



The Purchasing Memo

Date: August 8, 2025

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

From: Geronimo Griego, Fire Marshal ^{GGG}_{GGG}

Via: Brian Moya^{BM}, Fire Chief, Sten Johnson^{sj}, Assistant Chief, Heather Lamboy, Land Use Director

Subject: Memorandum of Understanding (MOU) for participation in Community Planning Assistance for Wildfire program

Vendor Name: Headwater Economics, Inc.

Munis Vendor Number: 11160

ITEM AND ISSUE:

The Santa Fe Fire Department respectfully requests review and approval of a Memorandum of Understanding with Headwaters Economics, Inc., for participation in the Community Planning Assistance for Wildfire (CPAW) program. This agreement carries no financial obligation for the City and establishes a one-year term of collaboration to support wildfire risk reduction through land use planning, communications, and technical assistance. (Geronimo Griego, Fire Marshal; ggriego@santafenm.gov; (505) 955-3317).

CONTRACT NUMBER:

The Munis contract number is 3260122.

BACKGROUND AND SUMMARY:

The City of Santa Fe has been selected to participate in the *Community Planning Assistance for Wildfire (CPAW)* program, an initiative led by Headwaters Economics, Inc., a Montana-based nonprofit organization specializing in land use and wildfire planning. Through this opportunity, the Fire Department and the Land Use Division propose entering into a Memorandum of Understanding (MOU) with Headwaters Economics to formalize the City's participation and establish roles and expectations for the duration of the engagement.

The CPAW program provides comprehensive technical assistance at no cost to the City. Services include wildfire risk assessments, land use planning recommendations, stakeholder engagement support, and customized research tailored to Santa Fe's specific needs. The program is entirely voluntary, and all recommendations will be reviewed and adopted at the City's discretion. This collaboration is expected to strengthen the City's wildfire resiliency, improve interdepartmental coordination, and provide actionable strategies for managing wildfire risk in vulnerable areas. The MOU outlines responsibilities for each party and will remain in effect through June 9, 2026.

PRIOR APPROVALS AND SUPPORTING INFORMATION:

FUNDING SOURCE:

Fund Name/Number: NA

Munis Org Name/Number: NA

Munis Object Name/Number: NA

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

Budget Officer Comment/Exceptions: _____

PROCUREMENT METHOD:

The procurement method used was: There is no procurement required as there is no financial obligation.

The MOU establishes a one-year term of service.

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: _____

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

Comment/Exceptions: _____

Is this a Capital Asset or Project? Yes | No

Project Ledger Number: NA _____

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

Comment/Exceptions: _____

ATTACHMENTS:

Headwaters Santa Fe MOU 2025



MEMORANDUM OF UNDERSTANDING Santa Fe, New Mexico

Overview

This Memorandum of Understanding ("Memorandum") is dated 07/07/2025, and is between Headwaters Economics, Inc., a Montana nonprofit corporation with address of P.O. Box 7059, Bozeman, MT 59715 ("Headwaters Economics") and City of Santa Fe, Santa Fe New Mexico with address of 200 Lincoln Ave, PO BOX 909, 87504 ("Community"). This Memorandum is valid through June 9, 2026, unless otherwise extended in writing by both signatories.

Purpose and Intent

The Community was selected to receive technical assistance through Headwaters Economics' Community Planning Assistance for Wildfire program ("CPAW").*

CPAW provides land use planning solutions, communications assistance, and customized research to better understand and manage wildfire-prone areas and reduce risk. CPAW services are provided at no financial cost to selected communities and all recommendations are adopted at the discretion of the community. Participation in CPAW is voluntary.

The purpose of this Memorandum is to clarify roles, responsibilities, and expectations associated with participation in CPAW. This Memorandum does not create a binding and legally enforceable agreement between Headwaters Economics and the Community.

Roles and Responsibilities

Community

By accepting this Memorandum and participating in CPAW, the Community commits to working with CPAW on the following tasks:

- Provide background information, plans, regulations, wildfire data and related documentation, and knowledge of local issues to help CPAW identify and understand appropriate planning and wildfire challenges facing the community.
- Provide two key points of contact (representing planning and fire expertise) committed to responding to inquiries from Headwaters Economics and providing feedback on Headwaters Economics' deliverables.
- As needed, host community site visit(s) to help CPAW meet with local stakeholders to discuss planning and wildfire topics.
- Engage in the review process of drafted products, tools, and documents by providing timely feedback, as requested.
- Engage other local stakeholders, elected officials, and the public, as appropriate, to engage them in the CPAW process and share final deliverables.
- Actively engage in the CPAW process, including attending scheduled meetings, responding to email inquiries, co-presenting at events, and participating in other requests, as needed.
- Participate in a short program evaluation one year after the expiration of this MOU

to help improve CPAW.

Headwaters Economics

Headwaters Economics, in its sole discretion, may engage additional contractors to provide technical assistance. All team members who work directly with the Community will be clearly identified throughout the process, including on final deliverables.

Headwaters Economics commits to providing the following assistance to the Community:

- Land Use Planning Solutions
 - Prepare a community wildfire audit that includes a review of the Community's current plans and identifies gaps and opportunities.
 - Provide recommendations and support for strengthening wildfire risk-reduction standards in the Community.
- Communications Assistance
 - Assist with stakeholder engagement for the project, as directed by the Community and in coordination with the Community's partners. This could include coordinating calls, meetings, and site visit(s) with federal, state, and local stakeholders, as designated by the Community, to accomplish deliverables.
 - Partner with the Community in crafting messaging about risk and solutions to improve stakeholder understanding.
- Customized Research
 - As identified and agreed upon, research opportunities may be pursued in order to support the Community's wildfire resiliency efforts.

Implementation

The Community retains all responsibility for developing and implementing any plans, policies, or actions identified through this process and ensuring compliance with regulatory requirements. The Community is under no obligation to use or implement any of the deliverables provided by Headwaters Economics.

Final deliverables will be provided to the Community and may also be shared publicly unless other arrangements are discussed by both parties in advance.

Neither party anticipates financial contribution from the other party for any component of this Memorandum.

Contact

The primary contact at Headwaters for all communications related to this Memorandum will be:

Ryan Handy

ryan@headwaterseconomics.org

505-310-2395

<https://cpaw.headwaterseconomics.org/>

The primary contacts at the Community for all communications related to this Memorandum will be:

Geronimo Griego, Fire Marshal
City of Santa Fe Fire Department
gggriego@santafenm.gov
505.955.3117

Heather Lamboy, Director
City of Santa Fe Planning & Land Use
hllamboy@santafenm.gov
505.470.5281

Signatures

Alan Webber, Mayor

Date

Patty Hernandez, Executive Director
Headwater Economics

Date

*CPAW is funded by the U.S. Forest Service and private foundations. In accordance with Federal law and the U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.) To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employee.

ATTEST:

ANDRÉA SALAZAR, CITY CLERK

CITY ATTORNEY'S OFFICE:

Juan E. Ruybalis

ASSISTANT CITY ATTORNEY

Signature: *Geronimo Griego*

Geronimo Griego (Aug 8, 2025 14:20:20 MDT)

Email: ggriego@santafenm.gov

Signature: *STEV JOHNSON*

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Signature: *Hector Lamboy*

Email: hllamboy@santafenm.gov

Signature: *ERLAN MOYA*

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