



City of Santa Fe, New Mexico

200 Lincoln Avenue, P.O. Box 909, Santa Fe, N.M. 87504-0909

www.santafenm.gov

Alan Webber, Mayor

Councilors:

Signe I. Lindell, Mayor Pro Tem, District 1

Renee Villarreal, District 1

Michael J. Garcia, District 2

Carol Romero-Wirth, District 2

Lee Garcia, District 3

Chris Rivera, District 3

Jamie Cassutt, District 4

Amanda Chavez, District 4

March 18th, 2022

NOTE TO PROPONENTS

QUESTIONS AND ANSWERS TO RFA 22-04-R-RFA

Question 1: If an agency works with clients who are in a highly protected status (i.e., sexual assault victims) and the agency wants to provide navigation services, would the agency be required to disclose the names of the clients it serves in order to get paid?

Answer 1: No, a process is currently in place where agencies who are in a protected status could still invoice for services rendered without disclosing the names of the individuals receiving services from this agency.

Question 2: If XXX agency applies for funding under this RFA, will it be foreclosed from applying for funds under a new City of Santa Fe RFA coming out to work on sexual assault and domestic violence services. If we apply for both and have the good fortune to be offered awards under both, would we have to choose just one?

Answer 2: No, agencies can have multiple awards from the City.

Question 3: Will agencies be able to invoice quarterly or biannually?

Answer 3: Since reporting is biannually, billing will also be biannually. If this will not work for an agency, this can be discussed an amended on a case by case basis.

Question 4: We are thinking of requesting admin funds in our overall project budget but are wondering what documentation will we need to submit to your office seeking reimbursement of these costs - just general accounting of time/costs involved to administer the grant by specific admin employees (like our data person) or something more specific?

Answer 4: Timesheets could be submitted for the staff who are supporting with the administration of the grant.



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Question 5: For positions that we hope to add to the program/org with new funding - should we list that as a "TBD" person with the description of the role/etc. in the 2.b. section? OR - would that better fit in the program description 1.b.

Answer 5: This information could be included into both sections. Since there isn't a page limit, you could elaborate the plan for the proposed program (section 1b) and the staffing to go along with it (section 2b) in their respective sections.

Question 6: XXX agency work crosses ages, and so as a result we have been the recipient of funds from both CYC and HSC. With the help of Aspen Solutions, we agreed that our CYC funding would cover up to and including age 18. We plan to propose that we serve ages 19 and over with HSC. Do we need to discuss that in the proposal or agree to this separately once we have learned of our contract awards)? Please advise?

Answer 6: It would be appropriate to cover this in the proposal. You could highlight the reason for the differentiation in the proposal.

Please contact: chernandez@santafenm.gov; (505) 955-6728, for additional comments, questions and clarification.