

Whereas, the Board of County Commissioners meeting in regular session on January 9, 2024, did request the following budget adjustment:

Budget Adjustment Type (drop down):	Other	Fiscal Year: 2024 (July 1, 2023 - June 30, 2024)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	LINE DESCRIPTION	INCREASE AMOUNT	DECREASE AMOUNT
318	2351	371	26-00	State Grants / DFA	\$ 100,000	
Total					\$ 100,000	\$ -

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	LINE DESCRIPTION	INCREASE AMOUNT	DECREASE AMOUNT
318	2351	464	50-03	Contractual/Professional Services	\$ 100,000	
Total					\$ 100,000	\$ -

Requesting Department Approval: Paul Olofson Title: CDD Director Date: 1/2/2024 Log # 28

Capital/Grants Approval: [Signature] Date: 1/3/2024 Budget Administrator: [Signature] 1/3/24

Finance Dept Approval: [Signature] Date: 1/2/2024 Entered by: _____ Date: _____

County Mgr Approval: [Signature] Date: 1/2/2024 Updated by: SEC Date: _____

RESOLUTION 2024- 008

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.

Santa Fe County received Grant #23-ZH9302 from DFA for the department of energy collaboration center in Santa Fe County in the amount of \$100,000. Santa Fe County is going to enter into an intergovernmental services agreement between Santa Fe County and the University of New Mexico (UNM). While the appropriation language is "for the department of energy collaboration center in Santa Fe County", no such collaboration center currently exists. Therefore, UNM will perform a feasibility study for a proposed collaboration center. In addition, while the Department of Energy is certainly a potential partner in such a collaboration center, there are others parties to consider. Accordingly, the draft scope of work (attached) provides that the feasibility must include:

"Identification of potential federal, state, and local partners, including institutions of higher education, and their potential roles. The parties recognize and agree that, given the appropriation language, the feasibility study must include an analysis of the Department of Energy's potential role in the Sustainability Collaboration Center. But this does not preclude an analysis of what role other partners may play."

2

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

Recurring

Non-Recurring

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. 23-ZH9302

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)

RESOLUTION 2024- 008

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

Approved, Adopted, and Passed This 9 Day of January, 2024.

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: 9

I Hereby Certify That This Instrument Was Filed for Record On The 12TH Day Of January, 2024 at 04:34:50 PM And Was Duly Recorded as Instrument # 2026447 Of The Records Of Santa Fe County

Witness My Hand And Seal Of Office
Katharine E. Clark
Deputy Blondie-Gall County Clerk, Santa Fe, NM



SFC CLERK RECORDED 01/12/2024

REIMBURSING AGENCY: Department of Finance and Administration
Business Unit: 341

APPROPRIATION RECIPIENT: SANTA FE COUNTY
APPROPRIATION NUMBER: 23-ZH9302
APPROPRIATION AMOUNT: \$100,000.00
REVERSION DATE: June 30, 2024

APPROPRIATION LANGUAGE

ONE HUNDRED THOUSAND (\$100,000.00) for the department of energy collaboration center in Santa Fe county. Funds unexpended by June 30, 2024, will be reverted to the State of New Mexico's general fund.

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 15, 2024. With the submission of the final Exhibit A: Request for Payment, the Appropriation Recipient must include a completed Exhibit B: Final Report form in order to receive the final reimbursement.

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. 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."
4. Will follow the procedure described in "Appropriation Reimbursement" for reimbursement of appropriated funds.

Appropriation Recipient Representative
Gregory S. Shannon, County Manager

12/28/2023

Date

Appropriation Recipient CFO

12/29/2023

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 appropriation number 23-ZH9302 in the amount of \$100,000.00.

Wesley Billingsley
Director, Local Government Division

1/2/2024

Date

SFC CLERK RECORDED 01/12/2024

STATE OF NEW MEXICO
SB192 Junior Appropriation
Request for Payment Form
Exhibit A

I. Grantee Information

(Make sure information is complete & accurate)

- A. Grantee: _____
- B. Address: _____
(Complete Mailing, including Suite, if applicable)
- _____
City, State, Zip
- C. Contact Name/Phone #: _____
- D. Grant No: _____
- E. Project Title: _____
- F. Grant Expiration Date: _____

II. Payment Computation

- A. Payment Request No. _____
- B. Grant Amount: \$ 0.00
- C. AIPP Amount *(If Applicable)*: \$ 0.00
- D. Funds Requested to Date: \$ 0.00
- E. Amount Requested this Payment: \$ 0.00
- F. Reversion Amount *(If Applicable)*: \$ 0.00
- G. Grant Balance: \$ 0.00
- H. ☐ GF
- I. ☐ Final Request for Payment *(if Applicable)*

III. ☐ Fiscal Year : 2024 (July 1, 2023-June 30, 2024)*(The State of NM Fiscal Year is July 1, 20XX through June 30, 20XX of the following year)*

IV. ☐ Compliance Certification: Under penalty of law, I hereby certify to the best of my knowledge and belief, the above information is correct; expenditures are properly documented, and are valid expenditures or actual receipts; and that the grant activity is in full compliance with Article IX, Sec. 14 of the New Mexico Constitution known as the "anti donation" clause.

Grantee Fiscal Officer
 or **Fiscal Agent** *(if applicable)*

Grantee Representative

 Printed Name

 Printed Name

Date: _____

Date: _____

(State Agency Use Only)

Vendor Code: _____ **Fund No.:** _____ **Loc No.:** _____

I certify that the State Agency financial and vendor file information agree with the above submitted information.

 Division Fiscal Officer

 Date

 Division Project Manager

 Date

REIMBURSING AGENCY: Department of Finance and Administration

Business Unit: 341

**STATE OF NEW MEXICO
SB192 Junior Appropriation
Final Report Form
Exhibit B**

Appropriation Recipient: _____

Appropriation Number: _____

Use of Appropriation Funds	Amount
Personnel Expenses	\$ 0.00
Other Operating Expenses	\$ 0.00
Capital Expenses	\$ 0.00
Other	\$ 0.00
Total Amount of Appropriation Funds Expended	\$ 0.00

Narrative

Describe the outcomes, results, benefit, and or uses of the appropriation funds

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SFC CLERK RECORDED 01/12/2024

Statement of Work: Global Sustainability Collaboration Center Feasibility Study

Project Overview: This statement of work outlines the scope, objectives, and deliverables for the Global Sustainability Collaboration Center Feasibility Study, a collaborative effort between Santa Fe County and the University of New Mexico (UNM). The primary goal is to assess the need for and feasibility of establishing a Global Sustainability Collaboration Center in Santa Fe County, referred to in the underlying appropriation as the Department of Energy Collaboration Center in Santa Fe County.

Project Participants:

- **Santa Fe County:** Paul Olafson, Director, Community Development Department
- **University of New Mexico (UNM):** Robert G. DelCampo, Ph.D. (Sr. Executive Director, Corporate & Community Engagement)

Project Objective and Limitation:

1. Conduct a comprehensive feasibility study to determine the need for, viability of, and potential impact of establishing a Global Sustainability Collaboration Center in Santa Fe County.
2. This project will be funded exclusively from an appropriation to the Local Government Division of the Department of Finance and Administration (DFA) of “one hundred thousand dollars (\$100,000) for the department of energy collaboration center in Santa Fe county [.]” [Laws 2023, Chapter 208, Section 3(C)(24)(g).] Project implementation is contingent upon DFA approval of the contract between the County and UNM.

Scope of Work:

1. **UNM Lead:**
 - UNM Anderson will lead the planning and facilitation of the feasibility study with a designated steering committee.
 - Planning study to be integrated into the Spring semester with the UNM MBA program.
2. **Steering Committee and Meetings:**
 - Subject to Santa Fe County’s approval, identify (it may be unreasonable to convene the group in the timeframe) a steering committee comprising representatives from educational, jurisdictional, economic development, and scientific partners (up to 4 each with one lead).
3. **Outreach Strategy:**
 - Develop an outreach strategy to engage local, regional, and national stakeholders, including institutions of higher education throughout New Mexico.
 - Conduct focus groups (3-4) with stakeholders, including potential supporters and detractors of the Collaboration Center.
4. **Feasibility Study**

The feasibility study shall, at a minimum, include the following:

- A landscape analysis of similar centers in operation across the globe, including here in the New Mexico region, and existing programs and initiatives at New Mexico institutions of higher education with similar collaborative and sustainability goals. This landscape analysis will include any gaps/holes in the existing infrastructure that a new Santa Fe-based Sustainability Center might fill, and will include potential collaboration opportunities.
- A clear scope and vision for the Santa Fe-based Sustainability Collaboration Center based on the landscape analysis, including its institutional focus, partners, and potential operational models.
- Identification of facility, personnel, and other requirements, including potential physical location.
- Estimated capital and operational budgets for the various operational models identified for consideration and potential funding sources.
- Estimated economic and other impact to Santa Fe County and the State if the Sustainability Collaboration Center is successfully established.
- A risk assessment, including mitigation strategies, for significant risks to successful implementation of a new Santa Fe-based Sustainability Collaboration Center if determined to be feasible.
- Identification of potential federal, state, and local partners, including institutions of higher education, and their potential roles. The parties recognize and agree that, given the appropriation language, the feasibility study must include an analysis of the Department of Energy's potential role in the Sustainability Collaboration Center. But this does not preclude an analysis of what role other partners may play.
- A recommended path forward for the Santa Fe-based Sustainability Center if determined to be feasible, including potential timelines and project lead.

5. Timeline:

- Planning and Feasibility Study: Spring Semester (UNM MBA Program)
- Steering Committee Meetings: Established by February 2024; Periodic Meetings Thereafter
- Periodic Reporting: Monthly
- Feasibility Study:
 - Draft Study Delivered to Santa Fe County – May 17, 2024.
 - Santa Fe County Staff Review Comments – May 31, 2024.
 - UNM's Response to Review Comments – June 14, 2023.
 - Presentation to Board of County Commissioners of Final Feasibility Study – June 25, 2024.
- **Budget:**
 - Steering Committee Facilitation: \$15,000
 - Focus Groups: \$15,000
 - Feasibility Study Research, Drafting, Presentation, and Publishing: \$50,000
 - Study presentation & publishing: \$10,000
 - Travel: \$10,000 (Outreach)
 - Administration: \$10,000 (Santa Fe County)
 - Misc/Contingency: \$10,000

6. **Communication:** Regular updates will be provided to all project participants through virtual meetings, emails, and documented reports. Any deviations from the proposed scope or budget will be communicated promptly for review and approval.

DRAFT