





The Purchasing Memo

Date: May 23, 2025

To: Mark Scott, City Manager

From: Julie Sanchez, Youth and Family Services Director 

Via: Henri Hammond-Paul, Community Health & Safety Director 

Sierra Vigil-Trujillo, Youth and Family Services Project Administrator 

Subject: Immigrant Related Education Workshops and Service Provider Training

Vendor Name: New Mexico Immigrant Law Center

Munis Vendor Number: 4146

ITEM AND ISSUE:

The Community Health and Safety Department Respectfully Requests Your Review and Approval of a Professional Services Contract in the total amount of \$50,000 for Immigrant Related Education Workshops and Service Provider Training for a term Ending on June 30, 2026 with New Mexico Immigrant Law Center

CONTRACT NUMBER:

The FY25 Munis contract number is 3250610.

BACKGROUND AND SUMMARY:

The City of Santa Fe's Youth and Family Services Division received an allocation of funding from the Governing Body to partner with various local non-profit organizations to support the development of a comprehensive toolkit for immigrant populations that includes resources, safety planning, wellness services, and sanctuary places. The partnership was also intended to fund community education initiative, workshops, services, and training aimed at increasing awareness, providing critical support, and ensuring the safety and well-being of immigrants. The goal is to empower immigrants with essential knowledge, resources, and community connections to help them feel safe and supported.

In March 2025 the Youth and Family Services Division released RFQ # 25138: Funding Support for Toolkit Development, Community Education, and Services for Immigrants, which resulted in the awarding of five professional services contracts.

PRIOR APPROVALS AND SUPPORTING INFORMATION:

FUNDING SOURCE:

Fund Name/Number: General Fund/100

Munis Org Name/Number: Human Services/2400122

Munis Object Name/Number: Grants and Services/510400

Budget Officer / Designee: Andy Hopkins Date: 05/29/2025

Budget Officer Comment/Exceptions: _____

PROCUREMENT METHOD:

The procurement method used was **NMSA 1978, Section 13-1-125, Small Purchase**

In March 2025 the Youth and Family Services Division released RFQ # 25138: Funding Support for Toolkit Development, Community Education, and Services for Immigrants, in which Las Cumbres Community Services was selected to provide immigrant related education workshops and service provider training.

Chief Procurement Officer (CPO)/Designee: JoAnn Lovato Montano Date: 06/03/2025

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: _____

Approval: _____ Title: _____ Date: _____

Comment/Exceptions: _____

Is this a Capital Asset or Project? ☐ Yes | ☒ No

Project Ledger Number: _____

Approval: _____ Title: _____ Date: _____

Comment/Exceptions: _____

ATTACHMENTS:

Horizons declination

CPO Service Determination Email

Procurement document: Screenshot of Munis Request for Quotes (RFQ)

Vendor's Quote

Certificate of Liability Insurance (COI) (add City as an additional insured, project specifics, contact person, and primary project location)

Professional Services Contract











NMILC Education & Workshops Memo

Final Audit Report

2025-05-27

| | |
|-----------------|--|
| Created: | 2025-05-23 |
| By: | Sierra Trujillo (svtrujillo@santafenm.gov) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAAGIVXFjI6eP5QT2DAOGimlall9v1hdLy2 |

"NMILC Education & Workshops Memo" History

-  Document created by Sierra Trujillo (svtrujillo@santafenm.gov)
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CITY OF SANTA FE
PROFESSIONAL SERVICES CONTRACT

THIS CONTRACT is made and entered into by and between the City of Santa Fe, New Mexico, hereinafter referred to as the “City,” and **NEW MEXICO IMMIGRANT LAW CENTER**, hereinafter referred to as the “Contractor,” and is effective as of the date set forth below upon which it is executed by the Parties.

RECITALS

WHEREAS, the Chief Procurement Officer of the City has made the determination that this Agreement is in accordance with the provisions of the New Mexico Procurement Code (NMSA 1978, 13-1-28 et seq.) pursuant to NMSA 1978, section 13-1-125.

WHEREAS, the CPO has determined that this contract qualifies as a “small purchase” under the procurement code, NMSA 1978, section 13-1-125.

WHEREAS, the Contractor is one of such requisite and qualifications and is willing to engage with the City for professional services, in accordance with the terms and conditions hereinafter set out, and the Contractor understanding and consenting to the foregoing is willing to render such professional services as outlined in the Agreement.

The City and the Contractor hereby agree as follows:

1. Scope of Work

The Contractor shall provide the following services for the City:

- A. Provide Community Education Workshops covering the following topics:
 - a. Immigrant rights
 - b. Safety planning
 - c. Accessible community resources
 - d. Addressing emerging threats
 - e. Crisis response strategies
- B. Provide Service Provider Training to ensure that local service providers, such as social workers, healthcare providers, and educators are well-prepared to support immigrant families effectively during crises. The curriculum will be designed for the needs of the community partners and may include:
 - a. Preparedness for immigration enforcement actions
 - b. Legal rights education
 - c. Comprehensive family preparedness planning
 - d. Any other specific topics requested by service providers such as guidance on helping families obtain passports, establishing power of attorney for children, and strategies for asset protection.

Deliverables:

- A. Prepare and submit invoices for program expense reimbursement with backup documentation quarterly for trainings conducted at a rate of \$5,000 per training.
- B. Submit event flyer or other proof such as emails with partners that demonstrate training dates as evidence of progress towards deliverables.
- C.

2. Standard of Performance; Licenses

A. The Contractor does hereby accept its designation as a professional service, providing immigrant related community education workshops and service provider training for the City, as set forth in this Agreement. The Contractor represents that Contractor possesses the personnel, experience, and knowledge necessary to perform the services described under this Contract.

B. The Contractor agrees to obtain and maintain throughout the term of this Contract, all applicable professional and business licenses required by law, for itself, its employees, agents, representatives, and subcontractors.

3. Compensation

A. The City shall pay to the Contractor in full payment for services satisfactorily performed at the rate of \$5,000 per training, such compensation not to exceed \$50,000, including gross receipts tax. **The total amount payable to the Contractor under this Agreement, including gross receipts tax and expenses, shall not exceed \$50,000.**

B. Payment. The total compensation under this Agreement shall not exceed **\$50,000. This amount is a maximum and not a guarantee that the work assigned to be performed by Contractor under this Agreement shall equal the amount stated herein. The Parties do not intend for the Contractor to continue to provide Services without compensation when the total compensation amount is reached. Contractor is responsible for notifying the City when the Services provided under this Agreement reach the total compensation amount. In no event will the Contractor be paid for Services provided in excess of the total compensation amount without this Agreement being amended in writing prior to services, in excess of the total compensation amount being provided.**

C. Payment shall be made upon Acceptance of each Deliverable and upon the receipt and Acceptance of a detailed, certified Payment Invoice. Payment will be made to the Contractor's designated mailing address. In accordance with Section 13-1-158 NMSA 1978, payment shall be tendered to the Contractor within thirty (30) days of the date of written certification of Acceptance. All Payment Invoices **MUST BE** received by the City no later than fifteen (15) days after the termination of this Agreement. Payment Invoices received after such date **WILL NOT BE PAID.**

D. **Notice of Extended Payment Provision For Grant Funded Contracts.** This contract allows the City to make payment within 45 days after submission of an undisputed request for payment.

4. Term

THIS CONTRACT SHALL NOT BECOME EFFECTIVE UNTIL APPROVED BY THE CITY. This Contract shall terminate **June 30, 2026** unless terminated pursuant to paragraph 5 (Termination) and paragraph 6

(Appropriations). The City reserves the right to renew this contract on an annual basis by mutual agreement not to exceed a total of four (4) years in accordance with NMSA 1978, Sections 13-1-150 through 152.

5. Termination

- A. Grounds. The City may terminate this Agreement for convenience or cause. For contracts within their authority, the City Manager or their designee is authorized to provide the notice of termination, otherwise such notice of termination shall be provided by the Mayor or their designee as authorized by the Governing Body. The Contractor may only terminate this Agreement based upon the City's uncured, material breach of this Agreement.
- B. Notice; City Opportunity to Cure.
- 1) The City shall give Contractor written notice of termination at least thirty (30) days prior to the intended date of termination.
 - 2) Contractor shall give City written notice of termination at least thirty (30) days prior to the intended date of termination, which notice shall (i) identify all the City's material breaches of this Agreement upon which the termination is based and (ii) state what the City must do to cure such material breaches. Contractor's notice of termination shall only be effective (i) if the City does not cure all material breaches within the thirty (30) day notice period or (ii) in the case of material breaches that cannot be cured within thirty (30) days, the City does not, within the thirty (30) day notice period, notify the Contractor of its intent to cure and begin with due diligence to cure the material breach.
 - 3) Notwithstanding the foregoing, this Agreement may be terminated immediately upon written notice to the Contractor (i) if the Contractor becomes unable to perform the services contracted for, as determined by the City; (ii) if, during the term of this Agreement, the Contractor is suspended or debarred by the City; or (iii) the Agreement is terminated pursuant to Paragraph 6, "Appropriations", of this Agreement.
- C. Liability. Except as otherwise expressly allowed or provided under this Agreement, the City's sole liability upon termination shall be to pay for acceptable work performed prior to the Contractor's receipt or issuance of a notice of termination; provided, however, that a notice of termination shall not nullify or otherwise affect either party's liability for pre-termination defaults under or breaches of this Agreement. The Contractor shall submit an invoice for such work within thirty (30) days of receiving or sending the notice of termination. THIS PROVISION IS NOT EXCLUSIVE AND DOES NOT WAIVE THE CITY'S OTHER LEGAL RIGHTS AND REMEDIES CAUSED BY THE CONTRACTOR'S DEFAULT/BREACH OF THIS AGREEMENT.

6. Appropriations

The terms of this Contract are contingent upon sufficient appropriations and authorization being made by the Governing Body for the performance of this Contract. If sufficient appropriations and authorization are not made by the Governing Body, this Contract shall terminate immediately upon written notice being given by the City to the Contractor. The City's decision as to whether sufficient appropriations are available shall be accepted by the Contractor and shall be final. If the City proposes an amendment to the Contract to unilaterally reduce funding, the Contractor shall have the option to terminate the Contract or to agree to the reduced funding, within thirty (30) days of receipt of the proposed amendment.

7. Status of Contractor

The Contractor and its agents and employees are independent contractors performing professional services for the City and are not employees of the City. The Contractor and its agents and employees shall not accrue leave, retirement, insurance, bonding, use of City vehicles, or any other benefits afforded to employees of the

City as a result of this Contract. The Contractor acknowledges that all sums received hereunder are reportable by the Contractor for tax purposes, including without limitation, self-employment and business income tax. The Contractor agrees not to purport to bind the City unless the Contractor has express written authority to do so, and then only within the strict limits of that authority.

8. Assignment

The Contractor shall not assign or transfer any interest in this Contract or assign any claims for money due or to become due under this Contract without the prior written approval of the City.

9. Subcontracting

The Contractor shall not subcontract any portion of the services to be performed under this Contract without the prior written approval of the City. No such subcontract shall relieve the primary Contractor from its obligations and liabilities under this Contract, nor shall any subcontract obligate direct payment from the City.

10. Release

Final payment of the amounts due under this Contract shall operate as a release of the City, its officers and employees from all liabilities, claims and obligations whatsoever arising from or under this Contract.

11. Confidentiality

Any confidential information provided to or developed by the Contractor in the performance of this Contract shall be kept confidential and shall not be made available to any individual or organization by the Contractor without the prior written approval of the City.

12. Product of Service -- Copyright

All materials developed or acquired by the Contractor under this Contract shall become the property of the City and shall be delivered to the City no later than the termination date of this Contract. Nothing developed or produced, in whole or in part, by the Contractor under this Contract shall be the subject of an application for copyright or other claim of ownership by or on behalf of the Contractor.

13. Conflict of Interest; Governmental Conduct Act

A. The Contractor represents and warrants that it presently has no interest and, during the term of this Contract, shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance or services required under the Contract.

B. The Contractor further represents and warrants that it has complied with, and, during the term of this Contract, will continue to comply with, and that this Contract complies with all applicable provisions of the Governmental Conduct Act, Chapter 10, Article 16 NMSA 1978.

C. Contractor's representations and warranties in Paragraphs A and B of this Article are material representations of fact upon which the City relied when this Contract was entered into by the parties. Contractor shall provide immediate written notice to the City if, at any time during the term of this Contract, Contractor learns that Contractor's representations and warranties in Paragraphs A and B of this Article were erroneous on the effective date of this Contract or have become erroneous by reason of new or changed circumstances. If it is later determined that Contractor's representations and warranties in Paragraphs A and B of this Article were erroneous on the effective date of this Contract or have become erroneous by reason of new or changed circumstances, in addition to other remedies available to the City

and notwithstanding anything in the Contract to the contrary, the City may immediately terminate the Contract.

D. All terms defined in the Governmental Conduct Act have the same meaning in this section.

14. Amendment

A. This Agreement shall not be altered, changed, or amended except by instrument in writing executed by the parties hereto and all other required signatories.

B. If the City proposes an amendment to the Contract to unilaterally reduce funding due to budget or other considerations, the Contractor shall, within thirty (30) days of receipt of the proposed Amendment, have the option to terminate the Contract, pursuant to the termination provisions as set forth in Article 4 herein, or to agree to the reduced funding.

15. Entire Agreement.

This Agreement, together with any other documents incorporated herein by reference and all related Exhibits and Schedules constitutes the sole and entire agreement of the Parties with respect to the subject matter of this Agreement, and supersedes all prior and contemporaneous understandings, agreements, representations, and warranties, both written and oral, with respect to the subject matter. In the event of any inconsistency between the statements in the body of this Agreement, and the related Exhibits and Schedules, the statements in the body of this Agreement shall control.

16. Merger

This Contract incorporates all the Agreements, covenants and understandings between the parties hereto concerning the subject matter hereof, and all such covenants, agreements, and understandings have been merged into this written contract.

All terms and conditions of the **RFQ 25138: Funding Support for Toolkit Development, Community Education, and Services for Immigrants** and the Contractor's response to such document(s) are incorporated herein by reference and is included in the order of precedence.

No prior Agreement or understanding, oral or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Contract.

17. Penalties for violation of law

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

18. Equal Opportunity Compliance

The Contractor agrees to abide by all federal and state laws and rules and regulations, and Santa Fe City Code, pertaining to equal employment opportunity. In accordance with all such laws of the State of New Mexico, the Contractor assures that no person in the United States shall, on the grounds of race, religion, color, national origin, ancestry, sex, age, physical or mental handicap, or serious medical condition, spousal affiliation, sexual orientation or gender identity, be excluded from employment with or participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity performed under this Contract. If Contractor is found not to be in compliance with these requirements during the life of this Contract, Contractor agrees to take appropriate steps to correct these deficiencies.

19. Applicable Law

The laws of the State of New Mexico shall govern this Contract, 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, section 38-3-2. By execution of this Contract, Contractor acknowledges and agrees 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 Contract.

20. Workers Compensation

The Contractor agrees to comply with state laws and rules applicable to workers compensation benefits for its employees. If the Contractor fails to comply with the Workers Compensation Act and applicable rules when required to do so, this Contract may be terminated by the City.

21. Professional Liability Insurance

Contractor shall maintain professional liability insurance throughout the term of this Contract providing a minimum coverage in the amount required under the New Mexico Tort Claims Act. The Contractor shall furnish the City with proof of insurance of Contractor's compliance with the provisions of this section as a condition prior to performing services under this Contract.

22. Other Insurance

If the services contemplated under this Contract will be performed on or in City facilities or property, Contractor shall maintain in force during the entire term of this Contract, the following insurance coverage(s), naming the City as additional insured.

A. **Commercial General Liability** insurance shall be written on an occurrence basis and be as broad as ISO Form CG 00 01 with limits not less than \$2,000,000 per occurrence and \$2,000,000 in the aggregate for claims against bodily injury, personal and advertising injury, and property damage. Said policy shall include broad form Contractual Liability coverage and be endorsed to name the City of Santa Fe their officials, officers, employees, and agents as additional insureds.

B. **Broader Coverage and Limits.** The insurance requirements under this Contract shall be the greater of (1) the minimum coverage and limits specified in this Contract, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the Named Insured. It is agreed that these insurance requirements shall not in any way act to reduce coverage that is broader or that includes higher limits than the minimums required herein. No representation is made that the minimum insurance requirements of this Contract are sufficient to cover the obligations of Contractor hereunder.

C. Contractor shall maintain the above insurance for the term of this Contract and name the City as an additional insured and provide for 30 days cancellation notice on any Certificate of Insurance form furnished by Contractor. Such certificate shall also specifically state the coverage provided under the policy is primary over any other valid and collectible insurance and provide a waiver of subrogation.

23. Records and Financial Audit

The Contractor shall maintain detailed time and expenditure records that indicate the date; time, nature and cost of services rendered during the Contract's term and effect and retain them for a period of three (3) years from the date of final payment under this Contract. The records shall be subject to inspection by the City. The

City shall have the right to audit billings both before and after payment. Payment under this Contract shall not foreclose the right of the City to recover excessive or illegal payments.

24. Indemnification

The Contractor shall defend, indemnify and hold harmless the City from all actions, proceeding, claims, demands, costs, damages, attorneys’ fees and all other liabilities and expenses of any kind from any source which may arise out of the performance of this Contract, caused by the negligent act or failure to act of the Contractor, its officers, employees, servants, subcontractors or agents, or if caused by the actions of any client of the Contractor resulting in injury or damage to persons or property during the time when the Contractor or any officer, agent, employee, servant or subcontractor thereof has or is performing services pursuant to this Contract. If any action, suit or proceeding related to the services performed by the Contractor or any officer, agent, employee, servant or subcontractor under this Contract is brought against the Contractor, the Contractor shall, as soon as practicable but no later than two (2) days after it receives notice thereof, notify the legal counsel of the City.

25. New Mexico Tort Claims Act

Any liability incurred by the City of Santa Fe in connection with this Contract is subject to the immunities and limitations of the New Mexico Tort Claims Act, Section 41-4-1, et. seq. NMSA 1978, as amended. The City and its “public employees” as defined in the New Mexico Tort Claims Act, do not waive sovereign immunity, do not waive any defense and do not waive any limitation of liability pursuant to law. No provision in this Contract modifies or waives any provision of the New Mexico Tort Claims Act.

26. Invalid Term or Condition

If any term or condition of this Contract shall be held invalid or unenforceable, the remainder of this Contract shall not be affected and shall be valid and enforceable.

27. Enforcement of Contract

A party's failure to require strict performance of any provision of this Contract shall not waive or diminish that party's right thereafter to demand strict compliance with that or any other provision. No waiver by a party of any of its rights under this Contract shall be effective unless express and in writing, and no effective waiver by a party of any of its rights shall be effective to waive any other rights.

28. Notices

Any notice required to be given to either party by this Contract 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 the City: Youth and Family Service Division
 P.O. Box 909
 Santa Fe, NM 87504
 jjisanchez@santafenm.gov

To the Contractor: New Mexico Immigrant Law Center
 1234A Felipe Ave
 Santa Fe, NM 87505
 jlandau@nmilc.org

29. Authority

If Contractor is other than a natural person, the individual(s) signing this Contract on behalf of Contractor represents and warrants that he or she has the power and authority to bind Contractor, and that no further action, resolution, or approval from Contractor is necessary to enter a binding contract.

30. Non-Collusion

In signing this Agreement, the Contractor certifies the Contractor has not, either directly or indirectly, entered into action in restraint of free competitive bidding in connection with this offer submitted to the City's Chief Procurement Officer.

31. Default/Breach

In case of Default and/or Breach by the Contractor, for any reason whatsoever, the City may procure the goods or services from another source and hold the Contractor responsible for any resulting excess costs and/or damages, including but not limited to, direct damages, indirect damages, consequential damages, special damages, and the City may also seek all other remedies under the terms of this Agreement and under law or equity.

32. Equitable Remedies

The Contractor acknowledges that its failure to comply with any provision of this Agreement will cause the City irrevocable harm and that a remedy at law for such a failure would be an inadequate remedy for the City, and the Contractor consents to the City's obtaining from a court of competent jurisdiction, specific performance, or injunction, or any other equitable relief in order to enforce such compliance. The City's rights to obtain equitable relief pursuant to this Agreement shall be in addition to, and not in lieu of, any other remedy that the City may have under applicable law, including, but not limited to, monetary damages.

33. Default and Force Majeure

The City reserves the right to cancel all, or any part of any orders placed under this Agreement without cost to the City, if the Contractor fails to meet the provisions of this Agreement and, except as otherwise provided herein, to hold the Contractor liable for any excess cost occasioned by the City due to the Contractor's default. The Contractor shall not be liable for any excess costs if failure to perform the order arises out of causes beyond the control and without the fault or negligence of the Contractor; such causes include, but are not restricted to, acts of God or the public enemy, acts of the State or Federal Government, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, unusually severe weather and defaults of subcontractors due to any of the above, unless the City shall determine that the supplies or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required delivery scheduled. The rights and remedies of the City provided in this Clause shall not be exclusive and are in addition to any other rights now being provided by law or under this Agreement.


IN WITNESS WHEREOF, the Parties have executed this Contract as of the date of the signature by the required approval authorities below.

CITY OF SANTA FE:

CONTRACTOR:
NEW MEXICO IMMIGRANT LAW CENTER


Mark Scott (Jun 11, 2025 21:51 MDT)

MARK SCOTT, CITY MANAGER
06/11/2025


Jenny Landau (May 27, 2025 07:56 MDT)

JENNIFER LANDAU, EXECUTIVE DIRECTOR

DATE: 05/27/2025

NMBTIN#: 03-197869-00-0

ATTEST:


ANDREA SALAZAR (June 11, 2025 16:50 MDT)

CITY CLERK

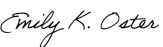


CITY ATTORNEY'S OFFICE:


Patricia Feghali (May 27, 2025 08:08 MDT)

ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:



FINANCE DIRECTOR











NMILC Community Education Training Contract - FINAL

Final Audit Report

2025-05-27

| | |
|-----------------|--|
| Created: | 2025-05-22 |
| By: | JULIE KENNY (jckenny@santafenm.gov) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAAq5fIWejB6WZYzoZuwUIN2UuHFyU3qkey |

"NMILC Community Education Training Contract - FINAL" History

-  Document created by JULIE KENNY (jckenny@santafenm.gov)
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-  Signer pcfeghali@santafenm.gov entered name at signing as Patricia Feghali
2025-05-27 - 2:08:27 PM GMT- IP address: 98.60.104.228





Document e-signed by Patricia Feghali (pcfeghali@santafenm.gov)

Signature Date: 2025-05-27 - 2:08:29 PM GMT - Time Source: server- IP address: 98.60.104.228



Agreement completed.

2025-05-27 - 2:08:29 PM GMT

TRUJILLO, SIERRA V.

From: DUTTON-LEYDA, TRAVIS K.
Sent: Friday, February 28, 2025 2:20 PM
To: TRUJILLO, SIERRA V.; Purchasing DET
Subject: RE: Determination Request: Funding Support for Toolkit Development, Community Education, and Services for Immigrants

Greetings,

The scope of work as written would be Professional Services. This determination relates only to that question and is no comment on whether the scope of work or procurement method meet all legal standards. I reserve the right to change this determination if the scope of work differs from the scope of work submitted for the original determination. This procurement must be conducted using the processes and procedures set forth by the City of Santa Fe, Central Purchasing, the Procurement Manual, and state statutes.

Please note:

- Save this email as a PDF and upload it into the corresponding Munis records.
- Check with WorkQuest dba Horizons of New Mexico (mloehman@horizonsofnewmexico.org) if this service appears on their approved list.
- If your request includes anything that needs to be reviewed and preapproved by another City Department/Division, please send the same SOW to the corresponding email address and include their response in your packet/Munis.

-IT components (anything IT) - ereview@santafenm.gov

-Vehicles – dmjaramillo@santafenm.gov

-Grants - grants@santafenm.gov

- Construction, Facilities, Furniture, Fixtures, Equipment, etc. - jsburnett@santafenm.gov

-Emergency Related Purchases - bgwilliams@santafenm.gov

-Asset over \$5k - jxbolden@santafenm.gov

- Ensure that the appropriate templates and forms are used https://intranet.santafenm.gov/finance_1 and documented [procedures/laws/rules](#) are followed. _
- > \$20k per year, when processing this procurement, please ensure the procurement number issued by Munis and the procurement name are used in the appropriate documents and the subject of emails.
- If you are processing a procurement where the forecasted amount is >= \$60k, per NMSA 1978, Section 13-1-102, if you aren't using a cooperative or existing contract, you must process an RFP.
- < \$20k per year, one quote is acceptable.
- From \$20k to \$60k per year, if you aren't using a cooperative or existing contract, you'll need to provide 3 quotes in your req. Must use the Munis Bid Module after 12/21/2023.

- Figure out your funding source and **inform Purchasing**. To ensure that the proper documents and language are used, it is important to identify the funding source for the subsequent contract. For instance, if federal funds are involved, the procurement request and subsequent contract must include the necessary federal language. Therefore, it is crucial to determine the funding source beforehand.
- Review the pages linked below to determine whether any of the existing price agreements/contracts or cooperative agreements are applicable to this request. You might be able to use an existing price agreement/contract to save time and money.
 - <https://www.generalservices.state.nm.us/state-purchasing/statewide-price-agreements/> (if you choose to use a Statewide, you do not need to ask Horizons if they can do the work. State Purchasing must offer the SOW to Horizons prior to placing the award on their website.)
 - <https://naspo.valuepoint.org/categories/>
 - <https://www.omniapartners.com/publicsector/contracts>
 - <https://www.buyboard.com/home.aspx>
 - <https://www.h-gac.com/Home>
 - <https://www.gsaelibrary.gsa.gov/>
 - <https://www.sourcewell-mn.gov/contract-search>
- Submit or send your request to the appropriate MS Teams channel or email address:
 - RFPs requests to <https://teams.microsoft.com/l/channel/19%3ad63b9c8b586d424fa5eed34177146ac5%40thread.tacv2/RFP%2520Requests?groupId=a367d8c2-992f-4c74-8e7d-0ccb6950c9a1&tenantId=77b69f5a-55ed-4363-8616-4867b0bc707f>
 - ITBs requests to <https://teams.microsoft.com/l/channel/19%3a48e1e4588c0440a09cfbd9b907ed42d4%40thread.tacv2/ITB%2520Requests?groupId=a367d8c2-992f-4c74-8e7d-0ccb6950c9a1&tenantId=77b69f5a-55ed-4363-8616-4867b0bc707f>
 - Determination requests to purchasing_det@santafenm.gov
 - And all other requests to purchasing@santafenm.gov

Thank you for submitting this scope of work for my review.

Regards,

Travis Dutton-Leyda
 Chief Procurement Officer
 City of Santa Fe
 200 Lincoln Avenue
 Santa Fe, NM 87501
 505-629-8351
tkduttonleyda@santafenm.gov

<https://santafenm.gov/finance-2/purchasing-1>

Internal Link: https://intranet.santafenm.gov/finance_1



"The future belongs to those who believe in the beauty of their dreams." — Eleanor Roosevelt

From: TRUJILLO, SIERRA V. <svtrujillo@santafenm.gov>

Sent: Friday, February 28, 2025 2:19 PM

To: Purchasing DET <purchasing_det@santafenm.gov>

Cc: DUTTON-LEYDA, TRAVIS K. <tkduttonleyda@santafenm.gov>

Subject: Determination Request: Funding Support for Toolkit Development, Community Education, and Services for Immigrants

Good afternoon,

The Youth and Family Services Division is requesting a determination on the following scope of work. The funding allocated for each project has a maximum limit of \$60,000.

Scope of Work:

1. Toolkit Creation:

- **Resource Identification:** Work with community partners, legal advocates, and service providers to identify and compile essential resources for immigrants. This includes information on legal rights, health services, housing assistance, mental health care, language access, and more.
- **Safety Planning:** Develop materials and guides outlining safety planning for immigrants, including advice on how to protect themselves from detention or deportation, steps to take in emergencies, and how to access legal services.
- **Wellness Resources:** Include information about mental health services, community wellness programs, and healthcare resources, focusing on immigrant-specific needs and barriers.
- **Sanctuary Spaces:** Compile a list of sanctuary places, including safe spaces like community centers, houses of worship, and nonprofit organizations that provide sanctuary or support to immigrants.
- **Toolkit Format:** Design and produce the toolkit in accessible formats, including printed copies, digital formats, and versions available in multiple languages. Ensure the toolkit is user-friendly and culturally appropriate.
- **Distribution Plan:** Develop a strategy for distributing the toolkit widely to immigrant communities, service providers, and local organizations.

2. Community Education and Workshops:

- **Curriculum Development:** Develop curricula for workshops and educational programs that address immigrant rights, safety planning, available community resources, and wellness.
- **Workshops and Training:** Fund and organize a series of workshops and training sessions for immigrant populations. These may cover topics such as:
 - Legal rights and protections for immigrants.
 - Mental health and wellness support.
 - Accessing healthcare, housing, and social services.
 - Navigating local systems and services.
 - Safety and emergency preparedness.
- **Targeted Audiences:** Ensure that educational programs are designed for immigrants of various backgrounds, including those with limited English proficiency, and that they cater to the unique needs of different immigrant groups.

3. Immigrant Services:

- **Provide Essential Services:** Fund nonprofit partners to provide direct services such as legal aid, mental health counseling, language assistance, and help with navigating public systems.
- **Access to Resources:** Support the distribution of the toolkit alongside in-person consultations, phone hotlines, and community outreach, ensuring immigrants know where to access services.
- **Collaborate with Local Organizations:** Work with local nonprofits, religious organizations, community centers, and other entities to ensure that immigrants can access the resources and support they need.

4. Training for Service Providers:

- **Cultural Competency Training:** Provide funding for training programs that help local service providers (e.g., social workers, healthcare providers, educators) become more culturally competent and better equipped to work with immigrant populations.
- **Rights Education for Service Providers:** Fund workshops that educate local service providers about immigrant rights and how to support individuals from diverse backgrounds.
- **Collaborative Training Sessions:** Develop joint training sessions where immigrant communities and service providers can engage, learn, and collaborate on best practices for supporting immigrants in the community.

5. Outreach and Promotion:

- **Public Awareness Campaign:** Fund a marketing campaign to raise awareness about the toolkit, workshops, and services available to immigrants. Utilize social media, community events, and partnerships with local media outlets to ensure wide reach.
- **Engagement with Immigrant Communities:** Support outreach efforts to directly engage with immigrant communities, including door-to-door campaigns, informational meetings, and collaborations with immigrant advocacy groups.

6. Monitoring, Evaluation, and Reporting:

- **Impact Assessment:** Develop methods to track the effectiveness of the toolkit distribution, workshops, and services provided. This could include surveys, focus groups, and feedback from participants to assess the impact of the initiative.
- **Quarterly Progress Reports:** Provide regular updates on project milestones, spending, and the effectiveness of community education programs, workshops, and services.
- **Final Evaluation:** At the end of the project, conduct a thorough evaluation of the project's success and provide a final report with recommendations for continued support and future initiatives.

Deliverables:

1. **Immigrant Resource Toolkit:** A complete and accessible toolkit, including resources for safety planning, wellness, sanctuary places, and immigrant rights, available in various languages and formats.
2. **Community Education Reports:** Detailed reports on workshops, training sessions, and educational initiatives, including the number of participants, topics covered, and key outcomes.
3. **Service Delivery Summary:** A report summarizing the services provided to immigrants, including legal aid, mental health support, language assistance, and resource navigation.
4. **Outreach Materials:** Marketing materials such as flyers, social media content, and event materials designed to promote the toolkit, services, and workshops.

5. **Monitoring and Evaluation Reports:** Progress reports throughout the project, as well as a final evaluation report outlining the success of the project and areas for improvement.

Multiple awards may be available for this solicitation.

Best,

Sierra Vigil-Trujillo

Project Administrator

Youth & Family Services Division

(505) 955-6824



CITY OF SANTA FE

TRUJILLO, SIERRA V.

From: Matt Loehman <mloehman@horizonsofnewmexico.org>
Sent: Friday, February 28, 2025 2:33 PM
To: TRUJILLO, SIERRA V.
Subject: Re: Service Request: Toolkit Development, Community Education, and Services for Immigrants

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon -

Thank you very much for the opportunity, but we will decline this procurement.

Best regards,

Matt

Matt Loehman
Executive Director

Horizons of New Mexico
6121 Indian School Rd. NE, Suite 220
Albuquerque, NM 87110

office phone: (505) 345-1540
email: mloehman@horizonsofnewmexico.org
web: www.horizonsofnewmexico.org

The State Use Act helps people with disabilities become gainfully employed, and it saves you valuable time and resources otherwise used during the procurement process.

On Fri, Feb 28, 2025 at 2:30 PM TRUJILLO, SIERRA V. <svtrujillo@santafenm.gov> wrote:

Good afternoon,

The Youth and Family Services Division is requesting the following services to support toolkit development, community education, and services for immigrants. Below is the scope of work.

Scope of Work:

1. Toolkit Creation:

1. **Resource Identification:** Work with community partners, legal advocates, and service providers to identify and compile essential resources for immigrants. This includes information on legal rights, health services, housing assistance, mental health care, language access, and more.
2. **Safety Planning:** Develop materials and guides outlining safety planning for immigrants, including advice on how to protect themselves from detention or deportation, steps to take in emergencies, and how to access legal services.
3. **Wellness Resources:** Include information about mental health services, community wellness programs, and healthcare resources, focusing on immigrant-specific needs and barriers.
4. **Sanctuary Spaces:** Compile a list of sanctuary places, including safe spaces like community centers, houses of worship, and nonprofit organizations that provide sanctuary or support to immigrants.
5. **Toolkit Format:** Design and produce the toolkit in accessible formats, including printed copies, digital formats, and versions available in multiple languages. Ensure the toolkit is user-friendly and culturally appropriate.
6. **Distribution Plan:** Develop a strategy for distributing the toolkit widely to immigrant communities, service providers, and local organizations.

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1. **Curriculum Development:** Develop curricula for workshops and educational programs that address immigrant rights, safety planning, available community resources, and wellness.
2. **Workshops and Training:** Fund and organize a series of workshops and training sessions for immigrant populations. These may cover topics such as:
 1. Legal rights and protections for immigrants.
 2. Mental health and wellness support.
 3. Accessing healthcare, housing, and social services.
 4. Navigating local systems and services.
 5. Safety and emergency preparedness.
3. **Targeted Audiences:** Ensure that educational programs are designed for immigrants of various backgrounds, including those with limited English proficiency, and that they cater to the unique needs of different immigrant groups.

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1. **Provide Essential Services:** Fund nonprofit partners to provide direct services such as legal aid, mental health counseling, language assistance, and help with navigating public systems.
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1. **Cultural Competency Training:** Provide funding for training programs that help local service providers (e.g., social workers, healthcare providers, educators) become more culturally competent and better equipped to work with immigrant populations.
2. **Rights Education for Service Providers:** Fund workshops that educate local service providers about immigrant rights and how to support individuals from diverse backgrounds.
3. **Collaborative Training Sessions:** Develop joint training sessions where immigrant communities and service providers can engage, learn, and collaborate on best practices for supporting immigrants in the community.
5. **Outreach and Promotion:**
 1. **Public Awareness Campaign:** Fund a marketing campaign to raise awareness about the toolkit, workshops, and services available to immigrants. Utilize social media, community events, and partnerships with local media outlets to ensure wide reach.
 2. **Engagement with Immigrant Communities:** Support outreach efforts to directly engage with immigrant communities, including door-to-door campaigns, informational meetings, and collaborations with immigrant advocacy groups.
6. **Monitoring, Evaluation, and Reporting:**
 1. **Impact Assessment:** Develop methods to track the effectiveness of the toolkit distribution, workshops, and services provided. This could include surveys, focus groups, and feedback from participants to assess the impact of the initiative.
 2. **Quarterly Progress Reports:** Provide regular updates on project milestones, spending, and the effectiveness of community education programs, workshops, and services.
 3. **Final Evaluation:** At the end of the project, conduct a thorough evaluation of the project's success and provide a final report with recommendations for continued support and future initiatives.

Deliverables:

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3. **Service Delivery Summary:** A report summarizing the services provided to immigrants, including legal aid, mental health support, language assistance, and resource navigation.
4. **Outreach Materials:** Marketing materials such as flyers, social media content, and event materials designed to promote the toolkit, services, and workshops.
5. **Monitoring and Evaluation Reports:** Progress reports throughout the project, as well as a final evaluation report outlining the success of the project and areas for improvement.

Multiple awards may be available for this solicitation.

Sierra Vigil-Trujillo

Project Administrator

Youth & Family Services Division

(505) 955-6824



CITY OF SANTA FE

Bid Number: 25138

Created, 02/27/2025

| Bid Evaluations | | | | Bid Preparation | Accepting Proposals | Awarding | Closed |
|-----------------|--------------------------|------|--|--|---------------------|----------|--------|
| Bid Evaluators | <input type="checkbox"/> | Hide | | LAS CUMBRES COMMUNI... Total: \$60,000.00 Evaluation Score: 0 Award All | | | |
| Attachments | | | | | | | |
| Events | | | | | | | |
| Vendor Bidding | <input type="checkbox"/> | Hide | | | | | |
| Addenda | | | | | | | |

NEW MEXICO IMMIGRANT...

Total: \$60,000.00

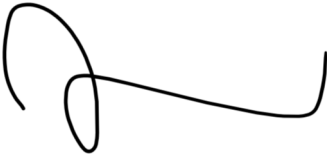
Evaluation Score: 0

Award All

Total: \$60,000.00

Award Group

**Funding Support for Toolkit
Development, Community Education
and Services for Immigrants Youth and
Family Services Division
RFQ No.
Cover letter
FY25**

| | |
|--|------------------------|
| Name of Offeror/Organization: New Mexico Immigrant Law Center | |
| Contact Name/Title: Jennifer Landau, Executive Director | |
| Email Address: jlandau@nmilc.org | |
| Phone Number: 505-247-1023 | |
| Brief Project Description: This project provides targeted educational workshops and comprehensive service provider trainings to address urgent immigration-related needs in Santa Fe. By delivering culturally competent, accessible resources, the initiative enhances community resilience and effectively supports immigrant families. | |
| City of Santa Fe Business Registration # 224307 | |
| TAX ID # 27-3303237 | |
| State CRS # 03-197869-00-0 | |
|  | |
| <u>Jennifer Landau, Executive Director</u> | |
| Name/Signature of Authorized Signatory on Behalf of Offeror | Date 03/21/2025 |
| | |

SECTION A: PROPOSED IMPLEMENTATION PLAN

PROGRAM GOALS AND APPROACH:

1. **Clearly define the goals of your project and how they align with the needs of immigrant populations:** This project has two distinct but related goals designed to comprehensively address the needs of immigrant populations in Santa Fe. The first goal focuses on delivering targeted educational workshops for immigrant community members. Primarily using existing curricula, these workshops will cover critical topics such as immigrant rights, safety planning—particularly in response to immigration raids and changing laws—and available community services. In quarters three and four, we will integrate additional materials from a specialized toolkit developed with separate funds in quarters one and two, addressing emerging community concerns. Workshops will be customized to meet the diverse needs of immigrant groups, especially individuals with limited English proficiency, enhancing their ability to effectively understand their rights, respond to immigration-related emergencies, and access vital community resources.

The second goal is centered on enhancing preparedness among local service providers. These trainings will equip social workers, healthcare providers, educators, and other professionals with the essential knowledge and practical skills necessary for sensitively and effectively supporting immigrant communities. Core training topics will include preparation for immigration enforcement actions, protocols for protecting and supporting immigrant clients, understanding immigrant rights, and family safety planning, all embedded within a broader framework of cultural competency. By addressing these critical areas, service providers will be better prepared to meet the complex and evolving needs of the immigrant populations they serve. Together, these objectives create a holistic approach that directly supports immigrant communities while simultaneously enhancing the preparedness and responsiveness of service providers, fostering a more secure, informed, and inclusive community.

2. **Outline your approach for training and community education:** Our approach to training and community education prioritizes responsiveness to the rapidly shifting immigration policy environment and direct input from our community partners. For **Community Education Workshops**, our strategy centers on maintaining a flexible curriculum delivered in both English and Spanish, primarily using established educational materials. Recognizing that immigration policies and enforcement practices frequently change, we will actively monitor these shifts and incorporate timely, relevant updates into our workshops. Topics will emphasize immigrant rights, safety planning—particularly related to immigration enforcement actions—and accessible community resources. Additionally, during the third and fourth quarters, we plan to incorporate materials from a newly developed toolkit specifically designed to address emerging threats and provide crisis response strategies.

For **Service Provider Training**, our primary focus is ensuring that local service providers, such as social workers, healthcare providers, and educators, are well-prepared to support immigrant families effectively during crises. The curriculum will emphasize preparedness for immigration enforcement actions, covering detailed protocols for organizational response, legal rights education, and comprehensive family preparedness planning. This training will also cover specific topics requested by service providers, such as guidance on helping families obtain passports, establishing powers of attorney for children, and strategies for asset protection. By embedding cultural competency throughout this preparedness training, we will ensure providers are equipped to sensitively and effectively support immigrant clients under stressful and uncertain conditions. By continuously refining our curriculum based on feedback from

participants and partners, we will enhance both community resilience and the capacity of service providers to act decisively and knowledgeably in support of immigrant families.

3. **Specify how the program will empower and support immigrants:** This program is designed to directly support and empower immigrants by increasing their access to essential information, resources, and protective measures critical to their safety and wellbeing. Through targeted educational workshops offered in both English and Spanish, immigrants will gain comprehensive knowledge of their legal rights, effective strategies for safety planning in response to immigration enforcement actions, and clear pathways to access local healthcare, social services, and housing support.

Additionally, by training other service providers who regularly interact with immigrant communities, the program indirectly expands immigrant access to accurate and timely information, resources, and culturally sensitive support. Given the heightened fears currently prevalent within immigrant communities and the overwhelming demand from both immigrants and service providers for guidance and reliable information, our approach addresses urgent community needs. Through this dual strategy—direct community education and training for frontline service providers—we aim to foster a well-informed, secure, and resilient immigrant community in Santa Fe.

PROJECT TIMELINE AND MILESTONES:

4. **Provide a detailed timeline with key milestones:** Our project timeline begins immediately in Quarter 1, with the immediate initiation of community education workshops offered in both English and Spanish, utilizing existing curricula. Concurrently, we will launch initial training sessions for service providers, focusing on immigrant rights, preparedness for enforcement actions, and safety planning. From the start, we will actively engage with statewide and local partners to continuously gather feedback on evolving community needs and shifting immigration policies.

In Quarter 2, we will maintain the momentum by continuing regular community workshops and service provider trainings, updating content in real-time to reflect ongoing policy changes and participant feedback. During this period, we will also evaluate early responses from participants and adjust workshop and training content accordingly, ensuring responsiveness and relevance. We will systematically identify and document emerging needs through ongoing dialogue with immigrant communities and service providers.

Quarter 3 will focus on the development and rollout of specialized toolkits: one for service providers, highlighting practical strategies for crisis response, rights education, family preparedness, and resource navigation; and another toolkit specifically tailored for community members, emphasizing rights awareness, safety planning, and resource access. These toolkits will be immediately integrated into our ongoing trainings and workshops. Throughout, we will continuously incorporate and adapt content based on feedback from providers and community members, enabling us to fine-tune materials to specific interests and the distinct needs of different provider groups.

In Quarter 4, we will undertake an evaluation of all workshops and trainings, incorporating participant and provider feedback to further refine both the community and service provider toolkits. Our workshop and training schedule will continue, utilizing the updated curricula and tailored materials developed throughout the year. At year-end, we will compile a detailed report summarizing program outcomes, lessons learned, and recommendations for future activities. This adaptive and responsive approach ensures our offerings remain immediately relevant and

impactful, addressing the urgent and diverse information needs currently expressed by our community.

TARGET POPULATION:

- 5. Define the specific immigrant populations served and their unique needs:** This project serves diverse immigrant populations residing in Santa Fe, with a particular emphasis on low-income individuals and families from Latin America, including Mexico and Central America, who represent a significant segment of the local immigrant community. Many of these community members have limited English proficiency and face substantial barriers in navigating complex local systems. Their vulnerabilities have been exacerbated by recent shifts in immigration enforcement practices and policies, resulting in heightened fears and uncertainties.

These immigrant populations encounter unique challenges, such as insecurity regarding their legal rights, fear of family separation through immigration enforcement actions, and difficulty accessing critical services, including healthcare, social services, and housing. They often lack culturally and linguistically accessible resources to effectively prepare for emergencies or respond to crises related to immigration enforcement.

Additionally, immigrant families with young children and those regularly interacting with educational institutions and social services require specialized support in areas such as safety planning, family preparedness (including securing passports for children, establishing power of attorney arrangements, and asset protection), and obtaining clear guidance regarding their rights and available legal protections.

We anticipate conducting community workshops tailored to various groups, ranging from youth and their parents served by community partners to workers at Santa Fe-owned businesses. Since recent elections, immigrant workers have proactively requested tailored, intentionally small trainings. This approach ensures confidentiality, fosters trust, and effectively meets the nuanced needs of diverse segments within the immigrant community.

Simultaneously, we plan to offer comprehensive training sessions for a wide range of service providers, including early childhood educators, home visitors, social workers, and other frontline professionals who have actively sought guidance from us. These trainings will equip providers with practical skills, cultural competencies, and up-to-date information needed to effectively support and respond to immigrant families facing crises.

Through tailored educational workshops for community members and specialized training for service providers, this project seeks to provide accessible, responsive, and culturally competent support, thereby enhancing the resilience, security, and overall well-being of Santa Fe's immigrant communities.

- 6. Explain how your program will address those needs and ensure accessibility:** Our program is intentionally designed to directly meet the distinct needs of Santa Fe's immigrant populations by ensuring accessibility in multiple critical ways. All community workshops and trainings will be provided entirely free of charge, removing financial barriers and enabling broad participation from low-income community members.

To maximize accessibility and engagement, we will actively meet community members in locations that are familiar and comfortable to them, such as their workplaces or their children's schools. Recognizing the sensitivity around immigration status and related concerns, we will offer smaller, more intimate workshop settings as needed, providing safe spaces for community

members to openly ask questions and discuss personal situations without fear of exposure.

Additionally, all workshops and trainings will be conducted in both Spanish and English, ensuring language is never a barrier to receiving crucial information. By proactively accommodating language preferences and comfort levels, we aim to create an inclusive and empowering environment that genuinely meets the community where they are.

PROGRAM SUSTAINABILITY:

7. **Describe how the project will be sustained beyond the funding period:** This funding request will enable us to conduct critical workshops and trainings for a 12-month period. During this time, we will actively evaluate and monitor community demand, carefully tracking requests and participation levels. Should requests and community needs decrease, we will adjust accordingly, continuing to raise funds but potentially allocating fewer staff hours to these activities.

However, if the heightened demand for immigration-related support continues or intensifies, we will proactively initiate fundraising efforts during the funded period to sustain these essential activities beyond the initial 12 months. To ensure effective long-term sustainability, we recently hired a Development Director who will play a key role in cultivating new funding sources, strengthening existing donor relationships, and identifying potential new supporters.

Additionally, we view this funding period as a valuable opportunity to build and deepen relationships with community stakeholders, particularly private business owners and local leaders in Santa Fe who may have a vested interest in supporting NMILC's ongoing efforts. These strategic relationships and expanded community connections will significantly enhance our ability to secure diverse funding streams and sustainably maintain program activities beyond the initial funding period.

8. **Highlight long-term partnerships and future funding strategies:** Our organization has successfully cultivated numerous long-term partnerships with diverse funding sources, including multi-year commitments from key supporters such as the City of Santa Fe. These stable relationships have provided critical support for our programs and have established a solid foundation for ongoing and future initiatives.

However, given recent federal funding cuts and uncertainties, we recognize an urgent need to diversify and expand our funding base. To address this, we have begun implementing strategies aimed at identifying and engaging new funding opportunities from private foundations, corporate sponsors, and individual donors. Our recently hired Development Director is actively working to deepen existing partnerships and establish new connections, particularly with private business owners and community leaders in Santa Fe. By broadening our funding landscape, we aim to strengthen our long-term sustainability and capacity to serve our community effectively, even in the face of shifting funding priorities at the federal level.

SECTION B: STAFF AND ORGANIZATIONAL EXPERIENCE

ORGANIZATIONAL EXPERIENCE

9. **Detail your experience working with immigrant populations and relevant program successes:** The New Mexico Immigrant Law Center (NMILC) has over fifteen years of extensive experience providing direct services to immigrant communities across New Mexico, making it the state's largest provider of free immigration legal assistance. While our main office is in

Albuquerque, NMILC also has a Santa Fe office, staffed with immigration attorneys and paralegals. NMILC's approach is deeply grounded in the trust and relationships established with community members and local partners since our inception. Our firsthand knowledge as service providers enables us to develop highly relevant trainings responsive to the evolving challenges immigrants face. Over the years, NMILC has successfully represented thousands of individuals and families in complex immigration and family law cases, consistently maintaining a 95% positive outcome rate. Notable program successes include achieving critical asylum victories, facilitating community-wide citizenship workshops, offering trauma-informed legal services to unaccompanied minors, and rapidly responding with tailored support in emergencies. NMILC remains uniquely positioned as the only provider offering legal representation across all three immigrant detention centers in New Mexico. Our Children's Program, our largest initiative, actively supports hundreds of unaccompanied minors in the Santa Fe public schools and collaborates with national partners to ensure legal representation for minors facing deportation. Despite changing political climates and funding uncertainties, NMILC has continuously expanded its budget, grown its bilingual staff team to over 50 members, and maintained a trusted statewide reputation for effective advocacy.

- 10. Highlight your expertise in providing resources, advocacy, and support:** NMILC's direct service experience significantly informs our expertise in resource development, advocacy, and community support. By maintaining ongoing relationships built on trust within immigrant communities, we consistently produce highly relevant, multilingual resources such as accessible "Know Your Rights" presentations, including in detention centers, self-help legal materials, and culturally responsive emergency preparedness toolkits. Our materials regularly receive strong community feedback for their practicality, clarity, and sensitivity to lived experiences. Beyond resource creation, NMILC effectively engages in systemic advocacy at local and state levels, leveraging insights from direct client interactions to shape policies and initiatives protecting immigrant rights. Our partnerships with key state agencies—including New Mexico's Early Childhood Education and Care Department, Public Education Department, Higher Education Department, Department of Workforce Solutions, and Aging and Long-Term Services Department—demonstrate our capacity to integrate frontline service experience into impactful advocacy. Additionally, NMILC manages New Mexico's largest pro bono attorney network among legal service providers, facilitated by a dedicated Pro Bono Manager to ensure effective coordination of these critical volunteer resources. Our commitment to holistic, trauma-informed support further underscores NMILC's dedication to culturally competent, individualized care, promoting resilience, family unity, and empowerment within immigrant communities.

STAFFING DETAILS

- 11. List key staff members, their roles, level of effort, and qualifications:** Three key NMILC staff members will support the proposed project. Each staff member contributes specialized skills, relevant professional experience, and a high level of commitment to this project, ensuring comprehensive, culturally competent, and impactful training outcomes.

Teague Gonzalez, Deputy Director of Programs and Advocacy: Overall project supervision will be led by NMILC Deputy Director of Programs and Advocacy. Teague supervises NMILC Managing Attorneys, leads strategic planning for NMILC, previously served as an Directing Attorney at the NM Center on Law and Poverty and has 20 years of legal experience.

Anna Trillo, Staff Attorney: Anna will lead the training sessions. She brings significant experience in training delivery, having previously led NMILC's economic justice workshops. Anna specializes in humanitarian immigration law, and her expertise ensures the accuracy,

relevance, and effectiveness of the trainings provided to both community members and service providers.

Emma Race, Director of Quality Assurance: Emma will oversee all aspects of partner training coordination, evaluation surveys, and feedback integration. Additionally, she will coordinate closely with the Early Childhood Education and Care Department (ECEDC) network, ensuring alignment with existing educational frameworks and maintaining consistent quality across training sessions.

Tess Wilkes, Managing Attorney for Children's Program: Tess regularly delivers training to judges, pro bono attorneys, social service partners statewide, leveraging her extensive legal expertise and deep understanding of immigration law to enhance the preparedness and responsiveness of local service providers, pro bono attorneys, and judges.

Kerry Shreck, Senior Paralegal: Kerry will support Tess Wilkes, Managing Attorney, with presentations. Kerry was a DOJ Accredited Representative with Santa Fe Dreamers Project before working at NMILC. She has extensive experience supporting immigrant children and families with immigration status processes in Santa Fe.

COMMUNITY PARTNERSHIPS:

- 12. Describe your community partners and their roles in the project:** Our key community partners include Pegasus Legal Services for Children, the New Mexico Early Childhood Education and Care Department (NMECECD), Santa Fe Community College (SFCC), Growing Up New Mexico (GUNM), and Communities in Schools (CIS).

When appropriate, NMILC will subcontract with Pegasus Legal Services for Children to collaborate with us to deliver comprehensive training sessions specifically aimed at service providers, leveraging their expertise in child-focused legal advocacy, for training requests specific to guardianships and power of attorney.

With NMECECD, we have established collaborations across various bureaus such as Child Care Services, Family Foundations, Early Childhood Education and Nutrition, and Family and Community Engagement. NMECECD will facilitate training dissemination through their extensive statewide coalitions of home visitors, childcare centers, family care coordinators, and mental health consultants.

Our partnership with SFCC's Early Childhood Center of Excellence allows us to utilize their networks, particularly through their home visiting programs, early childhood educator apprenticeships, and ongoing educator training programs. Likewise, our collaboration with Growing Up New Mexico will extend our reach through their expansive network of home visitors and community programs.

Through Communities in Schools, we will collaborate to deliver targeted training to current students, parents, and alumni, ensuring comprehensive coverage within the educational sphere.

- 13. Explain how these partnerships will enhance program effectiveness and reach:** These partnerships significantly enhance our program's effectiveness and reach by providing direct access to extensive, established networks of service providers and community members. Collaborating closely with these organizations ensures our training content remains tailored and responsive to specific community needs and contexts, directly informed by partners' expertise and insights into local challenges. Partners actively help identify key groups requiring training,

facilitating targeted, efficient outreach, and fostering trust within communities. Furthermore, ongoing feedback and evaluation from these collaborative sessions will continuously refine our training approach, ensuring relevance and practical applicability. These strong partnerships not only support immediate program goals but also position us for sustainable replication, scaling, and long-term community impact.

SECTION C: DATA COLLECTION AND PERFORMANCE MEASUREMENT

DATA COLLECTION AND UTILIZATION

- 14. Detail your methods for collecting data for the program, the proposed performance measures for the program and how the organization will provide ongoing quality assurance. Explain how this data will be used to manage, monitor, and enhance the program's effectiveness:** To effectively collect data and evaluate our training program, we utilize tailored anonymous surveys designed separately for service provider and community members. These surveys are administered at the conclusion of each training session, ensuring timely and candid feedback from participants who can comfortably share their honest assessments without concern about confidentiality.

Our proposed performance measures include participant satisfaction ratings, reported increases in knowledge and confidence in addressing immigration-related issues, and qualitative feedback on the relevance and effectiveness of training materials and methods. Surveys will also assess participant intentions regarding the application of learned information in professional and personal contexts.

For ongoing quality assurance, surveys are reviewed immediately following each training session, allowing for rapid identification and integration of participant recommendations. Additionally, we conduct comprehensive quarterly reviews of aggregated data to monitor overall program trends, effectiveness, and areas for improvement. This continuous review process enables our team to dynamically adjust and enhance the training content, methods, and overall approach to consistently meet the evolving needs of service providers and immigrant community members. This structured feedback loop contributes to informed program management, proactive monitoring, and ongoing enhancement of our program's overall effectiveness.

Section D: Cost Proposal

BUDGET OVERVIEW:

- 15. Provide a detailed breakdown of costs, ensuring it aligns with project goals. Explain how each expense supports the project's objectives.**

| Project Personnel | | | |
|--------------------------|-----------------------------|--------------------|--------------|
| Name | Title | Computation | Total |
| Teague Gonzales | Deputy Director of Programs | \$132,000 x .05FTE | \$6,600 |

| | | | |
|--------------|-------------------------------|-------------------|----------|
| | and Advocacy | | |
| Anna Trillo | Staff Attorney | \$76,400 x .1FTE | \$7,640 |
| Emma Race | Director of Quality Assurance | \$100,320 x .1FTE | \$10,032 |
| Tess Wilkes | Managing Attorney | \$100,320 x .1FTE | \$10,032 |
| Kerry Shreck | Senior Paralegal | \$65,520 x .05FTE | \$3,276 |
| Total | \$37,580 | | |

Budget Narrative – Personnel

The requested funding will support key project personnel responsible for implementing, coordinating, and evaluating the training program for service providers and immigrant community members. Teague Gonzalez, Deputy Director of Programs and Advocacy will provide overall supervision and strategic guidance for the project, ensuring alignment with NMILC's broader advocacy efforts and overseeing high-level implementation of training initiatives. Anna Trillo, Staff Attorney will lead training sessions for both service providers and community members, ensuring that workshops remain relevant, legally accurate, and responsive to evolving immigration policies. Emma Race, Director of Quality Assurance will oversee training coordination, manage data collection through surveys, and integrate feedback to refine curriculum content. She will also serve as the primary liaison with the Early Childhood Education and Care Department (NMECECD) to facilitate training implementation within early childhood networks. Tess Wilkes, Managing Attorney will contribute to the development of training content, drawing on her extensive experience in immigration law and previous work training judges, pro bono attorneys, and social service providers. She will also participate in delivering select training sessions. Kerry Shreck, Senior Paralegal will assist in training facilitation and content development, particularly for workshops focused on immigrant children and families. She will also support follow-up engagement with service providers to ensure they have the necessary tools and information post-training.

| Benefits | | |
|--|------------------|-----------------|
| Item | Computation | Total |
| NMILC benefits include retirement, health, dental, life, long term/short term disability insurance, workman's compensation, payroll taxes. | \$37,580 x 30% = | \$11,274 |

Fringe benefits for NMILC personnel include retirement contributions, health and dental insurance, worker's compensation, and payroll taxes. Benefits are calculated at 30% of total personnel costs (\$37,580), totaling \$11,274 for the 12-month project period.

| Partners | | |
|------------------------|----------------------------|----------------|
| Item | Computation | Total |
| Pegasus Legal Services | \$150/hour x 55.26 hours = | \$8,289 |

NMILC will subcontract with Pegasus Legal Services for Children to collaborate with us to deliver comprehensive training sessions specifically aimed at service providers, leveraging their expertise in child-focused legal advocacy, for training requests specific to guardianships and power of attorney.

| Indirect Costs | | |
|--|--------------------|----------------|
| Item | Computation | Total |
| Indirect Costs to support the project (includes office space, printing, insurance, software, etc.) | \$57,143 x 5% | \$2,857 |

NMILC will apply a 5% indirect cost rate to this project budget, adhering to the maximum allowable indirect rate set by the City of Santa Fe. While NMILC's actual indirect costs exceed this rate, we will cover any additional indirect expenses through other funding sources.

Budget Summary

- **Project Personnel:** \$37,580
- **Fringe Benefits (30% of Personnel):** \$11,274
- **Contractual (Pegasus Legal Services):** \$8,289
- **Indirect Costs (5% of total direct costs):** \$2,857

Total Project Cost: \$60,000

16. Confirm that the total request does not exceed the \$60,000 funding limit: We confirm that the request does not exceed the \$60,000 funding limit.



NEWMEXI-18

TKINSWA

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/10/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| | | |
|---|--|-----------------------|
| PRODUCER Alliant Insurance Services, Inc. 401 Union St 31st Fl Seattle, WA 98101 | CONTACT NAME: Tami Kinswa | |
| | PHONE (A/C, No, Ext): | FAX (A/C, No): |
| | E-MAIL ADDRESS: Tami.Kinswa@alliant.com | |
| | INSURER(S) AFFORDING COVERAGE | |
| | INSURER A : Columbia Casualty Company | |
| INSURED New Mexico Immigrant Law Center PO BOX 7040 Albuquerque, NM 87194-7040 | NAIC # | |
| | 31127 | |
| | INSURER B : | |
| | INSURER C : | |
| | INSURER D : | |
| INSURER E : | | |
| INSURER F : | | |

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|--|-----------|----------|---------------|-------------------------|-------------------------|--|
| | COMMERCIAL GENERAL LIABILITY | | | | | | |
| | <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR | | | | | | EACH OCCURRENCE \$ |
| | | | | | | | DAMAGE TO RENTED PREMISES (Ea occurrence) \$ |
| | | | | | | | MED EXP (Any one person) \$ |
| | | | | | | | PERSONAL & ADV INJURY \$ |
| | GEN'L AGGREGATE LIMIT APPLIES PER: | | | | | | GENERAL AGGREGATE \$ |
| | <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC | | | | | | PRODUCTS - COMP/OP AGG \$ |
| | OTHER: | | | | | | \$ |
| | AUTOMOBILE LIABILITY | | | | | | COMBINED SINGLE LIMIT (Ea accident) \$ |
| | <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS | | | | | | BODILY INJURY (Per person) \$ |
| | <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY | | | | | | BODILY INJURY (Per accident) \$ |
| | | | | | | | PROPERTY DAMAGE (Per accident) \$ |
| | | | | | | | \$ |
| | UMBRELLA LIAB <input type="checkbox"/> OCCUR | | | | | | EACH OCCURRENCE \$ |
| | EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE | | | | | | AGGREGATE \$ |
| | DED <input type="checkbox"/> RETENTION \$ | | | | | | \$ |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY | | | | | | PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> |
| | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N | | | | | | E.L. EACH ACCIDENT \$ |
| | If yes, describe under DESCRIPTION OF OPERATIONS below | | | | | | E.L. DISEASE - EA EMPLOYEE \$ |
| | | | | | | | E.L. DISEASE - POLICY LIMIT \$ |
| A | Professional Liab | | | LAS596606865 | 8/19/2024 | 8/19/2025 | Limits 1,000,000 |
| A | Professional Liab | | | LAS596606865 | 8/19/2024 | 8/19/2025 | Gen Agg 2,000,000 |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

City of Santa Fe Children & Youth Commission
200 Lincoln Ave, Rm #122
Santa Fe, NM 87501

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



THE HARTFORD
BUSINESS SERVICE CENTER
3600 WISEMAN BLVD
SAN ANTONIO TX 78251

March 20, 2025

City of Santa Fe Children & Youth
Commission
200 LINCOLN AVE RM 122
SANTA FE NM 87501-1904

Account Information:

| | |
|-------------------------|------------------------------------|
| Policy Holder Details : | NEW MEXICO IMMIGRANT LAW CENTER |
|-------------------------|------------------------------------|



Contact Us

Need Help?

Chat online or call us at
(866) 467-8730.

We're here Monday - Friday.

Enclosed please find a Certificate Of Insurance for the above referenced Policyholder. Please contact us if you have any questions or concerns.

Sincerely,

Your Hartford Service Team



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/20/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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| | | |
|---|---|-----------------------|
| PRODUCER ALLIANT INSURANCE SERVICES INC/PHS 52802465 The Hartford Business Service Center 3600 Wiseman Blvd San Antonio, TX 78251 | CONTACT NAME: | |
| | PHONE (A/C, No, Ext): (866) 467-8730 | FAX (A/C, No): |
| | E-MAIL ADDRESS: | |
| | INSURER(S) AFFORDING COVERAGE | |
| INSURED NEW MEXICO IMMIGRANT LAW CENTER PO BOX 7040 ALBUQUERQUE NM 87194-7040 | INSURER A : Sentinel Insurance Company Ltd. 11000 | |
| | INSURER B : Hartford Fire and Its P&C Affiliates 00914 | |
| | INSURER C : | |
| | INSURER D : | |
| | INSURER E : | |
| | INSURER F : | |

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL INSR | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/Y YYYY) | LIMITS |
|----------|--|-------------------------------------|-----------------|---------------|-------------------------|---------------------------|---|
| A | COMMERCIAL GENERAL LIABILITY | | | 52 SBA TZ1102 | 08/19/2024 | 08/19/2025 | EACH OCCURRENCE \$2,000,000 |
| | CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR | | | | | | DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 |
| | General Liability | | | | | | MED EXP (Any one person) \$10,000 |
| | | | | | | | PERSONAL & ADV INJURY \$2,000,000 |
| | GEN'L AGGREGATE LIMIT APPLIES PER: | | | | | | GENERAL AGGREGATE \$4,000,000 |
| | POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC | | | | | | PRODUCTS - COMP/OP AGG \$4,000,000 |
| | OTHER: | | | | | | |
| A | AUTOMOBILE LIABILITY | | | 52 SBA TZ1102 | 08/19/2024 | 08/19/2025 | COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 |
| | ANY AUTO | | | | | | BODILY INJURY (Per person) |
| | ALL OWNED AUTOS | | SCHEDULED AUTOS | | | | BODILY INJURY (Per accident) |
| | HIRED AUTOS | <input checked="" type="checkbox"/> | NON-OWNED AUTOS | | | | PROPERTY DAMAGE (Per accident) |
| | | | | | | | |
| | UMBRELLA LIAB EXCESS LIAB | | | | | | EACH OCCURRENCE |
| | | | | | | | AGGREGATE |
| | DED | | RETENTION \$ | | | | |
| B | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY | | | 52 WEC GA2413 | 08/19/2024 | 08/19/2025 | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER |
| | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) | <input type="checkbox"/> | N/A | | | | E.L. EACH ACCIDENT \$1,000,000 |
| | If yes, describe under DESCRIPTION OF OPERATIONS below | | | | | | E.L. DISEASE -EA EMPLOYEE \$1,000,000 |
| | | | | | | | E.L. DISEASE - POLICY LIMIT \$1,000,000 |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Those usual to the Insured's Operations.

CERTIFICATE HOLDERCity of Santa Fe Children & Youth
Commission
200 LINCOLN AVE RM 122
SANTA FE NM 87501-1904**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Susan L. Castaneda

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NMILC Education & Provider Training Packet

Final Audit Report

2025-06-12

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| By: | RACHEL GABALDON (rdgabaldon@santafenm.gov) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAAJeKoc6__Sii591F093f3SUE9ed6ENSIJ |

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Signature: 

Email: xivigil@santafenm.gov