

**REQUEST FOR APPLICATION
(RFA)**

The City of Santa Fe

AND

**Youth and Family Services Division
Application for Children and Youth Commission Funds**



RFA # 23/45/R

ISSUE DATE: January 31, 2023

DUE DATE: March 2, 2023

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 is seeking applications for the Children and Youth Commission 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). This is done through the provision of navigation and safety net services to children and youth up to the age of 21. The City of Santa Fe wishes to ensure that these 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 children and youth in Santa Fe.

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	<ol style="list-style-type: none"> 1. Children and youth are safe and have their basic needs met 	<ol style="list-style-type: none"> 1. Child abuse and neglect rate per 1,000 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	<ol style="list-style-type: none"> 1. Children 0-4 meet developmental milestone and are ready for kindergarten 2. Children and youth succeed in school and graduate 	<ol style="list-style-type: none"> 1. % 3-5 yr. old Pre K enrollment 2. Kindergarten readiness 3. High School graduation rate 4. Outside of school, I am involved in music, art, literature, sports, or a hobby 5. At my school, a teacher or other adult who believes I will be a success 6. Chronic absenteeism
Youth Wellness	<ol style="list-style-type: none"> 1. Youth are mentally and physically healthy 2. Youth are re-engaged in traditional or non-traditional academic pathways 	<ol style="list-style-type: none"> 1. % Teens Pregnant with prenatal care in the First trimester 2. Rate of babies born to adolescents (ages 15-19) 3. Obesity among high school youth 4. Consumption of fresh fruits and vegetables among youth 5. % youth 19-21 not in school or working 6. Delinquent referrals 7. Youth Mental Health (youth depression, attempted suicide, seriously considered suicide, frequent mental

		distress) 8. Youth Substance use: Age of initiation and current use of alcohol, tobacco, vapes, marijuana, methamphetamines, heroin and misuse of prescription medication)
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Safety Net and Navigation Services are defined below:

Safety Net Services: Grantees will provide social services or offer programing to children and youth up to the age of 21 (i.e. access to healthy foods, behavioral health services, health education, homeless shelters, domestic violence shelters). The end goal is to ensure clients are receiving the needed safety net services they are lacking and support the healthy development of children and youth.

Navigation Services: Grantees will be a part of the CONNECT network and will assist children, youth and their families up to the age of 21 in navigating social systems (i.e., housing, food, transportation, utilities, etc.). Navigators will make referrals based on completed screenings within the Unite Us platform. The end goal is to identify unmet social needs and support the healthy development of children and youth ensuring their essential social and human service needs are met.

Applicants must select from the following tiered service delivery options:

- **Tier I** will focus on safety net services delivery, e.g., # of individuals served with units or items of service delivery such as food, clothes, hours of counseling, etc.
- **Tier II** will focus on navigation service delivery via the Unite Us platform, e.g. screening for unmet needs (via the Social Determinants of Health and Evaluation Screening Tools) and connecting children, youth and their families to safety net services or navigating them to other community services that support the healthy development of children and youth.

Funding is subject to current and future revenues collected into the fund, through identified sources and budget appropriations approved by the City’s Governing Body. No guarantee is made or implied by the City for the amount allocated to this RFA which will result in multiple contracts equal to that amount.

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. applicants shall promote the healthy development of children and youth, ages birth to twenty-one (21).

Applicants must possess professional liability insurance and submit proof of workers compensation. Applicants must possess and submit a business registration from the City of Santa Fe and must also be a vendor of the City of Santa Fe (<https://santafenm.munisselfservice.com/Vendors/default.aspx>) in order to submit an application. If services rendered are not professional or if agency doesn't qualify for workers compensation, agencies will need to seek a waiver through the City of Santa Fe Risk Management and Safety Office, for questions or eligibility information call 505-955-5622.

III. FUNDING CRITERIA AND REPORTING REQUIREMENTS

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). Funding award amounts for the grant year will be capped at \$100,000.00 per year or \$300,000.00 for the total over three years.

Contract terms will vary by the service delivery option chosen. Tier I safety net service contracts will be for three years. Tier II navigation service contracts may be awarded up to 8 years with the option to renew. Funding is on a deliverable basis with the rate of pay calculated per unduplicated customer/client served. Funding is primarily intended to pay for direct services for the community, rather than to pay for administrative costs. Direct administrative costs for the program shall be as low as possible but not to exceed 30% and should be detailed in the budget section of the proposal.

Fiscal agents are responsible for program management, financial reporting and all contract requirements. If the funded organization is using a fiscal agent, the fiscal agent will process the reimbursement requests and all official documents and signatures must be those of the fiscal sponsor, not the funded agency. Fiscal agent fees shall not exceed 12%.

Reporting shall occur biannually. Site reviews and/or visits are conducted by City staff members or consultants. Funded programs may be expected to participate in several training and technical assistance opportunities during the funding year.

The Children and Youth Commission recognizes that disparities between demographics exists within the City of Santa Fe. In order to help promote the healthy development of children and youth, ages birth to twenty-one (21), the Commission is dedicated to addressing social determinants of health and evaluating outcomes. Funding will be targeted to the following priority populations within selected indicators:

- Low income and very low-income children and youth, ages birth to twenty-one (21), in the City of Santa Fe (per the chart below).
- Children and youth, ages birth to twenty-one (21), with high disparities (American Indian/Alaska Native, African American/Black, Hispanic, LGBTQ+, and immigrants)

Median Family Income:	FY2022 Income Limit Category:	FY2022 INCOME LIMITS SUMMARY SANTA FE, NM PERSONS IN FAMILY							
		1	2	3	4	5	6	7	8
\$80,600	Very Low (50%) Income Limits	28,250	32,250	36,300	40,300	43,550	46,750	50,000	53,200
	Extremely Low-Income Limits	16,950	19,400	23,030	27,750	32,470	37,190	41,910	46,630
	Low (80%) Income Limits	45,150	51,600	58,050	64,500	69,700	74,850	80,000	85,150

<https://www.huduser.gov/portal/datasets/il/il2022/2022summary.odn>

The Children and Youth Commission members recommend that funding be awarded to grantees that demonstrate excellence on the below funding criteria:

1. Purpose, goals, objectives, and services of the proposed program
2. Budget
3. Proposed Timeline
4. Meeting Needs and Addressing Risks
5. Agency experience and staff capacity
6. Data collection and evaluation
7. Collaboration

IV. PERFORMANCE OUTCOMES

To ensure funding is having a direct impact on the overall well-being of children and youth ages birth to 21 in the community, the Children and Youth Commission uses the Results-Based Accountability (RBA) framework and requests that applicants focus on addressing the Social Determinants of Health for each individual served.

RBA is a process and strategic planning tool agencies can utilize to focus on results and outcomes. Data is captured via the RBA framework and can assist the organization in identifying whether clients have been positively impacted by the services they have received. A data consulting team is available for free of charge to funded applicants. The data consulting team is able to train, assist, and support grantees in identifying measurable results utilizing the RBA framework, performance evaluated to determine: How much did we do? How well did we do it? Is anyone better off?

V. APPLICATION SEQUENCE OF EVENTS

The Children and Youth Commission will meet on March 30, 2023, to identify the final recommendations of the applications submitted. Potential interviews with applicants will take place the week prior to this date. The recommendation of award will be presented to the Governing Body in April and all contracts will be executed by July 1, 2023.

DATES FOR CONSIDERATION BY THE CITY COMMISSIONS AND CITY COUNCIL ARE TENTATIVE AND SUBJECT TO CHANGE WITHOUT NOTICE.

VI. QUESTIONS ABOUT THE APPLICATION PROCESS

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

Written responses to written questions will be posted on the City's website: https://www.santafenm.gov/funding_opportunities for the benefit of all applicants.

VII. PRE-APPLICATION ORIENTATION INFORMATION SESSION

All interested applicants may attend the optional pre-application orientation session via Zoom. This meeting is to ensure understanding of the application process and requirements for funding. The virtual meetings will take place on **February 9th, 2023**, from **9:00-10:00am** and on **February 14th, 2022**, from **1:00-2:00pm**. Please email chernandez@santafenm.gov to receive a meeting link. Spanish interpretation provided upon request.

VIII. APPLICATION SUBMISSION AND DUE DATE

Complete and signed applications are due no later than **5PM MDST/MST on March 2, 2023**. Applications must be submitted via this website: <https://yfsd.smapply.io/>. Late and incomplete submissions will not be accepted.

IX. APPLICATION FORMAT AND RESPONSE

Only proposals with required documentation will be accepted. Proposals will be submitted online and will be reviewed by the Children and Youth Commissioners. In the event the Commission has additional questions, applicants will be scheduled to address the questions during provider hearings. Organizations making new requests for funding may be required to furnish additional information prior to the provider hearings. The members of the Children and Youth Commission will make funding recommendations to the Finance Commission of the City Council.

The following must be submitted as part of the application:

Project Narrative

1. Provide a brief overview of the proposed project.

2. State the purpose, goals, objectives, and services of the proposed program and describe how the proposed program aligns with the selected funding category/goal areas and/or social determinants of health.
3. Provide an expected timeframe for program implementation for year 1.
4. Describe how the proposed program will fulfill essential need(s) in the community and the at-risk individuals/population it will impact.
5. Describe relevant agency experience and staff capacity to implement the proposed program/project.
6. Describe any data collection in place or specific plans for data collection to measure the potential project/program success.
7. Highlight collaboration with other organizations that support the work of your agency or the proposed program.

Project Budget

1. Provide actual prior year budget.
2. Include a brief statement of how Children and Youth Commission Funds will support the program and outline plans for sustaining the program beyond the grant period.
3. Provide a list of corporations, foundations, other City of Santa Fe funds, and other major sources of funding (committed, pending, and anticipated) with dollar amounts. Please indicate the percentage of total funding each source of revenue contributes.
4. Include a description of how the board is active in financial decisions.

X. APPLICATION EVALUATION FACTORS

A scoring rubric will be used to score applicants on the criteria above on a 100-point evaluation. Scores of the evaluation commissioners will be totaled to determine the top-rated projects.

Scoring and Evaluation	Possible Points
PROJECT NARRATIVE	
1. Purpose, goals, objectives, and services of the proposed program	30
2. Budget	15
3. Proposed Timeline	5
4. Meeting Needs and Addressing Risks	15
PROJECT BUDGET	
5. Agency experience and staff capacity	10
6. Data collection and evaluation	15

7. Collaboration	10
Total:	100
Mandatory Documents	
Proof of 501c3 status of applicant or that of the fiscal sponsor	
Most recent IRS 990 form	
Campaign Disclosure Form (Appendix A)	
New Mexico Secretary of State letter reflecting good standing	
Certificate of Insurance	
City of Santa Fe Business Registration	
Licenses and/or relevant certificates for staff who will be working on proposed program.	
Most recent audited financial statement for the entire organization if the agency has a combined budget totaling \$500,000 or over.	
Additional Requirements	
Must be a vendor of the City of Santa Fe	

ANY PROPOSALS SUBMITTED WITHOUT MANDATORY DOCUMENTS WILL BE DISQUALIFIED.

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Appendix A

Campaign Contribution Disclosure Form

Pursuant to the Procurement Code, Sections 13-1-28, *et seq.*, NMSA 1978 and NMSA 1978, § 13-1-191.1 (2006), as amended by Laws of 2007, Chapter 234, a prospective contractor subject to this section shall disclose all campaign contributions given by the prospective contractor or a family member or representative of the prospective contractor to an applicable public official of the state or a local public body during the two years prior to the date on which a proposal is submitted or, in the case of a sole source or small purchase contract, the two years prior to the date on which the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor or a family member or representative of the prospective contractor to the public official exceeds two hundred fifty dollars (\$250) over the two-year period. A prospective contractor submitting a disclosure statement pursuant to this section who has not contributed to an applicable public official, whose family members have not contributed to an applicable public official or whose representatives have not contributed to an applicable public official shall make a statement that no contribution was made.

A prospective contractor or a family member or representative of the prospective contractor shall not give a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or during the pendency of negotiations for a sole source or small purchase contract.

Furthermore, a solicitation or proposed award for a proposed contract may be canceled pursuant to Section [13-1-181](#) NMSA 1978 or a contract that is executed may be ratified or terminated pursuant to Section [13-1-182](#) NMSA 1978 if a prospective contractor fails to submit a fully completed disclosure statement pursuant to this section; or a prospective contractor or family member or representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process.

The state agency or local public body that procures the services or items of tangible personal property shall indicate on the form the name or names of every applicable public official, if any, for which disclosure is required by a prospective contractor.

THIS FORM MUST BE INCLUDED IN THE REQUEST FOR PROPOSALS AND MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

“Applicable public official” means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

“Campaign Contribution” means a gift, subscription, loan, advance or deposit of money

or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to statewide or local office. "Campaign Contribution" includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

"Family member" means a spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law of (a) a prospective contractor, if the prospective contractor is a natural person; or (b) an owner of a prospective contractor;

"Pendency of the procurement process" means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

"Prospective contractor" means a person or business that is subject to the competitive sealed proposal process set forth in the Procurement Code [Sections [13-1-28](#) through [13-1-199](#) NMSA 1978] or is not required to submit a competitive sealed proposal because that person or business qualifies for a sole source or small purchase contract.

"Representative of a prospective contractor" means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

Name(s) of Applicable Public Official(s) if any: _____
(Completed by department)

DISCLOSURE OF CONTRIBUTIONS BY PROSPECTIVE CONTRACTOR:

Contribution Made By: _____

Relation to Prospective Contractor: _____

Date Contribution(s) Made: _____

Amount(s) of Contribution(s) _____

Nature of Contribution(s) _____

Purpose of Contribution(s) _____

(Attach extra pages if necessary)

Signature

Date

Title (position)

--OR--

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

Signature

Date

Title (Position)