





## 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:** Community Education and Workshop Series 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 in the Total Amount of \$50,000 for a Community Education and Workshop Series for Immigrants for a Term Ending on June 30, 2026 with Las Cumbres Community Services. (Julie Sanchez, Youth and Family Services Division Director, [jjsanchez@santafenm.gov](mailto:jjsanchez@santafenm.gov))

### CONTRACT NUMBER:

The Munis contract number is 3250607.

### 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 initiatives, 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:** 06/09/2025

**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 a community education and workshop series.

**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 Education & Workshop Memo

Final Audit Report

2025-05-27

Created:	2025-05-23
By:	Sierra Trujillo (svtrujillo@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAARC7soFXOVTcnnwImSFM-vmVD20TD_nBt

## "Las Cumbres Education & Workshop Memo" History

-  Document created by Sierra Trujillo (svtrujillo@santafenm.gov)  
2025-05-23 - 5:26:54 PM GMT- IP address: 63.232.20.2
-  Document emailed to JULIE SANCHEZ (jjsanchez@santafenm.gov) for signature  
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-  Document e-signed by JULIE SANCHEZ (jjsanchez@santafenm.gov)  
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-  Document e-signed by Sierra Trujillo (svtrujillo@santafenm.gov)  
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-  Agreement completed.  
2025-05-27 - 7:02:38 PM GMT



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 a Community Education and Workshop series to equip immigrants with knowledge about their rights, available services, and pathways to wellness through the following:

- A. Know Your Rights Sessions led by legal experts ensuring immigrants understand workplace protections, housing laws, and legal aid options.
- B. Wellness and Mental Health Workshops, addressing trauma recovery, stress management, and culturally appropriate coping strategies.
- C. Navigation Training for Social Services, assisting immigrants in accessing housing, healthcare, food security, and employment resources.
- D. Community Safety and Emergency Preparedness, providing practical guidance on interacting with law enforcement, protecting personal documents, and planning for emergencies.

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 outcome performance measurements including the following:
  - a. Attendance tracking
    - i. Number of workshops delivered
    - ii. Number of total participants receiving training

- b. Pre/post surveys to assess participants' knowledge gains and confidence in navigating resources.
  - i. Percentage of participants reporting improved knowledge and understanding.
- c. Testimonials to gather qualitative feedback on the usefulness of sessions.
- d. Tracking Referrals and Service Linkages
  - i. Percentage of participants reporting improved access to legal, housing, or health services within 30 days of attending a workshop.
  - ii. Percentage of participants reporting satisfaction with trainings and practical benefit.

## **2. Standard of Performance; Licenses**

A. The Contractor does hereby accept its designation as a professional service, providing a community education and workshop series 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 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 a 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, NM 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:

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

MARK SCOTT, CITY MANAGER

06/18/2025

CONTRACTOR:

Las Cumbres Community Services



Amanda Bissell, Director of Operations

DATE: 05/27/2025

NMBTIN#: 01-770677-00-7

ATTEST:

  
ANDREA SALAZAR (Jun 23, 2025 11:45 MDT)

CITY CLERK



CITY ATTORNEY'S OFFICE:

  
Patricia Feghali (May 27, 2025 10:16 PDT)

ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:



FINANCE DIRECTOR










# Las Cumbres Community Education Contract - FINAL

Final Audit Report

2025-05-27

Created:	2025-05-27
By:	JULIE KENNY (jckenny@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAABYaxQbjlif0DWnkQ58bvNyD1rUMPC4P0

## "Las Cumbres Community Education Contract - FINAL" History

-  Document created by JULIE KENNY (jckenny@santafenm.gov)  
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-  Document e-signed by A J (amanda.bissell@lccs-nm.org)  
Signature Date: 2025-05-27 - 4:42:21 PM GMT - Time Source: server- IP address: 206.85.132.47
-  Document emailed to pcfeghali@santafenm.gov for signature  
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2025-05-27 - 5:16:07 PM GMT- IP address: 104.47.64.254
-  Signer pcfeghali@santafenm.gov entered name at signing as Patricia Feghali  
2025-05-27 - 5:16:22 PM GMT- IP address: 63.232.20.2
-  Document e-signed by Patricia Feghali (pcfeghali@santafenm.gov)  
Signature Date: 2025-05-27 - 5:16:24 PM GMT - Time Source: server- IP address: 63.232.20.2
-  Agreement completed.  
2025-05-27 - 5:16:24 PM GMT

## TRUJILLO, SIERRA V.

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**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](mailto: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](mailto:ereview@santafenm.gov)

-Vehicles – [dmjaramillo@santafenm.gov](mailto:dmjaramillo@santafenm.gov)

-Grants - [grants@santafenm.gov](mailto:grants@santafenm.gov)

- Construction, Facilities, Furniture, Fixtures, Equipment, etc. - [jsburnett@santafenm.gov](mailto:jsburnett@santafenm.gov)

-Emergency Related Purchases - [bgwilliams@santafenm.gov](mailto:bgwilliams@santafenm.gov)

-Asset over \$5k - [jxbolden@santafenm.gov](mailto:jxbolden@santafenm.gov)

- Ensure that the appropriate templates and forms are used [https://intranet.santafenm.gov/finance\\_1](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](mailto:purchasing_det@santafenm.gov)
  - And all other requests to [purchasing@santafenm.gov](mailto: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](mailto:tkduttonleyda@santafenm.gov)

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

Internal Link: [https://intranet.santafenm.gov/finance\\_1](https://intranet.santafenm.gov/finance_1)



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

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**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.

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### 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.**

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**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](mailto:mloehman@horizonsofnewmexico.org)  
web: [www.horizonsofnewmexico.org](http://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](mailto: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.
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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.

### 2. Community Education and Workshops:

1. **Curriculum Development:** Develop curricula for workshops and educational programs that address immigrant rights, safety planning, available community resources, and wellness.
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  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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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.

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## **Deliverables:**

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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.
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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		
Attachments			Award All		
Events			NEW MEXICO IMMIGRANT...		
Vendor Bidding	<input type="checkbox"/>	Hide	Total: \$60,000.00 Evaluation Score: 0		
Addenda			Award All		

NEW MEXICO IMMIGRANT...

Total: \$60,000.00  
Evaluation Score: 0

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**

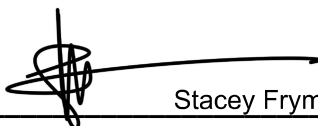
**Phone Number:**  
**505.819.5117**

**Brief Project Description:**  
Las Cumbres Community Services (LCCS) will implement a **Community Education and Workshop Project** for immigrant residents of Santa Fe. Two to three educational trainings will be provided monthly in FY26 for a total of 22 trainings. Topics will be themed around the following areas: Know Your Rights, Wellness and Mental health, Social Services Navigation, and Community Safety and Emergency Preparedness. Through this knowledge, immigrant families will be positioned to secure safety and stability across wellness domains and continue to pursue legal protections. These workshops will be held in community spaces, online, and at trusted partner locations to ensure broad accessibility and engagement. Each session will be co-facilitated by Las Cumbres Immigrant and Refugee Program staff alongside bilingual experts, peer educators, and community leaders, ensuring cultural and linguistic accessibility.

**City of Santa Fe Business Registration**  
**# 19253**

**TAX ID #**  
**237144268**

**State CRS #**  
**01-770677-00-7**



Stacey Frymier, Executive Team Lead

3.20.25

**Name/Signature of Authorized Signatory on Behalf of Offeror**

**Date**

## **Proposal for Funding Support: Community Education and Workshops for Immigrants**

### *SECTION A: Proposed Implementation Plan (40 points)*

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

Las Cumbres Community Services (LCCS) has been a trusted provider of immigrant support services in Northern New Mexico for over five decades. Through programs such as Santuario del Corazón, Support for Trauma-Affected Refugees, the WINGS Program for Survivors of Torture, and the Afghan Resettlement Project, LCCS has cultivated deep community connections and expertise in delivering trauma-informed, culturally responsive services. This proposal seeks funding to establish a robust Community Education and Workshop series that will equip immigrants with knowledge about their rights, available services, and pathways to wellness.

#### **Approach for Community Education:**

LCCS will implement a tiered education model that provides:

- Know Your Rights Sessions led by legal experts, ensuring immigrants understand workplace protections, housing laws, and legal aid options.
- Wellness and Mental Health Workshops, addressing trauma recovery, stress management, and culturally appropriate coping strategies.
- Navigation Training for Social Services, assisting immigrants in accessing housing, healthcare, food security, and employment resources.
- Community Safety and Emergency Preparedness, providing practical guidance on interacting with law enforcement, protecting personal documents, and planning for emergencies.

The Community Education and Workshop Project will provide accessible, multilingual workshops designed to empower immigrants by increasing their understanding of legal protections, health and wellness resources, housing and employment pathways, and safety planning. Through this knowledge, immigrant families will be positioned to secure safety and stability across wellness domains and continue to pursue legal protections. These workshops will be held in community spaces, online, and at trusted partner locations to ensure broad accessibility and engagement.

Each session will be co-facilitated by Las Cumbres Immigrant and Refugee Program staff alongside bilingual experts, peer educators, and community leaders, ensuring cultural and linguistic accessibility. LCCS will also develop educational materials to complement workshops, allowing participants to reference key information long after the sessions conclude.

## **Project Timeline and Milestones:**

The timeline for implementation includes curriculum development, outreach efforts, workshop delivery, and impact evaluation, ensuring a structured approach to program execution.

<b>Milestone</b>	<b>FY26 Timeline</b>
Curriculum development & translation	Q1: July-Sept 2025
Outreach & workshop promotion	Q1: July-Sept 2025
Initial workshop series launched	Q2: Oct-Dec 2025
Ongoing workshops & community engagement	Q3/Q4: Jan-June 2026
Final evaluation & impact assessment	Q4: May-June 2026

To ensure accessibility, LCCS will offer workshops in multiple languages, utilize trusted community spaces (e.g., churches, community centers), and provide childcare and transportation assistance when needed.

## **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. 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. Services are provided in multiple languages with trained family navigators/cultural liaisons and interpreters. Additionally, LCCS ensures accessibility by offering in-person, hybrid, and virtual options for training and services, along with childcare and transportation assistance. By integrating legal education, trauma-informed care, and social service navigation, this initiative directly addresses systemic barriers and empowers immigrants to access their rights, build stability, and advocate for themselves and their families.

## **Program Sustainability**

LCCS will sustain the Community Education and Workshop initiative beyond the funding period by integrating the curriculum and delivery model into its ongoing programming within the Immigrant and Refugee Services programming. Educational workshops have long been a core component of our approach to community empowerment, and this project will build upon that foundation with materials, staff capacity, and community partnerships that remain in place after the project ends. LCCS will continue offering these workshops through its Santuario del Corazón

and Welcome Center programs, leveraging existing relationships with legal service providers, health clinics, schools, and cultural organizations to co-host and promote sessions. To support long-term continuation, LCCS will pursue funding from state sources such as NM Department of Health, 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. The organization will also seek to integrate training offerings into city- and county-level collaborations, ensuring community-wide ownership and sustainability.

### *SECTION B: Staff and Organizational Experience (30 points)*

#### **Organizational Experience:**

LCCS has a long-standing history of delivering culturally responsive education and support services to immigrant and refugee populations. Our Immigrant and Refugee Services Division has extensive experience in community-based education, legal rights advocacy, and trauma-informed programming. Our ongoing work through Santuario del Corazón and the Santa Fe Welcome Center's educational and wellness programming has demonstrated that education is a critical tool in empowering immigrant families to achieve long-term stability.

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 Multilingual Community Health Worker – assisting with resource access, translation, and workshop logistics and facilitation.
- LCCS Cultural and Community Liaison – ensuring workshops are culturally relevant and accessible.
- LCCS Immigrant and Refugee Services Program Coordinator – assisting with workshop logistics, facilitation, and project evaluation.
- LCCS Mental Health Clinicians and Specialists – leading sessions on trauma and emotional well-being.

#### **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 Degree 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-Parenting™. 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.

Josias Gasitha, BA, Cultural and Community Liaison. Josias is a multilingual professional with extensive experience supporting immigrant and refugee communities. Currently serving as the Cultural and Community Liaison for the LCCS STAR Program (Supports for Trauma Affected Refugees), he is fluent in seven languages, including Swahili, French, and Kinyarwanda, contributing to numerous organizations serving refugee and immigrant populations throughout New Mexico. Josias holds a Bachelor's Degree in Economics and Management from the National University of Rwanda and has worked across various sectors, from the Ministry of Education in Rwanda to case management and community health outreach. He is passionate about improving access to services for vulnerable populations and brings over a decade of experience in education, public service, and refugee resettlement. Josias's oversight Level of Effort to this project will be .125, on average five hours weekly.

Shabana Shinwari is a dedicated Community Health Worker in the STAR (Supports for Trauma-Affected Refugees) program at Las Cumbres Community Services. As an immigrant from Afghanistan, she brings invaluable lived experience to her work, offering deep empathy and understanding to the refugee and immigrant families she serves. Fluent in Pashto, Dari, Farsi, Urdu, and English, Shabana excels in bridging cultural and linguistic gaps, ensuring effective communication and advocacy for diverse communities. Her background includes tutoring, curriculum-based instruction, and providing trauma-informed support to individuals navigating complex systems. She holds a High School Diploma from Ayesha Durani in Kabul, Afghanistan, and an ESL certification from CNM. Shabana's direct service/training Level of Effort to this project will be .125, on average five hours weekly.

Sarah K. Camp, MAT is the Immigrant and Refugee Services Program Coordinator at Las Cumbres Community Services, where she 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 .125, on average five hours weekly.

Samari Rodriguez-Rios, PhD, LMHC: provides bilingual and bicultural mental health counseling to SDC clients in Santa Fe and Rio Arriba Counties. Samari grew up in Puerto Rico and has lived back and forth from her home country and Santa Fe. She is raising her daughter here, bringing lived and parenting experience to her role. Samari is trained in a wide range of therapies focused on maternal wellbeing, and infant and early childhood trauma-focused, evidence-based practices. Samari's direct service and training Level of Effort to this project will be .125, on average five hours weekly.

#### **Key Contractor:**

New Mexico Immigrant Law Center (NMILC): Primary referring partner for legal referrals to assist with applications for asylum and other immigration-related legal supports. NMILC also provides periodic legal clinics and Know Your Rights presentations and offers an online repository of updated resources to support clients with accurate legal information.

#### **Collaboration with Community Partners:**

LCCS will collaborate with established community partners including local nonprofits, legal advocacy organizations, healthcare providers, and faith-based groups to ensure workshops reach diverse audiences and reflect real-world challenges facing immigrant communities. Collaboration will include both facility space and training facilitation. While most trainings will be provided through the LCCS Welcome Center on St. Michael's Drive, larger trainings may need to be accommodated in other community spaces.

The following list of community partners will be resourced for special training topics and compensated at a contracted hourly rate as outlined in the budget. LCCS anticipates one special training topic monthly outside the scope/expertise of our organization's personnel.

Key Partnerships integral to 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 referring partner for legal referrals to assist with applications for asylum and other immigration-related legal supports. NMILC also provides periodic legal clinics and Know Your Rights presentations and offers an online repository of updated resources to support clients with accurate legal information.
- 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 (20 points)*

To measure the impact of this initiative, LCCS will implement a comprehensive data collection and evaluation framework:

- Participant Registration & Attendance Tracking: Measuring workshop reach and engagement.

- Pre/Post Surveys: Assessing participants' knowledge gains and confidence in navigating resources.
- Testimonials: Gathering qualitative feedback from immigrant participants on the usefulness of sessions.
- Tracking Referrals & Service Linkages: Monitoring how workshops lead to increased access to legal, health, and social services.

Key Performance Indicators (KPIs) include:

- Number of workshops delivered
  - Goal: 20+ sessions across multiple locations and formats
- Number of total participants receiving training
  - Goal: 220
- Percentage of participants reporting significantly improved knowledge and understanding of immigrant rights and available services.
  - Goal: 90%+
- Percentage of participants reporting improved access to legal, housing, or health services within 30 days of attending a workshop.
  - Goal: 60%+
- Percentage of participants reporting high satisfaction with trainings and practical benefit
  - Goal: 85%+

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 (10 points)*

**Budget Proposal: Community Education and Workshop Program**

Expenses	Description	Cost
Personnel		
Director	0.025 FTE (1 hr/week)	\$2,625
Director	0.025 FTE (1 hr/week)	\$2,402
Navigator and Cultural Liaison	0.125 FTE (5 hr/week)	\$6,500
Navigator and Cultural Liaison	0.125 FTE (5 hr/week)	\$4,940
Program Coordinator and Evaluator	0.125 FTE (5 hr/week)	\$6,760
Mental Health Provider	0.125 FTE (5 hr/week)	\$7,501

Benefits and Payroll taxes	At 22% of \$30,728	\$6,760.2
<b>Total personnel</b>		<b>\$37,488.6</b>
Non-Personnel		
Contractor	Additional training stipends for community partner content experts @ \$95/hr * 52 hours	\$4,940
Food & Meals	Food for trainings @\$75 * 22	\$1,650
Incentives	Incentives for training participants @\$25/person * 10 people per group (average)	\$5,500
Mileage	Local travel ~278 miles/month @\$0.56/mile	\$1,871
Rent	Facility Fees for larger trainings at Safe Spaces in the community, ~8 @ \$150	\$1,200
Program Materials	Program supplies and materials including copying costs @\$50/month	\$600
Advertising	Outreach materials and supplies for trainings	\$750
<b>Total Non-personnel before Admin</b>		<b>\$16,511.0</b>
Operations @ 10%	Indirect Admin Staff and Operations Overhead	\$6,000.00
<b>Total Expenses</b>		<b>\$60,000</b>

### *Conclusion*

LCCS is uniquely positioned to implement a comprehensive, accessible, and impactful Community Education and Workshop Program for immigrants in Santa Fe. By leveraging our deep-rooted expertise in immigrant advocacy and trauma-informed care, along with strong partnerships and a history of successful service delivery, we will ensure that immigrant families are equipped with the knowledge and tools they need to thrive.

This initiative will not only empower immigrants with vital knowledge but also foster connections between immigrant communities and trusted local organizations. We appreciate the opportunity to partner with the City of Santa Fe in creating a more informed, empowered, and resilient immigrant community.



# 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).

<b>PRODUCER</b> Poms & Associates Insurance Brokers 201 3rd Street NW, Suite 1400  Albuquerque NM 87102	<b>CONTACT NAME:</b> Ava Bizzell <b>PHONE (A/C, No, Ext):</b> (800) 898-6236 <b>E-MAIL ADDRESS:</b> abizzell@pomsassoc.com <b>FAX (A/C, No):</b> (505) 797-1432
<b>INSURED</b> Las Cumbres Community Services, Inc. 102 N Coronado Ave Administration Building Española NM 87532-2700	<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Philadelphia Indemnity Ins/PHI <b>INSURER B:</b> New Mexico Southwest Casualty Company <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>
	<b>NAIC #</b> 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"/> <b>COMMERCIAL GENERAL LIABILITY</b> <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"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> 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"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			PHUB872307-010	07/01/2024	07/01/2025	COMBINED SINGLE LIMIT EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> 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	PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> 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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AGENCY CUSTOMER ID: 00017279

LOC #: \_\_\_\_\_

**ADDITIONAL REMARKS SCHEDULE**

Page \_\_\_\_ of \_\_\_\_

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.

**Signature:** 

**Email:** [xivigil@santafenm.gov](mailto:xivigil@santafenm.gov)