

ACTION SHEET
CITY COUNCIL COMMITTEE MEETING OF 08/26/15
ITEM FROM FINANCE COMMITTEE MEETING OF 08/17/15

ISSUE:

16. Request for Approval of 2014-2015 CDBG Consolidated Annual Performance Evaluation Review (CAPER). (Margaret Ambrosino)

FINANCE COMMITTEE ACTION:

Approved as Consent item.

FUNDING SOURCE:

SPECIAL CONDITIONS OR AMENDMENTS

STAFF FOLLOW-UP:

VOTE	FOR	AGAINST	ABSTAIN
COUNCILOR TRUJILLO	X		
COUNCILOR RIVERA	X		
COUNCILOR LINDELL	X		
COUNCILOR MAESTAS	Absent		
CHAIRPERSON DOMINGUEZ			

4-13-15

City of Santa Fe, New Mexico

memo

DATE: August 4, 2015

TO: MAYOR JAVIER GONZALES & CITY COUNCIL

VIA: KATE NOBLE, ACTING DIRECTOR, HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT *KN*
ALEXANDRA LADD, SPECIAL HOUSING PLANNER *AL*

FROM: MARGARET AMBROSINO, HOUSING SENIOR PLANNER *MA*

ITEM: REQUEST TO APPROVE PUBLIC HEARING FOR CDBG 2014-2015 CONSOLIDATED ANNUAL PERFORMANCE EVALUATION REVIEW (CAPER)

BACKGROUND:

A Public Hearing will be conducted at the September 30, 2015 City Council meeting to solicit public comment on the 2014-2015 (2ND) Consolidated Annual Performance Evaluation Review (CAPER) in order to meet requirements of the United States Department of Housing and Urban Development (HUD) and the Community Development Block Grant program (CDBG).

The Community Development Block Grant Citizen Participation Plan, as approved by HUD, requires that Santa Fe residents be given adequate time (Minimum of 15 days) to review the City's use of CDBG funds as well as holding a Public Hearing at City Council for public comment. The City will comply with the HUD comment period requirements by requesting a notice to publish at the August 26th City Council meeting and making copies of the CAPER available to the public from August 28 through September 12, 2015. The copies will be available during the review period at the Office of Affordable Housing, the Main Library, Genoveva Chavez Community Center, and the Southside Library as well as on the City's website.

The CAPER will be scheduled before the Finance Committee on the 17th of August and the Community Development Commission (CDC) will act on the CAPER at the August 19th meeting.

SUMMARY OF HEARINGS:

Finance Committee	August 17, 2015
CDC	August 19, 2015
Request to Publish Notice of Public Hearing	August 26, 2015
Public Hearing at City Council	September 30, 2015

ACTION REQUESTED:

Schedule a request at the August 26th City Council meeting to approve publication of the Notice of Public Hearing for the September 30th City Council meeting.

UNITED STATES DEPARTMENT
OF
HOUSING AND URBAN DEVELOPMENT



CONSOLIDATED ANNUAL PERFORMANCE AND
EVALUATION REPORT
(CAPER)

FOR THE
SECOND PROGRAM YEAR

(Covering the period of July 1, 2014, through June 30, 2015)

CITY OF SANTA FE
Office of Affordable Housing
500 Market Street, Suite 200
PO Box 909
Santa Fe, NM 87504-0909
(505) 955-6574



CR-05 - Goals and Outcomes

Background

The CAPER (Consolidated Annual Performance Evaluation Report) is a document that assesses the progress made in the expenditure of Community Development Block Grant (CDBG) funds that took place in Fiscal Year 2014-2015, for programs that support Santa Fe's affordable housing, public service and economic development initiatives. The city, as an annual grant recipient of CDBG funds, is required to report to the United States Department of Housing and Urban Development (HUD) on accomplishments and progress toward the 2013-2017 Consolidated Plan Goals via the CAPER for each recently completed fiscal year. This report also highlights additional accomplishments supporting Consolidated Plan goals through the city's own matching activities funded by the Affordable Housing Trust Fund (AHTF).

Progress the jurisdiction has made in carrying out its strategic plan and its action plan.

91.520(a)

As noted in the 2013-2017 Five Year Consolidated Plan, the City of Santa Fe is a desirable place to live for a variety of reasons. Over the years, as second home owners and retirees relocate here, real estate values continue to rise with the cost of land remaining prohibitive for building homes. Another factor towards the challenge in retaining affordable housing is that there are a large percentage of older homes that are often more expensive than newer, entry-level homes, making it difficult to maintain a stock of affordable housing. These factors have contributed to the policies and incentives put forth by the City Council to develop, maintain and improve affordable housing. To this end, some of the most effective programs to date include:

Santa Fe Homes Program

This is an inclusionary zoning program that requires all residential developments to provide a percentage of the total units as affordable. At the onset of the program, the local housing market was strong and the required percentage of affordable units was set at 30 percent. As a result of the economic downturn and subsequent housing market decline in 2008, by 2010, the City Council believed it would be more appropriate to reduce the percentage to 20 percent and review at the end of 2014. In March of 2014, the amended requirement was made permanent at 20 percent. The incentives for this program are the increase in density by 15 percent of the underlying zoning, and fee waivers for infrastructure (sewer and water) for all affordable units, valued at \$8,000 per unit.

City's Affordability Liens on all affordable units

If the units are sold, the lien is either transferred to the new affordable buyer who is income-qualified as a revolving loan method, or, the lien amount is repaid and the funds are deposited in the City's AHTF. The AHTF is funded through development revenues, fees paid by developers, pay back of City-held liens, and land sales from Tierra Contenta. It is disbursed according to the NM Affordable Housing Act and

Table 1 summarizes all programs funded with CDBG money in 2014 and targeted/actual outcomes, including the categories of housing projects, public service activities and public facility improvements.

Table 1: Program Year 2014 Evaluation

2014-2015 Projects	CDBG EN	Unspent Amount	Proposed Outcomes	Actual Outcomes
Adelante Graduation Project	\$17,500	\$0	150 students	216 Students
Narrative: Assisted in funding SFPS Graduation Project, expanded to secondary school students				
Adelante Deferred Action	\$17,500	\$0	120 students	170 students
Narrative: Funding supported the work of an immigration attorney to provide free services to students eligible for Deferred Action for Childhood Arrivals (DACA), including: helping students to apply for fee waivers to access legal status, affordable housing, and health and social services.				
Habitat for Humanity DPA	\$60,000	\$0	3 home loans	3 home loans
Narrative: Down Payment Assistance loans of up to \$20,000 for three home buyers below 60% AMI				
Homewise DPA	\$40,000	\$35,555	2-4 home loans	14 home loans
Narrative: Down Payment Assistance loans of up to \$20,000 for at least seven home buyers; an additional 7 homes were funded with Program Income that was generated and utilized for DPA loans towards the year end. The remaining EN funding was carried forward to 2015 due to \$65,000 in PI generated in Q4 of program year.				
The Housing Trust DPA	\$60,000; and \$78,200 (CF from 2013)	\$20,000; and \$3,200 (CF from 2013 remainder)	5 home loans	3 home loans
Narrative: Down Payment Assistance loans of up to \$20,000 for five home buyers; due to lenders changing closing dates at the final month of the program year, two closings were delayed to July 2015, the new fiscal year. The additional \$20,000 has been carried forward for two closings in July 2015; remaining \$3,200 from 2013 contract has been reprogrammed.				
Homewise Home Improvement	\$40,000	\$40,000	6 households	5 households
Narrative: Funding provided home improvement loans to homeowners below 80% AMI; due to an excess of \$171K in program income that the project generated, the EN remains unspent until the PI is fully drawn.				
Kitchen Angels	\$20,000	\$0	28 new individuals	38 new individuals and 314 ongoing
Narrative: Provide nourishing, low-cost meals to chronically ill and homebound residents, increasing the projected new clients served in the contract from 28 to 38. A total of 314 clients were served for the year exceeding goals for a third year in a row.				
YouthWorks!	\$45,000	\$0	225 youth	533 youth
Narrative: Funding provided energy efficiency upgrades to the Workforce Development and Alternative Education Center, as called for by an independent DOE-certified energy audit.				

St. Elizabeth's Shelter – Siringo Senior Housing	\$73,000	\$0	8 residents	8 residents
Narrative: Replacement of 35 year-old roof at the Siringo Senior Housing facility.				
Esperanza	\$20,000	\$16,086	35 families	20 families
Narrative: Provided assistance for domestic violence clients to help stabilize housing by providing up to 3 months (or \$1,000 for house payments/rent, security deposits, utilities and hook-up fees, and other emergency needs. Staff changes caused a gap in program management, causing a decrease in clients to be served.				
Santa Fe Recovery Center	\$7,000	\$7,000	225 annual residents	304 annual residents
Narrative: Increase accessibility to the Santa Fe Recovery Center by upgrading the handicap ramp to bring the residential treatment facilities' new addition into code compliance to obtain Certificate of Occupancy.				

Table 1 activities, continued

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Table 2: Goals and Outcomes

Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Potential Sources of Funding	Goal Outcome Indicator	Actual Outcomes
I. Reduced rate of households with cost burden and corresponding drop in poverty rates for homeless and those in danger of becoming homeless (Increase Opportunities for At Risk Populations; Address Current and Emerging Needs)	2014	2015	Affordable Housing Public Housing Homeless	Citywide	Emergency Shelters; Support Services for Homeless or People At Risk of Becoming Homeless; Rental Rehabilitation; Affordable Housing Non-Homeless Special Needs	CDBG; AHTF; CoC; LIHTC; RAD; HOME; MFA Development Funds; Foreclosure Prevention Funds (HARP, PRA, etc.)	Rental units constructed; Tenant-based rental assistance/Rapid Re-housing; Overnight/emergency shelter/ transitional housing beds added; Homeless Prevention; Homeowner housing rehabilitated; Housing for homeless added	386 total students served by Adelante's middle school support and legal assistance programs; 314 chronically-ill served (Kitchen Angels); 28 battered families served with emergency rental assistance (Esperanza); 8 senior residences (St. Elizabeth's); 47 rents / 64 individ. served with CoC rental assistance funds; 49 households/112 individ. supported with emergency rental assistance (LifeLink from AHTF).

II. Inventory of rental units and vouchers expanded to meet increased demand (<i>Increase Affordable Housing Opportunities</i>)	2014	2015	Affordable Housing	Citywide	Rental Vouchers; Rental Rehabilitation; Provision of Rental Units and Support Services for LI/VLI Renters; Non-housing Community Facilities and Services; Fair Housing Outreach	CDBG; AHTF; CoC; LIHTC; RAD	Rental units constructed; Rental units rehabilitated; Tenant-based rental assistance/ Rapid re-housing; housing for homeless added	57 individuals received rapid rehousing vouchers in Santa Fe; Fair Housing outreach materials published in July 2014 distributed to 30 community facilities, rental properties and non-profit establishments
III. Increased homeownership opportunities <i>and</i> support for long-term affordability and accessibility for current homeowners (<i>Increase Affordable Housing Opportunities</i>)	2014	2015	Affordable Housing/Non Homeless Special Needs	Citywide	Down Payment Assistance; Homeowner Rehabilitation; Diversity in Housing Types; Home buyer Training and Counseling; Fair housing Outreach; Support for Current Homeowners	CDBG; AHTF Shelter Plus Care; LIHTC; RAD	Homeowner housing added; Homeowner housing rehabilitated; Direct financial assistance to homebuyers; Jobs created;	20 Down Payment Assistance Loans (CDBG); 11 Down Payment Assistance Loans (AHTF); 5 home improvement loans (CDBG); 9 home improvement loans (AHTF)

IV. Housing Opportunities reflect emerging needs, changing demographics and are aligned with redevelopment projects, economic development objectives and sustainability goals (<i>Address Current and Emerging Needs; Increase Opportunities for At-Risk Populations</i>)	2014	2015	Affordable Housing	Citywide	Non-Housing Community Facilities and Services; Diversity of Housing Types	CDBG AHTF MFA Dev't Funds HOME; Enterprise Green Community New Market Tax Credits	Public Facility or Infrastructure Activities other than Low/Moderate Housing Benefit; Public Service activities	Facility improvements supporting 533 youth clients served at SFRC residential treatment facility improvement.
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Narrative:

Goal I: For CDBG-funded Public Service Activities: those carried out through Adelante's two funded programs, actual outcomes for clients served with legal assistance for Deferred Action and Middle School support (386 students) exceeded those proposed (270). Kitchen Angels exceeded goals by serving meals to Santa Fe's lower-income chronically ill, homebound residents for a total of 314 clients, including 38 new beyond the 28 proposed.

Goal II: Continuum of Care (CoC) funded Project-Based Rapid Rehousing vouchers for an average of 32 residents via LifeLink and average of 28 Tenant-Based vouchers via Santa Fe Community Housing Trust. No new rental inventory was expanded utilizing CDBG funds in this program year.

Goal III: Down Payment Assistance (DPA) exceeded overall program goals. With 11 DPA loans as the target goal, between three programs administered through the Santa Fe Community Housing Trust, Homewise and Habitat for Humanity, CDBG funds alone provided a total of

20 DPA loans for low to moderate income clients. Due to lenders postponing two late June closings at the end of the program year for the Housing Trust, two more CDBG-funded DPA loans did not take place and were slated for July 2015, which will be counted in next year's CAPER. An additional 11 City-funded Affordable Housing Trust Fund (AHTF) DPA loans were added by programs administered by both the Santa Fe Community Housing Trust and Homewise, for Santa Fe homebuyers at moderate incomes below 80% AMI (CDBG) and up to 120 percent of AMI (AHTF).

Goal IV: The YouthWorks! Facility Improvement Project provided much needed energy efficiency improvements for a total of 533 annual youth attendees served at its main workforce training and educational center at 1504 Cerrillos. Several of those youth are building trades apprentices that provided volunteer labor to a general contractor completing this project, so an added benefit of workforce training to a portion of the youth beneficiaries was achieved. Additionally, YouthWorks! partners with other housing service providers such as Habitat for Humanity, benefitting youth in its construction trades program; Youth Shelters and the Life Link, to secure shelter/housing for youth participants in need. The Santa Fe Recovery Center provided services to more than 550 clients during its fiscal year, with 304 of them directly benefitting from the CDBG funded accessibility upgrade for the residential treatment facility.



Prior Year and Current Year Programs In Progress as of 6/30/2015					
2011	Homewise Rehab		\$ Unspent	Minimum Per Contract	Total # Loans
	Original Allocation	\$85,000	0	8 units (original	2 units
	2011 Program Income	\$137,977	0	contract) 3-6 units	7 units
	2012 EN Carry Forward	\$73,994	0	(current 2014	6 units
	2012 Program Income	\$51,719	0	contract)	3 units
	2013 EN Carry Forward (2014 PY)	\$11,253	\$11,253		N/A
			(reprogram)		
	2014 EN Carry Forward (2014 Contract)	\$40,000	\$40,000 (CF)		5 units
	2014 Revolving Loan Program Income	\$171,942	\$155,250	3-6 units	5 units
	Total of EN and PI	\$486,638	\$206,503	11-14 units	23 units
<p>Narrative: The success of this program over four years has generated program income to fund additional units beyond those proposed. 2014 EN remains entirely unspent due to the excess of program income generated that will continue to fund more loans into 2015. Average rehab loan of \$12,180 per household.</p>					
2013	Homewise Down Payment Assistance		\$ Unspent	Minimum Per Contract	Total # Loans
	Original Allocation	\$120,500	0	7 loans (2013	14 loans
	2013 PI (276)	\$199,989	0	contract)	5 loans
	2013 EN Carry Forward (2014 PY)	\$28,490	\$0		4
	2014 EN Carry Forward (2014 contract)	\$40,000	\$35,555 (CF)	2-4 loans	1
	2014 PI (287)	\$163,654	\$0		9
		Total	\$524,143	\$35,555	9-11 loans
<p>Narrative: The success of this program over two years has generated program income to fund additional units beyond those proposed. 2014 EN remains substantially unspent due to the excess of program income generated that will continue to fund more loans into 2015. Average DPA loan of \$15,669 per household.</p>					
2013	Housing Trust DPA			Minimum Per Contract	Total # Loans
	Original Allocation	\$96,700	0	5 loans (2013	1 unit
	2013 Program Income (277)	\$53,000	0	contract)	4
	2013 EN Carry Forward (2014 Year)	\$78,200	\$3,200		
			(reprogram)		
	2014 Program Income (290)	\$10,000	\$0		1
	2014 EN	\$60,000	\$20,000 (CF)	5-7 loans	2
	2014 Revolving Loan Program Income	\$33,500			
	Total	\$253,200	\$23,200	10-12 loans	8 loans
<p>Narrative: Goal of 5-7 loans was not met due to a lack of pre-qualified DPA recipients in the available pipeline and lenders postponing two closing dates to July 2015. Unspent 2013 EN funds of \$3,200 will be reprogrammed to another CDBG-qualifying activity in 2015. Last-Minute PI generated in Q4 will fund two additional loans in Q1 2015.</p>					

2013	Habitat for Humanity DPA	\$ Unspent	Minimum Per Contract	Total # Loans	
	Original Allocation	\$96,700	0	5 loans	4 loans
	2013 EN Carry Forward	\$16,700	\$0		1
	2014 EN Allocation	\$60,000	\$0	3	3
	Total 2013-2014 Allocation	\$156,700	\$0	8 Loans	8 loans
Narrative: Goal of five loans met for 2013 with remaining allocation of \$16,700 spent by November 2014 and goal of three loans met for 2014.					

Table 3: Programs in Progress and Balances

Narrative: Program Income (PI) Reuse

As reported in the 2013 CAPER, the City of Santa Fe receives quarterly reports from sub-recipients' activities on all accomplishments, which include the detail on program income generated, for those applicable. The activities that the City has funded with CDBG Entitlement funds in past years that have generated program income, are loans to individual homeowners administered by sub-recipient organizations for Down Payment Assistance (DPA), loans to homeowners administered by sub-recipient organizations for Home Improvement (HI); and small business economic development loans in repayment from the 2011 Santa Fe's Small Business Loan Fund (SFBLF). Pursuant to the definition of program income located at 24 CFR 570.489, these activities include the following:

- Sale, lease, rental proceeds of property acquired with/improved by CDBG funds; and
- Principal and interest payments on loans made from CDBG funds; and
- Proceeds from sale of CDBG loans or other obligations; and
- Interest earned on funds in a revolving loan fund account or on program income, pending reuse

For the 2014-2015 program year, the City funded two (2) DPA programs that generated program income: Homewise and The Housing Trust, as well as a Home Improvement project via Homewise, the latter of which was last funded with CDBG money in 2011. Home Improvement activity continues to generate program income that was disbursed in the 2014-2015 program year for five (5) HI loans, as well as generating an additional \$171,000 in Program Income Revolving Loan Funding, leaving an excess of \$11,253 in unspent entitlement (EN) funds that had continued to remain unspent since the 2011 project, along with \$40,000 in entirely unspent EN funds that have carried forward from the 2014-funded project. Table 3 illustrates the status of Program Income-generating projects, where contracts have been extended into the current

program year, with corresponding loan totals demonstrating where accomplishment goals have been met or exceeded due to program income being recycled back into projects for which a sub-recipient is under a CDBG-funded contract with the City to provide.

Program Income totals are reported by the applicable sub-recipients to the CDBG Administrator on a Quarterly basis each program year and subsequently recorded and drawn in HUD's Integrated Disbursement & Information System (IDIS) by quarter, and verified and closed out, where applicable, by the Fiscal and Program Year end of June 30, 2015. Included in these reports are the number of loans funded and the dollar amount of the funding that occurred for the quarter. DPA and HI activities are receipted back to the IDIS Activity ID that generated the funding, except in the cases where program income is transferred between CDBG-eligible programs for which the subrecipient is under CDBG contract to provide with the City. The exception to this rule is program income that is receipted in IDIS and is labeled as Revolving Loan (RL), which is only used for the program that generated it. Furthermore, IDIS does not permit draws for any other CDBG activity other than that which generated those recorded as the revolving loan type of program income.

Per HUD regulations, the PI is drawn first prior to EN funds when the City processes vouchers for reimbursement. To ensure the regulations are met, upon receipt, the PI is immediately drawn down and recorded to that activity, with the number of loans funded noted in the receipt function. Table 3 shows the activity that occurred in the 2014-2015 program year for sub-recipients' DPA and HI activities that are still open with activity, along with their corresponding sub-recipient contracts that the City has pre-authorized to continue via time extension amendments.

As CDBG-funded client loans are paid off to the sub-recipient, principal and interest is collected and held by the sub-recipient, and reported back to the CDBG program. The PI generated by Homewise generates interest that is held in an interest bearing account, with total proceeds reported and remitted back to the City on an annual basis, and thus, reported back to the Federal Government (HUD) on an annual basis. In the 2014-2015 program year, \$93 was remitted back to the City.

The CDBG entitlement regulations at 24 CFR 570.504(b) stipulate that at the end of each program year, the City of Santa Fe may not have PI on hand in an amount that is more than one-twelfth of the most recent grant amount. For PY 2014-2015 one-twelfth of the grant amount would require that the city may not have retained more than \$43,867. The Revolving Loan classification of program income generated is exempt from this requirement.

In 2011, an Activity ID (264) was created for the SFBLF for the repayment of loans with a

narrative as follows: “Received payments (Payments received) on loans made in prior years through the City's Economic Development Division and funded by CDBG. Most of these loans were originated in the late 90's early 2000's.” The Loan Fund was seeded with CDBG money in prior years. Repayments to this fund are recorded as program income and drawn for administrative expenses. No outstanding SFBLF loans were paid back to the City in 2014 and collections are an ongoing effort.

CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	CDBG
White	1,405
Black or African American	23
Asian	2
American Indian or American Native	77
Native Hawaiian or Other Pacific Islander	5
Multi-racial	35
Total	1,547
Hispanic	1,136
Not Hispanic	269

Table 4 – Table of assistance to racial and ethnic populations by source of funds

Narrative

The racial and ethnic composition reported for CDBG program sub-recipients is comprised data collected that represents households and individual members of one household, such as youth served by Adelante or YouthWorks. For numbers of beneficiaries in a household; such as total number of family members that benefit from a home purchase funded with CDBG down payment assistance; the number is closer to 1,600 total individuals. The actual families assisted apply to grantees where household counts apply, such as for DPA or home improvement. As a requirement of the Professional Services Agreement with the City, each sub-recipient reports the racial, ethnic, and demographic data to the City on a Quarterly basis. Table 2: Goals and Outcomes reports a summation of that data.

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

2014 Source of Funds	Source	Expected Amount Available	Amount Expended During Program Year
CDBG	HUD	\$526,401	\$449,771
Other	Affordable Housing Trust Fund (AHTF)	\$380,000	\$320,000
Other	City's General Fund: Youth and Family Services Division, SF Community Services	\$360,000	\$346,781

Table 5 – Resources Made Available

Narrative

Within the 2013-2017 Consolidated Plan cycle to date HUD has committed approximately \$1,042,602 in CDBG funding over the past two years, and the City has committed \$792,000 through the AHTF. As reported in 2013, the CIP (AHTF) funding spanned 2012 to 2014, and provided DPA loans to seven (7) home buyers earning between 80-120 percent Area Median Income (AMI); nine (9) home buyers earning between 50-80 percent AMI; and thirty (30) home buyers earning below 50 percent AMI.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
N/A	N/A	N/A	N/A

Table 6 – Geographic distribution and location of investments

Narrative

In any given program year, the City of Santa Fe does not prioritize allocating funds and supporting programs geographically, due to the City's lack of population density relative to its size and for the 2014 program year, no one Census Tract was earmarked for serving its LMI population of the eleven (11) projects selected to be funded. Concentrated poverty and/or racial characteristics are not reflected on the census tract level, making it difficult to effectively target resources based on location. Instead, the City focuses programs on the household income or an identified characteristic of the participants and/or recipients of assistance. For example, down payment assistance is provided based on the homebuyer's income rather than the location of the home. Likewise, public service programs for at risk youth serve the citywide population, rather than those youth living in a specific census tract. This description has been reported in previous years and that priority remains. However, on occasion, a project proposal will be accepted because allocating funds at that site will also serve other community development goals.

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal (CDBG and Other Programs)	Actual (CDBG only)
Number of Homeless households to be provided affordable housing units	N/A	N/A
Number of Non-Homeless households to be provided affordable housing units	60	20
Number of Special-Needs households to be provided affordable housing units	40	N/A
Total	100	20

Table 7- Number of Households

	One-Year Goal (CDBG & AHTF)	Actual (CDBG & AHTF)
Number of households supported through Rental Assistance	68	77
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	19	19
Number of households supported through Acquisition of Existing Units	0	0
Total	87	96

Table 8 - Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

The one year goal of providing affordable housing units to otherwise homeless individuals was not represented in any funded projects for 2014. However, CDBG funding allowed roof rehabilitation for eight units of supportive senior housing to otherwise homeless seniors via St. Elizabeth Shelter's Siringo Senior Housing facility.

This number is represented in the total number of households supported through rehab of existing units. The remainder of five homes funded by Homewise and two by Habitat for Humanity allowed LMI homeowners to rehabilitate a total of seven single-family homes, better enabling more seniors to age in place.

An estimated 60 Non-Homeless households were to be provided affordable housing *rental* units through HUD Continuum of Care (CoC) grants. An actual number for CDBG funded projects under this category represents total of 20 down payment assistance loans to *homeowner-occupied units* qualifying below 80 percent AMI.

Shelter Plus Care (S+C) provided approximately 40 Special-Needs households with affordable housing rental units. CDBG funds were not allocated for special needs households in the 2014 program year.

A total of 68 households were supported through CDBG and AHTF funded rental assistance: with 49 rentals provided by LifeLink (AHTF) and a proposed 35 units by Esperanza to provide emergency rental assistance for a limited three-month term to battered households. LifeLink’s goal was met. However, only 28 households for Esperanza were served due to mid-year staff transitions and lag time in backfilling the project manager position to best serve the minimum goal 35 clients targeted.

Discuss how these outcomes will impact future annual action plans.

Outcomes will certainly impact future CDBG and AHTF funding allocation considerations to be shifted from down payment assistance, facility improvements, and, to a lesser extent, homeownership rehab, to emerging needs for rental assistance of all categories, such as emergency for battered households, special needs, homelessness prevention, and rapid rehousing.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Persons Served	CDBG Actual
Extremely Low-income	1,148
Low-income	264
Moderate-income	128
Non low-moderate income	7
Total	1,547

Table 9 – Number of Persons Served

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

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

For direct street outreach, Youth Shelters and Family Services on an ongoing basis provides supplies to areas where youth congregate. On any given night, the organization estimates that 100 youth may be homeless on the streets of Santa Fe. In addition to street outreach, services provided to homeless youth include, 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.

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 Apartments 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.

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

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: likely to become homeless after 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); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

As reported in the 2015 Action Plan, In November 2014, the City passed a resolution directing staff to convene meetings with service provider agencies; and thereafter, analyze and report back to the governing body. The follow up report broke down needs for short term (see table in Appendix) and long term goals. Overall, the long term report details feedback from the service provider community that one-stop services provided by the Life Link and Health Care for the Homeless work well with managed care organizations (MCO's), such as Molina and PMS. What is needed is a more coordinated assessment process to reach the highest-need people more quickly and to get ID cards for participants so that they can better transition back into society by obtaining services and accessing employment. Another great need is transportation for client participants from shelter to services. Additionally, a campus approach,

CR-30 - Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

The Santa Fe Civic Housing Authority (SFCHA) is the public housing agency in Santa Fe. As previously reported, 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. Currently, 399 people are on the public housing waiting list, and 171 people on the Section 8 Voucher waiting list for Santa Fe. SFCHA receives approximately 35 applications per month for public housing. The application window is closed when 400 are reached. With only 6 to 8 families and/or individuals coming out of the program each year, new openings are extremely limited.

Newly refinanced properties will likely move towards site-based or site-driven wait lists, which better supports applicants so that the Authority doesn't have to turn an individual or family down because of location, school district or other limiting factors, and to avoid having to send an individual or household back down to the bottom of the list again.

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

The Santa Fe Civic Housing Authority continues to run the Family Self-Sufficiency Program which supports residents and voucher holders to place funds in escrow to achieve home ownership and educational goals.

Actions taken to provide assistance to troubled PHAs

The PHA is not designated as troubled.

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken 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. 91.220 (j); 91.320 (i)

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 to Fair Housing Choice, and will be reviewing these policies again in the new template, the 2016 Assessment of Fair Housing (AFH) update. This review of city housing policies and land use and zoning regulations had found few concerns in 2011. However, 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”, both in Spanish and English with ongoing distribution throughout the year. They are presently being distributed predominantly in Spanish-speaking and lower income neighborhoods as well as through school liaisons with the Santa Fe Public Schools and community facilities throughout the City along with the CAPER.

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

Based on the Housing Needs Assessment (HNA) update and the 2012 Five Year Plan to End Homelessness, the projects that were funded and executed support increasing the availability of affordable housing to low and moderate income households, addressing the needs of the homeless, and people with special needs. The HNA is scheduled to be updated in 2016 along with the Assessment of Fair Housing (AFH) update and will include all necessary public comments and surveys. The AFH replaces the Analysis of Impediments to Fair Housing Choice (AI) format that was used for the 2011 document.

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

As reported in the Consolidated Plan, there is a repair need of older homes in Santa Fe. The CDBG-funded Home Improvement project showed that there was a concentration of homes in the 87505 area code and was split amongst census tracts. In 2014-2015, two out of the five homes served by this project were built prior to 1978. The sub-recipient reported that no paint was disturbed in either of

those projects, so no remediation was conducted.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

As part of an anti-poverty strategy, the City has worked toward implementing the following:

- 1) Establish priorities for allocating federal tax credits to mixed income rental developments where at least 30 percent of the rental units will be affordable to households earning less than 50 percent of the AMI;
- 2) Fund a local housing voucher program to provide assistance to the homeless and near homeless;
- 3) Modify the Santa Fe Homes Program (SFHP) so that the rental requirement is relevant to the housing needs in the community;
- 4) Work with for-profit and nonprofit organizations to develop on new multifamily, mixed income rental property using Low Income Housing Tax Credits where feasible. Total Units not to exceed 100 per project;
- 5) Identify all existing affordable rentals and develop a preservation plan as needed;
- 6) Arts + Creativity Center: The City is presently working with an affordable housing developer on infill development proposing 60 units serving 30-60% AMI and 10 market rate units to produce affordable live/work/creation spaces where Santa Fe's creative workforce can develop projects and learn entrepreneurial skills. The Center will primarily serve emerging creative professionals, as well as provide a major asset for underserved groups.

Given the City's high rate of cost burden, even for homeowners, it is apparent that continued focus on rehabilitation, home repair, and other support services is essential to alleviating poverty in Santa Fe. Specific programs that reduce the number of poverty level of families are:

- Conserve and maintain Santa Fe's existing housing stock and residential neighborhoods
- Continue to support rehabilitation loan programs targeted toward low to moderate income homeowners (50 to 80 percent AMI), which includes home renovations, emergency repairs and energy conservation measures including the purchase of new appliances, retrofits, and solar water heaters.
- Support the SFCHA's RAD conversion project to renovate 120 public housing units, although construction of 30 new units is no longer planned.

CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

CDBG Program Monitoring Requirements and Frequency

The CDBG Administrator, in charge of the CDBG program, monitors program service providers, or sub-recipients funded by CDBG to ensure compliance with requirements through site inspections and documentation of organizational structures, with applicability to HUD national objectives and scope of work. The City of Santa Fe utilizes HUD's following guides to ensure compliance

- "Guidebook for Grantee's on Sub-recipient Oversight",
- "Managing CDBG"
- "Ensuring CDBG Sub-recipient Timeliness Guidelines"
- CFR 570 Federal Regulation governing CDBG
- Davis Bacon fair wage resources via the Department of Labor

Additionally, the Office of Affordable Housing has attended periodic technical assistance trainings in monitoring, sub-recipient oversight and fair housing.

Committee Meetings

The Community Development Commission (CDC) is the advisory body to the City of Santa Fe Mayor and City Council on CDBG funding allocation decisions and priorities in adherence to the 2013-2017 Consolidated Plan. The staff liaison for the CDC is also the CDBG Administrator and is responsible for coordinating, advertising and publishing the Consolidated Plan, Action Plan and CAPERs. The CDC also advises on adherence to the City's Affordable Housing/Santa Fe Homes Program Ordinance upon requests for alternate means of compliance to the ordinance, such as fees-in-lieu, from developers.

Site Visits

Site monitoring has been conducted on seven sub-recipient nonprofits for eight programs completed in the program year: Homewise (Home Improvement Project); The Housing Trust (DPA Project); Santa Fe Recovery Center (facility accessibility upgrades); Habitat for Humanity (DPA Project); St. Elizabeth's

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

There are no changes.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

No.



APPENDIX A

This section is intentionally blank – reports to be run are based on year-end numbers that are being verified in IDIS

Appendix B

Advertisements (to be advertised August 28 and September 4)



**City of Santa Fe
Summary of Contracts, Agreements, & Amendments**

Section to be completed by department for each contract or contract amendment

1 **FOR:** ORIGINAL CONTRACT or CONTRACT AMENDMENT

2 Name of Contractor Esperanza

3 Complete information requested Plus GRT
 Inclusive of GRT

Original Contract Amount: \$20,000.00

Termination Date: June 30, 2015

Approved by Council Date: _____

or by City Manager Date: _____

Contract is for: Provide assistance for domestic violence clients to help stabilize housing situations.

Amendment # _____ to the Original Contract# _____

Increase/(Decrease) Amount \$ _____

Extend Termination Date to: _____

Approved by Council Date: _____

or by City Manager Date: _____

Amendment is for:

4 **History of Contract & Amendments:** (option: attach spreadsheet if multiple amendments) Plus GRT
 Inclusive of GRT

Amount \$ _____ of original Contract# _____ Termination Date: _____

Reason: _____

Amount \$ _____ amendment # _____ Termination Date: _____

Reason: _____

Amount \$ _____ amendment # _____ Termination Date: _____

Reason: _____

Amount \$ _____ amendment # _____ Termination Date: _____

Reason: _____

Total of Original Contract plus all amendments: \$ 20,000.00



City of Santa Fe
Summary of Contracts, Agreements, & Amendments

5 Procurement Method of Original Contract: (complete one of the lines)

RFP# _____ Date: _____

RFQ _____ Date: _____

Sole Source _____ Date: _____

Other _____

6 Procurement History: One year terms
example: (First year of 4 year contract)

7 Funding Source: CDBG BU/Line Item: 22565.510400

8 Any out-of-the ordinary or unusual issues or concerns:
(Memo may be attached to explain detail.)

9 Staff Contact who completed this form: Roberta Catanach
Phone # _____ -6421

10 Certificate of Insurance attached. (if original Contract)

Submit to City Attorney for review/signature
Forward to Finance Director for review/signature
Return to originating Department for Committee(s) review or forward to City Manager for review
and approval (depending on dollar level).

To be recorded by City Clerk:

Contract # _____

Date of contract Executed (i.e., signed by all parties): _____

Note: If further information needs to be included, attach a separate memo.

Comments:

Large empty rectangular box for comments.



**City of Santa Fe
Summary of Contracts, Agreements, & Amendments**

Section to be completed by department for each contract or contract amendment

1 FOR: ORIGINAL CONTRACT or CONTRACT AMENDMENT

2 Name of Contractor Santa Fe Habitat For Humanity

3 Complete information requested Plus GRT
 Inclusive of GRT

Original Contract Amount: \$60,000.00

Termination Date: June 30, 2015

Approved by Council Date: _____

or by City Manager Date: _____

Contract is for: Finance emergency repairs for owner-occupied homes with very low income

Amendment # _____ to the Original Contract# _____

Increase/(Decrease) Amount \$ _____

Extend Termination Date to: _____

Approved by Council Date: _____

or by City Manager Date: _____

Amendment is for:

4 **History of Contract & Amendments:** (option: attach spreadsheet if multiple amendments) Plus GRT
 Inclusive of GRT

Amount \$ _____ of original Contract# _____ Termination Date: _____

Reason: _____

Amount \$ _____ amendment # _____ Termination Date: _____

Reason: _____

Amount \$ _____ amendment # _____ Termination Date: _____

Reason: _____

Amount \$ _____ amendment # _____ Termination Date: _____

Reason: _____

Total of Original Contract plus all amendments: \$ 60,000.00



**City of Santa Fe
Summary of Contracts, Agreements, & Amendments**

5 **Procurement Method of Original Contract:** (complete one of the lines)

RFP# _____ Date: _____

RFQ _____ Date: _____

Sole Source _____ Date: _____

Other _____

6 **Procurement History:** One year terms
example: (First year of 4 year contract)

7 **Funding Source:** AHTF **BU/Line Item:** 22543.510500

8 **Any out-of-the ordinary or unusual issues or concerns:**

(Memo may be attached to explain detail.)

9 **Staff Contact who completed this form:** Roberta Catanach
Phone # _____ -6421

10 **Certificate of Insurance attached.** (if original Contract)

Submit to City Attorney for review/signature
Forward to Finance Director for review/signature
Return to originating Department for Committee(s) review or forward to City Manager for review and approval (depending on dollar level).

To be recorded by City Clerk:

Contract # _____

Date of contract Executed (i.e., signed by all parties): _____

Note: If further information needs to be included, attach a separate memo.

Comments:



**City of Santa Fe
Summary of Contracts, Agreements, & Amendments**

Section to be completed by department for each contract or contract amendment

1 **FOR:** ORIGINAL CONTRACT or CONTRACT AMENDMENT

2 Name of Contractor Homewise

3 Complete information requested Plus GRT
 Inclusive of GRT

Original Contract Amount: \$40,000.00

Termination Date: June 30, 2015

Approved by Council Date: _____

or by City Manager Date: _____

Contract is for: Down payment assistance to qualified homebuyers

Amendment # _____ to the Original Contract# _____

Increase/(Decrease) Amount \$ _____

Extend Termination Date to: _____

Approved by Council Date: _____

or by City Manager Date: _____

Amendment is for: _____

4 **History of Contract & Amendments:** (option: attach spreadsheet if multiple amendments) Plus GRT
 Inclusive of GRT

Amount \$ _____ of original Contract# _____ Termination Date: _____

Reason: _____

Amount \$ _____ amendment # _____ Termination Date: _____

Reason: _____

Amount \$ _____ amendment # _____ Termination Date: _____

Reason: _____

Amount \$ _____ amendment # _____ Termination Date: _____

Reason: _____

Total of Original Contract plus all amendments: \$ 40,000.00



**City of Santa Fe
Summary of Contracts, Agreements, & Amendments**

5 **Procurement Method of Original Contract:** (complete one of the lines)

RFP# _____ Date: _____

RFQ _____ Date: _____

Sole Source _____ Date: _____

Other _____

6 **Procurement History:** One year terms
example: (First year of 4 year contract)

7 **Funding Source:** CDBG **BU/Line Item:** 22738.510500

8 **Any out-of-the ordinary or unusual issues or concerns:**

(Memo may be attached to explain detail.)

9 **Staff Contact who completed this form:** Roberta Catanach
Phone # _____ -6421

10 **Certificate of Insurance attached.** (if original Contract)

Submit to City Attorney for review/signature
Forward to Finance Director for review/signature
Return to originating Department for Committee(s) review or forward to City Manager for review and approval (depending on dollar level).

To be recorded by City Clerk:

Contract # _____

Date of contract Executed (i.e., signed by all parties): _____

Note: If further information needs to be included, attach a separate memo.

Comments:



**City of Santa Fe
Summary of Contracts, Agreements, & Amendments**

Section to be completed by department for each contract or contract amendment

1 **FOR:** ORIGINAL CONTRACT or CONTRACT AMENDMENT

2 Name of Contractor Homewise

3 Complete information requested Plus GRT
 Inclusive of GRT

Original Contract Amount: \$40,000.00

Termination Date: June 30, 2015

Approved by Council Date: _____

or by City Manager Date: _____

Contract is for: Down payment assistance to qualified homebuyers

Amendment # 1 to the Original Contract# 14-0235

Increase/(Decrease) Amount \$ _____

Extend Termination Date to: June 30, 2016

Approved by Council Date: _____

or by City Manager Date: _____

Amendment is for: Extending term and adding "additional contributions"

4 **History of Contract & Amendments:** (option: attach spreadsheet if multiple amendments) Plus GRT
 Inclusive of GRT

Amount \$ 40,000.00 of original Contract# 14-0235 Termination Date: 06/30/2015

Reason: Down payment assistance

Amount \$ _____ amendment # 1 Termination Date: 06/30/2016

Reason: Ext term and add "additional contributions"

Amount \$ _____ amendment # _____ Termination Date: _____

Reason: _____

Amount \$ _____ amendment # _____ Termination Date: _____

Reason: _____

Total of Original Contract plus all amendments: \$ 40,000.00



**City of Santa Fe
Summary of Contracts, Agreements, & Amendments**

5 **Procurement Method of Original Contract:** (complete one of the lines)

RFP# _____ Date: _____

RFQ _____ Date: _____

Sole Source _____ Date: _____

Other _____

6 **Procurement History:** One year terms
example: (First year of 4 year contract)

7 **Funding Source:** CDBG **BU/Line Item:** 22738.510400

8 **Any out-of-the ordinary or unusual issues or concerns:**

(Memo may be attached to explain detail.)

9 **Staff Contact who completed this form:** Roberta Catanach
Phone # _____ -6421

10 **Certificate of Insurance attached.** (if original Contract)

Submit to City Attorney for review/signature
Forward to Finance Director for review/signature
Return to originating Department for Committee(s) review or forward to City Manager for review and approval (depending on dollar level).

To be recorded by City Clerk:

Contract # _____

Date of contract Executed (i.e., signed by all parties): _____

Note: If further information needs to be included, attach a separate memo.

Comments:



**City of Santa Fe
Summary of Contracts, Agreements, & Amendments**

Section to be completed by department for each contract or contract amendment

1 FOR: ORIGINAL CONTRACT or CONTRACT AMENDMENT

2 Name of Contractor Homewise

3 Complete information requested Plus GRT
 Inclusive of GRT

Original Contract Amount: \$40,000.00

Termination Date: June 30, 2015

Approved by Council Date: _____

or by City Manager Date: _____

Contract is for: Provide financing to homeowners for necessary repairs, upgrade appliances, windows & improve energy & water conservation (Home improvement)

Amendment # _____ to the Original Contract# _____

Increase/(Decrease) Amount \$ _____

Extend Termination Date to: _____

Approved by Council Date: _____

or by City Manager Date: _____

Amendment is for: _____

4 **History of Contract & Amendments:** (option: attach spreadsheet if multiple amendments) Plus GRT
 Inclusive of GRT

Amount \$ _____ of original Contract# _____ Termination Date: _____

Reason: Home Improvement

Amount \$ _____ amendment # _____ Termination Date: _____

Reason: _____

Amount \$ _____ amendment # _____ Termination Date: _____

Reason: _____

Amount \$ _____ amendment # _____ Termination Date: _____

Reason: _____

Total of Original Contract plus all amendments: \$ 40,000.00



**City of Santa Fe
Summary of Contracts, Agreements, & Amendments**

5 **Procurement Method of Original Contract:** (complete one of the lines)

RFP# _____ Date: _____

RFQ _____ Date: _____

Sole Source _____ Date: _____

Other _____

6 **Procurement History:** One year terms
example: (First year of 4 year contract)

7 **Funding Source:** CDBG **BU/Line Item:** 22737.510500

8 **Any out-of-the ordinary or unusual issues or concerns:**

(Memo may be attached to explain detail.)

9 **Staff Contact who completed this form:** Roberta Catanach
Phone # _____ -6421

10 **Certificate of Insurance attached.** (if original Contract)

Submit to City Attorney for review/signature
Forward to Finance Director for review/signature
Return to originating Department for Committee(s) review or forward to City Manager for review and approval (depending on dollar level).

To be recorded by City Clerk:

Contract # _____

Date of contract Executed (i.e., signed by all parties): _____

Note: If further information needs to be included, attach a separate memo.

Comments:



**City of Santa Fe
Summary of Contracts, Agreements, & Amendments**

Section to be completed by department for each contract or contract amendment

1 FOR: ORIGINAL CONTRACT or CONTRACT AMENDMENT

2 Name of Contractor Homewise

3 Complete information requested Plus GRT
 Inclusive of GRT

Original Contract Amount: \$40,000.00

Termination Date: June 30, 2015

Approved by Council Date: _____

or by City Manager Date: _____

Contract is for: Provide financing to homeowners for necessary repairs, upgrade appliances, windows & improve energy & water conservation (Home improvement)

Amendment # 1 to the Original Contract# 14-0237

Increase/(Decrease) Amount \$ _____

Extend Termination Date to: June 30, 2016

Approved by Council Date: _____

or by City Manager Date: _____

Amendment is for: Extend termination date to June 30, 2016; add "Additional Contributions" to the contract

4 **History of Contract & Amendments:** (option: attach spreadsheet if multiple amendments) Plus GRT
 Inclusive of GRT

Amount \$ 40,000.00 of original Contract# 14-0237 Termination Date: 06/30/2015

Reason: Home Improvement

Amount \$ _____ amendment # 1 Termination Date: 06/30/2016

Reason: Term & Additional contributions

Amount \$ _____ amendment # _____ Termination Date: _____

Reason: _____

Amount \$ _____ amendment # _____ Termination Date: _____

Reason: _____

Total of Original Contract plus all amendments: \$ 40,000.00



**City of Santa Fe
Summary of Contracts, Agreements, & Amendments**

5 **Procurement Method of Original Contract:** (complete one of the lines)

RFP# _____ Date: _____

RFQ _____ Date: _____

Sole Source _____ Date: _____

Other _____

6 **Procurement History:** One year terms
example: (First year of 4 year contract)

7 **Funding Source:** CDBG **BU/Line Item:** 22737.510400

8 **Any out-of-the ordinary or unusual issues or concerns:**

(Memo may be attached to explain detail.)

9 **Staff Contact who completed this form:** Roberta Catanach

Phone # _____ -6421

10 **Certificate of Insurance attached.** (if original Contract)

Submit to City Attorney for review/signature
Forward to Finance Director for review/signature
Return to originating Department for Committee(s) review or forward to City Manager for review and approval (depending on dollar level).

To be recorded by City Clerk:

Contract # _____

Date of contract Executed (i.e., signed by all parties): _____

Note: If further information needs to be included, attach a separate memo.

Comments:



**City of Santa Fe
Summary of Contracts, Agreements, & Amendments**

Section to be completed by department for each contract or contract amendment

1 **FOR:** ORIGINAL CONTRACT or CONTRACT AMENDMENT

2 Name of Contractor The Housing Trust

3 Complete information requested Plus GRT
 Inclusive of GRT

Original Contract Amount: \$60,000.00

Termination Date: June 30, 2015

Approved by Council Date: _____

or by City Manager Date: _____

Contract is for: Provide down payment assistance loans to qualified homebuyers

Amendment # _____ to the Original Contract# _____

Increase/(Decrease) Amount \$ _____

Extend Termination Date to: _____

Approved by Council Date: _____

or by City Manager Date: _____

Amendment is for:

4 **History of Contract & Amendments:** (option: attach spreadsheet if multiple amendments) Plus GRT
 Inclusive of GRT

Amount \$ _____ of original Contract# _____ Termination Date: _____

Reason: _____

Amount \$ _____ amendment # _____ Termination Date: _____

Reason: _____

Amount \$ _____ amendment # _____ Termination Date: _____

Reason: _____

Amount \$ _____ amendment # _____ Termination Date: _____

Reason: _____

Total of Original Contract plus all amendments: \$ 60,000.00



**City of Santa Fe
Summary of Contracts, Agreements, & Amendments**

5 **Procurement Method of Original Contract:** (complete one of the lines)

RFP# _____ Date: _____

RFQ _____ Date: _____

Sole Source _____ Date: _____

Other _____

6 **Procurement History:** One year terms
example: (First year of 4 year contract)

7 **Funding Source:** CDBG **BU/Line Item:** 22552.510500

8 **Any out-of-the ordinary or unusual issues or concerns:**

(Memo may be attached to explain detail.)

9 **Staff Contact who completed this form:** Roberta Catanach
Phone # _____ -6421

10 **Certificate of Insurance attached.** (if original Contract)

Submit to City Attorney for review/signature
Forward to Finance Director for review/signature
Return to originating Department for Committee(s) review or forward to City Manager for review and approval (depending on dollar level).

To be recorded by City Clerk:

Contract # _____

Date of contract Executed (i.e., signed by all parties): _____

Note: If further information needs to be included, attach a separate memo.

Comments:



**City of Santa Fe
Summary of Contracts, Agreements, & Amendments**

Section to be completed by department for each contract or contract amendment

1 **FOR:** ORIGINAL CONTRACT or CONTRACT AMENDMENT

2 Name of Contractor Kitchen Angels

3 Complete information requested Plus GRT
 Inclusive of GRT

Original Contract Amount: \$20,000.00

Termination Date: June 30, 2015

Approved by Council Date: _____

or by City Manager Date: _____

Contract is for: Use funds to support home-delivered nutritious and appropriate meals to chronically ill, homebound people

Amendment # _____ to the Original Contract# _____

Increase/(Decrease) Amount \$ _____

Extend Termination Date to: _____

Approved by Council Date: _____

or by City Manager Date: _____

Amendment is for:

4 **History of Contract & Amendments:** (option: attach spreadsheet if multiple amendments) Plus GRT
 Inclusive of GRT

Amount \$ _____ of original Contract# _____ Termination Date: _____

Reason: _____

Amount \$ _____ amendment # _____ Termination Date: _____

Reason: _____

Amount \$ _____ amendment # _____ Termination Date: _____

Reason: _____

Amount \$ _____ amendment # _____ Termination Date: _____

Reason: _____

Total of Original Contract plus all amendments: \$ 20,000.00



**City of Santa Fe
Summary of Contracts, Agreements, & Amendments**

5 **Procurement Method of Original Contract:** (complete one of the lines)

RFP# _____ Date: _____

RFQ _____ Date: _____

Sole Source _____ Date: _____

Other _____

6 **Procurement History:** One year terms
example: (First year of 4 year contract)

7 **Funding Source:** CDBG **BU/Line Item:** 22805.510400

8 **Any out-of-the ordinary or unusual issues or concerns:**

(Memo may be attached to explain detail.)

9 **Staff Contact who completed this form:** Roberta Catanach
Phone # _____ -6421

10 **Certificate of Insurance attached.** (if original Contract)

Submit to City Attorney for review/signature
Forward to Finance Director for review/signature
Return to originating Department for Committee(s) review or forward to City Manager for review and approval (depending on dollar level).

To be recorded by City Clerk:

Contract # _____

Date of contract Executed (i.e., signed by all parties): _____

Note: If further information needs to be included, attach a separate memo.

Comments:



**City of Santa Fe
Summary of Contracts, Agreements, & Amendments**

Section to be completed by department for each contract or contract amendment

1 **FOR:** ORIGINAL CONTRACT or CONTRACT AMENDMENT

2 Name of Contractor Santa Fe Recovery Center

3 Complete information requested Plus GRT
 Inclusive of GRT

Original Contract Amount: \$7,000.00

Termination Date: June 30, 2015

Approved by Council Date: _____

or by City Manager Date: _____

Contract is for: Upgrade handicap accessibility ramp in the parking lot to allow access with the goal of attaining the Certificate of Occupancy of the Wellness Center

Amendment # _____ to the Original Contract# _____

Increase/(Decrease) Amount \$ _____

Extend Termination Date to: _____

Approved by Council Date: _____

or by City Manager Date: _____

Amendment is for: _____

4 **History of Contract & Amendments:** (option: attach spreadsheet if multiple amendments) Plus GRT
 Inclusive of GRT

Amount \$ _____ of original Contract# _____ Termination Date: _____

Reason: _____

Amount \$ _____ amendment # _____ Termination Date: _____

Reason: _____

Amount \$ _____ amendment # _____ Termination Date: _____

Reason: _____

Amount \$ _____ amendment # _____ Termination Date: _____

Reason: _____

Total of Original Contract plus all amendments: \$ 7,000.00



**City of Santa Fe
Summary of Contracts, Agreements, & Amendments**

5 **Procurement Method of Original Contract:** (complete one of the lines)

RFP# _____ Date: _____

RFQ _____ Date: _____

Sole Source _____ Date: _____

Other _____

6 **Procurement History:** One year terms
example: (First year of 4 year contract)

7 **Funding Source:** CDBG **BU/Line Item:** 22817.510400

8 **Any out-of-the ordinary or unusual issues or concerns:**

(Memo may be attached to explain detail.)

9 **Staff Contact who completed this form:** Roberta Catanach

Phone # _____ -6421

10 **Certificate of Insurance attached.** (if original Contract)

Submit to City Attorney for review/signature
Forward to Finance Director for review/signature
Return to originating Department for Committee(s) review or forward to City Manager for review and approval (depending on dollar level).

To be recorded by City Clerk:

Contract # _____

Date of contract Executed (i.e., signed by all parties): _____

Note: If further information needs to be included, attach a separate memo.

Comments:



**City of Santa Fe
Summary of Contracts, Agreements, & Amendments**

Section to be completed by department for each contract or contract amendment

1 **FOR:** ORIGINAL CONTRACT or CONTRACT AMENDMENT

2 Name of Contractor Santa Fe YouthWorks!

3 Complete information requested Plus GRT
 Inclusive of GRT

Original Contract Amount: \$45,000.00

Termination Date: June 30, 2015

Approved by Council Date: _____

or by City Manager Date: _____

Contract is for: Fund 1st phase of energy efficiency and health upgrades to the organizations workforce development and alternative education

Amendment # _____ to the Original Contract# _____

Increase/(Decrease) Amount \$ _____

Extend Termination Date to: _____

Approved by Council Date: _____

or by City Manager Date: _____

Amendment is for: _____

4 **History of Contract & Amendments:** (option: attach spreadsheet if multiple amendments) Plus GRT
 Inclusive of GRT

Amount \$ _____ of original Contract# _____ Termination Date: _____

Reason: _____

Amount \$ _____ amendment # _____ Termination Date: _____

Reason: _____

Amount \$ _____ amendment # _____ Termination Date: _____

Reason: _____

Amount \$ _____ amendment # _____ Termination Date: _____

Reason: _____

Total of Original Contract plus all amendments: \$ 45,000.00



**City of Santa Fe
Summary of Contracts, Agreements, & Amendments**

5 **Procurement Method of Original Contract:** (complete one of the lines)

RFP# _____ Date: _____

RFQ _____ Date: _____

Sole Source _____ Date: _____

Other _____

6 **Procurement History:** One year terms
example: (First year of 4 year contract)

7 **Funding Source:** CDBG **BU/Line Item:** 22552.510500

8 **Any out-of-the ordinary or unusual issues or concerns:**

(Memo may be attached to explain detail.)

9 **Staff Contact who completed this form:** Roberta Catanach

Phone # _____ -6421

10 **Certificate of Insurance attached.** (if original Contract)

Submit to City Attorney for review/signature
Forward to Finance Director for review/signature
Return to originating Department for Committee(s) review or forward to City Manager for review and approval (depending on dollar level).

To be recorded by City Clerk:

Contract # _____

Date of contract Executed (i.e., signed by all parties): _____

Note: If further information needs to be included, attach a separate memo.

Comments:



**City of Santa Fe
Summary of Contracts, Agreements, & Amendments**

Section to be completed by department for each contract or contract amendment

1 **FOR:** ORIGINAL CONTRACT or CONTRACT AMENDMENT

2 Name of Contractor SFPS - ADELANTE

3 Complete information requested Plus GRT
 Inclusive of GRT

Original Contract Amount: \$17,500.00

Termination Date: June 30, 2015

Approved by Council Date: _____

or by City Manager Date: _____

Contract is for: Support work of an immigration attorney to provide free srvc's for eligible students for Deferred Action for Childhood Arrivals relief of deportation, work permits

Amendment # _____ to the Original Contract# _____

Increase/(Decrease) Amount \$ _____

Extend Termination Date to: _____

Approved by Council Date: _____

or by City Manager Date: _____

Amendment is for: _____

4 **History of Contract & Amendments:** (option: attach spreadsheet if multiple amendments) Plus GRT
 Inclusive of GRT

Amount \$ _____ of original Contract# _____ Termination Date: _____

Reason: _____

Amount \$ _____ amendment # _____ Termination Date: _____

Reason: _____

Amount \$ _____ amendment # _____ Termination Date: _____

Reason: _____

Amount \$ _____ amendment # _____ Termination Date: _____

Reason: _____

Total of Original Contract plus all amendments: \$ 17,500.00



**City of Santa Fe
Summary of Contracts, Agreements, & Amendments**

5 **Procurement Method of Original Contract:** (complete one of the lines)

RFP# _____ Date: _____

RFQ _____ Date: _____

Sole Source _____ Date: _____

Other _____

6 **Procurement History:** One year terms
example: (First year of 4 year contract)

7 **Funding Source:** CDBG **BU/Line Item:** 22561.510400

8 **Any out-of-the ordinary or unusual issues or concerns:**

(Memo may be attached to explain detail.)

9 **Staff Contact who completed this form:** Roberta Catanach
Phone # _____ -6421

10 **Certificate of Insurance attached.** (if original Contract)

Submit to City Attorney for review/signature
Forward to Finance Director for review/signature
Return to originating Department for Committee(s) review or forward to City Manager for review and approval (depending on dollar level).

To be recorded by City Clerk:

Contract # _____

Date of contract Executed (i.e., signed by all parties): _____

Note: If further information needs to be included, attach a separate memo.

Comments:



**City of Santa Fe
Summary of Contracts, Agreements, & Amendments**

Section to be completed by department for each contract or contract amendment

1 **FOR:** ORIGINAL CONTRACT or CONTRACT AMENDMENT

2 Name of Contractor SFPS - ADELANTE PROGRAM

3 Complete information requested Plus GRT
 Inclusive of GRT

Original Contract Amount: \$17,500.00

Termination Date: June 30, 2015

Approved by Council Date: _____

or by City Manager Date: _____

Contract is for: Expand existing graduation project to SFPS middle schools supporting the wellbeing of students whose families are currently experiencing homelessness.

Amendment # _____ to the Original Contract# _____

Increase/(Decrease) Amount \$ _____

Extend Termination Date to: _____

Approved by Council Date: _____

or by City Manager Date: _____

Amendment is for:

4 **History of Contract & Amendments:** (option: attach spreadsheet if multiple amendments) Plus GRT
 Inclusive of GRT

Amount \$ _____ of original Contract# _____ Termination Date: _____

Reason: _____

Amount \$ _____ amendment # _____ Termination Date: _____

Reason: _____

Amount \$ _____ amendment # _____ Termination Date: _____

Reason: _____

Amount \$ _____ amendment # _____ Termination Date: _____

Reason: _____

Total of Original Contract plus all amendments: \$ 17,500.00



City of Santa Fe
Summary of Contracts, Agreements, & Amendments

5 Procurement Method of Original Contract: (complete one of the lines)

RFP# _____ Date: _____

RFQ _____ Date: _____

Sole Source _____ Date: _____

Other _____

6 Procurement History: One year terms
example: (First year of 4 year contract)

7 Funding Source: CDBG BU/Line Item: 22561.510400

8 Any out-of-the ordinary or unusual issues or concerns:
(Memo may be attached to explain detail.)

9 Staff Contact who completed this form: Roberta Catanach
Phone # _____ -6421

10 Certificate of Insurance attached. (if original Contract)

Submit to City Attorney for review/signature
Forward to Finance Director for review/signature
Return to originating Department for Committee(s) review or forward to City Manager for review
and approval (depending on dollar level).

To be recorded by City Clerk:

Contract # _____

Date of contract Executed (i.e., signed by all parties): _____

Note: If further information needs to be included, attach a separate memo.

Comments:

Large empty rectangular box for comments.



**City of Santa Fe
Summary of Contracts, Agreements, & Amendments**

Section to be completed by department for each contract or contract amendment

1 **FOR:** ORIGINAL CONTRACT or CONTRACT AMENDMENT

2 Name of Contractor St. Elizabeth's Shelter

3 Complete information requested Plus GRT
 Inclusive of GRT

Original Contract Amount: \$73,000.00

Termination Date: June 30, 2015

Approved by Council Date: April 9, 2014

or by City Manager Date: _____

Contract is for: Replace the roof (6,000 sq. ft) at the Siringo Permanent Supported Rental Housing for Seniors

Amendment # _____ to the Original Contract# _____

Increase/(Decrease) Amount \$ _____

Extend Termination Date to: _____

Approved by Council Date: _____

or by City Manager Date: _____

Amendment is for: _____

4 **History of Contract & Amendments:** (option: attach spreadsheet if multiple amendments) Plus GRT
 Inclusive of GRT

Amount \$ _____ of original Contract# _____ Termination Date: _____

Reason: _____

Amount \$ _____ amendment # _____ Termination Date: _____

Reason: _____

Amount \$ _____ amendment # _____ Termination Date: _____

Reason: _____

Amount \$ _____ amendment # _____ Termination Date: _____

Reason: _____

Total of Original Contract plus all amendments: \$ 73,000.00



City of Santa Fe
Summary of Contracts, Agreements, & Amendments

5 Procurement Method of Original Contract: (complete one of the lines)

RFP# _____ Date: _____

RFQ _____ Date: _____

Sole Source _____ Date: _____

Other _____

6 Procurement History: One year terms
example: (First year of 4 year contract)

7 Funding Source: CDBG BU/Line Item: 22741.510400

8 Any out-of-the ordinary or unusual issues or concerns:
(Memo may be attached to explain detail.)

9 Staff Contact who completed this form: Roberta Catanach
Phone # _____ -6421

10 Certificate of Insurance attached. (if original Contract)

Submit to City Attorney for review/signature
Forward to Finance Director for review/signature
Return to originating Department for Committee(s) review or forward to City Manager for review
and approval (depending on dollar level).

To be recorded by City Clerk:

Contract # _____

Date of contract Executed (i.e., signed by all parties): _____

Note: If further information needs to be included, attach a separate memo.

Comments:

Large empty rectangular box for comments.