March 13th, 2020

NOTE TO PROPONENTS

ADDENDA # 4 TO RFP # 20/21

Attachments in Word Documentsfor RFP # 20/21:

* See attachments below.

All other pertinent information for RFP # 20/21 will remain the same.

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RECEIPT ACKNOWLEDGE BY PROPONENT

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| (Cover Page) | | | | |
| **City of Santa Fe**  **Children and Youth Proposal**  **FY2021** | | | | |
| Name of Nonprofit Organization: | | | | |
| Name of Executive Director: | | | | |
| Name of Board President: | | | | |
| Name, Contact Information (Address, Phone, and Email) of Person Submitting Request (Fiscal Agent if applicable): |  | | | |
| Amount Requested (for 3 years): | Year 1: | | Year 2: | Year 3: |
| Check One Service Delivery:  Tier I: Service Delivery and Referrals  Tier II: Service Delivery and Navigation Services  Tier III: Service Delivery Only  Juvenile Justice CYFD Funding | | | | |
| Cost Per Participant (for Children and Youth funded program only): |  | | | |
| Program Name or Service being requested for funding: |  | | | |
| Brief Program or Service Description: | | | | |
| Proposed number of unduplicated participants: |  | | | |
| Ages of Program Participants (0-21): |  | | | |
| Check One:  Previous Recipient  New Applicant | | | | |
| Funding Category to be Addressed:  Early Childcare and Supplemental Education Youth Wellness  (See page 24 for Funding Category List) | | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of Executive Director or Board President  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature from Fiscal Agent | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date | | |

**PROPOSAL NARRATIVE**

**1. Program Summary (not to exceed three pages)**

Please clearly describe the following:

1. State whether you are applying for Tier I or Tier II or Tier III services.
2. State the purpose, goals, objectives, and services of the proposed program.
3. Describe how the proposed program will fulfill essential need(s) in our community and the at-risk individuals/population it will impact. If possible, please use local/state data to demonstrate “need.”
4. Provide a description of a proposed plan to contribute to progress on the selected indicator (pg. 31). Describe what you plan to do and how the strategies of either providing Tier 1 or Tier II or Tier III services will help improve the selected indicator(s).
5. Please explain whether this project or program is a new or existing service, a significant expansion to service, innovative and/or an evidence-based program. How will your program target the selected priority populations?

**2. Data Collection (not to exceed three pages):**

Please describe and/or illustrate the following:

1. Describe the plan for collecting data to evaluate the performance of the funded program.
2. Indicate how the organization will collect data that demonstrates the funded program is aligned to make a positive impact on the selected indicators on page 23.
3. Describe how the organization is reviewing local, statewide or national program-specific outcome data and comparing it with the organization’s program-specific outcome data.

**3. Collaboration (not to exceed three pages)**:

1. Please explain in detail any collaboration with other organizations in the community including City of Santa Fe Community Services Department Library Division, Senior Division, and/or Youth and Family Services Division (after school and summer programs) required to implement the proposed program. Please describe the processes of program planning (include MOUs/Charts/Graphs, etc. if applicable), implementation, community engagement and any planned evaluation activities.
2. How do you provide or ensure wraparound services for your program participants? Specify the nature of your collaboration with other entities. For example, how do you accept or make direct referrals and participate within a continuum of care for specific clients?
3. If possible, please demonstrate the effectiveness of the collaboration with selected indicators and how collaboration will contribute to the desired outcomes/results on page 23.
4. How will the program work with the community on engagement and resource navigation to turn the curve on the selected CYC priority area?

**4. Organizational Stability:**

Please describe, illustrate, and/or attach the following:

1. Governance:
   1. List of the names of current Board members, and advisory board members, officers, Commissions and terms of office.
   2. Describe how your Board reflects the diversity of the Santa Fe Community in terms of professional skills, experience and ethnic background.
2. Staff:
   1. Include an organizational chart showing the administrative structure of your organization, including reporting relationships, and all positions from program staff to administration. Include fiscal agent if applicable.
   2. Provide a key list of staff positions for the project and outline the role, hourly wage, credentials, and relevant experience. **(Please use attachment C)**
   3. Additionally, on a separate page please write a brief sentence or paragraph on the role, duties, and level of effort of key staff in the program.
3. Fiscal:
   1. Provide a detailed two-year budget of the program being requested for funding, include actual prior year budget. **(Please follow instructions on attachment A, B and C).**
   2. Include a brief statement of how Children and Youth funds will support the program and outline plans for sustaining the program beyond the grant period.
   3. Provide at least *one* of the following current year-to-date financial statements of: actual vs. budget, income and expense, or a current balance sheet outlining available liquid, and debt level.
   4. 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. **(Please use attachment B)**
   5. Please describe how the board is active in financial decisions; submit board minutes describing or outlining the process.
   6. Provide the most recent IRS 990 form.
   7. If agency has combined budget totaling $500,000 or over please provide most recent audited financial statement for the entire organization.

**(Budget Attachment B)**

Proposed Program Budget

Provide a detailed budget of the program being requested for funding. Include actual prior year budget if program existed. If a new program in its first year please create an estimated program budget. Please include the amount that the Children and Youth fund will cover as well as additional funding from other outside funders, donors, supporters, etc. Total funding requested from the Children and Youth fund should add up to the grand total on Attachment C.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PROPOSED PROGRAM BUDGET**  **(*one year*)** | | | | | |
| **Expense Category** | | **Total Organization Budget**  **(actual)** | **Total Program Budget**  **(actual/estimate)** | **Total Funding Request from the City Children and Youth Fund** | **Other Funders and Amounts Supporting Program** |
| 1.0 | Personnel Expenditures  (Salary and Fringe Benefits) | $ | $ | $ |  |
| 2.0 | Contractual Services  (e.g., Rent, Utilities, Insurance) | $ | $ | $ |  |
| 3.0 | Commodities  (e.g., Office Supplies, Recreation Supplies) | $ | $ | $ |  |
| **TOTAL** | | $ | $ | $ |  |

**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)

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(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      , 2020.

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 President, Chairman of Board, Date

or comparable authorized official

**CAMPAIGN CONTRIBUTION DISCLOSURE FORM**

Pursuant to NMSA 1978, § 13-1-191.1 (2006), any person seeking to enter into a contract with any state agency or local public body **for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources** must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars ($250) over the two year period.

Furthermore, the state agency or local public body shall void an executed contract or cancel a solicitation or proposed award for a proposed contract if: 1) a prospective contractor, a family member of the prospective contractor, or a 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 or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

THIS FORM 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 either 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 Commission, nor does it include the administrative or solicitation expenses of a political Commission that are paid by an organization that sponsors the Commission.

“**Family member**” means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in- law.

“**Pendency of the procurement proces**s” 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.

“**Person**” means any corporation, partnership, individual, joint venture, association or any other private legal entity.

“**Prospective contractor**” means a person who is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a 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.

DISCLOSURE OF CONTRIBUTIONS:

Contribution Made by:

Relation to Prospective Contractor:

Name of Applicable Public Official: 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.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_