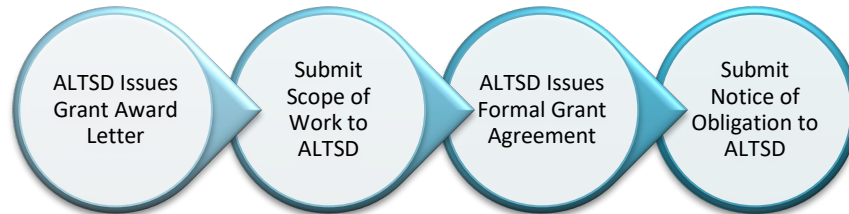




Michelle Lujan Grisham, Governor
Jen Paul Schroer, Cabinet Secretary
Sarah Jacobs, Deputy Secretary
Antoinette Vigil, Deputy Secretary

Guidance for Completing the Project Scope of Work

Once you receive your “Notice of Award” from ALTSD you must then submit a Project Scope of Work to receive your Grant Agreement. Instructions for completing the Scope of Work are below:



1. **Name of Grantee** (The City, County, Village, Town, Tribal (Include Fiscal Agent Name if different than Grantee))
2. **Project Title** (Construction, Renovation, Code Compliance, Meals Equipment, Other Equipment, Vehicle)
3. **Grant Agreement Number** (As indicated on the notice of grant award letter (example A22G2014))
4. **Background Narrative** – Stating how the project came to be, why the project/purchase is needed and describing what the project will accomplish.
5. **Work Plan** – At least one paragraph describing the tasks required to execute the project, including details and specifics about what is to be done, who is going to do it, the proposed completion date, deliverables, and cost.
6. **Budget Detail/Project Cost** – The “State Funds” section of the budget must equal the amount appropriated by the legislature for the capital project. Include and describe “other funds” available to the project.
 - a. Art in Public Places (AIPP) is applicable to new construction or major renovation projects exceeding \$100,000. One percent (1%) must be set aside for the acquisition of art for the facility¹
7. **Performance Measures** – Explain specific tasks that will be accomplished and how you will measure that task.
8. **Results Expected** – Explain the benefits to the community being served and the objectives that will be met.
9. **Time Frame/Milestones** – List the activities and tasks to be accomplished in sequential order, in other words – when is purchase being made/delivered, when is construction starting/finishing, and state when major components of the project will be completed.
10. **Responsible Staff** – Include the name of the person who will manage the project (very important) and the name of the fiscal/procurement contact, as well as their mailing addresses, email addresses, and phone numbers.

¹ Art in Public Places Program – In 1986, the Legislature of the State of New Mexico passed, and the Governor signed into law the Art in Public Places Act (§13-4A-1, NMSA 1978, as amended). It is “a policy of the State that a portion of appropriations for capital expenditures be set aside for the acquisition or commissioning of works of art to be used in, upon, or around public buildings.” (§13-4A-2, NMSA 1978). The resulting AIPP is often referred to as the One Percent for Art Program because of the requirement in the law. The primary provision in the AIPP Act is that “all agencies shall allocate. . . one percent or \$200,000, whichever is less, of the amount of money appropriated for new construction or a major renovation exceeding \$100,000 to be expended for the acquisition of art (§13-4A-4). For questions about [AIPP](#), please contact staff in Santa Fe 505-827-6490.

ALTSD is required to ensure the SOW is consistent with the appropriation legislative language. Upon approval, the SOW will be incorporated into the Grant Agreement.

NOTICE: Requests for changes to the scope of work must be submitted and approved by the ALTSD prior incurring any expenditures.

Please contact the ALTSD Capital Projects Bureau (CPB) for additional guidance on the Project Scope of Work.