

City of Santa Fe, New Mexico



Memorandum

DATE:

June 26, 2024

TO:

Governing Body Finance Committee

Quality of Life Committee

VIA:

Maria Sanchez Tucker, Community Services Department Director

FROM:

Manuel Sanchez, Senior Services Division Director-

Maria Tucker (Aug 15, 2024 12:11 MDT)

ITEM AND ISSUE:

Request for Approval of Contract Amendment No. 1 to Item #23-0013 with State of New Mexico Aging and Long-Term Services Department Capital Appropriation Project Grant Agreement #A20E5289 (Mary Esther Gonzales Senior Center – Planning & Design of New Senior Center) to Extend the Term through 06/30/2025 with No Corresponding Change in Cost. Manuel Sanchez, Senior Services Division Director, mnsanchez@santafenm.gov, 505-955-4710.

BACKGROUND AND SUMMARY:

On January 26, 2023, the City of Santa Fe entered into a Grant agreement with the State of New Mexico Aging and Long-Term Services Department Capital Appropriation Project Grant, Agreement #A20E5289 in the Total amount of \$358,865.00 to plan and design a new senior center in Santa Fe.

FUNDING SOURCE:

The funding source is via a reimbursable Grant Fund #A20E5289 which was approved by the governing body on January 15, 2023. Project Ledger #COM2324109.

Contract Number: 3203827

Fund Name/Number: COMDEV/Fund 345

Munis Org Name/Number: SnrCmDvCIP/3459981 Munis Object Name/Number: WIP Design/572960

ACTION REQUESTED:

The Community Health and Safety Department respectfully requests your review and approval.

ATTACHMENTS:

ALTSD Grant Agreement Amendment
Procurement Checklist
Summary of Contracts
Approved Grant Agreement Item 23-0013 (Approved 1/26/23)



City of Santa Fe Summary of Contract, Agreement, Amendment & Lease

All applicable fields to be completed by department (complete 1.b only if	you are processing an amendment):
1.a Munis Contract; 3203827 Procurement # (RFP/ITB#	If any):
Contractor: NM Aging and long term services	
Procurement Method/Vehicle: Small Purchase RFP ITB Sole Source GSA	Cooperative Exempt SWPA/Existing
Description/Title: Mary Esther Gonzales Senior Center Planning	and Design
Contract: O Agreement: O Lease/Rent: O Amendmen	nt:
Term Start Date: When signed Term End Date: 6/30/2025	Total Contract Amount: \$358,865
Approved by Council (If over the City Manager's approval threshold, you must go to	through GB)
Contract / Lease: Contract	
1.b Amendment #: _1	nal Contract/Lease # 22-0541
Increase/(Decrease) Amount \$:	
Extend Expiration Date to: 6/30/2025	
Approved by Council (If the original went through GB, all amendments must go the GB regardless of the amendment reason)	rough Date:
Amendment is for: Extending Term of contract	
-	
NM Aging and long term services grant for modifications to Center.	o the Mary Esther Gonzales Senior
3. Procurement History:	
Purchasing Officer Review:	Date:
Comment & Exceptions:	
4. Funding Source: NMALTS Grant fund A20E5289/ COM2324109 Andy Hopkins	Org / Object: 3459981/572960
	Aug 6, 2024
Budget Officer Approval:	Date:
Comment & Exceptions:	
5. Grant History (if applicable):	Date Aug 6, 2024
Staff Contact who Completed This Form: Justin Gonzales	Phone #: 505-955-6752
To be recorded by City Clerk: Email: jmgonzales@santafenm.g	
Date of Execution:	
ITT Representative (attesting that all information is reviewed)	Title Date



Date

GRANT AGREEMENT AMENDMENT

Amendment #1 - Original Grant #A20E5289 STATE OF NEW MEXICO DEPARTMENT OF AGING AND LONG-TERM SERVICES FUND 89200 CAPITAL APPROPRIATION PROJECT GRANT #A20E5289

	DEFARIMENT			
I.	This is an AMENDMENT to the GRANT AGREEMENT betwee Department, hereafter known as "Department", or abbrewhereinafter called the "Grantee". When this GRANT AGRE Department and the Grantee, it becomes official and legal	viation such as "ALTSD", and City of Santa Fe , EMENT AMENDMENT is signed by both the		
11.	This AMENDMENT is effective on <u>06/30/2024</u> and will end on <u>06/30/2025</u> .			
111.	AMENDMENT: The purpose of this amendment is to change the expiration date from 06/30/2024 to 06/30/2025.			
IV.	The Grantee agrees to abide by all terms, requirements ar AGREEMENT that are not specifically changed by this AME			
V.	The Department's point of contact for this Amended GRAI	NT AGREEMENT is:		
	Tasha Martinez / Capital Outlay Bureau Chief			
	Name and title of Department's representative 505-316-8900			
	Phone Number			
	2550 Cerrillos Road, Santa Fe, New Mexico 87505			
	Address			
VI.	The Grantee's point of contact for this Amended GRANT A	GREEMENT is:		
	Manuel Sanchez, Senior Services Director			
	Name and title of Grantee's representative 505-955-4710			
	Phone Number 1121 Alto Street, Santa Fe, NM 87501			
	Address			
	NDMENT is signed and agreed to by individual(s) who are legants on behalf of the Department and Grantee.	lly authorized to sign legally binding		
documents	its on behalf of the Department and Grantee.			
<u>Departmen</u>	<u>Grantee</u>			
Signature	e Signature			
Print/Type	e Name and Title Print/Typ	e Name and Title		

Date

IN WITNESS WHEREOF, the City of Santa Fe has agreed to this Grant Amendment as of the date of the signature by the required approval authorities below.

CITY OF SANTA FE:	
lan Webber (Aug 29, 2024 16:43 MDT)	
ALAN WEBBER, MAYOR	
DATE:Aug 29, 2024	-
ATTEST:	
*******/	4
GERALYN CARDENAS, INTE GB MTG 08/28/2024	RIM CITY CLERK WW xv
CITY ATTORNEY'S OFFICE:	
Pn	Jul 31, 2024
ASSISTANT CITY ATTORNEY	
FINANCE:	
Tmily K. Oster Aug	8, 2024
EMILY OSTER, FINANCE DIR	ECTOR

STATE OF NEW MEXICO AGING AND LONG-TERM SERVICES DEPARTMENT FUND 89200 CAPITAL APPROPRIATION PROJECT

THIS AGREEMENT is made and entered into as of this 26 day of January, 2023, by and between the Aging and Long-Term Services Department, 2550 Cerrillos Road, Santa Fe, New Mexico, 87505, hereinafter called the "Department" or abbreviation such as "ALTSD", and the City of Santa Fe, hereinafter called the "Grantee". This Agreement shall be effective as of the date it is executed by the Department.

RECITALS

WHEREAS, in the Laws of 2020, Chp. 84, Section 10, Subsection A, Paragraph 90 the Legislature made an appropriation to the Department, funds from which the Department is making available to the Grantee pursuant to this Agreement; and

WHEREAS, the Department is granting to Grantee, and the Grantee is accepting the grant of, funds from

WHEREAS, State Agency on Aging (28-4-1 to 28-4-9 NMSA 1978: successor agency, Aging and Long-Term Services Department (9-23-1 to 9-23-12 NMSA 1978) may enter into grants and contracts as appropriated by law.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual covenants and obligations contained herein, the parties hereby mutually agree as follows:

ARTICLE I. PROJECT DESCRIPTION, AMOUNT OF GRANT AND REVERSION DATE

A. The project that is the subject of this Agreement is described as follows:

A20E5289 \$358,865

APPROPRIATION REVERSION DATE: 30-June-2024

Laws of 2020, Chapter 84, Section 10, Subsection A, Paragraph 90, three hundred fifty-eight thousand eight hundred sixty-five dollars \$358,865 to plan and design the Mary Esther Gonzales senior center in Santa Fe in Santa Fe County.

The Grantee's total reimbursements shall not exceed the appropriation three hundred fifty-eight thousand eight hundred sixty-five dollars \$358,865 (the "Appropriation Amount") minus the allocation for Art in Public Places ("AIPP amount"), if applicable, zero dollars \$0.00, which three hundred fifty-eight thousand eight hundred sixty-five dollars \$358,865, (the "Adjusted Appropriation Amount").

In the event of a conflict among the Appropriation Amount, the Reversion Date, as defined herein and/or the purpose of the Project, as set forth in this Agreement, and the corresponding appropriation language in the laws cited above in this Article I(A), the language of the laws cited herein shall control.

¹ The AIPP amount is "an amount of money equal to one percent or two hundred thousand dollars (\$200,000), whichever is less, of the amount of money appropriated for new construction or any major renovation exceeding one hundred thousand dollars (\$100,000)." Section 13-4A-4 NMSA 1978.

This project is referred to throughout the remainder of this Agreement as the "Project"; the information contained in Article I(A) is referred to collectively throughout the remainder of this Agreement as the "Project Description." Exhibit 4 sets forth additional or more stringent requirements and conditions, which are incorporated by this reference as if, set forth fully herein. If Exhibit 4 imposes more stringent requirements than any requirement set forth in this Agreement, the more stringent requirements of Exhibit 4 shall prevail, in the event of irreconcilable conflict. The Grantee shall reference the Project's number in all correspondence with and submissions to the Department concerning the Project, including, but not limited to, Requests for Payment and reports.

ARTICLE II. LIMITATION ON DEPARTMENT'S OBLIGATION TO MAKE GRANT DISBURSEMENT TO GRANTEE

A. Upon the Effective Date of this Agreement, for permissible purposes within the scope of the Project Description, the Grantee shall only be reimbursed monies for which the Department has issued and the Grantee has received a Notice of Department's Obligation to Reimburse² Grantee (hereinafter referred to as "Notice of Obligation"). This Grant Agreement and the disbursement of any and all amounts of the above referenced Adjusted Appropriation Amount are expressly conditioned upon the following:

- (i) Irrespective of any Notice of Obligation, the Grantee's expenditures shall be made on or before the Reversion Date and, if applicable, an Early Termination Date (i.e., the goods have been delivered and accepted or the title to the goods has been transferred to the Grantee and/or the services have been rendered for the Grantee); and
- (ii) The total amount received by the Grantee shall not exceed the lesser of: (a) the Adjusted Appropriation Amount identified in Article I(A) herein or (b) the total of all amounts stated in the Notice(s) of Obligation evidencing that the Department has received and accepted the Grantee's Third-Party Obligation(s), as defined in subparagraph iii of this Article II(A); and
- (iii) The Grantee's expenditures were made pursuant to the Grantee's legal procurement 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, hereinafter referred to as "Third Party Obligations"; and
- (iv) The Grantee's submittal of timely Requests for Payment in accordance with the procedures set forth in Article IX of this Agreement;
- (v) In the event that capital assets acquired with Project funds are to be sold, leased, or licensed to or operated by a private Grantee or Fiscal Agent for Grantee, the sale, lease, license, or operating agreement:
 - a, must be approved by the applicable oversight entity or Fiscal Agent for Grantee (if any) in accordance with law; or
 - b. if no oversight entity or Fiscal Agent for Grantee is required to approve of the transaction, the Department must approve of the transaction as complying with law.

Prior to the sale, lease, license, or operating agreement being approved pursuant to subparagraph (a) or (b) above, the Department may, in its discretion and unless inconsistent with New Mexico State Board of Finance imposed conditions, reimburse the Grantee for necessary expenditures incurred to develop the Project sufficiently to make the sale, lease, license, or operating agreement commercially feasible, such as plan and design expenditures; and

(vi) The Grantee's submittal of documentation of all Third-Party Obligations and amendments thereto (including terminations) to the Department and the Department's issuance and the Grantee's receiving

² "Reimburse" as used throughout this Agreement includes Department payments to the Grantee for invoices received, but not yet paid, by the Grantee from a third-party contractor or vendor if the invoices comply with the provisions of this Agreement and are a valid liability of the Grantee.

of a Notice of Obligation for a particular amount in accordance with the terms of this Agreement as follows:

- a. The Grantee shall submit to the Department one copy of all Third-Party Obligations and amendments thereto (including terminations) as soon as possible after execution by the Third Party but prior to execution by the Grantee.
- b. Grantee acknowledges and agrees that if it chooses to enter into a Third-Party Obligation prior to receiving a Notice of Obligation that covers the expenditure, it is solely responsible for such expenditures.
- c. The Department may, in its absolute discretion, issue to Grantee a Notice of Obligation for the particular amount of that Third Party Obligation that only obligates the Department to reimburse Grantee's expenditures made on or before the Reversion Date or an Early Termination Date. The current Notice of Obligation form is attached to this Agreement as Exhibit 2.
- d. The date the Department sends, by mail or email, the Notice of Obligation is the date that the Department's Notice of Obligation is effective. After that date, the Grantee is authorized to budget the particular amount set forth in the Notice of Obligation, execute the Third-Party Obligation and request the Third Party begin work.
- B. The Grantee shall implement, in all respects, the Project. The Grantee shall provide all necessary qualified personnel, material, and facilities to implement the Project. The Grantee shall finance its share (if any) of the costs of the Project, including all Project overruns.
 - C. Project funds shall not be used for purposes other than those specified in the Project Description.
- D. Unless specifically allowed by law, Project funds cannot be used to reimburse Grantee for indirect Project costs.

ARTICLE III. NOTICE PROVISIONS AND GRANTEE AND DEPARTMENT DESIGNATED REPRESENTATIVES

Whenever written notices, including written decisions, are to be given or received, related to this Agreement, the following provisions shall apply.

The Grantee and the Department hereby designate the persons listed below as their official representative concerning all matters related to this Agreement:

Name:

Gino Rinaldi.

Title:

Address:

Director

Email:

PO Box 909 Santa Fe NM 87504

earinaldi@santafenm.gov

Phone:

505-955-4710

Name: Caryn Grosse

Title: Facilities CIP Project Administrator

Address: 265.1 Siringo Road, Building E Santa Fe, NM 87505

Email: <u>clgrosse@santafenm.gov</u> Phone: 505-955-5938

Department: Aging and Long-Term Services Department

Name: Barbara J. Romero

Title: Capital Projects Bureau Chief

Address: 2550 Cerrillos Rd., Santa Fe, NM 87505

Email: <u>barbara.romero@state.nm.us</u>

Telephone: 505-365-3660

The Grantee and the Department agree that either party shall send all notices, including written decisions, related to this Agreement to the above-named persons by facsimile, email, or regular mail. In the case of mailings, notices shall be deemed to have been given and received upon the date of the receiving party's actual receipt or five calendar days after mailing, whichever shall first occur. In the case of facsimile transmissions, the notice shall be deemed to have been given and received on the date reflected on the facsimile confirmation indicating a successful transmission of all pages included in the writing. In the case of email transmissions, the notice shall be deemed to have been given and received on the date reflected on the delivery receipt of email.

ARTICLE IV. REVERSION DATE, TERM, EARLY TERMINATION

A. As referenced in Article I(A), the applicable law establishes a date by which Project funds must be expended by Grantee, which is referred to throughout the remainder of this Agreement as the "Reversion Date." Upon being duly executed by both parties, this Agreement shall be effective as of the date of execution by the Department. It shall terminate on June 30, 2024, the Reversion Date unless Terminated Before Reversion Date ("Early Termination") pursuant to Article V herein.

B. The Project's funds must be "expended" on or before the Reversion Date and, if applicable, Early Termination Date of this Agreement. For purposes of this Agreement, it is not sufficient for the Grantee to "encumber" the Project funds on its books on or before the Project's Reversion Date or Early Termination Date. Funds are "expended" and an "expenditure" has occurred as of the date that a particular quantity of goods are delivered to and received by the Grantee or title to the goods is transferred to the Grantee and/or as of the date particular services are rendered for the Grantee. Funds are not "expended" and an "expenditure" has not occurred as of the date they are "encumbered" by the Grantee pursuant to a contract or purchase order with a third party.

ARTICLE V. EARLY TERMINATION

A. <u>Early Termination Before Reversion Date Due to Completion of the Project or Complete Expenditure of the Adjusted Appropriation or Violation of this Agreement</u>

Early Termination includes:

- (i) Termination due to completion of the Project before the Reversion Date; or
- (ii) Termination due to complete expenditure of the Adjusted Appropriation Amount before the Reversion Date; or
- (iii) Termination for violation of the terms of this Agreement; or
- (iv) Termination for suspected mishandling of public funds, including but not limited to, fraud, waste, abuse, conflicts of interest.

Either the Department or the Grantee may early terminate this Agreement prior to the Reversion Date by providing the other party with a minimum of fifteen (15) days' advance, written notice of early termination. Grantee hereby waives any rights to assert an impairment of contract claim against the Department or the State of New Mexico in the event of Early Termination of this Agreement by the Department pursuant to Article V(A).

B. Early Termination Before Reversion Date Due to Non-appropriation

The terms of this Agreement are expressly made contingent upon sufficient appropriations and authorization being made by the Legislature of New Mexico for the performance of this Agreement. Throughout this Agreement the term "non-appropriate" or "non-appropriation" includes the following actions by the New Mexico Legislature: deauthorization, reauthorization or revocation of a prior authorization. The Legislature may choose to non-appropriate the Appropriation referred to Article I and, if that occurs, the Department shall early terminate this Agreement for non-appropriation by giving the Grantee written notice of such termination, as of the effective date of the law making the non-appropriation. The Department's decision as to whether sufficient appropriations or authorizations are available shall be accepted by the Grantee and shall be final. Grantee hereby waives any rights to assert an impairment of contract claim against the Department or the State of New Mexico in the event of Early Termination of this Agreement by the Department pursuant to Article V(B).

C. <u>Limitation on Department's Obligation to Make Grant Disbursements to Grantee in the Event of Early Termination</u>

In the event of Early Termination of this Agreement by either party, the Department's sole obligation to reimburse the Grantee is expressly conditioned upon the limitations set forth Article II.

ARTICLE VI. SUSPENSION OF NEW OR FURTHER OBLIGATIONS

- A. The Department may choose, in its absolute discretion, to direct the Grantee to suspend entering into new and further obligations.
 - (i) The Grantee shall immediately suspend entering into new or further written obligations with third parties upon the date the Grantee receives written notice given by the Department; and
 - (ii) The Department is, upon the date the Grantee receives written notice given by the Department, suspending issuance of any new or further Notice of Obligation under this Agreement; and
 - (iii) The Department may direct the Grantee to implement a corrective action plan in accordance with Article VI(D) herein.

- B. In the event of Suspension of this Agreement, the Department's sole obligation to reimburse the Grantee is expressly conditioned upon the limitations set forth in Article II herein.
- C. A suspension of new or further obligations under this Agreement shall remain in effect unless or until the date the Grantee receives written notice given by the Department informing the Grantee that the Suspension has been lifted or that the Agreement has been Early Terminated in accordance with Article V herein. If the Suspension is lifted, the Department will consider further requests for Notice of Obligation.

D. Corrective Action Plan in the Event of Suspension

In the event that the Department chooses, in its absolute discretion to direct the Grantee to suspend entering into new or further written obligations with third parties pursuant to Article VI(A), the Department may, but is not obligated to, require the Grantee to develop and implement a written corrective action plan to remedy the grounds for the Suspension. Such corrective action plan must be approved by the Department and be signed by the Grantee. Failure to sign a corrective action plan or meet the terms and deadlines set forth in the signed corrective action plan, is hereby deemed a violation of the terms of this Agreement for purposes of Early Termination, Article V(A)(iii). The corrective action plan is in addition to, and not in lieu of, any other equitable or legal remedy, including but not limited to Early Termination.

ARTICLE VII. AMENDMENT

This Agreement shall not be altered, changed, or amended except by instrument in writing duly executed by both the parties hereto.

ARTICLE VIII. REPORTS

A. Database Reporting

The Grantee shall report monthly Project activity by entering such Project information as the Department and the Department of Finance and Administration may require, such information entered directly into a database maintained by the Department of Finance and Administration (http://cpms.dfa.state.nm.us). Additionally, the Grantee shall certify on the Request for Payment form (Exhibit 1) that updates have been maintained and are current in the database. The Grantee hereby acknowledges that failure to perform and/or certify updates into the database will delay or potentially jeopardize the reimbursement of funds. The Department shall give Grantee a minimum of thirty (30) days' advance written notice of any changes to the information the Grantee is required to report.

Monthly reports shall be due on the last day of each month, beginning with the first full month following execution of this Agreement by the Department and ending upon the submission of the final request for reimbursement for the Project.

B. Requests for Additional Information/Project Inspection

During the term of this Agreement and during the period of time during which the Grantee must maintain records pursuant to Article VIII, the Department may:

request such additional information regarding the Project as it deems necessary; and conduct, at reasonable times and upon reasonable notice, onsite inspections of the Project.

Grantee shall respond to such requests for additional information within a reasonable period of time, as established by the Department.

ARTICLE IX. REQUEST FOR PAYMENT PROCEDURES AND DEADLINES

- A. The Grantee shall request payment by submitting a Request for Payment, in the form attached hereto as Exhibit 1. Payment requests are subject to the following procedures:
 - (i) The Grantee must submit one original and one copy of each Request for Payment; and
 - (ii) Each Request for Payment must contain proof of payment by the Grantee or liabilities incurred by the Grantee in the form of a notarized certification by Grantee's designated representative in Article III herein, that the expenditures are valid or are liabilities incurred by the Grantee in the form of actual unpaid invoices received by the Grantee of services rendered by a third party or items of tangible personal property received by the Grantee for the implementation of the Project; provided, however, that the Grantee may be reimbursed for unpaid liabilities only if the Department, in its discretion, agrees to do so and in accordance with any special conditions, see Exhibit 3, imposed by the Department.
 - (iii) In cases where the Grantee is submitting a Request for Payment to the Department based upon invoices received, but not yet paid, by the Grantee from a third party contractor or vendor, if the invoices comply with the provisions of this Agreement and are a valid liability of the Grantee, the Grantee shall make payment to those contractors or vendors within five (5) business days from the date of receiving reimbursement from the Department or such shorter period of time as the Department may prescribe in writing.
 - B. The Grantee must obligate 5% of the Adjusted Appropriation Amount within six months of acceptance of the grant agreement and must have expended no less than 85% of the Adjusted Appropriation Amount six months prior to the reversion date.

C. Deadlines

Requests for Payments shall be submitted by Grantee to the Department on the earlier of:

- (i) Immediately as they are received by the Grantee but at a minimum twenty (20) from the end of the calendar quarter in which the expenditure was incurred or liability of the Grantee was incurred as evidenced by an unpaid invoice received by the Grantee from a third-party contractor or vendor, if total unreimbursed expenditures or liabilities at calendar quarter end exceed \$25,000; or
- (ii) July 15 of each year for all unreimbursed expenditures incurred during the previous fiscal year; or
- (iii) Twenty (20) days from date of Early Termination; or
- (iv) Twenty (20) days from the Reversion Date.
- D. The Grantee's failure to abide by the requirements set forth in Article II herein will result in the denial of its Request for Payment or will delay the processing of Requests for Payment. The Department has the right to reject a payment request for the Project unless and until it is satisfied that the expenditures in the Request for Payment are for permissible purposes within the meaning of the Project Description and that the expenditures and the Grantee are otherwise in compliance with this Agreement, including but not limited to, compliance with the reporting requirements and the requirements set forth in Article II herein to provide Third Party Obligations. The Department's ability to reject any Request for Payment is in addition to, and not in lieu of, any other legal or equitable remedy available to the Department due to Grantee's violation of this Agreement.

ARTICLE X. PROJECT CONDITIONS AND RESTRICTIONS; REPRESENTATIONS AND WARRANTIES

A. The following general conditions and restrictions are applicable to the Project:

(i) The Project's funds must be spent in accordance with all applicable state laws, regulations, policies, and guidelines, including, but not limited to, the Procurement Code (or local procurement ordinance,

where applicable).

- (ii) The Project must be implemented in accordance with the New Mexico Public Works Minimum Works Act, Section 13-4-10 through 13-4-17 NMSA 1978, if applicable. Every contract or project in excess of sixty thousand dollars (\$60,000) that the Grantee is a party to for construction, alteration, demolition or repair or any combination of these, including painting and decorating, of public buildings, public works or public roads and that requires or involves the employment of mechanics, laborers or both shall contain a provision stating the minimum wages and fringe benefits to be paid to various classes of laborers and mechanics, shall be based upon the wages and benefits that will be determined by the New Mexico Department of Workforce Solutions to be prevailing for the corresponding classes of laborers and mechanics employed on contract work of a similar nature in the locality. Further, every contract or project shall contain a stipulation that the contractor, subcontractor, employer or a person acting as a contractor shall pay all mechanics and laborers employed on the site of the project, unconditionally and not less often than once a week and without subsequent unlawful deduction or rebate on any account, the full amounts accrued at time of payment computed at wage rates and fringe benefit rates not less than those determined pursuant to Section 13-4-11 B. NMSA 1978 to be the prevailing wage rates and prevailing fringe benefit rates issued for the project.
- (iii) The Project may only benefit private entities in accordance with applicable law, including, but not limited to, Article IX, Section 14 of the Constitution of the State of New Mexico, the so-called "Anti-Donation Clause."
- (iv) The Grantee shall not at any time convert any property acquired or developed with the Project's funds to uses other than those specified in the Project Description without the Department's express, advance, written approval.
- (v) The Grantee shall comply with all federal and state laws, rules and regulations pertaining to equal employment opportunity. In accordance with all such laws, rules and regulations the Grantee agrees to assure that no person shall, on the grounds of race, color, national origin, sex, sexual preference, age or handicap, be excluded from employment with Grantee, be excluded from participation in the Project, be denied benefits or otherwise be subject to discrimination under, any activity performed under this Agreement. If Grantee is found to be not in compliance with these requirements during the life of this Agreement, Grantee agrees to take appropriate steps to correct any deficiencies. The Grantee's failure to implement such appropriate steps within a reasonable time constitutes grounds for terminating this Agreement.
- B. The Grantee hereby represents and warrants the following:
- (i) The Grantee has the legal authority to receive and expend the Project's funds.

- (ii) This Agreement has been duly authorized by the Grantee, the person executing this Agreement has authority to do so, and, once executed by the Grantee, this Agreement shall constitute a binding obligation of the Grantee, enforceable according to its terms.
- (iii) This Agreement and the Grantee's obligations hereunder do not conflict with any law or ordinance or resolution applicable to the Grantee, the Grantee's charter (if applicable), or any judgment or decree to which it is subject.
- (iv) The Grantee has independently confirmed that the Project Description, including, but not limited to, the amount and Reversion Date, is consistent with the underlying appropriation in law.
- (v) The Grantee's governing body has duly adopted or passed as an official act a resolution, motion, or similar action authorizing the person identified as the official representative of the Grantee to sign the Agreement and to sign Requests for Payment.
- (vi) The Grantee shall abide by New Mexico laws regarding Conflict of Interest and Governmental Conduct and whistleblower protection. The Grantee specifically agrees that no officer or employee of the local jurisdiction or its designees or agents, no member of the governing body, and no other public official of the locality who exercises any function or responsibility with respect to this Grant, during his/her tenure or for one year thereafter, shall have any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed pursuant to this Grant. Further, Grantee shall require all of its contractors to incorporate in all subcontracts the language set forth in this paragraph prohibiting conflicts of interest.
- (vii) No funds have been paid or will be paid, by or on behalf of the Grantee, to any person for influencing or attempting to influence an officer or employee of this or any agency or body in connection with the awarding of any Third-Party Obligation and that the Grantee shall require certifying language prohibiting lobbying to be included in the award documents for all subawards, including subcontracts, loans and cooperative agreements. All subrecipients shall be required to certify accordingly.

ARTICLE XI. STRICT ACCOUNTABILITY OF RECEIPTS AND DISBURSEMENTS; PROJECT RECORDS

- A. The Grantee shall be strictly accountable for receipts and disbursements relating to the Project's funds. The Grantee shall follow generally accepted accounting principles, and, if feasible, maintain a separate bank account or fund with a separate organizational code, for the funds to assure separate budgeting and accounting of the funds.
- B. For a period of six (6) years following the Project's completion, the Grantee shall maintain all Project related records, including, but not limited to, all financial records, requests for proposals, invitations to bid, selection and award criteria, contracts and subcontracts, advertisements, minutes of pertinent meetings, as well as records sufficient to fully account for the amount and disposition of the total funds from all sources budgeted for the Project, the purpose for which such funds were used, and such other records as the Department shall prescribe.
 - C. The Grantee shall make all Project records available to the Department and the New Mexico State Auditor upon request. With respect to the funds that are the subject of this Agreement, if the State Auditor finds that any or all of these funds were improperly expended, the Grantee may be required to reimburse to the State of New Mexico, to the originating fund, any and all amounts found to be improperly expended.

ARTICLE XII. IMPROPERLY REIMBURSED FUNDS

If the Department determines that part or all of the Appropriation Amount was improperly reimbursed to Grantee, including but not limited to, Project funds reimbursed to Grantee based upon fraud, mismanagement, misrepresentation, misuse, violation of law by the Grantee, or violation of this Agreement, the Grantee shall return such funds to the Department for disposition in accordance with law.

ARTICLE XIII. LIABILITY

Neither party shall be responsible for liability incurred as a result of the other party's acts or omissions in connection with this Agreement. Any liability incurred in connection with this Agreement is subject to immunities and limitations of the New Mexico Tort Claims Act.

ARTICLE XIV. SCOPE OF AGREEMENT

This Agreement constitutes the entire and exclusive agreement between the Grantee and Department concerning the subject matter hereof. The Agreement supersedes any and all prior or contemporaneous agreements, understandings, discussions, communications, and representations, written or verbal.

ARTICLE XV. REQUIRED NON-APPROPRIATIONS CLAUSE IN CONTRACTS FUNDED IN WHOLE OR PART BY FUNDS MADE AVAILABLE UNDER THIS AGREEMENT

The Grantee acknowledges and agrees that Grantee shall include a "non-appropriations" clause in all contracts between it and other parties that are (i) funded in whole or part by funds made available under this Agreement and (ii) entered into after the effective date of this Agreement that states:

"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, the City of Santa Fe may immediately terminate this Agreement by giving Contractor written notice of such termination. The City of Santa Fe's decision as to whether sufficient appropriations are available shall be accepted by the Contractor and shall be final. Contractor hereby waives any rights to assert an impairment of contract claim against the City of Santa Fe or the Aging and Long-Term Service Department or the State of New Mexico in the event of immediate or Early Termination of this Agreement by the City of Santa Fe or the Department."

ARTICLE XVI. REQUIRED TERMINATION CLAUSE IN CONTRACTS FUNDED IN WHOLE OR PART BY FUNDS MADE AVAILABLE UNDER THIS AGREEMENT

Grantee acknowledges and agrees that Grantee shall include the following or a termination clause in all contracts that are (i) funded in whole or part by funds made available under this Agreement and (ii) entered into after the effective date of this Agreement:

"This contract is funded in whole or in part by funds made available under the Aging and Long-Term Services Department Grant Agreement. Should the Aging and Long-Term Services Department early terminate the grant agreement, the City of Santa Fe may early terminate this contract by providing Contractor written notice of such termination. In the event of termination pursuant to this paragraph, the City of Santa Fe's only liability shall be to pay Contractor for acceptable goods delivered and services rendered before the termination date."

Grantee hereby waives any rights to assert an impairment of contract claim against the Department or the State of New Mexico in the event of Early Termination of this Agreement by the Department.

XVII. COMPLIANCE WITH UNIFORM FUNDING CRITERIA.

- A. Throughout the term of this Agreement, Grantee shall:
- I. submit all reports of annual audits and agreed upon procedures required by Section 12-6-3(A)-(B) NMSA 1978 by the due dates established in 2.2.2 NMAC, reports of which must be a public record pursuant to Section 12-6-5(A) NMSA 1978 within forty-five days of delivery to the State Auditor;
- 2. have a duly adopted budget for the current fiscal year approved by its budgetary oversight agency (if any);
 - 3. timely submit all required financial reports to its budgetary oversight agency (if any); and
- 4. have adequate accounting methods and procedures to expend grant funds in accordance with applicable law and account for and safeguard grant funds and assets acquired by grant funds.
- B. In the event Grantee fails to comply with the requirements of Paragraph A of this Article XVII, the Department may take one or more of the following actions:
 - 1. suspend new or further obligations pursuant to Article VI(A) of this Agreement;
- 2. require the Grantee to develop and implement a written corrective action plan pursuant to Article VI(D) of this Agreement to remedy the non-compliance;
- 3, impose special grant conditions to address the non-compliance by giving the
 Grantee notice of such special conditions in accordance with Article III of this Agreement; the special conditions shall be binding and effective on the date that notice is deemed to have been given pursuant to Article III; or

 4. terminate this Agreement pursuant to Article V(A) of this Agreement.

<u>ARTICLE XVIII. SEVERANCE TAX BOND AND GENERAL OBLIGATION BOND PROJECT</u> CLAUSES

- A. Grantee acknowledges and agrees that the underlying appropriation for the Project is a severance tax bond or general obligation bond appropriation, which is administered by the New Mexico State Board of Finance (BOF), an entity separate and distinct from the Department. Grantee acknowledges and agrees that (i) it is Grantee's sole responsibility to determine through BOF staff what (if any) conditions are currently imposed on the Project; (ii) the Department's failure to inform Grantee of a BOF imposed condition does not affect the validity or enforceability of the condition; (iii) the BOF may in the future impose further or different conditions upon the Project; (iv) all BOF conditions are effective without amendment of this Agreement; (v) all applicable BOF conditions must be satisfied before the BOF will release to the Department funds subject to the condition(s); and (vi) the Department's obligation to reimburse Grantee from the Project is contingent upon the then current BOF conditions being satisfied.
- B. Grantee acknowledges and agrees that the SBOF may in its sole and absolute discretion remove a project's assigned bond proceeds if the project doesn't proceed sufficiently. Entities must comply with the requirement to encumber five percent (5%) of Project funds within six months of bond issuance as certified

by the grantee in the Bond Questionnaire and Certification documents submitted to the SBOF. Failure to comply may result in the bond proceeds reassignment to a new ready project. If this should occur this grant agreement will be suspended until the entity has demonstrated readiness as determined by the SBOF and the Department.

C. Grantee acknowledges and agrees that this Agreement is subject to the SBOF's Bond Project Disbursements rule, NMAC 2.61.6, as may be amended or re-codified. The rule provides definitions and interpretations of grant language for the purpose of determining whether a particular activity is allowable under the authorizing language of the agreement.

[THIS SPACE LEFT BLANK INTENTIONALLY]

IN WITNESS WHEREOF, the parties have duly executed this Agreement as of the date of execution by the Department.

GRANTEE AMT	
Signature of Official with Authority to Bind Grantee	
By: Alan Webber (Type or Print Name)	
Its: Mayor (Type or Print Title)	
Jan 15, 2023	
Date	
AGING AND LONG-TERM SERVICES DEPAR	RTMENT
By: Kataina Hotaum-Lassa. ALTSD Cabinet Secretary	Date:1/26/2023
By: Wichal M. Hayes ALTSD Legal Counsel—Certifying Legal St	Date: 1/25/2023
By: Value Garcia ALTSD Chief Financial Officer	Date: _1/25/2023

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EXHIBITE STATE OF NEW MEXICO CAPITAL GRANT PROJECT NOTICE OF OBLIGATION TO REIMBURSE GRANTEE

Notice of Obligation to Reimburse Grantee #
DATE:
TO: Department Representative: FROM: Grantee: Grantee Official Representative:
SUBJECT: Notice of Obligation to Reimburse Grantee Grant Number: Grant Termination Date:
As the designated representative of the Department for Grant Agreement number entered into between Grantee and the Department, I certify that the Grantee has submitted to the Department the following third party obligation executed, in writing, by the third party's authorized representative:
Vendor or Contractor. Third Party Obligation Amount:
Vendor or Contractor: Third Party Obligation Amount:
Vendor or Contractor: Third Party Obligation Amount:
I certify that the State is issuing this Notice of Obligation to Reimburse! Grantee for permissible purposes within the scope of the project description, subject to all the terms and conditions of the above referenced Grant Agreement.
Grant Amount (Minus AIPP if applicable): The Amount of this Notice of Obligation: The Total Amount of all Previously Issued Notices of Obligation: The Total Amount of all Notices of Obligation to Date: Note: Contract amounts may exceed the total grant amount, but the invoices paid by the grant will not exceed the grant amount.
Department Rep. Approver: Tide:
Signature: Date:

1 Administrative and/or Indirect Cost – generally, the legislation authorizing the issuance of bonds prohibits the use of its proceeds for indirect expenses (e.g. penalty fees or damages other than pay for work performed, attorney fees, and administrative fees). Such use of bond proceeds shall not be allowed unless specifically authorized by statute.



The capital outlay oversight requires grantees' accounting methods and procedures, including their internal control framework, to be scrutinized, so as to safeguard State capital outlay appropriations and assets acquired with such appropriations.

This Capital Outlay Special Grant Condition(s) Exhibit 3 is necessary pursuant to Executive Order 2013-006 (2.A.2.a-c, if applicable), due to the Grantees' material weaknesses, significant deficiencies, or findings that raised concerns as to the ability to expend grant funds in accordance with applicable law in the organization's current published audit. The Special Conditions identified below apply to the authorized agent, City of Santa Fe.

The City of Santa Fe's special conditions have been cleared by DFA/Local Government and are no longer required to provide documentation regarding special conditions. Therefore, the criteria to enter into this agreement have been met.

EXPLIBIT 4 ALTSD CAPITAL OUTLAY, PROJECT DESCRIPTION SCOPE OF WORK (SOW)

PROJECT DESCRIPTION FORM Score of Work (SOW)

(Please email per instructions to ALTSD in WORD format)

1. Name of Grantee/ Fiscal Agent: City of Santa Fe

2. Project Title: Planning and Design of New Center

3. Grant Agreement Number: A20E5289

- 4. Background Narrative: The US census population projection, within a decade, the city of Santa Fe will see a Marked increase in population of Baby Boomer retirees. Nationally, from now until 2030, 10,000 baby boomers each day will hit retirement age. In the City of Santa Fe, it is projected that 33% of the population will be sixty plus. The 60 plus population will be larger than the 18 and younger. All current senior centers are in the northeast portion of the city. We are seeing a significant increase in growth in the western and southern portions of the city. Adding to the complexity of meeting future challenges is the attitude and behavior of the Baby Boomers which are markedly different from the previous generation that uses the Mary Esther Gonzales Senior Center. The result of the annual Title III program quality survey shows that a new Senior Center in the Southern portion of the city is needed.
- 5. Work Plan: Provide Plan and Design of New Senior Center

6. Budget Detail:

Project Cost Activities (These are only examples Insert activities specific to the proposed project.)	Other Funds	State Funds
Architect/Engineer		\$358,865
Construction		
Renovation		
Improvements for Code Compliance		
Equipment		
Vehicle Purchase		
Other Costs (specify)		
Totals		\$358,865

7. Performance Measures: Provide Plan and Design of New Senior Center

8. Results Expected: Plan & Design process will include feasibility and location study, architectural drawings, and plans, engineering, archaeological and environmental surveys or clearances, zoning, design activities necessary if seeking LEED certification, and all other steps incident to create a plan for final product.

9.

Time Frame/ Milestones: (These are only examples. Insert milestones specific to the proposed project.)	(Project the month & year for each milestone)
RFP/Quotes Secured	April 2023
Bid Closing	May 2023
Bid Award to Contractor/Vendor	June 2023
Purchase/install Equipment	
Project Completion & Review	December 2023
Submit Request for Payment Form and Supporting Documents to ALTSD/Capital Projects Bureau	Monthly from award of Bid

10. Responsible Staff (include Project Manager and Fiscal Contact):

Name: Gino Rinaldi
Title: Division Director

Address: PO Box 909 Santa Fe NM 87504

Email: earinaldi@santafenm.gov

Phone: 505-955-4710

Name: Caryn Grosse

Title: Facilities CIP Project Administrator

Address: 2651 Siringo Road, Building E. Santa Fe, NM 87505

Email: clgrosse@santafenm.gov

Phone: (505) 955-5938

NOTICE: The Grant Application, if approved for funding by ALTSD and any attachments to the Grant Application are incorporated by reference into the scope of work. In the event of a conflict between any of the documents that are part of the Agreement, the ALTSD Cabinet Secretary, at the sole discretion of ALTSD, shall resolve that conflict.

Urgent MEG Planning and Design-1

Final Audit Report 2024-08-08

Created: 2024-08-06

By: Justin Gonzales (jmgonzales@santafenm.gov)

Status: Signed

Transaction ID: CBJCHBCAABAA1GOwcZCV24z6HdN4NkJa1Q1XRJExQ0H3

"Urgent MEG Planning and Design-1" History

Document created by Justin Gonzales (jmgonzales@santafenm.gov) 2024-08-06 - 3:24:05 PM GMT- IP address: 63.232.20.2

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- Email viewed by EMILY OSTER (ekoster@santafenm.gov) 2024-08-08 8:35:13 PM GMT- IP address: 104.47.65.254
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 2024-08-08 8:36:23 PM GMT



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MEG Planning and Design-1

Final Audit Report 2024-08-15

Created: 2024-08-15

By: Justin Gonzales (jmgonzales@santafenm.gov)

Status: Signed

Transaction ID: CBJCHBCAABAA02UjMD6B4yloDe4izv7kF4P70hhYCstG

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Agreement completed. 2024-08-15 - 6:11:37 PM GMT



Signature: XAVIER VIGIL (Aug 29, 2024 14:13 MDT)

Email: xivigil@santafenm.gov

24-0530 NM Aging and Long Term Services Department

Final Audit Report 2024-08-30

Created: 2024-08-29

By: XAVIER VIGIL (xivigil@santafenm.gov)

Status: Signed

Transaction ID: CBJCHBCAABAAooWbaryfHNAk2rm1oNkXNugE5NyXjrHZ

"24-0530 NM Aging and Long Term Services Department" History

- Document created by XAVIER VIGIL (xivigil@santafenm.gov) 2024-08-29 8:08:30 PM GMT- IP address: 63.232.20.2
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- Document e-signed by GERALYN CARDENAS (gfcardenas@santafenm.gov)
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