

SANTA FE COUNTY
RESOLUTION 2024- 134

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

Whereas, the Board of County Commissioners meeting in regular session on October 29, 2024, did request the following budget adjustment:

Department / Division: Public Safety/Fire/RECC/Corrections Fiscal Year: 2025 (July 1, 2024 - June 30, 2025)
 Budget Adjustment Type (drop down): Other

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	LINE DESCRIPTION	INCREASE AMOUNT	DECREASE AMOUNT
244	0886	372	09-00	Fire Operations/Opioid Grant/Federal	\$ 35,161	\$
					\$ 35,161	\$

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	LINE DESCRIPTION	INCREASE AMOUNT	DECREASE AMOUNT
244	0886	422	50-03	Services - Contractual/Professional	\$ 35,161	
					\$	
Total					\$ 35,161	\$

Requesting Department Approval: Alicia Storer Title: Senior Accountant

Capital/Grants Approval: [Signature] Date: 10/25/2024

Finance Dept Approval: [Signature] Date: 10/21/2024

County Mgr Approval: [Signature] Date: 10/28/24

Date: 9/27/2024 Log # 12

Budget Administrator: [Signature] Date: 10/25/24

Entered by: _____ Date: _____

Updated by: _____ Date: _____

**SANTA FE COUNTY
RESOLUTION 2024-134**

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

1 Please summarize the request and its purpose in the area below.
 The Santa Fe County Fire Department and BHSD originally entered into Santa Fe County Agreement 2024-0182-FD for grant funds to expressly create an overdose survivor follow-up pilot program to expand Naloxone availability and reduce opioid overdose death. Under the new grant agreement 2024-0323-FD, the Fire Department continued to work with Falling Colors to develop and refine outreach protocols to guide all program activities such as overdose survivors for outreach methods (i.e., 911 data, etc.), services, and frequency to include warm handoff/ referral to substance abuse treatment and recovery services, handouts, resource lists, etc. The additional grant funds were used for the salary of a licensed clinical social worker for the period of July 1, 2024 through September 30, 2024.

	Recurring	Non-Recurring
	<input type="checkbox"/>	<input checked="" type="checkbox"/>

2 Is this Budget Action for a Recurring or Non Recurring Expense (one-time)

3 Does this request impact a revenue source?

	Yes	No
	<input checked="" type="checkbox"/>	<input type="checkbox"/>

A. Is this a State Special Appropriation? If yes, cite Statute and attach a copy

B. Does this include state or federal funds? IF YES, please cite and attach a copy of statute, if a special appropriation, or include grant name, number, award date and amount, and attach a copy of a award letter and proposed budget. Attached Santa Fe County Agreement # 2024-0323-FD/BT

	X	
--	---	--

C. Is this request a result of Commission action? IF YES, please cite and attach a copy of supporting documentation (i.e. Minutes, Resolution, Ordinance, etc.)

D. Is a match required? IF YES, please identify funding source in the line below.

	X	
--	---	--

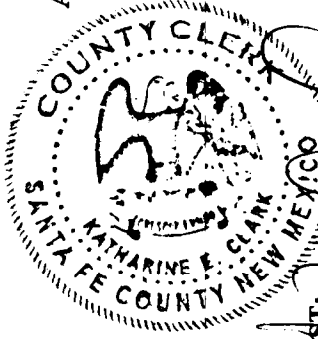
PLEASE PROVIDE THE LINE ITEM OF THE MATCH BELOW

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

SANTA FE COUNTY
RESOLUTION 2024-134

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Santa Fe County that the Local Government Division of the New Mexico Department of Finance and Administration is hereby requested to grant authority to adjust budgets as detailed above.

Approved, Adopted, and Passed This 29th Day of October, 2024.



ATTEST:

Katharine E. Clark, County Clerk

Santa Fe Board of County Commissioners

Hank Hughes
Hank Hughes, Chairperson

COUNTY OF SANTA FE)
STATE OF NEW MEXICO) ss

BCC RESOLUTIONS
PAGES: 9

I Herby Certify That This Instrument Was Filed for
Record On The 1ST Day Of November, 2024 at 11:59:50 AM
And Was Duly Recorded as Instrument # 2045903
Of The Records Of Santa Fe County



Deputy *[Signature]* Witness My Hand And Seal Of Office
Katharine E. Clark
County Clerk, Santa Fe, NM

FY25_Prevention_FRCARA_BG50_Santa Fe County Fire Department

FY25 Scope of Work

Lead Agency: HCA-BHSD

Santa Fe County Fire Department

State Fiscal Year: SFY25 (July 1, 2024 - June 30, 2025)

Services: Non-Client Services

Billing Type: Invoice

Fund Source: BG50 : CARA (HSDCARA04)

Project: CARA

CFDA#: 93.245

Budget/Allocation: \$35,160.94

Santa Fe County Fire Department shall perform the work outlined in this Scope of Work and, when applicable Appendices, which are hereby incorporated and made a part of the Agreement.

When applicable, all vendors that provide behavioral health services shall be enrolled as an approved Medicaid provider in order to receive funding. The Behavioral Health Collaborative (BHC) and/or Collaborating Agencies is the payor of last resort for behavioral health services for adults and adolescents covered by Medicaid. When a Medicaid covered service is provided to a Medicaid eligible client, those services shall be invoiced to Medicaid.

This does not mean that programs and services that require anonymity (e.g., domestic violence, sexual violence, shelters, etc.) shall be invoiced to Medicaid. This does not apply to vendors and agencies receiving funds under Prevention programs. There are no changes in invoicing for these vendors or agencies. The funding amount indicated in this SOW (if any) is not guaranteed and the state agency reserves the right to reassign funding at any time for any reason. Falling Colors is not responsible for State-approved allocations or payments paid over or under the initial SOW amount.

Funding Category	Funding Source	Funding Code	Funding Amount
FR CARA 25% 7.1.24-9.30.24	FR CARA	BG50 (HSDCARA04)	\$35,160.94
Total			\$35,160.94

***GRT of 8.1875% is included in this allocation for this one time only**

Santa Fe County Fire Department will receive the proposed amount of \$35,160.94 for the period of July 1, 2024, through September 30, 2024, from the First Responders Comprehensive Addiction Recover Act fund. The grant ends September 30, 2024. This scope of work is between Falling

SFC CLERK RECORDED 11/01/2024

Colors and SFFD for the Behavioral Health Services Division of the New Mexico Human Services Department. This agreement is expressly for creating an overdose survivor follow up pilot program to expand naloxone availability and reduce opioid overdose death. Payment will be based upon delivery of the deliverables as listed in Section III.

1. Project Requirements

This section outlines the essential requirements and expectations necessary for the successful completion of this Scope of Work (SoW), in accordance with the standards set forth by OSAP. It is designed to establish a clear framework and ensure that all project deliverables meet the predefined quality and performance criteria.

The vendor shall provide the following deliverables:

1. Maintain a two-person outreach team.
 - a. Hire a Coordinator/Social worker.
 - b. Designate an EMT to be part of two-person outreach team.
2. Develop an Opioid Overdose Survivor Outreach program including:
 - a. Develop and refine outreach protocols to guide all program activities such as outreach methods, services, and frequency to include warm handoff/ referral to substance abuse treatment and recovery services, handouts, resource lists, etc.
 - b. Develop data collection tools to meet tracking reporting requirements.
 - c. Provide staff outreach to overdose survivors, family and friends in accordance with implementation plan.
3. Provision of naloxone kits and education to overdose survivors, family and friends.
 - a. Purchase naloxone kits to distribute to overdose survivors, family and friends.
 - b. Provide naloxone kits to overdose survivors, family and friends in accordance with implementation plan.
 - c. Provide overdose prevention and Naloxone training to all naloxone recipients.
 - d. If necessary, upon exhausting other funds, request additional naloxone kits by sending a Naloxone Request Form to osap.narcanrequest@hsd.nm.gov
4. Participation in Technical Assistance and Project Management:
 - a. Santa Fe County Fire Department Staff will participate in regular meetings with OSAP staff, Bernie Lieving of the Lieving Group, and staff with the County of Santa Fe Fire Department to track progress and address challenges and questions as County of Santa Fe Fire Department initiates its overdose survivor outreach program.
 - b. County of Santa Fe Fire Department Staff will actively participate in PDO/SOR/FR CARA Grants Advisory Council meetings.
 - c. County of Santa Fe Fire Department Staff will actively participate in meetings with other fire departments operating overdose response programs and other opioid overdose education and naloxone distribution projects to engage in peer learning and to enhance

the quality of services offered in the County of Santa Fe and other sites.

Reporting requirements

The term of this funding is June 1, 2024- September 30, 2024

1. Naloxone Training. Submit monthly the number of training and the following data for each training:
 - a. The number of persons trained by type of outreach (survivor, friends, family)
 - b. Date of training
 - c. Contact information (phone, email and agency address)
 - d. pre/posttest on knowledge and readiness to use naloxone.
 - e. Number of naloxone kits distributed by zip code (using OSAP data collection forms) submitted monthly.
2. Opioid overdose prevention education & naloxone administration training by staff. Submit monthly:
 - a. The number of people trained.
 - b. Total number of naloxone kits distributed by zip code & type of kit (Narcan)
 - c. Number of naloxone administrations by agency staff or client, family and friend.
 - d. number of reversals.
3. Number of outreach attempts to overdose survivors and their families and friends monthly.
4. Number of responses to requests for services monthly.
5. Numbers of survivors and families who receive information and referrals to treatment and recovery services monthly.
6. Number of first responders trained on fentanyl safety.
 - a. Update of activities to include number of kits distributed, number of trainings offered, number of people trained, and number of reported reversals to be submitted the 5th of each month to the osap.narcanrequest@hsd.nm.gov
7. Participation in other reporting and evaluation activities of the grant as requested by OSAP staff and/or the Pacific Institute for Research and Evaluation (PIRE).

Invoicing Requirements

1. Designate at least two people have taken or will take the BHSD STAR billing training and will be responsible to enter billing into the BHSD STAR database at minimum monthly; invoices generate twice each month.

SFC CLERK RECORDED 11/01/2024

FY25_Prevention_FRCARA_BG50_Santa Fe County Fire Department

- 2. Providers must enter activity within 30 days of occurrence. Billing must be entered by 11:59PM on the 15th and/or the last day for the month to be included for invoices automatically generating at 12AM on the 16th and 1st.**
- 3. Providers are responsible for maintaining sufficient records onsite to document costs and activities billed monthly (for audit purposes) and for submitting supporting documentation into BHSD STAR that matches the invoice totals to include but not limited to accounting ledger; timesheet spreadsheets; copy of receipts; etc.**

Annual Financial Reports

An annual program report and financial report is required for all vendors. The type of financial report is dependent on the amount of the fiscal year allocation.

Submitting a financial audit or report is a condition of this contract.

Please review Options 1 and 2 below to determine what type of financial audit is required for your organization.

The Vendor/Provider must add the report selection to the execution box.

1. A vendor that expends \$750,000 or more in Federal awards during the state fiscal year must have a single audit conducted in accordance with the Audit Requirements of the Federal Uniform Administrative Requirements. (Title 2, Subpart A, Chapter II Part 200, Subpart F, Subgroup 46, Section 200.501). This is due six months after the end of the vendor's fiscal year.

OR

2. A vendor that expends less than \$750,000 in Federal or State awards during the vendor's fiscal year must submit **ONE** of the following:
 - o A financial audit prepared by a CPA (If vendor is receiving \$750,000 or more from federal and/or state funding a financial audit prepared by a CPA is required and this is the only option), or
 - o Management letter prepared by a CPA expressing an opinion about financial soundness,
or
 - o Financial statement prepared by the vendor, or
 - o A balance sheet and profit/loss statement for the past 12 months.

Submitting a financial audit or report is a condition of this Scope of Work.

The most recent financial audit or report must be submitted no later than 30 days after the close of the state's fiscal year.

Submit the report to support@fallingcolors.com and BHSD.FinanceTeam@state.nm.us

Vendor records must be available for review or audit by appropriate officials of the Federal and/or state government as needed.

EXECUTION PAGE

The Vendor/Provider must complete the Execution Page in its entirety for this Scope of Work to be fully executed. By signing below, I represent that I am an authorized signatory for the Vendor/Provider and have read and understand this Scope of Work.



Vendor Signature

Name: **Gregory S. Shaffer**

Title: **County Manager**

5/23/2024

Date

Approved as to form by Roberta D. Joe, Assistant County Attorney
for J.Y., Santa Fe County Attorney 5/21/2024