

IN THE STATE OF NEW MEXICO  
COUNTY OF BERNALILLO  
SECOND JUDICIAL DISTRICT

PAUL GESSING

Plaintiff,

v.

STEPHANIE YARA, *in her official capacity as director of finance and administration for the City of Albuquerque*; CAROL M. PIERCE, *in her official capacity as director of family and community services of the City of Albuquerque*; and PLANNED PARENTHOOD OF THE ROCKY MOUNTAINS, INC.

Defendants.

Case No. D-202-CV-2023-00316

**EXHIBITS 1-8 TO PLAINTIFF'S  
MOTION FOR SUMMARY JUDGMENT**

Respectfully submitted,

By: /s/ Timothy Ducar

Timothy D. Ducar

Law Offices of Timothy D. Ducar, PLC

9280 E. Raintree Drive, Suite 104

Scottsdale, AZ 85260

(480) 502-2119 (voice)

(480) 452-0900 (fax)

orders@azlawyers.com

By: /s/ Reilly Stephens

Reilly Stephens

Noelle Daniel

Liberty Justice Center

7500 Rialto Blvd.

Suite 1-250

Austin, Texas 78735

(312) 263-7668 (voice)

Email: rstephens@libertyjusticecenter.org

*Counsel for Plaintiff*

**CERTIFICATE OF SERVICE**

I HEREBY CERTIFY that I uploaded a true and correct copy of the foregoing motion with all referenced attachments in pdf format onto the Court's docket using Court's Odyssey File & Serve System on the 28th of February, 2025, and also emailed a copy of the same to:

Brian K. Nichols (bkn@modrall.com)  
Abigail Bannon-Schneebeck (abs@modrall.com)  
Benjamin C. Rossi (benjamin.rossi@modrall.com)  
P. O. Box 2168  
Albuquerque, New Mexico 87103-2168  
Telephone: 505-848-1852

*Attorneys for Defendant PPRM*

ROBLES, RAEL & ANAYA, P.C.  
Philomena Hausler  
Luis Robles  
500 Marquette Ave NW, Suite 700  
Albuquerque, New Mexico 87102  
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philomena@roblesrael.com  
[luis@roblesrael.com](mailto:luis@roblesrael.com)

*Attorneys for City Defendants*

By: /s/ Timothy Ducar

Timothy D. Ducar, Esq.

**From:** [Ortega, Crystal L.](#)  
**To:** [Padilla, Isaac](#)  
**Subject:** As requested  
**Date:** Monday, July 11, 2022 3:08:41 PM  
**Attachments:** [FA 13 - Fiebelkorn.docx](#)  
[image007.png](#)  
[image008.png](#)

---

Crystal



*Crystal Ortega*

Associate Director of Operations/Clerk of the Council

Council Services Department

1 Civic Plaza NW, 9<sup>th</sup> Floor, Suite 9087

Albuquerque, NM 87102

Office: (505) 768-3100

Email: [cortega@cabq.gov](mailto:cortega@cabq.gov)

Website: [www.cabq.gov/council](http://www.cabq.gov/council)



**Exhibit**  
**1**

CABQ002893

**THIS AMENDMENT PASSED 6-3.**  
**For: Benton, Peña, Bassan, Davis, Fiebelkorn, Jones**  
**Against: Lewis, Sanchez, Grout**

**CITY COUNCIL**  
**of the**  
**CITY OF ALBUQUERQUE**

**May 16, 2022**

**FLOOR AMENDMENT NO.      13      TO      C/S R-22-24**

**AMENDMENT SPONSORED BY COUNCILOR      Fiebelkorn**

1. On page 3, line 27 entitled "Affordable Housing" reduce the amount by \$500,000.
2. On page 3, line 33 entitled "Health and Human Services" increase the amount by \$250,000.

**Explanation:** This amendment removes the amount in Family and Community Services designated for the Family Promise project. It is the Council's intent to appropriate \$500,000 from the second tranche of American Rescue Plan Act (ARPA) for this project. The amendment also adds \$250,000 for a Council directed sponsorship to Planned Parenthood of New Mexico.



**From:** [Muniz, Jesse](#)  
**To:** [Rummler, Laura W.](#); [Gonzales, Frances](#)  
**Subject:** RE: Planned Parent Hood Rocky Mountain  
**Date:** Tuesday, June 28, 2022 12:44:04 PM  
**Attachments:** [image005.png](#)  
[image006.png](#)  
[image007.png](#)  
[image001.png](#)

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We can't guarantee anything for Friday. The language of the agreement has to be reviewed by City Legal and the Purchasing Division. The \$ amount presents some challenges because of procurement limits. But, I'm working with them to try and figure this out.



**B. Jesse Muñiz | City of Albuquerque**

***Associate Director of Budget & Finance – Council Services Department***

W: 505-768-3187

One Civic Plaza | Albuquerque, NM 87103

[jessemuniz@cabq.gov](mailto:jessemuniz@cabq.gov) | [www.cabq.gov/council](http://www.cabq.gov/council)

---

**From:** Rummler, Laura W.

**Sent:** Tuesday, June 28, 2022 12:43 PM

**To:** Muniz, Jesse <[jessemuniz@cabq.gov](mailto:jessemuniz@cabq.gov)>; Gonzales, Frances <[fgonzales@cabq.gov](mailto:fgonzales@cabq.gov)>

**Subject:** RE: Planned Parent Hood Rocky Mountain

Thank you,

This is a priority for the Councilor. She would like to have this ready for them on Friday so anything I can do to help move the process along, I'm ready.

---

**From:** Muniz, Jesse <[jessemuniz@cabq.gov](mailto:jessemuniz@cabq.gov)>

**Sent:** Tuesday, June 28, 2022 12:35 PM

**To:** Gonzales, Frances <[fgonzales@cabq.gov](mailto:fgonzales@cabq.gov)>

**Cc:** Rummler, Laura W. <[lrummler@cabq.gov](mailto:lrummler@cabq.gov)>

**Subject:** RE: Planned Parent Hood Rocky Mountain

Thanks. Need to figure out how this one is going to get to them.

---



**B. Jesse Muñiz | City of Albuquerque**

***Associate Director of Budget & Finance – Council Services Department***

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---

**From:** Gonzales, Frances

**Sent:** Tuesday, June 28, 2022 12:35 PM

**To:** Muniz, Jesse <[jessemuniz@cabq.gov](mailto:jessemuniz@cabq.gov)>

**Exhibit**

**2**

CABQ001251

**Cc:** Gonzales, Frances <[fgonzales@cabq.gov](mailto:fgonzales@cabq.gov)>; Rummler, Laura W. <[lrummler@cabq.gov](mailto:lrummler@cabq.gov)>

**Subject:** Planned Parent Hood Rocky Mountain

Hi Jesse,

I received the W-9 for ROCKY MOUNTAIN PLANNED PARENTHOOD, INC

I sent it to Purchasing to get setup since they are merged with another company.

I thought this was going to be a typical sponsorship from Councilor Fiebelkorn but this one will be for \$250K per Laura.

I will let you know when the Supplier setup is completed, please let me know what else on my part needs to be done.

Thanks,



*Frances Gonzales*

**Council Fiscal Analyst**

**City of Albuquerque**

Council Services Department

One Civic Plaza

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(505) 269-1460

[fgonzales@cabq.gov](mailto:fgonzales@cabq.gov)

[www.cabq.gov/council](http://www.cabq.gov/council)

---

**From:** Herring, Kayla <[Kayla.Herring@pprm.org](mailto:Kayla.Herring@pprm.org)>

**Sent:** Tuesday, June 28, 2022 11:58 AM

**To:** Gonzales, Frances <[fgonzales@cabq.gov](mailto:fgonzales@cabq.gov)>

**Cc:** Rummler, Laura W. <[lrummler@cabq.gov](mailto:lrummler@cabq.gov)>

**Subject:** RE: Request for COA modified W-9 Form from PPRM

[EXTERNAL] Forward to [phishing@cabq.gov](mailto:phishing@cabq.gov) and delete if an email causes any concern.

Hi Frances!

Please see attached our W9 and below for our signatory information:

Molly Williams

Chief Philanthropy Officer & EVP

[grants@pprm.org](mailto:grants@pprm.org)

**Kayla Herring** (she/her/hers)

**Director of Public Affairs**

Planned Parenthood of the Rocky Mountains

Planned Parenthood Votes New Mexico

**C:** 505.379.0083 | **O:** 505.944.2014

**A:** 719 San Mateo Blvd NE | Albuquerque, NM 87108

**W:** [pprm.org](http://pprm.org) | [ppvoteshewmexico.org](http://ppvoteshewmexico.org)

CABQ001252



**From:** Gonzales, Frances <[fgonzales@cabq.gov](mailto:fgonzales@cabq.gov)>

**Sent:** Friday, June 24, 2022 2:59 PM

**To:** Herring, Kayla <[Kayla.Herring@pprm.org](mailto:Kayla.Herring@pprm.org)>

**Cc:** Gonzales, Frances <[fgonzales@cabq.gov](mailto:fgonzales@cabq.gov)>; Rummmler, Laura W. <[lrummmler@cabq.gov](mailto:lrummmler@cabq.gov)>

**Subject:** Request for COA modified W-9 Form from PPRM

Hello Kayla,

I am reaching out to you in regards to a Sponsorship that City Councilor Fiebelkorn would like to present to your organization. In order to get this prepared, I will need you to complete and return the attached COA modified W-9.

I will also need a name and email address for an authorized signor for any sponsorship agreements that may need to be signed to complete the sponsorship process.

Please let me know if you have any questions.

Thanks,



*Frances Gonzales*

**Council Fiscal Analyst**

**City of Albuquerque**

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CABQ001253

**From:** [Gonzales, Frances](#)  
**To:** [Rummler, Laura W.](#)  
**Subject:** RE: Council Sponsorship Process & Procedures for Constituent Funds  
**Date:** Tuesday, June 28, 2022 12:49:00 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)

---

Yes, they will all go thru Jesse.

Thanks,



*Frances Gonzales*

**Council Fiscal Analyst**

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[www.cabq.gov/council](http://www.cabq.gov/council)

---

**From:** Rummler, Laura W. <[lrummler@cabq.gov](mailto:lrummler@cabq.gov)>

**Sent:** Tuesday, June 28, 2022 12:47 PM

**To:** Gonzales, Frances <[fgonzales@cabq.gov](mailto:fgonzales@cabq.gov)>

**Subject:** RE: Council Sponsorship Process & Procedures for Constituent Funds

Actually,

All the sponsorships I'm working on are, right now, are from the annual budget, so if you only do constituent funding and set-asides, I assume all of those are through Jesse?

---

**From:** Rummler, Laura W. <>

**Sent:** Tuesday, June 28, 2022 12:45 PM

**To:** Gonzales, Frances <[fgonzales@cabq.gov](mailto:fgonzales@cabq.gov)>

**Subject:** RE: Council Sponsorship Process & Procedures for Constituent Funds

Ok- my bad for not telling you the amount up front.... Boo on me.

I'll get a list together- not all of the sponsorships are as large as PP.

Thank you!

Laura

---

**From:** Gonzales, Frances <[fgonzales@cabq.gov](mailto:fgonzales@cabq.gov)>

**Sent:** Tuesday, June 28, 2022 10:46 AM

**To:** Rummler, Laura W. <[lrummler@cabq.gov](mailto:lrummler@cabq.gov)>

**Cc:** Gonzales, Frances <[fgonzales@cabq.gov](mailto:fgonzales@cabq.gov)>

**Subject:** RE: Council Sponsorship Process & Procedures for Constituent Funds

[Confirm the Organizations status of information](#)

1. **(Laura)** Send me the legal name of the organization, their address and a contact person's info that is an authorized signor.

**(Frances)** Will research and let you know what the status is. If a W-9 is

**Exhibit**

**3**

CABQ001279

needed, I will work with the contact person.

First, I need to know the legal name of the organization, their address and a contact person's name, email and phone number that is an authorized signor. I can then look in the system to see if they are setup and up to date with correct addresses, we will need W-9's completed if they are not setup or if the name has changed or if the address is different. Once they are setup and/or updated then we can proceed.

[Request for sponsorship](#)

2. **(Laura)** Send an email requesting the sponsorship with a description, the amount and the contact information.

**(Frances)** Will make the reserve and work with the contact person to get the sponsorship process completed based on the dollar amount of the sponsorship...

For basic sponsorships, under \$2,500. I will send the authorized signor a Small Sponsorship Agreement by DocuSign and then once that is completed and signed, I then process the payment by Quick invoice.

For the sponsorship over \$2,500. I will need an invoice from the organization and I will also send them a Sponsorship Agreement by DocuSign and then once that is completed and signed, I then process a requisition for a PO. When the PO process is approved, I then send the invoice with the PO number to Accounts Payables to get processed for payment.

It would also be helpful if you start a list of organizations sponsored for future reference so that we do not keep requesting the same information every time we want to send a sponsorship. You will only need to confirm that the information you have on your list is still up to date.

Do you have a list of sponsorships in mind so that I can start to research these and get any W-9's out to the contact persons?

Hope this is helpful. Let me know if you have any other questions.

Thanks,



*Frances Gonzales*

**Council Fiscal Analyst**

**City of Albuquerque**

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CABQ001280

[fgonzales@cabq.gov](mailto:fgonzales@cabq.gov)  
[www.cabq.gov/council](http://www.cabq.gov/council)

---

**From:** Rummler, Laura W. <[lrummler@cabq.gov](mailto:lrummler@cabq.gov)>

**Sent:** Monday, June 27, 2022 10:08 AM

**To:** Gonzales, Frances <[fgonzales@cabq.gov](mailto:fgonzales@cabq.gov)>

**Subject:** RE: Council Sponsorship Funding starting July, Process and & Procedures

Frances,

Would you be able to get together this week to go over the Councilor's other sponsorships and how I can help make sure everyone is ready to receiving their funding? Let me know what day works best for you-thanks!

Since Jesse is out of town, I figure you and I can work together on this.

Laura

---

**From:** Rummler, Laura W. <>

**Sent:** Friday, June 24, 2022 3:00 PM

**To:** Gonzales, Frances <[fgonzales@cabq.gov](mailto:fgonzales@cabq.gov)>

**Subject:** RE: Council Sponsorship Funding starting July, Process and & Procedures

Thanks Frances, I really appreciate this.

---

**From:** Gonzales, Frances <[fgonzales@cabq.gov](mailto:fgonzales@cabq.gov)>

**Sent:** Friday, June 24, 2022 2:50 PM

**To:** Rummler, Laura W. <[lrummler@cabq.gov](mailto:lrummler@cabq.gov)>

**Subject:** RE: Council Sponsorship Funding starting July, Process and & Procedures

Hi,

We will need to get them setup so I will send out an email to Kayla Herring.

Thanks,



*Frances Gonzales*

**Council Fiscal Analyst**

**City of Albuquerque**

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[www.cabq.gov/council](http://www.cabq.gov/council)

---

**From:** Rummler, Laura W. <[lrummler@cabq.gov](mailto:lrummler@cabq.gov)>

**Sent:** Friday, June 24, 2022 2:47 PM

**To:** Gonzales, Frances <[fgonzales@cabq.gov](mailto:fgonzales@cabq.gov)>

**Subject:** RE: Council Sponsorship Funding starting July, Process and & Procedures

Hi Frances,

Councilor let me know that PP New Mexico has merged with a regional org and now they're Planned Parenthood of the Rocky Mountains.

The contact is Kayla Herring:

[Kayla.herring@pprm.org](mailto:Kayla.herring@pprm.org)

CABQ001281

Could you CC me on those emails? That way I can keep Councilor in the loop. Thanks!!  
Laura

---

**From:** Gonzales, Frances <[fgonzales@cabq.gov](mailto:fgonzales@cabq.gov)>  
**Sent:** Friday, June 24, 2022 12:54 PM  
**To:** Rummler, Laura W. <[lrummler@cabq.gov](mailto:lrummler@cabq.gov)>  
**Cc:** Gonzales, Frances <[fgonzales@cabq.gov](mailto:fgonzales@cabq.gov)>  
**Subject:** RE: Council Sponsorship Funding starting July, Process and & Procedures

Hi,

This is what I show for Planned Parenthood of New Mexico...can you please verify the Name and address with them and if it is wrong we will need to send them a W-9 to get the address updated, I have attached one. We will also need contact information for the individual that will be authorized to sign agreements for the funds if needed.

|                            |   |
|----------------------------|---|
| <b>SetID</b>               | SHARE   |
| <b>Supplier ID</b>         | 0000113463  |
| <b>Supplier Short Name</b> | PLANNEDPAR PLANNEDPARENTH                                   |
| <b>Supplier Name</b>       | PLANNED PARENTHOOD OF NEW MEXICO                            |
| <b>Order</b>               | PLANNEDPARENTH<br>719 SAN MATEO NE<br>ALBUQUERQUE, NM 87108 |
| <b>Remit To</b>            | PLANNEDPARENTH<br>719 SAN MATEO NE<br>ALBUQUERQUE, NM 87108 |

Thanks,



*Frances Gonzales*

**Council Fiscal Analyst**

**City of Albuquerque**

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[fgonzales@cabq.gov](mailto:fgonzales@cabq.gov)

[www.cabq.gov/council](http://www.cabq.gov/council)

---

**From:** Rummler, Laura W. <[lrummler@cabq.gov](mailto:lrummler@cabq.gov)>

**Sent:** Friday, June 24, 2022 12:34 PM

CABQ001282

**To:** Gonzales, Frances <[fgonzales@cabq.gov](mailto:fgonzales@cabq.gov)>

**Subject:** Fwd: Council Sponsorship Funding starting July, Process and & Procedures

Hi Frances,

I need to work with you to make sure Planned Parenthood is all set up and ready to receive their sponsorship funding on July 1

Sent from my iPhone

Begin forwarded message:

**From:** "Muniz, Jesse" <[jessemuniz@cabq.gov](mailto:jessemuniz@cabq.gov)>

**Date:** June 13, 2022 at 10:02:08 AM MDT

**To:** "Rummler, Laura W." <[lrummler@cabq.gov](mailto:lrummler@cabq.gov)>

**Cc:** "Fiebelkorn, Tammy" <[tfiebelkorn@cabq.gov](mailto:tfiebelkorn@cabq.gov)>

**Subject:** RE: Council Sponsorship Funding starting July, Process and & Procedures

I would work with Frances on the organization names. She can look them up to see if they are in the system. If they are not, then she can send them a W-9 form to fill out and start the process of getting them in.



**B. Jesse Muñiz | City of Albuquerque**

***Associate Director of Budget & Finance – Council Services Department***

W: 505-768-3187

One Civic Plaza | Albuquerque, NM 87103

[jessemuniz@cabq.gov](mailto:jessemuniz@cabq.gov) | [www.cabq.gov/council](http://www.cabq.gov/council)

---

**From:** Rummler, Laura W.

**Sent:** Monday, June 13, 2022 9:52 AM

**To:** Muniz, Jesse <[jessemuniz@cabq.gov](mailto:jessemuniz@cabq.gov)>

**Cc:** Fiebelkorn, Tammy <[tfiebelkorn@cabq.gov](mailto:tfiebelkorn@cabq.gov)>

**Subject:** Council Sponsorship Funding starting July, Process and & Procedures

Good morning and happy Monday!

I'd like to find a time to sit down and talk about the Sponsorship process moving forward, because, as you already know, many of the organizations reach out to the Councilor's to figure out how to receive funding and I'd like to be able to give the answers.

Especially because some of these organizations have never received funding from the City, I believe they'll need instructions on how to register and who to speak with.

(Should I include Frances on this?)

I'd like to set it up before the turn-over of the fiscal year.

Thanks Jesse!

**Laura W. Rummler**

Policy Analyst- District 7

City of Albuquerque City Council

[lrummler@cabq.gov](mailto:lrummler@cabq.gov)

(505) 768-3189

1 Civic Plaza

CABQ001283



Albuquerque, NM 87102

CABQ001284

**From:** [Muniz, Jesse](#)  
**To:** [Rummler, Laura W.](#)  
**Cc:** [Gonzales, Frances](#)  
**Subject:** RE: Planned Parent Hood Rocky Mountain  
**Date:** Wednesday, July 6, 2022 10:11:58 AM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)

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Hi Laura,

Are there any outputs that we can put in the agreement. I've provided an example below:  
Having outputs defined in the scope provides some language on what the City is getting from providing these funds.

**Scope of Services:**

The Contractor shall perform the following services in a manner satisfactory to the City and consistent with any standards required as a condition of providing these funds and within the financial resources of this agreement for the purpose of providing nutritionally-balanced meals and community resources to individuals experiencing homelessness and poverty. Services will be culturally appropriate and designed to promote wellness, education and self-sufficiency.

**Output 1:** Provide 17,600 nutritionally-balanced meals annually, as evidenced by sign-in sheets at the meal site.

**Output 2:** Link 120 unduplicated individuals, annually, to other services at AIC, including but not limited to counseling, housing and employment assistance, as demonstrated by sign-in sheets and case notes.



**B. Jesse Muñiz | City of Albuquerque**

***Associate Director of Budget & Finance – Council Services Department***

W: 505-768-3187



CABQ001294

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---

**From:** Rummler, Laura W.  
**Sent:** Thursday, June 30, 2022 2:09 PM  
**To:** Muniz, Jesse <[jessemuniz@cabq.gov](mailto:jessemuniz@cabq.gov)>  
**Cc:** Gonzales, Frances <[fgonzales@cabq.gov](mailto:fgonzales@cabq.gov)>  
**Subject:** Re: Planned Parent Hood Rocky Mountain

Jesse,  
Councilor has approved this language for the sponsorship:

The City of Albuquerque is providing this sponsorship to ensure access to family planning, abortion, and other reproductive health services for Albuquerque residents and visitors.

Let me know if that works.

Laura

Sent from my iPad

On Jun 28, 2022, at 12:47 PM, Muniz, Jesse <[jessemuniz@cabq.gov](mailto:jessemuniz@cabq.gov)> wrote:

The question you can help us answer is, what is the City getting in return for providing a sponsorship. Legal Department always comes back to, what consideration does the City obtain in exchange for providing funds to an organization in terms of sponsorships.



**B. Jesse Muñiz | City of Albuquerque**

***Associate Director of Budget & Finance – Council Services Department***

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---

**From:** Rummler, Laura W.  
**Sent:** Tuesday, June 28, 2022 12:43 PM  
**To:** Muniz, Jesse <[jessemuniz@cabq.gov](mailto:jessemuniz@cabq.gov)>; Gonzales, Frances <[fgonzales@cabq.gov](mailto:fgonzales@cabq.gov)>  
**Subject:** RE: Planned Parent Hood Rocky Mountain

CABQ001295

Thank you,

This is a priority for the Councilor. She would like to have this ready for them on Friday so anything I can do to help move the process along, I'm ready.

---

**From:** Muniz, Jesse <[jessemuniz@cabq.gov](mailto:jessemuniz@cabq.gov)>

**Sent:** Tuesday, June 28, 2022 12:35 PM

**To:** Gonzales, Frances <[fgonzales@cabq.gov](mailto:fgonzales@cabq.gov)>

**Cc:** Rummler, Laura W. <[lrummler@cabq.gov](mailto:lrummler@cabq.gov)>

**Subject:** RE: Planned Parent Hood Rocky Mountain

Thanks. Need to figure out how this one is going to get to them.



**B. Jesse Muñiz | City of Albuquerque**

***Associate Director of Budget & Finance – Council Services Department***

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---

**From:** Gonzales, Frances

**Sent:** Tuesday, June 28, 2022 12:35 PM

**To:** Muniz, Jesse <[jessemuniz@cabq.gov](mailto:jessemuniz@cabq.gov)>

**Cc:** Gonzales, Frances <[fgonzales@cabq.gov](mailto:fgonzales@cabq.gov)>; Rummler, Laura W. <[lrummler@cabq.gov](mailto:lrummler@cabq.gov)>

**Subject:** Planned Parent Hood Rocky Mountain

Hi Jesse,

I received the W-9 for ROCKY MOUNTAIN PLANNED PARENTHOOD, INC

I sent it to Purchasing to get setup since they are merged with another company.

I thought this was going to be a typical sponsorship from Councilor Fiebelkorn but this one will be for \$250K per Laura.

I will let you know when the Supplier setup is completed, please let me know what else on my part needs to be done.

Thanks,



*Frances Gonzales*

**Council Fiscal Analyst**

**City of Albuquerque**

CABQ001296

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[www.cabq.gov/council](http://www.cabq.gov/council)

---

**From:** Herring, Kayla <[Kayla.Herring@pprm.org](mailto:Kayla.Herring@pprm.org)>  
**Sent:** Tuesday, June 28, 2022 11:58 AM  
**To:** Gonzales, Frances <[fgonzales@cabq.gov](mailto:fgonzales@cabq.gov)>  
**Cc:** Rummler, Laura W. <[lrummler@cabq.gov](mailto:lrummler@cabq.gov)>  
**Subject:** RE: Request for COA modified W-9 Form from PPRM

[EXTERNAL] Forward to [phishing@cabq.gov](mailto:phishing@cabq.gov) and delete if an email causes any concern.

Hi Frances!  
Please see attached our W9 and below for our signatory information:  
Molly Williams  
Chief Philanthropy Officer & EVP  
[grants@pprm.org](mailto:grants@pprm.org)  
**Kayla Herring** (she/her/hers)  
**Director of Public Affairs**  
Planned Parenthood of the Rocky Mountains  
Planned Parenthood Votes New Mexico  
**C:** 505.379.0083 | **O:** 505.944.2014  
**A:** 719 San Mateo Blvd NE | Albuquerque, NM 87108  
**W:** [pprm.org](http://pprm.org) | [ppvoteshewmexico.org](http://ppvoteshewmexico.org)



---

**From:** Gonzales, Frances <[fgonzales@cabq.gov](mailto:fgonzales@cabq.gov)>  
**Sent:** Friday, June 24, 2022 2:59 PM  
**To:** Herring, Kayla <[Kayla.Herring@pprm.org](mailto:Kayla.Herring@pprm.org)>  
**Cc:** Gonzales, Frances <[fgonzales@cabq.gov](mailto:fgonzales@cabq.gov)>; Rummler, Laura W. <[lrummler@cabq.gov](mailto:lrummler@cabq.gov)>  
**Subject:** Request for COA modified W-9 Form from PPRM

Hello Kayla,

I am reaching out to you in regards to a Sponsorship that City Councilor Fiebelkorn would like to present to your organization. In order to get this prepared, I will need you to complete and return the attached COA modified W-9.

I will also need a name and email address for an authorized signor for any sponsorship agreements that may need to be signed to complete the sponsorship process.

Please let me know if you have any questions.

CABQ001297

Thanks,



*Frances Gonzales*

**Council Fiscal Analyst**

**City of Albuquerque**

Council Services Department

One Civic Plaza

Albuquerque, NM 87103

(505) 269-1460

[fgonzales@cabq.gov](mailto:fgonzales@cabq.gov)

[www.cabq.gov/council](http://www.cabq.gov/council)

**From:** [Bradley, Jennifer L.](#)  
**To:** [Muniz, Jesse](#); [Ewing, Monica C.](#)  
**Subject:** AC/PRIV: Sponsorships  
**Date:** Tuesday, June 28, 2022 12:57:55 PM  
**Attachments:** [image001.png](#)

---

Definitely. The only reason the sponsorships are authorized under an OEP is because we can argue that the inclusion of the City in programs, venues, websites, etc. is “advertising” that is equivalent to the sponsorship (typically around \$5,000). \$250,000 is a lot to prove. Monica, is there a managing attorney that we can pull in on this?

---

**From:** Muniz, Jesse <[jessemuniz@cabq.gov](mailto:jessemuniz@cabq.gov)>  
**Sent:** Tuesday, June 28, 2022 12:45 PM  
**To:** Bradley, Jennifer L. <[jlbradley@cabq.gov](mailto:jlbradley@cabq.gov)>; Ewing, Monica C. <[mewing@cabq.gov](mailto:mewing@cabq.gov)>  
**Subject:** RE: Sponsorships

That is what we probably have to determine.



**B. Jesse Muñiz | City of Albuquerque**

***Associate Director of Budget & Finance – Council Services Department***

W: 505-768-3187

One Civic Plaza | Albuquerque, NM 87103

[jessemuniz@cabq.gov](mailto:jessemuniz@cabq.gov) | [www.cabq.gov/council](http://www.cabq.gov/council)

---

**From:** Bradley, Jennifer L.  
**Sent:** Tuesday, June 28, 2022 12:44 PM  
**To:** Muniz, Jesse <[jessemuniz@cabq.gov](mailto:jessemuniz@cabq.gov)>; Ewing, Monica C. <[mewing@cabq.gov](mailto:mewing@cabq.gov)>  
**Subject:** RE: Sponsorships

Thank you, what are we getting in return?

---

**From:** Muniz, Jesse <[jessemuniz@cabq.gov](mailto:jessemuniz@cabq.gov)>  
**Sent:** Tuesday, June 28, 2022 12:43 PM  
**To:** Bradley, Jennifer L. <[jlbradley@cabq.gov](mailto:jlbradley@cabq.gov)>; Ewing, Monica C. <[mewing@cabq.gov](mailto:mewing@cabq.gov)>  
**Subject:** RE: Sponsorships

One of them is Planned Parenthood, the other is NM Child Advocacy Center.

CABQ002868



**B. Jesse Muñiz | City of Albuquerque**

***Associate Director of Budget & Finance – Council Services Department***

W: 505-768-3187

One Civic Plaza | Albuquerque, NM 87103

[jessemuniz@cabq.gov](mailto:jessemuniz@cabq.gov) | [www.cabq.gov/council](http://www.cabq.gov/council)

---

**From:** Bradley, Jennifer L.

**Sent:** Tuesday, June 28, 2022 12:41 PM

**To:** Muniz, Jesse <[jessemuniz@cabq.gov](mailto:jessemuniz@cabq.gov)>; Ewing, Monica C. <[mewing@cabq.gov](mailto:mewing@cabq.gov)>

**Subject:** RE: Sponsorships

What are we getting back for those sponsorships? Usually that is how we determine if they are allowable. Vendors?

---

**From:** Muniz, Jesse <[jessemuniz@cabq.gov](mailto:jessemuniz@cabq.gov)>

**Sent:** Tuesday, June 28, 2022 12:37 PM

**To:** Ewing, Monica C. <[mewing@cabq.gov](mailto:mewing@cabq.gov)>; Bradley, Jennifer L. <[jlbradley@cabq.gov](mailto:jlbradley@cabq.gov)>

**Subject:** Sponsorships

Hello!

So, there are a couple of sponsorships that City Council has appropriated for FY/23. Each one is \$250K each and am wondering what needs to happen to get these through considering the amounts.



**B. Jesse Muñiz | City of Albuquerque**

***Associate Director of Budget & Finance – Council Services Department***

W: 505-768-3187

One Civic Plaza | Albuquerque, NM 87103

[jessemuniz@cabq.gov](mailto:jessemuniz@cabq.gov) | [www.cabq.gov/council](http://www.cabq.gov/council)

CABQ002869



**From:** [Muniz, Jesse](#)  
**To:** [Rummler, Laura W.](#)  
**Cc:** [Fiebelkorn, Tammy](#)  
**Subject:** RE: Sponsorship List/process  
**Date:** Wednesday, July 6, 2022 10:08:00 AM

---

Working on them this week. I was out most of last week and yesterday. There are current discussions on how to structure the Planned Parenthood agreement.

Have to iron out the language on the agreements to ensure there are no Anti-Donation issues.

I have the same list of sponsorships I sent over. I was awaiting the final documents from the budget office to reconcile and ensure we were matched up. I have not received that info yet.

As far as process, nothing too fancy needs to happen. Legal will review all the agreements, provide any suggested changes, and then we get the contracts signed/POs created and get funds out the door. If the funds were appropriated to the departments, they are responsible for drafting the agreements, getting legal's approval, and sending out the agreements for signatures and getting the POs created and checks cut.

B. Jesse Muñiz | City of Albuquerque  
Associate Director of Budget & Finance – Council Services Department  
W: 505-768-3187  
One Civic Plaza | Albuquerque, NM 87103  
[jessemuniz@cabq.gov](mailto:jessemuniz@cabq.gov) | [www.cabq.gov/council](http://www.cabq.gov/council)

-----Original Message-----

From: Rummler, Laura W.  
Sent: Wednesday, July 6, 2022 9:25 AM  
To: Muniz, Jesse <[jessemuniz@cabq.gov](mailto:jessemuniz@cabq.gov)>  
Cc: Fiebelkorn, Tammy <[tfiebelkorn@cabq.gov](mailto:tfiebelkorn@cabq.gov)>  
Subject: Sponsorship List/process

Hi Jesse,

I'm reaching out to all the orgs that Councilor Fiebelkorn sponsored in the budget to help them onboard to receive their funding ASAP.

Do you have a final list? I'm just working off of the draft.

Also- do you have a step-by-step process written out so I make sure I don't miss anything? I'm happy to be the point person and help out.

Thanks,

Laura

Sent from my iPhone

CABQ002876

**From:** [Fiebelkorn, Tammy](#)  
**To:** [gabriela.estala-lopez@pprm.org](mailto:gabriela.estala-lopez@pprm.org)  
**Subject:** RE: Thank you for supporting access to reproductive health care!  
**Date:** Wednesday, June 1, 2022 9:40:53 PM  
**Attachments:** [C15E564A586241D0AFDABA00244DBEA3\[7613823\].png](#)

---

Hi Gabriela,

You're so welcome! As the sponsor of the budget amendment to provide financial support to Planned Parenthood, I'm very proud that the City has reaffirmed our respect for women and dedication to keeping reproductive healthcare available to all the women of Albuquerque. I'll always push for choice and access to women's reproductive healthcare.

Have a great day,  
Tammy

*Tammy Fiebelkorn*

District 7 City Councilor

Email: [tfiebelkorn@cabq.gov](mailto:tfiebelkorn@cabq.gov)

Website: [www.cabq.gov/council](http://www.cabq.gov/council)



---

**From:** [Gabriela Estala-Lopez](#)  
**Sent:** Tuesday, May 31, 2022 1:44 PM  
**To:** [Fiebelkorn, Tammy](#)  
**Subject:** Thank you for supporting access to reproductive health care!

[EXTERNAL] Forward to [phishing@cabq.gov](mailto:phishing@cabq.gov) and delete if an email causes any concern.  
Dear City Councilor Tammy Fiebelkorn,

Thank you for standing with Albuquerque families by appropriating \$250,000 to Planned Parenthood for reproductive health care services, including abortion care in our city's budget. With access to abortion care at stake across the country, it is critical that we all stand up and make sure that people are able to access the health care they need in NM. You did just that by voting to support this critical funding for our city's patients.

Sincerely,  
Gabriela Estala-Lopez  
240 Hermosa Dr NE Albuquerque, NM 87108-1024  
[gabriela.estala-lopez@pprm.org](mailto:gabriela.estala-lopez@pprm.org)

**Exhibit**

**5**

CABQ001143

**From:** [Herring, Kayla](#)  
**To:** [Rummler, Laura W.](#)  
**Subject:** RE: Planned Parent Hood Rocky Mountain  
**Date:** Thursday, June 30, 2022 12:35:21 PM  
**Attachments:** [image003.png](#)  
[image004.png](#)  
[image005.png](#)

[EXTERNAL] Forward to [phishing@cabq.gov](mailto:phishing@cabq.gov) and delete if an email causes any concern.

Hi Laura!

This looks good, thank you!

**Kayla Herring** (she/her/hers)

**Director of Public Affairs**

Planned Parenthood of the Rocky Mountains

Planned Parenthood Votes New Mexico

**C:** 505.379.0083 | **O:** 505.944.2014

**A:** 719 San Mateo Blvd NE | Albuquerque, NM 87108

**W:** [pprm.org](http://pprm.org) | [ppvotestnewmexico.org](http://ppvotestnewmexico.org)



**From:** Rummler, Laura W. <[lrummler@cabq.gov](mailto:lrummler@cabq.gov)>

**Sent:** Thursday, June 30, 2022 12:24 PM

**To:** Herring, Kayla <[Kayla.Herring@pprm.org](mailto:Kayla.Herring@pprm.org)>

**Subject:** FW: Planned Parent Hood Rocky Mountain

**Importance:** High

Hi Kayla,

I'm sorry, I'm following up on a voicemail I left you earlier this week. Please see the email below from Councilor Fiebelkorn about how we want to word what PP is providing the City in return for a sponsorship.

Could you let me know if the language that the Councilor suggests, "The City of Albuquerque is providing this sponsorship to ensure access to family planning, abortion, and other reproductive health services for Albuquerque residents and visitors." Would be in line with how PP would like to reflect their services?

I'll give you a call or feel free to call me on my cell- 505-318-8958

**Laura W. Rummler**

Policy Analyst- District 7

City of Albuquerque City Council

[lrummler@cabq.gov](mailto:lrummler@cabq.gov)

(505) 768-3189

1 Civic Plaza

Albuquerque, NM 87102

**From:** Fiebelkorn, Tammy <[tfiebelkorn@cabq.gov](mailto:tfiebelkorn@cabq.gov)>

**Sent:** Tuesday, June 28, 2022 2:18 PM

**To:** Rummler, Laura W. <[lrummler@cabq.gov](mailto:lrummler@cabq.gov)>

**Subject:** RE: Planned Parent Hood Rocky Mountain

Let's work with Kayla to get this language correct. Her #: 505-379-0083



CABQ001285

I like: The City of Albuquerque is providing this sponsorship to ensure access to family planning, abortion, and other reproductive health services for Albuquerque residents and visitors.

Let's try to not say "woman" and include people traveling to Albq for these services.

Thanks,

tf



*Tammy Fiebelkorn*

District 7 City Councilor

1 Civic Plaza NW, 9<sup>th</sup> Floor

Albuquerque, NM 87102

Email: [tfiebelkorn@cabq.gov](mailto:tfiebelkorn@cabq.gov)

Website: [www.cabq.gov/council](http://www.cabq.gov/council)

---

**From:** Rummler, Laura W. <[lrummler@cabq.gov](mailto:lrummler@cabq.gov)>

**Sent:** Tuesday, June 28, 2022 12:59 PM

**To:** Fiebelkorn, Tammy <[tfiebelkorn@cabq.gov](mailto:tfiebelkorn@cabq.gov)>

**Subject:** FW: Planned Parent Hood Rocky Mountain

See Jesse's question below-

I have-

The City is receiving access to family planning, abortion, and other reproductive health services for all women in Albuquerque.

---

**From:** Muniz, Jesse <[jessemuniz@cabq.gov](mailto:jessemuniz@cabq.gov)>

**Sent:** Tuesday, June 28, 2022 12:48 PM

**To:** Rummler, Laura W. <[lrummler@cabq.gov](mailto:lrummler@cabq.gov)>; Gonzales, Frances <[fgonzales@cabq.gov](mailto:fgonzales@cabq.gov)>

**Subject:** RE: Planned Parent Hood Rocky Mountain

The question you can help us answer is, what is the City getting in return for providing a sponsorship.

Legal Department always comes back to, what consideration does the City obtain in exchange for providing funds to an organization in terms of sponsorships.



**B. Jesse Muñiz | City of Albuquerque**

***Associate Director of Budget & Finance – Council Services Department***

W: 505-768-3187

One Civic Plaza | Albuquerque, NM 87103

[jessemuniz@cabq.gov](mailto:jessemuniz@cabq.gov) | [www.cabq.gov/council](http://www.cabq.gov/council)



April 3, 2023

City of Albuquerque  
PO Box 1293  
Albuquerque, NM 87103

Re: Grant 202300138, ABQ Reproductive Health Access

To whom it may concern:

We are writing to formally request a waiver of the following requirement included in the City of Albuquerque *Administrative Requirements for Contracts Awarded under the City of Albuquerque*:

- Board meeting minutes since the last monitoring visit. For newly funded agencies, provide minutes since the initiation of City contract.

We are requesting this waiver for the following reasons:

- At PPRM, the safety of our staff, patients, and properties is a top priority. As an organization whose leadership and staff have been continuously targeted by anti-abortion extremists, we believe information and individuals involved with our Board meetings could be placed at a greater risk if their names and information were made public.

Thank you for your consideration.

Sincerely,

Alison Cote  
Chief Financial and Administrative Officer



**CARE. NO MATTER WHAT.**

**Anna M. Albo**

---

**From:** Wilson, Persephone  
**Sent:** Tuesday, April 11, 2023 1:49 PM  
**To:** Accounts.receivable  
**Cc:** Korth, Keith  
**Subject:** City of ABQ December and January invoices  
**Attachments:** Reimbursement demonstrating Program Income December.xlsx; Reimbursement demonstrating program income January.xlsx; City of ABQ Invoicing.xlsx

Hi folks,

Here's our City of ABQ invoices for December and January! The City of ABQ Invoicing document has the allocations tab!

Thank you!

**Persephone Wilson** (she, her, hers)

**Director of Government Grants**

Planned Parenthood of the Rocky Mountains

**O:** 505.265.5976 ext. 2024 | **C:** 505.980.2463

**A:** 719 San Mateo NE | Albuquerque, NM 87108

**W:** [pprm.org](http://pprm.org)

**City of Albuquerque Department of Family and Community Services  
Request for Reimbursement Inclusive of Program Income**

FIN #2: Request for Reimbursement

|  |                     |  |
|--|---------------------|--|
| 1. Agency Name and Mailing Address:  |                     | 2. Purchase Order Release Number:      |
| Planned Parenthood of the Rocky Mountains<br>7155 East 38th Ave.<br>Denver, CO 80207 |                     | 1/31/2023                              |
|  |                     | 3. Project Title                       |
|  |                     | ABQ Reproductive Health Access Project |
| 5. Agency Contact Name:  | 6. Contact Phone #: | 7. Contract Number:                    |
| Persephone Wilson  | 505-980-2463        | 202300138                              |
|  |                     | 8. Reimbursement Request Number:       |
|  |                     | 4                                      |
| 9. Request for the Period :  | From (Date):        | To (Date):                             |
|  | January 1st, 2023   | January 31st, 2023                     |

**Overview for this Reimbursement Period**

|  |
|--|
| 11. Amount of Total Expenditures this Reimbursement Period:  |
| 12. Enter Dollar amount of Other Program Income Excluding Medicaid Earned this Reimbursement Period (e.g. rent, fees, et |
| 13. Enter Dollar amount of Medicaid billed this Reimbursement Period (if no Medicaid billed, insert "0"):                |
| 14. Prior period Medicaid adjustments (to account for Medicaid denials):   |
| 15. Amount of this Request for Reimbursement:  |
| 16. Amount received from Medicaid this Reimbursement Period:   |

**Details of Reimbursement Period**

| 17. Expenditure Category              | 17a. Full Budget for Program  | 17b. City's Portion Approved Budget     | 17c. Program Expenditures this Period | 17d. Amount Of This Request to City (Not Covered by other funding sources) |
|---------------------------------------|-------------------------------|---|---------------------------------------|--|
| <b>FTE on project Personnel Costs</b> | <b>Salary for the Project</b> | <b>Amount requested from the salary</b> |                                       |  |
| 1.00 Registered Nurse 1               | \$64,350.00                   | \$24,132.00                             | \$ 3,629.98                           | \$ 1,379.39  |
| 1.00 Registered Nurse 1               | \$64,350.00                   | \$24,132.00                             | \$ 3,509.34                           | \$ 1,333.55  |
| 1.00 Health Center Asst. 3            | \$36,563.00                   | \$27,422.00                             | \$ 1,843.67                           | \$ 1,382.75  |
| 1.00 Health Center Asst. 3            | \$36,563.00                   | \$27,422.00                             | \$ 2,490.24                           | \$ 1,867.68  |
| 1.00 Health Center Asst. 3            | \$36,563.00                   | \$27,422.00                             | \$ 2,944.31                           | \$ 2,208.23  |
| 1.00 Advanced Practice Nurse 2        | \$92,625.00                   | \$56,970.00                             | \$ 4,611.04                           | \$ 2,858.84  |
|                                       |                               |   |                                       |  |
|                                       |                               |   |                                       |  |
|                                       |                               |   |                                       |  |
| <b>Total Salaries &amp; Wages</b>     | \$331,014.00                  | \$187,500.00                            | \$19,028.58                           | \$11,030.45  |
| Payroll Taxes and Employee Benefits   | \$82,753.00                   | \$62,500.00                             | \$4,757.15                            | \$2,757.61   |
| <b>Total Personnel Costs</b>          | \$413,767.00                  | \$250,000.00                            | \$23,785.73                           | \$13,788.06  |
|                                       |                               |   |                                       |  |
| <b>Operating Costs - Direct</b>       |                               |   |                                       |  |
| Contractual Services                  | \$ 255,485.52                 | \$ -                                    | \$ 15.00                              | \$ -   |
| Audit Costs                           | \$ -                          | \$ -                                    | \$ -                                  | \$ -   |
| Consumable Supplies                   | \$ 822,066.00                 | \$ -                                    | \$ 37,902.00                          | \$ -   |
| Telephone                             | \$ 480.00                     | \$ -                                    | \$ -                                  | \$ -   |
| Postage and Shipping                  | \$ 13,688.00                  | \$ -                                    | \$ 410.00                             | \$ -   |
| Occupancy: Rent                       | \$ 115,889.00                 | \$ -                                    | \$ 1,191.00                           | \$ -   |
| Occupancy: Utilities                  | \$ -                          | \$ -                                    | \$ -                                  | \$ -   |
| Occupancy: Other                      | \$ -                          | \$ -                                    | \$ -                                  | \$ -   |
| Equipment Lease                       | \$ 25,000.00                  | \$ -                                    | \$ 829.00                             | \$ -   |



|                                |                 |               |               |              |
|--------------------------------|-----------------|---------------|---------------|--------------|
| Equipment Maintenance          | \$ 48,055.00    | \$ -          | \$ 2,432.00   | \$ -         |
| Printing & Publications        | \$ -            | \$ -          | \$ -          | \$ -         |
| Local Travel                   | \$ 21,390.25    | \$ -          | \$ 2,130.00   | \$ -         |
| Out Of Town travel             | \$ -            | \$ -          | \$ -          | \$ -         |
| Conferences, Meetings, Etc.    | \$ 2,200.00     | \$ -          | \$ -          | \$ -         |
| Direct Assist To Beneficiaries | \$ 21,225.00    | \$ -          | \$ 7,687.00   | \$ -         |
| Membership Dues                | \$ 2,200.00     | \$ -          | \$ -          | \$ -         |
| Equipment, Land, Buildings     | \$ -            | \$ -          | \$ -          | \$ -         |
| Insurance                      | \$ 45,000.00    | \$ -          | \$ 4,487.00   | \$ -         |
| Fuel and Vehicle Maintenance   | \$ -            | \$ -          | \$ -          | \$ -         |
| <b>Indirect Costs</b>          | \$ -            | \$ -          | \$ -          | \$ -         |
| Medicaid Adjustments           |                 |               | \$ 170,458.71 |              |
| <b>Totals</b>                  | \$ 1,786,445.77 | \$ 250,000.00 | \$80,868.73   | \$ 13,788.06 |

18. Describe other sources of Program Income, excluding Medicaid (e.g. rent, fees, etc.):  
 Self-pay patients, Commercial Insurance, donations

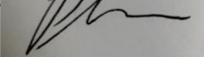
**Totals for the Contract Year**

19. Medicaid billed/earned Cumulative for Contract Period for this Project, inclusive of this request:

20. Additional Program Income, Excluding Medicaid, Cumulative for Contract Period (e.g. fees, rents, etc.) inclusive of this request:

21. Total program expenditures Cumulative for Contract Period inclusive of this request:

22. Certification: I hereby certify that the funds for which reimbursement is being herein requested, have been or will be utilized to perform the services under the Agreement executed between the City of Albuquerque and the above named agency which I represent and I further certify that the amount requested has not been received and that (1) this Reimbursement Request represents expenditures incurred and eligible under applicable local, state and federal laws; (2) all expenditures are supported by vendors' invoices and other documented liabilities in our records; (3) funds received as a result of the Request are used for the purpose of the Request within the number of days.

|                                   |   |                                  |
|-----------------------------------|---|----------------------------------|
| A. Signature of Signing Official: |  | B. Title: Director of Governance |
| C. Typed Name: Persephone Wilson  |   | D. Date: 4/11/2023               |



|  |
|--|
|  |
|  |

4. Funding Source and Contract Total:

|  |
|--|
|  |
|  |

10. Billing Date (Submitted):  
April 11, 2023

|      |              |
|------|--------------|
|      | \$80,868.73  |
| c.): | \$247,149.00 |
|      | \$90,387.00  |
|      | \$170,458.71 |
|      | \$13,788.06  |
|      | \$68,703.00  |

|  |   |
|--|---|
| 17e. Amount Requested from the City Cumulative for Contract Period | 17f. Balance of <b>City Funds</b> Remaining |
|--|---|

|              |               |
|--------------|---------------|
|              |               |
| \$ 9,298.53  | \$ 14,833.47  |
| \$ 7,632.13  | \$ 16,499.87  |
| \$ 11,317.08 | \$ 16,104.92  |
| \$ 12,432.99 | \$ 14,989.01  |
| \$ 11,985.85 | \$ 15,436.15  |
| \$ 34,177.57 | \$ 22,792.43  |
|              | \$ -          |
|              | \$ -          |
|              | \$ -          |
| \$86,844.16  | \$ 100,655.84 |
| \$19,053.26  | \$ 43,446.74  |
| \$105,897.42 | \$ 144,102.58 |

38%  
38%  
75%  
75%  
75%  
62%

|      |      |
|------|------|
| \$ - | \$ - |
| \$ - | \$ - |
| \$ - | \$ - |
| \$ - | \$ - |
| \$ - | \$ - |
| \$ - | \$ - |
| \$ - | \$ - |
| \$ - | \$ - |
| \$ - | \$ - |



## Grant Launch Intake Form

|  |   |
|--|---|
| <b>Grant</b>                           | City of ABQ: ABQ Repro Health Access Project  |
| <b>Grant Number</b>                    | CCN # 202300138   |
| <b>Date</b>                            | 7/1/2022  |
| <b>Present at launch</b>               |   |
| <b>Source of Funding</b>               | City of ABQ   |
| <b>Funder contact info</b>             | Ellen Braden: ebraden@cabq.gov  |
| <b>Grant period</b>                    | 7/1/22-6/30/23  |
| <b>Renewable? Renewal period?</b>      | One time allocation   |
| <b>Overview</b>                        | Response of city to the fall of Roe. Intended to increase FP access in ABQ  |
| <b>Amount</b>                          | \$250,000   |
| <b>Cost Center(s)</b>                  | WA  |
| <b>Event Code</b>                      | 334   |
| <b>CDAF# (if applicable)</b>           |   |
| <b>Grant Manager</b>                   | Persephone Wilson   |
| <b>Grant Reporting</b>                 | Persephone Wilson   |
| <b>Allowable Costs</b>                 |   |
|  | % of salaries for 2 RN's, 3 HCA's, and 1 Advanced Practice Nurse  |
|  |   |
|  |   |
|  |   |
| <b>Invoicing frequency and process</b> | 1st invoice quarterly, then monthly   |
| <b>Accounting documentation needed</b> | 1. Payroll/Labor reports for WA 2.Punch Report 3. Medicaid reimbursements for the invoice period 4. Medicaid denial amount (adjustments) 5. Program Income excluding Medicaid |
| <b>Audit?</b>                          |   |
| <b>Notes/Action Items</b>              |   |

**City of Albuquerque**  
San Mateo and NEH Family Planning

**CCN #202300138**

**Submit Invoicing to:**

[ebraden@cabq.gov](mailto:ebraden@cabq.gov)

**Internal Contact**

Persephone, Director of Government Grants

**Indirect**

No

**Documents to be submitted**

**Responsible for provision**

Reimbursement demonstrating Program  
Income

Persephone, Director of Government Grants

WA/WN Labor Report

Lexie Schitl, Payroll Manager

Punch Report

Lexie Schitl, Payroll Manager

WA Monthly SOA

Anne Zodrow, Senior Accountant



Timothy M. Keller, Mayor

# CITY OF ALBUQUERQUE

Department of Family and Community Services

*Carol M. Pierce, Director*

May 24, 2023

Julia Alvarez, Board Chair  
Planned Parenthood of the Rocky Mountains, Inc  
7155 E 38<sup>th</sup> Avenue  
Denver, CO 80207

RE: FY23 Monitoring Visit

Dear Ms. Alvarez:

On April 13, 2023 AnaBell Cadena, Community Outreach Coordinator, and Andrea Loera, Fiscal Analyst II, with the Department of Family and Community Services (DFCS), conducted a comprehensive Monitoring Visit to review Planned Parenthood of the Rocky Mountains, Inc. under contract with the City of Albuquerque. The purpose of the visit was to assess the program's progress towards achieving the objectives detailed in the Agreement with the City as well as compliance with the *Administrative Requirements for Contracts Awarded Under the City of Albuquerque (Administrative Requirements)*.

Please find enclosed a copy of the FY23 Monitoring Report. There was one fiscal finding. A response to the finding is required by July 25, 2023.

The Department of Family and Community Services staff would like to extend our appreciation to the employees of Planned Parenthood of the Rocky Mountains for their responsiveness, and assistance during the Monitoring Visit.

If you have any questions regarding this correspondence or the attached report, please contact AnaBell Cadena at (505)768-7836 or by email at [acadena@cabq.gov](mailto:acadena@cabq.gov).



Respectfully,

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Reina Martinez  
BH&W Division Manager

DocuSigned by:

*Anna Marie Lujan*

6/26/2023 | 2:23 PM MDT

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703FC7E1C7D644D...  
Anna Marie Lujan  
Fiscal Division Manager

cc: Persephone Wilson, Director of Government Grants  
FY23 Program and Fiscal Files

Enclosure: 2023 Monitoring Report

**Planned Parenthood of the Rocky Mountain, Inc**  
City of Albuquerque-Department of Family & Community Services  
Behavioral Health and Wellness Division  
FY23 Contract Monitoring Report

**Introduction:**

On April 13, 2023, a monitoring review of Planned Parenthood of the Rocky Mountains, Inc (PPRM) was conducted to assess compliance with the *Administrative Requirements* and adherence with the FY23 Contractual Agreement with the City of Albuquerque.

The intention of the Monitoring Visit is to evaluate PPRM for compliance within the following areas: administration, healthcare services, and fiscal. An Entrance Meeting was held at the onset of the review on April 13, 2023 to provide an overview of the Monitoring Review's intent and process. Exit Meetings were also conducted to discuss the results of the review and address questions and concerns. PPRM was represented by Persephone Wilson, Director of Government Grants, Andrea Loera, Fiscal Analyst II, and AnaBell Cadena, Community Outreach Coordinator, were in attendance on behalf of the City at both meetings. Results of the review are as follows.

**Administrative Review:**

The purpose of the administrative review is to assess the agency's administrative procedures and controls. Board oversight and corporate compliance, and agency Policies and Procedures.

**Governing Board**

Upon review of PPRM's Board of Directors composition, it was determined that the Board is not following agency Bylaws. Currently the Board consists of three Members, including a President, Vice President, and Secretary and should have four members

PPRM had a FY23 waiver present at the time of monitoring however the waiver was not approved by City of Albuquerque to waive Board meeting minutes established during the initiation of the City contract.

**Policies and Procedures**

The preliminary and on-site Monitoring Review of agency Policies and Procedures was conducted to ensure adherence to *Administrative Requirements*. The Agency is managing operations in accordance with its approved policies.

**Personnel**

Personnel files were reviewed for employees instrumental to the program administered by the agency with City funds. There was a total of seven personnel files reviewed. All files contained verifiable information.



**Concern #1:**

PPRM did not have four board members and at the time of monitoring, the agency could only account for three Board Members also PPRM is not in compliance with the City Open Meeting ordinance. There was no evidence indicating board meetings are open to the public.

*Administrative Requirements* Section 10. A 3 (b): Eligibility Compliance. Governing Board. The nonprofit shall document that its Governing Board is constituted in compliance with approved bylaws and nationally and locally accepted standards and that it actively fulfills its responsibilities for policy direction, including regularly scheduled meetings for which minutes are kept. The organization shall verify board compliance with the City Open Meeting Ordinance ROA, 1994, §2-5-1, et. seq.

*Administrative Requirements* Section 10. C 1 (e): Required Documents. Contractors shall maintain current copies of: a listing of current Governing Board members. Section 10. C 3 (b) Contractors shall submit within 30 days to assigned program staff any changes or update to: current Governing Board members.

**Recommended Action:**

Agency will inform program staff of Board members as well as ensure that the City Open meeting ordinance is followed.

**Program Review:**

The program review assesses those services that are to be provided as detailed in the contracts with the City of Albuquerque. The registration procedures, program eligibility requirements, policies, procedures, and documentation of services provided are reviewed to assure that they meet contractual requirements.

City staff reviewed a random sample of forty (40) client files out of a total of eight thousand (8000) records, for completeness and required documentation, of the program. All files were complete, containing demographic information, verification of eligibility, referrals, releases, and documentation of services received. Records were well-maintained in a computer database, well-organized, and were printed out for easy accessibility for City staff to review.

**There are no findings or concerns.**

**Progress toward meeting Contractual Obligations**

The Agency has accomplished the following through the third quarter of FY23:

**Output 1:** 6950 New Mexican residents have been served wellness visits, breast exams, telehealth visits, health center visits and any follow-up or treatment as needed, cancer screening and prevention services, provision of birth control and testing for sexually transmitted infections (STI).

**Outcome 1:** 400 of 6950 (6%) participants received treatment after receiving a positive result from an STI test.



**Outcome 2:** 28 of 256 (11%) participants were provided referrals upon receiving a positive early identification and prevention of cancer screening.

**Output 2:** 72 individuals with intellectual disabilities received PPNM’s Encouraging Autonomy through Sex Education (EASE) lessons. PPNM’s Native Community Health Worker team met with 72 people for one-on-one support and linkage to care and held 6 Talking Circles for community members. 3% of patients receiving services scored within the moderate to severe range for depression and were referred to local behavioral health agencies.

**Output 3:** 7,186 participants were provided patient education regarding healthy choices on sexuality and parenting.

**Service Implementation and Reporting 1:** PPNM shall make every effort to bill Medicaid for eligible services in order to maximize services for non-Medicaid clients or non-Medicaid covered expenses as indicated in the *Administrative Requirements* and FY23 contractual agreement. PPNM is billing Medicaid for eligible services.

**Fiscal Review:**

The purpose of the fiscal review is to determine if PPNM has met the fiscal requirements as defined in the *Administrative Requirements*. Areas reviewed include the accounting system, program income, eligibility of expenditures in relation to Federal (Housing & Urban Development) and City funded contracted services, approved budgets, financial policies and procedures and the personnel system.

**The contracts monitored were:**

Contract Name: Albuquerque Reproductive Health Access Project  
Contract #: 202300138  
Dept. Id: 2927440  
Amount: \$250,000.00

**Finding #1:** Request for Reimbursements not submitted in a timely manner.

**Required Action:** Per DFCS Administrative Requirements 13.G.(4)(iii), “Financial Status Report and Request for Reimbursement. All requests for payments through the program shall be submitted on the Financial Status and Request for Reimbursement Form. Unless specified in the contract, requests for payment may be submitted at any time during the contract period, though no less than quarterly or more than bi-weekly intervals. Contractors shall submit appropriate supporting documentation with the Financial Status Report and Request for Reimbursement...”

**Independent Audit:**

An audit for the year ended September 30, 2021 & 2020 was conducted by CliftonLarsonAllen LLP. City representatives will be invited to attend the audit exit conference.

**Anna M. Albo**

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**From:** Cadena, Anabell <acadena@cabq.gov>  
**Sent:** Thursday, April 13, 2023 3:17 PM  
**To:** Wilson, Persephone  
**Subject:** I'll be back tomorrow

Hi Persephone,

I did not finish. I will need to come back tomorrow. I left the files on the table. I still have 10 files to review.

**Anna M. Albo**

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**From:** Cadena, Anabell <acadena@cabq.gov>  
**Sent:** Thursday, April 13, 2023 1:09 PM  
**To:** Wilson, Persephone  
**Subject:** Missing

Hi Persephone,

I am still reviewing files however I have not found any of the information listed below in the files I have.

1. Family Number
2. Income
3. If client resides in Albuquerque
4. SDOH (Social Determinants of Health)

Let me know if you are able to get this information to me.