




The Purchasing Memo

Date: May 23, 2025

To: Mark Scott, City Manager

From: Julie Sanchez, Youth and Family Services Division Director 

Via: Henri Hammond-Paul, Community Health and Safety Department Director 

Sierra Vigil-Trujillo, Youth and Family Services Project Administrator 

Subject: Direct Services for Immigrants

Vendor Name: Las Cumbres Community Services

Munis Vendor Number: 2874

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 \$60,000 for Direct Services for Immigrants for a term Ending on June 30, 2026 with Las Cumbres Community Services. (Julie Sanchez, Youth and Family Services Director, jjsanchez@santafenm.gov)

CONTRACT NUMBER:

The FY25 Munis contract number is 3250608.

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:  ALEXIS LOTERO (Jun 6, 2025 11:55 MDT) **Date:** 06/06/2025

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 direct services to immigrants.

Chief Procurement Officer (CPO)/Designee:  **Date:** 06/10/2025

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











Las Cumbres Immigrant Direct Services Memo

Final Audit Report

2025-05-27

Created:	2025-05-23
By:	Sierra Trujillo (svtrujillo@santafenm.gov)
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"Las Cumbres Immigrant Direct Services 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 **LAS CUMBRES COMMUNITY SERVICES**, 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; and

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

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; and

The City and the Contractor hereby agree as follows:

1. Scope of Work

The Contractor shall provide the following services-for the City:

Provide the following direct services to 60 clients from all immigrant populations, regardless of legal status, country of origin, language, or background.

- A. Comprehensive Navigation Services
 - a. One-on-one support to assist immigrants in navigating legal processes, accessing social services, and building long-term stability.
- B. Mental Health and Wellness Support
 - a. Connecting immigrants with trauma-informed mental healthcare, peer support groups, and culturally responsive mental health resources.
- C. Legal Navigation Assistance
 - a. Guidance on asylum, work permits, family petitions, and protection from deportation, in partnership with legal aid organizations.
- D. Economic and Housing Stability Services
 - a. Support accessing housing resources, emergency assistance, food security programs, and workforce development opportunities.
 - b. Financial assistance for clients facing immediate threats to safety and stability, including risk of eviction, food insecurity, utility disconnection, and basic needs for children.

Deliverables:

- A. Prepare and submit invoices for program expense reimbursement with backup documentation.
- B. Coordinate data entry and data tracking to account for progress and achievements and for outcome performance measurements including the following:
 - a. Case Management and Service Utilization Tracking
 - i. Number of immigrants receiving navigation services
 - ii. Number of navigation services provided
 - b. Client Surveys and Feedback Forms
 - c. Referral Tracking
 - i. Percentage of clients reporting increase access to legal, mental health, and community resources
 - d. Economic and Housing Stability Metrics
 - i. Percentage of clients retaining/securing stable housing and/or employment, addressing food insecurity, and other basic needs
 - ii. Percentage of enrolled clients accessing Emergency Discretionary Funding (EDF) to avert a critical risk factor
- C. Complete check-ins with City staff as requested.

2. Standard of Performance; Licenses

- A. The Contractor does hereby accept its designation as a professional service, rendering direct services for immigrants 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 with compensation not to exceed \$60,000, including gross receipts tax. **The total amount payable to the Contractor under this Agreement, including gross receipts tax and expenses, shall not exceed \$60,000.**
- B. Payment. The total compensation under this Agreement shall not exceed **\$60,000. 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 Services Division
P.O. Box 909
Santa Fe, NMM 87504
jjsanchez@santafenm.gov

To the Contractor: Las Cumbres Community Services
102 North Colorado Ave.
Espanola, NM 87532
Robyn.covelli@lccs-nm.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:

Las Cumbres Community Services


Mark Scott (Jun 18, 2025 12:19 MDT)

MARK SCOTT, CITY MANAGER



AMANDA BISSELL, Director of Operations

DATE: 05/23/2025

NMBTIN#: 01-770677-00-7

ATTEST:


ANDREA SALAZAR (Jun 18, 2025 16:34 MDT)

CITY CLERK

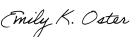


CITY ATTORNEY'S OFFICE:


Patricia Feghali (May 27, 2025 08:11 MDT)

ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:



FINANCE DIRECTOR










Las Cumbres Immigrant Direct Services Contract - FINAL

Final Audit Report

2025-05-27

Created:	2025-05-23
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-  Signer pcfeghali@santafenm.gov entered name at signing as Patricia Feghali
2025-05-27 - 2:11:29 PM GMT- IP address: 98.60.104.228
-  Document e-signed by Patricia Feghali (pcfeghali@santafenm.gov)
Signature Date: 2025-05-27 - 2:11:31 PM GMT - Time Source: server- IP address: 98.60.104.228
-  Agreement completed.
2025-05-27 - 2:11:31 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.
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 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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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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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

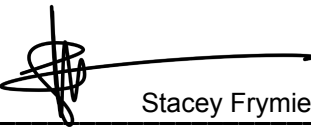
Award Group

**Funding Support for Toolkit Development,
Community Education and Services for
Immigrants Youth and Family Services Division**

RFQ No. 25138

Cover letter

FY25

Name of Offeror/Organization: LAS CUMBRES COMMUNITY SERVICES	
Contact Name/Title: ROBYN COVELLI-HUNT	
Email Address: robyn.covelli@lccs-nm.org	
Phone Number: 505.819.5117	
Brief Project Description: Las Cumbres Community Services (LCCS) will expand direct services for immigrants, equipping them with the tools, knowledge, and support systems necessary for stability, self-sufficiency, and protection. Enhanced individual and group services will be provided through comprehensive navigation/case management, mental health and wellness support, legal navigation, and economic empowerment resources, ensuring that immigrants and refugees in Santa Fe receive holistic, culturally responsive assistance. All services will be low-barrier, multilingual, and accessible to all immigrants regardless of status. LCCS will provide these services throughout FY26 to a total of 60 clients through the project.	
City of Santa Fe Business Registration # 19253	
TAX ID # 237144268	
State CRS # 01-770677-00-7	
<div style="display: flex; justify-content: space-between; align-items: flex-end;"><div style="text-align: center;"> Stacey Frymier, Executive Team Lead</div><div style="text-align: right;">3.20.25</div></div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"><div>Name/Signature of Authorized Signatory on Behalf of Offeror</div><div>Date</div></div>	

Proposal for Funding Support: Direct Services for Immigrants

SECTION A: Proposed Implementation Plan

Program Goals and Approach: Project Goals Aligned with Immigrant Population Needs

Las Cumbres Community Services (LCCS) has been at the forefront of providing culturally attuned, trauma-informed services to immigrant and refugee populations in Northern New Mexico. Through well-established programs such as Santuario del Corazón, the Afghan Resettlement Project, the WINGS Program for Survivors of Torture, Support for Trauma-Affected Refugees (STAR), and the Santa Fe Welcome Center, LCCS has built a comprehensive support network for immigrants facing legal, economic, and psychological challenges.

The Santuario del Corazon (SDC) Program prioritizes services for immigrant families impacted by traumatic separation, newly arrived asylum seekers, and unaccompanied children. Most families have experienced separation from primary family members, typically due to deportation or violence in their home country. The SDC program provides trauma-responsive services in Taos, Rio Arriba, Los Alamos and Santa Fe counties. In addition, SDC's Afghan Resettlement Project exclusively in Santa Fe, serves newly relocated Afghan families and single adults. SDC services address distinct stressors related to acculturation, migration trauma, discrimination, alienation, racism and violence. LCCS expanded SDC services to Bernalillo County in 2022 through multi-year Office of Refugee Resettlement (ORR) grants, serving individuals and families throughout the state of New Mexico.

This proposal seeks funding to expand direct services for immigrant residents of Santa Fe, equipping them with the tools, knowledge, and support systems necessary for stability, self-sufficiency, and protection. The initiative will enhance case management, mental health support, legal navigation, and economic empowerment resources, ensuring that immigrants and refugees in Santa Fe receive holistic, culturally responsive assistance.

Approach for Immigrant Services:

LCCS will provide individualized and group-based services in the following areas:

- **Comprehensive Navigation:** One-on-one support to assist immigrants in navigating legal processes, accessing social services, and building long-term stability.
- **Mental Health and Wellness Support:** Connecting immigrants with trauma-informed mental healthcare, peer support groups, and culturally responsive mental health resources (both community resources and LCCS supports not directly funded by this proposal).
- **Legal Navigation Assistance:** Guidance on asylum, work permits, family petitions, and protection from deportation, in partnership with legal aid organizations.
- **Economic and Housing Stability:** Navigation and access to emergency assistance for accessing/stabilizing safe housing, employment, food security, and other basic needs.

All services will be low-barrier, multilingual, and accessible to all immigrants regardless of status, ensuring that those most vulnerable—asylum seekers, refugees, undocumented individuals, unaccompanied minors, and mixed-status families—receive the support they need.

To ensure accessibility, LCCS will offer multilingual family navigators, in-person and virtual service options, transportation assistance, and childcare support for those attending group sessions. Services will be provided primarily at LCCS facilities (St. Michael’s Welcome Center or primary Fifth Street office), through home visits, at partner locations, and in trusted community spaces to ensure comfort and safety for immigrant clients.

SDC services are offered at a frequency and duration that is customized for each client/family. Through this project, LCCS anticipates serving newly-enrolled individuals and families identified through community partners and walk-ins through the Welcome Center. LCCS has recently been designated as a food distribution site, in partnership with the Food Depot. We anticipate that this resource will increase the number of new potential clients. This project will support direct services to 24 clients and an additional 36 family members, totaling 60 clients. A combination of individual and group services will be provided; LCCS anticipates providing a minimum of bi-weekly services to clients for 45 weeks out of the year.

Through this award, City of Santa Fe funding will also support LCCS to provide additional Emergency Discretionary Funding (EDF) to clients, ensuring they are able to overcome acute emergencies related to safety and stability (risk of eviction, food insecurity, utility bill payments, and basic needs for children). In Santa Fe, the cost of living presents additional barriers for undocumented or mixed-status families, due to increasing employment insecurity and limited access to entitlements and housing assistance. Without a social security number, resources are limited and if a family member becomes ill, gets injured, or loses their job, temporary assistance is essential to prevent homelessness and other critical risk factors. LCCS has identified additional EDF for Santa Fe-based SDC clients and families as an urgent need.

By expanding this range of direct services and financial assistance, LCCS will ensure that more under-resourced immigrants and refugees in Santa Fe have the tools and support needed to rebuild their lives with dignity, security, and hope.

Project Timeline and Milestones:

Milestone	Timeline
Expansion of case management services	Q1-Q4: July 2025-June 2026
Implementation of wellness and mental health groups	Q1-Q4: July 2025-June 2026
Launch of legal navigation support services	Q1-Q4: July 2025-June 2026
Economic empowerment and housing support initiatives	Q1-Q4: July 2025-June 2026
Ongoing direct services and outreach	Q1-Q4: July 2025-June 2026
Final program evaluation and impact assessment	Q4: May-June 2026

Target Population:

LCCS serves all immigrant populations, regardless of legal status, country of origin, language, or background. In the current U.S. immigration climate—marked by increasing legal uncertainty, shifting policies, and heightened risks of detention and family separation—immigrants face significant barriers to safety, stability, and well-being. LCCS also faces funding uncertainty amidst federal budget cuts and targeted policies that threaten to withhold/eliminate support for organizations supporting immigrants and refugees. Simultaneously, the demand for our services is rapidly increasing. Many individuals, including asylum seekers, refugees, humanitarian parolees, undocumented individuals, unaccompanied minors, and mixed-status families, are struggling with fear, misinformation, and difficulty accessing critical services. These populations come from Latin America, Africa, the Middle East, and Asia, and require multilingual, culturally attuned support to navigate complex legal, healthcare, and social systems.

To address these challenges, LCCS takes a low-barrier, relationship-based approach that prioritizes accessibility and ensures that all immigrants—regardless of legal status—receive the support they need. This project expansion will be embedded within an existing SDC services framework, among trained, multilingual family navigators/cultural liaisons and interpreters. Additionally, LCCS ensures accessibility by offering in-person, hybrid, and virtual options for services. This initiative directly addresses systemic barriers and empowers immigrants to access services, build stability, and advocate for themselves and their families.

Program Sustainability

LCCS is committed to sustaining this initiative beyond the funding period by embedding the expanded direct services into its broader Immigrant and Refugee Services programming. The organization has a strong foundation of long-term partnerships with legal aid providers, healthcare organizations, housing agencies, and grassroots immigrant-led groups that will continue to support and amplify service delivery. In addition, LCCS has a successful track record of securing funding from a diverse range of sources, including federal grants, state and local contracts, private foundations, and individual donors. To support long-term continuation, LCCS will pursue funding from state sources such as NM Department of Health, new and existing local contracts, and as available, federal funding through the Office of Refugee Resettlement and the Substance Abuse and Mental Health Services Administration. LCCS will also continue to leverage new and existing private foundation relationships focused on immigrant rights, public health, and civic education. By leveraging existing infrastructure, trained bilingual staff, and a network of trusted collaborators, LCCS will ensure that these critical services remain available to immigrant communities long after the conclusion of this project.

SECTION B: Staff and Organizational Experience

Organizational Experience:

LCCS has a proven record of providing immigrant-centered services, leveraging decades of experience in trauma-informed care, legal navigation, housing support, and holistic wellness programming. The Immigrant and Refugee Services Division has developed a robust support infrastructure to assist migrants in achieving stability, accessing essential services, and overcoming barriers.

This initiative will be co-directed by Dr. Julia Montany, Director of Immigrant and Refugee Services, and Stacey Frymier, Director of Community Youth and Caregiver Programs, who both bring extensive experience in trauma recovery and immigrant advocacy. Additional key team members include:

- LCCS Bilingual and Bicultural Family Navigator – providing direct services that are culturally relevant and accessible.
- LCCS Immigrant and Refugee Services Program Coordinator – assisting with project coordination and evaluation.

Key Staff Roles and Qualifications:

Julia Montany, PhD, Director of Immigrant and Refugee Services. Julia has over thirteen years of experience working with immigrant populations affected by trauma both in the U.S. and internationally. She holds a PhD in International Psychology with a Trauma Concentration and a Master's in Human Services Counseling for Trauma and Crisis Response. Julia currently oversees programs with Las Cumbres Community Services that support survivors of torture, trauma-affected refugees, forcibly separated families, and other vulnerable immigrant and refugee populations. She has developed and conducted trauma and immigrant newcomer focused training throughout New Mexico in her work with LCCS. Julia also provides trauma training and consultation services to organizations working with crisis-affected populations in Panama, Guatemala, Mexico, the D.R.C., Uganda, Nigeria, Ukraine, and Moldova. Her expertise is reinforced by certifications in Global Mental Health and Human Rights, and she has worked on global projects, including trauma interventions for children in Nigeria, Mexico, South Africa, and Liberia. Julia's oversight Level of Effort to this project will be .025, on average one hour weekly.

Stacey Frymier, MA, LPCC, LPAT-ATR, IMHM-C, Executive Team Lead and Director of Community Youth and Caregiver Programs for Las Cumbres Community Services (LCCS). She has worked with LCCS since 2006, initially providing infant mental health and behavioral health services for children and families in northern New Mexico. In addition to executive leadership, Stacey currently oversees the agency's program areas related to Immigrant and Refugee services, Behavioral Health, Grandparents Raising Grandchildren, Fatherhood, and Community-Based Prevention/Intervention/and Reunification navigation services. Since 2012, she has been the Project Director for the organization's SAMHSA grant designating LCCS as a member of the National Child Traumatic Stress Network (NCTSN). Stacey has been extensively trained in the following evidence-based/informed practices: Art Therapy, Child Parent Psychotherapy, Child-Centered Play Therapy, Dialectical Behavior Therapy, and Circle of Security-ParentingTM. Stacey provides training and consultation both regionally and nationally on a regular basis. Stacey holds dual independent licensure as an Art Therapist and Clinical Counselor, is a nationally registered

Art Therapist, and is Endorsed as an Infant Mental Health Clinical Mentor through the New Mexico Association for Infant Mental Health. Stacey earned her Bachelor's Degree in Fine Arts and Psychology from Purdue University in 1999, and in 2006, her Master's Degree in Counseling and Art Therapy from Southwestern College. Stacey's oversight Level of Effort to this project will be .025, on average one hour weekly.

Alejandra Maria Velasquez Lopez, Santuario Del Corazón Bilingual and Bicultural Family Navigator, provides bilingual and bicultural navigation services to SDC clients in Santa Fe County. Alejandra grew up in Guatemala and has been raising her family in Santa Fe for the last eight years. A recipient of Las Cumbres Confident Parenting Home Visiting Services and other community provider supports, Alejandra also brings valuable lived experience in her professional role. Alejandra is stationed at the Welcome Center in Santa Fe and is also responsible for supporting drop-in services and group services at that location. Alejandra's direct service Level of Effort to this project will be .55, or 22 hours/weekly.

Sarah K. Camp, MAT, Immigrant and Refugee Services Program Coordinator. Sarah brings extensive experience in program design, trauma-informed communication, and client-centered collaboration. With a background in education, nonprofit leadership, and refugee support, she has successfully developed and managed programs that connect immigrant and asylum-seeking families with essential services. Sarah is skilled in facilitating culturally responsive spaces, fostering community partnerships, and ensuring compliance with grant and policy requirements. She has previously served as the Director of Asylum Programs at ABQ FaithWorks and held leadership roles in education and advocacy organizations. Holding a Master of Arts in Teaching from Eastern Kentucky University, she is passionate about building inclusive pathways for immigrant and refugee communities to thrive. Sarah's project coordination and evaluation Level of Effort to this project will be .075, on average three hours weekly.

Collaboration with Community Partners:

LCCS partners with legal service providers, mental healthcare providers, community health organizations, workforce development agencies, and faith-based groups to ensure a comprehensive, wraparound service approach.

Key Partnerships integral to our direct service work in Santa Fe include:

- Children's Medical Services – care coordination for immigrant children who have significant qualifying medical conditions
- Food Depot – food boxes for clients in need and food pantry distribution through the LCCS Welcome Center
- Gerard's House – referral coordination for grief support services, with emphasis on children who have been traumatically separated from a caregiver due to deportation or separation at the border
- Growing Up New Mexico – referral and care coordination for families in need of early childhood supports outside LCCS scope
- La Familia Medical Center – low/no-cost medical and dental care for uninsured SDC families, including pre-and-post-natal care

- New Mexico Coalition to End Homelessness – offers comprehensive services, housing options, and resources to support individuals and families experiencing homelessness
- Mexican Consulate – MOU established in 2019 to coordinate cross-referrals and support for Mexican SDC clients in need of passports, birth certificates, and other documents
- New Mexico Department of Health Refugee Health Program – funding supports coordinated services for refugees and other immigrants with special legal status to receive screening, navigation, and referral coordination. Community trainings for immigrant/refugee serving providers are also funded and coordinated through this contract
- New Mexico Immigrant Law Center (NMILC) – primary legal contractor paid through federal grants to ensure LCCS immigrant and refugee clients receive direct legal support, and to provide legal clinics and Know Your Rights presentations
- Reading Quest – historical partnership specifically to support literacy among newly-arrived Afghan families
- Santa Fe County CONNECT – participation in network of integrated organizations county-wide utilizing the Unite Us navigation portal, to ensure efficient access to resources and referrals to community partners
- Santa Fe Dreamers Project – provides legal clinics and receives referrals for SDC clients who fall outside NMILC scope
- Santa Fe Mountain Center – provided tailored summer program for Afghan families
- Santa Fe Public Schools’ Adelante Program – referral and resource coordination for SDC clients enrolled in SFPS
- Villa Therese Clinic – no-cost, low-barrier medical care for uninsured SDC families

SECTION C: Data Collection and Performance Measurement

LCCS will implement a rigorous evaluation framework to measure the effectiveness of its direct services. Data collection will include:

- Case Management and Service Utilization Tracking: Monitoring the number and frequency of immigrants receiving case management, mental health, legal, and economic support.
- Client Surveys and Feedback Forms: Gathering input from clients to assess service effectiveness and identify areas for improvement.
- Referral Tracking: Measuring how many immigrants access legal, healthcare, and social services through LCCS assistance.
- Economic and Housing Stability Metrics: Evaluating the impact of services on retaining/securing stable housing and/or employment, addressing food insecurity, and other basic needs.

Key Performance Indicators (KPIs) include:

- Number of immigrants receiving navigation services in FY26
 - Goal: 24 directly enrolled individuals, plus 36 family members, for a total of 60 individuals served
- Number of navigation services provided in FY26
 - Goal: 540+ (bi-weekly services for 24 clients, for 45 weeks)

- Percentage of clients reporting increased access to legal, mental health, and community resources
 - Goal: 85% or higher
- Percentage of clients retaining/securing stable housing and/or employment, addressing food insecurity, and other basic needs.
 - Goal: 85% or higher
- Percentage of enrolled clients accessing EDF to avert a critical risk factor (homelessness, utility disconnection, food insecurity, weather-appropriate clothing)
 - Goal: 75% or higher

LCCS will provide quarterly progress reports (or at an alternate frequency as requested) and a final evaluation report, ensuring transparency and accountability in program implementation.

SECTION D: Cost Proposal

Budget Overview: Direct Services for Immigrants

Expenses	Description	Cost
Personnel		
Director	0.025 FTE (1 hr/week)	\$2,402
Bilingual Family Navigator	0.55 FTE (22 hr/week)	\$22,880
Program Coordinator and Evaluator	0.075 FTE (3 hr/week)	\$4,056
Benefits and Payroll taxes	At 22%	\$6,454.4
Total personnel		\$35,792.85
Non-Personnel		
Emergency Discretionary Funds	Direct assistance to 24 clients to help cover rent, utilities, and other basic needs (~\$765 each)	\$18,363
Mileage	Local travel @200 miles/month @\$0.56/mile	\$1,344
Total Non-personnel before Admin		\$19,707.0
Operations @ 7.5%	Indirect Admin Staff and Operations Overhead	\$4,500.00
Total Expenses		\$60,000

Conclusion

LCCS is uniquely positioned to expand and strengthen direct services for immigrants, leveraging its longstanding expertise in family navigation, mental health, legal navigation, and economic empowerment. By eliminating barriers to access, providing multilingual support, and fostering collaboration with community partners, LCCS will ensure that immigrants in Santa Fe receive the support they need to thrive.

This initiative will not only increase service capacity but will also create pathways to long-term stability, safety, and economic security for immigrant families who have found their new home in Santa Fe. LCCS appreciates the opportunity to collaborate with the City of Santa Fe in building a more inclusive, supportive, and resilient community for all.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/28/2024

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 Poms & Associates Insurance Brokers 201 3rd Street NW, Suite 1400 Albuquerque NM 87102	CONTACT NAME: Ava Bizzell PHONE (A/C, No, Ext): (800) 898-6236 E-MAIL ADDRESS: abizzell@pomsassoc.com FAX (A/C, No): (505) 797-1432
INSURED Las Cumbres Community Services, Inc. 102 N Coronado Ave Administration Building Española NM 87532-2700	INSURER(S) AFFORDING COVERAGE INSURER A: Philadelphia Indemnity Ins/PHI INSURER B: New Mexico Southwest Casualty Company INSURER C: INSURER D: INSURER E: INSURER F:
	NAIC # 18058 10207

COVERAGES**CERTIFICATE NUMBER:** 24-25 MASTER**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
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		PHPK2575509-010	07/01/2024	07/01/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 Professional Liability \$ 1,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			PHPK2575509-010	07/01/2024	07/01/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Underinsured motorist \$ 1,000,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB DED <input checked="" type="checkbox"/> RETENTION \$ 10,000 <input type="checkbox"/> CLAIMS-MADE			PHUB872307-010	07/01/2024	07/01/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ PER STATUTE OTHER
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y / N <input type="checkbox"/>	N / A		61351.117	07/01/2024	07/01/2025	E.L. EACH ACCIDENT \$ 1,000,000 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)

CERTIFICATE HOLDER**CANCELLATION**City of Santa Fe
PO Box 909

Santa Fe

NM 87504

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

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ADDITIONAL REMARKS SCHEDULE

AGENCY Poms & Associates Insurance Brokers		NAMED INSURED
POLICY NUMBER 		
CARRIER 	NAIC CODE 	
EFFECTIVE DATE: 		

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 **FORM TITLE:** Certificate of Liability Insurance: Notes

The City of Santa Fe is named additional insured for liability. Workers Compensation Coverage is evidence only.

Las Cumbres Immigrant Direct Services Packet

Final Audit Report


2025-06-18

Created:	2025-06-03
By:	JIMMY TAPIA (jptapia@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAED465hqVjG51wm7p_8Vn9Kqp0nxB2yFk

"Las Cumbres Immigrant Direct Services Packet" History

 Document created by JIMMY TAPIA (jptapia@santafenm.gov)

2025-06-03 - 10:49:06 PM GMT- IP address: 63.232.20.2

 Document sent to ALEXIS LOTERO (aclotero@santafenm.gov) and ajhopkins@santafenm.gov
ajhopkins@santafenm.gov (ajhopkins@santafenm.gov) for signature. One of them to sign

2025-06-03 - 10:52:36 PM GMT

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Signature Date: 2025-06-06 - 5:55:59 PM GMT - Time Source: server- IP address: 63.232.20.2

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(tkduttonleyda@santafenm.gov) for signature. One of them to sign

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2025-06-09 - 4:25:45 AM GMT- IP address: 104.28.111.171

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Signature Date: 2025-06-10 - 3:25:35 PM GMT - Time Source: server- IP address: 63.232.20.2

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2025-06-18 - 6:19:02 PM GMT- IP address: 104.47.64.254

 Document e-signed by Mark Scott (mscott@santafenm.gov)

Signature Date: 2025-06-18 - 6:19:14 PM GMT - Time Source: server- IP address: 63.232.20.2

 Agreement completed.

2025-06-18 - 6:19:14 PM GMT

Signature: 

Email: xivigil@santafenm.gov