

## **Emergency Procurement Request**

Doña Ana County Office of Emergency Management is requesting the DAC Purchasing Department issue an emergency procurement of **disaster relief program for the victims of the Rincon and Vado NM torrential rain and thunderstorms funds to be issued by Community Foundation of Southern NM (CFSNM)**.

### **Written authorization from Accounting Specialist:**

Approved via email, July 26, 2025 at 8:51 PM MST and clarified Monday, July 28, 2025 at 9:06 AM, attached.

### **Written justification of the basis for the emergency:**

13-1-127. Emergency procurement; required conditions; limitations; notice.

A. The state purchasing agent or a central purchasing office may only make an emergency procurement when the service, construction or item of tangible personal property procured:

(1) is needed immediately to:

(a) control a serious threat to public health, welfare, safety or property caused by a flood, fire, epidemic, riot, act of terrorism, equipment failure or similar event; or

(b) plan or prepare for the response to a serious threat to public health, welfare, safety or property caused by a flood, fire, epidemic, riot, act of terrorism, equipment failure or similar event; and

(2) cannot be acquired through normal procurement methods

This emergency order is issued in response to severe weather events that have critically impacted the communities of Rincon and Vado, New Mexico. On June 30, 2025, torrential rains and thunderstorms caused significant flooding in northern Doña Ana County, affecting households in Rincon. Subsequently, on July 22 and 23, 2025, additional storms brought further flooding to southern Doña Ana County, severely impacting the communities of Vado, Del Cerro, and surrounding areas.

These flooding events have resulted in extensive damage, including the displacement of residents, destruction of personal property, and severe impairment of public infrastructure such as roads and flood control systems. The scale and immediacy of the situation demand urgent response and recovery measures to safeguard public health, safety, and welfare.

In accordance with the authority granted under the All Hazard Emergency Management Act, the Board of County Commissioners has declared a state of disaster in Doña Ana County. Based on this declaration, and given the critical nature of the situation, emergency procurement is justified to ensure the swift provision of essential services and resources.

Immediate action is required to facilitate the timely distribution of relief funds and to meet the urgent needs of affected residents.

### **Selection of the particular vendor:**

Doña Ana County is requesting emergency procurement of services from the **Community Foundation of Southern New Mexico (CFSNM)** to administer disaster relief programs. The County seeks to authorize to issued funds in an amount not to exceed \$500,000 for support disaster relief support to individuals who meet the requirements for housing assistance.

CFSNM is uniquely positioned to deliver these services, as it is the only known local organization with an established disaster assistance fund and the operational capacity to manage this type of urgent community support. Due to the immediate need for housing solutions and the lack of available alternatives, this procurement qualifies as a true emergency under procurement guidelines. A competitive solicitation process is not feasible given the emergency circumstances and the urgent needs of displaced residents

To: Procurement File

Date: 7/31/2025

From: Michael Perez, Purchasing Manager

Subject: Emergency Procurement Determination

## OFFICE OF EMERGENCY MANAGEMENT

1170 N. Solano Dr. Suite O  
Las Cruces, NM 88001  
(575) 647-7900 Phone  
oem@donaana.gov



### Emergency Procurement Request

Doña Ana County Office of Emergency Management is requesting that the Purchasing Department issue an emergency purchase order for the **Community Foundation of Southern NM** (CFSNM) for the administration and distribution of Disaster Housing Funds to eligible residents impacted by the 2025 flooding events as declared in Resolution No. 2025-87.

#### **Written Authorization from - Board of County Commissioners of Doña Ana County and County Manager:**

- Resolution No. 2025-87
- Memorandum of Understanding signed July 26, 2025

#### **Written justification of the basis for the emergency:**

13-1-127. Emergency procurement; required conditions; limitations; notice.

- A. The State purchasing agency or a central purchasing office may only make an emergency procurement when the service, construction or item of tangible personal property procured:

(1) is needed immediately to:

- (a) control a serious threat to public health, welfare, safety or property caused by a flood, fire, epidemic, riot, act of terrorism, equipment failure or similar event; or
- (b) plan or prepare for the response to a serious threat to public health, welfare, safety or property caused by a flood, fire, epidemic, riot, act of terrorism, equipment failure or similar event; and

(2) cannot be acquired through normal procurement methods

On June 30, 2025, severe weather events involving torrential rain and thunderstorms impacted northern Doña Ana County, resulting in flooding that affected households in the community of Rincon. Following that, on July 22 and 23, 2025, additional severe weather moved through southern Doña Ana County, producing significant flooding in the communities of Vado, Del Cerro, and adjacent neighborhoods.

The flooding events have caused widespread damage, including the displacement of residents, destruction of personal property, and severe impacts to public infrastructure such as roads

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and flood control systems. The magnitude and urgency of the damage require immediate response and recovery actions to protect public health and safety.

Pursuant to the authority granted under the All Hazard Emergency Management Act, the Board of County Commissioners has declared a state of disaster in Doña Ana County. Based on this declaration and the emergent nature of the situation, emergency procurement is warranted to expedite the delivery of critical services and resources.

Prompt action is necessary to ensure the efficient distribution of relief funds and to address the urgent needs of impacted residents.

### **Selection of the particular vendor:**

Doña Ana County is requesting the procurement of services provided by Community Foundation of Southern NM (CFSNM) as an emergency procurement. Under this agreement, the County will allocate funds to CFSNM not to exceed \$35,000 or 7% of the total amount distributed, whichever is less, to cover administrative costs associated with program implementation, including but not limited to application processing, fund disbursement, and documentation support.

Upon the conclusion of this program, and once all eligible applications have been processed and assistance disbursed, any remaining funds from the initial allocation *shall be returned* to Doña Ana County, **less any** administrative fees previously agreed to in writing by both parties.



**STATE OF NEW MEXICO  
COUNTY OF DOÑA ANA**

**RESOLUTION NO. 2025- 87**

**A RESOLUTION FINDING THAT A STATE OF EMERGENCY EXISTS IN  
DOÑA ANA COUNTY DUE TO FLOODING CAUSED BY SEVERE  
WEATHER EVENTS**

**WHEREAS**, all counties in the State of New Mexico are granted the powers necessary and proper to provide for the safety and preserve the health of the inhabitants of the County pursuant to §4-37-1 NMSA 1978, et seq; and

**WHEREAS**, pursuant to the All Hazard Emergency Management Act (§12-10-1 through §12-10-10, NMSA 1978) a majority of the members of the governing body of a county may, upon a finding that a disaster or emergency exists which affects life or property in the county, request the Governor to declare a state of emergency and provide financial assistance; and

**WHEREAS**, on June 30, 2025 weather events consisting of torrential rain and thunderstorms moved through northern Doña Ana County, causing flooding of households in Rincon; and

**WHEREAS**, on July 22 and 23, 2025 weather events consisting of torrential rain and thunderstorms moved through southern Doña Ana County, causing extensive flooding in southern Doña Ana County, including the communities of Vado and Del Cerro, as well as nearby neighborhoods, and

**WHEREAS**, this flooding has had significant impact on the lives of residents, to include people being displaced from their homes, property damage, and damage to infrastructure, including roads and flood control structures;

**NOW THEREFORE BE IT RESOLVED** that the Board of County Commissioners of Doña Ana County, by virtue of the authority provided in the All Hazard Emergency Management Act does hereby find that, due to extreme weather events causing flooding and damage, a state of disaster exists in Doña Ana County; and

**BE IT FURTHER RESOLVED** that the Board of County Commissioners of Doña Ana County does hereby direct the County Manager to take the following action:

1. Request Governor Michelle Lujan Grisham declare a state of emergency and provide financial assistance pursuant to §12-10-17 NMSA 1978, et seq.;
2. The County utilize emergency procurement rules as necessary pursuant to §13-1-127 NMSA 1978, et seq.;
3. Waive construction permit fees associated with repair and recovery efforts; and
4. Establish a Disaster Housing Program for Residents with the following criteria:
  - a. For homeowners who are indigent and who experience a confirmed total loss of their primary residence due to a disaster declared by this Board, a grant of \$9,000.00 per household for the purpose of obtaining safe housing.
  - b. For renters who are indigent and experience a confirmed long-term inability to continue living in their residential rental property due to a disaster declared by



this Board, a grant of \$3,000 per household for the purpose of obtaining a new place to rent.

- c. For homeowners and renters who are indigent and experience a confirmed temporary loss of use of their primary residence due to a disaster declared by this Board, a grant of \$1,500.00 per household to cover emergency housing.
- d. For the purposes of this program, the definition of indigent shall be that the person can normally support themselves and their dependents on present income and liquid assets available to them (to include any normally received outside support), but are unable to pay for emergency housing expenses caused by the disaster. Subsequent receipt of insurance payments that were not available to the resident at the time disaster housing assistance was needed shall not disqualify access to assistance, nor require repayment.
- e. For purposes of this program, a confirmed temporary or total loss means that a damage assessment has been conducted, with photo documentation, that shows sufficient damage to the residence to make it unsafe for either immediate or long-term living, or the residence is inaccessible due to flood waters or debris that prevent safe access.
- f. A Disaster Housing Fund shall be created by transferring \$500,000.00 from the Hospital Lease Fund, and the County Manager shall authorize expenditures.
- g. The County may contract with a community partner(s) to assist with the administration of this Program, under the supervision of the Office of Emergency Management, with reasonable administration fees allowable.

ADOPTED this 24<sup>th</sup> day of July, 2025.



**BOARD OF COUNTY COMMISSIONERS OF  
DOÑA ANA COUNTY, NEW MEXICO**

*Christopher Schaljo-Hernandez*  
Christopher Schaljo-Hernandez, District 1, Chair

For/Against

*Susana Chaparro*  
Susana Chaparro, District 4, Vice-Chair

For/Against

*Gloria Gameros*  
Gloria Gameros, District 2

For/Against

*Shannon Reynolds*  
Shannon Reynolds, District 3

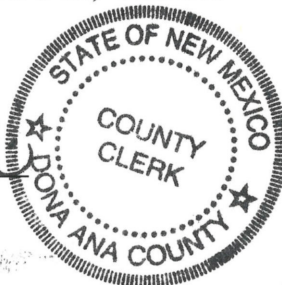
For/Against

*Manuel A. Sanchez*  
Manuel A. Sanchez, District 5

For/Against

ATTEST:

*Amanda López Askin*  
Amanda López Askin, Ph.D.  
County Clerk



**MEMORANDUM OF UNDERSTANDING**  
**Between**  
**DONA ANA COUNTY, UNITED WAY OF SOUTHERN NEW MEXICO and the COMMUNITY**  
**FOUNDATION OF SOUTHERN NEW MEXICO**  
**For**  
**THE DISTRIBUTION OF DISASTER HOUSING PROGRAM FUNDS IN SUPPORT OF**  
**RESOLUTION 2025-87**

This Memorandum of Understanding (MOU) outlines the roles and responsibilities of Doña Ana County, United Way of Southern New Mexico (UWSNM), and the Community Foundation of Southern New Mexico (CFSNM) for the purpose of distributing Disaster Housing Assistance Funds to eligible residents impacted by the 2025 flooding events as declared in Resolution No. 2025-87.

**1. Purpose**

To ensure accurate, timely, and equitable distribution of disaster housing funds to residents who experienced confirmed loss or displacement due to the flooding events of June and July 2025.

**2. Funding Source**

Doña Ana County shall transfer \$500,000.00 from the Hospital Lease Fund into the Disaster Housing Fund, to be managed and disbursed by the Community Foundation of Southern New Mexico.

**3. Responsibilities**

**A. Doña Ana County**

- Provide funding via a single disbursement to CFSNM for the purpose of housing assistance.
- Provide overall program oversight through the Office of Emergency Management.
- Monitor compliance with the intent and criteria outlined in Resolution No. 2025-87.

**B. United Way of Southern New Mexico**

- Serve as the application intake and validation partner.
- Receive applications via:
  - Online link
  - 211 system
  - Vado Community Center (in-person)
- Verify and review submitted applications for:
  - Required documentation (proof of residence, ownership/tenancy)
  - Completed damage assessment with documentation/photos
  - Compliance with eligibility criteria, including indigent status as defined in the resolution.
- Update the centralized application tracking spreadsheet to reflect:
  - Receipt of application
  - Validation status (e.g., Incomplete, Pending, Complete)
  - “Complete” status shall trigger disbursement by CFSNM.

### C. Community Foundation of Southern New Mexico (CFSNM)

- Hold and manage the Disaster Housing Fund.
- Issue direct checks to applicants once their application is marked "Complete" by UWSNM.
- Ensure timely disbursement of funds based on the amount and category of assistance (i.e., \$9,000, \$3,000, or \$1,500 per Resolution 2025-87).
- Track and report disbursements to Doña Ana County and United Way of Southern New Mexico on a regular basis.
- Retain records of issued payments for audit and compliance purposes.

### 4. Term and Termination

This MOU shall remain in effect until all funds are disbursed or until terminated by mutual agreement of the parties. Any party may terminate the MOU with 30 days written notice to the other parties.

### 5. Modifications

This MOU may be modified in writing upon agreement by all three parties.

### 6. Remaining Funds

Once the program has closed and all eligible applications have been processed, any remaining funds from the initial allocation shall be returned to **Doña Ana County, less any administrative fees** that have been previously agreed to in writing by the County.

### 7. Signatures

By signing below, the parties agree to fulfill the responsibilities outlined above in good faith and in alignment with the intent of the disaster housing assistance program.

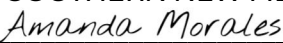
DONA ANA COUNTY, NM

Signature: 

Name/Title: Scott Andrews, County Manager

Date: 07/26/2025 PDT

UNITED WAY OF SOUTHERN NEW MEXICO

Signature: 

Name/Title: Amanda Morales, Chief Executive Officer

Date: 07/26/2025 PDT

COMMUNITY FOUNDATION OF SOUTHERN NEW MEXICO

Signature: 

Name/Title: Terra Winter, President and CEO

Date: 07/26/2025



## Michael Perez

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**From:** Stephen Lopez  
**Sent:** Monday, July 28, 2025 9:06 AM  
**To:** Michael Perez; Joy V. Chavez  
**Cc:** Amanda Bowen; Asma Dawood  
**Subject:** Re: Emergency Procurement Request- Community Foundation of Southern NM

Hi Michael,

They are the only known entity in our area that has set up disaster funding assistance, and thus is aligned to be able to support the County in this very rapid rollout of individual assistance for disaster housing. Since there are people with no place to live, this is a true emergency and there is no ability to search for other possible firms.

Thanks,

Stephen

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**From:** Michael Perez <michaelp@донаана.gov>  
**Sent:** Monday, July 28, 2025 8:41:21 AM  
**To:** Joy V. Chavez <joyc@донаана.gov>  
**Cc:** Amanda Bowen <amandab@донаана.gov>; Stephen Lopez <stephenl@донаана.gov>; Asma Dawood <asmad@донаана.gov>  
**Subject:** RE: Emergency Procurement Request- Community Foundation of Southern NM

Good morning Joy,

I will post this procurement but to confirm you are requesting \$35,000 to be awarded to CFSNM.

Now regarding 13-1-127.B.

B. The state purchasing agent or a central purchasing office:

(1) in making an emergency procurement, shall:

- (a) employ a competitive process to the extent practicable under the circumstances; and
- (b) use due diligence in determining the basis for the procurement and in selecting a contractor; and

They were selected based on being the only firm available to assist or cheapest cost?

**From:** Joy V. Chavez <joyc@донаана.gov>  
**Sent:** Saturday, July 26, 2025 8:51 PM  
**To:** Michael Perez <michaelp@донаана.gov>  
**Cc:** Amanda Bowen <amandab@донаана.gov>; Stephen Lopez <stephenl@донаана.gov>; Asma Dawood <asmad@донаана.gov>  
**Subject:** Emergency Procurement Request- Community Foundation of Southern NM

Hi Michael,

Attached you will find the Emergency Procurement Request for the Community Foundation of Southern New Mexico. Please let me know if you need anything further from us to move this forward.

Thank you for your continued assistance with this.

**Joy V.  
Chavez**

Deputy Emergency Manager

☎ 575.647.7900

☎ 575.728.4360

✉ JoyC@donaana.gov

Leading with Preparedness. Responding with Excellence



**OFFICE OF  
EMERGENCY  
MANAGEMENT**