SANTA FE COUNTY
RESOLUTION 2020-73

A RESOLUTION REQUESTING AUTHORIZATION TO MAKE THE BUDGET ADJUSTMENT DETAILED ON THIS FORM

Whereas, the Board of County Commissioners meeting in regular session on _____, did request the following budget adjustment:

Department / Division CMO / Finance

Budget Adjustment Type (drop down) Budget Increase Fiscal Year: 2021 (July 1, 2020 - June 30, 2021)

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	LINE DESCRIPTION	INCREASE AMOUNT	DECREASE AMOUNT
305	0000	372	0900	FEDERAL GRANTS / OTHER	$ 14,306,627.00	
TOTAL					$ 14,306,627.00	$ -

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	LINE DESCRIPTION	INCREASE AMOUNT	DECREASE AMOUNT
305	1863	426	5081	SERVICES / MEDICAL SERVICES	$ 3,000.00	
305	0702	415	5003	SERVICES / PROFESSIONAL SERVICES	$ 111,474.00	
305	0605	443	5003	SERVICES / PROFESSIONAL SERVICES	$ 106,405.00	
305	0000	412	1022	CLASSIFIED EMPLOYEES	$ 600,000.00	
305	0000	412	8099	CAPITAL PKG - INV EXEMPT	$ 36,195.00	
305	0000	412	1022	CLASSIFIED EMPLOYEES	$ 6,865.00	
TOTAL					$ 863,939.00	$ -

Requesting Department Approval: Yvonne Herrera **Title:** Finance Director **Date:** 9/23/2020 **Log # 292**

Budget Adminstrator *Joey Rowe*

Finance Dept Approval: _____ **Date:** 9/23/2020 **Entered by:** _____ **Date** _____

County Mgr Approval: _____ **Date:** 9.30.2020 **Updated by:** _____ **Date:** _____

SFC CLERK RECORDED 10/01/2020

SANTA FE COUNTY
RESOLUTION 2020- 73

BUDGET ADJUSTMENT CONTINUATION SHEET

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	LINE DESCRIPTION	INCREASE AMOUNT	DECREASE AMOUNT
Subtotal from Second Page					$ -	$ -
Total of All Pages					$ 14,306,627.00	$ -

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	LINE DESCRIPTION	INCREASE AMOUNT	DECREASE AMOUNT
305	1863	426	5003	SERVICES / PROFESSIONAL SERVICES	$ 1,162.00	
305	0420	461	5003	SERVICES / PROFESSIONAL SERVICES	$ 82,157.00	
305	0902	417	7404	OTHER ELECTION EXPENSE	$ 17,655.00	
305	1863	426	5081	SERVICES / MEDICAL SERVICES	$ 10,000.00	
305	0420	461	5003	SERVICES / PROFESSIONAL SERVICES	$ 100,000.00	
305	0000	412	6002	SUPPLIES / SAFETY SUPPLIES	$ 150,000.00	
305	0702	415	5003	SERVICES / PROFESSIONAL SERVICES	$ 125,000.00	
305	0605	443	5003	SERVICES / PROFESSIONAL SERVICES	$ 300,000.00	
305	0000	412	1022	CLASSIFIED EMPLOYEES	$ 250,000.00	
305	0000	412	1022	CLASSIFIED EMPLOYEES	$ 600,000.00	
305	0000	412	8099	CAPITAL PKG - INV EXEMPT	$ 95,669.31	
305	0121	412	8095	INVENTORY EXEMPT-COMPUTER	$ 4,330.69	
305	0517	436	8099	CAPITAL PKG - INV EXEMPT	$ 300,000.00	
305	0000	412	1022	CLASSIFIED EMPLOYEES	$ 50,000.00	
305	1860	426	1022	CLASSIFIED EMPLOYEES	$ 25,000.00	
305	0420	461	5003	SERVICES / PROFESSIONAL SERVICES	$ 2,970,000.00	
305	0420	461	5015	SERVICES / SOFTWARE LICENSE/MAINTNCE	$ 30,000.00	
305	0902	417	7404	OTHER ELECTION EXPENSE	$ 35,000.00	
305	1930	471	5090	SERVICES / LOW RENT HOUSING PAYMENTS	$ 1,900,000.00	
305	1930	471	1022	CLASSIFIED EMPLOYEES	$ 40,000.00	
305	1930	471	5003	SERVICES / PROFESSIONAL SERVICES	$ 60,000.00	
Subtotal from Second Page					$ 7,145,974.00	$ -
Total of All Pages					$ 8,009,913.00	$ -

SFC CLERK RECORDED 10/01/2020

SANTA FE COUNTY
RESOLUTION 2020- 73

BUDGET ADJUSTMENT CONTINUATION SHEET

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	LINE DESCRIPTION	INCREASE AMOUNT	DECREASE AMOUNT
Subtotal from Second Page					$ -	$ -
Total of All Pages					$ 14,306,627.00	$ -

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	LINE DESCRIPTION	INCREASE AMOUNT	DECREASE AMOUNT
305	0303	412	5003	SERVICES / PROFESSIONAL SERVICES	$ 2,497,026.00	
305	0517	436	5003	SERVICES / PROFESSIONAL SERVICES	$ 189,984.00	
305	0517	436	5092	SERVICES / PASS-THROUGH FUNDS	$ 3,609,704.00	
Subtotal from Second Page					$ 6,296,714.00	$ -
Total of All Pages					$ 14,306,627.00	$ -

SFC CLERK RECORDED 10/01/2020

SANTA FE COUNTY
RESOLUTION 2020- 73

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT
(If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.)

	Please summarize the request and its purpose in the area below.
1	Santa Fe County (County) was awarded State of New Mexico Local Government Relief Grant #CARES-01000-SFC from NMDFA in the amount of $10,506,939.00 for necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19). The County is able to use the funds to cover costs not accounted for in the budget most recently approved as of March 27, 2020 and were incurred during the period of March 1, 2020 through December 30, 2020. The County, City of Santa Fe, and Town of Edgewood were awarded State of New Mexico Local Government Relief Grant #CARES-BUS-01000-SFC from NMDFA in the amount of $3,799,688.00 for necessary expenditures incurred due to the public health emergency with respect to the COVID-19. The grant funds are to be specifically used for providing continuity grants to small businesses within the County, with the exception of the City of Espanola, for non-owner employee payroll, rent, scheduled mortgage payments, insurance, utilities, or marketing. Funding may also be available for business redesign activities such as reconfiguring physical space, installing plexiglass barriers, purchasing web-conferencing or other technology to facilitate work-at-home, or PPE for employees. The City of Espanola was awarded a separate State of New Mexico Local Government Relief grant for disbursing within its city limits.

	Recurring	Non-Recurring
Is this Budget Action for a Recurring or Non Recurring Expense(one-time)	☐	☑

		Yes	No
3	Does this request impact a revenue source?	☑	☐
	A. Is this a State Special Appropriation? If Yes, cite Statute and attach a copy.	☐	☑
	B. Does this include state or federal funds? If YES, please cite and attach a copy of statute, if a special appropriation, or include grant name, number, award date and amount, and attach a copy of a award letter and proposed budget. CARES-BUS-01000-SFC and CARES-01000-SFC	☑	☐
	C. Is this request is a result of Commission action? If YES, please cite and attach a copy of supporting documentation (i.e. Minutes, Resolution, Ordinance, etc)	☐	☑
	D. Is a match required? If Yes, please identify funding source in the line below.	☐	☑

PLEASE PROVIDE THE LINE ITEM OF THE MATCH BELOW

FUND	DEPARTMENT	ACTIVITY	ELEMENT	CATEGORY/LINE ITEM	AMOUNT	BUDGETED (Drop Down)

SFC CLERK RECORDED 10/01/2020

SANTA FE COUNTY
RESOLUTION 2020-73

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Santa Fe County that the Local Government Division of the Department of Finance and Administration is hereby requested to grant authority to adjust budgets as detailed above.

Approved, Adopted, and Passed This 29th Day of September, 2020.

Santa Fe Board of County Commissioners

Henry P. Roybal, Chairperson

ATTEST:

Geraldine Salazar, County Clerk

COUNTY OF SANTA FE)
STATE OF NEW MEXICO) ss

BCC RESOLUTIONS
PAGES: 12

I Hereby Certify That This Instrument Was Filed for Record On The 1ST Day Of October, 2020 at 10:24:56 AM And Was Duly Recorded as Instrument # 1929801 Of The Records Of Santa Fe County

Witness My Hand And Seal Of Office
Geraldine Salazar
County Clerk, Santa Fe, NM

Deputy Estrella Martinez

SFC CLERK RECORDED 10/01/2020

SANTA FE COUNTY

Santa Fe County
CARES Act Funding

Prior year Santa Fe County expenditures on all activities related to COVID and reimbursable under the CARES Act	These are COVID related expenses incurred by the County from March thru June, 2020. This can be billed for immediately.	$964,913
Costs of providing COVID-19 testing, including serological testing	Santa Fe County tests extensively in order to prevent COVIDE-19 in the jail population and to mitigate spread in our community. We also partner with DOH to create testing sites for staff.	$10,000
Expenses for communication and enforcement by State, territorial, local, and Tribal governments of public health orders related to COVID-19	Creation of a public awareness campaign including Spanish language materials and tools to specifically address the 87507 zip code, which comprises about 50% of cases in Santa Fe County	$100,000
Expenses for acquisition and distribution of medical and protective supplies, including sanitizing products and personal protective equipment, for police officers, other public health or safety workers in connection with the public health emergency	Masks, hand sanitizers, gloves, screening system for public and county employees	$150,000
Expenses for disinfection of public areas and other facilities, e.g., senior centers, in response to the COVID-19 public health emergency	Decontamination and cleaning of County buildings	$125,000
Expenses for public safety measures undertaken in response to COVID-19	Funds to cover expenses from suspended water cut-offs for non-payment and provided no charge for solid waste drop-offs to ensure residents could maintain hygienic homes	$300,000
Quarantining individuals	Paid leave for County employees being quarantined due to work related exposure	$250,000

SFC CLERK RECORDED 10/01/2020

Eligible payroll expenses	Time to get employees teleworking; mapping boundary changes for primary election voting sites; public safety personnel time; managing check-in kiosk for visitors; staff's efforts towards managing community programs overseeing COVID-19 efforts on homelessness and food security	$600,000
Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions	IT equipment and various software licenses to provide for virtual environment for employees working from home and for inmates learning on-line to promote social distancing. App development for screening procedures, additional software licenses to promote more effective virtual environments, on-line merchant services, cameras for remote workers; funds for Santa Cruz Internet service	$400,000
Expenses of providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions	Employees approved for emergency leave	$50,000
COVID-19 related expenses of maintaining county jails, including as relates to sanitation and improvement of social distancing measure to enable compliance with COVID-19 public health precautions	Additional staff for detention center if inmate population needs to be separated due to positive cases; OT for quarantined & isolated individuals	$25,000
Expenses for care for homeless populations provided to mitigate COVID-19 effects and enable compliance with COVID-19 public health precautions	CONNECT expenses to assist county residents in crisis with food, housing, child care, behavioral health and income support. Funds to provide housing for County residents including homeless individuals, food services for homebound including both individual meal delivery and bulk grocery distribution. Public awareness to alert the public about the availability of help through the CONNECT program	$2,500,000
Expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures	Small business grants	$3,799,688 (see funds held in abeyance)
. Other COVID-19 related expenses	Costs associated with primary and general elections not covered by the NM Secretary of State - estimated 80% will be covered by other funds.	$35,000

Other COVID-19 related expenses (Joseph)	Help with housing needs due to job loss as a result of the public health order - estimate $1,575,000 through 12/31/2020	$2,500,000
Funds held in abeyance for redistribution		$2,497,026
TOTAL CARES ACT FUNDING FOR SANTA FE COUNTY		$14,306,627

DRAFT

SFC CLERK RECORDED 10/01/2020

Reimbursing Agency: Department of Finance & Administration

Business Unit: 34100

CARES ACT FUNDING RECIPIENT:

Santa Fe County

AWARD NUMBER:	FUNDING AMOUNT:	EXPIRATION DATE:
CARES-01000-SFC	**$10,506,939**	**December 30, 2020**

CARES ACT FUNDING CRITERIA

The CARES Act provides that payments from the Fund may only be used to cover costs that—

1. Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID–19);
2. Were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
3. Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

These guidelines can be located in the "Coronavirus Relief Fund Guidance for State, Territorial, Local and Tribal Governments – Updated June 30, 2020" document attached with this award letter.

CARES ACT FUNDING REIMBURSMENT

The Department of Finance & Administration will disburse the CARES Act funds through a reimbursement process. The CARES Act Funding Recipient will submit to the Reimbursing Agency, Exhibit 1: Request for Payment form along with Exhibit 2: Coronavirus Relief Fund Backup Documentation Form and Exhibit 3: Coronavirus Relief Fund Payroll Backup Documentation Form, and Exhibit 4: Detailed Report form, as applicable. The recipient must submit these Exhibits, along with supporting document(s) as evidence of expenses. The Department of Finance & Administration will review these documents to ensure all expenses reflect the intent and purpose of the CARES Act funding language for reimbursement. All expenditures for which the CARES Act Funding Recipient requests reimbursement must occur between March 1st, 2020, and December 30th, 2020. The latest date the Appropriation Recipient may submit a Request for Payment is January 31st, 2021. With the submission of the final Exhibit 1: Request for Payment, the CARES Act Funding Recipient must include a completed Exhibit 4: Detailed Report form in order to receive the final reimbursement.

CERTIFICATION

I hereby certify that **Santa Fe County**:

1. Will only use the CARES Act funds to carry out and/or perform activities described in CARES Act funding criteria.
2. Will comply with State Procurement Code, if applicable. The execution of binding written obligations or purchase orders with third party contractors or vendors for the provision of services, including professional services, or the purchase of tangible personal property and real property may be submitted for prior approval before making an expenditure.
3. Ensures that the CARES Act funds only benefit entities in accordance with applicable law.
4. Will follow the procedure described in "CARES Act Funding Reimbursement" for reimbursement of funds.
5. Will follow all reporting requirements as outlined in the Coronavirus Relief Fund Reporting and Record Retention Requirements.

Katherine M Miller — Sept 2, 2020

CARES Act Funding Recipient Representative — Date

9/2/2020

CARES Act Funding Recipient CFO — Date

053297131

DUNS Reporting Number for System for Award Management (SAM)

SFC CLERK RECORDED 10/01/2020

Reimbursing Agency: Department of Finance & Administration

Business Unit: 34100

APPROVAL

In accordance with the authority conferred on the Department of Finance & Administration by the State of New Mexico, I hereby approve this certification for CARES Act Funding (**CARES-01000-SFC**) in the amount of (**$10,506,939**).

Department of Finance & Administration Representative — Date: 9/9/2020

Department of Finance & Administration CFO — Date: 9/10/2020

Reimbursing Agency: Department of Finance & Administration

Business Unit: 34100

CARES ACT FUNDING RECIPIENT:

Santa Fe County, City of Santa Fe, Edgewood

AWARD NUMBER:	FUNDING AMOUNT:	EXPIRATION DATE:
CARES-BUS-01000-SFC	**$3,799,688**	**December 30, 2020**

CARES ACT FUNDING CRITERIA

The CARES Act provides that payments from the Fund may only be used to cover costs that—

1. Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID–19);
2. Were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
3. Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

These guidelines can be located in the "Coronavirus Relief Fund Guidance for State, Territorial, Local and Tribal Governments – Updated June 30, 2020" document attached with this award letter.

CARES ACT FUNDING REIMBURSMENT

The Department of Finance & Administration will disburse the CARES Act funds through a reimbursement process. The CARES Act Funding Recipient will submit to the Reimbursing Agency, Exhibit 1: Request for Payment form along with Exhibit 2: Coronavirus Relief Fund Backup Documentation Form and Exhibit 3: Coronavirus Relief Fund Payroll Backup Documentation Form, and Exhibit 4: Detailed Report form, as applicable. The Department of Finance & Administration will review these documents to ensure all expenses reflect the intent and purpose of the CARES Act funding language for reimbursement and may request additional documentation (invoices, reports, etc.), as needed. All expenditures for which the CARES Act Funding Recipient requests reimbursement must occur between March 1st, 2020, and December 30th, 2020. The latest date the Appropriation Recipient may submit a Request for Payment is January 31st, 2021. With the submission of the final Exhibit 1: Request for Payment, the CARES Act Funding Recipient must include a completed Exhibit 4: Detailed Report form in order to receive the final reimbursement.

CERTIFICATION

I hereby certify that **Santa Fe County, City of Santa Fe, Edgewood**:

1. Will only use the CARES Act funds to carry out and/or perform activities described in CARES Act funding criteria.
2. Will comply with State Procurement Code, if applicable. The execution of binding written obligations or purchase orders with third party contractors or vendors for the provision of services, including professional services, or the purchase of tangible personal property and real property may be submitted for prior approval before making an expenditure.
3. Ensures that the CARES Act funds only benefit entities in accordance with applicable law.
4. Will follow the procedure described in "CARES Act Funding Reimbursement" for reimbursement of funds.
5. Will follow all reporting requirements as outlined in the Coronavirus Relief Fund Reporting and Record Retention Requirements.

Katherine Miller — Sept 2, 2020

CARES Act Funding Recipient Representative — Date

[signature] — 9/2/2020

CARES Act Funding Recipient CFO — Date

053297131

DUNS Reporting Number for System for Award Management (SAM)

SFC CLERK RECORDED 10/01/2020

Reimbursing Agency: Department of Finance & Administration

Business Unit: 34100

APPROVAL

In accordance with the authority conferred on the Department of Finance & Administration by the State of New Mexico, I hereby approve this certification for CARES Act Funding (**CARES-BUS-01000-SFC**) in the amount of (**$3,799,688**).

Department of Finance & Administration Representative — Date: 9/9/2020

Department of Finance & Administration CFO — Date: 9/10/2020