



Agenda

**Regular Meeting of the Human
Services Committee
August 18, 2026 at 3:00 PM
Meeting Virtually**

Procedures for Human Services Committee Meeting

Click [Here](#) to Join Zoom Meeting

Meeting ID: 985 6094 2039

Passcode: ZaN97s

1. Call to Order
2. Roll Call
3. Approval of Agenda
 - a. Approval of 8/18 agenda
4. Approval of Minutes
 - a. Approval of 6/16 minutes
5. Presentations
 - a. End of Year Grantee Report (Natalie Skogerboe and Ana Coghlan, Aspen Solutions)
 - b. FY26-27 Small Grant Award Recipients
6. Action Items
 - a. Human Services Committee New Member Recommendations
 - b. Human Services Committee Policy Recommendations and Updates
7. Discussion Items
8. Matters from Staff
9. Matters from the Committee
10. Matters from the Chair
11. Next Meeting: October 20, 2026

12. Adjourn

Persons with disabilities in need of accommodations, contact the City Clerk's office at 955-6521, five (5) working days prior to meeting date.

Regular Meeting of the Human Services Committee
June 16, 2026 at 3:00 PM
Meeting Virtually
MINUTES

1. Call to Order

The Regular Meeting of the Human Services Committee was called to order by Chair Baldwin at 3:04 PM, on Tuesday, June 16, 2026.

2. Roll Call

MEMBERS PRESENT

Chair Karen Baldwin
Vice Chair Emily Haozous
Member Kathleen Tunney
Member Orion Block
Member Mark Glaser

MEMBERS EXCUSED

Member Jennifer Romero

OTHER PARTICIPANTS ATTENDING

Christa Hernandez, Program Manager & HSC Staff Liaison, City of Santa Fe
Nikki Baker, Project Administrator, City of Santa Fe
Natalie Aspen Skogerboe, Owner and Director, Aspen Solutions
Ana Coghlan, PhD, Senior Program Evaluator, Aspen Solutions
Amy Lueck, MA, LMHC, Clinical Coordinator, Psychotherapist, Solace Sexual Assault Services
Antoinette Villamil, Girls Inc of Santa Fe
Deshawnda Chaparro, Contigo Immigrant Justice (Santa Fe Dreamers Project)
Elizabeth Holmes, Program Manager, Grandparents Raising Grandchildren
Ellen London, Executive Director, Coming Home Connection
Gina Aranda
Janelle Bohannon, MA, LPCC, Director of Outreach Services, The Life Link
Kim Brown, CEO, Girls Inc of Santa Fe
Madonna Hernandez, Chief Program Officer, Girls Inc of Santa Fe
Laurie Merrill, Executive Director and Founder, Free Flow NM
Michelle Barnes, Client Services Manager, Kitchen Angels
Miles Tokunow, Executive Director, Contigo Justice (Santa Fe Dreamers Project)
Raquel Plaza, Deputy Chief of Family & Engagement, PIE-SFPS Parent Academy
Winter L. Torres, CEO and Founder, NM Eviction Prevention and Diversion

3. Approval of Agenda

a. Approval of 6/16 agenda

MOTION A motion was made by Member Tunney, seconded by Member Block, to

approve the agenda as presented.

VOTE The motion Passed on a voice vote.

4. Approval of Minutes

- a. Approval of 4/21 minutes

MOTION A motion was made by Member Tunney, seconded by Member Block, to Approve the minutes.

VOTE The motion Passed on a voice vote.

5. Presentations

- a. Las Cumbres Community Services, Inc. (Elizabeth Holmes, Program Manager, Grandparents Raising Grandchildren)

Elizabeth Holmes, Program Manager of Grandparents Raising Grandchildren, presented program successes and challenges.

- b. Coming Home Connection (Ellen London, Executive Director)

Ellen London, Executive Director of Coming Home Connection, presented program successes and challenges.

- c. Free Flow NM (Laurie Merrill, Executive Director and Founder)

Laurie Merrill, Executive Director and Founder of Free Flow NM, presented program successes and challenges.

- d. Girls Inc of Santa Fe (Kim Brown, CEO, and Madonna Hernandez, Chief Program Officer)

Kim Brown, CEO, and Madonna Hernandez, Chief Program Officer, of Girls Inc of Santa Fe presented program successes and challenges.

- e. Kitchen Angels (Michelle Barnes, Client Services Manager)

Michelle Barnes, Client Services Manager at Kitchen Angels, presented on program successes and challenges.

- f. NM Eviction Prevention and Diversion (Winter L. Torres, CEO and Founder)

Winter L. Torres, CEO and Founder of NM Eviction Prevention and Diversion presented program successes and challenges.

- g. PIE-SFPS Parent Academy (Raquel Plaza, Deputy Chief of Family & Engagement)

Raquel Plaza, Deputy Chief of Family & Engagement for PIE-SFPS Parent Academy, presented program successes and challenges.

- h. Contigo Immigrant Justice, formerly Santa Fe Dreamers Project (Miles Tokunow, Executive Director)

Deshawnda Chaparro presented program successes and challenges on behalf of Miles Tokunow, Executive Director of Contigo Immigrant Justice (Santa Fe Dreamers Project).

- i. Solace Sexual Assault Services (Amy Lueck, MA, LMHC, Clinical Coordinator, Psychotherapist)

Amy Lueck, MA, LMHC, Clinical Coordinator and Psychotherapist of Solace Sexual Assault Services presented program successes and challenges.

- j. The Life Link (Janelle Bohannon, MA, LPCC, Director of Outreach Services)

Janelle Bohannon, MA, LPCC, Director of Outreach Services for The Life Link presented program successes and challenges.

6. Action Items

No action items of the committee were brought forward.

7. Discussion Items

Vice Chair Haozous recommended that the committee reference challenges shared throughout today's presentations in future strategic planning sessions.

Christa Hernandez, Staff Liaison, recommended that at a future meeting we review the Human Services Committee's policies and protocols to determine if updates are needed. The committee agreed this item should be placed on an upcoming agenda.

8. Matters from Staff

Christa Hernandez, Staff Liaison, presented invoice and reporting updates.

Christa Hernandez, Staff Liaison, announced that the CONNECT Navigator in-person meeting is June 23rd at 10:00am at Christ Church.

Nikki Baker, Project Administrator, confirmed that the Request for Quote for Human Services Committee Small Grants is open and will close July 6th, 2026.

Nikki Baker, Project Administrator, confirmed the interview schedule for Human Services Committee applicants.

9. Matters from the Committee

No matters from the committee were brought forward.

10. Matters from the Chair

No matters from the Chair were brought forward.

11. Next Meeting: August 18, 2026

12. Adjourn

MOTION A motion was made by Member Glaser, seconded by Vice Chair Haozous, to Adjourn.

VOTE The motion Passed on a voice vote.

Christa Hernandez

Liaison

Chair



HUMAN SERVICES COMMITTEE SMALL GRANT AWARDS 2026-2027

ELIGIBLE APPLICANTS

Organization Name	AH	BH	CS	ES	Funding Requested	Awarded Funds
Abrazos Community Healing Center					\$40,000.00	\$40,000.00
Free Flow NM, Inc.					\$10,000.00	\$10,000.00
Las Cumbres Community Services, Inc.					\$20,000.00	\$15,000.00
Memory Care Alliance of New Mexico					\$20,475.00	\$20,000.00
Scott's House Inc					\$25,000.00	\$25,000.00
YouthWorks, Inc.					\$40,000.00	\$40,000.00
Girls Inc. of Santa Fe					\$40,000.00	\$0.00
The Sky Center/New Mexico Suicide Intervention Project					\$30,000.00	\$0.00
					\$225,475.00	\$150,000.00



Culturally Adapted Outpatient Therapy Program for Uninsured Community Members

- Abrazos will provide individual outpatient therapy to uninsured adults in Santa Fe who cannot access care due to lack of insurance and inability to afford market-rate therapy. Services are delivered in Spanish and English by bilingual therapists. They will serve approximately four uninsured adults weekly, targeting 200 sessions over the grant year at a cost of \$200 per session.
- Performance will be measured by number of uninsured adults initiating and remaining in care, session attendance and retention rates, and clinical progress tracked through weekly supervision and documented in their electronic health record.

FUNDED: \$40,000

NUMBER TO BE SERVED: 15



Expanding Menstrual Equity in the City of Santa Fe for Ages 18+

■ General Distribution Program

- Each month volunteers build period kits filled with a monthly supply of period products. The kits are distributed to over 75 community organizations in the city of Santa Fe. Home delivery for individuals with transportation barriers is also provided. All recipients of period kits receive an offer for free reusable period products delivered to their door. This additional program is funded through other grants.

■ Street Outreach Program

- Free Flow NM's Street Outreach Program meets individuals experiencing homelessness or housing instability where they are — on the street, at encampments, and in transitional spaces. Period education and products are directly provided to individuals. Each participant receives a one-on-one session covering menstrual health and product options, followed by distribution of reusable period products — including cups, discs, period underwear, and/or reusable pads. Reusable products are ideal for individuals without consistent access to stores or transportation, providing up to 10 years of coverage from a single kit.
- This grant will contribute 1,500 period kits toward Free Flow NM's general distribution goals in Santa Fe and provide 50 individuals experiencing homelessness or housing instability with reusable period product kits and one-on-one education. Each kit and outreach session is tracked through quantitative measures, including detailed records of kits delivered to each community program and individuals served through street outreach.

FUNDED: \$10,000

NUMBER TO BE SERVED: 1,550



Grandparents Raising Grandchildren: Santa Fe

- This project advances health and wellness for grandparents raising grandchildren (GRGs) in Santa Fe by regularly assessing and addressing key Social Determinants of Health (SDoH), particularly housing stability, transportation access, and economic security.
- GRG Coordinators provide targeted case management focused on mitigating these challenges. Through ongoing SDoH assessments, Coordinators identify needs related to housing, food security, transportation, legal status, and access to medical, behavioral health, and educational services. Families are connected to housing assistance programs, food resources, healthcare providers, and legal supports for guardianship, with the goal of stabilizing households and improving access to essential services.
- Grandparents and grandchildren also participate in in-person support groups to build connection and further understand shared resources. Wholesome snacks and food resources are a regular foundation for groups. Through provision of healthy snacks during group activities, we inform these households of reliable sources of nutritious foods, including partnerships with food banks, grocery providers, and local farms. This ensures that the healthy options emphasized in our education are not only understood, but accessible and sustainable.
- Emergency Discretionary Funds (EDF) complement this work by addressing urgent, unmet needs. For families living on fixed incomes, a single expense—such as rent, utilities, or a car repair—can destabilize the household. EDF provides flexible, potentially rapid support for housing costs, transportation, food, and essential supplies, particularly for caregivers who lack access to public benefits due to guardianship status.
- Together, these strategies create a prevention-focused model that stabilizes housing, improves mobility, and supports the long-term health and well-being of both caregivers and the children in their care.

FUNDED: \$15,000

NUMBER TO BE SERVED: 32



Extending Mental Health Services for Unpaid Family and Community Caregivers

- A core services of the Memory Care Alliance (MCA) is dementia caregiver support groups that build community and promote peer support between participants. In June 2025, in response to requests from Santa Fe caregivers, MCA piloted a new program of short term, one-to-one counseling with a professional mental health worker, to help caregivers through times of particular difficulty or despair. The counseling is short-term, 6 weeks, and is free for caregivers who regularly attend other MCA support groups and have taken a Prepare to Care training course. The Prepare to Care course is designed to prevent a mental health crisis, resulting in hospitalization of either the caregiver or the person they care for, and to equip caregivers with skills to build strength and resilience.
- Additionally, this June 2026, MCA began piloting a 6-week mindfulness course to teach mindfulness skills to caregivers with the idea of promoting mental health and well being. This group will be limited to 10 people, so that teaching and more generic skills can be tailored to participants needs. MCA would like to continue the pilot with 2 more courses being offered in 2026-2027.
- Grief Groups will expand from one time a year to three times a year to support with care givers mental health immediately after the loss of the person they are caring for.
- The primary performance measure will be: % of caregivers whose mental health improves after participation in one of the programs, which will be a self assessment using a post-program evaluation-survey. MCA expects to see measurable results and an improvement in the mental health, resiliency and positive outlook of caregivers.
- Caregivers will be able to continue to care for longer, and more safely, resulting in less doctor and hospital visits for both themselves and the people they care for, and in the bigger picture, for some, MCA is seeking to prevent premature entry into residential care for people living with dementia

FUNDED: \$20,000

NUMBER TO BE SERVED: 58



Scott's House: Free Community Hospice Home for Vulnerable Adults

- Scott's House is a social model hospice that provides free residence, 24/7 end-of-life caregiving, grief counseling for residents and loved ones, and medical supply lending - all at no cost. They provide services for free to remove access barriers for those facing poverty, housing instability, and social or geographic isolation, as well as individuals lacking family support.
- With New Mexico's rapidly aging population, demand for accessible end-of-life care is growing. Scott's House provides a cost-effective solution to this need and ensures equitable access by removing financial and systemic barriers that often prevent underserved individuals from receiving the support they need. This funding will support expanding capacity to serve more vulnerable adults, specifically by supporting caregiver personnel, including overnight caregiving shifts and essential hospice caregiving supplies necessary to provide free, around-the-clock care.
- Expected results include increased access to free end-of-life residence, care, and support services for low-income, unhoused, and otherwise underserved adults; reduced barriers to accessing end-of-life care; increased support for family caregivers; and improved quality of life, dignity, and comfort for residents and their loved ones during the most challenging stage of life.

FUNDED: \$25,000

NUMBER TO BE SERVED: 300



YouthWorks Employment Engagements Project (YEEP)

- This Youth Employment Engagement Project purpose is to address the emerging social and community issues of the reported 32,000 New Mexican ages 16-24 who are not in school, employed, or in training.
- The goal of this small grant project is for YouthWorks (YW) to hire an experienced on-the-job trainer to serve disconnected young adults aged 18 to 24 who are not in school, employed or in training with mentored training, wraparound services and hands-on skill building that will increase their employability and future employment outcomes.
- A primary function of this project will be to provide an employment continuum for job-ready young adults to access professional apprenticeships, long-term job placements, college enrollment, and entrepreneurial prospects. By default, this project may have an impact on broader social issues beyond employment, such as violence, problematic substance use, and economic stability and recidivism for those under the supervision of adult probation.

FUNDED: \$40,000

NUMBER TO BE SERVED: 80

HUMAN SERVICES COMMITTEE POLICIES AND PROCEDURES

(Revised 3.21.2025)

The purpose of the Policy and Procedure Manual is to document the policies and procedures governing the Human Services Committee's (HSC or Committee) practices, to serve as a guide, particularly new Committee members and City of Santa Fe staff, and to provide a framework for future continuity.

CONTENTS

- I. MISSION AND VISION
- II. ENABLING RESOLUTIONS AND ORDINANCE
- III. COMMITTEE RESPONSIBILITIES
- IV. COMMITTEE MEMBERSHIP
- V. FINANCIAL PLANNING AND OVERSIGHT
- VI. DETERMINATION OF NEED
- VII. HUMAN SERVICES COMMITTEE FUND GRANT RECOMMENDATIONS
- VIII. SMALL GRANT FUND RECOMMENDATIONS
- IX. TECHNICAL ASSISTANCE
- X. COMMUNITY AND PUBLIC OUTREACH
- XI. CALENDAR OF MEETINGS

Other related documents:

- 1. Enabling Resolutions and Ordinance
- 2. Human Services Committee Strategic Plans
- 3. Needs Analyses
- 4. Proposal Evaluation Process and Tool
- 5. Grantee Documents: Policies and Procedures; Quarterly Report and Final Report Forms, Budget Adjustment Form

I. Mission:

To build and strengthen community capacity to address the most critical community health and wellness needs and improve outcomes for adults and families throughout Santa Fe.

Vision:

1. People in Santa Fe are healthy.
2. Santa Fe is a safe community.
3. Santa Fe has a fair, just and equitable society.
4. People in Santa Fe achieve their full potential.

II. Enabling Resolutions and Ordinance

1. Establishment of Human Services Committee and supporting funding: Resolution No. 1989-53, Adopted November 8, 1989.
2. Creation of a special fund to provide dedicated funding of two (2) percent of the city's share of state gross receipts tax to support human services for the residents of the City of Santa Fe: Ordinance No. 2016-35, Adopted August 10, 2016.

III. Committee Responsibilities

1. The Committee serves as an advisory body to the Mayor and Governing Body to make funding recommendations to the Governing Body and to administer funding through the Human Services Fund to local nonprofit organizations.
2. The primary responsibilities of the Committee are to advise and recommend health and human service policies, assess and advocate for human service needs, coordinate resources to maximize cost-effectiveness, evaluate local human service programs, provide technical assistance to programs, and make funding recommendations to the Governing Body to support nonprofit organizations that provide and maintain a safety net of services to meet the essential health and human service needs of the Santa Fe residents ages 18+. The Youth and Family Services Program Manager provides technical assistance to the Committee, assisting them to obtain all documents and information needed to make fair and non-biased decisions and funding recommendations.
3. The Committee has an ongoing responsibility to monitor the utilization of funds by grantees and consider what, if any, action should be recommended in the event of any deviation from the terms of the grant, or indication the terms of the grant could not be carried out in the future.
4. The Committee through the Youth and Family Services Program Manager assists organizations receiving awards and works with them to assure services are provided effectively.
5. The Committee, working with staff and outside resources, publishes a Human Services Committee Strategic Plan for the City of Santa Fe at intervals of approximately three

years. The plan is based on the human service needs identified by the Committee, specified by agencies that apply for grants, and other analyses conducted by the Committee, including community stakeholder input. It is the intent of the Committee that the plan not only informs the basic rationale for the award of grants, but also serves as a guide for other city departments and not-for-profit organizations. The plan will be reviewed annually.

6. An annual board retreat may be held in late summer or fall or as collectively or agreed upon by the Committee.
7. Meetings are conducted using Robert's Rules of Order.

IV. Committee Membership

1. Established by Ordinance 2012-3: Seven members appointed by the Mayor for terms of two or three years with consent of Governing Body.
2. Terms are staggered so that four Committee Members are appointed for two (2) year terms and three shall be appointed for three (3) year terms. Subsequent terms shall be for two years to maintain staggering terms.
3. Committee members shall serve at the pleasure of the Governing Body and may be removed at any time with or without cause.
4. Committee Members must reside in Santa Fe County.
5. There is no limitation to reappointments.
6. Vacancies shall be filled in the same manner as initial appointments and shall be for the remainder of the term.
7. The Chairperson is elected at the February meeting for a term of two years.
8. The Vice-Chairperson is elected for a term of two years at the same meeting.
9. If the Chairperson resigns, the Vice-Chairperson fills the vacancy until a new chairperson and vice-chairperson are elected.
10. All Committee members must comply with the City of Santa Fe Code of Ethics. In addition, candidates for member positions or members shall not be an employee or board member of an organization receiving or requesting Human Services Committee grant funding to avoid any real or apparent conflict of interest, and to facilitate full participation in application review and performance evaluation by the committee.
11. A member should disclose any association with a grantee or applicant that may influence that member's vote and it is appropriate that he/she recuse himself/herself from a vote dealing with the award of a grant to such organization.

V. Chair Responsibilities

The Human Services Committee Chair and Vice Chair will work in partnership with the Youth and Family Services Program Manager to review, respond, and execute the following activities:

1. Preside at committee meetings.
2. Call special meetings.
3. Make appointments to subcommittees or task force groups.
4. Represent the committee in public and to speak and act on behalf of the committee.
5. Execute reports on behalf of the committee.
6. Take initial action on directives from the Governing Body.
7. Establish the agenda for committee members.
8. Authorize special assignments for committee members.
9. Inform the committee of results of all committee reports or recommendations to the Governing Body.
10. Communicate to the Governing Body actions and recommendations of the committee.
11. Coordinate administrative correspondence to committee members (if the committee is not subject to rolling quorum, i.e. advisory committees and task forces).
12. Will not take public comment during the meeting. If public comment is received prior to the meeting, it will not be read by the Chair or staff Liaison during the meeting.
13. Sign approved meeting minutes and email them to the staff Liaison.
14. Inform staff Liaison of all agenda items no later than 10 days prior to the meeting.

VI. Financial Planning and Oversight

1. An annual Human Services Committee budget is prepared for consideration and approval by the Department and is reviewed and agreed upon by the Committee at the February meeting prior to submission to the Department Director. The budget is developed in coordination with the City Finance Director.
2. Review HSC budget as provided by City Finance Director, Budget Division Director, or Community Services Department Director.

3. The Committee reviews the status of HSC fund expenditures by grantees on a quarterly basis or as needed. Quarterly report information and performance data from grantees is also reviewed and evaluated by the committee.
4. The Youth and Family Services Division administrative staff prepare a year-end close-out report each year in September (after the last GRT report for the previous fiscal year has been received) for the Committee and presents at or before the October HSC meeting.
5. If the year-end close-out report identifies remaining grant funds, the Committee shall direct the Program Manager to issue a Memo to the Department Director and Finance Director to carry-over remaining dollars into the next fiscal period, if necessary. A copy of the Memo shall be retained on file.

VII. Determination of Need

1. The Committee conducts a strategic planning process every 3 years, which includes a community needs assessment during the fall to determine emerging needs and funding priorities. The strategic plan is reviewed annually by the committee. Ongoing discussions are held with organizations providing services and other community stakeholders who can speak to existing and emerging needs. Subsequently, a report is prepared and made available to Committee members, City officials, and the larger community.
2. The Committee shall make recommendations about funding agencies who meet requirements to the Governing Body.

VIII. Health and Human Service Policies

1. Based upon grant evaluations, monitoring activities and the strategic plan priority areas, the Committee may recommend health and human services policies to the Governing Body.
2. Any committee member may request that a proposed health and human service policy be placed on a committee agenda by the Committee chairperson.
3. The Committee considers the proposed health and human service policy. The Committee may endorse the policy as presented; endorse the policy with agreed upon modifications; assign a task force to conduct additional research and report back to the Committee; or reject the policy.
4. Any health and human service policy approved by the Committee is to be presented to the Governing Body.

IX. Human Services Committee Fund Grant Recommendations

1. The Committee recommends proposals for HSC funding based on priorities outlined in its strategic plan, the funding criteria is established by the Committee, and is based on

emerging and chronic human service needs. Proposals are reviewed and discussed during an executive session at the April meeting, provider interviews (if required) are held within two weeks of the closing of the proposal cycle and forwarded to the Finance Committee and then to the Governing Body for approval. For total awards under 200K the City Manager may sign off on the contracts.

2. The Committee considers the following as reflected in the Request for Applications (RFA) Document.

Funding Categories:

- Adult Health
- Behavioral Health
- Community Safety
- Equitable Society

Funding Criteria:

- Intended to benefit residents of the City of Santa Fe (100%)
- Must support programs and services for the population ages 18 and older
- Use qualified staff, for example: certified, degreed and/or with appropriate years of experience
- Demonstrate ongoing, relevant collaboration with other programs
- Must have been operating successfully for at least two years under a 501(c)3 or be under a fiscal sponsor and operating programming for at least two years
- Must be financially sound
- Must include limited administrative expenses, no more than 30%

Other Considerations for the Committee:

1. The Human Services Committee adopted the Results-Based Accountability Framework to provide a structure for establishing funding priorities and making funding decisions, and to evaluate contractor performance. The rationale for using this framework is that it would address the overarching issues that have limited the degree of impact to improve health outcomes in the past.
2. The Committee considers programming that's spread geographically throughout the city serving priority and targeted populations. The Committee supports effective, long-term programs, encourages new and innovative programs to address the city's most pressing health and human service needs, pursues the elimination of ineffective programs, provides ongoing oversight of existing programs, and ensures important fiduciary responsibility for oversight of public monies.
3. Awards are made on a three-year cycle. The Committee reviews proposals, meets with applicants, evaluates the performance of prior year grantees and considers other factors in awarding grants. In odd years, the Committee considers requests for renewal for a second and third year based on performance in the prior year and community need. Requests may be renewed, denied, increased, or reduced.

4. Grants and renewals are made in accordance with procedures and documents specified in the RFA and in compliance with State Procurement Code.
5. In general, awards are made for specific programs or professional services, not for general operating expenses.
6. Awards are intended to improve population health and safety net services, and to increase navigation access for individuals 18 and older with administrative overhead costs limited to no more than 30%.
7. In each RFA year, the Committee establishes a recommended range for grant amounts. These ranges are specified in the RFA.
8. Funds are dispersed after services are rendered on a reimbursement basis.

X. Small Grant Fund Recommendations

At the 2017 strategic planning meeting, the Human Services Committee established the Small Grant Fund. Organizations may apply for up to \$20,000 once every six months. Funding will be available on a year-round basis (July 1 - May 31) or until fully expended. If any amount of funding remains unspent, the Human Services Committee can request, via memo, for funds to be carried over for the next fiscal year. The project must serve adults ages 18 and older in the City of Santa Fe and be aligned with the priority funding categories. The purpose of the Small Grant Fund is to provide a nimble vehicle by which a human service organization may address rapidly emerging needs. Because it is a smaller award, the application and reporting for this funding is streamlined. Qualifying services must be one of the following:

- a. Supplemental funding for an existing service that has demonstrated greater need than historically indicated due to emerging social or community circumstances.
- b. Funding for a pilot project for a new service that the agency has identified as a need of their current constituency.

Eligibility:

1. 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.
2. Applicants currently receiving city funding may apply for a Human Services Committee Small Grant. Applicants must disclose all current city funding.
3. Per Ordinance # 2016-35, City operated programs are not eligible for HSC funding.

Funding:

1. 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.
2. City staff members, committee members and/or city-contracted consultants conduct site reviews and/or visits. Funded programs may be expected to participate in several training and technical assistance opportunities during the funding year.
3. Funding is primarily intended to pay for direct services for the community, rather than to pay for administrative costs. And applicants should reflect this in their budgets. Direct administrative costs for the program shall not exceed 30%.

Fiscal Sponsorship:

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

Evaluation:

1. Staff members of the Youth and Family Services Division will review all proposals for completion. Proposals will then be forwarded to the Human Services Committee for their formal review at their regularly scheduled meeting (third Tuesday of every other month).
2. Committees will review proposals in the order that they are received and will review three to ten proposals at each meeting. In the event the Committee has additional questions, applicants will be scheduled to address the questions during a provider hearing. Organizations making new requests for funding may be required to furnish additional information prior to the provider hearings.
3. Agencies will be notified within 30 days of review of their application if they are receiving HSC Small Grant funds.

Reporting:

1. Applicants will be required to turn in one (1) brief one (1) page report on the impact of the HSC Grant funded program. This report and all reimbursement requests will be due at the conclusion of the program (or by May 31st). Report should outline:
 - Who was served (demographics, number, etc.)
 - Contribution to turning the curve on selected category/goal area
 - Results related to funded project/program

- Report any project/program performance measure data collected (surveys, pre-posttest etc.)

1. Failure to turn in a report will disqualify an organization from future HSC funding.

XI. Technical Assistance

The Committee may provide technical assistance and informal guidance to current and potential grantees. This guidance may be provided by staff, contracted services, or members of the Committee. Technical assistance includes but is not limited to the following:

- Sustainability and performance improvement assistance
- Development of organization's performance measures
- Training for RFA application preparation
- Assistance with resource identification, collaboration and referrals, including additional or alternative funding sources

XII. Community and Public Outreach

1. The Committee maintains broad community contact through the Committee's Program Manager. These contacts involve regular communication with grantees, local key stakeholder partnerships, and other support as needed. HSC and staff are also responsible for ongoing relationship building with funders and policy makers locally and statewide.
2. The Committee, through the Committee's Program Manager, advises members of the Governing Body of the Committee's activities and grantee accomplishments annually.
3. The Committee maintains an updated web page as part of the City of Santa Fe web site (www.santafenm.gov).
4. News releases are sent to local media concerning specific events or information about grantees.
5. Information is provided to the public concerning funding resources in the community.
6. Information is also provided to the general public about human services resources available to the community.
7. The Committee participates in conferences and training opportunities, sharing information, and learning about evidence-based and promising practices from other cities.
8. The Committee's purpose is to understand community needs and support services that improve health outcomes and address essential health and human services needs of Santa Fe residents 18 years of age and older. Direct stakeholder input is important to understand community needs and informs the HSC Strategic Plan.

XIII. Meeting Calendar

February:

- Appointments and election of Chair and Vice-Chair (every two years)
- Review and update Policies and Procedures Manual; review Robert's Rules of Order
- Review RFA and vote for approval
- Approval of site visit calendar
- Biannual reporting and grantee budget review
- RFA released
- Review criteria for reviewing proposals or applications
- Review of budget as provided by Department, City Manager, Finance Committee and Governing Body

April:

- Adoption of Budget as provided by Department, City Manager, Finance Committee and Governing Body
- Conduct proposal review
- Make recommendations for applicant funding formally approved at regular meeting
- Staff prepares memo with recommendations to Finance Committee and Governing Body, Committee reviews memo

June:

- Notification of award and creation of grantee contracts
- Biannual grantee reporting
- Quarterly grantee performance and budget review by Committee
- City fiscal year ends

August:

- Planning for upcoming strategic planning meeting or strategic plan review.

October:

- Annual Strategic Planning meeting (revised plan every 3 years)

December:

- Revise RFA funding categories and criteria based on needs assessments
- Committee approval of strategic plan