

Date: June 10, 2026

To: Governing Body, Finance Committee, and Quality of Life Committee

From: Theresa Trujillo, Program Manager *Theresa Trujillo*

Via: Sandra Emory, Community Services Department Director *Sandra Emory*
Manuel Sanchez, Senior Services Division Director *Manuel Sanchez*
Marcella Apodaca, Business Operations Manager *Manuel Sanchez (Jun 10, 2026 10:44:10 MDT)*
Marcella Apodaca

Subject: Intergovernmental Agreement #27-624-4000-0024

Vendor Name: State of New Mexico Aging & Long-Term Services Department

Munis Vendor Number: 6170

ITEM AND ISSUE:

Community Services Department, Senior Services Division respectfully requests your review and approval of an Intergovernmental Agreement (IGA) #27-624-4000-0024 in the total amount of \$278,110.00 for state support to provide volunteer services for the Senior Services Division Foster Grandparent Program (FGP), Senior Companion Program (SCP), Retired Senior Volunteer Program (RSVP) and Care Companion Program (CCP), with State of New Mexico Aging & Long-Term Services Department (ALTSD) from July 1, 2026, through June 30, 2027.

BACKGROUND AND SUMMARY:

The Senior Services Division is requesting approval of the ALTSD IGA #27-624-4000-0024 for the Senior Volunteer Programs. The Grant is for the Foster Grandparent (FGP), Senior Companion (SCP), Retired Senior Volunteer (RSVP) and Care Companion (CCP) programs. The attached IGA FY2027 awarded appropriations for the four volunteer programs as follows: FGP \$70,042.04, SCP \$140,615.97 RSVP \$60,616.64 and CCP \$6,835.35 in the total amount of \$278,110.00 for FY27.

Our FGP program provides opportunities for our senior volunteers to serve children in classrooms or head starts who have special or exceptional needs, through one-on-one tutoring and mentoring, to maintain or improve the children's health status and psychosocial functioning. Our SCP volunteers shall serve adults, primarily older adults, with physical, emotional and/or mental health limitations, by providing person-to-person support and companionship necessary to maintain the adults' independent living and an enhanced quality of life. Our RSVP volunteers shall serve their communities by participating in special projects and supporting organizations to meet identified critical needs. Our CCP volunteers shall provide regular visits to long-term care community residents and develop "authentic" relationships that support socialization and engagement.

PRIOR APPROVALS AND SUPPORTING INFORMATION:

FUNDING SOURCE:

Fund Name/Number: Senior Citizen Grant/Fund 241

Munis Org Name/Number: NM Agency on Aging/490240

Munis Object Name/Number: Senior Volunteer Programs 2410116/Various

Budget Officer / Designee: _____ **Date:** _____

Budget Officer Comment/Exceptions: _____

PROCUREMENT METHOD:

The procurement method used was

Chief Procurement Officer (CPO)/Designee: _____ **Date:** _____

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: New Mexico Aging & Long-Term Services Department

Approval: _____ **Title:** _____ **Date:** _____

Comment/Exceptions: _____

Is this a Capital Asset or Project? Yes | No

Project Ledger Number: COM2724101 (FGP), COM2724102 (SCP),
COM2724103 (RSVP), COM2724104 (CCP)

Approval: [ERIKA LUJAN](#)
ERIKA LUJAN (Jun 11, 2026 13:48:48 MDT) Title: Grants Manager Date: 06/11/2026

Comment/Exceptions: _____

ATTACHMENTS:

Intergovernmental Agreement #27-624-4000-0024

Project Ledger Request Form FGP

Project Ledger Request Form SCP

Project Ledger Request Form RSVP

Project Ledger Request Form CCP

MUNIS BAR Form

STATE OF NEW MEXICO

**AGING & LONG-TERM SERVICES DEPARTMENT
INTERGOVERNMENTAL AGREEMENT #27-624-4000-0024**

THIS AGREEMENT is made and entered into by and between the State of New Mexico, **Aging and Long-Term Services Department**, hereinafter referred to as the “Department,” and **City of Santa Fe**, hereinafter referred to as the “Contractor,” and is effective as of the date set forth below upon which it is executed by the Department and collectively as the “Parties.”

IT IS AGREED BETWEEN THE PARTIES:

1. Scope of Work.

The Contractor shall perform the work outlined in the Scope of Work, which is hereby incorporated and made a part of this contract as **Attachment 1**.

2. Compensation.

A. The Department shall pay to the Contractor in full payment for services satisfactorily performed based upon deliverables as outlined in the Scope of Work. **The total amount payable to the Contractor under this Agreement, including gross receipts tax, travel, and expenses, shall not exceed \$278,110.00, as listed in Attachment 2, Budget. 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 Department 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 those services in excess of the total compensation amount being provided.**

B. Payment is subject to availability of funds pursuant to the Appropriations Paragraph set forth below and to any negotiations between the Parties from year to year pursuant to Paragraph 1, Scope of Work, and to approval by the Department. All invoices **MUST BE** received by the Department no later than fifteen (15) days after the termination of the Fiscal Year in which the services were delivered. Invoices received after such date will not be paid.

C. Contractor must submit a detailed statement accounting for all services performed and expenses incurred. Reimbursements shall be made by the Department on a monthly basis upon receipt of monthly expenditures and reports furnished by the Contractor. If the Department finds that the services are not acceptable, within thirty days after the date of receipt of written notice from the Contractor that payment is requested, it shall provide the Contractor a letter of exception explaining the defect or objection to the services and outlining steps the Contractor may take to provide remedial action. Upon certification by the Department that the services have been received and accepted, payment shall be tendered to the Contractor within thirty days after the date of acceptance. If payment is made by mail, the payment shall be deemed tendered on the date it is

postmarked. However, the Department shall not incur late charges, interest, or penalties for failure to make payment within the time specified herein.

For purchases funded by state or federal grants to the Contractor, if the Contractor has not received the funds from the federal or state funding Department but has already certified that the services or items of tangible personal property have been received and accepted, payment shall be tendered to the Contractor within five working days of receipt of funds from that funding Department.

3. Term.

THIS AGREEMENT SHALL BECOME EFFECTIVE UNTIL APPROVED BY THE AGENCY. This agreement shall terminate on **June 30, 2027**, unless terminated pursuant to paragraph 4 (Termination), or paragraph 5 (Appropriations) or for any other reason allowed by law. In accordance with Section 13-1-150 NMSA 1978, no contract term for a professional services contract, including extensions and renewals, shall exceed four years, except as set forth in Section 13-1-150 NMSA 1978.

4. Termination.

A. Grounds. The Department may terminate this Agreement for convenience or cause. The Contractor may only terminate this Agreement based upon the Department's uncured, material breach of this Agreement.

B. Notice; Department Opportunity to Cure.

1. Except as otherwise provided in Paragraph (4)(B)(3), the Department shall give Contractor written notice of termination at least thirty (30) days prior to the intended date of termination.

2. Contractor shall give Department written notice of termination at least thirty (30) days prior to the intended date of termination, which notice shall (i) identify all the Department's material breaches of this Agreement upon which the termination is based and (ii) state what the Department must do to cure such material breaches. Contractor's notice of termination shall only be effective (i) if the Department 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 Department 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 Department; (ii) if, during the term of this Agreement, the Contractor is suspended or debarred by the State Purchasing Agent; or (iii) the Agreement is terminated pursuant to Paragraph 5, "Appropriations", of this Agreement.

C. Liability. Except as otherwise expressly allowed or provided under this Agreement, the Department'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 Department's other legal rights and remedies caused by the Contractor's default/breach of this Agreement.

D. Termination Management. Immediately upon receipt by either the Department or the Contractor of notice of termination of this Agreement, the Contractor shall: 1) not incur any further obligations for salaries, services or any other expenditure of funds under this Agreement without written approval of the Department; 2) comply with all directives issued by the Department in the notice of termination as to the performance of work under this Agreement; and 3) take such action as the Department shall direct for the protection, preservation, retention or transfer of all property titled to the Department and records generated under this Agreement. Any non-expendable personal property or equipment provided to or purchased by the Contractor with contract funds shall become property of the Department upon termination and shall be submitted to the Department as soon as practicable.

5. Appropriations.

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

6. Status of Contractor.

The Contractor and its agents and employees are independent contractors performing professional services for the Department and are not employees of the State of New Mexico. The Contractor and its agents and employees shall not accrue leave, retirement, insurance, bonding, use of state vehicles, or any other benefits afforded to employees of the State of New Mexico as a result of this Agreement. 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, unless the contract is between two public entities. The Contractor agrees not to purport to bind the State of New Mexico unless the Contractor has express written authority to do so, and then only within the strict limits of that authority.

7. Assignment.

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

8. Subcontracting.

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

9. Release.

Final payment of the amounts due under this Agreement shall operate as a release of the Department, its officers and employees, and the State of New Mexico from all liabilities, claims and obligations whatsoever arising from or under this Agreement.

10. Confidentiality.

Any confidential information provided to or developed by the Contractor in the performance of this Agreement 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 Department.

Disclosure of confidential information shall only be made in accordance with the Inspection of Public Records Act or the applicable state or federal law or regulations.

11. Product of Service -- Copyright.

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

12. Conflict of Interest; Governmental Conduct Act.

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

B. The Contractor further represents and warrants that it has complied with, and, during the term of this Agreement, will continue to comply with, and that this Agreement complies with all applicable provisions of the Governmental Conduct Act, Chapter 10, Article 16 NMSA 1978. Without in anyway limiting the generality of the foregoing, the Contractor specifically represents and warrants that:

1) in accordance with Section 10-16-4.3 NMSA 1978, the Contractor does not employ, has not employed, and will not employ during the term of this Agreement any Department employee while such employee was or is employed by the Department and participating directly or indirectly in the Department's contracting process;

2) this Agreement complies with Section 10-16-7(A) NMSA 1978 because (i) the Contractor is not a public officer or employee of the State; (ii) the Contractor is not a member of the family of a public officer or employee of the State; (iii) the Contractor is not a business in which a public officer or employee or the family of a public officer or employee has a substantial interest; or (iv) if the Contractor is a public officer or employee of the State, a member of the family of a public officer or employee of the State, or a business in which a public officer or employee of the State or the family of a public officer or employee of the State has a substantial interest, public notice was given as required by Section 10-16-7(A) NMSA 1978 and this Agreement was awarded pursuant to a competitive process;

3) in accordance with Section 10-16-8(A) NMSA 1978, (i) the Contractor is not, and has not been represented by, a person who has been a public officer or employee

of the State within the preceding year and whose official act directly resulted in this Agreement and (ii) the Contractor is not, and has not been assisted in any way regarding this transaction by, a former public officer or employee of the State whose official act, while in State employment, directly resulted in the Department's making this Agreement;

4) this Agreement complies with Section 10-16-9(A) NMSA 1978 because (i) the Contractor is not a legislator; (ii) the Contractor is not a member of a legislator's family; (iii) the Contractor is not a business in which a legislator or a legislator's family has a substantial interest; or (iv) if the Contractor is a legislator, a member of a legislator's family, or a business in which a legislator or a legislator's family has a substantial interest, disclosure has been made as required by Section 10-16-9(A) NMSA 1978, this Agreement is not a sole source or small purchase contract, and this Agreement was awarded in accordance with the provisions of the Procurement Code;

5) in accordance with Section 10-16-13 NMSA 1978, the Contractor has not directly participated in the preparation of specifications, qualifications or evaluation criteria for this Agreement, or any procurement related to this Agreement; and

6) in accordance with Section 10-16-3 and Section 10-16-13.3 NMSA 1978, the Contractor has not contributed, and during the term of this Agreement shall not contribute, anything of value to a public officer or employee of the Department.

C. Contractor's representations and warranties in Paragraphs A and B of this Article 12 are material representations of fact upon which the Department relied when this Agreement was entered into by the parties. Contractor shall provide immediate written notice to the Department if, at any time during the term of this Agreement, Contractor learns that Contractor's representations and warranties in Paragraphs A and B of this Article 12 were erroneous on the effective date of this Agreement 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 12 were erroneous on the effective date of this Agreement or have become erroneous by reason of new or changed circumstances, in addition to other remedies available to the Department and notwithstanding anything in the Agreement to the contrary, the Department may immediately terminate the Agreement.

D. All terms defined in the Governmental Conduct Act have the same meaning in this Article 12(B).

13. 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 Department proposes an amendment to the Agreement 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 Agreement, pursuant to the termination provisions as set forth in Article 4 herein, or to agree to the reduced funding.

14. Merger.

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

15. Penalties for violation of law.

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

16. Equal Opportunity Compliance.

The Contractor agrees to abide by all federal and state laws and rules and regulations, and executive orders of the Governor of the State of New Mexico, 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 Agreement. If Contractor is found not to be in compliance with these requirements during the life of this Agreement, Contractor agrees to take appropriate steps to correct these deficiencies.

17. Applicable Law.

The laws of the State of New Mexico shall govern this Agreement, without giving effect to its choice of law provisions. Venue shall be proper only in a New Mexico court of competent jurisdiction in accordance with Section 38-3-1 (G) NMSA 1978. By execution of this Agreement, 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 Agreement.

18. 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 Agreement may be terminated by the Department.

19. 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 Agreement's term and effect and retain them for a period of three (3) years from the date of final payment under this Agreement. The records shall be subject to inspection by the Department, the Department of Finance and Administration and the State Auditor. The Department shall have the right to audit billings both before and after payment. Payment under this Agreement shall not foreclose the right of the Department to recover excessive or illegal payments.

If, pursuant to this Agreement, the Contractor receives federal funds subject to the Single Audit Act, the Contractor shall submit to the Department an audit conducted by a certified public accountant in compliance with the Single Audit Act.

20. Indemnification.

Neither party shall be responsible for liability incurred as a result of the other party's acts or omissions in connection with this Agreement. Any liability incurred in connection with this Agreement is subject to the immunities and limitation of the New Mexico Tort Claims Act.

21. Invalid Term or Condition.

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

22. Enforcement of Agreement.

A party's failure to require strict performance of any provision of this Agreement 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 Agreement 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.

23. Notices.

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

To the Department: Kathleen Eckhardt
(505) 231-6384
Kathleen.Eckhardt@altsd.nm.gov
Aging and Long-Term Services Department
2550 Cerrillos Rd.
Santa Fe, NM 87505

To the Contractor: Manuel Sanchez, Senior Services Director
(505) 955-4710
mnsanchez@santafenm.gov
City of Santa Fe
PO Box 909
Santa Fe, NM 87504

24. Authority.

If Contractor is other than a natural person, the individual(s) signing this Agreement 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 into a binding contract.

EXECUTED AND AGREED TO by signatures below.

By: _____ Date: _____
Emily Kaltenbach, Cabinet Secretary or designee
Aging and Long-Term Services Department

By: _____ Date: _____
Craig Hay, Chief Legal Counsel or designee – Certifying legal sufficiency
Aging & Long-Term Services Department

By: _____ Date: _____
Amanda Rodriguez, Chief Financial Officer
Aging & Long-Term Services Department

By: _____ Date: _____
City of Santa Fe

ATTEST:

GERALYN CARDENAS, CITY CLERK

CITY ATTORNEY'S OFFICE:

Sarah Piltch Jun 11, 2026
Sarah Piltch (Jun 11, 2026 09:26:23 MDT)
SARAH PILTCH, ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:

Andrea Phillips
ANDREA PHILLIPS (Jun 11, 2026 15:44:48 MDT)
ANDREA PHILLIPS, INTERIM FINANCE DIRECTOR

ATTACHMENT 1 SCOPE OF WORK

1. PURPOSE

The purpose of the Contract is to ensure that volunteer programs (Services) authorized by the Aging and Long-Term Services Department (Department) provide meaningful opportunities for older adults to engage in their communities and help address critical community needs. For the purposes of this Scope of Work, “Services” is defined as the Foster Grandparent Program (FGP), the Senior Companion Program (SCP), Care Companion Program (CCP), and the RSVP (formally Retired Senior Volunteer Program). Descriptions and authorizations for the Services are set forth below. The Services should produce results that support ALTSD’s mission and goals set forth in its Strategic Plan. The Services provided for in this Contract shall address the following specific issue and/or deliverable: supporting older adults to remain independent, at home, and contributing to the community.

Services provided for under this Contract are as follows:

- A. **The Foster Grandparent Program (FGP)** The purpose of the program is to provide opportunities for persons aged 55 or older with low incomes to provide supportive person-to-person services to help alleviate the physical, mental, or emotional problems of youth, less than 21 years of age, with special or exceptional needs.
- B. **The Senior Companion Program (SCP)** The purpose of the program is to provide opportunities for persons aged 55 or older with low incomes to provide supportive person-to-person services to adults aged 55 and older with health and functional limitations to enable them to remain as independent as possible in their own homes.
- C. **The Care Companion Program (CCP)** provides companionship to adults aged 55 or older residing in assisted living and long-term care facilities. Volunteers do not act as facility support nor should they be performing the role of a staff member at the facility. CCP volunteers must be a minimum of 18 years of age, and neither the volunteer’s nor resident’s income level is a determining factor for participating in the CCP.
- D. **RSVP (formally Retired Senior Volunteer Program)** secures and facilitates a variety of opportunities for persons aged 55 and older to contribute their skills and expertise to community projects and organizations. The purpose of the program is to provide opportunities for people aged 55 or older to engage in volunteer activities designed to meet critical community needs.

2. POPULATIONS TO BE SERVED

- A. **FGP** volunteers shall serve youth under the age of 21 who have special or exceptional needs, through one-on-one tutoring and mentoring, to maintain or improve the youths’ health status and psychosocial functioning.
- B. **SCP** volunteers shall serve adults aged 55 and older with physical, emotional and/or mental health limitations by providing person-to-person support and companionship necessary to maintain the adults’ independent living and an enhanced quality of life.

- C. **CCP** volunteers are to provide companionship to individual facility residents, particularly ones who generally do not receive visitors on a regular basis.
- D. **RSVP** volunteers shall serve their communities by participating in special projects and supporting organizations to meet identified critical needs.

The Contractor shall be responsible for the provision of Services in which shall be referred to as the “Service Area.”

3. RESPONSIBILITIES OF THE CONTRACTOR

A. **Program Requirements:**

- I. The Contractor must be designated as an official AmeriCorps Seniors program through the federal AmeriCorps organization in the designated Service Area.
- II. As required by the Department, the Contractor shall administer all or part of the Services in the designated Service Area, in accordance with the finalized, fully executed contract.
- III. The Contractor shall comply with all New Mexico laws, rules and regulations (9.2.14 NMAC; 9.2.15 NMAC; 9.2.16 NMAC), Department policies and procedures, and AmeriCorps Seniors federal statutes and guidelines (FGP, SCP, RSVP handbooks).
- IV. The Contractor will provide ALTSD SSB with copies of their approved Federal E-Grant application(s) and Federal budget(s) as validation of sanction in good standing with AmeriCorps Seniors prior to the start of each fiscal year. In the event an approved Federal E-Grant application and Federal budget are not available, an unapproved (system generated) Federal E-Grant application and Federal budget may temporarily be submitted until the time the approved Federal Grant and budget are available.
- V. The Contractor shall establish and maintain staff positions to perform all contractual obligations including but not limited to management, supervision, service provision coordination, accounting, data collection, and reporting.
- VI. The Contractor shall be responsible for outreach, recruitment, and placement of volunteers in Volunteer Station(s). As used in this Contract, Volunteer Stations are public agencies, secular or faith-based private non-profit organizations, or health care organizations that accept the responsibility of assignment and supervision of volunteers.
 - a. The placement of volunteers shall be governed by a Memorandum of Understanding (MOU) between the Contractor and the Volunteer Station(s). If a MOU does not exist between the Contractor and the Volunteer Station, the

- Contractor shall execute said MOU within fifteen (15) days of final execution of this Contract.
- b. The Contractor shall set quarterly progress milestones (e.g., 25% per quarter toward annual goals).
 - c. The Contractor shall meet 100% of VSY (Volunteer Service Year) and service hours per Section 5 Service Provision of this scope of work and increase volunteer recruitment efforts to maintain compliance.
 - d. Contractor will develop a volunteer satisfaction survey to be distributed to and completed bi-annually by program volunteers. Volunteer satisfaction rate should be a minimum of seventy-five (75%) percent.
 - e. Ensure new volunteers finish onboarding and training within 30 days of commitment to program.
 - f. Track and meet a minimum monthly completion of twenty (20) hours of service per volunteer at five (5) hours per week and up to forty (40) hours per week, not to exceed one hundred sixty (160) hours of service per month.
 - g. Complete an annual volunteer and volunteer workstation assessment for each volunteer to be completed within the term of this contract.
 - h. Monitoring cost-efficiency measures such as cost performance, cost per hour of service and expense/revenue ratio to ensure resources are used optimally and effectively. Monitor budget utilization to identify, and correct inefficiencies ensuring projects remain within budget and aligned with performance goals.
 - i. Contractor shall aim for one hundred (100%) percent of newly onboarded volunteers to complete a minimum of one year of service with seventy-five (75%) percent of volunteers completing more than one calendar service year.
- VII. In conjunction with a Volunteer Station, the Contractor shall develop an assignment plan which clearly sets forth the outcomes and expectations as well as the criteria by which each volunteer will be measured. The assignment plan shall also contain documentation demonstrating whether deliverables as set forth in the Contract have been met. The activity plan shall be in writing and implemented within 15 days of the volunteer's start date. The Contractor shall provide to the Department each volunteer's assignment plan within 5 days of the Department's written request.
- VIII. The Contractor shall comply with the National Service Criminal History Check (Criminal Check) requirements for volunteers and employees prior to a volunteer's start date. All required Criminal Checks will be completed at the Contractor's expense. Criminal Checks are an allowable expense under the contract.
- IX. The Contractor shall ensure that each volunteer meets the eligibility criteria as required by AmeriCorps Seniors program regulations and handbooks.
- X. The Contractor shall ensure that all required paperwork and forms are completed and current for all volunteers with the AmeriCorps Seniors handbook. The

Contractor shall provide to the Department all AmeriCorps Seniors required paperwork and forms within five (5) days of the Department's written request.

- XI. The Contractor shall plan and implement annual recognition events for volunteers in accordance with the AmeriCorps Seniors program handbook and in coordination with its Advisory Council. Recognition events shall be permitted one-time per state fiscal year (per FGP, SCP, CCP, and RSVP program if held separately), without prior written permission from the Department. The Contractor shall include documentation, including the number of recognition event attendees in its bi-annual report to the Department.
- XII. The contractor must establish written policies and procedures and provide copies to volunteers and the Department as requested or when revised. The Contractor must ensure policy and procedures include the requirements outlined within the FGP, SCP, and RSVP AmeriCorps Seniors handbooks, and state CCP program guidance.
- XIII. The Contractor shall notify their designated Department Program Coordinator if they become aware of any circumstances that may impede their ability to meet the established performance measures outlined in this contract. Such notification shall be made in writing and include a detailed description of the issue, potential impacts, and proposed solutions, if applicable.

B. Performance Measures/ Fiscal Requirements:

- I. The Contractor shall develop and submit an annual budget that identifies all projected services, expenditures, and outlines how all funds will be spent, including justification for each program to coincide with awarded amounts within the Department's deadline. Separate budgets and justifications are to be submitted for each program - FGP, SCP, RSVP, and each service area, administered by the Contractor.
- II. The Contractor shall submit to the Department monthly an invoice for reimbursement not to exceed fifty percent of the total allocation expended for expenditures during the months of July 2026 through December 2026. [Section 6-3-6 NMSA 1978, State Budget Division; Periodic Allotments] The expenditures for any state agency for the first six-month period of each odd-numbered fiscal year shall be limited to one-half of the appropriation or approved budget, whichever is less, for that fiscal year.
- III. The invoice for reimbursement shall be due on the 12th day of the month, for the prior month's expenditure until all funds are spent, and a final report shall be due as required by the Department each year. Contractor will not be reimbursed by State funds for:
 - a. The purchase of raw or cooked food, edible products, flatware, crockery,

decorations, etc. unless related to annual Volunteer recognition event.

- b. Grantee staff mileage in the form of fuel purchase reimbursement. Mileage reimbursement is restricted to actual miles driven based on a cost-per-mile rate set by the sponsor via written policy equal to or less than the standard Federal mileage rate. Mileage reimbursement to volunteers must be based on a cost-per-mile rate set by the sponsor via written policy. Volunteers are reimbursed for actual mileage within the limits of available funds and local project reimbursement policy not to exceed the current standard Federal mileage rate. Volunteers cannot be reimbursed in excess of actual costs, or on a per capita basis, for transporting other volunteers.
- c. Volunteer costs tied to telework activities not identified as allowable per State rules and regulations, AmeriCorps Senior Corp FGP, SCP, RSVP handbooks, CCP state provided guidance, and state contractual requirements. Teleworking Volunteers are eligible to receive a stipend for allowable activities only as identified within the AmeriCorps Seniors FGP, SCP, and RSVP handbooks.
- d. Volunteer meals received through Title III of OAA Local nutrition programs.
- e. Operating costs tied to volunteer activities NOT identified as allowable per federal and state rules and regulations and not included in the approved program operating budget.
- f. Expenses occurring outside the month being invoiced. Such expenses are considered “adjustments” and must be identified as such on the invoice. An explanation for any "adjustment" must be provided on the invoice page submitted by the contractor. Expenses occurring outside of the current state fiscal year must not be submitted for reimbursement. These expenses are considered “prior year” and not reimbursable under this contract.
- g. The purchase of gift cards, staff or volunteer monetary bonuses, or cash gifts.
- h. Recognition gift purchases that exceed \$80.00 per volunteer per fiscal year including food costs for catered and non-catered events.
- i. Purchases for a single item of more than \$500.00 that are not included as part of the original approved contract budget. Such purchases must be pre-approved by the Department, and it must be necessary to continue program operations. Approval requests for these types of purchases must be through submission of a letter of justification to the program’s assigned ALTSD SSB Program Coordinator.
- j. The contractor may fully expend administrative funds prior to the fiscal year end; however, the contract is required to comply with contract deliverables outlined in this scope of work through the contract term date or until the

contract allocation is fully expended.

- k. The contract shall manage monthly expenditures to allow for twelve (12) full months of service hours and operating costs to be covered with this contract allocation. The Department recommends contractors do not exceed 1/12 of the total contract allocation per month in expenditures.
- IV. The Contractor shall upload to the corresponding monthly file in Revver all invoices for reimbursement and supporting documentation to include workbook detail, statements, invoices and proof of payment, timesheets, general ledger, and any other financial documents necessary to validate expenditures.
 - V. The Contractor will evaluate allocation balances in collaboration with the assigned Program Coordinator mid-fiscal year (December) to determine if there is a need to relinquish or request additional funding (if available). Inability by the Contractor to fully expend contract allocation by June 30 may result in a reduction in the contract allocation. If a contract amendment is initiated, the Contractor must complete a Budget Adjustment Request (BAR) form provided by the Department to reflect budgetary changes for Department approval prior to the contract amendment being fully executed. Approval of the BAR is at the discretion of the Department.
 - VI. The Contractor shall submit to the Department a Service Modification Request form when community need, identified by the Contractor or Department, warrants modification to the service provisions outlined within this contract. Service modification requests shall remain within the intent of FGP, SCP, and RSVP programs scope of work. Approval of service modification requests shall be determined by the Department.
 - VII. The Contractor shall submit to the Department a Budget Adjustment Request (BAR) for review and approval when the restructuring of allocation, increase to allocation, or decrease to allocation will result in changes to contracted volunteer service year (VSY) or hours of service. Programs must separately track state funded VSYs, hours served, volunteers, etc. from other funding sources.
 - VIII. The Contractor shall provide records, reports, other documents, and access to facilities as requested by Department staff within 5 business days.

C. Performance Measures/ Reporting Requirements:

- I. The Contractor shall submit semi-annual narrative reports for the purpose of reporting program activities for the contract year using the template provided by the Department. Contractor will submit a separate report per county (service area) and provide totals from those service areas. The Contractor shall upload the reports to the Revver system folder titled "Reports." The due dates for the reports are as follows:

- a. February 1st for the period July 1–December 31**
- b. June 30th for the period January 1– June 30**

- II. The Contractor shall submit a semi-annual narrative report to the Revver folder titled “Reports” by February 1.
- III. The Contractor shall submit a copy of the AmeriCorps Seniors annual Progress Report Supplement document to the Department by February 1 in combination with the semi-annual narrative report to the Revver folder titled “Reports.”
- IV. The Contractor shall submit quarterly volunteer data reports for the contract term utilizing the quarterly data surveys distributed by the Department. Each report is due according to the annual Volunteer Calendar provided by the Department (subject to change).
- V. The Contractor shall keep all documentation, including, but not limited to, reports, data, forms, and invoices for a minimum of 6 years. Such documentation shall be made available to the Department within 5 days of its request.

4. DEPARTMENT OVERSIGHT

- A.** Department staff shall conduct periodic site visits (with or without notice) with the Contractor, to evaluate progress, identify best practices or problem areas, and to determine actions to be taken by parties to resolve any issues that the Department identifies. The site visits will include, but are not limited to, visiting volunteer stations, clients, volunteer file review, fiscal review, and Contractors’ place of business.
- B.** Department staff shall conduct monitoring of the Contractor for compliance with performance measures and scope of work deliverables throughout the term of the contract, which may include desk reviews of fiscal and programmatic documentation, and on-site monitoring, the frequency of which shall be determined by the Department, at its sole discretion. The Department shall produce, and provide to the Contractor, a report(s) of its findings. The Contractor shall cooperate with Department staff in the monitoring process by granting access to the Contractor’s program and fiscal records (for all funding sources, both electronic and hard copy).
- C.** The Department shall review, certify, and disburse reimbursements to the Contractor upon receipt of complete and accurate monthly invoices and supporting documentation to include workbook detail, statements, invoices and proof of payment, time sheets, general ledger, and any other financial document submitted by the Contractor to validate expenditures. The Department shall determine at its sole discretion whether an invoice and supporting documentation is sufficient, complete, and accurate to permit disbursement of funds.

- D. The Contractor authorizes the Department, or their designees, to perform audits and/or inspections of its records, at any reasonable time, to assure compliance with state terms and/or to evaluate the Contractor's performance for all funding sources.
- E. The Department has final authority over the use of state funds when circumstances arise that reveal conflicting guidance between Federal and State rules and regulation
- F. Contractor allocation breakout will be calculated using state funding formula \$9,000 per VSY with a mandatory \$4,176 of the \$9,000 being budgeted by the Contractor in stipends per VSY for FGP and SCP. RSVP allocation breakout will be calculated at \$1,000 per volunteer. The allocation breakouts will not exceed the individual program contact amounts per Attachment 2 Budget.
- G. The Department will calculate contract amendments to decrease FGP, SCP and RSVP allocations using the state funding formula of \$9,000 per VSY with a mandatory \$4,176 of the \$9,000 being removed from stipends per VSY. RSVP allocation reductions will be calculated at \$1,000 per volunteer. All allocation reductions (including CCP) will be assessed using the Contractor's year-to-date expenditures, deliverable levels, and historical performance and deliverable compliance.

5. SERVICE PROVISION

- A. The Department has adopted the AmeriCorps Seniors Volunteer Program Handbook based on federal regulations for each respective program as the operating standard for state funded projects. The Services provided are intended to benefit the clients served, the community, and the senior volunteers themselves. One Volunteer Service Year (VSY) is equal to 1,044 hours of volunteer service. One VSY is not representative of a single volunteer but rather a volunteer or grouping of volunteers performing hours of service that equal 1,044 hours cumulative.
- B. Volunteer, clients, and persons served eligibility for state-funded Foster Grandparents, Senior Companion (includes state funded only CCP), and RSVP programs is the same as the eligibility for AmeriCorps Seniors. However, the department secretary may waive any provisions of the AmeriCorps Seniors programs handbook except those which will jeopardize a program's continued federal sponsorship. [9.2.15.9 NMAC, Corporation for National and Community Services Handbook].
- C. **FGP and SCP Volunteer Cost Reimbursements**
AmeriCorps Senior volunteers, Foster Grandparent and Senior Companion Programs must serve from 5 to 40 hours a week. The stipend is payment to volunteers to enable them to serve without cost. Volunteer stipends are paid at \$4.00 per hour. RSVP does not provide stipends or allowance to volunteers.

Services performed other than those identified above will not be eligible for stipend, cost reimbursement, or calculated towards the VSY or hours of service requirements per this contract.

D. Care Companion Volunteer Cost Reimbursements

Volunteers must serve from 5 to 40 hours a week. The stipend is payment to volunteers to enable them to serve without cost. Volunteer stipends are paid at \$4.00 per hour.

The Contractor will provide the following Services in accordance with the final, fully executed contract and monitored through the Contractor's submission of monthly invoices for reimbursement, Quarterly Reports, Narrative Reports, and Department annual program monitoring reviews:

- I. **Foster Grandparent Program (FGP):** Recruit and place a minimum of 8VSYs in schools, childcare centers, and other congregate settings for children or as allowable by AmeriCorps Seniors in Santa Fe County, and to provide a minimum of 8,125 hours of service during the contract period.

The goals of FGP are to:

Enable persons aged 55 and older with low incomes to remain physically and mentally active and to enhance their self-esteem through continued participation in community services.

Enable children with either exceptional or special needs to achieve improved physical, mental, emotional, and/or social development.

- II. **Senior Companion Program (SCP):** Recruit and place a minimum of 16 VSYs in the homes of frail and disabled elders or as allowable by AmeriCorps Seniors in Santa Fe County, and to provide a minimum of 16,311 hours of service during the contract period.

The goals of SCP are to:

Enable persons aged 55 and older with low incomes to remain physically and mentally active and to enhance their self-esteem through continued participation in community services.

Enable older adults with health and functional limitations to remain as independent as possible in their own homes.

- III. **Care Companion Program (CCP):** Recruit and place a minimum of 1VSY in assisted living and/or long-term care facilities in Santa Fe County, to provide a minimum of 1,044 hours of service during the contract period.

The goals of Care Companion Program are to:

Provide companionship to older adults 55 or older residing in assisted living and long-term care facilities, particularly those who generally do not receive visitors on a regular basis.

- IV. **RSVP:** Recruit and place a minimum of 61 volunteers in community placements in Santa Fe County, to provide a minimum of 61,000 hours of service during the contract period.

The goals of RSVP are to:

Enable persons aged 55 and older to remain physically and mentally active and to enhance their self-esteem through continued participation in community services.

Enable communities to enhance their efforts in meeting identified needs through using the skills of older adult volunteers.

**ATTACHMENT 2
BUDGET**

The Contractor shall provide the Services identified below as required by the Department based on the assessed need of the community and individuals receiving Services under this Contract. The amount payable under this Contract shall be made on a fixed rate for the provision of the identified Services

The contract is to provide funding for FY27 as follows:

Foster Grandparents Program	\$ 70,042.04
Senior Companion Program	\$140,615.97
RSVP	\$ 60,616.64
Care Companion Program	\$ 6,835.35
FY 27 Total	\$ 278,110.00

The total amount payable under this contract shall not exceed \$ 278,110.00

Services will be provided to ALTSD-approved participants every month of the contract year in: Santa Fe County



City of Santa Fe New Mexico

Finance Department

Project Ledger Request Form



Date of Request: 06/03/2026

Project Title: Care Companion Program (CCP)

Project Type: CIP Grant Internal Tracking

Department: Community Services/Senior Services Project Manager: Theresa Trujillo Ext: 4745

Project Date Range: 07/01/2026 to 06/30/2026 Create Fixed Asset

Project ID: <u>COM2724104</u>
Grant ID: <u>S2701</u>
Approved By: <u>BSG 6.11.26/ ERIKA LUJAN</u> <small>ERIKA LUJAN (Jun 11, 2026 13:48:48 MDT)</small>
(Finance Use Only)

Multi-Funding (complete all funding sources, should equal 100%)

Funding Source: New Mexico Agency on Aging % of Funding: 50%

MUNIS ORG: 2410116 MUNIS OBJ: 490240 Awarded Amount: \$6,835.35

Funding Source: _____ % of Funding: _____

MUNIS ORG: _____ MUNIS OBJ: _____ Awarded Amount: _____

Expense String Phase: Local 50% TBD

A project must have at least one phase identified, this can be used as an additional level of tracking, for example, CIP - Design, Construction, etc. For Grants can be used as reimbursable types, such as transportation, salaries.

(You can create more than one phase and you can default MUNIS ORGs and OBJs, optional)

Phase: See Attached MUNIS ORG: 2410116 MUNIS OBJ: See Attached

Grants Only (list all grants if applicable):

Grantor Name: NM State Aging & Long-Term Services Department (NMAOA) Awarded Amount: \$278,110.00

AR Charge Code: 2410116.490240 Grant funds multiple projects
(Complete a form for each project)

Grantor Id: 27-624-4000-0024 Federal CFDA (if applicable): _____

Grantor Name: _____ Awarded Amount: _____

AR Charge Code: _____ Grant funds multiple projects
(Complete a form for each project)

Grantor Id: _____ Federal CFDA (if applicable): _____

(If grants please provide all grant award documents with form) Attached Grant Documentation



City of Santa Fe New Mexico

Finance Department

Project Ledger Request Form



Date of Request: 06/03/2026

Project Title: Foster Grandparent Program (FGP)

Project Type: CIP Grant Internal Tracking

Department: Community Services/Senior Services Project Manager: Theresa Trujillo Ext: 4745

Project Date Range: 07/01/2026 to 06/30/2027 Create Fixed Asset

Project ID: COM2724101

Grant ID: F2703/S2701

Approved By: BSG 06.11.26/ ERIKA LUJAN
ERIKALUJAN (Jun 11, 2026 13:48:48 MDT)

(Finance Use Only)

Multi-Funding (complete all funding sources, should equal 100%)

Funding Source: New Mexico Agency on Aging % of Funding: 26%

MUNIS ORG: 2410116 MUNIS OBJ: 490240 Awarded Amount: \$70,042.04

Funding Source: US Dept. of Health & Human Services % of Funding: 13%

MUNIS ORG: 2410116 MUNIS OBJ: 490510 Awarded Amount: \$35,513.00

Expense String Phase: Local 61% TBD

A project must have at least one phase identified, this can be used as an additional level of tracking, for example, CIP - Design, Construction, etc. For Grants can be used as reimbursable types, such as transportation, salaries.

(You can create more than one phase and you can default MUNIS ORGs and OBJs, optional)

Phase: See Attached MUNIS ORG: 2410116 MUNIS OBJ: See Attached

Grants Only (list all grants if applicable):

Grantor Name: NM State Aging & Long-Term Services Department (NMAOA) Awarded Amount: \$278,110.00

AR Charge Code: 2410116.490240 Grant funds multiple projects
(Complete a form for each project)

Grantor Id: 27-624-4000-0024 Federal CFDA (if applicable): _____

Grantor Name: Corporation for National and Community Services (USDHHS) Awarded Amount: \$35,513.00

AR Charge Code: 2410116.49510 Grant funds multiple projects
(Complete a form for each project)

Grantor Id: 26SFDNM006 Federal CFDA (if applicable): 94.011

(If grants please provide all grant award documents with form) Attached Grant Documentation



City of Santa Fe New Mexico

Finance Department

Project Ledger Request Form



Date of Request: 06/04/2026

Project Title: Retired Senior Volunteer Program (RSVP)

Project Type: CIP Grant Internal Tracking

Department: Community Services/Senior Services Project Manager: Theresa Trujillo Ext: 4745

Project Date Range: 07/01/2026 to 06/30/2027 / 03/31/2027 Create Fixed Asset

Project ID: COM2724103

Grant ID: F2703/S2701

Approved By: BSG 6.11.26/ ERIKA LUTAN

(Finance Use Only)

Multi-Funding (complete all funding sources, should equal 100%)

Funding Source: New Mexico Agency on Aging % of Funding: 24%

MUNIS ORG: 2410116 MUNIS OBJ: 490240 Awarded Amount: \$60,616.64

Funding Source: US Dept of Health & Human Services % of Funding: 29%

MUNIS ORG: 2410116 MUNIS OBJ: 490510 Awarded Amount: \$75,000.00

Expense String Phase: Local 47% TBD

A project must have at least one phase identified, this can be used as an additional level of tracking, for example, CIP - Design, Construction, etc. For Grants can be used as reimbursable types, such as transportation, salaries.

(You can create more than one phase and you can default MUNIS ORGs and OBJs, optional)

Phase: See Attached MUNIS ORG: 2410116 MUNIS OBJ: See Attached

Grants Only (list all grants if applicable):

Grantor Name: NM State Aging & Long-Term Services Department (NMAOA) Awarded Amount: \$278,110.00

AR Charge Code: 2410116.490240 Grant funds multiple projects
(Complete a form for each project)

Grantor Id: 27-624-4000-00024 Federal CFDA (if applicable): 55%

Grantor Name: Corporation for National and Community Services (USDHHS) Awarded Amount: \$75,000.00

AR Charge Code: 2410116.49510 Grant funds multiple projects
(Complete a form for each project)

Grantor Id: 26SRDNM001 Federal CFDA (if applicable): 94.002

(If grants please provide all grant award documents with form) Attached Grant Documentation



City of Santa Fe New Mexico

Finance Department

Project Ledger Request Form



Date of Request: 06/03/2026

Project Title: Senior Companion Program (SCP)

Project Type: CIP Grant Internal Tracking

Department: Community Services/Senior Services Project Manager: Theresa Trujillo Ext: 4745

Project Date Range: 07/01/2026 to 06/30/2027 Create Fixed Asset

Project ID: COM2724102

Grant ID: S2701

Approved By: BSG 06.11.26/ ERIKA LUTAN

(Finance Use Only)

Multi-Funding (complete all funding sources, should equal 100%)

Funding Source: New Mexico Agency on Aging % of Funding: 50%

MUNIS ORG: 2410116 MUNIS OBJ: 490240 Awarded Amount: \$140,615.97

Funding Source: _____ % of Funding: _____

MUNIS ORG: _____ MUNIS OBJ: _____ Awarded Amount: _____

Expense String Phase: Local 50% TBD

A project must have at least one phase identified, this can be used as an additional level of tracking, for example, CIP - Design, Construction, etc. For Grants can be used as reimbursable types, such as transportation, salaries.

(You can create more than one phase and you can default MUNIS ORGs and OBJs, optional)

Phase: See Attached MUNIS ORG: 2410116 MUNIS OBJ: See Attached

Grants Only (list all grants if applicable):

Grantor Name: NM State Aging & Long-Term Services Department (NMAOA) Awarded Amount: \$278,110.00

AR Charge Code: 2410116.490240 Grant funds multiple projects
(Complete a form for each project)

Grantor Id: 27-624-4000-0024 Federal CFDA (if applicable): _____

Grantor Name: _____ Awarded Amount: _____

AR Charge Code: _____ Grant funds multiple projects
(Complete a form for each project)

Grantor Id: _____ Federal CFDA (if applicable): _____

(If grants please provide all grant award documents with form) Attached Grant Documentation

Signature: *Theresa Trujillo*

Email: ptrujillo@santafenm.gov

NM ALTSD Volunteer Programs







#27-264-4000-0024

Final Audit Report

2026-06-11

Created:	2026-06-11
By:	BRITTANY GURULE (bsgurule@santafenm.gov)
Status:	Canceled / Declined
Transaction ID:	CBJCHBCAABAAxrq2Fw9_shCJeX9_EEQNSLkShpTJtwv0
Documents:	NM ALTSD Volunteer Programs #27-264-4000-0024.pdf (29 pages)

"NM ALTSD Volunteer Programs #27-264-4000-0024" History

-  Document created by BRITTANY GURULE (bsgurule@santafenm.gov)
2026-06-11 - 7:36:53 PM GMT - IP address: 63.232.20.2
-  Document emailed to ERIKA LUJAN (evlujan@santafenm.gov) for signature
2026-06-11 - 7:40:38 PM GMT
-  Document e-signed by ERIKA LUJAN (evlujan@santafenm.gov)
Signature Date: 2026-06-11 - 7:48:48 PM GMT - Time Source: server - IP address: 63.232.20.2 - Signature Appearance Selected: TYPE
-  Document emailed to Andrew Hopkins (ajhopkins@santafenm.gov) for signature
2026-06-11 - 7:49:02 PM GMT
-  Email viewed by Andrew Hopkins (ajhopkins@santafenm.gov)
2026-06-11 - 8:15:33 PM GMT - IP address: 104.47.65.254
-  Document declined by Andrew Hopkins (ajhopkins@santafenm.gov)
Decline reason: 2410116.561850 only has \$203.20 remaining out of a total budget of \$6,200. So decreasing this budget by \$11,100 is completely out of the question.
2026-06-11 - 8:19:32 PM GMT - IP address: 63.232.20.2