



Agenda

DATE 9/19/13 TIME 10:40am

SERVED BY Chris Sanchez

RECEIVED BY [Signature]

CHILDREN AND YOUTH COMMISSION MEETING

**Tuesday, September 24, 2013
Councilors' Conference Room
City Hall, 1st floor
200 Lincoln Avenue
6:00 p.m. - 8:00 p.m.**

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes: August 27, 2013
4. New Business:
 - a. Review of RFP for upcoming FY 2014-2015
5. Old Business:
 - a. Approval of Revised Critical Priorities
 - b. Approval of Revised Ends Framework with Indicators
6. Comments from the Chair and Commissioners
7. Report from Staff:
 - a. Update of "Transitional Education Program" kick-off event
 - b. Update of Data Team meeting
8. Matters from the Floor
9. Adjournment

PERSONS WITH DISABILITIES IN NEED OF ACCOMMODATIONS, CONTACT THE CITY CLERK'S OFFICE AT 955-6520, FIVE (5) WORKING DAYS PRIOR TO MEETING DATE.

**Index Summary of Minutes
Children and Youth Commission
September 24, 2013**

INDEX	ACTION TAKEN	PAGE(S)
Cover Sheet		1
Call to Order	Call to Order by Chair, Sue Ann Herrmann at 6:00 pm. Meeting held at City Hall, City Councilor's Conference Room.	2
Roll Call	A quorum was declared by roll call.	2
Approval of Agenda	Old Business: Add - Item c. - \$21,000 from Citizens Schools and Earthcare <i>Ms. Lefrak moved to approve the agenda as amended, second by Mr. Multari, motion carried by unanimous voice vote.</i>	2
Approval of Minutes	<i>Ms. Lefrak moved for approval of August 27, 2013 minutes, second by Ms. Reichman, motion carried by unanimous voice vote.</i>	2
New Business A. Review of RFP for upcoming FY2014-2015	<i>Interactive discussion, no formal action taken.</i>	2-4
Old Business A. Approval of Revised Critical Priorities B. Approval of Revised Ends Framework with Indicators	<i>Mr. Bustamante moved to provide preliminary approval of the Revised Ends Framework with Indicators, second by Ms. Lefrak, motion carried by unanimous voice vote.</i> <i>Mr. Bustamante moved to revert the \$21,000 back to the General Fund, second by Mr. Multari, motion carried by unanimous</i>	4-

**Index Summary of Minutes
Children and Youth Commission
September 24, 2013**

C. \$21,000 from Citizens Schools and Earthcare	<i>voice vote.</i>	
Report from Staff City Council Report a. Update – Transitional Education Program b. Update of Data Team Meeting	Informational	5-6
Matters from the Chair and Commission	None	5
Matters from the Floor	None	6
Adjourn and Signature Page	Chair called for adjournment at 7:35 pm	6

MINUTES

CHILDREN & YOUTH COMMISSION MEETING

SEPTEMBER 24, 2013 - 6:00 pm - 8:30 pm

City Councilor's Conference Room, Santa Fe, NM

- 1. The meeting was called to order by the Chair, Sue Anne Herrmann at 6:00 pm, City Councilor's Conference Room, Santa Fe, NM. A quorum was declared by verbal roll call.**

Present:

Sue Anne Herrmann, Chair
Dolores Fidel
Michael Multari
Thomas Bustamante
Joanne Lefrak
Jill Reichman

Not Present

Others Present:

Terrie Rodriguez, Director, Youth & Family Services Department
Chris Sanchez, Children and Youth Program Manager
Anna Serrano for Fran Lucero, Stenographer

2. APPROVAL OF AGENDA

Old Business: Add - Item c. - \$21,000 from Citizens Schools and Earthcare

Ms. Lefrak moved to approve the agenda as amended, second by Mr. Multari, motion carried by unanimous voice vote.

3. APPROVAL OF MINUTES: August 27, 2013

Ms. Lefrak moved for approval of August 27, 2013 minutes, second by Ms. Reichman, motion carried by unanimous voice vote.

4. New Business

a. Review of RFP for upcoming FY2014-2015.

The Chair asked for clarification from staff; "Is this the same RFP that went out 2013-2014?" Staff responded that it is the same. (*Exhibit A*) A comparison would be made between the ones received from Christus St. Vincent's. Mr. Sanchez included the RFP process from Christus St. Vincent's which shows their indicators. (*Exhibit B*) - It is a good example of a functional template that uses a strong accountability system.

It was noted that the performance measures in the Christus RFP are not as clear as those of the Children and Youth Commission. The Chair said that a goal could be to move in to measurable outcomes but she would prefer the CYC not to launch in to something like Christus St. Vincent's has done without talking to the grantees first to a) know what is doable and b) what outcomes we are looking for. It was echoed that the facilitator had recently stated that we could not tell people what they should be benchmarking but we can tell them we expect them to have benchmarks and goals that are achievable. We should help our programs achieve these goals.

Mr. Multari stated that he would think that SFPS if they have an after school program would be measuring, x, y and z. With Children and Youth Commission working with SFPS, the hopes are that the staff liaison could speak to the Superintendent for them to be doing this monitoring as the umbrella association.

Mr. Sanchez informed the Commission that there is a Data Team which has been created and includes, SFPS, Children and Youth Commission, United Way, Santa Fe Community College, i.e., it includes about 6 or 7 agencies around this table for tracking of outcomes. Dr. Peter Winograd has been contracted to do the mapping on this project. The Chair reiterated that the schools need to be helped to understand what type of data they should be providing for reporting consistency. Mr. Bustamante commented that Christus St. Vincent's driving force is to save on health care costs.

Mr. Multari asked Mr. Sanchez if he would have time to meet with the after school program representatives when they turn in their RFP's if they need direction to create their goals or to identify their outcomes. Mr. Sanchez said yes, that his hopes are that the Commissioners provide those benchmarks to assure that he has clear direction when meeting with them.

Notes: Reference made to Page 3-4 in Exhibit B.

Page 4: Describe whether it is innovative and/or evidence based. (Please include). Detailed conversation evolved around "anecdotal" consent. The question is do we want to allow the organizations to do that work; we have heard it from all of them. This information will need to be provided up front in order to know who will need help in this area. It was suggested that the applicant be asked to try and adhere to the items on page 2, and if they can't, they will be reviewed on a case-by-case basis. The information received from them would afford staff an opportunity to work with them and to let them know what can or cannot be done. The Commissioners wanted to make sure that we have the ability to help them. Mr. Sanchez said we do and he would also collaborate with the Santa Fe Community Foundation. Right now we have 33 programs that we fund.

Ms. Reichman talked about specific program questions in order to gather solid data and explain why it is important to us. The 8 items in the Program Narrative are specified as a good outline.

The Chair and Commissioners would like to have a communication tool sent out to the programs before releasing the RFP to let them know what we are requesting. Agencies will provide information on where they line up with the indicators or do they have any indicators that would help us evaluate the effectiveness of the program; the goal is to be able to measure. Mr. Sanchez stated that when we do the RFP, how they would fit in to the three categories.

Recap: Mission Statement – Vision Statement, indicators they think they can fit in to and what indicators they can use to measure.

Commission directed staff to re-write the RFP and include the discussed recommendations, indicators and outcomes in the communications to the programs. The re-write will be brought back to the next meeting with collaboration with the commission members via e-mail.

5. Old Business

a. Approval of Revised Critical Priorities

(Exhibit C) Action Items for Critical Priorities with Children and Youth Commission Assignments.

In order of Priority

1. RFP - All
2. Outcome based process of RFP.
3. Transitional Education Program

The Commissioners were all in agreement with the assignments indicated on Exhibit C. Mr. Sanchez wanted to know how these items would be worked on. The commission said they would meet outside of the regular meeting in order to accomplish the timelines and keep the flow of information. The commissioners will send Mr. Sanchez proposed available time slots. The Chair suggested e-mail communications, whenever possible, to stay on track.

The Chair asked Mr. Sanchez to send the previous year RFP to the Commissioners for review.

b. Approval of Revised Ends Framework with Indicators

The word document has been received and all changes have been made.

Mr. Bustamante moved to provide preliminary approval of the Revised Ends Framework with Indicators, second by Ms. Lefrak, motion carried by unanimous voice vote.

c. \$21,000 from Citizens Schools and Earthcare

According to Superintendent Boyd the \$15,000 from SFPS was allocated to Citizen Schools. Councilor Carmichael has written a letter to Ms. Rodriguez and to the Chair asking for the \$21,000 to be allocated to the Transitional Education Fund. The Children and Youth Commission were of the concurrence that the money should revert back to the General Fund and the City can make the decision on how to allocate the funds.

Mr. Bustamante moved to revert the \$21,000 back to the General Fund, second by Mr. Multari, motion carried by unanimous voice vote.

6. Comments from the Chair and Commissioners

None

7. Report from Staff

Ms. Rodriguez reported on a special meeting of the City Council on this date to hear proposals that are coming before the City Charter. There were about 18 proposals that came before them and one was about Children and Youth. Language was about children's needs. There were a couple of resolutions that talk about language to put back in on children and youth. One is sponsored by Patti Bushee, City Councilor – Policy Statement to be placed back in the Charter and for it to be placed on the ballot for the special election to be held in conjunction with the regular election on March 4th. Ms. Rodriguez continued by reading the language on the Further Resolved, Children Issues and Concerns (language read verbatim). Ms. Rodriguez informed the Commission that there would be a separate resolution for all of the items discussed and brought back to the City Council. As a taxing matter it would have to go on the ballot as a separate issue. Discussion was also held on creating a new commission. The Commission would like to send a letter to the Mayor and City Council once more information is available on this subject. Ms. Rodriguez said that additional information should be on the city website tomorrow under city clerk tab, and the feedback from today's meeting. There will be two more meetings in October so this item is moving very fast. (Add this item to the next Children & Youth Commission meeting agenda). Chair will prepare a draft for review by the Commission.

a. Update – “Transitional Education Program” Kick-Off Event

September 25, 2013 – 3:00 pm – Zona del Sol
Ms. Veronica Garcia, Executive Director, Voices for Children and Superintendent Boyd, SFPS, Mayor Coss and the Board Chair for Zona will be in attendance.

b. Update of Data Team Meeting – Terrie Rodriguez

First meeting was an introductory session; Santa Fe Community College, United Way, City of Santa Fe, SFPS and Community Foundation. The goal is to gather

enough information to be able to make a case along the ideas of results based accountability. Dr. Peter Winograd presented and almost all were familiar with this process other than SFCC. Key indicators were identified and the idea is to find the data that will assist funders to look at the indicators that other organizations are overlapping. The funders can then review the indicators and overlaps. The data gathered from the providers is key for the funders to review. The next meeting will be latter part of October, 2013.

Next Agenda: Discuss the need for a new commission member.

8. Matters from the Floor

None

9. Adjournment

There being no further business to come before the Children and Youth Commission, the Chair called for adjournment at 7:35 pm.

Signature Page:



Sue Anne Herrmann, Chair



Fran Lucero, Stenographer

City of Santa Fe
Children and Youth Commission
Request for Renewal

For
Programs for Children and Youth

Proposal Due:
Monday, March 18th, 2013
2:00 p.m.

Children and Youth Commission
Youth and Family Services Division
City of Santa Fe
120 South Federal Place, Room 323
Santa Fe, New Mexico 87501

Exhibit: A

A thick black horizontal bar redacting the bottom right portion of the page, starting below the 'Exhibit: A' text and extending towards the right margin.

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3. Church/State Separation Certificate	
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GENERAL INFORMATION

Children and Youth Commission Funding:

Mission: to improve the lives of Santa Fe children by providing funding and support for local nonprofit and public school programs that work for children and youth.

Funding for the Commission grants comes from a minimum of 3% of the city's share of the state gross receipts tax.

In addition to funding, the Commission provides leadership for the city through planning, advocacy, program coordination, technical assistance and recommendations to policy makers. Funding goes to programs that create environments that foster healthy development; connect children and youth with community resources; and provide opportunities for all children to thrive. Through its work, the Commission shows that the city of Santa Fe "cares about kids."

This is local funding intended for Santa Fe young people, ages birth through age 21, at least 50% of whom must be city residents. With rare exception, only Santa Fe based organizations may apply. In addition, at least 50% of the participating young people must be from families with low-to-moderate incomes. Annual income eligibility figures for the City of Santa Fe come from the U.S. Department of Housing and Urban Development. School programs use the figures from the Santa Fe Public Schools Student Nutrition Services Free/Reduced meal statistics. The intent is to provide ongoing programs in the city that regularly engage young people in active and positive community activities.

This year, continued funding for successful existing programs continues to be a priority. "Successful" refers to previous work: the applicant has demonstrated the ability to carry out approved plans, to cooperate with school sites (if applicable), to provide timely and accurate fiscal and narrative reports, to meet agreed upon deadlines and to meet the Children and Youth Commission's criteria listed in this Request for Renewal. 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, to public schools, or to applicants whose programs are covered by a fiscal agent that meets these requirements.

Applicants may not apply for funding from both the City Human Services Committee and the Children and Youth Commission.

Funding is on a cost reimbursement basis. Payment is made after costs have been incurred and reimbursement has been requested showing that work has been done. Reporting requirements are quarterly, as specified in the Grantee Policy and Procedures document, which can be found on the City website www.santafenm.gov under Children and Youth Commission. Site visits are conducted by city staff members or consultants. Funded programs may be expected to participate in training and technical assistance opportunities during the funding year.

FUNDING CATEGORIES FOR FISCAL YEAR 2013-2014

Funding categories are based on the goals in the 2005 Children and Youth Commission Strategic Plan, community needs identified in recent needs assessments, City Council initiatives identified in strategic planning sessions and recent resolutions adopted by the City Council.

The Commission is seeking proposals for programs in the following five categories:

- A. Early Child Care and Education
- B. Healthy Living
- C. Outdoor Education/Environmental Awareness
- D. Youth Leadership/Community Service/Student Internship Opportunities
- E. Supplemental Educational Programs who collaborate with Santa Fe Public Schools

SCHEDULE FOR CHILDREN AND YOUTH FUNDING PROCESS 2013-2014

Monday, February 11, 2013	Electronic mailing of RFP and hard copies available at the Youth and Family Services Division, City of Santa Fe, NM
Wednesday, February 27, 2013	Technical Assistance Training: 3:30 p.m. to 5:00 p.m. Southside Library, Community Room
Monday, March 18, 2013	Deadline for submittal of proposals to the Children and Youth Commission office, 120 S. Federal Place, Room 323 no later than 2:00 p.m. <u>No late proposals accepted.</u>
March 19-March 22, 2013	Review and analysis of Proposals by Staff and Commission.
Tuesday, March 26, 2013	Children and Youth Commission meeting and discussion of proposals.
Tuesday, April 9 -Wednesday, April 10, 2013	Interviews with applicants to be held at Solace Trauma Treatment Center. Applicants will be contacted with specific times.
Thursday, April 11, 2013	Children and Youth Commission Preliminary Recommendations
Tuesday, April 23, 2013	Children and Youth Commission Meeting, Final Recommendations
May 20, 2013	Finance Committee Meeting
May 29, 2013	City Council Meeting
June 3, 2013	Prepare contracts for Fiscal Year 2013-2014
July 1, 2013	Beginning of Fiscal Year 2013-2014

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

PROJECT INFORMATION

City of Santa Fe
Children and Youth Grant
Renewal Request and Report

- A. Name, address, email and telephone number of the program receiving the grant
- B. Name of the person submitting the request and report
- C. Amount of total grant and any increase in funding being sought
- D. If an increase in funding being sought; please explain (max. 250 words)

(List all of the above on the signature sheet)

- 1. What were the specific objectives for which the grant was requested, and what were the activities you undertook, or are undertaking to meet these objectives?
- 2. Did your organization meet the goals set forth in the original grant proposal? Why, why not, be specific.
- 3. As the program progressed, what modifications, if any, were made?
- 4. Did your organization encounter any unanticipated challenges during the course of this grant? How are these being addressed, and what would you do differently in the future?
- 5. What has been the measurable effect of this program on the children being served? Provide both concrete and anecdotal evidence to support your findings.
- 6. What plans do you have for sustaining your program in the future both programmatically and financially?

(Please format all of the above in narrative, no more than 5 pages)

Reports should include the following financial information (Not included in page limit):

- 1. An itemized accounting of the actual revenue and expenditures to date for the program for which you are seeking a renewal. Please include a signed letter from both the CEO and the Board Chair stating the financial information provided is accurate and up to date.

2. A copy of your most recent year-end financial statements, audited if available.
3. List funders of your programs. Small gifts and individual donations may be grouped together.
4. What new sources of funding, if any, have you been able to secure for your program?

Submittal Requirements: Copies of the following must be submitted with the original and first copy only. With the original only, include the Final Check-Off List that follows the proposal instructions.

1. All applicable licenses (current), including a copy of 2013 Business Registration Certificate for the City of Santa Fe. If not applicable, please provide a brief explanation.
2. Applicant's current general liability insurance certificate with binder naming the City as co-insured in accordance with the New Mexico Tort Claims Act. (At least one million dollars.) Worker's Compensation and Employers' Liability if required and Professional Services Liability if required.
3. List of the names, addresses and phone numbers of current Board members, and advisory board members, officers, committees, terms of office, and occupation. Describe how your Board reflects the diversity of the Santa Fe community.
4. New Mexico Incorporation Certificate or agreement that your agency operates under.
5. IRS Certificate for non-profit status, if applicable. (501 (c) 3 letter)
6. Completion of EEO/ADA Certificate
7. Completion of Non-Collusion Affidavit of Proponent
8. Completion of Church/State Separation Certificate
9. All applicants who have been audited must include a copy of their most recent audit. All applicants must include the most recent IRS 990 tax forms.

For uniformity in the proposal review process, please sequence your proposal in the above format. Proposals must address all items #1 through #9. Those proposals not adequately addressing the submittal requirements may be considered non-responsive and may be excluded from the application process. **Enclose these materials as attachments to the back of your proposal with the original and one copy only.**

Project Information:

1. Staple proposals, or use binder clips; double-sided printing is accepted.
2. Number all pages, following the sequence outlined below. Ignore the numbering of forms as shown on this RFP.
3. Make nine photocopies (one original, nine copies) of the proposal.
4. Submit the original and first copy with the Submittal Requirements. Staple each of seven copies of just the Project Information, and submit all nine copies (mailed or hand-delivered, with an absolute deadline of 2:00 p.m.) in an envelope or box, to:

Youth and Family Services Division
120 South Federal Place Rm. 323
Santa Fe, NM 87501

5. On the outside of the envelope or box, write in large, clear, bold letters, the following:

CHILDREN AND YOUTH COMMISSION/PROGRAMS FOR CHILDREN AND YOUTH
Name and Address of the Applicant:

6. This funding is intended to benefit City of Santa Fe residents. At least 50% of the participants must be city residents.
7. At least 50% of the participant children must be from families with low/moderate incomes or below. Public schools may use free and reduced lunch eligibility requirements. If you receive a contract you will be required to report on these two requirements.

Financial Information

A. COVER SHEET (Signature Page)

City of Santa Fe Children & Youth Proposal	
Name, Address, Phone, Email of Organization Receiving Contract (Fiscal Agent if appropriate)	
Name, Contact Information for Person Submitting Request	
Amount Requested and any increase in funding being sought (*if any increase is being sought, please explain with 250 word max.)	
Total Budget for Proposed Program:	
Program Name:	
Brief Program Description:	
Proposed number of unduplicated participants:	
Ages of Program Participants (0-21):	
Check One: <input type="radio"/> Previous Recipient <input type="radio"/> New Applicant	
Funding Categories to be Addressed: a. b. c. d. e.	
_____	_____
Signature of Board President	Date
_____	_____
Signature of Executive Director	Date
_____	_____
Signature from Fiscal Agent	Date

B. LINE ITEM BUDGET CATEGORIES

1.0 PERSONNEL EXPENDITURES

- 1.1 Net or Gross Salaries
- 1.2 FICA
- 1.3 Hospital/Life Insurance
- 1.4 Workman's Compensation
- 1.5 Unemployment Insurance.

2.0 CONTRACTUAL SERVICES

- 2.1 Telephone
- 2.2 Postage
- 2.3 Facility Rent
- 2.4 Linen and Laundry Service
- 2.5 Building Maintenance and Repair
- 2.6 Equipment Maintenance and Repair
- 2.7 Utilities
- 2.8 Auditing and Bookkeeping
- 2.9 Professional Contractors
- 2.10 Advertising
- 2.11 Printing and Photocopying
- 2.12 Insurance
- 2.13 Transportation Mileage
- 2.14 Program Stipends, Scholarships
- 2.15 Other

3.0 COMMODITIES

- 3.1 Office Supplies
- 3.2 Janitorial Supplies
- 3.3 Food
- 3.4 Motor Fuel
- 3.5 Medical Supplies
- 3.6 Tools
- 3.7 Recreation Supplies
- 3.8 Other

C. Program Budget 2013-2014

PROPOSED PROGRAM BUDGET		
Expense Category	Total Program Budget	Total Funding Request from the City Children & Youth Fund
1.00 Personnel Expenditures (Salary and Fringe Benefits)		
2.00 Contractual Services (e.g., Rent, Utilities, Insurance)		
3.00 Commodities (e.g., Office Supplies, Recreation Supplies)		
TOTAL		

D. Line Item Breakdown for proposed request

Current recipients: work from the current budget in your contract.

1. Personnel – include number of hours, hourly rate and total requested for all positions.	
	\$
	\$
	\$
	\$
	\$
SUB-TOTAL	\$
2. Contractual Services – describe service and amounts requested.	
	\$
	\$
	\$
	\$
	\$
SUB-TOTAL	\$
3. Commodities – what items, how many, cost per unit equals total request.	
	\$
	\$
	\$
	\$
	\$
	\$
SUB-TOTAL	\$
Grand Total	\$

ORGANIZATIONAL STRUCTURE

A. STAFF COMPOSITION

Complete the Staff Composition sheet. This page should include all staff members as noted in the instructions on the form. The term “staff” refers to all paid employees of the organization (“personnel”), whether full or part-time. It also includes contractual workers, hired separately by the organization. Even for annual salaries, break them down into an hourly rate so reviewers can compare the costs across programs. **Non-profits must include the salaries of their executive directors.**

TITLE OF POSITION LIST IN ORDER FROM MAXIMUM TO MINIMUM COMPENSATION	POSITION STATUS (F/T, % P/T)	HOURLY RATE (Breakdown for all positions.)	GROSS ANNUAL SALARY

B. ORGANIZATIONAL CHART

Create or attach an existing one-page organizational chart showing the administrative structure of your organization, including reporting relationships and all positions from program staff to administration and board. Include fiscal agent if applicable.

If this is a school program, identify the public school staff person responsible for overseeing the program or site.

C. PROPOSAL EVALUATION PROCESS

All proposals will be reviewed by the staff of the Youth and Family Services Division. A summary of both organization and proposal strengths and weaknesses will be forwarded to the Children and Youth Commission, with proposal narrative and financial information for their review. Applicants will have an opportunity to address perceived weaknesses and to emphasize their strengths at the provider hearings. Organizations making new requests for funding may be required to furnish additional information prior to the provider hearings. Actual funding recommendations to the Finance Committee of the City Council are made by the members of the Children and Youth Commission, based on the following criteria:

- program "fit" with stated Children and Youth funding categories and identified needs;
- degree to which proposal meets Children and Youth proposal criteria;
- current and proposed program or organization involvement in community-wide collaborative activities (e.g., coalition membership, interagency project collaboration);
- adherence to RFP requirements and completeness of proposal package;
- proposed scope of services, including number of young people who will benefit, intensity of activity, and service categories;
- assessment of sponsoring organization's ability to successfully carry out proposed program activities, including examination of staff qualifications, organizational structure; and board composition;
- general assessment of sponsoring organization's fiscal and administrative capability and past performance, including program record keeping and accountability.

The City Council makes the final decision on funding.

FINAL CHECK OFF LIST FOR PROPOSAL

Attach Final Check Off List to the back of the original application. Please check off boxes beside each item to ensure that all items are included.

One original and one copy including submittal requirements.

- Submittal Requirements (page 7, items 1-9)
- EEO/ADA Certification
- Non-Collusion Affidavit of Proponent
- Church/State Separation Certificate Form

Seven additional copies (for a total of nine) collated and clipped in the order listed below.

- Cover Sheet
- Project Information
- Financial Information
- Organizational Structure

EEO/ADA CERTIFICATION

**ASSURANCE OF COMPLIANCE WITH TITLE VI AND VII
OF THE CIVIL RIGHTS ACT OF 1964
AND
AMERICANS WITH DISABILITIES ACT OF 1990**

_____ (hereinafter called the
"Applicant")
Name of Applicant)

HEREBY AGREES THAT it will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by or pursuant to the Regulations of the City of Santa Fe issued pursuant to that title, to the end that, in accordance with Title VI of that Act and the Regulations, no person shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant receives city or federal financial assistance from the City of Santa Fe; and HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

Applicant hereby certifies that it offers Equal Employment Opportunity and complies with Title VII of the Civil Rights Act of 1964 as amended by the Equal Employment Opportunity Act of 1972 and all requirements imposed by or pursuant to Regulations of the City of Santa Fe issues pursuant to that title expressly prohibiting discrimination in employment on the basis of race, color, religion, sex or national origin. Application HEREBY GIVES ASSURANCE THAT it will take any measures necessary to effectuate this agreement.

The Applicant hereby warrants he/she is in compliance with the Americans with Disabilities Act, 29 CFR 1630.

Dated: _____

(Applicant)

By: _____
(President, Chairman of Board, or
comparable authorized official)

(Applicant's mailing address)

NON-COLLUSION AFFIDAVIT OF PROPONENT

State of)
)
County of)

_____ being first duly sworn, deposes and says that:

(1) She/He is the _____ of _____, the proponent that has submitted the attached Proposal;

(2) She/He is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Proposal;

(3) Such Proposal is genuine and is not a collusive or sham Proposal;

(4) Neither the said proponent nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Proponent, firm or person to submit a collusive or sham Proposal in connection with such Contract, or has in any manner directly or indirectly, sought by agreement or collusion or communications or conference with any other Proponent, firm or person to fix the price or prices in the attached Proposal or of any other Proponent, or to fix any overhead, profit or cost element of the Proposal price or the Proposal price of any other Proponent, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Santa Fe, or any person interested in the proposed Contract; and

(5) The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the proponent or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

(SIGNED)
(TITLE)

Subscribed and sworn to before me this _____ day of _____, 2005.

Notary Public

My Commission Expires: _____

CHURCH/STATE SEPARATION CERTIFICATION FORM
Certification by non-profit agency(s)

I, _____, Board Chairman of _____, make the following assurances and certifications:

(A) The Agency hereby certifies that it will comply with the following separation of Church and State requirements:

The agency agrees that:

- (a) it will not discriminate against any employee or applicant for employment on the basis of religion and will not limit employment or give preference in employment to persons on the basis of religion;
- (b) it will not discriminate against any persons seeking services on the basis of religion and will not limit such services or give preference to persons on the basis of religion;
- (c) it will require no religious instruction or counseling, conduct no religious worship or services, engage in no religious proselytizing, and exert no other religious influence in the provision of services or the use of facilities or furnishings assisted in any way under this agreement; and
- (d) the facility under this agreement or in which services are provided which are assisted under this agreement shall contain no sectarian or religious symbols or decorations.

(B) I agree to carry out City of Santa Fe Grant Program activities in accordance with applicable laws and regulations.

Signature of Board Chairman

Date

Living Wage Ordinance

Ordinance Number §28-1 28-1.12 SFCC 1987

Purpose:

The City of Santa Fe Living Wage Ordinance was adopted to establish minimum hourly wage rates.

Who it affects:

- All businesses and non-profit organization required to have a business license or business registration issued by the City of Santa Fe.

Compliance:

- Affected businesses are required to pay employees an hourly wage of \$9.85 effective January 1, 2009.
- Beginning January 1, 2009, and each year thereafter, the minimum wage shall be adjusted upward by an amount corresponding to the previous year's increase, if any, in the consumer price index for the western region for urban wage earners and clerical workers.
- For workers who customarily receive more than \$100 per month in tips or commissions, any tips or commissions received and retained by a worker shall be counted as wages and credited towards satisfaction of the minimum wage provided that, for tipped workers, all tips received by such workers are retained by the workers, except that the pooling of tips among workers shall be permitted.
- The value of health care benefits and child care shall be considered as an element of wages.
- Non-profit organizations whose primary source of funds is from (Medicaid) waivers are exempt.

Prohibitions against retaliation and circumvention:

- It shall be unlawful for any business, employer or employer's agent or representative to take any action against an individual in retaliation for exercising or communicating rights under this ordinance. This includes retaliation against individuals who mistakenly but in good faith allege noncompliance with the ordinance.
- Taking adverse action against an individual within sixty days of the individual's assertion of or communication of information regarding rights raises a reputable presumption of retaliation for assertion of rights.
- It shall be unlawful for any business or employer to intentionally circumvent the requirements of this ordinance by contracting portions of its operations or leasing portions of its property.

Enforcement; Remedies:

- **Administrative Enforcement** - The city manager, or his/her designee, is authorized, as appropriate and as resources permit, to enforce this ordinance.
- **Criminal Penalty** - A person violating this ordinance shall be guilty of a misdemeanor and, upon conviction, for Each offense may be subject to fines and imprisonment as set forth in Section 1-3 SFCC 1987. A person violating any of the requirements of this ordinance shall be guilty of a separate offense for each day or portion thereof and for each worker or person to which any such violation occurred.
- **Other remedies** - The city, any individual aggrieved by a violation of this ordinance, or any entity the members of which have been aggrieved by a violation of this ordinance, may bring a civil action in a court of competent jurisdiction to restrain, correct, abate or remedy any violation of this ordinance and, upon prevailing, shall be entitled to such legal or equitable relief as may be appropriate to remedy the violation including, without limitation, reinstatement, the Payment of any wages due and an additional amount as liquidated damages equal to twice the amount of any wages due, injunctive relief, and reasonable attorney's fees and costs.

Nonexclusive Remedies and Penalties - *The remedies provided in this section are not exclusive, and nothing in this ordinance shall preclude any person from seeking any other remedies, penalties, or relief provided by law.*

Posting and Publication:

- Any business subject to the provisions of this ordinance shall as a condition to obtaining and holding a city of Santa Fe business license or registration, post and display in a prominent location next to its business license or registration on the business premises a notice, in English and Spanish, that the business is in compliance with the provisions of this ordinance and post the text of this notice. Failure to comply with this section shall be construed a violation of this ordinance and, in addition, shall be considered grounds for suspensions, revocation, or termination of the business license or registration.

For further information, please contact the office of: Constituent Services at (505) 955-6949 or by Email at:constituentservices@santafenm.gov

CHRISTUS St. Vincent Accepting Community Health Provider Applications

CHRISTUS St. Vincent Regional Medical Center (CSVVMC) is accepting applications for funding health and human services community programs for FY 2014. Funding is intended to address critical health needs in the community and to strengthen the system of care.

Eligibility

Eligible programs (or projects within programs) must currently have a 501(c)3 non-profit status, be able to demonstrate that their program/project will improve access to health care services, reduce preventable hospital readmissions, and demonstrate positive health outcomes.

Reporting Requirements

Reporting will be required as a condition of acceptance of the funding award.

Application

All applicants are required to submit the following:

1. Form 1: Organization Information Coversheet (1 page)
2. Executive Summary (not to exceed 200 words)
3. Narrative Description (not to exceed 5 pages)
4. Form 2: Budget (1 page)
5. Form 3: List of Personnel (1 page)
6. Form 4: Assurance Statement (1 page)

Additional information may be requested to make final recommendations.

Review Process

Applications will be reviewed by the CHRISTUS St. Vincent Community Health Funding reviewers, a team of community members and program experts. The team will develop funding recommendations and final decisions will be made by CSVVMC.

Applications are due by 5:00 pm on the dates specified in the Time Frame. Final notification will be given by July 19, 2013

Funding Priorities

Based upon health needs in the community, funding priorities will be given to programs/projects that address key health indicators in the following population groups: maternal and child health, school age children & adolescents, adult health, adult behavioral health, women's health, and seniors.

Evaluation Criteria

Proposed programs/projects will be evaluated on the following criteria:

1. Narrative Description of program or initiative (including Executive Summary)
2. Alignment with Strategies identified through the Community Conversations
3. Projected impact on reducing emergency room and/or hospital admissions and readmissions
4. Effectiveness of collaboration
5. Qualifications of personnel
6. Budget

Application Submission

Applications **must be received by 5:00 pm on the dates specified in the time frame.**

Application submission:

- Electronically: Bernadine.padilla@stvin.org
- Hand delivered:

St Vincent Foundation
440 St Michael's Drive
Santa Fe, NM 87505

Attn: Bernadine Padilla

- By Mail:
CHRISTUS St. Vincent Regional Medical Center
Bernadine Padilla
455 St. Michael's Drive
Santa Fe, NM 87505



Community Health Provider Application

Organization Information Coversheet

COVER PAGE

Organization Name _____

Address: _____

Contact Person: _____ (phone) _____ (email)

Project Name: _____

Amount of Request:

(check one)
New Funds Existing Services Expansion of Services

Is the applicant a prior recipient of Community Benefit Funding: Yes No

If yes, When: _____ Amount of Award: _____ Project: _____

Identify which population the proposed funding is intended to address.

<input type="checkbox"/>	Maternal Health & Early Childhood
<input type="checkbox"/>	School Age Children & Adolescents
<input type="checkbox"/>	Adult Health
<input type="checkbox"/>	Adult Behavioral Health
<input type="checkbox"/>	Women's Health
<input type="checkbox"/>	Seniors

Executive Summary

Provide an Executive Summary of the proposed project. This summary shall **not exceed 200** words.

Program Narrative Description (Not to exceed 5 pages)

Provide a brief narrative description of the proposed services. The Narrative Description shall address the following:

1. Health indicator(s) to be addressed
2. Proposed services: description of the proposed program or project. Describe whether it is innovative and/or evidence-based
3. Alignment with strategies identified through Community Conversations
4. Number of people to be served
5. Special populations or subpopulations
6. Coordination and Collaboration: Specify the direct collaboration with CSVPMC. Identify the department, program, or medical practitioners. Specify the nature of the collaboration, i.e., accept or make direct referrals, coordination of care for specific patients, or other. Describe collaborative partners and specify roles in addressing aspects of the issue.
7. Preventable hospitalizations (or incarcerations, if relevant to population proposed): data, both historical and projected, on hospitalizations or incarcerations to be prevented.
8. Performance measures: measures that will be reported to assess program impact

**Community Benefit Fund Application
Budget & Funding Source(s) Summary Form**



Please complete the following information.

Organization Name	
Address	
Project Name:	

Organization and Program/Project Budget

	FY 2014 \$ Amount
Total Budget for Organization (all programs, all funding sources)	

Proposed Project/Program Funding Sources: Please list the funding sources (foundations, municipal, county, state, federal, grants, donations etc). If insufficient space is provided, continue on another page. Identify only funding sources for the project you are proposing in your application to CSV, not your entire agency budget.

Funding Sources	FY 2014 Request
Grand Total	

Current or past CHRISTUS Community Health funding: For programs that have previously received or are currently receiving funding from CHRISTUS St. Vincent or the CHRISTUS Health Fund, please explain the following:

1. Funding Period
2. Amount of Funding
3. Purpose of Funding

Line Item Budget (Complete Form 2a – attached)

Provide a line item budget for the proposed project. Include a narrative outlining the assumptions utilized to determine cost and amount of funding being requested.

List of Personnel to be Involved in the Initiative

Position	Name	Educational Qualifications	Years Experience	Other Qualifications, e.g., licensure

Community Health Provider Fund Application
CHRISTUS St. Vincent Regional Medical Center
Statement of Assurances



Organization Name	
Address	
Project Name:	

Please provide a check mark in the right hand column for each of the statements that the authorized undersigned individual assures for the applying organization.

Eligibility: The applicant assures that it is a 501 (c) 3 non-profit organization providing services within Santa Fe County.	
Licensure/Certification: The applicant assures that it has the appropriate licensure and/or certification to provide the proposed services. If a grant is issued, the applicant agrees to notify the St. Vincent Compliance Office of any changes in license or certification status within 5 business days.	
Inspection of Records: The applicant assures that it will make appropriate and applicable records of the proposed project available for inspection, audit or review with specifications to be addressed in the contract agreement in event that your proposal is approved. Records will be maintained in accordance with applicable laws and regulations.	
Reports: The applicant assures that it will prepare and submit timely reports as specified within the contract agreement in the event that the proposal is approved. The reports will include but not be limited to the project activities, number of persons served, outcomes and use of funds.	

I certify that I am an authorized representative of the organization applying for funding from CHRISTUS St. Vincent Regional Medical Center. I assure that the checked off items are in place or will be followed in the event that the organization receives an award to support the proposed project.

Signature	Printed Name
Date	Title

Action Items for Critical Priorities for the Children & Youth Commission

Priority Level	Action Item	Owner	Due Date	Status
1	<p><u>INTERNAL:</u> Revise 2014-2015 RFP to align with Key Indicators, create a scoring mechanism, performance measures and outcomes within our three identified funding categories.</p>	Sue Chris Terrie Thomas Jill Mike		
2	<p>Identify organizations in need of technical assistance and explore ways to assist organizations with new RFP changes and expectations. Develop a data-driven reporting system to track and analyze data of funded organizations.</p>	Sue Dolores Jill Joanne Terrie Chris		
3	<p>Development and Implementation of a community-wide Transitional Education Program. Identify and partner with Key Funders and Stakeholders around shared-community Key Indicators.</p>	Sue Mike Terrie Chris		

Exhibit: C