



Agenda

COMMUNITY DEVELOPMENT COMMISSION MEETING

Wednesday, April 20, 2016

3:30-5:00 p.m.

500 Market Street, Suite 200

Roundhouse Conference Room

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes: February 17, 2016 CDC
5. Review and approval of the 2016-2017 Annual Action Plan (Margaret Ambrosino).
6. Items from the Commission
7. Items from the Floor
8. Adjournment

An interpreter for the hearing impaired is available through the City Clerk's office upon five days notice. Please contact 955-6521 for scheduling.

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CITY OF SANTA FE
COMMUNITY DEVELOPMENT COMMISSION
MEETING
February 17, 2016

<u>ITEM</u>	<u>ACTION</u>	<u>PAGE (S)</u>
CALL TO ORDER		
ROLL CALL	Quorum	1
APPROVAL OF AGENDA	Approved [as amended]	
A RESOLUTION CONTRIBUTING PROPERTY AND RESOURCES TO NEW MEXICO INTER-FAITH HOUSING COMMUNITY DEVELOPMENT CORPORATION FOR DEVELOPMENT OF THE SANTA FE ARTS+CREATIVITY CENTER LOW INCOME HOUSING TAX CREDIT PROJECT PURSUANT TO THE AFFORDABLE HOUSING ACT (Alexandra Ladd)	Approved	2-7
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) 2016 FUNDING PROPOSALS (Margaret Ambrosino)		
a. Applicant Presentations: 9:30 a.m.		
b. Adjourn for Lunch: 11:45 a.m.		
c. Call to Order: 1:15 p.m.		7-30
COMMISSION DISCUSSION WITH STAFF ANALYSIS FOR 2016-2017 CDBG PROGRAM YEAR AND COMMISSION'S FUNDING ALLOCATION RECOMMENDATIONS (Margaret Ambrosino)	Motion passed	31
APPROVAL OF MINUTES: January 20, 2016 CDC * Moved up on agenda	Approved [as amended]	*7
ITEMS FROM THE COMMISSION	None	31
ITEMS FROM THE FLOOR	None	31
ADJOURNMENT	Adjourned at 3:30 p.m.	32

MINUTES OF THE
CITY OF SANTA FE
COMMUNITY DEVELOPMENT COMMISSION MEETING
Santa Fe, New Mexico

February 17, 2016

A meeting of the City of Santa Fe Community Development Commission was called to order by Rusty Tambascio, Vice Chair on this date at 8:45 a.m. in the Market Station Offices, 500 Market Street, Suite 200, Roundhouse Conference Room, Santa Fe, New Mexico.

The presentations of the CDBG proposals were made beginning at 9:30 a.m. with deliberations of the Committee commencing at 2:30 p.m.

Members Present:

Rusty Tambascio, Vice Chair
Paul Goblet, (arriving later)
Ken Hughes
Carla Lopez
Silas Peterson

Member(s) Absent:

Councilor Ron Trujillo, Chair, excused
John Padilla, excused

Staff Present:

Margaret Ambrosino, Senior Housing Planner
Alexandra Ladd, Special Projects Manager, Housing and Community Development Department
Matthew O'Reilly, Land Use Director

Others Present:

Daniel Werwath, New Mexico Inter-Faith Housing Community Development Corp.
Cyndi Conn, Creative Santa Fe
Nellie Martinez, Santa Fe Community Housing Trust
Alex Kalangis, Santa Fe Community Housing Trust
Rebecca Mnuk, New Mexico Legal Aid
Janice Kauer, New Mexico Legal Aid
Deorah Tang, St. Elizabeth's Shelter
Kehala Two Bulls, St. Elizabeth's Shelter

Jim Podesta, St. Elizabeth's Shelter
Michael Bartlett, St. Elizabeth's Shelter
Eli Mandich, Santa Fe Habitat
Marilyn Perryman, Santa Fe Habitat
Tony McCarty, Kitchen Angels
Cece Derringer, Homewise
Mike Loftin, Homewise
Sarah Geisler, Homewise
Gaile Herling, Adelante
Teresa Becker, Solace Village
Melynn Schuyler, Youthworks!
Michael Santillanes, Youthworks!
Amanda Clark, Youthworks!
Allegra Love, Youthworks!
Dan Bailey, Youth Shelters
David Block, Youth Shelters
Jo Ann G. Valdez, Stenographer

APPROVAL OF AGENDA

Item 7 (*Approval of Minutes: January 20, 2016 CDC*) was moved up on the agenda following Item 4.

Commissioner Lopez moved to approve the Agenda as amended.
Commissioner Hughes seconded the motion. The motion passed unanimously by voice vote.

A RESOLUTION CONTRIBUTING PROPERTY AND RESOURCES TO NEW MEXICO INTER-FAITH HOUSING COMMUNITY DEVELOPMENT CORPORATION FOR DEVELOPMENT OF THE SANTA FE ARTS+CREATIVITY CENTER LOW INCOME HOUSING TAX CREDIT PROJECT PURSUANT TO THE AFFORDABLE HOUSING ACT (ALEXANDRA LADD)

(Copies of the Resolution were distributed in the Members' packets. The City of Santa Fe Fiscal Impact Report (FIR) was attached. A copy is hereby incorporated to these Minutes as Exhibit "A".)

Ms. Ladd introduced Daniel Werwath, Chief Operating Officer of the New Mexico Inter-Faith Housing Community Development Corp and Cyndi Conn from Creative Santa Fe. She noted that Mr. Werwath and Ms. Conn have been working with the City of Santa Fe in looking at doing a live-work affordable housing complex that would be funded primarily through low income housing credits and other funding sources.

The proposed resolution contributes property and resources to New Mexico Inter-Faith Housing Community Development Corporation for development of the Santa Fe Arts+Creativity Center low income housing tax credit project pursuant to the Affordable

Housing Act.

The city intends to donate a parcel of land (5 acres on Siler Road) as shown in Exhibit “A” of a size that is sufficient for the Project which will serve households earning from 30-60% of median income, with at least 50 affordable live/work rental units that will comply with the affordability requirements of the Low Income Housing Tax Credit Program, and a portion of market rate live/work rental units not to exceed 15% of the total project, dedicated outdoor amenities, green space, and shared facilities for residents; and the Land that the City intends to donate for the Project is located in both a majority Low- and Moderate-Income Census Tract and a Qualified Census Tract as designated by the U.S. Department of Housing and Urban Development.

Ms. Ladd said a density study was done with an architect that looked at different ways to use the parcel.

She mentioned that Creative Santa Fe was successful in getting a fairly substantial grant from the National Endowment for the Arts to do a community-based planning process around this project.

The City also intends to provide additional donations related to City development water budget fees, impact fees, construction permit and plan review fees, water and wastewater utility expansion charges and other valuable incentives to the Project; and the above referenced donations will be contributed to the Project without debt or interest pursuant to the terms of a land use regulatory agreement.

The City will provide to the Project the donations as described above in an amount equal to at least 10% of the Project’s development costs as a direct grant to the Project in furtherance of a competitive LIHTC application. The City’s donations shall be made in the form of a grant subject to the terms of a land use regulatory agreement requiring an affordability period of 45 years running concurrently with requirements imposed by the New Mexico Mortgage Finance Authority an specifying the requirement for consistency with the Low Income Housing Tax Credit program requirements serving targeted low income clientele.

The City Council of the City of Santa Fe directs city staff to provide an executed copy of this resolution to Santa Fe County.

Mr. Werwath distributed a handout entitled “*Santa Fe Arts+Creativity Center Fact Sheet*”. A copy is hereby incorporated to these Minutes as Exhibit “B”.

Mr. Werwath explained that the Santa Fe Arts+Creativity Center has been envisioned as a novel approach to addressing the ever-present need for affordable housing while also positively impacting economic development in the creative economy sector. The Center will be a major resource, reducing significant obstacles of rent for live/work space and affordable shared work and commercial space.

Questions/Comments:

Vice Chair Tambascio asked if they will be able to support families.

Ms. Ladd said yes.

Commissioner Lopez asked in what form would it support families.

Mr. Werwath said there will be a mix of unit sizes and a certain percentage of them will be two to three bedroom units. They are planning to have at least 50 units of affordable rental units, and up to 9 units of Market Rate Live/Work rentals units.

Commissioner Peterson asked who would be screening applicants for housing, if it is designed with creative as the targeted market and who will determine who is creative and what the definition of creative is.

Ms. Conn said they are partnering with Arts Space which is the largest developer of these sorts of projects in the country. They have done over 40 projects countrywide and have a very established reputation. She noted that they did an initial feasibility study with Arts Space and had in-depth interviews with the community members to figure out what type of project would work. The Project will serve “creatives” – meaning people who materially participate in or support the creative economy. These are creative individuals working in the visual arts, music, theater, dance, media arts and other media, designers, entrepreneurs, writers, craftsmen, builders, makers, or people in related industries that support those professions.

Ms. Conn explained that they did not want to hire Art Space as the developer because they wanted to hire local so they put out a Request for Proposals and they received a lot of proposals from low-income developers and Daniel Werwath’s team was chosen. However, they are keeping Art Space as a consultant.

Mr. Werwath said the intent is to take the best practices from what Art Space has done around the country and adapt these practices for the unique circumstances for this project in our community.

Commissioner Peterson asked once it is constructed, who will own the project and who would be responsible for ensuring there is maintenance and those types of things.

Mr. Werwath said there are two different pieces to that question. Under the Low Income Housing Tax Credit model, technically the people who own it are the tax credit investors (private individuals and organizations). These individuals or organizations are given tax benefits in exchange for development funding. He said technically the owners of the project are the equity investors.

Mr. Werwath said his organization will serve as the managing general partner as they do so for developments in five different states.

Commissioner Peterson asked if the rental prices are fixed according to thresholds that are set to qualify as low income.

Mr. Werwath said yes, generally speaking, low income housing tax credits need to serve people below 60% AMI. He said they will be targeting a range of incomes below 60% and it is their intention to serve people who are 50% below AMI, and have rents that are 30% below AMI.

Ms. Ladd noted that there are 10 market rate units.

Mr. Werwath said there are 9 to 10 market rate units that will create an income mix within the property. This also helps them be more competitive in the tax credit application. The donation of the parcel is integral to putting together a successful application for Low Income Housing Tax Credit funding.

Commissioner Lopez asked if they are going to reach out to underserved groups.

Mr. Werwath said they have a very evolving outreach approach but part of the outreach process is to reach out to artists who represent different demographics and different ethnic backgrounds.

Ms. Conn said Siler Road is sort of Santa Fe's mid-town and this would be an opportunity to bring the residents together.

Mr. Werwath said they are using kind of a key-informant's strategy, instead of an organizational outreach strategy. They have already interviewed native artists, Mexican-immigrant artists, and local Hispanic artists and have also started the planning process around events. By partnering with different outreach groups and individuals, they think they will get a broad diverse participation.

Vice Chair Tambascio asked what that property was zoned under.

Mr. Werwath said it is currently zoned as I-2 and if the donation is approved by City Council, they will begin a rezoning process to change it C-2, and they will work with City staff on the rezoning process.

Ms. Ladd said that is one of the specific directives in the resolution – staff is directed to work with the Project developer to bring forward to the governing body an application to rezone the donated parcel to an appropriate commercial zoning category to accommodate the proposed uses for the site, including multi-family residential and shared community spaces.

Commissioner Hughes asked Matthew O'Reilly if they see this as a model for helping more of these kinds of projects to blossom either at Siler Road and/or St. Michael's.

Mr. Werwath said yes, there are two pieces to this. This is a good model for how the City can be as competitive as possible in the annual allocation of the Low Income Housing Tax Credits. The donation of monies, land or fee waivers helps projects from Santa Fe be more competitive. It is an approximate 180 point-gain in the tax credit allocation and local contribution is worth 10 points. The donation provides the opportunity to win application points for a “municipal contribution” and without it, the application is not likely to outscore other competitive projects. If the Low Income Housing Tax Credit funding is not awarded, the Arts+Creativity Center as currently contemplated will not be constructed.

Mr. Werwath said these kinds of projects represent from \$8-9 million in external subsidies and resources. He would love to see this as a model for replication in other parts of the City too.

Commissioner Hughes asked Matthew O'Reilly if he had any comments.

Mr. O'Reilly said the City has limited amounts of land and the City cannot give all of its land away because there will come a point when the City will have to use the land for their own purposes. He said in terms of a model of the City giving land away, there would be isolated times where the City could replicate something like this (assuming this is successful). He noted that the City owns certain amounts of land on Siler Road but does not own land on St. Michael's Drive, with the exception of the lease hold with the University of Arts and Design.

He said the larger picture for the City and the efforts that this project could make on St. Michael's Drive and the area is to stimulate private sector development. The wider benefit of this project is to be a catalyst for redevelopment in the area where in addition to historically industrial are appearing of variety of creative uses.

Mr. O'Reilly noted that the City would have contributed over 10% (12-15%) of the projects costs when you add in the value of the land and all the waivers.

Mr. Werwath said another thing to consider is that it is not just land, it's any contribution, such as a bond funding set aside to specifically help support tax credit projects – to support other infrastructure and other development expenses.

Mr. O'Reilly explained that the City's redevelopment goals do not center solely around affordable housing. It's more about making redevelopment of certain areas of the City and making higher density available to the private sector.

Commissioner Hughes asked if this is a recommendation to City Council.

Ms. Ladd said yes, it is a recommendation to City Council but it has to go through the committee process. This is the first Committee the Resolution has been presented to will go to the Business and Quality of Life Committee, the Finance Committee and the Public Works Committee before it goes to City Council.

Commissioner Tambascio said in looking over the waivers, what about the water bank.

Ms. Ladd said affordable projects get the water rights from the water bank.

Mr. O'Reilly said the waivers and things like this are only available to the percentage of the project that are attributable to affordable housing; and 60 of those are affordable.

Vice Chair Tambascio asked if there were any more questions or comments and there were none.

Commissioner Peterson moved to recommend approval of the Resolution to City Council. Commissioner Lopez seconded the motion. The motion passed unanimously by voice vote.

APPROVAL OF MINUTES: January 20, 2016

The following change was made to the Minutes of the January 20, 2016 meeting:

Page 6, last paragraph (#1) was changed to read:

- 1) *The sunset date will be changed to December 31, 2019 with the goal of constructing a minimum of 2000 rental units.*

Commissioner Lopez moved to approve the Minutes of the January 20, 2016 meeting as amended. Commissioner Hughes seconded the motion. The motion passed unanimously by voice vote.

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) 2016 FUNDING PROPOSALS

a. Applicant Presentations: 9:30 a.m. to 2:30 p.m.

[Note: All items for the proposals/presentations are incorporated herewith by reference as Exhibit "C". The original packet is on file at the City Clerk's Office.]

HOUSING TRUST (Down Payment Assistance)

Nellie Martinez and Alex Kalangis presented the information regarding the request for funding, from the Application, which was distributed in the members' packets.

The Housing Trust is requesting \$20,000 in CDBG funding to provide down payment and closing cost assistance to low and moderate income level first-time home purchasers. Down payment assistance will be provided to qualified homebuyers who have completed required homebuyer training and counseling. The loans are zero-interest, due on sale, transfer or refinance.

Ms. Martinez introduced Alex Kalangis, the new Chief Operating Officer of the Santa Fe Community Housing Trust.

Mr. Kalangis distributed a handout entitled “*The Housing Trust FY2016-2017 Down Payment Assistance Program*”.

Ms. Martinez noted that this is the 23rd year that they have requested CDBG funding and they are asking for funds to assist low-to-moderate income first-time homebuyers. She reviewed the eligibility requirements noting that they must be below 80% of HUD’s median income guidelines and must not have owned a home within the past three years at application. They must purchase a home in the Santa Fe City limits and must be able to qualify for a first mortgage with a private lender.

Ms. Martinez reviewed the information from the handout. She noted that the people who contribute to the First-Time Homebuyer’s Program include private real estate agents, financial institutions, homebuilders, former clients and employers. The typical sources of funds on a first-time homebuyer program are: 10% CDBG; 3% buyer; 4% MFA and 83% first mortgage.

Ms. Martinez said the Housing Trust has some complementing programs underway. They are building 23 new affordable homes (Arroyo Central) in Tierra Contenta; they have launched an amortizing \$1 million second mortgage program to eliminate PMI from monthly payments; and a \$350,000 annual assistance program for special needs households. Financial Literacy and Homebuyer training are offered onsite quarterly to tenants in their four rental developments; and they recycle existing affordable homes to new qualified buyers in land trusts and inclusionary zoning units. (this phrase still doesn’t make perfect sense)

Ms. Martinez reported on the 2015 Counseling Stats for the Housing Trust as follows:

- 273 new applicant intakes
- 81 completed home buyer classes
- 257 active clients in the ongoing caseload
- 46 clients bought homes
- 98 obtained HECM (reverse mortgage) loan

The 2014-2015 CDBG Borrower profile was as follows:

- Hispanic
- Earning from 57% to 74% AMI
- Average income \$34,933
- 75% single mothers
- 2.75 persons in households
- Borrower average age = 32

Ms. Martinez said they anticipate serving a minimum of 10 low and moderate

income household members with the 2016-2017 CDBG award.

Vice Chair Tambascio asked if there were any questions.

Commissioner Hughes asked how many homes they have in the Land Trust.

Ms. Martinez said approximately 40 homes.

Ms. Ladd asked if they have done any Land Trust homes recently.

Ms. Martinez said no, many lenders do not want to finance these.

Ms. Ladd asked if this is an option for Arroyo Central.

Ms. Martinez said no, these are either affordable home or market rate homes, and they do market rate homes to finance the affordable homes.

Ms. Ambrosino said the Housing Trust almost met their goal for the year in the second quarter alone and has several down payment assistance loans in the pipeline; the goal for this same program this year is to serve a minimum of seven households. She asked Ms. Martinez if the goal to serve a minimum of 10 households in 2016-17 is realistic based on the projections

Ms. Martinez said yes.

Commissioner Goblet arrived.

NEW MEXICO LEGAL AID

Rebecca MnukMnuk and Janice Kauer presented the information regarding the request for funding from the Application, which was distributed in the members' packets.

New Mexico Legal Aid is requesting \$15,000 to provide legal services at no cost to low-income Santa Fe residents in foreclosure on their home mortgages. The staff attorney will provide quality legal assistance to homeowners in the Santa Fe area who are actively in foreclosure. The attorney will seek to improve the homeowner's ability to avoid foreclosure and retain his or her home, or, if retention is not possible, then help obtain a graceful exit that minimizes the harm to the homeowner. The attorney will assist homebuyers through both direct representation and brief services such as limited representation or advice to pro se litigants.

Ms. Mnuk said she is working on the Foreclosure Defense Project. NMLA's Foreclosure Defense Project is an established, staffed program operating through funding from the New Mexico Attorney General's Office that originated from a federal government settlement with Bank of America. The Bank of America funding is expected to terminate on June 30, 2016 and without new revenue sources, the program will have to terminate. The CDBG funding, if awarded, would allow the program to continue serving low-income

Santa Fe residents from July 1, 2016 through June 30, 2017.

Ms. Mnuk noted that this is a statewide program and she is based in Santa Fe. They have three attorneys working throughout the state in Albuquerque and Las Cruces.

Ms. Mnuk distributed a handout entitled "*Office of the New Mexico Attorney General Foreclosure Project New Mexico Legal Aid Cases Active 10/01/2015 to 12/31/15 Summary Analysis*". She said this gives the Commission information on the statistics of the population they are working with, the outcomes, the income groups, etc.

She said they provide services to low income New Mexicans and she is working on some cases in northern New Mexico covering Taos County, Colfax County, Tierra Amarilla and Santa Fe County. She said they would focus specifically on Santa Fe cases with the CDBG funding that they are requesting. The services would be for homeowners who are living in Santa Fe.

Ms. Mnuk read their Mission Statement noting that a copy was included in the Members' packets. She said they are trying to increase the sustainability of neighborhoods and make housing more affordable for low income New Mexicans. She noted that they have been working with clients who are within 300% of the poverty level but moving forward, they will be focusing on the population with a little lower income.

Ms. Ladd said this group works more with Area Median Income. She asked Ms. Mnuk if they can convert the 300% poverty level to more of an area median income.

Ms. Mnuk said they track income levels so that is something that they would be able to do.

Ms. Mnuk talked on foreclosure defense and why it is important. She said homeownership is important in stabilizing communities. She said when a homeowner goes into foreclosure, it is usually a product of other things that are going on, such as a death in the family, a job loss or an illness. She mentioned that rent payments are usually higher than mortgage payments and this could be a hardship for someone who is living on a fixed income. Moving can also be a big burden on people, especially if it is unexpected. This is another source of stress for homeowners who lose their homes.

Ms. Mnuk said there are other options for homeowners who are undergoing foreclosure but a lot of people do not know this.

Vice Chair Tambascio asked if there were any questions.

Commissioner Lopez asked what kind of successes they have, in terms of numbers.

Ms. Mnuk said it varies from homeowner to homeowner. Usually the ones who want to stay in the house do. Of those, approximately 70% are able to keep their homes.

Commissioner Hughes noted that the statement says that 25 families were able to avoid foreclosure.

Commissioner Goblet asked if foreclosures are still at a significantly high level, given the interest rate environment we are in now, or has the caseload come down over the last 3-4 years.

Ms. Mnuk said the number of foreclosures nationally have dropped but not in New Mexico; however, the funding for foreclosure programs have dropped. The number of organizations who are serving homeowners in foreclosure have decreased significantly.

Commissioner Goblet asked how much legal time goes into this process.

Ms. Mnuk said it depends on the case but it could take up to 100 hours of work if a case goes all the way to trial.

Vice Chair Tambascio asked if there were any more questions and there were none.

ST. ELIZABETH'S SHELTER – CASA FAMILIA REMODEL

Deborah Tang, Michael Bartlett, Kehala Two Bulls and Jim Podesta presented the information regarding the request for funding from the Application, which was distributed in the members' packets.

St. Elizabeth's Shelter is requesting \$50,000 to expand and remodel the front office space of Casa Familia, the emergency shelter for homeless single women and families with children. This will create a new public-entry space, secure the residents' sleeping and living area, reconfigure existing staff offices for better workflow and efficiency, create a new secure outside play space for the children and increase program capacity. The goal is to create a more secure and resident-focused facility while maximizing staff efficiency and successful client outcomes.

Ms. Tang noted that St. Elizabeth's Shelter has five locations and seven programs around town and the newest and most successful program is Casa Familia.

Commissioner Goblet asked what the address was.

Mr. Podesta said 1604 Berry Avenue.

Ms. Tang introduced Kehala Two Bulls, the Program Manager for Casa Familia and asked her to talk about the renovations they are doing.

Ms. Two Bulls explained that the current building is a unique building that was not designed as an emergency shelter for women and children. It has outside windows opening to the street and members of the public who come to make inquiries or drop off

clothes and supplies enter directly into the private residential space. The play area for the children is limited and office space is restricted and not conducive to the daily personal interactions for assessment and case management.

Vice Chair Tambascio asked if the contractors who submitted bids would be using Davis Bacon wage rates.

Mr. Podesta said yes.

Commissioner Lopez asked if their clientele overlap with the clients that go to Solace or Esperanza.

Ms. Two Bulls said yes, clients go to Solace for counseling but they do not have the housing programs that they have. She said if the clients are experiencing domestic violence and have eminent threat as they leave a domestic violence situation, Esperanza is a more secure and private place for them to go.

Commissioner Goblet said he looked at the three bids in the packet and it varied from \$79,000 to \$41,000. He questioned who they are going to select.

Mr. Bartlett said they have done prior CDBG projects with Southwest Plastering Company and they really liked working with them. They have never had any problems with them and they are very efficient, price-wise.

Vice Chair Tambascio asked them if they could still move forward if they are not funded 100%.

Ms. Two Bulls said that depends to what degree they are funded.

Mr. Bartlett said they are looking at leveraging funding through donors.

Vice Chair Tambascio asked if there were any other questions and there were none.

HABITAT FOR HUMANITY – HOME IMPROVEMENT

Eli Mandich and Marilyn Perryman presented the information regarding the request for funding from the Application, which was distributed in the members' packets.

Habitat for Humanity is requesting \$60,000 in CDBG funding to repair or rehabilitate homes for residents of the City of Santa Fe who are at or below 60% of the area median income with the primary focus on households below 50% AMI. Santa Fe Habitat for Humanity has launched a rehab/repair program to meet the need for this service as a complement to its new construction program. In fiscal year 2014-2015, SFHFH completed 14 rehabs or repairs and in fiscal year 2015-2016, they are anticipating completing over 30 projects.

Mr. Mandich noted that the handout that was distributed (*SFHFH Home Repair Program Status as of February 2016*) includes a history of the repairs they have done and the applicants that are currently being served. Five projects were completed in 2013; 14 projects were completed in 2014 and 33 projects were completed in 2015. Two projects have been completed so far in 2016 with 50-60 projected for the year. 17 clients are currently in the application phase.

SFHFH would like to use CDBG funds to provide emergency and critical owner occupied repairs and rehab projects costing no more than \$10,000. Examples of appropriate projects would be energy upgrades, such as efficient furnaces and hot water heaters - especially for households who have no heat or hot water, window replacement when windows are in extremely poor condition, weatherization/insulation, handicap accessible modifications and roof repair or re-roofing. Whenever possible, SFHFH will use volunteers to assist with the projects.

Mr. Mandich said they have received calls from homeowners whose roofs are leaking and they do not have the resources to repair or replace them.

Mr. Mandich noted that SFHFH has income and other requirements that have to be met before people can enter into their program.

Mr. Mandich provided an example of a client they assisted who had no heat in her house for eight years and no gas service because her gas heater on the floor was leaking and was taken out. He noted that they work with Central New Mexico Housing, which is an organization that has funding to provide weatherization and energy efficient upgrades for low income households. SFHFH refers clients to Central New Mexico Housing when appropriate. They installed a new heater for this individual. She also has a new hot water heater and SFHFH is replacing her windows.

Ms. Perryman mentioned that Mr. Mandich is a volunteer and is very committed. They have one part-time staff person and they utilize volunteers from their construction sites whenever possible.

She said SFHFH started getting these types of calls when Open Hands closed their doors. The SFHFH Board allocated \$15,000 out of their General Fund to help people. They have been able to do two \$5,000 grants with Home Depot, which is a veteran program. They have installed roofs for two veterans.

Ms. Perryman noted that CHRISTUS St. Vincent Hospital took away the loaning of wheelchairs, so they have taken over this very much needed service.

Vice Chair Tambascio asked if there were any questions.

Commissioner Goblet asked if there was a huge demand, above and beyond the 30.

Ms. Perryman said yes.

Mr. Mandich said the 30 people are one-third of the people who are qualified for assistance. He said they probably have triple that amount of people who call them for assistance but do not qualify for several reasons. Homeowner's insurance is required because of the fact that they use volunteers and this is the biggest obstacle in getting a homeowner to qualify. The second obstacle is income, which could put them over the threshold.

Commissioner Goblet asked if they have the capacity to do twice as many clients with the volunteers they have.

Mr. Mandich said yes. He noted that they have a couple of contractors who are asking for work.

Commissioner Hughes asked if they are able to piggy-back with the utilities (PNM and the Gas Company of NM) on what they offer for energy-related upgrades.

Mr. Mandich said yes, they have installed energy efficient toilets in some places and the customers have been able to take advantage of the rebates that they offer.

Commissioner Goblet asked if they used merchandise from the Restore.

Mr. Mandich said yes, they do.

Ms. Ladd mentioned that the City provides fee waivers for construction permits.

KITCHEN ANGELS – MEAL DELIVERY

Tony McCarty presented the information regarding the request for funding from the Application, which was distributed in the members' packets.

Kitchen Angels is requesting \$40,000 in CDBG funds to help continue providing freshly prepared nutritious meal to low income homebound individuals living with chronic to life threatening illnesses. Kitchen Angels delivers meals five days a week with frozen meals provided on Fridays for clients' weekend needs. The meals are formulated to meet individual dietary needs. The clients' needs are assessed by a Certified Nutritionist/Registered Dietician.

Mr. McCarty said it is perfect for Kitchen Angels to follow Habitat for Humanity because the single most proven method for keeping people in the comfort and safety of their own homes is home-delivered meals.

Mr. McCarty shared a story about a client that was totally bedridden and Kitchen Angels started to deliver to him and within a month he was up and walking around. He was back to himself again.

Mr. McCarty said this illustrates the power of malnutrition to make someone

disabled. He said research has proved that home-delivered meals is the single most effective method in keeping seniors out of nursing homes. He said a little more than 70 Kitchen Angel clients have indicated that they do not know if they would live if they could not stay in their own homes. This translates to \$44.00 to every \$1.00 that is invested in the Kitchen Angels program or home delivered meals and is saved from nursing home costs. It could cost up to \$75,000 a year to keep someone in assisted living.

Mr. McCarty said 30% of people who are in assisted living facilities is there only because they cannot provide meals for themselves. He said nationwide, by 2040, one-third of our population will be seniors and this will be higher in Santa Fe.

He said the clients have told them that they can better afford their medications and can visit their doctors more regularly because of the home-delivered meals. Even with the Affordable Care Act in place, a significant portion of the population continues to identify cost as a barrier to accessing needed healthcare.

Mr. McCarty said you can't have a discussion about Kitchen Angels without talking about the volunteers. He distributed a handout on the *Kitchen Angels 2015 Volunteers*. The volunteers contributed over 32,249 volunteer hours in 2015. There were 198 visiting volunteers and 360 active volunteers.

Commissioner Goblet asked if most of their money is federal funding.

Mr. McCarty said most of their money (52%) comes from individuals from the City of Santa Fe and a portion comes from private foundations. They also have two major fundraising events and hopefully they will receive CDBG funding.

Vice Chair Tambascio asked how many meals they provide a day.

Mr. McCarty said they provide a bag of food that is designed to be two meals.

Vice Chair Tambascio asked how many people the \$40,000 will help.

Commissioner Hughes said 26.

Mr. McCarty said it would fully fund 26 clients for a year.

Vice Chair Tambascio asked how many clients Kitchen Angels has.

Mr. McCarty said they had 429 clients last year, and 99% of their clients last year were below the federal poverty guidelines. City of Santa Fe residents made up to 75% of the client population in 2015.

Mr. McCarty shared some comments from the survey they did in January 2016 on all their clients. They do the survey to learn how the services have impacted their lives, to determine how well the services are meeting their needs and the adjustments that need to

be made.

Mr. McCarty mentioned that a study was done by American Association for Retired People that said that loneliness is just as debilitating as Diabetes or heart disease.

Vice Chair Tambascio asked if there were any more questions.

Ms. Ladd asked how much time the volunteers spend when making a delivery.

Mr. McCarty said that depends on how many volunteers there are for that day.

Commissioner Hughes asked if the volunteers use their own vehicles.

Mr. McCarty said yes they do and they pay for their own gas.

Ms. Ambrosino mentioned that the current contract is on track to support the 26 new clients and with CDBG and public service you have to show an increase every year. She asked Mr. McCarty if he could serve more than 26 clients.

Mr. McCarty said yes, they have grown 18% since 2007 and they have not turned anyone down for services.

**Commissioner Tambascio recused herself from voting and discussion on Homewise's Applications for funding declaring a conflict of interest. Commissioner Lopez Co-Chaired this portion of the meeting.*

HOMEWISE – HOME IMPROVEMENT

Sarah Geisler and Mike Loftin presented the information regarding the request for funding from the Application, which was distributed in the members' packets.

Homewise is requesting \$100,000 in CDBG funds for the Homewise Home Improvement Loan Fund to provide home improvement loans for customers below 80% AMI. 2016 will mark 30 years that Homewise has been assisting homeowners in the City of Santa Fe to maintain their asset through home improvement services. These services include repairs needed for the health and safety of the homeowner, emergency repairs and handicap modifications and in recent years, a focus on energy and water saving improvements and repairs to address the rising cost of energy and the conservation of water in our community.

Ms. Geisler said Homewise has been doing home improvement since it was founded in 1986. She said part of what has been critical to Homewise in the community services that they offer is the Home Improvement program through CDBG.

She said in general the population that is being served are seniors and typically single people who have incomes just around \$20,000 a year.

Ms. Geisler said beyond helping the homeowners, they are also helping the neighborhoods by stabilizing the homes.

Commissioner Lopez asked if there were any questions.

Commissioner Hughes asked if the funding requested is for 10 homes.

Ms. Geisler said yes.

Commissioner Hughes asked if they are working with the utilities to try and leverage their systems/rebates.

Mr. Loftin said yes.

Commissioner Goblet asked if these are loans.

Mr. Loftin said yes, they are zero percent deferred loans and they pay it back when they sell the house.

Commissioner Lopez asked them to talk about demand and how people hear about the program.

Ms. Geisler said they have been helping about six families a year but this year, in the first six months, they have already helped six people. She said most people hear about the home improvement program through word of mouth.

Commissioner Lopez asked if Homewise is seeing more customers come in for home improvement services.

Ms. Geisler said yes, they are seeing an average of 2-3 a month, which is an increase in just the last 12 months.

Commissioner Goblet noted that the documentation states that Homewise has a total budget of \$2 million just for the home improvement program. He asked if this is correct.

Ms. Geisler said yes.

Commissioner Lopez asked if there were any more questions and there were none.

HOMEWISE – DOWN PAYMENT ASSISTANCE

Sarah Geisler and Mike Loftin presented the information regarding the request for funding from the Application, which was distributed in the members' packets.

Homewise is requesting \$200,000 in CDBG funds to assist families and

individuals whose income are under 80% AMI with down payment assistance for their home purchase. This effective tool helps potential homebuyers bridge the gap between their purchasing power and current home prices in Santa Fe. Dedicated down payment assistance helps make homeownership possible for low income Santa Feans.

Ms. Geisler spoke on the importance of home purchase down payment assistance program and why it is so important. First, it fills the gap for a homeowner to buy a home. It is what makes a difference on buying a home or not. Some people who live in Santa Fe are paying rising rents which can be higher than a monthly mortgage payment.

Ms. Geisler said a challenge for some homeowners is saving money for a down payment so the CDBG grant that is awarded to the homeowner enables them to make the transition from being a renting family to being a homeownership family.

She said another thing that is important is that for every \$1.00 invested in CDBG, Homewise is able to leverage this 14 to 1.

Ms. Geisler said in the last six years, they have done 94 down payment assistance loans through CDBG; \$1.3 million has been lent out at an average loan size of \$14,000; and the total leverage is \$19 million.

She said one of the things that is important about homeownership is that it is creating community in Santa Fe. She noted that the City's Consolidated Plan shows that 63% of the people who work in Santa Fe do not live in Santa Fe, and this is a missed opportunity, so Homewise wants to be able to capture as many as they can to become homeowners in Santa Fe. Homewise is looking to capturing some of the in-commuters who are spending dollars outside of Santa Fe. Based on the median income of \$53,000 in Santa Fe, that's about \$30,000 that is being spent outside of the City.

Ms. Geisler noted that one-third (9,600) of the commuting workforce say they would move to Santa Fe if there was an affordable homeownership opportunity, according to the Consolidated Plan. She said this is an incredible opportunity for economic development.

Of the 94 homebuyers that Homewise has helped over the past six years through CDBG, 50% fell into the millennial age range. Based on a study done in August of 2015 by Fannie Mae, millennials want to buy homes and aspire to be homeowners.

Ms. Geisler reported that Homewise is helping about 200 families become homeowners in Santa Fe each year. She said one of the ways they reach out to the homebuyer is through their employer. Some employers allow Homewise to come in and talk to their employees about the possibility of becoming a homeowner in Santa Fe.

Commissioner Lopez asked if there were any questions.

Commissioner Goblet asked them which one of these grants was more important

to them because of the finite amount of CDBG funding that is available.

Ms. Geisler said the homeownership down payment assistance program is more important because these are dollars that are spent locally.

Mr. Loftin said getting people to spend their money local is very important for economic development; however, both programs are both really important.

Commissioner Lopez asked if they had any numbers for the people who do not get their home improvements done and whether or not they move away from Santa Fe.

Ms. Geisler said they do not have numbers on that.

Commissioner Lopez asked if there were any more questions and there were none.

Vice Chair Tambascio returned to the meeting and chaired the meeting from here forward.

ADELANTE – ELEMENTARY SCHOOL LIAISON PROJECT

Gaile Herling presented the information regarding the request for funding from the Application, which was distributed in the members' packets.

Adelante is requesting \$20,188.00 in CDBG funds to provide two days for the elementary liaison to assess and coordinate services for elementary age children's families experiencing homelessness, including help with access to housing stability and supportive services. Santa Fe Public Schools Adelante's elementary age population increased from 45% last school year to 51% from August 2015-January 2016.

The SFPS Adelante Program's elementary liaison increases the opportunities for students in homeless situations to focus on school instead of survival. SFPS Adelante annually serves a minimum of 1,700 students and siblings experiencing homelessness, with children from age five to 12 the majority. In School Year 2014-2015, Adelante identified 770 children attending elementary school. From August 1, 2015 until January 25, 2016, there are 698 elementary age children of the 1,350 currently registered with Adelante, which is 51.2%.

Ms. Herling said they are a very significant community organization that works with all homeless providers and with organizations that work with children, youth or families. Even though they are a public school entity, they do not get funded by the public schools operational budget. They raise funds every year to support their programs.

Ms. Herling noted that the Elementary Liaison Project just started this last year. The liaison is the link between SFPS Adelante parents, their elementary age children, the Adelante Case Manager and school personnel in order to promote the children's success through accessing stable housing and family well-being via more effective services, resources, referrals and linkages.

Ms. Herling said CDBG funds have assisted them in the past with supporting the students in middle and high schools but they discovered that without the elementary connection, they are losing a lot of kids by 5th grade. After a few years in the high schools, it became apparent that middle school students were informally “dropping out”, waiting until they could officially leave school, because they are not receiving the necessary support to help them make it into high school. Adelante is trying to get these kids, or their families, the services that they need. They recognized that there is a disconnect between the support given to secondary students and the great need among elementary students who were not being as closely targeted for services, yet comprise Adelante’s largest group of children experiencing homelessness (40%).

Adelante has initiated an elementary liaison to help support the housing and social service needs of children from age five to 12 and their families.

Ms. Herling said the CDBG funds will provide two days (16 hours) of the elementary liaison’s - 10 month salary plus 40% in benefits.

Vice Chair Tambascio asked if there were any questions.

Commissioner Lopez said she gets a sense that it is pretty grim for a lot of people out there. She asked Ms. Herling if she is overreacting.

Ms. Herling said no, not at all, things are still really bad in Santa Fe. She believes that Commissioner Lopez is right on target that it is pretty grim for many people out there. There are some people now who are losing their homes through foreclosures due to the loss of income.

Commissioner Lopez asked if the elementary liaison is already working full-time now.

Ms. Herling said yes, she is working full-time based on several different funds, but they will not have two of those funding sources next year.

Ms. Ladd asked if it is correct that 10% in the public schools are homeless.

Ms. Herling said yes.

Ms. Ambrosino said they are proposing to serve 400 elementary school children. She asked if these are new clients for this year, or are a portion of those from the ongoing project from last year.

Ms. Herling said no, they go out for new clients every year but sometimes they have the same children year to year because their families haven’t made it out of homelessness.

Ms. Ambrosino asked if a lot of those children are siblings.

Ms. Herling said yes. She explained that they serve by family unless it is an accompanied youth but in the case of elementary it would not be.

Ms. Ambrosino asked how many families they would estimate they will serve.

Ms. Herling said they estimate that they will serve between 100-200 families.

Ms. Ambrosino said if they fund the project, they will expect to see some kind of documentation that supports the numbers of the deliverables. She said they are looking at this for every applicant who receives CDBG funding.

ADELANTE – EARLY CHILDHOOD DEVELOPMENT LIAISON

Gaile Herling presented the information regarding the request for funding from the Application, which was distributed in the members' packets.

Adelante is requesting \$21,252 in CDBG funds to double the early childhood specialist's position from one day to two days per week, so that she can assess needs and provide coordinated services, including access to housing stability and supportive services for families experiencing homelessness with at least one child from birth to age four. This will afford the early childhood specialist to assist families for up to 200 babies and young children who also have siblings in Santa Fe Public Schools.

The SFPS Adelante Program's early childhood population has grown by 6% during the last two years to almost 30%, and their families have increased stressors in addition to the lack of stable housing. They serve families connected with the public schools that qualify as homeless under the federal McKinney-Vento act. Adelante hopes to continue to reach more families with younger siblings of their students, building on this year's success in finding access to stable housing and essential, supportive services.

Ms. Herling said Adelante's number one priority is assisting parents with finding safe, affordable, stable housing and empowering them to maintain the housing, which involves supportive housing services. She noted that 20% of Adelante's children live with grandparents or other family members or friends, since their parents are incarcerated, deported, too ill, have died, or have abandoned them.

Ms. Herling mentioned that Adelante also provide new car seats because CHRISTUS St. Vincent Hospital no longer gives out free car seats.

Commissioner Lopez asked if people could donate car seats.

Ms. Herling said no, due to liability reasons.

Ms. Ambrosino noted that supplies do not qualify as a qualified expense under CDBG.

Commissioner Goblet asked if there was grant money out there that Adelante could use CDBG funds as a catalyst.

Ms. Herling said no, the school district has some restrictions that they have to follow.

Commissioner Lopez asked if Adelante started off as a free-standing non-profit organization.

Ms. Herling said no.

Commissioner Lopez said she is thinking about the grandparents who are raising grandchildren. She asked if they have specific services for these grandparents.

Ms. Herling said a lot of the services for grandparents raising grandchildren have gone away but they call them to see if they are getting public services/benefits such as SNAP.

Vice Chair Tambascio asked Ms. Herling if they have ever applied with the City Children and Youth Commission for funding.

Ms. Herling said yes, they apply every year and thankfully they have been able to get some funding from them.

Vice Chair Tambascio asked if there were any other questions and there were none.

Lunch break-reconvened at 1:10 p.m.

SOLACE VILLAGE – SEDEKA CENTER

Teresa Becker presented the information regarding the request for funding from the Application, which was distributed in the members' packets.

Solace Village is requesting \$48,000 in CDBG funds to pay for 12-lease payments (\$4000 per month) on a facility suitable for day center operations. Solace Village is a non-profit 501 (c) 3 organization that is registered in the State of New Mexico. Their initiative for 2016 is to open a day center for the homeless population in Santa Fe, New Mexico. The "Sedeka Center" will offer a daytime alternative from being on the streets where persons of extreme poverty and homelessness can seek help and refuge. This innovative center will provide a safe, clean, interactive environment that keeps them out of the weather, unless the weather is bitter cold. They will offer opportunities for advancement to self-sufficiency that include easier access to housing, local services, educational classes, vocational training, support groups, and job connections.

Ms. Becker said she is the CEO and President of Solace Village. She said the

CDBG focus this year is housing and a day center in Santa Fe relates to housing. Solace Village wants to create an innovative day center that will assist those caught in extreme poverty and/or homelessness to develop a stable foundation from which to better their lives.

Ms. Becker said what she is presenting today is a bold vision to get people into a new type of housing. She said she believes in the housing first initiative because she thinks this gives people stability and then they can go from there.

She explained that the homelessness community is struggling out there. Santa Fe does not have a day center for the homeless. People who sleep in the shelters must leave the building early in the morning. They pour out into the city streets in search of somewhere safe to spend the day. Some go to the library, ride the bus for hours, and hang out behind businesses, while others panhandle on corners for cash. She said this is trouble and is not right.

Ms. Becker said these people need support and they are already communicating and collaborating with other cities who have day centers and will collaborate with local shelter to promote their activities and services.

She said she hopes the Commission found in their application that they want to do something different. They want to invest peer-to-peer through service projects. Solace Village wants to call the center "Sedeka Center". Sedeka is an ancient word that means to provide for the poor in ways that encourage self-sufficiency.

Vice Chair Tambascio asked if there were any questions.

Commissioner Hughes asked what other funding sources they are looking at.

Ms. Becker said they are doing grant applications, they are talking to the VA to get people into housing and they will be doing "crowd funding". They are also going to talk to the City (Youth and Family Services Division) to see if there is some city funding available and to see if they can help them find a viable facility.

She said CDBG funds are key for them to get a facility because without that they do not have a center.

Commissioner Peterson asked Ms. Becker if they have talked to the other shelters about the idea of the day center, and if so, what was their response?

Ms. Becker said yes, when she first talked to Joe at the Inter-Faith Shelter, he was really excited and he was very supportive of the concept. They also talked to Kehala Two Bulls at Casa Familia and she is also very supportive of Solace Village as the concept for long-term housing for the people they serve.

Commissioner Peterson asked why haven't these other shelters partnered with

them because there seems to be a lot of cost savings to be had by partnering with Solace Village. He said these shelters have the space that is not being used during the daytime, and is there a need to have another shelter.

Ms. Becker said absolutely, but it is hard for her to answer why they haven't done that. She said in other parts of the country, there are day centers that are part of night shelters.

Commissioner Goblet said one of the challenges, it seems to him in Santa Fe, is that there are more than 400 non-profit organizations and there is such redundancy; and these organizations are all going after this ever-shrinking pool of money that comes from foundations like McCune and the Community Foundation. He asked if they have gone to McCune and the Community Foundation.

Ms. Becker said yes, she has applied to them to talk to them but it has been hard to get a response back from them. She said one of the things with it being a day center, is that they can bring other resources to the center. She said it is hard for the homeless because they have to go all over the City to get services. They hope that this center will become a central hub for the homeless community to connect to resources. They plan to start working on the center in July and open the center in October. One of the challenges is finding a location where people would allow the homeless people to thrive; and they are hoping the City will be able to give them assistance with actually identifying a location.

Commissioner Lopez said it's a great idea but it's uphill because of the number of the non-profits going out after the same dollars. She said for years, they have tried to get all these organizations to collaborate.

Ms. Becker said every non-profit fulfills the niche or the gap in meeting the needs of these people and this is what she is after. She does not want to replace what somebody else is doing.

Ms. Ambrosino asked if any of the \$260,000 in projected match grant funding is committed or is still pending.

Ms. Becker said most of it is pending but she's been getting a lot of good response coming back.

Ms. Ambrosino noted that there is a list of several sites in the application but she did not know if these were possible sites for the day facility, or if those were market comparables for the kind of rent that Ms. Becker was demonstrating to justify the ask of the grant award.

Ms. Becker said it was both, to give them some kind of idea of the variety of places that are out there that they could potentially make work.

Ms. Ambrosino asked if they have had an opportunity to talk to Land Use or

someone at the City about other potential sites.

Ms. Becker said no, not yet.

Vice Chair Tambascio asked if there were any more questions and there were none.

YOUTHWORKS! –FACILITY IMPROVEMENT

Michael Santillanes, Courtney Moore, Amanda Clark, and Melynn Schuyler presented the information regarding the request for funding from the Application, which was distributed in the members' packets.

Youthworks! is requesting \$26,000 in CDBG funds to partially fund the energy efficiency retrofit/roof replacement project of a highly used nonprofit public facility, as identified by an independent DOE-certified energy audit in 2014 as a necessary phase of YouthWorks! five-year energy efficiency upgrade plan. They are requesting funding to partially fund the installation of attic insulation, complete a full 4,500 square foot roof tear-off and replacement and provide for the installation of six solar tubes to improve facility light quality. Copies of the bids from several roofing contractors were included in the Members' packets.

Youthworks! has had numerous leakage issues and has paid approximately \$7,500 in repairs to the roof and a full tear-off and replacement is a critical priority now as the age of the roof is showing. This work will save the organization further roof repair costs and additional damage, and will provide a safe, healthy environment in which to serve the thousands of youth and young adults who seek their services.

Mr. Santillanes introduced himself noting that they also brought a couple of youth with them. The youth introduced themselves and gave a brief background.

Mr. Santillanes said the building is approximately 50+ years old and the energy improvements that they have done over the last few years has raised the quality of the environment. He said with the help of CDBG funds, YouthWorks! has now completed all the stages of the five year energy efficiency upgrade plan, with the exception of the roof. He noted that YouthWorks! raised additional funds last year to finish the heating and cooling improvements to the facility, which was an enormous improvement.

Mr. Santillanes said they have worked with Jose Ortiz Construction in the past and he is very experienced. Jose Ortiz Construction came in at the lowest bid and YouthWorks! would like to work with them again.

Ms. Schuyler said Jose Ortiz is also great with training the youth.

Vice Chair Tambascio asked if there were any questions.

Commissioner Hughes asked if these are Davis Bacon wages.

Mr. Santillanes said yes, they have worked with this in the past so they are familiar with that.

Commissioner Hughes asked where the rest of the funding will come from.

Mr. Santillanes said they are piecing it together and they are still deciding where the entirety of these funds will come from. He noted that they just hosted the Mayor's Ball this last weekend and they are hoping to get some money from that.

Vice Chair Tambascio asked if there were any other questions and if the youth wanted to say something.

Courtney Moore said she is with Santa Fe YouthBuild and they have worked with Santa Fe Habitat for Humanity to build 15 homes for low-income families in the last four years. She said they teach them construction trades, which she personally likes to do and hopefully will learn a trade that she can go into. She said it is not just construction, they teach measurements and this is helpful to her because she is dyslexic and has some learning disabilities and going to regular school did not work for her. She said getting a new roof to keep YouthWorks! would really help.

Amanda Clark said YouthWorks! helps teens and is always there when you need them. She said without YouthWorks! and the encouragement they give the teens on succeeding with their goals, there is no way to succeed without that extra help they provide.

Vice Chair Tambascio asked if there were any other comments and there were none.

YOUTHWORKS! – DREAMERS PROJECT OFFICE SPACE

Michael Santillanes, Courtney Moore, Amanda Clark, Allegra Love and Melynn Schuyler presented the information regarding the request for funding from the Application, which was distributed in the members' packets.

YouthWorks! is requesting \$12,000 to assist with operational costs of office space in Census Tract 10.02 as part of the Hopewell Dreamer Outreach Project. This project will connect Santa Fe Dreamers Projects' proven set of outreach to the high need population, age 15-35, found in Census Tract 10.02. Through regular targeted outreach activities, YouthWorks! aims to increase participation in the Deferred Action program which provides legal work authorization and access to a social security number to immigrants ages 15-35. Santa Fe Dreamers Project staff will conduct quarterly outreach projects targeting residents census tract 10.02 including educational forums and legal clinics at Santa Fe YouthWorks!, Hopewell Community Center, St. Bede's Church, Salazar Elementary School, DeVargas Middle School and Santa Fe High School. These are designed to inform residents about Deferred Action, screen for eligibility, and refer for services.

Allegra Love said she is the Director of the Dreamers' Project, of which YouthWorks! is the fiscal sponsor. She said this is the first time for her to come before this Committee but this Committee supported her work through the Adelante Program under Santa Fe Public Schools, but she has since left.

She gave a brief overview of the Deferred Action Program as noted above. She said they have helped about 300 people in the region last year with these services and the demand for these services is expanding. She said access to these services and benefits causes huge transformations in the clients' lives, both economically and educationally.

Ms. Love said they are seeing huge life-changing benefits for those who have access to this program. Data on the national level shows that individuals with access to Deferred Action programs experience on average a 45% wage increase after they receive work authorization and that 90% of students engage in educational opportunities previously unavailable.

Ms. Love noted that she did a survey last summer at Capital High School and Santa Fe High on the students who were able to get deferred action and 96% of them were either still in school or have reached high school graduation. This is a huge achievement in graduation rates in Santa Fe.

Ms. Love said her idea with this grant proposal is to do intense outreach in the Hopewell-Mann Area and she knows anecdotally from the clients she sees that a lot of immigrant families live in this census tract.

Vice Chair Tambascio asked if there were any questions.

Commissioner Lopez asked if this would be a better fit with Somos Un Pueblo Unido than with YouthWorks! in terms of accessing the community.

Ms. Love said she collaborates with Somos Un Pueblo Unido and worked on developing a plan with them on getting many people legal services. She noted that President Obama has announced an expansion of this program to cover 5 million people in the United States because it's been so successful with this small group of students. However, this is tied up with the Supreme Court. She said this is actually a good fit with YouthWorks! for her because she focuses on youth and students, instead of policy and workforce issues. This actually aligns better with what she is trying to achieve for students.

Ms. Schuyler said they share a very similar population and YouthWorks! is now tracking about 1200 families coming to them every year looking for resources, often with their families in tow. When appropriate, they send people to Somos Un Pueblo Unido for services.

Commissioner Lopez asked what percentage of those are immigrant families but are not undocumented.

Ms. Schuyler said they are looking at about 30%.

Ms. Love said that is what they estimate in schools too, but it is really hard to gather those numbers. She said if they are focusing on a certain census tract, they can gather this data for this particular census tract.

Vice Chair Tambascio asked if there were any more questions and there were none.

YOUTH SHELTERS – STREET OUTREACH

Dan Bailey and David Block presented the information regarding the request for funding from the Application, which was distributed in the members' packets.

Youth Shelters is requesting \$20,551 in CDBG funds so they can hire an additional Street Outreach Worker to serve more homeless youth in the community. They currently have one Street Outreach Worker who works 25 hours a week. Unfortunately, there are an increasing number of homeless youth in Santa Fe, as well as nationally. Hiring an additional Street Outreach Worker would enable them to reach more youth and address a growing demand for these services.

Mr. Block thanked the Commission for the support they got last year, and said it was amazing as to the degree of services they were able to provide with the CDBG funding they received last year. By adding a 25-hour week Street Outreach person, they were able to touch so many more lives, mainly homeless youth who are looking for basic survival services.

He said as a result of the success they had last year, they are coming back today to ask for funding for second 25-hours a week Outreach Street Worker which will enable them to touch about 100 more kids next year. He thinks this is a tremendous value in terms of what they will be able to accomplish out on the streets for these youth. He mentioned that this is the only program that provides street outreach and is truly life-saving in scope.

Vice Chair Tambascio asked if there were any questions.

Commissioner Goblet asked if these kids are from Santa Fe.

Mr. Bailey said 75-80% of the kids are native Santa Feans.

Commissioner Peterson asked if they will be keeping the Street Outreach Worker that they were able to hire last year.

Mr. Block said yes.

Commissioner Peterson asked where the funds came from to keep that position.

Mr. Block said they were able to leverage the CDBG funds they received last

year in finding a private donor who provided them a significant donation. This same donor has indicated that he will make at least a similar donation, if not more, next year.

Mr. Block explained that they are very active in raising funds for what they do.

Commissioner Goblet asked if they have gone to the Community Foundation.

Mr. Block said yes.

Commissioner Hughes asked him to describe what an Outreach Street Worker does once he or she identifies a homeless youth.

Mr. Block said they make contact, initiate a relationship - anything from handing out a bottle of water to snacks, to handing out health information to letting them know about the Drop-In Center, which is a critical piece. The Drop-In Center is located at 402 St. Francis Drive.

Mr. Block noted that they served over 700 kids last year. He mentioned that they have a partnership with Southwest Care Center and they work closely with the Interfaith Shelter.

Commissioner Goblet asked what the percentage of them are sick.

Mr. Block said this is confidential information and usually is not shared.

Vice Chair Tambascio asked if there were any more questions.

Commissioner Hughes asked what they want to do with the expansion of the Drop-In Center and the CDBG funding.

Mr. Bailey said they would like to double the number of service hours they can provide on a weekly basis from 25 hours to 50 hours weekly. This would allow them to reach an estimated 100-150 more youth on the streets over the course of the year from 423 youth to 550-600 youth. It would also enable them to expand the Drop-In Center hours and provide more intensive case management services. This is especially important on Sundays, when most other service providers in town are not open, and the youth they serve have nowhere to go to get warm, receive support, or find a sense of community as they struggle to survive.

CDBG funding will enable them to provide a greater number of homeless youth with access to basic necessities needed to survive, including food, bottled water, warm clothing, and blankets. Street Outreach is often a gateway to other services in their comprehensive continuum of support, such as transitional living apartments. Youth will also be able to receive referrals for permanent housing, healthcare, mental health services and substance abuse treatment as needed. These resources would not otherwise be available to them.

Commissioner Goblet asked if they track what happens to the youth after they lose contact with them, and how do they measure success.

Mr. Block said the way they measure success is being able to provide the essentials so that they stay alive and they track basic needs of survival and get them to the next step to maybe get them off the street.

Mr. Bailey said it could be as simple as they came back and that they come back a little more trusting, enough to come back to the Drop-In Center.

Commissioner Lopez asked if they can stay there and be out of the weather elements on cold days.

Mr. Block said yes.

Ms. Ambrosino said out of the 700 kids that are served in a year, how many of them get into transitional housing, and how do you track that.

Mr. Block said they do everything they can to track this and the youth are contacted 30-60-90 days out to see how they are doing. He said they can come back and provide an update, if necessary.

Vice Chair Tambascio asked if there were any more questions and there were none.

PRESENTATIONS CLOSED – CDC DISCUSSION AND PROJECT SELECTION

COMMISSION DISCUSSION WITH STAFF ANALYSIS FOR 2016-2017 CDBG PROGRAM YEAR AND COMMISSION'S FUNDING ALLOCATION RECOMMENDATIONS (Margaret Ambrosino)

The discussion and deliberations of the 2015-2016 CDBG Program Year and funding allocations began at 2:15 p.m.

[Commissioner Tambascio recused herself from voting and discussion on Homewise's application for funding declaring a conflict of interest.]

<u>Expected Total 2016-2017 Funding</u>	<u>\$500,000</u>
Breakdown:	
Administration	\$100,000
Public Service Limit not to exceed 15%	\$ 75,000
Remainder to fund for housing, public facilities	\$325,000

After discussion and deliberations, the following motion was made:

Commissioner Peterson moved to fund the CDBG funding requests as follows:

Housing

Housing Trust Down Payment Assistance	\$ 120,000.00
Habitat Home Improvement	\$ 60,000.00
Homewise Home Improvement	\$ 15,000.00
Homewise Down Payment Assistance	\$ <u>80,000.00</u>
SUBTOTAL HOUSING	\$ 275,000.00

Public Service (15% cap)

New Mexico Legal Aid	\$ 10,000.00
Kitchen Angels	\$ 12,261.00
SFPS Adelante Elementary	
School Liaison	\$ 20,188.00
Youthworks! Dreamers Project	\$ 12,000.00
Youth Shelters	\$ <u>20,551.00</u>
SUBTOTAL PUBLIC SERVICE	\$ 75,000.00

Public Facilities

St. Elizabeth's Casa Familia	\$ 40,000.00
Youthworks!	\$ <u>10,000.00</u>
SUBTOTAL PUBLIC FACILITIES	\$ 50,000.00

Administration **\$ 100,000.00**

Total **\$ 500,000.00**

Commissioner Lyons seconded the motion. The motion passed unanimously by voice vote.

The allocation amounts for CDBG funds are dependent upon availability. If the City receives a significant amount of additional CDBG funding, the Commission will meet again for distribution.

ITEMS FROM THE COMMISSION

There were no items from the Commission.

ITEMS FROM THE FLOOR

There were no items from the floor.

ADJOURNMENT

Its business being completed, Commissioner Peterson moved to adjourn the meeting, second by Commissioner Goblet, the meeting adjourned at 3:30 p.m.

Approved by:

Rusty Tambascio, Vice Chair

Respectively submitted by:

Jo Ann G. Valdez, Stenographer

ANNUAL ACTION PLAN

July 1, 2016- June 30, 2017



SUBMITTED BY:

City of Santa Fe
Office of Affordable Housing
P.O. Box 909
200 Lincoln Avenue, Room 314
Santa Fe, New Mexico 87504
Phone # (505) 955-6574

DRAFT: Finance Committee Meeting April 4, 2016

Acknowledgements

Community Development Commission

Councilor Renee Villarreal, Chair

Paul Goblet

Ken Hughes

Carla Lopez

John Padilla

Silas Peterson

Rusty Tambascio, Vice Chair

City of Santa Fe 2015-2016 Action Plan

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APPENDIX



RESUMEN DEL PLAN DE ACCIÓN

Programa 2016-2017

Ciudad de Santa Fe

La Oficina de la División de Vivienda Asequible, del Departamento de Vivienda y Desarrollo Comunitario de la Ciudad de Santa Fe, administra fondos del Departamento de Vivienda y Desarrollo Urbano (HUD por sus siglas en inglés) que incluyen¹: La Subvención en Bloque para el Desarrollo de la Comunidad (CDBG por sus siglas en inglés) y al programa del Continuum of Care/Shelter Plus Care program (CoC). También se utilizan otros fondos locales, incluyendo el Fondo para la Vivienda Accesible (AHTF por sus siglas en inglés) y los fondos generales de la Ciudad, para apoyar las actividades a favor de la vivienda asequible y el desarrollo comunitario en Santa Fe.

1. Introducción

El propósito del Plan de Acción es el de describir la manera en que se asignarán los fondos para las actividades destinadas a la vivienda y desarrollo comunitario en Santa Fe, y es basado en las necesidades, prioridades, metas y estrategias identificadas en el Plan Consolidado 2013-2017. El enfoque de la Ciudad de Santa Fe será, en este año, mejorar y mantener asequible la vivienda en la ciudad, el alquiler, la compra de casas, y mejorar las oportunidades económicas para las familias de bajos y moderados ingresos en Santa Fe.

Para información sobre el Plan de Acción:

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2. Resumen del proceso de participación ciudadana

HUD requiere que el Plan de Acción sea presentado 45 días antes del inicio de este nuevo programa anual a partir del 1 de julio, 2016. Las copias del proyecto de Plan de Acción 2016-2017 serán colocadas en ocho lugares en la ciudad para su revisión pública, cumpliendo así con el período de revisión de 30 días requerido por HUD, desde el 4 de abril, 2016 hasta mayo 5, 2016. Se pondrán anuncios en el periódico *Santa Fe New Mexican* el 1 de abril y el 8 de abril, anunciando el periodo en que el público lo puede revisar y hacer comentarios. Los anuncios dirán los lugares en los que se repartirán las copias, así como información de la persona a la cual se le pueden hacer llegar observaciones y comentarios. Se emitirá un comunicado de prensa a través de la Oficina de Información Pública de la Ciudad con información adicional sobre la disponibilidad del plan y cómo enviar un comentario. Se llevaran a cabo dos consultas públicas y una audiencia pública para buscar la aprobación y los comentarios del público sobre el Plan:

- La Comisión para el Desarrollo Comunitario de la Ciudad de Santa Fe. Presentación en una reunión pública sobre los fondos y cómo son asignados (17 de febrero de 2016)
- El Comité de Finanzas de la Ciudad de Santa Fe, reunión pública (4 de abril de 2016)
- La Comisión de Desarrollo Comunitario de la Ciudad de Santa Fe, reunión pública (20 de abril de 2016)
- Audiencia pública en el Ayuntamiento de la Ciudad de Santa Fe (11 de mayo de 2016)

Estas reuniones son abiertas al público y las agendas a discutir están disponibles en el sitio web. Las copias impresas del plan de la ciudad estarán disponibles en las oficinas del Ayuntamiento y Market Street, así como en otros lugares de la ciudad. Si es necesario y se avisa con anterioridad a la Oficina del Secretario de la Ciudad o (*City Clerk*), las reuniones públicas pueden llevarse a cabo en lugares accesibles para las personas con discapacidad, o si se necesitara el servicio de interpretación en el lenguaje de señas y así como intérpretes en español. La audiencia pública permite a los miembros de la comunidad hacer comentarios como parte del debate con el gobierno. En las reuniones públicas, hay la oportunidad para que cualquier persona hable desde el podio y ofrezca su opinión.

3. Evaluación de lo logrado

- **La renta de vivienda.** El objetivo de la ciudad era la de asistir a los inquilinos que ganan menos del 60 por ciento del ingreso medio del área de Santa Fe (IAM por sus siglas en inglés). Los cupones para la renta del *Department of HUD's Continuum of Care (CoC)/Shelter + Care rental vouchers and project-based assistance*, continúan apoyando a los inquilinos de muy bajos ingresos que están saliendo de la indigencia, y se estima que se van a pagar aproximadamente 1.200 rentas durante el próximo año fiscal.
- **La Compra de Viviendas.** El objetivo de la ciudad es el de proporcionar asistencia integral a las personas de bajos a moderados ingresos que quieren comprar su casa, ayudar con fondos para el enganche a cerca de 35 hogares por año. En lo que va del año hasta marzo de 2016, se ha



asistido a 17 hogares con el pago del enganche, administrados entre tres proveedores de servicios, con fondos federales y locales. Están pendientes de concederse aproximadamente 10 préstamos para el 3er trimestre, y este programa está en camino de cumplir o superar la meta de 35 préstamos para finales de año.

- **Mejoras para el hogar.** El objetivo de la ciudad era apoyar a 15 hogares en sus mejoras en ahorro de energía, a que hicieran las renovaciones de accesibilidad requeridas, así como las reparaciones de emergencia. Hasta marzo de 2016, se otorgaron diecisiete (17) préstamos y tres (3) préstamos más están pendientes para su aprobación. Todos estos préstamos ayudan directamente a personas de bajos y moderados ingresos, muchos de los cuales son de la tercera edad. Hasta el momento, los beneficiados por estos préstamos han sido capaces de reducir significativamente sus gastos de energía a largo plazo, mientras que otros recibieron asistencia para poder hacerle los arreglos necesarios a sus casas para que cumplan con los estándares básicos de calidad.

- **Los refugios de emergencia y las viviendas en renta con apoyo permanente.** La meta de la ciudad es proporcionar 33 camas y/o unidades de más largo plazo por año para las personas en situación de calle. Entre el principio de año y el 30 de junio de 2015, se habían pagado ya 28 rentas de emergencia con fondos del CDBG. En el programa para el 2016-2017, se proponen fondos CDBG para la remodelación en este año, del refugio Casa Familia que beneficiará a 275 familias. Este refugio puede ayudar a 10 familias o hasta 30 personas a la vez.

4. Las metas para asignar fondos

Las metas que dan la base para la asignación de fondos de la ciudad, tal cual son identificadas en el Plan Consolidado de 2013-2017, en el que las prioridades para este Plan de Acción incluyen:

1. *El aumento de oportunidades para comprar casa y apoyo a la asequibilidad a largo plazo y la accesibilidad para los actuales propietarios.* Este objetivo se logra continuando con: la asistencia para pagos del enganche; con los servicios de asesoramiento y formación de compradores de vivienda; con la producción de viviendas de precio asequible; apoyando asociaciones con las organizaciones no lucrativas, así como con empresas constructoras y otros proveedores de vivienda; teniendo en cuenta los programas de adquisición / rehabilitación para absorber la oferta existente en el mercado; la financiación de las mejoras de eficiencia energética; continuar con la educación para prevenir la ejecución hipotecaria; servicios de asistencia legal y de refinanciamiento para los propietarios legales existentes; y ofreciendo mejoras de accesibilidad para ayudar a "envejecer en casa".

2. *La reducción de porcentajes de hogares con carga de costos* y la correspondiente disminución de los índices de pobreza.* Este objetivo se logra con la prevención de la indigencia a través de vales de



renta, asistencia de emergencia, servicios de apoyo, ampliar las opciones de alquiler para las familias que ganan menos del 30% del AMI, proporcionando servicios de rehabilitación, refinanciamiento y apoyo a los propietarios de viviendas de bajos recursos existentes; prevenir el robo de salarios, e incrementar los esfuerzos de compromiso comunitario sobre el derecho a la vivienda, especialmente a los hispanohablantes que solo hablan castellano.

** Los hogares con carga de costos son aquellos hogares en los que se paga más del 30% de sus ingresos en renta y servicios públicos*

3. *Se expande el inventario de las unidades de renta asequibles para inquilinos con ingresos muy bajos y, los cupones de vivienda se utilizan para satisfacer la cada vez mayor demanda de casas en renta.* Este objetivo se consigue mediante el apoyo a proyectos de Créditos Fiscales para la Vivienda de Personas de Bajos Ingresos (LIHTC por sus siglas en inglés) y la provisión o retención de otras unidades en renta permanentes, subsidiadas, rehabilitando las unidades existentes para ampliar las opciones y calidad de las viviendas, la identificación de fuentes de financiamiento adicionales y / o la creación de fuentes de ingresos para financiar los cupones de renta de vivienda locales.

5. Proyectos que serán Financiados en el año fiscal 2016-2017

La Comisión de Desarrollo Comunitario concede la más alta prioridad al financiamiento de vivienda al asignar fondos para la concesión de la subvención CDBG de la Ciudad. Las solicitudes recibidas para esta categoría fueron para asistencia con el enganche, con la mayoría de los fondos destinados a brindar asistencia a los propietarios – la ayuda con el enganche (DPA por sus siglas en inglés) y mejoras para el hogar (HI por sus siglas en inglés). La alta prioridad final del CDC es financiar las **instalaciones públicas** como lo son albergues, refugios, etc. que trabajan más de cerca con las personas que están en transición de salir de la indigencia, así como financiar **servicios públicos** que ayuden a las personas de muy escasos recursos que estén en momento de transición para salir de la indigencia.

Resumen de los proyectos financiados a través del fondo CDBG:

- **The Housing Trust: Asistencia con Enganche de una casa (\$120,000)**
- **Habitat for Humanity: Mejoras en casas (\$60,000)**
- **Homewise: Mejorías a casa (\$15,000)**
- **Homewise: Asistencia con Enganche de una casa (\$80,000)**
- **New Mexico Legal Aid: Consejería para la prevención de la ejecución hipotecaria (\$10,000)**
- **Kitchen Angels: (\$12,261)**
- **SFPS Adelante Elementary School Liaison: (\$20,188)**
- **Youth Shelters and Family Services: (\$20,551)**



- **St Elizabeth Shelter Facility: Mejoras para la Casa Familia: (\$40,000)**
- **YouthWorks!: Mejoras en sus instalaciones (\$10,000)**

El gobierno de la Ciudad estima que los fondos documentados en este plan será asignados para asistir a las personas con:

- Extremadamente bajos ingresos: 400 personas
- Bajos ingresos: 10 personas
- Ingresos medios: 15 personas

6. Acciones previstas para el futuro para hacer frente a los obstáculos que impiden satisfacer las necesidades desatendidas de la población

Existe una continua necesidad de viviendas económicas en Santa Fe, dado el elevado número de hogares con mucha carga de gastos. En las futuras intervenciones del programa es probable que se incluyan: proporcionar ayuda para la renta, apoyar el desarrollo de unidades de renta, casas de alquiler, continuar ayudando con el pago de un enganche, el asesoramiento y la formación de compradores de casa de bajos y moderados ingresos, y proporcionar servicios de apoyo a los propietarios de viviendas de bajos ingresos, incluyendo refinanciamiento, la prevención de las ejecuciones hipotecarias y la reparación de casas.

Específicamente, la Alcaldía continúa trabajando con la Autoridad de Finanzas e Hipotecas de Nuevo México o *New Mexico Mortgage Finance Authority* para establecer prioridades para la asignación de créditos de impuestos federales a los desarrollos de unidades de renta de ingresos mixtos en los que al menos el 30% de las unidades de renta será accesible para las familias que ganen menos del 30% de la AMI. Otra de las acciones actualmente en curso es el financiamiento de un programa de vales de renta en vivienda local para asistir a las personas sin hogar o en situación parcialmente de calle. Esta asistencia se otorga en pagos a corto plazo para alquiler, para pago de rentas atrasadas, servicios públicos y depósitos. La financiación de este programa fue cortada del presupuesto del Fondo General de la Ciudad para el año fiscal 2016-2017, sin embargo, el personal de esta oficina tiene la esperanza de que se logre conseguir una fuente de financiación alternativa.

La Ciudad también está comprometida a reducir el nivel de familias a nivel de pobreza en Santa Fe haciendo lo siguiente:

- Continuar haciendo cumplir la Ley del Salario Justo de la Ciudad de Santa Fe, que es la segunda más alta del país;
- Continuar creando empleos con salarios altos y crear/apoyar a programas y centros de capacitación para los trabajadores;



- Aumentar el acceso a la vivienda de renta asequible para las familias que ganan 30% o menos AMI;
- Proporcionar vivienda en conjunción con servicios de apoyo para tipos especiales de población como las personas mayores, personas con discapacidad, jóvenes en riesgo, las familias sin hogar y a familias sostenidas por mujeres; y,
- Continuar apoyando los programas para la prevención de la ejecución hipotecaria.



Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The purpose of the Action Plan is to stipulate how funds will be allocated to housing and community development activities in Santa Fe based on the needs, priorities, goals and strategies identified in the 2013-2017 Consolidated Plan.

2. Summarize the objectives and outcomes identified in the Plan

The City of Santa Fe's focus over the next year is to improve and sustain affordable housing, rental, homeownership, and economic opportunities for low- to moderate-income households in Santa Fe, as well as addressing the needs of those experiencing homelessness or at risk of becoming homeless. The City will accomplish this by administering program funds to service providers, supporting collaboration and strategically applying resources to community needs.

This Plan identifies the following goals as they relate to HUD-mandated objectives and outcomes for its upcoming housing and community development activities:

GOAL: Reduced rate of cost burden and corresponding drop in poverty rate for homeless households and those at risk of becoming homeless.

- Objective: Creating Suitable Living Environments
- Outcome: Availability/Accessibility

GOAL: Expanded inventory of rental units and vouchers to meet increased needs of renters with very low incomes.

- Objective: Providing Decent Housing
- Outcome: Availability/Accessibility

GOAL: Increased homeownership opportunities and support for long-term affordability and accessibility for current homeowners.

- Objective: Providing Decent Housing
- Outcome: Availability/Accessibility



3. Evaluation of past performance

The following bullets outline progress in meeting goals identified in the 2013-2017 Consolidated Plan, almost all of which were met, or exceeded. Given the economic downturn, cutbacks in funding, and other emerging challenges, this achievement is a testament to the strong partnerships the City supports with its nonprofit partners and subrecipients.

- The City's goal for **rental housing** as stated in the 2015-2016 Action plan was to serve renters earning less than 60 percent of Santa Fe's Area Median Income (AMI). For the 2016-2017 program year, the City did not allocate Affordable Housing Trust Fund (AHTF) to continue the rental assistance program as was done in the 2015-2016 Program Year, and as previously administered through the Life Link. The purpose of the program was to provide immediate short-term assistance to renters facing difficulties paying their rent, utility payments, deposits, or rental arrears with the objective of keeping renters from becoming homeless. For this year, the AHTF was not at a minimum level of approximately \$270,000 to trigger an allocation for this and other housing. Continuum of Care (CoC)/Shelter + Care rental vouchers and project-based assistance continue to support very low-income renters with disabilities, and is anticipated to pay approximately 1,200 rents over the term of the fiscal year.
- The City's goal for **home ownership housing** as outlined in the current 2015-2016 Action Plan is to provide comprehensive assistance to low-to-moderate-income homebuyers in the form of down payment assistance. The goal states that this funding type will serve approximately 35 households for year with both the CDBG and AHTF funds. As of March 2016, 17 households were served with down payment assistance administered between three sub-recipients from both CDBG and AHTF. Approximately 10 loans are pending for the 3rd quarter, and this program is on track to meet or exceed the goal of 35 by the program year end.
- The City's goal for **home improvement** as outlined in the 2015-2016 Action Plan was to support energy efficiency upgrades, required accessibility renovations and emergency repairs for 15 households. As of March 2016, fifteen (15) loans were made and three (3) loans are pending approval, all supporting low and moderate-income homeowners, many of whom are elderly. Thus far, loan recipients have been able to significantly reduce their long-term energy costs, while others received assistance to bring their homes into compliance with basic housing quality standards.
- The City's goal for **emergency shelters and permanent supported rental housing** as outlined in the 2015-2016 Action Plan is to provide 33 permanent beds and/or longer-term units per year. As of June 30, 2015, 28 emergency rents were paid with CDBG funds. In the upcoming 2016-2017 program year, CDBG funds are proposed for the Casa Familia shelter remodel this year, with 275 families to be served. This shelter can serve 10 families or up to 30 individuals at a time.



4. Summary of Citizen Participation Process and consultation process

In December prior to the start of the program year, a Notice of Funding Availability for CDBG is advertised in the *Santa Fe New Mexican* for two consecutive Fridays. In January, pre-application meetings are held with applicants. Applicant Presentations take place at the Community Development Commission Public Meeting, where funding recommendations are made. Work then begins on the 2016-2017 Draft Action Plan. Once complete, copies are placed at the following locations for public review from April 4, 2016 through May 5, 2016 to comply with the 30-day review period required by the City's Citizen Participation Plan as adopted by HUD. Drafts are available at the Main, Southside and LaFarge Santa Fe Public Library branches; Fort Marcy Recreation Center; Genoveva Chavez Community Center; Mary Esther Gonzales Senior Center, the City's Market Street Office and Santa Fe City Hall.

Display advertisements are placed in the *Santa Fe New Mexican* on Friday, April 1 and April 8, 2016 announcing the public review and comment period. The advertisement includes notice that Spanish translation of the document is available upon request; however, a summary in Spanish of the document is planned to be provided in the Appendix. Additionally, the Notice of Public Hearing will be advertised in the Legal section of the *Santa Fe New Mexican* on April 7, 2016. All ads list the locations of paper copies available for review as well as the contact information for submitting comments. A press release was issued through the City's Public Information Office on April 1, 2016, with information for the public on the availability of the plan and how to submit a comment. Three public meetings and one public hearing are being held on the Plan:

- The Community Development Commission Public Meeting (February 17, 2016)
- The City of Santa Fe's Finance Committee Public Meeting (April 4, 2016)
- The City of Santa Fe's Community Development Commission Public Meeting (April 20, 2016)
- The Santa Fe City Council Public Hearing (May 11, 2016)

These meetings are open to the public and agendas are available on the City's website. The public meetings and public hearing are conveniently timed and located to encourage participation and can all be made accessible to people with disabilities, including sign language interpretation with prior notice to the City Clerk's office. The meetings are also publicized in Spanish. The public hearing allows members of the public to make comments as part of the Governing Body's discussion of the item. At the public meetings, there is an opportunity for the public to speak from the floor.

5. Summary of public comments



Comments from the general public as well as plan participants and stakeholders will be noted in this section when received.

6. Summary of comments or views not accepted and the reasons for not accepting them

Comments that are not accepted will be noted if applicable.

7. Summary

Over the next year, the Office of Affordable Housing will continue to work on strategies that prevent the most vulnerable City residents from falling into cycles of poverty and chronic homelessness, target low income "at risk" neighborhoods with comprehensive programming interventions, and work with the larger community to identify ways that community needs can be more effectively and efficiently identified and met with limited community resources. By focusing on these strategies in the 2016-2017 Action Plan, the City of Santa Fe hopes to ensure that all City residents have access to affordable, accessible and high quality housing opportunities.



PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
Lead Agency	Santa Fe	Office of Affordable Housing / City of Santa Fe
CDBG Administrator		
Continuum of Care		
Shelter Plus Care		

Table 1 – Responsible Agencies

Narrative (optional)

The City of Santa Fe's Department of Housing and Community Development, Office of Affordable Housing Division, administers the Community Development Block Grant (CDBG), the Continuum of Care/Shelter Plus Care program, the Affordable Housing Trust Fund (AHTF), and other local funds to support housing and community development activities in Santa Fe.

Consolidated Plan Public Contact Information

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AP-10 Consultation – 91.100, 91.200(b), 91.215(I)

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I))

The city has two sections in the Youth and Family Services Division of the Community Services Department that funds emergency housing and community development programs as well as social services. The Children + Youth commission provides funding and support for local nonprofit organizations and public school programs for kids. Approximately one million dollars is awarded annually in the following five categories: Early Care and Child Development; Healthy Living; Outdoor Education and Environmental Awareness and Supplemental Educational Programs for students in Santa Fe Public Schools. The Human Services Committee makes funding recommendations to City Council from the General Fund for health and human services for local residents to include basic food and shelter, medical, and other safety net services. A Request for Proposals was posted on the City's website in March 2016 and funding recommendations will be made to the governing body in May 2016.

Many beneficiaries of this funding also are recipients of public housing services. The City's subrecipients and the public housing authority coordinate outreach activities and some programming is located at housing authority sites.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

Santa Fe is not served by a local Continuum of Care but rather is covered by New Mexico's Balance of State Continuum of Care, as administered by the New Mexico Coalition to End Homelessness. City staff from the Housing and Community Development Department serve on the Board for the Balance of State Continuum of Care, which entails attending monthly meetings by conference call and quarterly meetings of the all the stakeholder agencies. Staff also attends the annual Housing for All Conference, hosted by the NM Coalition to End Homelessness.

Activities to address the mentioned groups in need are described in the following section.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate



outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The City of Santa Fe does not directly participate in any ESG programming. The Continuum of Care Board has developed standards based on the HUD established outcome measures for housing stability and increasing client income for Continuum of Care Programs. The Board is working with the staff of the New Mexico Coalition to End Homelessness and the New Mexico Mortgage Finance Authority on the standards and evaluation of ESG-funded projects.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities



Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	SANTA FE CIVIC HOUSING AUTHORITY
	Agency/Group/Organization Type	PHA
	What section of the Plan was addressed by Consultation?	Public Housing Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The sections were highlighted and the information was emailed for verification or update. Since their organization deals with these issues on a daily basis, accurate and precise data is anticipated. The SFCHA will receive a completed copy of the document for review.
2	Agency/Group/Organization	THE LIFE LINK / ST. ELIZABETH SHELTER / THE HOUSING TRUST / YOUTH SHELTERS AND FAMILY SERVICES / YOUTH WORKS / SFPS ADELANTE PROGRAM
	Agency/Group/Organization Type	Continuum of Care; Services-Victims of Domestic Violence Services; Homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless; Homeless Needs- Unaccompanied Youth; Homeless Needs- Families with children
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The sections were highlighted and emailed for verification or update. Since these organizations deal with these issues on a daily basis, accurate and precise data is anticipated.
3	Agency/Group/Organization	NEW MEXICO COALITION TO END HOMELESSNESS
	Agency/Group/Organization Type	Lead agency for the Balance of State Continuum of Care



	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless; Families with children; Veterans; Unaccompanied youth Homelessness Strategy Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The sections were highlighted and emailed for verification or update. Since these organizations deal with these issues on a daily basis, accurate and precise data is anticipated.
4	Agency/Group/Organization	HOMEWISE / THE HOUSING TRUST
	Agency/Group/Organization Type	Housing Services-Education Business and Civic Leaders
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	A copy of the document was emailed for their review of the specific sections that are relevant.

Identify any Agency Types not consulted and provide rationale for not consulting

There were none.



Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
2013 Housing Needs Assessment for Santa Fe	City of Santa Fe	The Housing Needs Assessment document looks at housing affordability as it relates to unit inventory and demand; it is used by the City to shape policy and funding decisions. This document is in the process of being updated.
PHA 5-Year and Annual Plan	Santa Fe Civic Housing Authority	Many of the goals are incorporated into this plan
2012-2017 CIP Plan	City of Santa Fe	Project priorities were used in this plan
Five Year Plan to End Homelessness (2012)	NM Coalition to End Homelessness	The goals of that plan are incorporated into this plan
Analysis of Impediments to Fair Housing Choices (A/I - 2011)	City of Santa Fe	The actions required to reduce impediments are listed in this plan, which is in the process of being updated and a completion date prior to December 2016
City of Santa Fe Economic Development Strategy for Implementation	City of Santa Fe	ED goals as relating to housing were summarized throughout this plan
2015 Santa Fe Trends Report	City of Santa Fe	There are no goals listed in this report but information and statistics from this report were incorporated into this plan

Table 3 – Other local / regional / federal planning efforts



AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

Paper copies of the draft *2016-2017 Action Plan* are placed at eight locations for public review from April 4, 2016 through May 5, 2016, complying with HUD's required 30-day review period. Advertisements are placed in the *Santa Fe New Mexican* on Friday, April 1 and April 8 announcing the public review and comment period. The ads state where the copies are available for review as well as contact information for submitting comments. A press release is issued through the City's Public Information Office with additional information for the public on the availability of the plan and how to submit a comment. Two public meetings and one public hearing are held seeking approval and public comments regarding the Plan:

- The City of Santa Fe Finance Committee public meeting (April 4, 2016)
- The City of Santa Fe Community Development Commission public meeting (April 20, 2016)
- The Santa Fe City Council public hearing (May 11, 2016)

These meetings are open to the public and agendas are available on the City's website. Copies of the plan are printed and available at City Hall and Market Station offices along with other city locations. The meetings are conveniently timed and located to encourage participation. The meeting can be made accessible to people with disabilities, including sign language interpretation with prior notice to the City Clerk's office. The public hearing allows members of the public to make comments as part of the Governing Body's discussion of the item. At the public meetings, there is an opportunity for the public to speak from the floor.

All of these meeting dates are set to correspond with the date that the Action Plan is submitted to meet HUD's required 45-day review prior to the sta

rt of the new program year beginning July 1, 2016. This year, although the City received the actual 2016 allocation amount after the allocation recommendations were made by the Community Development Commission (CDC), project funding recommendations are complete and incorporated into this plan. They were based on an estimated \$500,000 allocation at the time of the CDC allocation public meeting. An additional \$24,408 is available to be allocated at a future date but will be held in reserves until the Community Development Commission or staff makes a recommendation. Pending approval of the City Council and HUD, no revisions to project funding will need to be made, but amendments to this Action Plan may be required after July 1 to explain to the public how the additional funds are allocated.



Citizen Participation Outreach

Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments	Summary of comments not accepted and reasons	URL (If applicable)
Media Outreach	Non-targeted/General Public	Press Release by City of Santa Fe Public Information Office planned for April 1, 2016; Paid display and legal section ads announcing the plan and public hearing appeared in the Santa Fe New Mexican on April 1 and 8, 2016 (Fridays) for Display ads and April 7 for Legal ad noticing the public hearing. Approval of the notice to publish for public hearing at the March 30, 2016 City Council meeting.	TBD	None	www.santafenm.gov Front page under “News and Announcements”
Public Review	Non-targeted/Broad Community	April 4 – May 5, 2016: copies of the plan are available at public facilities and on the City’s website. Week of March 21: Plan sent for review to collaborating agencies			www.santafenm.gov/policyresearch



Expected Resources

AP-15 Expected Resources – 91.220(c) (1, 2)

Introduction

The greatest challenge facing the City of Santa Fe's housing and public service programs in 2016 is the reduction in funding from all sources: federal, state, or local. This requires creative use of funds as well as a reduction in the funding of some programs even when there is an increase in need and requirements that must be addressed. Although there has been a slight increase of the City's CDBG funding from 2013 to 2015, there was an approximate three percent reduction in funding from 2015 to 2016.

The City continues to apply for and receive Continuum of Care (CoC) funding through HUD. The CoC funding has increased since 2007 with the addition of two new grants, for approximately \$1.2 million in Shelter Plus Care funds being used to support renters with disabilities who would otherwise be homeless. The City administers funding to support Life Link's permanent supportive housing projects (98 units), the Housing Trust's Village Sage and Stagecoach Apartments (30 special needs tenants out of the total LIHTC 120 units), St. Elizabeth's Shelter Siringo Senior Project (8 units) and pays over 900 rents annually with rental vouchers.

The City has an affordable housing fund, Affordable Housing Trust Fund (AHTF), funded by revenue generated through development fees (paid for fractions of units owed under the City's inclusionary zoning program) in lieu payments, (when alternate means of compliance with the inclusionary zoning requirements are granted), and the payoffs of City-held liens. Once the fund's balance reaches a threshold amount, an allocation process that coincides with the CDBG funding timeline is advertised and administered. Fifty percent (50%) of the allocation must support homeownership activities. The threshold balance was not achieved during the fiscal year so no AHTF allocation was made for 2016.

On February 17, 2016, the Community Development Commission approved CDBG proposals funding a variety of housing, facility improvement and public service projects. This funding will be made available after environmental reviews are approved in July or August 2016. City funds that support administrative contracts with nonprofit service providers (Homewise and the Housing Trust) and are generally allocated to support homeownership programs. This includes homebuyer training and counseling, financial counseling and assistance, and other activities to support achievement of "buyer-ready" status of income-qualified homebuyers, as well as home repair services, refinancing, foreclosure prevention and reverse mortgage counseling for current homeowners.



Priority Table

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 4				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	Public - Federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	512,408	\$340,000	0	512,408	500,000	Program Income earned and Allocation amount expected are estimates. The assumption is that the yearly CDBG allocation will remain flat or decrease for the next several years.
General Fund	Public – Local	Homebuyer programs; Technical Assistance; Data Analysis; Professional Development	300,000	0	0	300,000	1,025,250	FY 16-17 is the third year of a four-year grant so funding levels will remain the same.
Continuum of Care / Shelter Plus Care	Public - Federal	Other	1,394,392	0	0	1,394,392	2,788,784	In 2012, two additional grants were funded.

Table 4 - Expected Resources – Priority Table



Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The City's nonprofit partners estimate that every dollar of federally-funded down payment assistance leverages \$14 of funding from other state, local, and private sources. Both the Housing Trust and Homewise are CDFIs and actively leverage funds from HOME, Fannie Mae secondary market loans, state-funded mortgage products allocated through the New Mexico Mortgage Finance Authority, Low Income Housing Tax Credits (the Housing Trust), solar tax credits, Federal Home Loan Bank of Dallas' Community Investment Programs, bank and foundation investments, and other DOE funds as well as having substantial organizational resources to use for real estate development and to support programmatic goals.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

All of the property on which public housing facilities are situated is owned by the City and used by the Santa Fe Civic Housing Authority under long-term leases. The units are rented to income-qualified renters, many of them very low-income seniors. At any time during the year if the City determines that donating and/or using City-owned property will benefit a proposed project that will serve the priority needs and funding objectives outlined in this plan, the City will do so, as allowed under the NM Affordable Housing Act.

During fiscal year 2016-2017, the City expects to donate a 5-acre portion of a City-owned parcel on Siler Road. This donation will support the construction of at least 50 units of affordable live/work housing targeted to "creatives" – technology entrepreneurs, visual and performance artists, craft manufacturers, self-employed, etc. Ten additional market-rate units may also be included in the project, as well as a shared resource center that would include performance and display space, retail areas and other workshops. The project, called the "Arts + Creativity Center," is proposed to be developed by the New Mexico Interfaith Housing Coalition and Creative Santa Fe, two local nonprofit organizations. The donation is contingent on the project securing Low Income Housing Tax Credit (LIHTC) funds, an application which is to be submitted in early 2017.



Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

Goal Name		Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Increase Affordable Housing Opportunities	2013	2017	Affordable Housing	Citywide	Services and Support for Current Homeowners Down Payment Assistance Homebuyer Training and Counseling Home Rehabilitation/Improvement Construction of Affordably-Priced Homes	<u>DPA:</u> CDBG: \$200,000 <u>Home Repair:</u> CDBG: \$75,000	Direct Financial Assistance to Homebuyers: 12 Households Assisted; Rehabilitation loans or direct assistance to 13 homeowners New Rental Units: 87 (Soleras Station)



Goal Name		Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
2	Increase Opportunities for At Risk Populations	2013	2017	Public Housing Homeless	Citywide	Rental Vouchers; Emergency Shelters; Support Services for At Risk Population; Fair Housing Outreach	CDBG: \$42,449;	Support services to 100 homeless children and families (Adelante via CDBG); 22 households in or at risk of foreclosure (NM Legal Aid); case management and supplies for up to 450 homeless youth (YSFS)
3	Address Current and Emerging Needs	2014	2017	Affordable Housing Non-Homeless Special Needs	Citywide	Provision of Rental Units and Support Services; Public Facility Repairs	CDBG: \$50,000 General Fund: \$0 CoC/Shelter Plus Care: \$1.2 million	Facility repair serving 275 female-headed homeless households (Casa Familia); Voucher and project-based assistance paying 1,200 rents along with services administered through Housing Trust and Life Link (CoC); meal deliveries to 8 new households (KA); facility repair serving 450 youth (YouthWorks!)

Table 5 – Goals Summary



Goal Descriptions

1	Goal Name	Increase Affordable Housing Opportunities
	Goal Description	<i>Increased homeownership opportunities and support for long-term affordability and accessibility for current homeowners.</i> This goal is achieved through continuing down payment assistance; homebuyer counseling and training services; production of affordably-priced homes; supporting partnerships with nonprofits, for-profit builders and other housing providers; considering acquisition/rehab programs to absorb existing market supply; funding energy efficiency upgrades; continuing foreclosure prevention; legal assistance and refinancing services for existing homeowners; and offering accessibility improvements to help “age in place”.
2	Goal Name	Increase Opportunities for At Risk Populations
	Goal Description	<i>Reduced rate of households with cost burden and corresponding drop in poverty rates.</i> This goal is achieved through preventing homelessness through rental vouchers, emergency assistance, support services, expanding rental choices for households earning less than 30% AMI, providing rehabilitation services, refinancing and support for existing low-income homeowners, preventing wage theft, and improving outreach efforts about housing rights especially to mono-lingual Spanish speakers.
3	Goal Name	Address Current and Emerging Needs
	Goal Description	<i>Inventory of rental units affordable to renters with very low incomes is expanded and vouchers are used to meet increased demand.</i> This goal is achieved through supporting LIHTC projects and the provision or retention of other permanent, subsidized rental units, rehabilitating existing rentals to expand choice and housing quality, identifying additional funding sources and/or creating revenue streams to fund local rental vouchers.

Table 6 – Goal Descriptions



Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b):

The City estimates that the funding deployed to accomplish the goals documented in Table 6: Goals Summary will serve the following:

- Extremely low-income: 400 households
- Low income: 10 households
- Moderate income: 15 households



AP-35 Projects – 91.220(d)

Introduction

Projects funded for FY 16-17 reflect a variety of programs, facilities and services in addition to the programs that are more commonly funded by the City – down payment assistance and home improvement.

#	Project Name
1	Santa Fe Community Housing Trust
2	Habitat for Humanity SF Home Improvements
3	Homewise Home Improvement
4	Homewise Down Payment Assistance
5	New Mexico Legal Aid Foreclosure Prevention Counseling
6	Kitchen Angels
7	SFPS Adelante Elementary School Liaison
8	Youth Shelters and Family Services
9	St Elizabeth's Casa Familia Shelter Facility Improvement
10	YouthWorks! Facility Improvement

Table 7 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The Community Development Commission placed the highest funding priority on housing. The applications received for this category were for down payment assistance, with the majority of funding directed to providing assistance to homeowners (DPA and Home Improvement). Assistance for rental units is also high priority; however no applications for CDBG funding were received to work towards satisfying this need in the community. Though it is desired to utilize CDBG towards rental units; the developer expense of constructing these is challenging in the absence of Low Income Housing Tax Credits. LIHTC projects have an application and award timeline that does not synchronize with that of CDBG; however, if future projects of this type are awarded and CDBG funding becomes available later in the year, it can be used towards them, such as in the case of Stage Coach in previous years.

The final high priority of the CDC is funding **public facilities** that most closely serve households transitioning out of homelessness as well as funding **public services** that help very low income individuals and households to transition out of homelessness.



Projects

AP-38 Projects Summary

Project Summary Information

Table 8 – Project Summary

1	Project Name	Santa Fe Community Housing Trust
	Target Area	Housing for both low-to-moderate (LMI) and moderate-income households
	Goals Supported	Increase Affordable Housing Opportunities
	Needs Addressed	Down Payment Assistance
	Funding	CDBG: \$120,000
	Description	Down Payment Assistance
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	Six (6) households or 15-25 individuals.
	Location Description	Citywide
	Planned Activities	Provide down payment assistance funding to a minimum of six (6) client households below 80% AMI that have completed homebuyer training.
2	Project Name	Habitat for Humanity Single-Family Home Improvements



	Target Area	Housing: Homeowner Rehabilitation-Emergency
	Goals Supported	Increase Opportunities for At Risk Populations Address Current and Emerging Needs
	Needs Addressed	Housing rehab for low to moderate-income households
	Funding	CDBG: \$60,000
	Description	Provide emergency home improvement funding to a minimum of six (6) homeowners below 60% AMI for emergency home repairs for mostly, but not limited to, elderly homeowners.
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	Six (6) homeowners or 6-12 individuals.
	Location Description	Citywide
	Planned Activities	Emergency Home Improvement for primarily elderly homeowners
3	Project Name	Homewise Home Improvement
	Target Area	Housing: Homeowner Rehabilitation
	Goals Supported	Address Current and Emerging Needs
	Needs Addressed	Services and Support for Current Homeowners Home Rehabilitation/Improvement
	Funding	CDBG: \$15,000
	Description	Provide home improvement funding to a minimum of seven (7) homeowners below 80% AMI
	Target Date	6/30/2017



	Estimate the number and type of families that will benefit from the proposed activities	Seven (7) homeowners or 20-30 individuals
	Location Description	Citywide
	Planned Activities	Provide home improvement funding to a minimum of seven (7) homeowners below 80% AMI
4	Project Name	Homewise Down Payment Assistance
	Target Area	Housing for both low-to-moderate-income (LMI) and moderate-income households
	Goals Supported	Increase Affordable Housing Opportunities
	Needs Addressed	Homebuyer Training and Counseling; DPA
	Funding	CDBG: \$80,000
	Description	Provide down payment assistance funding to a minimum of six (6) client households below 80% AMI that have completed homebuyer training.
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	Six (6) client households or 15-20 individuals below 80% AMI that have completed homebuyer training.
	Location Description	Citywide
	Planned Activities	Down payment assistance would serve households for buyers that have completed homebuyer training and counseling.
5	Project Name	New Mexico Legal Aid Foreclosure Prevention Counseling
	Target Area	Public Service-related Housing Needs: Foreclosure prevention counseling



	Goals Supported	Address Current and Emerging Needs
	Needs Addressed	Services and Support for Current Homeowners
	Funding	CDBG: \$10,000
	Description	Provide legal assistance for 22 Santa Fe household cases in active foreclosure.
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	22 households or 22-40 individuals.
	Location Description	Citywide
6	Planned Activities	Legal assistance aids households through the foreclosure process to achieve a graceful exit to their home, or, where feasible, negotiation to remain in home
	Project Name	Kitchen Angels
	Target Area	Public Service
	Goals Supported	Increase Opportunities for At Risk Populations Address Current and Emerging Needs
	Needs Addressed	Support Services for At Risk Population
	Funding	CDBG: \$12,261
	Description	Provide home delivery, nutritionally-appropriate meals to eight (8) new client households.
	Target Date	6/30/2017



	Estimate the number and type of families that will benefit from the proposed activities	eight (8) households / eight individuals
	Location Description	Citywide
	Planned Activities	Support home-delivery service of meals to people who are homebound because of chronic illness or disability.
7	Project Name	SFPS Adelante Elementary School Liaison
	Target Area	Public Service
	Goals Supported	Increase Opportunities for At Risk Populations Address Current and Emerging Needs
	Needs Addressed	Support Services for At Risk Population
	Funding	CDBG: \$20,188
	Description	Funding will add staff hours to the elementary school liaison
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	100 families
	Location Description	Citywide
	Planned Activities	Funding will add staff hours to the elementary school liaison to consult with families, provide support via school supplies, housing services, food, etc., to elementary students whose families are homeless (minimum 100 families); funding may also enable the provision of rental units.
8	Project Name	Youth Shelters and Family Services



	Target Area	Public Service
	Goals Supported	Increase Opportunities for At Risk Populations
	Needs Addressed	Emergency Shelters; Support Services for At Risk Population; Non-Housing Community Facilities & Services
	Funding	CDBG: \$20,551
	Description	Grant funding will allow YSFS to add an additional street outreach worker to serve a minimum of 500 homeless youth in Santa Fe as well as adding Sunday hours to the Drop In Center which provides additional support to youth.
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	500 individual youth.
	Location Description	Citywide
	Planned Activities	Grant funding will allow YSFS to add an additional street outreach worker to serve a minimum of 500 homeless youth in Santa Fe as well as adding Sunday hours to the Drop In Center which provides additional support to youth.
9	Project Name	St Elizabeth's Casa Familia Shelter Facility Improvement
	Target Area	Public Facilities
	Goals Supported	Increase Opportunities for At Risk Populations
	Needs Addressed	Emergency Shelters Support Services for At Risk Population Non-Housing Community Facilities & Services



	Funding	CDBG: \$40,000
	Description	Expand and remodel the front office space of the family emergency shelter
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	A minimum of 275 households will be served by Casa Familia in the program year.
	Location Description	Citywide
	Planned Activities	Expand and remodel the front office space of the family emergency shelter for homeless single women and families, to secure the residents' living/sleeping area, and reconfigure staff offices for client privacy in consultation for a minimum of 275 households.
10	Project Name	YouthWorks! Facility Improvement
	Target Area	Public Facilities
	Goals Supported	Increase Opportunities for At Risk Populations
	Needs Addressed	Non-Housing Community Facilities & Services
	Funding	CDBG: \$10,000
	Description	Facility roof upgrade for energy efficiency and as preliminary step to installation of solar panels.
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	A minimum of 500 youth will be served in the program year.
	Location Description	Citywide



	Planned Activities	Facility roof upgrade for energy efficiency and as preliminary step to installation of solar panels. Facility proposes to serve 500 youth in the program year.
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AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

Allocations are based on need as to whether a program serves low to moderate-income (LMI) residents. Most of the City's programs serve LMI residents citywide (limited clientele or housing) versus a specific LMI area (Area Benefit). If an application is submitted for a program that serves a specific LMI area as normally defined by census tract, it is given the same consideration as the applications for programs that serve LMI residents City Wide. As noted in the 2013-2017 Consolidated Plan, maps of the distribution of Hispanic residents were prepared for the city's Analysis of Impediments to Fair Housing Choice in 2011, indicating block groups with Hispanic concentrations (where the proportion of Hispanic residents is 59% or more), primarily in the southwest portion of the city. However, it is important to note that the city has many block groups with relatively large proportions of Hispanic residents (between 30% and 59%).

Geographic Distribution

Target Area	Percentage of Funds
Citywide	100

Table 9 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The City of Santa Fe does not have priorities for allocating geographically. The types of programs funded focus on the household (income) versus the location of the project. For example the City allocates funds programs for down payment assistance for home purchase which is dependent on the household versus the location of the home. The City funds public service programs that serve at risk youth throughout the City versus in a concentrated area. The one program that will be an area benefit with 2016 CDBG funds, as indicated in Table 10 above, is targeted to serve residents in the Hopewell-Mann district for legal assistance. Otherwise the programs will serve the LMI residents throughout the City.



Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

One Year Goals for the Number of Households to be Supported	
Homeless	875
Non-Homeless	719
Special-Needs	8
Total	1,602

Table 10 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	109
The Production of New Units	280
Rehab of Existing Units	14
Acquisition of Existing Units	0
Total	403

Table 11 - One Year Goals for Affordable Housing by Support Type

Discussion

Projects funded for FY 16-17 reflect a variety of public service programs that best demonstrate assisting households with securing housing or preventing homeless. Some facility improvements were funded as well in addition to the programs that are more commonly funded by the City – down payment assistance and home improvement. For this year, no Affordable Housing Trust Fund (AHTF) funding was available.

Rental assistance represents an average monthly number of rents paid from July 2015 through February 2016, with the projected monthly number being about the same for 2016-2017 and/or for the duration of these grants. The expected number for the production of new units (87) is pending the award of Low Income Housing Tax Credits for the proposed Soleras Station apartment project being coordinated by a private developer along with the Santa Fe Community Housing Trust. The projected number for rehabilitation of single family households is the sum of the Habitat for Humanity and Homewise Home Improvement projects awarded funding in this upcoming grant year. Lastly, no acquisition of existing units was proposed for the grant year.



AP-60 Public Housing – 91.220(h)

Introduction

As reported in 2015, the Santa Fe Civic Housing Authority (SFCHA) is the public housing agency in Santa Fe. They oversee 490 units of public housing, and manage 670 Section 8 vouchers in Santa Fe. There are a total of 369 units for seniors, leaving 121 for families. All of the units are in livable condition but maintenance is a continuous effort. With the exception of the new 28 Villa Alegre units, all are planned for rehabilitation over the next several years. Currently, 269 people are on the public housing waiting list for a housing authority apartment unit, and approximately 171 people on the Section 8 waiting list for Santa Fe. SFCHA receives approximately 35 applications per month for public housing. The wait for a unit is between 18 and 24 months.

Actions planned during the next year to address the needs to public housing

The SFCHA received approval to participate in the Rental Assistance Demonstration (RAD) Project and has currently closed on financing for its first project. Funds will be used to rehabilitate 116 public housing units to bring them up to current code requirements, improve energy efficiency, and update other quality of life amenities.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

The SFCHA runs a Family Self-Sufficiency Program which supports residents and voucher holders to place funds in escrow to achieve home ownership and educational goals.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

The PHA is not designated as troubled.



AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

The City works in partnership with many non-profit organizations who provide a wide range of services to prevent “at-risk” populations such as youth, battered families, people with disabilities and seniors from becoming homeless. Another objective is to help existing homeless populations obtain safe, affordable and sustainable housing opportunities as well as needed services such as health care, transportation and counseling.

These activities necessarily run along a continuum of housing program options that range from emergency shelter services to transitional housing and permanent supportive housing services to the new construction of mixed income and mixed use affordable rental development projects. Currently the City has in place emergency and transitional housing programs for homeless individuals, families with children, veterans, and unaccompanied youth.

Services not available but needed: Long Range Transportation for access to VA services in Albuquerque and SOAR model benefits application assistance.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

All of the city’s nonprofit partners who work with homeless persons have extensive outreach activities. The Resource Opportunity Center (ROC), now called Pete’s Place, is part of the existing Interfaith Shelter and offers emergency beds in winter, meals and clothing but more importantly, brings together outreach coordinators to provide information about available services. Medical care, job counseling, meals, clothing, transportation are a few of the services provided at the ROC, which is partially funded through local funds allocated through the City’s Human Services Division.

The New Mexico Coalition to End Homelessness is coordinating efforts to “end” Veteran Homelessness in early 2016 and to “end” chronic homelessness by the end of 2016 as part of the national Zero: 2016 Initiative. The goals will be considered to be reached when it can be demonstrated that any Veteran or chronically homeless person in Santa Fe who asks for housing can be housed within 30 days. The city’s nonprofit partners are using the New Mexico Coordinated Assessment System to assess homeless people and to create by name lists of homeless veterans and chronically homeless people. The by-name



lists are then used to make sure veterans and chronically homeless people are placed into appropriate housing quickly.

Addressing the emergency shelter and transitional housing needs of homeless persons

St. Elizabeth. St. Elizabeth Shelter operates two emergency shelters and three longer-term supportive housing programs. Its Men's Emergency Shelter has 28 year-round beds along with a library, TV room, laundry, showers and intensive case management. The organization also offers longer term and transitional shelter options. *Casa Familia* has 10 beds for single women, eight rooms for individual families, and can accommodate up to 30 people, depending on family size. It also has a TV/play room, dining room, laundry and donations room where clothing and toys are available for guests. Both emergency shelters provide respite care for those who are in need of a place to recover from illnesses and behavioral health issues and both have a program manager, case managers and supervisory staff. *Casa Cerrillos* is a permanent housing program with 28 apartments for adults with disabilities, many with co-occurring substance abuse problems. Siringo Apartment is a permanent housing program with eight apartments for seniors. *Sonrisa Family Shelter* is a transitional housing program with eight apartments for families with children. It has a two-year stay limit within which time families are expected to have overcome the issues leading to their becoming homeless and have saved enough funds to successfully move in to housing of their own. All three supportive housing programs have on-site program/case managers that work closely with each guest and monitor their progress.

ROC/Interfaith Shelter. Several faith based organizations support a seasonal shelter from November to May through meals, showers and laundry, in addition to beds and also some case management services. The Resource Opportunity Center is open two days per week, serves 120 to 140 people per day, and offers more intensive case management and legal services.

Life Link. Established in 1987 in a motel, Life Link has evolved into a highly effective behavioral health and supportive housing center. At *La Luz*, 24 apartment units and an additional 74 City wide scattered-site units are provided to people with mental illness and other co-occurring disorders, based on the permanent supportive housing model. Life Link provides extensive outpatient treatment, psycho-social rehabilitation, homeless prevention and rental assistance, peer support services and onsite healthcare screening.

Esperanza. Esperanza is a full service organization offering counseling, case management and advocacy for survivors of domestic violence. It operates a shelter that can house up to 42 people, as well as 21 beds of transitional housing to allow clients establish independence while still receiving supportive services. The organization also offers comprehensive non-residential counseling services.

Youth Shelters and Family Services. On any given night, the organization estimates that 100 youth may



be homeless on the streets of Santa Fe. Services are provided to homeless, runaway and in-crisis youth and their families including street outreach, emergency shelter, transitional living and counseling. Special initiatives are the Pregnant and Parenting Project, including referrals, case management, parenting skills and donated items and the ACCESS Program, which helps youth with job readiness skills. Youth can stay at the emergency shelter for up to 30 days and in the transitional, apartment style living program for 18 months.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The Office of Affordable Housing has been in discussion with new local non-profit service provider Solace Village, who, in addition to working to secure housing for veterans, is exploring site and neighborhood suitability options for a day facility to serve homeless adults. This center, named Sedeka Center, would enable the homeless population to support one another through peer-to-peer interaction, skill/trade building with center activities, providing participants with customized action plans to help them shift from poverty. OAH will continue to be a liaison with Sedeka and the City's Land Use Division to identify potential sites for the center to be located. Casa Familia, as mentioned above, has been recommended for funding by this year's CDBG grant to modify the facility to better accommodate case management and provide an environment of confidentiality for client consultations.

In addition to ensuring the availability of a range of housing program options for these homeless populations, the City also ensures a range of social service program options for homeless individuals, families, veterans and unaccompanied youth that work to increase access for these populations to the health, education, employment, and housing sectors. These services include behavioral health counseling for adults and youth, dental healthcare for individuals and families, independent living skill training for homeless youth, and early childhood development and education for homeless families.



Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

Given the decreased 2016 CDBG funding and a lack of Affordable Housing Trust Fund money available (AHTF), concerted efforts have been made to expand the safety net of services in Santa Fe. A total of 26 families at the close of the 2014-15 CDBG Program Year were provided emergency rent/mortgage assistance through *Esperanza Shelter's* Emergency Assistance Program (EAP), all of whom were female-headed household with household incomes in the 30 –50 percent AMI range. *Kitchen Angels* continues to deliver meals to homebound and terminally ill residents, having served it's one millionth meal as of October 2015 and proposes to serve more clients this year. Lastly, over 500 children and their parents were assisted through the *Access Project*, qualifying for public services and benefits.



AP-75 Barriers to affordable housing – 91.220(j)

Introduction

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

Disproportionately, those who are most heavily cost-burdened, have the lowest incomes. The City of Santa Fe reviewed its policies and practices to mitigate barriers to housing development--particularly affordable housing development—as part of the 2011 Analysis of Impediments (AI) to Fair Housing Choice and is currently re-assessing with the 2016 AI update. This update will provide an in-depth review of city housing policies and land use and zoning regulations.

In the past, stakeholders raised concerns about inconsistent and unpredictable development approval decisions and “NIMBYism” affecting approvals. According to stakeholder interviews and private sector focus groups there is a stigma associated with affordable housing developments and neighborhood associations make strong efforts to impede affordable development. In 2014 the City prepared several outreach materials regarding housing laws including the Federal Fair Housing Act, the New Mexico Uniform Owner Resident Relations Act (UORRA) and the NM Mobile Home Act. Often non-English speakers are further affected by not being aware of the rights and protections to which they are entitled under these laws. The outreach materials consist of Fair Housing Frequently Asked Questions brochures in English and Spanish and a tenant rights “Novella” with distribution continuing throughout the year. The City works with Spanish speaking fair housing advocates that actively meet with approximately 75 local small businesses and non-profit organizations that distribute fair housing literature published by the City and describe tenant rights.

The City of Santa Fe has been exploring efforts to potentially redevelop several of its underused corridors that have infrastructure and could support rental housing, and which wouldn’t have existing residential neighbors concerned about higher density housing developments, while also providing easy access to transportation. There has been a recently approved amendment to the City’s Chapter 26 of the Land Use code which governs the Santa Fe Homes program. This amendment removes a barrier to local home development in Santa Fe, which is the requirement to provide affordable units per the program, and allows the developer to pay a fee-in-lieu by-right, rather than seeking an Alternate Means of Compliance to pay the fee, which previously had to be approved by the Governing Body.



Lastly, High Desert Fair Housing Consultants provided a training on March 1, 2016 attended by 20 affordable housing service providers and advocate organizations, and covered the following topics: financial assistance provided by the federal government; laws the office of Fair Housing and Equal Opportunity enforces (FHEO); protected classes covered both under the federal Fair Housing Act and the NM State Statute; non-jurisdictional issues such as criminal history; differences between landlord/tenant law and fair housing law; differences between reasonable accommodation/modification; and resources for people with disabilities.



AP-85 Other Actions – 91.220(k)

Introduction

Santa Fe is a desirable place to live with beautiful weather, culture, arts, history and many outdoor recreation opportunities. This desirability has put upward pressure on real estate values by attracting real estate investors, second homeowners and wealthy retirees. High land costs have been prohibitive for developing more affordably-priced homes, driving the market rate homes out of reach for many of the community's workforce. In response, the Santa Fe City Council has supported an innovative combination of regulation, policy and financial support for the development, preservation and improvement of affordable housing.

Actions planned to address obstacles to meeting underserved needs

There is a continued need for more affordable housing in Santa Fe, given the high numbers of cost-burdened households. Likely program interventions include: providing rental assistance, supporting the development of rental units, continuing down payment, counseling and training for low-and-moderate-income homebuyers, and providing support services for low-income homeowners, including refinancing, foreclosure prevention and home repair. Specifically, the City continues to work with the New Mexico Mortgage Finance Authority to establish priorities for allocating federal tax credits to mixed-income rental developments where at least 30% of the rental units will be affordable to households earning less than 50% of the AMI. Another action currently underway is the funding of a local housing voucher program to provide assistance to the homeless and near homeless through the Affordable Housing Trust Fund. This assistance is used in the form of short-term payments for rent, rental arrears, utilities and deposits, though this funding is unlikely to continue.

Actions planned to foster and maintain affordable housing

The City of Santa Fe is committed to providing funding that supports innovative and sustainable housing solutions that result in permanently affordable and sustainable housing for residents who live and/or work in Santa Fe. It will continue to prioritize the use of CDBG and the Affordable Housing Trust Fund allocations to support down payment assistance, home repair and rental assistance.

Actions planned to reduce lead-based paint hazards

The City of Santa Fe's housing partners; Habitat for Humanity, The Housing Trust and Homewise must notify homeowners of any potential lead-based paint issues when federal funding is involved. If a homebuyer purchases an already existing home with financial assistance from the Housing Trust or Homewise, they are given a lead-based paint disclosure form that must be signed. If a home is



purchased that was built before 1978, the EPA lead-based paint pamphlet entitled “Protect Your Family from Lead in Your Home” is also given to the homeowner. All federally funded home-repair activities are also subject to stringent guidelines for lead-based paint assessment and remediation. Both Habitat and Homewise are experienced in addressing the presence of lead-based paint in their home rehabilitation programs.

Actions planned to reduce the number of poverty-level families

The following is a list of actions supported by the City of Santa Fe to help reduce the number of poverty-level families:

- Continue to enforce the City of Santa Fe Living Wage Law, which is the second highest in the country.
- Continue to create high wage jobs and to create/support job training centers and programs.
- Increase access to rental housing that is affordable to households earning 30% or less AMI;
- Provide housing in conjunction with supportive services for special populations including seniors, disabled, at risk youth, homeless and female-headed households.
- Continue to support foreclosure prevention programs.

Actions planned to develop institutional structure

The City has amended its inclusionary zoning program to reduce the required percentage of affordable units in order to facilitate development and support the city’s economic recovery.

Actions planned to enhance coordination between public and private housing and social service agencies

The City of Santa Fe has a long and successful history of working with the nonprofit, private, and governmental sectors to create collaborative partnerships. The City encourages partnerships with the state and federal governments to expand funding for affordable housing, especially housing for people with disabilities, seniors, minorities, female-headed populations and various special needs populations. Within the City’s internal structure, funding is provided to support service providers through its Human Services grant and Children and Youth Grant, in addition to housing resources. In addition to the programs described in the preceding sections, the City directly supports the creation, preservation and quality of affordable housing through several regulatory and programmatic actions, including the Santa Fe Homes Program (SFHP). The City’s inclusionary zoning program requires all residential developments to provide a percentage of the total units as affordable, 20% for homeownership -units and 15% for rental units, but, as mentioned in AP-75, an ordinance amendment allows for a calculated fee in lieu to



be paid, by right. Fees paid support the Affordable Housing Trust Fund, which, in turn, can fund rental assistance throughout the City as well as down payment assistance. The incentives for this program are a 15% density bonus, fee reductions for water and wastewater connections and fee waivers for development review and permit fees.

Waivers of Impact Fees for Residential Development for two years (2012-2014)

Currently impact fees are levied at 50% of their usual rates, after two years of being suspended altogether.

City's Affordability Liens

The affordability of homes created through the SFHP is controlled by the placement of a lien on the property that constitutes the difference between the appraised value of the home and the subsidized/effective sales price paid by the income-qualified buyer. If the unit is sold, the lien is either transferred to the new affordable buyer who is income qualified or repaid into the City's Affordable Housing Trust Fund (AHTF).

Down Payment Assistance

Down payment assistance is provided through a deferred-payment, no-interest due "soft" second mortgage that is used to buy down the principal of the homebuyer's mortgage, thereby lowering their monthly payment and increasing their buying power. These loans are due upon sale or transfer of title. Homewise, Housing Trust and Habitat for Humanity income-qualify and make "buyer ready" the eligible homebuyers.



Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

Introduction

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	0.97%



Monitoring

Describe the standards and procedures that the jurisdiction will use to monitor activities carried out in furtherance of the plan

CDBG Program Monitoring Requirements

All of the CDBG Funded programs will be monitored by staff including desk reviews, weekly correspondents with sub-recipients, and, where feasible, conducting site visits to verify compliance with the objectives of the activity. Staff requests information on the status and effectiveness of the program to meet their goals on an ongoing basis through regular weekly contact with sub-recipients and the collection of / data input from Quarterly Reports. The City of Santa Fe utilizes HUD's "Guidebook for Grantee's on Sub-recipient Oversight, Managing CDBG", and "Ensuring CDBG Sub-recipient Timeliness Guidelines" as well as portions of the CPD Monitoring Handbook (6509.2) to ensure compliance. In 2016 monitoring forms will be better customized for relevance to the respective project work scopes.

Describe actions to be taken to monitor performance in meeting goals and objectives set forth in the Consolidated Plan, and actions to be taken to ensure compliance with program requirements, including requirements involving the timeliness of expenditures

Committee Meetings

The staff liaison for the Community Development Commission (CDC) is responsible for coordinating, advising and reviewing the Consolidated Plan, Action Plan and CAPERs.

Reporting and Fiscal Management

Staff ensures that all sub-recipients keep track of detailed information for the Performance Measurement System to evaluate the effectiveness of the project in meeting the needs of targeted populations. Relevant data includes the number of clients served, ethnicity, income-and employment (locally and with the City depending on the program), assets breakdown (when appropriate) and Performance Measurement data by project type (Housing, Economic Development, Public Service or Facilities & Improvements), ethnicity and age breakdown. This information is submitted quarterly. The reports track completion of the contracted scope of services and track program demand and utilization by demographic category for services provided by the program. The program also must submit financial statements which include a breakdown of the expenditures and revenue (including Program Income where relevant) and a specific description of the charges as defined in the contract. Staff from the Office



of Affordable Housing is responsible for reviewing and approving the sub-recipient's account payment requests (invoices) and then submitting the request to the City's Accounts Payable Department for payment.

Describe actions to be taken to monitor sub-recipients

Site Visits

Monitoring will include site visits to meet with staff of the particular non-profit, reviewing selected files for accuracy and completion of required information such as income verification of the sub-recipient's constituents, and ensuring the physical work has been completed as outlined in the contract, such as a home improvement project or facility improvement.

Evaluation

At the end of each program year, staff completes a detailed evaluation of the sub-recipients performance. Based on information from the quarterly and final reports, staff evaluates whether the needs of low income people are being met. These findings are reported in the CAPER at year end. The Consolidated Plan provides a framework for setting program goals, monitoring performance and evaluating the City's progress in meeting community development needs.



APPENDIX

To be added upon completion of notices

- A. Santa Fe New Mexican Public Comment Advertisements
- B. Affidavit of Publication to Santa Fe New Mexican
- C. Service Provider Feedback Table
- D. Public Comment Summary
- E. Press Release
- F. HUD 2016 Award Letter

