

**REQUEST FOR APPLICATION
(RFA)**

The City of Santa Fe

AND

**Youth and Family Services Division
Children and Youth Commission/ Human Services Committee
(Small Grant and Innovation Fund)**



RFA # 23/78/A

ISSUE DATE: June 1, 2023

Proposals should be submitted by July 7, 2023, for priority review.
Applications will be accepted until **January 5, 2024, or until funds are expended.**

ALL APPLICATIONS MUST BE SUBMITTED TO: <https://yfsd.smapply.io/>.

I. BACKGROUND INFORMATION

The City of Santa Fe Youth and Family Services Division in cooperation with the Children and Youth Commission (CYC) and Human Services Committee (HSC) is seeking applications for the Small Grant and Innovation Fund. The purpose of the fund is to support local community programs that promote the healthy development of children and youth, ages birth to twenty-one (21) and to meet the essential health and human service needs of adults ages eighteen (18) and older. The City of Santa Fe wishes to ensure essential services—including primary health care, access to basic material goods and services like food and shelter, and mental health counseling and related crisis services—are readily available to individuals in these age groups.

The Children and Youth Commission and the Human Services Committee understand that health starts at the individual level within homes, schools, workplaces, and neighborhoods. It is understood that an individual's overall health will have an impact on the health of the community as a whole. Health is also determined by the local conditions where individuals live. Whether a person has access to social and economic opportunities, access to local resources and supports; high quality, affordable schooling; safety in the workplace; and access to clean water, food, and air can determine whether individuals are healthy or less healthy than others.

Some examples of Social Determinants of Health are:

- Affordable housing
- Access to healthy food
- Access to education
- Access to quality education
- Employment opportunities
- Access to transportation
- Interpersonal safety

II. ELIGIBILITY

Applicants shall be limited to non-profit organizations that have been granted and currently hold tax exempt status under Section 501 (c) (3) of the Internal Revenue Code, or to applicants whose programs are covered by a fiscal agent that meets these requirements. For organizations without 501 (c) (3) status, see fiscal sponsorship below.

Applicants currently receiving city funding may apply for either the Children and Youth Commission or the Human Service's Innovation and Small Grant funds and will need to disclose all current city funding.

Applicants must submit the following required documents as part of their application:

Mandatory Documents

Applicant must be a vendor of the City of Santa Fe and must have a current W9 on file.

Go here to become a vendor: <https://cityofsantafenmvendors.munisselfservice.com/Vendors/default.aspx>.

ANY PROPOSALS SUBMITTED WITHOUT MANDATORY DOCUMENTS WILL BE DISQUALIFIED.

III. FISCAL SPONSORSHIP

Fiscal agents will be responsible for program management, financial reporting, contract requirements, and will process the reimbursement requests on behalf of the applicants.

Applicants utilizing a fiscal agent should note:

1. Fiscal agent fees shall not exceed 12%.
2. All official documents and signatures must be those of the fiscal agent.

IV. FUNDING AWARDS

Proposed projects should align with the vision and mission of the Children and Youth Commission or the Human Services Committee. Submitted applications should be for:

- 1) Innovation/special projects
- 2) Sustainability projects

Organizations may apply for funding up to \$20,000 for fiscal year 2024 and the proposed project should align with the CYC or HSC priority funding categories. If an organization is currently receiving funding from either the Children and Youth Commission or the Human Services Committee, they must apply for a different project/program than what they are currently being funded.

Funded projects are intended to pay for direct services rather than administrative costs. Direct administrative costs for the program should not exceed 30%.

V. REPORTING REQUIREMENTS

Reporting for this funding will be streamlined due to the smaller funding award. This is meant to allow organizations to focus on providing the proposed services.

Applicants will be required to turn in a brief one-page report on the impact of the CYC and HSC small grant and innovation funded program. The end of year report and invoice will be due at the conclusion of the program (or by May 31st). The end of year report should outline:

- Demographics and total numbers served
- Impact made to priority indicator selected
- Outcome of funded project/program
- Data collected as part of surveys, pre/post tests, participant program evaluation etc.

Failure to submit an end of year report will disqualify an organization from future CYC/HSC funding.

VI. PAYMENT

Payment is on a cost reimbursement basis and will be made after deliverables have been met.

Site reviews and/or site visits may be conducted by City staff members, commissioners/committee members, or city contracted consultants. Funded programs may be expected to participate in training and technical assistance opportunities during the funding year.

VII. EVALUATION

Submitted applications will be reviewed for completion by staff members of the Youth and Family Services Division. Complete applications will be submitted to members of the Children and Youth Commission or the Human Services Committee for their formal review and evaluation.

Commissioners/committee members will review applications in the order they are received. If commissioners/committee members have questions about an application, a meeting will be scheduled with the applicant. Applicants will be notified within 45 days after review of their application about the decision of the funding award.

VIII. APPLICATION SUBMISSION AND DUE DATE

Proposals should be submitted by July 7, 2023, for priority review. Applications will be accepted until **January 5, 2024, or until funds are expended.**

IX. SCOPE OF SERVICES

Scope of Work - CYC Innovation and Small Grants Fund

Target Population: Children and Youth ages 0-21

The selected applicant will have the experience, skills and capacity to complete the full scope of work identified below.

The proposed project, service, and/or program will contribute to turning the curve on an identified population level indicator and/or will contribute to addressing one of the Social Determinants of Health.

The proposed project, service, and/or program can be an expansion of a current program, or a new program. Funding can be used to fill an identified gap in service delivery. Proposed projects, services and /or programs must align with the CYC priority funding categories. Annual one-time events will be considered on a case-by-case basis.

Organizations can apply for funding up to \$20,000 for a project that serves children and youth ages 0-21 in Santa Fe.

Deliverable: A brief final report is required and shall highlight the impact of the CYC innovation fund and small grant funded program.

Scope of Work - HSC Innovation and Small Grants Fund

Target Population: Adults ages 18+

The selected applicant will have the experience, skills and capacity to complete the full scope of work identified below.

The proposed project, service, and/or program will contribute to turning the curve on an identified population level indicator and/or will contribute to addressing one of the Social Determinants of Health.

The proposed project, service, and/or program can be an expansion of a current program, or a new program. Funding can be used to fill an identified gap in service delivery. Proposed projects, services and /or programs must align with the HSC priority funding categories. Annual one-time events will be considered on a case-by-case basis.

Organizations can apply for funding up to \$20,000 for a project that serves adults ages 18 and older in Santa Fe.

Deliverable: A brief final report is required and shall highlight the impact of the HSC innovation fund and small grant funded program.

X. GENERAL INFORMATION

CHILDREN AND YOUTH COMMISSION (AGES 0-21)

VISION

A connected community where all children and youth have support and the opportunity to thrive.

MISSION

We advocate for and provide resources to organizations and community projects. Together we creatively address barriers that result in outcomes by engaging children, youth, and families in Santa Fe.

Funding for the Children and Youth Commission Fund comes from 4% of the City’s share of the state gross receipts tax and is administered to fund local nonprofits at approximately \$1.1 million annually (funding amount varies due to GRT fluctuations). The purpose of the fund is to support local community programs that promote the healthy development of children and youth, ages birth to twenty-one (21). This is done through the provision of navigation and safety net services to this population.

During the fall of 2022, the Children and Youth Commission completed a Strategic Plan for the 2023-2026 funding cycle. The following priorities and their corresponding outcomes were identified:

FUNDING CATEGORY	OUTCOMES	PRIORITY INDICATORS
SAFETY AND BASIC NEEDS	1. Children and youth are safe and have their basic needs met.	1. Child abuse and neglect/rate per 1000 children 2. Childcare availability (infants under age 2) 3. % youth with low food security 4. % housing instability for youth 5. % youth that skipped school because of safety concerns
EARLY CHILDHOOD AND SUPPLEMENTAL EDUCATION	1. Children 0-4 meet developmental milestone and are ready for kindergarten. 2. Children and youth succeed in school and graduate.	1. % 3-5 yr. old Pre K enrollment Kindergarten readiness 2. High School graduation rate 3. Outside of school, I am involved in music, art, literature, sports, or a hobby 4. At my school, a teacher or other adult who believes I will be a success 5. Chronic absenteeism
YOUTH WELLNESS	1. Youth are mentally and physically healthy. 2. Youth are re-engaged in traditional or non-traditional academic pathways.	1. % Teens pregnant with prenatal care in the First trimester 2. Rate of babies born to adolescents (ages 15-19) 3. Obesity among youth 4. Consumption of fresh fruits and vegetables among youth 5. % youth 19-21 not in school or working 6. Delinquent referrals

		<p>7. Youth Mental Health (youth depression, attempted suicide, seriously considered suicide, frequent mental distress)</p> <p>8. Youth Substance Use (Age of initiation and current use of alcohol, tobacco, vapes, marijuana, methamphetamines, heroin and misuse of prescription medication)</p>
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HUMAN SERVICES COMMITTEE (AGES 18+)

VISION

Desired Outcome from Results-Based Framework:

1. People in Santa Fe are healthy.
2. Santa Fe is a safe community.
3. Santa Fe has a fair, just and equitable society.
4. People in Santa Fe achieve their full potential.

MISSION

To build and strengthen community capacity to address the most critical community health and wellness needs and to improve outcomes for adults and families throughout Santa Fe.

During the fall of 2021, the Human Services Committee (HSC) completed a Strategic Action Plan for the 2022-2025 cycle. The following priorities and their corresponding outcomes were identified:

FUNDING CATEGORY/ GOAL AREA	PRIORITY INDICATORS	AGENCY-LEVEL RESULTS
ADULT HEALTH	<ul style="list-style-type: none"> ● % Diabetes deaths ● % Diabetes Diagnosis ● % Obesity ● Persons without health insurance (under age 65) ● Heart Disease and Cancer ● Physical Activity ● Prenatal Care in 1st Trimester ● Consuming 5+ Fruits and Veggies 	<ul style="list-style-type: none"> ● Reduced A1C amongst diabetes patients. ● Increased enrollment in health insurance plan for adults ages 18-64. ● Increased reporting of physical activity. ● Increased fruit and vegetable consumption. ● Increased access of prenatal care in 1st trimester.

<p>BEHAVIORAL HEALTH</p>	<ul style="list-style-type: none"> ● Current Depression and Suicide ● Suicide Deaths ● Binge Drinking and Alcohol-Related Death ● Drug Overdose deaths ● % Adults with untreated mental illness 	<ul style="list-style-type: none"> ● Reduced suicide deaths. ● Increased use of fentanyl test strips. ● Adults with substance use disorders and mental illness receive treatment.
<p>COMMUNITY SAFETY</p>	<ul style="list-style-type: none"> ● Fall-Related deaths and hospitalizations ● Homelessness ● Domestic Violence 	<ul style="list-style-type: none"> ● Reduced risk of falls or reported falls after services. ● Clients move to temporary or permanent housing. ● Collaborate to increase affordable housing. ● Reduced incidents of domestic violence.
<p>EQUITABLE SOCIETY</p>	<ul style="list-style-type: none"> ● Unemployment ● % Food insecure households ● % Adults age 25+ with post-secondary education ● Households with broadband subscriptions ● Households with a computer ● Openness and acceptance of community toward people of diverse backgrounds 	<ul style="list-style-type: none"> ● Clients obtain / maintain employment. ● Increased access to healthy foods.

QUESTIONS ABOUT THE APPLICATION PROCESS

All questions must be submitted via email to Christa Hernandez, Youth and Family Services Program Manager, chernandez@santafenm.gov.

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