



**SANTA FE COUNTY  
RESOLUTION 2023- 011**

**DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT**

(If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.)

1 Please summarize the request and its purpose in the area below.  
 The New Mexico Governor's Office made available \$10.0 million in grant funding for food security efforts around the State. Applicants were required to be either a political subdivision of the state, senior centers, school districts, non-profit child nutrition and senior meal sponsors, non-profit agricultural operations, or food hubs/cooperatives. In May 2022, the Santa Fe County partnered and supported Reunity Resource's proposal seeking \$250,000.00 to implement a Food Rescue program. The Board of County Commissioners-approved equipment lease agreement (Agreement No. 2023-0111-GM/BT) with Reunity Resources, which funding will be used for approximately 52 food processing capital items to process rescued produce (gleaned and/or "ugly" produce) into value-added products for food insecure New Mexicans.  
 On July 29, 2022, the County received notification that Reunity Resource's proposal was funded in the amount of \$78,182.00. The grant was approved and accepted by the County Manager on October 28, 2022. Funding is made on a reimbursement basis through June 30, 2023, and a local government has to be the fiscal agent.

|  |           |               |
|--|-----------|---------------|
|  | Recurring | Non-Recurring |
|  |           | X             |

2

|                                            |     |    |
|--------------------------------------------|-----|----|
|                                            | Yes | No |
| Does this request impact a revenue source? | X   |    |

3

|                                                                                                                                                                                                                                                            |   |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|--|
| A. Is this a State Special Appropriation? If Yes, cite Statute and attach a copy                                                                                                                                                                           | X |  |
| 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. FOOD-01000-SFCRR | X |  |

|                                                                                                                                                                 |  |   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---|
| C. Is this request a result of Commission action? If YES, please cite and attach a copy of supporting documentation (i.e. Minutes, Resolution, Ordinance, etc.) |  | X |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---|

|                                                                                   |  |   |
|-----------------------------------------------------------------------------------|--|---|
| D. Is a match required? If Yes, please identify finding source in the line below. |  | X |
|-----------------------------------------------------------------------------------|--|---|

PLEASE PROVIDE THE LINE ITEM OF THE MATCH BELOW

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

SEC CLERK RECORDED 02/07/2023

SANTA FE COUNTY  
RESOLUTION 2023- 011

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 31st Day of January, 2023.

Santa Fe Board of County Commissioners

*Anna Hansen*  
Anna Hansen, Chairperson

ATTEST:

*Katharine E. Clark*  
Katharine E. Clark, County Clerk

COUNTY OF SANTA FE )  
STATE OF NEW MEXICO ) ss  
I Hereby Certify That This Instrument Was Filed for  
Record On The 7TH Day Of February, 2023 at 08:50:31 AM  
And Was Duly Recorded as Instrument # 2006146  
Of The Records Of Santa Fe County

BCC RESOLUTIONS  
PAGES: 5

Witness My Hand And Seal Of Office  
Katharine E. Clark  
Deputy *Dorothy Romero* County Clerk, Santa Fe, NM



SFC CLERK RECORDED 02/07/2023

REIMBURSING AGENCY (agency to which funds were initially appropriated): \_\_\_\_\_

Business Unit: \_\_\_\_\_

**APPROPRIATION RECIPIENT:**

**Local Governing Body - Santa Fe County**

**Nonprofit Partner (If Applicable) - Reunity Resources**

**APPROPRIATION  
NUMBER:**

**APPROPRIATION  
AMOUNT:**

**REVERSION DATE:**

**FOOD-01000-SFCRR**

**\$78,182.00**

**June 30<sup>th</sup>, 2023**

**APPROPRIATION LANGUAGE:**

**Statewide hunger initiative funds unexpended by June 30<sup>th</sup>, 2023, will revert to the State of New Mexico's General Fund.**

**PROJECT DESCRIPTION:**

**Funding will be used for equipment and supplies to process rescued produce (gleaned and/or "ugly" produce) into value-added products for food insecure New Mexicans.**

Examples of eligible expenses include but are not limited to:

- Food storage, processing, and delivery equipment, including for cold and ambient storage. Examples include refrigerators, freezers, pallet jacks, and forklifts.
- Vehicles for distribution of food products and meals, refrigerated trucks, or vehicles to expand meal distribution to reach food insecure residents.
- Purchase of food processing, washing, and packing equipment, produce and fruit sorting equipment.
- Large scale kitchen equipment such as convection ovens and steam kettles.
- Procurement of equipment to support extension of the growing season, including, but not limited to, hoop houses, greenhouses, or cold storage.
- Meat processing equipment.
- Local food production projects that reduce and redirect food waste and expand access to healthy food to food-insecure communities through infrastructure investments.
- Projects that support mobile markets that bring healthy food to communities or individuals with limited access to local, healthy food.
- Food Hub infrastructure (pooling resources and creating partnerships to streamline sourcing and delivery).

**APPROPRIATION REIMBURSEMENT:**

The appropriation funds will be disbursed through a reimbursement process. The Appropriation Recipient will submit to the Reimbursing Agency the Exhibit A: Request for Payment form along with supporting document(s) that evidence the expenses to be reimbursed. The Reimbursing Agency will review these documents to ensure all expenses to be reimbursed reflect the intent and purpose of the appropriation language. All expenditures for which the Appropriation Recipient requests reimbursement must occur prior to the reversion date. The latest date the Appropriation Recipient may submit a Request for Payment is **July 14<sup>th</sup>, 2023**. With the submission of the final Exhibit A: Request for Payment, the Appropriation Recipient must include a completed Exhibit B: Final Report form to receive the final reimbursement.

SFC CLERK RECORDED 02/07/2023

REIMBURSING AGENCY (agency to which funds were initially appropriated): \_\_\_\_\_

Business Unit: \_\_\_\_\_

**CERTIFICATION:**

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

1. Will only use the appropriation funds to carry out and/or perform activities described in appropriation language.
2. Will comply with State Procurement Code and 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 for the project.
3. The local governing body must purchase and capitalize any asset in accordance with the Government Accounting Standards Board (GASB) as well as the Generally Accepted Accounting Principles (GAAP) as it would any capital item purchased using state funds.
4. Ensures that the appropriation funds only benefit entities in accordance with applicable law, including, but not limited to Article IX, Section 14 of the Constitution of the State of New Mexico, "Anti-Donation Clause."
5. Will follow the procedure described in "Appropriation Reimbursement" for reimbursement of appropriated funds.
6. If the first pay request is not received by **December 15, 2022**, this award may be terminated, and the funds may be reallocated for a different project.



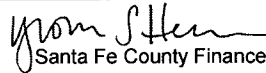
Gregory S. Shaffer, SFC County Manager

Appropriation Recipient Representative (Governing Body)

Approved as to form by Roberta D. Joe for J.Y. 8/26/2022

10-28-2022

Date



Santa Fe County Finance 8/29/2022

\_\_\_\_\_  
Appropriation Recipient CFO (Governing Body)

\_\_\_\_\_  
Date

**APPROVAL:**

In accordance with the authority conferred on the Department of Finance & Administration by the statute appropriating these funds, I hereby approve this certification for the New Mexico Food Security Grant (FOOD-01000-SFCRR) in the amount of \$78,182.00.

\_\_\_\_\_  
Reimbursing Agency Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Reimbursing Agency CFO

\_\_\_\_\_  
Date