

**SANTA FE COUNTY
RESOLUTION 2023- 074**

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 The Food Depot's proposal seeking \$1,639,505.49 to expand their Food Mobile program. The Food Mobile 2.0 program will offer a choice-based food mobile pantry experience to unserved/underserved communities. Community members will "shop" for refrigerated items, including produce and meat, as well as shelf stable foods and prepared meals.
 On August 10, 2022, the County received notification that The Food Depot's proposal was funded in the amount of \$1,386,301.00. The grant was approved and accepted by the Board of County Commission at its November 15, 2022 meeting. Funding is made on a reimbursement basis through June 30, 2023, and a local government has to be the fiscal agent.

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

3 Does this request impact a revenue source?
 Yes No
 X

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-SFCTFD)
 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 funding 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)

SANTA FE COUNTY
RESOLUTION 2023- 014

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 3rd 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
BCC RESOLUTIONS
PAGES: 5

I Hereby Certify That This Instrument Was Filed for Record On The 7TH Day Of February, 2023 at 08:50:34 AM And Was Duly Recorded as Instrument # 2006149 Of The Records Of Santa Fe County

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



REIMBURSING AGENCY (agency to which funds were initially appropriated): Dept. of Finance & Administration

Business Unit: 34100

APPROPRIATION RECIPIENT:

Local Governing Body - Santa Fe County

Nonprofit Partner (If Applicable) - The Food Depot

**APPROPRIATION
NUMBER:**

**APPROPRIATION
AMOUNT:**

REVERSION DATE:

FOOD-01000-SFCTFD

\$1,386,301

June 30th, 2023

APPROPRIATION LANGUAGE:

Statewide hunger initiative funds unexpended by June 30th, 2023, will be reverted to the State of New Mexico's general fund.

PROJECT DESCRIPTION:

Food Mobile 2.0 will offer a choice-based food mobile pantry experience to unserved/underserved communities. Community members will "shop" for refrigerated items, including produce and meat, as well shelf stable foods and prepared meals.

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 14th, 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): Dept. of Finance & Administration

Business Unit: 34100

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.

Ruby Garcia
 Appropriation Recipient Representative (Governing Body)

12/5/22
 Date

Martha K. Coulter For YSH
 Appropriation Recipient CFO (Governing Body)

12/12/2022
 Date

Approved as to Form: [Signature]

11/02/2022

[Signature] CFO 11/02/2022

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-SFCTFD) in the amount of \$1,386,301.

DocuSigned by:
Deborah K Romero
DCA9D2A1284C454
 Reimbursing Agency Head

12/13/2022
 Date

DocuSigned by:
Kathleen Pinyan
9CA952CD63D6431
 Reimbursing Agency CFO

12/12/2022
 Date