

**SANTA FE COUNTY
RESOLUTION 2024- 136**

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 ALTSD has awarded \$32,000 from the New Mexico Grown Program grant to the Senior Services Division (Santa Fe County Agreement 2024-0334-CSD). ALTSD believes farm to senior center or nutrition site are essential to the senior meal nutrition programs in New Mexico. The goal of this funding is to strengthen the connections between senior centers, local farms, farm organizations and ranchers so that freshly harvested local food items become an essential component in New Mexico seniors' diet. The purpose of the New Mexico Grown Grant 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) to providers who are recipients of Title III funding or Title III matching funds to participate. Under the New Mexico Grown Grant, raw foods must be purchased domestically in New Mexico and in the United States to provide service to local farmers. The Senior Services Division will be responsible for the provision of freshly harvested local produce, local meat, and allowable food items at its six senior centers.
 The Senior Services Division was awarded Government Results and Opportunity Appropriation No. 24-ID104 for \$160,000 and Appropriation No. 24-ID093 for \$20,000 from the NCNMEDD (Santa Fe County Agreement 2025-0067-CSD). Appropriation No. 24-ID104 is for senior and homebound meals and meal delivery in Santa Fe County. The Senior Services Division will use \$80,000 to purchase new kitchen equipment and \$80,000 to purchase food. Appropriation No. 24-ID093* is to purchase raw food for the Ken & Patty Adam Senior Center in Eldorado (District 39).

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

Does this request impact a revenue source?	Yes	No
	X	

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

B. Does this include state or federal funds? If YES, please cite and attach a copy of statute, if a special appropriation, or include grant name, number, award date and amount, and attach a copy of a award letter and proposed budget. **No. 24-ID104 & No. 24-ID093** X

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

D. Is a match required? If Yes, please identify funding source in the line below. X

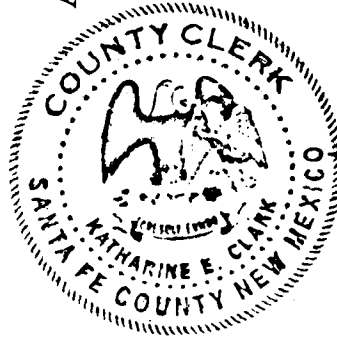
PLEASE PROVIDE THE LINE ITEM OF THE MATCH BELOW

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

SANTA FE COUNTY
RESOLUTION 2024- 136

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
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

I Hereby Certify That This Instrument Was Filed for Record On The 1ST Day Of November, 2024 at 03:12:07 PM And Was Duly Recorded as Instrument # 2045938 Of The Records Of Santa Fe County

BCC RESOLUTIONS
PAGES: 15

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

FY25 New Mexico Grown Program Grant Agreement 2024-0334-CSD
SANTA FE COUNTY SENIOR SERVICES

A. PURPOSE

The New Mexico Aging & Long-Term Services Department (ALTSD) believes farm to senior center or nutrition site are essential to the senior meal nutrition programs in New Mexico. The goal of this funding is to strengthen the connections between senior centers local farms, farm organizations and ranchers so that freshly harvested local food items become an essential component in New Mexico seniors' diet.

The purpose of the New Mexico Grown Grant Agreement is to allocate funds in support of the provision of congregate and home delivered meals provided under Title IIIC of the Older Americans Act (OAA). The Senior Center Service Provider, and its sub-contractors, must be recipients of Title III funding or Title III matching funds to participate.

B. AREAS TO BE SERVED

The Senior Center Service Provider shall be responsible for the provision of freshly harvested local produce, local meat, and allowable food items in the following locations:

- **Santa Cruz/Abedon Lopez Senior Center**
- **Chimayo/Benny J Chavez Senior Center**
- **El Rancho Senior Center**
- **Rufina Meal Site**
- **Eldorado/Ken and Patty Adams Senior Center**
- **Edgewood 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. Additionally, efforts must be made to target 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. RESPONSIBILTIES OF THE SENIOR CENTER SERVICE PROVIDER

Administrative Requirements:

- i. Allocate funds received from ALTSD under the New Mexico Grown Program Grant to nutrition providers that provide congregate and home-delivered meals under the Older Americans Act.
- ii. Require that meals are served to clients eligible for Older Americans Act funded congregate and home-delivered meals programs.
- iii. Purchase directly from New Mexico farmers, farm organizations and ranchers listed on the Farmers Market Association's "Approved Supplier List", which certifies that the product originated on farms and ranches that practice sound food safety practices in the State of New Mexico. The following spreadsheet contains a list of all permissible food items Allowable Products NM Grown.xlsx - Google Sheets. Both lists are live and should be accessed through the links provided, please do not downloaded the documents.
- iv. It is recommended that 10% of the providers allocation go toward purchasing New Mexico locally grown produce and meat from small farmers and ranchers. A small farm comprises of farms cultivating on two acres or less.

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- v. Maintain documented:
 - a. Meal Counts
 - b. Number of Pounds of Produce and Meat Purchased
- 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 or ranch name and location.
- 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. Transportation and/or Delivery Fees are allowable and must be factored into the final price per unit agreed upon by your senior center and applicable vendor.
- ix. Senior Center Service Providers must submit monthly invoices for reimbursement by the 10th day of the month, for the prior month's expenditures until all funds are spent, unless otherwise authorized by ALTSD at its sole discretion.
- x. All monthly invoices for reimbursement must be accompanied by supporting receipts or invoices from vendors whom purchases were made. A receipt and/or invoice from New Mexico farmers, farm organizations or rancher must include the following:
 - a. the vendor's name, address, and contact information.
 - b. internal transaction number, or invoice number.
 - c. the purchased items with a description of each product along with the corresponding quantity.
 - d. the price for each item and any applicable discount.
 - e. the total amount of the sale items.
 - 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.
- xiii. ALTSD encourages all New Mexico Grown participants to emphasize locally sourced food items on their monthly menus when they are served.
- xiv. During Fiscal year 2025, participants of the New Mexico Grown program are encouraged to tailor their meal plans to incorporate elements from the Nuevo Thursday program, taking into consideration their available resources. The Nuevo Thursday initiative is designed to promote innovation within the senior nutrition meal program, with an emphasis on incorporating locally sourced ingredients and food items whenever possible. Nuevo Thursdays serves as a platform for the senior nutrition program to introduce new elements, such as incorporating a new fruit or vegetables into the menu or utilizing 100% New Mexico grown ingredients in a meal. Senior center providers are encouraged to include "Nuevo Thursday" as a highlighted option on their menus. For additional details on Nuevo Thursdays, please visit the official Nuevo Thursday website.
https://issuu.com/cookingwithkidsnm/docs/nmped_program_and_planning_guide_2021.05.05/s/12235332.

- xv. New Mexico Grown participants are encouraged to apply for the Golden Chili Award for Fiscal Year 2025. This award recognizes different levels of participation in New Mexico's local food movement, with a focus on promoting nutrition and supporting the state's farming economy. For more information on the Golden Chili Awards, please visit the New Mexico Grown website <https://newmexicogrown.org/> .

E. COMPENSATION

ALTSD 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 \$32,000.00.** Senior Center Providers may spend up to **40%** of their funding on New Mexico local USDA stamped meat from vendors on the New Mexico Farmers Market Approved Suppliers List. The purchase of local New Mexico raised; processed USDA stamped meat may not exceed the budgeted amount of **\$12,800.00.** The purchase of New Mexico locally grown produce and allowable New Mexico food items must not exceed budgeted amount of **\$19,200.00.** Funding for this awarded amount must be fully expended by **May 31, 2025.**

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 is required to submit a monthly data sheet detailing the total number of pounds of New Mexico grown produce, and local meat integrated in the senior meal program. Data must be accurate, and unduplicated.

H. ADMINISTRATION COSTS

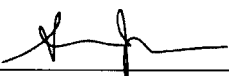
N/A

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EXECUTED AND AGREED TO BY SIGNATURE(S) BELOW:

Name: Gregory S. Shaffer	Title: County Manager
Digital-Signature 	Date 6/5/2024

Name: Ophelia Steppe	Title: Aging & Long-Term Services Department Nutritionist
Digital-Signature <i>Ophelia Steppe</i>	Date 7/2/2024

Name: Sarah Jacobs	Title: Aging & Long-Term Services Department Cabinet Secretary
Digital-Signature 	Date 7/9/2024



644 Don Gaspar Santa Fe, New Mexico 87505 | 505.395.2668 | www.ncnmedd.com

**MEMORANDUM OF AGREEMENT
BY AND BETWEEN SANTA FE COUNTY (GRANTEE) AND
THE NORTH CENTRAL NEW MEXICO ECONOMIC DEVELOPMENT DISTRICT (NCNMEDD)
FOR GOVERNMENT RESULTS AND OPPORTUNITY (GRO) APPROPRIATIONS**

WHEREAS, the State of New Mexico appropriated funding to NCNMEDD on pages 258-261 of the General Appropriation Act of 2024, Section 9: Government Results and Opportunity Expendable Trust; Subsection D: Government Results and Opportunity Program Fund; Item 8: Department of Finance and Administration;

WHEREAS, NCNMEDD is a special district governmental entity within the State of New Mexico; and

WHEREAS, funding appropriated to NCNMEDD includes one or more appropriations to the Grantee, a local government within the State of New Mexico;

NOW, THEREFORE, the parties do mutually agree as follows:

This Agreement is entered into by and between Grantee and NCNMEDD pursuant to the following terms:

A. PURPOSE

The purpose of this Agreement is for NCNMEDD to disburse one or more appropriations to Grantee, and for Grantee to expend said appropriation/s subject to the terms of this Agreement including Exhibit A: Scope of Work and Budget, as follows:

Appropriation Number	Project Title	Amount	State Agency	Reversion Date
24-ID104	For senior and homebound meals and meal delivery in Santa Fe County.	\$160,000	DFA/LGD	June 30, 2026
24-ID093*	For food at senior centers in senate district thirty-nine in Santa Fe	\$20,000	DFA/LGD	June 30, 2026

**Special condition: Per sponsor, appropriation is to be directed to senior centers in Senate District 39: Ken & Patty Adams Senior Center in El Dorado. Funds are intended for expenditure in fiscal year 2025.*

B. TERM

This Agreement shall begin on the date approved by the Final Required Signatory and shall end on **June 30, 2026**.

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C. FUND DISBURSEMENT

1. NCNMEDD shall disburse appropriation/s through a reimbursement process.
2. Grantee shall submit all reimbursement requests to NCNMEDD through the online OAA-SYS platform. Supporting documentation, such as invoices, timesheets, etc. and proof of payment (i.e. cancelled check) shall be uploaded to OAA-SYS for all goods and services included in the reimbursement request.
3. Grantee may submit reimbursement requests monthly or quarterly. The latest date to submit a reimbursement request is July 5, 2026.
4. Reimbursement requests that are not consistent with Section A: Purpose, and more specifically Exhibit A: Scope of Work and Budget, will be rejected unless the Grantee has obtained advance approval from NCNMEDD. Some requests may require an amendment to this Agreement.
5. NCNMEDD shall track expenditures on a quarterly basis and expects Grantee to draw down at least 12.5% of the appropriation every quarter.

D. RESPONSIBILITIES OF THE PARTIES:

1. NCNMEDD shall:
 - a) Train Grantee on use of the OAA-SYS platform.
 - b) Complete and submit all requests for payment and the final report form to the NM Department of Finance and Administration, Local Government Division (LGD).
 - c) Process payments to Grantee within ten (10) business days of receipt of funds from LGD.
 - d) Maintain records for a period of three (3) years after the grant has been closed.
 - e) Oversee compliance with all applicable laws, regulations, and this Agreement and account for transactions so that they are in compliance with said laws, regulations, and this Agreement.
 - f) Safeguard grant funds and ensure proper accounting thereof in compliance with applicable laws, regulations, and this Agreement.
2. Grantee shall:
 - a) Use the appropriation funds to carry out and/or perform activities described in appropriation language.
 - b) Comply with State Procurement Code 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.
 - c) Ensure that the appropriation funds only benefit entities in accordance with applicable law, including, but not limited to Article IX, Section 14 of the Constitution of the State of New Mexico, "Anti-Donation Clause."
 - d) Provide or arrange to provide information, as requested by NCNMEDD, for purposes and work described in this Agreement.

- e) Comply with all applicable laws, regulations, and grant agreement requirements in the performance of procurement responsibilities, subcontractor management, and project, grant, and financial management.
- g) Maintain records for a period of three (3) years after the grant has closed.
- h) Expend grant funds in compliance with all applicable laws, regulations, and this Agreement and appropriately account for transactions in compliance with said laws, regulations, and this Agreement.
- i) Safeguard goods and services acquired with grant funds and ensure proper accounting thereof in compliance with applicable laws, regulations, and this Agreement.
- j) Ensure at least one staff person is trained on OAA-SYS at all times.
- k) Provide performance metrics associated with appropriation/s in the OAA-SYS platform to demonstrate accountability for and impact of GRO funding.

E. LIMITATION OF LIABILITY; INDEMNIFICATION

This Agreement shall not create a general liability of the constituent members of NCNMEDD, or of the Grantee. To the extent permitted by law, Grantee will indemnify NCNMEDD from all actions, proceeding, claims, demands, costs, damages, and legal fees and expenses which may arise out of the performance of this Agreement, caused by any act or failure to act of the Grantee, its officers, employees, subcontractors or agents. In the event that any action, suit or proceeding related to the services performed by the Grantee or any officer, agent, employee, servant or subcontractor under this Agreement is brought against the Grantee, the Grantee shall, as soon as practicable but no later than two (2) days after it receives notice thereof, notify NCNMEDD by certified mail. Nothing herein shall operate or be deemed to alter or expand any liabilities or obligations under the applicable provisions of the New Mexico Tort Claims Act (NMSA 1978 §§ 41-4-1, *et seq.*), or to waive any immunities, limitations or required procedures thereunder.

F. MODIFICATION AND TERMINATION

Any modifications or amendments to this Agreement shall be in writing, and when signed by both parties shall be made part of the Agreement. This Agreement may be terminated by either party upon thirty (30) days written notice to the other.

G. CERTIFICATION

Grantee shall comply with the requirements of all applicable laws, rules, and regulations, and shall assume full responsibility for payment of federal, state, and local taxes and contributions imposed or required under Social Security, Workers Compensation and income tax laws. Grantee is required to follow all State procurement regulations, the Government Conduct Act, and other state regulations, as well as NCNMEDD’s reporting and drawdown requirements outlined in this Agreement.

H. ADEQUATE APPROPRIATIONS

Performance of this agreement is contingent upon sufficient appropriations and authorization

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being made for the performance of this Agreement by the State of New Mexico. If sufficient appropriations and authorization are not made, this Agreement shall terminate immediately upon written notice being given by NCNMEDD to Grantee. NCNMEDD's decision as to whether sufficient appropriations are available shall be accepted by Grantee and shall be final. If NCNMEDD proposes an amendment to the Agreement to unilaterally reduce appropriation amount/s, Grantee shall have the option to terminate the Agreement within thirty (30) days of receipt of the proposed amendment.

I. PENALTIES

The Procurement code, § 13-1-28 through § 13-1-199, NMSA 1978, imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities, and kickbacks.

J. NOTICES

Any notice required to be given to either party by this Agreement shall be in writing and shall be delivered in person, by courier service or by U.S. mail, either first class or certified, return receipt requested, postage prepaid as follows:

To Grantee/Authorized Representative

Name/Title Gregory S. Shaffer, County Manager
Address 102 Grant Avenue
City, State, Zip Santa Fe, NM 87501
Email gshaffer@santafecountynm.gov
Phone 505-986-6216

To Grantee/Project or Program Manager

Name/Title Matilda Byers, Senior Services Administrative Program Manager
Address 4250 Airport Road
City, State, Zip Santa Fe, NM 87507
Email mbyers@santafecountynm.gov
Phone 505-992-9840

To NCNMEDD:

Monica Abeita Executive Director
644 Don Gaspar
Santa Fe, NM 87505
monicaa@ncnmedd.com
505-395-2668

K. APPLICABLE LAW

The laws of the State of New Mexico shall govern this Agreement, without giving effect to its choice of law provisions. Venue shall be proper only in a New Mexico court of competent jurisdiction in accordance with NMSA 1978, § 38-3-1 (G). By execution of this Agreement, the parties acknowledge and agree to the jurisdiction of the courts of the State of New Mexico over any and all lawsuits arising under or out of any term of this Agreement.

L. BREACH AND DEFAULT

If either party commits a breach or default in the performance or observance of any of its obligations under this agreement and such breach or default continues and is not corrected within thirty (30) days of written notification of such breach or default by either party to the other, the non-breaching or non-defaulting party shall have the right to terminate this agreement by giving notice to the breaching or defaulting party.

M. ASSIGNMENT

No portion of this agreement may be assigned to another party without the express written consent of each party and NCNMEDD.

N. INSURANCE

1. Grantee shall procure and maintain in force during the entire term of this Agreement, at its own expense, the following insurance coverage(s), naming the NCNMEDD as additional insured:
 - a) Workers Compensation (including accident and disease coverage and personal injury coverage) at the statutory limit.
 - b) Comprehensive Commercial general liability (including endorsements providing broad form property damage, personal injury coverage and contractual assumption of liability for all liability the Grantee has assumed under this Agreement). Limits shall not be less than the following:
 - Bodily injury: \$1,000,000 per person /\$1,000,000 per occurrence.
 - Property damage or combined single limit coverage: \$1,000,000.
 - c) Automobile liability (including non-owned automobile coverage): \$1,000,000.
2. In lieu of the limits specified in this section, Grantee may provide the coverages required in the limits required by statute applicable to Grantee's services hereunder, if any.
3. All insurance required by this Agreement shall be obtained from insurance companies duly licensed or authorized in New Mexico to issue insurance policies for the required limits and coverages.
4. Grantee shall deliver to NCNMEDD, certificates of insurance establishing that Grantee has obtained and is maintaining the policies, coverages, and endorsements (if any) required by this Agreement. Upon reasonable request by NCNMEDD or any other insured, Grantee shall also furnish other evidence of such required insurance, including

but not limited to copies of policies and endorsements, and documentation of applicable self-insured retentions and deductibles.

5. Grantee's commercial general liability and automobile liability shall include and list as additional insureds NCNMEDD and its employees, agents, officials and constituent members; and the insurance afforded to these additional insureds shall provide primary coverage for all claims covered thereby (including as applicable those arising from both ongoing and completed operations) on a non-contributory basis. Grantee shall obtain all necessary endorsements to effect these requirements.
6. Failure of NCNMEDD to demand such certificates or other evidence of Grantee's full compliance with these insurance requirements shall not be construed as a waiver of Grantee's obligation to obtain and maintain such insurance.
7. The insurance and insurance limits required herein shall not be deemed as a limitation on Grantee's liability under the indemnities or other provisions of this Agreement.
8. General provisions: The policies of insurance required by this Section shall:
 - a) contain a provision or endorsement that the coverage afforded will not be canceled, materially changed, or renewal refused until at least 10 days prior written notice has been given to NCNMEDD. Within three days of receipt of any such written notice, Grantee shall provide a copy of the notice to NCNMEDD and each other insured under the policy;
 - b) remain in effect at least until final payment (and longer if expressly required in this Section); and
 - c) be appropriate for the services being performed and provide protection from claims that may arise out of or result from Grantee's performance of the services and Grantee's other obligations under this Agreement, whether it is to be performed by Grantee, any subgrantee, or by anyone directly or indirectly employed by any of them to perform any of the Work, or by anyone for whose acts any of them may be liable.

GRANTEE:

BY:

Name, Title	Date
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NORTH CENTRAL NEW MEXICO ECONOMIC DEVELOPMENT DISTRICT:

BY: Monica Abeita July 31, 2024

Monica Abeita, Executive Director Date

Exhibit A-1: Scope of Work and Budget

Appropriation Number	Project Title	Amount	State Agency	Reversion Date
24-ID104	For senior and homebound meals and meal delivery in Santa Fe County.	\$160,000	DFA/LGD	June 30, 2026

1. In the text box below, provide a brief **SCOPE OF WORK** for the appropriation language in Section A: Purpose. Describe how you will use the funding.

The \$160,000 will be used to purchase updated kitchen equipment such as but not limited to Refrigerators, Freezers, etc. to ensur the services for homebound meals are stored in healthy temperatures. Any unspent money will be used towards the purchase of food.

2. In the text box below, provide up to three **PERFORMANCE MEASURES** you will use to monitor and track the impact of the proposed project or program. Examples of measures are number of people served, number of units provided, cost savings, etc.

SFC will track the performance by using the WellSky data system to track the number of seniors who participated in the Home Delivered Services during the time of the draw down of these funds. Nutrition staff will also keep track of the number of meals prepared in each kitchen to include the food cost of each meal.

3. Fill out the table below to provide a **BUDGET** for the two-year period of the funding. The budget may not exceed the total appropriation amount. The budget does not need to be split evenly between the two years. Please add additional lines as needed.

Line Item	Year 1 Budget (Aug 2024-June 2025)	Year 2 Budget (July 2025-June 2026)	Description of Line Item
Personnel			
Benefits			
Professional Services			
Travel (GSA rates apply)			
Software			
Equipment/Supplies	\$80,000		Kitchen Equipment
Operations (specify)	\$80,000		Maintenance/Small Wares
Other (specify)			
Total	\$160,000		

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Exhibit A-2: Scope of Work and Budget

Appropriation Number	Project Title	Amount	State Agency	Reversion Date
24-ID093	For food at senior centers in senate district thirty-nine in Santa Fe	\$20,000	DFA/LGD	June 30, 2026

1. In the text box below, provide a brief **SCOPE OF WORK** for the appropriation language in Section A: Purpose. Describe how you will use the funding.

Purchase of food at senior centers in senate district thirty-nine in Santa Fe County.

2. In the text box below, provide up to three **PERFORMANCE MEASURES** you will use to monitor and track the impact of the proposed project or program. Examples of measures are number of people served, number of units provided, cost savings, etc.

For Older Americans Act (OAA)* congregate and home delivered meals:
 Number of consumers served with GRO funding.
 Number of meals (units) produced with GRO funding.
**It is expected that these consumers and units will also be reported in Wellsky.*

and/or

For special events, activities and non-OAA meals:
 Description of how the funding was used.
 Number of consumers served with GRO funding.
 Number of meals (units) produced with GRO funding.
These consumers and units should be reported in OAA-SYS only.

3. Fill out the table below to provide a **BUDGET** for the two-year period of the funding. The budget may not exceed the total appropriation amount. The budget does not need to be split evenly between the two years. Please add additional lines as needed.

Line Item	Year 1 Budget (Aug 2024-June 2025)	Year 2 Budget (July 2025-June 2026)	Description of Line Item
Personnel			
Benefits			
Professional Services			
Travel (GSA rates apply)			
Software			
Equipment/Supplies	20,000		Raw food
Operations (specify)			
Other (specify)			
Total	20,000		