

**SERVICE AGREEMENT
WITH PUEBLO OF NAMBE
FOR THE IMPLEMENTATION OF EDUCATIONAL & RECREATIONAL
YOUTH PROGRAMS**

THIS AGREEMENT is made and entered into on this 27th day of May, 2014, by and between **SANTA FE COUNTY** (hereinafter referred to as the "County"), a New Mexico political subdivision, and **PUEBLO OF NAMBE**, located at 15A NP 102 West, Nambe Pueblo, New Mexico 87506 (hereinafter referred to as the "Contractor").

WHEREAS, children and youth in Santa Fe County comprise twenty-three percent (23%) of the County's population and twenty-eight percent (28%) of New Mexico's population. In 2011, 33,600 Santa Fe County residents were under the age of 19 and the County has a direct interest in ensuring that youth in our community are mentally and physically healthy;

WHEREAS, in accordance with NMSA 1978 Sections 13-1-112 and 113-1-117, competitive, sealed proposals were solicited via a formal request for proposal RFP# 2014-0293-CSD/PL for the implementation of educational and recreational youth programs;

WHEREAS, based upon the evaluation criteria established within the RFP for the purposes of determining the most qualified Offeror, Santa Fe County has determined the Contractor as the most responsive and highest rated Offeror;

WHEREAS, the County requires the services and the Contractor is willing to provide these services and both parties wish to enter into this Agreement.

NOW THEREFORE, in consideration of the premises and mutual obligations herein, the parties hereto do mutually agree as follows:

1. SCOPE OF THE WORK

The contractor shall:

- A. Implement a summer youth program consistent with Contractor's proposal (Attachment A). Administrative costs shall not exceed 5% of total grant award.
- B. Develop and administer programs designed to serve the youth of Santa Fe County, which may include, but not limited to, reading and math literacy programs, educational support activities, outdoor nature activities, and dance;
- C. Serve children from kindergarten to 12th grade and provide educational programming that is age appropriate;
- D. Integrate evidence based or promising practices into programming to increase the health and overall social well-being of Santa Fe County youth;

- E. Provide programs that shall affect specific health indicators for Santa Fe County which may include, but are not limited to, building protective factors to increase mental and/or physical health and reduce substance abuse and/or obesity. Programs should also address enhanced learning opportunities;
- F. Provide programs that include family engagement in programming;
- G. Include twenty percent (20%) cash or in-kind match; and shall document both expenditures and in-kind match in each billing statement presented to the County for payment;
- H. Include methods and strategies to recruit and market youth, including high risk youth, into the program;
- I. Provide a mid-program report summary of program status to include, but not limited to: number of youth served, program highlights and program challenges;
- J. Provide a final report to include number of youth served, gender, age, ethnicity, school, grade level, program highlights, program challenges, and outcome measures of proposed goals and objectives;
- K. Provide employment and criminal background checks for all management personnel and staff members.

2. COMPENSATION, INVOICING, AND SET-OFF

A. In consideration of its obligations under this Agreement the Contractor shall be compensated as follows:

- 1) County shall pay to the Contractor in full payment for services satisfactorily performed.
- 2) The total amount payable to the Contractor under this Agreement shall not exceed fifteen thousand dollars (\$15,000.00) inclusive of gross receipts tax.
- 3) This amount is a maximum and not a guarantee that the work assigned to be performed by Contractor under this Agreement shall equal the amount stated herein. The parties do not intend for the Contractor to continue to provide services without compensation when the total compensation amount is reached. The County will notify the contractor when the services provided under this Agreement reach the total compensation amount. In no event will the Contractor be paid for services provided in excess of the total compensation amount without this Agreement being amended in writing prior to those services in excess of the total compensation amount being provided.

B. The Contractor shall submit a written request for payment to the County when payment is due under this Agreement. Upon the County's receipt of the written request, the County shall issue a written certification of complete or partial acceptance or rejection of the contractual items or services for which payment is sought. The Contractor acknowledges and agrees that the County may not make any payment hereunder unless and until it has issued a written certification accepting the contractual items or services. Within thirty (30) days of the issuance of a written certification accepting the contractual items or services, the County shall tender payment for the accepted items or services. In the event the County fails to tender payment within thirty (30) days of the written certification accepting the items or services, the County shall pay late payment charges of one and one-half percent (1.5%) per month, until the amount due is paid in full.

C. In the event the Contractor breaches this Agreement, the County may, without penalty, withhold any payments due the Contractor for the purpose of set-off until such time as the County determines the exact amount of damages it suffered as a result of the breach.

D. Payment under this Agreement shall not foreclose the right of the County to recover excessive or illegal payment.

3. EFFECTIVE DATE AND TERM

This Agreement shall, upon due execution by all parties, become effective as of the date first written above and shall terminate one (1) year later, unless earlier terminated pursuant to Section 5 (Termination) or Section 6 (Appropriations and Authorizations). The County has the option to renew on the same terms and conditions for three (3) years in one (1) year increments. In no event shall this Agreement exceed a term of four (4) years.

4. ADDITIONAL SERVICES

A. The parties agree that all tasks set forth in Paragraph 1, SCOPE OF WORK of this Agreement, shall be completed in full, to the satisfaction of the County, for the amount set forth in Section 2, COMPENSATION, INVOICING, AND SET-OFF, of this Agreement, and for no other cost, amount, fee, or expense.

B. The County may from time-to-time request changes in the Scope of Work to be performed hereunder. Such changes, including any increase or decrease in the amount of the Contractor's compensation, which are mutually agreed upon by and between the County and the Contractor, shall be incorporated in written amendments to this Agreement.

5. TERMINATION

A. Termination of Agreement for Cause. Either party may terminate the Agreement based upon any material breach of this Agreement by the other party. The non-breaching party shall give the breaching party written notice of termination specifying the grounds for the termination. The termination shall be effective thirty (30) days from the breaching party's receipt of the notice of termination, during which time the breaching party shall have the right to

cure the breach. If, however, the breach cannot with due diligence be cured within thirty (30) days, the breaching party shall have a reasonable time to cure the breach, provided that, within thirty (30) days of its receipt of the written notice of termination, the breaching party began to cure the breach and advised the non-breaching party in writing that it intended to cure.

B. Termination for Convenience of the County. The County may, in its discretion, terminate this Agreement at any time for any reason by giving the Contractor written notice of termination. The notice shall specify the effective date of termination, which shall not be less than fifteen (15) days from the Contractor's receipt of the notice. The County shall pay the Contractor for acceptable work, determined in accordance with the specifications and standards set forth in this Agreement, performed before the effective date of termination but shall not be liable for any work performed after the effective date of termination.

6. APPROPRIATIONS AND AUTHORIZATIONS

This Agreement is contingent upon sufficient appropriations and authorizations being made for performance of this Agreement by the Board of County Commissioners of the County and/or, if state funds are involved, the Legislature of the State of New Mexico. If sufficient appropriations and authorizations are not made in this or future fiscal years, this Agreement shall terminate upon written notice by the County to the Contractor. Such termination shall be without penalty to the County, and the County shall have no duty to reimburse the Contractor for expenditures made in the performance of this Agreement. The County is expressly not committed to expenditure of any funds until such time as they are programmed, budgeted, encumbered and approved for expenditure by the County. The County's decision as to whether sufficient appropriations and authorizations have been made for the fulfillment of this Agreement shall be final and not subject to challenge by the Contractor in any way or forum, including a lawsuit.

7. INDEPENDENT CONTRACTOR

The Contractor and its agents and employees are independent contractors and are not employees or agents of the County. Accordingly, the Contractor and its agents and employees shall not accrue leave, participate in retirement plans, insurance plans, or liability bonding, use County vehicles, or participate in any other benefits afforded to employees of the County. Except as may be expressly authorized elsewhere in this Agreement, the Contractor has no authority to bind, represent, or otherwise act on behalf of the County and agrees not to purport to do so.

8. ASSIGNMENT

The Contractor shall not assign or transfer any interest in this Agreement or assign any claims for money due or to become due under this Agreement without the advance written approval of the County. Any attempted assignment or transfer without the County's advance written approval shall be null and void and without any legal effect.

9. SUBCONTRACTING

The Contractor shall not subcontract or delegate any portion of the services to be performed under this Agreement without the advance written approval of the County. Any attempted subcontracting or delegating without the County's advance written approval shall be null and void and without any legal effect.

10. PERSONNEL

A. All work performed under this Agreement shall be performed by the Contractor or under its supervision.

B. The Contractor represents that it has, or will secure at its own expense, all personnel required to discharge its obligations under this Agreement. Such personnel (i) shall not be employees of or have any contractual relationships with the County and (ii) shall be fully qualified and licensed or otherwise authorized or permitted under federal, state, and local law to perform such work.

11. RELEASE

Upon its receipt of all payments due under this Agreement, the Contractor releases the County, its elected officials, officers, agents and employees from all liabilities, claims, and obligations whatsoever arising from or under or relating to this Agreement.

12. CONFIDENTIALITY

Any confidential information provided to or developed by the Contractor in the performance of this Agreement shall be kept confidential and shall not be made available to any individual or organization by the Contractor without the prior written approval of the County.

13. PUBLICATION, REPRODUCTION, AND USE OF MATERIAL; COPYRIGHT

A. The County has the unrestricted right to publish, disclose, distribute and otherwise use, in whole or in part, any reports, data, or other material prepared under or pursuant to this Agreement.

B. The Contractor acknowledges and agrees that any material produced in whole or in part under or pursuant to this Agreement is a work made for hire. Accordingly, to the extent that any such material is copyrightable in the United States or in any other country, the County shall own any such copyright.

14. CONFLICT OF INTEREST

The Contractor represents that it has no and shall not acquire any interest, direct or indirect, that would conflict in any manner or degree with the performance of its obligations under this Agreement.

15. NO ORAL MODIFICATIONS; WRITTEN AMENDMENTS REQUIRED

This Agreement may not be modified, altered, changed, or amended orally but, rather, only by an instrument in writing executed by the parties hereto. The Contractor specifically acknowledges and agrees that the County shall not be responsible for any changes to Section 1, "SCOPE OF WORK", of this Agreement unless such changes are set forth in a duly executed written amendment to this Agreement.

16. ENTIRE AGREEMENT; INTEGRATION

This Agreement incorporates all the agreements, covenants, and understandings between the parties hereto concerning the subject matter hereof, and all such agreements, covenants and understandings have been merged into this written Agreement. No prior or contemporaneous agreement, covenant or understandings, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Agreement.

17. NOTICE OF PENALTIES

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

18. EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE

A. The Contractor agrees to abide by all federal, state, and local laws, ordinances, and rules and regulations pertaining to equal employment opportunity and unlawful discrimination. Without in any way limiting the foregoing general obligation, the Contractor specifically agrees not to discriminate against any person with regard to employment with the Contractor or participation in any program or activity offered pursuant to this Agreement on the grounds of race, age, religion, color, national origin, ancestry, sex, physical or mental handicap, serious medical condition, spousal affiliation, sexual orientation, or gender identity.

B. The Contractor acknowledges and agrees that failure to comply with this Section shall constitute a material breach of this Agreement.

19. COMPLIANCE WITH APPLICABLE LAW; CHOICE OF LAW

A. In performing its obligations hereunder, the Contractor shall comply with all applicable laws, ordinances, and regulations.

B. Contractor shall comply with the requirements of Santa Fe County Ordinance 2014-1 (Establishing a Living Wage).

C. This Agreement shall be construed in accordance with the substantive laws of the State of New Mexico, without regard to its choice of law rules. Contractor and the County

agree that the exclusive forum for any litigation between them arising out of or related to this Agreement shall be federal and state district courts of New Mexico, located in Santa Fe County.

20. RECORDS AND INSPECTIONS

A. To the extent its books and records relate to (i) its performance of this Agreement or any subcontract entered into pursuant to it or (ii) cost or pricing data (if any) set forth in this Agreement or that was required to be submitted to the County as part of the procurement process, the Contractor agrees to (i) maintain such books and records during the term of this Agreement and for a period of six (6) years from the date of final payment under this Agreement; (ii) allow the County or its designee to audit such books and records at reasonable times and upon reasonable notice; and (iii) to keep such books and records in accordance with generally accepted accounting principles (GAAP).

B. To the extent its books and records relate to (i) its performance of this Agreement or any subcontract entered into pursuant to it or (ii) cost or pricing data (if any) set forth in this Agreement or that was required to be submitted to County as part of the procurement process, the Contractor also agrees to require any subcontractor it may hire to perform its obligations under this Agreement to (i) maintain such books and records during the term of this Agreement and for a period of six (6) years from the date of final payment under the subcontract; (ii) to allow the County or its designee to audit such books and records at reasonable times and upon reasonable notice; and (iii) to keep such books and records in accordance with GAAP.

21. INDEMNIFICATION

A. The Contractor shall defend, indemnify, and hold harmless the County and its elected officials, agents, and employees from any losses, liabilities, damages, demands, suits, causes of action, judgments, costs or expenses (including but not limited to court costs and attorneys' fees) resulting from or directly or indirectly arising out of the Contractor's performance or non-performance of its obligations under this Agreement, including but not limited to the Contractor's breach of any representation or warranty made herein.

B. The Contractor agrees that the County shall have the right to control and participate in the defense of any such demand, suit, or cause of action concerning matters that relate to the County and that such suit will not be settled without the County's consent, such consent not to be unreasonably withheld. If a conflict exists between the interests of the County and the Contractor in such demand, suit, or cause of action, the County may retain its own counsel to represent the County's interest.

C. The Contractor's obligations under this section shall not be limited by the provisions of any insurance policy the Contractor is required to maintain under this Agreement.

22. SEVERABILITY

If any term or condition of this Agreement shall be held invalid or non-enforceable by any court of competent jurisdiction, the remainder of this Agreement shall not be affected and shall be valid and enforceable to the fullest extent of the law.

23. NOTICES

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

- To the County: Santa Fe County
Office of the County Attorney
102 Grant Avenue
Santa Fe, New Mexico 87501
- To the Contractor: Pueblo of Nambe
15A NP 102 West
Nambe Pueblo, New Mexico 87506

24. CONTRACTOR’S REPRESENTATIONS AND WARRANTIES

The Contractor hereby represents and warrants that:

A. This Agreement has been duly authorized by the Contractor, the person executing this Agreement has authority to do so, and, once executed by the Contractor, this Agreement shall constitute a binding obligation of the Contractor.

B. This Agreement and Contractor’s obligations hereunder do not conflict with Contractor’s corporate agreement or any statement filed with the Public Regulation Commission on Contractor’s behalf.

C. Contractor is legally registered and is properly licensed by the New Mexico State to do the work anticipated by this Agreement and shall maintain such registration and licensure in good standing throughout the duration of the Agreement.

25. FACSIMILE SIGNATURES

The parties hereto agree that a facsimile signature has the same force and effect as an original for all purposes.

26. NO THIRD-PARTY BENEFICIARIES

This Agreement was not intended to and does not create any rights in any persons not a party hereto.

27. INSURANCE

A. General Conditions. The Contractor shall submit evidence of insurance as is required herein. Policies of insurance shall be written by companies authorized to write such insurance in New Mexico.

B. General Liability Insurance, Including Automobile. The Contractor shall procure and maintain during the life of this Agreement a comprehensive general liability and automobile insurance policy with liability limits in amounts not less than \$1,000,000.00 combined single limits of liability for bodily injury, including death, and property damage for any one occurrence. Said policies of insurance shall include coverage for all operations performed for the County by the Contractor; coverage for the use of all owned, non-owned, hired automobiles, vehicles and other equipment, both on and off work; and contractual liability coverage under which this Agreement is an insured contract. The County of Santa Fe shall be a named additional insured on the policy.

C. Workers' Compensation Insurance. The Contractor shall comply with the provisions of the Workers' Compensation Act.

D. Increased Limits. If, during the life of this Agreement, the Legislature of the State of New Mexico increases the maximum limits of liability under the Tort Claims Act (NMSA 1978, Sections 41-4-1 through 41-4-29, as amended), the Contractor shall increase the maximum limits of any insurance required herein.

28. PERMITS, FEES, AND LICENSES

Contractor shall procure all permits and licenses, pay all charges, fees, and royalties, and give all notices necessary and incidental to the due and lawful performance of its obligations hereunder.

29. NEW MEXICO TORT CLAIMS ACT

No provision of this Agreement modifies or waives any sovereign immunity or limitation of liability enjoyed by County or its "public employees" at common law or under the New Mexico Tort Claims Act, NMSA 1978, Section 41-4-1, et seq.

30. CAMPAIGN CONTRIBUTION DISCLOSURE FORM

The Contractor agrees to compute and submit simultaneous with execution of this Agreement a Campaign Contribution Disclosure Form approved by the County.

31. SURVIVAL

The provisions of following paragraphs shall survive termination of this Contract; INDEMNIFICATION; RECORDS AND INSPECTION; RELEASE, CONFIDENTIALITY, PUBLICATION, REPRODUCTION, AND USE OF MATERIAL; COPYRIGHT; COMPLIANCE WITH APPLICABLE LAW; CHOICE OF LAW; NO THIRD-PARTY BENEFICIARIES; SURVIVAL.

IN WITNESS WHEREOF, the parties have duly executed this Amendment to the Agreement as of the date first written above.

SANTA FE COUNTY:

Katherine Miller
Katherine Miller
Santa Fe County Manager

5.22.14
Date

Approved as to Form

Robert J. Quip III
Santa Fe County Attorney

5/16/14
Date

Finance Department Approval

Teresa C. Martinez
Teresa C. Martinez
Santa Fe County Finance Director

5/21/14
Date

CONTRACTOR:

Phillip A. Perez
(Signature)

5/29/2014
Date

Phillip A. Perez
(Print Name)

Governor
(Print Title)

FEDERAL IDENTIFICATION NUMBER: _____

History & Background

Vision & Mission of Organization

The mission of the tribal administration is to “maintain an environment that promotes the practice of our core values for the benefit and welfare of the community,” as written in the 2013 Tribal Government Strategic Plan. The values identified over the 2-day planning session are:

Unity
Self-Empowerment

Health
Respect

Preservation
Safety

In 2010, the Pueblo of Nambe put together a panel of community members tasked to reinvigorate the Education Department by developing a strategic plan for all aspects of education. The community decided upon a vision for the Education Department to “create a world class learning environment for a stronger and healthier community.” The mission of the department is to “create a foundation for life-long learning that instills knowledge, traditions and cultural values.” It was at this time that our current Education Coordinator, Claudene Martinez, joined the team. She has been upholding the tenets of the organization and providing a diversity of educational opportunities since then.

History of Organization

The Pueblo of Nambe is located 15 miles north of Santa Fe, New Mexico, with a population of approximately 1,100 enrolled tribal members. Nestled in the foothills of the Sangre de Cristo Mountains, the Pueblo lands have a reservoir, natural waterfalls and river. Cultural life thrives in the historic plaza area, at the community Garden which provides agricultural workshops and in the range where the sacred Bison herd roam. Tewa is the mother language, although most people in Nambe speak English and/or Spanish. Nambe Pueblo does not have a tribal school therefore the school age youth are being sent to the Pojoaque Valley School District or Santa Fe Indian School.

The tribal administration oversees a plethora of programs and services geared toward the Pueblo tribal members and their families. In a small community of nearly 500 residents, collaboration is integral to success. Our education department works in tandem with many of the other program staff to ensure opportunities for learning and growth are always available for our youth. Cooperation among our youth programming is evident with the Community Health and Wellness staff assisting in the afterschool program, the Healthy Family Services providing therapeutic and behavioral skills training and the Diabetes Program sharing healthy snack options.

Evidence of Understanding

Understanding of Key Elements & Goals

In pueblo worldview, all things are connected. Scientific research has confirmed what we know, especially in the social and psychological realm. There is a distinct correlation between mental health and physical health, between self-esteem and staying drug-free and between self-esteem and an individuals' learning capacity. Our youth programs work on all these levels with the understanding of how each element influences the other.

At the Pueblo of Nambe, collaboration is a key to success. Our youth programs are integrated with other tribal programs and services to provide a holistic environment for growth. Examples of collaboration include:

- The Diabetes Program encourages the practice of portion control and engages the children to put together their own nutritional snacks
- The Substance Abuse Program hosts the Teen Coalition where hard to discuss topics like suicide is broached and where leadership skills are applied. This year the Teen Coalition started a Ski Club, putting the children in charge of fundraising for supervised overnight retreats.
- The staff at the Wellness Center, where the After School Program is hosted, plan physical activities, play games, provide homework support and serve as adult mentors.
- The Community Farm mentors youth in the fields and the hoop house to show them the magic that comes from working the land to grow your own food.
- The Environmental Department hired a young adult intern to work with UNM on a preservation plan in 2013. This intern also worked with summer youth to develop a play, *A Step Back in Time*, to retell the old stories.
- The tribal administration hosts 3-4 annual events for the community, with a focus on games and crafts for the children.

This year we will host our Summer Enrichment Program at the Nambe Falls Recreation Area to encourage more outdoor activities and nature-based learning. The Falls Recreation Area is a public-accessible camping area located at the base of one of the most spectacular natural waterfalls in the American Southwest. During the seven-week program, the group will have access to covered ramadas situated along the Rio Nambe, with electricity, running water and restrooms available.

A triathlon will be held at the end of the program, showing off the skills that the youth will be working on from the first day. Our Education Coordinator believes in the importance of triathlon events for youth engagement and esteem-building. Allowing a small portion of each day for training keeps the focus on outcomes and in the end shows the positive effect of being dedicated to a goal.

Our Summer Enrichment Program (SEP) will contain weekly sessions for reading literacy and comprehension, utilizing books from the Advanced Reading list from the Pojoaque Valley School District. During these sessions youth participants will break into groups for a reading hour, followed by a craft hour. The craft hour activity will be

directly related to the chapter(s) that were just read in order to fully develop the meaning within the story. The groups will share their creation and part of their story in a presentation to the whole program.

As a continuation of a project we did last year, our summer youth will put on a play for the public that retells old stories from the community. In 2013 there were approximately 10 children who were involved in the acting, set design and costuming of a play that was held in the Falls Recreation Area. The youth participants worked hard on remembering their lines, painting scenery and shopping for their costumes. It was a wonderful project that brought the group together and boosted the collective self-esteem. We hope to make this an annual event for our summer youth program.

Approach & Strategies

The importance of family engagement is detailed at the required informational meetings held the week before the enrichment program starts. Throughout the summer program there will be three family engagement events offered. The first will be Pueblo Opera Night; the program will provide free tickets to the Santa Fe Opera for parents to take their children. The second event will be the triathlon; all parents will be expected to attend and support their child. The third event will be a Past to Present overnight camp; traditional pueblo meals and stories will be told around the fire at the Falls Recreation Area.

Past Summer Programs have taught us that the older children often enjoy and rise to the challenge of taking on part of the responsibility of watching over the younger generations. Therefore, the SEP will be broken into groups of approximately 8, with an equal distribution among age groups, each with a paid supervisor and one to two older participants serving as mentors. The only time we foresee actually separating the age groups will be at the Santa Fe Mountain Center for the ropes course, where safety is the utmost concern.

Techniques & Methods for Health Indicators

For increased physical health and reduction in obesity we will be assessing the youth participants before and after the SEP. They will be tracked with the following indicators (please see Appendix for health assessment); jump roping, hula hooping, mile run, swimming lap, stretch, push ups, sit ups and BMI.

Mental health indicators will be measured before, midway and at the end of the program. With the assistance of our Substance Abuse Counselor, Skip Wardlow, we will administer a survey to gauge the level of self-esteem for the children and/or the prevalence of bullying with a survey from the State of New Mexico Strategies for Success Program. This information directly correlates to learning ability and substance abuse later in life.

The Nambe Pueblo Education Department utilizes the reading assessments provided by the Pojoaque Valley School District (PVS). The Summer Enrichment Program consults with the PVS for reading requirements and standards and looks to see scores improve at the beginning of the school year for the children involved with our SEP (please see Appendix for letter of support from PVS).

Program Quality

The SEP will have a ratio of 1:9 (one adult per nine children) to ensure adequate attention and inclusion is provided. When we take field trips to public places such as museums/cultural centers/gardens, we will keep the group sizes smaller than 10 for the safety of the children and also to provide enough time and space for a heightened learning experience. To recruit quality staff we offer competitive wages and rewards, including continuity of job position for the next year.

Participation Measurements

Participation is based upon good behavior and following rules that are clearly in place before the program starts. Each day there will be a sign-in/sign-out sheet for the children, including a roll call.

Promising Practices

For physical activities we base our program on the Physical Activity Kit (PAK) developed by the University of New Mexico and Indian Health Services. The PAK is culturally sensitive to Native American populations, making exercise and nutrition fun and accessible. All surveys and assessments we will use for mental health indicators are approved by the state and/or the federal government.

For reading achievement and comprehension the SEP follows peer assisted learning practices. This method fosters personal growth in an intimate and supportive group of peers at the same or near levels of reading achievement. The creative expression time that follows provides an enjoyable comprehension-building activity.

Capacity & Capability

Organizational Ability

Nambe Pueblo Tribal Administration works closely with the Education Department and Wellness staff to plan for and implement the SEP. This year's program will be the fourth consecutive SEP under the direct guidance of Claudene Martinez, Education Coordinator. The Wellness Coordinator, Monica Vigil, has worked in various capacities for the tribal programs for nearly 20 years and will continue to provide direct support to the youth programs. Our accounting department has years of expertise in grant compliance and financial management.

Our Staff

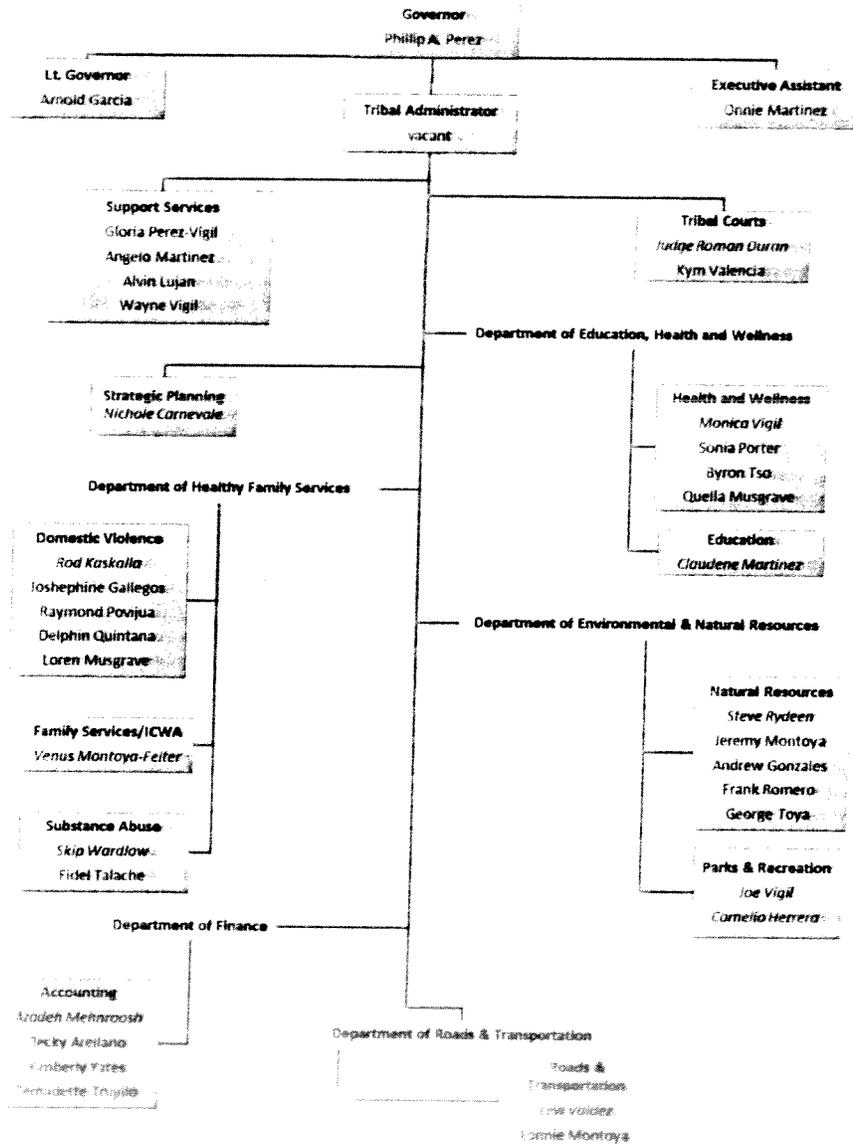
Claudene Martinez, Education Coordinator, has been working with students (K-12) of Nambe Pueblo for the past three years. Prior to this position she has served in a similar capacity for San Ildefonso Pueblo (please see Appendix for resume).

Victoria Martinez, Summer Enrichment Program Coordinator, currently works as the Wellness Clerk. This will be her fifth year overseeing youth programs in the region. Victoria brings an environmental science background and a love of nature to the SEP.

Location

The Pueblo of Nambe Summer Enrichment Summer Program is located on the Pueblo of Nambe at the Nambe Falls Recreation Area.

Team Organization



The Nambe Pueblo Education Department has working relationships and partnerships in a variety of capacities. Some of these include, Tewa Women United, Girl Scouts of America, NM State Indian Education Department, Pojoaque Valley School District, City of Espanola and the New Mexico Forum for Youth and Community.

Examples of collaboration within the organization include:

- The Diabetes Program encourages the practice of portion control and engages the children to put together their own nutritional snacks
- The Substance Abuse Program hosts the Teen Coalition where hard to discuss topics like suicide is broached and where leadership skills are applied. This year the Teen Coalition started a Ski Club, putting the children in charge of fundraising for supervised overnight retreats.
- The staff at the Wellness Center, where the After School Program is hosted, plan physical activities, play games, provide homework support and serve as adult mentors.
- The Community Farm mentors youth in the fields and the hoop house to show them the magic that comes from working the land to grow your own food.
- The tribal administration hosts 3-4 annual events for the community, with a focus on games and crafts for the children.

Marketing Strategies

Our Summer Enrichment Program will offer first priority to current participants in our After School Program. Remaining openings will be advertised in our community newsletter, on our website, and with flyers strategically placed in Pojoaque Valley area businesses and at the Pojoaque Valley School District buildings.

Budget & Match

The tribal council has approved a donation of \$5,000 to the Summer Enrichment Program. Below is our proposed budget;

SF COUNTY COMMUNITY SERVICES
Educational/Recreational Summer Youth Program

PERSONNEL	Hours					Total
	Per Hour	Per Week	Days	Weeks		
Summer Enrichment Coordinator	\$ 12.00		3	7		\$ 2,568.00
June 17 - July 31 / Tues, Weds & Thurs						
June 9 - Parent Orientation	\$ 12.00	2	1	1		\$ 24.00
June 11 - Parent Orientation	\$ 12.00	2	1	1		\$ 24.00
July 24 - Triathlon Awards & Cookout	\$ 12.00	2	1	1		\$ 24.00
July 29 - Past to Present Camp Overnight	\$ 12.00	8	1	1		\$ 96.00
July 30 - Cultural Production: Step Back in Time II	\$ 12.00	4	1	1		\$ 48.00
July 31 - Cliff's	\$ 12.00	2	1	1		\$ 24.00
Sub Total						\$ 2,508.00
Required Benefits	15%					\$ 376.20
TOTAL						\$ 2,884.20
Summer Enrichment Assistant	\$ 10.00		8	7		\$ 1,680.00
Tues, Weds & Thurs / June 17 - July 31						
June 9 - Parent Orientation	\$ 10.00	2	1	1		\$ 20.00
June 11 - Parent Orientation	\$ 10.00	2	1	1		\$ 20.00
July 24 - Triathlon Awards & Cookout	\$ 10.00	2	1	1		\$ 20.00
July 29 - Past to Present Camp Overnight	\$ 10.00	8	1	1		\$ 80.00
July 30 - Cultural Production: Step Back in Time II	\$ 10.00	4	1	1		\$ 40.00
July 31 - Cliff's	\$ 10.00	2	1	1		\$ 20.00
Sub Total						\$ 1,980.00
Required Benefits				x15%		\$ 282.00
TOTAL						\$ 2,162.00
Summer Enrichment Assistant	\$ 10.00		8	7		\$ 1,680.00
Tues, Weds & Thurs / June 17 - July 31						
June 9 - Parent Orientation	\$ 10.00	2	1	1		\$ 20.00
June 11 - Parent Orientation	\$ 10.00	2	1	1		\$ 20.00
July 24 - Triathlon Awards & Cookout	\$ 10.00	2	1	1		\$ 20.00
July 29 - Past to Present Camp Overnight	\$ 10.00	8	1	1		\$ 80.00
July 30 - Cultural Production: Step Back in Time II	\$ 10.00	4	1	1		\$ 40.00
July 31 - Cliff's	\$ 10.00	2	1	1		\$ 20.00
Sub Total						\$ 1,880.00
Required Benefits				x15%		\$ 282.00
TOTAL						\$ 2,162.00
Summer Enrichment Assistant	\$ 10.00		8	7		\$ 1,680.00
Tues, Weds & Thurs / June 17 - July 31						
June 9 - Parent Orientation	\$ 10.00	2	1	1		\$ 20.00
June 11 - Parent Orientation	\$ 10.00	2	1	1		\$ 20.00
July 24 - Triathlon Awards & Cookout	\$ 10.00	2	1	1		\$ 20.00
July 29 - Past to Present Camp Overnight	\$ 10.00	8	1	1		\$ 80.00
July 30 - Cultural Production: Step Back in Time II	\$ 10.00	4	1	1		\$ 40.00
July 31 - Cliff's	\$ 10.00	2	1	1		\$ 20.00
Sub Total						\$ 1,880.00
Required Benefits				x15%		\$ 282.00
TOTAL						\$ 2,162.00
PERSONNEL TOTAL						\$ 9,370.20

FUEL	Cost	Weeks	Total
Senior Bus	\$ 125.00	7	\$ 875.00
White Van	\$ 100.00	7	\$ 700.00
Green Mini Van	\$ 75.00	7	\$ 525.00
Blue Mini Van	\$ 75.00	7	\$ 525.00
FUEL TOTAL			\$ 2,625.00

SUPPLIES	Cost	How Many	Groups	Weeks	Total
Books	\$ 8.00	25		7	\$ 1,400.00
Arts & Crafts for Creative Exp.	\$ 25.00	15		7	\$ 875.00
Pool Tables	\$ 15.00	4		7	\$ 420.00
Poolers w/ Rollers	\$ 25.00	7		7	\$ 175.00
Water Bottles w/ Logo	\$ 7.00	80		7	\$ 560.00
T-Shirts w/ Logo	\$ 9.00	80		7	\$ 720.00
Towels w/ Logo	\$ 10.00	40		7	\$ 400.00
Drawing Bags	\$ 10.00	10		7	\$ 100.00
Sumpropet	\$ 3.00	15		7	\$ 105.00
Items to make Hula Hoops	\$ 100.00			7	\$ 100.00
Swimming	\$ 1.00	15		7	\$ 175.00
Rental of Pool for Triathlon	\$ 250.00			7	\$ 250.00
Cliff's	\$ 20.00	50		7	\$ 1,000.00
Santa Fe Mountain Center	\$ 500.00			7	\$ 500.00
SEC	\$ 250.00			7	\$ 250.00
Museums	\$ 5.00	10		7	\$ 100.00
Prizes for Triathlon	\$ 5.00	15		7	\$ 175.00
Food for Triathlon Cook Out	\$ 100.00			7	\$ 100.00
Notary Certificates	\$ 47.40			7	\$ 47.40
SUPPLIES TOTAL					\$ 11,862.00

SECRET

SECRET 001 01-11-2008

SECRET 001 01-11-2008

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Past Record of Performance

Operational Competence

The Pueblo of Nambe Tribal Administration works closely with the Education Department and Wellness staff to plan for and implement the SEP. This year's program will be the fourth consecutive SEP under the direct guidance of Claudene Martinez, Education Coordinator. The Wellness Coordinator, Monica Vigil, has worked in various capacities for the tribal programs for nearly 20 years and will continue to provide direct support to the youth programs. Our accounting department has years of expertise in grant compliance and financial management while our tribal administration provides oversight and accountability on all funds received and monitors work plans to ensure deliverables are achieved.

Previous, Successful Youth Programs

The Pueblo of Nambe Education Department has overseen three consecutive summer youth programs and just this past school year, implemented an After School Program. The department also works diligently to provide family-friendly and topic specific events for student success. Some of these activities include: Family Literacy Night, Traditional Arts & Crafts Workshops, Teen Coalition overnight retreats and Academic Awards Banquets.

Challenges

We have found our biggest challenge to be the parents of the enrolled children. Often times the parents do not assume responsibility to be on time for drop off and pick up of their children. This creates a chaotic situation for the other children, gets in the way of the schedule of events and leaves the supervisors frustrated. Our answer to this challenge is to provide clear rules and responsibilities to the parents as soon as possible. The week before the SEP begins we will host two informational meetings that are required for youth enrollment. At these meetings, registration forms will be signed and our strict adherence to policy will be explained.

Another issue we face, as our youth programs grow, is securing continuous funding to recruit and retain excellent service providers and provide safe transportation for our increased participation.