

**ACTION SHEET
CITY COUNCIL COMMITTEE MEETING OF 08/27/14
ITEM FROM FINANCE COMMITTEE MEETING OF 08/18/14**

ISSUE:			
10. Request for Approval of CDBG 2013-2014 Consolidated Annual Performance Evaluation Review (CAPER). (Margaret Ambrosino)			
FINANCE COMMITTEE ACTION: APPROVED AS CONSENT ITEM			
Requested approval of CDBG 2013-2014 Consolidated Annual Performance Evaluation Review (CAPER).			
FUNDING SOURCE:			
SPECIAL CONDITIONS OR AMENDMENTS			
STAFF FOLLOW-UP:			
VOTE	FOR	AGAINST	ABSTAIN
COUNCILOR TRUJILLO	X		
COUNCILOR RIVERA	X		
COUNCILOR LINDELL	Chair		
COUNCILOR MAESTAS	X		
CHAIRPERSON DOMINGUEZ	Absent to vote		

3-17-14

City of Santa Fe, New Mexico

memo

DATE: August 8, 2014

TO: FINANCE COMMITTEE

VIA: KATE NOBLE, ACTING DIRECTOR, HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT *KN*

FROM: MARGARET AMBROSINO, SENIOR HOUSING PLANNER *MA*

ITEM: REQUEST TO APPROVE CDBG
2013-2014 CONSOLIDATED ANNUAL PERFORMANCE EVALUATION
REVIEW (CAPER)

BACKGROUND:

The CAPER (Consolidated Annual Performance and Evaluation Report) is a document that evaluates the progress made in the expenditure of CDBG funds that took place in Fiscal Year 2013-2014 for programs that support Santa Fe's affordable housing, public service and economic development initiatives.

A Public Hearing will be conducted at the September ²³~~24~~ 2014 City Council meeting to solicit public comment on the Draft 2013-2014 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 city, as an annual grant recipient of CDBG funds, is required to report on accomplishments and progress toward the 2013-2017 Consolidated Plan goals in the CAPER.

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 scheduling a Public Hearing at the August 27th City Council meeting and making copies of the CAPER available to the public from August 29, 2014 to September 12, 2014. 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.

SUMMARY OF REVIEW DATES:

Finance Committee	August 18, 2014
Request for Public Hearing/City Council	August 27, 2014
Notice of Public Hearing	August 29, 2014
CDC	September 10, 2014
Public Hearing at City Council	September 23, 2014

ACTION REQUESTED:

Approval of the DRAFT 2013-2014 CAPER

**UNITED STATES DEPARTMENT
OF
HOUSING AND URBAN DEVELOPMENT**



**CONSOLIDATED ANNUAL PERFORMANCE AND
EVALUATION REPORT
(CAPER)**

**FOR THE
FIRST PROGRAM YEAR**

(Covering the period of July 1, 2013, through June 30, 2014)

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



2013 CAPER
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CR-05 - Goals and Outcomes

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 relocated here, real estate values rose and the cost of land became prohibitive for producing 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 goal, 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 when the market was strong, the percentage was set at 30, but Council adopted a resolution to reduce this requirement to 20 percent for the subsequent three years, which will be reviewed at the end of 2014. 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 Shared Equity Liens on all affordable units

If the units are sold, the lien is either transferred to the new affordable buyer who is income-qualified, or the lien amount is repaid and the funds are deposited in the City's Affordable Housing Trust Fund (AHTF), which funds affordable housing programs.

Down Payment Assistance

An allocation of \$800,000 (as reported in 2013-17 Consolidated Plan) of CIP funds was made to the AHTF, a homeownership program for City residents of low-to-moderate income and where one member of the household works within the City limits. This program offers down payment assistance (DPA) loans through three non-profit organizations: Homewise, The Housing Trust, and Habitat for Humanity. These loans reduce the price of the home loan and a lien is placed on the property in the name of the City so that the funds will be repaid to the City and then reallocated. This allows the City to retain the funds and not with the individual housing organization as a revolving loan fund. As of June 24, 2014, the total allocation has been reserved and 100 percent has been spent (reimbursed to the non-profit).

The majority of the 2013-2014 Program Year's CDBG allocation was applied and spent for three DPA programs. It originally totaled \$260,000, which was based off of an anticipated total grant of \$480,000. Once the final total grant amount of \$516,200 was issued, additional allocations were applied to sub-recipients providing DPA, for a total of \$313,900, or 60 percent of the CDBG award to the City for the Program Year.

Program Year 2013-2014 Evaluation: Project Summary

2013-2014 Projects	CDBG \$	Unspent Amount	Min. Required Per Contract	Total Completed
Adelante Graduation Project	\$15,000	\$0	375 students	448
Girl's Inc. Facility Safety Upgrades	\$40,148	\$0	272 students utilizing facility for summer program	334
Habitat for Humanity DPA	\$96,700	\$16,700	5 loans	4
Homewise DPA	\$120,500	\$28,490	6	19
The Housing Trust DPA	\$96,700	\$78,200	5	1
The Housing Trust Stagecoach Inn	\$126,601	\$0	60 units	60 units
Kitchen Angels	\$30,000	\$0	381 clients	527 clients
Youth Shelters	\$10,000	\$0	175 youth	122 youth
Youth Works	\$22,000	\$0	38 estimated youth	79 youth

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.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected - Strategic Plan	Actual - Strategic Plan	Percent Complete	Expected - Program Year	Actual - Program Year	Percent Complete
Address Current and Emerging Needs	Affordable Housing	CDBG:								
	Non-Homeless		None	None	N/A	None	None	N/A	None	None
	Special Needs	None								
Increase Affordable Housing Opportunities	Affordable Housing	CDBG:	Rental units	Household	60	60	100%	60	60	100%
		\$126,601	rehabilitated	Housing Unit						
Increase Affordable Housing Opportunities	Affordable Housing	CDBG:	Homeowner Housing	Household	5	5	100%	5	5	100%
		\$313,900	Rehabilitated	Housing Unit						
Increase Affordable Housing Opportunities	Affordable Housing	CDBG:	Direct Financial Assistance to Homebuyers	Households Assisted	15	15	100%	15	15	100%
		\$313,900								

Increase Affordable Housing Opportunities	Affordable Housing	CDBG: \$126,601	Housing for Homeless added	Household Housing Unit	15	15	100%	15	100%
Increase Affordable Housing Opportunities	Affordable Housing	CDBG: None	Housing for People with HIV/AIDS added	Household Housing Unit	None	None	N/A	None	N/A
Increase Opportunities for At Risk Populations	Public Housing Homeless	CDBG: \$32,000	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	500	584	100%	584	%100
Increase Opportunities for At Risk Populations	Public Housing Homeless	CDBG: None	Homeless Person Overnight Shelter	Persons Assisted	None	None	N/A	None	N/A

Table 1 - Accomplishments -- Program Year & Strategic Plan to Date

Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

Increase Affordable Housing Opportunities

The highest priority need identified for the City of Santa Fe continues to be increasing homeownership opportunities and support for long-term affordability and accessibility for current homeowners. The allocation of sixty (60) percent of the allocation supported down payment assistance. Additional funding carried over from the 2013-2014 program year for the Homewise Home Improvement program supported five (5) households with energy efficiency upgrades to existing homes for homeowners over the age of 60.

Increase Opportunities for At Risk Populations

CDBG funds helped to reduce the rate of households with cost burdens with corresponding drops in poverty rates. Funds assisted in the acquisition of private property for the redevelopment of a historic motel along with adjacent vacant land to produce sixty (60) rental apartments to serve families and individuals at or below 60 percent AMI.

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	HOME-N/A	HOPWA
White	373	0	0
Black or African American	9	0	0
Asian	11	0	0
American Indian or American Native	54	0	0
Native Hawaiian or Other Pacific Islander	0	0	0
Hispanic	662	0	0
Not Hispanic	0		
Other multi-racial	110		
Total	1,219	0	0

Table 2 – Table of assistance to racial and ethnic populations by source of funds

Narrative

The numbers above were reported for CDBG program sub-recipients. The actual families assisted apply to grantees where household counts apply, including most of the sub-recipients for the program year. In the case of shelter and/or residences provided for homeless youth, individual counts apply, therefore, counts are comprised of both individuals (i.e. homeless youth) as well as families.

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Expected Amount Available	Actual Amount Expended Program Year 2013-2014
CDBG	HUD	\$516,201	\$392,811
Other	City's Affordable Housing Trust Fund (AHTF)	\$700,000	\$800,000
Other	City's General Fund: Youth and Family Services Division, SF Community Services	\$360,000	\$345,781

Table 3 – Resources Made Available

Narrative

The actual CDBG Entitlement funding for the 2013-2014 Program Year was \$516,201. This amount does not include Program Income (PI) that was generated by Down Payment Assistance (DPA) loan programs during the year in the amount of \$169,977. By HUD regulations, these funds are required to be reported by the sub-recipient's program and be spent first before entitlement funds are drawn.

Three DPA programs carried forward funding during the program year: Homewise (\$28,490); The Housing Trust (\$78,200); and Habitat for Humanity (\$16,700), were mainly due to high loan payoffs towards the end of the program year generating further PI, but also due to last-minute loans being disqualified for various reasons (drop in the client's credit score or increase in income to disqualify the client).

The total amount of funds carried forward is \$123,390 for DPA and according to their contract amendments must be spent no later than December 2014.

The CIP (AHTF) funding from 2012 to 2014 provided DPA loans to seven home buyers earning between 80-20 percent Area Median Income (AMI); nine home buyers earning between 5- to 80 percent AMI; and thirty 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
Census Tract 10.02	4%	4%	The Hopewell Mann District of Santa Fe was the only Designated Area Benefit location within the City, providing youth mentoring and leadership opportunities; all other sub-recipients provided services to the Citywide population within the AMI requirement threshold.

Table 4 – Identify the geographic distribution and location of investments

Narrative

The City of Santa Fe does not have priorities for allocating funds and supporting programs geographically, due to the City's lack of population density relative to its size. 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.

The City does not usually base funding decisions on geographic location as explained in the previous section. However, on occasion, a project proposal will be accepted because allocating funds at that site will also serve other community development goals.

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

The City of Santa Fe's model of service delivery is to pass through most federal funds to sub-grantees, who provide the services. This ensures that services are furnished in the most efficient and relevant manner possible. The sub recipients are then able to leverage additional programming and project funds, including LIHTC, HOME, ESD, CDFI, as well as funds allocated through the state's Mortgage Finance Authority.

Fiscal Year Summary – HOME Match – N/A

1. Excess match from prior Federal fiscal year
2. Match contributed during current Federal fiscal year
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)
4. Match liability for current Federal fiscal year
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)

Table 5 – Fiscal Year Summary - HOME Match Report

Match Contribution for the Federal Fiscal Year – N/A

Project No. or Other ID	Date of Contribution	Cash (non-Federal sources)	Foregone Taxes, Fees, Charges	Appraised Land/Real Property	Required Infrastructure	Site Preparation, Construction Materials, Donated labor	Bond Financing	Total Match
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Table 6 – Match Contribution for the Federal Fiscal Year

HOME MBE/WBE report – N/A

Program Income – Enter the program amounts for the reporting period

Balance on hand at beginning of reporting period	Amount received during reporting period	Total amount expended during reporting period	Amount expended for TBRA	Balance on hand at end of reporting period
\$	\$	\$	\$	\$

Table 7 – Program Income

Minority Business Enterprises and Women Business Enterprises – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period – N/A

	Total	Minority Business Enterprises				Hispanic	White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic			
Contracts							
Dollar							
Amount	0	0	0	0	0	0	0
Number	0	0	0	0	0	0	0
Sub-Contracts							
Number	0	0	0	0	0	0	0
Dollar							
Amount	0	0	0	0	0	0	0

	Total	Women Business Enterprises		Male	
Contracts					
Dollar					
Amount	0	0	0	0	0
Number	0	0	0	0	0
Sub-Contracts					
Number	0	0	0	0	0
Dollar					
Amount	0	0	0	0	0

Table 8 – Minority Business and Women Business Enterprises

Minority Owners of Rental Property – Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted – N/A

	Total	Minority Property Owners				Hispanic	White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic			
Number	0	0	0	0	0	0	
Dollar	0	0	0	0	0	0	
Amount							

Table 9 – Minority Owners of Rental Property

Relocation and Real Property Acquisition – Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition

Parcels Acquired		0	0				
Businesses Displaced		0	0				
Nonprofit Organizations Displaced		0	0				
Households Temporarily Relocated, not Displaced		0	0				
Households Displaced	Total		Minority Property Enterprises			Hispanic	White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic			
Number	0	0	0	0	0	0	0
Cost	0	0	0	0	0	0	0

Table 10 – Relocation and Real Property Acquisition

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	Actual
Number of Homeless households to be provided affordable housing units	53	15
Number of Non-Homeless households to be provided affordable housing units	52	0
Number of Special-Needs households to be provided affordable housing units	0	0
Total	105	15

Table 11- Number of Households

*Please note that presently, the numbers reported in Table 11 represent CDBG only as reported by the Stagecoach project; the Office of Affordable Housing is in the process of receiving final counts from other service providers, including LifeLink, St. Elizabeth's Shelter and Esperanza.

	One-Year Goal	Actual
Number of households supported through Rental Assistance	53	60
Number of households supported through The Production of New Units	44	44
Number of households supported through Rehab of Existing Units	0	16
Number of households supported through Acquisition of Existing Units	16	0
Total	123	123

Table 12 - Number of Households Supported

Discuss how these outcomes will impact future annual action plans.

If successful, affordable rental projects will provide an example to build upon, with a goal of increasing or at least adjusting the number of transitional units proportionately for in need populations as identified in future action plans.

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	HOME Actual-N/A
Extremely Low-income	892	0
Low-income	192	0
Moderate-income	133	0
Total	1,217	0

Table 13 – Number of Persons Served

Narrative Information

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

In 2012, Mayor David Coss appointed a blue ribbon panel to develop a plan to end homelessness in Santa Fe. The panel was given the task of building on the accomplishments from Santa Fe's 2007 Five Year Plan to End Homelessness, and to set the direction for the next five years of working toward the goal of ending homelessness. The New Mexico Coalition to End Homelessness provided the chair for the panel and organizational support and the City paid for a professional facilitator.

Despite the considerable progress made in Santa Fe since 2007, homelessness is still a problem for many in Santa Fe. The intent of this panel was to shift the focus from bed nights and meals, which provide only enough support to sustain life, to person-centered care that catalyze viable and measurable change in the lives of persons who find themselves without a home.

The main goal envisioned in the plan is that people who are homeless or are at risk of homelessness can access immediate assistance and quickly obtain permanent housing, support services and appropriate follow-up. The vision statement for the plan is summarized by its title "How Homelessness Will Become a Temporary Experience". This vision will be used to guide the City's funding decisions and support for homelessness prevention, housing prevention and other support services.

All of Santa Fe's homeless service providers participate in outreach activities to reach the people in need of services. One way this is done is through the Resource Opportunity Center (ROC), a one-stop shop for services to help the homeless. Every Tuesday, Wednesday and Friday, staff from the participating organizations work at the ROC, helping to connect people to services. Healthcare for the Homeless, the Veteran's Administration, the Interfaith Shelter, Santa Fe Community Services (Harm Reduction), St. Elizabeth's Shelter and Life Link are some of the Partners involved in outreach.

Faith-based organizations, law enforcement and other service providers contribute to outreach efforts by referring people to the organizations that provide services. LifeLink also runs the Sojourner Program which provides outreach specifically to women and families at a program site staffed with case managers and peer workers. Several organizations also employ street outreach workers who attempt to connect with unhoused people and help them access services.

Youth Shelters, a non-profit organization, provides outreach to youth up to the age of 22 whom homeless or at risk, in two different ways: One method is street outreach, where staff and volunteers take backpacks filled with supplies and resource guides to locations in Santa Fe where youth congregate. Second, The Resource Center includes showers, laundry, food, clothing, hygiene, camping,

and other supplies. Youth can receive help with a number of needs, including taking GED tests, obtaining various forms of ID, filling out job applications or securing housing. Anonymous and free medical support services are available at the Resource Center twice a week. In one decade, the program has seen the number of contacts with homeless youth skyrocket from a couple hundred per year to more than 5,000 contacts last year with an estimated 600 homeless youth.

Addressing the emergency shelter and transitional housing needs of homeless persons

As part of intake services, service providers assess the needs of homeless persons and then connect them to the appropriate facility or program. Beginning in 2014 the assessment process is being formalized into a statewide coordinated assessment process where every homeless person will be assessed, their assessment entered into the NM HMIS database and referred to appropriate housing including transitional and permanent supportive housing as well as rapid re-housing.

The City has and continues to support and help fund emergency shelters for at risk youth and homeless as well as subsistence payments to victims of domestic violence.

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 recent years, one of the most effective tools for helping homeless persons make the transition to permanent and affordable housing has been the Rapid Rehousing Homeless Assistance Funds. These funds serve those earning less than 30 percent AML and can be administered in the form of emergency rent payment and other rental assistance. The funds also support job training, help with accessing entitlements, money management and other services as needed. LifeLink is the recipient of these funds in Santa Fe. Despite their efficacy, federal budget cuts have reduced funding from \$150,000 to a current level of \$80,000 for Santa Fe. Esperanza Shelter for Battered Families will be converting their current Continuum of Care funded scattered site transitional housing project into a rapid re-housing project which will thus make rapid re-housing available to victims of domestic violence exiting from Esperanza. The City has also made a portion of its affordable housing funds available for rapid re-housing this year through Life Link.

Another effort to provide permanent units is to set aside a percentage of units in newly constructed tax credit properties for people transitioning out of homelessness. Recent examples include: Village Sage, Villa Allegre, Stagecoach Apartments and a privately run complex, Cedar Creek.

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

The New Mexico Behavioral Health Institute, located in Las Vegas, NM, is the primary institution with discharge planning policies that affect Santa Fe. As a condition of referring discharged patients to one of the City's programs the clients must also enroll in a treatment and support program with the ultimate goal of helping them achieve self-sufficiency. St. Elizabeth Shelter also has a contract with the local hospital, Christus St. Vincent, to help with newly discharged patients who need services.

DRAFT

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 authority in Santa Fe. They manage 490 units of public housing, and administer 670 Housing Choice 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.

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

SFCHA offers a Family Self-Sufficiency (FSS) Program with the goal of helping families become financially independent so they do not need public cash assistance. Families get education, job training, and other services. Participating families will set up a five-year plan with a case manager that identifies financial goals and steps for achieving them. The housing authority will set up an escrow account, into which savings and extra income are deposited. Once the family completes the program, they can use the funds to make a down payment on a house or pay for education.

Actions taken to provide assistance to troubled PHAs

The SFCHA 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)

The City of Santa Fe recently 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. This review of city housing policies and land use and zoning regulations found few concerns. 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 sometimes oppose these developments.

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 (SEE TABLE BELOW) support increasing the availability of affordable housing to low and moderate income households, addressing the needs of the homeless, and people with special needs.

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

The City of Santa Fe has always supported Public Service Programs through the City's Community Services Department as well as CDBG funding for eligible public services activities. The Departments' Youth and Family Services Division, Human Services Committee, Public Library, Senior Services Division and the Children and Youth Commission provide programs through the City itself or by funding nonprofit organizations, many of which are public service programs.

The Human Services Division awards approximately \$700,000 annually to various non-profit organizations who provide the basic services of emergency shelter, accessibility to food and crisis services. They fund organizations that must have a physical location in the City and/or the County of Santa Fe serving Santa Fe Residents. The funding pays for direct services and some administrative costs determined on a case by case basis. The Human Services Committee sets the human services program priorities each year depending on the most significant need.

The Children and Youth Commission is a City commission through the Community Services Department that funds non-profit and public school programs that serve children from birth to 21 years of age. The Commission conducts an annual community needs assessment to determine emerging needs. Contracts are awarded in the areas of early child care and education, healthy living, environmental education, youth leadership and meaningful work experience, and supplemental educational programs for students

in the Santa Fe Public Schools, of whom 75 percent are eligible for subsidized meals. The commission awards approximately \$1 million per year to these organizations.

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:

- 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;
- Fund a local housing voucher program to provide assistance to the homeless and near homeless;
- Modify the Santa Fe Homes Program (SFHP) so that the rental requirement is relevant to the housing needs in the community;
- Work with for-profit and nonprofit organizations to develop on new multifamily, mixed income rental property. Total Units not to exceed 100 per project;
- Identify all existing affordable rentals and develop a preservation plan as needed

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 121 public housing units and build 30 new units. Support them if they receive the second round of funding for the conversion of 237 public units for seniors.

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

The City of Santa Fe continuously carries out the priorities in the *2013-2017 Consolidated Plan* by collaborating with non-profit partners. The City's philosophy is to help build the capacity of community-based service providers, rather than to increase the size of the City's bureaucracy. The City and its staff serve as advocates and coordinators for its partner nonprofits. Another strength of this service delivery model is that a wide array of services is provided with little overlap because of the coordination between City departments as well as between the City and nonprofit partners. This cooperation is key to ensuring that services reach those in most need, including homeless families and individuals and those in danger of becoming homeless, veterans, senior citizens, victims of domestic violence, very low-income renters, at risk youth, and people with special needs and disabilities.

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

See Above.

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

Action Item 1: continue to improve access to and dissemination of fair housing information.

1.a. Implement a fair housing campaign targeted at the City's Hispanic immigrant, LEP and disabled populations

Place Public Service Announcements on radio stations, public television stations and in newspaper ads as appropriate for each targeted population

Action implemented: The Office of Affordable Housing (OAH) provided a discussion of Fair Housing issues which aired on City Hall Live April 30, 2014; Mayor Javier Gonzales proclaimed April 2014 as Fair Housing Month

Distribute information about fair housing to public schools in target areas; send information flyers home twice a year with the children

Mail residents fair housing information through utility bills

The City has conducted an outreach campaign to educate the public about affordable housing and fair housing issues and is in the process of producing a Fair Housing Frequently Asked Questions brochure that will be translated in Spanish; and produced a Novella entitled "Tino el Inquilino", a story in Spanish about a tenant who shares his own discrimination experiences with a group of acquaintances. At the end of these documents, several regional legal resources are provided.

The FAQ brochure is in production. Once printed, it will be distributed throughout all city facilities, social service organizations, private and public affordable housing apartment complexes, (City and County Housing Authority apartment complexes). Distribution of the Novella to the noted facilities is in progress.

Action Item 2: Examine the creation of a fair housing education and/or enforcement organization.

No new actions have been implemented since the reporting of the 2013-2017 Consolidated Plan

Action Item 3: Encourage the Santa Fe Civic Housing Authority (SFCHA) to develop a website.

No new actions have been implemented since the reporting of the 2-13-2017 Consolidated Plan

Action Item 4: Work to Address NIMBYism

No new actions have been implemented since the reporting of the 2-13-2017 Consolidated Plan

Action Item 5: Consider allocating CDBG to address fair housing issues.

In future Action Plans, the City should consider funding activities, such as accessibility improvements, to help reduce fair housing barriers.

Actions implemented: OAH contributed CDBG funding for production of the Novella; CDBG funds allowed the city to help sponsor a Fair Housing training with the New Mexico Mortgage Finance Authority which was attended by approximately thirty individuals representing non-profit fair housing service providers and local governments within the state. The training involved three core components. The first section outlined the major policy purposes of the Fair Housing Act; second, the training addressed the necessary steps for demonstrating compliance with the duty to affirmatively further fair housing, with primary emphasis on HUD's existing regulation and HUD's Fair Housing Planning Guide, various court decisions, and the department's recent administrative enforcement actions detailed what is currently required of grantees. Lastly, in order to assist grantees in proposing corrective actions to impediments to fair housing choice, the training will underscore several best practices for affirmatively furthering fair housing, including policies that can be implemented at the state and local levels.

Though no funding was allocated for accessibility improvements in the 2013-2014 Program Year, the City's 2014-2015 Annual Action plan noted funding awarded to an accessibility improvement at the Santa Fe Recovery Center.

Action Item 6: Monitor lending practices and resident access to credit. Continue financial education and homeowner counseling activities.

Actions implemented: The City is in the process of monitoring its three non-profit partners that provide down payment assistance loans to low-to moderate income households and has verified that lending is occurring to LMI recipient households as they have reported for the program year end.

CR-40 - Monitoring 91.220 and 91.230

Description of 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 "Guidebook for Grantee's on Sub-recipient Oversight", "Managing CDBG", and "Ensuring CDBG Sub-recipient Timeliness Guidelines" to ensure compliance.

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.

Site Visits

Monitoring is being conducted on the sub-recipient nonprofits for the program year. In the site visits, staff has met with sub recipient staff of the particular non-profit, and has reviewed selected files for accuracy based on the four-page checklist of required documentation. Deficiencies, where applicable, have been noted both verbally in the post monitoring closing interview and by mailed follow up letters to the sub-recipient for corrective actions to be taken.

Reporting and Fiscal Management

Staff ensures that all sub recipients keep detailed records for the Performance Measurement System to evaluate the effectiveness of the project in meeting the needs of targeted populations. Relevant data include 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 & Improvement), 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 if 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.

Citizen Participation Plan 91.105(d); 91.115(d)

Description of the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

Pending City Council approval of the request to publish notice of the CAPER, the following locations will be advertised on August 29, 2014, in the Santa Fe New Mexican for the public to review print copies of the draft during a 15-day period:

- Fort Marcy Recreation Center
- Genoveva Chavez Community Center
- Zona Del Sol Youth and Family Center
- Mary Esther Gonzales Senior Center
- City of Santa Fe Market Station Offices
- All City of Santa Fe Public Library branches

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

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CR-60 - ESG 91.520(g) (ESG Recipients only) FORMERLY EMERGENCY SHELTER GRANT N/A NOW CALLED EMERGENCY SOLUTIONS GRANT (RENTAL ASSISTANCE COMPONENTS WITH EMERG. SHELTER COMPONENTS) – N/A

CoC: Transitional housing; permanent housing; supportive services only projects

ESG Supplement to the CAPER in *e-snaps*

For Paperwork Reduction Act

1. Recipient Information—All Recipients Complete

Basic Grant Information

Recipient Name	SANTA FE
Organizational DUNS Number	069420818
EIN/TIN Number	856000168
Identify the Field Office	ALBUQUERQUE
Identify CoC(s) in which the recipient or sub recipient(s) will provide ESG assistance	

ESG Contact Name

Prefix
First Name
Middle Name
Last Name
Suffix
Title

ESG Contact Address

Street Address 1
Street Address 2
City
State
ZIP Code
Phone Number
Extension
Fax Number
Email Address

ESG Secondary Contact

Prefix
First Name
Last Name
Suffix
Title
Phone Number
Extension

Email Address

2. Reporting Period—All Recipients Complete

Program Year Start Date 07/01/2013
Program Year End Date 06/30/2014

3a. Sub recipient Form – Complete one form for each sub recipient

Sub recipient or Contractor Name
City
State
Zip Code
DUNS Number
Is sub recipient a victim services provider
Sub recipient Organization Type
ESG Subgrant or Contract Award Amount

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CR-65 - Persons Assisted

4. Persons Served

4a. Complete for Homelessness Prevention Activities

Number of Persons in Households	Total
Adults	15
Children	
Don't Know/Refused/Other	
Missing Information	
Total	15

Table 14 – Household Information for Homeless Prevention Activities

4b. Complete for Rapid Re-Housing Activities

Number of Persons in Households	Total
Adults	
Children	
Don't Know/Refused/Other	
Missing Information	
Total	900 units

Table 15 – Household Information for Rapid Re-Housing Activities

4c. Complete for Shelter

Number of Persons in Households	Total
Adults	
Children	
Don't Know/Refused/Other	
Missing Information	
Total	

Table 16 – Shelter Information

4d. Street Outreach

Number of Persons in Households	Total
Adults	
Children/Youth	126
Don't Know/Refused/Other	
Missing Information	
Total	126

Table 17 – Household Information for Street Outreach

4e. Totals for all Persons Served with ESG

Number of Persons in Households	Total
Adults	
Children	
Don't Know/Refused/Other	
Missing Information	
Total	

Table 18 – Household Information for Persons Served with ESG

5. Gender—Complete for All Activities

	Total
Male	
Female	
Transgender	
Don't Know/Refused/Other	
Missing Information	
Total	

Table 19 – Gender Information

6. Age—Complete for All Activities

	Total
Under 18	
18-24	
25 and over	
Don't Know/Refused/Other	
Missing Information	
Total	

Table 20 – Age Information

7. Special Populations Served—Complete for All Activities

Subpopulation	Number of Persons in Households			Total
	Total Persons Served – Prevention	Total Persons Served – RRH	Total Persons Served in Emergency Shelters	
Veterans	0	0	0	0
Victims of Domestic Violence	0	0	281	281
Elderly	0	0	0	0
HIV/AIDS	0	0	0	0
Chronically Homeless		0	1775	1775
Persons with Disabilities:				
Severely Mentally Ill	0	0	13	13
Chronic Substance Abuse	0	0	0	0
Other Disability	0	0	0	0
Total (unduplicated if possible)	0	0	0	2,069

Table 21 – Special Population Served

CR-70 – ESG 91.520(g) - Assistance Provided and Outcomes- N/A

10. Shelter Utilization

- Number of New Units – Rehabbed
- Number of New Units – Conversion
- Total Number of bed - nights available
- Total Number of bed - nights provided
- Capacity Utilization

Table 22 – Shelter Capacity

11. Project Outcomes Data measured under the performance standards developed in consultation with the CoC(s)

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CR-75 – Expenditures – N/A

11. Expenditures

11a. ESG Expenditures for Homelessness Prevention

	Dollar Amount of Expenditures in Program Year		
	FY 2009	FY 2010	FY 2011
Expenditures for Rental Assistance			
Expenditures for Housing Relocation and Stabilization Services - Financial Assistance			
Expenditures for Housing Relocation & Stabilization Services - Services			
Expenditures for Homeless Prevention under Emergency Shelter Grants Program			
Subtotal Homelessness Prevention			

Table 23 – ESG Expenditures for Homelessness Prevention

11b. ESG Expenditures for Rapid Re-Housing

	Dollar Amount of Expenditures in Program Year		
	FY 2009	FY 2010	FY 2011
Expenditures for Rental Assistance			
Expenditures for Housing Relocation and Stabilization Services - Financial Assistance			
Expenditures for Housing Relocation & Stabilization Services - Services			
Expenditures for Homeless Assistance under Emergency Shelter Grants Program			
Subtotal Rapid Re-Housing			

Table 24 – ESG Expenditures for Rapid Re-Housing

11c. ESG Expenditures for Emergency Shelter

	Dollar Amount of Expenditures in Program Year		
	FY 2009	FY 2010	FY 2011
Essential Services			
Operations			
Renovation			
Major Rehab			
Conversion			
Subtotal			

Table 25 – ESG Expenditures for Emergency Shelter

11d. Other Grant Expenditures

	Dollar Amount of Expenditures in Program Year		
	FY 2009	FY 2010	FY 2011
Street Outreach			
HMIS			
Administration			

Table 26 - Other Grant Expenditures

11e. Total ESG Grant Funds

Total ESG Funds Expended	FY 2009	FY 2010	FY 2011
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Table 27 - Total ESG Funds Expended

11f. Match Source

	FY 2009	FY 2010	FY 2011
Other Non-ESG HUD Funds			
Other Federal Funds			
State Government			
Local Government			
Private Funds			
Other			
Fees			
Program Income			
Total Match Amount			

Table 28 - Other Funds Expended on Eligible ESG Activities

11g. Total

Total Amount of Funds Expended on ESG Activities	FY 2009	FY 2010	FY 2011
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Table 29 - Total Amount of Funds Expended on ESG Activities

APPENDIX A

IDIS Reports

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

APPENDIX B

Publication Advertisements

To be advertised August 29-September 13

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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 _____

3 Complete information requested Plus GRT
 Inclusive of GRT

Original Contract Amount: _____

Termination Date: _____

Approved by Council Date: _____

or by City Manager Date: _____

Contract is for:

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: \$ _____



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: _____

example: (First year of 4 year contract)

7 Funding Source: _____ BU/Line Item: _____

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: Margaret Ambrosino

Phone # xt. 6574

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.