

**Date:** April 27, 2026

**To:** Brian Moya, Interim City Manager

**From:** Theresa Trujillo, Senior Services Volunteer Programs Manager *Theresa Trujillo*  
Theresa Trujillo (Apr 28, 2025 08:37:41 MDT)

**Via:** Manuel Sanchez, Senior Services Division Director/Interim Community Services Department Director

Marcella Apodaca, Business Operations Manager *Marcella Apodaca*

*Manuel Sanchez*  
Manuel Sanchez (Apr 30, 2025 08:01:14 MDT)

**Subject:** Notice of Grant Award Agreement RSVP Amendment No. 7

**Vendor Name:** Corporation for National and Community Service

**Munis Vendor Number:** N/A

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**ITEM AND ISSUE:**

Community Services Department/Senior Services Division respectfully requests your review and approval of Amendment to Item number 25-0294 with Corporation for National and Community Service (CNCS) for Federal Assistance for providing volunteer services for the Division of Senior Services Retired and Senior Volunteer Program (RSVP). Amendment No. 7 extends the term through June 30, 2026, with no change in amount of \$50,000.00.

**BACKGROUND AND SUMMARY:**

Senior Services Division is requesting the approval of the CNCS Notice of Grant Award Agreement Amendment No. 23SRDNM003 RSVP. The Federal Identifier 23SRDNM003 AmeriCorps Grant is a continuation; funding is for year #3 of 3. The attached Notice of Grant Award reflects the Grant Agreement with the CNCS for the RSVP. The appropriation for the RSVP is in the amount of \$50,000.00 for FY26 (May 1, 2025 – June 30, 2026).

Our Retired Senior Volunteer Program recruits and provides meaningful volunteer opportunities for senior volunteers to help others by sharing their experience, knowledge and efforts. Our RSVP volunteers will serve their communities by participating in special projects and supporting organizations to meet identified critical needs.

**PRIOR APPROVALS AND SUPPORTING INFORMATION:**

**FUNDING SOURCE:**

**Fund Name/Number:** Senior Citizen Grant/Fund 241

**Munis Org Name/Number:** US Department of Health and Human Services/490510

**Munis Object Name/Number:** Senior Volunteer Programs 2410116/Various

**PROCUREMENT METHOD:**

The procurement method used was

Contract #23SRDNM003 with CNCS expires on June 30, 2026

Chief Procurement Officer (CPO)/Designee: \_\_\_\_\_ Date: \_\_\_\_\_

CPO Comment/Exceptions: \_\_\_\_\_

**ASSOCIATED APPROVALS:**

IT Components included?  Yes |  No

Approval: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Comment/Exceptions: \_\_\_\_\_

Treasury/Point of Sale Components included?  Yes |  No

Approval: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Comment/Exceptions: \_\_\_\_\_

Vehicles included?  Yes |  No

Approval: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Comment/Exceptions: \_\_\_\_\_

Construction to City Facilities, Furniture, and/or Fixtures included?  Yes |  No

Approval: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Comment/Exceptions: \_\_\_\_\_

Is this an externally funded purchase?  Yes |  No

If yes, what is the issuing agency: US Department of Health and Human Services

Approval: ERIKA LUJAN Title: Grant Manager Date: 04/29/2026  
ERIKA LUJAN (Apr 29, 2026 10:35:26 MDT)

Comment/Exceptions: \_\_\_\_\_

Is this a Capital Asset or Project?  Yes |  No

Project Ledger Number: \_\_\_\_\_

Approval: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Comment/Exceptions: \_\_\_\_\_

**ATTACHMENTS:**

Notice of Grant Award Agreement No. 23SRDNM003

Item #25-0294 Notice of Grant Award Agreement No. 23SRDNM003

For Official Use Only

**Notice of Grant Award**

**Corporation for National and Community Service**

250 E Street SW, Suite 300  
Washington, DC 20525-0001  
(202) 606-5000

**Retired and Senior Volunteer Program**

**Grantee**

City of Santa Fe  
200 Lincoln Ave Santa Fe NM 87501-1904

EIN: 856000168  
UEI: QLN2YKMMJ8X6

**Award Information**

Agreement No.: **23SRDNM003** Performance Period: **07/01/2023 - 06/30/2026**  
Amendment No.: **7** Budget Period: **05/01/2025 - 06/30/2026**  
CFDA No.: **94.002** Grant Year: **3**

**Purpose**

The purpose of this award is to assist the grantee in carrying out a national service program as authorized by the Domestic Volunteer Service Act of 1973, as amended (42 U.S.C. Chapter 22).

**Funding Information**

Year 3	Previously Awarded This Year	This Award/ Amendment	Total Current Year
Total Obligated by CNCS	\$50,000	\$0	\$50,000
Grantee's Unobligated Balance (Carryover)	\$0	\$0	\$0
Total Available	\$50,000	\$0	\$50,000

**Cumulative Funding for Project Period**

Total Awarded in Previous Amendments	\$140,000
Total CNCS Funds Awarded to Date	<b>\$140,000</b>

**Funding Source and Amount**

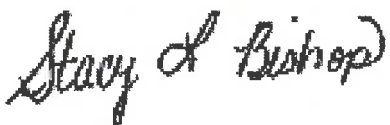
Not applicable to this award.

**Award Description**

The purpose of this amendment is to extend the end date from 3/31/26 until 6/30/26, to allow the grantee time to complete approved activities. All other terms and conditions of this award remain unchanged.

Terms of Acceptance: By accepting funds under this grant, recipient agrees to comply with General Terms and Conditions found at <https://americorps.gov/sites/default/files/document/FY2025-General-Terms-and-Conditions.pdf> and the Program Terms and Conditions found at <https://americorps.gov/sites/default/files/document/2025-03/FY2025-RSVP-Terms-and-Conditions.pdf>. Recipient also agrees to comply with assurances and certifications made in the grant application, supporting documents, and with applicable federal statutes, regulations and guidelines.

Corporation for National and Community Service:

 03/19/2026

City of Santa Fe  
Legal Applicant

Signature

Award Date

# Notice of Grant Award

250 E Street SW, Suite 300  
Washington, DC 20525-0001  
(202) 606-5000

## Retired and Senior Volunteer Program

### Grantee

City of Santa Fe

200 Lincoln Ave Santa Fe NM 87501-1904

EIN: 856000168

UEI: QLN2YKMMJ8X6

### Award Information

Agreement No.: 23SRDNM003

Amendment No.: 7

CFDA No.:

Performance Period:

Budget Period:

Grant Year:

07/01/2023 - 06/30/2026

05/01/2025 - 06/30/2026

3

Stacy Bishop

Senior Grants Officer

Ramona A. Baca

Project Director

Daisy Gallardo, 202-815-4248

Grants Officer

Manuel Sanchez

Certifying Official/Executive Officer

Mountain Region

Program Officer

**IN WITNESS WHEREOF**, the City of Santa Fe has executed this Agreement as of the date of the signature by the required approval authorities below.

**CITY OF SANTA FE:**

*BRIAN MOYA*

**BRIAN MOYA, INTERIM CITY MANAGER**

**DATE:** \_\_\_\_\_

**ATTEST:**

*GERALYN CARDENAS*



**GERALYN CARDENAS, CITY CLERK** *CP*

**CITY ATTORNEY'S OFFICE:**

*Sarah Piltch*

Sarah Piltch (Apr 20, 2025 16:18:18 MDT)

**SARAH PILTCH, ASSISTANT CITY ATTORNEY**

**APPROVED FOR FINANCES:**

*Andrea Phillips*

ANDREA PHILLIPS (May 6, 2026 09:21:14 MDT)

**ANDREA PHILLIPS, INTERIM FINANCE DIRECTOR**



**Date:** June 25, 2025

**To:** Mark Scott, City Manager

**From:** Manuel Sanchez, Senior Services Division Director *Manuel Sanchez*

**Via:** Maria Tucker, Community Services Department Director *Maria Tucker*

**Subject:** Notice of Grant Award Agreement RSVP

**Vendor Name:** Corporation for National and Community Service

**Munis Vendor Number:** N/A

**ITEM AND ISSUE:**

Community Services Department/Senior Services Division respectfully requests your review and approval of a Notice of Grant Award Agreement No. 23SRDNM003 in the total amount of \$50,000.00 for Federal Assistance for providing volunteer services for the Division of Senior Services Retired and Senior Volunteer Program (RSVP) for a term of May 1, 2025, through April 30, 2026, with Corporation for National and Community Service (CNCS).

**BACKGROUND AND SUMMARY:**

The Senior Services Division is requesting the approval of the CNCS Notice of Grant Award Agreement No. 23SRDNM003 RSVP. The Federal Identifier 23SRDNM003 AmeriCorps Grant is a continuation; funding is for year #3 of 3. The attached Notice of Grant Award reflects the Grant Agreement with the CNCS for the RSVP. The appropriation for the RSVP is in the amount of \$50,000.00 for FY26 (May 1, 2025 – April 30, 2026).

Our Retired Senior Volunteer Program recruits and provides meaningful volunteer opportunities for senior volunteers to help others by sharing their experience, knowledge and efforts. Our RSVP volunteers shall serve their communities by participating in special projects and supporting organizations to meet identified critical needs.

**PRIOR APPROVALS AND SUPPORTING INFORMATION:**

**FUNDING SOURCE:**

**Fund Name/Number:** Senior Citizen Grant/Fund 241

**Munis Org Name/Number:** US Department of Health and Human Services/490510

**Munis Object Name/Number:** Senior Volunteer Programs 2410116/Various

**Budget Officer / Designee:** *Andy Hopkins* **Date:** 07/02/2025

**Budget Officer Comment/Exceptions:** \_\_\_\_\_

**PROCUREMENT METHOD:**

The procurement method used was

Contract #23SRDNM003 with CNCS expires on April 30, 2026

Chief Procurement Officer (CPO)/Designee: \_\_\_\_\_ Date: \_\_\_\_\_

CPO Comment/Exceptions: \_\_\_\_\_

**ASSOCIATED APPROVALS:**

IT Components included?  Yes |  No

Approval: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Comment/Exceptions: \_\_\_\_\_

Treasury/Point of Sale Components included?  Yes |  No

Approval: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Comment/Exceptions: \_\_\_\_\_

Vehicles included?  Yes |  No

Approval: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Comment/Exceptions: \_\_\_\_\_

Construction to City Facilities, Furniture, and/or Fixtures included?  Yes |  No

Approval: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Comment/Exceptions: \_\_\_\_\_

Is this an externally funded purchase?  Yes |  No

If yes, what is the issuing agency: Yes it is external

Approval: ERIKALUTAN  
ERIKALUTAN (Jul 2, 2025 14:26 MDT) Title: Grants Manager Date: 7.2.2025

Comment/Exceptions: \_\_\_\_\_

Is this a Capital Asset or Project?  Yes |  No

Project Ledger Number: See below

Approval: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Comment/Exceptions: \_\_\_\_\_

**ATTACHMENTS:**

Notice of Grant Award Agreement No. 23SRDNM003

RSVP Terms and Conditions

Project Ledger Request Form

For Official Use Only

**Notice of Grant Award**

**Corporation for National and Community Service**

250 E Street SW, Suite 300  
 Washington, DC 20525-0001  
 (202) 606-5000

**Retired and Senior Volunteer Program**

**Grantee**

City of Santa Fe  
 200 Lincoln Ave Santa Fe NM 87501-1904

EIN: 856000168  
 UEI: QLN2YKMMJ8X6

**Award Information**

Agreement No.: 23SRDNM003      Performance Period: 07/01/2023 - 04/30/2026  
 Amendment No.: 5      Budget Period: 05/01/2025 - 04/30/2026  
 CFDA No.: 94.002      Grant Year: 3

**Purpose**

The purpose of this award is to assist the grantee in carrying out a national service program as authorized by the Domestic Volunteer Service Act of 1973, as amended (42 U.S.C. Chapter 22).

**Funding Information**

Year 3	Previously Awarded This Year	This Award/ Amendment	Total Current Year
Total Obligated by CNCS	\$0	\$50,000	\$50,000
Grantee's Unobligated Balance (Carryover)	\$0	\$0	\$0
Total Available	\$0	\$50,000	\$50,000

**Cumulative Funding for Project Period**

Total Awarded in Previous Amendments      \$90,000  
 Total CNCS Funds Awarded to Date      \$140,000

**Funding Source and Amount**

2025--OPE1-P74-OPO-26000-4101      \$50,000.00

**Award Description**

This award funds the approved 2025--26 RSVP program. Your 2025--26 statutory match is 10% and your budgetary match is 77.09%.

**Terms of Acceptance:** By accepting funds under this grant, recipient agrees to comply with General Terms and Conditions found at <https://americorps.gov/sites/default/files/document/FY2025-General-Terms-and-Conditions.pdf> and the Program Terms and Conditions found at <https://americorps.gov/sites/default/files/document/2025-03/FY2025-RSVP-Terms-and-Conditions.pdf>. Recipient also agrees to comply with assurances and certifications made in the grant application, supporting documents, and with applicable federal statutes, regulations and guidelines.

Corporation for National and Community Service:

*Donnie M. Janicki*      05/01/2025

City of Santa Fe  
 Legal Applicant

Signature

Award Date

# Notice of Grant Award

250 E Street SW, Suite 300  
Washington, DC 20525-0001  
(202) 606-5000

## Retired and Senior Volunteer Program

### Grantee

City of Santa Fe  
200 Lincoln Ave Santa Fe NM 87501-1904

EIN: 856000168  
UEI: QLN2YKMMJ8X6

### Award Information

Agreement No.: 23SRDNM003  
Amendment No.: 5  
CFDA No.:

Performance Period: 07/01/2023 - 04/30/2026  
Budget Period: 05/01/2025 - 04/30/2026  
Grant Year: 3

Bonnie Janicki  
Senior Grants Officer

Ramona A. Baca  
Project Director

Daisy Gallardo, 202-815-4248  
Grants Officer

Manuel Sanchez  
Certifying Official/Executive Officer

Maryon Bradshaw  
Program Officer

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

CITY OF SANTA FE:

*Mark Scott*  
Mark Scott (Jul 7, 2025 19:11 MDT)

MARK SCOTT, CIY MANAGER

DATE: 07/07/2025

ATTEST:

*Andrea Salazar*  
ANDREA SALAZAR (Jul 7, 2025 10:44 MDT)

ANDREA SALAZAR, CITY CLERK *ASW*

CITY ATTORNEY'S OFFICE:

*Patricia Feghali*  
Patricia Feghali (Jun 29, 2025 13:50 MDT)  
ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:

*Emily K. Oster*  
EMILY OSTER, FINANCE DIRECTOR

## 2025 Terms and Conditions for AmeriCorps RSVP Grants

**These AmeriCorps** (AmeriCorps is the operating name for the Corporation for National and Community Service) **Grant Program Specific Terms and Conditions and the 2025 General Terms and Conditions, are binding on the recipient.**

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### I. CHANGES FROM THE 2024 RSVP GRANT TERMS AND CONDITIONS

- Replaced eGrants with AmeriCorps' Grants Management System throughout.
- Removed the Key Concepts of Financial Grants Management Training, moved to General Terms and Conditions.
- Section III.I. Added reference to unallowable activities under applicable Executive Orders
- Section VIII.B. Increase the purchases of equipment threshold from \$5,000 to \$10,000.
- Section VIII.B. Changed the budget changes threshold from \$100,000 to \$250,000.
- Section IX. Updated the link to the NSCHC eCourse.

### II. AWARD PERIOD AND INCREMENTAL FUNDING

For the purpose of this award, a project period is the complete length of time the recipient is proposed to be funded to complete approved activities under the award. A project period may contain one or more budget periods. A budget period is a specific interval of time for which Federal funds are being provided to fund a recipient's approved activities and budget.

Unless otherwise specified, the award covers a three-year project period, but provides funding in increments on an annual basis. In approving a multi-year project

period, AmeriCorps generally provides funds for only the first year of operation. Funding for subsequent years is contingent upon the grantee timely submitting a continuation application, satisfactory performance, a recipient's demonstrated capacity to manage an award and comply with award requirements, and the availability of Congressional appropriations. Grantees must submit continuation applications to receive funds for years two and three of the project period.

AmeriCorps reserves the right to adjust the amount of an award or elect not to continue funding for subsequent years. The project period and the budget period are noted on the award document.

### **III. PROHIBITION ON USE OF FUNDS**

As specified in 42 U.S.C. § 5043(c) and 45 CFR § 2553.91, while charging time to an RSVP grant, accumulating service or training hours, or otherwise performing activities supported by the RSVP grant or AmeriCorps, staff and volunteers may not engage in the following activities:

#### **A. Political activities.**

1. No part of any award may be used to finance, directly or indirectly, any activity to influence the outcome of any election to public office, or any voter registration activity.

No project may be conducted in a manner involving the use of funds, the provision of services, or the employment or assignment of personnel in a matter supporting or resulting in the identification of such project with:

- a. Any partisan or nonpartisan political activity associated with a candidate, or contending faction or group, in an election; or
  - b. Any activity to provide voters or prospective voters with transportation to the polls or similar assistance in connection with any such election; or
  - c. Any voter registration activity, except that voter registration applications and nonpartisan voter registration information may be made available to the public at the premises of the sponsor. But in making registration applications and nonpartisan voter registration information available, employees of the sponsor may not express preferences or seek to influence decisions concerning any candidate, political party, election issue, or voting decision.
2. Notwithstanding 42 U.S.C. § 5043(c) and 45 CFR § 2553.91(a)(3), in accordance with AmeriCorps' current appropriations legislation all recipients are prohibited, without exception, from using AmeriCorps funds to pay the

salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or executive order proposed or pending before the Congress or any State government, State legislature or local legislature or legislative body, other than for normal and recognized executive-legislative relationships or participation by an agency or officer of a State, local or tribal government in policymaking and administrative processes within the executive branch of that government.

**B. Nondisplacement of employed workers.** An AmeriCorps Seniors volunteer may not perform any service or duty or engage in any activity that would otherwise be performed by an employee of the sponsor, or that would supplant the hiring of, or result in the displacement of, employees, or impair existing contracts for services.

**C. Compensation for service.** An agency or organization to which AmeriCorps Seniors volunteers are assigned, or which operates or supervises any RSVP program may not request or receive any compensation from AmeriCorps Seniors volunteers or from beneficiaries for services of AmeriCorps Seniors volunteers.

1. The regulations do not prohibit a sponsor from soliciting and accepting voluntary contributions from the community at large to meet its local support obligations under the award or from entering into agreements with parties other than beneficiaries to support additional volunteers beyond those supported by the AmeriCorps award.
2. A volunteer station may contribute to the financial support of the RSVP Program. However, this support may not be a required precondition for a potential station to obtain RSVP Program services.
3. If a volunteer station agrees to provide funds to support additional RSVP volunteers or pay for other volunteer support costs, the agreement must be stated in a written Memorandum of Understanding. The sponsor must withdraw services if the station's inability to provide monetary or in-kind support to the project under the Memorandum of Understanding diminishes or jeopardizes the project's financial capabilities to fulfill its obligations.
4. Under no circumstances may an RSVP volunteer receive a fee for service from service recipients (i.e., program beneficiaries), their legal guardians, members of their families, or friends.

**D. Labor and anti-labor activity.** The sponsor may not use award funds directly or indirectly to finance labor or anti-labor organizations or related activities.

**E. Fair labor standards.** A sponsor that employs laborers and mechanics for construction, alteration, or repair of facilities must pay wages at prevailing rates as determined by the Secretary of Labor in accordance with the Davis-Bacon Act, as amended, 40 U.S.C. 276a.

**F. Religious activities.** Neither an RSVP volunteer nor a member of the project staff funded by AmeriCorps may give religious instruction, conduct worship services, or engage in any form of proselytization as part of his or her service or duties.

1. A sponsor or volunteer station may retain its independence and may continue to carry out its mission, including the definition, development, practice, and expression of its religious beliefs, provided that it does not use AmeriCorps funds to support any inherently religious activities, such as worship, religious instruction, or proselytization, as part of the programs or services funded. If an organization conducts such activities, the activities must be offered separately, in time or location, from the programs or services funded under this part.

**G. Nepotism.** Persons selected for project staff positions may not be related by blood or marriage to other project staff, sponsor staff or officers, or members of the sponsor Board of Directors, unless there is written concurrence from the Advisory Council or other community group established by the sponsor under 45 CFR § 2553.24 and upon prior notification and approval by AmeriCorps.

**H. Abortion Services or Referrals.**

While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps Seniors program or AmeriCorps Seniors, staff and volunteers may not engage in providing abortion services or referrals for receipt of such services.

**I.** Activities that are prohibited by applicable executive orders.

**IV. EXTERNAL EVALUATION AND DATA COLLECTION**

The recipient must cooperate with AmeriCorps and its evaluators in all monitoring and evaluation efforts.

As part of this effort, the recipient must collect and submit certain project data, as defined in the Progress Report Supplement (PRS) and must provide data as requested or needed to support external evaluations.

**V. LOBBY DISCLOSURE**

**A.** No Federal appropriated funds may be used by the recipient to pay to any person for influencing or attempting to influence an officer or employee of any Federal agency,

a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, or modification of any Federal contract, grant, loan, or cooperative agreement.

- B.** Any recipient who requests or receives a grant from AmeriCorps Seniors must file with AmeriCorps a certification, set forth in 31 U.S.C. Section 1352 ("Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions"), which generally prohibits recipients of Federal grants and cooperative agreements from using Federal (appropriated) funds for lobbying the Executive or Legislative branches of the Federal Government in connection with a specific grant or cooperative agreement. By signing and submitting an application, the application provides certification that the recipient understands and will comply with this statutory requirement and that the recipient has not made, and will not make, any payment prohibited under section V.A. above.
- C.** For RSVP awards exceeding \$100,000, pursuant to 31 U.S.C. 1352, the recipient is required to file with AmeriCorps a disclosure report, Standard Form LLL, Disclosure of Lobbying Activities, in accordance with its instructions, at the end of any quarter, when the recipient has paid or agreed to pay, using non-appropriated funds (including any profits from any covered Federal action) any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. If applicable, the report must be submitted to the grantee's AmeriCorps Senior Portfolio Manager.

**VI. REPORTING REQUIREMENTS**

The recipient is responsible for timely submission of periodic financial and progress reports during the project period and a final financial report at the end of the period.

- A. Progress Reports.** The recipient must complete and submit an annual progress report. The report is submitted through the appropriate electronic system no later than 30 days after the end of the reporting period.

Due Date	Reporting Period Covered
April 30	April 1 - March 31

Per Section IV., the recipient must collect and submit certain project data, as defined in the Progress Report Supplement (PRS) and must provide data as requested or needed to support external evaluations.

**B. Financial Reports.** The recipient must complete and submit financial reports in AmeriCorps' Grants Management System to report the status of all funds. The recipient must submit timely financial reports, reporting on a cumulative basis from the start of the award over the performance period of the award, in accordance with AmeriCorps guidelines.

Recipients with budget periods starting in April submit according to the following schedule:

Due Date	Reporting Period Covered
April 30	October 1 - March 31
October 30	April 1 - September 30

**C. Reporting Other Federal Funds.** The recipient shall report the amount and sources of federal funds, other than those provided by AmeriCorps, claimed as matching funds. This information shall be reported annually on the financial report due October 30 or at the time the final financial report is submitted if the final report is due prior to October 30.

**D. Final Financial Report.** Recipients completing the final year of their award must submit, in lieu of the last semi-annual financial report, a final financial report in AmeriCorps' Grants Management System. This final financial report is due no later than 120 days after the end of the project period.

**E. Requests for Extensions.** Each recipient must submit required reports by the given dates. Extensions of reporting deadlines will be granted only when: 1) the report cannot be furnished in a timely manner for reasons, in the determination of AmeriCorps, which are legitimately beyond the control of the Recipient, and 2) AmeriCorps receives a written request explaining the need for an extension before the due date of the report.

Extensions of deadlines for reports may only be granted by the AmeriCorps Portfolio Manager, as appropriate.

## VII. PROGRAM INCOME

**A. General.** Income, including fees for service earned as a direct result of the award-funded program activities during the award period, must be retained by the recipient and used to finance the award's non-AmeriCorps share.

**B. Excess Program Income.** Program income earned in excess of the amount needed to finance the recipient share must follow the appropriate requirements of 2 CFR Parts 200 and 2205, in particular, 2 CFR 200.307 - Program Income and be deducted

from total claimed costs, or with approval from AmeriCorps, through a budget amendment used to enhance the program (additive process). Recipients that have unexpended program income must report it online "o" of the Federal Financial Report (FFR).

**C. Fees for service.** When using assistance under this award, the recipient may not enter into a contract for or accept fees for service performed by participants when:

1. The service benefits a for-profit entity.
2. The service falls within the other prohibited activities set forth in statute, regulation, or these award terms and conditions.

## **VIII. BUDGET AND PROGRAMMATIC CHANGES**

**A. Programmatic Changes.** The recipient must first obtain the prior written approval of the AmeriCorps Portfolio Manager before making any of the following changes (1-3):

1. Changes in the scope, objectives, or goals of the project, transfer of the project effort, or project timeline whether or not they involve budgetary changes.
2. Changes in key personnel specified in the application.
3. The disengagement from the project for more than three months, or a 25 percent reduction in time devoted to the project by the approved Project Director. Upon notification to the AmeriCorps Portfolio Manager, recipients may make programmatic changes due to, or in response to, an officially declared state or national disaster without written approval from AmeriCorps. As soon as practicable, recipients making disaster-related programmatic changes must discuss the performance measure adjustments, and other AmeriCorps award requirements with the AmeriCorps Portfolio Manager. While written approval from AmeriCorps is not required before making disaster-related programmatic changes, AmeriCorps reserves the right to limit or deny disaster-related programmatic changes, including disallowing costs associated with the disaster related activities.

**B. Budgetary Changes.** The recipient must obtain the prior written approval of AmeriCorps' Portfolio Manager before deviating from the approved budget in any of the following ways:

1. Specific Costs Requiring Prior Approval before Incurrence under the uniform administrative requirement, cost principles, and audit requirements for Federal awards at 2 CFR § 200.407. Certain cost items in 2 CFR § 200.407 require prior written approval of the awarding agency for the cost to be allowable such as

pre-award costs. Please ensure you consult the regulations prior to incurring costs to ensure allowability.

2. Purchases of Equipment over \$10,000 using award funds, unless specified in the approved application and budget.
3. Unless the AmeriCorps share of the award is \$250,000 or less, changes to cumulative and/or aggregate budget line items that amount to 10 percent or more of the total budget must be approved in writing in advance by AmeriCorps. The total budget includes both the AmeriCorps and recipient shares. Recipients may transfer funds among approved direct cost categories when the cumulative amount of such transfers does not exceed 10 percent of the total budget.

**C. Approval of Programmatic and Budget Changes.** AmeriCorps' Portfolio Managers are the only officials who have the authority to alter or change the terms and conditions or requirements of the award. Portfolio Managers will execute written amendments and recipients should not assume approvals have been granted unless documentation from AmeriCorps' Office of Grant Administration (OGA) has been received via a notice of grant award. Programmatic changes also require final approval of AmeriCorps' OGA after written recommendation for approval is received from the Portfolio Manager.

## **IX. NATIONAL SERVICE CRIMINAL HISTORY CHECK (NSCHC) TRAINING**

All recipients must complete and retain a certificate of completion of the AmeriCorps' National Service Criminal History Check (NSCHC) eCourse training every year to ensure that recipients conducting criminal history background checks comply with all NSCHC requirements. The AmeriCorps designated eCourse provides a thorough overview of the requirements and can be found at:

<https://americorpsonlinecourses.litmos.com/course/325500>.

Each grant recipient must identify at minimum one staff person who has some responsibility for NSCHC compliance to fulfill this requirement on behalf of the grant recipient. The grant recipient must retain the certificate of completion and assign staff to retake the course annually prior to the expiration of the certificate. Grant recipients must save certificates of completion from each year as grant records.



# City of Santa Fe New Mexico

## Finance Department

### Project Ledger Request Form



Date of Request: 5/16/2025

Project Title: Retired Senior Volunteer Program (RSVP)

Project Type:  CIP  Grant  Internal Tracking

Department: Comm. Services/Seniors Project Manager: Theresa Trujillo Ext: 4745

Project Date Range: 07/01/2025 to 06/30/2026  Create Fixed Asset

Project ID: To Be Populated

Grant ID: To Be Populated

Approved By: ERIKA LUJAN

(Finance Use Only)

Multi-Funding (complete all funding sources, should equal 100%)

Funding Source: New Mexico Agency on Aging % of Funding: 24.96%

MUNIS ORG: 2410116 MUNIS OBJ: 490240 Awarded Amount: \$58,607.00

Funding Source: US Dept of Health & Human Services (5/1/25-4/30/26) % of Funding: 21.29%

MUNIS ORG: 2410116 MUNIS OBJ: 490510 Awarded Amount: \$50,000.00

**Expense String Phase:**

LOCAL Amount: \$126,236.00 53.75%

A project must have at least one phase identified, this can be used as an additional level of tracking, for example, CIP - Design, Construction, etc. For Grants can be used as reimbursable types, such as transportation, salaries.

(You can create more than one phase and you can default MUNIS ORGs and OBJs, optional)

Phase: SEE ATTACHED SHEET MUNIS ORG: 2410116 MUNIS OBJ: SEE ATTACHED SHEET

**Grants Only (list all grants if applicable):**

Grantor Name: NM State Aging & Long-Term Services Department (NMAOA) Awarded Amount: \$313,120.00

AR Charge Code: 2410116.490240

Grant funds multiple projects  
(Complete a form for each project)

Grantor Id: 26-624-4000-0024 Federal CFDA (if applicable): \_\_\_\_\_

Grantor Name: Corporation for National and Community Service (USDHHS) Awarded Amount: \$50,000.00

AR Charge Code: 2410116.49510

Grant funds multiple projects  
(Complete a form for each project)

Grantor Id: 23SRDNM003 Federal CFDA (if applicable): 94.002

(If grants please provide all grant award documents with form)

Attached Grant Documentation

OBJ TITLE	BASE	INPUT	Society Companion		Foster Grandparents		RSVP		CCP					
			7%	10%	7%	2%	34%	7%	26%	7%	26%			
0004 Vacancy Credit-Staffing	(17,072.00)	(19,570)												
0005 Vacancy Credit-Benefits	(7,574.00)	(9,020)												
0100 Salaries (General)	287,933.00	328,172	\$ 24,323.00	\$ 31,673.00	\$ 22,683.00	\$ 8,000.00	\$ 113,000.00	\$ 21,670.00	\$ 23,269.00	\$ 50,677.00	\$ 17,681.00	\$ 1724.00		
0100 Overtime														
0100 OT-Fin Method Holiday @ 1.5														
0100 Sick/Personal														
0100 Annual Leave														
0100 Personal Day														
0100 Miscellaneous Leave														
0100 Comp-time														
0100 Sick Leave														
0100 Incentives														
0100 FICA	21,970.00	26,952	\$ 1,675.00	\$ 3,072.00	\$ 1,989.00	\$ 1,942.00	\$ 7,351.00	\$ 2,650.00	\$ 488.00	\$ 6,458.00	\$ 1,791.00	\$ 1724.00		
0100 Retirement (PEBA)	63,537.00	79,278	\$ 4,607.00	\$ 9,653.00	\$ 1,900.00	\$ 1,600.00	\$ 20,000.00	\$ 2,874.00	\$ 670.00	\$ 27,070.00	\$ 300.00	\$ 300.00		
0200 Employee Health Insurance	35,973.00	34,821	\$ 0.00	\$ 2,155.00	\$ 0.00	\$ 0.00	\$ 12,000.00	\$ 0.00	\$ 0.00	\$ 5,192.00	\$ 0.00	\$ 0.00		
0200 Retiree Health Care	5,644.00	6,523	\$ 0.00	\$ 830.00	\$ 0.00	\$ 0.00	\$ 2,820.00	\$ 707.00	\$ 305.00	\$ 1,670.00	\$ 0.00	\$ 0.00		
0300 Workers' Comp	3,167.00	3,167	\$ 0.00	\$ 480.00	\$ 0.00	\$ 0.00	\$ 1,600.00	\$ 0.00	\$ 0.00	\$ 1,000.00	\$ 0.00	\$ 0.00		
0400 Day Shift Dental Insurance	1,257.00	1,257	\$ 68.00	\$ 150.00	\$ 0.00	\$ 0.00	\$ 381.00	\$ 272.00	\$ 100.00	\$ 197.00	\$ 0.00	\$ 0.00		
0400 Health Insurance	1,400.00	1,400	\$ 0.00	\$ 350.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 425.00	\$ 0.00	\$ 0.00		
0400 Other Coverage	2,407.00	2,407	\$ 69.00	\$ 69.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00		
0500 Office Supplies	3,450.00	4,400	\$ 1,900.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00		
0600 Operating Supplies	5,683.00	8,000	\$ 2,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00		
0400 Food	2,400.00	3,545	\$ 2,300.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00		
0500 Uniform Cleaning & Linen	1,000.00	1,000	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00		
0700 Software Subscriptions	750.00	600	\$ 200.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00		
0100 Gasoline	3,441.00	3,441	\$ 288.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00		
0600 Misc. Insurance Premium	3,473.00	4,200	\$ 4,200.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00		
0200 Out of State Per Diem	3,100.00	3,400	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00		
0200 In State Per Diem	1,783.00	3,300	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00		
0500 Out of State Transportation	41,072.00	72,571	\$ 26,564.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00		
0700 Registration	2,660.00	500	\$ 323.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00		
0400 Other Admin Fees			\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00		
0500 Advertising	11,500.00	11,770	\$ 2,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00		
0600 Recruitment	3,100.00	2,800	\$ 2,800.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00		
0700 Supplies	853,253.00	533,652	\$ 70,580.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00		
0100 Operating Transfer Charge To 100	24,335.00		\$ 0.00	\$ 43,066.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1724.00	
			\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1724.00	
			\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1724.00	

# RSVP 26

Interim Agreement Report









2025-07-02

Created:	2025-06-25
By:	Roberta Armijo (rparmijo@santafenm.gov)
Status:	Out for Signature
Transaction ID:	CBJCHBCAABAABjQ5IqNICuJl539ubDmY9R7SmVu3VGFm

## Agreement History

Agreement history is the list of the events that have impacted the status of the agreement prior to the final signature. A final audit report will be generated when the agreement is complete.

## "RSVP 26" History

-  Document created by Roberta Armijo (rparmijo@santafenm.gov)  
2025-06-25 - 8:15:50 PM GMT - IP address: 63.232.20.2
-  Document emailed to Manuel Sanchez (mnsanchez@santafenm.gov) for signature  
2025-06-25 - 8:17:49 PM GMT
-  Email viewed by Manuel Sanchez (mnsanchez@santafenm.gov)  
2025-07-02 - 3:43:30 PM GMT - IP address: 63.232.20.2
-  Document e-signed by Manuel Sanchez (mnsanchez@santafenm.gov)  
Signature Date: 2025-07-02 - 3:43:40 PM GMT - Time Source: server- IP address: 63.232.20.2
-  Document emailed to Maria Tucker (metucker@ci.santa-fe.nm.us) for signature  
2025-07-02 - 3:43:42 PM GMT
-  Email viewed by Maria Tucker (metucker@ci.santa-fe.nm.us)  
2025-07-02 - 3:43:49 PM GMT - IP address: 63.232.20.2
-  Document e-signed by Maria Tucker (metucker@ci.santa-fe.nm.us)  
Signature Date: 2025-07-02 - 3:45:22 PM GMT - Time Source: server- IP address: 63.232.20.2
-  Document emailed to Mark Scott (mscott@santafenm.gov) for signature  
2025-07-02 - 3:45:23 PM GMT



# FY26 SENIORS RSVP \$50,000

Final Audit Report

2025-07-02

Created:	2025-07-02
By:	ERIKA LUJAN (evlujan@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAbkc4q8sjXwzqFg6vOBH0i9iHz4vKYkSE

## "FY26 SENIORS RSVP \$50,000" History

-  Document created by ERIKA LUJAN (evlujan@santafenm.gov)  
2025-07-02 - 8:17:17 PM GMT- IP address: 63.232.20.2
-  Document emailed to ERIKA LUJAN (evlujan@santafenm.gov) for signature  
2025-07-02 - 8:25:49 PM GMT
-  Document e-signed by ERIKA LUJAN (evlujan@santafenm.gov)  
Signature Date: 2025-07-02 - 8:26:39 PM GMT - Time Source: server- IP address: 63.232.20.2
-  Document emailed to ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov) for signature  
2025-07-02 - 8:26:43 PM GMT
-  Email viewed by ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov)  
2025-07-02 - 9:10:51 PM GMT- IP address: 104.47.64.254
-  Document e-signed by ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov)  
Signature Date: 2025-07-02 - 9:11:05 PM GMT - Time Source: server- IP address: 63.232.20.2
-  Document emailed to EMILY OSTER (ekoster@santafenm.gov) for signature  
2025-07-02 - 9:11:09 PM GMT
-  Email viewed by EMILY OSTER (ekoster@santafenm.gov)  
2025-07-02 - 9:13:20 PM GMT- IP address: 104.47.64.254
-  Document e-signed by EMILY OSTER (ekoster@santafenm.gov)  
Signature Date: 2025-07-02 - 9:16:24 PM GMT - Time Source: server- IP address: 63.232.20.2
-  Agreement completed.  
2025-07-02 - 9:16:24 PM GMT



**Signature:** 

**Email:** [xivigil@santafenm.gov](mailto:xivigil@santafenm.gov)

**Signature:** *Erika Quintana*

**Email:** [efquintana@santafenm.gov](mailto:efquintana@santafenm.gov)