



City of Santa Fe, New Mexico

Memorandum



DATE: April 20, 2022

TO: Fran Dunaway, Chief Procurement Officer

VIA: Kyra Ochoa, Community Health and Safety Department Director KO
 Julie Sanchez, Youth and Family Services Division Director jjs

FROM: Christa Hernandez, Youth and Family Services Program Manager CH

ITEM AND ISSUE:

Request to authorize a sole source contract with UpTogether, previously the Family Independence Initiative (FII), to support eviction prevention and economic relief efforts by offering direct cash assistance to individuals within Santa Fe not to exceed a total amount of \$4 million dollars over the next three years.

BACKGROUND AND SUMMARY:

The City of Santa Fe and Santa Fe County will each contribute \$1 million in ARPA dollars, a total of \$2 million dollars, for direct cash assistance for economic relief and a guaranteed income pilot project within Santa Fe beginning in FY22. In addition, the City of Santa Fe will dedicate \$1 million in general funds for eviction prevention. This funding will be dispersed through the CONNECT network for the housing and financial needs of Santa Fe residents. Funding will be administered by a national organization, UpTogether, which administered CARES Act funding for the City of Santa Fe two years ago. This organization has also administered CARES Act and ARPA funding for other states, municipalities, and counties nationwide.

To date, the greatest need identified within the CONNECT network is consistently housing/rental and financial assistance that covers costs of basic living expenses. Our CONNECT navigators have identified challenges many households face when trying to access housing assistance provided by state housing relief funds. These challenges occur because individuals live in multi-family households and don't have lease agreements in their names or because their landlords do not accept third-party payments for rent. The contract with UpTogether will address these barriers. UpTogether vets all applications to ensure the individual qualifies to receive the funds, reviews all eligibility documents, and reviews uploaded verification documents. When an individual qualifies, the direct assistance is then provided in the form of direct deposits or cash cards.

Those eligible will be City of Santa Fe residents who are unable to pay for their housing/rental costs and are at risk of eviction or are experiencing other housing or financial hardships due to the pandemic resulting in the inability to provide basic living expenses such as food, transportation, housing or medical expenses; and who fall into the following two categories:

1. For \$3,000 in Eviction Prevention funds:
 - Live in the City of Santa Fe and are at risk or eviction or experiencing other housing hardship
 - Are in any stage of the process of eviction
 - Have experienced an increase in rent at any period since March 2020

- Have no written lease
- Have a lease with less than 6 months remaining (which should cover year-long leases that are at or near term, SRO rentals, month to month leases, weekly leases)

Those households interested in receiving economic relief or short-term guaranteed income payments will need to meet the eligibility criteria as outlined in the American Rescue Plan Act (ARPA). Eligibility is limited to individuals who are deemed indigent using the Low HUD income guidelines (<https://www.huduser.gov/portal/datasets/il.html>) and live within Santa Fe County (as verified through zip code and proof of address documentation) and who meet **one** of the below:

- Be unemployed at some point during the pandemic (March 2020 – current)
 - Have increased food/housing insecurity (self-attestation)
2. For \$1,250 in Economic Relief (one time cash assistance) funds:
 - Experience at least a 20 hour per week reduction in hours per household between December 2020 and current.
 - One-time payment of \$1,250.00 for up to 800 residents within Santa Fe County limits
 - One-time assistance is considered a gift and do not impact current benefits
 - Be unemployed at some point during the pandemic (March 2020 – current)
 - Have increased food/housing insecurity (self-attestation)
 - Be in the CONNECT network
 3. For \$500 Short Term Guaranteed Income funds (6, 9 or 12 months):
 - Be indigent under the HUD definition
 - Termed funds:
 - 6 months can serve 333 City residents
 - 9 months can serve 222 City residents
 - 12 months can serve 166 City residents
 - 240 is the average amount of City residents served
 - Qualified City residents will go through an entry benefits counseling and exit financial counseling as funds may impact public benefits
 - Have increased food/housing insecurity (self-attestation)
 - Be in the CONNECT network

Should more funding than this initial 3 million become available, these amounts will be amended up to 4 million.

PROCUREMENT METHOD:

The Division seeks to use a sole source procurement for this service.

ACTION REQUESTED:

The Youth and Family Services Division seeks approval for a sole source procurement for the scope of work detailed in this memo.

Signature: *Christa Hernandez*

Email: chernandez@santafenm.gov

Signature: *Kyra Ochoa*
Kyra Ochoa (Apr 21, 2022 16:42 MDT)

Email: krochoa@santafenm.gov



To Whom It May Concern:

FII-National dba UpTogether (previously Family Independence Initiative) is a national nonprofit that highlights, accelerates and invests in the initiative people in financially under-resourced communities are taking to improve their lives and move up, together. Through its signature online platform, the UpTogether Community, individuals and families can build resources, strengthen their social networks, and access unrestricted capital. The UpTogether Community is designed to transfer unrestricted cash investments directly to members through bank accounts or pre-paid cards. The UpTogether Community platform is the only one of its kind.

The UpTogether Community proved invaluable during the COVID-19 crisis when UpTogether used the platform to distribute more than \$140 million quickly and directly to more than 200,000 individuals and families nationwide whose finances had taken a hit because of the pandemic.

In Santa Fe, UpTogether partnered with the City to distribute unrestricted cash totaling \$3,137,250 to 2,649 households impacted by COVID-19. This included three funds, which utilized CARES Act dollars:

- An Eviction Prevention Fund, through which 165 households each received a \$3,000 unrestricted emergency cash payment;
- An Emergency Relief Fund, through which 1,039 households each received a \$1,500 unrestricted emergency cash payment; and
- An Economic Relief Fund, through which 1,445 Santa Fe households each received an unrestricted emergency cash payment of \$750.

Thank you,

Jesús Gerena
CEO, FII-National dba UpTogether
663 13th Street, Suite 200
Oakland, CA 94612
jesus@uptogether.org



City of Santa Fe, New Mexico



SOLE SOURCE REQUEST AND DETERMINATION FORM

This sole source request form **must** be submitted to the City of Santa, Purchasing Division for authorization, determination and processing by the Chief Procurement Officer (CPO).

Please ensure to complete this form in its entirety - () must be completed.*

*Date: April 22, 2022

*Prepared By: Christa Hernandez

*Title: Program Manager

*Vendor Name: FII-National LLC DBA: UpTogether

*Address: PO Box 71363

*City: Oakland

*State: CA

*Zip Code: 94612

*Description of Goods/Service to be procured:

*Estimated Cost: \$4,000,000.00

Term of Contract: One (1) to Four (4) year from award Four (4) years

*Sole Source Request Justification Questions 1-3.

1. Explain the purpose/need of purchase. Ensure to include a thorough scope of work for the services, construction or items of tangible personal property (if this is an amendment request to an existing contract, attach current contract).

The City of Santa Fe contracted with the Family Independence Initiative (FII) dba UpTogether in 2020 when the City received and distributed nearly 5 million dollars of CARES Act funding for eviction prevention, and economic relief funding. FII continues to work in the state of New Mexico and has been doing similar economic relief in other communities. Since the City has already contracted with FII, they have the system set up and the back-end application created, so they have the ability to send out direct assistance to constituents immediately. They also have the relationships with community partners and are familiar with the CONNECT network which is unique to Santa Fe.

(Continued on page 2)



City of Santa Fe, New Mexico



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The scope of work for this procurement:

Provide assistance to eligible Santa Fe City and County residents affected by COVID-19 and the financial hardships that ensue post-pandemic through three funds: 1) Economic Relief, 2) Eviction Prevention, and 3) Short Term Guaranteed Income as outlined in attachment A.

2. Provide a detailed explanation of the criteria developed and specified by the department as necessary to perform and/or fulfill the contract.

The contractor has affirmed sole source for the services, construction or items of tangible personal property (*Attach memo from vendor*). Provide documentation of due diligence for other possible vendors/contractors to provide the requested services/goods proved unsuccessful; or

Other: explanation of the reasons, qualifications, proprietary rights or unique capabilities (*unique and how this uniqueness is substantially related to the intended purpose of the contract*) of the prospective contractor that makes the prospective contractor *the one source* capable of providing the required professional service, service, construction or item(s) of tangible personal property. (Please do not state the source is the “best” source or the “least costly” source. Those factors do not justify a “sole source.”) *Unique and how this uniqueness is substantially related to the intended purpose of the contract.*

FII-National dba UpTogether (previously Family Independence Initiative) is a national nonprofit that highlights, accelerates and invests in the initiative people in financially underresourced communities are taking to improve their lives and move up, together. Through its signature online platform, the UpTogether Community, individuals and families can build resources, strengthen their social networks, and access unrestricted capital. The UpTogether Community is designed to transfer unrestricted cash investments directly to members through bank accounts or pre-paid cards. The UpTogether Community platform is the only one of its kind.



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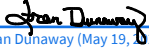


3. Explain why other similar professional services, services, construction or item(s) of tangible personal property *cannot* meet the intended purpose of the contract.

The UpTogether Community platform is the only one of its kind. There is no other established platform in the area with the resources in place to carry out this work to the extent necessary and in the timeframe required.

***Approvals:**

Based on the above facts, the City of Santa Fe Purchasing Officer has made the determination that the justification for a Sole Source procurement is in accordance with the State Procurement Code, Section 13-1-126 Sole source procurement., NMSA 1978 and shall be posted for a 30-day period prior to award.


Fran Dunaway (May 19, 2022 09:09 MDT)

May 19, 2022

Fran Dunaway, CPO
Purchasing Officer for the
City of Santa Fe

Date

Pursuant to the State Procurement Code, Section 13-1-126 Sole source procurement., NMSA 1978, the 30-day posting period of the Notice of Intent to Award this Sole Source request was met and no obligation to the award to the above referenced contractor were received. *This Sole Source determination will be valid for a period of one (1) year from the date of the award.*

Fran Dunaway, CPO
Purchasing Officer for the
City of Santa Fe

Date

***Required Attachments:**

****Letter from Contractor acknowledging they are the only source (on their business letterhead and signed by the head of business or financial operations),***

****Quote from sole source Contractor***

****Agenda Item to be presented to City Council if over \$60,000 for Professional Services and \$60,000 for Goods and Non-Professional Services***






CPO YOUTH AND FAMILY SERVICES UP TOGETHER

Final Audit Report

2022-05-19

Created:	2022-05-17
By:	Sharon Brooks (sbrooks@ci.santa-fe.nm.us)
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"CPO YOUTH AND FAMILY SERVICES UP TOGETHER" History

-  Document created by Sharon Brooks (sbrooks@ci.santa-fe.nm.us)
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-  Document emailed to Fran Dunaway (fadunaway@santafenm.gov) for signature
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-  Document e-signed by Fran Dunaway (fadunaway@santafenm.gov)
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