

ACTION SHEET
ITEM FROM FINANCE COMMITTEE MEETING OF 02/01/16
FOR CITY COUNCIL MEETING OF 02/10/16

ISSUE:

13. Request for Approval of Grant Award and Services Agreement - Youth Conservation Corps Project for Wildland Urban Interface; State of New Mexico, Youth Conservation Corps Commission and Approval of Budget Adjustment in the Amount of \$103,608.88. (Porfirio Chavarria)

FINANCE COMMITTEE ACTION:

Approved as Discussion item.

FUNDING SOURCE:

SPECIAL CONDITIONS OR AMENDMENTS

STAFF FOLLOW-UP:

VOTE	FOR	AGAINST	ABSTAIN
COUNCILOR TRUJILLO	X		
COUNCILOR RIVERA	X		
COUNCILOR LINDELL	X		
COUNCILOR MAESTAS	X		
CHAIRPERSON DOMINGUEZ			

4-13-15

City of Santa Fe, New Mexico

memo

DATE: January 22, 2016

TO: City Council
VIA: Finance Committee

FROM: 
Porfirio Chavarria, Wildland Urban Interface Specialist

SUBJECT: Youth Conservation Corps Grant

Background/Summary:

The City of Santa Fe Fire Department has been awarded a grant from the Youth Conservation Corps Commission (YCCC) for \$103,608.88. There is an additional in-kind contribution of \$74,811.28 from the City for a grand total \$178,420.16. The grant hires 5 full-time temporary employees for six months to perform green waste pick-up, door to door wildfire public education, and to serve as a wildland firefighting force.

Issue and Action:

Attached you will find a Services Agreement between the YCCC, and the City of Santa Fe Fire Department. The fund is Wildland Urban Interface, business unit 22232. This grant award and attached budget adjustment request (BAR) is submitted for your review and approval.

STATE OF NEW MEXICO
SERVICES AGREEMENT

THIS AGREEMENT (Agreement) is made and entered into by and between the State of New Mexico, Youth Conservation Corps Commission (YCCC), and City of Santa Fe herein after referred to as the "Contractor."

IT IS MUTUALLY AGREED BETWEEN THE PARTIES:

1. Scope of Work

A. Plan, design, establish, and manage a Youth Conservation Corps Project (the Project) including recruiting, guiding and coordinating the work of Corps members and providing them with job and life skills training and educational opportunities in accordance with the NMYCC Act and the Sponsor Proposal, see Attachment 1 attached hereto and incorporated by reference. The Project shall be considered a seasonal Project and be no longer than six months. The Project shall begin when the first Corps member begins work and shall end when the last Corps member is released from employment or in six months, whichever date is earlier.

B. YCCC may allow minor changes in the project, budget or in-kind sponsor contribution (including, but not limited to, transfer of funds from one line item to another, replacing a work project from the scope of work with an alternative project, change in sponsor contribution amounts, or changes in materials provided) without requiring an Amendment to this Agreement, provided that Contractor requests such changes in writing and the YCCC or its Executive Director approve the request in writing. Decreases in the portion of the project's budget or the in-kind sponsor contribution designated as wages for YCCC members shall not be allowed without a written Amendment to this Agreement.

C. Contractor shall make requests for reimbursement on the Request for Reimbursement Form, see Attachment 2 attached hereto and incorporated by reference, and must submit a written Project Status Report (Attachment 6) with each reimbursement request. Contractor shall use the YCCC web-based reporting system (available at <https://www.emnrd.state.nm.us/YCC>) throughout this Agreement's duration. Contractor shall provide an in-kind sponsor contribution as specified in Attachment 1.

D. Contractor must contribute the amounts specified in Attachment 1, unless Contractor is unable to contribute these amounts because of unforeseen circumstances and obtains written approval for a lesser or prorated amount from the Executive Director. Contractor shall outline Contractor's contribution on the In-Kind Sponsor Match Form/Forms, see Attachment 3 attached hereto and incorporated by reference and In-Kind Reporting Tables, see Attachment 5 attached hereto and incorporated by reference, outlining Contractor's contribution and submit with proper back-up documentation with each request for reimbursement and prior to the submittal of the Final Request for Reimbursement. YCCC shall not process Final Request for Reimbursement until Contractor submits In-Kind Sponsor Contribution Form/Forms.

E. Contractor shall not begin the Project until Contractor provides YCCC with proof that it has obtained permission from all land owners or managers where the Project shall take place, proof that workers compensation and general liability insurance policies are in place for the duration of the project, the Contractor's Proposal has been completely and accurately entered into the YCCC Web Based Proposal and the YCC Executive Director issues a letter to proceed.

F. Contractor shall hire Corps members who shall be considered employees of Contractor for the duration of the Project, and monitor all Corps members and Project activities to ensure compliance with the Project specifications described in Section 1, Scope of Work, Subparagraph A, Contractor shall

provide supervision of Corps members while on the Project work site, including substitutes, if crew leaders are absent, and ensure the Project work site meets all applicable state and federal health and safety standards and all state and federal labor laws. Contractor shall purchase and provide all tools and materials necessary for implementation of the Project as described in Attachment 1.

G. Contractor shall submit a request for reimbursement, at a minimum, every thirty days starting from the first day a Corps member begins work. Contractor shall prepare and submit requests for final reimbursement within 45 days after completion of the Project. NOTE: THE YCC PROJECT ENDS WHEN THE LAST CORPS MEMBER IS RELEASED FROM EMPLOYMENT. Contractor must: 1) submit final Project reports and final budget reports with the final request for reimbursement; 2) prepare and submit in a timely manner any other information related to the Project as requested by YCCC or its Executive Director; and 3) prepare and submit Corps member work performance evaluations and Corps member survey forms at the end of a Corps member's service via the web-based reporting system.

2. Payment Provisions

A. YCCC shall pay Contractor for services satisfactorily performed pursuant to the Scope of Work in an amount not to exceed one hundred three thousand six hundred four dollars and eighty eight cents (\$103,604.88), including New Mexico gross receipts taxes, if any, and any travel, pursuant to Paragraph B of this Compensation Section. YCCC shall make payment upon the satisfactory and timely completion of the work described above in the Scope of Work and Attachment 1. This amount is a maximum and not a guarantee that the work assigned to Contractor under this Agreement to be performed shall equal the amount stated herein. The parties do not intend for Contractor to continue to provide services without compensation when the total compensation amount is reached. Contractor is responsible for notifying YCCC when the services provided under this Agreement reach the total compensation amount. In no event shall 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. Reimbursement shall be consistent with the budget outlined in Attachment 1. YCCC MUST receive all invoices no later than 7 days after the termination of the Fiscal Year in which the services were delivered. Invoices received after such date SHALL NOT BE PAID.

Payment in fiscal year 2017 is subject to availability of funds pursuant to Section 11, Appropriations, set forth below and to any negotiations between the parties from year to year pursuant to the Scope of Work and to approval by DFA.

B. YCCC shall pay such travel expenses as may be incurred in, and that are necessary for, the performance of this Agreement at the rates established in the New Mexico Per Diem and Mileage Act, NMSA 1978, §§ 10-8-1 *et seq.*, as implemented by the current Department of Finance and Administration (DFA) rule and the current YCCC Travel Policy. Contractor must use the Vehicle Usage Form, see Attachment 4 attached hereto and incorporated by reference, to request reimbursement of travel expenses, if applicable.

C. Contractor shall be responsible for paying New Mexico Gross Receipts taxes, if any, levied on amounts payable under this Agreement.

D. Contractor must submit detailed statements accounting for all services performed, goods obtained, and expenses incurred. Vouchers must be supported by approved purchase order or equivalent document and invoice by the supplier, evidencing the propriety of each claim for payment. Wage amounts charged shall be based upon payrolls maintained by Contractor and must be supported by time and attendance sheets. If YCCC finds that the statement, services, goods, or expenses are not acceptable, within 30 days after the date of receipt of (i) written notice from Contractor that payment is requested,

and (ii) all supporting documentation, YCCC shall provide Contractor a letter of exception explaining the defect or objection to the statement, services, goods, or expenses, and outlining steps Contractor may take to provide remedial action. Upon YCCC's certification that the statement, supporting documentation, services, goods, or expenses have been received and accepted, YCCC shall tender payment to Contractor within 30 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, YCCC shall not incur late charges, interest, or penalties, for failure to make payment within the time specified herein.

3. Term

This Agreement becomes effective when executed by an authorized representative of Contractor and of YCCC and when DFA encumbers funds for this Agreement. It shall terminate on December 30, 2016, unless earlier terminated pursuant to Section 4, Termination, or Section 12, Appropriations, below.

4. Termination

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

B. Notice; YCCC Opportunity to Cure

1) Except as otherwise provided in Sections 7.A and 17, the YCCC shall give Contractor written notice of termination at least thirty (30) days prior to the intended date of termination.

2) Contractor shall give YCCC written notice of termination at least thirty (30) days prior to the intended date of termination, which notice shall (i) identify all the YCCC's material breaches of this Agreement upon which the termination is based and (ii) state what the YCCC must do to cure such material breaches. Contractor's notice of termination shall only be effective (i) if the YCCC 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 YCCC 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 YCCC; (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 Section 12, "Appropriations", of this Agreement.

C. Liability. Except as otherwise expressly allowed or provided under this Agreement, the YCCC'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 YCCC'S OTHER LEGAL RIGHTS AND REMEDIES CAUSED BY THE CONTRACTOR'S DEFAULT/BREACH OF THIS AGREEMENT.*

D. Any non-expendable personal property or equipment procured under this Agreement shall be used and disposed of in accordance with YCCC policy.

5. Amendment

This Agreement shall not be altered, changed, or amended except by written instrument executed and approved by the parties hereto.

6. Status of Contractor

The Contractor, and Contractor's agents and employees, are independent contractors for the YCCC and are not employees of the State of New Mexico. The Contractor, and Contractor's 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 personally reportable by it for income tax purposes as self-employment or business income and are reportable for self-employment tax.

7. Assignment

Contractor agrees that any and all claims for overcharge resulting from antitrust violations which are borne by the State as to goods, services, and materials purchased in connection with this bid are hereby assigned to the State.

8. Subcontracting

Contractor shall not subcontract any portion of the services to be performed under this Agreement or obligate itself in any manner to any third party, with respect to any rights or responsibilities under this Agreement, without YCCC's prior written approval. YCCC may disallow costs incurred by the Contractor in relation to a subcontract if Contractor does not obtain prior written approval.

9. Non-Collusion

In signing this Agreement, the Contractor certifies he/she has not, either directly or indirectly, entered into action in restraint of free competitive bidding in connection with this offer submitted to the YCCC.

10. Inspection of Project Location(s) and Personnel Records

The YCCC may inspect, at any reasonable time, during Contractor's regular business hours and upon prior written notice project locations as outlined in Attachment 1 and records related to the hiring and employment of YCC members which is related to the performance of this Agreement.

11. Records of Audit

During the term of this Agreement and for three years thereafter, the Contractor shall maintain detailed records pertaining to the services rendered. These records shall be subject to inspection by the YCCC, the State Auditor and other appropriate state and federal authorities. YCCC shall have the right to audit billings both before and after payment. Payment under this Agreement shall not foreclose the right of YCCC to recover excessive or illegal payments.

12. 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 upon written notice being given by the YCCC to the Contractor. The YCCC's decision as to whether sufficient appropriations are available shall be accepted by the Contractor and shall be final. If the YCCC 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.

13. Release

The Contractor, upon final payment of the amount due under this Agreement, releases the YCCC, its officers and employees, and the State of New Mexico from all liabilities, claims and obligations whatsoever arising from or under this Agreement. 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.

14. 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 prior written approval by YCCC.

15. Conflict of Interest

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. The Contractor shall comply with any applicable provisions of the New Mexico Governmental Conduct Act and the New Mexico Financial Disclosures Act.

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

2) this Agreement complies with NMSA 1978, § 10-16-7(A) 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 NMSA 1978, § 10-16-7(A) and this Agreement was awarded pursuant to a competitive process;

3) in accordance with NMSA 1978, § 10-16-8(A), (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 YCCC's making this Agreement;

4) this Agreement complies with NMSA 1978, § 10-16-9(A) 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 NMSA 1978, § 10-16-7(A), 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 NMSA 1978, § 10-16-13, 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 NMSA 1978, § 10-16-3 and § 10-16-13.3, 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 YCCC.

C. Contractor's representations and warranties in Paragraphs A and B of this Section 15 are material representations of fact upon which the YCCC relied when this Agreement was entered into by the parties. Contractor shall provide immediate written notice to the YCCC 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 Section 15 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 Section 15 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 YCCC and notwithstanding anything in the Agreement to the contrary, the YCCC may immediately terminate the Agreement.

D. All terms defined in the Governmental Conduct Act have the same meaning in this Section.

16. Approval of Contractor Representatives

YCCC reserves the right to require a change in Contractor representatives if the assigned representatives are not, in the opinion of the YCCC, serving the needs of the State of New Mexico adequately.

17. Scope of Agreement

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 understandings, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Agreement.

18. Notice

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

19. 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, rules, and regulations, and executive orders of the Governor of the State of New Mexico, the Contractor agrees to assure 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.

20. Applicable Law

This Agreement shall be governed by the laws of the State of New Mexico.

21. Incorporation by Reference and Precedence

A. This Agreement is derived from (1) the request for proposal, (including any written clarifications to the request for proposals and any YCCC response to questions); (2) the Contractor's best and final offer; and (3) the Contractor's response to the request for proposals.

B. In the event of a dispute under this Agreement, applicable documents will be referred to for the purpose of clarification or for additional detail in the following order of precedence: (1) amendments to the Agreement in reverse chronological order; (2) the Agreement, including the scope of work; (3) the request for proposals, including attachments thereto and written responses to questions and written clarifications; and (4) the contractors response to the request for proposals.

22. Insurance Coverage:

Contractor shall provide YCCC a statement indicating that the activities described in the Scope of Work are covered by insurance as set forth below, secured in accordance with any method allowed by applicable law, including self-insurance, pooling of self-inured reserves or insurance provided by a third party, prior to commencing work under this Agreement and in no case later than 15 days after this Agreement's execution. Contractor shall maintain continuous coverage of the activities described in the Scope of Work, so long as this Agreement is in effect. Failure to maintain such coverage is reason for immediate termination of this Agreement. Contractor shall notify YCCC prior to cancellation or expiration of any insurance required under this Agreement.

A. Worker's Compensation protection that complies with the requirements of the New Mexico Worker's Compensation Act, NMSA 1978, §§ 52-1-1, *et seq.*, if applicable. If the Contractor fails to comply with the Workers Compensation Act and applicable rules when required to do so, YCCC may terminate this Agreement.

B. Comprehensive public liability protection covering property damage and personal injury liability that may arise under this Agreement and any amendments hereto, in amounts equal or greater than liability limits set forth in NMSA 1978, § 41-4-19, as it may be amended from time to time.

23. Impracticality of Performance

A party shall be excused from performance under this Agreement for any period that the party is prevented from performing as a result of an act of God, strike, war, civil disturbance, epidemic, or court order, provided that the party has prudently and promptly acted to take any and all steps that are within the party's control to ensure performance. Subject to this provision, such non-performance shall not be deemed a default or a ground for termination.

24. 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.

25. 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.

26. Notification

Either party may give written notice to the other party in accordance with the terms of this Section 27. Any written notice required or permitted to be given hereunder shall be deemed to have been given on the date of delivery if delivered by personal service or hand delivery or three (3) business days after being mailed.

To YCCC: Wendy Kent, Executive Director

Office address: Youth Conservation Corps
811 St. Michaels, Ste. 104
Santa Fe, NM 87505

(for express carrier
and hand deliveries)

(505) 690-1831 (voice)
(505)988-7313 (fax)
Wendy.Kent@state.nm.us

To Contractor: City of Santa Fe
PO Box 909
Santa Fe, NM 87532
pnchavarria@santafenm.gov
(505)955-3119

Either party may change its representative or address above by written notice to the other in accordance with the terms of this Section 27. The carrier for mail delivery and notices shall be the agent of the sender.

27. Acknowledgement.

Contractor shall acknowledge YCCC as a co-sponsor and funding source in all news releases, programs, proceedings, and related publicity/publications for the Project.

[This space intentionally left blank.]

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date of execution
by:

STATE OF NEW MEXICO, YOUTH CONSERVATION CORPS COMMISSION

By: _____
Chair or Designee

Date: _____

CITY OF SANTA FE

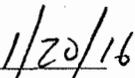
By: _____
Javier M. Gonzales, Mayor

Date: _____

ATTEST:

Yolanda Y. Vigil, City Clerk

APPROVED AS TO FORM:

Kelley A. Brennan, City Attorney

APPROVED:

Oscar Rodriguez, Finance Director

ATTACHMENT I

ATTACHMENT 2

REQUEST FOR REIMBURSEMENT/YOUTH CONSERVATION CORPS					
Sponsor Information		Phone Number:	xxx-xxx-xxxx	Report #1	
Contractor Name		Contract No.	xxxxxxxxxxx	Start Date of this Reporting Period:	
Contractor Address				End Date of this Reporting Period:	
City, State Zipcode				% to wages (expended wages vs. total expended)	#DIV/0!
INSTRUCTIONS FOR FILLING OUT THIS FORM ARE ON THE BOTTOM OF THE PAGE.					
ITEMS IN BUDGET	YCC BUDGET (Original)	Adjusted Budget	YCC REIMBURSEMENTS	CURRENT REQUESTS	BUDGET BALANCE
Wages/FICA/Unemployment	\$ -				\$ -
Workers Compensation	\$ -				\$ -
Training/Education	\$ -				\$ -
Supplies/Equipment/Miscellaneous	\$ -				\$ -
TOTAL	\$ -			\$ -	\$ -

CERTIFICATION
I certify that this is an original and that all expenditures and information reported herein are true and correct, appropriate for purposes in accordance with the terms and conditions and other applicable rules and regulations of the Youth Conservation Corps, and that payment for services on the current request have not been received.

Name (Please Type) _____
Title (Please Type) _____

Signature: _____
Date: _____

PLEASE NOTE: This Form must accompany all Reimbursement Requests.

NOTATIONS:

1. Reports should be numbered consecutively starting with #1.
2. The cost categories must match the budget stated in the project agreement document. If changes are necessary, a revised budget must be approved by the YCC Commission.
3. Year-to-Date reimbursements should match the previous request's cumulative reimbursement amount.
4. Expenditures must be itemized, identified and generally will have been approved in the project applications and the project agreement document.
5. Sponsor must submit all supporting documentation and project status report must accompany reimbursement requests.
6. Budget balance must take into account the approved budget less current request and less all previously approved payments.
7. Nothing should be put in the "Adjusted Budget" column unless YCC staff has approved a budget adjustment request.

ATTACHMENT 3

IN-KIND SPONSOR MATCH FORM/YOUTH CONSERVATION CORPS					
Sponsor Information		Phone Number:	xxx-xxx-xxxx	Report #1	
Contractor Name		Contract No.	xxxxxxxxxxx	Start Date of this Reporting Period:	
Contractor Address				End Date of this Reporting Period:	
City, State Zipcode				% match met (expended vs. budgeted)	#DIV/0!
INSTRUCTIONS FOR FILLING OUT THIS FORM ARE ON THE BOTTOM OF THE PAGE.					
ITEMS IN BUDGET	YCC BUDGET (Original)	Adjusted Budget	YCC REIMBURSEMENTS	CURRENT REQUESTS	BUDGET BALANCE
Wages/FICA/Unemployment	\$ -				\$ -
Workers Compensation	\$ -				\$ -
Training/Education	\$ -				\$ -
Supplies/Equipment/Miscellaneous	\$ -				\$ -
TOTAL	\$ -			\$ -	\$ -

CERTIFICATION
I certify that this is an original and that all expenditures and information reported herein are true and correct, appropriate for purposes in accordance with the terms and conditions and other applicable rules and regulations of the Youth Conservation Corps.

Name (Please Type) _____
Title (Please Type) _____

Signature: _____
Date: _____

PLEASE NOTE: This Form must accompany all Reimbursement Requests.

NOTATIONS:

1. Reports should be numbered consecutively starting with #1.
 2. The cost categories must match the budget stated in the project agreement document. If changes are necessary, a revised budget must be approved by the YCC Commission.
 3. Year-to-Date reimbursements should match the previous request's cumulative reimbursement amount.
 4. Expenditures must be itemized, identified and generally will have been approved in the project applications and the project agreement document.
 5. Sponsor must submit all supporting documentation and project status report must accompany reimbursement requests.
 6. Budget balance must take into account the approved budget less current request and less all previously approved payments.
 7. Nothing should be put in the "Adjusted Budget" column unless YCC staff has approved a budget adjustment request.
- Have you included Attachment 2, time sheets (proof of payment), invoices (P.O. #'s if applicable & proof of payment), and a Project Status Report? If this is a FINAL, also include the Final Project Report, Corps member surveys and work performance evaluations.

Attachment 6
Project Status Report

New Mexico Youth Conservation Corps

Project Details

Project Status

Add a Status Report

Report Details

Start Date:

End Date:

Name:

Title:

Identify the person submitting this status report. *Please enter the submitters name
Enter Title of person submitting report

Project Work Plan

Discuss project accomplishments, problems encountered, and/or variances which have occurred.

Work Description:

Corps Members:

Total members working for this reporting period.

Hours Paid:

Total number of hours paid to Corps members in this reporting period.

Education

Discuss Corps members educational activities occurring during the reporting period.

Training Description:

Training Sessions:

*Please enter the number of training sessions provided during this reporting period.

Training Hours:

Open Items

Discuss any project items you feel are important in this actual reporting period.

Item Description:

Submit/Print



Proposal in response to Youth Conservation Corps Commission Projects RFP# 50-522-15-00496

COST PROPOSAL

Table of Contents

- Table of Contents
- 1. Total Value of YCC Project
- 2. YCC Cost Work Tables
- 3. Offeror/Partner Cost-Work Tables

COST FORM		
LINE ITEM	YCC COST	OFFEROR/PARTNER COST
WAGES/FICA /UNEMPLOYMENT	\$73,006.51	53,277.06
WORKERS COMPENSATION	\$2,102.37	\$1,534.22
EDUCATION/TRAINING	\$28,500.00	\$1,700.00
SUPPLIES/EQUIPMENT/ MISCELLANEOUS	\$0.00	\$18,300.00
TOTAL:	\$103,608.88	\$74,811.28
% of Funding Request (Cost) in Wages:	70.46%	71.22%

TOTAL VALUE OF YCC PROJECT Add the total for the YCC Cost and the total for the Offeror/Partner Cost	\$178,420.16
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YCC COST WORK TABLES

YCC COSTS - WAGES FOR CORPS MEMBERS LINE ITEM								
<p>The YCC Commission will reimburse for Corps member and Crew Leader wages including FICA/Medicare and Unemployment costs associated with those wages. The YCC Commission will not reimburse for costs associated with the Offerors/Partners wages. If requesting reimbursement for unemployment costs, Enter in the amount in the box provided. AT LEAST 70% OF THE FUNDING REQUEST MUST BE IN CORPS MEMBER WAGES. (Corps member Wages line item/Total YCC COST)</p>								
Position	# of Corps members	Wage /Hr	# of Hr/ Week	# of Weeks	Gross Wages	FICA (7.65%)	Unemployment Costs	Gross Wage + FICA/ Unemployment
Crew Leaders	1	13.41	40	26	13,946.40	1,066.90	0	15,013.30
Crew Members	4	12.95	40	26	53,872.00	4,121.21	57,993.21	57,993.21
Total-Gross Wages					67,818.40	TOTAL FOR WORK TABLE		73,006.51

YCC COSTS WORKERS COMPENSATION FOR CORPS MEMBER WAGES LINE ITEM		
GrossWage	Workers Compensation Percentage Rate?	TOTAL FOR WORKERSCOMPENSATION WORK TABLE
67,818.40	3.1	2,102.37

YCC COSTS - TRAINING/EDUCATION LINE ITEM

Add additional lines as needed.

The YCC Commission will reimburse for trainers' salaries, educational supplies, entrance fees for museums, class room training, GED classes, certain college credit hours, and other costs associated with education and training.

Identify Class/Job Training Item to Purchase	Define Unit	# of Unit	Cost per Unit	Total for Line
One-on-one Crew Trainer	Hourly	1040	27.40	\$28,500.00
TOTAL FOR WORK TABLE				\$28,500.00

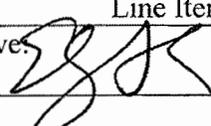
OFFEROR/PARTNER COST-WORK TABLES

OFFEROR/PARTNER COSTS - WAGES LINE ITEM

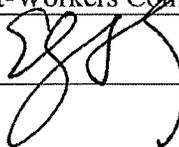
Add additional lines as needed.

The first column asks for the position the individual will hold during his/her service in the YCC Project and the organization that currently employs the individual. If the individual is self-employed, use that term to identify employer. The Offeror and/or Partner must sign a Certification Statement Form for the contribution to be included in the in-kind contribution budget. Use the Offeror/Partner Certification Statement Form for Multiple Contributions if a Partner will be contributing In-kind services to multiple cost categories (Offeror/Partner In-kind; Wages, Workers Compensation, Education/Training or Supplies/Equipment/Miscellaneous. The form will be found at the end of the Offeror/Partner Costs worktables.

Organization/ Position	# of People	Wage /Hr	# of Hr/ Week	# of Weeks	Gross Wages	FICA (7.65%)	Unempl. Costs	Gross Wage + FICA/ Unemployment
Project Coordinator, City of Santa Fe Fire Department	1	28.44	30	26	22,183 .20	1,697.0 1	0	\$23,880.21
Wildland Superintendent, City of Santa Fe Fire Department	1	35.01	30	26	27307. 80	2089.0 5	0	29,396.85
Total-Gross Wages					49,491 .00	TOTAL FOR WORK TABLE		53,277.06

Certification Statement Forms Offeror/Partner Costs Wages Line Item		
Name of Person or Organization: _____		
By signing this form, I/we will provide the services identified in the Offeror/Partner Cost-Wages Line Item.		
Signature of Official Representative: 	Title: <i>Fire Chief</i>	Date: <i>8/11/15</i>

OFFEROR/PARTNER COSTS WORKERS COMPENSATION LINE ITEM		
Add additional lines as needed.		
The Offeror must sign a Certification Statement Form for the costs to be accepted as part of the in-kind costs. Use the Offeror/Partner Certification Statement Form for Multiple Contributions if a Partner will be contributing In-kind services to multiple cost categories (Offeror/Partner In-kind; Wages, Workers Compensation, Education/Training or Supplies/Equipment/Miscellaneous. The form will be found at the end of the Offeror/Partner worktables.		
Gross Wage	Workers Compensation Percentage Rate?	WORKERS COMPENSATION AMOUNT
40,388.40	3.1	\$1534.22
TOTAL FOR WORKERS COMPENSATION WORK TABLE		\$1,534.22

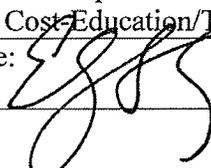
Certification Statement Forms Offeror/Partner Costs Wages Line Item		
Name of Person or Organization:		
By signing this form, I/we will provide the services identified in the Offeror/Partner Cost-Workers Compensation Line Item.		
Signature of Official Representative:		Title: Fire Chief
		Date: 8/11/15

OFFEROR/PARTNER COSTS – EDUCATION/TRAINING LINE ITEM

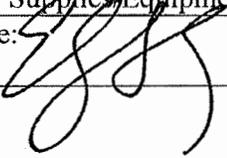
Add additional lines as needed.

The Offeror and/or Partner must sign a Certification Statement Form for the contribution to be included in the in-kind costs. Use the Offeror/Partner Certification Statement Form for Multiple Contributions if a Partner will be contributing In-kind services to multiple budget categories (Offeror/Partner In-kind; Wages, Workers Compensation, Education/Training or Supplies/Equipment/Miscellaneous. The form will be found at the end of Offeror/Partner Costs worktables.

Identify Class/Job Training Item to Purchase	Define Unit	# of Unit	Cost per Unit	Total for Line
CPR/First Aid	Student	5	\$100.00	\$500.00
NSC Defensive Driving	Course	1	\$200.00	\$200.00
NWCG courses (e.g. S-130, S-190) books and materials	Total	1	\$1,000.00	\$1,000.00
TOTAL FOR WORK TABLE				\$1,700.00

Certification Statement Forms Offeror/Partner Costs Education/Training Line Item		
Name of Person or Organization:		
By signing this form, I/we will provide the services identified in the Offeror/Partner Cost Education/Training Line Item.		
Signature of Official Representative: 	Title: <i>Fire Chief</i>	Date: <i>8/11/15</i>

OFFEROR/PARTNER-SUPPLIES/EQUIPMENT/MISCELLANEOUS LINE ITEM				
Add additional lines as needed.				
The Offeror and/or Partner must sign a Certification Statement Form for the contribution to be included in the in-kind cost. Use the Offeror/Partner Certification Statement Form for Multiple Contributions if a Partner will be contributing In-kind services to multiple budget categories (Offeror/Partner In-kind; Wages, Workers Compensation, Education/Training or Supplies/Equipment/Miscellaneous. The form will be found at the end of the Offeror/Partner Work Tables.				
Identify Item to be purchased (e.g. administrative costs, general liability, hand tools, power saws, mileage)	Define Unit (e.g. per hour, per box, per book)	# of Units	Cost/Unit,	Total for this Purchase
Transportation – Ford pickup Truck	Daily	100	\$49.00	\$4,900.00
Transportation – Ford pickup Truck	Daily	100	\$49.00	\$4,900.00
046 Stihl Chainsaw	Daily	100	\$35.00	\$3,500.00
Personal Protective Equipment	Corp Member	5	\$1,000.00	\$5,000.00
TOTAL FOR WORK TABLE				\$18,300.00

Certification Statement Forms Offeror/Partner Costs Supplies/Equipment/Misc. Line Item		
Name of Person or Organization:		
By signing this form, I/we will provide the services identified in the Offeror/Partner Cost- Supplies/Equipment/Misc. Line Item		
Signature of Official Representative:	Title:	Date:
	Fire Chief	8/11/15

APPENDIX F
Letter of Transmittal Form

RFP#: 50-522-15-00496

Offeror Name: City of Santa Fe Fire Department FED ID# 85-6000168

Items #1 to #7 EACH MUST BE COMPLETED IN FULL Failure to respond to all seven items WILL RESULT IN THE DISQUALIFICATION OF THE PROPOSAL!

1. **Identity (Name) and Mailing Address** of the submitting organization:

City of Santa Fe Fire Department
PO BOX 909
Santa Fe, NM 87532

2. For the person authorized by the organization to contractually obligate on behalf of this Offer:

Name Erik Litzenberg
Title Fire Chief
E-Mail Address ejlitzenberg@santafenm.gov
Telephone Number (505) 955-3111

3. For the person authorized by the organization to negotiate on behalf of this Offer:

Name Porfirio Chavarria
Title Wildland Urban Interface Specialist
E-Mail Address pnychavarria@santafenm.gov
Telephone Number (505) 955-3119

4. For the person authorized by the organization to clarify/respond to queries regarding this Offer:

Name Porfirio Chavarria
Title Wildland Urban Interface Specialist
E-Mail Address pnychavarria@santafenm.gov
Telephone Number (505) 955-3119

5. Use of Sub-Contractors (Select one)

No sub-contractors will be used in the performance of any resultant contract OR
 The following sub-contractors will be used in the performance of any resultant contract:
N/A

(Attach extra sheets, as needed)

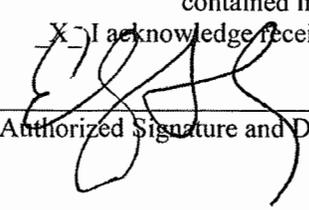
6. Please describe any relationship with any entity (other than Subcontractors listed in (5) above) which will be used in the performance of any resultant contract.

N/A
(Attach extra sheets, as needed)

7. On behalf of the submitting organization named in item #1, above, I accept the Conditions Governing the Procurement as required in Section II. C.1.

I concur that submission of our proposal constitutes acceptance of the Evaluation Factors contained in Section V of this RFP.

I acknowledge receipt of any and all amendments to this RFP.


Authorized Signature and Date (Must be signed by the person identified in item #2, above.) August 11, 2015



Proposal in response to Youth Conservation Corps Commission Projects RFP# 50-522-15-00496

TECHNICAL PROPOSAL

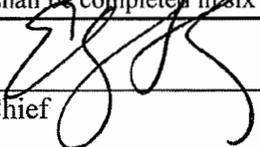
Table of Contents

- Signed Letter of Transmittal
 1. Table of Contents
 2. Statement of Assurance

- RESPONSE TO SPECIFICATIONS
 3. Organizational Experience
 4. Organizational References
 5. Past Contract Performance
 6. Mandatory Specification
 - a. Offeror Information
Project Detail
 - b. Work Plan Compliance
 - c. Education Class/On The Job Training
 7. Desirable Specification
 - a. Project Map
 - b. Ready, Set, Go Brochure
 - c. Project Coordinator Resume
 - d. Fiscal Officer Resume
 8. Signed Campaign Contribution Form

STATEMENT OF ASSURANCES

- A. It desires to enter into a contract known as a Services Agreement or Governmental Services Agreement, describing the project and post-project responsibilities of the Offeror and of the YCC Commission, no part of which contract the Offeror shall be permitted to change without the YCC Commission's written consent in the form of a contract amendment.
- B. It understands that the contract and any amendments thereto, along with the claims and assurances contained in this proposal, will be binding in all respects.
- C. It shall abide by all applicable federal and state laws relating to the project or to the contract, including all applicable child labor laws and shall not allow Corps members to participate in removal or cleanup of any toxic or hazardous waste or toxic or hazardous waste site.
- D. It understands that the contract period shall extend from the date of contract approval by the New Mexico Department of Finance and Administration (DFA), if applicable, or YCC Commission signature, if applicable, or date of encumbrance of funds by DFA to pay for the project, whichever date is later.
- E. It shall employ qualified staff and provide adequate supplies, materials, and equipment to ensure successful project completion.
- F. Projects shall not duplicate the routine services or functions of the sponsor and will be consistent with the purposes of the New Mexico Youth Conservation Corps Act.
- G. Funds received by the successful Offeror from the Commission through any contract issued pursuant to this proposal shall be used to accomplish projects that otherwise would not be accomplished with existing funds.
- H. It owns or leases all of the equipment and structures that will be required for project implementation, maintenance, and monitoring, except the equipment or structures that it will purchase during the project as explained in the project budget summary or has the property owner's written permission for the Project and Corps members to be on the property.
- I. It understands that the YCC Commission or its designee shall monitor the Offeror's compliance with the contract terms.
- J. It understands that the YCC Commission shall make payments under the contract on a reimbursable basis and only for allowable, documented, and YCC Commission-approved project expenses that have been incurred or obligated during the project time period.
- K. It shall not discriminate against any employee or Corps members, or Offeror because of the individual's race, color, religion, ancestry, sex, national origin, sexual orientation, gender identity, handicap, or disability.
- L. The Project's implementation shall not displace or partially displace currently employed workers, nor shall it terminate, lay off, or reduce the working hours of any employee in order to use a Corps members to perform the employee's duties.
- M. Projects shall be completed in six months or less.

Signature: 	Printed Name: Erik Litzenberg
Title: Fire Chief	Date: 8/11/15

MUST BE SIGNED AND DATED BY OFFEROR'S OFFICIAL REPRESENTATIVE

Organizational Experience

- a) The City of Santa Fe Fire Department has successfully completed five YCC contracts since 2010. All the projects were to provide a wildland firefighting handcrew. The projects also accomplished much needed hazardous fuels reduction work on City owned land which borders private and federal lands. These contracts plus the contracts we have with State Forestry to accomplish hazardous fuels reduction projects demonstrate our ability to perform this type of work and our expertise. We have demonstrated time and time again that we have the knowledge and ability to overcome challenges and celebrate successes.
- b) The successes we have accomplished using youth in natural resource protection are many. We accomplished over fifty acres in fuels reduction work and chipped or hauled away over two hundred tons of green waste. The youth we have employed have gone on to find permanent jobs with the Federal government, private sector, and within our own department. We give New Mexico youth the opportunity to start a career in firefighting.

I can recall two instances where some of our employees regrettably were arrested after working hours for alcohol or drug related charges. These crew members were immediately dismissed from our Department. We are a zero tolerance Department and do not condone or allow any abuse of drugs or alcohol. We try to instill Duty, Respect, and Integrity to our crew members. The employees who were dismissed accepted their fate and did not try to blame others and accepted responsibility for their actions. I know of one of these individuals who has learned from his mistakes and gone on to be a successful crew member of an elite Interagency Hotshot Crew.

Organizational References

1. Santa Fe National Forest – Espanola Ranger District
1710 N Riverside Dr.
Espanola, NM 87532
(505) 753-7331
Jon Boe, District Fire Management Officer
2. Valles Caldera National Preserve
39201 NM-4
Jemez Springs, NM 87025
(505) 672-3861 xt. 555
Marla Rodgers, Fire Management Officer
3. New Mexico State Forestry – Bernalillo District
5105 Santa Fe Hills Blvd.
Rio Rancho, NM 87124
(505) 867-2334
Robert Brown, District Fire Management Officer

Past Contract Performance

- a. Did the Offeror complete specified work project and training in previous or similar project(s)?
Yes, we did. In previous YCC projects we completed all the training and work projects identified in our proposals.
- b. Was Offeror able to thoroughly and timely communicate with the YCC staff?
I believe that we made every attempt to communicate to the best of our ability.
- c. Did the Offeror comply with the implementation of the project as outlined in the proposal or in other contracts of a similar nature?
Every YCC project that we have ever had we accomplished the projects identified in the project work plan and in many cases exceeded the work that was outlined.
- d. How often did the Offeror submit reimbursement requests and were the requests accurate and appropriate?
We strive to turn in timely reimbursement reports however due to the unpredictable nature of emergency services we are not always capable of turning in our reports on time. We strive for at least one report every month. This has not always happened in the past but we strive to achieve on report a month.

Mandatory Specification

OFFEROR INFORMATION

Qualifications of Offeror (Organization/Grantee), Project Coordinator, and others who are directly responsible for managing the Project.

Name of Offeror: City of Santa Fe Fire Department
Address: PO BOX 909, Santa Fe, NM 87504
Phone #: (505) 955-3110
Fax: (505) 955-3115
State Tax ID #:
Federal Tax ID #: 85-6000168

PROJECT COORDINATOR

(Individual responsible for overseeing Project on a day to day basis)

Name: Porfirio Chavarria, Wildland Urban Interface Specialist
Address: PO BOX 909, Santa Fe, NM 87504
Phone #: (505) 955-3119
Fax: (505) 955-3115
Email: pchavarria@santafenm.gov

FISCAL OFFICER

(Individual responsible for compiling and submitting reimbursement requests)

Name: Shirley Coca-Barela
Address: PO BOX 909, Santa Fe, NM 87504
Phone #: (505) 955-6170
Fax: (505) 955-6544
Email: sicoca-barela@santafenm.gov

PROJECT DETAILS

Number of Youth Employed: 5

Project Start Date: April 11, 2016

Project End Date: October 7, 2016

Seasonal Project (no more than 26 weeks in length)

County(s): Santa Fe

NM House District(s): 46, 47, 48

NM Senate District(s): 24, 25

WORK PLAN COMPLIANCE

YCC PROJECT SUMMARY; This is Offeror's opportunity to take advantage of summarizing your project. Include what you feel will be the overall accomplishments of this project. (Maximum characters is 2000)

The project intends to provide a qualified wildland firefighting squad capable of responding to any wildland fire in New Mexico. The ultimate of leading in the wildland fire service is to protect life, property, and natural resources. Corp members will work in a team environment learning fellowship, mentorship and leadership. Training includes basic wildland firefighting, chainsaw operations, first-aid/CPR, and defensive driving. Job and life skills remain with Corp members throughout their lives. Wildland firefighting is an arduous, dangerous position requiring individuals to be physically and mentally fit. Corp members are trained in the latest wildland firefighting techniques and participate in a rigorous physical fitness program. Corp members are available for fourteen day wildland fire assignments. Additionally, Corps members learn how a municipal fire department operates. Corps members have the opportunity to train with and work alongside career structural firefighters and emergency medical service professionals. Duty, Respect and integrity are values held by the wildland firefighting community and these values are instilled in Corp members.

Project Name or Title: Wildland Firefighting/Wildland Urban Interface Education & Outreach

Ages of Youth to be employed during project (must be between the ages of 14 to 25): 18 – 25 yrs old

of Youth Employed: 5

Explain procedure for hiring Corps members: Provide a short narrative describing the Project (maximum of 2000 characters):

A recruitment announcement will be generated and distributed through normal channels. Applications will be screened to verify the applicant meets the criteria to be hired detailed by the YCC RFP. Applicants will be required to pass a physical and "Pack Test" (pack test consists of walkin three miles in forty-five minutes carrying forty-five pounds). Applicants will then be interviewed and a final selection will be made.

1. Description of Work Project #2 (Maximum of 800 characters): Corps members are trained in fire behavior and fuel reduction techniques to reduce wildfire threat. The crew chips or hauls woody material located at strategic locations throughout the City. An estimated 150 tons of woody material will be removed from high to extreme rated wildland urban interface areas

2. List Tasks associated with the Work Project:
 - a. Train Corp members in wildland fire behavior and fuel reduction techniques.
 - b. With chainsaws cut vegetation into manageable lengths.
 - c. Working as a team haul cut material to a designated chipping site or to the Buckman Road Recycling and Transfer Station.
 - d. When chipping, chip material into a seven square yard trailer or thirty square yard dumpster for transportation
 - e. Transport chips to recycling center or other distribution center.
 - f. Track accomplishments, estimating amount of material chipped and transported.
 - g. After project completion, review objectives, accomplishments, challenges, and performance

3. Provide the name of the property owner (if Offeror does not own the property a Certification Statement Form for Property Owner must be signed. The form is found directly after Work Project Description Section):
City of Santa Fe
4. Project Location (Provide street address or township, range and section):
City owned land within the City of Santa Fe

5. Start Date: April 11, 2016 End Date: October 7, 2016

1. Description of Work Project #3 (Maximum of 800 characters): Train Corp members on Public Communications. Corps members go door to door providing wildland fire education and awareness utilizing the following wildfire education campaigns: Ready, Set, Go!, Firewise, and One Less Spark.

2. List Tasks associated with the Work Project:

- a. Train Corp members in public communications and wildfire prevention education.
- b. With a systematic approach go door to door to discuss wildfire awareness with property owners located in Moderate to Extreme rated communities. When property owners are unavailable leave behind wildfire educational materials.
- c. Provide property owners with wildfire educational materials such as: Ready, Set, Go! and Firewise.
- d. Inform property owners about programs the City provides to reduce wildfire hazards and risk.
- e. Attend community events to promote wildfire awareness such as: Community Days, Family Fun Day, National Wildfire Preparedness Day and Neighborhood Association meetings.
- f. Track accomplishments with GPS units and record one on one interactions.
- g. After project completion, review objectives, accomplishments, challenges, and performance.

3. Provide the name of the property owner (if Offeror does not own the property a Certification Statement Form for Property Owner must be signed. The form is found directly after Work Project Description Section):

City of Santa Fe

4. Project Location (Provide street address or township, range and section):

Moderate to Extreme wildland urban interface areas within the City of Santa Fe on the attached map.

5. Start Date: April 11, 2016 End Date: October 7, 2016

YCC Certification Statement Form for Work Locations

(Each property owner must use a separate form.)

NAME OF PROPERTY OWNER: City of Santa Fe

I/We certify that the Offeror has permission to perform the work described in this proposal on the property location described in the Table(s) named below.

By signing this form I certify that I have the authority to represent the person or organization who owns this/these location(s):

Signature and Date: _____

Work Description(s) #: 1, 2, 3

ALTERNATIVE WORK PROJECT(S)

(Describe alternative work plan and work tasks the Offeror can implement if for some unforeseen circumstances a Work Project cannot be completed. List them in order of priority. Also consider what the Offeror can provide in case of inclement weather. (2000 characters maximum)

The alternative project is to accomplish much needed trails construction, realignment and rehabilitation within the La Tierra Trails network and the Dale Ball Trail system. These trail networks are located on City open space within the city limits containing over 2,000 acres. Corps members are trained in trail construction and maintenance. Specific tasks include: cutting and removing overgrown vegetation along the trails, repairing damaged paths along the trails, removing unauthorized paths along the trail system (i.e. shortcuts), building new trails, and other necessary trail maintenance and improvements. The work implemented through this project serves to make the area safer, more attractive, functional, and accessible. The area provides outdoor recreation opportunities to over an estimated 80,000 citizens.

BENEFIT TO THE COMMUNITY

(Describe how the local community, as a whole, will directly benefit from the Project itself and how the Project will be of lasting value. We are not asking how the Corps members will benefit from the employment and learning experiences or how the community will benefit from having the youth employed. Instead we are asking how the completed Project itself will affect the community. For example, improved parks, community centers, etc.)(2000 characters maximum)

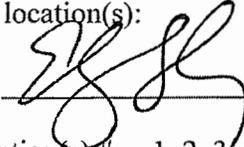
Providing a well-trained wildland firefighting crew will improve the City of Santa Fe's capacity to respond to wildfires in the upper watershed, within the City limits, surrounding areas and throughout the State. The woody material disposal serves to make the area more fire resilient, attractive and improves access. Fire prevention activities performed through this project are imperative to educating citizens about their personal responsibility to take actions which protect themselves, their neighbors, their community, and the City. Additionally, the old adage, "an ounce of prevention is worth a pound of cure," holds true where it is estimated that anywhere from \$257 to \$517 per 1 dollar spent on prevention was saved during the 2012 Waldo Canyon fire in Colorado Springs, CO. A wildfire in Santa Fe could prove to be just as damaging and preventing such a catastrophe is a substantial benefit. The benefit to the lives that would be disrupted and possibly lost in a wildfire event is of course immeasurable and education and outreach is a vital piece in preventing such outcomes. Overall a wildfire fighting crew which has the ability and qualifications to respond to wildfires, remove and haul woody material, and provide a substantial education and outreach program benefits the citizen, the neighborhood, the City of Santa Fe, and the State of New Mexico.

YCC Certification Statement Form for Work Locations
(Each property owner must use a separate form.)

NAME OF PROPERTY OWNER: City of Santa Fe

I/We certify that the Offeror has permission to perform the work described in this proposal on the property location described in the Table(s) named below.

By signing this form I certify that I have the authority to represent the person or organization who owns this/these location(s):

Signature and Date:  8/11/15

Work Description(s) #: 1, 2, 3

EDUCATIONAL CLASS/ON THE JOB TRAINING (250 POINTS)

You must identify who will be paying for the training; YCC, the Offeror/Partner, or both. If both, the organization or individual providing the educational class/on-the-job training must sign and date the Certification Statement Form (hard copy document). Industry Certification; Credit Hours, Continuing Education Certifications (e.g. defensive driving, First Aid/EPR; S-130/190 Fire Fighting-100 points) General Training (e.g. work ethics, job skills, harm reduction classes, conflict resolution, construction skills-150 points) To add Educational Class or On-The Job Training, copy and paste the list below until all the Educational Class/On the Job Trainings have been added.

1. Education/Training – Paid as In-Kind Contribution

- a. Class Name: S-130 Firefighting Training
- b. Provider of Class: City of Santa Fe Fire Department
- c. Will this class be a YCC Cost or Offeror/Partner Cost? (If an Offeror/Partner Cost, complete a Certification Statement Form found directly at the end of this section.)
Offeror
- d. Skills Learned: This course is designed to provide entry level firefighter skills. Objectives: Explain what the LCES (Lookouts, Communications, Escape Routes, and Safety Zones) system is and how it relates to the Standard Firefighting Orders. Construct fireline to required standards using various methods. Strengthen, reinforce, and use holding actin on a fireline. Extinuish the fire with or without the use of water. Complete assigned tasks in a fafe and efficient manner.
- e. Will the Corps Members earn a license (yes or no): NO
- f. Will the Corps Members earn a certification (yes or no): YES
- g. Will credit be offered by the local school district of graduation requirements and/or is a college offering credit hours towards a degree or certificate (yes or no): NO

2. Education/Training – Paid as In-Kind Contribution

- a. Class Name: S-190 Introduction to Wildland Fire Behavior
- b. Provided of Class: City of Santa Fe Fire Department
- c. Will this class be a YCC Cost or Offeror/Partner Cost? (If an Offeror/Partner Cost, complete a Certification Statement Form found directly at the end of this section.)
Offeror
- d. Skills Learned: This course provides instruction in the primary factors affecting the start and spread of wildfire and recognition of potentially hazardous situations. It is designed to meet the fire behavior training needs of a firefighter type 2. Objectives: Identify and discuss the three sides of the fire triangle. Identify the environmental factors of fuels, weather, and topography that affect the start and spread of wildland fire. Describe the contributing factors that indicate the potential for increased fire behavior that may compromise safety.
- e. Will the Corps Members earn a license (yes or no): NO
- f. Will the Corps Members earn a certification (yes or no): YES
- g. Will credit be offered by the local school district of graduation requirements and/or is a college offering credit hours towards a degree or certificate (yes or no): NO

3. Education/Training – Paid as In-kind Contribution

- a. Class Name: First Aid/CPR Blood Borne Pathogens
- b. Provided of Class: City of Santa Fe Fire Department
- c. Will this class be a YCC Cost or Offeror/Partner Cost? (If an Offeror/Partner Cost, complete a Certification Statement Form found directly at the end of this section.)
Offeror
- d. Skills Learned: This course is designed to teach the skills of CPR for victims of all ages, use of an automated external defibrillator and relief of choking. The course is video based with instructor led discussion and simulation. Students participate in, practice, and complete various skills and learning stations. Ideal for first aid basics, medical emergencies, injury emergencies, and environmental emergencies.
- e. Will the Corps Members earn a license (yes or no): NO
- f. Will the Corps Members earn a certification (yes or no): YES
- g. Will credit be offered by the local school district of graduation requirements and/or is a college offering credit hours towards a degree or certificate (yes or no): NO

4. Education/Training– Paid as In-kind Contribution

- a. Class Name: S-212 Wildland Fire Chainsaws
- b. Provided of Class: City of Santa Fe Fire Department
- c. Will this class be a YCC Cost or Offeror/Partner Cost? (If an Offeror/Partner Cost, complete a Certification Statement Form found directly at the end of this section.)
Offeror
- d. Skills Learned: The course lessons provide introduction to the function, maintenance and use of internal combustion engine powered chainsaws, and their tactical wildland fire application. Field exercises support entry level training for firefighters with little or no previous experience in operating a chainsaw, providing hands-on cutting experience in surroundings similar to fireline situations.
- e. Will the Corps Members earn a license (yes or no): NO
- f. Will the Corps Members earn a certification (yes or no): YES
- g. Will credit be offered by the local school district of graduation requirements and/or is a college offering credit hours towards a degree or certificate (yes or no): NO

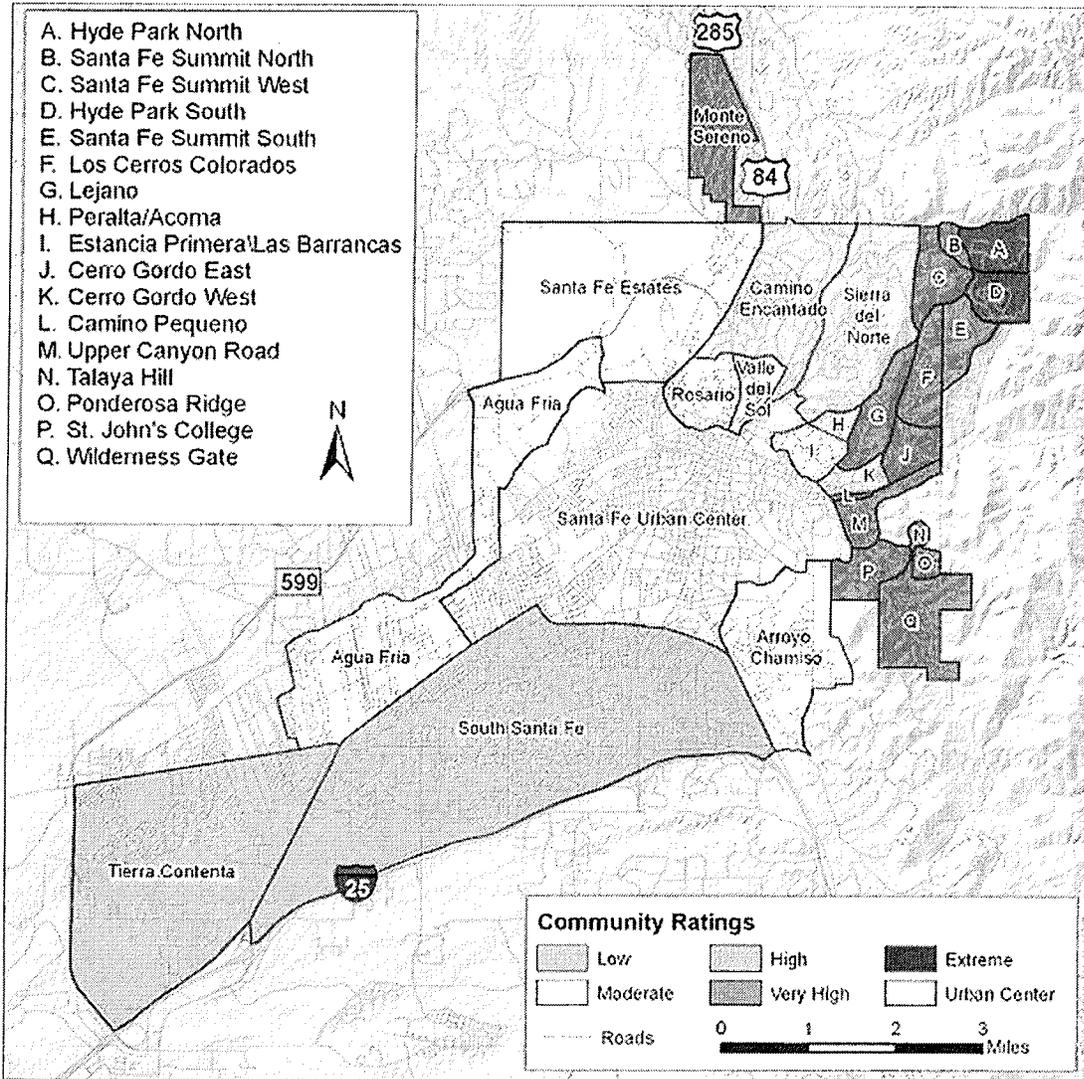
5. Education/Training– Paid as In-kind Contribution

- a. Class Name: National Safety Council Defensive Driving Course
- b. Provided of Class: City of Santa Fe Fire Department
- c. Will this class be a YCC Cost or Offeror/Partner Cost? (If an Offeror/Partner Cost, complete a Certification Statement Form found directly at the end of this section.)
Offeror
- d. Skills Learned: Identify the risks and hazards on the roadways. Define defensive driving and explain defensive driving techniques and concepts. Emphasize each driver's responsibility and control in choosing to drive in a safe, defensive manner. Identify the Fatal Four driving behaviors that result in crashes and violations. Identify ways to maintain self-control behind the wheel. Identify defensive driving techniques to avoid confrontations with aggressive drivers. Provide defensive driving techniques to reduce the risks and hazards of the driving conditions.
- e. Will the Corps Members earn a license (yes or no): NO

- f. Will the Corps Members earn a certification (yes or no): YES
- g. Will credit be offered by the local school district of graduation requirements and/or is a college offering credit hours towards a degree or certificate (yes or no):
NO

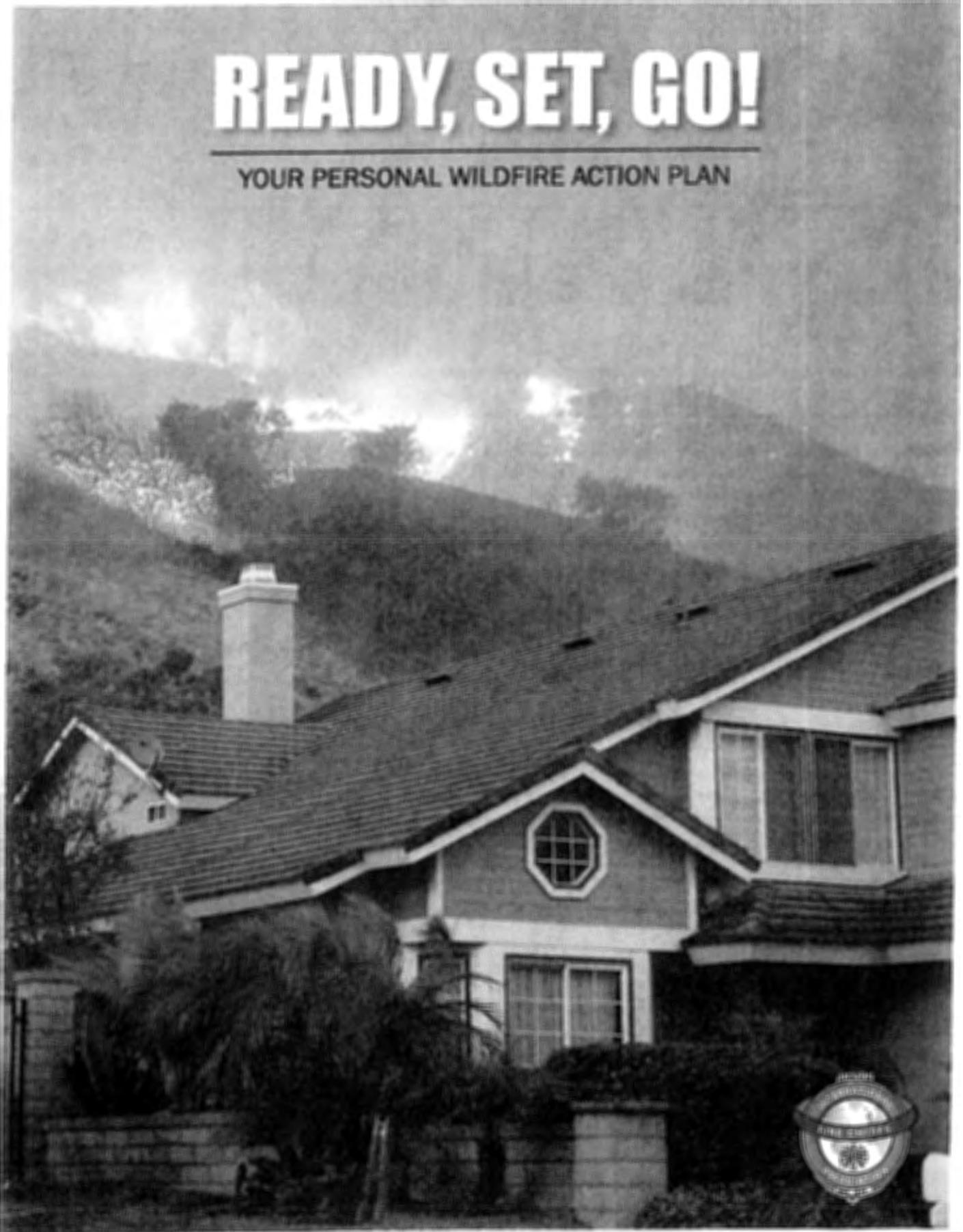
Desirable Specification

a. Project Map



READY, SET, GO!

YOUR PERSONAL WILDFIRE ACTION PLAN



Living in the Wildland Urban Interface and the Ember Zone

Ready, Set, Go! begins with a house that firefighters can defend.

Defensible space works!

If you live next to a natural area, the Wildland Urban Interface, you must provide firefighters with the defensible space they need to protect your home. The buffer zone you create by removing weeds, brush and other vegetation helps to keep the fire away from your home and reduces the risks from flying embers.



A home within one mile of a natural area is in the Ember Zone. Wind-driven embers can attack your home. You and your home must be prepared well before a fire occurs. Ember fires can destroy homes or neighborhoods far from the actual flame front of the wildfire.

What is a Hardened Home?

Construction materials and the quality of the defensible space surrounding it are what gives a home the best chance to survive a wildfire. Embers from a wildfire will find the weak link in your home's fire protection scheme and gain the upper hand because of a small, overlooked or seemingly inconsequential factor. However, there are measures you can take to safeguard your home from wildfire. While you may not be able to accomplish all the measures listed below, each will increase your home's, and possibly your family's, safety and survival during a wildfire.



ROOFS

Roofs are the most vulnerable surface where embers land because they can lodge and start a fire. Roof valleys, open ends of barrel tiles and rain gutters are all points of entry.

EAVES

Embers can gather under open eaves and ignite exposed wood or other combustible material.

VENTS

Embers can enter the attic or other concealed spaces and ignite combustible materials. Vents in eaves and cornices are particularly vulnerable, as are any unscreened vents.

WALLS

Combustible siding or other combustible or overlapping materials provide surfaces or crevices for embers to nestle and ignite.

WINDOWS and DOORS

Embers can enter gaps in doors, including garage doors. Plants or combustible storage near windows can be ignited from embers and generate heat that can break windows and/or melt combustible frames.

BALCONIES and DECKS

Embers can collect in or on combustible surfaces or the undersides of decks and balconies, ignite the material and enter the home through walls or windows.

To harden your home even further, consider protecting your homes with a residential fire sprinkler system. In addition to extinguishing a fire started by an ember that enters your home, it also protects you and your family year-round from any fire that may start in your home.

Garage: Have a fire extinguisher and tools such as a shovel, rake, bucket and hoe available for fire emergencies.

Install a solid door with self-closing hinges between living areas and the garage. Install weather stripping around and under door to prevent ember intrusion.

Store all combustibles and flammable liquids away from ignition sources.

Driveways and Access Roads: Driveways should be designed to allow fire and emergency vehicles and equipment to reach your house.

Access roads should have a minimum 10-foot clearance on either side of the traveled section of the roadway and should allow for two-way traffic.

Ensure that all gates open inward and are wide enough to accommodate emergency equipment.

Trim trees and shrubs overhanging the road to a minimum of 13 1/2 feet to allow emergency vehicles to pass.

Non-Combustible Fencing: Make sure to use non-combustible fencing to protect your home during a wildfire.

Non-Combustible Boxed In Eaves: Box in eaves with non-combustible materials to prevent accumulation of embers.

Raingutters: Screen or enclose rain gutters to prevent accumulation of plant debris.

Water Supply: Have multiple garden hoses that are long enough to reach any area of your home and other structures on your property.

If you have a pool or well, consider a pump.

Deck/Patio Cover: Use heavy timber or non-flammable construction material for decks.

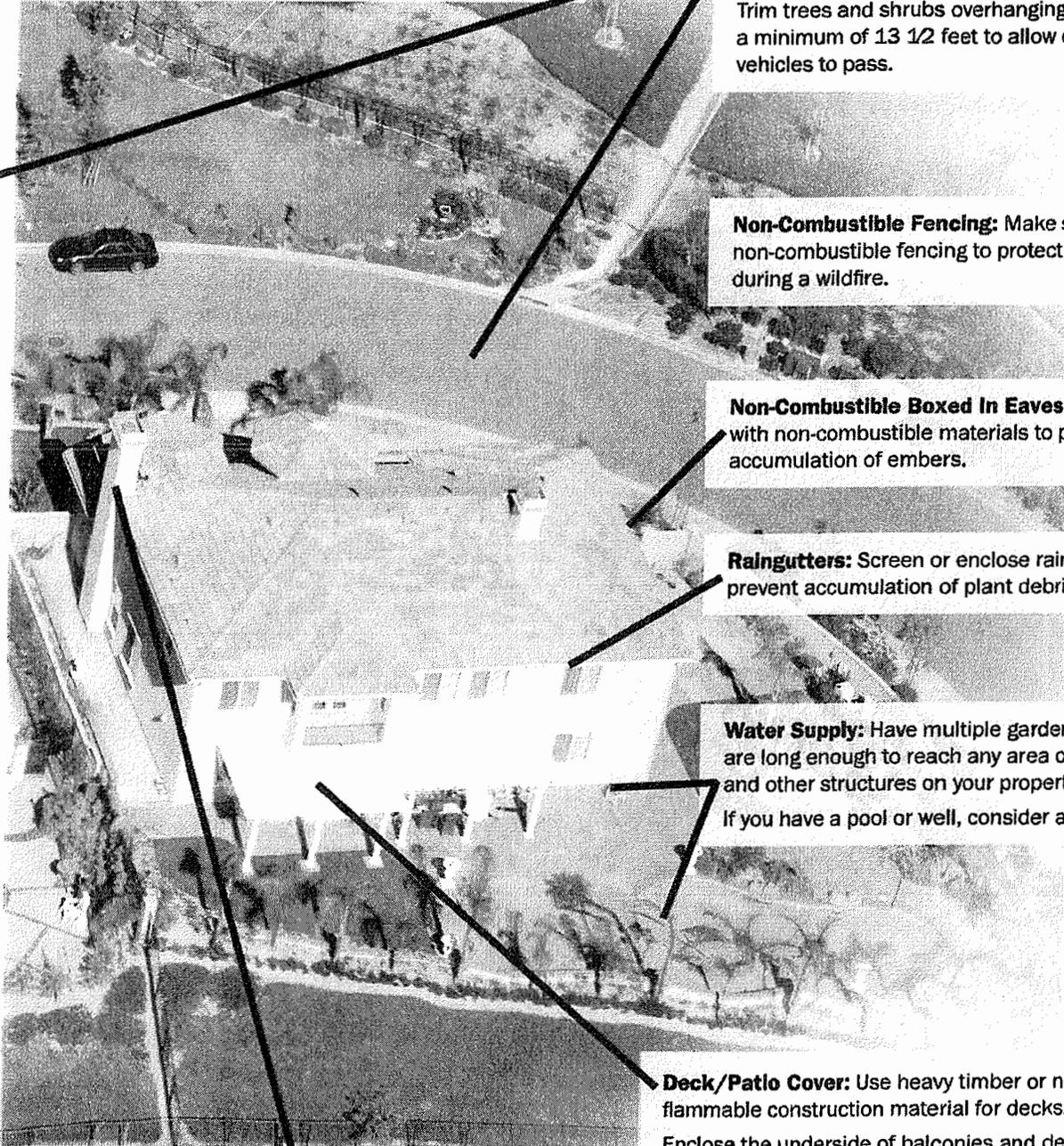
Enclose the underside of balconies and decks with fire-resistant materials to prevent embers from blowing underneath.

Keep your deck clear of combustible items, such as baskets, dried flower arrangements and other debris.

The decking surface must be ignition resistant if it's within 10 feet of the home.

Chimney: Cover your chimney and stovepipe outlets with a non-flammable screen of 1/4-inch wire mesh or smaller to prevent embers from escaping and igniting a fire.

Make sure that your chimney is at least 10 feet away from any tree branches.



GET SET

As the Fire Approaches

- Evacuate as soon as you are set!
- Alert family and neighbors.
- Dress in appropriate clothing (i.e., clothing made from natural fibers, such as cotton, and work boots). Have goggles and a dry bandana or particle mask handy.
- Ensure that you have your emergency supply kit on hand that includes all necessary items, such as a battery powered radio, spare batteries, emergency contact numbers, and ample drinking water.
- Stay tuned to your TV or local radio stations for updates, or check the fire department Web site.
- Remain close to your house, drink plenty of water and keep an eye on your family and pets until you are ready to leave.

INSIDE CHECKLIST

- Shut all windows and doors, leaving them unlocked.
- Remove flammable window shades and curtains and close metal shutters.
- Remove lightweight curtains.
- Move flammable furniture to the center of the room, away from windows and doors.
- Shut off gas at the meter. Turn off pilot lights.
- Leave your lights on so firefighters can see your house under smoky conditions.
- Shut off the air conditioning.



OUTSIDE CHECKLIST

- Gather up flammable items from the exterior of the house and bring them inside (e.g., patio furniture, children's toys, door mats, etc.) or place them in your pool.
- Turn off propane tanks.
- Don't leave sprinklers on or water running - they can waste critical water pressure.
- Leave exterior lights on.
- Back your car into the driveway. Shut doors and roll up windows.
- Have a ladder available.
- Patrol your property and extinguish all small fires until you leave.
- Seal attic and ground vents with pre-cut plywood or commercial seals if time permits.

IF YOU ARE TRAPPED: SURVIVAL TIPS

- Shelter away from outside walls.
- Bring garden hoses inside house so embers don't destroy them.
- Patrol inside your home for spot fires and extinguish them.
- Wear long sleeves and long pants made of natural fibers such as cotton.
- Stay hydrated.
- Ensure you can exit the home if it catches fire (remember if it's hot inside the house, it is four to five times hotter outside).
- Fill sinks and tubs for an emergency water supply.
- Place wet towels under doors to keep smoke and embers out.
- After the fire has passed, check your roof and extinguish any fires, sparks or embers.
- Check inside the attic for hidden embers.
- Patrol your property and extinguish small fires.
- If there are fires that you can not extinguish with a small amount of water or in a short period of time, call 9-1-1.

Write up your Wildfire Action Plan and post it in a location where every member of your family can see it. Rehearse it with your family.

My Personal Wildfire Action Plan

During High Fire Danger days in your area, monitor your local media for information on brush fires and be ready to implement your plan. Hot, dry and windy conditions create the perfect environment for a wildfire.

Important Phone Numbers:

Out-of-State Contact: _____ Phone: _____

Work: _____

School: _____

Other: _____

Evacuation Routes: _____

Where to go: _____

Location of Emergency Supply Kit: _____

Notes: _____



International Association of Fire Chiefs
4025 Fair Ridge Dr.
Fairfax, VA 22033
(703) 273-0911
www.iafc.org/ReadySetGo



City of Santa Fe Fire Department
P.O. Box 909
Santa Fe, NM 87504-0909
Phone (505) 955-3119
Fax (505) 955-3115
E-mail
pnchavarria@santafenm.gov

Porfirio Chavarria

- Objective** Subject Matter Expert – Wildland Fire Division, City of Santa Fe Fire Department
- Education**
- Northern NM Community College** Española, NM
Fall 1997-1999
- Completed 54 credits in General Studies
- Espanola Valley High School** Española, NM
May 1996
- Graduated with a high school diploma.
- Work experience**
- 2005 – Present Santa Fe Fire Department Santa Fe, NM
Wildland Urban Interface Specialist
- Liaison between the City of Santa Fe and Federal, State, County and Private landowners regarding wildland fire prevention, preparedness, and suppression
 - Coordinate wildland fire training
 - Conduct and provide wildland fire education to the public, including home assessments.
 - Perform jobs related to wildland fire prevention and awareness.
 - Wildland fire qualifications include: Crew Boss, Engine Boss, Faller B, Field Observer (trainee).
- 2001 - 2005 Santa Clara Pueblo Santa Clara Pueblo, NM
Fuels and Fire Manager
- Managed 20 to 50 employees for fuels reduction, restoration and fire management projects.
 - Prepared time sheets, enter leave, overtime, and submit to payroll every two weeks.
 - Prepared and submitted wildland fire invoices to the Bureau of Indian Affairs for reimbursement.
 - Coordinated wildland fire training, assignments, and preparedness with local, state and federal agencies.
- 1999 – 2001 Bureau of Indian Affairs San Juan, NM
Forestry Technician
- Served as a wildland firefighter on wildland fire assignments and as a

member of the Native Sons Hotshot crew.

- Detailed to Fairbanks Alaska as a firefighter on the Midnight Suns Interagency Hotshot crew for six months
- Performed chainsaw operations on fuels projects
- Performed as an engine crew member

**Professional
References**

Barbara A. Salas, Fire Chief – P.O. Box 909, Santa Fe, NM 87504-0909

Erik Litzenberg, Assistant Fire Chief – P.O. Box 909, SF, NM 87504-0909

John Lissoway, Fire management consultant – 53 La Paloma Dr., Los Alamos, NM 87544

Shirley I. Coca-Barela

FINANCIAL ANALYST

City of Santa Fe
200 Lincoln Avenue, Santa Fe NM 87501

505-955-6170
sicoca-barela@santafenm.gov

Professional Profile

- Evaluation of federal, state and city programs for drawdowns of grant funding
- Evaluation and monitoring of city funds issued to children and youth programs
- Analyzed grant program criteria for compliance
- Analyzed financial spending based on established criteria
- Annual audit of New Mexico Highlands University
- Audit and Tax Preparation of Non-Profits
- Audits of Governmental Agencies
- Budget- Analysis, Preparation and Presentation of City of Santa Fe Municipal Court
- Budget Tracking of City of Santa Fe Personnel –New Hires, Transfers, Terminations
- Skills in Excel (ability to analyze and compile financial data)
Microsoft Office, Quickbooks, Outlook, E-1 Accounting
- 28 yrs experience in accounting/auditing/budget/small business operation
- Ability to work well with others, self-motivator and team player
- Excellent oral and written communication and interpersonal skills
- Management of small business
- Proficient understanding of the internal accounting system (Oracle)

Education

Bachelor of Accountancy
College of Santa Fe, Santa Fe, NM
August 1988

Associate of Arts Sec. & Office Proced
University of NM, Albuquerque, NM
May 1980

Work History

Financial Analyst

Oct 2012-Present

City of Santa Fe, Accounting

Grant accountant responsible for financial analysis, reporting, reconciliation of grants. Financial requests are prepared at the state and federal level. Review of budget and actual expenses. Preparation of adjustments to budget and expenses are deemed necessary. Monitor funding is spent according to project specifications set forth by the grantors by fiscal allocations and material acquisition. Audit trails are implemented for accuracy and efficiency of all grants for federal and state auditors. All accounts are audited, and reviewed to present financial status reports to project managers and for City Counselors.

Budget Analyst**Aug 2010-Sept 2012****City of Santa Fe, Police Department**

Prepare, review, analyze and reconcile the Police Department's overall budget, Produce reports as requested by administration, and track changes in budget. Prepared budget adjustments as required. Oversee the requisition and purchasing and payment process, handle vendor's inquiries. Process PA's, incentive analysis and any HR inquiries. Handle the Cashier's window in the reception area as needed, verify the daily deposit, and handle the daily deposit when required. Translations for Spanish speaking customers. Reviewed and approved items for purchase order process. Supervised the accounts payable section of the Police Department.

Project Specialist**City of Santa Fe, Children and Youth Commission****Mar 2010 – Aug 2010**

Monitor grant programs funded by the City of Santa Fe specifically for children and youth: report financial activity, analyze reimbursement request for compliance, compile financial reports for monthly Commission Meeting, submit reimbursement request to accounts payables, provide statistical information in the form of charts or graphs. Maintain accurate records and audit trail for compliance of grant money issued to various children and youth programs. For fiscal year 2009-2010 the awarded funds were \$1,000,000; and for the current fiscal year 2010-2011 the grant awards are \$900,000. Handle purchasing and accounts payable function. Accounting – review and analyze the cash balance for the programs, resolve routine accounting problems. Reviewed budget for current fiscal year and make any necessary budget adjustments. Developed great working relations with grantees and have always maintained a great working relation with city staff.

Administrative Secretary**City of Santa Fe, Police Department****Mar 2009 – Mar 2010**

Accounts Payable for the department, travel vouchers, customer service: Utilized the City accounting system and budget procedures for payment process in a timely manner. Interaction with vendors and analysis of accounts, interaction with city staff in accounting, and purchasing. Writing skills utilized in documenting the explanation of account analysis. Updated and maintained clothing allowance account balance for officers in a timely manner.

Office Manager**JoeB Engineering, LLC****Feb 2007 – Feb 2009**

Office management, bookkeeping, invoicing, deposits, customer relations. Prepared financial statements – Balance Sheet and Profit and Loss Financial Statements. Prepared the New Mexico Gross Receipt Tax Report. Compiled all information necessary for tax purposes. Prepared the narrative reports from the engineer. Managed all other office related responsibilities.

Financial Analyst

City of Santa Fe, Water Dept., Santa Fe, NM

Sept 2006- Feb 2007

As a customer service representative, helped customers by analyzing their utility accounts and answer questions in person or by phone. Worked the reception desk as needed to assist and director customers. Assisted many of the Spanish speaking customers.

Financial Analyst (Budget)

City of Santa Fe, Municipal Court, Santa Fe, NM

Sept 2005 – May 2006

Prepared, reviewed and compiled the Municipal Court's budget for the next fiscal year for presentation to the Finance Committee and worked closely with the Budget Division to ensure a sound budget for the department. Analyzed the current budget and prepared forecasts and projections to be presented and reviewed by the Judge. Prepared the Personnel Action Forms for new hires, reviewed budget line items for salary and benefits and worked with personnel staff to efficiently process the documents. Prepared daily deposits received in the court house. Handled purchasing and accounts payables functions. Assisted customers on the phone and at the window regarding court questions. In addition, entered citations into the system.

Financial Analyst

City of Santa Fe, Accts. Payable, Santa Fe, NM

Sept 2004 – June 2001

Analyzed and reconciled accounts for payment in the Accounts Payables Dept. Worked with city staff and vendors to determine accurate information necessary to make appropriate payments. At the Sangre De Cristo Water Division assisted the public in residential and commercial account analysis. Handled mainly spanish speaking customers. A special project was to analyze customer accounts in the transition from the old computer system to the new billing system, this consisted of city wide customer residential and commercial accounts.

Financial Analyst

City of Santa Fe, Audit Depart., Santa Fe, NM

Nov 2006 – June 2001

Special Project extensive internal audit conducted on the Solid Waste Division – testwork was conducted on payroll for annual leave, sick leave and comp-time. Account comparisons from customer lists taken to compute and analyze generated billings to determine if commercial businesses were making the appropriate payments for sewer and refuse. Site visits were conducted and field work was analyzed, evaluated and compiled for supervisor's presentation to City Council.

Grant Accountant

City of Santa Fe, Santa Fe, NM

Sept 1989 – June 1993

Financial reporting of grant accounts at city, federal and state levels. Reviewed and analyzed grant documents for requirements on reporting revenue and expenditures. Monitored funding was spent according to project specifications set forth by the grantors by fiscal allocations and material acquisition. Audit

trails were implemented for accuracy and efficiency of all grants for federal and state auditors. All accounts were audited, and reviewed to present financial status reports to project managers and for City Counselors. Annual budgets were prepared and budget and accounting adjustment were done when necessary during the year. *Major projects/programs included Highway 599/Northwest Relief Route, Transit System, Wastewater, Police Grants, Library, Ridefinders and many others.*

Auditor

Barraclough and Associates

June 1988 – Sept 1989

Responsibilities included auditing, New Mexico Highlands University. The School of American Research and nonprofit, banks, and government entities. Audited required areas of companies and with some agencies finished with tax returns and financial statements. Analyzed and reviewed documents on a fraud case.

Financial Specialist

New Mexico State Police Department

June 1980 – July 1986

Reconciled expenditures ledger, handled purchasing responsibilities, worked with team on implementation of new accounting system, daily deposits, verified confiscated money with officer for deposit, deposited restitution money.

Activities

- NM Society of CPA
- SF Chapter of CPA
- Capital City Jaycees
- Association of Governmental Accountants
- Volunteer work for The Forest Guardians Annual Auction 2007 and 2008 (Financial Capacity)
- Community Service Volunteer at St. Elizabeth Shelter
- Volunteer at St. Francis Catholic School, Mission Viejo Christian Academy and St. Michaels’s High School.
- Volunteer in 2011, 2012, 2013 fundraising for American Breast Cancer Society

Professional References

Sharon Romero 2511 Camino Entrada, Santa Fe NM 87501 City of Santa Fe – Municipal Court	505-955-5130
 Fred Lopez 11 Via De Estrellas, Santa Fe, NM City of Santa Fe –(Retired) Comptroller	 505-466-8057
 Steve Gonzales Budget Director (Retired) – City of Santa	 505-984-8423

Campaign Contribution Disclosure Form

Pursuant to NMSA 1978, § 13-1-191.1 (2006), any person seeking to enter into a contract with any state agency or local public body for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body shall void an executed contract or cancel a solicitation or proposed award for a proposed contract if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

“Applicable public official” means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

“Campaign Contribution” means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to either statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

“Family member” means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law.

“Pendency of the procurement process” means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

“Person” means any corporation, partnership, individual, joint venture, association or any other private legal entity.

“Prospective contractor” means a person who is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract.

“Representative of a prospective contractor” means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

DISCLOSURE OF CONTRIBUTIONS:

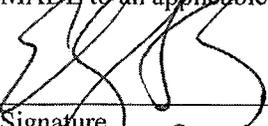
Contribution Made By: _____
Relation to Prospective Contractor: _____
Name of Applicable Public Official: _____
Date Contribution(s) Made: _____
Amount(s) of Contribution(s) _____
Nature of Contribution(s) _____
Purpose of Contribution(s) _____
(Attach extra pages if necessary)

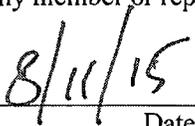
Signature Date

Title (position)

—OR—

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.



Signature Date


Date


Title (Position)

16.d.004.FI

City of Santa Fe, New Mexico

BUDGET ADJUSTMENT REQUEST (BAR)

DEPARTMENT / DIVISION / SECTION / UNIT NAME				DATE	
Fire Department/Wildland Urban Interface				01/21/2016	
ITEM DESCRIPTION	BU / LINE ITEM	<--(Finance Dept Use Only)-->		INCREASE	DECREASE
		SUBLEDGER / SUBSIDIARY	DR / (CR)		
Wildland Urban Interface-State Rev	21233.490200		cr	(103,609)	
Wildland Urban Interface-Salaries	22237.500110		dr	84,611	
Wildland Urban Interface-Fica	22237.503100		dr	5,188	
Wildland Urban Interface-PERA	22237.503150		dr	5,210	
Wildland Urban Interface-Health Ins	22237.503200		dr	5,582	
Wildland Urban Interface-Retiree Health	22237.503250		dr	612	
Wildland Urban Interface-W/C	22237.503350		dr	2,102	
Wildland Urban Interface-Dental	22237.503400		dr	304	

JUSTIFICATION: (use additional page if needed)
 --Attach supporting documentation/memo

TOTAL \$ - \$ -

Youth Conservation Corps Commission (YCCC) grant award in the amount of \$103,609 toward salaries & benefits to be used toward the City's Wildland Urban Interface to perform public green waste pick-up, wildfire education and wildfire firefighting force. Grant Period is for FY15-16 and FY16-17.

Shirley Coca Barela Prepared By Date: 1-21-16	<input type="checkbox"/> City Council Approval Required	AJM Budget Officer Date: 1/22/16
Paul Balcerch Division Director Date: 1-21-16	<input type="checkbox"/> City Council Approval Date	[Signature] Finance Director Date: 1-28-2016
[Signature] Department Director Date: 1/21/16	<input type="checkbox"/> Agenda Item #	City Manager Date