

CITY of ALBUQUERQUE

TWENTY-FIFTH COUNCIL

COUNCIL BILL NO. R-22-69 ENACTMENT NO. _____

SPONSORED BY: Trudy Jones, by request

1 RESOLUTION
2 APPROVING AND AUTHORIZING THE ACCEPTANCE OF GRANT FUNDS
3 BASED ON THE ATTACHED APPLICATION FROM THE NEW MEXICO AGING
4 AND LONG TERM SERVICES DEPARTMENT FOR STATE ASSISTANCE FROM
5 THE NEW MEXICO LOCAL GROWN PRODUCE GRANT FOR THE PURPOSE OF
6 PROVIDING SENIORS WITH NUTRITIOUS MEALS FROM FOOD THAT IS
7 GROWN IN NEW MEXICO AND PROVIDING FOR AN APPROPRIATION TO THE
8 DEPARTMENT OF SENIOR AFFAIRS IN FISCAL YEAR 2023.

9 WHEREAS, the Aging and Long Term Services Department announced a
10 grant opportunity in April 2022 that was open to New Mexico Senior Centers or
11 Nutrition Sites that provide meals to older adults that meet all requirements
12 specified in the Older American Act; and

13 WHEREAS, the Albuquerque Department of Senior Affairs has developed a
14 coordinated delivery system of providing older adults with meal services that
15 meet the needs of older adults of Albuquerque and Bernalillo County and the
16 Older American Act; and

17 WHEREAS, the City has applied for State assistance from the Aging and
18 Long Term Services Department for funds in the amount of \$150,482; and

19 WHEREAS, the Aging and Long Term Services Department has allocated
20 funds in the amount of \$150,482 to the Department of Senior Affairs to help
21 meet the nutritional needs of older adults; and

22 WHEREAS, the City of Albuquerque will contribute funds of \$18,359 which
23 will be used for indirect costs; and

24 WHEREAS, the total allocation for the grant is \$168,841.

25 BE IT RESOLVED BY THE COUNCIL, THE GOVERNING BODY OF THE CITY OF
26 ALBUQUERQUE:

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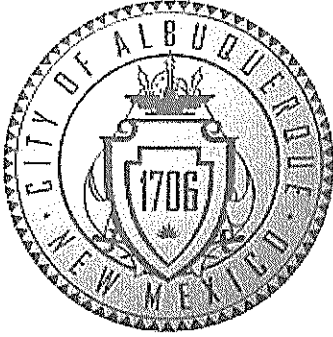
1 Section 1: The Mayor is authorized to take all necessary and appropriate
2 steps to enter into a grant agreement with the New Mexico Aging and Long
3 Term Services Department for the New Mexico Local Grown Produce Grant in
4 the amount of \$150,482.

5 Section 2: Funds in the amount of \$168,841, consisting of \$150,482 from
6 the New Mexico Aging and Long Term Services Department and \$18,359 of
7 City funds from the Transfer to Operating Grants Fund Program in the General
8 Fund (110), are hereby appropriated to the Department of Senior Affairs in the
9 Operating Grants Fund (265) for the New Mexico Local Grown Produce Project
10 for fiscal year 2023.

11 Section 3: The amount of \$18,359 from the Transfer of Operating Grants
12 Program in the General Fund (110) is for indirect overhead.

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
CITY OF ALBUQUERQUE
Albuquerque, New Mexico
Office of the Mayor

Mayor Timothy M. Keller

INTER-OFFICE MEMORANDUM

August 12, 2022

TO: Isaac Benton, President, City Council

FROM: Timothy M. Keller, Mayor 

SUBJECT: Resolution Approving Acceptance of New Mexico Grown Program Grant

Attached is a resolution approving the acceptance and appropriation of a grant from the New Mexico Aging and Long-Term Services Department for \$150,482 for the New Mexico Local Grown Program to the Department of Senior Affairs. This grant award is for the purpose of providing freshly harvested local produce and meat at City of Albuquerque senior centers, multigenerational centers, and the CASA Kitchen. The Department of Senior Affairs has developed and coordinated a delivery system to provide seniors with nutritious meals and this grant will complement the ongoing efforts of preparing and providing balanced meals that are critical to the health, physical ability and quality of life for members of the senior community.

Cover Analysis

1. What is it?

This is a resolution approving acceptance of a New Mexico Grown program grant award from the New Mexico Aging and Long-Term Services Department for locally grown produce. In order to expedite the approval process and allow the Department of Senior Affairs to begin using the funds to meet the guidelines within the grant, this resolution approves the appropriation of the funds to the Department of Senior Affairs for FY23.

2. What will this piece of legislation do?

This legislation approves the acceptance and appropriation of the New Mexico grown program grant from the New Mexico Aging and Long-Term Services Department.

3. Why is this project needed?

This legislation is needed in order to provide nutritious meals to our seniors and support the “buy local” initiative by purchasing and preparing fresh fruits, vegetables, and meat grown in New Mexico in support of the provision of congregate and home delivered meals distributed at senior centers, multigenerational centers, and the CASA Kitchen.

4. How much will it cost and what is the funding source?

The Department of Senior Affairs received a grant award for \$150,482 from the New Mexico Aging and Long-Term Services Department. There is not a city match requirement for this grant, but General Fund dollars in the amount of \$18,359 is needed for indirect overhead.

5. Is there a revenue source associated with this contract? If so, what level of income is projected?

None.

6. What will happen if the project is not approved?

The Department of Senior Affairs will not be able to participate in this award program and use grant money to buy local foods which will help spur the economy for local farmers and provide nutritious locally grown produce and meat to seniors.

7. Is this service already provided by another entity?

No.

FISCAL IMPACT ANALYSIS

TITLE: New Mexico Grown Program Grant

R: O:
FUND: 265

DEPT: Senior Affairs

- No measurable fiscal impact is anticipated, i.e., no impact on fund balance over and above existing appropriations.
- (If Applicable) The estimated fiscal impact (defined as impact over and above existing appropriations) of this legislation is as follows:

	2023	Fiscal Years 2024	2025	Total
Base Salary/Wages				-
Fringe Benefits at				-
Subtotal Personnel	-	-	-	-
Operating Expenses	150,482			150,482
Property		-	-	-
Indirect Costs	12.20% 18,359	-	-	18,359
				-
Total Expenses	\$ 168,841	\$ -	\$ -	\$ 168,841
<input type="checkbox"/> Estimated revenues not affected				-
<input checked="" type="checkbox"/> Estimated revenue impact				-
Revenue from program				-
Amount of Grant	150,482		-	150,482
City Cash Match				-
City Inkind Match				-
City IDOH	18,359	-	-	18,359
Total Revenue	\$ 168,841	\$ -	\$ -	\$ 168,841

These estimates do not include any adjustment for inflation.

* Range if not easily quantifiable.

Number of Positions created 0

COMMENTS: Potential award is up to 150482 for FY2023, entirely allocated for local food purchases. No city match is required, City funding is required for indirect costs. Administrative costs are unallowable.

COMMENTS ON NON-MONETARY IMPACTS TO COMMUNITY/CITY GOVERNMENT:

PREPARED BY:

APPROVED:

FISCAL MANAGER

DIRECTOR (date)

REVIEWED BY:

EXECUTIVE BUDGET ANALYST

BUDGET OFFICER (date)

CITY ECONOMIST

New Mexico Grown Program Grant
SCOPE OF WORK
City of Albuquerque, Department of Senior Affairs

A. PURPOSE

The Aging & Long-Term Services Department (ALTSD) believes that farm to senior center or nutrition site is critical to the senior meal nutrition programs in New Mexico. Fostering the link between senior centers and local farms or farm organizations so that freshly harvested local foods become a staple in New Mexico seniors' diet, is the purpose of this funding.

The purpose of 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.

B. AREAS TO BE SERVED

The Senior Center Service Provider shall be responsible for the provision of freshly harvested local produce in the following locations:

- **Barelas Senior Center**
- **Los Volcanes Senior Center**
- **Manzano Mesa Senior Center**
- **North Domingo Baca Senior Center**
- **North Valley Senior Center**
- **Palo Duro Senior Center**
- **CASA Kitchen**
- **Bear Canyon Senior Center**
- **Highland Senior Center**

C. TARGET POPULATION

Target population includes persons aged 60 or older. Per the Older Americans Act, an effort must be given to serving eligible persons with the greatest social or economic need, with particular attention to minority individuals with low incomes. Efforts must also be given to targeting individuals residing in rural areas, individuals with limited English proficiency, and individuals with Alzheimer's disease and related disorders, with severe disabilities or at-risk of institutionalization and their caregivers.

D. RESPONSIBILITIES OF THE SENIOR CENTER SERVICE PROVIDER

Administrative Requirements:

- i. Allocate to nutrition providers that provide congregate and home-delivered meals under the Older Americans Act, funds received from the Department under the New Mexico Grown Program Grant.
- ii. Require that meals are served to clients eligible for Older Americans Act funded congregate and home-delivered meals programs.
- iii. Buy directly from New Mexico farmers or farm organizations listed on the Public Education Department (PED) "Approved Supplier List," which certifies that the

product originated on farms that practice sound food safety practices in the State of New Mexico.

- iv. It is recommended that 10% of the providers allocation go toward purchasing New Mexico locally grown produce from small farmers. A small farmer comprises of farmers cultivating on two acres or less.
- v. Maintain documented Meal counts, Number of Pounds of Produce and Meat Purchased and the Total Number of Unduplicated Consumers that Received Meals Integrated with New Mexico Grown local produce, local meat, and allowable local food items, by recording monthly in the E-file database. Data must be accurate, and unduplicated.
- vi. Ensure in all cases that all produce, meat, and allowable food items are guaranteed to be grown, harvested, and processed in New Mexico and are accompanied by documentation proving origin, including farm location, farm name, or farm organization.
- vii. Ensure that all meat purchased is packaged with the USDA FSIS inspection stamp on the packaging from a USDA FSIS inspected processor.
- viii. Ensure that New Mexico Grown Program Grant funds are to be used exclusively for the purchase of local produce, local meat, and allowable local food items. The funds may not be used for meal preparation or administrative costs.
- ix. The Senior Center Service Provider must invoice for New Mexico Grown Program Grant funds monthly. Invoices are due by the 10th day of the month, for the prior month's expenditures until all funds are spent, unless otherwise authorized by the ALTSD at its sole discretion.
- x. The New Mexico Grown Program Grant funds supporting backup documentation shall be submitted monthly (receipts or invoices). A receipt and/or invoice from the New Mexico farmers or farm organizations must include the following:
 - a. the vendor's name, address, and contact information
 - b. internal transaction 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
 - f. senior center or meal site (s) to which will receive the delivery, their full name, address, and other contact information
- xi. ALTSD has the discretion to request documentation related to compliance at any time for any reason.
- xii. 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.

E. COMPENSATION

The Department shall pay the Senior Center Service Provider in full for New Mexico local food items purchased satisfactorily in accordance with the deliverables established in this Scope of

Work. **The total amount payable to the Senior Center Service Provider under this Agreement, including gross receipts tax and expenses, shall not exceed \$ 150,482.37.** Senior Center Service Providers may spend up to **40%** of their funding on New Mexico local USDA stamped meat from vendors on the Approved Suppliers List. The purchase of local New Mexico raised, and harvested USDA stamped meat may not exceed the budgeted amount of **\$60,192.95**. The purchase of New Mexico locally grown produce and allowable New Mexico local food items must not exceed budgeted amount of **\$ 90,289.42**.

F. DEPARTMENT OVERSIGHT

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

G. SERVICE PROVISION/PERFORMANCE MEASURE

Each Senior Center Service Provider will submit monthly totals of the number of pounds of New Mexico grown produce, local meat, and allowable local food items integrated in the total number of meals provided to seniors age 60+.

H. ADMINISTRATION COSTS

N/A

EXECUTED AND AGREED TO BY SIGNATURE(S) BELOW:

Name	Title
Digital-Signature	Date

Name	Title
Digital-Signature	Date

Name	Title
Digital-Signature	Date