



The Purchasing Memo

Date: April 3, 2025

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

From: Julie Sanchez, Youth and Family Services Division Director


JULIE SANCHEZ
, 2025 15:23 MDT

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

Subject: Approval of Grant Agreement from the State of New Mexico’s Department of Health in the amount of \$818,387.10 for a coordinated community response to community violence to include but not limited to youth violence and gun violence. (Julie Sanchez, Youth and Family Services Division Director; jjsanchez@santafenm.gov)

Request for Approval of a Budget Amendment Resolution (BAR) to Budget \$818,387.00 into FY25 Revenue and Expenses for a coordinated community response to community violence. (Julie Sanchez, Youth and Family Services Division Director; jjsanchez@santafenm.gov)

ITEM AND ISSUE:

Request for Approval of Grant Agreement from the State of New Mexico’s Department of Health in the Amount of \$818,387.10 for a Coordinated Community Response to Community Violence to Include but not Limited to Youth Violence and Gun Violence. (Julie Sanchez, Youth and Family Services Division Director; jjsanchez@santafenm.gov)

1. Request for Approval of a Budget Amendment Resolution (BAR) to Budget \$818,387.10 into FY25 Revenue and Expenses for a Coordinated Community Response to Community Violence.

BACKGROUND AND SUMMARY:

The City of Santa Fe Youth and Family Services Division in collaboration with Santa Fe County Community Services Department and the Santa Fe Police Department applied for and received a grant from the State of New Mexico’s Department of Health for \$818,387.10 as part of our coordinated response to community and youth violence. All reimbursement requests must be made by June 30, 2026.

PRIOR APPROVALS AND SUPPORTING INFORMATION:

FUNDING SOURCE:

Fund Name/Number: **[Juvenile Justice Fund/223]**

Munis Org Name/Number: [Juvenile Justice/2230123]

Munis Object Name/Number: [Grants and Services/510400] [Other Consulting/510340]

Budget Officer / Designee: *Andy Hopkins* Date: Apr 4, 2025

Budget Officer Comment/Exceptions: -

ASSOCIATED APPROVALS:

IT Components included? Yes | No

Approval: _____ Title: _____ Date: _____

Comment/Exceptions: _____

Vehicles included? Yes | No

Approval: _____ Title: _____ Date: _____

Comment/Exceptions: _____

Construction to City Facilities, Furniture, and/or Fixtures included? Yes | No

Approval: _____ Title: _____ Date: _____

Comment/Exceptions: _____

Is this an externally funded purchase? Yes | No

If yes, what is the issuing agency: _____

Approval: _____ Title: _____ Date: _____

Comment/Exceptions: _____

Is this a Capital Asset or Project? Yes | No

Project Ledger Number: _____

Approval: _____ Title: _____ Date: _____

Comment/Exceptions: _____

ATTACHMENTS:

Grant agreement

Budget Amendment Resolution (BAR)

Project Ledger



City of Santa Fe New Mexico

Finance Department

Project Ledger Request Form



Date of Request: 02/19/2025

Project Title: NMDOH - Violence Intervention Grant

Project Type: CIP Grant Internal Tracking

Department: Police/SFPD Project Manager: AM BOWEN Ext: 6678

Project Date Range: 2/20/25 to 06/30/2025 Create Fixed Asset

Project ID: POL2522303

Grant ID: S2560

Approved By: Erika Lujan
E riklujan (Apr 2, 2025): 08 MT

CT (Finance Use Only)

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

Funding Source: NMDOH IGA 25.665.2011.00001.00 % of Funding: 43

MUNIS ORG: 2230315 MUNIS OBJ: 490180 Awarded Amount: 354000.00

Funding Source: _____ % of Funding: _____

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

Expense String Phase:

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: software MUNIS ORG: 2230315 MUNIS OBJ: 570850

Grants Only (list all grants if applicable): (GRANT ALSO TIED TO PROJ. YFD2522302-464287.00)

Grantor Name: NMDOH IGA 25.665.2011.00001.00 Awarded Amount: 818,387.10

AR Charge Code: 2230315.490180

Grant funds multiple projects
(Complete a form for each project)

Grantor Id: 700003 Federal CFDA (if applicable): N/A

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: 02/19/2025

Project Title: NMDOH - Violence Intervention Grant

Project Type: CIP Grant Internal Tracking

Department: Comm. Health and Safety Project Manager: Julie Sanchez Ext: 6678

Project Date Range: 2/20/25 to 06/30/2025 Create Fixed Asset

Project ID: YFD2522302

Grant ID: S2560

Approved By: Erika Lujan
E. Lujan (Apr 2, 2025): 09:11 J

CT (Finance Use Only)

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

Funding Source: NMDOH IGA 25.665.2011.00001.00 % of Funding: 57

MUNIS ORG: 2230123 MUNIS OBJ: 490180 Awarded Amount: \$464,387.00

Funding Source: _____ % of Funding: _____

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

Expense String Phase:

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: GRANTS/SVCS & OTH CNSLTNG MUNIS ORG: 2230123 MUNIS OBJ: 510400/510340

Grants Only (list all grants if applicable): (GRANT ALSO FUND PROJ: POL2522303-354000.00)

Grantor Name: NMDOH IGA 25.665.2011.00001.00 Awarded Amount: 818,387.10

AR Charge Code: 2230123.490180

Grant funds multiple projects
(Complete a form for each project)

Grantor Id: 700003 Federal CFDA (if applicable): N/A

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

STATE OF NEW MEXICO
DEPARTMENT OF HEALTH
INTERGOVERNMENTAL AGREEMENT

THIS AGREEMENT is made and entered into by and between the State of New Mexico, **DEPARTMENT OF HEALTH**, hereinafter referred to as the “Agency,” 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 Agency.

WHEREAS, the Agency is the State agency and desires to engage and the contractor is willing to provide the services outlined pursuant to Article II - Scope of Work.

NOW THEREFORE, the Agency and the Contractor in consideration of mutual covenants and agreements herein contained, do hereby agree as follows:

ARTICLE I. Term of Agreement

THIS AGREEMENT SHALL BECOME EFFECTIVE ON THE DATE UPON WHICH IT IS EXECUTED BY THE AGENCY SECRETARY OR DESIGNEE. This Agreement shall terminate **June 30, 2025**, unless terminated pursuant to Article VI (Termination of Agreement), or Article XXII (Appropriations).

ARTICLE II. Scope of Work

The Contractor shall provide the program of services as set forth in the scope of work which is attached hereto as “**Attachment 1 – Scope of Work**” and incorporated herein by reference, unless Attachment 1 is amended or this agreement is terminated pursuant to Article VI (Termination of Agreement), or Article XXII (Appropriations), infra. In consideration for the provision of those services, the Agency agrees to purchase and the Contractor agrees to perform the services identified in the scope of work.

ARTICLE III. Limitation of Cost

The total amount of the monies payable to the Contractor under this Agreement shall not exceed **\$818,387.10** The annual budget is attached hereto as “**Attachment 2 – Budget**” and incorporated herein by reference.

ARTICLE IV. Payment

The Agency shall make monthly payments to the Contractor for services and costs specified in **Attachment 2 - Budget**. The Contractor shall submit certified and documented invoices and vouchers monthly for actual work performed and expenses incurred to the Agency. The Contractor’s failure to submit such payment vouchers, invoices, and supporting documentation within fifteen (15) days after they are due may result in the non-availability of funds for payment and/or the denial of payment by the Agency.

ARTICLE V. Return of Funds

Upon termination of this Agreement, or after the services provided for herein have been rendered, surplus money, if any, shall be returned by the Contractor to the Agency.

ARTICLE VI. Termination of Agreement

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

B. Notice; Agency Opportunity to Cure.

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

2. Contractor shall give Agency written notice of termination at least thirty (30) days prior to the intended date of termination, which notice shall (i) identify all the Agency's material breaches of this Agreement upon which the termination is based and (ii) state what the Agency must do to cure such material breaches. Contractor's notice of termination shall only be effective (i) if the Agency 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 Agency 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 Agency; (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 Article XXII, "Appropriations", of this Agreement.

C. Liability. Except as otherwise expressly allowed or provided under this Agreement, the Agency'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 AGENCY'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 Agency 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 Agency; 2) comply with all directives issued by the Agency in the notice of termination as to the performance of work under this Agreement; and 3) take such action as the Agency shall direct for the protection, preservation, retention or transfer of all property titled to the Agency 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 Agency upon termination and shall be submitted to the Agency as soon as practicable.

ARTICLE VII. Funds Accountability

The parties shall provide for strict accountability of all monies made subject to this Agreement. The Contractor shall maintain fiscal records, follow generally accepted accounting principles, and account for all receipts and disbursements of funds transferred to the Contractor pursuant to this Agreement. The Contractor will include all monies made subject to this Agreement in the annual audit and will provide the Agency with a copy of the annual audit.

ARTICLE VIII. Maintenance of Records

The Contractor shall maintain detailed expenditure records that indicate the date, 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 Agency, the New Mexico Department of Finance and Administration and the New Mexico State Auditor. The Agency shall have the right to audit billings both before and after payment. Payment under this Agreement shall not foreclose the right of the Agency to recover excessive or illegal payments.

ARTICLE IX. Confidentiality

A. 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 Agency.

ARTICLE X. Amendments

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 Agency 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 VI herein, or to agree to the reduced funding.

ARTICLE XI. 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 Agency.

ARTICLE XII. 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 exclusive 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.

ARTICLE XIII. Acquisition of Property

The parties agree that neither party shall acquire any property as the result of this Agreement, unless approved by the Agency or defined in the scope of work.

ARTICLE XIV. Liability

Each party shall be solely responsible for fiscal or other sanctions occasioned as a result of its own violation or alleged violation of requirements applicable to the performance of the Agreement. Each party shall be liable for its actions according to this Agreement subject to the immunities and limitations of the New Mexico Tort Claims Act, Sections 41-4-1, et. seq., NMSA 1978, as amended.

ARTICLE XV. Execution of Documents

The Agency and the Contractor agree to execute any document(s) necessary to implement the terms of this Agreement.

ARTICLE XVI. Sub-Contracts

The Contractor shall not subcontract any portion of the services to be performed under this Agreement without the prior written approval by the Agency Secretary or Designee. No such subcontract shall relieve the primary Contractor from any obligations and liabilities under this Agreement, nor shall subcontract obligate direct payment from the Agency. Contractor must notify subcontractors that they are subject to Article VIII - Maintenance of Records of this agreement.

ARTICLE XVII. Equal Opportunity Compliance

The Contractor agrees to abide by all federal and state laws, 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.

ARTICLE XVIII. 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 Agency.

ARTICLE XIX. 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 Agency to the Contractor. The Agency's decision as to whether sufficient appropriations are available shall be accepted by the Contractor and shall be final. If the Agency 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.

THIS SECTION IS INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF, the Agency and the Contractor have caused this Agreement to be executed, said Agreement to become effective as of the date set forth below upon which it is executed by Agency Secretary or Designee.

Contractor –

Authorized Signatory

Date: _____

Printed Title of Authorized Signatory

Legal Counsel, Contractor, if applicable

Date: _____

Agency – DEPARTMENT OF HEALTH

Secretary or Designee, DOH

Date: _____

Chief Financial Officer, DOH

Date: _____

Approved as to legal form and sufficiency.

Office of General Counsel, DOH

Date: _____

Attachment 1 – Scope of Work

The Contractor shall perform the following work:

Per CH56-HB68-2022 Violence Intervention Program Act, the Grantee, The City of Santa Fe, in collaboration with Santa Fe County, have identified the creation of a coordinated community response to community violence to include but not limited to youth violence and gun violence. This Violence Prevention Program is a Public Health approach that will aim to support, educate and engage youth that are at high risk of being perpetrators or victims of youth violence, or gun violence. Direct program participants are youth and young adults up to age 24 who are on parole, are suspected of a firearms assault, or have experienced gun violence. Intergenerational healing programs include families and caregivers of impacted youth and young adults. Youth violence interruption goals are to increase supportive services; train community-based partners in restorative justice best practices; deliver culturally responsive, trauma-informed, strengths-focused case management; and cultivate economic stability and economic justice for program participants. Violence Interruption coordinates with community partners, in a multisectoral partnership, to reimagine community safety with strong preventative measures that amplifies the voices of those impacted by gun violence.

The Violence Prevention Unit (VPU) is currently housed in the City of Santa Fe, the unit will collaborate with key community stakeholders—Santa Fe County, County and City Law Enforcement, Juvenile Probation and Parole Officers (JPPO), Public Defenders, local nonprofits (such as Gerard’s House, YouthWorks and others), public and charter schools, and the District Attorney’s office—to identify youth and young adults who are at the highest risk for victimization or retaliation due to their involvement in cycles of violence. By working together, these agencies will combine their expertise and data to select individuals who are most vulnerable to becoming embroiled in gun violence or aggravated assault. Funding will be sub-granted to local organizations who work with youth ages 11-24 that are involved in or at risk of being involved in gun violence.

Recognizing that certain populations, particularly those from systemically marginalized or historically underserved communities, are disproportionately impacted by gun violence and aggravated assault. Therefore, the VPU is intentional with partnering with community organizations that have deep ties to these populations, ensuring that the voices and perspectives of those directly affected by violence are heard and integrated into the development of strategies. Participants will participate in CONNECT, a coordinated care network run jointly by the City and County of Santa Fe. Spanning 60 supportive programs at local organizations, CONNECT network navigators are linked through a shared technology platform whereby they send and receive secure electronic referrals, address residents’ social needs, and improve individual and community health.

A. Grantee will implement a VIP to include:

- 1) clearly defined, measurable objectives of the program to improve public health and safety through evidence-based violence reduction interventions;
- 2) a comprehensive violence reduction strategic plan, including consistent quality improvement and quality assurance measures, and a description of the strategies and tasks developed; describing the goals of the plan, including community-based

services or joint community-based services and law enforcement intervention strategies;

- 3) Per CH56-HB68-2022 Violence Intervention Program Act, Grantee is required to use at least fifty percent of its grant for the purpose of entering into agreements with one or more community-based service providers in the locally focused geographic area in which the grant funds would be used;
- 4) Per CH56-HB68-2022 Violence Intervention Program Act, Grantee shall report to the appropriate criminal justice coordinating council established pursuant to Section 31-28-3 NMSA 1978 regarding outcomes of the grant;
- 5) Per CH56-HB68-2022 Violence Intervention Program Act, a final report for FY25 is due to the NMDOH no later than November 1, 2025. At a minimum the final report shall include: (1) purpose and amount of this FY25 grant received by the grantee; and (2) processes, outputs and outcomes resulting from this FY25 grant, including relevant data as required by department rules.

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Attachment 2 – Budget

The total amount of this agreement shall not exceed \$818,387.10.

Per diem and mileage, and other miscellaneous expenses, will be paid in accordance with the Department of Finance and Administration (DFA) Rule 2.42.2 NMAC.

Task Description	Deliverable	Budget	Due Date
I. Project administration contract	Quarterly report of completed contractual project administration.	Not to exceed \$60,000.00	I. Invoice @ \$30,000.00 per quarter not to exceed quantity of 2. Quarter 1 (January, February & March). Due no later than 4/10/25 Quarter 2 (April, May & June) Due no later than 7/10/25
II. Increase gun violence detection and response infrastructure and technology through receipt of technical assistance for implementation of purchased	Proof of purchase and any technical assistance received.	Not to exceed \$354,000.00	II. Invoice @ \$354,000.00 upon receipt of purchase. Due no later than 7/10/25

gunshot detection technology.			
III. Community-based service provider(s) partnerships	Narrative report detailing partnerships implemented with community-based service provider(s).	Not to exceed \$404,437.10	III. Invoice @ \$404,437.10 not to exceed quantity of 1. Report due no later than July 10, 2025
Total Budget		\$818,387.10	

Funding Information:

06101 General Funds

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DoH Grant Memo and BAR Packet

Final Audit Report

2025-04-03

Created:	2025-04-03
By:	Marcella Apodaca (maapodaca1@santafenm.gov)
Status:	Canceled / Declined
Transaction ID:	CBJCHBCAABAASpbWtIRVHVU8858Laz6-sAnBByCmi-Ck

"DoH Grant Memo and BAR Packet" History

-  Document created by Marcella Apodaca (maapodaca1@santafenm.gov)
2025-04-03 - 9:13:19 PM GMT- IP address: 63.232.20.2
-  Document emailed to JULIE SANCHEZ (jjsanchez@santafenm.gov) for signature
2025-04-03 - 9:16:21 PM GMT
-  Email viewed by JULIE SANCHEZ (jjsanchez@santafenm.gov)
2025-04-03 - 9:23:03 PM GMT- IP address: 104.47.64.254
-  Document e-signed by JULIE SANCHEZ (jjsanchez@santafenm.gov)
Signature Date: 2025-04-03 - 9:23:11 PM GMT - Time Source: server- IP address: 63.232.20.2
-  Document emailed to HENRI HAMMOND-PAUL (hmhammondpaul@santafenm.gov) for signature
2025-04-03 - 9:23:13 PM GMT
-  Email viewed by HENRI HAMMOND-PAUL (hmhammondpaul@santafenm.gov)
2025-04-03 - 9:23:47 PM GMT- IP address: 104.47.65.254
-  Document e-signed by HENRI HAMMOND-PAUL (hmhammondpaul@santafenm.gov)
Signature Date: 2025-04-03 - 9:23:59 PM GMT - Time Source: server- IP address: 63.232.20.2
-  Document emailed to ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov) for signature
2025-04-03 - 9:24:00 PM GMT
-  Email viewed by ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov)
2025-04-03 - 10:39:19 PM GMT- IP address: 104.47.64.254
-  Document declined by ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov)
Decline reason: AGAIN - the portion of the grant that's going into 2230315 expenditures needs to be matched by revenue going into org 2230315. We cannot have the \$354K of revenue going into one Department/Org (2230123) and the expenditures going into a different Department (2230315). Please update the 2nd revenue line to org 2230315, OR change the expenditures so all of them are in org 2230123, the way all the revenue is going.



