

**SANTA FE COUNTY  
RESOLUTION 2025- 004**

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

Whereas, the Board of County Commissioners meeting in regular session on January 14, 2025, did request the following budget adjustment:

Department / Division \_\_\_\_\_ Clerk's Office/Election

Budget Adjustment Type (drop down): **Other** Fiscal Year: 2025 (July 1, 2024 - June 30, 2025)

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	LINE DESCRIPTION	INCREASE AMOUNT	DECREASE AMOUNT
101	0911	373	01-00	OTHER GRANTS/RESPONSIVE GOV GRANT	100,000	
<b>Total</b>					100,000	\$

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
101	0911	417	50-03	CONTRACTURAL/PROFESSIONAL	50,000	
101	0911	417	50-15	SOFTWARE LICENSE/MAINTENANCE	50,000	
<b>Total</b>					100,000	\$

Requesting Department Approval: Katharine Clark Title: County Clerk Date: 12/3/2024 Log # 42

Capital/Grants Approval: Date: 1/7/2025 Budget Administrator: \_\_\_\_\_ Entered by: \_\_\_\_\_ Date: \_\_\_\_\_

Finance Dept Approval: Tom Steen Date: 1/2/2025 Updated by: \_\_\_\_\_ Date: \_\_\_\_\_

County Mgr Approval: Date: 1/13/2025 SFC CLERK RECORDED 01/15/2025

**SANTA FE COUNTY  
RESOLUTION 2025- 004**

**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 has received a grant from the Institute for Responsive Government in the amount of \$100,000. These funds must be used exclusively for the nonpartisan public purpose of planning and operationalizing secure, efficient and accessible election administration in Santa Fe County. Examples of uses that fall within this public purpose include expenditures for the key human, physical, and technological assets that the U.S. Department of Homeland Security has identified as necessary to conduct elections. In conjunction with the election funds from the New Mexico Secretary of State (NMSOS), the grant funds will support election reporting, security, temporary election employees pay, and election supplies. Once the reimbursable costs are finalized with the NMSOS, an internal BAR will be submitted to reallocate the grant funds to support the additional election costs not covered by County funds or the NMSOS. The funds must be spent by May 31, 2025.

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

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.

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.)

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)

SANTA FE COUNTY  
RESOLUTION 2025- 034

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 14<sup>th</sup> Day of January, 2025.

Santa Fe Board of County Commissioners

Hank Hughes  
Hank Hughes, Chairperson

ATTEST:

Katharine E. Clark  
Katharine E. Clark, County Clerk



COUNTY OF SANTA FE )  
STATE OF NEW MEXICO ) ss  
BCC RESOLUTIONS  
PAGES: 8

I Hereby Certify That This Instrument Was Filed for Record On The 15TH Day Of January, 2025 at 01:12:59 PM And Was Duly Recorded as Instrument # 2050731 Of The Records Of Santa Fe County

Deputy [Signature] Witness My Hand And Seal Of Office  
Katharine E. Clark  
County Clerk, Santa Fe, NM

IRG1-41919  
Friday, August 23, 2024  
Santa Fe County, New Mexico

2025-0083-CLK

Dear County Clerk Katharine Clark,

I'm pleased to inform you that the Institute for Responsive Government ("Responsive Gov"), a nonpartisan, nonprofit organization tax-exempt under Internal Revenue Code ("IRC") section 501(c)(3), has decided to award the **Santa Fe County Clerk's Office** ("Grantee") a grant to support its nonpartisan work planning and operationalizing secure, efficient, and accessible election administration. We based this decision on the information and materials provided in the **Santa Fe County Clerk's Office** Grant Application ("Application"), which is incorporated into this Grant Agreement as an Appendix. A copy of the Application has been provided simultaneously with this Grant Agreement for your records.

The following is a description of the grant:

- **Amount of Grant: \$100,000**
- **Public Purpose:** The grant funds must be used exclusively for the nonpartisan public purpose of planning and operationalizing secure, efficient, and accessible election administration in **Santa Fe County, New Mexico**. Examples of uses that fall within this public purpose include expenditures for the key human, physical, and technological assets that the U.S. Department of Homeland Security has identified as necessary to conduct elections.\*

Before Responsive Gov transmits these grant funds, an authorized representative of the **Santa Fe County Clerk's Office** must sign this agreement ("Grant Agreement"). By signing the Grant Agreement, the **Santa Fe County Clerk's Office** agrees to comply with all **United States, New Mexico, and Santa Fe County** laws and regulations, including but not limited to those relating to taxes, gifts, and private funding of elections ("Applicable Laws"), when accepting and using the grant funds. Grantee also agrees to accept and use the funds subject to the terms and conditions below.

By signing this Grant Agreement, you agree and certify the following:

1. The **Santa Fe County Clerk's Office** is a U.S., state, or local government unit or political subdivision within the meaning of IRC section 170(c)(1). This grant shall be used only for the Public Purpose described above and for no other purposes.
2. The **Santa Fe County Clerk's Office** is authorized to receive this grant from Responsive Gov, receipt of the grant does not violate any Applicable Laws, and Grantee represents that it has taken all steps, including necessary approvals, required to apply for, accept, and utilize the grant for the Public Purpose set forth above and in the Proposal.
3. Grantee has submitted an Application, which (among other things) sets forth the intended use of grant funds. That Application is incorporated into this Grant Agreement as an Appendix. Grantee shall commence expending this grant for the purposes identified in its Application upon receipt and may use the grant funds for such purposes until May 31, 2025. If Grantee needs to reallocate grant funds between the purposes identified in the Application, Grantee is permitted to do so without any notice to Responsive Gov so long as those purposes are consistent with the Public Purpose described above.
4. If Grantee uses any part of this grant to fund another organization, it will take reasonable steps to

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ensure that any grant funds are used consistently with the Public Purpose of this grant and all of the terms and conditions of this Grant Agreement. Grantee further agrees that the grant funds may not be used: (1) to participate in, intervene in, or carry on, directly or indirectly (including the publishing or distribution of statements), any political campaign on behalf of (or in opposition to) any candidate for public office or public referendum; (2) to engage in any effort to induce or encourage violations of law or public policy; (3) to cause any private inurement or improper private benefit to occur; or (4) for any purpose inconsistent with IRC Section 170(c)(2)(B), which relates to charitable, educational, scientific, religious, or literary purposes.

5. The **Santa Fe County Clerk's Office** shall not share with Responsive Gov—and Responsive Gov will never ask for—non-public or confidential information about your jurisdiction's voters or voting systems.

6. Grantee shall produce a report documenting how this grant has been expended to support its public purpose described above. This report shall be provided to Responsive Gov by June 30, 2025.

7. The purpose of the grant is to supplement the funds available to the **Santa Fe County Clerk's Office** and not to substitute for previously budgeted funds that would otherwise be provided to Grantee by **Santa Fe County, New Mexico** but for the grant. You represent and warrant to the best of your knowledge that **Santa Fe County, New Mexico** does not intend to reduce the **Santa Fe County Clerk's** budget or fail to appropriate or provide previously budgeted funds to the **Santa Fe County Clerk's Office** because it has received this grant.

8. Responsive Gov may discontinue, modify, withhold part of, or ask for the return of all or part of the grant funds if it determines, in its sole judgment, that (a) any of the above conditions have not been met, (b) any of the representations or certifications by Grantee are inaccurate, or (c) Responsive Gov must do so to comply with Applicable Laws.

9. The grant term shall be June 1, 2024, through May 31, 2025, and is the period during which covered costs may be applied to this Grant. To request an extension of the grant term, Grantee must provide a written request, including a new requested end date, to Responsive Gov before the end date of the grant term. Grantee must receive an amendment to the Grant Agreement to expend funds beyond the grant term.

10. Beyond the rights and obligations specifically set forth in the Grant Application and this Grant Agreement, Responsive Gov claims no legal right to control or otherwise influence the Grantee's use of any funds provided pursuant to this Grant Agreement. Responsive Gov has no role or involvement in the operation or administration of elections conducted by **Santa Fe County Clerk** as a result of this Grant Agreement, independent of the provision of the grant itself. Furthermore, it is expressly understood that by making this grant, Responsive Gov neither has or incurs any obligation to provide additional funding to the Grantee.

Please indicate that you accept and agree to these terms and conditions by having an authorized representative of your election jurisdiction sign and certify below. Please return a scanned copy of the signed letter via the link in your email at your earliest convenience. If needed, you may also return it via email at [grants@responsivegov.org](mailto:grants@responsivegov.org).

Sincerely,

*Samuel Oliker-Friedland*

Sam Oliker-Friedland  
Executive Director  
Institute for Responsive Government

By signing this Grant Agreement, I certify that I am authorized to bind the Santa Fe County Clerk's Office to the terms and conditions of the Grant Agreement and that the Santa Fe County Clerk's shall fully comply with the Grant Agreement including all restrictions on the use of funds.

Accepted on behalf of Santa Fe County Clerk

By: \_\_\_\_\_

Title: Gregory S. Shaffer, County Manager

Date: 9/13/2024

Approved as to form by Roberta D. Joe, Assistant County Attorney  
for J.Y., Santa Fe County Attorney 9/12/2024

APPENDIX: Santa Fe County, New Mexico *A More Responsive Government 2024 Grant Program* Grant  
Application Submitted to the Institute for Responsive Government

\* See U.S. Department of Homeland Security, Cybersecurity and Infrastructure Security Agency, 2020  
Election Infrastructure Subsector-Specific Plan, at 3-4 (2020), available at  
[https://www.cisa.gov/sites/default/files/publications/election\\_infrastructure\\_subsector\\_specific\\_plan.pdf](https://www.cisa.gov/sites/default/files/publications/election_infrastructure_subsector_specific_plan.pdf)

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## Application Summary

Please review the application summary below. To make a change, use the "Back" button at the bottom of this page.

### Office Information

**Office:** Santa Fe County Clerk

**State:** NM

**Jurisdiction:** Santa Fe County, NM

**Office Website:** <https://www.santafecountynm.gov/clerk>

**Physical Address:** 240 Grant Ave, Santa Fe, NM 87501

**Mailing Address:** PO Box 1985, Santa Fe, NM 87501

**How many active registered voters does your jurisdiction have as of June 2024?:** 112000

**Approximately how many full time staff (or equivalent) do you have on your election team?:** 10

**Jurisdiction's total one-year budget allocated to elections for the fiscal year that includes June 2024?:**  
1219500

**Please upload a copy of your elections budget for the fiscal year that includes June 2024.** [FY25 0903 Budget Report.pdf](#)

### Applicant Information

**Applicant Name:** Katharine Clark

**Applicant Job Title:** Santa Fe County Clerk

**Applicant Email:** [kclark@santafecountynm.gov](mailto:kclark@santafecountynm.gov)

**Share a link to an official government page that contains your bio or lists you in a staff directory:**

<https://www.santafecountynm.gov/clerk/about-the-clerk>

**Phone Number - Desk:** 505-986-6890

**Phone Number - Work Mobile:** 505-490-3514

### Grant Information

**Amount Requested:** \$100,000.00

**Human Expenses:** Strategic and Operational Positions, Temporary/Seasonal Support Positions, Other Additional law enforcement or security

**Physical Expenses:** Voting Locations, Technical Facilities, Processing Facilities, Administrative Facilities, Other Stickers, supplies, additional support printers if needed

**Technological Expenses:** Election Systems, Election Management Systems, Results Reporting, Public Information Systems, Internal Production Software and Servers, Other Challenger/watcher assistance, generators

**Other Expenses:** additional vehicle support, sinage, etc.

**Briefly describe how you anticipate using the grant funds:** We plan on utilizing this grant for line items that do not quite have enough such as supplies, support equipment, internet to processing sites, etc. We also plan if needed to cover any overages in overtime, etc.

**Title of Individual Signatory Authorized to Sign a Grant Agreement:** Katharine Clark

**Name of Individual Signatory (if applicable):** Katharine Clark

### Optional Questions

**Why are you seeking this additional source of funding?** We have unfunded mandates., We're piloting something new, and if it works, we'll include it in future budgets., We can't afford some basic necessities because our local government doesn't understand why it's necessary.

**In the context of your annual elections budget, what impact will this funding have on your election operations?** Some impact

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