SANTA FE COUNTY
RESOLUTION 2026- 145

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

Whereas, the Board of County Commissioners meeting in regular session on November 10, 2026, did request the following budget adjustment:

Department / Division CSD/Senior Services

Budget Adjustment Type (drop down): **Other** Fiscal Year: 2027 (July 1, 2026 - June 30, 2027)

BUDGETED REVENUES: (use continuation sheet, ifnecessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	LINE DESCRIPTION	INCREASE AMOUNT	DECREASE AMOUNT
101	0486	371	25-00	NMALTSD NM Grown Grant Agreement 2027-0014-CSD	$ 35,000	
Total					$ 35,000	$ -

BUDGETED EXPENDITURES: (use continuation sheet, ifnecessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	LINE DESCRIPTION	INCREASE AMOUNT	DECREASE AMOUNT
101	486	435	60-12	Food Provisions	$ 35,000	
Total					$ 35,000	$ -

Requesting Department Approval: LeAnne Rodriguez **Title:** CSD Operations Manager **Date:** 10/23/2026 **Log #** 13

Capital/Grants Approval: Yvonne S Herrera **Date:** 10/26/2026

Budget Administrator: Yvonne S Herrera

Finance Dept Approval: Yvonne S Herrera **Date:** 10/26/2026

Entered by: _____ **Date** _____

County Mgr Approval: _____ **Date:** 11/9/2026

Updated by: _____ **Date:** _____

SFC CLERK RECORDED 11/12/2026

SANTA FE COUNTY
RESOLUTION 2026- 145

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT

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

1	The Community Services Department (CSD) received Grant Agreement No. 2027-0014-CSD from the State of New Mexico Aging and Long-Term Services Department (ALTSD) in the amount of $35,000 in support of the provision of congregate and home delivered meals provided under Title IIIC of the Older Americans Act (OAA). A budget resolution is required to recognize and budget these funds.		
		Recurring	Non-Recurring
2	Is this Budget Action for a Recurring or Non Recurring Expense(one-time)		X
		Yes	No
3	Does this request impact a revenue source?	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.	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)

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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 10th **Day of** November**, 2026.**

Santa Fe Board of County Commissioners

Justin Greene, Chairperson

ATTEST:

Katharine E. Clark, County Clerk

COUNTY CLERK
SANTA FE COUNTY NEW MEXICO
KATHARINE E. CLARK

OUNTY OF SANTA FE)
TATE OF NEW MEXICO) ss

BCC RESOLUTIONS
PAGES: 14

Hereby Certify That This Instrument Was Filed for
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f The Records Of Santa Fe County

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

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FY27 New Mexico Grown Program Grant Agreement
Santa Fe County ("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 the date it has been signed by all parties, and shall terminate on June 30, 2027, 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: 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.

Notwithstanding the foregoing, this Agreement may be terminated immediately upon written notice to the Grantee if:

1. The Grantee becomes unable to perform the services agreed upon, as determined by the Department;
2. During the term of this Agreement, the Grantee is suspended or debarred by the State Purchasing Agent; or
3. The Agreement is terminated pursuant to the "Appropriations" section 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:

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

APPROPRIATIONS: 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 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 proposes an amendment to the Agreement to 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 10th 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.

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D. RESPONSIBILTIES OF THE GRANTEE

ADMINISTRATIVE REQUIREMENTS:

1. Grantee shall 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.

2. Grantee shall require that meals are served to consumers eligible for OAA-funded congregate and home-delivered meals programs.

3. Grantee shall purchase directly from New Mexico farmers, farm organizations, and ranchers listed on the NM Grown "Approved Supplier Program: Supplier (Vendor) List" at https://newmexicogrown.org/asp/suppliers/ which certifies that the product originated on farms and ranches that practice sound food safety practices in the State of New Mexico. To find the list of all permissible food items, visit the NM Grown "Allowable Products List" webpage at https://newmexicogrown.org/suppliers/resources/allowable-products/. Both web pages are updated frequently, and Grantee should visit them periodically to ensure the most up-to-date information.

4. 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.

5. It is the Grantee's sole responsibility to verify, upon receipt of food, that all produce, meat, and allowable food items from the NM Grown "Allowable Products List" referenced 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.

6. It is the Grantee's sole responsibility to verify that each package of produce contains a traceability label.

7. It is the Grantee's sole responsibility to ensure that every meat order is packaged with the USDA Food Safety and Inspection Service (FSIS) inspection stamp on the packaging from a USDA FSIS-inspected processor.

8. The Grantee's signature on the invoice provided by the supplier at the time of delivery means that the Grantee is certifying that all food products are properly labeled and fall within NM Grown rules.

9. Grantee shall 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

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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.

10. Grantees must submit monthly invoices for reimbursement by the 10th 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.

11. 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.

12. The Department has the discretion to request documentation related to compliance at any time for any reason.

13. 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.

14. The Department encourages all Grantees to emphasize locally-sourced food items on their monthly menus when they are served.

15. During Fiscal Year 2027, 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.

16. Grantees are encouraged to apply for the Golden Chile Award for Fiscal Year 2027. 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 at https://newmexicogrown.org/.

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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 $35,000.00.** 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 **$14,000.00**. The purchase of New Mexico locally-grown produce and allowable New Mexico food items must not exceed budgeted amount of **$21,000.00**.

Funding for this awarded amount must be fully expended by June 10, 2027, 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

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EXECUTED AND AGREED TO BY SIGNATURE(s) BELOW:

PROVIDER

Gregory S. Shaffer	**Santa Fe County Manager**
Digital-Signature	7/22/2026 **Date**

Approved as to form by Roberta D. Joe, ACA, for W.B., Santa Fe County Attorney 7/21/2026

AGING & LONG-TERM SERVICES DEPARTMENT

Craig Hay	**General Counsel**
Digital-Signature Signed by: Craig Hay 4953FF916CF2472	**Date** 8/7/2026

Amanda Rodriguez	**Chief Financial Officer**
Digital-Signature Signed by: F04A18B99F19406	**Date** 8/7/2026

Initial FD

~~**Antoinette Vigil**~~--- Emily Kaltenbach	--**Deputy Cabinet Secretary**
Digital-Signature Signed by: Emily Kaltenbach 8900AAEE52ED4D2...	**Date** 8/7/2026

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Certificate Of Completion

Envelope Id: CD703DDD-F3E9-8B8A-8046-CF6E0C1861EB
Status: Completed
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Document Pages: 6
Signatures: 3
Certificate Pages: 5
Initials: 1
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Reston, VA 20190
francis.doubrava@altsd.nm.gov
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Amanda Rodriguez amanda.rodriguez@altsd.nm.gov ASD Deputy Director / CFO Security Level: Email, Account Authentication (None)	Signed by: F04A18B99F19406 Signature Adoption: Uploaded Signature Image Using IP Address: 164.64.151.254	Sent: 8/7/2026 10:01:02 AM Viewed: 8/7/2026 10:48:13 AM Signed: 8/7/2026 10:49:15 AM
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Craig Hay craig.hay@altsd.nm.gov Chief General Counsel Security Level: Email, Account Authentication (None), Login with SSO	Signed by: Craig Hay 4953FF916CF2472 Signature Adoption: Pre-selected Style Using IP Address: 107.126.26.7 Signed using mobile	Sent: 8/7/2026 10:49:17 AM Viewed: 8/7/2026 2:15:27 PM Signed: 8/7/2026 2:15:38 PM
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Emily Kaltenbach emily.kaltenbach@altsd.nm.gov Cabinet Secretary Security Level: Email, Account Authentication (None), Login with SSO	Signed by: Emily Kaltenbach 8966AAEE52ED4D2 Signature Adoption: Pre-selected Style Using IP Address: 164.64.151.254	Sent: 8/7/2026 2:15:40 PM Viewed: 8/7/2026 2:16:56 PM Signed: 8/7/2026 2:18:21 PM
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Editor Delivery Events	**Status**	**Timestamp**
Agent Delivery Events	**Status**	**Timestamp**
Intermediary Delivery Events	**Status**	**Timestamp**
Certified Delivery Events	**Status**	**Timestamp**
Carbon Copy Events	**Status**	**Timestamp**
Marlene Acosta marlene.acosta1@altsd.nm.gov Chief Procurement Officer ALTSD Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Accepted: 6/30/2025 8:35:12 AM ID: bb615ca3-26c7-474b-8a94-54b050e946cd	COPIED	Sent: 8/7/2026 2:18:22 PM
Witness Events	**Signature**	**Timestamp**
Notary Events	**Signature**	**Timestamp**
Envelope Summary Events	**Status**	**Timestamps**
Envelope Sent	Hashed/Encrypted	8/7/2026 10:00:05 AM
Certified Delivered	Security Checked	8/7/2026 2:16:56 PM
Signing Complete	Security Checked	8/7/2026 2:18:21 PM
Completed	Security Checked	8/7/2026 2:18:22 PM
Payment Events	**Status**	**Timestamps**

Electronic Record and Signature Disclosure

A. ELECTRONIC RECORD AND SIGNATURE DISCLOSURE (ERSD)

From time to time, New Mexico Department of Information Technology (DoIT), on behalf of the State of New Mexico (SONM), may be required by law to provide you with certain written notices or disclosures. Stated below are the terms and conditions for DoIT's providing you such notices and disclosures electronically through the DocuSign system. Please read this information carefully. If you are able to access this information electronically and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to "I agree to use electronic records and signatures" before clicking "CONTINUE" within the DocuSign system.

B. Obtaining paper copies

At any time up to twenty (20) calendar days following your use of DocuSign to electronically sign a document, you may request a paper copy of any record provided or made available electronically to you by DoIT. You will have the ability to download and print documents SONM sends you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a twenty (20) calendar day period after such documents are first sent to you. Following the twenty (20) day period, if you want DoIT to send you paper copies of any such documents from DoIT's office, you will be charged a $1.00 per-page fee plus postage. You may request delivery of such paper copies from DoIT by following the procedure stated in Section H, below.

C. Withdrawing your consent

If you decide to receive notices and disclosures from DoIT electronically, you may at any time change your mind and inform DoIT you want to receive required notices and disclosures only in paper format. The procedure concerning how you may inform DoIT of your decision to receive future notices and disclosures in paper format as well as withdraw your consent to receive notices and disclosures electronically is stated in Section D, immediately below.

D. Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed with which DoIT will be able to complete certain steps in specific transactions and deliver paper copies to you. DoIT will need: (1) to send the required notices or disclosures to you in paper format; and (2) wait until DoIT receives your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from SONM or to electronically sign documents generated and sent to you from SONM.

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E. All notices and disclosures will be sent to you electronically

Unless you inform DoIT otherwise according to these procedures, DoIT will electronically provide you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements and other documents that are required to be provided or made available to you during the course of your electronic signature relationship with SONM. To reduce the possibility of inadvertent non-receipt, DoIT prefers to provide all required notices and disclosures by the same method and to the same email or physical address that you furnish to DoIT. Thus, you may receive the disclosures and notices electronically or in paper form. If you do not agree with this procedure, please inform DoIT according to the procedures stated in Section I, below. Please also refer to Section D, immediately above, which states the consequences resulting from your declination of electronic delivery of notices and disclosures.

F. How to contact DoIT:

You may inform DoIT of any changes you select regarding SONM's electronic communications with you, to request paper copies of certain information from DoIT, and to withdraw your prior consent to receive notices and disclosures electronically by emailing your request(s) to DoIT at: esig.withdraw@state.nm.us

G. To advise DoIT of your new email address

To inform DoIT of a change in the email address to which DoIT sends you notices and disclosures electronically, you must send an email to DoIT at esig.change@state.nm.us and in the body of such request you must include your previous and new email addresses.

If you have already created a SONM DocuSign account, you may update your new email address and other preferences within the DocuSign system by updating your SONM DocuSign account preferences.

H. To request paper copies from DoIT

To request delivery of paper copies of electronic notices and disclosures that DocuSign and/or DoIT have previously provided to you, you must send an email to DoIT at esig.copy@state.nm.us and in the body of your email request state your email address, full name, mailing address, and telephone number. DoIT will charge you a $1.00 per page copy fee plus postage.

I. To withdraw your consent with DoIT

To inform DoIT that you no longer wish to receive notices and disclosures in electronic format you may:

(1) Decline to sign a document from within a signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may:

(2) Send DoIT an email to esig.withdraw@state.nm.us and in the body of your request state your email address, full name, mailing address, and telephone number.

J. Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current DocuSign system requirements may be found at:
https://support.docusign.com/guides/signer-guide-signing-system-requirements

K. Acknowledging your access and consent to receive and sign documents electronically

To confirm that you are able to electronically access the information contained in this Electronic Record and Signature Disclosure (ERSD), please confirm that you have: (1) read this ERSD, and either: (2) you are able to print on paper or electronically save this ERSD for your future reference and access; or (3) you are able to email this ERSD to an email address where you will be able to print this ERSD on paper and/or save this ERSD for your future reference and access. Further, if you consent to receiving notices and disclosures from DocuSign and/or DoIT exclusively in electronic format, then select the check-box next to "I agree to use electronic records and signatures," before you click "CONTINUE" within the DocuSign system.

By selecting the check-box next to "I agree to use electronic records and signatures," you confirm that:

- You have read this Electronic Record and Signature Disclosure (ERSD); and
- You can print this ERSD on paper, or you can save and/ or send this ERSD to a location where you can print this ERSD, for your future reference and access; and
- Until or unless you notify DoIT as stated in this ERSD, you consent to exclusively receive through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by DoIT during the course of your electronic signature relationship with SONM.

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