



The Purchasing Memo

Date: February 4, 2026

To: Brian Moya, Interim City Manager

From: Sandra Emory, Youth and Family Services Program Manager *Sandra Emory*

Via: Manuel Sanchez, Interim Community Services Director *Manuel Sanchez*  
Manuel Sanchez (Feb 9, 2026 08:00:11 MST)

Lia Salaverry, Youth and Family Services Division Director *Lia Salaverry*

Sierra Vigil-Trujillo, Youth and Family Services Project Administrator *SVZ*  
Sierra Vigil-Trujillo (Feb 5, 2026 16:13:07 MST)

Subject: Santa Fe Public Schools YCVI Services Amendment 1

Vendor Name: Santa Fe Public Schools Administration

Munis Vendor Number: 1531

ITEM AND ISSUE:

Request for Approval of Amendment No.1 to Professional Services Contract Item #25-0533 with Santa Fe Public Schools to Amend the Scope of Work. (Sandra Emory, Youth and Family Services Program Manager; sxemory@santafenm.gov)

CONTRACT NUMBER:

The FY26 contract number is 3260225.

BACKGROUND AND SUMMARY:

The original contract was approved in November 2025 and is being amended to add the following to the scope of work: “M. The contractor may support professional development by allowing up to two (2) administrative staff and seven (7) Community Schools Coordinators to attend the 2026 National Community Schools and Family Engagement Conference to enhance knowledge and best practices related to violence interruption programming, community schools key practices implementation, and family-centered support services.

- The contractor may submit reimbursement requests for eligible conference-related expenses, including registration, travel, lodging and per diem not to exceed a total of \$30,000, subject to City approval and applicable reimbursement policies.”

PRIOR APPROVALS AND SUPPORTING INFORMATION:

FUNDING SOURCE:

Fund Name/Number: Law Enforcement/223

Munis Org Name/Number: Juvenile Justice Program/2230123

Munis Object Name/Number: Grants and Services/510400

Budget Officer / Designee: Andy Hopkins Date: 02/09/2026

Budget Officer Comment/Exceptions: \_\_\_\_\_

**PROCUREMENT METHOD:**

The procurement method used was **NMSA 1978, Section 13-1-98, Exempt**

Chief Procurement Officer (CPO)/Designee: [Signature] Date: 02/11/2026

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: NM Department of Health

Approval: ERIKA LUJAN Title: Grants Manager Date: 02/11/2026  
ERIKA LUJAN (Feb 11, 2026 13:41:13 MST)

Comment/Exceptions: \_\_\_\_\_

Is this a Capital Asset or Project?  Yes |  No

Project Ledger Number: \_\_\_\_\_

Approval: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Comment/Exceptions: \_\_\_\_\_

**ATTACHMENTS:**

**If Amendment:**

Original contract packet (with previous contract amendments)



**CITY OF SANTA FE  
AMENDMENT No. 1 TO  
Contract # 3260225**

Santa Fe Public Schools YCVI Services

This AMENDMENT No. 1 (the "Amendment") amends the CITY OF SANTA FE CONTRACT, dated 11/12/25 (the "Contract"), between the City of Santa Fe (the "City") and Santa Fe Public Schools. (the "Contractor"). The date of this Amendment shall be the date when it is executed by the City and the Contractor whichever occurs last.

**1. RECITALS**

A. Under the terms of the Contract, Contractor has agreed to provide Youth Community Violence Interruption Services.

B. Pursuant to the Amendment Article of the original Contract, and for good and valuable consideration, the receipt and sufficiency of which are acknowledged by the parties, the City and the Contractor agree as follows:

Updated sections below replace the corresponding sections listed in the contract.

**2. SCOPE OF WORK**

Article 1 of the Contract is amended to add section subsection M, so that Article 1 reads as follows:

The Contractor shall perform the following services for the City:

Objectives:

- A. Reduce youth violence among middle and high school youth through systemic prevention and positive youth engagement.

- B. Strengthen school-community partnerships using the community schools model.
- C. Provide targeted academic and SEL-based after school programming in Title I schools.
- D. Build capacity for youth development, economic stability and intergenerational healing.
- E. Develop and manage timelines, deliverables, policies and cross-sector coordination.
- F. Collaborate with local agencies, youth and families to ensure community informed service delivery.
- G. Maintain and update a secure database of program participants and measurable outcomes.
- H. Lead educational campaigns and maintain digital communications platforms to raise awareness and engage stakeholders.
- I. Plan and host events that promote youth violence prevention and community engagement.

The above objectives will be accomplished through the following strategies and services:

- J. The contractor shall hire and assign a full-time Community Schools Coordinator who will:
  - 1. Conduct a comprehensive needs assessment and develop a community asset map in collaboration with school and community partners.
  - 2. Implement the six key practices of the national Community Schools model:
    - a. Integrated student supports
    - b. Expanded learning time and opportunities
    - c. Family and community engagement
    - d. Collaborative leadership and practices
    - e. Culturally responsive teaching
    - f. Restorative justice practices
  - 3. Coordinate violence interruption programming and family-centered support services.
  - 4. Support the development and implementation of wraparound services to improve student attendance, engagement and graduation outcomes.
- K. Based on the findings of the needs assessment, the Contractor shall purchase and manage distribution of school-related supplies that support community school implementation such as:
  - 1. Trauma-informed instructional materials
  - 2. Counseling and mental health supplies
  - 3. Community engagement tools
- L. The contractor shall implement safe, structured after-school programs at selected Title I secondary schools with the following components:
  - 1. Academic support and reinforcement, including tutoring, mentoring and SEL activities.
  - 2. Programming operated until 5:00 PM on regular school days to support working families and reduce unsupervised youth time.
  - 3. Enrichment activities and youth development services that incorporate restorative practices.
  - 4. Programs shall prioritize underserved and at-risk youth in Title I schools.
  - 5. All after-school programming shall align with the community schools strategy, and promote youth leadership, equity and inclusion.
- M. The contractor may support professional development by allowing up to two (2) administrative staff and seven (7) Community Schools Coordinators to attend the 2026 National Community Schools and Family

Engagement Conference to enhance knowledge and best practices related to violence interruption programming, community schools key practices implementation, and family-centered support services.

- The contractor may submit reimbursement requests for eligible conference-related expenses, including registration, travel, lodging and per diem not to exceed a total of \$30,000, subject to City approval and applicable reimbursement policies.

The Contractor shall:

- N. Maintain accurate records of program activities, attendance, outcomes and engagement.
- O. Submit written progress reports to the City on a quarterly basis.
- P. Participate in regular check-ins and evaluations with project partners and the City as required.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]  
[SIGNATURE PAGE TO FOLLOW]

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:

SANTA FE PUBLIC SCHOOLS

*Brian Moya*

Brian Moya (Feb 11, 2026 17:12:38 MST)

*Christine Griffin*

Christine Griffin (Feb 3, 2026 16:53:27 MST)

CHIEF BRIAN MOYA

CHRISTINE E. GRIFFIN

INTERIM CITY MANAGER

SUPERINTENDENT

DATE: Feb 3, 2026

NMBTIN: \_\_\_\_\_

ATTEST:

*[Handwritten Signature]*

GERALYN CARDENAS, INTERIM CITY CLERK 

Approved to form and legal sufficiency by:

*Sarah Piltch*

Sarah Piltch (Feb 4, 2026 11:48:13 MST)

SARAH PILTCH, ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:

*BRIAN MOYA*

ANDREA PHILLIPS, INTERIM FINANCE DIRECTOR

# Santa Fe Public Schools\_3260225\_YCVI Services\_DOH\_ Amendment 1

Final Audit Report

2026-02-04

Created:	2026-01-28
By:	MATTHEW HARDING (mrharding@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAAdK_fAS-VLFIKRISIB5wCyxWekeS7AVq

## "Santa Fe Public Schools\_3260225\_YCVI Services\_DOH\_ Amendment 1" History

-  Document created by MATTHEW HARDING (mrharding@santafenm.gov)  
2026-01-28 - 6:54:15 PM GMT- IP address: 63.232.20.2
-  Document emailed to Christine Griffin (cgriffin@sfps.k12.nm.us) for signature  
2026-01-28 - 6:54:55 PM GMT
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2026-01-29 - 3:55:47 AM GMT- IP address: 146.75.203.0
-  Email viewed by Christine Griffin (cgriffin@sfps.k12.nm.us)  
2026-01-31 - 5:08:05 AM GMT- IP address: 172.226.137.9
-  Email viewed by Christine Griffin (cgriffin@sfps.k12.nm.us)  
2026-02-02 - 4:44:31 AM GMT- IP address: 104.28.48.217
-  Email viewed by Christine Griffin (cgriffin@sfps.k12.nm.us)  
2026-02-03 - 7:36:17 PM GMT- IP address: 64.233.172.225
-  Document e-signed by Christine Griffin (cgriffin@sfps.k12.nm.us)  
Signature Date: 2026-02-03 - 11:53:27 PM GMT - Time Source: server- IP address: 64.90.146.200
-  Document emailed to Sarah Piltch (scpiltch@santafenm.gov) for signature  
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-  Email viewed by Sarah Piltch (scpiltch@santafenm.gov)  
2026-02-04 - 1:04:00 AM GMT- IP address: 174.28.13.198
-  Document e-signed by Sarah Piltch (scpiltch@santafenm.gov)  
Signature Date: 2026-02-04 - 6:48:13 PM GMT - Time Source: server- IP address: 174.28.58.226



✔ Agreement completed.

2026-02-04 - 6:48:13 PM GMT



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## The Purchasing Memo

**Date:** October 20, 2025

**To:** Mark Scott, City Manager

**From:** Sandra Emory, Youth and Family Services Program Manager *Sandra Emory*

**Via:** Henri Hammond-Paul, Community Health and Safety Department Director *HH+HP*

Lia Salaverry, Youth and Family Services Division Director *Lia Salaverry*

Sierra Vigil-Trujillo, Youth and Family Services Project Administrator *SVT*  
Sierra Trujillo (Oct 20, 2025 11:52:47 MDT)

**Subject:** Santa Fe Public Schools YCVI Services

**Vendor Name:** Santa Fe Public Schools Administration

**Munis Vendor Number:** 1531

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### ITEM AND ISSUE:

Request for Approval of a Professional Services Contract with Santa Fe Public Schools for Youth Community Violence Interruption Services Not to Exceed \$150,000 for a Term Ending on June 30, 2026. (Sandra Emory, Youth and Family Services Program Manager; sxemory@santafenm.gov)

### CONTRACT NUMBER:

The FY26 Munis contract number is 3260225.

### BACKGROUND AND SUMMARY:

In 2021, the City of Santa Fe Youth and Family Services Division a research and development process to create a sustainable approach to youth violence prevention, particularly focusing on gun violence. The process involved interviews, community discussions, data reviews, and a report by an independent consultant, which culminated in the development of a strategic plan for a continuum of youth community violence interruption services. The City of Santa Fe County have since collaborated to create a coordinated community response to violence prevention, especially youth and gun violence.

The Youth Community Violence Interruption (YCVI) program follows a public health approach that supports, educates and engages youth at high risk of either perpetrating or being victims of youth and/or gun violence. This program also offers intergenerational healing for families and caregivers affected by violence. Direct program participants are youth and young adults (up to age 24) who are at risk due to involvement with the criminal justice system, gun violence, or related trauma. The services to be provided align with the City of Santa Fe's Youth Violence Prevention Strategic Plan Critical Priority Objective 2: to educate, navigate, and employ youth at high risk for violence and credibly reach youth at high risk for violence victimization or perpetration to:

- Saturate participants in protective factors that reduce their risk for violence, and
- Build participants capacity to serve as community support workers equipped to contribute to community violence prevention over time.

**PRIOR APPROVALS AND SUPPORTING INFORMATION:**

**FUNDING SOURCE:**

**Fund Name/Number:** Law Enforcement/223

**Munis Org Name/Number:** Juvenile Justice Program/2230123

**Munis Object Name/Number:** Grants and Services/510400

**Budget Officer / Designee:** Andy Hopkins **Date:** 11/05/2025

**Budget Officer Comment/Exceptions:** \_\_\_\_\_

**PROCUREMENT METHOD:**

The procurement method used was **NMSA 1978, Section 13-1-98, Exempt**

**Chief Procurement Officer (CPO)/Designee:** [Signature] **Date:** 11/05/2025

**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:** NM Department of Health Grant

**Approval:** ERIKA LUJAN **Title:** Grant Manager **Date:** 11/05/2025  
ERIKA LUJAN (Nov 5, 2025 15:22:44 MST)

**Comment/Exceptions:** \_\_\_\_\_

**Is this a Capital Asset or Project?**  Yes |  No

**Project Ledger Number:** YFD2522302

**Approval:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comment/Exceptions:** \_\_\_\_\_

**ATTACHMENTS:**

Procurement document: Exemption Determination/Email

Vendor's Quote (Note: proposals and Evaluation Committee Reports shall only be emailed (by CPD) to the committee directly, not included in this packet.)

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

Professional Services Contract

CITY OF SANTA FE  
PROFESSIONAL SERVICES CONTRACT

SFPS Youth Violence Interruption and Prevention Services

THIS CONTRACT is made and entered into by and between the City of Santa Fe, New Mexico, hereinafter referred to as the “City,” and **Santa Fe Public Schools**, 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 City, as a recipient of the State of New Mexico Department of Health Violence Intervention Program Act funding per CH56-HB68-2022, has substantial discretion to use the award funds in the ways that best suit the needs of the City for the purpose of entering into agreements with community-based service providers to improve public health and safety through evidence-based violence reduction interventions.

**WHEREAS**, the Chief Procurement Officer of the City has made the determination that this Contract is in accordance with the provisions of NMSA 1978, Sections 13-1-28 through 13-1-199 pursuant to NMSA 1978, and section 13-1-98, Exempt; 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 Contract; and

The City and the Contractor hereby agree as follows:

**1. Scope of Work**

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

Objectives:

- A. Reduce youth violence among middle and high school youth through systemic prevention and positive youth engagement.
- B. Strengthen school-community partnerships using the community schools model.
- C. Provide targeted academic and Social and Emotional Learning (“SEL”)-based after school programming in Title I schools.
- D. Build capacity for youth development, economic stability and intergenerational healing.
- E. Develop and manage timelines, deliverables, policies and cross-sector coordination.
- F. Collaborate with local agencies, youth and families to ensure community informed service delivery.
- G. Maintain and update a secure database of program participants and measurable outcomes.
- H. Lead educational campaigns and maintain digital communications platforms to raise awareness and engage stakeholders.
- I. Plan and host events that promote youth violence prevention and community engagement.

The above objectives will be accomplished through the following strategies and services:

- A. The contractor shall hire and assign a full-time Community Schools Coordinator who will:
  - a. Conduct a comprehensive needs assessment and develop a community asset map in collaboration with school and community partners.
  - b. Implement the six key practices of the national Community Schools model:
    - i. Integrated student supports
    - ii. Expanded learning time and opportunities
    - iii. Family and community engagement
    - iv. Collaborative leadership and practices
    - v. Culturally responsive teaching
    - vi. Restorative justice practices
  - c. Coordinate violence interruption programming and family-centered support services.
  - d. Support the development and implementation of wraparound services to improve student attendance, engagement and graduation outcomes.
- B. Based on the findings of the needs assessment, the Contractor shall purchase and manage distribution of school-related supplies that support community school implementation such as:
  - a. Trauma-informed instructional materials
  - b. Counseling and mental health supplies
  - c. Community engagement tools
- C. The contractor shall implement safe, structured after-school programs at selected Title I secondary schools with the following components:
  - a. Academic support and reinforcement, including tutoring, mentoring and SEL activities.
  - b. Programming operated until 5:00 PM on regular school days to support working families and reduce unsupervised youth time.
  - c. Enrichment activities and youth development services that incorporate restorative practices.
  - d. Programs shall prioritize underserved and at-risk youth in Title I schools.
  - e. All after-school programming shall align with the community schools strategy, and promote youth leadership, equity and inclusion.

The Contractor shall:

- A. Maintain accurate records of program activities, attendance, outcomes and engagement.
- B. Submit written progress reports to the City on a quarterly basis.
- C. Participate in regular check-ins and evaluations with Youth Community Violence Interruption project partners and the City as required.

**2. Standard of Performance; Licenses**

- A. The Contractor does hereby accept its designation as a professional service, rendering services related to youth violence interruption services for the City, as set forth in this Contract. 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. Payment. The City shall compensate the Contractor based on the itemized amounts and/or rates specified in Exhibit A.

For the services described in the scope of work, the City agrees pay the Contractor	\$150,000.00
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B. The compensation represents a maximum amount. The Contractor must notify the City when the Services provided under this Contract approach 90% of compensation total. Services rendered beyond the maximum compensation amount will not be reimbursed unless the Contract is amended in writing prior to the provision of such services.

C. Invoicing and Payment Terms. Payment will be made upon the City's acceptance of deliverables and receipt of a detailed, certified invoice from the Contractor. Payments will be sent to the Contractor's designated address. The City shall issue payment in accordance with the timelines required by law. Invoices must be submitted no later than fifteen (15) days after the Contract's termination. Late invoices will not be processed or paid.

D. Extended Payment Terms for Grant-Funded Contracts For grant-funded agreements, the City may issue payment within forty-five (45) days following submission of an undisputed payment request.

**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) or Paragraph 6 (Appropriations). A contract for professional services may not exceed four years, including all extensions and renewals, except as otherwise provided by NMSA 1978, Sections 13-1-150 through 13-1-152 or SFCC 1987, Section 11-13.

**5. Termination**

A. Grounds. The City may terminate this Contract 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 Contract based upon the City's uncured, material breach of this Contract.

B. Notice; City Opportunity to Cure.

- i) The City shall give Contractor written notice of termination at least thirty (30) days prior to the intended date of termination.
- ii) 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 Contract 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.

iii) Notwithstanding the foregoing, this Contract 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 Contract, the Contractor is suspended or debarred by the City; or (iii) the Contract is terminated pursuant to Paragraph 6, "Appropriations", of this Contract.

C. Liability. Except as otherwise expressly allowed or provided under this Contract, 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 Contract. 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 CONTRACT.*

## **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, NMSA 1978, Chapter 10, Article 16.
- 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 Contract 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 Contract, 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 Contract, 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 Contract, and the related Exhibits and Schedules, the statements in the body of this Contract 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.

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, NMSA 1978, Section 41-4-1, et. seq., 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:

<p><b>To the City:</b>          Chief Procurement Officer          purchasing@santafenm.gov          PO Box 909          Santa Fe, NM 87504-0909</p>	<p>Youth and Family Services          Program Manager          PO Box 909          Santa Fe, NM 87504          sxemory@santafenm.gov          505-955-6236</p>	<p><b>To the Contractor:</b>          Santa Fe Public Schools          Christine E. Griffin          610 Alta Vista St.          Santa Fe, NM 87505          cgriffin@sfps.k12.nm.us</p>
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**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 Contract, 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 Contract and under law or equity.

**32. Equitable Remedies**

The Contractor acknowledges that its failure to comply with any provision of this Contract 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 Contract 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 Contract without cost to the City, if the Contractor fails to meet the provisions of this Contract 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 Contract.

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:

*Mark Scott*  
Mark Scott (Nov 12, 2025 15:13:31 MST)  
MARK SCOTT, CITY MANAGER  
11/12/2025

*Christine Griffin*  
Christine Griffin (Oct 16, 2025 14:02:57 MDT)  
CHRISTINE E. GRIFFIN, SUPERINTENDENT  
DATE: Oct 16, 2025

ATTEST:

*Andrea Salazar*  
ANDREA SALAZAR (Nov 14, 2025 10:12:32 MST)  
CITY CLERK 

Approved to form and legal sufficiency by:

*Sarah Piltch*  
Sarah Piltch (Oct 16, 2025 14:19:31 MDT)  
ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:

*Emily K. Oster*  
FINANCE DIRECTOR



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/17/2025

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

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must 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 CA License #0814733 4500 Park Granada #206 Calabasas, CA 91302	<b>CONTACT NAME:</b> Risk Services	
	<b>PHONE (A/C, No, Ext):</b> (800) 578-8802	<b>FAX (A/C, No):</b> (818)449-9449
<b>E-MAIL ADDRESS:</b> rservices@pomsassoc.com		
<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURER A :</b> New Mexico Public Schools Insurance Authority		99803
<b>INSURER B :</b> SAFETY NATIONAL		
<b>INSURER C :</b>		
<b>INSURER D :</b>		
<b>INSURER E :</b>		
<b>INSURER F :</b>		

**INSURED**  
 New Mexico Public Schools Insurance Authority  
 Member: Santa Fe Public Schools  
 4110 Old Taos Highway  
 Santa Fe, NM 87501

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR <input type="checkbox"/> Owners Contractors Protective Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG Maximum Liability
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) Maximum Liability
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE AGGREGATE
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	SP4066664	07/01/2025	07/01/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
							Each Occurrence Maximum Liability

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

See attached New Mexico Tort Claims Act Section 41-4-19: Maximum Liability Summary.

**CERTIFICATE HOLDER****CANCELLATION**

City of Santa Fe Youth and Family Services  
 200 Lincoln Avenue  
 Santa Fe, NM 87501

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

AUTHORIZED REPRESENTATIVE

**TRUJILLO, SIERRA V.**

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**From:** DUTTON-LEYDA, TRAVIS K.  
**Sent:** Tuesday, September 16, 2025 8:31 PM  
**To:** TRUJILLO, SIERRA V.  
**Cc:** EMORY, SANDRA X.  
**Subject:** Re: Exemption Determination Request- SFPS YCVI Program

Good evening,

Government to government contracts are exempt, NMSA 1978, Section 13-1-98(A).

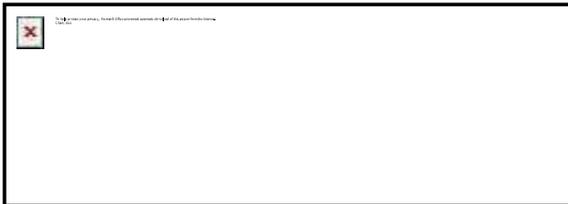
Thank you.

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)



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**From:** TRUJILLO, SIERRA V. <svtrujillo@santafenm.gov>  
**Sent:** Thursday, September 11, 2025 3:47:47 PM  
**To:** DUTTON-LEYDA, TRAVIS K. <tkduttonleyda@santafenm.gov>  
**Cc:** EMORY, SANDRA X. <sxemory@santafenm.gov>  
**Subject:** Exemption Determination Request- SFPS YCVI Program

Good afternoon Travis,

The Youth and Family Services Division respectfully requests an exemption determination to be approved for the following scope of work to be completed :

Objectives:

- A. Reduce youth violence among middle and high school youth through systemic prevention and positive youth engagement.

- B. Strengthen school-community partnerships using the community schools model.
- C. Provide targeted academic and SEL-based after school programming in Title I schools.
- D. Build capacity for youth development, economic stability and intergenerational healing.
- E. Develop and manage timelines, deliverables, policies and cross-sector coordination.
- F. Collaborate with local agencies, youth and families to ensure community informed service delivery.
- G. Maintain and update a secure database of program participants and measurable outcomes.
- H. Lead educational campaigns and maintain digital communications platforms to raise awareness and engage stakeholders.
- I. Plan and host events that promote youth violence prevention and community engagement.

The above objectives will be accomplished through the following strategies and services:

- A. The contractor shall hire and assign a full-time Community Schools Coordinator who will:
  - a. Conduct a comprehensive needs assessment and develop a community asset map in collaboration with school and community partners.
  - b. Implement the six key practices of the national Community Schools model:
    - i. Integrated student supports
    - ii. Expanded learning time and opportunities
    - iii. Family and community engagement
    - iv. Collaborative leadership and practices
    - v. Culturally responsive teaching
    - vi. Restorative justice practices
  - c. Coordinate violence interruption programming and family-centered support services.
  - d. Support the development and implementation of wraparound services to improve student attendance, engagement and graduation outcomes.
- B. Based on the findings of the needs assessment, the Contractor shall purchase and manage distribution of school-related supplies that support community school implementation such as:
  - a. Trauma-informed instructional materials
  - b. Counseling and mental health supplies
  - c. Community engagement tools
- C. The contractor shall implement safe, structured after-school programs at selected Title I secondary schools with the following components:
  - a. Academic support and reinforcement, including tutoring, mentoring and SEL activities.
  - b. Programming operated until 5:00 PM on regular school days to support working families and reduce unsupervised youth time.
  - c. Enrichment activities and youth development services that incorporate restorative practices.
  - d. Programs shall prioritize underserved and at-risk youth in Title I schools.
  - e. All after-school programming shall align with the community schools strategy, and promote youth leadership, equity and inclusion.

The Contractor shall:

- A. Maintain accurate records of program activities, attendance, outcomes and engagement.
- B. Submit written progress reports to the City on a quarterly basis.
- C. Participate in regular check-ins and evaluations with project partners and the City as required.

A. Procurement of tangible personal property or services by a state agency or a local public body from a state agency, a local public body or external procurement unit except as otherwise provided in Sections 13-1-135 through 13-1-137 NMSA 1978.

Amount: \$150,000

Term: FY26

Best,

**Sierra Vigil-Trujillo**

*Project Administrator*

*Youth & Family Services Division*

*(505) 955-6824*



CITY OF SANTA FE



# **Santa Fe Public Schools Request for Proposal: Youth Violence Interruption and Prevention Services**

## **Executive Summary**

Santa Fe Public Schools (SFPS) seeks funding to support comprehensive City of Santa Fe Youth Community Violence Interruption (YCVI) Project services in our community, aligned with the priorities outlined in the RFP. This proposal focuses on implementing Youth Community Violence Interruption (YCVI) Services that target the root causes of youth violence, promote equity, and leverage community strengths through collaborative strategies.

The requested funding will support a full-time Community Schools Coordinator at Ortiz Middle School - a high-risk, high-needs Title I school - along with essential community school supplies, and after-school programs in Title I schools. These services aim to foster academic growth, promote social-emotional development, and create safer school environments, ultimately reducing youth-related violence and promoting pathways to graduation for our most vulnerable youth.

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## **Background and Community Need**

Santa Fe Public Schools (SFPS) serves over 11,000 students, with a substantial portion facing economic hardship, exposure to community trauma, and inequitable access to services. Youth violence and firearm-related incidents have increasingly affected our students, disproportionately impacting communities of color and economically disadvantaged neighborhoods.

**In response to these challenges, SFPS is prioritizing two key focus areas in this proposal: (1) Community Schools strategy at Ortiz Middle School, and (2) After-School Programs at secondary Title I schools.** These two areas represent both immediate and long-term strategies for addressing youth violence and fostering student resilience. Ortiz Middle School will serve as a pilot site for a holistic community school model designed to interrupt cycles of trauma and disconnection. Simultaneously, the district will enhance after-school offerings in secondary Title I schools to provide structured, supportive environments during critical out-of-school hours, particularly in communities most impacted by poverty and violence.

### **Community Schools strategy at Ortiz Middle School**

Ortiz Middle School, located on the south side of Santa Fe, has approximately **414 students** enrolled, with the following demographics:



- **94% Hispanic**
- **59% English Language Learners**
- **100% Free and Reduced Lunch eligible**
- **76% considered at-risk under state criteria**
- **Designated Title I and high-needs campus**

Many of these students face barriers such as generational poverty, limited access to healthcare and mental health services, and community-level trauma. Without intervention, these conditions can perpetuate cycles of violence, disengagement, and academic failure. As such, Ortiz Middle School has been identified as a pilot site for the national community schools model due to its significant needs and potential for transformation.

### **After-School Programs at Title I schools**

Santa Fe Public Schools recognizes the critical role after-school programming plays in supporting youth development, preventing violence, and fostering academic success, especially in Title I schools serving vulnerable populations. These programs provide safe, structured environments for students during the critical after-school hours when risk of exposure to community violence and unsupervised activity is highest.

The proposed after-school programs will be prioritized for secondary schools. Each program will run until 5:00 PM, offering academic support, enrichment activities, and social-emotional learning (SEL) components. The curriculum will be designed to build student resilience, foster healthy peer relationships, and develop positive identity and leadership skills.

In addition to reducing the likelihood of youth involvement in violence, these programs offer working families a trusted space for their children, supporting economic stability and family well-being. Programming will be responsive to student needs, culturally relevant, and integrated with school-day learning to create a seamless continuum of care and development.

Through this initiative, SFPS will expand access to high-quality after-school opportunities that not only engage youth academically, but also empower them as agents of change in their communities.

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## **Project Scope and Objectives**

The proposal supports Area 1: **Youth Community Violence Interruption (YCVI) Services**, with the following goals:



- **Reduce youth violence** among middle and high school youth through systemic prevention and positive youth engagement.
- **Strengthen school-community partnerships** using the community schools model.
- **Provide targeted academic and SEL-based after-school programming** in Title I schools.
- **Build capacity** for youth development, economic stability, and intergenerational healing.

## Project Components

### 1. Community Schools Coordinator at Ortiz Middle School

- Hire a full-time Community Schools Coordinator.
- Conduct a needs assessment and community asset map.
- Implement six key practices of the national community school model:
  - Integrated student supports
  - Expanded learning time and opportunities
  - Family and community engagement
  - Collaborative leadership and practices
  - Culturally responsive teaching
  - Restorative justice practices
- Coordinate violence interruption programming and family-focused services.
- Support the development of wraparound supports to improve attendance, engagement, and graduation pathways.

### 2. Community School Supplies

- Allocate funds to purchase resources identified by the needs assessment (e.g., trauma-informed materials, counseling supplies, sports equipment, community engagement tools).



- Ensure flexibility to respond to emerging community and youth needs throughout the school year.

### 3. After-School Programming in Secondary Title I Schools

- Implement safe, structured after-school programs focused on academic reinforcement and social-emotional learning (SEL).
- Programs will operate until 5:00 PM to support working parents and reduce unsupervised time for youth.
- Provide mentoring, tutoring, enrichment activities, and restorative practices.
- Target Title I schools, focusing on underserved youth.
- Programs will align with the community school strategy and emphasize youth leadership, equity, and inclusion.

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### YCVI Services Scope of Work

- **Project Management:** Develop and manage timelines, deliverables, policies, and cross-sector coordination.
  - **Compliance & Financial Oversight:** Ensure grant alignment; manage budgets; track disbursements and prepare for audits.
  - **Community Engagement & Coordination:** Partner with local agencies, youth, and families.
  - **Data Collection & Reporting:** Maintain a database of participants and outcomes; prepare progress reports.
  - **Outreach & Public Awareness:** Lead education campaigns; manage digital communication platforms; host events to promote youth violence prevention.
-



## Budget Breakdown

Category	Amount
Community Schools Coordinator	\$67,245
Community Schools Supplies	\$7,000
After-School Programs	\$75,755
<b>Total</b>	<b>\$150,000</b>

### Budget Notes:

- **Community Schools Coordinator (\$67,245):** Includes base salary of \$49,811 and 35% for benefits (\$17,434). This full-time position leads the implementation of the community schools strategy at Ortiz Middle School.
- **Community Schools Supplies (\$7,000):** Covers flexible, needs-based resources identified through assessment to support students and families.
- **After-School Programs (\$75,755):** The after-school program allocation will support staffing, curriculum, materials, transportation, and evaluation tools across secondary Title I schools.

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## Expected Outcomes

- Increased engagement of at-risk secondary students through targeted supports.
- Reduction in school-based incidents and youth-involved violence.
- Increased attendance and academic performance at Ortiz Middle School.
- Stronger school-community partnerships, with youth and families actively participating in safety solutions.
- Development of a replicable community schools model rooted in equity, healing, and youth leadership.



## **Conclusion**

Santa Fe Public Schools is committed to transforming the trajectory of at-risk youth by addressing violence through prevention, empowerment, and community collaboration. With this funding, we will operationalize a holistic violence interruption strategy centered around Ortiz Middle School and supported through system-wide after-school programs, student-centered practices, and youth-led engagement. Together, we can build a safer, stronger future for the students and families of Santa Fe.

**Signature:** *Erika Quintana*

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

**Signature:** *Erika Quintana*

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