising	0.7	0.8	2.5	0.0	2.5	0.0	2.5
547000	Legal Settlements	0.0	37.7	0.0	0.0	0.0	0.0	0.0
547730	Lease Principal Payment	0.0	1,940.8	0.0	0.0	0.0	0.0	0.0
547900	Miscellaneous Expense	0.0	20.8	0.0	0.0	0.0	0.0	0.0
547999	Request to Pay Prior Year	0.0	5.7	0.0	0.0	0.0	0.0	0.0
548882	Lease Interest	0.0	119.6	0.0	0.0	0.0	0.0	0.0
549600	Employee O/S Mileage & Fares	15.0	9.3	15.0	0.0	15.1	0.0	15.1
549700	Employee O/S Meals & Lodging	15.0	10.7	10.0	0.0	13.0	0.0	13.0
400	Other	3,769.5	3,959.7	3,800.6	0.0	4,061.2	0.0	4,061.2
TOTAL EXPENSE		25,925.0	25,214.2	26,265.4	29,875.3	26,878.9	0.0	26,878.9
810	Permanent	317.66	318.00	0.00	319.00	318.49	0.00	318.49
810	Permanent	317.66	318.00	0.00	319.00	318.49	0.00	318.49
820	Term	0.00	0.83	0.00	0.83	0.00	0.00	0.00
820	Term	0.00	0.83	0.00	0.83	0.00	0.00	0.00
830	Temporary	0.00	3.00	0.00	3.00	0.00	0.00	0.00

830	Temporary	0.00	3.00	0.00	3.00	0.00	0.00	0.00
TOTAL FTE POSITIONS		317.66	321.83	0.00	322.83	318.49	0.00	318.49

Tax Administration

BU PCode Department
 33300 P573 3026000000-33300

State of New Mexico
S-8 Financial Summary
 (Dollars in Thousands)

		2023-24	2023-24	2024-25	2025-26	----- FY 2026 Agency Request -----		
		Opbud	Actuals	Opbud	PCF Proj	Base	Expansion	Total
		0.0	0.0	0.0	0.0	0.0	0.0	0.0
EXPENSE								
200	Personal Services and Employee Benefits	300.0	338.1	337.5	639.0	372.8	0.0	372.8
400	Other	30.0	0.0	0.0	0.0	0.0	0.0	0.0
EXPENDITURES		330.0	338.1	337.5	638.997	372.8	0.0	372.8
EXPENSE		330.0	338.1	337.5	638.997	372.8	0.0	372.8
FTE POSITIONS								
810	Permanent	0.00	3.00	0.00	3.00	0.00	0.00	0.00
820	Term	4.00	4.00	0.00	4.00	4.00	0.00	4.00
FTEs		4.00	7.00	0.00	7.00	4.00	0.00	4.00
FTE POSITIONS		4.00	7.00	0.00	7.00	4.00	0.00	4.00

Tax Administration

BU PCode Department
 33300 P573 3026000000-33300

State of New Mexico
 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
520200	Term Positions	0.0	239.1	337.5	265.3	372.8	0.0	372.8
520300	Classified Perm Positions F/T	300.0	0.0	0.0	190.0	0.0	0.0	0.0
521100	Group Insurance Premium	0.0	31.1	0.0	47.5	0.0	0.0	0.0
521200	Retirement Contributions	0.0	46.0	0.0	97.1	0.0	0.0	0.0
521300	F I C A	0.0	17.0	0.0	28.0	0.0	0.0	0.0
521400	Workers' Comp Assessment Fee	0.0	0.0	0.0	0.0	0.0	0.0	0.0
521700	RHC Act Contributions	0.0	4.8	0.0	11.0	0.0	0.0	0.0
200	Personal Services and Employee Benefits	300.0	338.1	337.5	639.0	372.8	0.0	372.8
549600	Employee O/S Mileage & Fares	15.0	0.0	0.0	0.0	0.0	0.0	0.0
549700	Employee O/S Meals & Lodging	15.0	0.0	0.0	0.0	0.0	0.0	0.0
400	Other	30.0	0.0	0.0	0.0	0.0	0.0	0.0
TOTAL EXPENSE		330.0	338.1	337.5	639.0	372.8	0.0	372.8
810	Permanent	0.00	3.00	0.00	3.00	0.00	0.00	0.00
810	Permanent	0.00	3.00	0.00	3.00	0.00	0.00	0.00
820	Term	4.00	4.00	0.00	4.00	4.00	0.00	4.00
820	Term	4.00	4.00	0.00	4.00	4.00	0.00	4.00
TOTAL FTE POSITIONS		4.00	7.00	0.00	7.00	4.00	0.00	4.00

Tax Administration

State of New Mexico
S-8 Financial Summary
 (Dollars in Thousands)

BU PCode Department
 33300 P573 3099100000-33300

		2023-24	2023-24	2024-25	2025-26	----- FY 2026 Agency Request -----		
		Opbud	Actuals	Opbud	PCF Proj	Base	Expansion	Total
		0.0	0.0	0.0	0.0	0.0	0.0	0.0
EXPENSE								
200	Personal Services and Employee Benefits	1,296.7	1,392.7	1,650.5	1,656.4	1,938.7	0.0	1,938.7
300	Contractual services	28.2	8.2	9.3	0.0	8.4	0.0	8.4
400	Other	281.3	89.3	201.1	0.0	202.0	0.0	202.0
EXPENDITURES		1,606.2	1,490.2	1,860.9	1,656.408	2,149.1	0.0	2,149.1
EXPENSE		1,606.2	1,490.2	1,860.9	1,656.408	2,149.1	0.0	2,149.1
FTE POSITIONS								
820	Term	19.00	15.17	0.00	15.17	18.17	0.00	18.17
FTEs		19.00	15.17	0.00	15.17	18.17	0.00	18.17
FTE POSITIONS		19.00	15.17	0.00	15.17	18.17	0.00	18.17

Tax Administration

BU PCode Department
 33300 P573 3099100000-33300

State of New Mexico
 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
520200	Term Positions	965.3	905.2	1,180.2	1,214.1	1,394.1	0.0	1,394.1
520300	Classified Perm Positions F/T	0.0	114.8	0.0	0.0	0.0	0.0	0.0
520700	Overtime & Other Premium Pay	1.4	0.0	0.0	0.0	0.0	0.0	0.0
520800	Annl & Comp Paid At Separation	0.0	13.0	0.0	0.0	0.0	0.0	0.0
521100	Group Insurance Premium	116.9	94.0	133.1	111.7	149.4	0.0	149.4
521200	Retirement Contributions	108.9	174.1	221.0	231.8	259.2	0.0	259.2
521300	F I C A	76.3	66.1	90.2	74.7	106.7	0.0	106.7
521400	Workers' Comp Assessment Fee	0.2	0.1	0.2	0.0	1.4	0.0	1.4
521410	GSD Work Comp Insur Premium	2.1	2.4	1.5	0.0	3.3	0.0	3.3
521500	Unemployment Comp Premium	1.3	1.5	0.6	0.0	0.2	0.0	0.2
521600	Employee Liability Ins Premium	3.0	3.4	3.3	0.0	5.1	0.0	5.1
521700	RHC Act Contributions	21.3	18.1	20.4	24.1	19.3	0.0	19.3
200	Personal Services and Employee Benefits	1,296.7	1,392.7	1,650.5	1,656.4	1,938.7	0.0	1,938.7
535300	Other Services	20.0	0.0	0.0	0.0	0.0	0.0	0.0
535400	Audit Services	8.2	8.2	9.3	0.0	8.4	0.0	8.4
300	Contractual services	28.2	8.2	9.3	0.0	8.4	0.0	8.4
542100	Employee I/S Mileage & Fares	1.0	0.2	0.0	0.0	0.1	0.0	0.1
542200	Employee I/S Meals & Lodging	0.0	0.0	3.2	0.0	3.2	0.0	3.2
542500	Transp - Fuel & Oil	0.0	0.0	1.9	0.0	1.9	0.0	1.9
542600	Transp - Parts & Supplies	0.0	0.0	2.1	0.0	2.2	0.0	2.2
542700	Transp - Transp Insurance	0.0	0.0	0.0	0.0	0.0	0.0	0.0
542800	State Transp Pool Charges	0.0	0.0	5.8	0.0	5.6	0.0	5.6
543200	Maint - Furn, Fixt, Equipment	0.0	0.0	0.2	0.0	0.2	0.0	0.2
543830	IT HW/SW Agreements	2.0	0.0	0.0	0.0	0.0	0.0	0.0
544000	Supply Inventory IT	5.0	1.9	11.9	0.0	22.4	0.0	22.4
544100	Supplies-Office Supplies	1.0	0.0	1.3	0.0	1.3	0.0	1.3
544900	Supplies-Inventory Exempt	2.0	0.0	0.0	0.0	0.0	0.0	0.0
545600	Reporting & Recording	0.5	0.0	0.0	0.0	0.0	0.0	0.0
545700	ISD Services	8.2	4.4	8.3	0.0	10.3	0.0	10.3
545710	DOIT HCM Assessment Fees	5.6	6.0	6.5	0.0	6.5	0.0	6.5

545900	Printing & Photo Services	0.5	0.0	0.0	0.0	0.5	0.0	0.5
546400	Rent Of Land & Buildings	52.7	51.8	49.0	0.0	49.0	0.0	49.0
546500	Rent Of Equipment	2.0	2.1	2.0	0.0	2.0	0.0	2.0
546610	DOIT Telecommunications	110.0	9.4	29.2	0.0	27.2	0.0	27.2
546700	Subscriptions/Dues/License Fee	3.1	0.0	0.0	0.0	0.0	0.0	0.0
546800	Employee Training & Education	16.7	5.1	16.6	0.0	14.6	0.0	14.6
547900	Miscellaneous Expense	0.0	0.0	0.1	0.0	0.1	0.0	0.1
549600	Employee O/S Mileage & Fares	29.0	3.3	29.0	0.0	24.9	0.0	24.9
549700	Employee O/S Meals & Lodging	42.0	5.3	34.0	0.0	30.0	0.0	30.0
400	Other	281.3	89.3	201.1	0.0	202.0	0.0	202.0
TOTAL EXPENSE		1,606.2	1,490.2	1,860.9	1,656.4	2,149.1	0.0	2,149.1
820	Term	19.00	15.17	0.00	15.17	18.17	0.00	18.17
820	Term	19.00	15.17	0.00	15.17	18.17	0.00	18.17
TOTAL FTE POSITIONS		19.00	15.17	0.00	15.17	18.17	0.00	18.17

Tax Administration
 BU PCode Department
 33300 P573 3000000000-33300

State of New Mexico
 E4 DeptID Detail
 (Dollars in Thousands)

Fund	Account	Description	FY 2026 Agency Request							Total	Justification	
			2023-24 Actuals	2024-25 Opbud	2025-26 PCF Proj	GF	OSF	ISF/IAT	FF			
00000	520300	Classified Perm Positions F/T	0.0	0.0	1112.874	0.0	0.0	0.0	0.0	0.0	0.0	
00000	521100	Group Insurance Premium	0.0	0.0	113.877	0.0	0.0	0.0	0.0	0.0	0.0	
00000	521200	Retirement Contributions	0.0	0.0	232.367	0.0	0.0	0.0	0.0	0.0	0.0	
00000	521300	F I C A	0.0	0.0	68.214	0.0	0.0	0.0	0.0	0.0	0.0	
00000	521700	RHC Act Contributions	0.0	0.0	29.655	0.0	0.0	0.0	0.0	0.0	0.0	
17200	520100	Exempt Perm Positions P/T&F/T	132.4	122.5	137.527	134.4	0.0	0.0	0.0	0.0	134.4	
17200	520200	Term Positions	42.8	0.0	62.516	0.0	0.0	0.0	0.0	0.0	0.0	
17200	520300	Classified Perm Positions F/T	14,224.5	15,490.8	20006.897	15,585.2	58.1	0.0	0.0	0.0	15,643.3	
17200	520400	Classified Perm Positions P/T	134.7	133.9	137.782	134.0	0.0	0.0	0.0	0.0	134.0	
17200	520500	Temporary Positions F/T & P/T	19.6	0.0	137.584	0.0	0.0	0.0	0.0	0.0	0.0	
17200	520600	Paid Unused Sick Leave	9.6	6.0	0	6.0	0.0	0.0	0.0	0.0	6.0	
17200	520700	Overtime & Other Premium Pay	62.1	16.6	0	16.6	0.0	0.0	0.0	0.0	16.6	
17200	520800	Annl & Comp Paid At Separation	66.8	53.0	0	50.5	0.0	0.0	0.0	0.0	50.5	
17200	520900	Differential Pay	0.0	2.4	0	2.4	0.0	0.0	0.0	0.0	2.4	
17200	521100	Group Insurance Premium	1,780.3	1,904.3	2243.029	1,904.0	0.0	0.0	0.0	0.0	1,904.0	
17200	521200	Retirement Contributions	2,801.6	2,476.6	3911.211	2,472.7	0.0	0.0	0.0	0.0	2,472.7	
17200	521300	F I C A	1,057.7	941.2	1255.4	902.9	0.0	0.0	0.0	0.0	902.9	
17200	521400	Workers' Comp Assessment Fee	2.2	3.0	0	3.0	0.0	0.0	0.0	0.0	3.0	
17200	521410	GSD Work Comp Insur Premium	40.3	27.1	0	57.7	0.0	0.0	0.0	0.0	57.7	
17200	521500	Unemployment Comp Premium	24.7	10.4	0	3.7	0.0	0.0	0.0	0.0	3.7	
17200	521600	Employee Liability Ins Premium	116.0	59.2	0	89.7	0.0	0.0	0.0	0.0	89.7	
17200	521700	RHC Act Contributions	291.4	267.7	426.404	260.6	0.0	0.0	0.0	0.0	260.6	
17200	523200	COVID Related Time Worked	0.0	0.0	0	0.0	0.0	0.0	0.0	0.0	0.0	
	200	Personal Services and Employee Benefits	20,806.7	21,514.7	29875.337	21,623.4	58.1	0.0	0.0	0.0	21,681.5	
17200	542100	Employee I/S Mileage & Fares	0.8	0.5	0	0.5	0.0	0.0	0.0	0.0	0.5	
17200	542200	Employee I/S Meals & Lodging	1.6	2.0	0	2.0	0.0	0.0	0.0	0.0	2.0	
17200	542500	Transp - Fuel & Oil	2.3	4.0	0	4.0	0.0	0.0	0.0	0.0	4.0	
17200	542600	Transp - Parts & Supplies	0.0	1.0	0	1.0	0.0	0.0	0.0	0.0	1.0	
17200	542700	Transp - Transp Insurance	0.2	0.2	0	0.2	0.0	0.0	0.0	0.0	0.2	
17200	542800	State Transp Pool Charges	31.5	45.0	0	45.2	0.0	0.0	0.0	0.0	45.2	Plan to exchange 1 old vehicles for 1 newer vehicles
17200	543200	Maint - Furn, Fixt, Equipment	2.1	0.0	0	0.0	0.0	0.0	0.0	0.0	0.0	
17200	543300	Maint - Buildings & Structures	0.2	0.0	0	0.0	0.0	0.0	0.0	0.0	0.0	
17200	543500	Maint - Supplies	0.6	0.0	0	0.0	0.0	0.0	0.0	0.0	0.0	
17200	543820	Maintenance IT	0.0	149.6	0	0.0	0.0	0.0	0.0	0.0	0.0	
17200	543830	IT HW/SW Agreements	763.7	543.1	0	702.9	0.0	0.0	0.0	0.0	702.9	Expenditures were moved from 543820 to 543830
17200	544000	Supply Inventory IT	155.2	10.0	0	100.0	0.0	0.0	0.0	0.0	100.0	Update warranty equipment that is out of date
17200	544100	Supplies-Office Supplies	13.6	7.0	0	10.0	0.0	0.0	0.0	0.0	10.0	
17200	544200	Supplies-Medical,Lab,Personal	6.7	0.0	0	0.0	0.0	0.0	0.0	0.0	0.0	
17200	544900	Supplies-Inventory Exempt	93.0	12.0	0	12.0	0.0	0.0	0.0	0.0	12.0	
17200	545600	Reporting & Recording	8.9	5.0	0	5.0	0.0	0.0	0.0	0.0	5.0	
17200	545700	ISD Services	130.7	148.5	0	183.5	0.0	0.0	0.0	0.0	183.5	Increase per DoIT rates
17200	545710	DOIT HCM Assessment Fees	105.8	117.8	0	115.3	0.0	0.0	0.0	0.0	115.3	
17200	545900	Printing & Photo Services	6.5	14.0	0	14.0	0.0	0.0	0.0	0.0	14.0	
17200	546100	Postage & Mail Services	86.5	47.0	0	47.0	0.0	0.0	0.0	0.0	47.0	

17200	546400	Rent Of Land & Buildings	(313.2)	1,764.1	0	1,922.6	0.0	0.0	0.0	1,922.6	Annual increase in lease agreements
17200	546409	Rent Expense - Interagency	0.5	0.0	0	0.0	0.0	0.0	0.0	0.0	
17200	546500	Rent Of Equipment	2.5	45.4	0	45.4	0.0	0.0	0.0	45.4	
17200	546600	Communications	41.7	51.0	0	50.7	0.0	0.0	0.0	50.7	
17200	546610	DOIT Telecommunications	262.3	523.3	0	482.3	0.0	0.0	0.0	482.3	
17200	546700	Subscriptions/Dues/License Fee	384.8	248.5	0	251.0	0.0	0.0	0.0	251.0	
17200	546800	Employee Training & Education	25.9	34.1	0	36.0	0.0	0.0	0.0	36.0	
17200	546900	Advertising	0.8	2.5	0	2.5	0.0	0.0	0.0	2.5	
17200	547000	Legal Settlements	37.7	0.0	0	0.0	0.0	0.0	0.0	0.0	
17200	547730	Lease Principal Payment	1,940.8	0.0	0	0.0	0.0	0.0	0.0	0.0	
17200	547900	Miscellaneous Expense	20.8	0.0	0	0.0	0.0	0.0	0.0	0.0	
17200	547999	Request to Pay Prior Year	5.7	0.0	0	0.0	0.0	0.0	0.0	0.0	
17200	548882	Lease Interest	119.6	0.0	0	0.0	0.0	0.0	0.0	0.0	
17200	549600	Employee O/S Mileage & Fares	9.3	15.0	0	15.1	0.0	0.0	0.0	15.1	
17200	549700	Employee O/S Meals & Lodging	10.7	10.0	0	13.0	0.0	0.0	0.0	13.0	
	400	Other	3,959.7	3,800.6	0	4,061.2	0.0	0.0	0.0	4,061.2	
TOTAL EXPENSE			24,766.3	25,315.3	29875.337	25,684.6	58.1	0.0	0.0	25,742.7	

Tax Administration
 BU 33300 PCode P573 Department 3026000000-33300

State of New Mexico
 E4 DeptID Detail
 (Dollars in Thousands)

Fund	Account		2023-24	2024-25	2025-26	FY 2026 Agency Request				Total	Justification
			Actuals	Opbud	PCF Proj	GF	OSF	ISF/IAT	FF		
00000	520300	Classified Perm Positions F/T	0.0	0.0	63.348	0.0	0.0	0.0	0.0	0.0	
00000	521100	Group Insurance Premium	0.0	0.0	5.112	0.0	0.0	0.0	0.0	0.0	
00000	521200	Retirement Contributions	0.0	0.0	12.049	0.0	0.0	0.0	0.0	0.0	
00000	521300	F I C A	0.0	0.0	3.883	0.0	0.0	0.0	0.0	0.0	
00000	521700	RHC Act Contributions	0.0	0.0	1.566	0.0	0.0	0.0	0.0	0.0	
99400	520200	Term Positions	239.1	337.5	265.29	0.0	372.8	0.0	0.0	372.8	Weight Distance Fund increase due to increase in salaries
99400	520300	Classified Perm Positions F/T	0.0	0.0	126.698	0.0	0.0	0.0	0.0	0.0	
99400	521100	Group Insurance Premium	31.1	0.0	42.389	0.0	0.0	0.0	0.0	0.0	
99400	521200	Retirement Contributions	46.0	0.0	85.1	0.0	0.0	0.0	0.0	0.0	
99400	521300	F I C A	17.0	0.0	24.089	0.0	0.0	0.0	0.0	0.0	
99400	521400	Workers' Comp Assessment Fee	0.0	0.0	0	0.0	0.0	0.0	0.0	0.0	
99400	521700	RHC Act Contributions	4.8	0.0	9.473	0.0	0.0	0.0	0.0	0.0	
	200	Personal Services and Employee Benefits	338.1	337.5	638.997	0.0	372.8	0.0	0.0	372.8	
TOTAL EXPENSE			338.1	337.5	638.997	0.0	372.8	0.0	0.0	372.8	

Tax Administration

BU PCode Department
33300 P573 3099100000-33300

State of New Mexico
E4 DeptID Detail
(Dollars in Thousands)

Fund	Account	Description	2023-24	2024-25	2025-26	FY 2026 Agency Request				Total	Justification	
			Actuals	Opbud	PCF Proj	GF	OSF	ISF/IAT	FF			
17200	520200	Term Positions	905.2	1,180.2	1214.113	0.0	0.0	0.0	0.0	1,394.1	1,394.1	
17200	520300	Classified Perm Positions F/T	114.8	0.0	0	0.0	0.0	0.0	0.0	0.0	0.0	
17200	520800	Annl & Comp Paid At Separation	13.0	0.0	0	0.0	0.0	0.0	0.0	0.0	0.0	
17200	521100	Group Insurance Premium	94.0	133.1	111,683	0.0	0.0	0.0	0.0	149.4	149.4	
17200	521200	Retirement Contributions	174.1	221.0	231,814	0.0	0.0	0.0	0.0	259.2	259.2	
17200	521300	F I C A	66.1	90.2	74.7	0.0	0.0	0.0	0.0	106.7	106.7	
17200	521400	Workers' Comp Assessment Fee	0.1	0.2	0	0.0	0.0	0.0	0.0	1.4	1.4	
17200	521410	GSD Work Comp Insur Premium	2.4	1.5	0	0.0	0.0	0.0	0.0	3.3	3.3	
17200	521500	Unemployment Comp Premium	1.5	0.6	0	0.0	0.0	0.0	0.0	0.2	0.2	
17200	521600	Employee Liability Ins Premium	3.4	3.3	0	0.0	0.0	0.0	0.0	5.1	5.1	
17200	521700	RHC Act Contributions	18.1	20.4	24,098	0.0	0.0	0.0	0.0	19.3	19.3	
	200	Personal Services and Employee Benefits	1,392.7	1,650.5	1656,408	0.0	0.0	0.0	0.0	1,938.7	1,938.7	
17200	542100	Employee I/S Mileage & Fares	0.2	0.0	0	0.0	0.0	0.0	0.0	0.1	0.1	
17200	542200	Employee I/S Meals & Lodging	0.0	3.2	0	0.0	0.0	0.0	0.0	3.2	3.2	
17200	542500	Transp - Fuel & Oil	0.0	1.9	0	0.0	0.0	0.0	0.0	1.9	1.9	
17200	542600	Transp - Parts & Supplies	0.0	2.1	0	0.0	0.0	0.0	0.0	2.2	2.2	
17200	542700	Transp - Transp Insurance	0.0	0.0	0	0.0	0.0	0.0	0.0	0.0	0.0	
17200	542800	State Transp Pool Charges	0.0	5.8	0	0.0	0.0	0.0	0.0	5.6	5.6	5.6 Projected to lease a vehicle for ONRR employees for audits
17200	543200	Maint - Furn, Fixt, Equipment	0.0	0.2	0	0.0	0.0	0.0	0.0	0.2	0.2	
17200	544000	Supply Inventory IT	1.9	11.9	0	0.0	0.0	0.0	0.0	22.4	22.4	22.4 Update warranty equipment for out of warranty equipment
17200	544100	Supplies-Office Supplies	0.0	1.3	0	0.0	0.0	0.0	0.0	1.3	1.3	
17200	544900	Supplies-Inventory Exempt	0.0	0.0	0	0.0	0.0	0.0	0.0	0.0	0.0	
17200	545700	ISD Services	4.4	8.3	0	0.0	0.0	0.0	0.0	10.3	10.3	
17200	545710	DOIT HCM Assessment Fees	6.0	6.5	0	0.0	0.0	0.0	0.0	6.5	6.5	
17200	545900	Printing & Photo Services	0.0	0.0	0	0.0	0.0	0.0	0.0	0.5	0.5	0.5 Will be needing to have forms and envelopes printed
17200	546400	Rent Of Land & Buildings	51.8	49.0	0	0.0	0.0	0.0	0.0	49.0	49.0	
17200	546500	Rent Of Equipment	2.1	2.0	0	0.0	0.0	0.0	0.0	2.0	2.0	
17200	546610	DOIT Telecommunications	9.4	29.2	0	0.0	0.0	0.0	0.0	27.2	27.2	
17200	546800	Employee Training & Education	5.1	16.6	0	0.0	0.0	0.0	0.0	14.6	14.6	
17200	547900	Miscellaneous Expense	0.0	0.1	0	0.0	0.0	0.0	0.0	0.1	0.1	
17200	549600	Employee O/S Mileage & Fares	3.3	29.0	0	0.0	0.0	0.0	0.0	24.9	24.9	
17200	549700	Employee O/S Meals & Lodging	5.3	34.0	0	0.0	0.0	0.0	0.0	30.0	30.0	
	400	Other	89.3	201.1	0	0.0	0.0	0.0	0.0	202.0	202.0	
TOTAL EXPENSE			1,482.0	1,851.6	1656,408	0.0	0.0	0.0	0.0	2,140.7	2,140.7	

Tax Administration
 BU PCode Department
 33300 P573 300000000-33300

E5 Contract by DeptID Detail
 (Dollars in Thousands)

Fund	Account		#	Contract Purpose	Actuals	FY 2026 Agency Request					Total	Justification
						GF	OSF	ISF/IAT	FF			
17200	535200	Professional Services	1000	Consulting, Call Center Evaluation and Leadership Training	429.7	930.0	0.0	0.0	0.0	930.0		
17200	535300	Other Services	1000	Furniture disposal, Alarm Monitoring, Document destruction, mail services	12.7	69.0	0.0	0.0	0.0	69.0		
17200	535400	Audit Services	1000	Annual financial audit	0.0	8.2	0.0	0.0	0.0	8.2		
17200	535600	IT Services	1000	Automatic video translation in 25_ languages, Deliverable 3: FAST Short Message Service and Gateway, and Consultant Services for installed SAS Software	5.4	129.0	0.0	0.0	0.0	129.0		
TOTAL EXPENSE					447.9	1,136.2	0.0	0.0	0.0	1,136.2		

Tax Administration
 BU PCode Department
 33300 P573 3099100000-33300

E5 Contract by DeptID Detail
 (Dollars in Thousands)

Fund	Account	#	Contract	Actuals	FY 2026 Agency Request					Total	Justification
					GF	OSF	ISF/IAT	FF			
17200	535400	Audit Services	1000	Annual	8.2	0.0	0.0	0.0	8.4	8.4	
TOTAL EXPENSE					8.2	0.0	0.0	0.0	8.4	8.4	

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

Account code 542800

LEASED VEHICLE INFORMATION @ 7/1/24

Agency Name: Taxation and Revenue Department

Program Name: Audit and Compliance Division

Business Unit: 33300

Program Code: P573

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**	License Plate Number	Mileage As of 7/1/24		A	B	A x B = C	D	E	D x E = F	
				R				FY23 Monthly Rate S= Rate Schedule	Number of months to lease	Total cost Rate FY26	Daily Rate Based On Vehicle Type	No. of Days	Total Lease Rate	
1	2021	Nissan Altima	02BA	C	008463SG	2,159	Standard (S)	490.00	12	5,880.0			-	
2	2021	Nissan Altima	02BA	C	008748SG	476	Standard (S)	490.00	12	5,880.0			-	
3	2024	Nissan Altima	02BA	C	007542SG	1,724	Standard (S)	517.68	12	6,212.2			-	
4	2021	Nissan Altima	02BA	C	008499SG	3,118	Standard (S)	490.00	12	5,880.0			-	
5	2021	Nissan Altima	02BA	C	008494SG	2,346	Standard (S)	490.00	12	5,880.0			-	
6	2020	Nissan LEAF	02B	C	008214SG	4,803	Standard (S)	235.69	12	2,828.3			-	
7	TBD	Nissan LEAF	02B	A	TBD		Standard (S)	485.00	12	5,820.0			-	
8	2024	Nissan Altima	02BM	A	TBD		TBD	517.68	12	6,212.2			-	
9	2024	Nissan Altima	02BM	A	TBD		TBD	517.68	12	6,212.2			-	X
10								0		-			-	
11										-			-	
12										-			-	
13										-			-	
14										-			-	
15										-			-	
16										-			-	
17										-			-	
18										-			-	
19										-			-	
								TOTAL LONG TERM:	50,804.8	TOTAL SHORT TERM:	-			

Operational(O) rate for FY24 will be

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

P573

Revenue Processing Division

Tax Administration

BU PCode Department
 33300 P573 4000000000-33300

State of New Mexico
 S-8 Financial Summary
 (Dollars in Thousands)

		2023-24	2023-24	2024-25	2025-26	----- FY 2026 Agency Request -----		
		Opbud	Actuals	Opbud	PCF Proj	Base	Expansion	Total
		0.0	0.0	0.0	0.0	0.0	0.0	0.0
EXPENSE								
200	Personal Services and Employee Benefits	7,999.4	7,486.3	8,239.1	11,147.6	8,496.6	0.0	8,496.6
300	Contractual services	140.0	(141.3)	262.3	0.0	193.1	0.0	193.1
400	Other	3,192.6	2,574.3	3,192.6	0.0	3,272.6	0.0	3,272.6
EXPENDITURES		11,332.0	9,919.4	11,694.0	11147.584	11,962.3	0.0	11,962.3
EXPENSE		11,332.0	9,919.4	11,694.0	11147.584	11,962.3	0.0	11,962.3
FTE POSITIONS								
810	Permanent	127.00	150.00	0.00	150.00	127.00	0.00	127.00
830	Temporary	5.78	0.00	0.00	0.00	5.78	0.00	5.78
FTEs		132.78	150.00	0.00	150.00	132.78	0.00	132.78
FTE POSITIONS		132.78	150.00	0.00	150.00	132.78	0.00	132.78

Tax Administration

BU PCode Department
 33300 P573 4000000000-33300

State of New Mexico
 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
520100	Exempt Perm Positions P/T&F/T	120.0	123.3	123.5	128.1	131.0	0.0	131.0
520300	Classified Perm Positions F/T	5,575.5	5,016.9	5,756.6	7,804.9	5,903.6	0.0	5,903.6
520500	Temporary Positions F/T & P/T	110.8	85.3	94.2	0.0	94.1	0.0	94.1
520600	Paid Unused Sick Leave	0.8	1.4	1.2	0.0	1.3	0.0	1.3
520700	Overtime & Other Premium Pay	20.0	79.0	30.0	0.0	30.0	0.0	30.0
520800	Annl & Comp Paid At Separation	8.3	10.0	10.7	0.0	10.7	0.0	10.7
520900	Differential Pay	0.0	0.1	0.0	0.0	0.0	0.0	0.0
521100	Group Insurance Premium	688.8	643.3	688.8	1,030.0	761.6	0.0	761.6
521200	Retirement Contributions	938.3	987.2	983.0	1,529.8	988.1	0.0	988.1
521300	F I C A	383.0	387.6	395.9	486.3	398.0	0.0	398.0
521400	Workers' Comp Assessment Fee	1.2	0.9	1.2	0.0	1.2	0.0	1.2
521410	GSD Work Comp Insur Premium	16.5	16.1	11.2	0.0	23.8	0.0	23.8
521500	Unemployment Comp Premium	10.1	9.9	4.3	0.0	1.5	0.0	1.5
521600	Employee Liability Ins Premium	25.3	22.7	24.3	0.0	36.9	0.0	36.9
521700	RHC Act Contributions	100.8	102.7	114.2	168.5	114.8	0.0	114.8
200	Personal Services and Employee Benefits	7,999.4	7,486.3	8,239.1	11,147.6	8,496.6	0.0	8,496.6
535200	Professional Services	1.0	0.0	0.0	0.0	0.0	0.0	0.0
535300	Other Services	7.6	4.8	12.3	0.0	12.3	0.0	12.3
535500	Attorney Services	1.8	0.0	1.8	0.0	1.8	0.0	1.8
535600	IT Services	129.6	(146.1)	248.2	0.0	179.0	0.0	179.0
300	Contractual services	140.0	(141.3)	262.3	0.0	193.1	0.0	193.1
542100	Employee I/S Mileage & Fares	0.0	1.4	2.5	0.0	2.5	0.0	2.5
542200	Employee I/S Meals & Lodging	1.0	0.3	9.1	0.0	9.1	0.0	9.1
542500	Transp - Fuel & Oil	3.5	2.0	3.6	0.0	3.8	0.0	3.8
542600	Transp - Parts & Supplies	0.5	0.0	1.0	0.0	1.1	0.0	1.1
542700	Transp - Transp Insurance	0.1	0.1	0.1	0.0	0.1	0.0	0.1
542800	State Transp Pool Charges	8.1	8.2	13.3	0.0	13.3	0.0	13.3
543200	Maint - Furn, Fixt, Equipment	252.6	64.6	159.8	0.0	159.9	0.0	159.9
543820	Maintenance IT	0.0	0.0	153.5	0.0	0.0	0.0	0.0
543830	IT HW/SW Agreements	157.6	209.5	26.5	0.0	280.7	0.0	280.7

544000	Supply Inventory IT	15.3	49.0	14.5	0.0	17.6	0.0	17.6
544100	Supplies-Office Supplies	6.3	16.7	6.5	0.0	6.5	0.0	6.5
544900	Supplies-Inventory Exempt	0.0	15.4	0.0	0.0	0.0	0.0	0.0
545600	Reporting & Recording	1.4	4.0	3.3	0.0	3.3	0.0	3.3
545700	ISD Services	63.7	49.8	61.1	0.0	75.6	0.0	75.6
545710	DOIT HCM Assessment Fees	43.6	41.7	48.5	0.0	47.5	0.0	47.5
545900	Printing & Photo Services	108.3	35.7	106.6	0.0	106.6	0.0	106.6
546100	Postage & Mail Services	2,029.0	1,614.8	2,040.9	0.0	2,009.7	0.0	2,009.7
546400	Rent Of Land & Buildings	2.0	0.0	2.0	0.0	2.0	0.0	2.0
546409	Rent Expense - Interagency	0.0	0.5	0.0	0.0	0.0	0.0	0.0
546500	Rent Of Equipment	162.0	86.3	169.1	0.0	182.6	0.0	182.6
546600	Communications	0.7	6.0	0.7	0.0	0.7	0.0	0.7
546610	DOIT Telecommunications	223.7	93.6	215.3	0.0	198.6	0.0	198.6
546700	Subscriptions/Dues/License Fee	12.3	12.4	12.3	0.0	9.0	0.0	9.0
546800	Employee Training & Education	2.1	22.5	30.0	0.0	30.0	0.0	30.0
546900	Advertising	80.8	1.3	80.8	0.0	80.8	0.0	80.8
547000	Legal Settlements	0.0	37.5	0.0	0.0	0.0	0.0	0.0
547730	Lease Principal Payment	0.0	165.4	0.0	0.0	0.0	0.0	0.0
547900	Miscellaneous Expense	1.6	0.1	1.6	0.0	1.6	0.0	1.6
547999	Request to Pay Prior Year	0.0	0.8	0.0	0.0	0.0	0.0	0.0
548300	Information Tech Equipment	0.0	7.6	0.0	0.0	0.0	0.0	0.0
548882	Lease Interest	0.0	5.2	0.0	0.0	0.0	0.0	0.0
549600	Employee O/S Mileage & Fares	10.0	9.8	15.0	0.0	15.0	0.0	15.0
549700	Employee O/S Meals & Lodging	6.4	12.1	15.0	0.0	15.0	0.0	15.0
400	Other	3,192.6	2,574.3	3,192.6	0.0	3,272.6	0.0	3,272.6
TOTAL EXPENSE		11,332.0	9,919.4	11,694.0	11,147.6	11,962.3	0.0	11,962.3
810	Permanent	127.00	150.00	0.00	150.00	127.00	0.00	127.00
810	Permanent	127.00	150.00	0.00	150.00	127.00	0.00	127.00
830	Temporary	5.78	0.00	0.00	0.00	5.78	0.00	5.78
830	Temporary	5.78	0.00	0.00	0.00	5.78	0.00	5.78
TOTAL FTE POSITIONS		132.78	150.00	0.00	150.00	132.78	0.00	132.78

Tax Administration
 BU PCode Department
 33300 P573 400000000-33300

State of New Mexico
 E4 DeptID Detail
 (Dollars in Thousands)

Fund	Account	Description	2023-24	2024-25	2025-26	FY 2026 Agency Request				Total	Justification
			Actuals	Opbud	PCF Proj	GF	OSF	ISF/IAT	FF		
00000	520300	Classified Perm Positions F/T	0.0	0.0	135,861	0.0	0.0	0.0	0.0	0.0	
00000	521100	Group Insurance Premium	0.0	0.0	20,361	0.0	0.0	0.0	0.0	0.0	
00000	521200	Retirement Contributions	0.0	0.0	25,842	0.0	0.0	0.0	0.0	0.0	
00000	521300	F I C A	0.0	0.0	8,327	0.0	0.0	0.0	0.0	0.0	
00000	521700	RHC Act Contributions	0.0	0.0	3,359	0.0	0.0	0.0	0.0	0.0	
17200	520100	Exempt Perm Positions P/T&F/T	123.3	123.5	128,141	131.0	0.0	0.0	0.0	131.0	
17200	520300	Classified Perm Positions F/T	5,016.9	5,756.6	7,669,015	5,665.6	238.0	0.0	0.0	5,903.6	
17200	520500	Temporary Positions F/T & P/T	85.3	94.2	0	94.1	0.0	0.0	0.0	94.1	
17200	520600	Paid Unused Sick Leave	1.4	1.2	0	1.3	0.0	0.0	0.0	1.3	
17200	520700	Overtime & Other Premium Pay	79.0	30.0	0	30.0	0.0	0.0	0.0	30.0	
17200	520800	Annl & Comp Paid At Separation	10.0	10.7	0	10.7	0.0	0.0	0.0	10.7	
17200	520900	Differential Pay	0.1	0.0	0	0.0	0.0	0.0	0.0	0.0	
17200	521100	Group Insurance Premium	643.3	688.8	1,009,669	756.4	5.2	0.0	0.0	761.6	
17200	521200	Retirement Contributions	987.2	983.0	1,503,935	988.1	0.0	0.0	0.0	988.1	
17200	521300	F I C A	387.6	395.9	477,968	398.0	0.0	0.0	0.0	398.0	
17200	521400	Workers' Comp Assessment Fee	0.9	1.2	0	1.2	0.0	0.0	0.0	1.2	
17200	521410	GSD Work Comp Insur Premium	16.1	11.2	0	23.8	0.0	0.0	0.0	23.8	
17200	521500	Unemployment Comp Premium	9.9	4.3	0	1.5	0.0	0.0	0.0	1.5	
17200	521600	Employee Liability Ins Premium	22.7	24.3	0	36.9	0.0	0.0	0.0	36.9	
17200	521700	RHC Act Contributions	102.7	114.2	165,106	114.8	0.0	0.0	0.0	114.8	
	200	Personal Services and Employee Benefits	7,486.3	8,239.1	11,147,584	8,253.4	243.2	0.0	0.0	8,496.6	
17200	542100	Employee I/S Mileage & Fares	1.4	2.5	0	2.5	0.0	0.0	0.0	2.5	
17200	542200	Employee I/S Meals & Lodging	0.3	9.1	0	9.1	0.0	0.0	0.0	9.1	
17200	542500	Transp - Fuel & Oil	2.0	3.6	0	3.8	0.0	0.0	0.0	3.8	
17200	542600	Transp - Parts & Supplies	0.0	1.0	0	1.1	0.0	0.0	0.0	1.1	
17200	542700	Transp - Transp Insurance	0.1	0.1	0	0.1	0.0	0.0	0.0	0.1	
17200	542800	State Transp Pool Charges	8.2	13.3	0	13.3	0.0	0.0	0.0	13.3	
17200	543200	Maint - Furn, Fixt, Equipment	64.6	159.8	0	95.4	64.5	0.0	0.0	159.9	
17200	543820	Maintenance IT	0.0	153.5	0	0.0	0.0	0.0	0.0	0.0	
17200	543830	IT HW/SW Agreements	209.5	26.5	0	280.7	0.0	0.0	0.0	280.7	Expenditures were moved from 543820 to 543830
17200	544000	Supply Inventory IT	49.0	14.5	0	3.0	14.6	0.0	0.0	17.6	Will need toner cartridges for specialty equipment and parts to
17200	544100	Supplies-Office Supplies	16.7	6.5	0	0.5	6.0	0.0	0.0	6.5	
17200	544900	Supplies-Inventory Exempt	15.4	0.0	0	0.0	0.0	0.0	0.0	0.0	
17200	545600	Reporting & Recording	4.0	3.3	0	3.3	0.0	0.0	0.0	3.3	
17200	545700	ISD Services	49.8	61.1	0	75.6	0.0	0.0	0.0	75.6	
17200	545710	DOIT HCM Assessment Fees	41.7	48.5	0	47.5	0.0	0.0	0.0	47.5	
17200	545900	Printing & Photo Services	35.7	106.6	0	79.3	27.3	0.0	0.0	106.6	
17200	546100	Postage & Mail Services	1,614.8	2,040.9	0	1,892.9	116.8	0.0	0.0	2,009.7	
17200	546400	Rent Of Land & Buildings	0.0	2.0	0	0.0	2.0	0.0	0.0	2.0	
17200	546409	Rent Expense - Interagency	0.5	0.0	0	0.0	0.0	0.0	0.0	0.0	
17200	546500	Rent Of Equipment	86.3	169.1	0	162.2	20.4	0.0	0.0	182.6	Increases in equipment leases
17200	546600	Communications	6.0	0.7	0	0.7	0.0	0.0	0.0	0.7	
17200	546610	DOIT Telecommunications	93.6	215.3	0	179.4	19.2	0.0	0.0	198.6	
17200	546700	Subscriptions/Dues/License Fee	12.4	12.3	0	4.5	4.5	0.0	0.0	9.0	

17200	546800	Employee Training & Education	22.5	30.0	0	30.0	0.0	0.0	0.0	30.0
17200	546900	Advertising	1.3	80.8	0	0.0	80.8	0.0	0.0	80.8
17200	547000	Legal Settlements	37.5	0.0	0	0.0	0.0	0.0	0.0	0.0
17200	547730	Lease Principal Payment	165.4	0.0	0	0.0	0.0	0.0	0.0	0.0
17200	547900	Miscellaneous Expense	0.1	1.6	0	1.6	0.0	0.0	0.0	1.6
17200	547999	Request to Pay Prior Year	0.8	0.0	0	0.0	0.0	0.0	0.0	0.0
17200	548300	Information Tech Equipment	7.6	0.0	0	0.0	0.0	0.0	0.0	0.0
17200	548882	Lease Interest	5.2	0.0	0	0.0	0.0	0.0	0.0	0.0
17200	549600	Employee O/S Mileage & Fares	9.8	15.0	0	15.0	0.0	0.0	0.0	15.0
17200	549700	Employee O/S Meals & Lodging	12.1	15.0	0	15.0	0.0	0.0	0.0	15.0
	400	Other	2,574.3	3,192.6	0	2,916.5	356.1	0.0	0.0	3,272.6
TOTAL EXPENSE			10,060.7	11,431.7	11147.584	11,169.9	599.3	0.0	0.0	11,769.2

Tax Administration
 BU PCode Department
 33300 P573 4000000000-33300

E5 Contract by DeptID Detail
 (Dollars in Thousands)

Fund	Account		#	Contract Purpose	FY 2026 Agency Request						Total	Justification
					Actuals	GF	OSF	ISF/IAT	FF			
17200	535300	Other Services	1000	Document shredding, film and electronic shredding, bin rental and mass pellet destruction	4.8	12.3	0.0	0.0	0.0	12.3		
17200	535500	Attorney Services	1000	Arbitration services	0.0	1.8	0.0	0.0	0.0	1.8		
17200	535600	IT Services	1000	Unclaimed Property System Software Licenses, Deliverable 3: FAST Short Message Service Gateway and Software Licenses, Maintenance and Support Services for the Unclaimed Property Management System	(146.1)	18.5	160.5	0.0	0.0	179.0		
TOTAL EXPENSE					(141.3)	32.6	160.5	0.0	0.0	193.1		

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

Account code 542800

LEASED VEHICLE INFORMATION @ 7/1/24

Agency Name: Taxation and Revenue Department

Program Name: Revenue Processing Division

Business Unit: 33300

Program Code: P573

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		
								FY26 Monthly Rate S= Rate Schedule	Number of months to lease	Total cost Rate FY26	Daily Rate Based On Vehicle Type	No. of Days	Total Lease Rate		
1	2009	DODGE/CARAVAN	05A	C	001415SG	75,620	Operational (O)	435	12	5,220.0			-		
2	2009	DODGE/CARAVAN	05A	C	001388SG	86,931	Operational (O)	435	12	5,220.0			-		
3	1999	CHEVY/CSR	CC	C	G40759	25,566	Operational (O)	236	12	2,828.3			-		
4										-			-		
5										-			-		
6										-			-		
7										-			-		
8										-			-		
9										-			-		
10										-			-		
11										-			-		
12										-			-		
13										-			-		
14										-			-		
15										-			-		
16										-			-		
17										-			-		
18										-			-		
19										-			-		
TOTAL LONG TERM:										13,268.3	TOTAL SHORT TERM:			-	

Operational(O) rate for FY23 will be

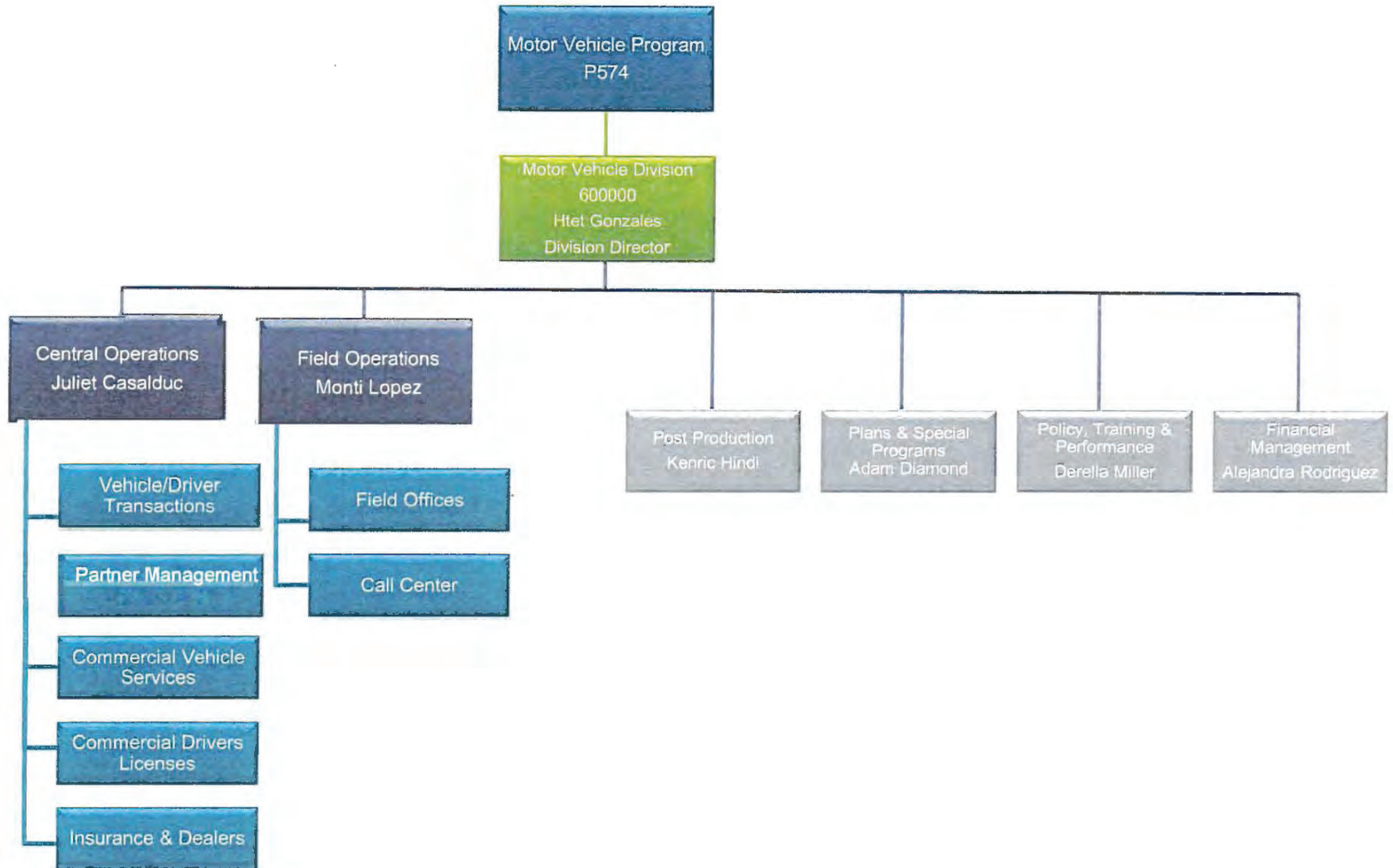
** Code A = additional leased vehicle request C = vehicle currently leased R = request to replace previously purchased vehicle

P574

Motor Vehicle

Taxation & Revenue Department

Motor Vehicle Program



Motor Vehicle Division

BU PCode
33300 P574

State of New Mexico P-1 Program Overview

Program Description:

MVD serves the state of New Mexico by providing efficient motor vehicle services including licenses for non-commercial and commercial drivers; registration and titling of commercial and non-commercial vehicles and boats; licenses for auto dealers, auto recyclers and title service companies; contracts with MVD's private partners; administration of the Commercial Vehicles Weight Distance Tax, international Fuel Tax Agreement (IFTA) and International Registration Plan (IRP) programs, including tax collection and disbursement to participating states and jurisdictions; and assurance that MVD work is performed in accordance with the Motor Vehicle Code (Chapter 66, NMSA 1978).

Major Issues and Accomplishments:

MVD has continued to implement bold and transformative initiatives while maintaining high standards of service and operational excellence that will continue in FY26.

- MVD continued to have low field office and call center wait times consistently outperforming previous measures reflecting MVD's commitment to delivering a streamlined and responsive customer experience. MVD central operations also have low turn around rates for all mailed in transactions and surety bonds.
- MVD is well on its way to ensuring that New Mexicans are prepared for the federal REAL ID deadline of May 3, 2025. By the end of FY24, 79% of all New Mexico credentials were Real ID compliant. Furthermore, by the end of FY24, 98.6% of have been converted to either standard, driver authorization card, or Real ID leaving only 1.4% of legacy credentials to be converted.
- MVD moved to a new queuing system that is more stable and efficient to improve customer flow within field offices. This new system allows more convenient ways for customers to check-in, cancel, and reschedule their appointments. In FY25, MVD will complete phase 2 of the queuing project that will provide kiosks for customers to check-in and make appointments while in office. The new queuing system will also provide clearer insight into our operations to improve service deliverables.
- MVD started the development and implementation of mobile driver's licenses (MDL) that will allow customers to store and display their driver's license digitally. Communications and negotiations with wallet providers was conducted and finalized in FY24. MVD expects to launch MDL to the New Mexico constituents in early to mid-FY25.
- MVD launched the non-traditional communication registry that allows customers with medical diagnoses of a condition or disability that may be unable to communicate with law enforcement or respond appropriately to commands to place the notification as part of the vehicle registration. This allows law enforcement offices to be aware of the diagnosis before they interact with the customer during a traffic stop.
- The new Smokey Bear license plate was successfully released after coordination efforts with the US Department of Forestry and New Mexico Environment Department.
- New Mexico upgraded to State-to-State requirements for DHR services, which supports the concept of one driver, one history record. This is the ability to transmit out-of-state convictions and withdrawals between states for non-commercial drivers. The DHR supports this real-time exchange of information by providing visibility of individuals who may have more than one driver history record and sets rules for maintaining driver history records in a standardized manner. This leads to a decrease in processing time and an increase in driver history accuracy and completeness, which ultimately makes roads safer for all drivers.
- MVD completed the MVD 101 training course that provides in depth teachings on how to issue Real ID and standard credentials. This will allow MVD to expand and allow private partner offices who want to provide driver services in FY25.
- MVD conducted a grand re-opening of its kiosk program and shifted locations based on demand and saw an immediate uptick in kiosk transactions. This reduces traffic in field offices and provides another avenue for customers to complete their transactions.

MVD's FY26 budget remains focused on enhancing customer service. The budget prioritizes reducing wait times in field office and call centers, improving compliance monitoring, and driving technological innovation.

Overview of Request:

MVD's FY26 budget remains focused on enhancing customer service. The budget prioritizes reducing wait times in field office and call centers, improving compliance monitoring, and driving technological innovation.

Programmatic Changes:

MVD does not have any programmatic changes for FY25.

Base Budget Justification:

- MVD is not requesting any changes to the General Fund request from FY25.
- \$2,960.5 thousand increase of OSF in the 400 category to cover driver's license redesign and increased rent rates for leased spaces. MVD is due for multiple RFPs for leased spaces in FY26. Driver's license redesign is necessary to incorporate security features to protect against growing identity theft and fraud and remain compliant with evolving federal standards. The updated security features to the card will raise the cost of price per card. Subscriptions costs for mandatory MVD services such as facial recognition, cost of title paper, decals, etc. and the funds will cover the increases in the subscription services.
- \$716 thousand increase in OSF to account for contractual increases, specifically for increase in time and materials for the Tapestry system due to expanding infrastructure needs, enhanced cybersecurity measures, and ongoing system upgrades to support technological innovation.
- \$28 thousand increase of Weight Distance OSF in the 200 category to fund the legislative compensation and medical premium increases.

This request will ensure that MVD maintains consistent resources and robust technological infrastructure, enabling seamless operations. The requests will cover critical needs for MVD so that customer service, satisfaction, efficiency, and MVD's ability to adapt to demands are not compromised. This funding will support ongoing improvements in both digital and in-person services, ensuring that MVD meets evolving customer needs while maintaining a high standard of service delivery.

Motor Vehicle Division

BU 33300 PCode P574 Department 000000

State of New Mexico
S-8 Financial Summary
(Dollars in Thousands)

		2023-24	2023-24	2024-25	2025-26	----- FY 2026 Agency Request -----		
		Opbud	Actuals	Opbud	PCF Proj	Base	Expansion	Total
REVENUE								
111	General Fund Transfers	16,624.5	15,880.6	16,982.6	0.0	16,982.6	0.0	16,982.6
112	Other Transfers	0.0	743.9	0.0	0.0	0.0	0.0	0.0
120	Federal Revenues	745.2	118.5	689.5	0.0	589.5	0.0	589.5
130	Other Revenues	36,515.9	27,849.9	37,489.0	0.0	36,801.1	0.0	36,801.1
150	Fund Balance	0.0	7,360.7	0.0	0.0	5,503.1	0.0	5,503.1
REVENUE, TRANSFERS		53,885.6	51,953.7	55,161.1	0.0	59,876.3	0.0	59,876.3
REVENUE		53,885.6	51,953.7	55,161.1	0.0	59,876.3	0.0	59,876.3
EXPENSE								
200	Personal Services and Employee Benefits	23,360.3	21,868.8	24,014.6	26,132.6	24,052.6	0.0	24,052.6
300	Contractual services	7,625.1	5,006.4	8,657.9	0.0	9,374.6	0.0	9,374.6
400	Other	12,805.7	8,761.5	12,894.1	0.0	15,854.6	0.0	15,854.6
EXPENDITURES		43,791.1	35,636.6	45,566.6	26132.604	49,281.8	0.0	49,281.8
500	Other financing uses	10,094.5	10,134.0	9,594.5	0.0	10,594.5	0.0	10,594.5
OTHER FINANCING USES		10,094.5	10,134.0	9,594.5	0	10,594.5	0.0	10,594.5
EXPENSE		53,885.6	45,770.6	55,161.1	26132.604	59,876.3	0.0	59,876.3
FTE POSITIONS								
810	Permanent	326.00	326.00	326.00	327.00	325.00	0.00	325.00
820	Term	6.00	2.00	6.00	4.00	6.00	0.00	6.00
FTEs		332.00	328.00	332.00	331.00	331.00	0.00	331.00
FTE POSITIONS		332.00	328.00	332.00	331.00	331.00	0.00	331.00

Motor Vehicle Division

BU PCode Department
33300 P574 000000

State of New Mexico
S-9 Account Code Revenue/Expenditure Summary
(Dollars in Thousands)

		2023-24	2023-24	2024-25	2025-26	----- FY 2026 Agency Request -----		
		Opbud	Actuals	Opbud	PCF Proj	Base	Expansion	Total
499105	General Fd. Appropriation	16,624.5	15,880.6	16,982.6	0.0	16,982.6	0.0	16,982.6
111	General Fund Transfers	16,624.5	15,880.6	16,982.6	0.0	16,982.6	0.0	16,982.6
499905	Other Financing Sources	0.0	743.9	0.0	0.0	0.0	0.0	0.0
112	Other Transfers	0.0	743.9	0.0	0.0	0.0	0.0	0.0
451903	Federal Direct - Operating	745.2	118.5	689.5	0.0	589.5	0.0	589.5
120	Federal Revenues	745.2	118.5	689.5	0.0	589.5	0.0	589.5
411102	Registrations & Certificates	5,120.0	4,137.4	5,054.1	0.0	5,200.0	0.0	5,200.0
411702	Weight-Distance Admin Fee	10,264.5	8,954.4	9,810.0	0.0	9,300.6	0.0	9,300.6
411802	Motor Vehicle Admin Fees	5,150.0	3,383.8	5,054.1	0.0	5,200.0	0.0	5,200.0
411902	Other M. V. Licenses	3,000.0	2,713.0	3,841.1	0.0	3,400.5	0.0	3,400.5
422902	Other Fees	2,300.0	1,580.8	3,537.8	0.0	3,600.0	0.0	3,600.0
429902	Other Current Services	10,481.4	6,851.7	9,939.2	0.0	9,800.0	0.0	9,800.0
433102	License Plates	200.0	223.9	252.7	0.0	300.0	0.0	300.0
496901	Miscellaneous Revenue	0.0	4.8	0.0	0.0	0.0	0.0	0.0
130	Other Revenues	36,515.9	27,849.9	37,489.0	0.0	36,801.1	0.0	36,801.1
325900	Restricted FB - Gov	0.0	7,360.7	0.0	0.0	5,503.1	0.0	5,503.1
328900	Unassigned FB - Gov	0.0	0.0	0.0	0.0	0.0	0.0	0.0
150	Fund Balance	0.0	7,360.7	0.0	0.0	5,503.1	0.0	5,503.1
TOTAL REVENUE		53,885.6	51,953.7	55,161.1	0.0	59,876.3	0.0	59,876.3
520100	Exempt Perm Positions P/T&F/T	114.4	132.2	132.5	137.5	136.5	0.0	136.5
520200	Term Positions	538.3	141.9	538.3	189.5	310.0	0.0	310.0
520300	Classified Perm Positions F/T	16,177.0	14,975.2	16,231.2	18,245.1	16,248.0	0.0	16,248.0
520600	Paid Unused Sick Leave	11.5	9.8	7.1	0.0	6.2	0.0	6.2
520700	Overtime & Other Premium Pay	70.5	11.9	616.6	0.0	30.4	0.0	30.4
520800	Annl & Comp Paid At Separation	20.1	36.7	20.1	0.0	35.0	0.0	35.0
521100	Group Insurance Premium	2,595.8	2,095.0	2,611.9	2,522.3	2,582.4	0.0	2,582.4
521200	Retirement Contributions	2,422.3	2,921.7	2,438.3	3,522.5	3,203.8	0.0	3,203.8
521300	F I C A	1,016.1	1,112.8	1,048.7	1,138.5	1,009.3	0.0	1,009.3
521400	Workers' Comp Assessment Fee	3.1	2.7	3.1	0.0	3.0	0.0	3.0
521410	GSD Work Comp Insur Premium	41.6	41.3	27.9	0.0	59.2	0.0	59.2
521500	Unemployment Comp Premium	25.5	25.3	10.8	0.0	3.7	0.0	3.7
521600	Employee Liability Ins Premium	58.6	58.3	60.9	0.0	92.1	0.0	92.1

521700	RHC Act Contributions	265.5	303.8	267.2	377.3	333.0	0.0	333.0
523200	COVID Related Time Worked	0.0	0.0	0.0	0.0	0.0	0.0	0.0
200	Personal Services and Employee Benefits	23,360.3	21,868.8	24,014.6	26,132.6	24,052.6	0.0	24,052.6
535100	Medical Services	25.1	0.1	18.0	0.0	0.0	0.0	0.0
535200	Professional Services	83.8	130.8	386.8	0.0	413.8	0.0	413.8
535300	Other Services	1,339.2	187.5	849.8	0.0	1,456.6	0.0	1,456.6
535400	Audit Services	10.0	10.0	40.0	0.0	40.0	0.0	40.0
535500	Attorney Services	1.0	0.0	1.0	0.0	1.0	0.0	1.0
535600	IT Services	6,166.0	4,678.0	7,362.3	0.0	7,463.2	0.0	7,463.2
300	Contractual services	7,625.1	5,006.4	8,657.9	0.0	9,374.6	0.0	9,374.6
542100	Employee I/S Mileage & Fares	113.3	0.6	97.1	0.0	97.8	0.0	97.8
542200	Employee I/S Meals & Lodging	90.3	17.2	89.1	0.0	89.1	0.0	89.1
542500	Transp - Fuel & Oil	21.8	10.9	21.8	0.0	26.4	0.0	26.4
542600	Transp - Parts & Supplies	16.0	2.1	16.0	0.0	16.0	0.0	16.0
542700	Transp - Transp Insurance	0.2	0.2	0.2	0.0	0.2	0.0	0.2
542800	State Transp Pool Charges	89.9	56.4	95.6	0.0	106.1	0.0	106.1
543100	Maint - Grounds & Roadways	1.0	0.0	1.0	0.0	1.0	0.0	1.0
543200	Maint - Furn, Fixt, Equipment	170.0	136.6	172.0	0.0	463.0	0.0	463.0
543300	Maint - Buildings & Structures	5.0	0.0	15.0	0.0	15.0	0.0	15.0
543830	IT HW/SW Agreements	1,218.4	819.0	983.0	0.0	1,016.6	0.0	1,016.6
544000	Supply Inventory IT	367.5	581.2	727.5	0.0	1,023.7	0.0	1,023.7
544100	Supplies-Office Supplies	93.2	34.6	93.2	0.0	93.2	0.0	93.2
544200	Supplies-Medical,Lab,Personal	0.0	(0.0)	1.0	0.0	1.0	0.0	1.0
544400	Supplies-Field Supplies	0.0	0.8	0.2	0.0	1.0	0.0	1.0
544900	Supplies-Inventory Exempt	144.1	29.3	144.1	0.0	144.1	0.0	144.1
545600	Reporting & Recording	5.0	7.8	7.0	0.0	9.0	0.0	9.0
545700	ISD Services	160.1	110.6	152.8	0.0	188.3	0.0	188.3
545710	DOIT HCM Assessment Fees	109.6	108.9	121.2	0.0	118.4	0.0	118.4
545900	Printing & Photo Services	4,877.1	4,721.7	5,158.8	0.0	7,536.9	0.0	7,536.9
546100	Postage & Mail Services	436.0	36.0	436.2	0.0	41.2	0.0	41.2
546400	Rent Of Land & Buildings	2,921.2	516.8	3,103.3	0.0	3,317.5	0.0	3,317.5
546409	Rent Expense - Interagency	91.1	22.9	33.0	0.0	33.0	0.0	33.0
546500	Rent Of Equipment	185.0	27.5	185.0	0.0	195.0	0.0	195.0
546600	Communications	85.0	56.3	91.3	0.0	93.0	0.0	93.0
546610	DOIT Telecommunications	1,053.0	884.7	538.4	0.0	495.0	0.0	495.0
546700	Subscriptions/Dues/License Fee	452.2	442.2	494.8	0.0	546.9	0.0	546.9
546800	Employee Training & Education	56.4	21.7	43.6	0.0	45.5	0.0	45.5
546900	Advertising	32.7	0.6	32.7	0.0	92.7	0.0	92.7

547000	Legal Settlements	0.0	5.5	0.0	0.0	0.0	0.0	0.0
547730	Lease Principal Payment	0.0	(0.0)	0.0	0.0	0.0	0.0	0.0
547900	Miscellaneous Expense	0.6	4.4	0.6	0.0	5.4	0.0	5.4
547999	Request to Pay Prior Year	0.0	34.3	0.0	0.0	0.0	0.0	0.0
548300	Information Tech Equipment	0.0	41.3	0.0	0.0	0.0	0.0	0.0
548800	Automotive & Aircraft	0.0	0.0	0.0	0.0	0.0	0.0	0.0
548882	Lease Interest	0.0	0.0	0.0	0.0	0.0	0.0	0.0
549600	Employee O/S Mileage & Fares	5.6	19.8	20.2	0.0	24.2	0.0	24.2
549700	Employee O/S Meals & Lodging	4.4	9.5	18.4	0.0	18.4	0.0	18.4
400	Other	12,805.7	8,761.5	12,894.1	0.0	15,854.6	0.0	15,854.6
555100	Other Financing Uses	10,094.5	10,094.5	9,594.5	0.0	10,594.5	0.0	10,594.5
555901	Transfer Out of Capital Asset	0.0	39.5	0.0	0.0	0.0	0.0	0.0
500	Other financing uses	10,094.5	10,134.0	9,594.5	0.0	10,594.5	0.0	10,594.5
TOTAL EXPENSE		53,885.6	45,770.6	55,161.1	26,132.6	59,876.3	0.0	59,876.3
810	Permanent	326.00	326.00	326.00	327.00	325.00	0.00	325.00
810	Permanent	326.00	326.00	326.00	327.00	325.00	0.00	325.00
820	Term	6.00	2.00	6.00	4.00	6.00	0.00	6.00
820	Term	6.00	2.00	6.00	4.00	6.00	0.00	6.00
TOTAL FTE POSITIONS		332.00	328.00	332.00	331.00	331.00	0.00	331.00

REV EXP COMPARISON

(Dollars in Thousands)

33300 - Taxation and Revenue Department

P574 - Motor Vehicle Division

	General Fund	Other Funds	Other Transfers	Federal Funds	Total
SOURCES Totals:	16,982.6	42,304.2	0.0	589.5	59,876.3
Personal Services and Employee Benefits	16,982.6	6,860.0	0.0	210.0	24052.6
Contractual services	0.0	9,234.6	0.0	140.0	9374.6
Other	0.0	15,615.1	0.0	239.5	15854.6
Other financing uses	0.0	10,594.5	0.0	0.0	10594.5
USES Total:	16,982.6	42,304.2	0.0	589.5	59,876.3
Net:	0.0	0.0	0.0	0.0	0.0

Motor Vehicle Division

BU PCode Department
 33300 P574 000000

State of New Mexico
 E4/E5 Summary
 (Dollars in Thousands)

		2023-24	2024-25	FY 2026 Agency Request				Total
		Actuals	Opbud	GF	OSF	ISF/IAT	FF	
520100	Exempt Perm Positions P/T&F/T	132.2	132.5	136.5	0.0	0.0	0.0	136.5
520200	Term Positions	141.9	538.3	8.5	142.3	0.0	159.2	310.0
520300	Classified Perm Positions F/T	14,975.2	16,231.2	10,824.3	5,423.7	0.0	0.0	16,248.0
520600	Paid Unused Sick Leave	9.8	7.1	6.2	0.0	0.0	0.0	6.2
520700	Overtime & Other Premium Pay	11.9	616.6	29.0	1.4	0.0	0.0	30.4
520800	Annl & Comp Paid At Separation	36.7	20.1	31.0	4.0	0.0	0.0	35.0
521100	Group Insurance Premium	2,095.0	2,611.9	2,039.0	530.7	0.0	12.7	2,582.4
521200	Retirement Contributions	2,921.7	2,438.3	2,686.3	504.8	0.0	12.7	3,203.8
521300	F I C A	1,112.8	1,048.7	791.0	205.6	0.0	12.7	1,009.3
521400	Workers' Comp Assessment Fee	2.7	3.1	2.7	0.3	0.0	0.0	3.0
521410	GSD Work Comp Insur Premium	41.3	27.9	58.9	0.3	0.0	0.0	59.2
521500	Unemployment Comp Premium	25.3	10.8	3.4	0.3	0.0	0.0	3.7
521600	Employee Liability Ins Premium	58.3	60.9	91.7	0.4	0.0	0.0	92.1
521700	RHC Act Contributions	303.8	267.2	274.1	46.2	0.0	12.7	333.0
523200	COVID Related Time Worked	0.0	0.0	0.0	0.0	0.0	0.0	0.0
200	Personal Services and Employee Benefits	21,868.8	24,014.6	16,982.6	6,860.0	0.0	210.0	24,052.6
535100	Medical Services	0.1	18.0	0.0	0.0	0.0	0.0	0.0
535200	Professional Services	130.8	386.8	0.0	413.8	0.0	0.0	413.8
535300	Other Services	187.5	849.8	0.0	1,456.6	0.0	0.0	1,456.6
535400	Audit Services	10.0	40.0	0.0	40.0	0.0	0.0	40.0
535500	Attorney Services	0.0	1.0	0.0	1.0	0.0	0.0	1.0
535600	IT Services	4,678.0	7,362.3	0.0	7,323.2	0.0	140.0	7,463.2
300	Contractual services	5,006.4	8,657.9	0.0	9,234.6	0.0	140.0	9,374.6
542100	Employee I/S Mileage & Fares	0.6	97.1	0.0	53.8	0.0	44.0	97.8
542200	Employee I/S Meals & Lodging	17.2	89.1	0.0	45.1	0.0	44.0	89.1
542500	Transp - Fuel & Oil	10.9	21.8	0.0	26.4	0.0	0.0	26.4
542600	Transp - Parts & Supplies	2.1	16.0	0.0	16.0	0.0	0.0	16.0
542700	Transp - Transp Insurance	0.2	0.2	0.0	0.2	0.0	0.0	0.2
542800	State Transp Pool Charges	56.4	95.6	0.0	106.1	0.0	0.0	106.1
543100	Maint - Grounds & Roadways	0.0	1.0	0.0	1.0	0.0	0.0	1.0
543200	Maint - Furn, Fixt, Equipment	136.6	172.0	0.0	463.0	0.0	0.0	463.0
543300	Maint - Buildings & Structures	0.0	15.0	0.0	15.0	0.0	0.0	15.0
543830	IT HW/SW Agreements	819.0	983.0	0.0	1,016.6	0.0	0.0	1,016.6
544000	Supply Inventory IT	581.2	727.5	0.0	923.7	0.0	100.0	1,023.7
544100	Supplies-Office Supplies	34.6	93.2	0.0	41.7	0.0	51.5	93.2

544200	Supplies-Medical,Lab,Personal	(0.0)	1.0	0.0	1.0	0.0	0.0	1.0
544400	Supplies-Field Supplies	0.8	0.2	0.0	1.0	0.0	0.0	1.0
544900	Supplies-Inventory Exempt	29.3	144.1	0.0	144.1	0.0	0.0	144.1
545600	Reporting & Recording	7.8	7.0	0.0	9.0	0.0	0.0	9.0
545700	ISD Services	110.6	152.8	0.0	188.3	0.0	0.0	188.3
545710	DOIT HCM Assessment Fees	108.9	121.2	0.0	118.4	0.0	0.0	118.4
545900	Printing & Photo Services	4,721.7	5,158.8	0.0	7,536.9	0.0	0.0	7,536.9
546100	Postage & Mail Services	36.0	436.2	0.0	41.2	0.0	0.0	41.2
546400	Rent Of Land & Buildings	516.8	3,103.3	0.0	3,317.5	0.0	0.0	3,317.5
546409	Rent Expense - Interagency	22.9	33.0	0.0	33.0	0.0	0.0	33.0
546500	Rent Of Equipment	27.5	185.0	0.0	195.0	0.0	0.0	195.0
546600	Communications	56.3	91.3	0.0	93.0	0.0	0.0	93.0
546610	DOIT Telecommunications	884.7	538.4	0.0	495.0	0.0	0.0	495.0
546700	Subscriptions/Dues/License Fee	442.2	494.8	0.0	546.9	0.0	0.0	546.9
546800	Employee Training & Education	21.7	43.6	0.0	45.5	0.0	0.0	45.5
546900	Advertising	0.6	32.7	0.0	92.7	0.0	0.0	92.7
547000	Legal Settlements	5.5	0.0	0.0	0.0	0.0	0.0	0.0
547730	Lease Principal Payment	(0.0)	0.0	0.0	0.0	0.0	0.0	0.0
547900	Miscellaneous Expense	4.4	0.6	0.0	5.4	0.0	0.0	5.4
547999	Request to Pay Prior Year	34.3	0.0	0.0	0.0	0.0	0.0	0.0
548300	Information Tech Equipment	41.3	0.0	0.0	0.0	0.0	0.0	0.0
548800	Automotive & Aircraft	0.0	0.0	0.0	0.0	0.0	0.0	0.0
548882	Lease Interest	0.0	0.0	0.0	0.0	0.0	0.0	0.0
549600	Employee O/S Mileage & Fares	19.8	20.2	0.0	24.2	0.0	0.0	24.2
549700	Employee O/S Meals & Lodging	9.5	18.4	0.0	18.4	0.0	0.0	18.4
400	Other	8,761.5	12,894.1	0.0	15,615.1	0.0	239.5	15,854.6
555100	Other Financing Uses	10,094.5	9,594.5	0.0	0.0	0.0	0.0	0.0
555901	Transfer Out of Capital Asset	39.5	0.0	0.0	0.0	0.0	0.0	0.0
500	Other financing uses	10,134.0	9,594.5	0.0	0.0	0.0	0.0	0.0
TOTAL EXPENSE		45,770.6	55,161.1	16,982.6	31,709.7	0.0	589.5	49,281.8

Motor Vehicle Division
 BU PCode
 33300 P574

State of New Mexico
 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		
00000	520300	0.0	0.0	307.495	0.0	0.0	0.0	0.0	0.0	
00000	521100	0.0	0.0	39.047	0.0	0.0	0.0	0.0	0.0	
00000	521200	0.0	0.0	58.485	0.0	0.0	0.0	0.0	0.0	
00000	521300	0.0	0.0	18.849	0.0	0.0	0.0	0.0	0.0	
00000	521700	0.0	0.0	7.598	0.0	0.0	0.0	0.0	0.0	
17200	520100	132.2	132.5	137.527	136.5	0.0	0.0	0.0	136.5	
17200	520200	53.3	386.6	97.974	8.5	0.0	0.0	159.2	167.7	
17200	520300	14,975.2	16,231.2	17,937.578	10,824.3	5,423.7	0.0	0.0	16,248.0	
17200	520600	9.8	7.1	0	6.2	0.0	0.0	0.0	6.2	
17200	520700	11.9	616.6	0	29.0	1.4	0.0	0.0	30.4	To cover field offices daily close-out and operations assistance. We are focusing on clearing out of all backlog for Surety Bonds and DWI work items which will require more time and effort.
17200	520800	36.4	20.1	0	31.0	4.0	0.0	0.0	35.0	
17200	521100	2,088.1	2,592.4	2,476.486	2,039.0	511.2	0.0	12.7	2,562.9	
17200	521200	2,904.7	2,409.9	3,446.5	2,686.3	476.4	0.0	12.7	3,175.4	
17200	521300	1,106.1	1,037.1	1,113.984	791.0	194.0	0.0	12.7	997.7	
17200	521400	2.7	2.8	0	2.7	0.0	0.0	0.0	2.7	
17200	521410	41.3	27.6	0	58.9	0.0	0.0	0.0	58.9	
17200	521500	25.3	10.5	0	3.4	0.0	0.0	0.0	3.4	
17200	521600	58.3	60.5	0	91.7	0.0	0.0	0.0	91.7	
17200	521700	302.1	264.2	367.847	274.1	43.2	0.0	12.7	330.0	
17200	523200	0.0	0.0	0	0.0	0.0	0.0	0.0	0.0	
99400	520200	88.6	151.7	91.513	0.0	142.3	0.0	0.0	142.3	
99400	520300	0.0	0.0	0	0.0	0.0	0.0	0.0	0.0	
99400	520800	0.3	0.0	0	0.0	0.0	0.0	0.0	0.0	
99400	521100	6.9	19.5	6.802	0.0	19.5	0.0	0.0	19.5	
99400	521200	17.0	28.4	17.473	0.0	28.4	0.0	0.0	28.4	
99400	521300	6.7	11.6	5.63	0.0	11.6	0.0	0.0	11.6	
99400	521400	0.0	0.3	0	0.0	0.3	0.0	0.0	0.3	
99400	521410	0.0	0.3	0	0.0	0.3	0.0	0.0	0.3	
99400	521500	0.0	0.3	0	0.0	0.3	0.0	0.0	0.3	
99400	521600	0.0	0.4	0	0.0	0.4	0.0	0.0	0.4	
99400	521700	1.8	3.0	1.816	0.0	3.0	0.0	0.0	3.0	
	200	21,868.8	24,014.6	26,132.604	16,982.6	6,860.0	0.0	210.0	24,052.6	
17200	542100	0.6	97.1	0	0.0	53.8	0.0	44.0	97.8	
17200	542200	17.2	89.1	0	0.0	45.1	0.0	44.0	89.1	
17200	542500	10.9	21.8	0	0.0	26.4	0.0	0.0	28.4	Plan on having 4 additional vehicles from FY25
17200	542600	2.1	16.0	0	0.0	16.0	0.0	0.0	16.0	
17200	542700	0.2	0.2	0	0.0	0.2	0.0	0.0	0.2	
17200	542800	56.4	95.6	0	0.0	106.1	0.0	0.0	106.1	Lease cost for Eleven(11) leased vehicles assigned to MVD based on E6-B plus added 4 additional vehicles required in the field MVD should receive in July 2024, requested 3 additional vehicles.
17200	543100	0.0	1.0	0	0.0	1.0	0.0	0.0	1.0	

17200	543200	Maint - Furn, Fixt, Equipment	136.6	172.0	0	0.0	463.0	0.0	0.0	463.0	Add plus 250k for Sharp Printers; OPEX Corp- maint, Digitec- maint Minolta & MKII Equipment; SW solutions- maint, (Replace w/new SHARP- maint, desktop printers & placard printer, locksmiths- keys, replace locks, Digitec-maint on 4 Minolta Ms 7000 Finche printer/viewers
17200	543300	Maint - Buildings & Structures	0.0	15.0	0	0.0	15.0	0.0	0.0	15.0	
17200	543830	IT HW/SW Agreements	819.0	963.0	0	0.0	1,016.6	0.0	0.0	1,016.6	Subject to change to remove Q-matic cost of \$190K and move it into 300's after FAST's Sole Source Amendment becomes executed
17200	544000	Supply Inventory IT	581.2	727.5	0	0.0	923.7	0.0	100.0	1,023.7	To replace ALL our IT equipment needs (scanners AND desktops); MVD has a robust security structure due to the kind of sensitive information we hold. In order to continue being as secure as equipment permits, we acquire new desktop computers every 4 yrs, which is the same amount that our equipment holds warranty for. In the same way, field offices statewide have high volumes of printing including approximately 578,905 temp ID permits issued annually. The request is for toners for specialized printers, ergonomic keyboards not available in central supply.
17200	544100	Supplies-Office Supplies	34.6	93.2	0	0.0	41.7	0.0	51.5	93.2	
17200	544200	Supplies-Medical, Lab, Personal	(0.0)	1.0	0	0.0	1.0	0.0	0.0	1.0	
17200	544400	Supplies-Field Supplies	0.8	0.2	0	0.0	1.0	0.0	0.0	1.0	
17200	544900	Supplies-Inventory Exempt	29.3	144.1	0	0.0	144.1	0.0	0.0	144.1	MVD headquarters and field offices: replace worn out office chairs and other antiquated inventory, sit stand desk risers excluding recently renovated offices in the past 2 years (LC Wyatt, Farmington, Gallup, Las Vegas, ABQ Ssandia Vista, ABQ Rio Rio Bravo). Equipment for MVD Learn Studio, APC Backup batteries
17200	545600	Reporting & Recording	7.6	7.0	0	0.0	9.0	0.0	0.0	9.0	
17200	545700	ISD Services	110.6	152.6	0	0.0	189.3	0.0	0.0	189.3	
17200	545710	DOIT HCM Assessment Fees	108.9	121.2	0	0.0	118.4	0.0	0.0	118.4	
17200	545900	Printing & Photo Services	4,721.7	5,158.6	0	0.0	7,536.9	0.0	0.0	7,536.9	Morpho/Idemia 1.3 mIn Driver's License Re-design, 1.42 mIn postage budget moved from acct 546100. In the past, postage costs would be paid off of Acct, 548100. This was moved to be paid off of 545900 instead.
17200	546100	Postage & Mail Services	36.0	436.2	0	0.0	41.2	0.0	0.0	41.2	
17200	546400	Rent Of Land & Buildings	516.6	3,103.3	0	0.0	3,317.5	0.0	0.0	3,317.5	Requesting Additional \$173.1K, which represents a 5.6% increase in lease costs YOY
17200	546409	Rent Expense - Interagency	22.9	33.0	0	0.0	33.0	0.0	0.0	33.0	
17200	546500	Rent Of Equipment	27.5	185.0	0	0.0	195.0	0.0	0.0	195.0	
17200	546600	Communications	56.3	91.3	0	0.0	93.0	0.0	0.0	93.0	
17200	546610	DOIT Telecommunications	884.7	538.4	0	0.0	495.0	0.0	0.0	495.0	

17200	546700	Subscriptions/Dues/License Fee	442.2	494.8	0	0.0	546.9	0.0	0.0	546.9	Annual membership dues and subscriptions increases for AAMVA Programs&Technology, International Registration Plan, IFTA Inc memberships dues
17200	546800	Employee Training & Education	21.7	43.6	0	0.0	45.5	0.0	0.0	45.5	
17200	546900	Advertising	0.6	32.7	0	0.0	92.7	0.0	0.0	92.7	Public Education / media campaigns for ongoing MVD Web Services such as online DL renewals, vehicle registrations, citation payments and kiosks. TV/Radio Ads pertaining to Real ID Requirements; Bill Board Advertisements.60k
17200	547000	Legal Settlements	5.5	0.0	0	0.0	0.0	0.0	0.0	0.0	
17200	547730	Lease Principal Payment	(0.0)	0.0	0	0.0	0.0	0.0	0.0	0.0	
17200	547900	Miscellaneous Expense	4.4	0.6	0	0.0	5.4	0.0	0.0	5.4	Employee service awards per MAPS FIN 5.9. Water for MVD Eagle Vista, State Corrections Banners. SWAG for events
17200	547999	Request to Pay Prior Year	34.3	0.0	0	0.0	0.0	0.0	0.0	0.0	
17200	548300	Information Tech Equipment	41.3	0.0	0	0.0	0.0	0.0	0.0	0.0	
17200	548800	Automotive & Aircraft	0.0	0.0	0	0.0	0.0	0.0	0.0	0.0	
17200	548882	Lease Interest	0.0	0.0	0	0.0	0.0	0.0	0.0	0.0	
17200	549600	Employee O/S Mileage & Fares	19.8	20.2	0	0.0	24.2	0.0	0.0	24.2	
17200	549700	Employee O/S Meals & Lodging	9.5	18.4	0	0.0	18.4	0.0	0.0	18.4	
	400	Other	8,761.5	12,894.1	0	0.0	15,615.1	0.0	239.5	15,854.6	
17200	555901	Transfer Out of Capital Asset	39.5	0.0	0	0.0	0.0	0.0	0.0	0.0	
99400	555100	Other Financing Uses	10,094.5	9,594.5	0	0.0	0.0	0.0	0.0	0.0	
	500	Other financing uses	10,134.0	9,594.5	0	0.0	0.0	0.0	0.0	0.0	
TOTAL EXPENSE			40,764.2	46,503.2		16,982.6	22,475.1	0.0	449.5	39,907.2	

Motor Vehicle Division
 BU PCode
 33300 P574

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

Fund	Account		#	Contract Purpose	Actuals	FY 2026 Agency Request					Total	Justification
						GF	OSF	ISF/IAT	FF			
17200	535100	Medical Services	1000		0.1	0.0	0.0	0.0	0.0	0.0	0.0	
17200	535100	Medical Services	1001	Ultimate Eyecare Santa Fe LLC	0.0	0.0	0.0	0.0	0.0	0.0	0.0	to review vision reports for drivers license issuance
17200	535100	Medical Services	1002	OCCUPATIONAL HEALTH CNTRS OF THE SW PA	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
17200	535200	Professional Services	1000		130.8	0.0	0.0	0.0	0.0	0.0	0.0	
17200	535200	Professional Services	1001	David Markwardt /or Vendor TBD	0.0	0.0	10.8	0.0	0.0	0.0	10.8	Leadership Training Program
17200	535200	Professional Services	1002	Ultimate Eyecare Santa Fe LLC	0.0	0.0	18.0	0.0	0.0	0.0	18.0	To review vision reports for drivers license issuance
17200	535200	Professional Services	1003	Qmatic	0.0	0.0	25.0	0.0	0.0	0.0	25.0	Wait Time Interface
17200	535200	Professional Services	1004	Tauren Consulting LLC	0.0	0.0	60.0	0.0	0.0	0.0	60.0	Support of document management system scanning for Tapestry
17200	535200	Professional Services	1005	NM DEALER SUPPORT SERVICES INC	0.0	0.0	0.0	0.0	0.0	0.0	0.0	Expert Vehicle Prior Repaired Unibody Damage Inspection
17200	535200	Professional Services	1006	DANIEL LANG	0.0	0.0	0.0	0.0	0.0	0.0	0.0	Expert Vehicle Prior Repaired Unibody Damage Inspection
17200	535200	Professional Services	1007	MARC PAUL POWELL	0.0	0.0	0.0	0.0	0.0	0.0	0.0	Expert witness support for Administrative Hearing Case
17200	535200	Professional Services	1008	CARAHSOFT TECHNOLOGY CORPORATION	0.0	0.0	0.0	0.0	0.0	0.0	0.0	assessment of MVD management, processes, mechanisms, documents & operations.
17200	535200	Professional Services	1009	Terralogic Document Systems INC	0.0	0.0	300.0	0.0	0.0	0.0	300.0	To archive the Procuring Agency's Motor Vehicle Division (MVD) records now on 16mm microfilm to digital format
17200	535300	Other Services	1000		187.5	0.0	0.0	0.0	0.0	0.0	0.0	
17200	535300	Other Services	1001	Tom Ortiz & 54 Towing or Vendor TBD	0.0	0.0	2.1	0.0	0.0	0.0	2.1	Professional towing services for MVD vehicles
17200	535300	Other Services	1002	Catholic Community Services of Southern NM	0.0	0.0	25.0	0.0	0.0	0.0	25.0	Interpreter services for MVD field offices
17200	535300	Other Services	1003	WaInterpret.NET	0.0	0.0	0.0	0.0	0.0	0.0	0.0	Interpreter services for MVD field offices
17200	535300	Other Services	1004	ATA Substitute Clerk Coverage	0.0	0.0	1,300.0	0.0	0.0	0.0	1,300.0	temp/substitute services for high volume MVD field office to reduce wait times during peak operating hours, lunch periods and scheduled employee leave.
17200	535300	Other Services	1005	C & C SECURITY INC	0.0	0.0	0.0	0.0	0.0	0.0	0.0	Alarm System Monthly Monitoring
17200	535300	Other Services	1006	Guest Speaker at Annual MVD Managers Conference	0.0	0.0	10.0	0.0	0.0	0.0	10.0	
17200	535300	Other Services	1007	Collective Bargaining MOU	0.0	0.0	2.5	0.0	0.0	0.0	2.5	State Labor Union Agreement. Administrative
17200	535300	Other Services	1008	Vendor TBD, labor to relocate SHARP machines, as required	0.0	0.0	1.5	0.0	0.0	0.0	1.5	
17200	535300	Other Services	1009	Vendor TBD, labor to relocate office modular furniture, as needed	0.0	0.0	5.0	0.0	0.0	0.0	5.0	
17200	535300	Other Services	1010	Vendor to TBD for FY 24 & FY 25 / SANDRA V CARRASCO-CHAVEZ	0.0	0.0	55.0	0.0	0.0	0.0	55.0	Janitorial Services Los Alamos MVD
17200	535300	Other Services	1011	Vendor TBD	0.0	0.0	0.0	0.0	0.0	0.0	0.0	Disinfecting MVD ABQ offices as needed
17200	535300	Other Services	1012	WORK QUEST - Horizons	0.0	0.0	45.0	0.0	0.0	0.0	45.0	document services
17200	535300	Other Services	1013	Vendor TBD	0.0	0.0	7.5	0.0	0.0	0.0	7.5	Sanitize MVD Offices as required
17200	535300	Other Services	1014	Voiance Language Services.LLC Cyracom	0.0	0.0	3.0	0.0	0.0	0.0	3.0	Translation services
17200	535300	Other Services	1015	LANGO SW LLC	0.0	0.0	0.0	0.0	0.0	0.0	0.0	Interpreter Services for the Hearing Impaired in MVD Field Offices
17200	535300	Other Services	1016	APEX TECHNOLOGIES LLC	0.0	0.0	0.0	0.0	0.0	0.0	0.0	Surveillance System troubleshoot and repair the existing Surveillance system at MVD field office in Las Cruces
17200	535400	Audit Services	1000		10.0	0.0	0.0	0.0	0.0	0.0	0.0	
17200	535400	Audit Services	1001	CLIFTON LARSON ALLEN LLP	0.0	0.0	40.0	0.0	0.0	0.0	40.0	Financial and Compliance Audit

17200	535600	Attorney Services	1001 Legal Services	0.0	0.0	1.0	0.0	0.0	1.0	Arbitration Hearings
17200	535600	IT Services	1000	4,678.0	0.0	0.0	0.0	0.0	0.0	0.0
17200	535600	IT Services	1001 Fast Enterprises, LLC	0.0	0.0	1,215.5	0.0	0.0	1,215.5	Tapestry Enhanced Support and Maintenance
17200	535600	IT Services	1002 Fast Enterprises, LLC	0.0	0.0	4,508.4	0.0	0.0	4,508.4	Tapestry Level 3 Support and Maintenance Post-Implementation Del 19 & Fast DS-VS Licensing Fee Post-Implementation Del 21
17200	535600	IT Services	1003 Fast Enterprises, LLC	0.0	0.0	406.0	0.0	0.0	406.0	Maintenance & Support costs for Hardware and on-DS-VS software for SIMMS post-implementation
17200	535600	IT Services	1004 Real Time Solutions	0.0	0.0	5.5	0.0	0.0	5.5	Annual Hosting Web Services to Maintain & manage website www.mvd.newmexico.gov
17200	535600	IT Services	1005 Real Time Solutions	0.0	0.0	2.5	0.0	0.0	2.5	MVD's portion for Real File Upgrade. Cost split with IT
17200	535600	IT Services	1006 SAVE	0.0	0.0	25.0	0.0	0.0	25.0	Verification of status of foreign nationals for certification on driver licenses
17200	535600	IT Services	1007 TEK Systems	0.0	0.0	195.0	0.0	0.0	195.0	NET software development, maintenance & support of WDT GenTax/TAP Permit/Tax applications and IFTA KFI applications
17200	535600	IT Services	1008 Technical communities	0.0	0.0	9.3	0.0	0.0	9.3	Q-Matic Project Management Svsc
17200	535600	IT Services	1009 Technical communities	0.0	0.0	26.0	0.0	0.0	26.0	Q-matic services-Non-Warranty Tech Support
17200	535600	IT Services	1010 PASCO/Validati	0.0	0.0	930.0	0.0	0.0	930.0	MVD Code Article 5, Part 3 Financial Responsibility is to provide insurance database comparison with NM vehicle data information to identify uninsured vehicles for owner notification to obtain insurance or have registration revoked.
17200	535600	IT Services	1011 Insight-Colossyan	0.0	0.0	0.0	0.0	0.0	0.0	MVD Learn for online/virtual learning tool
17200	535600	IT Services	1012 TERRALOGIC DOCUMENT SYSTEMS INC	0.0	0.0	0.0	0.0	0.0	0.0	Data conversion services for Motor Vehicle Division.
17200	535600	IT Services	1013 Vendor TBD	0.0	0.0	0.0	0.0	0.0	0.0	0.0
99400	535600	IT Services	1013 Vendor TBD	0.0	0.0	0.0	0.0	140.0	140.0	Electronic Transfer of Court Conviction Data IT Services (Contract services for Programming)
TOTAL EXPENSE				5,006.4	0.0	9,234.6	0.0	140.0	9,374.6	

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

Account code 542800
LEASED VEHICLE INFORMATION @ 7/1/24

Agency Name: Taxation and Revenue Department
Program Name: Motor Vehicle

Business Unit: 33300
Program Code: P574/6000

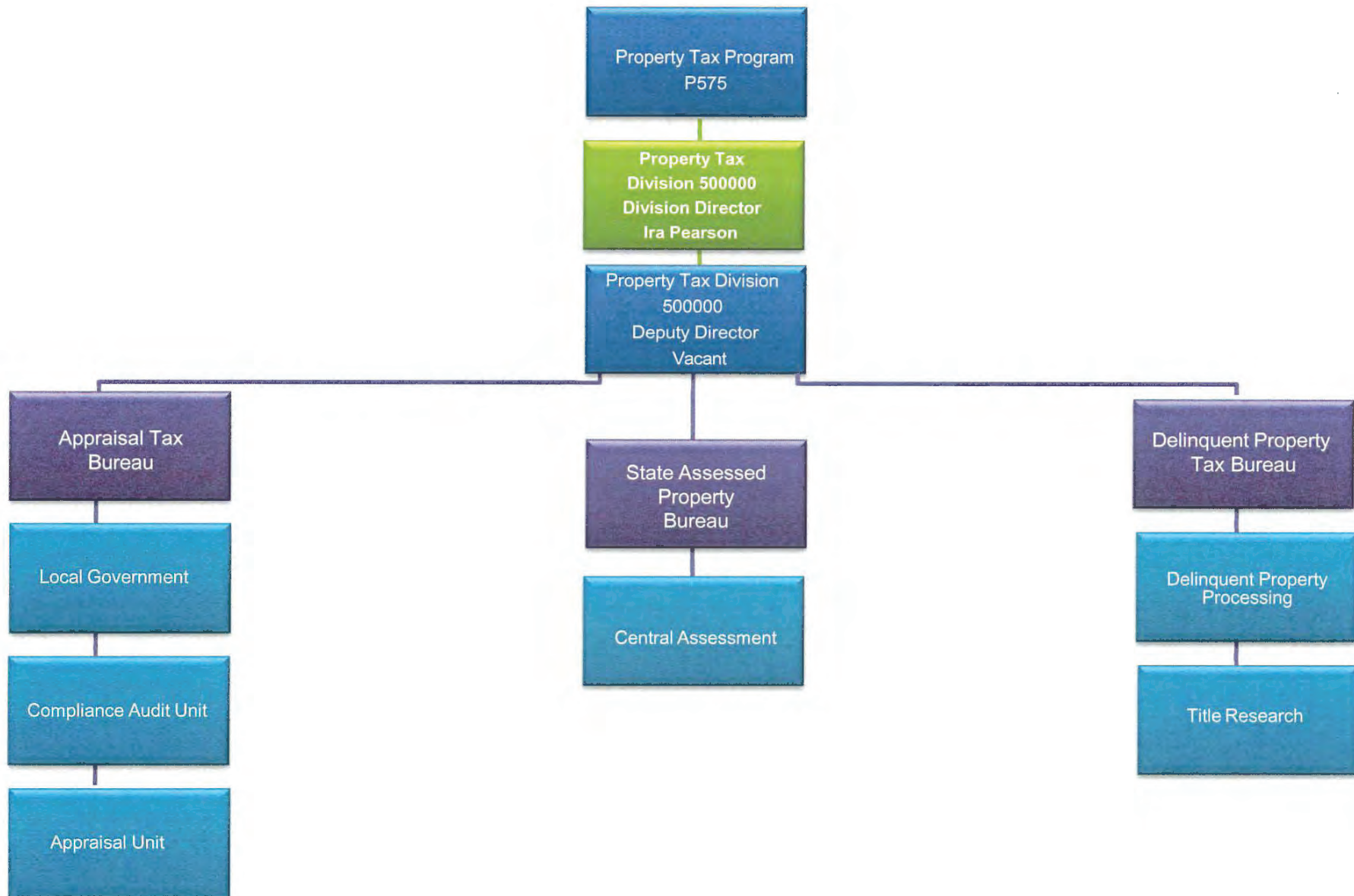
Item No.	LONG TERM LEASES ONLY						Lease Type Operational (O) or Standard (S)	Long Term Only			Comments:
	Year	Make/Model	Vehicle Type	A** R C	License Plate Number	Mileage As of 7/25/2024		A	B	A x B = C	
								FY26 Monthly Rate S= Rate Schedule	Number of months to lease	Total cost Rate FY26	
1	OWNED-2003	CHEVY IMPALA	02CO	C	002968SG	115,124	Operational (O)	235.69	12	2,828.28	MVD owned vehicle(monthly maint only)
2	2020	DODGE JOURNEY GREY	06A	C	007652SG	15,559	Standard (S)	457.00	12	5,484.00	
3	2005	FORD FOCUS	02BO	R	G61687	109,328	Operational (O)	235.69	12	2,828.28	
4	2019	DODGE JOURNEY GREY	06A	C	007499SG	58,725	Standard (S)	457.00	12	5,484.00	
5	2021	NISSAN ALTIMA	02BA	C	008454SG	31,127	Standard (S)	490.00	12	5,880.00	
6	2021	NISSAN ALTIMA	02BA	C	008459SG	18,324	Standard (S)	490.00	12	5,880.00	
7	2021	NISSAN ALTIMA	02BA	C	008469SG	54,235	Standard (S)	490.00	12	5,880.00	
8	2021	NISSAN ALTIMA	02BA	C	008731SG	20,998	Standard (S)	490.00	12	5,880.00	
9	2021	NISSAN ALTIMA	02BA	C	008738SG	6,030	Standard (S)	490.00	12	5,880.00	
10	2021	NISSAN ALTIMA	02BA	C	008745SG	47,050	Standard (S)	490.00	12	5,880.00	
11	2021	NISSAN ALTIMA	02BA	C	008785SG	66,655	Standard (S)	490.00	12	5,880.00	
12	OWNED-2024	Ford Edge	06A	C	010551SG	985	Operational (O)	235.69	12	2,828.28	MVD owned vehicle(monthly maint only X-Fed Grant)
13	2024	Mid Size Sport Utility 4x4 Commercial Ford Explorer	06AM	A	TBD	-	Standard (S)	658.00	12	7,896.00	Vehicles Ordered in FY24- should be receiving July 2024
14	2024	Full Size Sedan	02CO	A	TBD	-	Standard (S)	442.00	12	5,304.00	Vehicles Ordered in FY24- should be receiving July 2024
15	2024	Full Size Sedan	02CO	A	TBD	-	Standard (S)	442.00	12	5,304.00	Vehicles Ordered in FY24- should be receiving July 2024
16	2024	3/4 Ton 4x4 Crew Cab	04J	A	TBD	-	Standard (S)	450.00	12	5,400.00	Vehicles Ordered in FY24- should be receiving July 2024
17	2025	Full Size Sport Utility Vehicle 4x4 Commercial Ford Expedition	06BM	A	TBD	-	Standard (S)	916.00	12	10,992.00	Add Vehicle Request for FY26
18	2025	Full Size Sedan	02CO	A	TBD	-	Standard (S)	442.00	12	5,304.00	Add Vehicle Request for FY26
19	2025	Full Size Sedan	02CO	A	TBD	-	Standard (S)	442.00	12	5,304.00	Add Vehicle Request for FY26
								TOTAL LONG TERM:		106,116.84	

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

P575

Property Tax

Taxation & Revenue Department Property Tax Program



Property Tax Division

BU PCode
33300 P575

State of New Mexico
P-1 Program Overview

Program Description:

The mission of the Property Tax Division (PTD) is to administer the Property Tax Code in a professional and efficient manner ensuring fair, equitable, current and correct valuation of all property in the state. The PTD has three bureaus that ensure property valuation quality and equity, resolve delinquent taxes, and assess roughly 600 specialized properties that comprise more than half of New Mexico's nonresidential property value.

PTD provides technical assistance, instructions, and services to New Mexico's 33 counties and valuation services to state agencies and political subdivisions. PTD provides independent appraisal reviews, facilitates county protest board decisions, and issues orders, instructions and publications required by the Property Tax Code.

Major Issues and Accomplishments:

Appraisal Bureau

PTD's Appraisal Bureau provides technical and educational services to counties, appraisal reviews for the State Board of Finance and others, 33 annual assessor evaluations, IAEO sponsorship, legal support, chairing and recording hearings for the County Valuation Protest Boards.

The Appraisal Bureau recently implemented remote procedures for county assessor evaluations. Through a new modernization, the Appraisal Bureau has developed web-based modules for both the assessors' application and PTD. Properties are reviewed through aerial photography, google earth, and PTD's Property Information Exchange.

PTD conducted 46 appraisal reviews this calendar year and sponsored appraisal education for compliance with Section 7-35- 5 NMSA 1978 and 3.6.3.16 NMAC. The Appraisal Bureau coordinates and implements multiple International Association of Assessing Officers (IAAO) courses and has developed policy and procedures for tracking education level and certification for assessment officials statewide.

State Assessed Property Bureau

PTD's State Assessed Property Bureau values certain non-residential properties statewide, which total about 17% of the total State property tax base. These properties include mineral production and equipment, electrical generation and transmission, oil and gas properties, railroads, communications, and copper ad valorem. SAPB processes approximately 600 property tax valuations annually. The bureau works to resolve protests of these valuations through informal meetings or hearings through the Administrative Hearings Office, and to ensure compliance with all state-assessed property valuations.

In TY2024, the State Assessed Property Bureau assessed \$10.7 billion of taxable value (full value divided by 3), a slight decrease over TY2023. The associated revenue will total \$284.1 million.

Delinquent Bureau

PTD's Delinquent Bureau collects property taxes that are delinquent for more than 2.5 years. The Delinquent Bureau recovers property tax obligations evidenced by each county's annual delinquency list. The delinquencies become statutorily collectable by PTD after the third full year of non-payment.

The Delinquent Bureau worked 9,500 delinquent accounts in the last year and exceeded the \$13 million collection target, earning \$15.5 million. All counties were worked for collections.

The Delinquent Bureau assists counties with support of title research of difficult properties. The Bureau assists counties with conducting auctions of mobile homes and assists the Department of Transportation and the State Land Office with assistance with tax deed information and title research. The bureau also assists title companies, real estate brokers, and county offices.

The Delinquent Bureau assists counties with support of title research of difficult properties. The Bureau assists counties with conducting auctions of mobile homes and assists the Department of Transportation and the State Land Office with assistance with tax deed information and title research. The bureau also assists title companies, real estate brokers, and county offices.

Overview of Request: PTD is not supported by the General Fund. Its operations are funded through the penalty and interest earned through its collection efforts.

Programmatic Changes: No programmatic changes are requested for FY26.

Base Budget Justification: The FY26 request is 12.2% higher than the FY25 request. The 200-category request provides \$169.6 thousand for 2.0 additional FTE in the Delinquent Bureau to handle the volume of delinquent properties in the 33 New Mexico Counties, \$274.8 thousand to support internal alignment and appropriate placement, and \$214.8 thousand to reduce the forced vacancy rate from 10.3% to 5.1% (2 FTE).

In the 300-category, the request includes a reduction of (\$59.8) thousand. In the 400 category, the request provides \$175.0 thousand for increased costs of IT hardware and software, and \$100 thousand for two additional vehicles; one will replace a high-mileage vehicle and one will be for a new field title examiner.

For the Delinquent Bureau, the request includes higher DFA mileage and per diem rates and replacement of two high-mileage vehicles.

The Appraisal Bureau request manages travel costs through continued offerings of remote Assessor Evaluations and offers a hybrid plan to conduct protest hearings.

Property Tax Division

BU PCode
33300 P575

Department
000000

State of New Mexico
S-8 Financial Summary
(Dollars in Thousands)

		2023-24	2023-24	2024-25	2025-26	----- FY 2026 Agency Request -----		
		Opbud	Actuals	Opbud	PCF Proj	Base	Expansion	Total
REVENUE								
130	Other Revenues	6,422.5	5,728.0	6,491.4	0.0	7,283.6	0.0	7,283.6
REVENUE, TRANSFERS		6,422.5	5,728.0	6,491.4	0.0	7,283.6	0.0	7,283.6
REVENUE		6,422.5	5,728.0	6,491.4	0.0	7,283.6	0.0	7,283.6
EXPENSE								
200	Personal Services and Employee Benefits	3,811.1	3,470.6	3,880.0	4,338.4	4,539.2	0.0	4,539.2
300	Contractual services	1,219.4	701.1	1,219.4	0.0	1,159.6	0.0	1,159.6
400	Other	1,392.0	1,272.1	1,392.0	0.0	1,584.8	0.0	1,584.8
EXPENDITURES		6,422.5	5,443.7	6,491.4	4338.393	7,283.6	0.0	7,283.6
EXPENSE		6,422.5	5,443.7	6,491.4	4338.393	7,283.6	0.0	7,283.6
FTE POSITIONS								
810	Permanent	39.00	43.05	39.00	43.05	41.00	0.00	41.00
FTEs		39.00	43.05	39.00	43.05	41.00	0.00	41.00
FTE POSITIONS		39.00	43.05	39.00	43.05	41.00	0.00	41.00

Property Tax Division

BU PCode Department
 33300 P575 000000

State of New Mexico
 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
401901	Special Levy - Other	6,422.5	5,696.6	6,491.4	0.0	7,283.6	0.0	7,283.6
441201	Interest On Investments	0.0	17.3	0.0	0.0	0.0	0.0	0.0
496901	Miscellaneous Revenue	0.0	14.1	0.0	0.0	0.0	0.0	0.0
130	Other Revenues	6,422.5	5,728.0	6,491.4	0.0	7,283.6	0.0	7,283.6
TOTAL REVENUE		6,422.5	5,728.0	6,491.4	0.0	7,283.6	0.0	7,283.6
520100	Exempt Perm Positions P/T&F/T	102.4	88.5	102.4	122.5	102.4	0.0	102.4
520300	Classified Perm Positions F/T	2,199.1	2,379.8	2,256.4	3,020.9	2,681.7	0.0	2,681.7
520600	Paid Unused Sick Leave	1.9	2.4	1.9	0.0	1.9	0.0	1.9
520700	Overtime & Other Premium Pay	17.1	4.8	17.1	0.0	17.1	0.0	17.1
520800	Annl & Comp Paid At Separation	5.7	22.9	5.7	0.0	5.7	0.0	5.7
521100	Group Insurance Premium	798.1	251.8	798.1	316.6	879.4	0.0	879.4
521200	Retirement Contributions	481.2	474.5	491.1	618.8	554.7	0.0	554.7
521300	F I C A	150.8	181.1	154.8	192.7	198.9	0.0	198.9
521400	Workers' Comp Assessment Fee	0.4	0.3	0.4	0.0	0.4	0.0	0.4
521410	GSD Work Comp Insur Premium	5.0	4.9	3.3	0.0	7.3	0.0	7.3
521500	Unemployment Comp Premium	3.0	3.0	1.3	0.0	0.5	0.0	0.5
521600	Employee Liability Ins Premium	7.0	7.0	7.1	0.0	11.4	0.0	11.4
521700	RHC Act Contributions	39.4	49.4	40.4	66.9	77.8	0.0	77.8
200	Personal Services and Employee Benefits	3,811.1	3,470.6	3,880.0	4,338.4	4,539.2	0.0	4,539.2
535200	Professional Services	473.5	184.1	473.5	0.0	490.0	0.0	490.0
535300	Other Services	264.9	0.7	264.9	0.0	183.8	0.0	183.8
535500	Attorney Services	125.8	73.4	125.8	0.0	125.8	0.0	125.8
535600	IT Services	355.2	442.8	355.2	0.0	360.0	0.0	360.0
300	Contractual services	1,219.4	701.1	1,219.4	0.0	1,159.6	0.0	1,159.6
542100	Employee I/S Mileage & Fares	8.0	1.1	8.0	0.0	8.0	0.0	8.0
542200	Employee I/S Meals & Lodging	280.1	160.7	280.1	0.0	280.1	0.0	280.1
542300	Brd & Comm Mbr Meals & Lodging	25.4	10.2	25.4	0.0	25.0	0.0	25.0
542310	Brd & Comm Mbr Mileage & Fares	0.0	0.4	0.0	0.0	0.0	0.0	0.0
542500	Transp - Fuel & Oil	53.3	18.6	53.3	0.0	53.3	0.0	53.3
542600	Transp - Parts & Supplies	1.3	0.4	1.3	0.0	2.5	0.0	2.5

542700	Transp - Transp Insurance	0.2	0.0	0.0	0.0	0.0	0.0	0.0
542800	State Transp Pool Charges	86.1	73.4	83.9	0.0	83.2	0.0	83.2
543200	Maint - Furn, Fixt, Equipment	8.3	0.1	8.3	0.0	0.5	0.0	0.5
543300	Maint - Buildings & Structures	0.0	36.8	0.0	0.0	0.0	0.0	0.0
543830	IT HW/SW Agreements	0.0	31.8	0.0	0.0	175.0	0.0	175.0
544000	Supply Inventory IT	30.2	66.0	30.2	0.0	68.7	0.0	68.7
544100	Supplies-Office Supplies	8.0	8.4	13.7	0.0	22.7	0.0	22.7
544400	Supplies-Field Supplies	0.0	0.3	0.0	0.0	0.0	0.0	0.0
544900	Supplies-Inventory Exempt	0.0	8.1	0.0	0.0	0.0	0.0	0.0
545600	Reporting & Recording	26.0	0.6	26.0	0.0	26.0	0.0	26.0
545700	ISD Services	19.2	21.2	17.9	0.0	23.4	0.0	23.4
545710	DOIT HCM Assessment Fees	14.2	12.8	14.2	0.0	14.7	0.0	14.7
545900	Printing & Photo Services	4.0	2.1	4.0	0.0	5.0	0.0	5.0
546100	Postage & Mail Services	0.0	59.4	0.0	0.0	70.0	0.0	70.0
546400	Rent Of Land & Buildings	19.6	55.7	19.6	0.0	70.0	0.0	70.0
546500	Rent Of Equipment	65.4	30.4	65.4	0.0	66.0	0.0	66.0
546600	Communications	0.0	0.2	0.0	0.0	0.0	0.0	0.0
546610	DOIT Telecommunications	67.4	35.3	63.2	0.0	61.3	0.0	61.3
546700	Subscriptions/Dues/License Fee	186.9	109.5	189.1	0.0	194.7	0.0	194.7
546800	Employee Training & Education	14.9	80.8	14.9	0.0	59.7	0.0	59.7
546900	Advertising	73.5	148.8	73.5	0.0	150.0	0.0	150.0
547730	Lease Principal Payment	0.0	13.4	0.0	0.0	0.0	0.0	0.0
547900	Miscellaneous Expense	0.0	2.5	0.0	0.0	0.0	0.0	0.0
547999	Request to Pay Prior Year	0.0	45.9	0.0	0.0	0.0	0.0	0.0
548200	Furniture & Fixtures	400.0	90.2	400.0	0.0	0.0	0.0	0.0
548800	Automotive & Aircraft	0.0	123.4	0.0	0.0	100.0	0.0	100.0
548882	Lease Interest	0.0	0.3	0.0	0.0	0.0	0.0	0.0
549600	Employee O/S Mileage & Fares	0.0	11.6	0.0	0.0	25.0	0.0	25.0
549700	Employee O/S Meals & Lodging	0.0	11.5	0.0	0.0	0.0	0.0	0.0
400	Other	1,392.0	1,272.1	1,392.0	0.0	1,584.8	0.0	1,584.8
TOTAL EXPENSE		6,422.5	5,443.7	6,491.4	4,338.4	7,283.6	0.0	7,283.6
810	Permanent	39.00	43.05	39.00	43.05	41.00	0.00	41.00
810	Permanent	39.00	43.05	39.00	43.05	41.00	0.00	41.00
TOTAL FTE POSITIONS		39.00	43.05	39.00	43.05	41.00	0.00	41.00

REV EXP COMPARISON

(Dollars in Thousands)

33300 - Taxation and Revenue Department

P575 - Property Tax Division

	General Fund	Other Funds	Other Transfers	Federal Funds	Total
SOURCES Totals:	0.0	7,283.6	0.0	0.0	7,283.6
Personal Services and Employee Benefits	0.0	4,539.2	0.0	0.0	4539.2
Contractual services	0.0	1,159.6	0.0	0.0	1159.6
Other	0.0	1,584.8	0.0	0.0	1584.8
USES Total:	0.0	7,283.6	0.0	0.0	7,283.6
Net:	0.0	0.0	0.0	0.0	0.0

Property Tax Division

BU PCode Department
 33300 P575 000000

State of New Mexico
 E4/E5 Summary
 (Dollars in Thousands)

		2023-24	2024-25	FY 2026 Agency Request				Total
		Actuals	Opbud	GF	OSF	ISF/IAT	FF	
520100	Exempt Perm Positions P/T&F/T	88.5	102.4	0.0	102.4	0.0	0.0	102.4
520300	Classified Perm Positions F/T	2,379.8	2,256.4	0.0	2,681.7	0.0	0.0	2,681.7
520600	Paid Unused Sick Leave	2.4	1.9	0.0	1.9	0.0	0.0	1.9
520700	Overtime & Other Premium Pay	4.8	17.1	0.0	17.1	0.0	0.0	17.1
520800	Annl & Comp Paid At Separation	22.9	5.7	0.0	5.7	0.0	0.0	5.7
521100	Group Insurance Premium	251.8	798.1	0.0	879.4	0.0	0.0	879.4
521200	Retirement Contributions	474.5	491.1	0.0	554.7	0.0	0.0	554.7
521300	F I C A	181.1	154.8	0.0	198.9	0.0	0.0	198.9
521400	Workers' Comp Assessment Fee	0.3	0.4	0.0	0.4	0.0	0.0	0.4
521410	GSD Work Comp Insur Premium	4.9	3.3	0.0	7.3	0.0	0.0	7.3
521500	Unemployment Comp Premium	3.0	1.3	0.0	0.5	0.0	0.0	0.5
521600	Employee Liability Ins Premium	7.0	7.1	0.0	11.4	0.0	0.0	11.4
521700	RHC Act Contributions	49.4	40.4	0.0	77.8	0.0	0.0	77.8
200	Personal Services and Employee Benefits	3,470.6	3,880.0	0.0	4,539.2	0.0	0.0	4,539.2
535200	Professional Services	184.1	473.5	0.0	490.0	0.0	0.0	490.0
535300	Other Services	0.7	264.9	0.0	183.8	0.0	0.0	183.8
535500	Attorney Services	73.4	125.8	0.0	125.8	0.0	0.0	125.8
535600	IT Services	442.8	355.2	0.0	360.0	0.0	0.0	360.0
300	Contractual services	701.1	1,219.4	0.0	1,159.6	0.0	0.0	1,159.6
542100	Employee I/S Mileage & Fares	1.1	8.0	0.0	8.0	0.0	0.0	8.0
542200	Employee I/S Meals & Lodging	160.7	280.1	0.0	280.1	0.0	0.0	280.1
542300	Brd & Comm Mbr Meals & Lodging	10.2	25.4	0.0	25.0	0.0	0.0	25.0
542310	Brd & Comm Mbr Mileage & Fares	0.4	0.0	0.0	0.0	0.0	0.0	0.0
542500	Transp - Fuel & Oil	18.6	53.3	0.0	53.3	0.0	0.0	53.3
542600	Transp - Parts & Supplies	0.4	1.3	0.0	2.5	0.0	0.0	2.5
542700	Transp - Transp Insurance	0.0	0.0	0.0	0.0	0.0	0.0	0.0
542800	State Transp Pool Charges	73.4	83.9	0.0	83.2	0.0	0.0	83.2
543200	Maint - Furn, Fixt, Equipment	0.1	8.3	0.0	0.5	0.0	0.0	0.5
543300	Maint - Buildings & Structures	36.8	0.0	0.0	0.0	0.0	0.0	0.0
543830	IT HW/SW Agreements	31.8	0.0	0.0	175.0	0.0	0.0	175.0
544000	Supply Inventory IT	66.0	30.2	0.0	68.7	0.0	0.0	68.7
544100	Supplies-Office Supplies	8.4	13.7	0.0	22.7	0.0	0.0	22.7
544400	Supplies-Field Supplies	0.3	0.0	0.0	0.0	0.0	0.0	0.0
544900	Supplies-Inventory Exempt	8.1	0.0	0.0	0.0	0.0	0.0	0.0
545600	Reporting & Recording	0.6	26.0	0.0	26.0	0.0	0.0	26.0

545700	ISD Services	21.2	17.9	0.0	23.4	0.0	0.0	23.4
545710	DOIT HCM Assessment Fees	12.8	14.2	0.0	14.7	0.0	0.0	14.7
545900	Printing & Photo Services	2.1	4.0	0.0	5.0	0.0	0.0	5.0
546100	Postage & Mail Services	59.4	0.0	0.0	70.0	0.0	0.0	70.0
546400	Rent Of Land & Buildings	55.7	19.6	0.0	70.0	0.0	0.0	70.0
546500	Rent Of Equipment	30.4	65.4	0.0	66.0	0.0	0.0	66.0
546600	Communications	0.2	0.0	0.0	0.0	0.0	0.0	0.0
546610	DOIT Telecommunications	35.3	63.2	0.0	61.3	0.0	0.0	61.3
546700	Subscriptions/Dues/License Fee	109.5	189.1	0.0	194.7	0.0	0.0	194.7
546800	Employee Training & Education	80.8	14.9	0.0	59.7	0.0	0.0	59.7
546900	Advertising	148.8	73.5	0.0	150.0	0.0	0.0	150.0
547730	Lease Principal Payment	13.4	0.0	0.0	0.0	0.0	0.0	0.0
547900	Miscellaneous Expense	2.5	0.0	0.0	0.0	0.0	0.0	0.0
547999	Request to Pay Prior Year	45.9	0.0	0.0	0.0	0.0	0.0	0.0
548200	Furniture & Fixtures	90.2	400.0	0.0	0.0	0.0	0.0	0.0
548800	Automotive & Aircraft	123.4	0.0	0.0	100.0	0.0	0.0	100.0
548882	Lease Interest	0.3	0.0	0.0	0.0	0.0	0.0	0.0
549600	Employee O/S Mileage & Fares	11.6	0.0	0.0	25.0	0.0	0.0	25.0
549700	Employee O/S Meals & Lodging	11.5	0.0	0.0	0.0	0.0	0.0	0.0
400	Other	1,272.1	1,392.0	0.0	1,584.8	0.0	0.0	1,584.8
TOTAL EXPENSE		5,443.7	6,491.4	0.0	7,283.6	0.0	0.0	7,283.6

Property Tax Division
 BU PCode
 33300 P575

State of New Mexico
 E4 PCode Detail
 (Dollars in Thousands)

Fund	Account		2023-24	2024-25	2025-26	FY 2026 Agency Request				Total	Justification
			Actuals	Opbud	PCF Proj	GF	OSF	ISF/IAT	FF		
17200	520100	Exempt Perm Positions P/T&F/T	88.5	102.4	122.476	0.0	102.4	0.0	0.0	102.4	
17200	520300	Classified Perm Positions F/T	2,379.8	2,256.4	3020.926	0.0	2,681.7	0.0	0.0	2,681.7	Includes two (2) FTE base budget increases for the Property Tax Division
17200	520600	Paid Unused Sick Leave	2.4	1.9	0	0.0	1.9	0.0	0.0	1.9	
17200	520700	Overtime & Other Premium Pay	4.8	17.1	0	0.0	17.1	0.0	0.0	17.1	
17200	520800	Annl & Comp Paid At Separation	22.9	5.7	0	0.0	5.7	0.0	0.0	5.7	
17200	521100	Group Insurance Premium	251.8	798.1	316.564	0.0	879.4	0.0	0.0	879.4	Includes two (2) FTE base budget increases for the Property Tax Division
17200	521200	Retirement Contributions	474.5	491.1	618.769	0.0	554.7	0.0	0.0	554.7	Includes two (2) FTE base budget increases for the Property Tax Division
17200	521300	F I C A	181.1	154.8	192.726	0.0	198.9	0.0	0.0	198.9	Includes two (2) FTE base budget increases for the Property Tax Division
17200	521400	Workers' Comp Assessment Fee	0.3	0.4	0	0.0	0.4	0.0	0.0	0.4	
17200	521410	GSD Work Comp Insur Premium	4.9	3.3	0	0.0	7.3	0.0	0.0	7.3	
17200	521500	Unemployment Comp Premium	3.0	1.3	0	0.0	0.5	0.0	0.0	0.5	
17200	521600	Employee Liability Ins Premium	7.0	7.1	0	0.0	11.4	0.0	0.0	11.4	
17200	521700	RHC Act Contributions	49.4	40.4	66.932	0.0	77.8	0.0	0.0	77.8	Includes two (2) FTE base budget increases for the Property Tax Division
	200	Personal Services and Employee Benefits	3,470.6	3,880.0	4338.393	0.0	4,539.2	0.0	0.0	4,539.2	
17200	542100	Employee I/S Mileage & Fares	1.1	8.0	0	0.0	8.0	0.0	0.0	8.0	
17200	542200	Employee I/S Meals & Lodging	160.7	280.1	0	0.0	280.1	0.0	0.0	280.1	
17200	542300	Brd & Comm Mbr Meals & Lodging	10.2	25.4	0	0.0	25.0	0.0	0.0	25.0	Decrease in state county travel
17200	542310	Brd & Comm Mbr Mileage & Fares	0.4	0.0	0	0.0	0.0	0.0	0.0	0.0	
17200	542500	Transp - Fuel & Oil	18.6	53.3	0	0.0	53.3	0.0	0.0	53.3	
17200	542600	Transp - Parts & Supplies	0.4	1.3	0	0.0	2.5	0.0	0.0	2.5	Increase trans parts for frequently driven vehicles
17200	542700	Transp - Transp Insurance	0.0	0.0	0	0.0	0.0	0.0	0.0	0.0	
17200	542800	State Transp Pool Charges	73.4	83.9	0	0.0	83.2	0.0	0.0	83.2	Increase vehicle leases
17200	543200	Maint - Fum, Fixt, Equipment	0.1	8.3	0	0.0	0.5	0.0	0.0	0.5	Decrease HOV services
17200	543300	Maint - Buildings & Structures	36.8	0.0	0	0.0	0.0	0.0	0.0	0.0	
17200	543830	IT HW/SW Agreements	31.8	0.0	0	0.0	175.0	0.0	0.0	175.0	Increase IT HW/SW agreements
17200	544000	Supply Inventory IT	66.0	30.2	0	0.0	68.7	0.0	0.0	68.7	Increase IT Supply Inv Exempt - \$33.5 - Computer replacements, (\$2.0) - Licensing Fees/Toner Cartridges
17200	544100	Supplies-Office Supplies	8.4	13.7	0	0.0	22.7	0.0	0.0	22.7	
17200	544400	Supplies-Field Supplies	0.3	0.0	0	0.0	0.0	0.0	0.0	0.0	
17200	544900	Supplies-Inventory Exempt	8.1	0.0	0	0.0	0.0	0.0	0.0	0.0	
17200	545600	Reporting & Recording	0.6	26.0	0	0.0	26.0	0.0	0.0	26.0	
17200	545700	ISD Services	21.2	17.9	0	0.0	23.4	0.0	0.0	23.4	
17200	545710	DOIT HCM Assessment Fees	12.8	14.2	0	0.0	14.7	0.0	0.0	14.7	
17200	545900	Printing & Photo Services	2.1	4.0	0	0.0	5.0	0.0	0.0	5.0	Increase anticipated costs for printing
17200	546100	Postage & Mail Services	59.4	0.0	0	0.0	70.0	0.0	0.0	70.0	Postage for increased certified mail
17200	546400	Rent Of Land & Buildings	55.7	19.6	0	0.0	70.0	0.0	0.0	70.0	Increase rent for Chastine Enterprises, Inc., Las Cruces
17200	546500	Rent Of Equipment	30.4	65.4	0	0.0	66.0	0.0	0.0	66.0	Increase cost of rent of equipment
17200	546600	Communications	0.2	0.0	0	0.0	0.0	0.0	0.0	0.0	

17200	546610	DOIT Telecommunications	35.3	63.2	0	0.0	61.3	0.0	0.0	61.3
17200	546700	Subscriptions/Dues/License Fee	109.5	189.1	0	0.0	194.7	0.0	0.0	194.7
										Increase subscriptions and dues - \$0.5 - Internation Assoc of Assessing, \$3.0 - Marshal Swift, \$2.1 - CLEAR Proflex
17200	546800	Employee Training & Education	80.8	14.9	0	0.0	59.7	0.0	0.0	59.7
										Increase employee training and education specialized training for assessors and GIS FTE
17200	546900	Advertising	148.8	73.5	0	0.0	150.0	0.0	0.0	150.0
17200	547730	Lease Principal Payment	13.4	0.0	0	0.0	0.0	0.0	0.0	0.0
17200	547900	Miscellaneous Expense	2.5	0.0	0	0.0	0.0	0.0	0.0	0.0
17200	547999	Request to Pay Prior Year	45.9	0.0	0	0.0	0.0	0.0	0.0	0.0
17200	548200	Furniture & Fixtures	90.2	400.0	0	0.0	0.0	0.0	0.0	0.0
17200	548800	Automotive & Aircraft	123.4	0.0	0	0.0	100.0	0.0	0.0	100.0
17200	548882	Lease Interest	0.3	0.0	0	0.0	0.0	0.0	0.0	0.0
17200	549600	Employee O/S Mileage & Fares	11.6	0.0	0	0.0	25.0	0.0	0.0	25.0
17200	549700	Employee O/S Meals & Lodging	11.5	0.0	0	0.0	0.0	0.0	0.0	0.0
	400	Other	1,272.1	1,392.0	0	0.0	1,584.8	0.0	0.0	1,584.8
TOTAL EXPENSE			4,742.7	5,272.0		0.0	6,124.0	0.0	0.0	6,124.0

Property Tax Division
 BU PCode
 33300 P575

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

----- FY 2026 Agency Request -----											
Fund	Account		#	Contract	Actuals	GF	OSF	ISF/IAT	FF	Total	Justification
17200	535200	Professional Services	1000		184.1	0.0	490.0	0.0	0.0	490.0	Increase Professional Services (\$1.5 - Six Classes, \$5.8 - Gary Perez, Cibola County, \$20.0 - Independent Contractors, \$16.8 - Tanya Giddings, (\$55.4) - Nicholas Sanchez, \$10.0 - Legal Services, \$5.0 - Scanning and Digitalizing, \$10.0 - Brent Eyre Appraiser/Expert Witness, \$2.8 - Fairview Industries, Inc.
17200	535300	Other Services	1000		0.7	0.0	183.8	0.0	0.0	183.8	Decrease Other Contractuat - (\$81.1 - TBD)
17200	535500	Attorney Services	1000		73.4	0.0	125.8	0.0	0.0	125.8	
17200	535600	IT Services	1000		442.8	0.0	360.0	0.0	0.0	360.0	Increase IT Services - \$2.7 - Axiomatic, \$1.1 - ARC ESRI Support, \$1.0 Geographical
TOTAL EXPENSE					701.1	0.0	1,159.6	0.0	0.0	1,159.6	

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

Account code 542800

LEASED VEHICLE INFORMATION @ 7/1/24

Agency Name: Taxation and Revenue Department

Program Name: Property Tax

Business Unit: 33300

Program Code: P575/5000

Item No.	Year	LONG TERM LEASES ONLY						Long Term Only			SHORT TERM ONLY			Put (x) if Fed \$
		Make/Model	Vehicle Type	A** R C	License Plate Number	Mileage As of 7/1/24	Lease Type Operational (O) or Standard (S)	A	B	A x B = C	D	E	D x E = F	
								FY25 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	2010	Chevy Silverado	04EO	C	002109SG	135,471	Standard (S)	235.69	12	2,828.28			-	-
2	2014	FORD F-150	04EO	C	004407SG	68,089	Standard (S)	235.69	12	2,828.28			-	-
3	2014	FORD F-150	04EO	C	004408SG	70453	Standard (S)	235.69	12	2,828.28			-	-
4	2019	RAM 1500	04E	C	006983SG	39388	Standard (S)	444.00	12	5,328.00			-	-
5	2021	NISSAN ALTIMA	02BA	C	008456SG	53,188	Standard (S)	490.00	12	5,880.00			-	-
6	2021	NISSAN ALTIMA	02BA	C	008465SG	52,141	Standard (S)	490.00	12	5,880.00			-	-
7	2021	NISSAN ALTIMA	02BA	C	008467SG	10,170	Standard (S)	490.00	12	5,880.00			-	-
8	2021	NISSAN ALTIMA	02BA	C	008729SG	13,769	Standard (S)	490.00	12	5,880.00			-	-
9	2021	NISSAN ALTIMA	02BA	C	008739SG	59,409	Standard (S)	490.00	12	5,880.00			-	-
10	2021	NISSAN ALTIMA	02BA	C	008746SG	30,986	Standard (S)	490.00	12	5,880.00			-	-
11	2021	NISSAN ALTIMA	02BA	C	008787SG	18,057	Standard (S)	490.00	12	5,880.00			-	-
12	2023	FORD RANGER	04BO	C	009931SG	9,523	Standard (S)	235.69	12	2,828.28			-	-
13	2023	FORD RANGER	04BO	C	009932SG	19,883	Standard (S)	235.69	12	2,828.28			-	-
14	2023	FORD EXPLORER	06AO	C	010211SG	4,298	Standard (S)	235.69	12	2,828.28			-	-
15	2024	NISSAN ROGUE	06AM	C	010440SG	8,290	Standard (S)	586.89	12	7,042.68			-	-
16	2024	NISSAN ROGUE	06AM	C	010442SG	6,672	Standard (S)	586.89	12	7,042.68			-	-
17	NEW	TBD	04BO	A	TBD	-	Standard (S)	235.69	12	2,828.28			-	-
18	NEW	TBD	04BO	A	TBD	-	Standard (S)	235.69	12	2,828.28			-	-
19						-				-			-	-
20						-				-			-	-
							TOTAL LONG TERM:	83,199.60	TOTAL SHORT TERM:				-	-

Operational(O) rate for FY26 will be

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

P579

Compliance Enforcement

Taxation & Revenue Department Compliance Enforcement Program



Compliance Enforcement

BU **PCode**
33300 P579

State of New Mexico
P-1 Program Overview

Program Description:

The mission of the Compliance Enforcement Program is to support the overall mission of the New Mexico Taxation and Revenue Department by enforcing criminal statutes in the Tax Administration Act and other related financial crimes, deterring criminal activity, and encouraging voluntary compliance with New Mexico tax laws.

The Tax Fraud Investigations Division (TFID) is frequently requested to assist in white-collar and economic crime investigations by other law enforcement agencies. TFID is the choice investigative agency when certain federal, state, and local agencies need forensic investigative assistance in investigating white-collar crimes, economic crimes, and other predicate crimes, which typically result in state tax fraud.

The internal investigations bureau (IIB) investigates allegations of employee misconduct, as well as potential violations of the Motor Vehicle Code, such as misrepresentation of identity by the public in obtaining New Mexico driver's licenses via fraudulent means.

Major Issues and Accomplishments:

In FY25, TFID has experienced a significant increase in its case load, requiring funding for incurred travel costs and contractual forensic analysis services. TFID has taken further steps in providing the best equipment for operational needs. In FY24, the division installed mobile printers for TFID's law enforcement vehicles, increasing case efficiency for Special Agents who need effective and time sensitive case documents in the field.

During FY24, 44 cases were opened, an increase of 13%, and 18 cases were referred to prosecutors, an increase of 350% over FY23. There is a steady increase in criminal cases to which TFID must direct current resources each fiscal year on investigations. TFID expects to see an increase in criminal caseload of 35% in FY25.

Much IIB work was related to employee investigations, background checks, along with other external investigations of violations of MVD statutes. MVD referrals for investigation were primarily of individuals' misrepresentation of identity in obtaining New Mexico driver's licenses via fraudulent means. During FY24, IIB processed 362 background checks, an 311% increase over FY23. There were 68 administrative investigations conducted resulting in a 142% increase over FY23. Moreover, IIB has seen a 47% increase in MVD misrepresentation cases over FY23. IIB has acquired the facial recognition program from MVD facilitating the need for MVD FTE relocation and reclassification within TFID.

Overview of Request:

An additional \$353.5 thousand is requested, an increase of 16.9%. The request includes \$87.3 transferred from program P574 to move 1.0 FTE from MVD. The request also includes \$141.2 thousand to reclassify and fill a vacant position. This position will be reclassified to an Attorney that can be commissioned to prosecute TFID's criminal referrals. Too often, TFID investigations are referred for prosecution, but the prosecuting entity lacks either expertise or resources to prosecute the case, leaving criminal tax evasion unpunished.

Programmatic Changes:

No programmatic changes are requested for FY26.

Base Budget Justification:

The increase accommodates funding for FTE transfer from MVD (MVD Agent – 45) and reclassification of this position to a State Investigator – 65. Also, funding will provide the reclassification of IT Systems Admin II-IE to Attorney – LH. This reclassification and subsequent hire is critical to support ongoing multijurisdictional prosecution of TFID Criminal cases. A reduced forced vacancy rate from 23.8% to 13.3% will allow TFID to fill an additional position to support operations.

Operational needs have amplified due to substantial increase in criminal and administrative cases. The budget increase will support additional field supplies, travel expenses, and certified mail increases. Case Management Tracking System (CMTS)/Wingswept software, Scanwriter software, and additional investigative software costs have increased to support investigations.

Compliance Enforcement

State of New Mexico
S-8 Financial Summary

BU PCode Department
 33300 P579 7000000000-33300

(Dollars in Thousands)

		2023-24	2023-24	2024-25	2025-26	----- FY 2026 Agency Request -----		
		Opbud	Actuals	Opbud	PCF Proj	Base	Expansion	Total
		0.0	0.0	0.0	0.0	0.0	0.0	0.0
EXPENSE								
200	Personal Services and Employee Benefits	1,747.9	1,448.8	1,792.1	2,336.7	2,119.3	0.0	2,119.3
300	Contractual services	9.4	2.8	9.4	0.0	9.4	0.0	9.4
400	Other	295.6	324.4	295.6	0.0	321.9	0.0	321.9
EXPENDITURES		2,052.9	1,776.0	2,097.1	2336.665	2,450.6	0.0	2,450.6
EXPENSE		2,052.9	1,776.0	2,097.1	2336.665	2,450.6	0.0	2,450.6
FTE POSITIONS								
810	Permanent	21.00	22.00	21.00	22.00	22.00	0.00	22.00
FTEs		21.00	22.00	21.00	22.00	22.00	0.00	22.00
FTE POSITIONS		21.00	22.00	21.00	22.00	22.00	0.00	22.00

Compliance Enforcement
 BU PCode Department
 33300 P579 7000000000-33300

State of New Mexico
 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
520100	Exempt Perm Positions P/T&F/T	94.0	109.4	94.0	118.4	94.0	0.0	94.0
520300	Classified Perm Positions F/T	1,237.2	942.3	1,285.6	1,624.2	1,541.9	0.0	1,541.9
520700	Overtime & Other Premium Pay	2.0	10.5	2.0	0.0	2.0	0.0	2.0
520800	Annl & Comp Paid At Separation	4.2	0.3	4.2	0.0	4.2	0.0	4.2
521100	Group Insurance Premium	139.7	77.5	122.1	118.5	142.7	0.0	142.7
521200	Retirement Contributions	171.9	202.2	181.9	331.6	212.9	0.0	212.9
521300	F I C A	72.0	77.5	76.0	106.9	88.7	0.0	88.7
521400	Workers' Comp Assessment Fee	0.2	0.1	0.2	0.0	0.2	0.0	0.2
521410	GSD Work Comp Insur Premium	2.6	2.7	1.8	0.0	3.9	0.0	3.9
521500	Unemployment Comp Premium	1.6	1.6	0.7	0.0	0.2	0.0	0.2
521600	Employee Liability Ins Premium	3.7	3.8	3.8	0.0	6.1	0.0	6.1
521700	RHC Act Contributions	18.8	21.0	19.8	37.0	22.5	0.0	22.5
200	Personal Services and Employee Benefits	1,747.9	1,448.8	1,792.1	2,336.7	2,119.3	0.0	2,119.3
535100	Medical Services	2.6	0.0	2.6	0.0	2.6	0.0	2.6
535300	Other Services	4.8	2.8	4.8	0.0	4.8	0.0	4.8
535600	IT Services	2.0	0.0	2.0	0.0	2.0	0.0	2.0
300	Contractual services	9.4	2.8	9.4	0.0	9.4	0.0	9.4
542100	Employee I/S Mileage & Fares	0.4	0.0	0.4	0.0	0.4	0.0	0.4
542200	Employee I/S Meals & Lodging	21.6	2.2	21.0	0.0	13.0	0.0	13.0
542500	Transp - Fuel & Oil	4.0	2.8	4.0	0.0	11.3	0.0	11.3
542600	Transp - Parts & Supplies	2.0	0.0	2.0	0.0	2.0	0.0	2.0
542700	Transp - Transp Insurance	0.1	0.0	0.0	0.0	0.0	0.0	0.0
542800	State Transp Pool Charges	12.5	13.3	13.3	0.0	13.8	0.0	13.8
543200	Maint - Furn, Fixt, Equipment	7.9	0.4	1.5	0.0	1.5	0.0	1.5
543300	Maint - Buildings & Structures	0.0	1.5	0.0	0.0	0.0	0.0	0.0
543820	Maintenance IT	0.0	0.7	0.0	0.0	0.0	0.0	0.0
543830	IT HW/SW Agreements	0.0	29.4	0.0	0.0	0.0	0.0	0.0
544000	Supply Inventory IT	14.5	53.7	12.6	0.0	28.4	0.0	28.4
544100	Supplies-Office Supplies	5.9	4.8	0.5	0.0	0.5	0.0	0.5
544400	Supplies-Field Supplies	5.0	13.3	2.0	0.0	8.0	0.0	8.0

544700	Supplies-Clothing,Uniforms,Linen	1.5	0.0	1.5	0.0	1.5	0.0	1.5
544900	Supplies-Inventory Exempt	0.0	10.7	0.0	0.0	0.0	0.0	0.0
545600	Reporting & Recording	1.5	3.0	1.0	0.0	1.0	0.0	1.0
545700	ISD Services	10.1	10.8	9.7	0.0	12.5	0.0	12.5
545710	DOIT HCM Assessment Fees	7.7	6.9	7.6	0.0	7.9	0.0	7.9
545810	GCD Radio Communications Svcs	0.0	20.5	18.9	0.0	21.5	0.0	21.5
545900	Printing & Photo Services	1.3	0.4	1.3	0.0	1.3	0.0	1.3
546100	Postage & Mail Services	0.7	0.8	0.7	0.0	0.9	0.0	0.9
546400	Rent Of Land & Buildings	140.0	108.6	140.0	0.0	140.0	0.0	140.0
546500	Rent Of Equipment	4.7	3.6	4.7	0.0	4.7	0.0	4.7
546600	Communications	1.3	1.4	1.3	0.0	1.3	0.0	1.3
546610	DOIT Telecommunications	35.4	15.1	34.1	0.0	32.9	0.0	32.9
546700	Subscriptions/Dues/License Fee	7.1	4.1	7.1	0.0	7.1	0.0	7.1
546800	Employee Training & Education	10.4	9.5	10.4	0.0	10.4	0.0	10.4
547730	Lease Principal Payment	0.0	2.6	0.0	0.0	0.0	0.0	0.0
547900	Miscellaneous Expense	0.0	3.2	0.0	0.0	0.0	0.0	0.0
547999	Request to Pay Prior Year	0.0	1.2	0.0	0.0	0.0	0.0	0.0
548300	Information Tech Equipment	0.0	0.0	0.0	0.0	0.0	0.0	0.0
548882	Lease Interest	0.0	0.0	0.0	0.0	0.0	0.0	0.0
400	Other	295.6	324.4	295.6	0.0	321.9	0.0	321.9
TOTAL EXPENSE		2,052.9	1,776.0	2,097.1	2,336.7	2,450.6	0.0	2,450.6
810	Permanent	21.00	22.00	0.00	22.00	22.00	0.00	22.00
810	Permanent	21.00	22.00	0.00	22.00	22.00	0.00	22.00
TOTAL FTE POSITIONS		21.00	22.00	0.00	22.00	22.00	0.00	22.00

REV EXP COMPARISON

(Dollars in Thousands)

33300 - Taxation and Revenue Department

P579 - Compliance Enforcement

	General Fund	Other Funds	Other Transfers	Federal Funds	Total
SOURCES Totals:	2,450.6	0.0	0.0	0.0	2,450.6
Personal Services and Employee Benefits	2,119.3	0.0	0.0	0.0	2119.3
Contractual services	9.4	0.0	0.0	0.0	9.4
Other	321.9	0.0	0.0	0.0	321.9
USES Total:	2,450.6	0.0	0.0	0.0	2,450.6
Net:	0.0	0.0	0.0	0.0	0.0

Compliance Enforcement
 BU PCode Department
 33300 P579 000000

State of New Mexico
 E4/E5 Summary
 (Dollars in Thousands)

		2023-24	2024-25	FY 2026 Agency Request				Total
		Actuals	Opbud	GF	OSF	ISF/IAT	FF	
520100	Exempt Perm Positions P/T&F/T	109.4	94.0	94.0	0.0	0.0	0.0	94.0
520300	Classified Perm Positions F/T	942.3	1,285.6	1,541.9	0.0	0.0	0.0	1,541.9
520700	Overtime & Other Premium Pay	10.5	2.0	2.0	0.0	0.0	0.0	2.0
520800	Annl & Comp Paid At Separation	0.3	4.2	4.2	0.0	0.0	0.0	4.2
521100	Group Insurance Premium	77.5	122.1	142.7	0.0	0.0	0.0	142.7
521200	Retirement Contributions	202.2	181.9	212.9	0.0	0.0	0.0	212.9
521300	F I C A	77.5	76.0	88.7	0.0	0.0	0.0	88.7
521400	Workers' Comp Assessment Fee	0.1	0.2	0.2	0.0	0.0	0.0	0.2
521410	GSD Work Comp Insur Premium	2.7	1.8	3.9	0.0	0.0	0.0	3.9
521500	Unemployment Comp Premium	1.6	0.7	0.2	0.0	0.0	0.0	0.2
521600	Employee Liability Ins Premium	3.8	3.8	6.1	0.0	0.0	0.0	6.1
521700	RHC Act Contributions	21.0	19.8	22.5	0.0	0.0	0.0	22.5
200	Personal Services and Employee Benefits	1,448.8	1,792.1	2,119.3	0.0	0.0	0.0	2,119.3
535100	Medical Services	0.0	2.6	2.6	0.0	0.0	0.0	2.6
535300	Other Services	2.8	4.8	4.8	0.0	0.0	0.0	4.8
535600	IT Services	0.0	2.0	2.0	0.0	0.0	0.0	2.0
300	Contractual services	2.8	9.4	9.4	0.0	0.0	0.0	9.4
542100	Employee I/S Mileage & Fares	0.0	0.4	0.4	0.0	0.0	0.0	0.4
542200	Employee I/S Meals & Lodging	2.2	21.0	13.0	0.0	0.0	0.0	13.0
542500	Transp - Fuel & Oil	2.8	4.0	11.3	0.0	0.0	0.0	11.3
542600	Transp - Parts & Supplies	0.0	2.0	2.0	0.0	0.0	0.0	2.0
542700	Transp - Transp Insurance	0.0	0.0	0.0	0.0	0.0	0.0	0.0
542800	State Transp Pool Charges	13.3	13.3	13.8	0.0	0.0	0.0	13.8
543200	Maint - Furn, Fixt, Equipment	0.4	1.5	1.5	0.0	0.0	0.0	1.5
543300	Maint - Buildings & Structures	1.5	0.0	0.0	0.0	0.0	0.0	0.0
543820	Maintenance IT	0.7	0.0	0.0	0.0	0.0	0.0	0.0
543830	IT HW/SW Agreements	29.4	0.0	0.0	0.0	0.0	0.0	0.0
544000	Supply Inventory IT	53.7	12.6	28.4	0.0	0.0	0.0	28.4
544100	Supplies-Office Supplies	4.8	0.5	0.5	0.0	0.0	0.0	0.5
544400	Supplies-Field Supplies	13.3	2.0	8.0	0.0	0.0	0.0	8.0
544700	Supplies-Clothng, Unifms, Linen	0.0	1.5	1.5	0.0	0.0	0.0	1.5
544900	Supplies-Inventory Exempt	10.7	0.0	0.0	0.0	0.0	0.0	0.0
545600	Reporting & Recording	3.0	1.0	1.0	0.0	0.0	0.0	1.0
545700	ISD Services	10.8	9.7	12.5	0.0	0.0	0.0	12.5
545710	DOIT HCM Assessment Fees	6.9	7.6	7.9	0.0	0.0	0.0	7.9
545810	GCD Radio Communications Svcs	20.5	18.9	21.5	0.0	0.0	0.0	21.5

545900	Printing & Photo Services	0.4	1.3	1.3	0.0	0.0	0.0	1.3
546100	Postage & Mail Services	0.8	0.7	0.9	0.0	0.0	0.0	0.9
546400	Rent Of Land & Buildings	108.6	140.0	140.0	0.0	0.0	0.0	140.0
546500	Rent Of Equipment	3.6	4.7	4.7	0.0	0.0	0.0	4.7
546600	Communications	1.4	1.3	1.3	0.0	0.0	0.0	1.3
546610	DOIT Telecommunications	15.1	34.1	32.9	0.0	0.0	0.0	32.9
546700	Subscriptions/Dues/License Fee	4.1	7.1	7.1	0.0	0.0	0.0	7.1
546800	Employee Training & Education	9.5	10.4	10.4	0.0	0.0	0.0	10.4
547730	Lease Principal Payment	2.6	0.0	0.0	0.0	0.0	0.0	0.0
547900	Miscellaneous Expense	3.2	0.0	0.0	0.0	0.0	0.0	0.0
547999	Request to Pay Prior Year	1.2	0.0	0.0	0.0	0.0	0.0	0.0
548300	Information Tech Equipment	0.0	0.0	0.0	0.0	0.0	0.0	0.0
548882	Lease Interest	0.0	0.0	0.0	0.0	0.0	0.0	0.0
400	Other	324.4	295.6	321.9	0.0	0.0	0.0	321.9
TOTAL EXPENSE		1,776.0	2,097.1	2,450.6	0.0	0.0	0.0	2,450.6

Compliance Enforcement

BU PCode Department
33300 P579 7000000000-33300

State of New Mexico
E4 DeptID Detail
(Dollars in Thousands)

Fund	Account		2023-24	2024-25	2025-26	FY 2026 Agency Request				Total	Justification
			Actuals	Opbud	PCF Proj	GF	OSF	ISF/IAT	FF		
00000	520300	Classified Perm Positions F/T	0.0	0.0	156.841	0.0	0.0	0.0	0.0	0.0	
00000	521100	Group Insurance Premium	0.0	0.0	10.224	0.0	0.0	0.0	0.0	0.0	
00000	521200	Retirement Contributions	0.0	0.0	29.832	0.0	0.0	0.0	0.0	0.0	
00000	521300	F I C A	0.0	0.0	9.613	0.0	0.0	0.0	0.0	0.0	
00000	521700	RHC Act Contributions	0.0	0.0	3.877	0.0	0.0	0.0	0.0	0.0	
17200	520100	Exempt Perm Positions P/T&F/T	109.4	94.0	118.426	94.0	0.0	0.0	0.0	94.0	
17200	520300	Classified Perm Positions F/T	942.3	1,285.6	1467.389	1,541.9	0.0	0.0	0.0	1,541.9	
17200	520700	Overtime & Other Premium Pay	10.5	2.0	0	2.0	0.0	0.0	0.0	2.0	
17200	520800	Annl & Comp Paid At Separation	0.3	4.2	0	4.2	0.0	0.0	0.0	4.2	
17200	521100	Group Insurance Premium	77.5	122.1	108.274	142.7	0.0	0.0	0.0	142.7	
17200	521200	Retirement Contributions	202.2	181.9	301.805	212.9	0.0	0.0	0.0	212.9	
17200	521300	F I C A	77.5	76.0	97.258	88.7	0.0	0.0	0.0	88.7	
17200	521400	Workers' Comp Assessment Fee	0.1	0.2	0	0.2	0.0	0.0	0.0	0.2	
17200	521410	GSD Work Comp Insur Premium	2.7	1.8	0	3.9	0.0	0.0	0.0	3.9	
17200	521500	Unemployment Comp Premium	1.6	0.7	0	0.2	0.0	0.0	0.0	0.2	
17200	521600	Employee Liability Ins Premium	3.8	3.8	0	6.1	0.0	0.0	0.0	6.1	
17200	521700	RHC Act Contributions	21.0	19.8	33.126	22.5	0.0	0.0	0.0	22.5	
	200	Personal Services and Employee Benefits	1,448.8	1,792.1	2336.665	2,119.3	0.0	0.0	0.0	2,119.3	
17200	542100	Employee I/S Mileage & Fares	0.0	0.4	0	0.4	0.0	0.0	0.0	0.4	
17200	542200	Employee I/S Meals & Lodging	2.2	21.0	0	13.0	0.0	0.0	0.0	13.0	
17200	542500	Transp - Fuel & Oil	2.8	4.0	0	11.3	0.0	0.0	0.0	11.3	To conduct additional investigations and audits
17200	542600	Transp - Parts & Supplies	0.0	2.0	0	2.0	0.0	0.0	0.0	2.0	
17200	542700	Transp - Transp Insurance	0.0	0.0	0	0.0	0.0	0.0	0.0	0.0	
17200	542800	State Transp Pool Charges	13.3	13.3	0	13.8	0.0	0.0	0.0	13.8	
17200	543200	Maint - Furr, Fixt, Equipment	0.4	1.5	0	1.5	0.0	0.0	0.0	1.5	
17200	543300	Maint - Buildings & Structures	1.5	0.0	0	0.0	0.0	0.0	0.0	0.0	
17200	543820	Maintenance IT	0.7	0.0	0	0.0	0.0	0.0	0.0	0.0	
17200	543830	IT HW/SW Agreements	29.4	0.0	0	0.0	0.0	0.0	0.0	0.0	
17200	544000	Supply Inventory IT	53.7	12.6	0	28.4	0.0	0.0	0.0	28.4	Increase CMTS/Wingswept (tax investigation software) \$13,318 Scanwriter Software \$3,234, Virtual Academy \$600, misc. software \$3,493, Decrease \$2.0 FRED machines
17200	544100	Supplies-Office Supplies	4.8	0.5	0	0.5	0.0	0.0	0.0	0.5	
17200	544400	Supplies-Field Supplies	13.3	2.0	0	8.0	0.0	0.0	0.0	8.0	Increase Field Supplies
17200	544700	Supplies-Clothing,Unifrms,Linen	0.0	1.5	0	1.5	0.0	0.0	0.0	1.5	
17200	544900	Supplies-Inventory Exempt	10.7	0.0	0	0.0	0.0	0.0	0.0	0.0	
17200	545600	Reporting & Recording	3.0	1.0	0	1.0	0.0	0.0	0.0	1.0	
17200	545700	ISD Services	10.8	9.7	0	12.5	0.0	0.0	0.0	12.5	
17200	545710	DOIT HCM Assessment Fees	6.9	7.6	0	7.9	0.0	0.0	0.0	7.9	
17200	545810	GCD Radio Communications Svcs	20.5	18.9	0	21.5	0.0	0.0	0.0	21.5	
17200	545900	Printing & Photo Services	0.4	1.3	0	1.3	0.0	0.0	0.0	1.3	
17200	546100	Postage & Mail Services	0.8	0.7	0	0.9	0.0	0.0	0.0	0.9	Postage for increased certified mail
17200	546400	Rent Of Land & Buildings	108.6	140.0	0	140.0	0.0	0.0	0.0	140.0	
17200	546500	Rent Of Equipment	3.6	4.7	0	4.7	0.0	0.0	0.0	4.7	
17200	546600	Communications	1.4	1.3	0	1.3	0.0	0.0	0.0	1.3	
17200	546610	DOIT Telecommunications	15.1	34.1	0	32.9	0.0	0.0	0.0	32.9	

17200	546700	Subscriptions/Dues/License Fee	4.1	7.1	0	7.1	0.0	0.0	0.0	7.1
17200	546800	Employee Training & Education	9.5	10.4	0	10.4	0.0	0.0	0.0	10.4
17200	547730	Lease Principal Payment	2.6	0.0	0	0.0	0.0	0.0	0.0	0.0
17200	547900	Miscellaneous Expense	3.2	0.0	0	0.0	0.0	0.0	0.0	0.0
17200	547999	Request to Pay Prior Year	1.2	0.0	0	0.0	0.0	0.0	0.0	0.0
17200	548300	Information Tech Equipment	0.0	0.0	0	0.0	0.0	0.0	0.0	0.0
17200	548882	Lease Interest	0.0	0.0	0	0.0	0.0	0.0	0.0	0.0
	400	Other	324.4	295.6	0	321.9	0.0	0.0	0.0	321.9
TOTAL EXPENSE			1,773.2	2,087.7	2336.665	2,441.2	0.0	0.0	0.0	2,441.2

Compliance Enforcement
 BU PCode Department
 33300 P579 7000000000-33300

E5 Contract by DeptID Detail
 (Dollars in Thousands)

Fund	Account		#	Contract	Actuals	----- FY 2026 Agency Request -----					Total	Justification
						GF	OSF	ISF/IAT	FF			
17200	535100	Medical Services	1000		0.0	2.6	0.0	0.0	0.0	2.6		
17200	535300	Other Services	1000		2.8	4.8	0.0	0.0	0.0	4.8		
17200	535600	IT Services	1000		0.0	2.0	0.0	0.0	0.0	2.0		
TOTAL EXPENSE					2.8	9.4	0.0	0.0	0.0	9.4		

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

Account code 542800

LEASED VEHICLE INFORMATION @ 7/1/24

Agency Name: Taxation and Revenue Department

Program Name: Compliance Enforcement/Tax Fraud Investigations Division

Business Unit: 33300

Program Code: P579/7000

LONG TERM LEASES ONLY				Long Term Only							SHORT TERM ONLY			Put (x) if Fed \$
Item No.	Year	Make/Model	Vehicle Type	A** R C	License Plate Number	Mileage As of 7/1/24	Lease Type Operational (O) or Standard (S)	A FY25 Monthly Rate S= Rate Schedule	B Number of months to lease	A x B = C Total cost Rate FY25	D Daily Rate Based On Vehicle Type	E No. of Days	D x E = F Total Lease Rate	
1	2019	Dodge Charger	4door	C	7253SG	24,150	Standard (S)	442.00	12	5,304.00			-	
2	2022	Durango	SUV	C	9505SG	6,119	Operational (O)	235.69	12	2,828.28			-	
3	2022	Durango	SUV	C	9506SG	13,322	Operational (O)	235.69	12	2,828.28			-	
4	2022	Durango	SUV	C	9507SG	11,289	Operational (O)	235.69	12	2,828.28			-	
5										-			-	
6										-			-	
7										-			-	
8										-			-	
9										-			-	
10										-			-	
11										-			-	
12										-			-	
13										-			-	
14										-			-	
15										-			-	
16										-			-	
17										-			-	
18										-			-	
19										-			-	
									TOTAL LONG TERM:	13,788.84	TOTAL SHORT TERM:		-	

Operational(O) rate for FY26 will be

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

Strategic Plan

Mission: to proudly serve New Mexico with fair and efficient tax administration, revenue distribution, and motor vehicle services

Core Values

RESPECT

- Promote safety, empowerment and inclusion
- Treat others with civility, empathy, and dignity
- Actively listen and value the contributions of others
- Ensure accessibility to all

INTEGRITY

- Adhere to the highest ethical standards
- Honor our commitments
- Protect our financial and human resources
- Safeguard customer information and rights

INNOVATION

- Challenge conventional thinking and be open to change
- Practice continuous improvement in efficiency and service quality
- Encourage and recognize diverse perspectives and creativity

COMMUNICATION

- Ensure timely, thoughtful and effective connections
- Promote respectful, meaningful exchanges of ideas

- Demonstrate transparency

EXCELLENCE

- Ensure accountability
- Deliver an exceptional customer experience
- Provide timely and consistent guidance
- Support team growth and development

3-Year Vision Statement

- Exceed expectations for customer and employee satisfaction
- Inspire a skilled, knowledgeable, and service-oriented team
- Foster a culture of integrity, respect, and inclusion
- Earn the trust of our customers
- Empower customers through outreach and education
- Offer innovative and secure solutions to maximize customer experience

Goal 1: Customer Experience

- 1.1 Expand Customer Outreach and Education
- 1.2 Expand Customer Options and Accessibility
- 1.3 Simplify Processes to Improve Customer Service and Compliance
- 1.4 Serve Government Customers through Strong Enforcement and Collection

Goal 2: Team Excellence

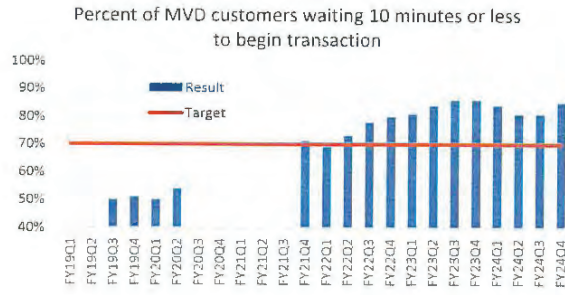
- 2.1 Grow and Develop Managers and Employees
- 2.2 Recruit and Retain Skilled, Qualified Employees
- 2.3 Create a Safe and Fair Workplace
- 2.4 Promote Internal Communication

Goal 3: Operational Excellence

- 3.1 Expand Governance Framework
- 3.2 Review Processes for Efficiency and Internal Control
- 3.3 Ensure Regulations and Statutes are Comprehensive, Consistent, and Informative
- 3.4 Monitor Disaster Recovery and Business Continuity Plans
- 3.5 Ensure Robust Oversight of Contractual Expenditures

Taxation and Revenue Department Strategic Plan Highlights

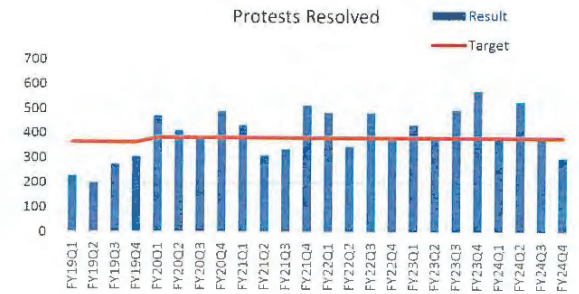
Goal 1: Customer Experience



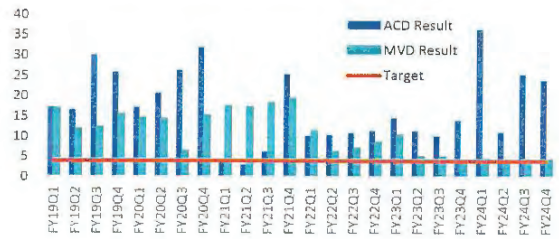
Goal 2: Team Excellence



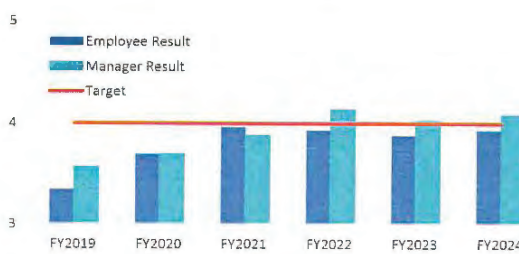
Goal 3: Operational Excellence



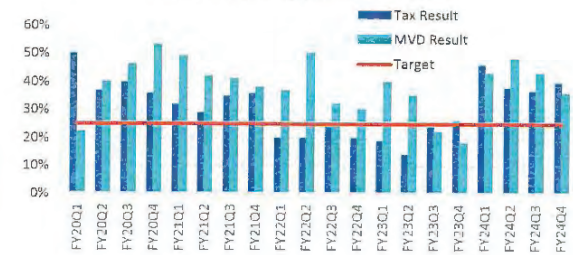
MVD and ACD Call Center Minutes to Reach an Agent



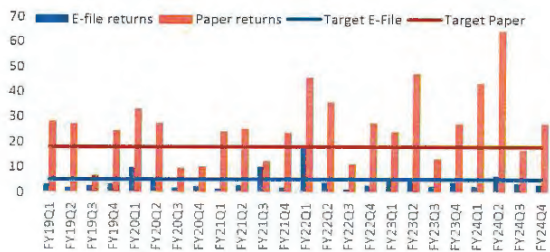
Corporate Culture Survey Overall Satisfaction Rating (0-5)



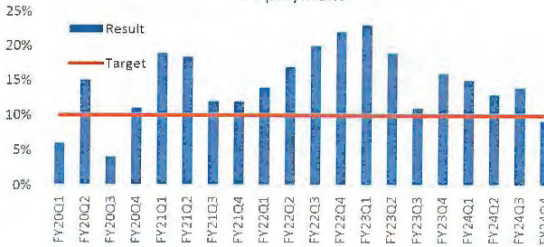
IT Requests (SQRs) Closed Per Quarter



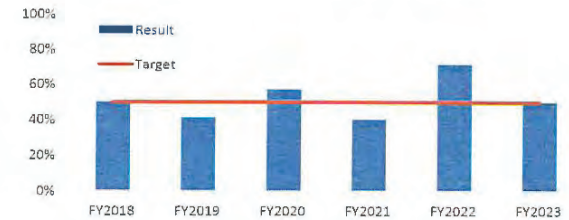
Days to Process PIT Returns



Employee Turnover Within First Year of TRD Employment



Percent Prior Year Audit Findings Resolved



TAXATION AND REVENUE DEPARTMENT STRATEGIC PLAN

Implementation Lead	TAXATION AND REVENUE DEPARTMENT STRATEGIC PLAN																								Notes								
	FY2019				FY2020				FY2021				FY2022				FY2023				FY2024					FY2025				FY2026			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
TAXPAYER/REAL ID CUSTOMER EXPERIENCE																																	
Objective 1.1 Expand Customer Outreach and Education																																	
Action 1.1.1 Establish Distribution Workshop for revenue distribution recipients								X	X	X	X	X																			ASD Financial Distributions Chief		
Action 1.1.2 Implement workplan of Tax Advisory Committee																															Cabinet Secretary	Staff shortages in distributions causing delay	
Action 1.1.3 Prepare New Mexicans for Real ID deadline of May 7, 2025					X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		MVD Director	Pressing tax code clean up for 2025	
Action 1.1.4 Identify opportunities to build education into customer interactions																															Deputy Cabinet Secretary	Outreach to schools, churches, senior centers, homeless shelters, etc	
Action 1.1.5 Explore platforms for information sharing and outreach																															Public Information Officer	Participated in 11 events in FY24Q4	
Action 1.1.6 Improve content of taxpayer workshops and develop industry and program specific workshops																															ACD Compliance Deputy	COMPLETE	
Action 1.1.7 Revise publications (F-Ys, bulletins, brochures, and forms) and issue rulings to clarify department positions and instructions					X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		Tax Policy Director	Online workshops held twice monthly. English and Spanish workshops on YouTube. Developing YouTube workshop for gig workers	
Action 1.1.8 Create a plan to review all outbound correspondence and create a process to review content																															Deputy Cabinet Secretary		
Action 1.1.9 Revise letters to standardize language and increase readability																															Deputy Cabinet Secretary	All FCS templates used the new review process in Q4	
Action 1.1.10 Publish unclaimed property YouTube content																															RPD Director	Reviewing demand for payment letters	
Performance Measure 1.1.1.1 Percent of New Mexico credentials that are Real ID compliant. Target 0.5% or more growth over previous quarter end	45%	47%	51%	55%	59%	61%	69%	69%	69%	73%	70%	72%	73%	74%	75%	75%	77%	78%	78%	78%	78%	78%	78%	78%	79%						MVD Director	Only 1.4% of legacy credentials left to be converted to Real ID or standard credential.	
Performance Measure 1.1.1.2 Number of substantive social media postings per quarter (including YouTube videos, tweets, Facebook posts). Target: 40 or more	NA	NA	NA	NA	43	95	60	30	45	58	68	65	80	58	103	59	33	61	87	45	35	48	60	54						Public Information Officer	MVD Twitter followers 893, Tax & Rev YouTube subscribers 1,570. LinkedIn followers 380		
Performance Measure 1.1.1.3 View count on YouTube customer education videos. Target 4,000 or more per quarter	NA	NA	NA	NA	NA	NA	NA	NA	166	185	95	1100	7100	4600	7272	6063	6200	4300	6900	6190	5800	4991	8381	7200						Public Information Officer	Most popular: how to file a GRT return; how to apply for BTIN; how to request letter of good standing		
Performance Measure 1.1.1.4 Conduct outreach for unclaimed property. Target: 2 times per quarter																															RPD Director	Attended FY24Q4 Farmington and Shiprock Cabinet in your Community events. 23 claims totaled \$13,406	
Objective 1.2 Expand Customer Outlets and Accessibility																																	
Action 1.2.1 Expand MVD kiosk technology in retail and other locations					X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		MVD Director	Expanded to 5 kiosks in Albuquerque, moved some to higher traffic locations. Re-launched kiosk communications	
Action 1.2.2 Expand Secure Messaging in Taxpayer Access Point (TAP)					X																X	X	X	X	X	X	X	X	X		RPD Director	Working on special tax programs and reporting. SQRs submitted to include PIT and BTX	
Action 1.2.3 Identify and address tax.newmexico.gov navigation and content issues																															Public Information Officer		
Action 1.2.4 Create position responsible for tax website and YouTube content changes																															ASD Director		
Action 1.2.5 Implement HB22 translation and interpretation services																															Public Information Officer	DISCONTINUED	
Action 1.2.6 Implement live chat functionality																															ACD Compliance Deputy	COMPLETE	
Action 1.2.7 Expand MVD e-services (i.e. mobile driver's licenses, e-Title, etc.)																															MVD Director	Researched other states, working on business case	
Action 1.2.8 Align TAP process with current MIF refund process																															RPD Director	Mobile DL nearing completion. Working on RFP for online knowledge testing. Submitting C2 request to fund e-filing	
Performance Measure 1.2.1.1 Percent of all audits initiated that are managed audits. Target: steady growth or 30%	43%	40%	18%	21%	20%	17%	19%	15%	18%	18%	21%	25%	12%	28%	17%	22%	21%	20%	17%	19%	24%	18%	13%							ACD Audit Deputy	Current TAP processing has improved dramatically due to 9 SQRs completed		
Performance Measure 1.2.1.2 Percentage of audits that are not abated within the 10 year collection period. Target 80% or more																															ACD Audit Deputy		
Performance Measure 1.2.1.3 Average ACD call center wait time to reach an agent. Target: 4 minutes or less	07	08	05	05	07	00	06	03	03	00	02	03	03	00	01	01	01	01	01	01	01	01	01	01	01	01	01	01	01	ACD Call Center Manager			
Performance Measure 1.2.1.4 Average dropped call rate in ACD call center. Target: 15% or less	48%	59%	44%	45%	39%	48%	54%	53%	18%	26%	30%	22%	21%	21%	22%	15%	19%	15%	18%	24%	9%	13%	16%							ACD Call Center Manager			
Performance Measure 1.2.1.5 Average MVD call center wait time to reach an agent in minutes. Target: 4 minutes or less (HB2 measure)	10	10	12	15	15	14	14	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13	MVD Field Deputy	Forced vacancy rate affecting performance somewhat		
Performance Measure 1.2.1.6 Average dropped call rate in MVD call center. Target: 20% or less																															MVD Field Deputy	Forced vacancy rate affecting performance somewhat	
Performance Measure 1.2.1.7 Number of MVD transactions completed using kiosks in field offices or retail locations. Target: Continued steady growth																															MVD Director	Expanded to 5 kiosks in Albuquerque, moved some to higher traffic locations. Re-launched kiosk communications	

TAXATION AND REVENUE DEPARTMENT STRATEGIC PLAN

	Implementation Lead	FY2019		FY2020				FY2021				FY2022				FY2023				FY2024				FY2025				FY2026				Notes									
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2		Q3	Q4							
Performance Measure 2.2.1.2 Percent of employees at or above position midpoint at quarter end. Target: 50% or more	HR Bureau Chief	NA	NA	69%	76%	92%	78%	79%	79%	79%	86%	63%	64%	67%	81%	71%	DISCONTINUED																Salary schedules not consistently updated for annual raises, midpoint irrelevant								
Performance Measure 2.2.1.3 Department turnover within 1st year of employment. Target: 10% or less	HR Bureau Chief				6%	15%	4%	11%	15%	13%	12%	12%	14%	17%	20%	33%	33%	19%	11%	16%	15%	13%	14%	9%																	Includes all employees who separate from TRD within one year of arrival
Objective 2.3 Create a Safe and Fair Workplace																																									
Action 2.3.1 Conduct annual corporate culture survey and report results to employees	Chief Internal Auditor						X				X				X				X					X								Survey completed April 2024, reported May 2024									
Action 2.3.2 Conduct annual risk assessment of all supervisors and managers	Chief Internal Auditor																							X								Annual Risk Assessment completed FY24Q2									
Action 2.3.3 Identify and address physical safety concerns in workspaces	Deputy Cabinet Secretary						X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	Updating all evacuation plans to the new template. Rebuilding Montoya building safety committee. Purchased new AEDs for ACD									
Action 2.3.4 Train employees annually on active shooter and emergency evacuation plan procedures	Training Coordinator														X	X	X			X	X	X	X	X	X	X	X	X	X	X	Working with DPS to record active shooter training - updating annual online active shooter training to include evacuation plans										
Action 2.3.5 Hold quarterly employee relations, employee recognition, and employee appreciation meetings	Cabinet Secretary					X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X											
Performance Measure 2.3.1.1 Corporate culture survey overall satisfaction for managers. Target: 4.00 or greater	Chief Internal Auditor	NA	NA	NA	3.56	NA	NA	3.69	NA	NA	NA	3.88	NA	NA	NA	4.13	NA	NA	NA	4.02	NA	NA	NA	NA	4.08	NA	NA	NA	NA	NA											
Performance Measure 2.3.1.2 Corporate culture survey overall satisfaction for employees. Target: 4.00 or greater	Chief Internal Auditor	NA	NA	NA	3.32	NA	NA	3.69	NA	NA	NA	3.96	NA	NA	NA	3.93	NA	NA	NA	3.88	NA	NA	NA	NA	3.93	NA	NA	NA	NA	NA											
Performance Measure 2.3.1.3 Percent of survey recipients participating in corporate culture survey. Target: 60% or more	Chief Internal Auditor	NA	NA	NA	63%	NA	NA	57%	NA	NA	NA	100%	NA	NA	NA	83%	NA	NA	NA	88%	NA	NA	NA	NA	98%	NA	NA	NA	NA	NA											
Performance Measure 2.3.1.4 Slips, trips, falls and other workplace injury claims filed per quarter. Target: 0	HR Bureau Chief	0	0	0	0	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Data obtained through Risk Management Division										
Objective 2.4 Promote Internal Communication																																									
Action 2.4.1 Implement communications team workplan	Public Information Officer						X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X											
Action 2.4.2 Hold annual leadership retreat to include discussion of mission, vision, values, and review of strategic plan	Cabinet Secretary															X				X					X						OOS teambuilding June 2024, ACD and RPD All Hands August 2024										
Action 2.4.3 Hold quarterly Coffee Talk forum open to all employees	Cabinet Secretary														X	X			X	X	X	X	X	X	X	X	X	X	X	X											
Action 2.4.4 Publish quarterly Tax & Rev Today employee newsletter	Public Information Officer					X				X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X											
Objective 3.1 Expand Governance Framework																																									
Action 3.1.1 Implement governance, risk and compliance software to track compliance and findings	Chief Internal Auditor														X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	COMPLETE										
Action 3.1.2 Convene security steering committee quarterly to review Tax & Rev security, risks, and compliance	Chief Information Security Officer								X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	Security committee convened twice in CY24 with a new draft charter and focus areas. Moving forward with coordinated reviews										
Action 3.1.3 Comply with federal audit requirements (IRS, DOJ, SSA) and promptly resolve findings	Chief Internal Auditor					X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	IRS Safeguards Security Report and Corrective Action Plan submitted 1/31/24. SSR submitted 7/31/24. IRS on-site assessment completed 8/15/24 with CAP next due 1/31/25. SSA assessment files, preliminary SAR and final SAR submitted on schedule.										
Performance Measure 3.1.1.1 Percent of last triennial IRS audit findings resolved. Target: 70% or more per year	Chief Internal Auditor	NA	NA	NA	NA	4%	54%	73%	93%	61%	27%	NA	NA	NA	NA	NA	NA	NA	36%					49%					97%	CAP summary IRS findings from 1/31/24 submission 97% of findings resolved. SSR scheduled response submitted 7/31/24 with onsite assessment completed 8/15/24. Next CAP due 1/31/25											
Objective 3.2 Review Processes for Efficiency and Internal Control																																									
Action 3.2.1 Implement COSO-based monitoring and reporting for each division	Deputy Cabinet Secretary											X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	Documenting procedures, reviewing internal controls, completing internal audit annual workplan, RPD procedures following COSO										
Action 3.2.2 Seek Quality New Mexico Halliidge award for performance excellence	Deputy Cabinet Secretary																														Quality NM no longer operating										
Action 3.2.3 Identify and Implement streamlined processing of returned mail items	RPD Director																									X	X	X	X		Researching ways to identify addresses that don't meet USPS standards. Each returned mail costs an estimated \$3. Requesting C2 finding request to streamline and document mail processes										
Performance Measure 3.2.1.1 Number of emergency procurements submitted to Financial Control Division. Target: 0	ASD Director	0	0	0	4	2	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1											
Performance Measure 3.2.1.2 Percent of IT requests (SQRs) for tax system changes closed during the quarter. Target: 25% or more	Chief Information Officer	NA	NA	NA	NA	50%	37%	40%	36%	32%	29%	35%	36%	20%	20%	24%	20%	19%	15%	24%	26%	46%	38%	37%	40%						Fingerprinting Services										
Performance Measure 3.2.1.3 Percent of IT requests (SQRs) for motor vehicle system changes closed during the quarter. Target: 25% or more	Chief Information Officer	NA	NA	NA	NA	22%	40%	46%	53%	49%	42%	41%	38%	37%	50%	32%	30%	40%	35%	22%	18%	43%	48%	43%	36%						SQR Backlog funding project improved recent results										
	Chief Information Officer	NA	NA	NA	NA	22%	40%	46%	53%	49%	42%	41%	38%	37%	50%	32%	30%	40%	35%	22%	18%	43%	48%	43%	36%						SQR Backlog funding project improved recent results										

TAXATION AND REVENUE DEPARTMENT STRATEGIC PLAN

	Implementation Lead	FY2019		FY2020				FY2021				FY2022				FY2023				FY2024				FY2025				FY2026				Notes				
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2		Q3	Q4		
		Performance Measure 3.2.1.4 Percent of prior year state audit findings resolved. Target: 80% or more	ASD Director	NA	50%	NA	NA	NA	NA	41%	NA	NA	57%	NA	NA	NA	40%	NA	NA	71%	NA	NA	NA	NA	50%	NA	NA	NA								
Performance Measure 4.2.1.5 Average number of business days to process DWI inquest. Target: 3 business days	MVD Central Deputy												6	3	3	5	4	3	2	2	2	7	2	1	3									DWI unit currently has only 2 agents in the compliance unit		
Performance Measure 3.2.1.6 Average number of weeks to process stretch bonds. Target: 2 weeks	MVD Central Deputy												70	70	80	65	100	12	12	14	12	0	0	0	0									Stretch bond backlog resolved. Documenting improved processes.		
Objective 3.3 Ensure Regulations and Statutes are Comprehensive, Consistent, and Informative																																				
Action 3.3.1 Propose administrative clean up legislation every bi-bi session	Cabinet Secretary								X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		Preparing tax code clean up for 2025	
Performance Measure 3.3.1.1 Issue-making hearings regulations addressed per quarter. Target: 1 or more except 0 in Q3	Tax Policy Director		0	0	0	0	0	0	1	0	1	1	1	1	0	1	0	2	2	0	0	1	2	0	2											
Objective 3.4 Monitor Disaster Recovery and Business Continuity Plans																																				
Action 3.4.1 Review, update and test tax disaster recovery plan annually	Chief Information Officer		X	NA	NA	NA	X	NA	NA	NA	NA	NA	X	NA	NA	NA	NA	X	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA		
Action 3.4.2 Review, update and test MVD disaster recovery plan annually	Chief Information Officer		X	NA	NA	NA	X	NA	NA	NA	NA	NA	X	NA	NA	NA	NA	X	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA		
Action 3.4.3 Review and update tax business continuity plan annually	Chief Internal Auditor																																		Continuity plan reviews pending Audit Committee input. Vacancies impeding progress.	
Action 3.4.4 Review and update MVD business continuity plan annually	Chief Internal Auditor																																		Continuity plan reviews pending Audit Committee input. Vacancies impeding progress.	
Action 3.4.5 Test business continuity plans for divisions quarterly	Chief Internal Auditor																																		Continuity plan reviews pending Audit Committee input. Vacancies impeding progress.	
Objective 3.5 Ensure Robust Oversight of Contractual Expenditures																																				
Action 3.5.1 Establish tax IT steering committee that meets quarterly to review non-recurring funding requests, report progress, document lessons learned	Chief Information Officer							X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
Action 3.5.2 Establish MVD IT steering committee that meets quarterly to review non-recurring funding requests, report progress, document lessons learned	Chief Information Officer							X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		Regular leadership meetings. Executive steering committees meet monthly.
Performance Measure 4.5.1.1 Number of CPO certified employees. Target: 7 or more	ASD Director	NA	NA	2	1	1	1	7	7	7	7	7	7	7	7	4	4	7	10	10	9	10	9	8	10	11	9							Sammi Greco, Santiago Chavez, Amanda Lovato, Anicka Reynolds, Zaira Martinez, Karen Emery, Kelly Adolph, Carmen Lujan, Joaquin Mues		

IT Plan/ C-1/C-2



**Fiscal Year 2026
Taxation and Revenue Department
IT STRATEGIC PLAN
September 3, 2024**

**Mike Baca,
Chief Information Officer**

**Stephanie Schardin Clarke,
Cabinet Secretary**

Table of Contents

EXECUTIVE SUMMARY	3
I. AGENCY OVERVIEW	4-5
A. AGENCY MISSION	4
B. AGENCY GOALS	4
C. VISION AND PRIORITIES	4
D. AGENCY DESCRIPTION AND ORGANIZATION STRUCTURE	5
II. IT ENVIRONMENT	5-10
1. Major Applications	5
2. Infrastructure	6
3. Security	6
Security Overview	6
Network	7
Applications	7
Application Interfaces	7
Servers	7
Desktops	7
Patching and Updates	7
Policies	8
4. Agency IT Certified Projects	8
5. Workforce	9
6. Challenges	9
III. FY24 KEY ACCOMPLISHMENTS	10
A. FY24 STRATEGIC IT ACCOMPLISHMENTS	10
B. OTHER KEY IT ACCOMPLISHMENTS – FY24	14
IV. FY26 IT STRATEGIC GOALS AND STRATEGIES	23-24
V. IT FISCAL AND BUDGET MANAGEMENT	25
VI. SPECIAL FUNDING, SUPPLEMENTAL, COMPUTER SYSTEM ENHANCEMENT (C2) FUNDING AND REAUTHORIZATION OF C2 APPROPRIATIONS	26
APPENDIX A-I: AGENCY ORGANIZATION CHART	27
APPENDIX A-II: IT ORGANIZATION CHART	28
APPENDIX A-III: CSEF FORMS	29-31

EXECUTIVE SUMMARY

The mission of the Taxation and Revenue Department (Tax & Rev) is to proudly serve New Mexico with fair and efficient tax administration, revenue distributions, and motor vehicle services. This includes collecting and distributing over \$19 billion of state, local and tribal revenue annually. Tax & Rev's technology systems support revenue collection and distribution and support the Motor Vehicle Division (MVD), which collects over \$450 million in annual revenues. Technology is at the very core of all we do. The Information Technology Division (ITD) is the hub for all things technological. From operational excellence to strategic initiatives, we get IT done.

The technology team at Tax & Rev is accountable to the people we serve, providing professional customer service in an innovative, positive and courteous manner. We conduct our business with respect and integrity and provide fair and equitable treatment to internal and external customers. We value each other as the key to all our successes, creating and maintaining a productive work environment that is challenging and provides a high measure of employee engagement and personal satisfaction. We value innovation, teamwork and the highest appropriate use of technology.

This IT plan provides a framework to deliver the mission, strategic goals, strategic actions, and project initiatives necessary for effective management of Tax & Rev systems in FY25 and beyond. With the changing needs of our customers, evolving security threats, new legislation annually, and the rapid advancement of technology, we must continue to advance and rethink our approach to systems and technology. We must continue to invest in our systems to maintain them and have a strategic planning and prioritization process to ensure we support the key goals of the agency.

In recent years, we delivered major system enhancements including Compliance and Collections Analytics, Governance Risk and Compliance, Protest Case Management and Enhancement, Correspondence Automation, MVD appointment scheduling and queueing enhancement through FastQ, MVD kiosk expansion, several rounds of rebates and relief payments, and more. We maintained Payment Card Industry (PCI) compliance, reengineered systems security, contributed to business process improvements, and offered customers a wider variety of channels to interact with Tax & Rev. We will continue to leverage technology to support strategic initiatives. We will strive to achieve greater levels of operational excellence by supporting the professional development of our team and partnering with agency, enterprise, and industry stakeholders.

I. AGENCY OVERVIEW

A. AGENCY MISSION

Tax & Rev's mission is to proudly serve New Mexico with fair and efficient tax administration, revenue distribution, and motor vehicle services. ITD supports the agency's mission by enhancing delivery of services to our customers through technology, collaboration, and innovation.

B. AGENCY GOALS

Goal 1: Customer Experience	Goal 2: Team Excellence	Goal 3: Operational Excellence
1.1 Expand Customer Outreach and Education	2.1 Grow and Develop Managers and Employees	3.1 Expand Governance Framework
1.2 Expand Customer Options and Accessibility	2.2 Recruit and Retain Skilled, Qualified Employees	3.2 Review Processes for Efficiency and Internal Control
1.3 Simplify Processes to Improve Customer Service and Compliance	2.3 Create a Safe and Fair Workplace	3.3 Ensure Regulations and Statutes are Comprehensive, Consistent, and Informative
1.4 Serve Government Customers through Strong Enforcement and Collection	2.4 Promote Internal Communication	3.4 Monitor Disaster Recovery and Business Continuity Plans
		3.5 Ensure Robust Oversight of Contractual Expenditures

ITD supports Tax and Rev's goals by providing information technology resources and employees that maintain a stable, secure, and leading-edge environment, equipping staff to meet our customer's tax and motor vehicle needs.

C. VISION AND PRIORITIES

This is Tax and Rev's three-year vision statement adopted June 2023.

- Exceed expectations for customer and employee satisfaction
- Inspire a skilled, knowledgeable, and service-oriented team
- Foster a culture of integrity, respect, and inclusion
- Earn the trust of our customers
- Empower customers through outreach and education
- Offer innovative and secure solutions to maximize customer experience

Tax and Rev's priority is our customers, which include every single individual and business filing taxes in the State of New Mexico, all New Mexico local governments, tribes and political subdivisions, all State agencies, and all tax practitioners. We work proudly each day to serve all customers with integrity, fairness, consistency, respect, accuracy, and timeliness.

The ITD mission, vision, and management focus supports the agency's vision, Strategic Plan and the State IT Plan.

Tax & Rev ITD Mission: Enhance delivery of services to our customers through technology, collaboration and innovation.

Tax & Rev ITD Vision: Strategic partner providing exceptional service to customers with leading-edge technology and valued professionals.

Tax and Rev ITD Management Focus Areas:

- Foster workforce excellence by improvement of recruitment, training, retaining, and succession planning processes and practices.
- Provide excellent customer service, related to the systems supporting all Tax & Rev tax and vehicle service offerings.
- Deliver high-quality IT services\systems that are reliable, accessible, secure, efficient, and innovative
- Provide safe, secure, state-of-the-art systems, compliant with appropriate standards; for internal and external customers.

D. AGENCY DESCRIPTION AND ORGANIZATION STRUCTURE

The Department administers more than 45 tax programs and distributes revenue to the State and to local and tribal governments throughout New Mexico. MVD administers driver and motor vehicle licensing and registration laws. Tax & Rev is comprised of the following divisions:

- [Office of the Secretary](#)
- [Administrative Services Division](#) (ASD)
- [Information Technology Division](#) (ITD)
- [Property Tax Division](#) (PTD)
- [Tax Fraud Investigations Division](#) (TFID)
- [Revenue Processing Division](#) (RPD)
- [Audit and Compliance Division](#) (ACD)
- [Motor Vehicle Division](#) (MVD)

II. IT ENVIRONMENT

ITD provides technology services, resources and tools that assist Tax & Rev in meeting its operational goals, objectives and performance measures. ITD is comprised of production development and support teams responsible for systems that support the on-going Tax and Rev business operations. These systems provide technology-based solutions for the collection of taxes and for processing transactions related to the MVD.

1. Major Applications

Major applications currently supported are tax, driver services/vehicle services, property tax, unclaimed property and ancillary systems. Within these systems are functions to support Data Warehouse, Taxpayer Access Point, Property Information Exchange (PIE), MyMVD, FASTQ, as well as cameras, signature pads, payment devices, and other peripheral systems and interfaces with Internal Revenue Service (IRS), American Association of Motor Vehicle Administrators (AAMVA), NM Interactive, Department of Public Safety, Secretary of State, etc.

2. Infrastructure

The Infrastructure and Operations Bureau supports major systems including Tapestry for Motor Vehicles service processing, GenTax for Tax and Data Warehouse for revenue initiatives and data loads. The Bureau is currently employing physical servers, virtual servers (VMware), a disaggregated hyperconverged infrastructure (HPE Nimble), storage solutions (HPE, Assureon, Pure), network suites (Cisco ISE, Cisco FMC) and other technology platforms to support these major systems. This hardware equipment is located in the Simms Data Center and Oso Grande Data Center.

3. Security

Tax & Rev's security practices include the use of firewall, intrusion prevention, web proxy, and antivirus systems to protect our desktops, servers, and users. We conduct regular independent external security assessments and meet internal and external audit and compliance requirements. We conduct table-top exercises that simulate real-world cyber events to enhance our incident response. Our security policies include the All-Employee Security IT Policy, which requires every employee to complete annual training on our Tax and Rev Learn platform, which is outlined in our Information Security Awareness and Training Program Policy. Our best practice guidelines are outlined in our Firewall Policy, Security Assessments and Authorization IT Systems Policy, Security Incident Response Policy, Security Risk Assessments Policy, and Wireless Security Policy. Our goal is to maintain and improve our security posture. This ensures that the latest software and firmware patches are installed on all firewalls, proxy servers, routers, switches, and network management appliances.

Security Overview

Tax & Rev maintains a comprehensive security strategy internally and externally. Tax & Rev must adhere to PCI and identity sensitive measures. Tax & Rev is frequently audited by external organizations including the following:

- Securin/Ivanti scanning – quarterly vulnerability scanning is scheduled with RiskSense to review Tax & Rev's physical and virtual servers, workstations, and network devices. Additional penetration testing is conducted annually.
- Approved Scanning Vendor (ASV) – monthly scan with Cyber Security Works – monthly scanning is scheduled with Cyber Security Works to review Tax & Rev's public facing production URLs.
- PCI Audits – quarterly and annual audits are scheduled with Securin to review Tax & Rev's physical and virtual servers, workstations, and network devices.
- Internal Revenue Service (IRS) audits – every three years, IRS audits and scans Tax & Rev's physical and virtual servers, workstations, and network devices. Additionally, Tax & Rev responds to an annual IRS Safeguards Security Review (SSR) which follows up on previous findings throughout the IRS audits.
- Social Security Administration (SSA) audit – every three years, the SSA audits Tax & Rev's physical and virtual servers, workstations, and network devices.
- Other audits – in addition to the above, Tax & Rev also undergoes audits from independent financial auditors, Tax & Rev's internal audit group, and others.

- Continuous monitoring – Tax & Rev also follows a continuous monitoring plan.

Network

Tax & Rev employs a suite of Cisco products managed with the Firepower Management Center to include firewall and intrusion prevention systems. Network access is severely restricted down to the network jack on the local area network (LAN), and down the IP/port/service/etc., at the wide area network (WAN). All remote offices exist in separate virtual local area networks (VLAN) as do Tax & Rev business units and other infrastructure. Inbound and outbound traffic is defined and monitored, including internet access/usage. External employee access is governed by virtual private network (VPN) and/or virtual desktop infrastructure (VDI) type infrastructure employing multi-factor authentication and access limitations.

Applications

Exposed applications are frequently penetration tested by RiskSense and their partners. Nearly all Tax & Rev exposed applications are positioned behind reverse proxy server(s) (also load balanced) which aids in obfuscation. Application servers are hardened, and access is limited. Secure socket layer (SSL)/cipher suite communication protocols adhere to current best practice security levels. Communication with database servers is strictly controlled. Mission critical applications such as GenTax and Tapestry log all transactions at the application level down to the user account.

Application Interfaces

External applications that interface with internal applications are strictly mapped by IP/URL/port/protocol/etc., to exact network locations. Inbound and outbound requirements are configured only as necessary with sources and destinations targeted specifically.

Servers

Tax & Rev servers exist virtually for the most part with limited physical servers for specific applications. All Tax & Rev servers exist in specific VLAN environments and are scanned regularly by RiskSense along with internal tools such as OPManager, LAN Sweeper, and Alien Vault. Tax & Rev server access is strictly limited. Tax & Rev servers are configured with least privilege principles both for accounts and services. All servers are protected with Trend Micro Deep Security to include Runtime protection. Remote Desktop Protocol (RDP) access for servers and throughout the Tax & Rev network is strictly limited and controlled.

Desktops

Desktops are controlled with Active Directory (AD) and Group Policy Object (GPO) to include stale dating whereas machines will be automatically relegated to a restricted area if not logged into for 30 days. Publicly accessible workstations for MVD and tax locations are locked down using software limiting access to specific applications. All are protected with Trend Micro and are encrypted with Bit Locker.

Patching and Updates

Tax & Rev desktop and server infrastructure is patched and updated regularly primarily using the Windows Server Update Services (WSUS) with development environments

patched and tested first and production environments to follow. Network infrastructure is patched with other toolsets to include manual patching for critical devices. Time sensitive patching will be done manually as soon as possible.

Policies

Tax & Rev maintains a comprehensive set of IT/security policies, which are reviewed and updated annually, governing procedures and specifications such as firewall changes, server builds, desktop builds, software approvals and others. Certain policies are requested by auditors for periodic review.

4. Agency IT Certified Projects

All Tax and Rev’s certified projects support the agency mission of proudly serving New Mexico with fair and efficient tax administration, revenue distributions, and motor vehicle services. Tax and Rev successfully completed four certified projects in FY24-FY25.

Compliance and Collections Analytics	
Project Description	To provide a holistic analytics solution for tax collections processes to ensure compliance with tax programs under the Tax Administration Act.
Estimated Project Costs	\$4,772,000
Current Funding	Laws 2022, Chapter 54, Section 7 (5)
Certified Project Phase	Closeout
Completion	June 30, 2024
Strategic Priority	Enhance collections and customer service
Correspondence Automation	
Project Description	To enhance existing systems and processes to streamline imaging for relevant inbound correspondence documents received by mail or in person by Tax and Rev from taxpayers.
Estimated Project Costs	\$802,000
Current Funding	Laws 2022, Chapter 54, Section 7 (6)
Certified Project Phase	Closeout
Completion	December 7, 2023
Strategic Priority	Improve efficiency and enhance customer experience
Governance, Risk, and Compliance Project	
Project Description	To develop and implement modern and computerized internal audit capabilities in governance risk and compliance.
Estimated Project Costs	\$814,000
Current Funding	Laws 2022, Chapter 54, Section 7 (7)
Certified Project Phase	Closeout
Completion	June 30, 2024
Strategic Priority	Simplify processes and improve efficiency and customer service

Protest Case Management and Enhancement Project	
Project Description	To add Protest Case functionality to the current tax system of record, GenTax, to increase productivity and decrease duplicative files, data transfer tasks, and communication bottlenecks.
Estimated Project Costs	\$772,300
Current Funding	Laws 2023, Chapter 210, Section 7 (4)
Certified Project Phase	Closeout
Completion	August 26, 2024
Strategic Priority	Simplify processes and improve efficiency and customer service

TABLE II.1: Current Certified IT Projects

Tax and Rev is requesting IT appropriation (C2) funds for three FY26 projects: Return Analytics, GenKFI Replacement and MVD E-Titling. These projects will improve revenue and imaging processing and enhance customer service.

5. Workforce

A. Full Time Employees

ITD currently has 74 full time employees (FTEs) augmented by contract resources to support operations, services and initiatives. The average vacancy rate in FY24 was 24%, which is roughly equal to ITD's forced vacancy rate. For FY26, ITD is requesting to maintain a 24.3% forced vacancy rate.

The IT team supports over 45 different Tax programs, several Drivers services, Vehicles services and more and over 1,000 users across the state.

In addition to central operations in Santa Fe and Albuquerque, ITD supports five district tax field offices and 32 MVD field offices. ITD also supports 37 municipal MVD offices and 150 private MVD partner offices.

B. IT Professional Services Contractors

Tax & Rev utilizes IT professional service contractors to maintain and support the major applications, GenTax, Tapestry, Property Tax, Unclaimed Property and other ancillary systems. To meet the high demands, contractor support is provided for infrastructure services, network services, application development, and project management. Additionally, contracts are in place for annual vulnerability assessments and Independent Verification & Validation on certified projects as applicable.

6. Challenges

Challenges facing ITD include:

- Budget constraints continue while demands on IT resources rise. ITD's main requested budget growth in FY26 is again to maintain FAST's support of the GenTax system. ITD will request budget growth in FY26 to cover cost increase in the 400 category, additional recurring funding for last year's shortfall. Additionally,

we've been directed to again ask for a one time appropriation to cover subscription costs. ITD's forced vacancy rate is requested to remain at 24.3% to help accommodate these additional costs.

- Security concerns and a lack of dedicated resources within ITD operations support teams to monitor, maintain and meet security needs at all technical levels. New initiatives add complexity and/or risk (example, the mobile driver's license initiative will begin a new oversight relationship with the U.S. Transportation Security Administration (TSA)).
- Ever changing technologies demand constant training and upkeep on IT skills.
- ITD must compete to retain staff with other State agencies, national labs and elsewhere.
- Heavy demands to respond to audits without dedicated resources.

III. FY24 KEY ACCOMPLISHMENTS

ITD's key accomplishments for FY24 were founded on three key principles: deliver on strategic initiatives, stable and secure operations, and a solid foundation of top notch IT professionals all ensuring the agency meets its strategic goals. Tax & Rev successfully met statutory requirements, delivered necessary system enhancements, and contributed to overall State initiatives.

A. FY24 STRATEGIC IT ACCOMPLISHMENTS

STRATEGIC PRIORITY 1 – Strategic Initiatives	
Provide safe, secure, state-of-the-art systems, compliant with appropriate standards to implement agency and enterprise strategic initiatives for internal and external customers.	
FY24 Strategy 1	Support initiatives in systems improvements, customer satisfaction, and new or expanding technologies
Accomplishments	Completed FASTQ Phase I implementation.
Outcomes/Metrics	Allows taxpayers to conveniently schedule online appointments and allows agents to process transactions efficiently, reducing wait times.
Accomplishments	Expanded the self-service kiosk program.
Outcomes/Metrics	Kiosks are now available at five grocery stores in Albuquerque offering customers convenient channels to conduct their business.
Accomplishments	Implemented a constituent complaint web-based application, CORA.
Outcomes/Metrics	The application serves as a central repository of communications between Tax and Rev and New Mexico residents and equips the agency with data and reports to improve constituent services.

Accomplishments	Implemented Tax Year 2023 for all tax programs, semi-annual GRT and compensating tax rate changes, and updated food and medical hold-harmless phase out
Outcomes/Metrics	Allows taxpayers to use Taxpayer Access Point (TAP) to file their New Mexico income taxes free of charge.
Accomplishments	Completed the Compliance and Collections Analytics Project, a comprehensive analytics solution with FAST Data Services Subscription
Outcomes/Metrics	Ensures Tax Administration Act compliance, improves collections and customer service. Provides centralized cloud-based analytics, scoring and prioritization for delinquent tax accounts. Includes collection analytics that target collection efforts. Significantly reduces required work effort to implement and maintain a modern analytics-based collections program.
Accomplishments	Completed the Governance, Risk, and Compliance Project.
Outcomes/Metrics	Creates efficient audit management, a strong risk assurance framework, faster remediation and reporting of issues, and improves customer service.
Accomplishments	Completed the Correspondence Automation Project, an interface that allows taxpayer correspondence to be uploaded directly into GenTax.
Outcomes/Metrics	Reduces time to manually process paper correspondence, including tax returns, refund requests and general correspondence, ultimately improving customer service.
Accomplishments	Completed the Protest Case Management and Enhancement Project.
Outcomes/Metrics	Building a Protest module in GenTax eliminated duplicative work, data transfer tasks, and communication bottlenecks. Makes Protest office more resilient and reduces duplicated efforts by using a real-time system of record, improving customer service.
Accomplishments	Continued SQR Backlog Project.
Outcomes/Metrics	Tax & Rev's GenTax and Tapestry systems were impacted by a large volume of legislative changes from 2019 through 2024. This resulted in a backlog of IT change requests (SQRs).
Accomplishments	Implemented HB252: Sections 14 & 15 New Gross Receipts Tax Credits for Wildfire Compensation & Dyed Special Fuel.
Outcomes/Metrics	Taxpayer can claim new gross receipts tax credits.
Accomplishments	Implemented SB163: Armed Forces Retirement Pay.
Outcomes/Metrics	Increased the exemption amount on the 2023 Personal Income Tax return.

Accomplishments	Issued Human Service Department Relief Payments (HB2 2023).
Outcomes/Metrics	Provided 26,085 relief payments totaling \$15 million to qualified low-income residents. Tax & Rev verified identities of applicants and eliminated about 95% of applications as fraudulent.
Accomplishments	Installed GTranslate, Site Improve, and One Click on https://www.tax.newmexico.gov/ and https://www.mvd.newmexico.gov/ public websites.
Outcomes/Metrics	Enhanced web content accessibility for citizens. Tax and Rev can now translate website content to over 100 languages, Agency websites can score our sites, fix issues and be at the top tier of accessibility. Users can also change font size, contrast and color of a webpage.
STRATEGIC PRIORITY 2 – Operational Efficiency and Innovation	
Deliver high-quality IT services/systems that are reliable, accessible, secure, efficient, and innovative.	
FY24 Strategy 1	Disaster recovery improvements to ensure Tax & Rev can recover from catastrophic impacts. Continuous improvement, foster innovation and maintain highest levels of operations. Enhance information security posture. Continuous improvement, and enhanced levels of security posture.
Accomplishments	Maintained the following uptime for critical systems; Average Web Application Uptime: 99.66%; Average System Uptime: 99.35%; Average Router Uptime: 99.48%.
Outcomes/Metrics	Stable infrastructure components provide consistent and reliable performance to ensure resources can deliver a favorable customer experience.
Accomplishments	Installed Arctic Wolf cybersecurity monitoring tools for Managed Detection and Response (MDR).
Outcomes/Metrics	Tools provide 24x7 monitoring of the network, endpoints and cloud environments to help detect, respond and recover from cybersecurity threats and attacks improving the agency's network security.
Accomplishments	New perimeter firewall configuration and testing, adjustment of new firewall pair for remote access, responding to phishing alert emails and security team requests to block URLs and internet protocol (IP) addresses on production firewalls and responding to firewall related audit questions. Created firewall rules to allow cybersecurity tools to communicate with required endpoints over required ports. Performed firewall changes to increase security on intrusion policy to security over connectivity. Configured firewall rules for Fast Q Kiosk. Conducted urgent firewall updates to enable access to Gentax eService staging environment.

Outcomes/Metrics	Firewalls ensure protection of the agency's network against cyber-attacks.
Accomplishments	Switch, UPS, and Patch Cable Upgrade Project. Conducted 30 switch IOS uploads and installs, 4 router IOS uploads and installs, 16 router clean up flashes and 11 switch clean up flashes. Wiped and factory reset conducted on 3 old 2960 switches.
Outcomes/Metrics	Increased network reliability, speed, and security.
Accomplishments	Increased warehouse data by over 100 million records, mainly IRS data.
Outcomes/Metrics	IRS data stores are being used in various discoveries to identify audit leads resulting in assessments of over \$23 million in PIT, over \$71 million in Schedule C, and over \$75 million in Managed Audit. Collections levy recoveries amount to over \$55 million.
Accomplishments	Conduct Geographic Information System (GIS) updates resulting in Property Information Exchange (PIE) maps that facilitate asset and parcel location for public lands and counties, build web maps for the Public Education Department's school district boundary review and 2024 House and Senate Legislative redistricting and fulfill data sharing requests throughout the state.
Outcomes/Metrics	GIS maps and representations optimize planning and decision making and enhance emergency response and disaster management.
STRATEGIC PRIORITY 3 – Workforce Excellence	
Foster workforce excellence by improvement of recruitment, training, retention, and succession planning processes and practices.	
FY24 Strategy 1	Inventory and assess effectiveness of existing staff development efforts, incorporate new and modify as appropriate. Identify key IT resources and support\refresh\expand.
Accomplishments	Participation of ITD application development staff in GenTax Core 21 version upgrade training.
Outcomes/Metrics	Preparation of IT staff to support upgrades for Tax and Rev's systems of record.
Accomplishments	Attended valuable professional conferences.
Outcomes/Metrics	Improves retention and prepares employees for future leadership roles and succession planning.
Accomplishments	Planning for remodel of ITD staff workspaces.
Outcomes/Metrics	Creates a positive work environment, improves productivity and overall work experience and ensures employee safety.

TABLE III.1: FY24 Strategic IT Accomplishments

B. OTHER KEY IT ACCOMPLISHMENTS – FY24

ITD had many key accomplishments in FY24. Upgrades and enhancements to Tax & Rev critical functions and services continued, and many innovative solutions were developed and implemented to continue serving Tax & Rev’s mission.

APPLICATIONS	
Accomplishments	Completed SQRs for 12 account types providing the ability to create an account if a Taxpayer Access Point (TAP) logon exists.
Value or Impact	Taxpayers can create a new accounts through a logged-on TAP account for GRT, WWT, NWT, WKC, CMP, GGR, LVT, ITG, IPH, IPP, IPS, ISI. Once the web request is completed, the taxpayer will have access to the account through TAP.
Accomplishments	Completed SQR to create a tax clearance web request and case to process requests.
Value or Impact	Taxpayers can request their tax clearance letter online through a non-logged in process on TAP.
Accomplishments	Completed SQR to retire the DEX program.
Value or Impact	Turned off DEX interchange, an antiquated fraud checking program, and removed 140,564 indicators related to this process which allowed for 3,781 refunds to be processed totaling \$2.5 million. The program was replaced with a better tool, FAST identification verification system.
Accomplishments	Completed SQR to add a web request for submitting mobile home clearance title requests.
Value or Impact	Moved paper clearance process into TAP. Benefits are reduced taxpayer confusion, improved data quality, improved trackability, and reduced ACD manual effort.
Accomplishments	Completed SQR to automate posting of deceased taxpayer PIT returns.
Value or Impact	Reduced RPD effort on deceased PIT returns and automated posting. The return no longer suspends for review unless it lists a claimant or lacks attachments. When appropriate, banking information and account are ceased.
Accomplishments	Completed SQR for compliance of magnetic ink character (MICRZ) line.
Value or Impact	MICRZ line on Tax and Rev issued checks is now in compliance with the requirements from our fiscal agent, Wells Fargo.
Accomplishments	Completed SQR for Google anti-spam requirements for bulk senders.

Value or Impact	As a result of Google's new anti-spam updates, any bulk emails sent from our system may have been blocked. Implemented solution to include email unsubscribe links on all non-transactional, informational emails sent by Tax and Rev.
Accomplishments	Completed SQR to move corporate officer information from account level to customer level.
Value or Impact	Eliminated duplicate effort by Tax & Rev and taxpayers when adding and updating officer records. Converted nearly 1,000,000 records to 640,000 customer level officer level records. Eliminated over 300,000 duplicate or insufficient records.
Accomplishments	Completed SQR to add CIT estimated payment penalty.
Value or Impact	Implemented CIT penalty that was previously unenforced.
Accomplishments	Completed SQR to support email inboxes in GenTax.
Value or Impact	Brought RPD's Special Taxes distribution email account into GenTax's visit manager to provide users a one-stop streamlined workflow that enables better reporting and metrics on email correspondence.
Accomplishments	Completed SQR to update NAICS codes to 2022 version.
Value or Impact	Converted taxpayer codes and updated definitions for industry codes from 2012 to 2022 version.
Accomplishments	Completed SQR to cease returned refund indicator when warrant is staged to unclaimed property.
Value or Impact	With over 21,000 open work items and over 4,400 open cases related to undeliverable rebates, automated the closure of those work items when the rebate is staged to Unclaimed Property. This resulted in over 8,100 work items and 1,000 cases being automatically closed.
Accomplishments	Completed SQR to cease federal tax information (FTI) indicators if a return is filed by the taxpayer after the initial indicator.
Value or Impact	About 40,000 out of the total of 120,000 delinquent collections population would have been unable to be sent to the FCS service upon the implementation of the FCS Project, due to an FTI indicator that was added to accounts years ago. 241,996 FTI indicators were ceased, which made 22,796 collections available for FCS to evaluate.
Accomplishments	Completed SQR to allow CIT to be paid by ACH.
Value or Impact	GenTax now processes ACH payments via Wells Fargo CIT. This will greatly reduce taxpayer inquiries desiring this payment method.

Accomplishments	Improved fraud detection process.
Value or Impact	Fraud manager improvement focused on income verification after the introduction of FAST Identity Verification Services (FIVS).
DATA	
Accomplishments	Moved the 1099-NEC (nonemployee compensation) data store into the data warehouse.
Value or Impact	Improved identification of underreported income for audit.
Accomplishments	Completed the State Reverse File Matching Initiative (SRFMI) obligation.
Value or Impact	Provided 138,091 personal, 150,942 sales and 6,826 corporate leads to IRS.
Accomplishments	Delivered data analysis to the Legislative Finance Committee (LFC) and Public Education Department (PED).
Value or Impact	Provided aggregate PIT data to LFC for tax analysis and family income index analysis data to PED.
Accomplishments	Received questionable refund leads from the fraud manager.
Value or Impact	Leads resulted in refund denial in the amounts of \$378,806 for fraud, \$7.9 million for no response by taxpayers, and \$1.6 million for not qualified refund requests.
DOCUMENT MANAGEMENT SYSTEM	
Accomplishments	Made the following document management system (DMS) changes: <ul style="list-style-type: none"> • Upgraded Captiva to Intelligent Capture v24.1 • Deployed Fujitsu Fi8070 scanner software and hardware • Upgraded all DMS servers to Server 2022 • Created group policy objects for Fujitsu scan drivers and Opentext Pixtools software • Cleaned up images for Driving While Intoxicated unit • Provided scan support of 443 state and municipal employees and 311 MVD partners • Preparing deployment of 372 Kodak S2070 scanners with flatbed attachments
Value or Impact	DMS captures, tracks, stores, retrieves and distributes information efficiently and results in less storage space and better work collaboration. It increases security, efficiency and convenience.

GEOGRAPHIC INFORMATION SYSTEMS	
Accomplishments	<p>Conducted the following Geographic Information System (GIS) updates:</p> <ul style="list-style-type: none"> • Revised Property Information Exchange (PIE) “Location Assistant” app to include search of Public Land Survey System (PLSS) for State Assessed Property Bureau (SAPB) taxpayer’s asset location • Deployed PIE Portal maps and apps for Socorro County Assessor's Office including public Assessor parcel viewer • Published statewide Assessor GIS parcel files for the following State agency partners: Department of Information Technology, Department of Transportation, Energy, Minerals and Natural Resources Department (EMNRD), Public Education Department, Game and Fish, Office of State Engineer, and State Land Office (SLO) • Administration of oil/gas production and distribution data subscriptions from S&P Global; partners include EMNRD, and SLO • Deployed PIE-based parcel mapping application and web map for counties • Published GRT location code and tax rate GIS data and respective web maps; built and deployed new GRT Rate Finder • Oil and Gas Dashboard: migrated map layers, map, and dashboard from vendor site to ArcGIS Online public portal • Acquiring and processing annexations for development and publication of GIS incorporated place map layers • Published 2024 House and Senate Legislative maps • Deployed web map for PED school district boundary review • Deployed film tax credit web app • Fulfilled data requests to FEMA and US Army Corp of Engineers for parcel data for counties affected by wildfires • Fulfilled data sharing request to City of Albuquerque for parcel data for long-range strategic plan.
Value or Impact	GIS maps and representations optimize planning and decision making and enhance emergency response and disaster management.
INFRASTRUCTURE	
Accomplishments	Helpdesk resolved 14,586 support tickets within an average of five days.
Value or Impact	Responsive and timely resolutions that support efficient business operations.
Accomplishments	Relocated test server rack in Montoya server room.
Value or Impact	Improved utilization of storage space for new equipment to be staged until deployed. Created staging area for personal computers to be connected to the network for remote access during future cubicle remodel project.

Accomplishments	Managed Legal Services Bureau file server migration and Veeam license migration.
Value or Impact	Ensured outdated or failing equipment and security concerns were avoided and backup and recovery processes are in place.
Accomplishments	Installed and configured Department of Information Technology voice over internet protocol (VoIP) switches, installed IP phones in Belen and Las Vegas MVD offices, and provided troubleshooting expertise to recover from VoIP phone issue on Montoya switch due to power outage.
Value or Impact	Softphone technology and VoIP provide the ability to make and receive phone calls over the internet and include instant messaging and call forwarding functionality.
Accomplishments	Moved AlienVault backups to Store Easy Server. Reconfigured storage for vCenter at Oso Grande. Checked backup operations success on INFSQLPROD and UNI environments.
Value or Impact	Ensure reliable storage and backup environments.
Accomplishments	Configured and installed Hewlett Packard Enterprise Alletra storage and backup server.
Value or Impact	Provides reliable and cost-efficient hybrid flash performance for managing backup and disaster recovery.
Accomplishments	Upgraded OPManager, a network monitoring tool that assists in drilling down to the root cause of issues with routers, switches, firewalls, servers and other network devices.
Value or Impact	System upgrades enhance security and operability.
Accomplishments	Verified switch configuration, replaced switch, updated OpManager interface update and backup, updated topology map, Internetwork Operating System (IOS) on the switch updated, placed in new APC 1500 cloud managed unit, updated IP sheet and updated site pictures at several field offices. Verified switch configuration, updated OpManager backup and updated topology map at field offices. Verified switch configuration, updated Opmanager backup and updated site pictures at Compass Bank. Updated Opmanager backups for Copper Pointe switch CP-West(DF-1-C).
Value or Impact	Switch replacement and updates ensure optimized connectivity.

Accomplishments	Conducted 30 switch IOS uploads and installs, 4 router IOS uploads and installs, 16 router clean up flashes and 11 switch clean up flashes. Wiped and factory reset conducted on three older switches.
Value or Impact	Upgrades increase network reliability, speed, and security. User ports in many cases were upgraded from 100 Mbps to 1,000 Mbps and patch cables were replaced with new cables to increase speed. New switches will receive software updates from Cisco to patch vulnerabilities to increase security.
Accomplishments	Cleared entire rack of servers and switches as part of the Dell smart card compellent decommission.
Value or Impact	Rackspace management required due to hardware end of life.
Accomplishments	Upgraded open source remote desktop protocol (RDP) Guacamole to a commercially supported application known as Keeper Connection Manager (KCM).
Value or Impact	Upgrade consists of three load balanced CentOS servers with Docker container installations of KCM and a fourth database server provides a more secure system for remote access, and requires multi-factor authentication for all sessions. Provides RPD sessions through a browser window over https with tight controls restricting file transfer.
Accomplishments	Completed IT sections of IRS Safeguard Security Report (SSR), most Compliance Assurance Process (CAP) items, audit requirements and Office of Internal Oversight (OIO) review items.
Value or Impact	Compliance with IRS SSR, CAP, audit and OIO review items improve federal tax compliance and resolve issues before filing tax returns.
Accomplishments	Completed White Sands circuit installation.
Value or Impact	Upgraded circuits result in better connectivity and productivity, allowing better service to customers.
Accomplishments	Finished load balancer replacement.
Value or Impact	Improves reliability, scalability and security by distributing network or application traffic across resources to support an application.
Accomplishments	Installed Total Commander Ultima Prime.
Value or Impact	File manager and archiver for Windows with many features and plugins to enhance functionality and capability.
Accomplishments	Relocated the Rubrik network attached storage devices to Oso Grande and completed Rubrik TB expansion.
Value or Impact	Provides off-site backups for virtual machines to ensure redundancy.

Accomplishments	Removed Halon system from the Montoya server communication room.
Value or Impact	Safe Halon decommissioning prevents its release into the atmosphere.
Accomplishments	Added Trend Micro Deep Security policy configurations and modifications and migrated all servers to Trend Micro Vision One Platform.
Value or Impact	Provides increased protection for Tax and Rev servers.
Accomplishments	Diagnosed issue with Trend Micro Mobile server perspective to Apple phone communication.
Value or Impact	Ensures interoperability of platforms and protection from malware and other threats.
Accomplishments	Implemented active directory disaster recovery solution.
Value or Impact	Provides quick recovery to ensure stable connectivity.
Accomplishments	Worked with document management system (DMS) scan team to install new Captiva software and upgrade to Windows Server 2022 at designated locations.
Value or Impact	Improves management, storage, retrieval and tracking of electronic documents and images.
Accomplishments	Implemented use of "home directories" on selected network org units.
Value or Impact	Provides each user with a personal space to store data, dedicated storage options, user-specific files and settings.
Accomplishments	Maintained 100% Payment Card Industry (PCI) compliance.
Value or Impact	Ensures protection of customer credit card data.
Accomplishments	Completed IRS audit recommendations for WIN10 and Server 2016 tabs and addressed compliance assurance process (CAP) items.
Value or Impact	Ensures compliance with IRS and improved network security.
Accomplishments	Completed upgraded server builds for FAST application hosting and processing.
Value or Impact	Provides a stable and maximized environment for applications.
Accomplishments	Replaced core router connecting Tax and Rev's wide area network to its hosted application and directories and Simms data center.
Value or Impact	Ensures that information is travelling the fastest data path between devices. This particular router connects all remote sites to the core network and applications hosted at the Simms data center, ensuring reliable connection to 72 remote sites.

Accomplishments	Updated MVD kiosks to include updated startup file for correct URL startup. Included group policy object (GPO) update and file replacement.
Value or Impact	Kiosks must be well secured and maintained.
Accomplishments	Racked and installed operating systems for seven servers and allocated them to FAST.
Value or Impact	Enables FAST to develop the mobile drivers' license.
Accomplishments	Upgraded 94 Tapestry and Gentax servers to Windows 2022.
Value or Impact	Ensures the latest security and performance advancements.
Accomplishments	Completed .Net 8 installations on ITD computers.
Value or Impact	.Net 8 includes improvements to performance, garbage collection and core and extension libraries used when building applications.
Accomplishments	85% complete with server build and folder migrations for Revenue Processing Division and Legal Services Bureau.
Value or Impact	Ensure outdated or failing equipment and security concerns are avoided and backup and recovery processes are in place.
Accomplishments	Re-engineered Dynamic Host Configuration Protocol (DHCP).
Value or Impact	Optimizes and updates the protocol to better meet the scalability, security, management and configuration needs of the network.
Accomplishments	Wide Area Network (WAN) devices refresh (Wagon Mound).
Value or Impact	New equipment provides better connectivity in rural areas.
Accomplishments	Rebuilt SaaS Web Server with the new SASWEB installation and configuration.
Value or Impact	Web application aggregates data and presents it in a web browser.
Accomplishments	Conducted core switch replacement.
Value or Impact	All remote office and Santa Fe campus network traffic concentrates to these two critical network devices. These two Nexus switches connect our Tapestry, Gentax, and all other applications as well as the path to the Internet through the perimeter firewalls to the rest of the entire Tax and Rev local area network throughout the state. Ten year old devices were in dire need of replacement to ensure uninterrupted operations.
Accomplishments	Installed new smoke detectors and sprinklers in communications room.
Value or Impact	Protects communications equipment from fire.

Accomplishments	Updated 100+ 9200 and 4331 devices with Cisco Internetwork Operating System (IOS) updates.
Value or Impact	Maintains the security, performance and functionality of network devices.
Accomplishments	Built new VMWare infrastructure at Oso Grande including the creation of test servers for FAST: FCR, SQL, Web, App.
Value or Impact	Provides infrastructure for disaster recovery.
DRIVERS AND VEHICLES SERVICE SYSTEMS (TAPESTRY AND ANCILLARY)	
Accomplishments	Fulfilled the requirements of the following Legislative mandates: HB251: Smokey Bear plate HB139: Remove extra court fees from penalty assessments HB040: Create a non-traditional communicator registry HB240: Add acequia and community ditch associations plate to system HB141: Concerns of Police Officers (COPS) plate HB287: NM Miner's plate HB360: FFA (Future Farmers of America) plate HB004: Updates to the Voter Registration Process – Part 1 HB268: Drug & Alcohol Clearinghouse HB267: Eliminate medical review board
Value or Impact	Made system improvements and enhancements as per Legislative mandate.
Accomplishments	Upgraded Document Management System (DMS) to version 23.1.
Value or Impact	Increases security, efficiency and convenience for MVD agents to scan documents.
Accomplishments	Completed Grant Street Group (GSG) Credit Card Web Interface upgrade.
Value or Impact	Enhances security and convenience for public during in person transactions in the field offices.
Accomplishments	Implemented Microfilm Digitalization (MVD Vehicle Records).
Value or Impact	Increased security, efficiency, and convenience.
WEBSITE	
Accomplishments	Conducted MVD website and intranet enhancements.
Value or Impact	Maintenance and upgrades ensure that the public can easily access the information they need.

Accomplishments	Uploaded current year tax files, backup past year tax files and upload updated policies.
Value or Impact	Provide the public with electronic access to tax information.
Accomplishments	Uploaded and posted all bills, fiscal impact reports and passed legislation to the website.
Value or Impact	Inform the public of legislation that impacts Tax and Rev.
Accomplishments	Designed webpage about MVD kiosks and their locations.
Value or Impact	Improve public information and customer service.
Accomplishments	Posted Mentorship and Coffee Talk videos and holiday pictures and videos to the Intranet.
Value or Impact	Promote employee morale.
Accomplishments	Closed over 1,000 ServicePRO Tickets related to website needs.
Value or Impact	Ensure that Tax and Rev website needs are met.

TABLE III.2: Other Key IT Accomplishments – FY24

IV. FY26 IT STRATEGIC GOALS AND STRATEGIES

The FY26 IT Strategic Goals and Strategies are founded on three key principles: delivery on strategic initiatives, stable and secure operations, and a solid foundation of top notch IT professionals all ensuring the agency meets its strategic goals.

STRATEGIC PRIORITY 1 – Strategic Initiatives	
Provide safe, secure, state-of-the-art systems, compliant with appropriate standards to implement Agency and enterprise Strategic initiatives for internal and external customers.	
FY26 Strategy 1	Support initiatives in systems improvements, customer satisfaction, and new or expanding technologies.
Outcomes/Metrics	Successful implementation of new and ongoing initiatives
STRATEGIC PRIORITY 2 – Operational Efficiency and Innovation	
Deliver high-quality IT services/systems that are reliable, accessible, secure, efficient, and innovative.	
FY26 Strategy 1	Disaster recovery improvements –to ensure Tax & Rev can recover from catastrophic impacts. Continuous improvement, foster innovation and

	maintain highest levels of operations Enhance information security posture - Continuous improvement, and enhanced levels of security posture.
Outcomes/Metrics	Measured through systems performance and periodic testing
STRATEGIC PRIORITY 3 – Workforce Excellence	
Foster workforce excellence by improvement of recruitment, training, retention, and succession planning processes and practices.	
FY26 Strategy 1	Inventory and assess effectiveness of existing staff development efforts, incorporate new and modify as appropriate. Identify key IT resources and support\refresh\expand.
Outcomes/Metrics	Staff retention Surveys and maturity assessments

TABLE IV.1. FY26 IT Strategic Goals and Strategies

V. IT FISCAL AND BUDGET MANAGEMENT

Information Technology (IT) Operating Budget (C1)

Agency Name			Agency Code		
Taxation and Revenue Department			33300		
Base Request Operational Support of IT. Check one of the options below:			Flat Budget	Expansion from previous year	
			<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Revenue IT Base Budget (dollars in thousands)					
Appropriation Funding Type	FY23 Actual	FY24 Actual	FY25 OpBud	FY26 Request	FY27 Estimate
General Fund	12,068.9	12,788.9	15,831.5	16,705.4	18,375.9
Other State Funds	342.6	410.9	404.3	404.3	444.7
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	12,411.5	13,199.8	16,235.8	17,109.7	18,820.6
Expenditure Categories (dollars in thousands)					
Category or Account Description	FY23 Actual	FY24 Actual	FY25 OpBud	FY26 Request	FY27 Estimate
Personal Services & Employee Benefits	6,181.5	7,115.8	7,752.0	7,752.0	8,527.2
Contractual & Professional Services	3,708.2	3,605.4	6,649.8	7,336.4	8,070.0
IT Other Services	1,849.4	2,208.9	1,834.0	2,021.3	2,223.4
Other Financing Uses	0.0	0.0	0.0	0.0	0.0
Total	11,739.1	12,930.1	16,235.8	17,109.7	18,820.6
	Print Name	Phone	Email Address		Date
Agency Cabinet Secretary/Director (Mandatory)	Stephanie Schardin Clarke	505-690-8919	StephanieS.Clarke@tax.nm.gov		9/3/2024
Chief information Officer or IT Lead(Mandatory)	Mike Baca	505-670-6535	Mike.Baca@tax.nm.gov		9/3/2024
Chief Finance Officer (Mandatory)	Denise Irion	505-819-8823	Denise.Irion@tax.nm.gov		9/3/2024

Agency Cabinet Secretary/Director Signature

Stephanie Schardin Clarke

Digitally signed by Stephanie Schardin Clarke
Date: 2024.08.29 12:18:09 -06'00'

Chief Information Officer/IT Lead Signature

Mike Baca

Digitally signed by Mike Baca
Date: 2024.08.29 13:00:16 -06'00'

Budget Director Signature

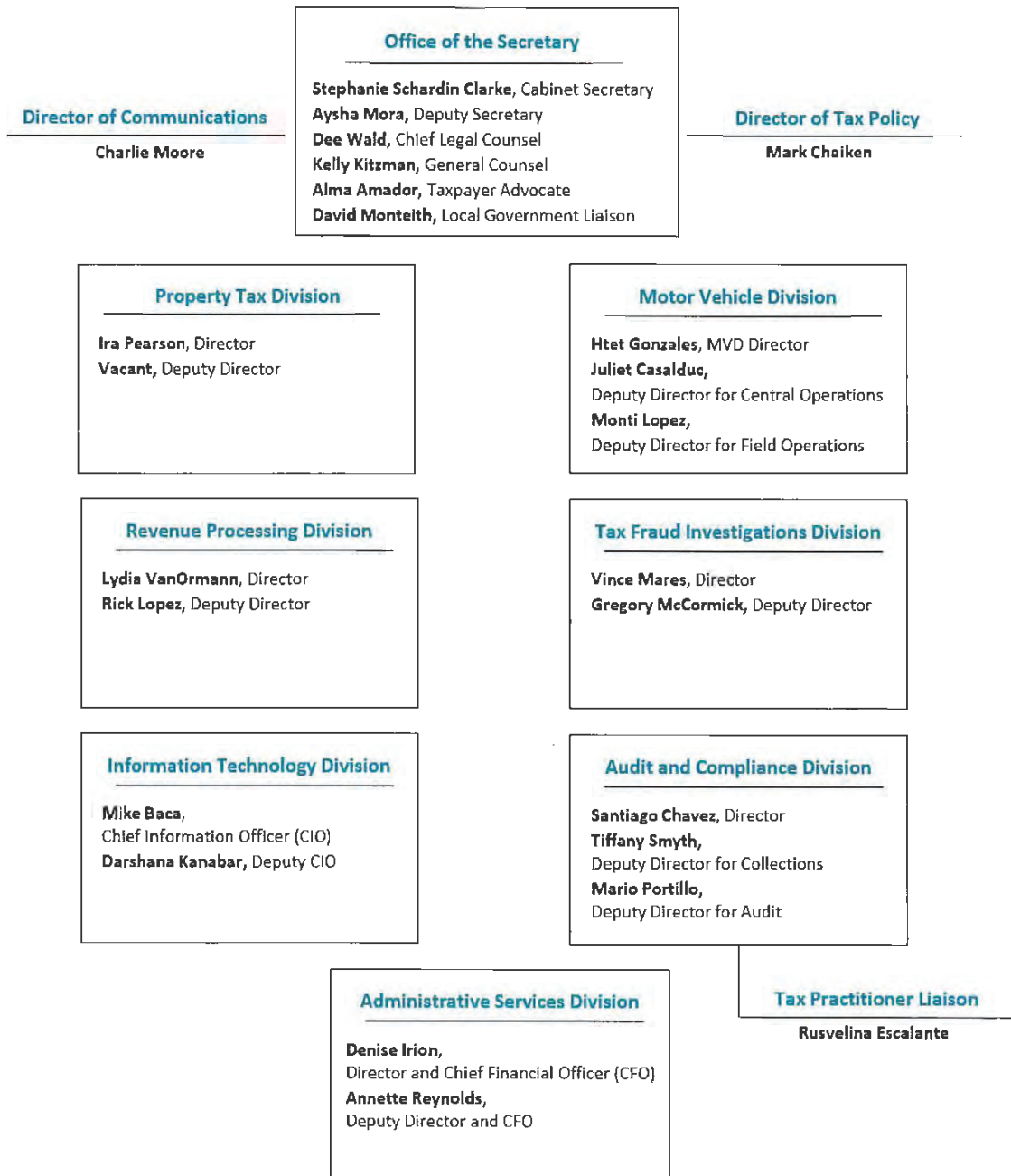
Denise A. Irion

Digitally signed by Denise A. Irion
Date: 2024.08.28 13:40:38 -06'00'

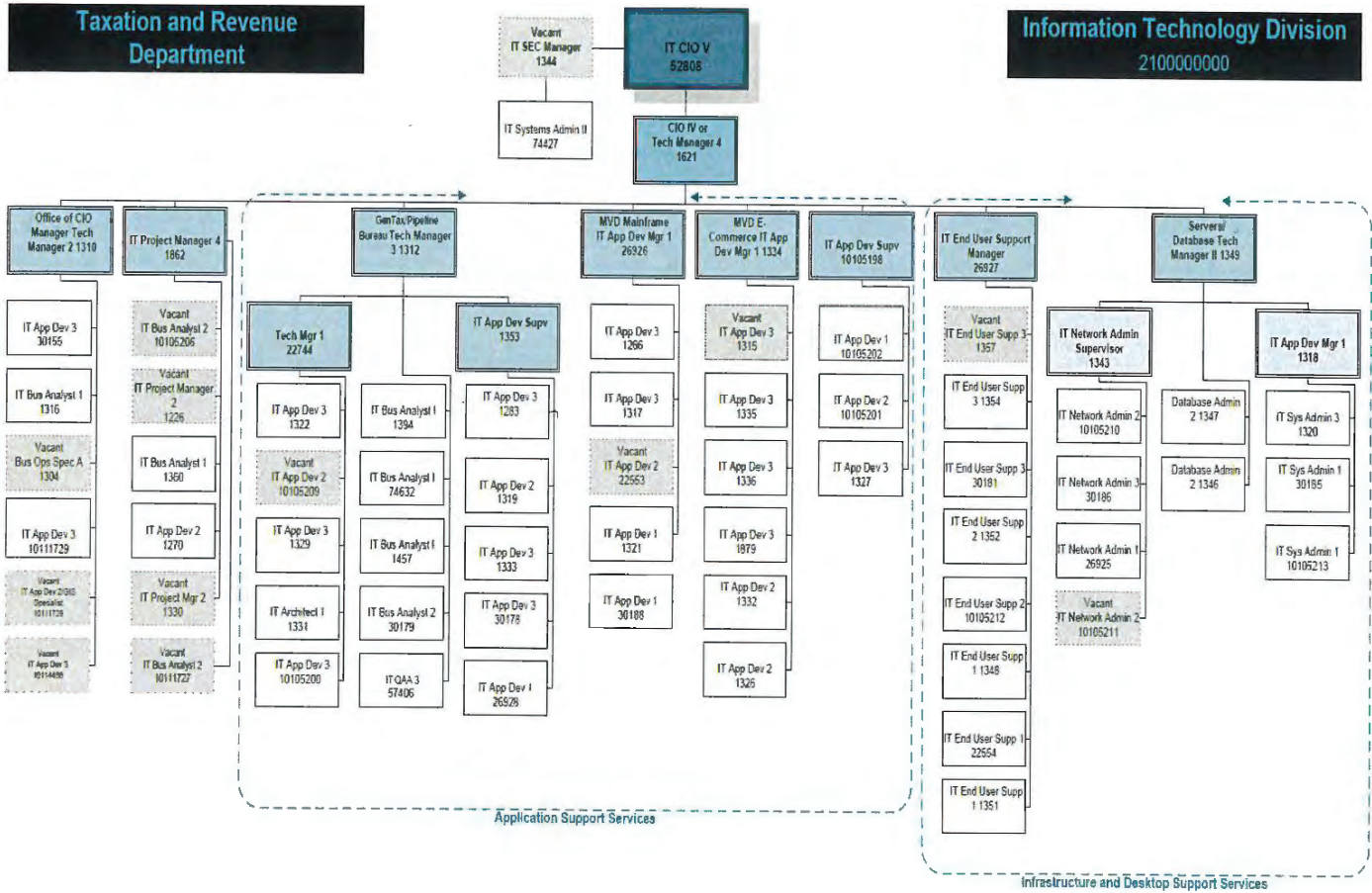
VI. SPECIAL FUNDING, SUPPLEMENTAL, COMPUTER SYSTEM ENHANCEMENT (C2) FUNDING AND REAUTHORIZATION OF C2 APPROPRIATIONS

- A. Support cost of recently implemented Fast Collection Services (FCS) and Fast Identity Verification Services (FIVS) may be requested as special, if not approved in the operating budget.
- B. Tax and Rev is requesting IT Appropriation (C2) funds for three FY26 projects: Return Analytics, GenKFI Replacement and MVD E-Titling. A Computer Enhancement Fund (CSEF) form for each request is included as Appendix A-III.
- C. The agency is not requesting reauthorization of any prior C2 appropriations.

APPENDIX A-I: AGENCY ORGANIZATION CHART



APPENDIX A-II: IT ORGANIZATION CHART



APPENDIX A-III: CSEF FORMS

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

Agency Name	Agency Code	Project Name		
Taxation and Revenue Department	333	GenKFI Replacement		
Multi-Agency Project	Participating Agencies		Priority	Projected Start Date
No			1	7/1/2025
Projected End Date				
6/30/2027				

Revenue Project Cost (dollars in thousands)					
Category or Account Description	FY24 & Prev Actual	FY25 Budget	FY26 Request	FY27 Request Estimate	Total
General Fund (CSEF)	0.0	0.0	5,634.0	0.0	5,634.0
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	5,634.0	0.0	5,634.0
*If Other State Funds, Specify Funding Source/Fund Name					

Expenditure Categories (dollars in thousands)					
Category or Account Description	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	5,093.1	0.0	5,093.1
Travel/Lodging	0.0	0.0	0.0	0.0	0.0
IT Hardware	0.0	0.0	540.9	0.0	540.9
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	5,634.0	0.0	5,634.0

	Print Name	Phone	Email Address	Date
Agency Cabinet Secretary/ Director (Mandatory)	Stephanie Schardin Clarke	505-827-0341	StephanieS.Clarke@tax.nm.gov	9/3/2024
Chief information Officer or IT Lead (Mandatory)	Mike Baca	505-670-6535	Mike.Baca@tax.nm.gov	9/3/2024
Chief Finance Officer / Budget Director (Mandatory)	Denise A. Irion	505-819-8823	Denise.Irion@tax.nm.gov	9/3/2024

Agency Cabinet Secretary/Director Signature

Stephanie Schardin Clarke

Digitally signed by Stephanie Schardin Clarke
Date: 2024.08.29 12:19:39 -06'00'

Chief Information Officer/IT Lead Signature

Mike Baca

Digitally signed by Mike Baca
Date: 2024.08.29 13:01:34 -06'00'

Budget Director Signature

Denise A. Irion

Digitally signed by Denise A. Irion
Date: 2024.08.29 13:38:54 -06'00'

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

Agency Name	Agency Code	Project Name			
Taxation and Revenue Department	333	E-Titling			
Multi-Agency Project	Participating Agencies		Priority	Projected Start Date	Projected End Date
No			2	7/1/2025	6/30/2027

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	1,400.0	0.0	1,400.0
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	1,400.0	0.0	1,400.0
*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	1,200.0	0.0	1,200.0
Travel/Lodging	0.0	0.0	0.0	0.0	0.0
IT Hardware	0.0	0.0	200.0	0.0	200.0
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	1,400.0	0.0	1,400.0

	Print Name	Phone	Email Address	Date
Agency Cabinet Secretary/ Director (Mandatory)	Stephanie Schardin Clarke	505-827-0341	StephanieS.Clarke@tax.nm.gov	9/3/2024
Chief information Officer or IT Lead (Mandatory)	Mike Baca	505-670-6535	Mike.Baca@tax.nm.gov	9/3/2024
Chief Finance Officer / Budget Director (Mandatory)	Denise A. Irion	505-819-3823	Denise.Irion@tax.nm.gov	9/3/2024

Agency Cabinet Secretary/Director Signature

Stephanie Schardin Clarke

Digitally signed by Stephanie Schardin Clarke
Date: 2024.08.29 12:18:44 -06'00'

Chief Information Officer/IT Lead Signature

Mike Baca

Digitally signed by Mike Baca
Date: 2024.08.29 13:00:42 -06'00'

Budget Director Signature

Denise A. Irion

Digitally signed by Denise A. Irion
Date: 2024.08.29 13:38:36 -06'00'

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

Agency Name	Agency Code	Project Name		
Taxation and Revenue Department	333	Return Analytics		
Multi-Agency Project	Participating Agencies		Priority	Projected Start Date
No			3	7/1/2025
Projected End Date				
6/30/2027				

Revenue Project Cost (dollars in thousands)					
Category or Account Description	FY24 & Prev Actual	FY25 Budget	FY26 Request	FY27 Request Estimate	Total
General Fund (CSEF)	0.0	0.0	2,542.0	0.0	2,542.0
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	2,542.0	0.0	2,542.0
*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	2,380.0	0.0	2,380.0
Travel/Lodging	0.0	0.0	0.0	0.0	0.0
IT Hardware	0.0	0.0	162.0	0.0	162.0
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	2,542.0	0.0	2,542.0

	Print Name	Phone	Email Address	Date
Agency Cabinet Secretary/ Director (Mandatory)	Stephanie Schardin Clarke	505-827-0341	StephanieS.Clarke@tax.nm.gov	9/3/2024
Chief information Officer or IT Lead (Mandatory)	Mike Baca	505-670-6535	Mike.Baca@tax.nm.gov	9/3/2024
Chief Finance Officer / Budget Director (Mandatory)	Denise A. Irion	505-819-8823	Denise.Irion@tax.nm.gov	9/3/2024

Agency Cabinet Secretary/Director Signature

Stephanie Schardin Clarke
Digitally signed by Stephanie Schardin Clarke
Date: 2024.08.29 12:20:04 -06'00'

Chief Information Officer/IT Lead Signature

Mike Baca
Digitally signed by Mike Baca
Date: 2024.08.29 13:02:10 -06'00'

Budget Director Signature

Denise A. Irion
Digitally signed by Denise A. Irion
Date: 2024.08.28 13:39:15 -06'00'



Fiscal Year 26
Information Technology Funding (C2) Request
GenKFI Replacement
Full Business Case

Stephanie Schardin Clarke, Cabinet Secretary
Lydia VanOrman, Revenue Processing Division Director
Mike Baca, Chief Information Officer

Release Date: September 3, 2024

TABLE OF CONTENTS

I. Executive Summary	3
II. Project Background	3
III. Risks	4
IV. Scope and Constraints	5
V. Alternative Analysis.....	6
VI. Key Stakeholders	6
VII. Objectives, Outcomes, Key Performance Indicators.....	7
VIII. Benefits.....	8
IX. Total Cost of Ownership	9
X. C2 Form – Computer System Enhancement Fund (CSEF).....	10

I. Executive Summary

The Revenue Processing Division (RPD) of the Tax and Revenue Department (Tax and Rev) is responsible for handling and improving the data and documents for tax returns and payments, which contributes to approximately \$18.573 billion in annual State, local and tribal revenue. The proposed initiative is to replace RPD's 12-year-old software for processing paper tax returns with a new system that integrates machine learning, Optical Character Recognition (OCR), and Intelligent Character Recognition (ICR). The project will benefit the State by introducing advanced technology for document processing, reducing the high error rate that requires manual correction and causes backlogs, thus improving customer service and lowering the costs related to return and mail processing.

For 12 years, RPD used the GenKFI software for imaging and data capture, which then inputs paper tax returns into GenTax, the tax system of record. GenKFI fails to meet current industry standards and carries the risk of system failure. The current system hinders processing efficiency and relies heavily on manual intervention. Tax and Rev faces an annual labor cost of about \$326,480 just for the intensive sorting process required by GenKFI.

During the last year and a half, Tax and Rev has been addressing the backlog of returns in error. From January 2024 to July 2024 an additional 25 team members were recruited from other Tax and Rev divisions to address the backlog. The additional resources reallocated to address the RPD backlog cost the department \$848,309. This reallocation was necessary to address the backlog of returns in error, but is not sustainable because other functions such as collections and audit suffer as a result of taking those resources out of their normal activities.

The project will improve cycle times, reduce human error, and provide functionality that does not currently exist that will improve service to our customers and reduce operating costs. RPD team will benefit from the ability to review processes for efficiency and internal control and elimination of the backlog.

The key objectives that the project aims to address are automation, reduced errors, improved processing times, and staff flexibility in addressing bottlenecks in the process based on real-time data.

The project aligns with the agency's strategic plan by supporting the mission to provide fair and efficient tax administration and revenue distribution, the goals of simplifying processes to improve customer service and reviewing processes for efficiency and internal control, and the vision of exceeding expectations for customers and employee satisfaction and offering innovative and secure solutions to maximize customer experience.

II. Project Background

Project Description:

This project is a new solution. The \$5,634,000 request will complete all phases of the project in the estimated completion time of two years. The technology type is an electronic content management system that will allow both functionality and flexibility in the processing and tracking of paper returns and correspondence. In addition to the cost of the software solution, funding is included for interfaces between the electronic content management system and the tax system of record (GenTax), project management services, and independent verification and validation (IV&V) services.

FY26 Information Technology Funding (C2) Request – Full Business Case

Project History:

GenKFI replacement is a new request to update a 12-year-old software that does not meet industry standards for automation and/or quality requirements for processing paper documentation necessary for perfecting tax records. It has not been previously funded. No work has been conducted, so there are no key milestones to report at this time.

III. Risks

Tax and Rev, as demonstrated by the results of the Risk Assessment below, anticipate risks to be low. The identified risks are the availability of resources and technical challenges resulting from the integration of the new system with the existing GenTax infrastructure. Plans to mitigate and reduce the impact of these risks will be developed as part of the project's Risk Management Plan and will include staff and workload assessment to ensure appropriate schedule planning and defined system requirements included in the RFP, software demonstrations, and extensive review of proposed solutions to ensure system compatibility. The following table provides a quick risk assessment of the proposed project's inherent risks.

Risk Assessment for Proposed Solution

	Criteria	Risk Score = 1	Risk Score = 2	Risk Score = 3	Score
1	Estimated project cost	Less than \$250K	\$250K - \$1M	Greater than \$1M	3
2	Estimated total calendar months before completion	6 or less	6 to 12	More than 12	3
3	Number of project team members	5 or less	6 to 10	More than 10	2
4	Number of subject matter experts required to execute the project	3 or less	4 or 5	6 or more	2
5	Project manager experience level	3 or more projects of similar scope	1 to 2 projects of similar scope	No prior projects of similar scope	1
6	Estimated total effort hours	Less than 500	500 - 1800	More than 1800	3
7	Number of sites/offices impacted by the project	1	2 to 5	More than 5	3
8	Uniqueness of project's technical requirements	Similar to others in the department	Similar to others, but complex	New and complex	1
9	Impact of noncompliance with applicable laws and regulations	None or minimal	Moderate	Significant	1
10	Impact of 12-month project postponement on existing systems	Existing systems can compensate with minimal costs	Existing or new systems can compensate with substantial costs	Existing systems must be curtailed because of the lack of proposed project	1
11	Number of interfaces to existing systems affected	0	1 to 3	More than 3	2

FY26 Information Technology Funding (C2) Request – Full Business Case

12	User requirements definition	Clearly defined	Somewhat defined, but complex	Very vague and complex	1
				Total Risk Score:	23

IV. Scope and Constraints

The following are elements of the project which are in-scope and out-of-scope that are identified to manage trade-offs during execution.

Scope:

In Scope		Description
Revenue Processing Division		Primary users of the proposed solution
Utilization of Machine Learning, OCR, and ICR		Digital Logic to recognize forms, fields, and data
GenTax interfaces with keying vendor		Receive and process all return data for existing GenKFI returns, including integrating access to return images into GenTax
Out of Scope	Description	Reason Why
Enhancements to Tapestry	MVD system of record	The project does not involve MVD records
All incoming mail	Collecting all relevant information from the entire mail stream that comes into the RPD for Processing (Postmarked date, received date...) provides information in a digital and understandable format with searchable functionality from the time it is received to the time it is placed in the system of record GenTax	Priority and cost

Constraints:

Constraints	
Category	Description
Resource availability	RPD staff to assist with defining requirements and conducting user acceptance testing. Revenue Processing Bureau, Data Capture and Postal Processing, as well as Account Resolution Services Bureau

FY26 Information Technology Funding (C2) Request – Full Business Case

Subject matter expertise	Subject matter experts to assist with defining requirements, conducting user acceptance testing, lead acceptance and training efforts
--------------------------	---

V. Alternative Approach Analysis

JUSTIFICATION FOR PROJECT SELECTION:

RPD participated in demonstrations by IBML and Ricoh Imaging earlier this year. RPD also met with the state of Oklahoma’s Tax Commission’s Central Processing Division and their software vendors. Upon review of these options, the Fairfax /Aggasar solution utilized in Oklahoma was the most robust and met all the quality and operational needs of our department. The following table includes viable alternatives, including preliminary research and analysis.

Alternative Description (e.g. Status Quo, Enhancements, Replacement)	Reason Eliminated	Cost	Preliminary research and analysis conducted (Yes/No)
Status Quo	No benefits realized, slow and failing system, workflow inefficiencies, errors and backlogs	\$0.00	Yes
Software	Utilizing software with OCR, ICR, and machine learning will improve our process efficiency.	\$5,634.0	Yes

VI. Key Stakeholders

The following table identifies internal and external stakeholders, their project responsibilities and their expected impact on the project’s success.

Project Impact Scale: 1 = Low Impact; 2 = Medium Impact; 3 = High Impact
--

Internal Stakeholders	Department or Agency	Project Responsibilities	Project Impact
Project Sponsor	Tax and Rev	Provides leadership, keeps project aligned with organization’s strategies, focuses on the realization of benefits, and provides continued sponsorship	3
Business Owner	Tax and Rev	Provides vision and roadmap and has knowledge and authority to make decisions and resolve obstacles	3

FY26 Information Technology Funding (C2) Request – Full Business Case

Revenue Processing Division Staff	Tax and Rev	Provides business and process expertise, contributes system requirements, and conducts user acceptance testing	3
Project Team	Tax and Rev	Provides project guidance, develops and maintains project documentation, and ensures objective, schedule, and cost measures are met	3

External Stakeholders	Company or Organization	Project Responsibilities	Project Impact
Contracted Solution Providers	TBD	Owners of solution ensures successful software implementation and performance	3
GenTax System interface	Fast Enterprises	Provides technical skill to ensure software interface with system of record	3
Customers filing taxes	General Public	Beneficiaries of successful project results	3

VII. Objectives, Outcomes, Key Performance Indicators

The following are key project objectives with related deliverable outcomes and quantifiable Key Performance Indicators (KPIs).

Objectives	Outcomes/Deliverables	Benefits/KPIs (as applicable)
Replace 12-year-old GenKFI software with a new solution that uses machine learning, optical character recognition, and intelligent character recognition.	Automation of manual processes Reduced errors Timely returns	Improved decision making Improved efficiency Reduced operational costs Reduced processing times Decreased amount of interest paid on overpayments

FY26 Information Technology Funding (C2) Request – Full Business Case

VIII. Benefits

The following is a list of tangible and intangible benefits anticipated from the project.

Tangible Benefits	
Reduce percent of refund interest	25%
Reduce percentage of errors on paper return processing	10%

Intangible Benefits	Metrics
Decreased manual sorting and process inefficiencies	Improved internal and external customer satisfaction Increased accuracy and improved document research capabilities Reduced outgoing correspondence Reduced call volume, emails, protest cases and employee burnout
Improved real time reporting, visibility and tracking of documentation throughout the process	Staff flexibility to provide coverage where needed

FY26 Information Technology Funding (C2) Request – Full Business Case

IX. Total Cost of Ownership

The following table lists the total potential cost to develop or acquire, implement, operate and maintain the proposed project for its entire life cycle.

**IX. Total Cost of Ownership
GenKFI Replacement**

Category		Previous Actuals ¹	FY25	FY26	FY27	FY28	FY29	Total
Non-Recurring Cost - Development &		(in thousands)						
200	Personal Services and Employee Benefits	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
300	Contractual Services							
	IT Professional Services: Project Management	\$0.0	\$0.0	\$213.8	\$0.0	\$0.0	\$0.0	\$213.8
	IT Professional Services: IV&V	\$0.0	\$0.0	\$443.6	\$0.0	\$0.0	\$0.0	\$443.6
	IT Professional Services: Dev./Imp./Training/UAT	\$0.0	\$0.0	\$1,190.1	\$0.0	\$0.0	\$0.0	\$1,190.1
	Other Professional Services	\$0.0	\$0.0	\$3,245.6	\$0.0	\$0.0	\$0.0	\$3,245.6
400	Other	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
	Travel/Lodging	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
	Hardware	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
	Software Licenses	\$0.0	\$0.0	\$540.9	\$0.0	\$0.0	\$0.0	\$540.9
	Facilities	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Subtotal Non-Recurring Cost		\$0.0	\$0.0	\$5,634.0	\$0.0	\$0.0	\$0.0	\$5,634.0
Recurring Maintenance and Operations (M&O) Cost		(in thousands)						
200	Personal Services and Employee Benefits	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
300	Contractual Services							
	IT Professional Services	\$0.0	\$0.0	\$0.0	\$64.5	\$64.5	\$64.5	\$193.5
	Training	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
400	Other	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
	Hardware	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
	Software Licenses	\$0.0	\$0.0	\$0.0	\$51.7	\$51.7	\$51.7	\$155.1
	Facilities	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
	Compliance and Security	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Subtotal Recurring M&O Cost		\$0.0	\$0.0	\$0.0	\$116.2	\$116.2	\$116.2	\$348.6
<i>¹ Applicable for on-going or existing project.</i>								
Total Cost		\$0.0	\$0.0	\$5,634.0	\$116.2	\$116.2	\$116.2	\$5,982.6

FY26 Information Technology Funding (C2) Request – Full Business Case

X. C2 Form – Computer System Enhancement Fund (CSEF)

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

Agency Name	Agency Code	Project Name			
Taxation and Revenue Department	333	GenKFI Replacement			
Multi-Agency Project	Participating Agencies		Priority	Projected Start Date	Projected End Date
No			1	7/1/2025	6/30/2027
Revenue Project Cost (dollars in thousands)					
Category or Account Description	FY24 & Prev Actual	FY25 Budget	FY26 Request	FY27 Request Estimate	Total
General Fund (CSEF)	0.0	0.0	5,634.0	0.0	5,634.0
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	5,634.0	0.0	5,634.0
*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	5,093.1	0.0	5,093.1
Travel/Lodging	0.0	0.0	0.0	0.0	0.0
IT Hardware	0.0	0.0	540.9	0.0	540.9
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	5,634.0	0.0	5,634.0
	Print Name	Phone	Email Address	Date	
Agency Cabinet Secretary/ Director (Mandatory)	Stephanie Schardin Clarke	505-827-0341	StephanieS.Clarke@tax.nm.gov	9/3/2024	
Chief information Officer or IT Lead (Mandatory)	Mike Baca	505-670-6535	Mike.Baca@tax.nm.gov	9/3/2024	
Chief Finance Officer / Budget Director (Mandatory)	Denise A. Irion	505-819-8823	Denise.Irion@tax.nm.gov	9/3/2024	

Agency Cabinet Secretary/Director Signature

Stephanie Schardin Clarke
Digitally signed by Stephanie Schardin Clarke
Date: 2024.08.29 12:19:39 -06'00'

Chief Information Officer/IT Lead Signature

Mike Baca
Digitally signed by Mike Baca
Date: 2024.08.29 13:01:34 -06'00'

Budget Director Signature

Denise A. Irion
Digitally signed by Denise A. Irion
Date: 2024.08.29 13:38:54 -06'00'



Fiscal Year 26
Information Technology Funding (C2) Request
E-Titling
Full Business Case

Stephanie Schardin Clarke, Cabinet Secretary
Htet Gonzales, Director, Motor Vehicle Division
Mike Baca, Chief Information Officer

Release Date: September 3, 2024

TABLE OF CONTENTS

I. Executive Summary	3
II. Project Background	3
III. Risks	4
IV. Scope and Constraints	5
V. Alternative Analysis.....	6
VI. Key Stakeholders	7
VII. Objectives, Outcomes, Key Performance Indicators	8
VIII. Benefits.....	8
IX. Total Cost of Ownership	10
X. C2 Form – Computer System Enhancement Fund (CSEF).....	11

I. Executive Summary

Tax & Rev's Motor Vehicle Division (MVD) is requesting a system to replace the manual paper-based process for issuing vehicle titles. The desired technical solution will seamlessly integrate with the existing Motor Vehicle Division's system of record, Tapestry.

Currently, customers request titles, and once a title transaction is complete, their title is printed from a central location in Santa Fe, then mailed to the customer. The paper-based titling process leads to inefficiencies and delays, increased administrative costs and security risks, and a negative environmental impact. Manual processing of titles is time-consuming and hampers overall efficiency as customers must wait for their title to be received via mail. There are also risks for delays due to scarcity of title stock and specific mailing supplies, postal service delays and mail theft. This impacts commerce as vehicle dealers are unable to complete a sale of a vehicle until the paper title is received or delivered by the customer. The current process causes increased workload for MVD and hampers overall efficiency. It is prone to human errors, resulting in discrepancies and the need for rework. Paper-based titles are also vulnerable to loss, theft and forgery, posing significant security concerns.

The new process for e-titles will allow MVD to create an electronic vehicle title stored in a secure digital database. This solution will allow the transfer of ownership for a vehicle to take place electronically while authenticating the identity of the parties involved in the transaction and updating the jurisdiction's vehicle record without printing a paper title. The value and benefit to the agency of modernizing operations is improved customer satisfaction, streamlined processes, maximized efficiency, increased data security, reduced fraud and decreased physical storage, paper and toner usage and mailing costs, and decreased environmental impact.

The key objective of this project is to upgrade the manual titling process to automated electronic titles. By moving to electronic titling (e-titling), MVD is expected to reduce processing time for vehicle titles by at least 50% within the first year as seen in states that have already migrated to the electronic process. Customers, including vehicle dealers, will be able to complete sales, file liens, and complete transfers between parties more efficiently and effectively and provide a positive impact on New Mexico commerce. The rate of title-related errors and discrepancies is expected to be reduced significantly. Implementing robust encryption and authentication mechanisms will enhance the security of the title data and reduce fraud. Furthermore, the project aims to cut paper usage and reduce the carbon footprint associated with mailing documents. Ultimately, these improvements are expected to increase customer satisfaction.

This project aligns with the agency's strategic plan by supporting its vision to exceed expectations for customer and employee satisfaction and will offer innovative and secure solutions to maximize the customer experience.

II. Project Background

Project Description:

This project is a new solution and will replace the current manual process for issuing vehicle titles. The \$1.4 million request will complete all phases of the project in two years. A request for proposal (RFP) will

FY26 Information Technology Funding (C2) Request – Full Business Case

be issued to gather possible solutions as there are many vendors that offer solutions. In addition to the cost of the software solution, funding includes project management services, independent verification and validation (IV&V) services, and hardware/infrastructure needs.

Project History:

E-Titling is a new request that will fund the full implementation of the solution. No work has been conducted, so there are no key milestones to report at this time.

III. Risks

Tax and Rev, as demonstrated by the results of the Risk Assessment below, anticipates risks to be low. The identified risks are availability of resources and technical challenges resulting from integration of the new system with the existing MVD infrastructure. Plans to mitigate and reduce the impact of these risks will be developed as part of the project’s Risk Management Plan and will include staff and workload assessment to ensure appropriate schedule planning and defined system requirements included in the RFP, software demonstrations and extensive review of proposed solutions to ensure system compatibility.

The following table provides a quick risk assessment of the proposed project’s inherent risks.

Risk Assessment for Proposed Solution

Criteria		Risk Score = 1	Risk Score = 2	Risk Score = 3	Score
1	Estimated project cost	Less than \$250K	\$250K - \$1M	Greater than \$1M	3
2	Estimated total calendar months before completion	6 or less	6 to 12	More than 12	3
3	Number of project team members	5 or less	6 to 10	More than 10	2
4	Number of subject matter experts required to execute the project	3 or less	4 or 5	6 or more	2
5	Project manager experience level	3 or more projects of similar scope	1 to 2 projects of similar scope	No prior projects of similar scope	1
6	Estimated total effort hours	Less than 500	500 - 1800	More than 1800	3
7	Number of sites/offices impacted by the project	1	2 to 5	More than 5	3
8	Uniqueness of project's technical requirements	Similar to others in the department	Similar to others, but complex	New and complex	2
9	Impact of noncompliance with applicable laws and regulations	None or minimal	Moderate	Significant	2

FY26 Information Technology Funding (C2) Request – Full Business Case

10	Impact of 12-month project postponement on existing systems	Existing systems can compensate with minimal costs	Existing or new systems can compensate with substantial costs	Existing systems must be curtailed because of the lack of proposed project	1
11	Number of interfaces to existing systems affected	0	1 to 3	More than 3	1
12	User requirements definition	Clearly defined	Somewhat defined, but complex	Very vague and complex	1
Total Risk Score:					24

IV. Scope and Constraints

The following elements of the project are in-scope and out-of-scope that are identified to manage trade-offs during execution.

Scope:

In Scope	Description
Implementing an e-titling Solution	Procure and implement an e-Titling solution
Motor Vehicle Division	Primary users of the proposed solution
Integration with system of record	Mandatory specification to enhance system of record

Out of Scope	Description	Reason Why
Interjurisdiction E-Title Transfer	The ability for states to exchange e-titles	Due to regulatory differences, technological disparities, and variations in verification processes and data standardization, administrative coordination will be needed to facilitate transfer between states.
100% paper free	We still need the ability to issue paper titles though it will be significantly reduced with the integration of e-titles.	As not all states are currently e-title states, NM will still have to issue paper titles to those moving out of state.

Constraints:

Constraints	
Category	Description
Resource availability	MVD staff to assist with defining requirements and conducting user acceptance testing

FY26 Information Technology Funding (C2) Request – Full Business Case

Subject matter expertise	Subject matter experts to assist with defining requirements, conducting user acceptance testing, lead acceptance and training efforts
--------------------------	---

V. Alternative Approach Analysis

JUSTIFICATION FOR PROJECT SELECTION:

The New Mexico MVD is a member of the American Association for Motor Vehicle Administrators (AAMVA) that provides a forum for motor vehicle associations across the United States and Canada to collaborate and share best practices, develop standards, and address common issues. MVD has learned through the membership and communication with other states that e-titling is a necessary step towards modernization and the next step forward for motor vehicle operations. Florida, California, Pennsylvania, Arizona, and Virginia have already adopted e-titles and/or e-liens. New Mexico MVD has also spoken with neighboring states such as Colorado and Utah that are actively looking to implement e-titles. Per AAMVA, it is anticipated that the conversion to an e-titling solution will improve the integrity of the title and the data collection process. The trend towards e-titles is expected to grow as more states recognize the advantages of digital records over traditional paper documentation.

The following table includes viable alternatives, including preliminary research and analysis.

Alternative Description (e.g. Status Quo, Enhancements, Replacement)	Reason Eliminated	Cost	Preliminary research and analysis conducted (Yes/No)
Continue manual process (paper, printing, mailing and mailing labor)	No benefits realized and inefficiency, errors, security risks and environmental impact continue	\$172.0 annually	Yes
Electronic titling software solution	Selected solution	\$1,400.0	Yes

FY26 Information Technology Funding (C2) Request – Full Business Case

VI. Key Stakeholders

The following table identifies internal and external stakeholders, their project responsibilities and their expected impact on the project's success.

Project Impact Scale: 1 = Low Impact; 2 = Medium Impact; 3 = High Impact			
Internal Stakeholders	Department or Agency	Project Responsibilities	Project Impact
Project Sponsor	Tax and Rev	Provides leadership, keeps project aligned with organization's strategies, focuses on realization of benefits and provides continued sponsorship	3
Business Owner	Tax and Rev	Provides vision and roadmap and has knowledge and authority to make decisions and resolve obstacles	3
Motor Vehicle Division Staff	Tax and Rev	Provides business and process expertise, contributes system requirements and conducts user acceptance testing	3
Project Team	Tax and Rev	Provides project guidance, develops and maintains project documentation, ensures objective, schedule and cost measures are met	3
ITD	Tax & Rev	Provides technical guidance, support during solution planning, implementation, deployment. Develop and maintain interface with system of record	3
External Stakeholders	Company or Organization	Project Responsibilities	Project Impact
Contracted Solution Providers	TBD	Owners of solution ensures successful software implementation and performance	3
Tapestry Team	Fast Enterprises	Provides technical skill to ensure project integration	3
Vehicle and boat dealers	Various Organizations	Beneficiaries of successful project results	3
Customers requiring titles	General Public	Beneficiaries of successful project results	3

VII. Objectives, Outcomes, Key Performance Indicators

The following are key project objectives with related deliverable outcomes and quantifiable Key Performance Indicators (KPIs).

Objectives	Outcomes/Deliverables	Benefits/KPIs (as applicable)
Upgrade the manual titling process to an electronic application solution	An electronic e-Titling solution	Decreased manual process Reduced processing time Decreased title errors and discrepancies

VIII. Benefits

The following is a list of tangible and intangible benefits anticipated from the project.

Tangible Benefits	
Decreased processing times	14 Days
Reduced printing costs/year	\$13,542.00
Reduced mailing costs/year	\$54,500.00
Reduced cost of labor for mailing/year	\$10,043.00
Reduced cost of paper title cost/year	\$94,000.00

Intangible Benefits	Metrics
Decreased customer wait time	Improved customer satisfaction due to faster processing times and easy access to title information.
Increased convenience for customers	E-titles offer 24/7 access to title information from anywhere with an internet connection, making it easier for owners, dealers, and financial institutions to manage vehicle titles. The process of transferring and updating titles will be faster, reducing the time and effort required for all parties involved.

FY26 Information Technology Funding (C2) Request – Full Business Case

Eliminated redundant processes	Improved operational efficiency and work morale.
Automated audit requirements	Electronic systems reduce the likelihood of errors associated with manual data entry and handling of physical documents, ensuring more accurate records and facilitating easier and faster compliance.
Improved data security and safeguarding of public records	Reduced security findings, data breaches and risks of title fraud as e-titles provide a clear, easily accessible history of ownership and lien information, making it simpler to track and verify vehicle ownership.
Promoted environmental sustainability through reduced paper usage and elimination of mail delivery	Implemented practices known to reduce environmental impact.

FY26 Information Technology Funding (C2) Request – Full Business Case

IX. Total Cost of Ownership

The following table lists the total potential cost to develop or acquire, implement, operate and maintain the proposed project for its entire life cycle.

IX. Total Cost of Ownership

E-Titling

Category		Previous Actuals ¹	FY25	FY26	FY27	FY28	FY29	Total
Non-Recurring Cost - Development &		(in thousands)						
200	Personal Services and Employee Benefits	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
300	Contractual Services							
	IT Professional Services: Project Management	\$0.0	\$0.0	\$100.0	\$0.0	\$0.0	\$0.0	\$100.0
	IT Professional Services: IV&V	\$0.0	\$0.0	\$100.0	\$0.0	\$0.0	\$0.0	\$100.0
	IT Professional Services: Dev./Imp./Training/UAT	\$0.0	\$0.0	\$1,000.0	\$0.0	\$0.0	\$0.0	\$1,000.0
	Other Professional Services	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
400	Other	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
	Travel/Lodging	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
	Hardware	\$0.0	\$0.0	\$200.0	\$0.0	\$0.0	\$0.0	\$200.0
	Software Licenses	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
	Facilities	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Subtotal Non-Recurring Cost		\$0.0	\$0.0	\$1,400.0	\$0.0	\$0.0	\$0.0	\$1,400.0
Recurring Maintenance and Operations (M&O) Cost		(in thousands)						
200	Personal Services and Employee Benefits	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
300	Contractual Services							
	IT Professional Services	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
	Training	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
400	Other	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
	Hardware	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
	Software Licenses	\$0.0	\$0.0	\$0.0	\$200.0	\$200.0	\$200.0	\$600.0
	Facilities	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
	Compliance and Security	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Subtotal Recurring M&O Cost		\$0.0	\$0.0	\$0.0	\$200.0	\$200.0	\$200.0	\$600.0
¹ Applicable for on-going or existing project.								
Total Cost		\$0.0	\$0.0	\$1,400.0	\$200.0	\$200.0	\$200.0	\$2,000.0

FY26 Information Technology Funding (C2) Request – Full Business Case

X. C2 Form–Computer System Enhancement Fund (CSEF)

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

Agency Name	Agency Code	Project Name			
Taxation and Revenue Department	333	E-Tifing			
Multi-Agency Project	Participating Agencies	Priority	Projected Start Date	Projected End Date	
No		2	7/1/2025	6/30/2027	

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	1,400.0	0.0	1,400.0
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	1,400.0	0.0	1,400.0
*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	1,200.0	0.0	1,200.0
Travel/Lodging	0.0	0.0	0.0	0.0	0.0
IT Hardware	0.0	0.0	200.0	0.0	200.0
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	1,400.0	0.0	1,400.0

	Print Name	Phone	Email Address	Date
Agency Cabinet Secretary/ Director (Mandatory)	Stephanie Schardin Clarke	505-827-0341	StephanieS.Clarke@tax.nm.gov	9/3/2024
Chief information Officer or IT Lead (Mandatory)	Mike Baca	505-670-6535	Mike.Baca@tax.nm.gov	9/3/2024
Chief Finance Officer / Budget Director (Mandatory)	Denise A. Irion	505-819-8823	Denise.Irion@tax.nm.gov	9/3/2024

Agency Cabinet Secretary/Director Signature	Stephanie Schardin Clarke	Digitally signed by Stephanie Schardin Clarke Date: 2024.08.29 12:16:44 -06'00'
Chief Information Officer/IT Lead Signature	Mike Baca	Digitally signed by Mike Baca Date: 2024.08.29 13:00:42 -06'00'
Budget Director Signature	Denise A. Irion	Digitally signed by Denise A. Irion Date: 2024.08.28 13:38:36 -06'00'



Fiscal Year 26
Information Technology Funding (C2) Request
Return Analytics
Full Business Case

Stephanie Schardin Clarke, Cabinet Secretary

Lydia VanOrman, Director, Revenue Processing Division

Mike Baca, Chief Information Officer

Release Date: September 3, 2024

TABLE OF CONTENTS

I. Executive Summary	3
II. Project Background	3
III. Risks	4
IV. Scope and Constraints	5
V. Alternative Analysis	6
VI. Key Stakeholders	6
VII. Objectives, Outcomes, Key Performance Indicators	7
VIII. Benefits	7
IX. Total Cost of Ownership	9
X. C2 Form – Computer System Enhancement Fund (CSEF).....	10

I. Executive Summary

The New Mexico Taxation and Revenue (Tax and Rev) Department's Revenue Processing Division (RPD) is requesting funds to acquire a comprehensive analytics solution for return processing. The proposed tool, Fast Return Services (FRS), will transform RPD's approach to processing personal income tax (PIT) returns by offering advanced analytics-driven capabilities that analyze returns in real-time, reducing dependence on static rules. FRS's learning capabilities, based on customer behavior and the outcomes of processed PIT returns, will allow the department to continually enhance compliance during return processing and decrease the effort needed to address filing and compliance issues.

FRS will integrate with our current system of record, GenTax, and enrich the data with information from various external sources. RPD processes millions of tax returns across more than 40 tax programs. The insights from combined data, comprehensive reporting, and sophisticated analytics within FRS will lead to more informed decision-making, ensuring greater resources are allocated to returns needing additional review. This approach aims to resolve filing issues autonomously, potentially eliminating unnecessary return stops and reviews that do not benefit the department or its customers, thus improving the experience for all parties involved.

FRS will empower Tax and Rev to leverage the data in GenTax and the new external data accessed through FRS to enhance voluntary compliance and reduce fraud, without the need for additional compliance and departmental resources. The funding request is \$2,542,000, with an estimated project completion time of two years.

The data needed for RPD to analyze the issues that delay a return's processing does not currently exist in one place. Without this information, RPD cannot measure its processing time, drill into the root causes for delays, change its workflows to expedite delivery times, or implement long-term solutions that address non-value-added steps.

RPD will gain the ability to analyze data to make well-informed decisions, resolve return issues, allocate resources effectively, and reduce the amount of interest on overpayments.

The project will consolidate tax return data, reduce return processing time, enhance voluntary compliance, reduce fraud, optimize RPD workflows, minimize operational costs, and decrease errors.

The project aligns with the agency's strategic plan by supporting the mission to provide fair and efficient tax administration and revenue distribution, the goals of simplifying processes to improve customer service and reviewing processes for efficiency and internal control, and the vision of exceeding expectations for customers and employee satisfaction and offering innovative and secure solutions to maximize customer experience.

II. Project Background

Project Description:

This project is a new solution. The \$2,542.0 request will complete all phases of the project in the estimated completion time of two years. The technology type is based on the GenTax platform, which will allow for

FY26 Information Technology Funding (C2) Request – Full Business Case

streamlined functionality. In addition to the cost of the data analytics solution, funding is included for project management services, independent verification and validation (IV&V) services, and for hardware/infrastructure needs. Full funding is required to complete the project.

Project History:

Return Analytics is a new request that has not been previously funded. No work has been conducted, so there are no key milestones to report at this time. The granularity of existing data currently available does not allow for differentiating complex tasks vs. simple tasks. This differentiation is necessary to target specific areas for process improvement.

III. Risks

Tax and Rev, as demonstrated by the results of the Risk Assessment below, anticipate risks to be low. The identified risks are the availability of resources and technical challenges resulting from integrating the new system with the existing GenTax infrastructure. Plans to mitigate and reduce the impact of these risks will be developed as part of the project's Risk Management Plan. They will include staff and workload assessment to ensure appropriate schedule planning, defined system requirements in the RFP, software demonstrations, and extensive review of proposed solutions to ensure system compatibility.

The following table provides a quick risk assessment of the proposed project's inherent risks.

Risk Assessment for Proposed Solution

Criteria		Risk Score = 1	Risk Score = 2	Risk Score = 3	Score
1	Estimated project cost	Less than \$250K	\$250K - \$1M	Greater than \$1M	3
2	Estimated total calendar months before completion	6 or less	6 to 12	More than 12	3
3	Number of project team members	5 or less	6 to 10	More than 10	2
4	Number of subject matter experts required to execute the project	3 or less	4 or 5	6 or more	2
5	Project manager experience level	3 or more projects of similar scope	1 to 2 projects of similar scope	No prior projects of similar scope	1
6	Estimated total effort hours	Less than 500	500 - 1800	More than 1800	3
7	Number of sites/offices impacted by the project	1	2 to 5	More than 5	3
8	Uniqueness of project's technical requirements	Similar to others in the department	Similar to others, but complex	New and complex	1
9	Impact of noncompliance with applicable laws and regulations	None or minimal	Moderate	Significant	1

FY26 Information Technology Funding (C2) Request – Full Business Case

10	Impact of 12-month project postponement on existing systems	Existing systems can compensate with minimal costs	Existing or new systems can compensate with substantial costs	Existing systems must be curtailed because of the lack of proposed project	1
11	Number of interfaces to existing systems affected	0	1 to 3	More than 3	1
12	User requirements definition	Clearly defined	Somewhat defined, but complex	Very vague and complex	1
Total Risk Score:					22

IV. Scope and Constraints

The following elements of the project, which are in-scope and out-of-scope, are identified to manage trade-offs during execution.

Scope:

In Scope	Description
Revenue Processing Division	Primary users of the proposed solution
Integration with the system of record	Mandatory specification to enhance the system of record
Personal Income Tax (PIT) data	All data from PIT tax returns

Out of Scope	Description	Reason Why
All other Tax Programs	Tax programs that are not PIT	Pilot development with the highest volume and most impactful tax program (PIT)

Constraints:

Constraints	
Category	Description
Resource availability	RPD staff to assist with defining requirements and conducting user acceptance testing
Subject matter expertise	Subject matter experts to assist with defining requirements, conducting user acceptance testing, lead acceptance and training efforts

V. Alternative Approach Analysis

JUSTIFICATION FOR PROJECT SELECTION:

RPD received a presentation and a proposal from Fast Enterprises. The recommended solution is part of the Gentax system of record and provides direct access to the necessary data tables for performing the analytics. The following table includes viable alternatives, including preliminary research and analysis.

Alternative Description (e.g., Status Quo, Enhancements, Replacement)	Reason Eliminated	Cost	Preliminary research and analysis conducted (Yes/No)
Status Quo	No benefits realized, disparate data sources, workflow inefficiencies, errors, and interest paid on overpayments	\$0.00	Yes
FRS Data Analytics Tool	Selected solution	\$2,542.0	Yes

VI. Key Stakeholders

The following table identifies internal and external stakeholders, their project responsibilities, and their expected impact on the project's success.

Project Impact Scale: 1 = Low Impact; 2 = Medium Impact; 3 = High Impact

Internal Stakeholders	Department or Agency	Project Responsibilities	Project Impact
Project Sponsor	Tax and Rev	Provides leadership, keeps project aligned with organization's strategies, focuses on the realization of benefits, and provides continued sponsorship	3
Business Owner	Tax and Rev	Provides vision and roadmap and has knowledge and authority to make decisions and resolve obstacles	3
Revenue Processing Division Staff	Tax and Rev	Provides business and process expertise, contributes system requirements, and conducts user acceptance testing	3
Project Team	Tax and Rev	Provides project guidance, develops, and maintains project documentation,	3

FY26 Information Technology Funding (C2) Request – Full Business Case

		and ensures objective, schedule, and cost measures are met	
Information Technology Division	Tax and Rev	Provides technology expertise, planning, guidance and implementation and project management support.	3

External Stakeholders	Company or Organization	Project Responsibilities	Project Impact
Solution Provider	Fast Enterprises	Provides implementation services and technical skills for FSR to ensure integration with the system of record	3
Customers filing taxes	General Public	Beneficiaries of successful project results	3

VII. Objectives, Outcomes, Key Performance Indicators

The following are key project objectives with related deliverable outcomes and quantifiable Key Performance Indicators (KPIs).

Objectives	Outcomes/Deliverables	Benefits/KPIs (as applicable)
Implement a state-of-the-art data analysis tool	Measured processing times Targeting of specific areas for improvements Optimized return processing workflow Timely tax returns	Improved decision making Improved efficiency Reduced operational costs Reduced processing times Decreased amount of interest paid on overpayments

VIII. Benefits

The following is a list of tangible and intangible benefits anticipated from the project.

Tangible Benefits	
Decreased refund processing times	25% reduction
Decreased interest on overpayments	15% reduction

FY26 Information Technology Funding (C2) Request – Full Business Case

Intangible Benefits	Metrics
Decreased processing time	Improved customer satisfaction
Reduced errors in return processing	Improved operational efficiency and work morale
Elimination of non-value-added steps and automation of routine return data tasks	Increased productivity

FY26 Information Technology Funding (C2) Request – Full Business Case

IX. Total Cost of Ownership

The following table lists the total potential cost to develop or acquire, implement, operate, and maintain the proposed project for its entire life cycle.

IX. Total Cost of Ownership

Return Analytics

Category		Previous Actuals ¹	FY25	FY26	FY27	FY28	FY29	Total
Non-Recurring Cost - Development &		(in thousands)						
200	Personal Services and Employee Benefits	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
300	Contractual Services							
	IT Professional Services: Project Management	\$0.0	\$0.0	\$108.0	\$0.0	\$0.0	\$0.0	\$108.0
	IT Professional Services: M&V	\$0.0	\$0.0	\$189.0	\$0.0	\$0.0	\$0.0	\$189.0
	IT Professional Services: Dev./Imp./Training/UAT	\$0.0	\$0.0	\$2,083.0	\$0.0	\$0.0	\$0.0	\$2,083.0
	Other Professional Services	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
400	Other	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
	Travel/Lodging	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
	Hardware	\$0.0	\$0.0	\$162.0	\$0.0	\$0.0	\$0.0	\$162.0
	Software Licenses	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
	Facilities	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Subtotal Non-Recurring Cost		\$0.0	\$0.0	\$2,542.0	\$0.0	\$0.0	\$0.0	\$2,542.0
Recurring Maintenance and Operations (M&O) Cost		(in thousands)						
200	Personal Services and Employee Benefits	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
300	Contractual Services							
	IT Professional Services	\$0.0	\$0.0	\$0.0	\$200.0	\$211.0	\$222.0	\$633.0
	Training	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
400	Other	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
	Hardware	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
	Software Licenses	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
	Facilities	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
	Compliance and Security	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Subtotal Recurring M&O Cost		\$0.0	\$0.0	\$0.0	\$200.0	\$211.0	\$222.0	\$633.0
<i>¹ Applicable for on-going or existing project.</i>								
Total Cost		\$0.0	\$0.0	\$2,542.0	\$200.0	\$211.0	\$222.0	\$3,175.0

FY26 Information Technology Funding (C2) Request – Full Business Case

X. C2 Form – Computer System Enhancement Fund (CSEF)

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

Agency Name	Agency Code	Project Name			
Taxation and Revenue Department	333	Return Analytics			
Multi-Agency Project	Participating Agencies		Priority	Projected Start Date	Projected End Date
No			3	7/1/2025	6/30/2027

Revenue Project Cost (dollars in thousands)					
Category or Account Description	FY24 & Prev Actual	FY25 Budget	FY26 Request	FY27 Request Estimate	Total
General Fund (CSEF)	0.0	0.0	2,542.0	0.0	2,542.0
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	2,542.0	0.0	2,542.0
*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	2,380.0	0.0	2,380.0
Travel/Lodging	0.0	0.0	0.0	0.0	0.0
IT Hardware	0.0	0.0	162.0	0.0	162.0
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	2,542.0	0.0	2,542.0

	Print Name	Phone	Email Address	Date
Agency Cabinet Secretary/ Director (Mandatory)	Stephanie Schardin Clarke	505-827-0341	StephanieS.Clarke@tax.nm.gov	9/3/2024
Chief information Officer or IT Lead (Mandatory)	Mike Baca	505-670-6535	Mike.Baca@tax.nm.gov	9/3/2024
Chief Finance Officer / Budget Director (Mandatory)	Denise A. Irion	505-819-8823	Denise.Irion@tax.nm.gov	9/3/2024

Agency Cabinet Secretary/Director Signature Stephanie Schardin Clarke Digitally signed by Stephanie Schardin Clarke Date: 2024.08.29 12:20:04 -06'00'

Chief Information Officer/IT Lead Signature Mike Baca Digitally signed by Mike Baca Date: 2024.08.29 13:02:10 -06'00'

Budget Director Signature Denise A. Irion Digitally signed by Denise A. Irion Date: 2024.08.28 13:39:15 -06'00'

PBB
Performance
Report

P572 Program Support

Purpose: The purpose of program support is to provide information system resources, human resource services, finance and accounting services, revenue forecasting and legal services to give agency personnel the resources needed to meet departmental objectives. For the general public, the program conducts hearings for resolving taxpayer protests and provides stakeholders with reliable information regarding the state's tax programs.

Performance Measures:		2022-23 Actual	2023-24 Actual	2024-25 Budget	2025-26 Request	2025-26 Recomm
Output	Percent of internal audit recommendations implemented	25%	92%	90%	90%	
Output	Tax protest cases referred to the administrative hearings office	9%	7%	10%	10%	
Outcome	Number of tax protest cases resolved	1,892	1,593	1,738	1,738	
Outcome	Percent of matched combine reporting system taxes distributed timely	N/A	N/A	N/A	N/A	
Explanatory	Number of days after the close of a reporting period that financial reports are available	N/A	N/A	N/A	N/A	
Explanatory	Financial report error rate	N/A	N/A	N/A	N/A	

P573 Tax Administration

Purpose: The purpose of the tax administration program is to provide registration and licensure requirements for and compliance with tax programs and to ensure the administration and collection of state taxes and fees that provide funding for support services for the general public through appropriations.

Performance Measures:		2022-23 Actual	2023-24 Actual	2024-25 Budget	2025-26 Request	2025-26 Recomm
Output	Average return on investment (all funds) for every dollar invested in the audit and compliance division	13.08	11.80	13.10	13.10	
Output	Number of personal income tax returns flagged as questionable	82,753	54,424	50,000	50,000	
Outcome	Percent of collectible balances outstanding from the end of the prior fiscal year that are collected	16%	23%	20%	20%	
Outcome	Percent of processed and accepted returns by quarter	95%	96%	92%	90%	
Outcome	Percent of collectible audit assessments generation in the prior fiscal year that are collected	55%	48%	60%	50%	
Outcome	Collectable Assessments Goal	New	0	New \$165,000,000		
Outcome	Managed audits as a percentage of tax assessments	New	0%	New	40%	
Explanatory	Percent of electronically filed returns for personal income tax and business tax	N/A	N/A	N/A	N/A	
Explanatory	Percent of personal income tax returns filed on time for last fully completed tax year	N/A	1,000,000%	N/A	N/A	

P574 Motor Vehicle Division

Purpose: The purpose of the motor vehicle program is to register, title and license vehicles, boats and motor vehicle dealers and to enforce operator compliance with the Motor Vehicle Code and federal regulations by conducting tests, investigations and audits.

Performance Measures:		2022-23 Actual	2023-24 Actual	2024-25 Budget	2025-26 Request	2025-26 Recomm
Quality	Percent of customers rating customer service as good or higher	99%	99%	98%	98%	
Outcome	Percent of registered vehicles with liability insurance	91%	90%	95%	95%	
Explanatory	Percent of total transactions that are web transactions	N/A	N/A	N/A	N/A	
Efficiency	Average call center waiting time to reach an agent, in minutes	6	4	8	8	

Performance Measures Summary

Performance Measures:		2022-23 Actual	2023-24 Actual	2024-25 Budget	2025-26 Request	2025-26 Recomm
Efficiency	Average wait time in qmatic-equipped offices, in minutes	4	5	12	12	
Efficiency	Average number of days to post court action driving-while-intoxicated citations to drivers' records on receipt	2	1	2	2	

P575 Property Tax Division

Purpose: The purpose of the property tax program is to administer the Property Tax Code, to ensure the fair appraisal of property and to assess property taxes within the state.

Performance Measures:		2022-23 Actual	2023-24 Actual	2024-25 Budget	2025-26 Request	2025-26 Recomm
Output	Amount of delinquent property tax collected and distributed to counties, in millions	\$13.90	\$10.80	\$11.00	\$11.00	
Output	Dollar value of all delinquent property tax sales held	607,686.00	312,330.00	450,000.00	\$400,000.00	
Outcome	Percent of total delinquent property taxes recovered	6%	17%	15%	15%	

P579 Compliance Enforcement

Purpose: The purpose of the compliance enforcement program is to support the overall mission of the taxation and revenue department by enforcing criminal statutes relative to the New Mexico Tax Administration Act and other related financial crimes, as they impact New Mexico state taxes, to encourage and achieve voluntary compliance with state tax laws.

Performance Measures:		2022-23 Actual	2023-24 Actual	2024-25 Budget	2025-26 Request	2025-26 Recomm
Outcome	Percent of tax investigations referred to prosecutors of total investigations assigned during the year	10%	41%	30%	30%	
Outcome	Percent of internal investigations completed within sixty days	100%	100%	100%	100%	
Explanatory	Successful tax fraud prosecutions as a percent of total cases prosecuted	100%	100%	N/A	N/A	

**Special
Appropriation
Requests/C-2**

State of New Mexico
SPECIALS, SUPPLEMENTALS AND DEFICIENCIES DFA

(Prepare separate forms for each request)

BU: 33300
Agency: Taxation and Revenue Department
Program:
Analyst: Denise Irion
Phone: (505) 819-8823

Request Type: Special (FY 26)

Rank: 1

TOTAL SOURCES MUST EQUAL TOTAL USES

(Dollars in Thousands)

Sources		Uses	
Revenue Account	Amount	Uses Account	Amount
General Fund Transfers	5,000.0		0.0
Total Sources	5,000.0	Total Uses	0.0
Full Time Equivalents (FTE)			
Type	Amount of FTE	Request is related to a recurring expense	No
	0.00	Request is related to a capital request	No
Total FTE	0.00	Request is related to proposed legislation	Yes

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

To implement tax and motor vehicle code changes mandated in legislation.

Justification Quantitative Data (Description)

To implement tax and motor vehicle code changes mandated in legislation.

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

To implement tax and motor vehicle code changes mandated in legislation.

Request: How the dollars will be spent.

The funding will be spent to implement tax and motor vehicle code changes mandated in legislation.

Request: Explain why request is nonrecurring need.

This request is a nonrecurring need as it is contingent on bill implementation during the legislative session.

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

Agency will not have sufficient funding to perform the required implementation of tax and motor code changes mandated in legislation which will negatively impact the ability to have regulations in place to serve the constituents of the state of New Mexico.

Performance: How will agency performance be affected.

Performance will be affected as the agency will not have the funding required to implement the tax and motor code changes mandated in legislation to ensure compliance of all regulations.

Performance: How will agency performance will be improved.

The agency will be appropriated the funding required to implement tax and motor code changes mandated in legislation to ensure compliance of all regulations to effectively serve the constituents of the state of New Mexico.

Brief description of problem agency is addressing.

The agency requires funding for the nonrecurring costs to implement tax and motor code changes mandated every year in legislation.

State of New Mexico
SPECIALS, SUPPLEMENTALS AND DEFICIENCIES DFA

(Prepare separate forms for each request)

BU: 33300
 Agency: Taxation and Revenue Department
 Program: _____
 Analyst: Denise A. Irion
 Phone: (505) 819-8823

Request Type: Special (FY 26)

Rank: 1

TOTAL SOURCES MUST EQUAL TOTAL USES

(Dollars in Thousands)

Sources		Uses	
Revenue Account	Amount	Uses Account	Amount
General Fund Transfers	1,000.0		0.0
Total Sources	1,000.0	Total Uses	0.0
Full Time Equivalents (FTE)			
Type	Amount of FTE	Request is related to a recurring expense	Yes
	0.00	Request is related to a capital request	No
Total FTE	0.00	Request is related to proposed legislation	No

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

To develop, enhance and maintain the systems of record.

Justification Quantitative Data (Description)

The Tax and Rev and Motor Vehicle systems of record, Gentax and Tapestry, were impacted by a large volume of legislation in 2019 through 2024, which required the department to focus on bill implementation. Significant legislative implementations during this period include:

- a. 2019: changed PIT rates, deductions and credits, GRT base and distributions, motor vehicle excise tax rate, cigarette and tobacco products tax rates and bases; created standard driver's license, healthcare quality surcharge, local option compensating tax, and gender "X" license designation; de-earmarked local option GRT.
- b. 2020: created technology readiness GRT credit and solar tax credit; amended investment credit; COVID-related penalty and interest relief.
- c. 2021: created new cannabis excise tax, \$600 rebates for low-income workers, LEDA distributions, sustainable building tax credit, liquor reform deductions, and restaurant GRT deduction; adjusted PIT credits, health insurance premium surtax rate and distributions.
- d. 2022: created three PIT rebates and one non-filer payment, credit for nurses, child tax credit, military and social security retirement exemptions, new GRT deduction, and tribal motor vehicle excise tax credit; adjusted GRT and compensating tax rates, local hold harmless phaseout; aligned commercial driver's licenses with federal law.
- e. 2023: implemented new tax programs for Cannabis Excise Tax, Healthcare Quality Surcharge, FIVS (Identity) and others.
- f. 2024: FCS (Collections), Home Fire Recovery Tax credit, Health Care Delivery and Access Act, Electronic Driver's License Credentials, Auto Voter Registration and others.

Original request was a \$2.0M increase which was a result from FY23 special appropriation of recurring IT expenses. A budget recommendation was given to phase in the General Fund increase. Therefore, General Fund is increased by \$1.0M and special appropriation request for IT is \$1.0M for recurring expenses. FY27 appropriation request will not be a special appropriation request for \$1.0M and will be requested in General Fund appropriation.

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

The Taxation and Revenue Department (Tax and Rev) Motor vehicle systems are in need of operational catch up after 4 years of heavy project focused work resulting from dozens of significant legislative changes. The Department is requesting \$1 mil for contractual support of needed system development work in FY25 and FY26. In addition, the Department is requesting the funds for GenTax and Tapestry system contractual services increases due to recent expansions in tax programs, fraud prevention services, and a recent change in the system maintenance pricing model.

Request: How the dollars will be spent.

Contractual expenses to cover costs of new pricing model and additional contractors and for support of FIVS and FCS.

Request: Explain why request is nonrecurring need.

The new programs, including Identification Verification and Collections services are recurring. Additional support to reduce the operational backlog is catch up from FY21-24 and non-recurring.

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

Consequences of not funding this request include inability to meet the Department's needs for consistent maintenance and upkeep of the systems of record, fraud including direct impact to revenue and citizens, revenue collections, system security, distributions, and drivers/vehicles systems.

Performance: How will agency performance be affected.

The agency will maintain normal operation levels to ensure the collections and distribution of revenue and drivers and vehicle systems.

Performance: How will agency performance will be improved.

Safeguard revenue, improve collections and ensure distributions, mitigate fraud, and support new programs.

Brief description of problem agency is addressing.

The agency is addressing costs associated with new programs, FIVS, FCS, services, and contractor increases as well as a large work backlog created by inordinate legislative changes.

State of New Mexico
SPECIALS, SUPPLEMENTALS AND DEFICIENCIES DFA

(Prepare separate forms for each request)

BU: 33300
Agency: Taxation and Revenue Department
Program:
Analyst: Denise A. Irion
Phone: (505) 819-8823

Request Type: C2 Section 7 Request

Rank: 1

TOTAL SOURCES MUST EQUAL TOTAL USES

(Dollars in Thousands)

Sources		Uses	
Revenue Account	Amount	Uses Account	Amount
General Fund Transfers	2,542.0		0.0
Total Sources	2,542.0	Total Uses	0.0
Full Time Equivalents (FTE)			
Type	Amount of FTE	Request is related to a recurring expense	No
	0.00	Request is related to a capital request	No
Total FTE	0.00	Request is related to proposed legislation	No

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

To implement a comprehensive analytics solution for return processing.

Justification Quantitative Data (Description)

Fast Return Services (FRS), will transform RPD's approach to processing personal income tax (PIT) returns by offering advanced analytics-driven capabilities that analyze returns in real-time, reducing dependence on static rules. FRS's learning capabilities, based on customer behavior and the outcomes of processed PIT returns, will allow the department to continually enhance compliance during return processing and decrease the effort needed to address filing and compliance issues.

FRS will integrate with our current system of record, GenTax, and enrich the data with information from various external sources. RPD processes millions of tax returns across more than 40 tax programs. The insights from combined data, comprehensive reporting, and sophisticated analytics within FRS will lead to more informed decision-making, ensuring greater resources are allocated to returns needing additional review. This approach aims to resolve filing issues autonomously, potentially eliminating unnecessary return stops and reviews that do not benefit the department or its customers, thus improving the experience for all parties involved.

FRS will empower Tax and Rev to leverage the data in GenTax and the new external data accessed through FRS to enhance voluntary compliance and reduce fraud, without the need for additional compliance and departmental resources.

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

The data needed for RPD to analyze the issues that delay a return's processing does not currently exist in one place. Without this information, RPD cannot measure its processing time, drill into the root causes for delays, change its workflows to expedite delivery times, or implement long-term solutions that address non-value-added steps.

RPD will gain the ability to analyze data to make well-informed decisions, resolve return issues, allocate resources effectively, and reduce the amount of interest on overpayments.

The project will consolidate tax return data, reduce return processing time, enhance voluntary compliance, reduce fraud, optimize RPD workflows, minimize operational costs, and decrease errors.

Request: How the dollars will be spent.

Contractual expenses to cover costs required to procure and implement the solution, including project management and IV&V.

Request: Explain why request is nonrecurring need.

This is the initial cost to procure and implement the solution enhancement in Gentax.

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

No benefits realized, disparate data sources, workflow inefficiencies, errors, and interest paid on overpayments

Performance: How will agency performance be affected.

No benefits realized, disparate data sources, workflow inefficiencies, errors, and interest paid on overpayments

Performance: How will agency performance will be improved.

Fast Return Services (FRS), will transform RPD's approach to processing personal income tax (PIT) returns by offering advanced analytics-driven capabilities that analyze returns in real-time, reducing dependence on static rules. FRS's learning capabilities, based on customer behavior and the outcomes of processed PIT returns, will allow the department to continually enhance compliance during return processing and decrease the effort needed to address filing and compliance issues.

Brief description of problem agency is addressing.

Fast Return Services (FRS), will transform RPD's approach to processing personal income tax (PIT) returns by offering advanced analytics-driven capabilities that analyze returns in real-time, reducing dependence on static rules. FRS's learning capabilities, based on customer behavior and the outcomes of processed PIT returns, will allow the department to continually enhance compliance during return processing and decrease the effort needed to address filing and compliance issues.

State of New Mexico
SPECIALS, SUPPLEMENTALS AND DEFICIENCIES DFA

(Prepare separate forms for each request)

BU: 33300
 Agency: Taxation and Revenue Department
 Program:
 Analyst: Denise A. Irion
 Phone: (505) 819-8823

Request Type: C2 Section 7 Request

Rank: 1

TOTAL SOURCES MUST EQUAL TOTAL USES

(Dollars in Thousands)

Sources		Uses	
Revenue Account	Amount	Uses Account	Amount
General Fund Transfers	1,400.0		0.0
Total Sources	1,400.0	Total Uses	0.0
Full Time Equivalents (FTE)			
Type	Amount of FTE	Request is related to a recurring expense	No
	0.00	Request is related to a capital request	No
Total FTE	0.00	Request is related to proposed legislation	No

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

To procure and implement a solution for electronic titling (E-Titling)

Justification Quantitative Data (Description)

Currently, customers request titles, and once a title transaction is complete, their title is printed from a central location in Santa Fe, then mailed to the customer. The paper-based titling process leads to inefficiencies and delays, increased administrative costs and security risks, and a negative environmental impact. Manual processing of titles is time-consuming and hampers overall efficiency as customers must wait for their title to be received via mail. There are also risks for delays due to scarcity of title stock and specific mailing supplies, postal service delays and mail theft. This impacts commerce as vehicle dealers are unable to complete a sale of a vehicle until the paper title is received or delivered by the customer. The current process causes increased workload for MVD and hampers overall efficiency. It is prone to human errors, resulting in discrepancies and the need for rework. Paper-based titles are also vulnerable to loss, theft and forgery, posing significant security concerns.

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

The new process for e-titles will allow MVD to create an electronic vehicle title stored in a secure digital database. This solution will allow the transfer of ownership for a vehicle to take place electronically while authenticating the identity of the parties involved in the transaction and updating the jurisdiction's vehicle record without printing a paper title. The value and benefit to the agency of modernizing operations is improved customer satisfaction, streamlined processes, maximized efficiency, increased data security, reduced fraud and decreased physical storage, paper and toner usage and mailing costs, and decreased environmental impact.

Request: How the dollars will be spent.

Contractual expenses to cover costs required to procure and implement the solution, including project management and IV&V.

Request: Explain why request is nonrecurring need.

This is the initial cost to procure and implement the solution enhancement in Gentax.

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

The New Mexico MVD is a member of the American Association for Motor Vehicle Administrators (AAMVA) that provides a forum for motor vehicle associations across the United States and Canada to collaborate and share best practices, develop standards, and address common issues. MVD has learned through the membership and communication with other states that e-titling is a necessary step towards modernization and the next step forward for motor vehicle operations. Florida, California, Pennsylvania, Arizona, and Virginia have already adopted e-titles and/or e-liens. New Mexico MVD has also spoken with neighboring states such as Colorado and Utah that are actively looking to implement e-titles. Per AAMVA, it is anticipated that the conversion to an e-titling solution will improve the integrity of the title and the data collection process. The trend towards e-titles is expected to grow as more states recognize the advantages of digital records over traditional paper documentation.

Performance: How will agency performance be affected.

The key objective of this project is to upgrade the manual titling process to automated electronic titles. By moving to electronic titling (e-titling), MVD is expected to reduce processing time for vehicle titles by at least 50% within the first year as seen in states that have already migrated to the electronic process. Customers, including vehicle dealers, will be able to complete sales, file liens, and complete transfers between parties more efficiently and effectively and provide a positive impact on New Mexico commerce. The rate of title-related errors and discrepancies is expected to be reduced significantly. Implementing robust encryption and authentication mechanisms will enhance the security of the title data and reduce fraud. Furthermore, the project aims to cut paper usage and reduce the carbon footprint associated with mailing documents. Ultimately, these improvements are expected to increase customer satisfaction.

Performance: How will agency performance will be improved.

The key objective of this project is to upgrade the manual titling process to automated electronic titles. By moving to electronic titling (e-titling), MVD is expected to reduce processing time for vehicle titles by at least 50% within the first year as seen in states that have already migrated to the electronic process. Customers, including vehicle dealers, will be able to complete sales, file liens, and complete transfers between parties more efficiently and effectively and provide a positive impact on New Mexico commerce. The rate of title-related errors and discrepancies is expected to be reduced significantly. Implementing robust encryption and authentication mechanisms will enhance the security of the title data and reduce fraud. Furthermore, the project aims to cut paper usage and reduce the carbon footprint associated with mailing documents. Ultimately, these improvements are expected to increase customer satisfaction.

Brief description of problem agency is addressing.

Replace the current manual paper-based process for issuing vehicle titles.

State of New Mexico
SPECIALS, SUPPLEMENTALS AND DEFICIENCIES DFA

(Prepare separate forms for each request)

BU: 33300
Agency: Taxation and Revenue Department
Program:
Analyst: Denise A. Irion
Phone: (505) 819-8823

Request Type: C2 Section 7 Request

Rank: 1

TOTAL SOURCES MUST EQUAL TOTAL USES

(Dollars in Thousands)

Sources		Uses	
Revenue Account	Amount	Uses Account	Amount
General Fund Transfers	5,634.0		0.0
Total Sources	5,634.0	Total Uses	0.0
Full Time Equivalents (FTE)			
Type	Amount of FTE	Request is related to a recurring expense	No
	0.00	Request is related to a capital request	No
Total FTE	0.00	Request is related to proposed legislation	No

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

GENKFI Replacement - Replace RPD's 12-year-old software for imaging paper tax returns with a modern solution.

Justification Quantitative Data (Description)

The Revenue Processing Division (RPD) of the Tax and Revenue Department (Tax and Rev) is responsible for handling and improving the data and documents for tax returns and payments, which contributes to approximately \$18.573 billion in annual State, local and tribal revenue.

For 12 years, RPD has used the GenKFI software for imaging and data capture, which then inputs paper tax returns into GenTax, the tax system of record. GenKFI fails to meet current industry standards and carries the risk of system failure. The current system hinders processing efficiency and relies heavily on manual intervention. Tax and Rev faces an annual labor cost of about \$326,480 just for the intensive sorting process required by GenKFI. Additionally, the limitations of GenKFI create manual work and backlogs associated with returns in error.

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

During the last year and a half, Tax and Rev has been intensively addressing a backlog of returns in error. From January 2024 to July 2024 an additional 25 team members were recruited from other Tax and Rev divisions to address the backlog. The additional resources reallocated to address the RPD backlog cost the department \$848,309. This reallocation was necessary to address the backlog of returns in error, but is not sustainable because other functions such as collections and audit as well as morale suffer as a result of taking those resources out of their normal activities.

The project will improve cycle times, reduce human error, and provide functionality that does not currently exist that will improve service to our customers and reduce operating costs. RPD team will benefit from the ability to review processes for efficiency and internal control and elimination of the backlog.

The key objectives that the project aims to address are automation, reduced errors, improved processing times, and staff flexibility in addressing bottlenecks in the process based on real-time data.

Request: How the dollars will be spent.

Contractual expenses to cover costs required to procure and implement the solution, including project management and IV&V.

Request: Explain why request is nonrecurring need.

This is the initial cost to procure and implement the solution enhancement in GenTax.

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

No benefits realized, slow and failing system, workflow inefficiencies, errors and backlogs

Performance: How will agency performance be affected.

No benefits realized, slow and failing system, workflow inefficiencies, errors and backlogs

Performance: How will agency performance will be improved.

The project will improve cycle times, reduce human error, and provide functionality that does not currently exist that will improve service to our customers and reduce operating costs. RPD team will benefit from the ability to review processes for efficiency and internal control and elimination of the backlog.

The key objectives that the project aims to address are automation, reduced errors, improved processing times, and staff flexibility in addressing bottlenecks in the process based on real-time data.

Brief description of problem agency is addressing.

The key objectives that the project aims to address are automation, reduced errors, improved processing times, and staff flexibility in addressing bottlenecks in the process based on real-time data.

APR

Federal Funds Revenue Worksheet

Detail of Federal Funds Revenue (numbers in thousands)

Agency: Taxation and Revenue Department
 BU: 33300
 Program: Motor Vehicle Division
 Program Code: P574

FUND	REVENUE ACCOUNT	GRANT NAME	MATCH RATIO	EXP. DATE	TOTAL GRANT AMOUNT	FY24 ACTUALS	FY25 OPBUD	FY26 REQUEST		TOTAL
								BASE	EXPANSION	
17200	451903	CDL Federal Grant/FM-GDL-0467-21-01-00	100	9/30/2025	\$ 899.52	118.5	689.5	589.5	0.0	589.5
										0.0
										0.0
										0.0
										0.0
										0.0
										0.0
										0.0
										0.0
										0.0
										0.0
										0.0
										0.0
										0.0
										0.0
										0.0
										0.0
										0.0
										0.0
										0.0
TOTALS						118.5	689.5	589.5	0.0	589.5



U.S Department of Transportation

Federal Motor Carrier Safety Administration

Grant Agreement

1. RECIPIENT NAME AND ADDRESS New Mexico Taxation and Revenue Dept. Motor Vehicle Division 1100 S Saint Francis Dr Santa Fe, NM 87505-4147	2. AGREEMENT NUMBER: 69A3602140714CDL0NM	3. AMENDMENT NO. 0
	4. PROJECT PERFORMANCE PERIOD: FROM 08/01/2021 TO 09/30/2025	
	5. FEDERAL FUNDING PERIOD: FROM 08/01/2021 TO 09/30/2025	

1A. IRS/VENDOR NO. 850478248	6. ACTION New
1B. DUNS NO. 808389233	

7. CFDA#:	TITLE	FEDERAL	NON-FEDERAL	TOTAL
20.232				
8. PROJECT TITLE FY2021 CDLPI Grant Program	9. PREVIOUS AGREEMENTS	0.00	0.00	0.00
	10. THIS AGREEMENT	899,515.00	0.00	899,515.00
	11. TOTAL AGREEMENT	899,515.00	0.00	899,515.00

12. INCORPORATED ATTACHMENTS
THIS AGREEMENT INCLUDES THE FOLLOWING ATTACHMENTS, INCORPORATED HEREIN AND MADE A PART HEREOF:

FMCSA Financial Assistance Agreement General Terms and Conditions, Recipient project narrative and indirect cost rate agreement (if applicable) are incorporated by reference unless/except as noted below.

13. STATUTORY AUTHORITY FOR GRANT/ COOPERATIVE AGREEMENT
CDLPI: 49 U.S.C. §§ 31104 and 31313 (2016), as amended by the Fixing America's Surface Transportation Act, Pub. Law No. 114-94, §§ 5101(c) and 5104, and extended by the Consolidated Appropriations Act, 2021, Pub. Law No. 116-159.

14. REMARKS
See Award Conditions.

GRANTEE ACCEPTANCE		AGENCY APPROVAL	
15. NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL		17. NAME AND TITLE OF AUTHORIZED FMCSA OFFICIAL	
16. SIGNATURE OF AUTHORIZED GRANTEE OFFICIAL	16A. DATE	18. SIGNATURE OF AUTHORIZED FMCSA OFFICIAL	18A. DATE

AGENCY USE ONLY

19. OBJECT CLASS CODE: 41000	20. ORGANIZATION CODE: M600000000
------------------------------	-----------------------------------

21. ACCOUNTING CLASSIFICATION CODES					
DOCUMENT NUMBER	FUND	BY	BPAC	AMOUNT	
FM-CDL-0467-21-01-00	17X05721CD	2021	0905710CDL	899,515.00	

Federal Financial Report Cycle			
Reporting Period Start Date	Reporting Period End Date	Reporting Type	Reporting Period Due Date
08/01/2021	09/30/2021	Quarterly	10/30/2021
10/01/2021	12/31/2021	Quarterly	01/30/2022
01/01/2022	03/31/2022	Quarterly	04/30/2022
04/01/2022	06/30/2022	Quarterly	07/30/2022
07/01/2022	09/30/2022	Quarterly	10/30/2022
10/01/2022	12/31/2022	Quarterly	01/30/2023
01/01/2023	03/31/2023	Quarterly	04/30/2023
04/01/2023	06/30/2023	Quarterly	07/30/2023
07/01/2023	09/30/2023	Quarterly	10/30/2023
10/01/2023	12/31/2023	Quarterly	01/30/2024
01/01/2024	03/31/2024	Quarterly	04/30/2024
04/01/2024	06/30/2024	Quarterly	07/30/2024
07/01/2024	09/30/2024	Quarterly	10/30/2024
10/01/2024	12/31/2024	Quarterly	01/30/2025
01/01/2025	03/31/2025	Quarterly	04/30/2025
04/01/2025	06/30/2025	Quarterly	07/30/2025
07/01/2025	09/30/2025	Final	12/29/2025

Performance Progress Report Cycle			
Reporting Period Start Date	Reporting Period End Date	Reporting Type	Reporting Period Due Date
08/01/2021	09/30/2021	Quarterly	10/30/2021
10/01/2021	12/31/2021	Quarterly	01/30/2022
01/01/2022	03/31/2022	Quarterly	04/30/2022
04/01/2022	06/30/2022	Quarterly	07/30/2022
07/01/2022	09/30/2022	Quarterly	10/30/2022
10/01/2022	12/31/2022	Quarterly	01/30/2023
01/01/2023	03/31/2023	Quarterly	04/30/2023
04/01/2023	06/30/2023	Quarterly	07/30/2023
07/01/2023	09/30/2023	Quarterly	10/30/2023
10/01/2023	12/31/2023	Quarterly	01/30/2024
01/01/2024	03/31/2024	Quarterly	04/30/2024
04/01/2024	06/30/2024	Quarterly	07/30/2024
07/01/2024	09/30/2024	Quarterly	10/30/2024
10/01/2024	12/31/2024	Quarterly	01/30/2025
01/01/2025	03/31/2025	Quarterly	04/30/2025
04/01/2025	06/30/2025	Quarterly	07/30/2025
07/01/2025	09/30/2025	Final	01/28/2026

AWARD CONDITIONS

I. This Notice of Grant Award (NGA) is to award the Recipient with the total award amount authorized in Block 11 to implement the FY 2021 Commercial Driver's License Program Implementation Grant Program.

The purpose of this award is to provide funding to the New Mexico Taxation & Revenue Department – Motor Vehicle Division to decrease the possibility of fraud and ensure accurate and proper CDL issuances by enhancing the CDL unit in staffing, training, and compliance.

The FMCSA approves the project plan and budget at a reduced funding amount from the original application.

The Federal reduction of \$54,320 is being made because the applicant failed to justify why attendance at Commercial Vehicle Safety Alliance (CVSA) conference(s) was necessary for CDL compliance.

The project plan must include CDL programmatic baseline and benchmark performance data for all goals, objective(s), and activities. The recipient must measure all outcomes and outputs that support sustaining or improving compliance with 49 CFR parts 383 and 384

The budget narrative must: provide more detail on how the travel expenses associated with the audit and fraud detection were determined; move all items listed under "equipment", except the vehicles, to the "supplies" category, unless State procurement definition is less than \$5,000; and address the cost allocability for the electronic transfer of court conviction data that appear to support more than CLP/CDL holders. A cost allocation plan must be submitted to support the budget and project narrative.

If the recipient is requesting indirect costs, the recipient may not request these costs for reimbursement until it has submitted a current approved indirect cost rate agreement to the FMCSA Division Office, and the Grant Management Office mailbox below:

FMCSA WSCGMOHelpDesk@dot.gov

Within thirty (30) days of the execution of this NGA, the Recipient agrees to adjust the line item budget, budget narrative, project plan (if applicable) and revised SF-424/SF-424a to reflect the reduced award amount in block 11 and submit to the FMCSA Division Office and/or Headquarter Program Manager, for review and approval. Recipients who do not meet the prescribed due date will be deemed to have failed to comply with the terms and conditions of the award, and subject to 2 CFR 200.339 (a), no payment voucher or invoices will be processed, until the required documentation is received.

The recipient and any sub-recipient must also comply with the applicable FMCSA general terms and conditions attached to this NGA. Failure to comply with the terms and conditions attached and any additional provisions directly reflected in this NGA may result in enforcement actions as outlined in 2 CFR §§ 200.338 and 200.339.

AWARD ATTACHMENTS

New Mexico Taxation and Revenue Dept. Motor Vehicle Division

69A3602140714CDL0NM

1. Standard Terms and Conditions

FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION
FINANCIAL ASSISTANCE AGREEMENT GENERAL TERMS AND CONDITIONS

Section 1. Grant Authority

a. Contract Authority.

The Federal Motor Carrier Safety Administration's (FMCSA) authorizing legislation, The Fixing America's Surface Transportation Act [FAST Act], Pub. L. No. 114-94, §5101 (2015) granted FMCSA contract authority. As codified in 49 U.S.C. §31104, the Secretary of Transportation's approval of the grant funds made available imposes a contractual obligation upon the United States for payment of the Government's share of costs in carrying out the grant objectives.

b. Lapse in Appropriations and/or Authorization.

Except in limited circumstances, the absence of FMCSA appropriations and/or authorization prevents the continuation of Federal supervision and support to the performance of a grant. In the absence of such supervision or support, the Recipient may only continue to proceed with its work if (1) the performance of such grant is not incurring obligations from the lapsed appropriations; (2) if continued grant management supervision or support is not critical to the Recipient's continued performance of the work; (3) and FMCSA has approved the continuation of such work. FMCSA will make such determinations in accordance with the Executive Office of the President, Office of Management and Budget, Memorandum "Planning for Agency Operations During a Lapse in Government Funding" (April 7, 2011), and any amendments or updated guidance thereto.

Section 2. Effective Date.

Recipient acknowledges that Federal funds are obligated on the effective date of the Grant Agreement. The effective date is the date that the Grant Agreement contains the authorized signatures of both parties to this agreement. Where the dates accompanying the signatures differ from party to party, the effective date of the Grant Agreement shall be the most recent of these dates.

Section 3. Electronic Signatures.

The Recipient understands that electronic signatures are binding. An electronic signature to the Grant Agreement commits the Recipient to these Provisions and Assurances, as well as all requirements denoted in Section 4.

Section 4. General Requirements.

a. Obligation of Recipient to Comply.

The Recipient understands that by signing the Grant Agreement, the Recipient is agreeing to carry out the approved project plan and the approved budget and to comply with all applicable Federal laws and requirements imposed by the FMCSA concerning special requirements of law, program requirements, and other administrative requirements. This includes, but is not limited to: (1) 49 U.S.C. chapters 311 and 313 (2016), as applicable and denoted in the Notice of Grant Agreement; (2) FAST Act, Pub. L. No. 114-94, §§ 5101 and 5104 (2015), as applicable and denoted in the Notice of Grant Agreement; (3) U.S. Department of Transportation (DOT) regulations; (4) the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. part 200); and (5) the Federal Grant and Cooperative Agreement Act of 1977.

For all Federal awards, compliance with statutory and national policy requirements also includes the provisions of the Federal Funding and Accountability Transparency Act (FFATA), which includes requirements on executive compensation, and also requirements implementing the Act for the non-Federal entity, codified at 2 C.F.R. part 25 and 2 C.F.R. part 170. See also statutory requirements for whistleblower protections at 10 U.S.C. §§ 2324 and 2409 and 41 U.S.C. §§ 4304, 4310, and 4712.

b. Application of Federal, State, and Local Laws and Regulations.

i. Federal Laws.

The Recipient understands that Federal laws, regulations, policies, and related administrative practices applicable to this Agreement on the date the Agreement was executed may be modified from time to time. The Recipient agrees that the most recent of such Federal requirements will govern the administration of this Agreement at any particular time. Likewise, new Federal laws, regulations, policies and administrative practices may be established after the date the Agreement has been executed and may apply to this Agreement. To achieve compliance with changing Federal requirements, the Recipient agrees to include in all Subrecipient agreements and third-party contracts financed with FMCSA assistance, specific notice that Federal requirements may change and the changed requirements will apply to the Project as required. All limits or standards set forth in this Agreement to be observed in the performance of the Project are minimum requirements.

ii. State or Territorial Law and Local Law.

Except to the extent that a Federal statute or regulation preempts State or territorial law, nothing in this Agreement shall require the Recipient to observe or enforce compliance with any provision thereof, perform any other act, or do any other thing in contravention of any applicable State or territorial law;

however, if any of the provisions of this Agreement violate any applicable State or territorial law, or if compliance with the provisions of this Agreement would require the Recipient to violate any applicable State or territorial law, the Recipient agrees to notify the FMCSA immediately in writing in order that FMCSA and the Recipient may make appropriate arrangements to proceed with the Project as soon as possible.

c. Subrecipients.

State Recipients shall follow State law and procedures when awarding and administering subawards to local and Indian tribal governments including 2 C.F.R. § 200.317. All other non-federal entities, including Subrecipients of a State, will follow 2 C.F.R. § 200.318, General procurement standards, through § 200.326, Contract provision, as well as the Standards for Financial and Program Management, at §§ 200.300 through 200.309. Subrecipient means a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A Subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

d. Subawards.

Subaward means an award provided by a pass-through entity to a Subrecipient for the Subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

e. Pass-Through Entity.

Pass-through entity means a non-Federal entity that provides a subaward to a Subrecipient to carry out part of a Federal program. All Pass-Through Entities must comply fully with 2 C.F.R. §§ 200.330, 200.331, 200.332, and 200.505.

f. Prohibition Against Transferring An Award.

The Recipient is prohibited from transferring or subrogating their rights and responsibilities of the grant program and funds associated with that grant to another entity. Subrogation is when a non-federal entity substitutes another entity, not awarded the subject grant by FMCSA, to a lawful claim, demand, or right, so that that entity succeeds to the rights of the other in relation to the debt or claim, and its rights, remedies, or fund access. The act of subawarding to a Subrecipient is not considered as the subrogation of the Recipient's award.

Section 5. Internal Controls. The Recipient must:

- a. Establish and maintain effective internal control over the Federal award that provides reasonable assurance that the non-Federal entity is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States and the "Internal Control Integrated Framework," issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO);
- b. Comply with Federal statutes, regulations, and the terms and conditions of the Federal awards;
- c. Evaluate and monitor the non-Federal entity's compliance with statute, regulations and the terms and conditions of Federal awards;
- d. Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; and
- e. Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive or the non-Federal entity considers sensitive consistent with applicable Federal, state and local laws regarding privacy and obligations of confidentiality.

Section 6. Ethics.

a. Written Code of Ethics.

The Recipient agrees to maintain a written code or standards of ethical conduct that shall govern the performance of its officers, employees, board members, or agents engaged in the award and administration of contracts supported by Federal funds. The code or standards shall provide that the Recipient's officers, employees, board members, or agents may neither solicit nor accept gratuities, favors or anything of monetary value from present or potential contractors, Subrecipients, or regulated entities. The Recipient may set minimum rules where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value. As permitted by State or local law or regulations, such code or standards shall provide for penalties, sanctions, or other disciplinary actions for violations by the Recipient's officers, employees, board members, or agents, or by contractors or Subrecipients or their agents.

b. Personal Conflict of Interest.

The Recipient's code or standards must provide that no employee, officer, board member, or agent of the Recipient may participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest would be

involved. Such a conflict would arise when any of the parties set forth below has a financial or other interest in the firm selected for award:

- i. The employee, officer, board member, or agent;
- ii. Any member of his or her immediate family;
- iii. His or her partner; or
- iv. An organization that employs, is considering to employ, or is about to employ, any of the above.

c. Organizational Conflicts of Interest.

The Recipient's code or standards of conduct must include procedures for identifying and preventing real and apparent organizational conflicts of interests. An organizational conflict of interest exists when the nature of the work to be performed under a proposed third-party contract or subaward, may, without some restrictions on future activities, result in an unfair competitive advantage to the contractor or Subrecipient or impair the contractor's or Subrecipient's objectivity in performing the contract work.

Section 7. Hatch Act.

The Recipient agrees to comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7321-7326), which limit the political activities of state or local employees whose principal employment is in connection with programs financed in whole or in part by loans or grants made by the United States or a Federal agency. The Hatch Act specifically exempts employees of educational institutions, and the Hatch is not applicable to private, nonprofit organizations unless the statutes through which the nonprofit organizations derive their federal funding contain a provision stating that the recipient organizations are deemed to be state or local government agencies for purposes of the Hatch Act. On December 19, 2012, Congress passed the Hatch Act Modernization Act of 2012 (the Act). The Act became effective on January 27, 2013. Now, only state, D.C., or local government employees whose salaries are paid for entirely by federal funds are prohibited from running for partisan office. All other state, D.C., and local employees, even if they are otherwise covered by Hatch Act restrictions are free under the Hatch Act to run for partisan office.

Section 8. Limitation on Use of Federal Funds for Lobbying for Grants in Excess of \$100,000.

By signing this agreement, the Recipient declares that it is in compliance with 31 U.S.C. § 1352, which prohibits the use of federally appropriated funds to influence a Federal employee, officer, or Member of Congress in connection with the making or modification of any Federal grant, loan, contract, or cooperative agreement. Unless the payment of funds is otherwise reported to FMCSA, signing this agreement constitutes a declaration that no funds, including funds not federally appropriated, were used or agreed to be used to influence this grant.

Recipients of subawards in excess of \$100,000 must make the same declarations to the Recipient. With respect to the payment of funds not federally appropriated by the Recipient and

Subrecipients, the Recipient must report to the FMCSA the name and address of each person paid or performing services for which payment is made, the amount paid, and the activity for which the person was paid.

Section 9. Contracting (Federal Standards).

The Recipient and Subrecipients agree to comply with the Procurement Standards requirements set forth at 2 C.F.R. §§ 200.317 through 200.326 inclusive, whichever may be applicable, and with applicable supplementary U.S. DOT or FMCSA directives or regulations. If determined necessary for proper Project administration, FMCSA reserves the right to review the Recipient's technical specifications and requirements.

Section 10. Notification Requirement.

With respect to any procurement for goods and services (including construction services) having an aggregate value of \$500,000 or more, the Recipient agrees to:

- a. Specify in any announcement of the awarding of the contract for such goods or services the amount of Federal funds that will be used to finance the acquisition; and
- b. Express the said amount as a percentage of the total costs of the planned acquisition.

Section 11. Debarment and Suspension.

The Recipient agrees to obtain certifications on debarment and suspension from its third-party contractors and Subrecipients and otherwise comply with U.S. DOT regulations, Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants), 49 C.F.R. part 32. This action of certification shall take place for each federal year, regardless of prior certification completed for a Subrecipient or contractor.

Section 12. Notification of Third Party Contract or Subaward Disputes or Breaches.

The Recipient agrees to notify FMCSA of any current or prospective major dispute, breach, or litigation pertaining to any third-party contract or subaward. If the Recipient seeks to name FMCSA as a party to litigation for any reason, the Recipient agrees first to inform FMCSA before doing so. This provision applies to any type of litigation whatsoever, in any forum.

Section 13. Participation by Small Business Concerns Owned and Controlled by Socially and Economically Disadvantaged Individuals.

FMCSA encourages the Recipient to utilize small business concerns owned and controlled by socially and economically disadvantaged individuals (as that term is defined for other DOT agencies in 49 C.F.R. part 26) in carrying out the Project.

Section 14. Records Retention.

a. Requirement to Retain Records.

During the course of the Project and for three years after the final Federal financial report is submitted (form SF-425), the Recipient agrees to retain intact and to provide any data, documents, reports, records, contracts, and supporting materials relating to the Project as FMCSA may require. Reporting and record-keeping requirements are set forth in 2 C.F.R. § 200.333.

b. Access to Recipient and Subrecipient Records.

The Recipient, and related subrecipients, will give FMCSA, the Secretary of Transportation, the Comptroller General of the United States, or any of their duly authorized representatives, and, if appropriate the State, through any authorized representative, access to and the right to examine all records, books, papers or documents related to the award and will establish a proper accounting system in accordance with generally accepted accounting standards. Access requirements to records are set forth in 2 C.F.R. § 200.336.

Section 15. Audit and Inspection.

a. Inspector General Act of 1978.

Under the Inspector General Act of 1978, as amended, 5 U.S.C. App. 3 § 1 et seq., an audit of the award may be conducted at any time.

b. Single Audit Act Amendments of 1996.

The Recipient agrees to undergo the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and 2 C.F.R. § 200.501.

c. Other Audit Requirements.

A Recipient that is: (a) a State, local government or Indian tribal government, an institution of higher education or nonprofit organization agrees to comply with the audit requirements of 2 C.F.R. § 200.501, and any revision or supplement thereto; (c) a private for-profit organization agrees to comply with the audit requirements of 2 C.F.R. § 200.501(h).

It is imperative that Recipients submit required Single Audits within the time limits specified in the Circular. The Recipient agrees to submit the data collection form and copies of the reporting package required under the Single Audit Act Amendments of 1996 and 2 C.F.R. § 200.501 to:

The Federal Audit Clearinghouse Bureau of the Census
1201 East 10 Street,
Jefferson, IN 47132.

The Recipient agrees to obtain any other audits required by FMCSA. Project closeout will not alter the Recipient's audit responsibilities. Audit costs for Project administration and management are allowable under this Project to the extent authorized by 2 C.F.R. § 200.501.

The Recipient agrees to permit FMCSA, the Secretary of Transportation and the Comptroller General of the United States, or their authorized representatives, to inspect all Project work, materials, payrolls, and other data, and to audit the books, records, and accounts of the Recipient and its Subrecipients pertaining to the Project. The Recipient agrees to require each Subrecipient to permit the Secretary of Transportation and the Comptroller General of the United States, or their duly authorized representatives, to inspect all work, materials, payrolls, and other data and records involving that subaward, and to audit the books, records, and accounts involving that subaward as it affects the Project.

Section 16. Responsibility for Reporting Fraudulent Activity, Waste, and Abuse.

The Recipient understands that the Federal government shall pursue administrative, civil, or criminal action under a variety of statutes relating to fraud and making false statement or claims.

The Recipient is required to contact the DOT, the Office of Inspector General (OIG), if the Recipient becomes aware of the existence (or apparent existence) of fraudulent activity, waste, or abuse.

The OIG has authority within the DOT to conduct criminal investigations. The DOT OIG maintains a post office box and a toll-free hotline for receiving information from individuals concerning fraud, waste, or abuse under DOT grants and cooperative agreements. The hotline is available 24 hours a day, 7 days a week at <https://www.oig.dot.gov/Hotline>. The identity of the caller is kept confidential, and callers are not required to give their names.

Examples of fraud, waste, and abuse that should be reported include, but are not limited to, embezzlement, misuse, or misappropriation of grant funds or property, and false statements, whether by organizations or individuals. Other examples include, but not limited to, theft of grant funds for personal use; using funds for non-grant-related purposes; theft of federally owned property or property acquired or leased under a grant; charging inflated building rental fees for a building owned by the Recipient; submitting false financial reports; and submitting false financial data in bids submitted to the Recipient (for eventual payment under the grant).

Section 17. Budget and Finance.

The Recipient agrees to carry out Agreement activities and seek reimbursement in accordance with the Approved Project Budget after securing FMCSA written approval. The funding of items identified in the budget constitutes FMCSA's authorization for the Recipient to incur these costs, if they are allowable, allocable, necessary, and reasonable. Furthermore, funds cannot be spent that violate any FMCSA policy or grants manual. Costs not specifically budgeted in this Agreement may be allowable if prior approval is not required and costs are

incurred consistently with the applicable cost principles.

Prior Approval means written permission provided by an FMCSA authorized official in advance of an act that would result in either (1) the obligation or expenditure of funds or (2) the performance or modification of an activity under the grant-supported project where such approval is required. Prior approval must be obtained in writing from the designated Grants Management Officer or FMCSA authorized official for the grant involved. Documentation of the approved budget on the Notice of Grant Award constitutes prior approval. Prior approval applies for the performance of activities and expenditure of funds as described in the grant application, unless otherwise restricted by the terms and conditions of the Agreement.

In accordance with 2 C.F.R. § 200.407 and § 200.308, the Recipient must obtain prior, written approval from FMCSA before making any revisions to the approved project budget and/or project plan: (1) extending the project period of the grant beyond the project period end date specified in the most recent revision of the Agreement; (2) that would require any transfer of funds between Standard Form (SF) 424A (direct-cost budget categories) cumulatively greater than ten percent of the total approved project budget; or (3) that require the addition of expenditures for items or services not approved in the original project plan. Examples include: increased cost of equipment purchased; subawarding, transferring or contracting out of any work under a Federal award not included in the original approved budget; or a first-time request to recover indirect costs.

The Recipient agrees to submit a request for prior approval no less than 30 days prior to the expiration of the Agreement. The FMCSA will not process requests for prior approval received less than 30 days from the Agreement expiration date. Within 30 calendar days from the date of the Recipient's request for prior approval, FMCSA will review the request and notify the Recipient whether the request has been approved. If the revision is still under consideration at the end of 30 calendar days, FMCSA will inform the Recipient in writing of the date when the Recipient may expect the decision.

The Recipient may, without prior approval from FMCSA, make any reasonable and necessary modification to the project budget if such deviations do not cumulatively exceed, or expect to exceed, ten percent of the total approved project amount and provided that such deviations only involve the transfer of funds between expenditure items, cost objectives or categories authorized by FMCSA in the currently approved budget. The Recipient agrees to notify FMCSA of this change.

The Recipient agrees to establish and maintain for the Project either a separate set of accounts or accounts within the framework of an established accounting system, in a manner consistent with 2 C.F.R. § 200.302. Consistent with the provisions of 2 C.F.R. § 200.305, the Recipient agrees to record in the Project Account, and deposit in a financial institution all Project payments received by it from FMCSA pursuant to this Agreement and all other funds provided for, accruing to, or otherwise received because the Project (Project Funds). The Recipient is encouraged to use financial institutions owned at least 50 percent by minority group members.

All costs charged to the Project, including any approved services contributed by the Recipient

or others, shall be supported by properly executed payroll documents, time and attendance records, invoices, contracts, or vouchers describing in detail the nature and propriety of the charges. All match expenditures shall be supported by appropriate records. The Recipient also agrees to maintain accurate records of all Program Income derived from Project implementation. The Recipient agrees that all checks, payrolls, invoices, contracts, vouchers, orders, or other financial documents pertaining in whole or in part to the Project shall be clearly identified, readily accessible, and, to the extent feasible, kept separate from documents not pertaining to the Project.

Section 18. Payments.

a. Request by the Recipient for Payment.

The Recipient's request for payment of the Federal share of approved costs shall be made to FMCSA and will be acted upon by FMCSA as set forth in this section. Each payment made to the Recipient must be in compliance with Department of the Treasury regulations, "Rules and Procedures for Funds Transfers, 31 C.F.R. part 205. To receive a Federal assistance payment, the Recipient must:

- i.** Have demonstrated or certified that it has made a binding commitment of non-Federal funds, if applicable, adequate when combined with Federal payments, to cover all costs to be incurred under the Project to date. A Recipient required by Federal statute or this Agreement to provide contributory matching funds or a cost share agrees:
 - A.** To refrain from requesting or obtaining Federal funds in excess of the amount justified by the contributory matching funds or cost share that has been provided; and
 - B.** To refrain from taking any action that would cause the proportion of Federal funds made available to the Project at any time to exceed the percentage authorized under this Agreement. The requirement for contributory matching funds or cost share may be temporarily waived only to the extent expressly provided in writing by FMCSA.
- ii.** Have submitted to FMCSA all financial and progress reports required to date under this Agreement;
- iii.** Have identified the source(s) of financial assistance provided under this Project, if applicable, from which the payment is to be derived; and
- iv.** Have expended any earned Program Income before requesting any federal funds for reimbursement.

b. Delphi eInvoicing System for DOT Financial Assistance Awardees.

Subject to the requirements in 2 C.F.R. § 200.305, payments will be made after receipt of required FMC SA reporting forms and supporting documentation. Each payment request must be made electronically via the Delphi eInvoicing System.

The following are the procedures for accessing and utilizing the Delphi eInvoicing System.

i. Grant Recipient Requirements.

- A.** Recipient must have internet access to register and submit payment requests through the Delphi eInvoicing system.
- B.** Recipient must submit payment requests electronically and FMCSA must process payment requests electronically.

ii. System User Requirements.

- A.** Recipients should contact FMCSA to request access to the system. The FMCSA will provide the Recipient's name and email address to the DOT Financial Management Office. The DOT will then notify the Recipient to register for the system through an electronic invitation. The Recipient must complete online training prior to DOT giving system access.
- B.** The DOT will send the Recipient an email with an electronic form to verify the Recipient's identity. The Recipient must complete the form, and present it to a Notary Public for verification. The Recipient will return the notarized form to:

DOT Enterprise Services Center
FAA Accounts Payable, AMZ-1 00
PO Box 25710
Oklahoma City, OK 73125.

- C.** The DOT will validate the form and email a user ID and password to the Recipient. The Recipient should contact the FMCSA grants management office with changes to their system information.

- D.** Note: Additional information, including access forms and training materials, can be found on the DOT eInvoicing website:

<https://www.transportation.gov/cfo/delphi-einvoicing-system>

E. Waivers.

DOT Financial Management officials may, in highly limited circumstances and on a case by case basis, waive the requirement to register and use the electronic grant payment system. Waiver request forms can be obtained on the DOT eInvoicing website <https://www.transportation.gov/cfo/delphi-einvoicing-system> or by contacting FMCSA.

Recipients must explain why they are unable to use or access the internet to register and enter payment requests.

c. Reimbursement Payment by FMCSA. If the reimbursement method is used, the Recipient agrees to:

- i. Complete and submit Standard Form 3881, "Payment Information Form - ACH Payment Vendor Payment System," to FAA-ESC; and
- ii. Complete and submit, on at least a quarterly basis, Standard Form 270, "Request for Advance or Reimbursement," to FMCSA.
- iii. Possess and maintain a current DUNs number and entity registration with the System for Award Management (www.sam.gov).

Upon receipt of a payment request and adequate accompanying information (invoices in accordance with applicable cost principles), FMCSA will authorize payment by direct deposit provided the Recipient: (i) is in compliance with its obligations under this Agreement, (ii) has satisfied FMCSA that it needs the requested Federal funds during the requisition period, and (iii) is making adequate and timely progress toward Project completion. If all these circumstances are present, FMCSA may reimburse approved costs incurred by the Recipient up to the maximum amount of FMCSA's share of the total Project funding. FMCSA will employ a payment term of 20 days. The clock will start running for payment on receipt of the invoice by FMCSA's financial processor.

d. Other Payment Information.

The Recipient agrees to adhere to and impose on its Subrecipients all applicable foregoing "Payment by FMCSA" requirements of this Agreement. If the Recipient fails to adhere to the foregoing "Payment by FMCSA" requirements of this Agreement, FMCSA may revoke the portion of the Recipient's funds that has not been expended.

e. Effect of Program Income, Refunds, and Audit Recoveries on Payment.

In accordance with 2 C.F.R. § 200.305(b)(5) State, local government, nonprofit organizations and Indian tribal Recipients and Subrecipients shall disburse program income, rebates, refunds, contract settlements, audit recoveries and interest earned on

such funds before requesting additional cash reimbursements.

f. Reimbursable Costs.

The Recipient's expenditures will be reimbursed only if they meet all requirements set forth below:

- i. Conform with the Project description and the approved Project Budget and all other terms of this Agreement;
- ii. Be necessary to accomplish the Project;
- iii. Be reasonable for the goods or services purchased;
- iv. Be actual net costs to the Recipient (i.e., the price paid minus any refunds, rebates, or other items of value received by the Recipient that have the effect of reducing the cost actually incurred);
- v. Be incurred (and be for work performed) after the Federal Funding Period start date of this Agreement, unless specific prior authorization from FMCSA to the contrary is received in writing (pre-award costs);
- vi. Unless permitted otherwise by Federal statute or regulation, conform with Federal guidelines or regulations and Federal cost principles as set forth below:
 - A. For Recipients that are governmental organizations, institutions of higher education, private non-profit organizations, the cost principles of 2 C.F.R. § 200, subpart E; and
 - B. For Recipients that are for-profit organizations, the standards of the Federal Acquisition Regulations, 48 C.F.R. part 31.2, "Contracts with Commercial Organizations" apply.
- vii. Be satisfactorily documented; and
- viii. Be treated uniformly and consistently as non-Federal funds under accounting principles and procedures approved and prescribed by FMCSA for the Recipient, and those approved or prescribed by the Recipient for its Subrecipients and contractors.

g. Indirect Costs.

If indirect costs are included in the approved budget, the Recipient may not request these costs for reimbursement absent a current approved indirect cost rate agreement submitted to the FMCSA Division Office, and included as part of the official grant record.

Indirect costs will not be reimbursed without documentation of an approved indirect cost rate from the Recipient's cognizant agency; however, a Recipient or Subrecipient that has never had a negotiated indirect cost rate may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely, without documentation. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time

As described in 2 C.F.R. § 200.403, factors affecting allowability of costs, costs must be consistently charged as either indirect or direct costs, but may not be double-charged or inconsistently charged as both. Except as provided above, if a Recipient intends to request reimbursement of indirect costs, the Recipient must submit the proper documentation before vouchers are submitted for reimbursement. The Recipient must indicate in its budget that it will be seeking indirect costs, and a placeholder indirect cost rate will suffice until an approved rate can be determined.

The Recipient must obtain prior approval through formal amendment in order to recover indirect costs at an approved rate higher than the place holder indirect cost rate if the cumulative amount of such transfer exceeds or is expected to exceed 10 percent of the total approved budget.

The Recipient may not request additional grant funds to recover indirect costs that it cannot recover by shifting funding from direct costs to indirect costs. After this Grant Agreement has been signed, any request for changes to the indirect cost rate will require an amendment and must be approved by formal amendment if the change to the indirect cost rate is a new rate or would cause the cumulative amount of a budget transfer to exceed 10 percent of the total approved budget.

The cognizant agency for indirect costs may allow for a one-time extension of the current indirect cost rate of up to four years without further negotiation of a federally approved indirect cost rate. If the cognizant agency permits any one-time extension, the Recipient is locked in with that indirect cost rate until the end of the approved extension.

- h. Pre-Award Costs. A Recipient may be reimbursed for obligations incurred before the effective date of the award if:**
- i.** The Recipient receives prior written approval from the FMCSA before the effective date of the grant agreement;
 - ii.** The costs are necessary to conduct the project; and
 - iii.** The costs would be allowable under the grant, if awarded.

If a specific expenditure would otherwise require prior approval before making the expenditure (i.e. pursuant to 2 C.F.R. § 200.407), then the Recipient must obtain FMCSA written approval before incurring the cost.

Recipient understands that the incurrence of pre-award costs in anticipation of an award is taken at the Recipient's risk and imposes no obligation on FMCSA to make the award or to increase the amount of the approved budget if (1) there is no award subsequently made;(2) an award is made for less than anticipated and is inadequate to cover the pre-award costs incurred; or (3) there are inadequate appropriations.

i. Disallowed Costs.

In determining the amount of Federal assistance FMCSA will provide, FMCSA will exclude:

- i. Any Project costs incurred by the Recipient before the effective date of this Agreement, or amendment or modification thereof, whichever is later, unless otherwise permitted by Federal Law or regulation, or unless an authorized representative of FMCSA states in writing to the contrary;
- ii. Any costs incurred by the Recipient that are not included in the latest approved Project Budget; and
- iii. Any costs attributable to goods or services received under a contract or other arrangement that is required to be, but has not been, concurred with or approved in writing by FMCSA.

The Recipient agrees that reimbursement of any cost under the "Payment by FMCSA," part of this Agreement does not constitute a final FMCSA decision about the allowability of that cost and does not constitute a waiver of any violation by the Recipient of the terms of this Agreement. The Recipient understands that FMCSA will not make a final determination about the allowability of any cost until an audit of the Project has been completed. If FMCSA determines that the Recipient is not entitled to receive any part of the Federal funds requested, FMCSA will notify the Recipient stating the reasons thereof. Project closeout will not alter the Recipient's obligation to return any funds due to FMCSA as a result of later refunds, corrections, or other transactions. Nor will Project closeout alter FMCSA's right to disallow costs and recover funds based on a later audit or other review. Unless prohibited by law,

FMCSA may offset any Federal assistance funds to be made available under this Project as needed to satisfy any outstanding monetary claims that the Federal Government may have against the Recipient. Exceptions pertaining to disallowed costs will be assessed based on their applicability, as set forth in the applicable Federal cost principals or other written Federal guidance.

Section 19. Program Income.

Recipient agrees to comply with the regulations relating to program income, located at 2 C.F.R. §§ 200.305(b)(5) and 200.307 for State, local government, Indian tribal recipients, and non-profit organizations, and their Subrecipients.

Program income means gross income earned by the Recipient, Subrecipient, or contractor under a grant that is directly generated by a grant-supported activity or earned because of the award during the award period. "During the grant period" is the time between the effective date of the award and the ending date of the award reflected in the final financial report.

Program income includes, but is not limited to, user charges or user fees, income from fees for services performed, the use or rental of real or personal property acquired under federally-funded projects, the sale of commodities or items fabricated under an award, license fees and royalties on patents and copyrights, and interest on loans made with award funds. Interest earned on advances of Federal funds is not program income. Except as otherwise provided in Federal awarding agency regulations or the terms and conditions of the award, program income does not include the receipt of principal on loans, rebates, credits, discounts, etc., or interest earned on any of them. Per 2 C.F.R. § 200.307 (c), Governmental revenues, taxes, special assessments, levies, fines, and other such revenues raised by a non-Federal entity are not program income unless the revenues are specifically identified in the Federal award or Federal awarding agency regulations as program income.

Recipients agree to use the Program income in accordance with 2 C.F.R. §§ 200.305(b)(5) 200.307 for State, local government, nonprofit organizations and Indian tribal recipients and subrecipients.

Section 20. Reports.

a. Performance Progress Reports.

The Recipient will submit, at a minimum, quarterly performance progress reports and a final performance progress report at the completion of the award (within 90 days after) to the agency point of contact listed in the award document. Recipient must submit all performance progress report forms required by FMCSA. These reports will cover the period: January 1 -March 31, April 1-June 30, July 1- September 30, and October 1- December 31. The Recipient shall furnish one (1) copy of a quarterly performance progress report to the district office and respective Grant Manager, on or before the thirtieth (30th) calendar day of the month following the end of the quarter being reported. Each quarterly report shall set forth concise statements concerning activities relevant to the Project, and shall include, but not be limited to, the following:

- i.** An account of significant progress (findings, events, trends, etc.) made during the reporting period;
- ii.** A description of any technical and/or cost problem(s) encountered or anticipated

that will affect completion of the grant within the time and fiscal constraints as set forth in this Agreement, together with recommended solutions or corrective action plans (with dates) to such problems, or identification of specific action that is required by the FMCSA, or a statement that no problems were encountered;

- iii. An outline of work and activities planned for the next reporting period; and
- iv. A status update/resolution for all outstanding findings from program reviews and/or audits.

b. Quarterly Financial Status Reports.

The Recipient shall furnish one (1) copy of a quarterly financial status report to the division, and one (1) copy to the respective Grant Manager, on or before the thirtieth (30th) calendar day of the month following the end of the quarter being reported. The Recipient shall use SF-425, Federal Financial Report, to report the status of funds for all non-construction projects or programs. If the Recipient's accounting records are not normally kept on an accrual basis, the Recipient shall not be required to convert its accounting system, but shall develop such accrual information through an analysis of the documentation on hand. The Recipient shall certify to the expenditure of its proposed cost share for the period being reported, in the "Remarks" block.

Section 21. Non-Discrimination.

The Recipient will comply with all Federal authorities relating to nondiscrimination. These include, but are not limited to:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 Stat. 252), which prohibits discrimination on the basis of race, color, or national origin, as implemented by 49 C.F.R. § 21.1 et seq. and 49 C.F.R. § 303;
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324, et seq.), which prohibits discrimination on the basis of sex;
- Title IX of the Education Amendments of 1972, as amended, (20 U.S.C. § 1681 et seq.), which prohibits discrimination on the basis of sex in education programs or activities, as implemented by 49 C.F.R. § 25.1 et seq.;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), which prohibits discrimination on the basis of age;
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, which prohibits discrimination on the basis of disability and 49 C.F.R. part 27;
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 - 12189), as implemented by Department of Justice regulations at 28 C.F.R. parts 35 and 36, and Department of Transportation

- regulations at 49 C.F.R. parts 37 and 38;
- The Civil Rights Restoration Act of 1987, (102 Stat. 28.), "which restore[d] the broad scope of coverage and to clarify the application of title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and title VI of the Civil Rights Act of 1964.";
 - Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which prohibits discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
 - Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting Department of Transportation guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP);
 - Title VII of the Civil Rights Act of 1964, as amended, (42 U.S.C. § 2000e et seq., 78 Stat. 252), which prohibits discrimination in employment on basis of race, color, national origin, religion, or disability, as implemented by 29 C.F.R. § 1601.1, et seq.
 - The Recipient also agrees to comply with the FMCSA Standard Title VI/Non-Discrimination Assurances (DOT Order No. 1050.2A).

Section 22. Executive Order on Equal Opportunity Related to Contracts.

The Recipient will comply with all Federal statutes and Executive Orders relating to Equal Employment Opportunity.

The Recipient agrees to incorporate in all contracts having a value of over \$10,000, the provisions requiring compliance with Executive Order 11246, as amended, and implementing regulations of the United States Department of Labor at 41 C.F.R. part 60, the provisions of which, other than the standard EEO clause and applicable goals for employment of minorities and women, may be incorporated by reference.

The Recipient agrees to ensure that its contractors and subcontractors, regardless of tier, awarding contracts and/or issuing purchase orders for material, supplies, or equipment over \$10,000 in value will incorporate the required EEO provisions in such contracts and purchase orders.

Section 23. Employment Policies.

The Recipient further agrees that its own employment policies and practices will be without discrimination based on race, color, religion, sex, national origin, disability or age; and that it has an affirmative action plan (AAP) consistent with the Uniform Guidelines on Employee Selection Procedures, 29 C.F.R. § 1607, and the Affirmative Action Guidelines, 29 C.F.R. § 1608. The applicant/Recipient shall provide the AAP to FMCSA for inspection or copy upon request.

Section 24. Property.

a. General.

In general, title to equipment and supplies acquired by a Recipient with DOT funds vests in the Recipient upon acquisition, subject to the property management requirements of 2 C.F.R. §§ 200.302(b)(4); 200.307(d); 200.310; 200.313; 200.316; and 200.344(4).

A Recipient that is a State, local, or Indian tribal governments, institutions of higher education, and non-profits agrees to comply with the property management standards detailed in 2 C.F.R. §§ 200.312 and 200.313, including any amendments thereto, and with other applicable Federal regulations and directives. A Recipient that is a for-profit entity agrees to comply with property management standards satisfactory to FMCSA.

b. Use of Project Property.

- i.** The State Recipient agrees to use Project property for the purpose for which it was acquired under the period of performance of the Grant. State Recipients acknowledge that the FMCSA may ensure that the purpose of the grant is being satisfied. State Recipients acknowledge that FMCSA may request a copy of the State statute and procedures in determining whether a State is in compliance with its own State procedures, and to assist the FMCSA in determining the allocability, reasonableness, and allowability of costs.
- ii.** The Non-State Recipient agrees to use Project property for appropriate Project purposes (which may include joint development purposes that generate program income, both during and after the award period, beginning on the effective date, and used to support public transportation activities) for the duration of the useful life of that property, as required by FMCSA. Should the Recipient unreasonably delay or fail to use Project property during the useful life of that property, the Recipient agrees that it may be required to return the entire amount of the Federal assistance expended on that property. The Non-State Recipient further agrees to notify FMCSA immediately when any Project property is withdrawn from Project use or when any Project property is used in a manner substantially different from the representations the Recipient has made in its Application or in the Project Description for the Grant Agreement or Cooperative Agreement for the Project.

c. Maintenance.

The State Recipient agrees to maintain Project property in accordance with State law and procedures.

The Non-State Recipient agrees to maintain Project property in good operating order, in compliance with any applicable Federal regulations or directives that may be issued.

d. Records.

The State Recipient agrees to maintain property records in accordance with State law and procedures. The Non-State Recipient agrees to keep satisfactory property records pertaining to the use of Project property, and submit to FMCSA upon request such information as may be required with this agreement.

e. Incidental Use.

Any incidental use of Project property will not exceed that permitted under applicable Federal laws, regulations, and directives.

f. Encumbrance of Project Property.

- i. The State Recipient agrees to maintain satisfactory continuing control of Project property in accordance with State law and procedures. The State Recipient understands that an encumbrance of project property may not interfere with the purpose for which the equipment was purchased.
- ii. The Non-State Recipient agrees to maintain satisfactory continuing control of Project property as follows:

A. Written Transactions.

The Non-State Recipient agrees that it will not execute any transfer of title, lease, lien, pledge, mortgage, encumbrance, third-party contract, subaward, grant anticipation note, alienation, innovative finance arrangement (such as a cross border lease, leveraged lease, or otherwise), or any other obligation pertaining to Project property, that in any way would affect the continuing Federal interest in that Project property.

B. Oral Transactions.

The Non-State Recipient agrees that it will not obligate itself in any manner to any third-party with respect to Project property.

C. Other Actions.

The Non-State Recipient agrees that it will not take any action adversely affecting the Federal interest in or impair the Recipient's continuing control of the use of Project property.

- D.** The Non-State Recipient agrees that no use under this section will interfere with the purpose for which the equipment was purchased.

g. Transfer of Project Property.

- i. The State Recipient agrees to transfer Project property in accordance with State law and procedures.
- ii. The Non-State Recipient understands and agrees as follows:

A. Transfers.

The Non-State Recipient may transfer any Project property financed with Federal assistance authorized under 49 U.S.C. chapter 53 to a public body to be used for any public purpose with no further obligation to the Federal Government, provided the transfer is approved by the FMCSA Administrator and conforms with the requirements of 49 U.S.C. §§ 5334(h)(1) and (2). Any leasing or rental of equipment purchased by federal funds or state match/cost sharing, during the period of performance will be considered program income and will be managed, expended, and reported per 2 C.F.R. § 200.307.

B. Federal Government Direction.

The Non-State Recipient agrees that the Federal Government may direct the disposition of, and even require the Recipient to transfer, title to any Project property financed with Federal assistance under the Grant Agreement or Cooperative Agreement.

h. Leasing Project Property to Another Party.

If the Non-State Recipient leases any Project property to another party, the Non-State Recipient agrees to retain ownership of the leased Project property, and assure that the lessee will use the Project property appropriately, either through a written lease between the Non-State Recipient and lessee, or another similar document.

Upon request by FMCSA, the Non-State Recipient agrees to provide a copy of any relevant documents. Any leasing or rental of equipment purchased by federal funds or state match/cost sharing, during the period of performance will be considered program income and will be managed, expended, and reported per 2 C.F.R. § 200.307.

i. Disposition of Project Property.

- i. The State Recipient may use its own disposition procedures, provided that those procedures comply with the laws of that State.
- ii. The Non-State Recipient agrees to dispose of Project property as follows:

- A. With prior FMCSA approval, the Non-State Recipient may sell, transfer, or lease Project property and use the proceeds to reduce the gross project cost of other eligible capital public transportation projects to the extent permitted by 49 U.S.C. §5334(h)(4). The Non-State Recipient also agrees that FMCSA may establish the useful life of Project property, and that it will use Project property continuously and appropriately throughout the useful life of that property.
- B. Project Property with Expired Useful Life. When the useful life of Project property has expired, the Non-State Recipient agrees to comply with FMCSA's disposition requirements.
- C. Project Property Prematurely Withdrawn from Use. For Project property withdrawn from appropriate use before its useful life has expired, the Recipient agrees as follows:
- D. Notification Requirement. The Non-State Recipient agrees to notify FMCSA immediately when any Project property is prematurely withdrawn from appropriate use, whether by planned withdrawal, misuse, or casualty loss.
- E. Calculating the Fair Market Value of Prematurely Withdrawn Project Property. The Non-State Recipient agrees that the Federal Government retains a Federal interest in the fair market value of Project property prematurely withdrawn from appropriate use. The amount of the Federal interest in the Project property shall be determined by the ratio of the Federal assistance awarded for the property to the actual cost of the property. The Non-State Recipient agrees that the fair market value of Project property prematurely withdrawn from use will be calculated as follows:
 - 1. **Equipment and Supplies.** The Non-State Recipient agrees that the fair market value of Project equipment and supplies shall be calculated by straight-line depreciation of that property, based on the useful life of the equipment or supplies as established or approved by FMCSA. Information on straight line depreciation may be found in the Internal Revenue Code. The fair market value of Project equipment and supplies shall be the value immediately before the occurrence prompting the withdrawal of the equipment or supplies from appropriate use. In the case of Project equipment or supplies lost or damaged by fire, casualty, or natural disaster, the fair market value shall be calculated on the basis of the condition of that equipment or supplies immediately before the fire, casualty, or natural disaster, irrespective of the extent of insurance coverage.

2. **Real Property.** The Non-State Recipient agrees that the fair market value of real property shall be determined either by competent appraisal based on an appropriate date approved by the Federal Government, as provided by 49 C.F.R. part 24, or by straight line depreciation, whichever is greater.
3. **Exceptional Circumstances.** The Non-State Recipient agrees that the Federal Government may require the use of another method to determine the fair market value of Project property. In unusual circumstances, the Non-State Recipient may request that another reasonable valuation method be used including, but not limited to, accelerated depreciation, comparable sales, or established market values. In determining whether to approve such a request, the Federal Government may consider any action taken, omission made, or unfortunate occurrence suffered by the Non-State Recipient with respect to the preservation of Project property withdrawn from appropriate use.

j. Financial Obligations to the Federal Government.

The Recipient agrees to remit to the Federal Government the Federal interest in the fair market value of any Project property prematurely withdrawn from appropriate use. In the case of fire, casualty, or natural disaster, the Recipient may fulfill its obligations to remit the Federal interest by either:

Investing an amount equal to the remaining Federal interest in like-kind property that is eligible for assistance within the scope of the Project that provided Federal assistance for the Project property prematurely withdrawn from use; or

Returning to the Federal Government an amount equal to the remaining Federal interest in the withdrawn Project property.

k. Insurance Proceeds.

If the Recipient receives insurance proceeds as a result of damage or destruction to the Project property, the Recipient agrees to:

- i. Apply those insurance proceeds to the cost of replacing the damaged or destroyed Project property taken out of service, or
- ii. Return to the Federal Government an amount equal to the remaining Federal interest in the damaged or destroyed Project property.

l. Transportation of Hazardous Materials.

The Recipient agrees to comply with applicable requirements of U.S. Pipeline and Hazardous Materials Safety Administration regulations, "Shippers - General Requirements for Shipments and Packagings," 49 C.F.R. part 173, in connection with the transportation of any hazardous materials.

m. Misused or Damaged Project Property.

If any damage to Project property results from abuse or misuse occurring with the Recipient's knowledge and consent, the Recipient agrees to restore the Project property to its original condition or refund the value of the Federal interest in that property, as the Federal Government may require.

n. Responsibilities after Project Closeout.

The Recipient agrees that Project closeout by FMCSA will not change the Recipient's Project property management responsibilities as stated in these Grant Provisions and Assurances, and as may be set forth in subsequent Federal laws, regulations, and directives, except to the extent the Federal Government determines otherwise in writing.

Section 25. Davis-Bacon Act Requirements.

The Recipient agrees to comply, as applicable, with the provisions of the Davis Bacon Act (40 U.S.C. § 3145 and 18 U.S.C. § 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 3701 et seq.) regarding labor standards for federally-assisted construction sub-agreements.

Section 26. Environmental Requirements.

The Recipient agrees to comply, as applicable, with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§ 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).

Section 27. Government Rights (Unlimited).

FMCSA shall have unlimited rights for the benefit of the Government in all other work developed in the performance of this Agreement, including the right to use same on any other Government work without additional cost to FMCSA. The rights to any inventions made by a Recipient under an FMCSA financial assistance award are determined by the Bayh-Dole Act, Pub. L. 96-517, as amended, and codified in 35 U.S.C. § 200, et seq., except as otherwise provided by law.

a. Patent Rights.

If any invention, improvement, or discovery of the Recipient or any of its third-party contractors is conceived or first actually reduced to practice in the course of or under this Project, and that invention, improvement, or discovery is patentable under the laws of the United States of America or any foreign country, the Recipient agrees to notify FMCSA immediately and provide a detailed report. The rights and responsibilities of the Recipient, third-party contractors and FMCSA with respect to such invention, improvement, or discovery will be determined in accordance with applicable Federal laws, regulations, policies, and any waiver thereof.

If the Recipient secures a patent with respect to any invention, improvement, or discovery of the Recipient or any of its third-party contractors conceived or first actually reduced to practice in the course of or under this Project, the Recipient agrees to grant to FMCSA a royalty-free, non-exclusive, and irrevocable license to use and to authorize others to use the patented device or process for Federal Government purposes.

The Recipient agrees to include the requirements of the "Patent Rights" section of this Agreement in its third-party contracts for planning, research, development, or demonstration under the Project.

b. Data Rights.

The term "subject data" used in this section means recorded information, whether or not copyrighted, that is developed, delivered, or specified to be delivered under this Agreement. The term includes graphic or pictorial delineations in media such as drawings or photographs; text in specifications or related performance or design-type documents; machine forms such as punched cards, magnetic tape, or computer memory printouts; and information retained in computer memory. Examples include, but are not limited to: computer software, engineering drawings and associated lists, specifications, standards, process sheets, manuals, technical reports, catalog item identifications, and related information. The term does not include financial reports, cost analyses, and similar information incidental to Project administration. The following restrictions apply to all subject data first produced in the performance of this Agreement:

- i.** Except for its own internal use, the Recipient may neither publish or reproduce such data in whole or in part, or in any manner or form, nor may

the Recipient authorize others to do so, without the written consent of FMCSA, until such time as FMCSA may have either released or approved the release of such data to the public.

- ii. As authorized by 2 C.F.R. § 200.315(b), FMCSA reserves a royalty-free, non-exclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for Federal Government purposes:
 - A. Any work developed under a grant, cooperative agreement, sub-grant, sub-agreement, or third-party contract, irrespective of whether or not a copyright has been obtained; and
 - B. Any rights of copyright to which a Recipient, Subrecipient, or a third-party contractor purchases ownership with Federal assistance.
- iii. When FMCSA provides assistance to a Recipient for a Project involving planning, research, or development of a system, program, document, enforcement concept, or any other activity provided for in the terms of this grant, it is generally FMCSA's intent to increase the body of knowledge, rather than to limit the benefits of the Project to those parties that have participated therein. Therefore, unless FMCSA determines otherwise, the Recipient understands and agrees that, in addition to the rights set forth in preceding portions of this section of this Agreement, FMCSA may make available to any FMCSA Recipient, Subrecipient, third-party contractor, or third-party subcontractor, either FMCSA's license in the copyright to the "subject data" derived under this Agreement or a copy of the "subject data" first produced under this Agreement. In the event that such a Project which is the subject of this Agreement is not completed, for any reason whatsoever, all data developed under that Project shall become subject data as defined herein and shall be delivered as FMCSA may direct.
- iv. Unless prohibited by State law, the Recipient agrees to indemnify, save and hold harmless FMCSA, its officers, agents, and employees acting within the scope of their official duties against any liability, including costs and expenses, resulting from any willful or intentional violation by the Recipient of proprietary rights, copyrights, or right of privacy, arising out of the publication, translation, reproduction, delivery, use, or disposition of any data furnished under this Agreement. The Recipient shall not be required to indemnify FMCSA for any such liability arising out of the wrongful acts of employees or agents of FMCSA.
- v. Nothing contained in this section on rights in data, shall imply a license to FMCSA under any patent or be construed as affecting the scope of any license or other right otherwise granted to FMCSA under any patent.
- vi. The requirements of this section of this Agreement do not apply to material furnished to the Recipient by FMCSA and incorporated in the work carried out

under this Agreement, provided that such incorporated material is identified by the Recipient at the time of delivery of such work.

- vii. Unless FMCSA determines otherwise, the Recipient agrees to include the requirements of this section of this Agreement in its third-party contracts for planning, research, development, or demonstration under the Project.

c. Acknowledgment or Support and Disclaimer.

- i. An acknowledgment of FMCSA support and a disclaimer must appear in any Recipient publication, whether copyrighted or not, based on or developed under the Agreement, in the following terms:

"This material is based upon work supported by the Federal Motor Carrier Safety Administration under a grant/cooperative agreement/subaward, dated (fill-in appropriate identification of grant/cooperative agreement);"

- ii. All Recipient publications must also contain the following:

"Any opinions, findings, and conclusions or recommendations expressed this publication are those of the author(s) and do not necessarily reflect the view of the Federal Motor Carrier Safety Administration and/or the U.S. Department of Transportation."

- iii. The Recipient agrees to cause to be erected at the site of any construction, and maintain during construction, signs satisfactory to FMCSA identifying the Project and indicating that FMCSA is participating in the development of the Project.

Section 28. Drug Free Workplace.

By signing this agreement, the Recipient certifies that it is in compliance with the Drug-Free Workplace Act (41 U.S.C. §§ 701 et seq.) and implementing regulations (49 C.F.R. part 32), which require, in part, that Recipients prohibit drug use in the workplace, notify the FMCSA of employee convictions for violations of criminal drug laws occurring in the workplace, and take appropriate personnel action against a convicted employee or require the employee to participate in a drug abuse assistance program.

Section 29. Background Screening.

FMCSA reserves the right to perform individual background screening on key individuals of organizational units associated with the application at the effective date and at another interval thereafter for the life of the award. If in performance of a grant award requires Recipient organization personnel to have unsupervised physical access to a federally controlled facility for

more than 180 days or access to a Federal information system, such personnel must undergo the personal identity verification credential process under Homeland Security Presidential Directive 12.

Section 30. Site Visits.

FMCSA, through its authorized representatives, has the right, at all reasonable times, to make site visits to review Project accomplishments and management control systems and to provide such technical assistance as may be required. If any site visit is made by FMCSA on the premises of the Recipient, Subrecipient, or contractor under this Agreement, the Recipient shall provide and shall require its Subrecipients or contractors to provide, all reasonable facilities and assistance for the safety and convenience of FMCSA representatives in the performance of their duties. All site visits and evaluations shall be performed in such a manner as will not unduly delay work being conducted by the Recipient, Subrecipient, or subcontractor.

Section 31. Liability.

The Recipient acknowledges it is responsible for any act or omission of Recipient or Subrecipient, its officers, contractors, employees, or members, participants, agents, representatives, as appropriate, arising out of or in any way connected to activities authorized pursuant to this Agreement.

The Recipient acknowledges that FMCSA is not responsible for any act or omission of Recipient or Subrecipient, its officers, contractors, employees, or members, participants, agents, representatives, as appropriate, arising out of or in any way connected to activities authorized pursuant to this Agreement. This provision shall survive the expiration or termination of this Agreement.

Section 32. Right of FMCSA to Terminate Agreement.

a. General Right to Suspend or Terminate Assistance Agreement.

Upon written notice, the Recipient agrees that FMCSA may suspend or terminate all or part of the financial assistance provided herein if the Recipient has violated the terms of the Grant Agreement or these Provisions and Assurances, or if FMCSA determines that the purposes of the statute under which the Project is authorized would not be adequately served by continuation of Federal financial assistance for the Project. Any failure to make reasonable progress on the Project or other violation of this Agreement that significantly endangers substantial performance of the Project shall provide sufficient grounds for FMCSA to terminate this Agreement. The Recipient agrees to give the Federal Motor Carrier Safety Administration at least 90 days' notice of its intention to terminate this agreement.

b. Financial Obligations of the Government.

In general, termination of any financial assistance under this Agreement will not

invalidate obligations properly incurred by the Recipient and concurred by FMCSA before the termination date; to the extent those correctly accrued obligations cannot be cancelled.

However, if FMCSA determines that the Recipient has willfully misused Federal assistance funds by failing to make adequate progress, failing to make reasonable use of the Project property, facilities, or equipment, or failing to adhere to the terms of this Agreement, meet required match/cost sharing or maintenance of effort (MOE) levels, FMCSA reserves the right to require the Recipient to refund the entire amount of FMCSA funds provided under this Agreement or any lesser amount as may be determined by FMCSA.

c. De-obligation of Funds.

FMCSA reserves the right to unilaterally de-obligate any remaining grant or cooperative agreement funds due to the time elapsed since the effective date, lack of payment vouchers from the Recipient, lack of plans to expend funds based on this grant, failure to provide quarterly progress reports, or other such determination made by FMCSA. If FMCSA takes action to deobligate funds, a grant amendment/modification must be in place.

Section 33. Project Completion, Settlement, and Closeout.

a. Project Completion.

Within 90 days of the Project completion date or termination by FMCSA, the Recipient agrees to submit a final SF-425, Federal Financial Report, a certification or summary of Project expenses, and third-party audit reports, as applicable.

b. Remittance of Excess Payments.

If FMCSA has made payments to the Recipient in excess of the total amount of FMCSA Federal funding due to cover accumulated expenses, the Recipient agrees to promptly remit that excess and interest as may be required by the "Payment by FMCSA" section of this Attachment.

c. Project Closeout.

Project closeout, as defined in 2 C.F.R. § 200.16, occurs when all required Project work and all administrative procedures described in 2 C.F.R. § 200.343, as applicable, have been completed, and when FMCSA notifies the Recipient and forwards the final Federal assistance payment, or when FMCSA acknowledges the Recipient's remittance of the proper refund amount. Project closeout shall not invalidate any continuing obligations imposed by allowable, allocable, and reasonable costs on the Recipient by this Agreement that supports the project plan(s) or by the FMCSA's final notification or acknowledgment, if it occurs within the period of performance.

Section 34. Severability.

If any provision of this Agreement is held invalid, all remaining provisions of this Agreement shall continue in full force and effect to the extent not inconsistent with such holding.

Section 35. Entire Agreement and Amendments.

This Agreement constitutes the entire agreement between the parties. All prior discussions and understandings concerning such scope and subject matter are superseded by this Agreement.

Any modification not specifically permitted by this agreement requires an Amendment. These modifications may be made only in writing, signed by each party's authorized representative, and specifically referred to as an Amendment to this Agreement. Electronic signatures are binding. However, retroactive modifications to the project plan(s) or any aspects of the budget will not be approved.

Section 36. Use of Information Obtained.

Information obtained under this agreement may only be used by the Recipient to accomplish the project plan under this agreement.

Any information obtained or exchanged between FMCSA and the grant Recipient, to carry out each party's responsibility under this agreement and project plan, shall not be released by the Recipient to any third-party without the written permission of FMCSA.

Recipient shall ensure that all its employees authorized to access FMCSA data and information systems sign and submit information technology user agreements provided by FMCSA.

Section 37. Miscellaneous Provisions.

a. Prohibition on Human Trafficking.

The Recipient agrees to comply, as applicable, with the provisions of Section 7104(g) of the Trafficking Victims Protection Act of 2000, 22 U.S.C. § 7104 as amended.

b. Wild and Scenic Rivers Act of 1968.

The Recipient agrees to comply, as applicable, with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

c. Fly America Act.

The Recipient shall comply with the provisions of the Fly America Act, 49 U.S.C. § 401 18.

d. Criminal and Prohibited Activities.

The Recipient will adhere to the Program Fraud Civil Remedies Act, 31 U.S.C. § 3801- 3812, which provides for the imposition of civil penalties against persons who make false, fictitious, or fraudulent claims to the Federal Government for money. Recipient will also adhere to the False Statements Act, 18 U.S.C. §§ 287 and 1001 which provides that whoever makes or presents any false, fictitious or fraudulent statements, representation, or claims against the United States shall be subject to imprisonment of not more than 5 years and shall be subject to a fine in the amount provided by 18 U.S.C. § 287. Recipient shall also adhere to the False Claims Act, 31 U.S.C. § 3729, which provides that suits under this act can be brought by the Government or a person on behalf of the Government, for false claims under the Federal assistance programs. Recipient shall also adhere to the Copeland "Anti-Kickback" Act, 18 U.S.C. § 874 and 40 U.S.C. § 3145, which prohibits a person or organization engaged in a federally supported project from enticing an employee working on the project from giving up a part of his compensation under an employment contract.

Section 38. Laptop Encryption.

All laptops used by Recipients, Subrecipients, and contractors in carrying out the Recipient 's project plan, which contain FMCSA-related data, including sensitive information and Personally Identifiable Information (PII), must be encrypted to the same standards utilized by FMCSA. The FMCSA encryptions standards prescribe whole disk encryption (FOE), which requires software or hardware to encrypt all data on a disk, including the partition tables, whole physical disk, master boot record, and available files. FMCSA requires that each Recipient who utilizes FMCSA sensitive information or PII complete installation of FOE on all laptop computers as soon as practicable, but no later than thirty (30) days from the execution of this agreement and prior to using the laptop to access FMCSA data systems or store FMCSA related data.

Section 39. Adaptability to Climate Changes.

If the grant is to be used to place equipment or temporary facilities, modify structures, or to alter existing infrastructure, the recipient is required to assess the ability for the equipment, modifications, or alterations to withstand current and future climatic conditions, including potential changes in climatic conditions. The recipient shall use the best-available peer reviewed studies and science to determine the potential climatic conditions the equipment, modifications or alterations may experience over the life-cycle of the equipment, modification or alteration funded by the grant. The recipient can rely on existing Federal Highway Administration suggestions or guidelines for placing infrastructure, or on other federally-issued guidance on assessing potential impacts of climate change.

Section 40. Commercial Vehicle Information Systems and Networks (CVISN) provisions.

The following provisions apply where applicable.

a. Compliance with the National ITS Architecture.

The recipient will ensure that Innovative Technology Deployment (ITD) activities, such as hardware procurement, software and system development, infrastructure modifications, etc., are consistent with the National ITS and commercial motor vehicle information and systems architectures and available standards and promote interoperability and efficiency to the extent practicable and required by law.

b. Interoperability.

For implementing ITD capabilities, the recipient will complete interoperability tests and ensure architectural conformance throughout the life of the project. Perform pairwise and end-to-end tests to demonstrate conformance with the standards and interoperability, verify that interfaces between selected products/systems meet the applicable standards, verify dataflow and data usage among the products/systems.

c. Independent Evaluation.

The FMCSA may conduct an independent evaluation of the effectiveness of the project in achieving Federal and State program goals. The independent evaluation will be conducted using existing Federal resources. Participants of projects that are selected for independent evaluations shall cooperate with the independent evaluators and participate in evaluation planning and progress review meetings to ensure a mutually acceptable, successful implementation of the independent evaluation. The FMCSA may contract with one or more independent evaluation contractor(s) to evaluate the projects.

d. Dedicated Short-Range Communications.

If applicable, the State shall also require that its contractors only install Dedicated Short Range Communications (DSRC) equipment that is interoperable and compatible at layers 1 and 2 of the Open Systems Interconnect Reference Model with equipment in operation on the North American Preclearance and Safety System and the Heavy Vehicle Electronic License Plate Inc.'s PrePass™ System deployments as well as the International Border Crossing Operational Tests, based upon on ASTM Draft 6, dated February 23, 1996.

Section 41. Federal Funding Accountability and Transparency Act.

The Federal Funding Accountability and Transparency Act (FFATA) of 2006 (Public Law 109-282) requires for each Federal award of \$25,000 or more that OMB create a searchable, no cost, publicly accessible website(<http://usaspending.gov/>) that includes basic

information about the recipient and the project being funded. The Government Funding Transparency Act of 2008 (Public Law 110-252) amended FFATA, requiring recipients to report certain information about themselves and their first tier Subrecipient awards obligated as of October 1, 2010. Prime grant recipients/awardees of new non-Recovery Act federally funded grants and cooperative agreements of \$25,000 or more awarded on or after October 1, 2010 are subject to FFATA reporting, sub-award reporting requirements and executive compensation reporting requirements as outlined in the Office of Management and Budgets guidance issued August 27, 2010. The prime awardee is required to file a FFATA sub-award report by the end of the month following the month in which the prime recipient awards any sub-grant greater than or equal to \$25,000.

Section 42. Executive Order 13513.

Executive Order 13513 (E.O. 13513) requires each Federal agency to encourage contractors, subcontractors, and grant and cooperative agreement recipients and subrecipients to adopt and enforce policies that ban text messaging while driving company-owned or -rented vehicles or Government Owned Vehicles, or while driving Personally Owned Vehicles when on official Government business or when performing any work for or on behalf of the Government. To further the requirement of encouraging such policies, the FMCSA encourages recipients to consider new rules and programs, reevaluate existing programs to prohibit text messaging while driving, and conduct education, awareness, and other outreach for employees about the risks associated with texting while driving. These initiatives should encourage voluntary compliance with the recipient agency's text messaging policy while off duty. For the purposes of these Grant Provisions and Assurances and pursuant to E.O. 13513, the following definitions apply:

"Texting" or "Text Messaging" means reading from or entering data into any handheld or other electronic device, including for the purpose of SMS texting, e-mailing, instant messaging, obtaining navigational information, or engaging in any other form of electronic data retrieval or electronic data communication.

"Driving" means operating a motor vehicle on an active roadway with the motor running, including while temporarily stationary because of traffic, a traffic light or stop sign, or otherwise. It does not include operating a motor vehicle with or without the motor running when one has pulled over to the side of, or off, an active roadway and has halted in a location where one can safely remain stationary.

Section 43. Certification.

The Recipient certifies that the statements it made in the grant application are true and correct, and Recipient understands that any false statements made as part of these certifications can be prosecuted.

1. DATE ISSUED MM/DD/YYYY 06/04/2024	1a. SUPERSEDES AWARD NOTICE dated except that any additions or restrictions previously imposed remain in effect unless specifically rescinded
2. CFDA NO. 15.427 - Federal Oil and Gas Royalty Management State and Tribal Coordination	
3. ASSISTANCE TYPE Cooperative Agreement	
4. GRANT NO. D24AC00176-00 Originating MCA #	5. TYPE OF AWARD Other
4a. FAIN D24AC00176	5a. ACTION TYPE New
6. PROJECT PERIOD MM/DD/YYYY From 07/01/2024	Through 06/30/2027
7. BUDGET PERIOD MM/DD/YYYY From 07/01/2024	Through 06/30/2025
8. TITLE OF PROJECT (OR PROGRAM) ONRR STRAC FY24-25	

NOTICE OF AWARD



AUTHORIZATION (Legislation/Regulations)
Federal Oil and Gas Royalty Management Act of 1982, P.L. 97-451, as amended.

9a. GRANTEE NAME AND ADDRESS TAXATION & REVENUE NEW MEXICO DEPARTMENT 1100 S Saint Francis Dr Ste 2107 Santa Fe, NM, 87505-4147	9b. GRANTEE PROJECT DIRECTOR Mr. Ronald Storey 1200 S. St. Francis Dr SANTA FE, NM, 87505 Phone: 505-470-5666
10a. GRANTEE AUTHORIZING OFFICIAL Mr. Ronald Storey 1200 S. St. Francis Dr. SANTA FE, NM, 87505 Phone: 505-470-5666	10b. FEDERAL PROJECT OFFICER Mr. King Nwoha 381 Elden St Herndon, VA, 20170 Phone: 7039643632

ALL AMOUNTS ARE SHOWN IN USD

11. APPROVED BUDGET (Excludes Direct Assistance)		12. AWARD COMPUTATION	
I Financial Assistance from the Federal Awarding Agency Only		a. Amount of Federal Financial Assistance (from item 11m) \$ 2,342,901.00	
II Total project costs including grant funds and all other financial participation		b. Less Unobligated Balance From Prior Budget Periods \$ 0.00	
a. Salaries and Wages	\$ 0.00	c. Less Cumulative Prior Award(s) This Budget Period \$ 0.00	
b. Fringe Benefits	\$ 0.00	d. AMOUNT OF FINANCIAL ASSISTANCE THIS ACTION \$ 2,342,901.00	
c. Total Personnel Costs	\$ 0.00	13. Total Federal Funds Awarded to Date for Project Period \$ 2,342,901.00	
d. Equipment	\$ 0.00	14. RECOMMENDED FUTURE SUPPORT	
e. Supplies	\$ 0.00	(Subject to the availability of funds and satisfactory progress of the project):	
f. Travel	\$ 0.00	YEAR	TOTAL DIRECT COSTS
g. Construction	\$ 0.00	a. 2	\$
h. Other	\$ 2,149,111.00	d. 5	\$
i. Contractual	\$ 0.00	b. 3	\$
j. TOTAL DIRECT COSTS	\$ 2,149,111.00	c. 4	\$
k. INDIRECT COSTS	\$ 193,790.00	15. PROGRAM INCOME SHALL BE USED IN ACCORD WITH ONE OF THE FOLLOWING ALTERNATIVES:	
l. TOTAL APPROVED BUDGET	\$ 2,342,901.00	a. DEDUCTION	
m. Federal Share	\$ 2,342,901.00	b. ADDITIONAL COSTS	
n. Non-Federal Share	\$ 0.00	c. MATCHING	
		d. OTHER RESEARCH (Add / Deduct Option)	
		e. OTHER (See REMARKS)	
		16. THIS AWARD IS BASED ON AN APPLICATION SUBMITTED TO, AND AS APPROVED BY, THE FEDERAL AWARING AGENCY ON THE ABOVE TITLED PROJECT AND IS SUBJECT TO THE TERMS AND CONDITIONS INCORPORATED EITHER DIRECTLY OR BY REFERENCE IN THE FOLLOWING:	
		a. The grant program legislation.	
		b. The grant program regulations.	
		c. This award notice including terms and conditions, if any, noted below under REMARKS.	
		d. Federal administrative requirements, cost principles and audit requirements applicable to this grant.	
		In the event there are conflicting or otherwise inconsistent policies applicable to the grant, the above order of precedence shall prevail. Acceptance of the grant terms and conditions is acknowledged by the grantee when funds are drawn or otherwise obtained from the grant payment system.	

REMARKS (Other Terms and Conditions Attached - Yes No)
Program Income and Cost Sharing Not Required.

See attachments to the Notice of Award.

GRANTS MANAGEMENT OFFICIAL:

King Nwoha, Agreements Officer
381 Elden St
Herndon, VA, 20170
Phone: 7039643632

KING
NWOHA

Digitally signed by
KING NWOHA
Date: 2024.06.04
13:34:00 -04'00'

17. VENDOR CODE	0070058438	18a. UEI H9YRS1EB78F6	18b. DUNS 808389233	19. CONG. DIST.	03	
LINE#	FINANCIAL ACCT	AMT OF FIN ASST	START DATE	END DATE	TAS ACCT	PO LINE DESCRIPTION
1	0051047563-00010	\$2,342,901.00	07/01/2024	06/30/2025	1113	FY25 STATE OF NEW MEXICO COOP AGREEMENT

AWARD ATTACHMENTS

TAXATION & REVENUE NEW MEXICO DEPARTMENT

D24AC00176-00

1. NOA Continuation Pages D24AC00176
2. Attachment 1 Key Personnel
3. SFY 2025 Workplan D24AC00176
4. DOI Standard Terms and Conditions (June 1, 2023)

COOPERATIVE AGREEMENT CONTINUATION PAGES

Identification Numbers:

Employer Identification Number (EIN): **85-6000565**

Unique Entity ID: **H9YRS1EB78F6**

ASAP Recipient Number: **1114399**

Catalog of Federal Domestic Assistance (CFDA): **15.427 - Federal Oil and Gas Royalty Management State and Tribal Coordination. Cooperative Agreement with the State of Montana/Montana Department of Revenue.**

Indirect Cost Rate: 07/01/2024 – 06/30/2025 10.00%* (Negotiated Rate with Salary/Benefits Base)

***It is the responsibility of the Recipient to notify the Agreements Officer of amendments/changes to the indirect cost rate applicable to this agreement.**

AGENCY SPECIFIC TERMS AND CONDITIONS

This award is subject to the DOI general terms and conditions, which can be found at <https://www.doi.gov/sites/doi.gov/files/doi-award-terms-and-conditions-version-3-effective-june-1-2023.pdf> with the header “Department of the Interior, Financial Assistance Award General Terms and Conditions, Effective June 1, 2023” and are incorporated herein.

This award is also subject to the Office of Natural Resources Revenue (ONRR) Specific Terms and Conditions [30 CFR Part 1227](#). This document addresses agency-specific concerns in addition to the above referenced regulations. Award recipients (hereafter, Recipient) are accountable for all applicable statutory and regulatory requirements that govern these awards, even if not specifically listed in this document or documents referenced herein.

ORDER OF PRECEDENCE

Any inconsistencies in the requirements of this award shall be resolved in the following order:

- Federal statutes
- Federal regulations
- [2 CFR part 200](#) (including all subsequent updates)
- [DOI Standard Terms and Conditions](#) (June 1, 2023)
- Award-specific terms and conditions; [30 CFR Part 1227](#) (Agency Specific terms and conditions).

In case of disagreement with any requirements of this award, the Recipient shall contact the Agreements Officer listed in the award document in order to resolve the issue. The Recipient shall not assign any costs to the award or accept any payments until the issue is resolved.

PART 1

COOPERATIVE AGREEMENT (AGREEMENT) AUTHORITY

1.1. Agreement with the State

A. This Agreement is awarded by the authority of the Federal Oil and Gas Royalty Management Act of 1982 (FOGRMA), (30 USC 1732) and Public Law 97-451, as amended by the Federal Oil and Gas Royalty Simplification and Fairness Act of 1996 (RSFA), Public Law 104-185. Through this Agreement the Secretary of the Interior, acting by and through the Financial Assistance Officer (FAO), delegates the following authority to the State of New Mexico, New Mexico Department of Taxation and Revenue (the State/Recipient).

(1) Pursuant to Section 205 of FOGRMA, as amended, conduct audits and investigations related to oil and gas revenues owed to the United States and shared with the State, which are attributable to leased Federal onshore property within the State.

(2) Pursuant to Public Law 102-154, conduct audits and investigations related to solid or geothermal resource revenues, which are attributable to Federal lands within the State's boundaries.

B. In accordance with 30 CFR 1227.110 the term of this Agreement is 3 years and may be extended for an additional 3 years with the concurrence of both parties.

C. Nothing in this Agreement will serve to abrogate the rights of either party under FOGRMA.

1.2. Office of Natural Resources Revenue (ONRR) Reserved Authorities and Responsibilities

The following authorities and responsibilities are specifically reserved to ONRR:

A. ONRR reserves to itself the performance of those functions set forth in 30 CFR 1227.102(a)-(f), provided that nothing in this Agreement or 30 CFR 1227.102 shall abrogate, hamper, or effect, directly or indirectly, the State's authority to pursue nonpayment of Federal mineral, oil, and/or gas revenues, interest thereon, and civil penalties under Section 204 of FOGRMA, the State's authority under Section 115(j) of FOGRMA, as amended, or the State's authority or rights under other provisions of FOGRMA and other Federal or State laws.

B. ONRR remains responsible for the performance of any function listed in Section 205(a) of FOGRMA but not delegated to the State under this Agreement.

1.3. Reports to Congress and Other Interested Parties

ONRR agrees to notify the State immediately of any reports to be prepared by ONRR or its duly authorized agents concerning the status of activities conducted by the State under this Agreement. ONRR shall provide the State a copy of the report in draft final form

and provide the State no less than 30 days to provide comments. The State may append its comments to the report prior to its issuance by ONRR. ONRR shall not disclose any report unless specifically required to do so under federal statutes or regulations.

PART 2

SERVICE AND ESTIMATED COST OF PERFORMANCE

ONRR will reimburse the State up to 100 percent of reasonable, allowable and allocable actual costs for audits and/or investigations of federal oil, gas, and solid minerals leases (when applicable) within the State's approved budget for each fiscal year of this Agreement. Part 6 of this Agreement addresses costs in more detail.

Total estimated cost of performance for Fiscal Year 2025 is located on Page 1, Block 13 of this Agreement, is based on the State's submitted Workplan (dated 03/27/2024) and Budget (dated 04/19/2024) and incorporated by reference and/or attachment to this Agreement.

Note: Funds will be added to the Agreement in accordance with the clause entitled, "Availability of Funds for Each Performance Year", Part 6.3, subject to agreement on an updated budget and work plan for the State and contingent upon appropriation of funds by Congress. For more detailed information on costs, see Part 6.5 of this Agreement.

PART 3

PERFORMANCE STATEMENT AND PERFORMANCE GOALS

3.1. The State agrees to conduct audits and/or investigations of oil and gas leases as follows:

A. In accordance with [30 CFR 1227.200\(c\)](#) the State will contribute to ONRR's Government Performance and Results Act (GPRA) goals and thereby the performance goals of this Agreement by performing audits, compliance reviews (CRs) and other investigations in coordination with ONRR. The yearly performance goals are listed on the State's annual work plan. The State agrees to complete the audits, CRs and other investigations listed on each fiscal year work plan in accordance with the estimated completion date listed on the work plan.

B. The State shall adhere to all applicable Federal laws, lease terms, the Code of Federal Regulations, Notices to Lessees, and duly promulgated rules and regulations of the Department of the Interior in the conduct of its audits and/or investigations on Federal leases.

C. All audits and/or investigations shall consist of an examination to ensure compliance with applicable Federal statutes, regulations, lease terms, and binding policies for leases. The examination may utilize any and all data, information, records, or reports submitted or available to, or generated by the Department of the Interior (DOI) relevant to the performance of the State's responsibilities under this Agreement. The State will retain the working papers applicable to the audits or investigations of any Federal lease in accordance with terms contained within Part 7 of this agreement.

D. When interpretation or guidance is necessary regarding conducting audits and/or investigations the State may submit a written request for guidance or interpretation to the Financial Assistance Officer's Representative (FAOR), as designated in Part 6 of this Agreement. The State may informally contact the FAOR and/or other ONRR offices for advice and assistance in day-to-day operations.

3.2. Workplan and Progress Reports

A. The State shall submit annually a draft audit and/or investigation work plan. At a minimum, the draft work plan shall specifically identify the type of work, leases and/or agreements covered, payors, scheduled starting and completion dates and performance goals for the work during the period. The work plan shall be supported by a cost proposal (detailed budget with budget category justifications) for the work to be performed and the resources to be devoted to this effort. Work plans shall be approved by the FAO through an annual funding modification to this agreement and revised work plans shall be approved by the FAO with a revised work plan approval letter.

B. Modifications to the annual work plan are allowable. Changes may include, but are not limited to adding work, removing work, and/or adjusting the scope and must be submitted in writing (including electronic mail) to the FAO and the FAOR. The FAO will consult with the State on any issues or concerns that ONRR may have related to the requested change in work plans. The FAO will provide written notification to the State of the approval/disapproval within 30 days of receipt of the State's proposed modification to its work plan.

C. Annual work plan **progress reports must be submitted on a quarterly basis** in the prescribed format (electronic template) provided by the FAOR. The progress reports must reflect work described on the approved annual work plan. At the option of the State and upon written notification (including electronic mail) to the FAOR, progress reports may be submitted on a monthly rather than quarterly basis.

The State has elected to submit progress reports on a quarterly basis and financial reports (including vouchers for payment and backup documentation) on a monthly basis.

D. When the ONRR Operations Management Tool (OMT) is available for use, the State is required at a minimum to:

- (1) Perform work-planning, also known as "Work Management," in OMT, which includes coordinating with ONRR to avoid overlaps and duplication of compliance work.
 - a. Revisions to work plans will be done in OMT for State and Tribal Support (STS) review and FAO approval.
- (2) Provide Quarterly or Monthly Progress Reports in OMT for each audit and compliance case and update the cases in the Work Management Section of OMT.
 - a. For each audit case, the State must select the phase reflecting the status.
 - b. For each compliance review, the State must select the phase reflecting

the status.

E. The Generally Accepted Government Auditing Standards (GAGAS) cites quality control measures, and therefore, the State is required to reference it in the DRAFT Order Letters before submitting to ONRR for finalizing.

F. ONRR will provide training on the use of OMT.

G. Full use of the OMT electronic work papers section is optional.

3.3. Coordination of Activities

The State shall coordinate its audits and/or investigations with ONRR. Activities subject to coordination include, but are not limited to, issuance of engagement letters, arranging entrance conferences, submitting data requests, scheduling audit activities including site visits, issuance of issue letters, and conducting closeout conferences. The State shall have the same access to company records that ONRR has.

3.4. Standards for Activities

The State agrees to adhere to the following standards in conducting all activities under this Agreement:

A. General Audit Standards - The State must conduct audits in compliance with the Government Auditing Standards issued by the Comptroller General of the United States and the ONRR Audit Procedures Manual. Audit procedures that deviate from the policies identified in these documents must:

- (1) Comply with the policies for deviation as explained in each document, and
- (2) Be pre-approved by the ONRR FAOR.

B. General Investigation - The State shall conduct Compliance Reviews, a type of investigation, in compliance with the Minerals Revenue Management (MRM) Compliance Review Manual. Compliance Review procedures that deviate from the policies identified in this manual must comply with the policies for deviation as explained in the manual.

C. Examination and Evaluation Standards - Within 30 days after the effective date of this Agreement, ONRR will provide to the State, hard or electronic copies of all handbooks, guidelines, regulations, or procedures that govern or change the requirements for reporting or payment of revenues owed under Federal onshore and offshore oil and gas leases.

D. Enforcement Documents

(1) Issue Letters - Determinations of additional royalties due as a result of activities under this Agreement shall be formally communicated by an issue letter or Preliminary Determination Letter from the State to the companies or other payors prior to any ONRR action. A copy of the issue letter or Preliminary Determination Letter shall

be provided concurrently to the FAOR.

(2) Orders to Pay - If determinations identified in the issue letters or Preliminary Determination Letters are unresolved after evaluating the payor's response to the issue letter, Preliminary Determination Letter or if the company fails to respond, the State shall draft an order for payment which shall be submitted with supporting documentation to the FAOR for appropriate action. All draft orders to pay shall be rendered on a lease basis by month suitable for billing and collection by ONRR.

(3) Orders to Perform - Orders to Perform Restructured Accounting are used when it is determined that the payor has committed a systemic error(s) in reporting and/or paying royalties. The draft order shall be submitted, with supporting documentation, to the FAOR for the appropriate action. All draft Orders to Perform shall state the basis of the systemic error in accordance with ONRR policy and the performance required by the payor to correct the error and must be issued by ONRR.

(4) Subpoenas - After establishing that a company has not provided records that are essential to the performance of the audit and/or investigations, the State shall notify the FAOR to initiate action to subpoena records.

3.5. Appeals

A. If an order is appealed, the appellant submits the appeal and Statement of Reasons (SOR) to the ONRR Appeals Coordinator. ONRR shall provide the State with copies of both documents. At ONRR's request, the State shall prepare field reports responsive to the issues raised in the SOR. In the absence of an ONRR request, the State retains the option of preparing and submitting field reports responsive to any or all issues raised in the SOR.

B. ONRR shall provide the State with copies of all pleadings and correspondence relating to cases under administrative or judicial appeal.

C. ONRR shall provide the State notice of any settlement or other alternative dispute resolution meeting which involves oil and/or gas revenues distributable to the State under federal law. The State agrees to participate in settlement negotiations and alternative dispute resolution meetings. ONRR shall provide the State a copy of any settlement that impacts oil and/or gas revenues payable to the State.

3.6. ONRR Involvement Statement

A. Under this Agreement, the State is delegated the authority to conduct activities on federal oil, gas, and solid mineral (when applicable) producing properties as identified in the State's lease universe. The implementation, management, and completion of work under this Agreement is the responsibility of the State. ONRR agrees that the State is to have the authority necessary to carry out its responsibilities under this Agreement.

B. This Agreement does not preclude ONRR from conducting audits of companies or properties referred to it by the Bureau of Indian Affairs (BIA) or the Bureau of Land Management (BLM). ONRR shall notify and coordinate any referred audit with the State.

C. Substantial involvement by the Federal Government during the period of performance of this Agreement is anticipated as follows:

(1) ONRR shall not provide supervision of the work to be performed by the State under this Agreement unless the State requests such supervision. However, ONRR will, pursuant to Part 3.2, review and recommend approval or disapproval of the State's annual work plan and any revisions thereto. The FAO will approve or disapprove the annual workplans and any revisions thereto.

(2) ONRR shall provide the State with existing valuation decisions. The State may request ONRR to revisit an existing decision that affects oil and/or gas revenues from lands subject to this Agreement. The State's request shall be in writing and submitted to the FAOR.

(3) ONRR shall adhere to the following procedures and timeframes in initiating enforcement actions referred to it by the State under Part 3.4. Considerable coordination and consultation between the State and ONRR is anticipated prior to initiation of enforcement actions.

a. Within 14 calendar days of receipt, ONRR shall review all draft enforcement documents submitted to it by the State.

b. If ONRR has no proposed revisions, the State shall be notified of that fact and ONRR shall initiate the enforcement and/or collection action within 30 calendar days from the day ONRR first received the draft enforcement document.

c. In the event that ONRR has proposed revisions or requires a rewrite to a State drafted enforcement document, the State will be notified, and the enforcement document will be returned to the State with ONRR's proposed revisions highlighted or the requested rewrite. Should the State agree to the ONRR proposed revisions, ONRR shall initiate enforcement and/or collection action within 30 calendar days of its receipt from the State of a final corrected copy of the enforcement document. Should the State disagree with ONRR's proposed revisions, it may request a written explanation from ONRR supporting the revisions, and the ONRR explanation shall be provided to the State within 45 calendar days of the State's notice of disagreement.

d. ONRR shall contact the State via electronic mail if timeframes established in a. through c. above cannot be met.

e. Any departure from the timeframes established in a. through c. above requires the written consent of the State.

f. ONRR shall provide the State with a copy of all enforcement and/or collection action documents upon issuance to the company or payor.

(4) Employee Training – In order to provide for routine training on ONRR methods and techniques of accounting, ONRR will provide user accounts to the DOI's Online University (<https://doitalent.ibc.doi.gov/>) and make in-house training courses, those developed by ONRR, available to all State employees working under this Agreement.

PART 4

INSPECTION AND ACCEPTANCE

A. The inspection of all deliverable items listed in Part 5.2 A. through C. will be performed by ONRR, the Office of the Inspector General (OIG), the Government Accountability Office (GAO) or duly authorized agents. The Government's review will assure that results conform to the objectives and requirements of the Agreement listed herein. If any deliverable items are rejected, the State will have 45 calendar days after receipt of the rejection notice to submit corrections.

B. Inspections of corrected reports will be performed as stated in Part 4.A. above.

PART 5

PERFORMANCE AND DELIVERABLES

5.1. Performance Period

The period of performance for this Agreement is 36 months from the effective date of award. The Agreement may be extended by the FAO for an additional 36 months for a total Agreement performance period of 72 months.

Note: Funds for performance for each fiscal year is contingent upon appropriation by Congress.

5.2. Deliverable Items

The following documents shall be submitted to the FAO with a copy to the FAOR. Acceptable methods to send documents is via U.S. mail, Federal Express or other courier delivery or electronic mail. If documents contain proprietary information, they should be sent via U.S. mail, Federal Express or other courier delivery, or via secure electronic mail.

A. Proposed annual budget and requests for a revised budget. The following information must be submitted annually to request funding for the next year of the award:

- (1) Annual Workplan
- (2) Annual Budget with Detailed Justifications (for each cost category – written explanations of why required for the project and how costs were estimated)
- (3) Estimate/projection of any carryforward (unspent) funds expected at current year's end
- (4) Annual IT Inventory List (see 7.10 Property Management sample chart)
- (5) Annual IT Attestation (see 7.11 Information Technology Security)
- (6) SF 424B Assurances – Non-Construction Programs
- (7) Copy of the State's most recent Indirect Cost Rate Agreement
- (8) Copy of, or link to, the State's most recent Single Audit (see Part 7.4 for further details)

B. Financial Reporting Requirements: The State must submit financial reports as required by 2 CFR 200 using the SF-425 Federal Financial Report form. The purpose of

financial reports is to ensure that expenses are recorded in the proper period, and for de-obligating funds at the end of the Agreement period. The SF-425 Federal Financial Report form and instructions are available from the Grants.gov web site: [Post-Award Reporting Forms | GRANTS.GOV](#)

Description of Report	Due	Send To
Yearly SF-425 Federal Financial Report	Within 45 days of each annual anniversary date of the award	Send the original to the FAO, FAOR, and to aqd-fa.onrr@ibc.doi.gov by electronic mail or regular mail (as applicable)

C. Other Reporting Requirements:

(1) Audit reports and/or completion memorandums shall be sent to the FAOR.

(2) Should documentation be required for enforcement actions, the documentation developed by the State or by ONRR will be forwarded to the appropriate ONRR official. The documentation will be returned to the State upon completion of the enforcement activities.

(3) Request for Reimbursement—Within 60 days after the end of the established payment period, the State shall submit an original and two copies of a quarterly, or monthly if the State prefers, progress report and Standard Form 270, Request for Reimbursement, to the FAOR with a copy to aqd-fa.onrr@ibc.doi.gov. **If for any reason the State believes they cannot submit the required documents by the end of the 60-day period, they must contact the FAO to request an extension prior to the due date (with a copy to the FAOR) and include an explanation for the late submission.** The progress report shall summarize authorized activities performed by the State during the preceding reporting period. The progress reports and request for reimbursement documents shall include:

a. A summary of activities (e.g., number of audits and/or investigations performed) and other actions taken in the format approved by the FAOR.

b. A certified summary of costs incurred during the period for which the State has requested reimbursement. Summary schedules shall list direct labor hours, hourly rates, travel costs, and training costs by employee; as well as fringe benefit amounts, overhead rates and amounts, and other expenditures agreed upon by the State and the FAO. Documentation is required for any change during the year of the fringe benefit or overhead (indirect cost) rates. Copies of request for reimbursement for all equipment purchases shall be submitted and shall include description, serial number, and individual price of each equipment item.

D. The State shall register in the System for Award Management (SAM) system at www.sam.gov. The State must update their SAM registration annually to maintain an active account status throughout the entire period of performance of the award.

E. Final Reporting Requirements:

Description of Report	Due	Send To
Final SF-425 Federal Financial Report (consolidating all years of the award)	Within 120 days end of the entire Agreement performance period	Send the original to the FAO, the FAOR, and to aqd-fa.onrr@ibc.doi.gov by electronic mail or regular mail
Final Property Report(s) – SF-428 series	Within 120 days end of the entire Agreement performance period	Send the original to the FAO, the FAOR, and to aqd-fa.onrr@ibc.doi.gov by electronic mail or regular mail
Final Progress Report (summarizing accomplishments of all years of the award)	Within 120 days end of the entire Agreement performance period	Send the original to the FAO, the FAOR, and to aqd-fa.onrr@ibc.doi.gov by electronic mail or regular mail

Note: Per 2 CFR 200.314 Supplies, recipients must notify the government if upon termination of the award a residual inventory of unused supplies (including supplies such as computers/laptops/etc. purchased with federal award funds) exceeding \$5,000 in total aggregate value remains.

5.3. Termination of Agreement

A. This Agreement may be terminated at any time by mutual agreement and under any terms and conditions agreed to by the State and ONRR. Termination of this Agreement shall not bar the State from subsequently requesting to regain an Agreement in accordance with FOGRMA.

B. The State may unilaterally terminate this Agreement by giving the FAO a written notice of intent to terminate 6 months prior to the desired termination date.

C. ONRR may initiate termination under the procedures set forth in 30 CFR 1227.801 to 1227.803.

5.4. Suspension of Agreement

The State shall have no obligations under this Agreement during any period when Federal funding is not authorized. However, in suspending its performance, the State need not elect to terminate this Agreement, but rather may treat the Agreement as suspended pending the availability of funds.

5.5. State Noncompliance

ONRR may withhold compensation and assume the State’s delegated functions if the State fails to complete the corrective actions detailed in an ONRR notice of noncompliance under 30 CFR 1227.801.

PART 6
ADMINISTRATION

6.1. Agreement Administration

A. This Agreement will be administered by:

Mr. King C. Nwoha,
Financial Assistance Officer (FAO)
King_Nwoha@ibc.doi.gov
Interior Business Center
Acquisitions Services Directorate
Division 5, Branch 4
381 Elden St.
Herndon VA. 20170

B. The designated Agreements Officer's Representative (FAOR) responsible for administering and participating in the technical aspects of this Agreement is:

Mr. Bruce Rumburg,
Financial Assistance Officer's Representative (FAOR)
bruce.rumburg@onrr.gov
Office of Natural Resources Revenue,
6th & Kipling Streets, Denver Federal Center,
Building 85, Entrance N-1,
Lakewood CO 80215

6.2. Consideration

Costs reimbursed here under shall not exceed the total annual amount obligated for the approved annual budget and work plan. Funds not exceeding 10% of the approved annual budget amount may be moved between direct cost categories within the budget without the prior written approval of the FAO; however, any moves of funds that effect either of the categories of indirect costs and/or capital equipment may not be transferred without written prior approval from the FAO. Also, the transfer of funds between direct cost categories which together exceed 10% of the approved annual budget amount require the prior written approval of the FAO, as further detailed within 2 CFR 200.308, Revision of Budget and Program Plans. The State agrees to promptly notify the FAO and the FAOR, in writing, of any changes the State makes pursuant to this clause (e-mail is acceptable for this notification).

6.3. Availability of Funds for Each Performance Year

Current and future funding is contingent upon appropriation of funds by Congress and availability of funds. Funds for each performance year, which will be based on negotiated budget associated with the State's annual work plans and budgets, shall be added incrementally by the FAO by a written unilateral modification to the Agreement when the funds are made available by Congress. No legal liability on the part of the

Government for any payment may arise until funds are made available to the FAO for this Agreement. Upon such funds being made available, the FAO shall provide prompt written notice of such availability to the State.

6.4 Payment of Reimbursable Costs

A. Payment of reimbursable costs (actual costs spent) shall be made on a monthly or quarterly basis to the State upon receipt of properly completed vouchers. The FAO will notify the State by electronic mail that the voucher has been reviewed and inform them when they are authorized to draw down the funds from the U.S. Treasury's Automated Standard Application for Payment (ASAP) system.

B. ONRR will reimburse the State for approved costs incurred under this Agreement in accordance with 2 CFR 200 Subpart E – Cost Principles.

C. Subject to the availability of funds, the cost of providing expert witnesses required to testify concerning an appeal or litigation resulting from an appeal is reimbursable under this Agreement. Expert witness travel costs and per diem are reimbursable in accordance with federal travel regulations and per diem rates. Funds must be obligated prior to the costs being incurred.

D. Subject to the availability of funds, legal and other appropriate expenses associated with State involvement or participation in any litigation contemplated or initiated by the United States, including Qui Tam/False Claim Act and criminal cases, are authorized expenses. All costs submitted for reimbursement under this sub-paragraph must be supported and documented. Subject to legitimate assertions of the attorney/client and/or work product privileges, the requested amount of reimbursement will be documented to show the hourly rate, the number of hours, the source of the legal advice (e.g., private law firm, legal services contract, etc.), the task performed, and the case involved.

E. Subject to the availability of funds, this paragraph provides for cost reimbursement of expenses subject to 2 CFR 200 Subpart E – Cost Principles that have not otherwise been provided for in this Agreement. ONRR shall reimburse the State for costs associated with the State's participation in and assistance to ONRR on federal rulemakings, the Royalty Policy Committee, training and other ONRR sponsored activities relevant to policy development related to federal onshore and offshore oil and/or gas revenues. The State and ONRR shall cooperate in estimating an amount for these costs for inclusion in the State's annual work plan and budget.

6.5. Cost Understanding

A. Travel and Transportation

(1) Travel and transportation expenses incurred in the performance of this Agreement (and approved within the annual budget) shall not exceed those amounts normally paid for individuals engaged by the State in comparable functions, the cost of which is not reimbursable under Federal, or State government regulations.

(2) The State shall be reimbursed for actual transportation costs and travel allowances (as approved within the annual budget) to employees in accordance with the State's established practice for travel directly referable to the Agreement. Such transportation costs shall not be reimbursed in an amount greater than the cost of, and time required for, economy class (tourist) commercially scheduled air or ground travel by the most expeditious route, unless economy air or ground travel space is not available, and the State certifies to this fact in the voucher or other documents retained as part of its Agreement records to support its claim or post-audit.

B. Salaries and Wages: Compensation to personnel which are charged as a direct cost under this Agreement, like other costs, will be reimbursable subject to the following additional understandings:

(1) Salaries and wages shall not exceed the State's established policy and practice including the established pay scale for equivalent classifications of employees whose salaries are financed from non-federal sources, which will be certified by the State, nor shall any individual salary or wage exceed the employee's annual rate of compensation for similar functions performed immediately prior to employment hereunder. Merit or promotion increases of employees performing hereunder shall not exceed those provided by the State's established policy and practice.

(2) Salaries and wages paid while in travel status will not be reimbursed for a period greater than the time required for travel by the most cost-effective means.

C. Fringe Benefits: Fringe benefits shall be allowed in accordance with 2 CFR 200 Subpart E – Cost Principles and may not exceed the actual costs incurred by the State.

D. Indirect Costs: Indirect cost expenses shall be allowed in accordance with 2 CFR 200 Subpart E – Cost Principles and may not exceed the State's federally approved indirect cost rate or a rate negotiated with the FAO for this agreement.

E. Equipment: Equipment purchases must be included and approved in the annual budget and workplan. If additional equipment purchases are needed, the State shall request prior FAO approval in writing, and e-mail is an acceptable form of request.

6.6. Release of Claims

After completion of work, and prior to final payment, the State shall furnish to the FAO a release of claims against the United States relating to this Agreement, other than claims specifically excepted from the operation of the release.

PART 7

SPECIAL CLAUSES

7.1. Assurances

In addition to the assurances listed on the State's completed form SF-424B, the State further assures and certifies that:

A. The State will treat all files developed and reports delivered under this Agreement as the property of the Federal Government. The Federal Government shall have unlimited rights to use, dispose of, or disclose such data contained therein as it determines to be in the public interest and consistent with the Federal Government's trust responsibility. Should the Government decide to publish, reproduce, or use the technical data developed as a result of this Agreement, the item will carry the following notation: "Information developed by the State or its subcontractors."

B. The State shall maintain in a separate record or file maintenance system and in a safe and secure manner all records, work papers, documents, information, reports, and correspondence gained or developed as a consequence of audit or investigative activities conducted under the Agreement. All such records shall be made available for monitoring, review, and inspection upon request by the Comptroller General of the United States and representatives of the Department of the Interior during and upon completion of the audit and at the locations where the records are created or maintained as set forth in 30 CFR 1227. Any review or inspection shall occur only at a mutually agreeable date and time so that interference with the State's audit activities is minimized as much as possible. Nothing in this assurance shall preclude the transfer or transmittal of such records to a duly recognized official in the event they are needed in support of enforcement documents or administrative or judicial litigation. Documentation shall be returned to the State upon completion of enforcement activities.

C. All records shall be created, filed, identified, preserved, transferred, and disposed of in accordance with records management legislation codified in 44 U.S.C. chapters 21, 29, 31, and 33, and shall be scheduled for disposition in accordance with 36 CFR 1228 and ONRR Records Management Handbook 380.2.H. No disposition of documents will be allowed without the prior written consent of the FAOR. ONRR, and the State are responsible for preventing the alienation or unauthorized destruction of records, including all forms of mutilation. Willful and unlawful destruction, damage or alienation of Federal Records is subject to the fines and penalties imposed by 18 U.S.C. 2071. Records shall not be removed from the legal custody of Federal agencies or destroyed without regard to the provisions of agency record schedules as discussed in ONRR Records Management Handbook 380.2.H. Should the State receive a request for records under the Freedom of Information Act (5 U.S.C. 552) or the Privacy Act (5 U.S.C. 552a), the State shall forward the request to the FAOR for response. Upon termination of the Agreement the State shall, within 90 working days from the date of termination, assemble all records, complete all working paper files, and transfer such records to a place and location determined by ONRR.

D. The State will maintain complete cost records for the Agreement period in accordance with Generally Accepted Accounting Principles (GAAP). Such records shall be in sufficient detail to clearly demonstrate the total actual costs associated with the project and to permit a determination by ONRR whether Agreement funds were used for the intended purposes. All such records shall be made available at the location where the records are maintained during normal business hours for review and inspection upon request by ONRR or its authorized agents, the DOI Inspector General, and the GAO.

Any review or inspection shall occur only at a mutually agreeable date and time so that interference with the State's audit activities is minimized as much as possible.

7.2. Procurements by States

When procuring property and services under a Federal award, a State must follow the same policies and procedures it uses for procurements from its non-Federal funds. The State will comply with 2 CFR 200.321, 200.322, and 200.323 and ensure that every purchase order or other contract includes any clauses required by 2 CFR 200.327. All other non-Federal entities, including subrecipients of a State, must follow the procurement standards in 2 CFR 200.318 through 200.327.

7.3. Notice to ONRR of Delays

In the event the State encounters difficulty in meeting performance requirements, or when it anticipates difficulty in complying with the Agreement delivery schedule or date, or whenever the State has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this Agreement, the State shall immediately notify the FAOR. The State will confirm oral communication with a written report (includes electronic mail correspondence).

7.4. Single Audit Act of 1984 (Public Law 98-502) and Amendments of 1996

Examination of State activities under this Agreement shall be conducted in accordance with the Single Audit Act Amendments of 1996 (31 U.S.C. 7501-7507) and 2 CFR 200.500 subpart F Audit Requirements, which require an annual fiscal audit to determine that costs incurred by the State are allocable, allowable, and eligible for reimbursement by ONRR. A periodic management review to determine that activities performed by the State under this Agreement meet the standards established by the DOI and the provisions of 30 U.S.C. 1735 may be performed by the DOI. The State will provide the FAO with one copy of the audit report issued as a result of the audit conducted in accordance with the Single Audit Act of 1984.

7.5. Key Personnel

A. The State will notify the FAO of changes in Key Personnel (Attachment I) by written request (includes electronic mail).

B. Changes made to Key Personnel, as listed in Attachment I, will be confirmed by the FAO in a letter/email and incorporated into the Agreement by an Amendment.

7.6. Resolving Disputes

ONRR commits itself to working with the State in a harmonious manner to achieve the objectives of the project successfully. Disagreements between ONRR and the State over the interpretation of provisions or terms in this Agreement shall be resolved according to the procedures below.

A. ONRR shall attempt first to resolve disagreements with the State through informal discussion among the FAO, FAOR, and the State's PI.

B. If the disagreement is not resolved informally, the FAO, FAOR, and the PI shall document the nature of the disagreement and bring it to the attention of the Chief, Division 4, DOI Interior Business Center (IBC) Acquisitions Services Directorate, Lakewood, Colorado. The final agency action for DOI will be made by the Chief, Division 4, DOI IBC Acquisitions Services Directorate.

7.7 Proprietary Information

The State agrees to adhere to the standards in Section 203 of FOGPMA for all work under this Agreement.

7.8 Agreement Reviews

ONRR, or its duly authorized agents, will conduct reviews of State compliance with the terms and conditions of this Agreement. ONRR shall notify the State 30 days in advance of the review, which shall take place during normal business hours. The State agrees to cooperate with ONRR or its agents in the performance of these reviews.

7.9 Security Requirements: Facility Access and Information Technology

A. All State employees (Employees) must have an "Enter on Duty" (EOD) approval issued by the Interior Business Center (IBC) Personnel Security Branch (PSB) before they begin performing work. The State must ensure that all employees requesting an EOD are citizens of the United States of America, or an alien who has been lawfully admitted for permanent residence or employment (indicated by immigration status) as evidenced by Department of Homeland Security documentation and the employee must have resided in the United States for a minimum of 3 years. The PI is responsible for ensuring that the employee requesting an EOD submits their information in a timely and organized manner to the FAOR and IBC PSB. The EOD may be issued in advance of a completed Background Investigation and may be rescinded by the PSB at any time.

B. Sponsoring Official - The FAOR will serve as the sponsoring official for employees when processing EOD and background investigation requests. The FAOR will initiate EOD approval with the PSB prior to the employees beginning work on the Agreement. The FAOR will inform the State when the EOD approval notification has been received from the PSB.

C. Starting Work - Employees with an approved EOD may begin performing unsupervised work on ONRR Agreements. To remain on the Agreement, Employees will need a completed favorable background investigation.

D. Rescission of EOD - The PSB may rescind the EOD at any time with proper cause. This may occur as the result of additional information obtained by the PSB or the final results of the background investigation.

E. Background Investigation - Employees who will have unsupervised access to ONRR facilities, access to the Department of the Interior (DOI) information technology (IT) systems, or will develop custom applications, must have a favorably adjudicated background investigation from the U.S. Office of Personnel Management (OPM). Existing clearances at the same or higher level are acceptable upon the PSB's

review and approval. If the Employee does not already have a complete investigation, they must apply for one. The Employee may begin work with an EOD but must receive a favorable background investigation to continue working on the Agreement. The background investigation includes obtaining fingerprints for an FBI criminal history check and for a credit report. Once the investigation has been scheduled by OPM, the PSB will receive advance reports. If those reports are favorable, the PSB will issue the EOD. The type of background investigation required is based on the risk/sensitivity level designation. Citizenship requirements and guidance for determining the appropriate type of background investigation required for the designated risk/sensitivity level are contained in DOI Departmental Manual (DM) Part 441. The DM is available on the Internet at <https://search.usa.gov/search?query=Background+Investigation&op=Search&affiliate=doi.gov>

F. Electronic Questionnaire for Investigations Processing (e-QIP) The State uses the e-QIP for all background investigations or reinvestigations. To initiate an investigation, the State, in collaboration with the FAOR, will complete a "Request for e-QIP Initiation". This request form is available through the FAOR.

G. Generally, each Employee is required to complete the following forms:

- (1) e-QIP application (on-line)
- (2) Fair Credit Release
- (3) OF-306

The PSB shall determine if individuals meet the required background investigation standards and citizenship requirements, and then make a suitability determination. Minimum standards used in suitability determinations are contained in the DOI Departmental Manual Part 441. ONRR will pay for any background investigations required for Employees as well as the PIV cards, and the fingerprints.

H. Reinvestigation - Employees occupying high risk public trust positions must be reinvestigated every 5 years. A reinvestigation may be initiated prior to the normal periodic reinvestigation schedule when an Employee's continued ability to meet the minimum background investigation standards is in question. The PSB shall review the records and documentation and make the suitability determination.

I. Disputes - In the event of a disagreement between the State and the Government concerning the suitability of a particular Employee to perform work under this Agreement, the Government has the right of final determination. Determinations under this requirement are subject to the "Disputes" provisions listed in the Section 7.6 of the Agreement's terms and conditions. Failure of the State to comply with the requirements of this clause could constitute grounds for termination of the Agreement.

J. Physical Security Requirements - Identification Badge/Building Access Cards.

(1) Employees must have a DOI-issued photo identification badge before being given unsupervised access to an ONRR facility. The FAOR shall make the arrangements for issuing the badge and initiate the Personal Identification Verification (PIV) credentialing. The badges will be made by the Government utilizing supplies, materials

and equipment provided by the Government. The Personnel Security Branch (PSB) and State shall maintain a listing of all Employees who received a badge, the DOI Serial Number (SN), the date the badge was issued, and the date the badge expires. If the Employee's badge expires before the Agreement is completed, the State is responsible for ensuring that the Employee obtains a new badge. At least one month prior to the badge's expiration, the PSB (or designated individual) shall notify the State that the badge must be reissued. The PSB (or designated individual) and the State shall update its listing to reflect the new DOI SN, issue date, and expiration date.

(2) To gain unsupervised access to ONRR facilities, Employees must present their badge for examination by the security guard, as required. Employees must keep their badge visually displayed at all times while in the facility. Refusal or repeated neglect to display the badge may result in limiting Employee's access to ONRR facilities or revoking of authorized access.

(3) When an Employee is no longer working under this award, the State is responsible for returning all identification badges, access cards, keys, and other Government property issued to that employee. The State shall coordinate all returns with the FAOR. The FAOR is responsible for ensuring the State complies with these requirements. However, failure by the State to comply with these requirements may result in the State's liability for all costs associated with correcting any resultant breach in building security.

K. Information Technology Security Requirements.

(1) Training – If Employees require access to any DOI/IT systems, the State shall ensure its Employees complete all ONRR/DOI required IT security training. The Employees shall complete this training before being granted access to ONRR/DOI data or being issued a user account. The current training requirements are: (i) annual end-user IT Security Awareness, (ii) annual IT Resources Rules of Behavior, and (iii) annual Role-Based Security training for IT professionals (when applicable). The State shall comply with all ONRR/DOI IT security training requirements in effect during Agreement performance. The FAOR will notify the State of all ONRR mandatory IT training. Failure to meet this training requirement may result in removal of the Employee from the ONRR Agreement.

(2) Access to State's Facilities - The State shall afford ONRR and the Department of the Interior Office of Inspector General access to the State's facilities, installations, operations, documentation, databases, and personnel used in performance of the Agreement. Access shall be provided to the extent required to carry out a program of IT inspection, investigation, and audit that will safeguard against threats and hazards to the integrity, availability, and confidentiality of ONRR data or to the function of computer systems operated on behalf of ONRR, and to preserve evidence of computer crime. If the State questions the Government employee's right to access its facilities, it should contact the FAO for resolution.

(3) Incident Reporting - The State shall immediately report computer security incidents affecting ONRR data and systems in accordance with the ONRR Computer Incident Response Guide. The State shall request copies of the ONRR Computer Incident Response Guide by contacting the FAOR.

L. Personnel Changes - The State shall immediately notify the FAOR when an Employee working on an ONRR/DOI system is reassigned or leaves the State’s employment. Once the State notifies the AOR that an Employee is leaving the Agreement, the FAOR will then initiate the exit clearance process via electronic mail.

M. Personnel Removal, Government Request - The Government retains the right to direct the State to remove any Employee under this Agreement, regardless of prior clearance or background investigation adjudication status, whose actions, while assigned to this Agreement, clearly conflict with the security interests of the Government. The justification for the Government’s direction to remove State personnel will be documented and provided to the State by the FAO.

7.10 Property Management

A. Procedures prescribed in 2 CFR 200 Subpart D Post Federal Award Requirements, Property Standards, shall be applied to all property. The State will take title of all property acquired under this Agreement. An **inventory list of property** in use under this Agreement must be submitted annually with the budget proposal and must include the following:

Description	Make	Model	Serial No.	Purchase Date	Purchase Price	% Federal Participation	Location of Property	Disposition
For Example:								
Computer	Dell	12X5G	123123	6/01/10	\$1500	100	Office	

B. Property Disposal Steps: The PI must send a letter (electronic mail is acceptable) to the FAOR requesting approval for property disposal. The letter must include the items listed above including information on condition, estimated fair market value and disposition. For equipment that has a memory card or other data retention capability, the data must be cleared (removed) prior to disposal. The letter must certify that the equipment items were “cleared of all data” naming the type of software used. The statement must also include that the equipment will be disposed of in an environmentally safe manner. Contact the FAOR if guidance is needed regarding clearing memory or if disposal is needed.

7.11 Information Technology Security

State and Tribal Royalty Audit Committee (STRAC) stakeholders are responsible for ensuring the protection of data accessed, processed, downloaded, and consumed from the ONRR Minerals Revenue Management Support System (MRMSS). STRAC **stakeholders are responsible for ensuring controls identified in the following areas are addressed:**

- Access Control
- Security Awareness & Training

- Configuration Management
- Incident Response
- Media Protection
- Information System Planning
- Personnel Security
- Risk Assessment
- Secure Communications Protection
- System & Information Integrity
- Security Assessment & Authorization

Additionally, **an annual attestation is required** acknowledging and validating that the above controls are in place, operating as intended, and are monitored for effectiveness. ONRR will review each participating State and Indian Tribal program periodically to determine compliance to these requirements.

Please see Protecting Federal Information and Data - IT Security Requirements for State and Tribal Royalty Audit Committee (STRAC) Cooperative Agreements, [NIST 800-53 Recommended Security Controls for Federal Information Systems and Organizations](#), and [NIST 800-171 Requirements for Protecting Controlled Unclassified Information \(CUI\) in Non-Federal Information Systems](#) for additional information.

States and Tribes must be in compliance with:
[NIST 800-53 Recommended Security Controls for Federal Information Systems and Organizations](#).

[NIST 800-171 Requirements for Protecting CUI in Non-Federal Information Systems](#).

PART 8

Other Award Terms and Conditions

Acceptance of a Federal Financial Assistance award from the Department of the Interior (DOI) carries with it the responsibility to be aware of and comply with the terms and conditions of award. Acceptance is defined as the start of work, drawing down funds, or accepting the award via electronic means. Awards are based on the application submitted to, and as approved by DOI, and are subject to the terms and conditions incorporated either directly or by reference in the following order of precedence:

- Program legislation/regulation.
- Special Terms and Conditions.
- Code of Federal Regulations (CFR)/ Regulatory Requirements, as applicable:

[2 CFR Part 200](#) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

[2 CFR Part 25](#) Central Contractor Registration and Data Universal Numbering System

[2 CFR Part 170](#) Reporting Subawards and Executive Compensation

[2 CFR Part 175](#) Trafficking Victims Protection Act of 2000

[2 CFR Part 1400](#) Government Debarment and Suspension (Non-procurement)

[30 CFR Part 1227](#) Delegation to States (applies to States only)

[30 CFR Part 1228](#) Cooperative Agreements with States and Indian Tribes (applies to Tribes only)

[43 CFR Part 17](#) Subpart A: Nondiscrimination on the Basis of Race, Color, or National Origin

[43 CFR Part 17](#) Subpart B: Nondiscrimination on the Basis of Handicap

[43 CFR Part 17](#) Subpart C: Nondiscrimination on the Basis of Age

[43 CFR Part 18](#) New Restrictions on Lobbying

[43 CFR Part 43](#) Government-wide Requirements for a Drug-Free Workplace

AWARD TERM #1

Prohibition on Providing Funds to the Enemy

1) The recipient must—

(a) Exercise due diligence to ensure that none of the funds, including supplies and services, received under this grant or cooperative agreement are provided directly or indirectly (including through subawards or contracts) to a person or entity who is actively opposing the United States or coalition forces involved in a contingency operation in which members of the Armed Forces are actively engaged in hostilities, which must be completed through [2 CFR §180.300](#) prior to issuing a subaward or contract and;

(b) Terminate or void in whole or in part any subaward or contract with a person or entity listed in SAM.gov system as a prohibited or restricted source pursuant to subtitle E of Title VIII of the National Defense Authorization Act (NDAA) for FY 2015, unless the Federal awarding agency provides written approval to continue the subaward or contract.

2) The recipient may include the substance of this clause, including paragraph (a) of this clause, in subawards under this grant or cooperative agreement that have an estimated value over \$500,000 and will be performed outside the United States, including its outlying areas.

3) The Federal awarding agency has the authority to terminate or void this grant or cooperative agreement, in whole or in part, if the Federal awarding agency becomes aware that the recipient failed to exercise due diligence as required by paragraph (a) of this clause or if the Federal

awarding agency becomes aware that any funds received under this grant or cooperative agreement have been provided directly or indirectly to a person or entity who is actively opposing coalition forces involved in a contingency operation in which members of the Armed Forces are actively engaged in hostilities.

AWARD TERM #2

Additional Access to Recipient Records

- 1) In addition to any other existing examinations-of-records authority, the Federal Government is authorized to examine any records of the recipient and its subawards or contracts to the extent necessary to ensure that funds, including supplies and services, available under this grant or cooperative agreement are not provided, directly or indirectly, to a person or entity that is actively opposing the United States or coalition forces involved in a contingency operation in which members of the Armed Forces are actively engaged in hostilities, except for awards awarded by the Department of Defense on or before Dec 19, 2017 that will be performed in the United States Central Command (USCENTCOM) theater of operations.
- 2) The substance of this clause, including this paragraph (b) is required to be included in subawards or contracts under this grant or cooperative agreement that have an estimated value over \$50,000 and will be performed outside the United States, including its outlying areas.

AWARD TERM #3

Prohibition on certain telecommunication and video surveillance services or equipment

Federal award recipients are prohibited from using government funds to enter contracts (or extend or renew contracts) with entities that use covered telecommunications equipment or services as described in section 889 of the 2019 National Defense Authorization Act. This prohibition applies even if the contract is not intended to procure or obtain, any equipment, system, or service that uses covered telecommunications equipment or services.

AWARD TERM #4

Acceptance and Amendment of Cooperative Agreement:

- 1) The only method by which this Cooperative Agreement can be amended is by a formal, written amendment signed by the Financial Assistance Officer (FAO). No other communications, whether oral or in writing, are valid.
- 2) The Recipient is not required to counter-sign the Cooperative Agreement document; however, the Recipient agrees to the conditions specified in the Cooperative Agreement Continuation Pages and the Articles herein unless notice of disagreement is furnished to the Agreements Officer within 15 calendar days after the date of the Financial Assistance Officer's signature.
- 3) In case of disagreement, the Recipient shall not assess the Cooperative Agreement of any costs of the work performed unless and until such disagreement(s) is/are resolved.

AWARD TERM #5

Conflict of Interest

- 1) Non-Federal entities, including applicants for financial assistance awards, must disclose in writing any conflict of interest to the Acquisition Services Directorate AQR awarding agency or pass-through entity in accordance with [2 CFR 200.112](#).
- 2) Recipients must establish internal controls that include, at a minimum, procedures to identify, disclose, and mitigate or eliminate identified conflicts of interest. The recipient is responsible for notifying the Financial Assistance Officer in writing of any conflicts of interest that may arise during the life of the award, including those that have been reported by subrecipients.
- 3) **Restrictions on lobbying.** Non-Federal entities are strictly prohibited from using funds under a grant or cooperative agreement for lobbying activities and must provide the required certifications and disclosures pursuant to [43 CFR part 18](#) and [31 U.S.C. 1352 \(within 3.800 subpart\)](#).
- 4) **Review procedures.** The Financial Assistance Officer will examine each conflict-of-interest disclosure on the basis of its particular facts and the nature of the proposed grant or cooperative agreement and will determine whether a significant potential conflict exists and, if it does, develop an appropriate means for resolving it.
- 5) **Enforcement.** Failure to resolve conflicts of interest in a manner that satisfies the government may be cause for termination of the award. Failure to make required disclosures may result in any of the remedies described in [2 CFR 200.338](#), Remedies for noncompliance, including suspension or debarment (see also [2 CFR part 180](#))

Attachment 1

Key Personnel

Name of Individual

Title/Position

Phone/E-Mail

Ronald L. Storey

Principal Investigator

505.604.8595
Ronald.Storey@tax.nm.gov

WORKPLAN

Fiscal Year 2024-2025 Workplan

Project Number	Original or Amended FYE	OMB/Pass #	Target Company	Payroll Amt.	Company Location for Field Work Purposes	Compliance Type	Work Status	Product	Audit Period	Estimated Start Date	Estimated Complete Date	Budget Hours (hrs.)	Sample Frequency (Number)	Reason why Selected	Comments	Team Lead	Minister	Rank
1464	2019	15-00766	Champion Rentals Co. - Lubbock Co	77,994	Desk Audit	01-Company Audit	Carry Over	Oil & Gas	1/1/2017-12/31/2018	Jun-19	TBD	46	TBD	> 5 Years OR un-audited co.		Michelle	40	
1471	2020	15-01241	Meridian Oil Co	28170	Field, TX - Field Audit	01-Company Audit	Carry Over	Oil & Gas	1/1/2017-12/31/2018	Jan-20	TBD	200	TBD	> 5 Years OR un-audited co.		Michelle	200	
1474	2020	20-02056	Legacy Renewers Operating	28800	Desk Audit	01-Company Audit	Carry Over	Oil & Gas	1/1/2015-12/31/2017	Apr-20	TBD	40	TBD	> 5 Years OR un-audited co.		Randy	40	
1475	2020	15-00195	Learning Resources	72518	Denver, CO - Field Audit	01-Company Audit	Carry Over	Oil & Gas	1/1/2017-12/31/2018	Jul-19	TBD	360	TBD	> 5 Years OR un-audited co.		Michelle	360	
1464	2020	21-00005	Chabrim Energy Operating	21624	FL, Worth, TX	01-Company Audit	Carry Over	Oil & Gas	1/1/2017-12/31/2018	Feb-21	TBD	35	TBD	> 5 Years OR un-audited co.		Randy	35	
1491	2021	OMT Light Case # 10111194	Wind Large Corporation	76916	Desk Audit	01-Company Audit	Carry Over	Coalbed Methane	01/01/2016-12/31/2018	Nov-21	TBD	50	NM 86370 NM 86202 082473129-0 029-0041202-0	> 5 Years OR un-audited co.		Michelle	50	
1492	2021	OMT Light Case # 10111195	Halsara Petroleum Company LLC	27905	Desk Audit	01-Company Audit	Carry Over	Oil & Gas	01/01/2016-12/31/2018	Oct-21	TBD	50	754-000383-0 029-255239-0 071-070911-0 023-562291-0	> 5 Years OR un-audited co.		Michelle	50	
1493	2021	OMT Light Case # 10111203	RFA Oil Producers	14540	Desk Audit	01-Company Audit	Carry Over	Oil & Gas	01/01/2016-12/31/2018	May-22	TBD	75	NM 137181 NM 139195 028-01483-0 030-097153-0 030-015091-0 029-160773-0	> 5 Years OR un-audited co.		Michelle	75	
1500	2021	24-00004	Edison Resolution Gas	41755	T/A	N/A	Carry Over	T/A	N/A	N/A	TBD	5	N/A	T/A		Michelle	75	
1503	2021	24-00136	Edison Resolution Gas	25393	T/A	N/A	Carry Over	T/A	N/A	N/A	TBD	5	N/A	T/A		Michelle	5	
1512	2022	TBD	Musking Energy Resources	10380	Desk Audit	01-Company Audit	Carry Over	Gas	2018-2019	1/1/2022	2022/2023	10	067-00145-0 067-00653-0 NM 86728 NM 86728	> 5 Years OR un-audited co.		Randy	10	
1014	2022	OMT Light Case # 10114156	Frigo Hunter Petroleum Operating LLC	11008	Desk Audit	01-Company Audit	Carry Over	Gas	2018-2020	Dec-21	2022/2023	40	NM 110248 030-014765-A	> 5 Years OR un-audited co.		Randy	40	
1516	2022	1011401	LOGOS OPERATING, LLC	43709	Farmington, NM	01-Company Audit	Carry Over	Oil, Gas	2017-2018	8/16/2022	2022/2023	350	NM 138487 892-000870-C 030-011638-0 067-076358-0	Closing and re-opening current audit		Michelle	350	
1518	2022	1011547b	Halsar-Francis Oil Company	33010	Desk Audit	01-Company Audit	Carry Over	Oil, Gas	2017-2018	4/11/2022	2022/2023	75	091-001056-0 030-011978-0 091-011585-0	> 5 Years OR un-audited co., unusual PC 2 reporting		Michelle	75	
1519	2023	10124709	Sunoco Partners M&T LP	30555	Desk Audit	01-Company Audit	Carry Over	Oil	2017-2019	7/14/2022	2022/2023	75	071-008355-0 071-0431871-0 091-011585-0	> 5 Years OR un-audited co.		Michelle	75	
1500	2022	10124704	Amesbury Energy Loan	11417	Desk Audit	01-Company Audit	Carry Over	Oil, Gas	2018-2020	7/14/2022	2022/2023	100	030-118119-0 050-118943-0 030-118943-0	> 5 Years OR un-audited co.		Michelle	100	
1521	2022	10124242	Coen Agrib. Co. Inc.	51664	Desk Audit	01-Company Audit	Carry Over	Oil, Gas	2018-2020	1/31/2024	2022/2023	350	030-118119-0 050-118943-0 030-118943-0	New Reporter, un-audited company		Michelle	350	
1522	2022	10124785	Amesbury Operating LLC	27841	Desk Audit	01-Company Audit	Carry Over	Oil, Gas	2018-2020	7/14/2022	2022/2023	250	NM 138398 NM 140465	New Reporter, un-audited company		Michelle	250	
1523	2022	10124243	S&W Energy Partners LLC	164102	Desk Audit	01-Company Audit	Carry Over	Oil, Gas	2018-2020	7/14/2022	2022/2023	75	030-014765-A 030-014765-A	New Reporter, un-audited company		Michelle	75	
1524	2022	10124736	Newco Oil & Gas Northern Delaware	70009	Desk Audit	01-Company Audit	Carry Over	Oil, Gas	2019-2020	10/4/2022	2022/2023	75	NM 140399 NM 141879	New Reporter, un-audited company		Michelle	75	
1526	2022	10114444	LH Operating LLC (CR)	91307	CR	Compliance Review	Carry Over	Oil, Gas	2019-2020	3/22/2022	2022/2023	50	NM 120184 071-022425-B	New Reporter, un-audited company		Michelle	50	
1527	2023	10122436	Whiting Oil and Gas Construction	33140	Desk Audit	01-Company Audit	Carry Over	Gas	2019-2020	1/14/2022	2022/2023	70	NM 120184 071-022425-B	> 5 years		Randy	70	
1528	2023	10122184	Stargy Operating LLC	50238	Desk Audit	01-Company Audit	Carry Over	Gas	2019-2020	1/12/2023	2022/2023	300	030-000166-0 030-001090-0 082-079333-0 091-009386-0 NM117367	un-audited company		Randy	300	
1529	2023	10122284	R & B Rayco (TF)	33545	CR	Compliance Review	Carry Over	Gas	2018-2020	9/13/2023	2022/2023	150	NM 139328 029-000245-0	un-audited company		Randy	150	
1031	2023	10121196	188 Oil & Gas, INC	45671	Desk Audit	01-Company Audit	Carry Over	Gas	2018-2020	1/15/2023	2022/2023	200	082-079333-0 091-009386-0	un-audited company		Randy	200	
1532	2023	10121197	Alto Energy LLC	48142	Desk Audit	01-Company Audit	Carry Over	Gas	2019-2020	2/12/2024	2022/2023	300	030-118943-0 030-009562-A 030-009562-A	un-audited company		Randy	300	
1533	2023	10122198	Rever Operating LLC	43512	Desk Audit	01-Company Audit	Carry Over	Gas	2019-2020	2/12/2024	2022/2023	300	071-007846-A 071-007846-A 071-007846-A	un-audited company		Randy	300	
1536	2023	10122200	Marmoth Exploration LLC	71894	Desk Audit	01-Company Audit	Carry Over	Gas	2019-2020	2/12/2024	2022/2023	300	030-001570-0 030-001570-0 030-001570-0	un-audited company		Randy	300	
1537	2023	10122201	Western Minerals & Oil LLC	71040	Desk Audit	01-Company Audit	Carry Over	Gas	2019-2020	1/15/2023	2022/2023	75	030-001570-0 030-001570-0	> 5 years		Randy	75	
1538	2023	10122202	Fair Oil Co	23260	Desk Audit	01-Company Audit	Carry Over	Oil, Gas	2019-2020	1/15/2023	2022/2023	75	030-001570-0 030-001570-0	> 5 years		Randy	75	
1540	2023	10122204	Parabell Petroleum LLC	79348	Desk Audit	01-Company Audit	Carry Over	Gas	2018-2019	3/2/2023	2022/2023	200	NM 120258 030-0078751-0	un-audited company		Randy	200	

Staff Hours Available to be used for FY25 WP						
70.00%	1456	728	18228		20384	

* PI hours are not part of available employee hours

* The FY25 worksheet has been developed utilizing input from experienced staff members and supervisors. Previous experience in developing staff worksheets was relied upon to determine appropriate available annual employee hours.

Department of the Interior
Financial Assistance Award General Terms and Conditions
Effective June 1, 2023

I. ADMINISTRATIVE REQUIREMENTS

A. Acceptance of Terms and Conditions of Award

1. Recipients and subrecipients of the Department of the Interior (DOI) financial assistance (i.e., grant and cooperative agreement) awards (awards) must comply with the applicable terms and conditions incorporated into their Notice of Funding Opportunity or Notice of Award. These terms and conditions are in addition to the assurances and certifications made as part of the award application process through submission of the Standard Forms SF-424B Assurances for Non-Construction Programs and SF-424D Assurances for Construction Programs (see <https://www.grants.gov/forms/sf-424-family.html>), or through acceptance of certifications and representations in the System for Award Management (SAM.gov).
2. Acceptance of a financial assistance award from the DOI carries with it the responsibility to be aware of and comply with all terms and conditions applicable to the award. Acceptance of a Federal financial assistance award from the DOI means starting work, drawing down or requesting funds, or accepting the award via electronic means. Upon accepting the award, the recipient must comply with all terms and conditions imposed upon the award by the DOI and the recipient understands that acceptance of funds from the DOI constitutes a consent to fulfill and comply with all terms and conditions.

B. Recipient Responsibilities Regarding Subrecipients and Subcontractors

Recipients passing Federal funds through to subrecipients and contractors are responsible for ensuring their subrecipients and contractors are aware of and comply with applicable award statutes, regulations, and agency requirements. Recipients must review their official award document for additional administrative and programmatic requirements. Recipient and subrecipient failure to comply with the general terms and conditions outlined below and those directly reflected on the official financial assistance award document can result in the DOI taking one or more of “Remedies for Noncompliance” described in [Title 2 Code of Federal Regulations \(CFR\) Section 200.339 through Section 200.343](#).

C. No-Cost Extension Requests

A no-cost extension request, if granted, allows a recipient additional time to complete the overall goals and performance objectives of the award.

If the recipient determines additional time is required to complete the project's original scope with the funds already made available, an authorized official of the recipient entity may submit a request in writing to the awarding officer to extend the award if the awarding agency has not waived the prior approval provision set forth in [§200.308 Revision of Budget and Program Plans. \(e\)\(2\)](#). Extension requests must be made at least ten (10) calendar days before the

original period of the performance end date explaining the reason for the request. Extensions are not automatic and must not be requested merely to use unobligated balances. The awarding official will inform the recipient in writing whether an extension request has been granted.

D. Payments

1. For domestic financial assistance awards. Payment will be made by electronic drawdown reimbursement through the [Department of the Treasury, Automated Standard Application for Payment \(ASAP\) System](#), unless there is an approved waiver in place. Drawdowns to a recipient must be limited to the minimum amounts needed and will be timed to be in accordance with the actual, immediate cash requirements of the recipient in carrying out the purposes of the approved program or project. The timing and amount of cash advances must be as close as is administratively feasible to the actual disbursements by the recipient for direct program or project costs and the proportionate share of any allowable indirect costs.
2. For foreign financial assistance awards. The preferred method of payment is with a United States based (US-based) financial institution. For foreign assistance awards where no such US-based banking relationship exists, payments may be made using the standard method established by the Department of the Treasury for International Treasury Services (ITS).

E. Department of the Interior Agency Regulations for Grants and Cooperative Agreements

Recipients are required to follow the applicable provisions of [Title 2 CFR, Subtitle B, Chapter XIV, Parts 1400-1499](#), the “Financial Assistance Interior Regulations.”

F. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

Recipients are required to follow the applicable provisions of the “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” (‘Uniform Guidance’) located at [Title 2 CFR Part 200](#).

G. Institutions of Higher Education (IHE), State and Local Governments, Tribal Governments, and Non-Profit Organizations

In addition to Subparts A-F of the Uniform Guidance, IHEs, State and local government, tribal, and non-profit recipients are required to follow applicable Uniform Guidance (2 CFR Part 200) provisions, including:

[Special Consideration for States, Local Governments, and Indian Tribes](#)

§200.416, Cost allocation plans and indirect cost proposals

§200.417, Interagency service

[Special Consideration for Institutions of Higher Education](#)

§200.418, Costs incurred by states and local governments

§200.419, Cost accounting standards and disclosure statement

[2 CFR Subpart F, Audit Requirements](#)

[Appendix III](#) - Indirect (F&A) Costs Identification and Assignment, and Rate Determination for Institutions of Higher Education (IHE)

[Appendix IV](#) - Indirect (F&A) Costs Identification and Assignment, and Rate Determination for Nonprofit Organizations

[Appendix V](#) - State/Local Government and Indian Tribe Wide Central Service Cost Allocation Plans

[Appendix VI](#) - Public Assistance Cost Allocation Plans

[Appendix VII](#) - States and Local Government and Indian Tribe Indirect Cost Proposals

[Appendix VIII](#) - Nonprofit Organizations Exempted from Subpart E of Part 200

H. [Foreign Entities](#)

1. [Foreign public entities](#) are also subject to the requirements specific to States, with the following exceptions in the Uniform Guidance:
 - a. The State payment procedures in Section 200.305(a) do not apply. Foreign public entities must follow the payment procedures in Section 200.305(b).
 - b. The requirements in Section 200.321, Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms, do not apply.
 - c. The requirements in Section 200.322, Procurement of recovered materials, do not apply.
2. [Foreign non-profit organizations](#) are subject to the requirements specific to non-profit organizations.
3. [Foreign Institutions of Higher Education \(IHE\)](#). Institutions located outside the United States that meet the definition in [20 United States Code \(U.S.C.\) Part 1001](#) are also subject to the requirements specific to IHEs.
4. [Foreign for-profit entities](#) are subject to the cost principles in [48 CFR 1, Subpart 31.2](#).

5. All other foreign entities are subject to the requirements applicable to non-Federal entities in [2 CFR Part 200, Subpart E](#).
6. For-Profit Entities, Individuals, and Others. For-profit entities, individual and other not covered by provisions set forth in previous sections must follow applicability standards set forth in Section [2 CFR 200.101\(b\) \(2\), Table 1](#).

I. Remedies for Non-Compliance

A recipient or subrecipient's failure to comply with the terms and conditions outlined herein and those reflected on the official financial assistance award document can result in the DOI taking one or more of the "Remedies for Noncompliance" described in the Uniform Guidance at [Sections 200.339 through 200.343](#).

II. NATIONAL POLICY REQUIREMENTS

The following statutory, regulatory, and national policy requirements apply to individuals and non-Federal entities, including foreign public entities and foreign organizations, receiving, or performing under Federal awards, unless otherwise described in this section.

A. [2 CFR Part 200, §200.112, Conflict of Interest](#)

The recipient must disclose in writing any potential conflict of interest to the Federal awarding agency or pass-through entity in accordance with 2 CFR Part 1402, Financial Assistance Interior Regulation, [Section 1402.112 What are the conflict of interest policies?](#)

B. [43 U.S.C. Chapter 46, Geospatial Data, §2801–2811](#)

Recipient collection of geospatial data under a DOI-funded award requires a due diligence search at the GeoPlatform.gov list of datasets to discover whether the needed geospatial-related data, products, or services already exist. If the required data set already exists, the recipient must use it. If the required data is not already available, the recipient must produce the proposed geospatial data, products, or services in compliance with applicable proposed guidance and standards established by the Federal Geospatial Data Committee (FGDC) posted at www.fgdc.gov. Recipients must submit a digital copy of all GIS data produced or collected as part of the award funds to the DOI bureau or office via email or data transfer. All GIS data files shall be in open format. All delineated GIS data (points, lines, or polygons) should be established in compliance with the approved open data standards with complete feature level metadata.

C. [2 CFR Section 1402.315, What are the requirements for availability of data?](#)

1. All data, methodology, factual inputs, models, analyses, technical information, reports, conclusions, valuation products or other scientific assessments in any medium or form, including textual, numerical, graphic, cartographic, narrative, or audiovisual, resulting from a financial assistance agreement is available for use by the Department of the

Interior, including being available in a manner that is sufficient for independent verification.

2. The Federal Government has the right to:
 - a. Obtain, reproduce, publish, or otherwise use the data, methodology, factual inputs, models, analyses, technical information, reports, conclusions, or other scientific assessments, produced under a Federal award; and
 - b. Authorize others to receive, reproduce, publish, or otherwise use such data, methodology, factual inputs, models, analyses, technical information, reports, conclusions, or other scientific assessments, for Federal purposes, including to allow for meaningful third-party evaluation.

D. 2 CFR Part 170, Reporting Subawards and Executive Compensation.

1. Reporting of First Tier Subawards.
 - a. Applicability. Unless the recipient is exempt of this award term, the recipient must report each action that equals or exceeds \$30,000 in Federal funds for a subaward to a non-Federal entity or Federal agency (see definitions in paragraph e. of this award term).
 - b. Where and when to report.
 - i. The non-Federal entity or Federal agency must report each obligating action described in paragraph a.1. of this award term to <http://www.fsrs.gov>.
 - ii. For subaward information, reports should be submitted no later than the end of the second month after the initial award date.
 - c. What to report. The recipient must report the information about each obligating action that the submission instructions posted at <http://www.fsrs.gov> specify.
2. Reporting total compensation of recipient executives for non-Federal entities.
 - a. Applicability and what to report. The recipient must report total compensation for each of the recipient's five most highly compensated executives for the preceding completed fiscal year, if:
 - i. The total Federal funding authorized to date under this Federal award equals or exceeds \$30,000 as defined in [2 CFR 170.320](#);

- ii. In the preceding fiscal year, the recipient received:
 - (a) 80 percent or more of the recipient's annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at [2 CFR 170.320](#) (and subawards);
 - (b) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at [2 CFR 170.320](#) (and subawards); and
 - (c) The public does not have access to information about the compensation of the executives through periodic reports filed under Section 13(a) or 15(d) of the Securities Exchange Act of 1934 ([15 U.S.C. 78m\(a\), 78o\(d\)](#)) or [Section 6104 of the Internal Revenue Code of 1986](#). (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)
- b. Where and when to report. The recipient must report executive total compensation described in paragraph b.1. of this award term:
 - i. As part of the recipient's registration profile at [SAM.gov](#).
 - ii. No later than the end of the second month after the initial award data, and annually thereafter.
- 3. Reporting of Total Compensation of Subrecipient Executives.
 - a. Applicability and what to report. Unless the recipient is exempt as provided in paragraph 4. of this award term, for each first-tier non-Federal entity subrecipient under this award, the recipient shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if in the subrecipient's preceding fiscal year, the subrecipient received:
 - i. 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at [2 CFR 170.320](#) (and subawards);
 - ii. \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and
 - iii. The public does not have access to information about the compensation of the executives through periodic reports filed under Section 13(a) or 15(d) of the Securities Exchange Act of 1934 ([15 U.S.C. 78m\(a\), 78o\(d\)](#)) or [Section 6104 of the Internal Revenue Code of 1986](#). (To determine if the public has access to the

compensation information, see the U.S. Security and Exchange Commission total compensation filings at <https://www.sec.gov/answers/execomp.htm>.)

- b. Where and when to report. The recipient must report subrecipient executive total compensation:
 - i. To the recipient.
 - ii. By the end of the month following the month during which the recipient makes the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (i.e., between October 1 and 31), the recipient must report any required compensation information of the subrecipient by November 30 of that year.
4. Exemptions. If, in the previous tax year, the recipient had gross income, from all sources, under \$300,000, the recipient is exempt from the requirements to report:
 - a. Subawards, and
 - b. The total compensation of the five most highly compensated executives of any subrecipient.
5. Definitions. For the purposes of this award term:
 - a. “Federal Agency” means a Federal agency as defined at 5 U.S.C. 551(1) and further clarified by 5 U.S.C. 552(f).
 - b. “Non-Federal entity” means all the following, as defined in 2 C.F.R. Part 25:
 - i. A Governmental organization, which is a State, local government, or Indian tribe;
 - ii. A foreign public entity;
 - iii. A domestic or foreign nonprofit organization; and
 - iv. A domestic or foreign for-profit organization
 - c. “Executive” means officers, managing partners, or any other employees in management positions.
 - d. “Subaward” means a legal instrument to provide support for the performance of any portion of the substantive project or program for which the recipient received this award and that the recipient awards to an eligible subrecipient.

- i. The term does not include the recipient's procurement of property and services needed to carry out the project or program (for further explanation, see 2 C.F.R. 200.331).
 - ii. A subaward may be provided through any legal agreement, including an agreement that the recipient or a subrecipient considers a contract.
 - e. "Subrecipient" means a non-Federal entity or Federal agency that:
 - i. Receives a subaward from the recipient under this award; and
 - ii. Is accountable to the recipient for the use of the Federal funds provided by the subaward.
 - f. "Total compensation" means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 C.F.R. 229.402(c)(2)).
- E. [43 CFR Part 18, New Restrictions on Lobbying](#). The Authorized Representative's signature on the application submitted to a DOI Bureau or Office certifies to the statements in [43 CFR Part 18, Appendix A-Certification Regarding Lobbying](#). These provisions prohibit the use of Federal funds for lobbying the executive or legislative branches of the Federal government in connection with an award and require disclosure of the use of non-Federal funds for lobbying. Any recipient that requests or receives more than \$100,000 in Federal funding and has made or agrees to make any payment using non-appropriated funds for lobbying in connection with a proposal or award shall submit a completed Form SF-LLL, "Disclosure of Lobbying Activities," regarding the use of non-Federal funds for lobbying. Visit [43 CFR Part 18.110, Certification and Disclosure](#) requirements for more information. This provision does not apply to Tribes, tribal organizations, or Indian organization expenditures specifically permitted under other Federal laws.
- F. [5 U.S.C. Parts 1501-1508 and 7324-7328 \(i.e., Hatch Act\)](#). Recipient agrees to comply, as applicable, with requirements of the Hatch Act, which limits certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.
- G. [41 U.S.C. Part 6306, Prohibition on Members of Congress Making Contracts with Federal Government](#). No member of or delegate to the United States Congress or Resident Commissioner shall be admitted to any share or part of this award, or to any benefit that may arise therefrom; this provision shall not be construed to extend to an award made to a corporation for the public's general benefit.
- H. [43 CFR Part 17 – Nondiscrimination in Federally Assisted Programs of the Department of the Interior](#) prohibit discrimination on the basis of race, color, or national origin in programs or activities receiving Federal financial assistance.

- I. [42 U.S.C. Chapter 126 of The Americans with Disabilities Act of 1990, entitled "Equal Opportunity for Individuals with Disabilities"](#) prohibits discrimination based on disability under programs, activities, and services provided or made available by state and local governments or instrumentalities or agencies thereto, as well as public or private entities that provide public transportation. Further, [42 U.S.C. Chapter 60, Subtitle C Part 60-1.4\(b\)](#) is applicable in full enforcement by reference in these terms and conditions, including the equal opportunity clause and requirements for clauses in contracts for all construction projects receiving Federal financial assistance funding.
- J. [28 CFR Section 35, Non-discrimination on the Basis of Disability in State and Local Government Services](#) implements Subtitle A of Title II of the Americans with Disabilities Act of 1990 ([42 U.S.C. 12131-12134](#)), as amended by the ADA Amendments Act of 2008 ([Pub. L. 110-325](#), 122 Stat. 3553), which prohibits discrimination on the basis of disability by public entities.
- K. [Homeland Security Presidential Directive \(HSPD\) 12](#). The subrecipient or contractor must comply with personal identity verification procedures identified in the subaward or contract that implement Homeland Security Presidential Directive 12 (HSPD-12), Office of Management and Budget (OMB) Guidance M-05-24, as amended, and Federal Information Processing Standards Publication (FIPS PUB) Number 201, as amended, for all employees under a subaward or contract who require routine physical access to a Federally-controlled facility or routine access to a Federally-controlled information system.
- L. [Executive Order No. 13043, Section 1\(c\) and \(d\) \(1997\), Increasing Seat Belt Use in the United States](#) encourages recipients including tribal governments to adopt and enforce on-the-job seat belt policies and programs for their employees when operating company-owned, rented, or personally owned vehicles.
- M. [Executive Order No. 13513, Section 4 \(2009\), Federal Leadership on Reducing Text Messaging While Driving](#). DOI encourages recipients and subrecipients to adopt and enforce policies that ban text messaging while driving company-owned or rented vehicles or a Government Owned Vehicle, or while driving a Personal Owned Vehicle when on official Government business or when performing any work for or on behalf of the Government.
- N. [Executive Order No. 14026 \(2021\), Increasing the Minimum Wage for Federal Contractors](#) Establishes a minimum hourly wage paid by parties that contract with the Federal government of \$15.00. The Order applies to any contract or contract-like instrument, Contract-like instruments are defined in [29 CFR §23.20, Definitions](#).
- O. [35 U.S.C., Title 35, Part II, Chapter 18, Patent Rights in Inventions Made with Federal Assistance](#)). Formerly known as the Patent and Trademark Act Amendments, the Bayh-Dole Act is a federal law enacted in 1980 that enables universities, nonprofit research institutions and small businesses to own, patent and commercialize inventions developed under federally funded research programs within their organizations. The law creates a uniform patent policy among the federal agencies that fund research. The standard patent rights clause is set forth at [37 C.F.R., Chapter IV, Part 401](#) and included as needed at the program and award level.

- (b) It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on the recipient's part; and
 - (c) The requirement in this award term and condition to disclose information about the proceeding does not conflict with applicable laws and regulations.
- 3. Reporting Procedures. Enter in the SAM Entity Management area the information that SAM requires about each proceeding described in paragraph 2 of this award term and condition. The recipient does not need to submit the information a second time under assistance awards received if the recipient already provided the information through SAM because the recipient was required to do so under Federal procurement contracts that the recipient was awarded.
- 4. Reporting Frequency. During any period of time when the recipient is subject to the requirement in paragraph 1 of this award term and condition, the recipient must report proceedings information through SAM for the most recent five-year period, either to report new information about any proceeding(s) that the recipient has not reported previously or affirm that there is no new information to report. Recipients that have Federal contract, grant, and cooperative agreement awards with a cumulative total value greater than \$10,000,000 must disclose semiannually any information about the criminal, civil, and administrative proceedings.
- 5. Definitions. For purposes of this award term and condition:
 - a. "Administrative proceeding" means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability (e.g., Securities and Exchange Commission Administrative proceedings, Civilian Board of Contract Appeals proceedings, and Armed Services Board of Contract Appeals proceedings). This includes proceedings at the Federal and State level but only in connection with performance of a Federal contract or grant. It does not include audits, site visits, corrective plans, or inspection of deliverables.
 - b. "Conviction" for purposes of this award term and condition, means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere.
 - c. "Total value of currently active grants, cooperative agreements, and procurement contracts" includes:
 - i. Only the Federal share of the funding under any Federal award with a recipient cost share or match; and
 - ii. The value of all expected funding increments under a Federal award and options, even if not yet exercised.

IV. FUTURE BUDGET PERIODS

If it is anticipated that the period of performance will include multiple budget periods, funding for the subsequent budget periods that are subject to the availability of funds, program authority, satisfactory performance, and compliance with the terms and conditions of the initial Federal award.

V. TERMINATION PROVISIONS

A. Per [§200.340 Termination](#), the Federal award may be terminated in whole or in part as follows:

1. By the Federal awarding agency or pass-through entity, if the recipient entity fails to comply with the terms and conditions of the award;
2. By the Federal awarding agency or pass-through entity, to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities;
3. By the Federal awarding agency or pass-through entity with the consent of the recipient entity, in which case the two parties must agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated;
4. By the recipient entity upon sending to the Federal awarding agency or pass-through entity written notification setting forth the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated. However, if the Federal awarding agency or passthrough entity determines in the case of partial termination that the reduced or modified portion of the Federal award or subaward will not accomplish the purposes for which the Federal award was made, the Federal awarding agency or pass-through entity may terminate the Federal award in its entirety; or
5. By the Federal awarding agency or pass-through entity pursuant to termination provisions included in the Federal award.

VI. FEDERAL AWARDING AGENCY, PROGRAM SPECIFIC TERMS AND CONDITIONS

- A. The Federal awarding agency must include with each Federal award any terms and conditions necessary to communicate requirements that are in addition to the requirements outlined in these general terms and conditions.
- B. Refer to the terms and conditions of the award issued by the DOI sub-agency providing direct funding for the project for performance goals, indicators, targets, and baseline data. The DOI sub-agency awarding project specific funding will specify in terms and conditions additional to those set forth in this document on how performance will be assessed, including the timing and scope of expected performance ([2 C.F.R §200.202](#) and [§200.301](#)).