

**SANTA FE COUNTY**  
**RESOLUTION 2026- 001**

SFC CLERK RECORDED 01/26/2026

**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 13, 2026, did request the following budget adjustment:

Department / Division CSD/Senior Services Division

Budget Adjustment Type (drop down): Other Fiscal Year: 2026 (July 1, 2025 - June 30, 2026)

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
101	0486	371	25-00	STATE / AGING & LONG TERM SRVCS	\$ 20,000	
Total					\$ 20,000	\$ -

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	0486	435	60-12	SUPPLIES / FOOD PROVISIONS	\$ 20,000	
Total					\$ 20,000	\$ -

Requesting Department Approval: Matilda Byers Title: Senior Services Program Manager Date: 11/26/2025 Log # 29

Capital/Grants Approval: [Signature] Date: 1/7/2026 Budget Administrator: [Signature] 12/26/2025

Finance Dept Approval: [Signature] Date: 12/4/2025 Entered by: \_\_\_\_\_ Date: \_\_\_\_\_

County Mgr Approval: [Signature] Date: 1/9/2026 Updated by: \_\_\_\_\_ Date: \_\_\_\_\_

**SANTA FE COUNTY**  
**RESOLUTION 2026- 001**

**DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT**  
**STC CLERK RECORDED 01/28/2026**  
 (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.)

<b>1</b>	Please summarize the request and its purpose in the area below.
	<p>The ALTSD believes farm-to-senior center or nutrition site are essential to the senior meal nutrition programs in New Mexico. The purpose of this funding is to strengthen the farm-to-senior-center nutrition initiative by enhancing connections between senior centers and local New Mexico farms. Through this initiative and funding, freshly harvested, locally sourced food items will become an essential component of the diets of</p> <p>New Mexican seniors ensuring that seniors receiving congregate and home-delivered meals have improved access to fresh, nutritious, and locally sourced foods.</p>

<b>2</b>		Recurring	Non-Recurring
	Is this Budget Action for a Recurring or Non Recurring Expense(one-time)		X

<b>3</b>		Yes	No
	Does this request impact a revenue source?	X	

A. Is this a State Special Appropriation? If Yes, cite Statute and attach a copy		X
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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.	X	
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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
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D. Is a match required? If Yes, please identify funding source in the line below.		X
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PLEASE PROVIDE THE LINE ITEM OF THE MATCH BELOW

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

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

## FY26 New Mexico Grown Program Grant Agreement

### Santa Fe County Senior Services ("Grantee")

#### A. PURPOSE

The New Mexico Aging & Long-Term Services Department (the "Department") believes farm-to-senior center or nutrition site are essential to the senior meal nutrition programs in New Mexico. The goal of this funding is to strengthen the connections between senior centers, local farms, farm organizations, and ranchers so that freshly harvested local food items become an essential component in New Mexico seniors' diets.

The purpose of the New Mexico Grown Grant Agreement (the "Agreement") is to allocate funds in support of the provision of congregate, and home delivered meals provided under Title IIIC of the Older Americans Act (OAA). The Senior Center Service Provider and its sub-contractors must be recipients of Title III funding or Title III matching funds to participate.

**TERM DATE:** This agreement shall become effective as of date signed by all parties, and shall terminate on June 30, 2026, unless terminated pursuant to Termination language.

**TERMINATION:** The Department may terminate this Agreement for convenience or cause. The Grantee may only terminate this Agreement based upon the Department's uncured, material breach of this Agreement. The Grantee shall give the Department written notice of termination at least thirty (30) days prior to the intended date of termination, which notice shall include the following:

1. All the Department's material breaches of this Agreement upon which the termination is based and what the Department must do to cure such material breaches. Grantee's notice of termination shall only be effective if the Department does not cure all material breaches within the thirty (30) day notice period or, in the case of material breaches that cannot be cured within thirty (30) days, the Department does not, within the thirty (30) day notice period, notify the Grantee of its intent to cure and begin with due diligence to cure the material breach.
2. Notwithstanding the foregoing, this Agreement may be terminated immediately upon written notice to the Grantee if the Grantee becomes unable to perform the services agreed upon, as determined by the Department.
3. If, during the term of this Agreement, the Grantee is suspended or debarred by the State Purchasing Agent or the Agreement is terminated pursuant to, "Appropriations," of this Agreement.

**Termination Management.** Immediately upon receipt by either the Department or the Grantee of notice of termination of this Agreement, the Grantee shall:

1. Not incur any further obligations for salaries, services, or any other expenditure of funds under this Agreement without written approval of the Department.
2. Comply with all directives issued by the Department in the notice of termination as to the performance of work under this Agreement Appropriation

The terms of this Agreement are contingent upon sufficient appropriations and authorization being made by the Legislature of New Mexico for the performance of this Agreement. If sufficient appropriations and authorization are not made by the Legislature, this Agreement shall terminate immediately upon written notice being given by the Department to the Grantee. The Department's decision as to whether sufficient appropriations are available shall be accepted by the Grantee and shall be final. If the Department propose an amendment to the Agreement to

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unilaterally reduce funding, the Grantee shall have the option to terminate the Agreement or to agree to the reduced funding, within thirty (30) days of receipt of the proposed amendment.

**APPROPRIATION REIMBURSEMENT:**

The appropriation funds will be disbursed through a reimbursement process. The Appropriation Recipient will submit to the Department a monthly invoice, and supporting document(s), on or before the 10<sup>th</sup> of each month through the Revver system. The Department will review these documents to ensure all reimbursed expenses reflect the intent and purpose of the appropriation language. All expenditures for which the Appropriation Recipient requests reimbursement must occur prior to the term date of this agreement.

**B. AREAS TO BE SERVED**

The Grantee shall be responsible for the provision of freshly-harvested local produce, local meat, and allowable food items in the following locations:

- **Abedon Lopez Senior Center**
- **Benny J Chavez Senior Center**
- **El Rancho Senior Center**
- **Rufina Meal Site**
- **Ken and Patty Adams Senior Center**
- **Edgewood Senior Center**

**C. TARGET POPULATION**

Target population includes persons aged 60 or older. Per the OAA, an effort must be given to serving eligible persons with the greatest social or economic need as defined in 42 U.S.C. §3002(23)-(24), with particular attention to minority individuals with low incomes. Additionally, efforts must be made to target individuals and their caregivers in the following situations:

1. those residing in rural areas;
2. those with limited English proficiency,
3. those with Alzheimer's disease and related disorders,
4. those with severe disabilities as defined in 42 U.S.C. §3002(49), and
5. those at-risk of institutionalization.

**D. RESPONSIBILITIES OF THE GRANTEE**

Administrative Requirements:

- i. Allocate funds received from the Department under the New Mexico Grown Program Grant to nutrition providers that provide congregate and home-delivered meals under the OAA.
- ii. Require that meals are served to clients eligible for OAA funded congregate and home-delivered meals programs.
- iii. Purchase directly from New Mexico farmers, farm organizations, and ranchers listed on the Farmers Market Association's "Approved Supplier List" which certifies that the product originated on farms and ranches that practice sound food safety practices in the State of New Mexico. The following spreadsheet contains a list of all permissible food items: Allowable Products NM Grown. Both lists are live and should be accessed through the links provided. Please do not download the

- documents.
- iv. It is recommended that 10% of the providers' allocations go toward purchasing New Mexico locally-grown produce and meat from small farmers and ranchers. A small farm is comprised of farms cultivating on two acres or fewer.
  - v. Ensure in all cases that all produce, meat, and allowable food items from the Allowable Products NM Grown spreadsheet linked above are guaranteed to be grown, harvested, and processed in New Mexico and are accompanied by documentation proving origin including farm or ranch name and location.
  - vi. Ensure that all meat purchased is packaged with the USDA Food Safety and Inspection Service (FSIS) inspection stamp on the packaging from a USDA FSIS-inspected processor.
  - vii. Ensure that New Mexico Grown Program Grant funds are to be used exclusively for the purchase of local produce, local meat, and allowable local food items. The funds may not be used for meal preparation or administrative costs. Transportation and/or Delivery Fees are allowable up to 15% per order.
  - viii. Grantees must submit monthly invoices for reimbursement by the 10<sup>th</sup> day of the month, for the prior month's expenditures, until all funds are expended unless otherwise authorized by the Department at its sole discretion.
  - ix. All monthly invoices for reimbursement must be accompanied by supporting receipts or invoices from vendors from whom purchases were made. A receipt and/or invoice from New Mexico farmers, farm organizations, or ranchers must include the following:
    - a. the vendor's name, address, and contact information.
    - b. internal transaction number, or invoice number.
    - c. the purchased items with a description of each product along with the corresponding quantity.
    - d. the price for each item and any applicable discount.
    - e. the total amount of the sale items; and,
    - f. senior centers or meal site(s) which will receive the deliveries as well as their full names, addresses, and other contact information.
  - x. The Department has the discretion to request documentation related to compliance at any time for any reason.
  - xi. Each quarter's reimbursement request must reflect the expenditure of at least one-quarter of the allocated funds until all funds have been spent. Failure to withdraw at least one-quarter of the allocated awarded amount each quarter (until all funds are spent) may result in a reduction in the allocated award for failure to meet fiscal responsibilities.
  - xii. The Department encourages all Grantees to emphasize locally-sourced food items on their monthly menus when they are served.
  - xiii. During Fiscal Year 2026, Grantees are encouraged to tailor their meal plans to incorporate elements from the Nuevo Thursday program, taking into consideration their available resources. The Nuevo Thursday program is designed to promote innovation within the senior nutrition meal program with an emphasis on incorporating locally-sourced ingredients and food items whenever possible. Nuevo Thursdays serves as a platform for the senior nutrition program to introduce new elements such as incorporating a new fruit or vegetable into the menu or utilizing 100% New Mexico-grown ingredients in a meal. Grantees are encouraged to include "Nuevo Thursday" as a highlighted option on their menus.

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- xiv. Grantees are encouraged to apply for the Golden Chile Award for Fiscal Year 2026. This award recognizes different levels of participation in New Mexico's local food movement with a focus on promoting nutrition and supporting the state's farming economy. For more information on the Golden Chile Awards, please visit the New Mexico Grown website: <https://newmexicogrown.org/> .

#### **E. COMPENSATION**

The Department shall reimburse the Grantee in full for New Mexico local food items purchased satisfactorily in accordance with the deliverables established in this Grant Agreement. **The total amount payable to the Grantee under this Agreement, including gross receipts tax and expenses, shall not exceed \$20,000.00.** Grantees may spend up to **40%** of their funding on New Mexico local USDA FSIS-stamped meat from vendors on the New Mexico Farmers Market Approved Suppliers List. The purchase of local New Mexico raised and processed, USDA FSIS-stamped meat may not exceed the budgeted amount of **\$8,000.00**. The purchase of New Mexico locally-grown produce and allowable New Mexico food items must not exceed budgeted amount of **\$12,000.00**.

Funding for this awarded amount must be fully expended by **May 31, 2026**, to allow for processing of timely reimbursement.

#### **F. DEPARTMENT OVERSIGHT**

The Department will monitor the monthly invoicing to verify all produce purchased is allowable under the New Mexico Grown Program Grant. The Department will provide technical assistance to providers as needed.

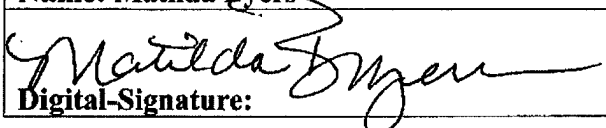
#### **G. SERVICE PROVISION/PERFORMANCE MEASURE**

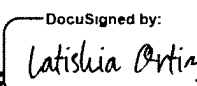
Data must be accurate and unduplicated.

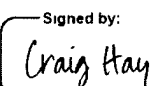
#### **H. ADMINISTRATION COSTS**

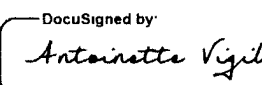
N/A


**EXECUTED AND AGREED TO BY SIGNATURE(S) BELOW:**

<b>Name:</b> Matilda Byers	<b>Title:</b> Administrative Program Mgr.
<b>Digital-Signature:</b> 	<b>Date:</b> 7/29/2025


<b>Name:</b> Latishia Ortiz	<b>Title:</b> ALTSD: Chief Financial Officer
<b>Digital-Signature:</b>  10A0F739005045D	<b>Date:</b> 7/30/2025

<b>Name:</b> Craig Hay	<b>Title:</b> ALTSD: Acting General Counsel
<b>Digital-Signature:</b>  4053FF916CF2472	<b>Date:</b> 7/30/2025

<b>Name:</b> Antoinette Vigil	<b>Title:</b> ALTSD: Deputy Cabinet Secretary
<b>Digital-Signature:</b>  B700305AB7474B3	<b>Date:</b> 7/30/2025

<b>Name:</b> Gregory S. Shaffer	<b>Title:</b> Santa Fe County Manager
<b>Signature:</b> 	<b>Date:</b> 11/3/2025

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<b>Name:</b> Walker Boyd	<b>Title:</b> Santa Fe County Attorney
<b>Signature:</b>  Approved as to form by Roberta D. Joe, Assistant County Attorney for W.B., Santa Fe County Attorney	<b>Date:</b> 10/29/2025