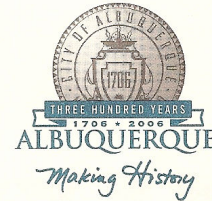


# CITY OF ALBUQUERQUE

Department of Family and Community Services  
Valorie A. Vigil, Director



Martin J. Chávez, Mayor

July 11, 2008

To Whom It May Concern:

This letter is to inform you that the *Administrative Requirements for Contracts Awarded Under the City of Albuquerque* has been updated from the previous version dated December 2005. The updated version, dated June 2008, is attached. Please review the document and sign form APP #12 Certification of Receipt of Administrative Requirements. Please return APP #12 to your program specialist no later than July 31, 2008 to remain in compliance.

P.O. Box 1293

Albuquerque

New Mexico 87103

www.cabq.gov

For your convenience, we have summarized the substantive changes below:

- 2.1.2.d. Active Board. Text was added to clarify 'approved bylaws and nationally' (e.g. Robert's Rules of Order)
- 2.5.4 Documentation of Board Review and Approval of Proposal. Applications for DFCS social services contracts from a private, nonprofit organization must be signed by an **authorized board** official ('authorized board' added for clarification)
- 3.1.5 Equipment and other capital expenditures. Dollar amount changed from \$1000 to \$5000
- 3.1.23.c. Local travel mileage (added)
- 3.2.11 Year-end stockpiling of supplies, material, and equipment (added)
- 5.1.1.i Dollar threshold for checks requiring dual signature changed from \$500 to \$1000
- 5.4.3 Equipment dollar amount changed from \$1000 to \$5000
- 5.4.4.c Property dollar amount changed from \$1000 to \$5000
- 5.6.4 Payment Procedures. (Section updated)
- **Executive Summary** was added to summarize the document and offer initial instructions.

- In addition, the document was reformatted and reorganized for better legibility and comprehension.

The document is also available on the web at [www.cabq.gov/family/publications](http://www.cabq.gov/family/publications). If you would like any of the forms in Microsoft Excel, please contact your program specialist.

Sincerely,



Doug Chaplin, Division Manager  
Community Development Division

Sincerely,



Mary Steil, Division Manager  
Behavioral Health Division