



CITY OF SANTA FE EMERGENCY DETERMINATION FORM

The emergency procurement method (NMSA 1978, Section 13-1-127) may only be used when there exists a threat to public health, welfare, safety or property requiring procurement under emergency conditions. The existence of the emergency condition creates an immediate and serious need for services, construction or items of tangible personal property that cannot be met through normal procurement methods and the lack of which would seriously threaten:

1. the functioning of government;
2. the preservation or protection of property; or
3. the health or safety of any person.

Name of Department: General Government/Office of Affordable Housing

Requestor's Name: Alexandra Ladd, Director

Telephone Number: 505-303-9868 (remote #)

I. Name of Contractor: New Mexico Coalition to End Homelessness

Address of Contractor: 440 Cerrillos Road, Suite D, Santa Fe, NM 87501

Amount of prospective contract: \$361,227

Term of prospective contract: Terminate on June 30, 2021

II. Please thoroughly list the services (scope of work), construction or items of tangible personal property of the contract:

The Department of Housing and Urban Development (HUD) allocated CARES Act funding in the amount of \$361,227 to the City of Santa Fe as a condition of its Community Development Block Grant (CDBG) entitlement. The purpose of the funding is to help local governments respond to the health impacts of the COVID-19 global pandemic. Of particular concern is to assist people experiencing homelessness whose health and safety is directly threatened by the pandemic. The Contractor will act as a fiscal agent for the City's disbursement of the funds which will be deployed to continue operating the Midtown Shelter, located on City property at the former SF University of Art and Design campus. The scope of work includes: hiring a shelter manager and a case manager, managing the implementation of comprehensive support services, and using the CARES funding to pay for some of the administrative and materials costs related to operating the facility.

III. Provide an explanation for the justification of the procurement including a description of the emergency condition(s) requiring use of emergency procurement and the practicable competition

utilized in compliance with NMSA 1978, Section 13-1-127.

In March of 2019, the State of NM issued a stay at home order for New Mexico residents to stem the tide of the coronavirus. In response, the City dedicated dormitory beds and apartments at the Midtown campus property to house people who did not have homes or safe places to shelter in place. A primary goal for the City's creation of the Midtown shelter was to reduce the potential for an outbreak among unhoused people by reducing the population density at local shelters and coordinating testing and isolation for those people who would otherwise be on the streets. Another objective was to relieve hospitals by creating a place where vulnerable patients and/or those with positive COVID tests could be discharged, as well as sheltering people leaving detox/recovery programs or detention centers.

The NM Coalition to End Homelessness is uniquely situated to act as the City's fiscal agent for the disbursement of these funds because its member agencies are the community's main providers of emergency shelter and supportive services for homeless people. As the coordinator of this network and other federal funds, NMCEH will be able to ensure that the services and case management provided at the shelter comprehensively meet the needs of the people staying there. More importantly, NMCEH can assist the City with designing and implementing a longer term system of support services and shelter with the eventual goal of connecting shelter residents with permanent housing.

- IV. Please describe what measures are being taken to minimize the duration and effect of this particular emergency procurement (for example: is the emergency only in place until a competitive process can be completed, etc.).

The CARES Act funds are a one-time disbursement intended to assist the City with an emergency response to the coronavirus pandemic. Procuring services from NMCEH, a proven fiscal agent of federal funds, ensures that the funds will be disbursed within the allowable time frame for expenditure. Additionally, using this federal funding source immediately relieves the City of the full financial burden of operating the facility. In the future, additional funds would be needed to continue the operations of the shelter beyond the project's six-month time frame (although note that the contract would be written for a 12 month term just to cover any contingencies) at which time, an RFP for ongoing services would be released.

- V. Describe what measures the Agency will take in the future to prevent/mitigate use of an emergency procurement under similar circumstances.

The COVID-19 global pandemic is a once in a lifetime event. It is not anticipated that the City would find itself in this situation ever again. If operating a shelter becomes a longer term priority for the City, an appropriate procurement process will be incorporated.

Certified and Approved by:



Procurement Officer

Date: 6/2/2020