



Agenda

DATE 1/31/13 TIME 8:42 am

SERVED BY Kym Dicone

RECEIVED BY [Signature]

COMMUNITY DEVELOPMENT COMMISSION MEETING

Wednesday, February 6, 2013

9:00 a.m. – 2:00 p.m.

Main Post Office

120 South Federal Place

Main Conference Room

Third Floor, Room 326

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of the September 12, 2012 Minutes
5. Potential 2013-2014 CDBG Applicants Presentations 9 am to 2pm
6. Items from the Commission
7. Items from the Floor
8. Adjournment

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

INDEX OF
CITY OF SANTA FE
COMMUNITY DEVELOPMENT COMMISSION

February 6, 2013

| <u>ITEM</u> | <u>ACTION</u> | <u>PAGE (S)</u> |
|--|-------------------------------|------------------------|
| CALL TO ORDER | | 1 |
| ROLL CALL | Quorum | 1 |
| APPROVAL OF AGENDA | Approved | 1 |
| APPROVAL OF THE SEPTEMBER 12, 2012 MINUTES | | |
| | Approved | 2 |
| POTENTIAL 2013-2014 CDBG APPLICANTS PRESENTATIONS | | |
| | Presentations | 2-15 |
| ITEMS FROM THE COMMISSION | | 15 |
| ITEMS FROM THE FLOOR | None | 15 |
| ADJOURNMENT | Adjourned at 2:15 p.m. | 15-16 |

MINUTES OF THE
CITY OF SANTA FE
COMMUNITY DEVELOPMENT COMMISSION MEETING

Santa Fe, New Mexico

February 6, 2013

A meeting of the City of Santa Fe Community Development Commission was called to order by Commissioner Graeser on this date at 9:10 a.m. in the Main Post Office, Main Conference Room, Third Floor, Room 326, 120 South Federal Place, Santa Fe, New Mexico.

Roll Call indicated the quorum for conducting official business as follows:

Members Present:

Rebecca Wurzbarger, Chair [arriving later]
Chris Graeser
John Padilla [arriving later]
Silas Peterson

Member(s) Absent:

Rusty Tambascio, Vice Chair, excused
Annette Thompson-Martinez, excused

Staff Present:

Kym Dicome, Housing and Community Development Department
Nick Schiavo, Energy Specialist

Others Present:

Alexis Brown, Girls, Inc.
Kim Brown, Girls, Inc.
Kris Falvo, Girls, Inc.
Mike Loftin, Homewise
Cece Derringer, Homewise
Debra Tang, St. Elizabeth's Shelter
Jim Podesta, St. Elizabeth's Shelter
Michael Bartlett, St. Elizabeth's Shelter
Gaile Herling, Santa Fe Public Schools-Adelante
Clara Boggs, Heroes Housing Alliance
Nellie Martinez, Santa Fe Community Housing Trust

Justin Robison, Santa Fe Community Housing Trust
Sharron Welsh, Santa Fe Community Housing Trust
Ted Swisher, Santa Fe Habitat for Humanity
Tony McCarty, Kitchen Angels
Karen Rowell, Youth Shelters
Dan Barley, Youth Shelters
Jo Ann G. Valdez, Stenographer

APPROVAL OF AGENDA

Commissioner Graeser moved to approve the agenda. Commissioner Padilla seconded the motion. The motion passed unanimously by voice vote.

APPROVAL OF THE SEPTEMBER 12, 2012 MINUTES

Commissioner Graeser moved to approve the Minutes of the September 12, 2012 meeting. Commissioner Peterson seconded the motion. The motion passed unanimously by voice vote.

PRESENTATIONS FROM POTENTIAL APPLICANTS FOR THE FY 2013-2014 CDBG ALLOCATION

[Copies of the proposals are incorporated to these Minutes as Exhibit "A". A memo from Kym E. Dicome, Senior Housing Planner, to the Community Development Commission dated February 6, 2013 regarding the 2013-2014 CDBG Applicant Presentation Schedule and Summary is also incorporated to these Minutes as Exhibit "B".]

Ms. Dicome said she did not know what the City of Santa Fe's award will be; however, based on the news and the results of the Federal Committee, she would guess that it will be at least an 8.2% cut from the 2012-2013 Allocation of \$507,262.

Ms. Dicome mentioned that the Consolidated Plan (5 Year Plan) must be submitted to HUD along with the 2013-2014 Action Plan.

A. YOUTHWORKS

There were no representatives from YouthWorks to present their request due to an emergency; therefore they were rescheduled for February 20, 2013 at 3:00 p.m.

B. GIRLS INC. OF SANTA FE

Girls Inc. is requesting \$41,648 in CDBG funding to complete overdue maintenance that affects the safety of their clients and staff. The facility is located on 301 Hillside Avenue and is an historic building.

Ms. Kim Brown, Ms. Alexis Brown and Ms. Falvo presented the information regarding the request for funding, from the Application, which was distributed in the members' packets.

Kim Brown said Girls Inc. has been in Santa Fe since 1955 and in this building since 1957. The building has been deeded to them in perpetuity as long as they serve girls. All of their programs are geared around girls becoming the age between 5 and 18. Girls Inc. gives Santa Fe girls the skills they need to make healthy choices now and throughout their lives.

Ms. Brown noted that Girls Inc. remodeled their kitchen; did some painting and replaced all of the lighting. She explained that this grant would help them with a safety project.

This project has 7 priorities and they seek support from CDBG to cover the cost of materials for these 7 aspects of the safety project. The priorities are: 1) re-hang outside doors so they open outwards with an emergency bar, as recommended by Fire Inspector (\$3000); 2) replace alarm system because current system is failing and over 30 years old (\$1500); 3) upgrade electric service drop from 100 amps (residential) to 200 amps (business) (\$1650); 4) complete fire wall in boiler room (\$500), and 5) phase 1 of replacing heating and adding cooling to program areas (\$15,614); 6) phase 2 of replacing heating and adding cooling to remaining girls' areas (\$12,676); 7) phase 3 replacing heating in the remaining areas of building (\$6708).

Ms. Brown said some of the areas do not have heat. The heating units in some areas need to be replaced because they are not working properly. They are on old water blower systems (very loud and inefficient) or an old water boiler system. They do not have air conditioning and there have been several summers in which this has posed a huge health concern due to the heat, and sometimes the wildfires' smoke.

Ms. Falvo added that they have had some clients with disabilities who were unable to stay enrolled in their programs due to issues with the facility, including extreme temperatures. They also have high utility bills because of the aging systems. There is also a high risk of danger in case of fire due to the current positioning of doors and the need for a fire wall in the boiler room.

Chair Wurzbarger asked if they will be using green energy.

Ms. Brown said yes, they will all be energy efficient. She mentioned that the above numbers reflect some quotes that Girls Inc. received.

Chair Wurzbarger asked where the match is coming from.

Ms. Falvo said they have a list of private funders and they are confident that they could secure funding for labor from other funders. She noted that they are only asking for funding for the material.

Commissioner Peterson asked them to talk about the demographics of the girls that they serve.

Ms. Falvo said approximately 70% are from low/moderate income households. About 96% of their clients receive some kind of tuition assistance.

Commissioner Graeser asked about the tuition fee.

Ms. Falvo said the tuition fee ranges from \$420 per month to \$24 per month. The services are provided on a sliding-scale basis. No family is turned away due to inability to pay.

Chair Wurzbarger asked how much the City funds Girls Inc.

Ms. Falvo said they receive \$30,000 from the Children and Youth Commission that goes directly to the programs. She noted that this is the first time that they apply for CDBG funding.

C. HOMEWISE DPA/HP

Homewise is requesting \$250,000 in CDBG funding for down payment assistance to provide 20 down payment loans for the workforce in Santa Fe with an income below 80% of AMI. This down payment assistance provides affordable housing for our essential workforce giving them the opportunity to live in the city where they work rather than commute in from outside of Santa Fe County. This effective tool of down payment assistance between \$10,000 and \$20,000 helps potential homebuyers bridge the gap between current home prices in this market and what they can afford and is often the incentive for working individuals and families to step up to homeownership. Additionally, these home purchases within the City of Santa Fe result in increased spending in the local economy, increased GRT and increased employment in the local construction industry.

Ms. Derringer presented the information regarding the request for funding, from the Application, which was distributed in the members' packets. She distributed and reviewed the handout (*Homewise Demand Current Pipeline of Customers under 80% AMI*) as follows:

- There are 68 buyer-ready customers; 35 under 80% of AMI.
- There are 375 customers in counseling caseload; 235 under 80% of AMI
- There were 55 homebuyers that used CDBG DPA in 2012.
- \$250,000 of CDBG funds would be deployed by October 2013.

Commissioner Peterson asked what happens to the Down Payment Assistance funds – are they secured in any way and what happens if there is a resale.

Mr. Loftin said funds are paid back and recycled back into the program.

Ms. Derringer noted that this information is included under Program Income on page 3 of the handout.

Chair Wurzburger asked if they received CDBG funding last year.

Ms. Derringer said no, they did not receive CDBG funding in the last two years for down payment assistance. They received funding for their Home Improvement Loan Fund. They also had enough Program Income to keep the program going; and Affordable Housing Trust Fund monies became available in the first quarter of FY2012-2013.

Commissioner Graeser asked what their conversion rate is.

Ms. Derringer said it is usually 50% but their goal is 60%.

D. ST. ELIZABETH'S SHELTER – photovoltaic system (PV) on Alarid Building

Commissioner Graeser disclosed that he had a prior business/client relationship with Jim Podesta of St. Elizabeth's Shelter; however, he presently does not represent him. Therefore, he does not feel that he has a conflict of interest and the Commission agreed.

St. Elizabeth's Shelter is requesting \$150,000 in CDBG funding to install a solar-energy system at the Men's Emergency Shelter. Current electrical costs (PNM) are approximately \$15,000 per year and continue to increase.

St. Elizabeth's Shelter has been providing services to homeless individuals and families for 27 years and assists more than 2,000 people each year. They operate two emergency shelters, three supportive housing programs and a twice-weekly Resource Center providing daytime meals.

Ms. Tang, Mr. Podesta and Mr. Bartlett presented the information regarding the request for funding, from the Application, which was distributed in the members' packets.

Ms. Tang said St. Elizabeth Shelter is committed to lowering its fixed costs as much as possible to preserve income for client and program expenses.

Mr. Bartlett said to lowers costs, they contracted with Los Amigos to provide them with an energy audit. The audit was done and they undertook a series of conservation savings – installing low-flow showerheads, replacing all lighting, caulking

windows, repairing heating ducts, installing gas dryers instead of electric dryers. But the biggest savings identified would be installing a solar-energy system.

Mr. Bartlett mentioned that they have seen a 35% reduction with their weatherization efforts, so far.

Chair Wurzbarger asked if they went out to bid.

Mr. Bartlett said yes, they received three bids. Consolidated Solar Tech examined their usage and needs and recommended a \$150,000 system. By installing this system, they can save conservatively at least \$10,000 per year in costs that could be better applied to client programs. CST's system comes with a 25-year warranty, making it very cost effective.

Mr. Bartlett noted that they served 337 people last year and they are presently running at a 98% occupancy rate.

Mr. Podesta said they have not been funded in the last 2 years.

Chair Wurzbarger asked if they have talked to Nick Schiavo, City Energy Specialist because it looks like there may be some resources that may become available.

Chair Wurzbarger said she would prefer that they hire local contractors.

Mr. Podesta said Consolidated Solar Tech is from Albuquerque.

Ms. Dicome noted that they would have to follow the Procurement Policy.

E. SFPS-Access/Adelante Graduation Project

Santa Fe Public Schools is requesting \$20,000 in CDBG funding to help stabilize and promote the well-being and achievement of up to 500 secondary school students and their families experiencing homelessness. Two secondary homeless liaisons will build relationships with the students to support their highest potential through providing bilingual services, including: advocacy; case management; tutoring; linkages with important benefits/services, including housing; college and financial aid application assistance; and participation in education evening programs.

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

Ms. Herling said she coordinates the SFPS ADELANTE Program, which is both a public and private type program. They serve children and youth, ages birth to 21, experiencing homelessness. They provide school clothing, school supplies and backpacks, free academic tutors, case management; referrals and linkages for housing, mental health, medical and social service needs. They also collaborate with other

agencies to provide support services for homeless children and youth. They have the “Juntos” Program, which includes free weekly dinners for ADELANTE families, food for the weekend, books and clothing donations, a parent education component to promote family empowerment, and children’s art classes.

Ms. Herling noted that they received \$10,000 in CDBG funding last year. The ADELANTE Graduation Project was created this year, based on successful results of a part-time high school liaison hired with the help of CDBG funds. The Graduation Project continues to focus on gaining accessibility to long term public benefits and other crucial resources for families experiencing homelessness, but targets homeless secondary student as the primary client.

Ms. Herling said although the high school homeless liaison enabled them to increase the graduation rate of ADELANTE’s high school seniors from approximately 50% up to 80% during 2010-2012, many secondary ADELANTE students are failing and dropping out. With CDBG’s assistance, two secondary homeless liaisons will provide linkages to tutoring and mental/health services, housing, case management, food, evening programs, college assistance and other material aid. She said they want to reach all students, not only seniors.

Ms. Herling explained that they are a grant-funded program and they do not get operational funds from the public schools. She said they started with approximately \$20,000 about 10 years ago and 100 children who only received backpacks and maybe 20 kids tutored. They now serve over 1400 children.

Ms. Herling said the part-time high school liaison is only working 20 hours per week and they would like to expand this to 40 hours per week.

F. HEROES FOR HOUSING ALLIANCE – Public Improvements

Heroes for Housing Alliance is requesting \$250,000.00 in CDBG funding to install main water lines and improve streets in a 32 lot subdivision to City of Santa Fe specifications as outlined on approved subdivision plans to provide low to moderate income housing with the main emphasis on wounded service members and the elderly.

Ms. Boggs presented the information regarding the request for funding, from the Application, which was distributed in the members’ packets.

She noted that wounded veterans and the elderly have special needs in their homes, such as wheelchair ramps, grab bars and special fixtures in bathrooms and kitchens.

Ms. Boggs said the infrastructure for the 32 lots is incomplete because the developer “went broke” before its completion. Heroes for Housing Alliance needs funding to complete the infrastructure and improve the streets and turn the subdivision

into a beautiful, safe and secure green development for Veterans and the elderly with special needs and low to moderate income housing.

Ms. Boggs said the CDBG funding would provide an attractive, desirable project beneficial to veterans, the elderly, low to moderate income families and the neighboring homeowners and provide much needed ingress/egress to other parts of Nava Ade Subdivision for emergency vehicles and the surrounding homeowners.

Ms. Boggs mentioned that they are partnering with Santa Fe Community College in their "YouthBuild" program to provide affordable, green homes and the opportunity for 16-26 year old, at risk, youths to learn the building trade.

Ms. Boggs provided a detailed history and qualifications of the respective backgrounds of the people involved in the project.

Chair Wurzbarger asked if Heroes for Housing Alliance owns the lots.

Ms. Boggs said yes, they are purchasing them through a real estate contract.

Chair Wurzbarger asked if this was just for infrastructure.

Ms. Boggs said yes.

Ms. Boggs reported that the Legislative Finance Committee has approved \$335,000 for the project.

Chair Wurzbarger asked if they have committed any lots for Habitat.

Ms. Boggs said no, not as of yet. She explained that they will do this in three phases and the \$250,000 is for Phase 1.

Chair Wurzbarger said she would like to see a budget to include the cost of the lots.

Ms. Boggs provided copies of a handout entitled "*Heroes Housing Alliance Improvement Estimate – 32 lots*".

G. HOUSING TRUST – DPA

Housing Trust is requesting \$200,000 for the Down-Payment Assistance Revolving Loan Fund. This would assist approximately 15 families to make home purchases possible that otherwise could not happen. The CDBG Revolving Loan Fund provides zero-interest, no fee, down-payment assistance to first-time homebuyers earning less than 80% of the area median income. This assistance is secured as a loan that is not due until the sale, transfer, or non-rate/term refinance of the property. All

prospective homebuyers complete a comprehensive 8-hour homebuyer training class in addition to unlimited access to one-on-one housing counseling.

Ms. Martinez, Ms. Welsh and Mr. Robison presented the information regarding the request for funding, from the Application, which was distributed in the members' packets.

Ms. Welsh said the Down-Payment Revolving Loan Fund has been operated successfully since 1992. She mentioned that they closed the lowest numbers of closings last year because people are more cautious about making long-term decisions. However, the demand for their services has been the highest it has ever been.

Ms. Welsh introduced Nellie Martinez, the Deputy Director of the Housing Trust. She noted that Ms. Martinez has over 30 years of vast experience in banking, lending and mortgage operations.

Ms. Martinez said the down payment assistance fund directly assists clients to make home purchases possible that otherwise could not happen.

Chair Wurzbarger asked how their program has impacted the incoming veterans.

Ms. Welsh said they housed two veterans last year who had children and they would not have been able to get a home of their own otherwise.

Commissioner Peterson asked how many loans closed last year and of those, how many were CDBG funding.

Ms. Welsh said there were 26 loans and approximately 10 of the loans were CDBG funding.

Chair Wurzbarger asked if they received CDBG funding last year.

Ms. Martinez said no, because they had a small portion of CDBG funding left from the previous year. However, they have clients who will use these funds.

STAGE COACH APARTMENTS

Housing Trust is requesting \$150,000 in CDBG funding for the Stagecoach Apartments which will provide 60 units of affordable rental housing to low, very low-income and homeless families in Santa Fe. The project includes the rehabilitation of the Stage Coach Motel and the construction of 45 additional units. The project will serve families with incomes between 30-60% AMI with 15 units available to families transitioning out of homelessness. Funds are being sought to offset acquisition costs, and replace critical third party weatherization and green building funding that was recently reallocated to another region within the state. With additional CDBG funding support, the project will be able to attain a LEED Platinum certification.

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

Ms. Welsh introduced Justin Robison, the Financial Officer/Controller.

Mr. Robison said as Ms. Martinez mentioned earlier, a lot of their clients are cautious about the economy and their housing decisions; therefore they feel that high quality affordable rental units is a good alternative. In addition, 15 units will be reserved for families transitioning out of homelessness, directly addressing the urgent needs outlined in the report from the Mayor's Blue Ribbon Task Force to End Homelessness.

Ms. Welsh noted that the Housing Trust (Stage Coach Apartments) was the second place winner in the exceptional design and quality category of the 2011 NM MFA Design Competition.

Chair Wurzbarger asked when the project would be completed.

Ms. Welsh said it should be completed by the end of March.

Chair Wurzbarger asked if they had any veterans on the list.

Ms. Welsh said yes.

Chair Wurzbarger asked if they would be comfortable with a condition that there would be a veteran preference.

Ms. Welsh said yes.

Commissioner Peterson asked what would happen if they do not get the CDBG funding.

Mr. Robison said they have a small cushion to operate the project but the \$150,000 would really go far in the long run.

H. HABITAT FOR HUMANITY – DPA/HP

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

Habitat for Humanity is requesting \$200,000 to build affordable homes for households in Santa Fe who are below 50% of the area median income. The homes will be constructed using as much volunteer labor as possible to keep cost low and sold on a

20-30 year zero percent interest mortgages to ensure that the monthly payments are affordable for low income households.

HOUSING REHABILITATION

Habitat for Humanity is requesting \$50,000 in CDBG funding to repair or rehabilitate owner occupied homes within Santa Fe for households who are below 60% of the Area Median Income. While the extent of each rehabilitation will depend on specific needs of the applicants and the condition of their homes, it is envisioned that \$50,000 of CDBG funding will be adequate to repair or rehabilitate five homes. The homeowners would not be expected to pay for the cost of the rehab and there would be no program income to track in the future.

Mr. Swisher noted that Open Hands, an organization that used to provide services to the handicapped and elderly has gone out of business. Homewise makes home repair/remodel loans but does not reach the lowest income households. Los Amigos does energy efficiency and weatherization only. There is a tremendous need for this service in Santa Fe.

Commissioner Padilla said in reference to those types of repairs, the American Institute of Architectural Students has a chapter at UNM and they have a program called "Freedom by Design" that Habitat may be able to tap into. The program is specifically designed for renovation and rehabilitation.

Lunch Break 12:00 – 12:30

I. SANTA FE RECOVERY CENTER – Improvements

Santa Fe Recovery Center is requesting \$90,000 in CDBG funding to repair the parking lot and for security system upgrades, to include a security gate, changing of door locks, and the addition of security cameras.

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

Ms. Barela said the Santa Fe Recovery Center is a public non-profit addiction treatment center providing residential and outpatient treatment to clients in Santa Fe and throughout New Mexico. The organization provides crucial services to Santa Fe residents struggling with addictions to drugs and alcohol. The Center provides 23 residential beds for substance abuse treatment and serves approximately 600 clients annually in both residential and outpatient treatment and 95% of them are low to moderate income.

She said the current facility is an older building and they have many property rehabilitation needs, the most severe of which is the need for repair of their parking lot and upgrade to their security system.

Chair Wurzbarger asked for a breakdown. She wanted to know how much would be for the parking lot.

Ms. Barela said approximately \$30,000 to \$35,000 would be for the parking lot and the remainder is for security.

Commissioner Peterson said the road to the Recovery Center seems to be in much more disrepair than the parking lot.

Ms. Barela said the parking lot has numerous cracks and several holes. This presents a danger to the vehicles of clients and staff. She noted that the road is a concern for them and they have tried multiple ways to obtain funding for that with no success.

Additionally, for the safety of their clients and staff, they would like to install a security gate, replace door lock mechanisms, and install additional security cameras. Ms. Barela explained that they have safety concerns given the vulnerable and at-risk population with a history of domestic violence, trauma and abuse.

J. KITCHEN ANGELS – Special Needs Meals

Kitchen Angels is requesting \$40,000 in CDBG funding for Meals for Home-Bound residents program. Kitchen Angels delivers freshly prepared nutritious meals to home-bound individuals' five days a week (with extra meals for weekends). Meals are delivered to seriously and chronically ill home-bound individuals struggling with such diseases as cancer, diabetes, heart disease, and other life challenging medical conditions. Since 1992, they have delivered more than 762,000 meals to nearly 4,000 clients in the greater Santa Fe area who would have otherwise gone without adequate nutrition.

Kitchen Angels are requesting CDBG funding to help cover the costs associated with keeping these clients well nourished, out of the hospital and nursing homes, and in the comfort and safety of their own homes.

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

He noted that this is their 20th year and over the past years, client enrollment has averaged 18.39%. 2012 client enrollment grew by 11% from 2011, from 331 clients to 367 clients, and by 54% from the 2010 enrollment of 239. He said in 2012, the seniors represented 50% of our population, which is 14% larger than the national average.

Commissioner Padilla asked how many seniors they served last year.

Mr. McCarty said they served 183 seniors last year.

Mr. McCarty said the conservative estimates for 2013 put them on track to serve as many as 430 clients. At an annual cost of approximately \$1,500 per client, these 63 new clients will cost around \$94,500 to serve.

Mr. McCarty shared a letter from a grateful individual who is living with cancer and receives services from Kitchen Angels.

Mr. McCarty said according to their latest client survey, 98% reported that they were able to avoid institutional care because of their program. At an estimated average annual cost of more than \$75,000 for nursing home care, this translated to a savings of more than \$26 million in long-term costs to state and federal healthcare programs.

Chair Wurzbarger asked if Kitchen Angels receives other funding from the City.

Mr. McCarty said yes, they receive funding from the Human Services Department. In the past (most recently 2002), they received funding support from the State of New Mexico through a legislative appropriation.

Mr. McCarty mentioned that both the Santa Fe City Council and the Santa Fe County Commission passed resolutions recognizing Kitchens Angels' 20 years of continuous service to the community.

Mr. McCarty said volunteers provided over 24,000 [volunteer] hours.

The Board viewed a video about Kitchens Angels.

K. CITY – Energy Specialist – Photovoltaic System (PV) on Fire Station #8

The City of Santa Fe is requesting \$115,000 in CDBG funding to install a 35 KW PV system at Fire Station No. 8 on Jaguar Drive. The proposed system will generate just over 67,000 KWhs per year. The system will provide roughly 90 percent of the facility's electric needs for the next 25 years.

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

Mr. Schiavo noted that the system will save the City Fire Department approximately \$10,000 per year. This will allow the Fire Department additional funds for addressing issues such as wild land fires, a symptom of global warming. The system will pay for itself in 11.5 years. Also, installing a renewable energy system at the Station will help the City meet its goal of generating less greenhouse gases. The system will dramatically reduce the cost for electricity.

Commissioner Peterson said he is struggling to see how this would be a direct benefit to low and moderate income residents. In effect, it is an indirect benefit in that it will save taxpayers money.

Ms. Dicome said she checked with HUD and rehab to a fire station is allowed.

Commissioner Padilla asked if this would be competitively bid-will the City be getting multiple proposals/quotes.

Mr. Schiavo said he was recently on a selection committee for a photovoltaic system for the Buckman Direct Diversion and they are using federal funding so they had to make sure that they were following all of the federal procurement guidelines.

Commissioner Padilla asked if this means that they can directly award this project.

Mr. Schiavo said yes and it appears that it would go to a local company.

Commissioner Padilla asked how old the Fire Station is.

Mr. Schiavo said the Station is approximately nine years old and should not require any electrical system upgrades for the PV installation.

L. YOUTH SHELTERS – Outreach Program

Youth Shelters is requesting \$20,000 in CDBG funding for an agency-wide, targeted life skills initiative. The project will enable homeless or nearly homeless youth up to age 22 to gain the essential skills needed to achieve safety and stability. This includes education, job training, health, nutrition, and wise choices regarding substance use. The goal is to create pathways to life time independence. The CDBG funds will pay for a .5 of a full-time position to standardize life skills training across the agency. The position will provide broad-based content knowledge and hands-on life skills training throughout the program.

Ms. Rowell and Mr. Barley presented the information regarding the request for funding, from the Application, which was distributed in the members' packets.

Ms. Rowell said Youth Shelters is a multi-service nonprofit agency that has been providing services for over 30 years. She said about 95% of the youth have been abused or have experienced multiple traumatic incidents. These are youth living on the streets, in cars, abandoned buildings, or tents in the mountains. Others are running from abuse and neglect and need shelter.

Chair Wurzbarger asked about the numbers of homeless youth.

Mr. Barley said Youth Shelters provided assistance to 1060 homeless, runaway, and in-crisis youth and family members last year. A continuum of services includes a Street Outreach Program, Youth Emergency Shelter, Transitional Living Program, Civil Justice Corps, and Community Counseling Center.

Mr. Barley said life skills are the functional skills needed to succeed at home, school, work, and in the community.

Ms. Rowell said “nearly” homeless means they are “couch surfing” or in another temporary, unstable living situation, such as a motel.

Commissioner Padilla asked how they are set up – is this being done at one site?

Ms. Rowell said they have multiple sites.

Commissioner Padilla asked if all their facilities have the ability to teach life skills.

Ms. Rowell said yes, they have the infrastructure to do this.

Commissioner Peterson asked what will happen if they don’t receive CDBG funding.

Ms. Rowell said they have a federal grant and they are pretty sure that they will secure other funding sources.

Chair Wurzbarger asked if they have a curriculum.

Ms. Rowell said yes and it was developed with the concept of federally-developed programs.

ITEMS FROM THE COMMISSION

The Commission will meet on February 20, 2013 at 3:30 p.m. to discuss the CDBG presentations and allocations for the CDBG 2013-2014 funding. Ms. Dicome will prepare an Analysis and Suggestion list and send it to the Commissioners to review and consider at the February 20, 2013 meeting.

As noted above, YouthWorks had an emergency; therefore they will make their presentation at the February 20, 2013 meeting.

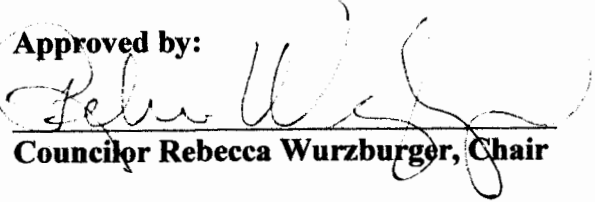
ITEMS FROM THE FLOOR

There were no items from the floor.

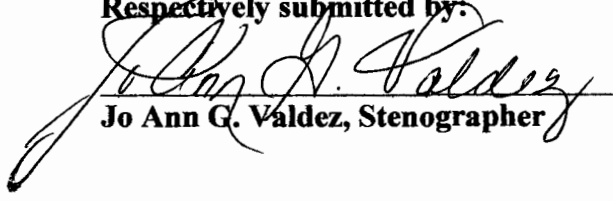
ADJOURNMENT

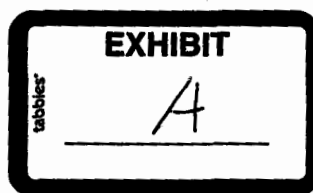
Its business being completed, Commissioner Peterson moved to adjourn the meeting, Commissioner Graeser seconded the motion, the meeting adjourned at 2:20 p.m.

Approved by:


Councilor Rebecca Wurzbarger, Chair

Respectively submitted by:


Jo Ann G. Valdez, Stenographer



2013-2014 CDBG Application

Date /Time received RECEIVED JAN 31 2013 (City Staff)

Agency/OrganizationName: St. Elizabeth Shelter

Project/ActivityName: Energy Efficiency

Project Address/Location: 804 Alarid St., Santa Fe, NM 87505

Project Service Area (if applicable): Santa Fe

Project Eligible Activity

CDBG funds can be used for specific Eligible Activities as outlined in the Overview. Select **one** Type of Eligible Activity category that best describes your Project.

Type of Eligible Activity (check one)

| | | | |
|--------------------------------|---|--------------------------|--|
| Housing Rehab | | Homeownership assistance | |
| Other Real Property Activities | | Economic Development | |
| Public Facilities/Improvements | X | Public Service | |

Brief Project Description:

We are requesting \$150,000 to install a solar-energy system at our Men's Emergency Shelter. Current electrical energy costs (PNM) are approximately \$15,000 per year and continue to increase. By installing this system, we can save conservatively at least \$10,000 per year in costs that could be better applied to client programs.

Applicant Address: 804 Alarid St., Santa Fe, NM 87505

Contact person/title: Michael Bartlett/Business Manager

Email address: business@steshelter.org

Phone #: 982-6611 x 103

Fax: 982-5347

Project Budget:

Total Cost of Project/Activity

\$ 150,000_____

Total CDBG Funds Requested:

\$ \$150,000_____

Organizational Background

The following information is required:

Federal Tax Id #

85-0347650

DUNS #

612433912

Only federally registered 501(c) (3) or (6) Non-profit organizations, governmental entities or educational institutions may apply. Check which type of organization you represent:

_____X_____ Registered non-profit. *Please attach a copy of the IRS determination letter*

_____ Government Entity

_____ Educational Institution. *Please attach IRS determination of exempt status*

Under Federal or State law does your proposed project require a license or certificate to operate?

_____ YES (attach a copy of the license or certificate) _____X_____ NO

Has your organization received CDBG for this specific activity/project from the City of Santa Fe?

_____ YES _____X_____ NO

If YES, list the Fiscal Years, amounts of the funding and any carry forward* or unspent amounts at the end of the Fiscal Year:

| YEARS | TOTAL CDBG FUNDING | CARRY FORWARD/UNSPENT* |
|------------|--------------------|------------------------|
| 2012 -2013 | | |
| 2011-2012 | | |
| 2010-2011 | | |
| 2009-2010 | | |
| 2008-2009 | | |

* Include any Program Income

Please identify key personnel that will be responsible for this project including management and staff.

| Position of Responsibility | Name (leave blank if future hire) | Contact information (include Phone and email) |
|-----------------------------|-----------------------------------|--|
| Direct Project Supervision | Michael Bartlett | 982-6611 x 103; business@steshelter.org |
| Overall Project Supervision | Deborah Tang | 982-6611 x 107; director@steshelter.org |
| Daily Shelter Operation | Maria Lopez | 982-6611 x101; emergencyservices@steshelter.org |
| | | |
| | | |
| | | |

Activity Budget Breakdown by Funding Sources:

This section is important because all funding sources must be reported. Identify whether the source is secured or proposed.

| FUNDING SOURCE | AMOUNT | SECURED | PROPOSED |
|----------------------------------|--------|---------|----------|
| Section 108 Loan Guarantee | \$0 | | |
| HOME | \$0 | | |
| ESG | \$0 | | |
| HOPWA | \$0 | | |
| Other Federal Funds (list below) | \$0 | | |
| State/City Funds (list below) | \$0 | | |
| Private Funds | \$0 | | |
| Other (list below) | \$0 | | |
| Total | \$0 | | |

HUD CDBG National Objectives Criteria:

Applicants seeking CDBG funding from the City of Santa Fe must propose activities designed to meet the HUD National Objective of providing a direct benefit to low-moderate-income persons.

1. Please select one of the following CDBG eligibility categories for your proposed project.

___ Low- Moderate-Income Area Benefit: An activity that benefits all residents in a particular area where at least 51% of the residents are low- and moderate-income persons as determined by the most recently available decennial Census information or other statistically reliable standards as approved by HUD.

X **Low- Moderate-Income Limited Clientele:** Activities that benefit a limited clientele, at least 51% of whom are low /mod income persons. Activities under this category require documentation on family size and income **OR** must benefit a Limited Clientele that is generally presumed to be principally low- and moderate-income (abused children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with AIDS and migrant farm workers).

 Low- Moderate-Income Housing: An activity undertaken for the purpose of providing or improving permanent residential structure(s) which, upon completion, will be occupied by low- and moderate-income households.

 Low- Moderate-Income Job Creation or Retention Activity: An activity designed to create or retain permanent jobs, at least 51% of which will be made available to or held by low- and moderate-income persons.

2. Please identify the Objective and Outcome your proposed activity will help accomplish (select one in each category):

Objective:

- X** Create suitable living environment
 Provide decent affordable housing
 Create economic opportunity

Outcome:

- Availability/Accessibility
X Affordability
 Sustainability

3. Please circle yes or no to each of the following. Is the purpose of this activity to:

Help prevent homelessness? Y **N** Help those with HIV/AIDS? Y **N**
 Help the homeless? **Y** N Primarily help persons with disabilities? **Y** N

4. Project the number of total persons / households that will benefit from implementation of this Activity: (Fill in Households OR Persons depending on the type of Activity your project would be providing).

| | |
|---|---|
| Total number of clients you anticipate serving: | |
| Households: | <u>OR</u> 350/ Persons: year |

Narratives:

Please provide a brief but detailed summary of your proposed project. This description will be used as your project summary to the Community Development Commission (CDC). It should be accurate and detailed but use only the space provided below.

St. Elizabeth Shelter is committed to lowering its fixed costs as much as possible to preserve income for client and program expenses. Electrical costs at the Men's Emergency Shelter average \$15,000 per year and are increasing. To lower these, we first contracted with Los Amigos to provide us with an energy audit. They did so and then undertook a series of conservation savings – installing low-flow showerheads, replacing all lighting, caulking windows, repairing heating ducts, installing gas instead of electric dryers. But the biggest saving identified would be installing a solar-energy system. Consolidated Solar Tech (CST) has examined our usage and needs and recommended a \$150,000 system – total costs including

construction and installation – that would accommodate most of our daily needs. A conservative estimate would have us saving nearly \$10,000 per year, making the system pay off in 15 years. CST’s system comes with a 25-year warranty, making it very cost effective.

What specific community need(s) or issue(s) is your project designed to address? Please include how it will address the National Objective, Outcome and Objective, and Eligible Activity as described in this application and the Overview.

Our project would serve the national objective of benefiting low-moderate income persons since St. Elizabeth Shelter serves a limited clientele with 100% being extremely low-income homeless individuals. This project would improve a residential structure open to the public that houses these individuals by making it more energy efficient – an eligible activity - thereby providing more funds within the organization to serve more clients. It would create a more suitable living environment for these homeless individuals by making our programs more affordable and allowing us to use the money saved to accommodate more individuals and enhance services to better meet their needs.

Please describe the organization in terms of its administrative capacity and its qualifying experience and length of experience with other or similar project as the proposed project. Include your organization experience with using government funding. Also identify results of any previous efforts to implement similar projects.

St. Elizabeth Shelter has been providing services to homeless individuals and families for 27 years and assists more than 2,000 people each year. We operate two emergency shelters, three supportive housing programs and a twice-weekly Resource Center providing daytime meals. Our executive director and business manager have been here seven years and several program managers even longer. During that time, we have purchased and thoroughly renovated an older building for a new program – Casa Familia – and continually renovated our four other facilities through varied construction projects – some through CDBG grants. We also have successfully administered other city grants (Human Services) with approved outcomes, as well as grants from HUD, New Mexico Mortgage Finance Authority and private foundations with annual audits reflecting that we have met and exceeded performance and reporting standards.

Describe in detail your organization experience in government contract administration (includes record keeping, reporting, monitoring and performance measures), and knowledge of federal regulations governing acquisition, procurement, fair housing and equal opportunity, Lead Safe Housing Rule, Labor Standards (Davis-Bacon), Environmental Review, the federal regulations and standards as it relates to Federal Funding whichever are applicable to your project.

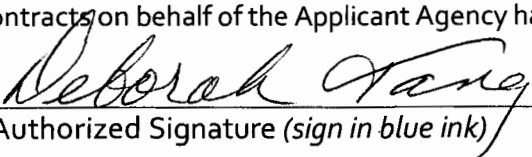

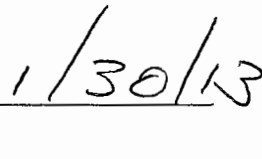
We have successfully administered CDBG grants for five of the past seven years with similar renovation projects and have fulfilled all requirements for Davis-Bacon standards when applicable. Our HUD and New Mexico Mortgage Finance Authority grants also require detailed recordkeeping, reporting, monitoring and performance measures on shelter outputs and client outcomes as well as expenditures. We continue to meet and exceed these standards.

If you are proposing to utilize CDBG funds to pay for staff costs, please list in the table below the title of each position, whether this position will be created or exists and the percentage of their salary and benefits that will be funded by CDBG. Depending on the Activity, listing this information does not guarantee the position will be funded by CDBG. It may not be eligible. Refer to the Overview.

| PERSONNEL Position Title | New (Y/N) | % salary & benefits to be paid for with CDBG |
|-----------------------------|--------------|---|
| N/A | | |
| | | |
| | | |

Acknowledgement

To the best of my knowledge and belief, all data in this application is true and correct. If funded, I certify that the Agency is willing and able to adhere to the policies and procedures specified by the City of Santa Fe and all applicable program regulations of the US Department of Housing and Urban Development. Further, I understand there is not an agreement until the City of Santa Fe and the individual authorized to execute contracts on behalf of the Applicant Agency has signed the contract.

Authorized Signature (sign in blue ink) Title Date

Attachments

Please attach one (1) unbound copy of the following items. If any of the items are not included besides 13-15, please mark NA before the number and then give a briefly explain why in the spaces below.

- Articles of Incorporation/By Laws
- Non-Profit Determination. Non-profits must submit tax-exemption determination letters from the Federal and State Tax Board.
- Applicable Licenses
- Listing of Current Board of Directors
- Board of Directors Authorization to Request Funds
- Organization Chart
- Copy of Agency's most Recent Independent Audit
- Agency's Personnel Policies
- Agency's Conflict of Interest Policies
- Agency's accounting and procurement Policies
- Confidentiality and Disclosure of Information
- Proof of Insurance – General Liability and/or Professional Liability. Consult with CDBG grantor to determine the type needed. (Also attach property insurance for any structures acquired, rehabilitated or constructed with CDBG funds.)
- Proof of automobile insurance, if applicable
- Engineering / Architect Estimates, if applicable
- Documentation of "In-Kind" Match, if applicable

**St. Elizabeth Shelter
Energy Efficiency Project**

Consolidated Solar Tech

Solar Array Pricing Breakdown – 32.72 kw system

| | |
|--------------------------|--------------|
| Modules | \$54,284.29 |
| Inverters w/ Monitoring | \$16,916.85 |
| Rooftop Racking | \$ 4,260.54 |
| Electrical | \$15,990.56 |
| Carports w/ Installation | \$37,593.00 |
| Installation | \$20,910.73 |
| Total | \$149,955.97 |

Menergynm

| | |
|-----------------|-----------|
| 32.72 kw system | \$210,000 |
| 80 kw system | \$320,000 |

Positive Energy

| | |
|--|-----------|
| 32,72 kw system | \$148,000 |
| (SunPower panels on roof, Aleo Bosch modules on carport) | |



City of Santa Fe, New Mexico

200 Lincoln Avenue, P.O. Box 909, Santa Fe, N.M. 87504-0909

CDBG Application

FY 2013-2014 GRANT YEAR

STARTING JULY 1, 2013

Application Deadline: 12 PM February 1, 2013

If you have questions, please contact the CDBG Planner, Kym E. Dicome at (505) 955-6574.

1. If an agency is requesting funding for more than one Activity, a separate application must be submitted for each Activity.
3. Please provide a total of **eight (8)** applications: **one (1) original and seven (7) copies. Only one copy of the attachments listed in Section G needs to be included.**
4. Applications are due by **12:00 p.m., Friday February 1, 2013.** Any applications received by the Office of Affordable Housing after this time will not be accepted.
5. The City will not accept faxed or emailed applications. You may deliver the application to the City of Santa Fe – Office of Affordable Housing/HCDD at Room 314 in the Federal Post Office Building (120 Federal Place). Or Mail applications to:
CDBG
City of Santa Fe – Office of Affordable Housing/HCDD
P.O. Box 909
Santa Fe, New Mexico 87504-0909
6. While the City of Santa Fe makes every reasonable effort to inform the community of this RFP, we assume no responsibility for failure to inform all interested parties of its availability. The City reserves the right to reject incomplete and unresponsive proposals or deny future funding to existing/prior applicants who have been unresponsive in carrying out the grant requirements as stated by the City and the US Department of Housing and Urban Development (HUD). This RFP is a solicitation of proposals only; no offer of contract or funding is implied. Costs incurred by the respondent in preparation and completion of this RFP are not the City's obligation and may not be reimbursed through grant funds.

2013-2014 CDBG Application

Date /Time received _____

RECEIVED FEB 10 2014 (City Staff) 11:10 AM

Agency/OrganizationName: Girls Inc. of Santa Fe

Project/ActivityName: Facilities Safety Improvements

Project Address/Location: 301 Hillside Avenue, Santa Fe, NM 87501

Project Service Area (if applicable): Santa Fe County

Project Eligible Activity

CDBG funds can be used for specific Eligible Activities as outlined in the Overview. Select **one** Type of Eligible Activity category that best describes your Project.

Type of Eligible Activity (check one)

| | | | |
|--------------------------------|---|--------------------------|---|
| Housing Rehab | | Homeownership assistance | |
| Other Real Property Activities | | Economic Development | |
| Public Facilities/Improvements | X | Public Service | X |

Brief Project Description:

Our project is meant to complete overdue maintenance that affects the safety of our clients and staff.

Our facility is contributing historic and has been deeded to us in perpetuity as long as we serve girls. We will leverage these funds to secure funding for labor from private sources. This project has 7 priorities.

We seek support from CDBG to cover the cost of materials for these 7 aspects of the safety project.

Applicant Address: 301 Hillside Avenue, Santa Fe NM 87501

Contact person/title: Kris Falvo, Executive Director

Email address: kfalvo@girlsincofsantafe.org

Phone #: 505-982-2042

Fax: 505-982-0797

Project Budget:**Total Cost of Project/Activity**\$ 63,128**Total CDBG Funds Requested:**\$ 41,648**Organizational Background****The following information is required:****Federal Tax Id #** 85-0129250**DUNS #** 168662443

Only federally registered 501(c) (3) or (6) Non-profit organizations, governmental entities or educational institutions may apply. Check which type of organization you represent:

 X Registered non-profit. *Please attach a copy of the IRS determination letter*

 Government Entity

 Educational Institution. *Please attach IRS determination of exempt status*

Under Federal or State law does your proposed project require a license or certificate to operate?

 YES (attach a copy of the license or certificate) X NO

Has your organization received CDBG for this specific activity/project from the City of Santa Fe?

 YES X NO

If YES, list the Fiscal Years, amounts of the funding and any carry forward* or unspent amounts at the end of the Fiscal Year:

| YEARS | TOTAL CDBG FUNDING | CARRY FORWARD/UNSPENT* |
|------------|--------------------|------------------------|
| 2012 -2013 | | |
| 2011-2012 | | |
| 2010-2011 | | |
| 2009-2010 | | |
| 2008-2009 | | |

* Include any Program Income

Please identify key personnel that will be responsible for this project including management and staff.

| Position of Responsibility | Name (leave blank if future hire) | Contact information (include Phone and email) |
|----------------------------|-----------------------------------|--|
| Executive Director | Kris Falvo | 505-982-2042, kfalvo@girlsincofsantafe.org |

| | | |
|--|--------------|---|
| Director of Operations | Kim Brown | 505-982-2042, kbrown@girlsincofsantafe.org |
| Director of Development and Communications | Alexis Brown | 505-982-2042, abrown@girlsincofsantafe.org |

Activity Budget Breakdown by Funding Sources:

This section is important because all funding sources must be reported. Identify whether the source is secured or proposed.

| FUNDING SOURCE | AMOUNT | SECURED | PROPOSED |
|----------------------------------|----------|---------|----------|
| Section 108 Loan Guarantee | \$ | | |
| HOME | \$ | | |
| ESG | \$ | | |
| HOPWA | \$ | | |
| Other Federal Funds (list below) | \$ | | |
| State/City Funds (list below) | \$ | | |
| Private Funds | \$21,480 | | X |
| Other (list below) | \$ | | |
| Total | \$21,480 | | |

HUD CDBG National Objectives Criteria:

Applicants seeking CDBG funding from the City of Santa Fe must propose activities designed to meet the HUD National Objective of providing a direct benefit to low-moderate-income persons.

1. Please select one of the following CDBG eligibility categories for your proposed project.

 Low- Moderate-Income Area Benefit: An activity that benefits all residents in a particular area where at least 51% of the residents are low- and moderate-income persons as determined by the most recently available decennial Census information or other statistically reliable standards as approved by HUD.

 X **Low- Moderate-Income Limited Clientele:** Activities that benefit a limited clientele, at least 51% of whom are low/mod income persons. Activities under this category require documentation on family size and income **OR** must benefit a Limited Clientele that is generally presumed to be principally low- and moderate-income (abused children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with AIDS and migrant farm workers).

Low- Moderate-Income Housing: An activity undertaken for the purpose of providing or improving permanent residential structure(s) which, upon completion, will be occupied by low- and moderate-income households.

 Low- Moderate-Income Job Creation or Retention Activity: An activity designed to create or retain permanent jobs, at least 51% of which will be made available to or held by low- and moderate-income persons.

2. Please identify the Objective and Outcome your proposed activity will help accomplish (select one in each category):

Objective:

Outcome:

- ☒ Create suitable living environment
☐ Provide decent affordable housing
☐ Create economic opportunity

- ☐ Availability/Accessibility
☐ Affordability
☒ Sustainability

3. Please circle yes or no to each of the following. Is the purpose of this activity to:

Help prevent homelessness? Y ☒ N
 Help the homeless? Y ☒ N

Help those with HIV/AIDS? Y ☒ N
 Primarily help persons with disabilities? Y ☒ N

4. **Project the number of total persons / households that will benefit from implementation of this Activity:** (Fill in Households OR Persons depending on the type of Activity your project would be providing).

| | |
|---|--------------|
| Total number of clients you anticipate serving: | |
| Households: | OR |
| | Persons: 450 |

Narratives:

Please provide a brief but detailed summary of your proposed project. This description will be used as your project summary to the Community Development Commission (CDC). It should be accurate and detailed but use only the space provided below.

Our project is meant to complete overdue maintenance that affects the safety of our clients and staff.

Our facility is contributing historic and has been deeded to us in perpetuity as long as we serve girls.

As described above this project has 7 priorities: 1) re-hang outside doors so they open outwards with an emergency bar, as recommended by Fire Inspector (\$3000); 2) replace alarm system because current system is failing & over 30 years old (\$1500); 3) upgrade electric service drop from 100 amps (residential) to 200 amps (business) (\$1650); 4) complete fire wall in boiler room (\$500), and 5) phase 1 of replacing heating & adding cooling to program areas (\$15,614); 6) phase 2 of replacing heating & adding cooling to remaining girls' areas (\$12,676); 7) phase 3 replacing heating in the remaining areas of building (\$6,708).

What specific community need(s) or issue(s) is your project designed to address? Please include how it will address the National Objective, Outcome and Objective, and Eligible Activity as described in this application and the Overview.

Girls Inc. programs directly support the community. We give Santa Fe girls the skills they need to make healthy choices now and throughout their lives. We expose them to myriad career opportunities, and empower them. We have been providing programs at this facility since 1957. Our services are provided on a sliding-scale. No family is turned away due to inability to pay. Therefore 75% of our families are from low/moderate households. This project is meant to implement facility safety projects so the girls we serve can learn and grow in a safe environment. We have had clients with disabilities who were unable to ✱ stay enrolled due to issues with the facility, including extreme temperatures. We have high utility bills because of the aging systems. And there is high risk of danger in case of fire due to the current positioning of doors and the need for a fire wall in the boiler room.

Please describe the organization in terms of its administrative capacity and its qualifying experience and length of experience with other or similar project as the proposed project.

Include your organization experience with using government funding. Also identify results of any previous efforts to implement similar projects.

The Executive Director has led youth service organizations for 15 years. She wrote and supervised annual CDBG grants from 2008-2011 with the YMCA in McKinney Texas.

The Director of Operations has overseen multiple facility improvement projects, as well as the planning and building of a new facility. Improvement projects include: redesign and installation of a new kitchen, working closely with experts in evaluating facility needs, installation of new lighting fixtures throughout the facility, landscaping, managing the replacement of our entry-way stairs. The building of the new facility included working with the architect, the construction manager, and the interior designer to make sure the facility suited the needs of our programs and the clients we served there.

We currently have a Facilities Committee who over sees projects, including taking bids and supervising contractors and other experts.

Describe in detail your organization experience in government contract administration (includes record keeping, reporting, monitoring and performance measures), and knowledge of federal regulations governing acquisition, procurement, fair housing and equal opportunity, Lead Safe Housing Rule, Labor Standards (Davis-Bacon), Environmental Review, the federal regulations and standards as it relates to Federal Funding whichever are applicable to your project.

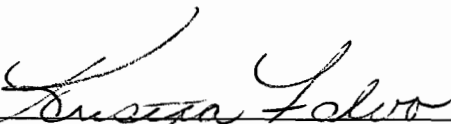
Girls Inc. has received a grant from the City of Santa Fe Children and Youth Commission since its Inception over 20 years ago. We have always been in good standing with regards to our City grants. We deliver reports on or before the due date. We have multiple systems in place to track all of the Information required for reporting as well as in tracking how funds are spent. Kris Falvo, our new Executive Director, wrote and managed CDBG grants from 2008-2011 with the YMCA in McKinney Texas. This is our organization's first grant with CDBG and therefore we are requesting funds to cover equipment, and we are confident we will secure funding for labor from other funders. As this is our first application to CDBG we are hoping to start with this simple funding request so that we can build a relationship and history with the CDBG office, and so we can prove our capable skills in managing this contract/grant. We are committed to adhering to all CDBG timelines and requests. We have already received some quotes for this safety project and are in the process of procuring even more.

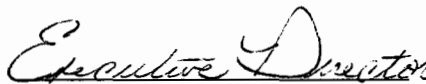
If you are proposing to utilize CDBG funds to pay for staff costs, please list in the table below the title of each position, whether this position will be created or exists and the percentage of their salary and benefits that will be funded by CDBG. Depending on the Activity, listing this information does not guarantee the position will be funded by CDBG. It may not be eligible. Refer to the Overview.

| PERSONNEL Position Title | New (Y/N) | % salary & benefits to be paid for with CDBG |
|-----------------------------|--------------|---|
| | | |

Acknowledgement

To the best of my knowledge and belief, all data in this application is true and correct. If funded, I certify that the Agency is willing and able to adhere to the policies and procedures specified by the City of Santa Fe and all applicable program regulations of the US Department of Housing and Urban Development. Further, I understand there is not an agreement until the City of Santa Fe and the individual authorized to execute contracts on behalf of the Applicant Agency has signed the contract.


Authorized Signature (sign in blue ink)


Title

1-31-13
Date

Attachments

Please attach one (1) unbound copy of the following items. If any of the items are not included besides 13-15, please mark NA before the number and then give a briefly explain why in the spaces below.

1. Articles of Incorporation/By Laws
2. Non-Profit Determination. Non-profits must submit tax-exemption determination letters from the Federal and State Tax Board.
3. Applicable Licenses
4. Listing of Current Board of Directors
5. Board of Directors Authorization to Request Funds
6. Organization Chart
7. Copy of Agency's most Recent Independent Audit
8. Agency's Personnel Policies
9. Agency's Conflict of Interest Policies
10. Agency's accounting and procurement Policies
11. Confidentiality and Disclosure of Information
12. Proof of Insurance – General Liability and/or Professional Liability. Consult with CDBG grantor to determine the type needed. (Also attach property insurance for any structures acquired, rehabilitated or constructed with CDBG funds.)
13. Proof of automobile insurance, if applicable
14. Engineering / Architect Estimates, if applicable
15. Documentation of "In-Kind" Match, if applicable

Girls Inc. of Santa Fe
Facility List

| Priority | Description | Equipment & Materials | labor | Reason |
|----------|---|--------------------------|-----------------|--|
| 1 | Rehang doors to open outward, 5 doors total & install push bards | \$3,000 | \$1,500 | Most of our outside doors open inward. They also have regular handles and not push bars. This would allow us to have our doors locked from the outside with being a fire-safety. As well as allow easy exit in case of an emergency. (Recommended by Fire Inspector) |
| 2 | Replace alarm system | \$1,500 | \$0 | Our current alarm system is not functioning and had to be replaced in full due to being over 30 years old. |
| 3 | Upgrade Electricity Service drop to Business | \$1,650 | \$2,000 | Our service is currently residential (100 AMP), not business (200 AMP). We often have areas that trip because they are overloaded. |
| 4 | Fixing Fire wall in boiler room | \$500 | \$400 | Under the main part of the house is our heating boiler for one part of the house. The fire wall is not complete and needs to be completed to retain a fire. (Recommended by Fire Inspector) |
| 5 | Heat & Cooling for Phase 1 | \$15,614 | \$7,325 | Computer Room, Art Room, SMART Room, Main Room Reading Room, Living Room, Program Office Kitchen, Development Office, ED Office |
| 6 | Heat & Cooling for Phase 2 | \$12,676 | \$5,860 | |
| 7 | Heat & Cooling for Phase 3 | \$6,708 | \$4,395 | |
| | | | | |
| | Total | \$41,648 | \$21,480 | \$63,128 |

**Girls Inc. of Santa Fe
Facility List**

Some of the areas do not have heat. The heating units in some areas need to be replaced because they are not working properly. They are on old wall blower systems (very loud and inefficient) or an old water boiler system. We do not have air conditioning and there have been several summers in which this has posed a huge health concern do to heat and sometimes the forest fire smoke.

| |
|--|
| |
| |
| |
| |



City of Santa Fe, New Mexico

200 Lincoln Avenue, P.O. Box 909, Santa Fe, N.M. 87504-0909

CDBG Application

FY 2013-2014 GRANT YEAR

STARTING JULY 1, 2013

Application Deadline: 12 PM February 1 , 2013

If you have questions, please contact the CDBG Planner, Kym E. Dicome at (505) 955-6574.

1. If an agency is requesting funding for more than one Activity, a separate application must be submitted for each Activity.
3. Please provide a total of **eight (8)** applications: **one (1) original and seven (7) copies. Only one copy of the attachments listed in Section G needs to be included.**
4. Applications are due by **12:00 p.m., Friday February 1, 2013.** Any applications received by the Office of Affordable Housing after this time will not be accepted.
5. The City will not accept faxed or emailed applications. You may deliver the application to the City of Santa Fe - Office of Affordable Housing/HCDD at Room 314 in the Federal Post Office Building (120 Federal Place). Or Mail applications to:
CDBG
City of Santa Fe - Office of Affordable Housing/HCDD
P.O. Box 909
Santa Fe, New Mexico 87504-0909
6. While the City of Santa Fe makes every reasonable effort to inform the community of this RFP, we assume no responsibility for failure to inform all interested parties of its availability. The City reserves the right to reject incomplete and unresponsive proposals or deny future funding to existing/prior applicants who have been unresponsive in carrying out the grant requirements as stated by the City and the US Department of Housing and Urban Development (HUD). This RFP is a solicitation of proposals only; no offer of contract or funding is implied. Costs incurred by the respondent in preparation and completion of this RFP are not the City's obligation and may not be reimbursed through grant funds.

2013-2014 CDBG Application

Date /Time received _____

RECEIVED JAN 3 2013
RECEIVED JAN 3 1 2013
(City Staff)

Agency/OrganizationName: Kitchen Angels

Project/ActivityName: Meals for Home-Bound Residents

Project Address/Location: 1222 Siler Road

Project Service Area (if applicable): City of Santa Fe

Project Eligible Activity

CDBG funds can be used for specific Eligible Activities as outlined in the Overview. Select **one** Type of Eligible Activity category that best describes your Project.

Type of Eligible Activity (check one)

| | | | |
|----------------------------------|--------------------------|--------------------------|-------------------------------------|
| Housing Rehab | <input type="checkbox"/> | Homeownership Assistance | <input type="checkbox"/> |
| Other Real Property Activities | <input type="checkbox"/> | Economic Development | <input type="checkbox"/> |
| Public Facilities / Improvements | <input type="checkbox"/> | Public Service | <input checked="" type="checkbox"/> |

Brief Project Description:

Seriously and chronically ill home-bound individuals struggling with such diseases as cancer, diabetes, heart disease, and other life challenging medical conditions are often too sick to shop for food or prepare nutritious meals for themselves. Without some outside support, these individuals face the consequences of reduced nutrition on their medical conditions and the possibility of frequent and lengthy stays in the hospital or long-term placement in a nursing home.

Kitchen Angels delivers freshly prepared nutritious meals to home-bound individuals' five days a week (with extra meals for weekends). Since 1992, we have delivered more than 762,000 meals to nearly 4,000 clients in the greater Santa Fe area who would have otherwise gone without adequate nutrition. Our 2012 client enrollment grew by 11% from 2011, from 331 clients to 367 clients, and by 54% from our 2010 enrollment of 239. Over the past five years, growth in client enrollment has averaged 18.39%.

Conservative estimates for 2013 put us on track to serve as many as 430 clients. At an annual cost of approximately \$1,500 per client, these 63 new clients will cost around \$94,500 to serve. Kitchen Angels has never had a waiting list for services and we intend to never implement one. We will pursue additional funding to meet this growth in anticipated client enrollment from a variety of sources. We are requesting \$40,000 from Community Development Block Grant funds to help cover costs associated with keeping these clients well nourished, out of the hospital and nursing homes, and in the comfort and safety of their own homes.

Applicant Address: 1222 Siler Road, Santa Fe, NM 87507

Contact person/title: Tony McCarty, Executive Director

Email address: tmccarty@kitchenangels.org

Phone #: (505) 471-7780 Ext. 205

Fax #: (505) 471-9362

Project Budget:

Total Cost of Project/Activity **\$419,800.00**

Total CDBG Funds Requested: **\$ 40,000.00**

Organizational Background

The following information is required:

Federal Tax Id #:85-0423492

DUNS #: 804894488

Only federally registered 501(c) (3) or (6) Non-profit organizations, governmental entities or educational institutions may apply. Check which type of organization you represent:

 X Registered non-profit. *Please attach a copy of the IRS determination letter*
 Government Entity
 Educational Institution. *Please attach IRS determination of exempt status*

Under Federal or State law does your proposed project require a license or certificate to operate?

 X YES (attach a copy of the license or certificate) NO

Has your organization received CDBG for this specific activity/project from the City of Santa Fe?

☒ YES ☐ NO

If YES, list the Fiscal Years, amounts of the funding and any carry forward* or unspent amounts at the end of the Fiscal Year:

| YEARS | TOTAL CDBG FUNDING | CARRY FORWARD / UNSPENT* |
|--------------|---------------------------|---------------------------------|
| 2012 -2013 | \$0.00 | N/A |
| 2011-2012 | \$0.00 | N/A |
| 2010-2011 | \$25,000.00 | \$0.00 |
| 2009-2010 | \$0.00 | N/A |
| 2008-2009 | \$0.00 | N/A |
| 2007-2008 | \$0.00 | N/A |
| 2006-2007 | \$30,000.00 | \$0.00 |

* Include any Program Income

Please identify key personnel that will be responsible for this project including management and staff.

| Position of Responsibility | Name (leave blank if future hire) | Contact information (include Phone and email) |
|-----------------------------------|--|--|
| Executive Director | Tony McCarty | 471-7780 tmccarty@kitchenangels.org |
| Food Services Director | Teresa Norton | 471-7780 tnorton@kitchenangels.org |
| Client Services Manager | Mae Martinez | 471-7780 mmartinez@kitchenangels.org |
| Community Liaison | Lauren LaVail | 471-7780 llavail@kitchenangels.org |

Activity Budget Breakdown by Funding Sources:

This section is important because all funding sources must be reported. Identify whether the source is secured or proposed.

| FUNDING SOURCE | AMOUNT | SECURED | PROPOSED |
|---|---------------|----------------|-----------------|
| Section 108 Loan Guarantee | \$ | | |
| HOME | \$ | | |
| ESG | \$ | | |
| HOPWA | \$ | | |
| Other Federal Funds (list below) | \$ | | |
| State/City Funds (list below) City of Santa Fe | \$ 40,000.00 | X | |
| Private Funds | \$365,300.00 | | X |
| Other (list below) Non-Government Grants | \$110,000.00 | | X |
| Sales | \$ 2,000.00 | | X |
| Other Income | \$123,850.00 | | X |
| Total | \$641,150.00 | | |

Note: Kitchen Angels derives its income from a variety of sources including contributions from donors, grants from foundations and the City of Santa Fe, and fund raising events. Slightly more than 56% of our income is derived from contributions which remain strong from year to year. Our budget is established every calendar year and reflects prior years' revenues and expenditures as well as forecasts about what we anticipate in the coming year.

HUD CDBG National Objectives Criteria:

Applicants seeking CDBG funding from the City of Santa Fe must propose activities designed to meet the HUD National Objective of providing a direct benefit to low-moderate-income persons.

1. Please select one of the following CDBG eligibility categories for your proposed project.

Low- Moderate-Income Area Benefit: An activity that benefits all residents in a particular area where at least 51% of the residents are low-

and moderate-income persons as determined by the most recently available decennial Census information or other statistically reliable standards as approved by HUD.

X **Low- Moderate-Income Limited Clientele:** Activities that benefit a limited clientele, at least 51% of whom are low /mod income persons. Activities under this category require documentation on family size and income **OR** must benefit a Limited Clientele that is generally presumed to be principally low- and moderate-income (abused children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with AIDS and migrant farm workers).

 Low- Moderate-Income Housing: An activity undertaken for the purpose of providing or improving permanent residential structure(s) which, upon completion, will be occupied by low- and moderate-income households.

 Low- Moderate-Income Job Creation or Retention Activity: An activity designed to create or retain permanent jobs, at least 51% of which will be made available to or held by low- and moderate-income persons.

2. Please identify the Objective and Outcome your proposed activity will help accomplish (select one in each category):

Objective:

- X** Create suitable living environment
 Provide decent affordable housing
 Create economic opportunity

Outcome:

- X** Availability/Accessibility
 Affordability
 Sustainability

3. Please circle yes or no to each of the following. Is the purpose of this activity to:

- Help prevent homelessness? (Y) N Help those with HIV/AIDS? (Y) N
 Help the homeless? (Y) N Primarily help persons with disabilities? (Y) N

4. Project the number of total persons / households that will benefit from implementation of this Activity: (Fill in Households OR Persons depending on the type of Activity your project would be providing).

| | |
|---|--------------|
| Total number of clients you anticipate serving: | |
| Households: | Persons: 400 |

Narratives:

Please provide a brief but detailed summary of your proposed project. This description will be used as your project summary to the Community Development Commission (CDC). It should be accurate and detailed but use only the space provided below.

Kitchen Angels works to alleviate hunger and provide vital nutrition to people who would not otherwise be able to secure their needed nutrition. Our volunteers prepare and deliver meals five days a week. Each meal includes the nutritional equivalent of at least two meals. Meals contain a soup or salad, an entrée, dessert or fruit, and whole-grain bread. Once each week, we provide whole fresh fruit for snacks, protein supplements by request, and frozen entrées for weekend meals. Meals are formulated to meet individual dietary needs and follow one of six dietary tracks. Soups and salads are wheat and gluten free.

In 2012, we served 367 clients. Our daily average was 135 clients. Nearly all of our clients live at or below federal poverty guidelines based on income information provided at the time of enrollment. Income and client eligibility is re-verified every two years.

According to our latest client survey, 98 percent reported that they were able to avoid institutional care because of our program. At an estimated average annual cost of more than \$75,000 for nursing home care, this translated to a savings of more than \$26 million in long-term costs to state and federal healthcare programs. Additionally, 84 percent reported they were able to afford their medications since their food needs were provided for. Visits to the emergency room dropped from 78 percent of clients before starting Kitchen Angels' service to 64 percent after starting service (in part, the result of receiving nutrition that is tailored specifically to their medical condition).

But our mission is not merely one of maintenance. In addition to providing consistent, healthy meals to home-bound clients, we are also committed to improving the quality of life of our clients by ensuring that they have a daily opportunity to interact with a caring and concerned person, providing nutritional consultation to clients with extreme dietary requirements which includes the services of a certified nutritionist/registered dietitian, ensuring that the nutritional needs of our clients are met so that they can remain in the safety and comfort of their own homes, and increasing collaboration with other agencies dedicated to ending hunger in New Mexico.

What specific community need(s) or issue(s) is your project designed to address? Please include how it will address the National Objective, Outcome and Objective, and Eligible Activity as described in this application and the Overview.

Our services address the nutrition needs of low to moderate income persons who are chronically ill. They are unable to regularly venture out of their homes to purchase food and have neither the means nor the resources to prepare their own

meals. We work to ensure home-bound individuals have a suitable living environment and work to make sure appropriate nutrition is both available and accessible to these individuals every day. Our client enrollment process includes income verification along with a referral from an appropriate medical care practitioner who is able to certify the condition of the applicant. By definition, our clients are disabled based on their medical diagnosis. In 2012, 24 percent were struggling with cancer, 12 percent suffered from brain or nerve disorders, and 8 percent were diabetic. Nine of our clients (or 2.5 percent) suffered from HIV/AIDS. Approximately 50 percent of our clients were aged 60 or older. Client re-verification occurs every two years.

At 22.2 percent, New Mexico continues to rank among the states with the highest number of poor people, according to a September 2012, US Census Bureau report. And, while proper nutrition has been repeatedly shown to play a key role in maintaining health, poverty remains one of the most significant factors affecting nutrition. Last year, the New Mexico Department of Health noted in their *State of Health in New Mexico 2011*, ***"the poverty rate, and associated income inequality, has a greater impact on overall health status in New Mexico than any other single indicator."***

Simply stated, the need Kitchen Angels addresses is to help minimize the impact poverty plays on the health of home-bound individuals by ensuring they have access to adequate, appropriate, and consistent nutrition.

The vast majority of our clients rely on publicly funded healthcare programs. Unfortunately, difficult economic times continue to place a strain on these services. The state's Medicaid Program is awaiting approval of its waiver application to the federal government to redesign its Medicaid program in an effort to reduce its overall costs. Included in its cost cutting measures, the Program proposes to implement a "modest co-pay on brand-name drugs when a generic substitute is available." The amount of the co-pay is targeted to be \$25 for an adult whose household income is between 100 and 150 percent of the Federal Poverty Level (which represents 97 percent of our clients). In a January 22, 2013, article, the *New York Times* reported that many Medicaid patients could face higher fees under a proposed federal policy change that will allow states more freedom to impose co-payments and other charges on Medicaid patients. "Hoping to persuade states to expand Medicaid, the Obama administration said state Medicaid officials could charge higher co-payments and premiums for doctors' services, prescription drugs and certain types of hospital care, including the 'non-emergency use' of emergency rooms." Given that 84 percent of Kitchen Angels clients already report that, were it not for our services, they would be unable to afford their medications, this increase in out-of-pocket costs will translate into an increased financial burden for homebound and economically disadvantaged individuals.

Please describe the organization in terms of its administrative capacity and its qualifying experience and length of experience with other or similar projects as the proposed project. Include your organization experience with using government funding. Also identify results of any previous efforts to implement similar projects.

Providing meals to home-bound individuals is Kitchen Angels only focus. We were founded in 1992 in response to a significant gap in the social safety-net infrastructure in Santa Fe. We are housed in the Coll-Green Angel Depot on Santa Fe's south side, a facility dedicated to ending hunger in Northern New Mexico.

Kitchen Angels has received government funding for our services. We currently receive funding from the City's Human Services Department to provide meals to home-bound senior residents. In the past (most recently 2002), we received funding support from the State of New Mexico through a legislative appropriation. The building we occupy, the Coll-Green Angel Depot, was constructed through a joint funding effort of the City of Santa Fe, the State of New Mexico and private donors.

In 2012, we were voted *Best Local Charity* in the *Best of Santa Fe* sponsored by the *Santa Fe Reporter*. We are regularly selected as one of the highest ranked non-profits serving the Santa Fe community in that same competition and have been voted *Best of Santa Fe* a number of times since the competition began. We received the Santa Fe Community Foundation's highly regarded *Pinon Award for Outstanding Service in Health and Human Services* in 2008. In 2011, we received the *Champions for Cancer Patients Award* from the American Cancer Society's Cancer Action Network for our work with the Santa Fe Cancer Institute Foundation. In June 2012, both the Santa Fe City Council and the Santa Fe County Commission passed resolutions recognizing Kitchen Angels' 20 years of continuous service to the community. June 1 was declared "Kitchen Angels Day" by the City Council and the month of June was declared "Kitchen Angels Month" by the County Commission.

Each April, we conduct a survey of our clients to determine how well our services are meeting their needs, concerns they may have, and the impact our work has on their lives. Consistently, our clients report that our services help keep them out of the hospital and out of hospital emergency rooms.

Based on clients' responses to our survey, we also know that the need for overnight hospital stays decreased 14 percent after starting Kitchen Angels services. Ninety-seven percent of clients reported that they are able to avoid placement in a nursing home, 84 percent are able to afford their medication since their food needs are provided for, and visits to the emergency room dropped from 78 percent of clients before starting Kitchen Angels' service to 64 percent after starting service.

Describe in detail your organization experience in government contract administration (includes record keeping, reporting, monitoring and performance measures), and knowledge of federal regulations governing acquisition, procurement, fair housing and equal opportunity, Lead Safe Housing Rule, Labor Standards (Davis-Bacon), Environmental Review, the federal regulations and standards as it relates to Federal Funding whichever are applicable to your project.

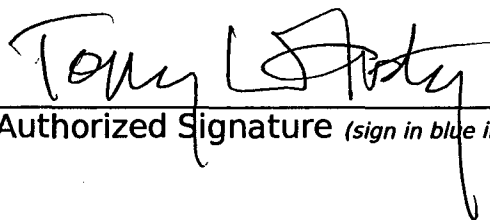

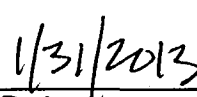
Kitchen Angels has successfully administered government funded contracts throughout our organizational history. We have received funding from the State of New Mexico (through special legislative appropriations) as well as through the City of Santa Fe. We currently receive funding from the City's Health & Human Services Department. We last received Community Development Block Grant funds from the City for the fiscal year 2010-2011. We are fully compliant with all New Mexico Attorney General's Office reporting requirements. Our most recent Federal Form 990, for the calendar year 2011, was filed with both the IRS and the Attorney General's Office. Our most recent Independent Auditor's Report, which examined, among other things, our use of accounting principles and practices, provided an unqualified opinion of our financial statements and position. Furthermore, we have never received a qualified audit report. We remain fully compliant with all reporting standards and requirements including record keeping, reporting, monitoring and performance measures.

If you are proposing to utilize CDBG funds to pay for staff costs, please list in the table below the title of each position, whether this position will be created or exists and the percentage of their salary and benefits that will be funded by CDBG. Depending on the Activity, listing this information does not guarantee the position will be funded by CDBG. It may not be eligible. Refer to the Overview.

| PERSONNEL Position Title | New (Y/N) | % salary & benefits to be paid for with CDBG |
|------------------------------------|--------------|---|
| Executive Director | N | 10% |
| Food Services Director | N | 10% |
| Client Services Manager | N | 10% |
| Community Liaison | N | 10% |

Acknowledgement

To the best of my knowledge and belief, all data in this application is true and correct. If funded, I certify that the Agency is willing and able to adhere to the policies and procedures specified by the City of Santa Fe and all applicable program regulations of the US Department of Housing and Urban Development. Further, I understand there is not an agreement until the City of Santa Fe and the individual authorized to execute contracts on behalf of the Applicant Agency has signed the contract.

| | | |
|---|--|---|
|  |  |  |
| Authorized Signature <i>(sign in blue ink)</i> | Title | Date |

Attachments

Please attach one (1) unbound copy of the following items. If any of the items are not included besides 13-15, please mark NA before the number and then give a briefly explain why in the spaces below.

1. Articles of Incorporation/By Laws
2. Non-Profit Determination. Non-profits must submit tax-exemption determination letters from the Federal and State Tax Board.
3. Applicable Licenses
4. Listing of Current Board of Directors
5. Board of Directors Authorization to Request Funds
6. Organization Chart
7. Copy of Agency's most Recent Independent Audit
8. Agency's Personnel Policies
9. Agency's Conflict of Interest Policies
10. Agency's accounting and procurement Policies
11. Confidentiality and Disclosure of Information
12. Proof of Insurance – General Liability and/or Professional Liability. Consult with CDBG grantor to determine the type needed. (Also attach property insurance for any structures acquired, rehabilitated or constructed with CDBG funds.)
13. Proof of automobile insurance, if applicable **N/A**
14. Engineering / Architect Estimates, if applicable **N/A**
15. Documentation of "In-Kind" Match, if applicable **N/A**

2013-2014 CDBG Application

11:40 AM

Date /Time received RECEIVED FEB 01 2014 (City Staff)

Agency/OrganizationName: Youth Shelters

Project/ActivityName: Essential Life Skills for Homeless Youth

Project Address/Location: 5686 Agua Fria St., Santa Fe, NM 87507

Project Service Area (if applicable):
Santa Fe, Santa Fe County, Northern New Mexico

Project Eligible Activity

CDBG funds can be used for specific Eligible Activities as outlined in the Overview. Select **one** Type of Eligible Activity category that best describes your Project.

Type of Eligible Activity (check one)

| | | | |
|--------------------------------|--------------------------|--------------------------|-------------------------------------|
| Housing Rehab | <input type="checkbox"/> | Homeownership assistance | <input type="checkbox"/> |
| Other Real Property Activities | <input type="checkbox"/> | Economic Development | <input type="checkbox"/> |
| Public Facilities/Improvements | <input type="checkbox"/> | Public Service | <input checked="" type="checkbox"/> |

Brief Project Description:

We are seeking funding for an agency-wide, targeted life skills initiative. The project will enable homeless or nearly homeless youth, up to age 22, to gain the essential skills needed to achieve safety and stability. This includes education, job training, health, nutrition, and wise choices regarding substance use. Our goal is to create pathways to lifetime independence.

Applicant Address:

P.O. Box 28279, Santa Fe, NM 87592

Contact person/title:

Karen Rowell, Executive Director

Email address:

krowell@youthshelters.org

Phone #: 505-983-0586 x 120

Fax: 505-424-0949

Project Budget:

Total Cost of Project/Activity \$ 40,000

Total CDBG Funds Requested: \$ 20,000

Organizational Background

The following information is required:

Federal Tax Id # 85-0324625

DUNS # 795320761

Only federally registered 501(c) (3) or (6) Non-profit organizations, governmental entities or educational institutions may apply. Check which type of organization you represent:

 X Registered non-profit. *Please attach a copy of the IRS determination letter*

 Government Entity

 Educational Institution. *Please attach IRS determination of exempt status*

Under Federal or State law does your proposed project require a license or certificate to operate?

 YES (attach a copy of the license or certificate) X NO

Has your organization received CDBG for this specific activity/project from the City of Santa Fe?

 YES X NO

If YES, list the Fiscal Years, amounts of the funding and any carry forward* or unspent amounts at the end of the Fiscal Year:

| YEARS | TOTAL CDBG FUNDING | CARRY FORWARD/UNSPENT* |
|------------|--------------------|------------------------|
| 2012 -2013 | | |
| 2011-2012 | | |
| 2010-2011 | | |
| 2009-2010 | | |
| 2008-2009 | | |

* Include any Program Income

Please identify key personnel that will be responsible for this project including management and staff.

| Position of Responsibility | Name (leave blank if future hire) | Contact information (include Phone and email) |
|----------------------------|-----------------------------------|--|
| Life Skills Facilitator | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Activity Budget Breakdown by Funding Sources:

This section is important because all funding sources must be reported. Identify whether the source is secured or proposed.

| FUNDING SOURCE | AMOUNT | SECURED | PROPOSED |
|----------------------------------|----------|---------|----------|
| Section 108 Loan Guarantee | \$0 | | |
| HOME | \$0 | | |
| ESG | \$0 | | |
| HOPWA | \$0 | | |
| Other Federal Funds (list below) | \$15,000 | | \$15,000 |
| State/City Funds (list below) | \$0 | | |
| Private Funds | \$5,000 | | \$5,000 |
| Other (list below) | \$0 | | |
| Total | \$20,000 | | |

* We have proposed 1:1 matching funds in the amount of \$15,000 from an HHS/ACYF/RHYA grant and \$5,000 in private funds.

HUD CDBG National Objectives Criteria:

Applicants seeking CDBG funding from the City of Santa Fe must propose activities designed to meet the HUD National Objective of providing a direct benefit to low-moderate-income persons.

1. Please select one of the following CDBG eligibility categories for your proposed project.

☐ **Low- Moderate-Income Area Benefit:** An activity that benefits all residents in a particular area where at least 51% of the residents are low- and moderate-income persons as determined by the most recently available decennial Census information or other statistically reliable standards as approved by HUD.

X **Low- Moderate-Income Limited Clientele:** Activities that benefit a limited clientele, at least 51% of whom are low /mod income persons. Activities under this category require documentation on family size and income **OR** must benefit a Limited Clientele that is generally presumed to be principally low- and moderate-income (abused children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with AIDS and migrant farm workers).

 Low- Moderate-Income Housing: An activity undertaken for the purpose of providing or improving permanent residential structure(s) which, upon completion, will be occupied by low- and moderate-income households.

 Low- Moderate-Income Job Creation or Retention Activity: An activity designed to create or retain permanent jobs, at least 51% of which will be made available to or held by low- and moderate-income persons.

2. Please identify the Objective and Outcome your proposed activity will help accomplish (select one in each category):

Objective:

- X Create suitable living environment
 Provide decent affordable housing
 Create economic opportunity

Outcome:

- X Availability/Accessibility
 Affordability
 Sustainability

3. Please circle yes or no to each of the following. Is the purpose of this activity to:

Help prevent homelessness? Y N
Help the homeless? Y N

Help those with HIV/AIDS? Y N
Primarily help persons with disabilities? Y N

4. Project the number of total persons / households that will benefit from implementation of this Activity: (Fill in Households OR Persons depending on the type of Activity your project would be providing).

| | | |
|---|-----------|--------------|
| Total number of clients you anticipate serving: | | |
| Households: | OR | Persons: 350 |

Narratives:

Please provide a brief but detailed summary of your proposed project. This description will be used as your project summary to the Community Development Commission (CDC). It should be accurate and detailed but use only the space provided below.

We are seeking funding for an agency-wide, targeted life skills initiative. Life skills are the functional skills needed to succeed at home, school, work, and in the community. They include knowledge about health, safety, nutrition, cooking, accessing education, employment training, positive relationships, etc. Although we currently

offer life skills training, it is not consistent across programs and can vary according to staff expertise. We are requesting CDBG funds to pay for .5 of a full-time position to standardize life skills training across the agency. The position will provide broad-based content knowledge and hands-on life skills training throughout our programs. It will also be a point of coordination for all staff. This will allow us to provide more instruction, in more content areas, to more youth. There will be a special focus on clients with the highest need, such as those who are pregnant or parenting, academically deficient, or have serious substance abuse issues.

What specific community need(s) or issue(s) is your project designed to address? Please include how it will address the National Objective, Outcome and Objective, and Eligible Activity as described in this application and the Overview.

This project will address the National Objective to assist low income persons because 100% of the youth to be served meet that criterion. They are Limited Clientele because they are homeless or nearly homeless. (Nearly homeless means they are "couch surfing" or in another temporary, unstable living situation, such as a motel.) The project will Create Suitable Living Environments by increasing opportunities for success through focused life skills training. The outcome will be to make the basics of daily living available and accessible. This is a Public Service activity. All of the clients we served last year reported income, if any, far below the threshold for LMI (80% of the median income for the area=\$36,600 for a household of one person). These are youth living on the streets, in cars, abandoned buildings, or tents in the mountains. Others are running from abuse and neglect and need shelter. Their daily struggle to find food and safety makes it hard to develop essential life skills needed to escape homelessness, such as job training and education. This project aims to break that cycle.

Please describe the organization in terms of its administrative capacity and its qualifying experience and length of experience with other or similar project as the proposed project. Include your organization experience with using government funding. Also identify results of any previous efforts to implement similar projects.

Youth Shelters is a multi-service nonprofit agency that provided assistance to 1,060 homeless, runaway, and in-crisis youth and family members last year. A continuum of services includes a Street Outreach Program, Youth Emergency Shelter, Transitional Living Program, Civic Justice Corps, and Community Counseling Center. Since being established in 1980 by concerned citizens, the agency has helped more than 30,000 people. While we have provided life skills training for many years, this project will be the first time life skills are offered in a comprehensive and systematic manner across the agency. Through this grant, we will make life skills available to many more youth. Selected accomplishments through our life skills training include: a youth left the streets and went to college in a year; a young mother of two children obtained an apartment, daycare, and a job; six students obtained a G.E.D. Youth Shelters has secured and successfully used public funding for many years. Grants have been awarded by the City of Santa Fe, HUD, CDBG, HHS/ACYF/RHYA, DOL; others.

Describe in detail your organization experience in government contract administration (includes record keeping, reporting, monitoring and performance measures), and knowledge of federal regulations governing acquisition, procurement, fair housing and equal opportunity, Lead Safe Housing Rule, Labor Standards (Davis-Bacon), Environmental Review, the federal regulations and standards as it relates to Federal Funding whichever are applicable to your project.

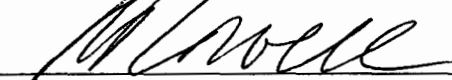
Youth Shelters has successfully administered federal, state, and local government contracts throughout its 33-year history. This includes funding for three buildings as well as approximately 65% of the operating budget. Our leadership team members—executive director, development director, finance director, clinical director, and human resources director—have all been involved in government contracts. They have an average of fifteen years of experience in nonprofit management and administration. As a result, the agency has a strong knowledge of best practices and standards involving each one of the above items that are applicable to this project. The agency is committed to responsible financial management and sustainability. The entire nonprofit, including the board of directors, management, and staff work together to ensure that all financial matters are addressed with care, integrity, and in the best interest of clients. All fiscal records are maintained in accordance with generally accepted accounting principles (GAAP) and are in compliance with federal, state, and local legal reporting requirements.

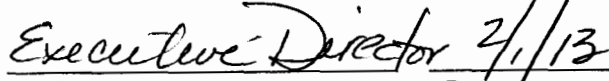
If you are proposing to utilize CDBG funds to pay for staff costs, please list in the table below the title of each position, whether this position will be created or exists and the percentage of their salary and benefits that will be funded by CDBG. Depending on the Activity, listing this information does not guarantee the position will be funded by CDBG. It may not be eligible. Refer to the Overview.

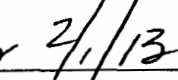
| PERSONNEL Position Title | New (Y/N) | % salary & benefits to be paid for with CDBG |
|-------------------------------------|----------------------|---|
| Life Skills Facilitator | Y | 50% salary and benefits |
| | | |
| | | |

Acknowledgement

To the best of my knowledge and belief, all data in this application is true and correct. If funded, I certify that the Agency is willing and able to adhere to the policies and procedures specified by the City of Santa Fe and all applicable program regulations of the US Department of Housing and Urban Development. Further, I understand there is not an agreement until the City of Santa Fe and the individual authorized to execute contracts on behalf of the Applicant Agency has signed the contract.


Authorized Signature (sign in blue ink)


Title


Date

Attachments

Please attach one (1) unbound copy of the following items. If any of the items are not included besides 13-15, please mark NA before the number and then give a briefly explain why in the spaces below.

1. Articles of Incorporation/By Laws
2. Non-Profit Determination. Non-profits must submit tax-exemption determination letters from the Federal and State Tax Board.
3. Applicable Licenses
4. Listing of Current Board of Directors
5. Board of Directors Authorization to Request Funds
6. Organization Chart
7. Copy of Agency's most Recent Independent Audit
8. Agency's Personnel Policies
9. Agency's Conflict of Interest Policies
10. Agency's accounting and procurement Policies
11. Confidentiality and Disclosure of Information
12. Proof of Insurance – General Liability and/or Professional Liability. Consult with CDBG grantor to determine the type needed. (Also attach property insurance for any structures acquired, rehabilitated or constructed with CDBG funds.)
13. Proof of automobile insurance, if applicable
14. Engineering / Architect Estimates, if applicable
15. Documentation of "In-Kind" Match, if applicable

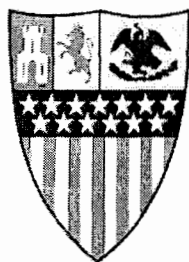
8. A complete copy is available upon request.

9. Included in #8

10. The first few pages are present are included along with the Procurement Policy. The full document is available upon request.

11. Included in #8

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City of Santa Fe, New Mexico

200 Lincoln Avenue, P.O. Box 909, Santa Fe, N.M. 87504-0909

Santa Fe Recovery Center CDBG Application

FY 2013-2014 GRANT YEAR

STARTING JULY 1, 2013

2013-2014 CDBG Application

Date /Time received _____

RECEIVED FEB 01 2013

11:57 AM

(City Staff)

Agency/Organization Name: Santa Fe Recovery Center, Inc.

Project/Activity Name: SFRC Safety First Renovation Project

Project Address/Location: 4100 Lucia Lane Santa Fe NM 87507

Project Service Area (if applicable): Santa Fe

Project Eligible Activity

CDBG funds can be used for specific Eligible Activities as outlined in the Overview. Select **one** Type of Eligible Activity category that best describes your Project.

Type of Eligible Activity (check one)

| | | | |
|--------------------------------|-------------------------------------|--------------------------|--------------------------|
| Housing Rehab | <input type="checkbox"/> | Homeownership assistance | <input type="checkbox"/> |
| Other Real Property Activities | <input type="checkbox"/> | Economic Development | <input type="checkbox"/> |
| Public Facilities/Improvements | <input checked="" type="checkbox"/> | Public Service | <input type="checkbox"/> |

Brief Project Description:

Santa Fe Recovery Center (SFRC) is requesting \$90,000. We are proposing
repair of parking lot pavement and security system upgrades to include a
security gate, changing of door locks, and the addition of security cameras.

Applicant Address: 4100 Lucia Lane Santa Fe NM 87507
Contact person/title: Sylvia Barela, Chief Operations Officer
Email address: sbarela@sfrecovery.org
Phone #: 505 471-4985
Fax #: 505 471-6084

Project Budget:

Total Cost of Project/Activity \$ 90,000
Total CDBG Funds Requested: \$ 90,000

Organizational Background

The following information is required:

Federal Tax Id # **85-0216976**

DUNS # **083216838**

Only federally registered 501(c) (3) or (6) Non-profit organizations, governmental entities or educational institutions may apply. Check which type of organization you represent:

☒ Registered non-profit. *Please attach a copy of the IRS determination letter*

☐ Government Entity

☐ Educational Institution. *Please attach IRS determination of exempt status*

Under Federal or State law does your proposed project require a license or certificate to operate?

☐ YES (attach a copy of the license or certificate) ☒ NO

Has your organization received CDBG for this specific activity/project from the City of Santa Fe?

☐ YES ☒ NO

If YES, list the Fiscal Years, amounts of the funding and any carry forward* or unspent amounts at the end of the Fiscal Year:

| YEARS | TOTAL CDBG FUNDING | CARRY FORWARD/UNSPENT* |
|------------|--------------------|------------------------|
| 2012 -2013 | | |
| 2011-2012 | | |
| 2010-2011 | | |
| 2009-2010 | | |
| 2008-2009 | | |

* Include any Program Income

Please identify key personnel that will be responsible for this project including management and staff.

| Position of Responsibility | Name (leave blank if future hire) | Contact information (include Phone and email) |
|----------------------------|-----------------------------------|--|
| Grant Manager | Sylvia Barela | 505 471-4985 sbarela@sfrecovery.org |
| Project Supervisor | Duane Tafoya | 505 471-4985 |
| Oversight of grant | Dr. Yolanda Briscoe | 505 471-4985 ybriscoe@sfrecovery.org |

Activity Budget Breakdown by Funding Sources:

This section is important because all funding sources must be reported. Identify whether the source is secured or proposed.

| FUNDING SOURCE | AMOUNT | SECURED | PROPOSED |
|----------------------------------|-----------|---------|----------|
| Section 108 Loan Guarantee | \$ | | |
| HOME | \$ | | |
| ESG | \$ | | |
| HOPWA | \$ | | |
| Other Federal Funds (list below) | \$ | | |
| State/City Funds (list below) | \$ 90,000 | | X |
| Private Funds | \$ | | |
| Other (list below) | | | |
| Total | \$ 90,000 | | X |

HUD CDBG National Objectives Criteria:

Applicants seeking CDBG funding from the City of Santa Fe must propose activities designed to meet the HUD National Objective of providing a direct benefit to low-moderate-income persons.

4. Please select one of the following CDBG eligibility categories for your proposed project.

☐ **Low- Moderate-Income Area Benefit:** An activity that benefits all residents in a particular area where at least 51% of the residents are low- and moderate-income persons as determined by the most recently available decennial Census information or other statistically reliable standards as approved by HUD.

☒ **Low- Moderate-Income Limited Clientele:** Activities that benefit a limited clientele, at least 51% of whom are low /mod income persons. Activities under this category require documentation on family size and income **OR** must benefit a Limited Clientele that is generally presumed to be principally low- and moderate-income (abused children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with AIDS and migrant farm workers).

☐ **Low- Moderate-Income Housing:** An activity undertaken for the purpose of providing or improving permanent residential structure(s) which, upon completion, will be occupied by low- and moderate-income households.

☐ **Low- Moderate-Income Job Creation or Retention Activity:** An activity designed to create or retain permanent jobs, at least 51% of which will be made available to or held by low- and moderate-income persons.

2. Please identify the Objective and Outcome your proposed activity will help accomplish (select one in each category):

Objective:

☒ Create suitable living environment
☐ Provide decent affordable housing
☐ Create economic opportunity

Outcome:

☒ Availability/Accessibility
☐ Affordability
☐ Sustainability

3. Please circle yes or no to each of the following. Is the purpose of this activity to:

Help prevent homelessness? Y N

Help the homeless? Y N

Help those with HIV/AIDS? Y N

Primarily help persons with disabilities? Y N

4. Project the number of total persons / households that will benefit from implementation of this Activity: (Fill in Households OR Persons depending on the type of Activity your project would be providing).

| | | |
|---|-----------|--------------|
| Total number of clients you anticipate serving: | | |
| Households: | OR | Persons: 500 |

Narratives:

Please provide a brief but detailed summary of your proposed project. This description will be used as your project summary to the Community Development Commission (CDC). It should be accurate and detailed but use only the space provided below.

SFRC provides crucial services to Santa Fe Residents struggling with addictions to drugs and alcohol. Our current facility is an older building and we have many property rehabilitation needs, the most severe of which is the need for repair of our parking lot and upgrade to our security system. The parking lot has numerous cracks and several holes. This presents a danger to the vehicles of clients and staff and inhibits our long term viability. As such, we are requesting funds to repair the parking lot. Additionally, for the safety of our clients and staff we would like to install a security gate, replace door lock mechanisms, and install additional security cameras. Security is always a concern for us especially given recent current events involving mental illness and gun violence. We serve a particularly vulnerable and at risk population with a history of domestic violence, trauma, and abuse. Also, in the past several years, we have sustained a robbery and several acts of vandalism. We would like to do more to protect the safety of our clients and staff.

What specific community need(s) or issue(s) is your project designed to address? Please include how it will address the National Objective, Outcome and Objective, and Eligible Activity as described in this application and the Overview.

Our project is designed to improve accessibility and safety of substance abuse services in Santa Fe and throughout New Mexico. We serve 500 individuals a year and 95% of them are low to moderate income. As such, our project meets the National Objectives of serving low to moderate income individuals. Our eligible activity is that of improving public facilities and services. Our objective is to create a suitable living environment through addressing the prevalent and severe problem of addiction to drugs and alcohol in our community. Our outcome is to increase the availability and accessibility of substance abuse treatment services through renovation of our parking lot and an increase to our security systems. These renovations increase our long term viability, protect our clients and staff, and increase actual physical accessibility to our building.

Please describe the organization in terms of its administrative capacity and its qualifying experience and length of experience with other or similar project as the proposed project. Include your organization experience with using government funding. Also identify results of any previous efforts to implement similar projects.

Santa Fe Recovery Center (SFRC) is a public non-profit addiction treatment center providing residential and outpatient treatment to clients in Santa Fe and throughout New Mexico. We have been in operation as SFRC since 2005. The organization directly responds to the health and wellness needs of our community by helping individuals sustain lifelong recovery from alcoholism, addictions, and related co-occurring disorders in partnership with other community organizations. We provide 24 hour, 7 days a week addiction treatment services to homeless, indigent, and low-income individuals with no other option for treatment. SFRC provides 23 residential beds for substance abuse treatment and serves approximately 600 clients annually in both residential and outpatient treatment. We operate with integrity and treat each client with compassion and respect in a culturally relevant, safe, and nurturing environment.

In our 8 years of operation we have managed multiple grants including several City of Santa Fe Human Services grants, three prior CDBG grants, and a large legislative appropriation that was funneled through Santa Fe County to build our Outpatient building. This project provided ample experience with Davis Bacon Wages, utilization of government funding, and construction/renovation projects. This project was successful,

as were the other grant projects we have undertaken. We have also undertaken several other renovation projects in recent years including re-stuccoing the Main building, and building an Exercise Center in conjunction with Youth Works.

Describe in detail your organization experience in government contract administration (includes record keeping, reporting, monitoring and performance measures), and knowledge of federal regulations governing acquisition, procurement, fair housing and equal opportunity, Lead Safe Housing Rule, Labor Standards (Davis-Bacon), Environmental Review, the federal regulations and standards as it relates to Federal Funding whichever are applicable to your project.

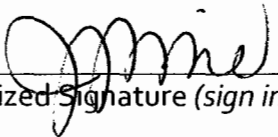
The SFRC administrative staff is conscientious in establishing a plan of action which will allow the center to implement effective management of all programs, services, and budgets. The staff and board of directors have established and followed through on all necessary requirements and reports related to grants, government funding, and other projects and funds. The administrative staff and board of directors have extensive knowledge in contract administration, fiduciary responsibilities, and personnel standards and requirements. In 2007, SFRC received official accreditation from the Commission of Accreditation of Rehabilitation Facilities (CARF) through its demonstration of quality services and its ability to meet internationally recognized behavioral health standards. Additionally, we have experience with government regulations governing acquisition, procurement, Labor Standards, and Environmental Review through our recent partnership with Santa Fe County to build our Outpatient building and through our recent pre-development work with MFA for supportive housing units. We are also familiar with the federal regulations and standards as it related to Federal Funding applicable to our project due to our years of experience with block grants (CDBG and SAPT), city grant funding, and state funding.

If you are proposing to utilize CDBG funds to pay for staff costs, please list in the table below the title of each position, whether this position will be created or exists and the percentage of their salary and benefits that will be funded by CDBG. Depending on the Activity, listing this information does not guarantee the position will be funded by CDBG. It may not be eligible. Refer to the Overview.

| PERSONNEL Position Title | New (Y/N) | % salary & benefits to be paid for with CDBG |
|-----------------------------|--------------|---|
| | | NO STAFF COSTS PROPOSED |

Acknowledgement

To the best of my knowledge and belief, all data in this application is true and correct. If funded, I certify that the Agency is willing and able to adhere to the policies and procedures specified by the City of Santa Fe and all applicable program regulations of the US Department of Housing and Urban Development. Further, I understand there is not an agreement until the City of Santa Fe and the individual authorized to execute contracts on behalf of the Applicant Agency has signed the contract.

| | | |
|---|----------------|---------|
|  | Executive Dir. | 1/29/13 |
| Authorized Signature (sign in blue ink) | Title | Date |

Attachments

Please attach one (1) unbound copy of the following items. If any of the items are not included besides 13-15, please mark NA before the number and then give a briefly explain why in the spaces below.

1. Articles of Incorporation/By Laws
2. Non-Profit Determination. Non-profits must submit tax-exemption determination letters from the Federal and State Tax Board.
3. Applicable Licenses
4. Listing of Current Board of Directors
5. Board of Directors Authorization to Request Funds
6. Organization Chart
7. Copy of Agency's most Recent Independent Audit
8. Agency's Personnel Policies
9. Agency's Conflict of Interest Policies
10. Agency's accounting and procurement Policies
11. Confidentiality and Disclosure of Information
12. Proof of Insurance – General Liability and/or Professional Liability. Consult with CDBG grantor to determine the type needed. (Also attach property insurance for any structures acquired, rehabilitated or constructed with CDBG funds.)
13. Proof of automobile insurance, if applicable
14. Engineering / Architect Estimates, if applicable
15. Documentation of "In-Kind" Match, if applicable



City of Santa Fe, New Mexico

300 Lincoln Avenue, P.O. Box 909, Santa Fe, NM 87504-0909

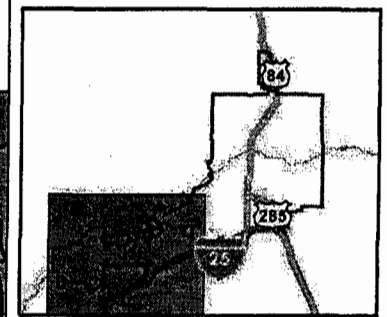
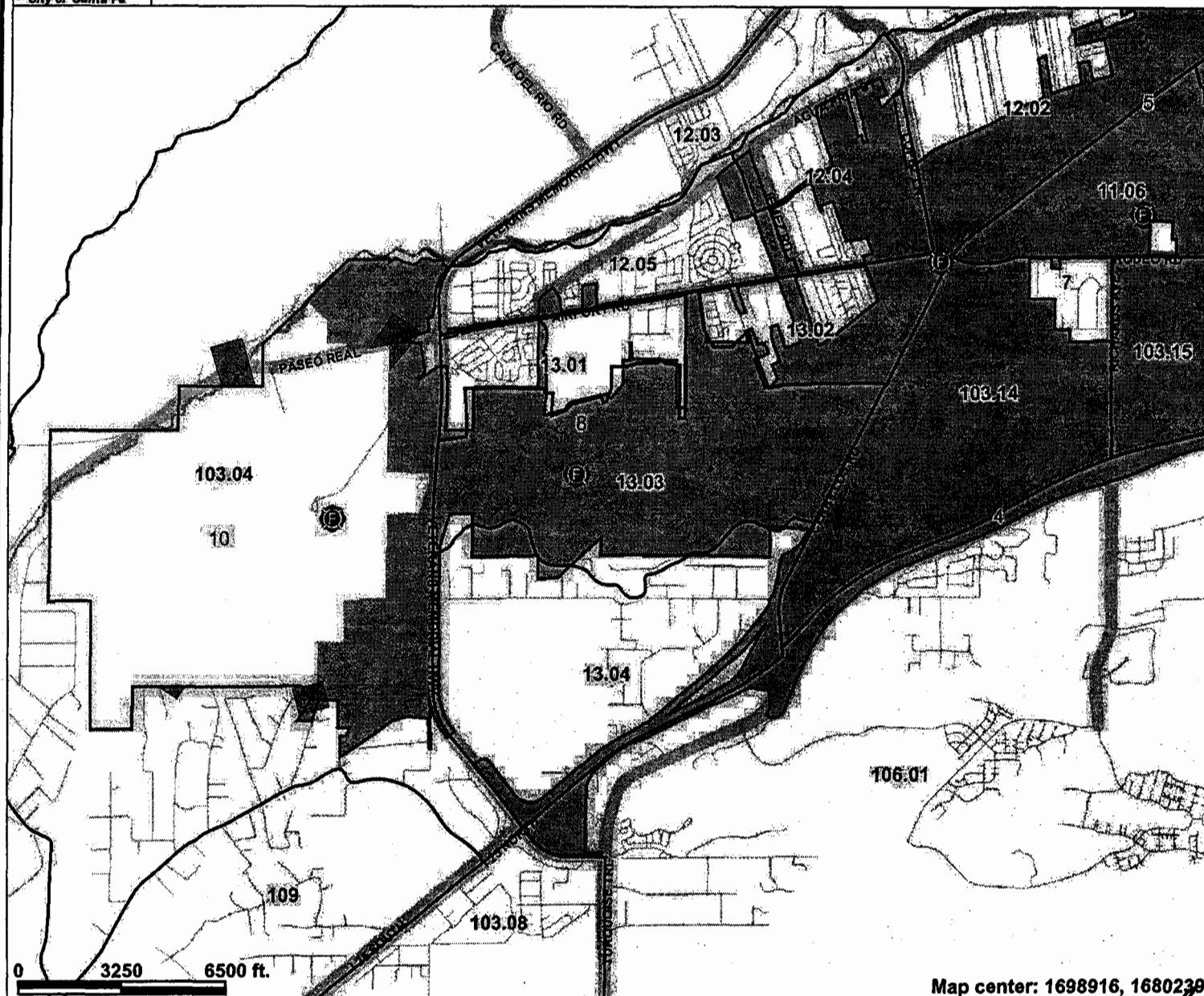
CDBG Application

FY 2013-2014 GRANT YEAR

STARTING JULY 1, 2013



Fire Station #8 location and district



Legend

- City Limits
- Fire Stations
- 2010 Census
- Airport Clear Zones
- Santa Fe River
- Fire Districts
- Major Roads and Highways
- Other Roads and Streets



Scale: 1:57,563

This map is a user generated static output from an Internet mapping site and is for general reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. THIS MAP IS NOT TO BE USED FOR NAVIGATION.

Application Deadline: 12 PM February 1, 2013

If you have questions, please contact the CDBG Planner, Kym E. Dicome at (505) 955-6574.

1. If an agency is requesting funding for more than one Activity, a separate application must be submitted for each Activity.
3. Please provide a total of **eight (8) applications: one (1) original and seven (7) copies. Only one copy of the attachments listed in Section G needs to be included.**
4. Applications are due by **12:00 p.m., Friday, February 1, 2013**. Any applications received by the Office of Affordable Housing after this time will not be accepted.
5. The City will not accept faxed or emailed applications. You may deliver the application to the City of Santa Fe – Office of Affordable Housing/HCDD at Room 314 in the Federal Post Office Building (120 Federal Place). Or Mail applications to:
CDBG
City of Santa Fe – Office of Affordable Housing/HCDD
P.O. Box 909
Santa Fe, New Mexico 87504-0909
6. While the City of Santa Fe makes every reasonable effort to inform the community of this RFP, we assume no responsibility for failure to inform all interested parties of its availability. The City reserves the right to reject incomplete and unresponsive proposals or deny future funding to existing/prior applicants who have been unresponsive in carrying out the grant requirements as stated by the City and the US Department of Housing and Urban Development (HUD). This RFP is a solicitation of proposals only; no offer of contract or funding is implied. Costs incurred by the respondent in preparation and completion of this RFP are not the City's obligation and may not be reimbursed through grant funds.

2013-2014 CDBG Application

Date /Time received RECEIVED FEB 01 2013 11:40 AM
(City Staff)

Agency/OrganizationName: City of Santa Fe

Project/ActivityName: Photovoltaic (PV) system at Fire Station No. 10

Project Address/Location: Fire Station No. 8 is located within the Tierra Contenta Subdivision

Project Service Area (if applicable): Census Tract 13.03 and a portion of tracts 13.02 & 13.04 within the City of Santa Fe, NM

Project Eligible Activity

CDBG funds can be used for specific Eligible Activities as outlined in the Overview. Select **one** Type of Eligible Activity category that best describes your Project.

Type of Eligible Activity (check one)

| | | | |
|--------------------------------|----|--------------------------|--|
| Housing Rehab | | Homeownership assistance | |
| Other Real Property Activities | | Economic Development | |
| Public Facilities/Improvements | XX | Public Service | |

Brief Project Description:

Install a 35 KW PV system at Fire Station No. 8. The proposed system will generate just over 67,000 kWhs per year. The System will provide roughly 90 percent of the facility's electric needs for the next 25 years.

Applicant Address: 200 Lincoln Ave Santa Fe, NM 87504

Contact person/title: Nicholas Schiavo, P.E., Acting HCD Director

Email address: naschiavo@ci.santa-fe.nm.us

Phone #: 505 955-6693

Fax: 505 955-6655

Project Budget:

Total Cost of Project/Activity services

\$ 115,000 + in-kind engineering

Total CDBG Funds Requested:

\$ 115,000

Organizational Background

The following information is required:

Federal Tax Id #

1856000168A1

DUNS #

069420818

Only federally registered 501(c) (3) or (6) Non-profit organizations, governmental entities or educational institutions may apply. Check which type of organization you represent:

 Registered non-profit. *Please attach a copy of the IRS determination letter*

XX Government Entity

 Educational Institution. *Please attach IRS determination of exempt status*

Under Federal or State law does your proposed project require a license or certificate to operate?

 YES (attach a copy of the license or certificate) XX NO

Has your organization received CDBG for this specific activity/project from the City of Santa Fe?

 YES XX NO

If YES, list the Fiscal Years, amounts of the funding and any carry forward* or unspent amounts at the end of the Fiscal Year:

| YEARS | TOTAL CDBG FUNDING | CARRY FORWARD/UNSPENT* |
|-------------|--------------------|------------------------|
| 2012 - 2013 | | |
| 2011-2012 | | |
| 2010-2011 | | |
| 2009-2010 | | |
| 2008-2009 | | |

* Include any Program Income

Please identify key personnel that will be responsible for this project including management and staff.

| Position of Responsibility | Name (leave blank if future hire) | Contact information (include Phone and email) |
|----------------------------|-----------------------------------|--|
| Nicholas Schiavo, P.E. | | 955-6693 |
| | | |
| | | |
| | | |
| | | |
| | | |

Activity Budget Breakdown by Funding Sources:

This section is important because all funding sources must be reported. Identify whether the source is secured or proposed.

| FUNDING SOURCE | AMOUNT | SECURED | PROPOSED |
|----------------------------------|--------|---------|----------|
| Section 108 Loan Guarantee | \$ | | |
| HOME | \$ | | |
| ESG | \$ | | |
| HOPWA | \$ | | |
| Other Federal Funds (list below) | \$ | | |
| State/City Funds (list below) | \$ | | |
| Private Funds | \$ | | |
| Other (list below) | \$ | | |
| Total | \$ | | |

HUD CDBG National Objectives Criteria:

Applicants seeking CDBG funding from the City of Santa Fe must propose activities designed to meet the HUD National Objective of providing a direct benefit to low-moderate-income persons.

1. Please select one of the following CDBG eligibility categories for your proposed project.

XX Low- Moderate-Income Area Benefit: An activity that benefits all residents in a particular area where at least 51% of the residents are low- and moderate-income persons as determined by the most recently available decennial Census information or other statistically reliable standards as approved by HUD.

___ Low- Moderate-Income Limited Clientele: Activities that benefit a limited clientele, at least 51% of whom are low /mod income persons. Activities under this category require documentation on family size and income OR must benefit a Limited Clientele that is generally presumed to be principally low- and moderate-income (abused children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with AIDS and migrant farm workers).

___ Low- Moderate-Income Housing: An activity undertaken for the purpose of providing or improving permanent residential structure(s) which, upon completion, will be occupied by low- and moderate-income households.

___ Low- Moderate-Income Job Creation or Retention Activity: An activity designed to create or retain permanent jobs, at least 51% of which will be made available to or held by low- and moderate-income persons.

2. Please identify the Objective and Outcome your proposed activity will help accomplish (select one in each category):

Objective:

Outcome:

☒ Create suitable living environment
☐ Provide decent affordable housing
☐ Create economic opportunity

☐ Availability/Accessibility
☐ Affordability
☒ Sustainability

3. Please circle yes or no to each of the following. Is the purpose of this activity to:

Help prevent homelessness? No
 Help the homeless? No

Help those with HIV/AIDS? No
 Primarily help persons with disabilities? No

4. Project the number of total persons / households that will benefit from implementation of this Activity: (Fill in Households OR Persons depending on the type of Activity your project would be providing).

| | |
|---|--------------------------|
| Total number of clients you anticipate serving: | |
| Households: | OR Persons: 5,290 |

Narratives:

Please provide a brief but detailed summary of your proposed project. This description will be used as your project summary to the Community Development Commission (CDC). It should be accurate and detailed but use only the space provided below.

Install a 35 KW PV system at Fire Station No. 8. The proposed system will generate just over 67,000 kWhs per year. The System will provide approximately 90 percent of the facility's electric needs for the next 25 years.

The system will save the City Fire Department approximately \$10,000 per year. The system will pay for itself in less than 12 years. The calculations are based on the estimated installation cost of \$115k, current cost of electricity, and renewable energy credit (REC) from the Public Service Company of New Mexico (PNM) of \$0.04 per kWh for the first six years the system is in operation.

Fire Station No. 8 is located in Census Tract 13.03, it serves areas in census tracts 13.03 as well as portions of tracts 13.02 & 13.04 (see map located on page 2 of this application). The station is approximately nine years old and should not require any electrical system upgrades for the PV installation.

What specific community need(s) or issue(s) is your project designed to address? Please include how it will address the National Objective, Outcome and Objective, and Eligible Activity as described in this application and the Overview.

Currently, 80 percent of the energy provided by PNM is generated by burning fossil fuels. 60 percent of the energy is generated by burning coal.

Installing a renewable energy system at Fire Station No. 8 will help the City meet its goal of generating less greenhouse gasses. The system will dramatically reduce the cost for electricity. This will allow the Fire Department additional funds for addressing issues such as wild land fires, a symptom of global warming.

Please describe the organization in terms of its administrative capacity and its qualifying experience and length of experience with other or similar project as the proposed project. Include your organization experience with using government funding. Also identify results of any previous efforts to implement similar projects.

Describe in detail your organization experience in government contract administration (includes record keeping, reporting, monitoring and performance measures), and knowledge of federal regulations governing acquisition, procurement, fair housing and equal opportunity, Lead Safe Housing Rule, Labor Standards (Davis-Bacon), Environmental Review, the federal regulations and standards as it relates to Federal Funding whichever are applicable to your project.

Over the last three years I have been the project manager for two different Department of Energy Grants that totaled over \$1.3M. The funds were earmarked for City of Santa Fe renewable energy and energy efficiency projects.

I was responsible for developing the project plans for all of the grant funds. That work included performing the engineering analysis, writing the scope of work for the request for bids and request for proposals, and writing the draft contracts. I was also responsible for all of the contract management which included responding to and negotiating claims, pay estimates, requests for information, and change orders.

Working with the grant funds required me to become familiar with the federal requirements for procurement and contract management. The additional requirements included additional purchasing requirements and compliance with Davis Bacon Wage rates.

If you are proposing to utilize CDBG funds to pay for staff costs, please list in the table below the title of each position, whether this position will be created or exists and the percentage of their salary and benefits that will be funded by CDBG. Depending on the Activity, listing this information does not guarantee the position will be funded by CDBG. It may not be eligible. Refer to the Overview.

| PERSONNEL Position Title | New (Y/N) | % salary & benefits to be paid for with CDBG |
|-----------------------------|--------------|---|
| | | |
| | | |
| | | |

Acknowledgement

To the best of my knowledge and belief, all data in this application is true and correct. If funded, I certify that the Agency is willing and able to adhere to the policies and procedures specified by the City of Santa Fe and all applicable program regulations of the US Department of Housing and Urban Development. Further, I understand there is not an agreement until the City of Santa Fe and the individual authorized to execute contracts on behalf of the Applicant Agency has signed the contract.

Authorized Signature (*sign in blue ink*)

Title

Date

Attachments

Please attach one (1) unbound copy of the following items. If any of the items are not included besides 13-15, please mark NA before the number and then give a briefly explain why in the spaces below.

1. Articles of Incorporation/By Laws
2. Non-Profit Determination. Non-profits must submit tax-exemption determination letters from the Federal and State Tax Board.
3. Applicable Licenses
4. Listing of Current Board of Directors
5. Board of Directors Authorization to Request Funds
6. Organization Chart
7. Copy of Agency's most Recent Independent Audit
8. Agency's Personnel Policies
9. Agency's Conflict of Interest Policies
10. Agency's accounting and procurement Policies
11. Confidentiality and Disclosure of Information
12. Proof of Insurance – General Liability and/or Professional Liability. Consult with CDBG grantor to determine the type needed. (Also attach property insurance for any structures acquired, rehabilitated or constructed with CDBG funds.)
13. Proof of automobile insurance, if applicable
14. Engineering / Architect Estimates, if applicable
15. Documentation of "In-Kind" Match, if applicable



City of Santa Fe, New Mexico

200 Lincoln Avenue, P.O. Box 909, Santa Fe, N.M. 87504-0909

CDBG Application

FY 2013-2014 GRANT YEAR

STARTING JULY 1, 2013

Application for Affordable Housing Fund 2013

If you have questions, please contact the CDBG Planner, Kym E. Dicome at (505) 955-6574.

1. If an agency is requesting funding for more than one Activity, a separate application must be submitted for each Activity.
3. Please provide a total of **eight (8)** applications: **one (1) original and seven (7) copies. Only one copy of the attachments listed in Section G needs to be included.**
4. Applications are due by **12:00 p.m., Friday February 1, 2013**. Any applications received by the Office of Affordable Housing after this time will not be accepted.
5. The City will not accept faxed or emailed applications. You may deliver the application to the City of Santa Fe – Office of Affordable Housing/HCDD at Room 314 in the Federal Post Office Building (120 Federal Place). Or Mail applications to:
CDBG
City of Santa Fe – Office of Affordable Housing/HCDD
P.O. Box 909
Santa Fe, New Mexico 87504-0909
6. While the City of Santa Fe makes every reasonable effort to inform the community of this RFP, we assume no responsibility for failure to inform all interested parties of its availability. The City reserves the right to reject incomplete and unresponsive proposals or deny future funding to existing/prior applicants who have been unresponsive in carrying out the grant requirements as stated by the City and the US Department of Housing and Urban Development (HUD). This RFP is a solicitation of proposals only; no offer of contract or funding is implied. Costs incurred by the respondent in preparation and completion of this RFP are not the City's obligation and may not be reimbursed through grant funds.

2013-2014 CDBG Application

Date /Time received RECEIVED FEB 2 2013 (City Staff)

4:20 PM

Agency/OrganizationName: Heroes Housing Alliance, a non-profit organization

Project/ActivityName: Install main water lines and improve streets in a 32 lot subdivision to City of Santa Fe specifications as outlined on approved subdivision plans to provide low to moderate income housing with the main emphasis on wounded service members and the elderly. Wounded veterans and the elderly have special needs in their homes, such as wheelchair ramps, grab bars and special fixtures in bathrooms and kitchens. These can be more readily built into new homes instead of retrofitting an existing home, a much better solution to their needs. Santa Fe Community College's Architectural Department, headed by Professor Andrew Kerr, have drawn construction plans for several homes that meet the needs of wounded veterans and ADA.

Project Address/Location: Boggs Phase of Nava Ade, junction of New Moon Circle and Rising Sun Road.

Project Service Area: A vicinity map is attached

Project Eligible Activity

CDBG funds can be used for specific Eligible Activities as outlined in the Overview. Select **one** Type of Eligible Activity category that best describes your Project.

Type of Eligible Activity (check one)

| | | | |
|--------------------------------|---|--------------------------|--|
| Housing Rehab | | Homeownership assistance | |
| Other Real Property Activities | X | Economic Development | |
| Public Facilities/Improvements | | Public Service | |

Brief Project Description: Construction of main water lines and improve streets to City of Santa Fe specifications as outlined on approved subdivision plans to benefit low to moderate income housing.

Applicant Address: _

1435 S. Saint Francis Dr., Santa Fe, New Mexico ,
87505_____

Contact person/title: Clarissa (Clara) Boggs, Executive Director

Email address:

_heroeshousingalliance@gmail.com_____

Phone #: _(505) 983-7983_____

Fax: _____(505) 984-8848_____

Project Budget:

Total Cost of Project/Activity

_____ \$1,079,085.78 _divided into three

phases_____

Total CDBG Funds Requested:

\$ _\$250,000.00 _for phase 1

Organizational Background

The following information is required:

Federal Tax Id # 80-0533824

DUNS # 962542078

Only federally registered 501(c) (3) or (6) Non-profit organizations, governmental entities or educational institutions may apply. Check which type of organization you represent:

_____X_____ Registered non-profit. *Please attach a copy of the IRS determination letter*

_____ Government Entity

_____ Educational Institution. *Please attach IRS determination of exempt status*

Under Federal or State law does your proposed project require a license or certificate to operate?

_____ YES (attach a copy of the license or certificate) _____X_____ NO

Has your organization received CDBG for this specific activity/project from the City of Santa Fe?

_____ YES _____X_____ NO

If YES, list the Fiscal Years, amounts of the funding and any carry forward* or unspent amounts at the end of the Fiscal Year:

| YEARS | TOTAL CDBG FUNDING | CARRY FORWARD/UNSPENT* |
|------------|--------------------|------------------------|
| 2012 -2013 | | |
| 2011-2012 | | |
| 2010-2011 | | |
| 2009-2010 | | |
| 2008-2009 | | |

* Include any Program Income

Please identify key personnel that will be responsible for this project including management and staff.

| Position of Responsibility | Name (leave blank if future hire) | Contact information (include Phone and email) |
|----------------------------|-----------------------------------|--|
| Executive Director | Clarissa(Clara) Boggs | 983-7983 heroeshousingalliance@gmail.com |
| Auditor | Valerie Anaya | (505) 670-3505 veeg1163@yahoo.com |
| Secretary | Karen Boggs | 699-3702 karenboggsregroup@gmail.com |
| CPA | Debbie Serna | 505 231-1606 Djmayo7@aol.com |
| | | |
| | | |

Activity Budget Breakdown by Funding Sources:

This section is important because all funding sources must be reported. Identify whether the source is secured or proposed.

| FUNDING SOURCE | AMOUNT | SECURED | PROPOSED |
|----------------|--------|---------|----------|
|----------------|--------|---------|----------|

| | | | |
|----------------------------------|-----------|--|---|
| Section 108 Loan Guarantee | \$ | | |
| HOME | \$ | | |
| ESG | \$ | | |
| HOPWA | \$ | | |
| Other Federal Funds (list below) | \$ | | |
| State/City Funds (list below) | \$325,000 | | X |
| Private Funds | \$50,000 | | X |
| Other (list below) | \$ | | |
| Total | \$375,000 | | X |

HUD CDBG National Objectives Criteria:

Applicants seeking CDBG funding from the City of Santa Fe must propose activities designed to meet the HUD National Objective of providing a direct benefit to low-moderate-income persons.

1. Please select one of the following CDBG eligibility categories for your proposed project.

☐ **Low- Moderate-Income Area Benefit:** An activity that benefits all residents in a particular area where at least 51% of the residents are low- and moderate-income persons as determined by the most recently available decennial Census information or other statistically reliable standards as approved by HUD.

☐ **Low- Moderate-Income Limited Clientele:** Activities that benefit a limited clientele, at least 51% of whom are low/mod income persons. Activities under this category require documentation on family size and income **OR** must benefit a Limited Clientele that is generally presumed to be principally low- and moderate-income (abused children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with AIDS and migrant farm workers).

☒ **Low- Moderate-Income Housing:** An activity undertaken for the purpose of providing or improving permanent residential structure(s) which, upon completion, will be occupied by low- and moderate-income households.

☐ **Low- Moderate-Income Job Creation or Retention Activity:** An activity designed to create or retain permanent jobs, at least 51% of which will be made available to or held by low- and moderate-income persons.

2. Please identify the Objective and Outcome your proposed activity will help accomplish (select one in each category):

Objective:

- ☐ Create suitable living environment
☒ Provide decent affordable housing
☐ Create economic opportunity

Outcome:

- ☐ Availability/Accessibility
☒ Affordability
☐ Sustainability

3. Please circle yes or no to each of the following. Is the purpose of this activity to:

Help prevent homelessness? ☒ Y ☐ N
Help the homeless? ☐ Y ☐ N

Help those with HIV/AIDS? ☐ Y ☐ N
Primarily help persons with disabilities? ☒ Y ☐ N

4. Project the number of total persons / households that will benefit from implementation of this Activity: (Fill in Households OR Persons depending on the type of Activity your project would be providing).

| | |
|---|-----------|
| Total number of clients you anticipate serving: | |
| Households: 32 | OR |
| Persons: | |

Narratives:

Please provide a brief but detailed summary of your proposed project. This description will be used as your project summary to the Community Development Commission (CDC). It should be accurate and detailed but use only the space provided below.

Install main water line and laterals on a 32 lot, City of Santa Fe approved, subdivision which will provide an affordable, green development for low to moderate housing, with the main focus on our wounded service members. This project will also aid the elderly as they have many needs faced by our wounded veterans. HHA is also seeking funds to improve the streets in this project as they are just roughed in and need grading, curb and gutter and paving.

What specific community need(s) or issue(s) is your project designed to address? Please include how it will address the National Objective, Outcome and Objective, and Eligible Activity as described in this application and the Overview.

HEROES HOUSING ALLIANCE IMPROVEMENT ESTIMATE – 32 LOTS

| | | |
|--|------------------|------------------------------|
| Street Improvement | | |
| EMCO | \$421,620.75 | |
| Additional Concrete not included above | 11,275.00 | |
| Additional Signage | 2,825.00 | |
| Street Lights 5@ \$5,000 ea. | 25,000.00 | |
| Water Improvements | | |
| Triad Construction Co. | \$143,254.00 | |
| SAS Improvements | | |
| Set M/H to grade | 16,800.00 | |
| W/rings & covers 14 @ \$1200 ea. | 25,000.00 | |
| Landscaping | | |
| Cut-off wall at Cedar Ridge/Rising Sun | 2,500.00 | |
| Grading | | |
| Fill Streets to Grade | 10,000.00 | |
| Engineering & Staking | 70,000.00 | |
| Engineering Certification | 8,500.00 | |
| Testing | 18,000.00 | |
| Permits | 4,000.00 | |
| Miscellaneous | | |
| Bonding 4% | \$ 31,350.99 | |
| Management Fees 15% | 117,566.21 | |
| Contingency Fees 10% | <u>78,377.48</u> | |
| Total | | \$986,069.43 |
| NM GRT | | <u>80,857.69</u> |
| TOTAL NEEDED TO COMPLETE INFRASTRUCTURE | | \$1,066,927.12 |
| LAND ACQUISITION COSTS | | <u>2,380,966.00</u> |
| TOTAL | | <u>\$3,447,893.12</u> |

The infrastructure for the 32 lots is incomplete because the developer went broke before its completion. HHA needs funding to complete the infrastructure and improve the streets and turn the subdivision into a beautiful, safe and secure subdivision with architecturally, LEED certified, designed homes in a sustainable, green development for Veterans and the elderly with special needs and low to moderate income housing.

HHA is partnering with Santa Fe Community College (SFCC) in their "YouthBuild" program to provide affordable, green homes and the opportunity for 16-26 year old, at risk, youths to learn the building trade.

With the provided funding, a blighted property will be eliminated, providing an attractive, desirable project beneficial to Veterans, the elderly, low to moderate income families and the neighboring homeowners and provide much needed ingress/egress to other parts of Nava Ade Subdivision for emergency vehicles and the surrounding homeowners.

Please describe the organization in terms of its administrative capacity and its qualifying experience and length of experience with other or similar project as the proposed project. Include your organization experience with using government funding. Also identify results of any previous efforts to implement similar projects.

Clarissa Boggs, Executive Director was a real estate broker for 20 years with her own successful company, Clara Boggs Realty Co. She and her husband, Thomas A. Boggs, constructed two office buildings in 1990, El Tesoro Building and La Joya Building in 1992, containing a total of 13,500 sq. ft. leasable space. Clara Boggs has managed and leased both office buildings, including taking care of the accounting, office management and maintenance. She also took care of the accounting and office management for Thomas A. Boggs, Contractor for 54 years. Clara and Tom built several houses and did several subdivisions. She has also done the accounting for JRT Contractors who installed the utilities for several subdivisions. She helped both companies with drafting requests for proposals, bid documents, and contracts; reviewing plans and specifications;

negotiating contracts and change orders; approving requests for payment and collecting the money due.

Jerry Chavez (Andy Chavez' father who has Power of Attorney for his injured son) has applied for and was granted many CDBG grants for over 20 years for the State of New Mexico and for private parties. He is a licensed architect, Chavez Architects, and has the ability and experience in establishing timeliness, drafting requests for proposals, bid documents and contracts; reviewing plans and specifications, negotiating contracts, change orders, requesting payments and handling all aspects of CDBG grants.

Valerie J. Anaya, Treasurer, is a retired TAX Accounts Auditor – Advanced – Supervisor with the State of New Mexico, directing a staff of auditors who are responsible for auditing oil and gas severance and natural gas processor's tax programs. Duties include creating, promoting and overseeing joint audits in conjunction with the Minerals Management Service 205 Federal Royalty Program. She has worked with the State of New Mexico since 1985. She was on the Dean's List every semester at NMHU with a GPA of 3.8 and Summa Cum Laude Graduate – NMHU. She is currently employed in the private sector by two companies providing the same services.

Karen Boggs is currently a Real Estate Broker, licensed since 1978 and helps with the management, leasing and maintenance of the El Tesoro Building. She is a Real Estate Broker with Ken Ahler Real Estate Co., Inc. Karen is enrolled in the Santa Fe Community College where she is pursuing 2 majors, one to become a CPA and the other in Business Management. She has been on the Dean's list every semester and carries a 3.9 GPA. She will graduate with an associate degree in December and will enroll in Highlands University to finish her degrees. She also worked for her father, Thomas A. Boggs, Contractor, in construction management, bookkeeping and general office work for over 30 years.

Describe in detail your organization experience in government contract administration (includes record keeping, reporting, monitoring and performance measures), and knowledge of federal regulations governing acquisition, procurement, fair housing and equal opportunity, Lead Safe Housing Rule, Labor Standards (Davis-Bacon), Environmental Review, the federal regulations and standards as it relates to Federal Funding whichever are applicable to your project.

Please see Jerry Chavez' and Valarie J. Anaya's qualifications above.

Michael Valdez is a Veteran of the United States Army serving from 1977 to 1983 and was Honorably Discharged. He passed the test and requirements to obtain his GB-98 designation and has owned a very successful business, Marshall Construction for 20 years. He has negotiated many contracts to build homes and has knowledge in Fair housing and Equal opportunity, Lead Safe Housing Rules, Labor Standards, and Environmental reviews.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

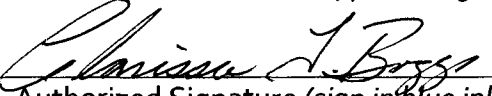
If you are proposing to utilize CDBG funds to pay for staff costs, please list in the table below the title of each position, whether this position will be created or exists and the percentage of

their salary and benefits that will be funded by CDBG. Depending on the Activity, listing this information does not guarantee the position will be funded by CDBG. It may not be eligible. Refer to the Overview.

| PERSONNEL Position Title | New (Y/N) | % salary & benefits to be paid for with CDBG |
|-------------------------------------|----------------------|---|
| Executive and Managing Director | No | 1/3% |
| Auditor | No | 1/3% |
| Construction Consultant | No | 1/3% |

Acknowledgement

To the best of my knowledge and belief, all data in this application is true and correct. If funded, I certify that the Agency is willing and able to adhere to the policies and procedures specified by the City of Santa Fe and all applicable program regulations of the US Department of Housing and Urban Development. Further, I understand there is not an agreement until the City of Santa Fe and the individual authorized to execute contracts on behalf of the Applicant Agency has signed the contract.


Charissa J. Briggs Executive Director 2-1-2013
 Authorized Signature (sign in blue ink) Title Date

Attachments

Please attach one (1) unbound copy of the following items. If any of the items are not included besides 13-15, please mark NA before the number and then give a briefly explain why in the spaces below.

1. Articles of Incorporation/By Laws
2. Non-Profit Determination. Non-profits must submit tax-exemption determination letters from the Federal and State Tax Board.
3. Applicable Licenses
4. Listing of Current Board of Directors
5. Board of Directors Authorization to Request Funds
6. Organization Chart
7. Copy of Agency's most Recent Independent Audit
8. Agency's Personnel Policies
9. Agency's Conflict of Interest Policies
10. Agency's accounting and procurement Policies
11. Confidentiality and Disclosure of Information

12. Proof of Insurance – General Liability and/or Professional Liability. Consult with CDBG grantor to determine the type needed. (Also attach property insurance for any structures acquired, rehabilitated or constructed with CDBG funds.)
13. Proof of automobile insurance, if applicable
14. Engineering / Architect Estimates, if applicable
15. Documentation of "In-Kind" Match, if applicable

Heroes Housing Alliance does not have the following as it was not required:

#7 - No Independent Audit

#8 – No Personnel Policies

#12 – No Proof of Insurance. HHA will provide all Insurance required at such time as it is necessary.

#13 – No automobile insurance will be provided as we do not provide automobiles to anyone.

#14 – An Estimate is attached showing EMCO and TRIAD Companies Estimates For work to be performed.

#15 – No documentation of “IN KIND” Match as we do not have any.

ATTACHMENTS

Agency's Conflict of Interest Policies:

If there appears to be a Conflict of Interest, the party will recues themselves.

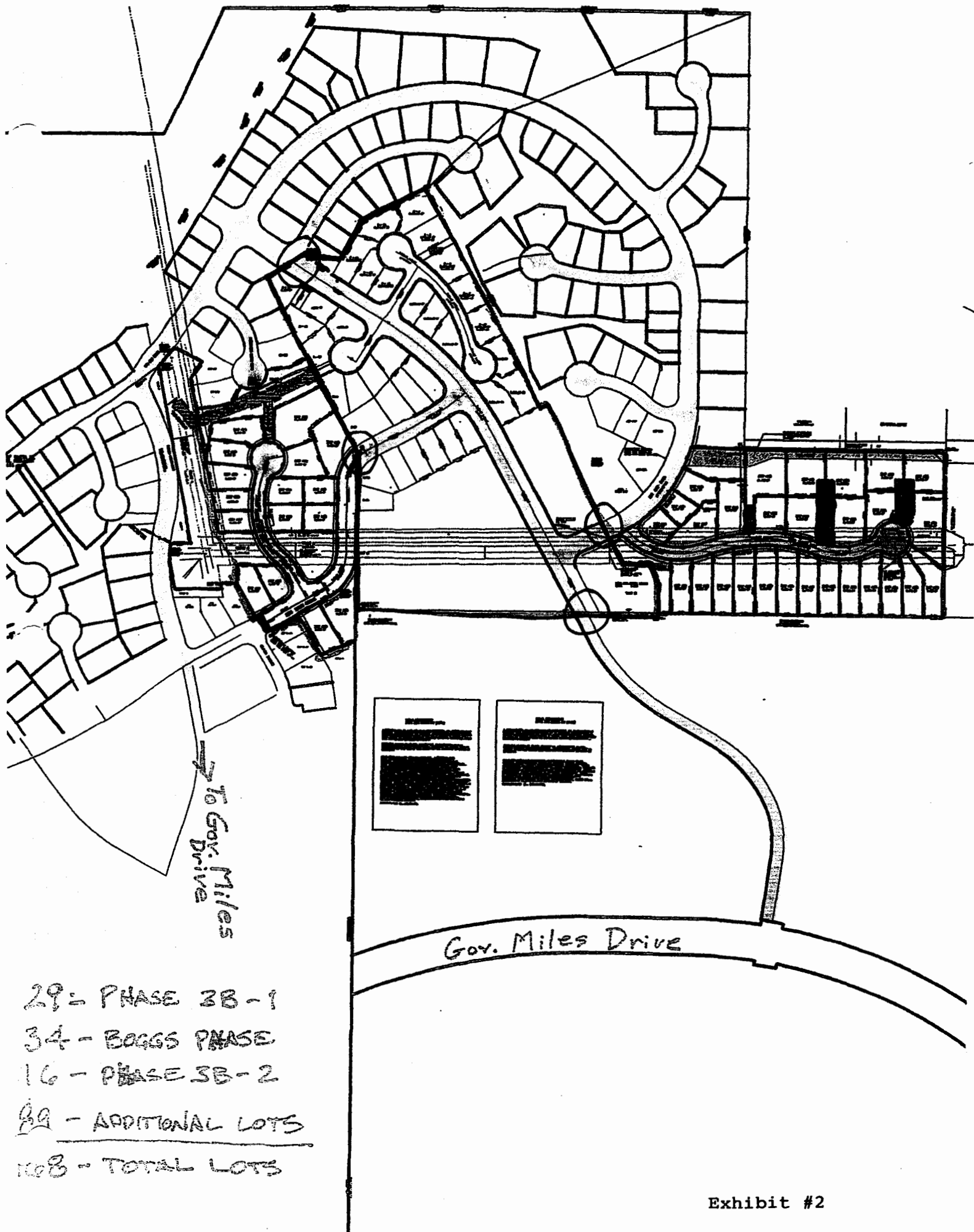
Agency's Accounting and Procurement Policies

HHA's accounting and procurements will be entered on Quick Books with audits by Valerie J. Anaya and Debbie Serna, CPA

CONFIDENTIALITY AND DISCLOSURE OF INFORMATION 1-31-2013

Heroes Housing Alliance is not a Financial Company. We will only ask for pertinent information on an application to qualify candidates for a home. HHA will not disclose any of the applicant's personal information to anyone. If they require financing, HHA will recommend several qualified Financial Institutions.

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29 - PHASE 3B-1

34 - BOGGS PHASE

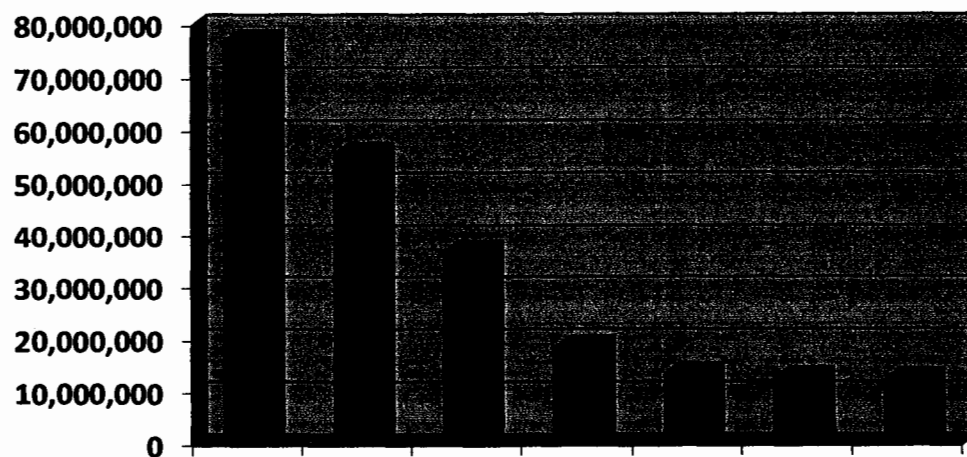
16 - PHASE 3B-2

89 - ADDITIONAL LOTS

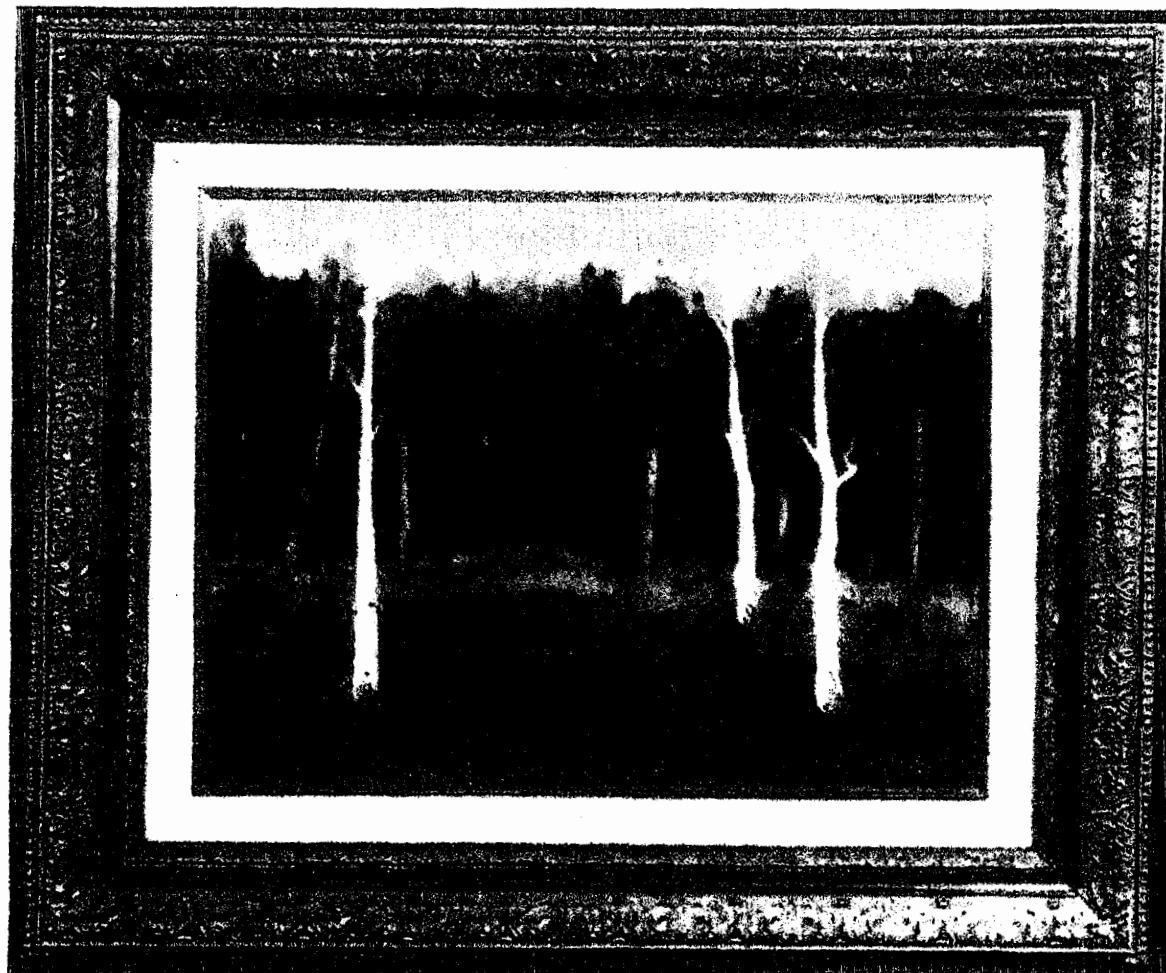
108 - TOTAL LOTS

This project is a much needed stimulus to the Santa Fe area as evidenced by the following data from the Census Bureau for annual new privately-owned residential building permits:

| Year | Single Family Units | Construction Costs |
|-------|---------------------|--------------------|
| 2005 | 580 | \$77,057,908 |
| 2006 | 417 | \$55,673,963 |
| 2007 | 277 | \$36,927,677 |
| 2008 | 140 | \$18,671,123 |
| 2009 | 102 | \$13,602,361 |
| 20010 | 96 | \$12,802,414 |
| 2011 | 94 | \$12,535,651 |



I like nature and this is a familiar scene in the mountains above Santa Fe. The "Sangre de Cristo" Mountains with the Aspen's golden colors. Autumn is beautiful, it is home and it is special to me.



2009 JRRD Cover Art Contest Winner

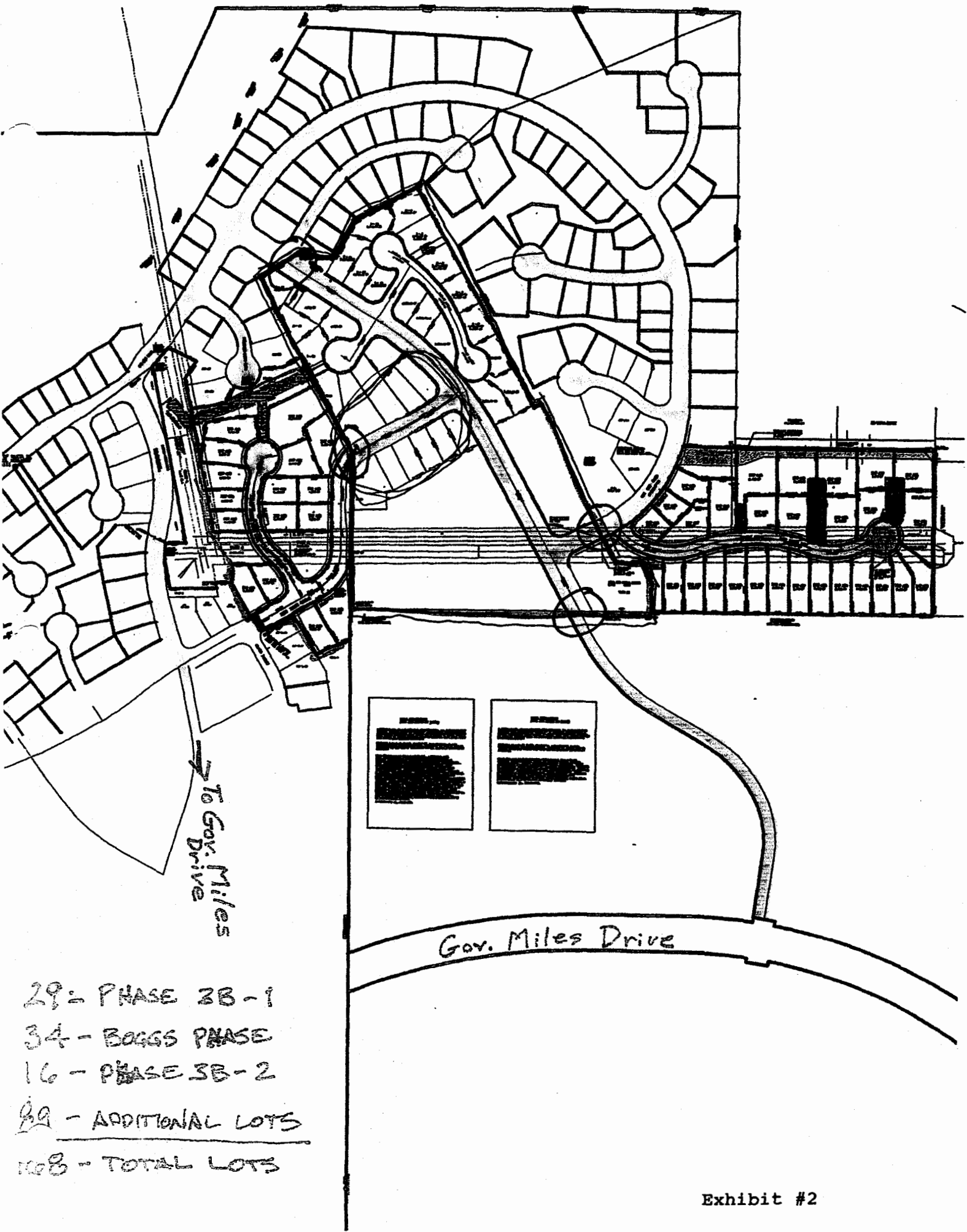
HEROES HOUSING ALLIANCE IMPROVEMENT ESTIMATE - 32 LOTS

| | | |
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| LAND ACQUISITION COSTS | | <u>2,380,966.00</u> |
| TOTAL | | <u>\$3,447,893.12</u> |

Community Development Block Grant
Proposed Funding Distribution
2013 Approved Operating Budget

| Expense | 2013 Approved | Requested CDBG for 2013 |
|--|----------------------|--|
| Compensation and benefits | | |
| Employee insurance | \$29,600.00 | \$2,960.00 |
| IRA Benefits | \$5,040.00 | \$0.00 |
| Payroll service fees | \$1,200.00 | \$0.00 |
| Payroll taxes | \$15,300.00 | \$1,530.00 |
| Salaries and wages | \$168,000.00 | \$16,800.00 |
| Total Compensation and benefits | \$219,140.00 | \$21,290.00 |
| Food service | | |
| Client expense | \$1,500.00 | \$150.00 |
| Client Food | \$70,000.00 | \$7,000.00 |
| In-kind food expense | \$50,000.00 | \$5,000.00 |
| Kitchen cleaning | \$19,000.00 | \$1,900.00 |
| Kitchen equipment | \$11,000.00 | \$1,100.00 |
| Kitchen repairs | \$4,000.00 | \$0.00 |
| Laundry | \$8,500.00 | \$850.00 |
| Non Food In Kind | \$2,500.00 | \$250.00 |
| Packaging | \$20,000.00 | \$2,000.00 |
| Supply | \$5,000.00 | \$500.00 |
| Volunteers | \$8,000.00 | \$0.00 |
| Total Food service | \$199,500.00 | \$18,750.00 |
| | \$418,640.00 | \$40,040.00 |

- Kitchen Angels -

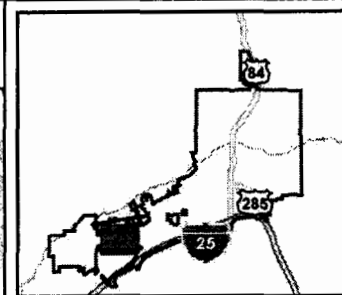
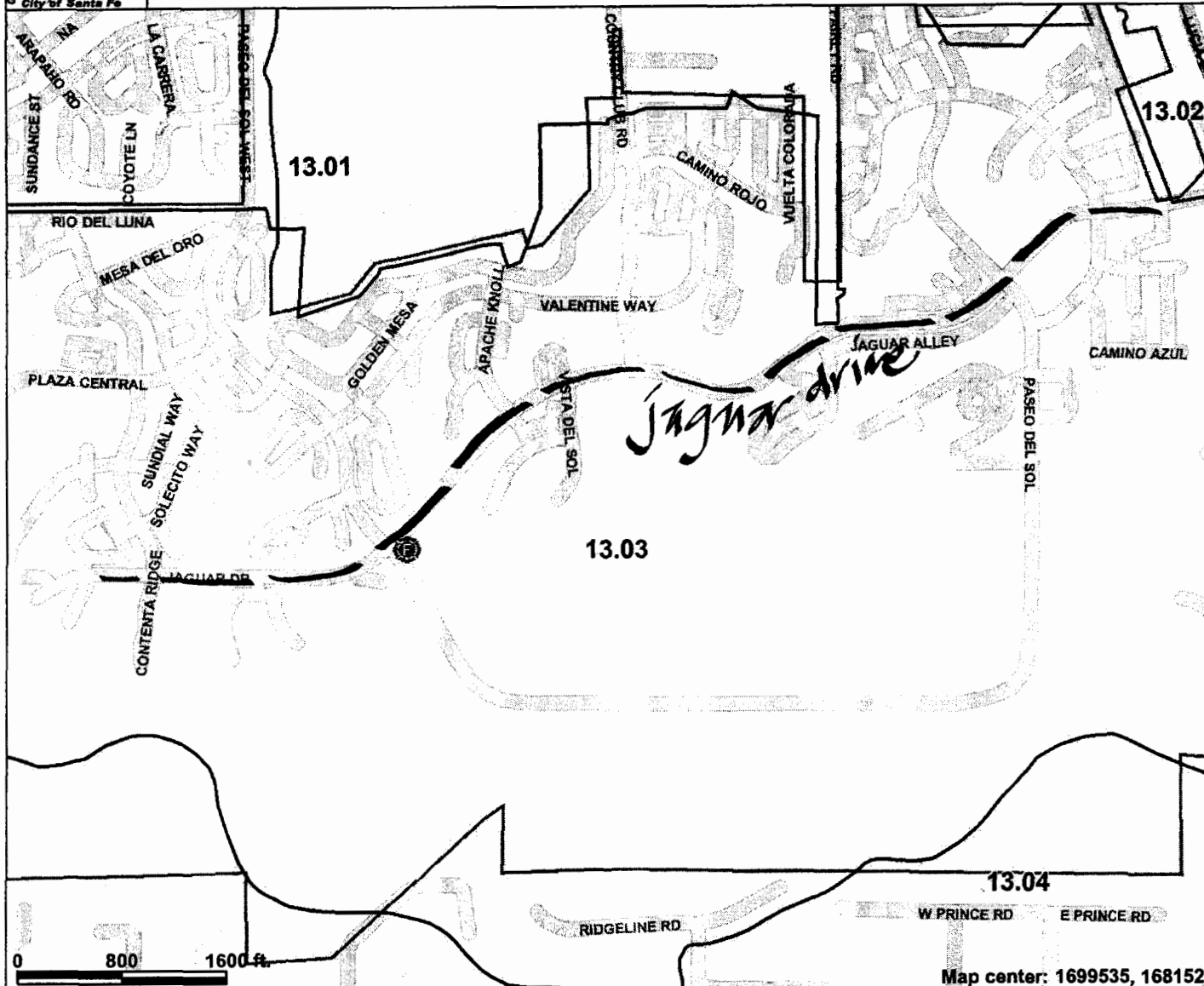


29 - PHASE 2B-1
34 - BOGGS PHASE
16 - PHASE 3B-2
89 - ADDITIONAL LOTS

108 - TOTAL LOTS



Fire Station #8



Legend

- City Limits
- Fire Stations
- 2010 Census
- Airport Clear Zones
- Santa Fe River
- Major Roads and Highways
- Other Roads and Streets

This map is a user generated static output from an Internet mapping site and is for general reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. THIS MAP IS NOT TO BE USED FOR NAVIGATION.

Map center: 1699535, 1681522

Scale: 1:14,391

2/6/13

PLEASE SIGN IN

(Please print)

Community Development Commission

| Name | Organization | E-mail | Phone# |
|------------------|--------------------------------|------------------------------|--------------|
| Kim Brown | Girls Inc. of Santa Fe | kbrown@girlsincofstate.org | 505-982-2000 |
| Alexis Brown | Girls Inc. of SF | abrown@girlsincofsantafe.org | 982-2042 |
| Kris Falvo | Girls Inc. of SF | kfalvo@girlsincofsantafe.org | 982-2042 |
| Cecilia Denner | Housecase | cedenner@housecase.org | 915-7020 |
| Mike Lipton | Housecase | mlipton@housecase.org | 982-2042 |
| DEBORAH TRAVIS | ST. Elizabeth Shelter director | estevest@stels.org | 982-6611 |
| Jim Podesta | " | " | " |
| Michael Bartlett | " | " | " |
| Quil Stedding | Adelante | stedding@seps.info | 490-1910 |
| Alexis Bagg | HHH | hereshousingallhand@ymail | 982-782 |
| Sharon Delosh | SFCHT | shdelosh@housingfirst.org | 982-2042 |
| Justin Robison | SFCHT | jrobison@housingfirst.org | 982-3960 |

PLEASE SIGN IN

(Please print)

| Name | Organization | E-mail | Phone# |
|----------------|---------------------------|------------------------------------|----------|
| M. Meli Heston | SECHT | Meli.Heston@secht.org | 984-3960 |
| Tina Seymour | Mayors | Tina.Seymour@mayors.org | 980-5880 |
| Elly W. Markin | Kitchell House | Elly.W.Markin@kitchellhouse.org | 660213 |
| Ally S. Hines | Case | | |
| Karen Rowell | World Shelter Inc | | |
| Donna Berkey | Wash. Shelter | Donna.Berkey@washingtonshelter.org | 973-0586 |
| Regina Boudle | South Se. Learning Center | | |
| | | | |
| | | | |
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| | | | |



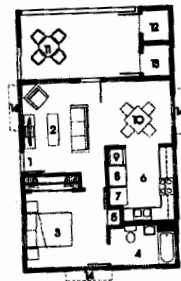
STAGGE COACH

Apartments

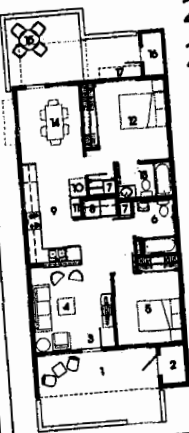
(505) 466-1560

HISTORIC CHARM
MODERN
COMFORTS
GREEN CONSTRUCTION.
COMMUNITY
LIFESTYLE,
HOME FOR THE WHOLE FAMILY.

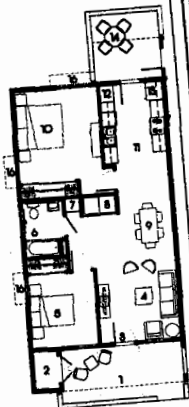
**1 BEDROOM,
 1 BATH UNIT**
652 Square Feet



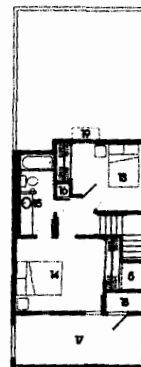
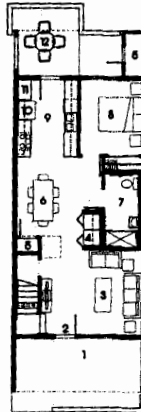
**2 BEDROOM,
 2 BATH UNIT**
920 Square Feet



**2 BEDROOM,
 1 BATH UNIT**
897 Square Feet



**3 BEDROOM,
 2 BATH UNIT**
1278 Square Feet



THE COMMUNITY

By combining green elements with great amenities and high-quality construction, Stage Coach Apartments offers a safe, healthy, affordable home and the foundation for a successful life. Historic charm unites with state of the art comfort and efficiency in our tight-knit courtyard neighborhoods. Family-friendly design provides opportunities for casual interaction while respecting the need for privacy and security. The Family Center is centrally located, allowing convenient access to a basketball court, open mural wall, playgrounds, barbecue areas and fitness zones. Each neighborhood has its own unique courtyard/play area and community garden with units that have a private backyard or balcony, semi-private patios and space-efficient, open floor plans.

FAMILY FRIENDLY

- Safety and security design principles limit entry doors and keep prime play areas away from outside traffic
- Age appropriate recreational areas, playgrounds, and activities for children and youth
- Educational opportunities for all ages
- Household amenities – washer/dryer in family units, dishwasher, microwave, extra indoor/outdoor storage

SERVICES

The aim is to offer services that engage residents in life-enhancing, community-building activities, to prevent problems early on and to provide access to assistance. In short, our goal is to create a safe, comfortable, informative, and enjoyable environment.

ACCESSIBILITY

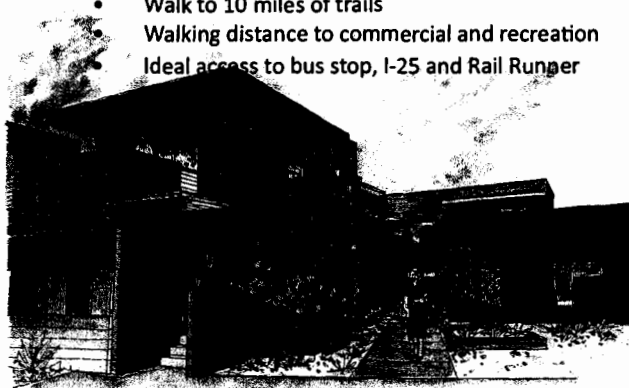
Universal Design assures maximum accessibility throughout the community. Three apartments are designed for complete wheel chair accessibility, 20% are deaf accessible.

AFFORDABILITY

10 units leased to tenants below 30% of AMI
30 units leased to tenants below 50% of AMI
20 units leased to tenants below 60% of AMI
25% of the above are reserved for homeless households referred by shelters.

SPECIAL FEATURES

- LEED for Homes Platinum Designed
- Large multipurpose room
- Computer center
- Walk to 10 miles of trails
- Walking distance to commercial and recreation
- Ideal access to bus stop, I-25 and Rail Runner



SERVICE PROVIDERS

The Housing Trust
New Mexico Coalition to End Homelessness
Esperanza Shelter
La Familia Medical Center
Life Link
New Mexico School for the Deaf
Presbyterian Medical Services Head Start Program
Presbyterian Medical Services Wellness Van
Santa Fe Community Services
Santa Fe Community Center
Santa Fe Community Clinic
St. Elizabeth's Shelter
Santa Fe Public Schools Adolescent Program
YouthWorks

FUNDING

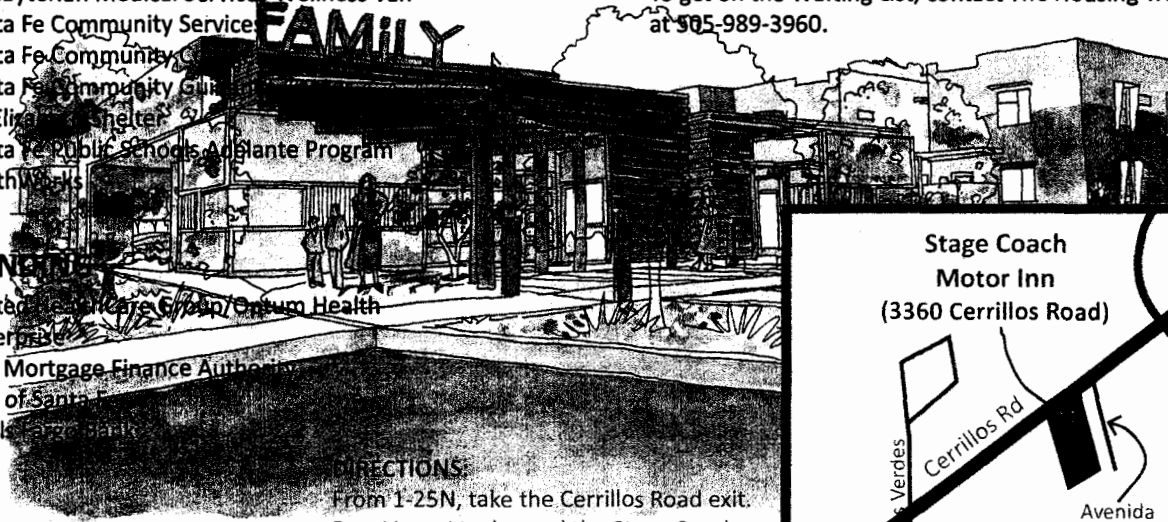
United Healthcare Group/Ornum Health
Enterprise
NM Mortgage Finance Authority
City of Santa Fe
Well Fargo Bank

PROJECT PLANNING TEAM

Integrated Design and Architecture
Pavilion Construction
Monarch Property Management
The Housing Trust

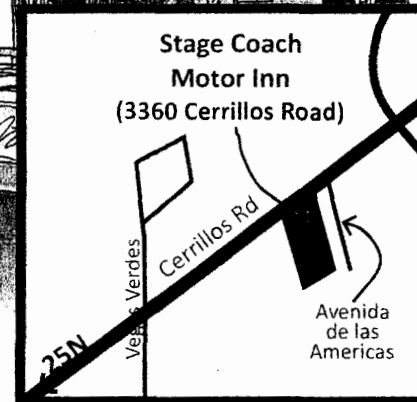
WAITING LIST

To get on the Waiting List, contact The Housing Trust at 505-989-3960.



DIRECTIONS:

From I-25N, take the Cerrillos Road exit.
Pass Vegas Verdes and the Stage Coach
Motor Inn will be on your right at 3360
Cerrillos Road.



Santa Fe Public Schools ADELANTE Program

Strengthening Opportunities for Students, Children and Youth Experiencing Homelessness

SFPS Student Wellness Phone 467-2571

Who Does ADELANTE Program Serve?

Annually, we identify and serve about 1,400 students, children and youth, ages birth to 21, experiencing homelessness and living in the following situations:

- Doubling up with other families in overcrowded living situations, due to lack of funds
- Staying in shelters or transitional living programs
- Living in cars, camping or “couch surfing” from one place to another
- Living in substandard housing – without utilities, or a place that people normally don’t live in
- Children living with someone other than their parent/ permanent guardian; foster children awaiting placement
- Families being evicted or having their utilities disconnected
- Unaccompanied teens – runaways, abandoned youth or youth that were thrown out of the house

We receive daily new referrals from schools, agencies, community organizations and elsewhere.

Why Do Children, Youth and Families Become Homeless?

Most families that experience homelessness already live in poverty, even though a majority of the parents often work. If a job is suddenly lost or income must be used for a sick person’s bills or transportation, then lack of backup resources can cause homelessness. In today’s economy, even middle class families have more frequently become homeless, due to loss of employment leading to home foreclosures. ***Lack of affordable housing based on the wages that people earn is the primary reason for homelessness in our country today.*** Families experiencing homelessness often have challenges, like:

- Domestic violence, sexual abuse, dangerous family situations
- Chronic mental health issues in the family, often untreated
- Substance abuse problems, alcoholism, often untreated – lack of treatment facilities
- Chronic medical illness; disability that prevents earned income
- Lack of access to support services or funds to help pay bills
- Violence, harassment or threats due to identifying as Lesbian, Gay, Bisexual or Transgender

What Services Does ADELANTE Program Provide?

- School clothing, school supplies and backpacks
- Free academic and English as a Second Language tutors
- Case management; referrals and linkages for housing, mental health, medical and social service needs
- Advocacy on behalf of homeless students and families in the schools and community
- Collaboration with other agencies to provide support services for homeless children and youth
- Juntos Program, which includes free weekly dinners for ADELANTE families, food for the weekend, books and clothing donations, a parent education component to promote family empowerment, and children’s art classes.
- After School Program assistance
- Food Pantry
- Partners in Education Homeless Emergency Fund

What Can Community Members Do to Help End Homelessness?

- Join the ADELANTE Advocates Network to receive updates about the latest local and national policies affecting homeless children and youth. As informed citizens, you’ll email or call legislators to influence their votes.
- Raise awareness about children and youth experiencing homelessness among your civic group, faith congregation, youth group, family or friends, so they can help local organizations in their work to end homelessness in Santa Fe.
- Contribute to Partners in Education Foundation Homeless Fund to help prevent evictions and utility disconnects: PIE Foundation 1300 Camino Sierra Vista, Room 109, SF, NM 87501 (Write “ADELANTE” in the memo.)
- Volunteer with ADELANTE! We’d appreciate your commitment for an hour, a day or throughout the year!

Generously supported with funds from City of Santa Fe Children and Youth Commission, NM McKinney-Vento, McCune Charitable Foundation, Brindle Foundation, Santa Fe Community Foundation, Community Development Block Grants and Title One funds.

COMMON MYTHS ABOUT CHILD, YOUTH & FAMILY HOMELESSNESS

• ***THE ONLY HOMELESS STUDENTS ARE THOSE THAT SLEEP OUTSIDE OR IN SHELTERS.***

The Truth: Although SFPS has many students and siblings that live in shelters, cars and outdoors (including teens that have left school for a variety of reasons), at least half of our families live doubled up in crowded conditions. The ADELANTE Program is governed by the federal McKinney-Vento Homeless Assistance Act, which defines homelessness in a broad way in order to provide services for families that are close to being out on the streets. Plus, McKinney-Vento grasps that these families are not only in a precarious living situation, but the children face most of the same issues of children living in shelters: lack of privacy to do homework, lack of food, bedding and warm clothing, no utilities, fear of when they'll be kicked out of the place they're sleeping, chaos, and the need to take care of siblings and sometimes even parents.

• ***MOST PARENTS OF "HOMELESS" STUDENTS HAVE LEARNED TO WORK THE SYSTEM AND ARE FAKING THEIR SITUATION IN ORDER TO GET INTO A PARTICULAR SCHOOL OR OBTAIN MORE CLOTHING, ETC.***

The Truth: Through screening families, we have found that most are truthful about their situations, and in fact, many hesitate to describe the gravity of the situation until they get to know us. However, ADELANTE Program screens out approximately 50 students per year who do not qualify but are still in great need, and we refer them elsewhere to receive appropriate services. Each year, we discover some families trying to falsify information in order to participate in the program. We may not catch everyone who "faked it" to get services; however, we are more concerned about those hundreds of children and youth that we have yet to discover who qualify for our services.

• ***ONCE A STUDENT'S FAMILY BECOMES "PERMANENTLY" HOUSED, THE SCHOOL DISTRICT SHOULD NOT PROVIDE THEM WITH HOMELESS SERVICES.***

The Truth: According to the law, once a family is registered as homeless, services are maintained for them throughout the entire school year, even if they've found long-term housing. Further, the McKinney-Vento law states that homeless services should be provided on a case by case basis up *until one full year after the family has been housed, when ever possible*. This shows much foresight, since many of our families wind up back in homeless situations again within a few months. The most important goal is to maintain stability and well-being for the children so that they may succeed.

• ***MOST HOMELESS FAMILIES WIND UP IN THEIR SITUATIONS BECAUSE OF LAZINESS.***

The Truth: The most prevalent reasons we have observed for homelessness are: domestic violence; huge medical bills coupled with continuing need for medical care; a financial crisis occurs (loss of job, car breaks down, illness), which places the family in jeopardy due to an already tight budget; lack of affordable housing to match people's wages; and, Latino immigrants with minimal access to services, and no documents to work openly to support their family. Some families also have mental health and substance abuse issues.

• ***HOMELESS PROGRAMS OFTEN ENABLE FAMILIES TO STAY IN THEIR DIFFICULT SITUATIONS BY PROVIDING SERVICES TO SUPPORT THEM.***

The Truth: As with learning challenges in students, it's important to balance that fine line between providing supportive services with high expectations and just "doing it" for the person. ADELANTE Program provides case management to families that need extra services due to multiple needs. Our goal is to promote independence and empowerment as well as supportive networks.

• ***HOMELESS TEENS ARE SUBSTANCE ABUSERS AND DANGEROUS, NOT INTERESTED IN IMPROVING THEIR LIVES.***

The Truth: Although many homeless teens have substance abuse issues, it's important to remember that almost all unaccompanied homeless teens are escaping an abusive and/or untenable situation at home and are often "self-medicating" because they haven't found the appropriate services. These youth are often in highly dangerous living situations and many still want to attend school, but can't seem to get beyond survival issues. The ADELANTE Program and the rest of the youth providers have a long way to go to provide effective services to the hundreds of homeless teens and teen parents out there.



City of Santa Fe, New Mexico

200 Lincoln Avenue, P.O. Box 909, Santa Fe, N.M. 87504-0909

CDBG Application

FY 2013-2014 GRANT YEAR

STARTING JULY 1, 2013

Application Deadline: 12 PM February 1, 2013

If you have questions, please contact the CDBG Planner, Kym E. Dicome at (505) 955-6574.

1. If an agency is requesting funding for more than one Activity, a separate application must be submitted for each Activity.
3. Please provide a total of **eight (8) applications: one (1) original and seven (7) copies. Only one copy of the attachments listed in Section G needs to be included.**
4. Applications are due by **12:00 p.m., Friday February 1, 2013.** Any applications received by the Office of Affordable Housing after this time will not be accepted.
5. The City will not accept faxed or emailed applications. You may deliver the application to the City of Santa Fe – Office of Affordable Housing/HCDD at Room 314 in the Federal Post Office Building (120 Federal Place). Or Mail applications to:
CDBG
City of Santa Fe – Office of Affordable Housing/HCDD
P.O. Box 909
Santa Fe, New Mexico 87504-0909
6. While the City of Santa Fe makes every reasonable effort to inform the community of this RFP, we assume no responsibility for failure to inform all interested parties of its availability. The City reserves the right to reject incomplete and unresponsive proposals or deny future funding to existing/prior applicants who have been unresponsive in carrying out the grant requirements as stated by the City and the US Department of Housing and Urban Development (HUD). This RFP is a solicitation of proposals only; no offer of contract or funding is implied. Costs incurred by the respondent in preparation and completion of this RFP are not the City's obligation and may not be reimbursed through grant funds.

2013-2014 CDBG Application

Date /Time received RECEIVED FEB 01 2013 ^{1:30 PM} (City Staff)

Agency/OrganizationName: Santa Fe Habitat for Humanity

Project/ActivityName: Down Payment Assistance

Project Address/Location: Tierra Contenta/Villa de la Paz

Project Service Area (if applicable):

Project Eligible Activity

CDBG funds can be used for specific Eligible Activities as outlined in the Overview. Select **one** Type of Eligible Activity category that best describes your Project.

Type of Eligible Activity (check one)

| | | | |
|--------------------------------|--------------------------|--------------------------|-------------------------------------|
| Housing Rehab | <input type="checkbox"/> | Homeownership assistance | <input checked="" type="checkbox"/> |
| Other Real Property Activities | <input type="checkbox"/> | Economic Development | <input type="checkbox"/> |
| Public Facilities/Improvements | <input type="checkbox"/> | Public Service | <input type="checkbox"/> |

Brief Project Description:

Santa Fe Habitat for Humanity will build affordable homes for households in Santa Fe who are below 50% of the Area Median Income. The homes will be constructed using as much volunteer labor as possible to keep cost low and sold on a 20-30 year zero per cent interest mortgage to ensure that the monthly payments are affordable for low income households. CDBG funds will be used for down payment assistance.

Applicant Address: 2414 Cerrillos Road, Santa Fe, NM 87505

Contact person/title: Ted Swisher, Executive Director

Email address: ted@sfhfh.org

Phone #: 505 986 5880

Fax: 815 366 8054

Project Budget:**Total Cost of Project/Activity**\$ 1,500,000**Total CDBG Funds Requested:**\$ \$200,000**Organizational Background**

The following information is required:

Federal Tax Id # 85-0355135DUNS # 123202892

Only federally registered 501(c) (3) or (6) Non-profit organizations, governmental entities or educational institutions may apply. Check which type of organization you represent:

☒ Registered non-profit. *Please attach a copy of the IRS determination letter*☐ Government Entity☐ Educational Institution. *Please attach IRS determination of exempt status*

Under Federal or State law does your proposed project require a license or certificate to operate?

☐ YES (attach a copy of the license or certificate) ☒ NO

Has your organization received CDBG for this specific activity/project from the City of Santa Fe?

☒ YES ☐ NO

If YES, list the Fiscal Years, amounts of the funding and any carry forward* or unspent amounts at the end of the Fiscal Year:

| YEARS | TOTAL CDBG FUNDING | CARRY FORWARD/UNSPENT* |
|------------|--------------------|------------------------|
| 2012 -2013 | | |
| 2011-2012 | \$105,000 | 0 |
| 2010-2011 | | |
| 2009-2010 | | |
| 2008-2009 | \$30,000 | 0 |

* Include any Program Income

Please identify key personnel that will be responsible for this project including management and staff.

| Position of Responsibility | Name (leave blank if future hire) | Contact information (include Phone and email) |
|----------------------------|-----------------------------------|--|
| Executive Director | Ted Swisher | 505 986 5880/ ted@sfhfh.org |

| | | |
|---------------------|----------------|------------------------------|
| | | |
| Director of Finance | Keith Williams | 505 986 5880/keith@sfhfh.org |
| | | |
| | | |
| | | |
| | | |

Activity Budget Breakdown by Funding Sources:

This section is important because all funding sources must be reported. Identify whether the source is secured or proposed.

| FUNDING SOURCE | AMOUNT | SECURED | PROPOSED |
|-------------------------------|-------------|---------|----------|
| Section 108 Loan Guarantee | \$ | | |
| HOME | \$149,990 | | x |
| ESG | \$ | | |
| HOPWA | \$ | | |
| Other Federal Funds (SHOP) | \$150,000 | | x |
| State/City Funds (list below) | \$ | | |
| Private Funds | \$1,130,000 | x | |
| Other (FHLB) | \$70,000 | | x |
| Total | \$1,500,000 | | |

HUD CDBG National Objectives Criteria:

Applicants seeking CDBG funding from the City of Santa Fe must propose activities designed to meet the HUD National Objective of providing a direct benefit to low-moderate-income persons.

1. Please select one of the following CDBG eligibility categories for your proposed project.

 Low- Moderate-Income Area Benefit: An activity that benefits all residents in a particular area where at least 51% of the residents are low- and moderate-income persons as determined by the most recently available decennial Census information or other statistically reliable standards as approved by HUD.

 Low- Moderate-Income Limited Clientele: Activities that benefit a limited clientele, at least 51% of whom are low /mod income persons. Activities under this category require documentation on family size and income **OR** must benefit a Limited Clientele that is generally presumed to be principally low- and moderate-income (abused children, battered spouses, elderly persons,

severely disabled adults, homeless persons, illiterate adults, persons living with AIDS and migrant farm workers).

☒ **Low- Moderate-Income Housing:** An activity undertaken for the purpose of providing or improving permanent residential structure(s) which, upon completion, will be occupied by low- and moderate-income households.

☐ **Low- Moderate-Income Job Creation or Retention Activity:** An activity designed to create or retain permanent jobs, at least 51% of which will be made available to or held by low- and moderate-income persons.

2. Please identify the Objective and Outcome your proposed activity will help accomplish (select one in each category):

Objective:

- ☐ Create suitable living environment
☒ Provide decent affordable housing
☐ Create economic opportunity

Outcome:

- ☐ Availability/Accessibility
☒ Affordability
☐ Sustainability

3. Please circle yes or no to each of the following. Is the purpose of this activity to:

Help prevent homelessness? Yes
Help the homeless? No

Help those with HIV/AIDS? No
Primarily help persons with disabilities? No

4. Project the number of total persons / households that will benefit from implementation of this Activity: (Fill in Households OR Persons depending on the type of Activity your project would be providing).

| | | |
|---|-----------|----------|
| Total number of clients you anticipate serving: | | |
| Households: 10 | OR | Persons: |

Narratives:

Please provide a brief but detailed summary of your proposed project. This description will be used as your project summary to the Community Development Commission (CDC). It should be accurate and detailed but use only the space provided below.

Santa Fe Habitat for Humanity (SFHFH) will build 10 affordable homes in the city of Santa Fe for families at or below 60% of the Area Media Income. Homes will be sold to qualified households on terms they can afford so that they are paying no more than 30% of their income for housing. Affordability will be accomplished by keeping construction cost low through the use of sweat equity and volunteer labor and financing will be accomplished through down payment assistance grants from CDBG and other sources and the no-interest mortgage provided by Habitat for Humanity

through its fundraising efforts.

What specific community need(s) or issue(s) is your project designed to address? Please include how it will address the National Objective, Outcome and Objective, and Eligible Activity as described in this application and the Overview.

To quote from a study done for City of Santa Fe in May 2007 entitled **Housing Needs Assessment**, "Competition for first-time homebuyer and move-up housing in the City of Santa Fe is increasing due to both a decline in available properties in affordable price ranges (between \$100,000 and \$300,000) and continued high demand. Product available in these price ranges in the city are often too small for households that can afford them or in need of significant repair. Many households that can afford this price range seek housing outside the city for a more suitable selection."

Area residents who are employed in the large service sector that supports the tourism so crucial to Santa Fe's economy cannot purchase homes near their work and are forced to travel long distances or live in substandard dwellings that put their health and security at risk. The high cost of heating, health care and gasoline combine to make it virtually impossible for a family to accumulate the funds to make a down payment on a home.

The same report describes the rental market as problematic for this population as well. "The incomes of renters have not been keeping pace with rising rents. Rentals have become less affordable to local renter households since 2000. Renters have little selection in the Santa Fe market with current (and historical) vacancy rates below 5% (3.4% for the market rate rentals and 2.4 percent for income-restricted/affordable rentals in March 2007). The City and County housing authorities report waitlists of one to two years for their public housing rentals and Section 8 voucher programs."

This study describes a grim picture for low-income residents. Santa Fe Habitat for Humanity's mission is to provide simple, decent and affordable homes for this population. While the housing market for moderate income households has improved considerably since the 2007 report, affordability continues to be a serious problem for the very low income households served by Habitat for Humanity. For example, the households who closed on the last three Habitat for Humanity houses had an average mortgage payment of \$366 per month. This is what affordability means for many households in Santa Fe, especially single income households.

Please describe the organization in terms of its administrative capacity and its qualifying experience and length of experience with other or similar project as the proposed project. Include your organization experience with using government funding. Also identify results of any previous efforts to implement similar projects.

Santa Fe Habitat for Humanity has been in existence for 26 years and has built 84 houses in the county over that time. It took quite a few years for the organization to build up any significant capacity but since

2000, the organization has been building an average of 6 houses per year. In the past year, we had over \$1.7 million dollars in revenue with net assets of \$2.8 million. We service our mortgages in-house. We have a lean but capable staff of 4 administrative/managerial and a construction superintendent.

Describe in detail your organization experience in government contract administration (includes record keeping, reporting, monitoring and performance measures), and knowledge of federal regulations governing acquisition, procurement, fair housing and equal opportunity, Lead Safe Housing Rule, Labor Standards (Davis-Bacon), Environmental Review, the federal regulations and standards as it relates to Federal Funding whichever are applicable to your project.

We participate in the HOME program with New Mexico Mortgage Finance Authority and the Federal Home Loan Bank's Affordable Housing Program. We also participate in HUD's Self Help Housing Opportunity Program that provides funding for land acquisition. We have never failed to fulfill any grant in terms of outcomes or reporting.

We conduct our own Environmental Reviews for HOME and SHOP which are much more comprehensive than required for CDBG down payment assistance. We comply with fair housing and equal opportunity laws and regulations and have never had a deficiency in any area of record keeping, reporting, monitoring or performance. We believe it is a strength of our program that the outcomes are objective and easy to verify based on house completions and closings with down payment assistance provided.

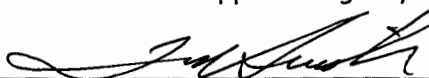
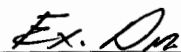

We have never done a project where Davis-Bacon applied.

If you are proposing to utilize CDBG funds to pay for staff costs, please list in the table below the title of each position, whether this position will be created or exists and the percentage of their salary and benefits that will be funded by CDBG. Depending on the Activity, listing this information does not guarantee the position will be funded by CDBG. It may not be eligible. Refer to the Overview.

| PERSONNEL Position Title | New (Y/N) | % salary & benefits to be paid for with CDBG |
|------------------------------------|--------------|---|
| | | |
| | | |
| | | |

Acknowledgement

To the best of my knowledge and belief, all data in this application is true and correct. If funded, I certify that the Agency is willing and able to adhere to the policies and procedures specified by the City of Santa Fe and all applicable program regulations of the US Department of Housing and Urban Development. Further, I understand there is not an agreement until the City of Santa Fe and the individual authorized to execute contracts on behalf of the Applicant Agency has signed the contract.

| | | |
|---|--|---|
|  |  |  |
| Authorized Signature (sign in blue ink) | Title | Date |

Attachments

Please attach one (1) unbound copy of the following items. If any of the items are not included besides 13-15, please mark NA before the number and then give a briefly explain why in the spaces below.

1. Articles of Incorporation/By Laws
2. Non-Profit Determination. Non-profits must submit tax-exemption determination letters from the Federal and State Tax Board.
3. Applicable Licenses
4. Listing of Current Board of Directors
5. Board of Directors Authorization to Request Funds
6. Organization Chart
7. Copy of Agency's most Recent Independent Audit
8. Agency's Personnel Policies
9. Agency's Conflict of Interest Policies
10. Agency's accounting and procurement Policies
11. Confidentiality and Disclosure of Information
12. Proof of Insurance – General Liability and/or Professional Liability. Consult with CDBG grantor to determine the type needed. (Also attach property insurance for any structures acquired, rehabilitated or constructed with CDBG funds.)
13. Proof of automobile insurance, if applicable
14. Engineering / Architect Estimates, if applicable
15. Documentation of "In-Kind" Match, if applicable

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City of Santa Fe, New Mexico

200 Lincoln Avenue, P.O. Box 909, Santa Fe, N.M. 87504-0909

Santa Fe Public Schools

ADELANTE Program

*Strengthening Opportunities for Educational and Life Success
of Children and Youth Experiencing Homelessness*

CDBG

Application

FY 2013-2014 GRANT YEAR

Submitted 2-1-93 by Gaile Herling, SFPS ADELANTE Program (505) 490-1970

2013-2014 CDBG Application

Date /Time received RECEIVED FEB 01 2013 (City Staff) 11:58 AM

Agency/OrganizationName: SFPS ADELANTE Program

Project/ActivityName: ADELANTE's Graduation Project

Project Address/Location: 1300 Camino Sierra Vista Annex

Project Service Area (if applicable): N/A

Project Eligible Activity

CDBG funds can be used for specific Eligible Activities as outlined in the Overview. Select one Type of Eligible Activity category that best describes your Project.

Type of Eligible Activity (check one)

| | | | |
|--------------------------------|--------------------------|--------------------------|-------------------------------------|
| Housing Rehab | <input type="checkbox"/> | Homeownership assistance | <input type="checkbox"/> |
| Other Real Property Activities | <input type="checkbox"/> | Economic Development | <input type="checkbox"/> |
| Public Facilities/Improvements | <input type="checkbox"/> | Public Service | <input checked="" type="checkbox"/> |

Brief Project Description: ADELANTE's Graduation Project will leverage \$20,000 CDBG funds in combination with other funding to help stabilize and promote the well-being and achievement of up to 500 secondary school students and their families experiencing homelessness. Two secondary homeless liaisons will build relationships with the students to support their highest potential through providing bilingual services, including: advocacy; case management; tutoring; linkages with important benefits/services, including housing; college and financial aid application assistance; and participation in educational evening programs.

Applicant Address: Mail: SFPS ADELANTE Program c/o SFPS Student Wellness
610 Alta Vista Santa Fe, NM 87505

Contact person/title: Gaile Herling, ADELANTE Program Coordinator

Email address: gherling@sfps.info

Phone #: 505.490-1970

Fax: 505.467-2646 attn: Gaile Herling

Project Budget:**Total Cost of Project/Activity**\$ 63,662**Total CDBG Funds Requested:**\$ 20,000**Organizational Background****The following information is required:****Federal Tax Id #** 85-6000169**DUNS #** 097144281

Only federally registered 501(c) (3) or (6) Non-profit organizations, governmental entities or educational institutions may apply. Check which type of organization you represent:

_____ Registered non-profit. *Please attach a copy of the IRS determination letter*

_____ Government Entity

X Educational Institution. *Please attach IRS determination of exempt status*

Under Federal or State law does your proposed project require a license or certificate to operate?

_____ YES (attach a copy of the license or certificate) X NO

Has your organization received CDBG for this specific activity/project from the City of Santa Fe?

_____ YES X NO

If YES, list the Fiscal Years, amounts of the funding and any carry forward* or unspent amounts at the end of the Fiscal Year:

| YEARS | TOTAL CDBG FUNDING | CARRY FORWARD/UNSPENT* |
|------------|--------------------|------------------------|
| 2012 -2013 | | |
| 2011-2012 | | |
| 2010-2011 | | |
| 2009-2010 | | |
| 2008-2009 | | |

Please identify key personnel that will be responsible for this project including management and staff.

| Position of Responsibility | Name (leave blank if future hire) | Contact information (include Phone and email) |
|----------------------------|--|--|
| High School Liaison | Israel Haros— Employed 4 yrs. with program- 2 yrs. as part-time HS liaison (funding promised for 2013-14) | waterhummingbirdhouse@Hotmail.com; 470-3747 |
| Secondary School Liaison | Allegra Love (potential – employed with program part-time this yr.) (funding request to CDBG) | legslove@gmail.com; 699-4288 |

| | | |
|---------------------|---|---|
| Program Coordinator | Gaile Herling --10 yrs. full-time coordinator (20% of position devoted to manage new project) | gherling@sfps.info ; 490-1970 |
|---------------------|---|---|

Activity Budget Breakdown by Funding Sources:

This section is important because all funding sources must be reported. Identify whether the source is secured or proposed.

| FUNDING SOURCE | AMOUNT | SECURED | PROPOSED |
|---|-----------|---------|----------|
| Section 108 Loan Guarantee | \$ 0 | | |
| HOME | \$ 0 | | |
| ESG | \$ 0 | | |
| HOPWA | \$ 0 | | |
| Other Federal Funds (list below) | \$ 0 | | |
| State/City Funds (list below) <ul style="list-style-type: none"> McKinney-Vento (25,000) City Children & Youth (12,500) | \$ 37,500 | 25,000 | 12,500 |
| Private Funds <ul style="list-style-type: none"> SF Community Foundation | \$ 6,162 | 6,162 | |
| Other (list below) -- CDBG | \$20,000 | | 20,000 |
| Total | \$63,662 | 31,162 | 32,500 |

Proposed Budget – ADELANTE Program – Graduation Project

| Amount | Purpose |
|---------------|--|
| 12,500 | 20% Coordinator's Salary + Benefits |
| 20,000 | Contract for total 900 hrs. @ 20/hr. + GRT: Secondary Homeless Liaison |
| 31,162 | Contract for total 1,440 hrs. @ 20/hr. + GRT: Full time Secondary Homeless Liaison |
| TOTAL: 63,662 | |

HUD CDBG National Objectives Criteria:

Applicants seeking CDBG funding from the City of Santa Fe must propose activities designed to meet the HUD National Objective of providing a direct benefit to low-moderate-income persons.

1. Please select one of the following CDBG eligibility categories for your proposed project.

☐ **Low- Moderate-Income Area Benefit:** An activity that benefits all residents in a particular area where at least 51% of the residents are low- and moderate-income persons as determined by the most recently available decennial Census information or other statistically reliable standards as approved by HUD.

☒ **Low- Moderate-Income Limited Clientele:** Activities that benefit a limited clientele, at least 51% of whom are low /mod income persons. Activities under this category require documentation on family size and income OR must benefit a Limited Clientele that is generally presumed to be principally low- and moderate-income (abused children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with AIDS and migrant farm workers).

☐ **Low- Moderate-Income Housing:** An activity undertaken for the purpose of providing or improving permanent residential structure(s) which, upon completion, will be occupied by low- and moderate-income households.

☐ **Low- Moderate-Income Job Creation or Retention Activity:** An activity designed to create or retain permanent jobs, at least 51% of which will be made available to or held by low- and moderate-income persons.

2. Please identify the Objective and Outcome your proposed activity will help accomplish (select one in each category):

Objective:

- ☒ Create suitable living environment
☐ Provide decent affordable housing
☐ Create economic opportunity

Outcome:

- ☒ Availability/Accessibility
☐ Affordability
☐ Sustainability

3. Please circle yes or no to each of the following. Is the purpose of this activity to:

Help prevent homelessness? Y N Help those with HIV/AIDS? Y N
Help the homeless? Y N Primarily help persons with disabilities? Y N

4. Project the number of total persons / households that will benefit from implementation of this Activity: (Fill in Households OR Persons depending on the type of Activity your project would be providing).

| | | |
|---|-----------|--------------|
| Total number of clients you anticipate serving: | | |
| Households: | OR | Persons: 500 |

Narratives:

Please provide a brief but detailed summary of your proposed project. This description will be used as your project summary to the Community Development Commission (CDC). It should be accurate and detailed but use only the space provided below.

ADELANTE's Graduation Project was created this year, based on successful results of a part-time high school liaison hired with the help of CDBG funds (Access Project). The Graduation Project continues to focus on gaining accessibility to long term public benefits and other crucial resources for families experiencing homelessness, but targets homeless secondary students as the primary client. Although our high school homeless liaison enabled us to increase the graduation rate of ADELANTE's high school seniors from approximately 50% up to 80+% during 2010-2012, many secondary ADELANTE students are failing and dropping out. With CDBG's assistance, 2 secondary homeless liaisons will provide linkages to tutoring and health/mental health services, housing, case management, food, evening programs, college assistance and other material aid. We must work to help stabilize homeless secondary students, to prevent them from dropping out, so they can see a future of opportunity, rather than continued instability and homelessness.

What specific community need(s) or issue(s) is your project designed to address? Please include how it will address the National Objective, Outcome and Objective, and Eligible Activity as described in this application and the Overview.

ADELANTE's Graduation Project meets the National Objective of serving Low-to-Moderate Income clientele. The project's objective is to create suitable living conditions for families living in homeless situations, including youth/families doubling up in overcrowded conditions, couch surfing, being evicted or living without utilities. The outcome is providing accessibility for homeless secondary students and their families to safe, affordable and long term housing; health/mental health benefits and services; tutoring;; advocacy evening programs that promote creative self-expression, stability, family strengths and education; food, clothing, supplies and other material aid; college preparation, including SAT and financial aid workshops; and informing undocumented immigrant students about their rights and responsibilities under the new Deferred Action Act, enabling them to study, work and stay legally in the U.S. Research shows that homeless students are at highest risk for failing in school, developmental disabilities and stress related illnesses, which leads to an abysmal drop-out rate. Without positive intervention, homeless youth tend to become homeless as adults, unable to live up to their potential.

Please describe the organization in terms of its administrative capacity and its qualifying experience and length of experience with other or similar project as the proposed project. Include your organization experience with using government funding. Also identify results of any previous efforts to implement similar projects.

Founded in 2003, SFPS ADELANTE Program is a community-based program of Santa Fe Public Schools Office of Student Wellness. Our mission is to empower the more than 1,400+ children and youth experiencing homelessness in Santa Fe, by equalizing opportunities and providing culturally competent services and resources for them to reach educational and life success. As the only organization in Santa Fe that focuses entirely on students, siblings and families experiencing homelessness, ADELANTE is a recognized community leader that collaborates with all service agencies and sponsors the region's sole Homeless Youth Task Force to

work together on challenges facing homeless families and to end child homelessness. ADELANTE's coordinator is also its co-founder and its small staff is dedicated and used to working within the multiple guidelines and restrictions of federal, state, city and foundation grants. In 2010-2012, we implemented the Access Project, which provides access to intensive services with the parent as the main client. The Graduation Project targets the secondary student for graduation support, but still provides intensive family services.

Describe in detail your organization experience in government contract administration (includes record keeping, reporting, monitoring and performance measures), and knowledge of federal regulations governing acquisition, procurement, fair housing and equal opportunity, Lead Safe Housing Rule, Labor Standards (Davis-Bacon), Environmental Review, the federal regulations and standards as it relates to Federal Funding whichever are applicable to your project.

SFPS ADELANTE Program has 10 years of experience writing grants and reports for funding from federal

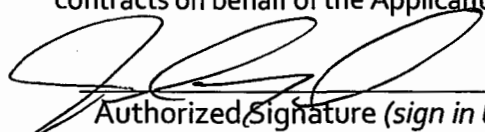
State, Public Education Department, City and private foundation sources. We have two years' experience with CDBG funds and requirements. Santa Fe Public Schools maintains strict guidelines mandated by the state for procurement, acquisition, and equal opportunity regulations. Most policies and procedures that all SFPS programs must follow may be viewed in the Board of Education Manual, at www.sfps.info/sfps/data_repos_code/school_policies/school_policies.html. ADELANTE keeps all student and family information strictly confidential, as required by FERPA.

If you are proposing to utilize CDBG funds to pay for staff costs, please list in the table below the title of each position, whether this position will be created or exists and the percentage of their salary and benefits that will be funded by CDBG. Depending on the Activity, listing this information does not guarantee the position will be funded by CDBG. It may not be eligible. Refer to the Overview.

| PERSONNEL Position Title | New (Y/N) | % salary & benefits to be paid for with CDBG |
|---|--------------|---|
| Full time secondary homeless liaison | Y | 60 % |

Acknowledgement

To the best of my knowledge and belief, all data in this application is true and correct. If funded, I certify that the Agency is willing and able to adhere to the policies and procedures specified by the City of Santa Fe and all applicable program regulations of the US Department of Housing and Urban Development. Further, I understand there is not an agreement until the City of Santa Fe and the individual authorized to execute contracts on behalf of the Applicant Agency has signed the contract.


Authorized Signature (sign in blue ink)

SUPERINTENDENT
Title

2/1/2013
Date


Authorized Signature

President of the Board
Title

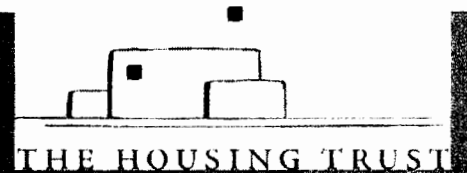
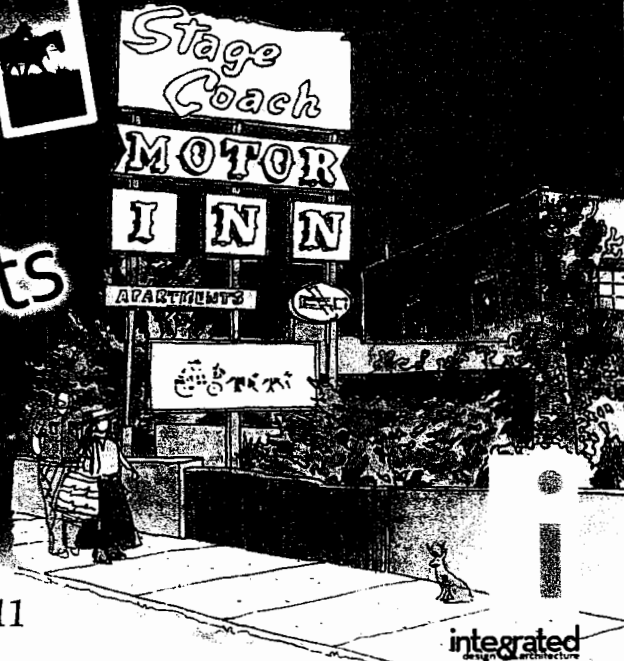
2/1/2013
Date

Greetings from

STAGE COACH

Apartment

New Mexico Mortgage Finance Authority
Design Competition - January 31, 2011



The Need

- City of Santa Fe Housing Needs Assessment
- Mayors Blue Ribbon Task Force To End Homelessness
- Pressure on rental market from foreclosure

Why the Housing Trust?

- ❑ Produced over 600 homes
- ❑ Committed to green building principles & quality design
- ❑ 100% completion rate on all projects
- ❑ Leverage bargain purchases & project subsidies reduce costs
- ❑ Strong asset base
- ❑ Strong Relationships (NMMFA, HUD, Lenders)

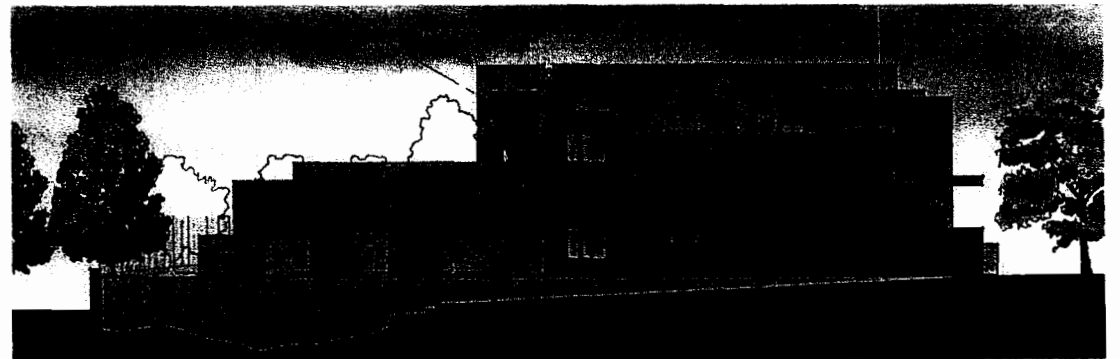


Project Overview

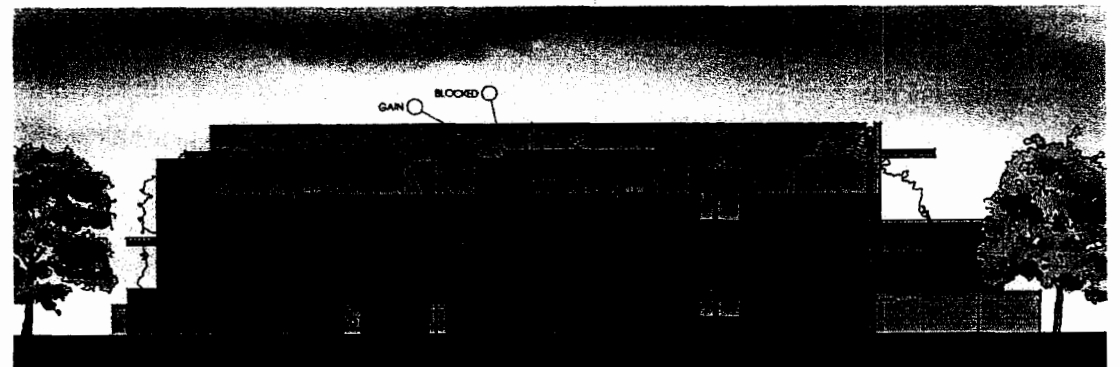
- 60 apartments, 16 rehabilitated, 44 new
- Rents will start at \$279 per month
- Very low income and homeless clientele
- On site management, social worker and supportive services
- Innovative partnership with New Mexico Coalition to End Homelessness

Rental Homes

- 15-Efficiency
- 11 One-Bedroom
- 26 Two-Bedroom
- 8 Three-Bedroom

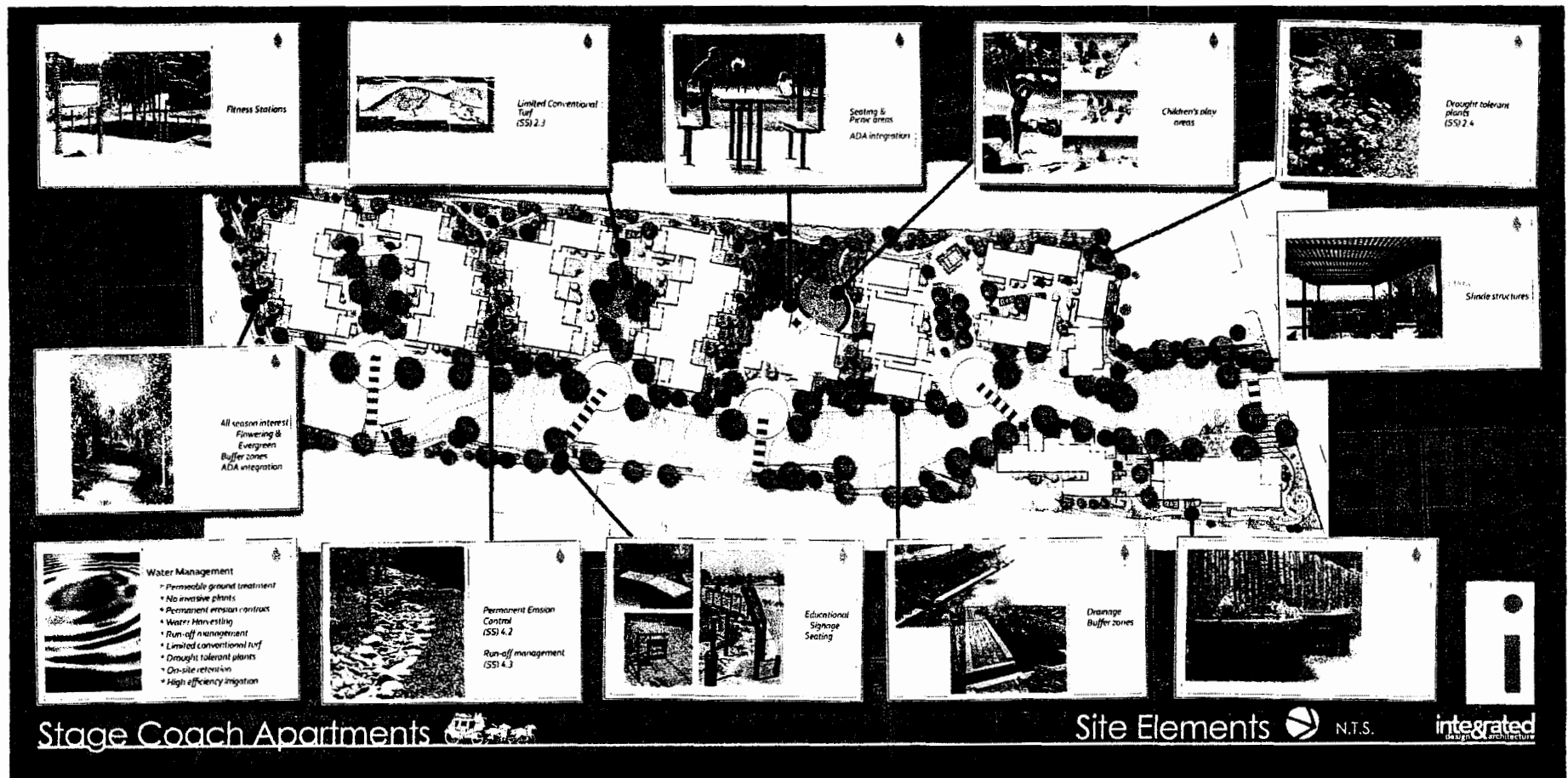


RIBERA COURT - BUILDING 'A' ELEVATION
EAST



RIBERA COURT - BUILDING 'B' ELEVATION
EAST

Exceptional Design and Quality



Second Place Winner of MFA Design Competition

Target Incomes for Residents

- Of the 60 rental homes:
 - 10-15 units below 30% AMI (homeless families)
 - 30 units between 30% and 50% AMI
 - 20 units between 50% and 60% AMI
 - Average rents at 50% AMI
 - Actual incomes will range from \$0 to \$39,000

A Sustainable Project

- Will be one of only five LEED Platinum multifamily projects in the State
- Highest level of sustainability certified through USGBC
- Lowers operational costs and utility costs for residents

STAGE COACH Apartments

THE HOUSING TRUST

NEW CONSTRUCTION GREEN ELEMENTS

- Target Performance: LEED Platinum
- 95% of Landscaping is Drought-Tolerant
- Very High-Efficiency Plumbing Fixtures:
 - Low Flow Fixture
 - High-Efficiency Tankless Water Heaters Used for Both Domestic and Radiant Heating

- Target HERS Index: 55
- No Refrigerants Used
- R-24 Wall & R-50 Roof Insulation
- Panelized Framing Spaced 24" o.c.
- Calculated Solar Control
- Over 90% Low VOC Hard Flooring
- Low VOC Paints and Adhesives
- Continuous Ventilation
- Energy Star Appliances

HERS Index

NET & BLOW INSULATION

System benefits:
Eliminates all gaps and voids, improves thermal performance, reduces air infiltration, and is an excellent way to control sound.

No added formaldehyde, non-corrosive, fast installation.

STAGE COACH Apartments

THE HOUSING TRUST

RENOVATION GREEN ELEMENTS

- Target Performance: LEED Platinum
- 95% of Landscaping is Drought-Tolerant
- Very High-Efficiency Plumbing Fixtures
- Target HERS Index: 59
- R-21 Added Wall & R-50+ Roof Insulation
- Use of Non-HCFC Refrigerants
- Pre-Cut Framing Spaced Greater than 16" o.c.
- Over 90% Low VOC Hard Flooring
- Low VOC Paints and Adhesives
- Carbon Monoxide Detectors in Each Unit
- Continuous Ventilation
- High-Efficiency Mini-Split HVAC System

HERS Index

WHY SPRAY FOAM INSULATION?

It will **save money!** You will be astonished by the reduction in your heating and cooling energy usage.

It will create an air barrier, keeping exterior moisture and unconditioned air outside!

It will help create a comfortable indoor environment by reducing outside pollutants, allergens and noise!

Spray polyurethane foam insulation is a proven technology that has been in use for over 25 years in commercial, industrial and residential buildings.

Spray foam helps to seal all of the gaps, cracks and crevices in your walls and roof, unlike traditional insulation.

DOE CLIMATE ZONE MAP

Zone 5:
The Department of energy recommends minimum insulation levels based upon climate zone and heating fuel type.

For our zone it is recommended that R-30 to R-60 be placed in the attic space and R-20 be place in the wall cavities.

For our zone it is recommended that R-30 to R-60 be placed in the attic space and R-20 be placed in the wall cavities.

CDBG Funding

- Need to replace \$100k in weatherization funds rescinded from a partner organization
- \$21k unexpected fees and permits
- \$55k in change orders, unexpected rehab costs

Project's Relationship to City

- Supported by the City of Santa Fe and the Mayors Blue Ribbon Task Force on Homelessness
- Project is 100% affordable under the strictest City definitions

Tax Credit Use in Santa Fe

- Over 750 affordable rental apartments have been built in Santa Fe using these Tax Credits
- Generally experience high occupancy rates
- Affordable rental housing is scarce
- Project provides over \$13 Million in economic activity

Resident Services

- Stage Coach is a joint project of the Housing Trust and NMCEH and 13 partner agencies
- Supportive Services are critically-needed by the 25% of tenants who will have been formerly homeless and may have other challenging special needs
- Linking youth to services helps them prepare for success
 - Also leads to more stable property operations and a sense of community

Summary of Services Plan

- ☐ Service coordinator on site
- ☐ Homeownership program
- ☐ Transportation
- ☐ Case management on site
- ☐ Mental health care
- ☐ Continuing education
- ☐ Job training and placement
- ☐ Child care
- ☐ Emphasis on family and youth activities

Stage Coach Apartments

- Meets critical housing needs in Santa Fe
 - Workforce
 - Homeless
 - Very low income
- A proven new model for LIHTC projects
 - Enriched with supportive social services
 - Woven into fabric of broader community



City of Santa Fe, New Mexico

200 Lincoln Avenue, P.O. Box 909, Santa Fe, N.M. 87504-0909

CDBG Application

FY 2013-2014 GRANT YEAR

STARTING JULY 1, 2013

Application Deadline: 12 PM February 1, 2013

If you have questions, please contact the CDBG Planner, Kym E. Dicome at (505) 955-6574.

1. If an agency is requesting funding for more than one Activity, a separate application must be submitted for each Activity.
3. Please provide a total of **eight (8) applications: one (1) original and seven (7) copies. Only one copy of the attachments listed in Section G needs to be included.**
4. Applications are due by **12:00 p.m., Friday February 1, 2013.** Any applications received by the Office of Affordable Housing after this time will not be accepted.
5. The City will not accept faxed or emailed applications. You may deliver the application to the City of Santa Fe – Office of Affordable Housing/HCDD at Room 314 in the Federal Post Office Building (120 Federal Place). Or Mail applications to:
CDBG
City of Santa Fe – Office of Affordable Housing/HCDD
P.O. Box 909
Santa Fe, New Mexico 87504-0909
6. While the City of Santa Fe makes every reasonable effort to inform the community of this RFP, we assume no responsibility for failure to inform all interested parties of its availability. The City reserves the right to reject incomplete and unresponsive proposals or deny future funding to existing/prior applicants who have been unresponsive in carrying out the grant requirements as stated by the City and the US Department of Housing and Urban Development (HUD). This RFP is a solicitation of proposals only; no offer of contract or funding is implied. Costs incurred by the respondent in preparation and completion of this RFP are not the City's obligation and may not be reimbursed through grant funds.

2013-2014 CDBG Application

Date /Time received _____

RECEIVED FEB 01 2013

9:30 AM.
(City Staff)

Agency/OrganizationName: Santa Fe Habitat for Humanity

Project/ActivityName: Housing Rehab

Project Address/Location: City of Santa Fe

Project Service Area (if applicable): within City limits

Project Eligible Activity

CDBG funds can be used for specific Eligible Activities as outlined in the Overview. Select **one** Type of Eligible Activity category that best describes your Project.

Type of Eligible Activity (check one)

| | | | |
|--------------------------------|-------------------------------------|--------------------------|--------------------------|
| Housing Rehab | <input checked="" type="checkbox"/> | Homeownership assistance | <input type="checkbox"/> |
| Other Real Property Activities | <input type="checkbox"/> | Economic Development | <input type="checkbox"/> |
| Public Facilities/Improvements | <input type="checkbox"/> | Public Service | <input type="checkbox"/> |

Brief Project Description:

Santa Fe Habitat for Humanity proposes to repair or rehabilitate owner occupied homes within Santa Fe for households who are below 60% of the Area Median Income. While the extent of each rehabilitation will depend on the specific needs of the applicants and the condition of their homes, it is envisioned that \$50,000 of CDBG funding will be adequate to repair or rehabilitate 5 homes. The homeowners would not be expected to pay for the cost of the rehab and there would be no program income to track in the future.

Applicant Address: 2414 Cerrillos Road, Santa Fe, NM 87505

Contact person/title: Ted Swisher, Executive Director

Email address: ted@sfhfh.org

Phone #: 505 986 5880

Fax: 815 366 8054

Project Budget:**Total Cost of Project/Activity**\$ 50,000**Total CDBG Funds Requested:**\$ \$50,000**Organizational Background**

The following information is required:

Federal Tax Id # 85-0355135DUNS # 123202892

Only federally registered 501(c) (3) or (6) Non-profit organizations, governmental entities or educational institutions may apply. Check which type of organization you represent:

☒ Registered non-profit. *Please attach a copy of the IRS determination letter*☐ Government Entity☐ Educational Institution. *Please attach IRS determination of exempt status*

Under Federal or State law does your proposed project require a license or certificate to operate?

☐ YES (attach a copy of the license or certificate) ☒ NO

Has your organization received CDBG for this specific activity/project from the City of Santa Fe?

☒ YES ☐ NO

If YES, list the Fiscal Years, amounts of the funding and any carry forward* or unspent amounts at the end of the Fiscal Year:

| YEARS | TOTAL CDBG FUNDING | CARRY FORWARD/UNSPENT* |
|------------|--------------------|------------------------|
| 2012 -2013 | \$68,000 | |
| 2011-2012 | | |
| 2010-2011 | | |
| 2009-2010 | | |
| 2008-2009 | | |

* Include any Program Income

Please identify key personnel that will be responsible for this project including management and staff.

| Position of Responsibility | Name (leave blank if future hire) | Contact information (include Phone and email) |
|----------------------------|-----------------------------------|--|
| Executive Director | Ted Swisher | 505 986 5880/ted@sfhfh.org |

| | | |
|---------------------|----------------|------------------------------|
| | | |
| Director of Finance | Keith Williams | 505 986 5880/keith@sfhfh.org |
| | | |
| | | |
| | | |
| | | |

Activity Budget Breakdown by Funding Sources:

This section is important because all funding sources must be reported. Identify whether the source is secured or proposed.

| FUNDING SOURCE | AMOUNT | SECURED | PROPOSED |
|-------------------------------|--------|---------|----------|
| Section 108 Loan Guarantee | \$ | | |
| HOME | \$ | | |
| ESG | \$ | | |
| HOPWA | \$ | | |
| Other Federal Funds (SHOP) | \$ | | |
| State/City Funds (list below) | \$ | | |
| Private Funds | \$ | | |
| Other (FHLB) | \$ | | |
| Total | \$ | | |

HUD CDBG National Objectives Criteria:

Applicants seeking CDBG funding from the City of Santa Fe must propose activities designed to meet the HUD National Objective of providing a direct benefit to low-moderate-income persons.

1. Please select one of the following CDBG eligibility categories for your proposed project.

☐ **Low- Moderate-Income Area Benefit:** An activity that benefits all residents in a particular area where at least 51% of the residents are low- and moderate-income persons as determined by the most recently available decennial Census information or other statistically reliable standards as approved by HUD.

☐ **Low- Moderate-Income Limited Clientele:** Activities that benefit a limited clientele, at least 51% of whom are low /mod income persons. Activities under this category require documentation on family size and income **OR** must benefit a Limited Clientele that is generally presumed to be principally low- and moderate-income (abused children, battered spouses, elderly persons,

severely disabled adults, homeless persons, illiterate adults, persons living with AIDS and migrant farm workers).

☒ **Low- Moderate-Income Housing:** An activity undertaken for the purpose of providing or improving permanent residential structure(s) which, upon completion, will be occupied by low- and moderate-income households.

☐ **Low- Moderate-Income Job Creation or Retention Activity:** An activity designed to create or retain permanent jobs, at least 51% of which will be made available to or held by low- and moderate-income persons.

2. Please identify the Objective and Outcome your proposed activity will help accomplish (select one in each category):

Objective:

☐ Create suitable living environment
☒ Provide decent affordable housing
☐ Create economic opportunity

Outcome:

☐ Availability/Accessibility
☒ Affordability
☐ Sustainability

3. Please circle yes or no to each of the following. Is the purpose of this activity to:

Help prevent homelessness? Yes
Help the homeless? No

Help those with HIV/AIDS? No
Primarily help persons with disabilities? No

4. Project the number of total persons / households that will benefit from implementation of this Activity: (Fill in Households OR Persons depending on the type of Activity your project would be providing).

| | | |
|---|-----------|----------|
| Total number of clients you anticipate serving: | | |
| Households: 5 | OR | Persons: |

Narratives:

Please provide a brief but detailed summary of your proposed project. This description will be used as your project summary to the Community Development Commission (CDC). It should be accurate and detailed but use only the space provided below.

Santa Fe Habitat for Humanity (SFHFH) is expanding its program from its traditional activity of building new homes to include rehab of existing owner occupied dwellings. SFHFH was recently approved for MFA's (HOME funded) House by House Rehab program and received approval for \$50,000 for its first project. The MFA program provides up to \$65,000 per house and requires extensive administrative work and is not feasible for smaller jobs. Santa Fe Habitat for Humanity proposes to compliment the MFA program with CDBG funding that will enable the organization to

assist families in need with smaller rehab projects such as a new furnace, a wheelchair ramp, or a new roof.

What specific community need(s) or issue(s) is your project designed to address? Please include how it will address the National Objective, Outcome and Objective, and Eligible Activity as described in this application and the Overview.

Respondents to the 2007 Household and Employee Survey were asked to rate the condition of their home on a scale of "1-Poor" to "5-Excellent." As shown below, about 3 percent of households reported the condition of their home to be "1-Poor," or about 788 households in 2007. At the moment, Santa Fe Habitat for Humanity has not advertised or publicized in any way that it is considering the rehabilitation of homes and we receive regular requests from people who need assistance with handicap accessibility, roof repair, and other minor to medium repairs.

Open Hands, an organization that used to provide services to the handicapped and elderly has gone out of business. Homewise makes home repair/remodel loans but does not reach the lowest income households. Los Amigos does energy efficiency and weatherization only. There is a tremendous need for this service in Santa Fe.

Please describe the organization in terms of its administrative capacity and its qualifying experience and length of experience with other or similar project as the proposed project. Include your organization experience with using government funding. Also identify results of any previous efforts to implement similar projects.

Santa Fe Habitat for Humanity has been in existence for 26 years and has built 84 houses in the county over that time. It took quite a few years for the organization to build up any significant capacity but since 2000, the organization has been building an average of 6 houses per year. In the past year, we had over \$1.7 million dollars in revenue with net assets of \$2.8 million. We service our mortgages in-house. We have a lean but capable staff of 4 administrative/managerial and a construction superintendent.

Describe in detail your organization experience in government contract administration (includes record keeping, reporting, monitoring and performance measures), and knowledge of federal regulations governing acquisition, procurement, fair housing and equal opportunity, Lead Safe Housing Rule, Labor Standards (Davis-Bacon), Environmental Review, the federal regulations and standards as it relates to Federal Funding whichever are applicable to your project.

We participate in the HOME program with New Mexico Mortgage Finance Authority and the Federal Home Loan Bank's Affordable Housing Program. We also participate in HUD's Self Help Housing Opportunity Program that provides funding for land acquisition. We have never failed to fulfill any grant in terms of outcomes or reporting.

We conduct our own Environmental Reviews for HOME and SHOP which are much more comprehensive than required for CDBG down payment assistance. We comply with fair housing and equal opportunity laws and regulations and have never had a deficiency in any area of record keeping, reporting, monitoring or performance. We believe it is a strength of our program that the outcomes are objective and easy to verify based on house completions and closings with down payment assistance provided.

We have never done a project where Davis-Bacon applied.

If you are proposing to utilize CDBG funds to pay for staff costs, please list in the table below the title of each position, whether this position will be created or exists and the percentage of their salary and benefits that will be funded by CDBG. Depending on the Activity, listing this information does not guarantee the position will be funded by CDBG. It may not be eligible. Refer to the Overview.

| PERSONNEL Position Title | New (Y/N) | % salary & benefits to be paid for with CDBG |
|-----------------------------|--------------|---|
| | | |
| | | |
| | | |

Acknowledgement

To the best of my knowledge and belief, all data in this application is true and correct. If funded, I certify that the Agency is willing and able to adhere to the policies and procedures specified by the City of Santa Fe and all applicable program regulations of the US Department of Housing and Urban Development. Further, I understand there is not an agreement until the City of Santa Fe and the individual authorized to execute contracts on behalf of the Applicant Agency has signed the contract.


Authorized Signature (sign in blue ink)

EXECUTIVE DIRECTOR
Title

2/11/2013
Date

Attachments

Please attach one (1) unbound copy of the following items. If any of the items are not included besides 13-15, please mark NA before the number and then give a briefly explain why in the spaces below.

1. Articles of Incorporation/By Laws
2. Non-Profit Determination. Non-profits must submit tax-exemption determination letters from the Federal and State Tax Board.
3. Applicable Licenses
4. Listing of Current Board of Directors
5. Board of Directors Authorization to Request Funds
6. Organization Chart
7. Copy of Agency's most Recent Independent Audit
8. Agency's Personnel Policies
9. Agency's Conflict of Interest Policies
10. Agency's accounting and procurement Policies
11. Confidentiality and Disclosure of Information
12. Proof of Insurance – General Liability and/or Professional Liability. Consult with CDBG grantor to determine the type needed. (Also attach property insurance for any structures acquired, rehabilitated or constructed with CDBG funds.)
13. Proof of automobile insurance, if applicable
14. Engineering / Architect Estimates, if applicable
15. Documentation of "In-Kind" Match, if applicable



City of Santa Fe, New Mexico

200 Lincoln Avenue, P.O. Box 909, Santa Fe, N.M. 87504-0909

CDBG Application

FY 2013-2014 GRANT YEAR

STARTING JULY 1, 2013

Application Deadline: 12 PM February 1, 2013

If you have questions, please contact the CDBG Planner, Kym E. Dicome at (505) 955-6574.

1. If an agency is requesting funding for more than one Activity, a separate application must be submitted for each Activity.
3. Please provide a total of **eight (8) applications: one (1) original and seven (7) copies. Only one copy of the attachments listed in Section G needs to be included.**
4. Applications are due by **12:00 p.m., Friday February 1, 2013.** Any applications received by the Office of Affordable Housing after this time will not be accepted.
5. The City will not accept faxed or emailed applications. You may deliver the application to the City of Santa Fe – Office of Affordable Housing/HCDD at Room 314 in the Federal Post Office Building (120 Federal Place). Or Mail applications to:
CDBG
City of Santa Fe – Office of Affordable Housing/HCDD
P.O. Box 909
Santa Fe, New Mexico 87504-0909
6. While the City of Santa Fe makes every reasonable effort to inform the community of this RFP, we assume no responsibility for failure to inform all interested parties of its availability. The City reserves the right to reject incomplete and unresponsive proposals or deny future funding to existing/prior applicants who have been unresponsive in carrying out the grant requirements as stated by the City and the US Department of Housing and Urban Development (HUD). This RFP is a solicitation of proposals only; no offer of contract or funding is implied. Costs incurred by the respondent in preparation and completion of this RFP are not the City's obligation and may not be reimbursed through grant funds.

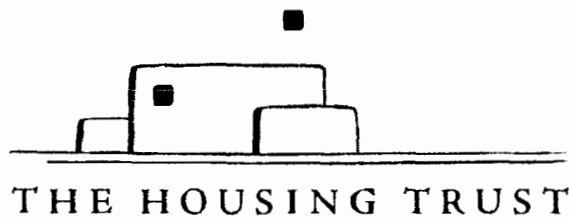
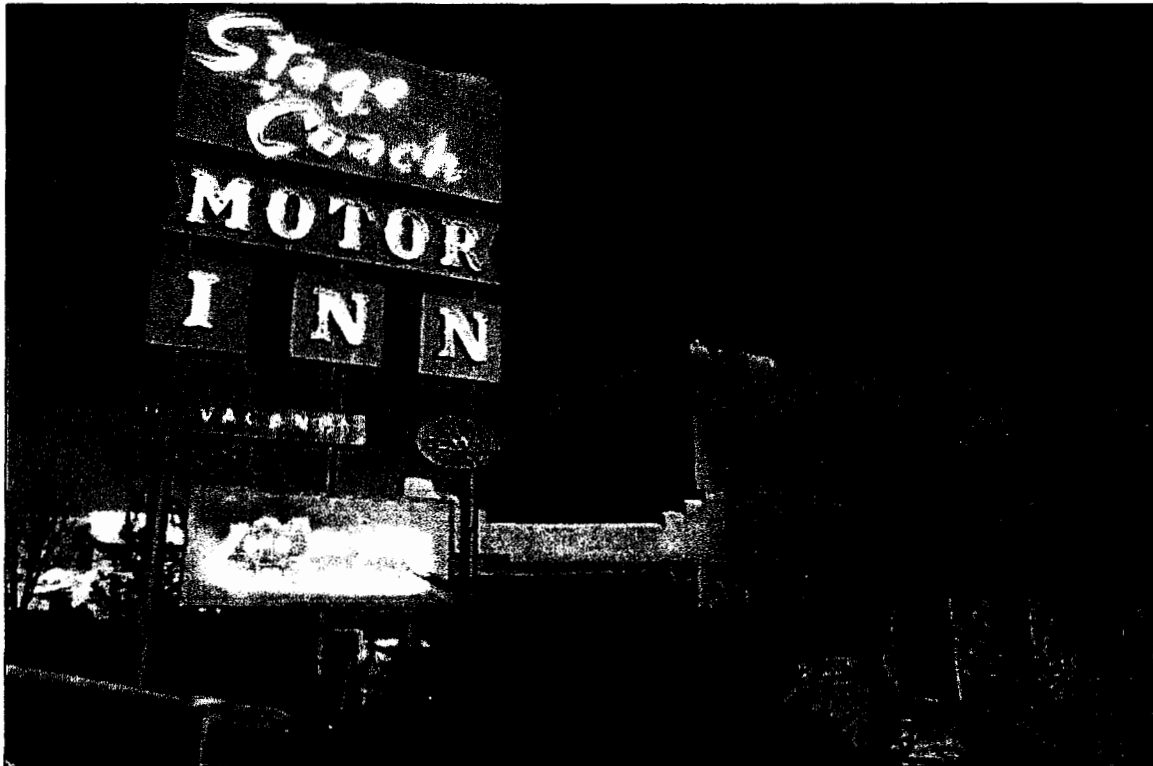
KITCHEN
ANGELS

Community Development Block Grant
Proposed Funding Distribution
2013 Approved Operating Budget

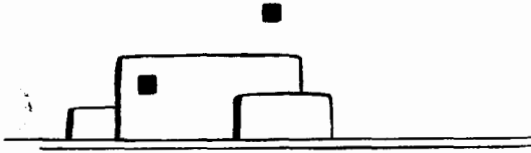
| | 2013 Approved | Requested CDBG for 2013 |
|--|---------------------|-------------------------------|
| Expense | | |
| Compensation and benefits | | |
| Employee insurance | \$29,600.00 | \$2,960.00 |
| IRA Benefits | \$5,040.00 | \$0.00 |
| Payroll service fees | \$1,200.00 | \$0.00 |
| Payroll taxes | \$15,300.00 | \$1,530.00 |
| Salaries and wages | \$168,000.00 | \$16,800.00 |
| Total Compensation and benefits | \$219,140.00 | \$21,290.00 |
| Food service | | |
| Client expense | \$1,500.00 | \$150.00 |
| Client Food | \$70,000.00 | \$7,000.00 |
| In-kind food expense | \$50,000.00 | \$5,000.00 |
| Kitchen cleaning | \$19,000.00 | \$1,900.00 |
| Kitchen equipment | \$11,000.00 | \$1,100.00 |
| Kitchen repairs | \$4,000.00 | \$0.00 |
| Laundry | \$8,500.00 | \$850.00 |
| Non Food In Kind | \$2,500.00 | \$250.00 |
| Packaging | \$20,000.00 | \$2,000.00 |
| Supply | \$5,000.00 | \$500.00 |
| Volunteers | \$8,000.00 | \$0.00 |
| Total Food service | \$199,500.00 | \$18,750.00 |
| | \$418,640.00 | \$40,040.00 |

Santa Fe Community Housing Trust

Stage Coach Apartments A Very Affordable Rental Project



Our Help. Your Home.



January 31, 2013

To Whom It May Concern:

Please find the enclosed application for the Stage Coach Apartments. Through the rehabilitation of the Stage Coach Motel and the construction of 45 additional units, this project will provide much needed affordable rental housing to low and very-low income households, as well as 15 units for families transitioning out of homelessness.

With upward pressure on rental rates, the need for affordable rental housing is greater than ever. This project will target very-low income families by having an average rental rate affordable to those earning 50% AMI, and no rent will be above the affordable level for a family at 60% AMI. In addition, 15 units will be reserved for families transitioning out of homelessness, directly addressing the urgent needs outline in the report from the Mayor's Blue Ribbon Task Force to End Homelessness.

We are requesting \$150,000 in funding for 2013/2014, which we will expend expeditiously. The funds will be used to offset acquisition costs, and replace critical third party weatherization and green building funding that was recently reallocated to another region within the state.

The contact for this project is Sharron Welsh, Executive Director. She can be contacted at (505) 989-3960, P.O. Box 713, Santa Fe, NM 87504 or swelsh@housingtrustonline.org

Sincerely,

Sharron F. Welsh
Executive Director

THE HOUSING TRUST

P.O. Box 713 Santa Fe NM 87504-0713 ■ 505.989.3960 ■ fax 505.982.3690 ■ housingtrustonline.org



City of Santa Fe, New Mexico

200 Lincoln Avenue, P.O. Box 909, Santa Fe, N.M. 87504-0909

CDBG APPLICATION

FY 2013-2014 GRANT YEAR
STARTING JULY 1, 2013

**APPLICATION DEADLINE: 12 PM FEBRUARY 1 ,
2013**

2013-2014 CDBG APPLICATION

DATE /TIME RECEIVED RECEIVED FEB 01 2013  (CITY STAFF)

Agency/Organization Name: The Santa Fe Community Housing Trust

Project/Activity Name: Stage Coach Apartments

Project Address/Location: 3360 Cerrillos Rd, Santa Fe NM 87507

Project Service Area (if applicable):
N/A

Project Eligible Activity

CDBG funds can be used for specific Eligible Activities as outlined in the Overview. Select **one** Type of Eligible Activity category that best describes your Project.

Type of Eligible Activity (check one)

| | | | |
|--------------------------------|---|--------------------------|--|
| Housing Rehab | | Homeownership assistance | |
| Other Real Property Activities | X | Economic Development | |
| Public Facilities/Improvements | | Public Service | |

Brief Project Description:

Stage Coach Apartments is a 60-unit affordable rental development that will serve families with incomes between 30-60% AMI with 15 units available to families transitioning out of homelessness. Funds are being sought to offset acquisition costs so more of the development budget can be dedicated to increasing the energy efficiency of the project. With additional CDBG support, the project will be able to attain a LEED Platinum certification, the highest level under the US Green Building Council (USGBC). If achieved, Stage Coach Apartments will be only the forth LEED Platinum apartment complex in the state. By meeting such a high degree of efficiency, lifecycle costs of the project are greatly diminished, and utility costs to homeowners lowered significantly in addition to mitigating the projects impact on climate.

Applicant Address: P.O. BOX 713, Santa Fe, NM 87504
Contact person/title: Sharron Welsh, Executive Director
Email address: swelsh@housingtrustonline.org

Phone #: 505-989-3960
Fax#: 505-982-3690

Project Budget:**Total Cost of Project/Activity****\$ 13,688,309****Total CDBG Funds Requested:****\$ 150,000****Organizational Background****The following information is required:****Federal Tax Id: # 85-0392520****DUNS #: 927532572**

Only federally registered 501(c) (3) or (6) Non-profit organizations, governmental entities or educational institutions may apply. Check which type of organization you represent:

☒ Registered non-profit. *Please attach a copy of the IRS determination letter*

☐ Government Entity

☐ Educational Institution. *Please attach IRS determination of exempt status*

Under Federal or State law does your proposed project require a license or certificate to operate?

☐ YES (attach a copy of the license or certificate) ☒ NO

Has your organization received CDBG for this specific activity/project from the City of Santa Fe?

☒ YES ☐ NO

If YES, list the Fiscal Years, amounts of the funding and any carry forward* or unspent amounts at the end of the Fiscal Year:

| YEARS | TOTAL CDBG FUNDING | CARRY FORWARD/UNSPENT* |
|------------|--|------------------------------|
| 2012 -2013 | Carryover: \$24,648 | None |
| 2011-2012 | Grant: \$100,000(DPA) Grant: \$85,000 (housing dev.) Carryover: \$31,706 Program Income: \$7000 | \$24,648.50 (spent in 12-13) |
| 2010-2011 | Grant: \$189,106.50 Carryover: \$2000 Program Income:\$28,000 | \$31,706 (spent in 11-12) |
| 2009-2010 | Grant: \$169,000 (DPA) Grant: \$142,500 (housing dev.) Program Income: \$33,000 | \$2000 (spent in 10-11) |
| 2008-2009 | Grant:\$50,000 Carryover:\$41,900 Program Income:\$34,700 | None |

* Include any Program Income

Please identify key personnel that will be responsible for this project including management and staff.

| Position of Responsibility | Name (leave blank if future hire) | Contact information (include Phone and email) |
|----------------------------|-----------------------------------|--|
|----------------------------|-----------------------------------|--|

| | | |
|---|----------------|---|
| Executive Director | Sharron Welsh | 505-989-3960 swelsh@housingtrustonline.org |
| Controller | Justin Robison | 505-989-3960 jrobison@housingtrustonline.org |
| Construction Supervisor/HERS Professional | Guy Stanke | 505-989-3960 guystanke@gmail.com |

Activity Budget Breakdown by Funding Sources:

This section is important because all funding sources must be reported. Identify whether the source is secured or proposed.

| FUNDING SOURCE | AMOUNT | SECURED | PROPOSED |
|--|--------------|--------------|-----------|
| Section 108 Loan Guarantee | | | |
| HOME | \$600,000 | \$600,000 | |
| ESG | | | |
| HOPWA | | | |
| CDBG FY 2011 -2012 | 85,000 | 85,000 | |
| CDBG FY 2012-2013 | 150,000 | - | 150,000 |
| MFA Weatherization (rescinded \$97,856) | - | - | - |
| State HTF | 500,000 | 500,000 | - |
| State/City Funds (list below) City HTF | 140,000 | 140,000 | - |
| City Grant/Waived Fees | 1,021,931 | 1,021,931 | - |
| HUD Risk Share Loan | 700,000 | 700,000 | - |
| Private Funds (LIHTC) | 9,773,453 | 9,773,453 | - |
| Housing Trust Developer Fee Contribution | 717,925 | | 717,925 |
| Total | \$13,688,309 | \$12,820,384 | \$867,925 |

HUD CDBG National Objectives Criteria:

Applicants seeking CDBG funding from the City of Santa Fe must propose activities designed to meet the HUD National Objective of providing a direct benefit to low-moderate-income persons.

1. Please select one of the following CDBG eligibility categories for your proposed project.

☐ **Low- Moderate-Income Area Benefit:** An activity that benefits all residents in a particular area where at least 51% of the residents are low- and moderate-income persons as determined by the most recently available decennial Census information or other statistically reliable standards as approved by HUD.

☐ **Low- Moderate-Income Limited Clientele:** Activities that benefit a limited clientele, at least 51% of whom are low /mod income persons. Activities under this category require documentation on family size and income **OR** must benefit a Limited Clientele that is generally presumed to be principally low- and moderate-income (abused children, battered spouses, elderly persons,

severely disabled adults, homeless persons, illiterate adults, persons living with AIDS and migrant farm workers).

☒ **Low- Moderate-Income Housing:** An activity undertaken for the purpose of providing or improving permanent residential structure(s) which, upon completion, will be occupied by low- and moderate-income households.

☐ **Low- Moderate-Income Job Creation or Retention Activity:** An activity designed to create or retain permanent jobs, at least 51% of which will be made available to or held by low- and moderate-income persons.

2. Please identify the Objective and Outcome your proposed activity will help accomplish (select one in each category):

Objective:

- ☐ Create suitable living environment
☒ Provide decent affordable housing
☐ Create economic opportunity

Outcome:

- ☐ Availability/Accessibility
☒ Affordability
☐ Sustainability

3. Please circle yes or no to each of the following. Is the purpose of this activity to:

Help prevent homelessness? Y N Help those with HIV/AIDS? Y N
Help the homeless? Y N Primarily help persons with disabilities? Y N

4. Project the number of total persons / households that will benefit from implementation of this Activity: (Fill in Households OR Persons depending on the type of Activity your project would be providing).

| | |
|---|------------------------|
| Total number of clients you anticipate serving: | |
| Households: 60 | OR Persons: 150 |

Narratives:

Please provide a brief but detailed summary of your proposed project. This description will be used as your project summary to the Community Development Commission (CDC). It should be accurate and detailed but use only the space provided below.

Stage Coach Apartments will provide 60 units of affordable rental housing to low, very low-income and homeless families in Santa Fe. The project includes the rehabilitation of the Stage Coach Motel and the construction of an additional 45 units of new housing on an adjacent site. The project will have average rents that are affordable to families earning 50% AMI with a mixture of rent ranges targeted between 30% and 60% AMI. The project offers compact development with ample open space, community gardens and orchards, sports activities, walking paths with fitness zones, and native gardens. The spacious community building has a sunny lobby with seating, kitchen, computer lab, offices, and a large classroom for daycare and after school programs. The site is pedestrian friendly with paths connecting directly to the Arroyo de Los Chamisos nature trail, public transportation, and commercial activities along Cerrillos Road. On-site services will be overseen by a resident social service coordinator and programs provided include financial fitness, computer and CPR training, health screening, and preschool daycare. Additional educational modules available on demand include homebuyer training, energy literacy and healthy home education, financial literacy and job training and placement for youth, ESL, after school recreation, cooperative child care/parenting skills and healthy cooking and gardening programs. CDBG funds

are needed for this project to help offset acquisition costs and free up funding for additional green building features so the project can achieve a LEED Platinum Certification, the highest level of building sustainability provided under USGBC program. Funds previously allocated for this purpose were earmarked with a third-party entity, but rescinded and reallocated to a different region of the state and are no longer available.

What specific community need(s) or issue(s) is your project designed to address? Please include how it will address the National Objective, Outcome and Objective, and Eligible Activity as described in this application and the Overview.

The 2008 City of Santa Fe Strategic Housing plan found that in the preceding eight years, average rents had increased 29% to \$882 a month for a two-bedroom unit. With increasing pressures on the rental market as a result of the homeownership crisis over the last five years, high rent levels have only been further exacerbated. The plan also notes the need for at least 331 rental units serving families below 50% AMI and specifically calls for CDBG funding for affordable rental housing development. Stage Coach Apartments will provide 60 units of housing serving families under 60% AMI, with 45 unit being reserved for those below 50% AMI.

A one-day count of the homeless population in January 2007 found 917 people without permanent shelter. In that same year, the city convened the Mayor's Blue Ribbon Task Force to End Homelessness, which recommended the development of permanent rental housing with on-site social services as the primary goal of the city efforts. At the time of the report there were only 102 units of permanent rental housing available to formerly homeless families in the city. Stage Coach will provide an additional 15 units to serve this high need population.

These activities meet the CDBG National Objective of benefit to low and moderate-income households through the provision of decent affordable housing.

Please describe the organization in terms of its administrative capacity and its qualifying experience and length of experience with other or similar project as the proposed project. Include your organization experience with using government funding. Also identify results of any previous efforts to implement similar projects.

The Housing Trust maintains strong relationships with governmental entities at the city, state and federal levels. The organization has served as an agent for the City of Santa Fe and city affordable housing programs since their inception. As the administrator of numerous large federal and state grant programs, the organization is adept at contract administration, timeliness and regulatory compliance. The Housing Trust also has extensive experience with affordable housing construction and management. To date, we have developed over 700 homes in 24 neighborhoods and Stage Coach Apartments is the second Low Income Housing Tax Credit Development undertaken by the organization. The Housing Trust's Construction Supervisor oversees housing construction activities and is a certified energy rating professional with extensive experience in the construction industry.

Describe in detail your organization experience in government contract administration (includes record keeping, reporting, monitoring and performance measures), and knowledge of federal regulations governing acquisition, procurement, fair housing and equal opportunity, Lead Safe Housing Rule, Labor Standards (Davis-Bacon), Environmental Review, the federal regulations and standards as it relates to Federal Funding whichever are applicable to your project.

As a federally certified Community Development Financial Institution (CDFI), Community Housing Development Organization (CHDO), HUD approved Housing Counseling Agency, and prolific affordable housing developer, The Housing Trust is fully competent at maintaining compliance with crosscutting federal regulations. Specifically, The Housing Trust administers the following federal grants which require compliance with the above regulations: HUD Housing Counseling Grant, Shelter+Care, the Low Income Housing Tax Credit (LIHTC) program, Housing Opportunities for People with Aids (HOPWA), Community Housing Development Organization (CHDO) funds, and previous allocations of Community Development Block Grant (CDBG) funds for both housing development and homebuyer assistance. Furthermore, The Housing Trust is regularly audited by the US Department of Housing and Urban Development to establish compliance with federal crosscutting regulations.

If you are proposing to utilize CDBG funds to pay for staff costs, please list in the table below the title of each position, whether this position will be created or exists and the percentage of their salary and benefits that will be funded by CDBG. Depending on the Activity, listing this information does not guarantee the position will be funded by CDBG. It may not be eligible. Refer to the Overview.

| PERSONNEL Position Title | New (Y/N) | % salary & benefits to be paid for with CDBG |
|-----------------------------|--------------|---|
| N/A | | |
| | | |
| | | |

Acknowledgement

To the best of my knowledge and belief, all data in this application is true and correct. If funded, I certify that the Agency is willing and able to adhere to the policies and procedures specified by the City of Santa Fe and all applicable program regulations of the US Department of Housing and Urban Development. Further, I understand there is not an agreement until the City of Santa Fe and the individual authorized to execute contracts on behalf of the Applicant Agency has signed the contract.

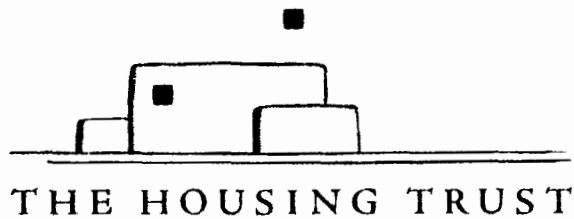
Sharon M. L.
Authorized Signature (sign in blue ink)

Exec. Director
Title

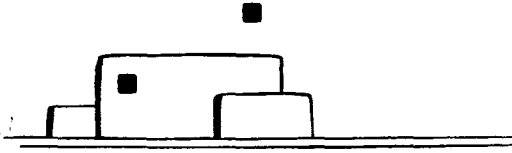
1-31-2013
Date

The Housing Trust CDBG Revolving Loan Fund

...keeping Santa Fe affordable



Our Help. Your Home.



January 31, 2013

To Whom It May Concern:

Please find the enclosed application for the CDBG Revolving Loan Fund. This much-needed program has made homeownership a reality for many Santa Fe families that we have assisted over the past 18 years, and is an instrumental element of the Housing Trust's primary mission of making homes accessible to low to moderate-income level residents of northern New Mexico.

The state of the economy during the past several years has introduced many foreclosure homes into the affordable housing market and prices are attainable for many low and moderate-income families. But due to high downpayment and closing costs, it is still difficult for our clients to take advantage of the lower home prices without down payment assistance. As the economy does show signs of improvement on a national level with some increases in employment, we would like to be in a position to offer assistance to as many clients as possible while so many homes remain in the affordable price range, while also helping to absorb the excess housing inventory on the market. This grant makes it possible for us to continue to offer down payment assistance to low and moderate-income households that otherwise would not be able to purchase homes and invest in their community.

We are requesting \$200,000 in funding for 2013/2014, and we believe that we can meet the goals of the funding request. The contact for this program is Nellie Martinez, Deputy Director. She can be contacted at (505) 989-3960, P.O. Box 713, Santa Fe, NM 87504 or nmartinez@housingtrustonline.org.

Sincerely,

Sharron F. Welsh
Executive Director

THE HOUSING TRUST

P.O. Box 713 Santa Fe NM 87504-0713 ■ 505.989.3960 ■ fax 505.982.3690 ■ housingtrustonline.org



City of Santa Fe, New Mexico

200 Lincoln Avenue, P.O. Box 909, Santa Fe, N.M. 87504-0909

CDBG APPLICATION

FY 2013-2014 GRANT YEAR
STARTING JULY 1, 2013

**APPLICATION DEADLINE: 12 PM FEBRUARY 1 ,
2013**

2013-2014 CDBG APPLICATION

RECEIVED FEB 01 2013

DATE /TIME RECEIVED _____

(CITY STAFF)

Agency/Organization Name: The Santa Fe Community Housing Trust

Project/Activity Name: CDBG Downpayment Assistance Revolving Loan Fund

Project Address/Location: TBD

Project Service Area (if applicable): City of Santa Fe

Project Eligible Activity

CDBG funds can be used for specific Eligible Activities as outlined in the Overview. Select **one** Type of Eligible Activity category that best describes your Project.

Type of Eligible Activity (check one)

| | | | |
|--------------------------------|--------------------------|--------------------------|-------------------------------------|
| Housing Rehab | <input type="checkbox"/> | Homeownership assistance | <input checked="" type="checkbox"/> |
| Other Real Property Activities | <input type="checkbox"/> | Economic Development | <input type="checkbox"/> |
| Public Facilities/Improvements | <input type="checkbox"/> | Public Service | <input type="checkbox"/> |

Brief Project Description:

The Housing Trust CDBG Downpayment Assistance Revolving Loan Fund is one of the longest running, most successful programs supported by CDBG funds. By providing up to \$15,000 in downpayment assistance to those in need, this program helps make market rate homes affordable to low and moderate-income families or extends the affordability of already discounted homes to even lower income families. This is a critical resource to support both city housing programs and the recovery of the housing sector, as CDBG funds remain the only source of financial assistance available for market rate homes.

Applicant Address: P.O. BOX 713 Santa Fe, NM 87504

Contact person/title: Nellie Martinez, Deputy Director

Email address: nmartinez@housingtrustonline.org

Phone #: 505-989-3960

Fax#: 505-982-3690

Project Budget:**Total Cost of Project/Activity****\$ 200,000****Total CDBG Funds Requested:****\$ 200,000****Organizational Background****The following information is required:****Federal Tax Id: # 85-0392520****DUNS #: 927532572**

Only federally registered 501(c) (3) or (6) Non-profit organizations, governmental entities or educational institutions may apply. Check which type of organization you represent:

 X Registered non-profit. *Please attach a copy of the IRS determination letter*

 Government Entity

 Educational Institution. *Please attach IRS determination of exempt status*

Under Federal or State law does your proposed project require a license or certificate to operate?

 YES (attach a copy of the license or certificate) X NO

Has your organization received CDBG for this specific activity/project from the City of Santa Fe?

 X YES NO

If YES, list the Fiscal Years, amounts of the funding and any carry forward* or unspent amounts at the end of the Fiscal Year:

| YEARS | TOTAL CDBG FUNDING | CARRY FORWARD/UNSPENT* |
|------------|--|------------------------------|
| 2012 -2013 | Carryover: \$24,648 | None |
| 2011-2012 | Grant: \$100,000(DPA) Grant: \$85,000 (housing dev.) Carryover: \$31,706 Program Income: \$7000 | \$24,648.50 (spent in 12-13) |
| 2010-2011 | Grant: \$189,106.50 Carryover: \$2000 Program Income:\$28,000 | \$31,706 (spent in 11-12) |
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| 2008-2009 | Grant:\$50,000 Carryover:\$41,900 Program Income:\$34,700 | None |

* Include any Program Income

Please identify key personnel that will be responsible for this project including management and staff.

| Position of Responsibility | Name (leave blank if future hire) | Contact information (include Phone and email) |
|----------------------------|-----------------------------------|--|
| Deputy Director | Nellie Martinez | 505-989-3960 nmartinez@housingtrustonline.org |
| Housing Counselor | Ron Chavez | 505-989-3960 rchavez@housingtrustonline.org |
| Housing Counselor | Maria Horta | 505-989-3960 mhorta@housingtrustonline.org |
| Housing Counselor | Joyce Arellano | 505-989-3960 jarellano@housingtrustonline.org |

Activity Budget Breakdown by Funding Sources:

This section is important because all funding sources must be reported. Identify whether the source is secured or proposed.

| FUNDING SOURCE | AMOUNT | SECURED | PROPOSED |
|----------------------------------|--------|---------|----------|
| Section 108 Loan Guarantee | \$ N/A | | |
| HOME | \$ | | |
| ESG | \$ | | |
| HOPWA | \$ | | |
| Other Federal Funds (list below) | \$ | | |
| State/City Funds (list below) | \$ | | |
| Private Funds | \$ | | |
| Other (list below) | \$ | | |
| Total | \$ | | |

HUD CDBG National Objectives Criteria:

Applicants seeking CDBG funding from the City of Santa Fe must propose activities designed to meet the HUD National Objective of providing a direct benefit to low-moderate-income persons.

1. Please select one of the following CDBG eligibility categories for your proposed project.

☐ **Low- Moderate-Income Area Benefit:** An activity that benefits all residents in a particular area where at least 51% of the residents are low- and moderate-income persons as determined by the most recently available decennial Census information or other statistically reliable standards as approved by HUD.

☒ **Low- Moderate-Income Limited Clientele:** Activities that benefit a limited clientele, at least 51% of whom are low/mod income persons. Activities under this category require documentation on family size and income **OR** must benefit a Limited Clientele that is generally presumed to be principally low- and moderate-income (abused children, battered spouses, elderly persons,

severely disabled adults, homeless persons, illiterate adults, persons living with AIDS and migrant farm workers).

 Low- Moderate-Income Housing: An activity undertaken for the purpose of providing or improving permanent residential structure(s) which, upon completion, will be occupied by low- and moderate-income households.

 Low- Moderate-Income Job Creation or Retention Activity: An activity designed to create or retain permanent jobs, at least 51% of which will be made available to or held by low- and moderate-income persons.

2. Please identify the Objective and Outcome your proposed activity will help accomplish (select one in each category):

Objective:

- Create suitable living environment
☒ Provide decent affordable housing
 Create economic opportunity

Outcome:

- Availability/Accessibility
☒ Affordability
 Sustainability

3. Please circle yes or no to each of the following. Is the purpose of this activity to:

Help prevent homelessness? Y N Help those with HIV/AIDS? Y N
Help the homeless? Y N Primarily help persons with disabilities? Y N

4. Project the number of total persons / households that will benefit from implementation of this Activity: (Fill in Households OR Persons depending on the type of Activity your project would be providing).

| | | |
|---|-----------|-------------|
| Total number of clients you anticipate serving: | | |
| Households: 15 | OR | Persons: 45 |

Narratives:

Please provide a brief but detailed summary of your proposed project. This description will be used as your project summary to the Community Development Commission (CDC). It should be accurate and detailed but use only the space provided below.

The CDBG Revolving Loan Fund provides zero-interest, no payment, no fee, downpayment assistance to first-time homebuyers earning less than 80% of the area median income. This assistance is secured as a loan that is not due until the sale, transfer, or non-rate/term refinance of the property. All of our prospective homebuyers complete a comprehensive 8-hour homebuyer training class in addition to unlimited access to one-on-one housing counseling. Housing counselors spend approximately 20 hours per household fixing credit problems, reconciling debt, and coordinating with mortgage lenders. A loan committee reviews the specifics of household need using underwriting criteria which prioritizes households with a member who is physically disabled, larger families, native residents of Santa Fe, minority applicants, households making below 60% AMI, displaced homemakers, and households who currently reside in substandard housing. The loan committee also ensures that subsidy is not used in situations unless it is absolutely necessary.

What specific community need(s) or issue(s) is your project designed to address? Please include how it will address the National Objective, Outcome and Objective, and Eligible Activity as described in this application and the Overview.

A 2007 City of Santa Fe Housing Needs Assessment found that there were still significant obstacles to homeownership for lower income families and that a large portion of current renters would prefer ownership but need assistance. Specifically, 33.6% of renters below 50% of median income reported that they would like to buy a home. At this income level, these families cannot purchase a home without the assistance of inclusionary zoning programs, and quite often, additional downpayment assistance to enhance affordability. It was also reported that this income group is also the most likely to use downpayment assistance programs (68%), followed by current renters between 50% and 80% of median income.

Downpayment assistance is also the only form of subsidy available to assist purchases of market rate homes. An MLS search in January of 2013 reveals over 200 properties currently listed under \$200,000 in the Santa Fe area. While there are many affordable homes available on the open market, more stringent mortgage qualification criteria require higher downpayments and closing costs that can put homeownership out of reach for low and moderate-income buyers.

By assisting low and moderate-income families purchase homes, this program meets the CDBG national objective of providing benefits to low and moderate-income households by supporting the provision of decent affordable housing on a limited clientele basis.

Please describe the organization in terms of its administrative capacity and its qualifying experience and length of experience with other or similar project as the proposed project. Include your organization experience with using government funding. Also identify results of any previous efforts to implement similar projects.

The Housing Trust maintains strong relationships with governmental entities at the city, state and federal levels. The organization has served as an agent for the City of Santa Fe and city affordable housing programs since their inception. As the administrator of large federal and state grant programs, the organization is adept at contract administration, timeliness and regulatory compliance. The Housing Trust has a 19-year history of effectively administering the CDBG Downpayment Assistance Revolving Loan Fund. The Housing Trust's Deputy Director, the chief administrator of the program, has over 30 years of experience in banking and lending. All financial tracking and fund availability data is maintained by our Controller, who holds a Masters in Business Administration and is one of only two HOPWA certified grant fiscal managers in the State. Reports detailing the availability of funds are updated and provided to staff weekly. For client data management, The Housing Trust utilizes Counselormax, a comprehensive database tool that allows for management of client status as well as custom report generation.

Describe in detail your organization experience in government contract administration (includes record keeping, reporting, monitoring and performance measures), and knowledge of federal regulations governing acquisition, procurement, fair housing and equal opportunity, Lead Safe Housing Rule, Labor Standards (Davis-Bacon), Environmental Review, the federal regulations and standards as it relates to Federal Funding whichever are applicable to your project.

As a federally certified Community Development Financial Institution (CDFI), Community Housing Development Organization (CHDO), HUD approved Housing Counseling Agency, and prolific affordable housing developer, The Housing Trust is fully competent at maintaining compliance with crosscutting federal regulations. Specifically, The Housing Trust administers the following federal grants which require compliance with the above regulations: HUD Housing Counseling Grant, Shelter+Care, the Low Income Housing Tax Credit (LIHTC) program, Housing Opportunities for People with Aids (HOPWA), Community Housing Development Organization (CHDO) funds, and previous allocations of Community Development Block Grant (CDBG) funds for both housing development and homebuyer assistance. Furthermore, The Housing Trust is regularly audited by the US Department of Housing and Urban Development to establish compliance with federal crosscutting regulations.

If you are proposing to utilize CDBG funds to pay for staff costs, please list in the table below the title of each position, whether this position will be created or exists and the percentage of their salary and benefits that will be funded by CDBG. Depending on the Activity, listing this information does not guarantee the position will be funded by CDBG. It may not be eligible. Refer to the Overview.

| PERSONNEL Position Title | New (Y/N) | % salary & benefits to be paid for with CDBG |
|-----------------------------|--------------|---|
| N/A | | |
| | | |
| | | |

Acknowledgement

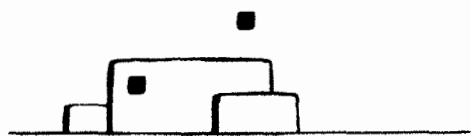
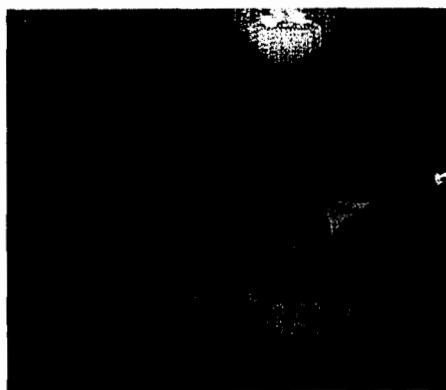
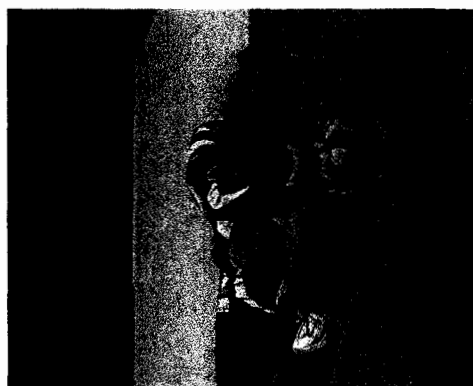
To the best of my knowledge and belief, all data in this application is true and correct. If funded, I certify that the Agency is willing and able to adhere to the policies and procedures specified by the City of Santa Fe and all applicable program regulations of the US Department of Housing and Urban Development. Further, I understand there is not an agreement until the City of Santa Fe and the individual authorized to execute contracts on behalf of the Applicant Agency has signed the contract.

Sharon A. L. L.
Authorized Signature (sign in blue ink)

Exec. Dir.
Title

1-31-2013
Date

CDBG Down-Payment Assistance Revolving Loan Fund



THE HOUSING TRUST



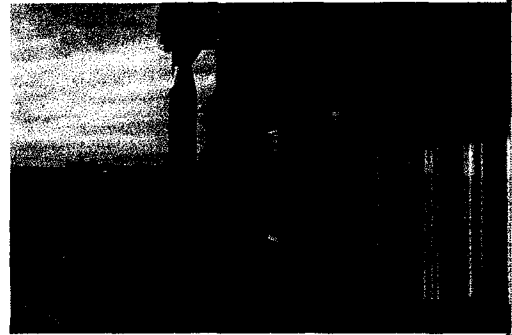
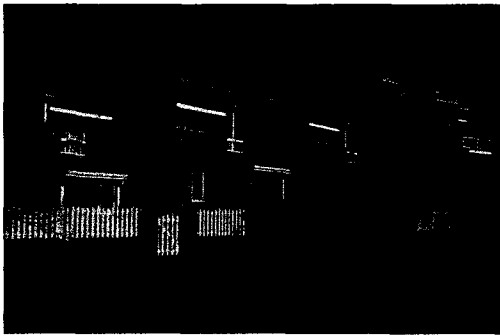
Housing Trust Homeowner Programs

- 8 hour Homebuyer Training Class and Individual Counseling
- Post-purchase Counseling- SFFPC
- Second Mortgage Subsidy Programs
- Agent for the City of Santa Fe: Certifications
- Special First Mortgage Lending

Special Needs Programs

- **Reverse Mortgages for the Elderly and severely disabled**
- **Transitional Homeless and Homeownership programs for people with HIV/AIDS**

Housing Trust Housing Development



- **Housing Trust- one of top production builders in Santa Fe area**
- **Over 600 homes to date**
- **150 homes in planning or construction**




Innovation in Housing Development

- Land Trust with over 90 units
- Green Building
- Award Winning Designs
- Elder Grace- Eco-friendly Senior Co-housing
- Village Sage- Innovative rental project

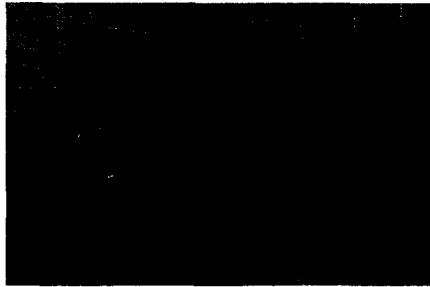
How is this achieved?



CDBG Down-Payment Revolving Loan Fund

- Operated successfully since 1992
 - Important down-payment assistance tool
 - Directly assists clients to make home purchases possible that otherwise could not happen
 - Flexible financial tool, can be applied to many situations
 - Lowers the income level necessary to purchase a home
- 

Who We Help



- **Santa Fe's Workforce**
- **Families below 80% of AMI (60% average)**
- **Larger families, long-time residents, lower income families, substandard living conditions**

Down-payment Assistance Terms

- **Second mortgage**
- **0% interest**
- **Due upon sale, transfer, or refinance**
- **Maximum \$15,000 assistance**
- **Repaid funds are recycled to help future homeowners**

Why CDBG?

**Without down-payment assistance,
these families simply could not buy
homes.**

Market Rate Homes

- **Decrease in cost of entry level market-rate homes**
- **Workforce- wants options**
- **Existing Neighborhoods**
- **Tighter Lending Standards**

Goals

- **2013-2014 request: \$200,000**
- **Assist at least 15 families**
- **Recycle a minimum 2-3 repaid loans**

Summary

- **Down-payment assistance program**
- **Used for low-income households, workforce, and those most in need**
- **Important flexible tool**
- **Program has a 18 year history and a proven track record**

Questions and Answers



City of Santa Fe, New Mexico

200 Lincoln Avenue, P.O. Box 909, Santa Fe, N.M. 87504-0909



homewise®

your partner in homeownership

Homewise CDBG Application

(COPY)

FY 2013-2014 GRANT YEAR

STARTING JULY 1, 2013

Homewise 2013-2014 CDBG Application

Date /Time received 1/30/13 10 AM (City Staff)

Agency/Organization Name: Homewise, Inc.

Project/Activity Name: Affordable Home Purchase Loan Fund

Project Address/Location: 1301 Siler Road, Building D., Santa Fe, N.M. 87507

Project Service Area (if applicable): City of Santa Fe

Project Eligible Activity

CDBG funds can be used for specific Eligible Activities as outlined in the Overview. Select **one** Type of Eligible Activity category that best describes your Project.

Type of Eligible Activity (check one)

| | | | |
|--------------------------------|--------------------------|--------------------------|-------------------------------------|
| Housing Rehab | <input type="checkbox"/> | Homeownership assistance | <input checked="" type="checkbox"/> |
| Other Real Property Activities | <input type="checkbox"/> | Economic Development | <input type="checkbox"/> |
| Public Facilities/Improvements | <input type="checkbox"/> | Public Service | <input type="checkbox"/> |

Brief Project Description:

Homewise is requesting CDBG funds for home purchase lending for the workforce in Santa Fe with an income below 80% AMI. Homewise has a pipeline of customers and demand from this demographic for whom down payment assistance is often the key that unlocks the door to homeownership. This dedicated down payment assistance provides affordable housing for our essential workforce giving them the opportunity to live in the city where they work rather than commute in from outside of Santa Fe County. Additionally, these home purchases within the City of Santa Fe result in increased spending in the local economy, increased GRT and increased employment in the local construction industry building the homes sold to buyers below 80% AMI.

Applicant Address: 1301 Siler Road, Building D, Santa Fe, N.M. 87507

Contact person/title: Cece Derringer, Director of Resource Development and Communications or Michael Loftin, Executive Director

Email address: cderringer@homewise.org or mloftin@homewise.org

Phone #: (505) 955.7020 or (505)955.7023

Fax#: (505)983.4655

| Homewise Demand Current Pipeline of Customers Under 80%AMI | |
|---|------------|
| | |
| # Buyer Ready Customers | 68 |
| # <80% AMI | 35 |
| | |
| # in Counseling Caseload | 375 |
| # <80% AMI | 235 |
| | |
| # homebuyers <80% AMI in calendar 2012 | 55 |
| Average Number per month | 5 |



| FINANCIAL STATEMENT FOR THE YEAR ENDED 12/31/2012 Program Income | | | |
|---|---|------------------------------------|-----------|
| 2012-2013 | Award: \$0 Program Income: \$76,963 | \$0 As of 01/2013 | 5 |
| 2011-2012 | Award: \$0 Program Income: \$151,661 | \$938 | 15 |
| 2010-2011 | Award: \$153,397 Program Income: \$146,021 | \$24,777 | 23 |
| 2009-2010 | Award: \$126,750 Program Income: \$231,810 | \$107,360 | 15 |
| 2008-2009 | Award: \$195,000 Program Income: \$105,178 | \$0 | 37 |



homewise®

your partner in homeownership

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**2013-2014 Projected Deployment of Capital for Second Mortgages
for HW Customers Under Funds 80% AMI**
(Based on the 2012 Average of 5 homebuyers per month
under 80%AMI)

| Quarter 3013-2014 | # of homeowners | CDBG Funds deployed based on average\$15,000 per customer |
|---------------------------------------|------------------------|--|
| QTR 1 - July'13-Sept. '13 | 15 buyers | 15 x \$15,000 = \$225,000 CDBG** |
| QTR Oct. '13-Dec. '13 | 15 buyers | 1.3 x \$15,000 = \$25,000 CDBG** + 13.6 x \$15,000 Other Sources or CDBG PI |
| QTR '13 Jan.'14-March '14 | 15 buyers | \$225,000 - Other Sources |
| QTR '13 April '14- June'14 | 15 buyers | \$225,000 - Other Sources |
| TOTAL | 60 buyers | \$900,000 |

**** \$250,000 of CDBG funds could be deployed by October 2013**

Project Budget:

Total Cost of Project/Activity (Home Purchase Loan Fund): Down payment assistance
 mated for 2013 to be at least \$900,000 in DPA for customers under 80% AMI – this is based on 5
 customers under 80% AMI per month with average DPA of \$15,000

Total CDBG Funds Requested:

\$ 250,000

Organizational Background

The following information is required:

Federal Tax Id #: 85-0346325

DUNS #: 016268406

Only federally registered 501(c) (3) or (6) Non-profit organizations, governmental entities or
 educational institutions may apply. Check which type of organization you represent:

☒ Registered non-profit. *Please attach a copy of the IRS determination letter*

☐ Government Entity

☐ Educational Institution. *Please attach IRS determination of exempt status*

Under Federal or State law does your proposed project require a license or certificate to operate?

☒ YES (attach a copy of the license or certificate) ☐ NO

Has your organization received CDBG for this specific activity/project from the City of Santa Fe?

☒ YES ☐ NO

If YES, list the Fiscal Years, amounts of the funding and any carry forward* or unspent amounts at the
 end of the Fiscal Year:

| YEARS | TOTAL CDBG FUNDING | CARRY FORWARD/UNSPENT* |
|------------|--|------------------------|
| 2012 -2013 | HP EN Award: \$0 HP Program Income: \$49,318.12 Transfer of Program Income from HI to HP: \$27,645.11 TOTAL: \$76,963.23 | As of 1/2013 \$0 |
| 2011-2012 | HP EN Award: \$0 HP Program Income: \$128,0039.91 Transfer of Program Income from HI to HP: \$23,621.53 TOTAL: \$151,661.44 | \$937.93 |
| 2010-2011 | HP EN Award: \$153,396.50 HP Program Income: \$146,020.86 Transfer of Program Income from HI to HP: \$0 TOTAL: \$299,417.36 | \$24,777.49 |
| 2009-2010 | HP EN Award: \$126,750.00 HP Program Income: \$91,810.13 Transfer of Program Income from HI to HP: \$140,000.00 TOTAL: \$358,560.13 | \$107,360.13 |
| 2008-2009 | HP EN Award: \$195,000.00 HP Program Income: \$105,177.69 Transfer of Program Income from HI to HP: \$0 TOTAL: \$300,177.69 | \$0 |

Please identify key personnel that will be responsible for this project including management and staff.

| Position of Responsibility | Name (leave blank if future hire) | Contact information (include Phone and email) |
|----------------------------|-----------------------------------|--|
| Executive Director | Michael Loftin | 505.955.7023 mloftin@homewise.org |
| Deputy Director | Jill Cook | 505.983.6214 jcook@homewise.org |
| Chief Financial Officer | Bruce Miller | 505.955.7032 bmiller@homewise.org |
| Vice President of Lending | Tina Knaut | 505.955.7044 tknaut@homewise.org |
| Business Analyst | Sarah Geisler | 505.955.7019 sgeisler@homewise.org |
| Controller | Albert Granados | 505.955.7043 agranados@homewise.org |

Activity Budget Breakdown by Funding Sources:

This section is important because all funding sources must be reported. Identify whether the source is secured or proposed.

| FUNDING SOURCE | AMOUNT | SECURED | PROPOSED |
|--|-----------|-------------------------|---|
| HOME | \$160,000 | XX | |
| <i>Other Federal Funds (list below)</i> | | | |
| CDFI | \$250,000 | XX | |
| NeighborWorks America | \$130,000 | | XX (Notification in Feb'13) |
| <i>State/City Funds (list below)</i> | | | |
| CDBG | \$250,000 | | XX |
| AHTF | \$30,000 | Reserved but not closed | |
| <i>Private Funds</i> | | | |
| SFPS | \$35,000 | | This is an annual average and depends on loans paid off in 2013 |
| CHRISTUS St. Vincent Regional Medical Center | \$45,000 | XX | |
| Total | \$900,000 | | |

HUD CDBG National Objectives Criteria:

Applicants seeking CDBG funding from the City of Santa Fe must propose activities designed to meet the HUD National Objective of providing a direct benefit to low-moderate-income persons.

Please select one of the following CDBG eligibility categories for your proposed project.

☐ **Low- Moderate-Income Area Benefit:** An activity that benefits all residents in a particular area where at least 51% of the residents are low- and moderate-income persons as determined

by the most recently available decennial Census information or other statistically reliable standards as approved by HUD.

XX Low- Moderate-Income Limited Clientele: Activities that benefit a limited clientele, at least 51% of whom are low /mod income persons. Activities under this category require documentation on family size and income **OR** must benefit a Limited Clientele that is generally presumed to be principally low- and moderate-income (abused children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with AIDS and migrant farm workers).

___ Low- Moderate-Income Housing: An activity undertaken for the purpose of providing or improving permanent residential structure(s) which, upon completion, will be occupied by low- and moderate-income households.

___ Low- Moderate-Income Job Creation or Retention Activity: An activity designed to create or retain permanent jobs, at least 51% of which will be made available to or held by low- and moderate-income persons.

2. Please identify the Objective and Outcome your proposed activity will help accomplish (select one in each category):

Objective:

- ___** Create suitable living environment
X Provide decent affordable housing
___ Create economic opportunity

Outcome:

- ___** Availability/Accessibility
XX Affordability
___ Sustainability

3. Please circle yes or no to each of the following. Is the purpose of this activity to:

Help prevent homelessness? Y ☐ N ☒
Help the homeless? Y ☐ N ☒

Help those with HIV/AIDS? Y ☐ N ☒
Primarily help persons with disabilities? Y ☐ N ☒

4. Project the number of total persons / households that will benefit from implementation of this Activity: (Fill in Households OR Persons depending on the type of Activity your project would be providing).

| | |
|---|--------------------|
| Total number of clients you anticipate serving: | |
| Households: 12-25 depending on amount of DPA (\$10K or \$20K) | OR Persons: |

Narratives:

Please provide a brief but detailed summary of your proposed project. This description will be used as your project summary to the Community Development Commission (CDC). It should be accurate and detailed but use only the space provided below.

While Santa Fe is a primarily low-wage, service based economy, it is also a high-cost housing market making it difficult for many working families to purchase a home. Homewise is seeking CDBG funding to assist our local workforce with under 80% AMI with down payment assistance for home purchase. This effective tool of down payment assistance between \$10,000 and \$20,000 helps potential homebuyers bridge the gap between current home prices in this market and what they can afford and is often the incentive for working individuals and families to step up to homeownership.

Homewise has a consistently reliable pipeline of customers below 80% AMI. As of January 23, 2013, there are 35 Homewise customers under 80% AMI who are ready to buy and working with Homewise realtors to find an affordable home. This is 51% of our buyer ready customers.

Our pipeline also includes 235 households under 80% AMI who are in counseling to become buyer ready. This is 63% of Homewise customers being provided with one-on-one counseling services to become financially ready to purchase a home.

In calendar year 2012, Homewise created an average of 5 homebuyers a month with incomes under 80% AMI.

These numbers indicate the desire for homeownership and for down payment assistance for Santa Fe families under 80% AMI and the ability of Homewise to quickly deploy the requested funding of \$250,000.

With down payment assistance between \$10,000 and \$20,000 and the pipeline and average number of homebuyers created a month in 2012, we anticipate the requested funding of \$250,000 could serve between 12 and 25 families and be deployed in three months or less.

| As of : | 1/23/2013 |
|---|-----------|
| | |
| # in Real Estate Sales caseload/Buyer Ready | 68 |
| # <80% AMI | 35 |
| | |
| # in Counseling Caseload | 375 |
| # <80% AMI | 235 |
| | |
| # homebuyers <80% AMI in calendar 2012 | 55 |
| avg/month | 5 |

What specific community need(s) or issue(s) is your project designed to address?

While Santa Fe is primarily a low-wage, service-based economy, it is also a high-cost housing market making it difficult for many working families to purchase a home. The median price of a home is \$370,000 (Santa Fe Association of Realtors, 2012 Qtr. IV). Even households with incomes over 120% of the area median income have a difficult time affording a home. While home prices are high, wages are low. Our economy is largely service-based with 40% of all jobs located in the government and tourism sectors. Another 14% are in the education, health services, and retail trade sectors. While home prices have declined since the beginning in 2008 housing crisis, they are still out of the reach for much of the workforce. The income needed to purchase a median priced home is \$68,626, well above the median income of the average Homewise customer (\$48,599). The following graph shows the gap between what members of the workforce can afford and what they would need to purchase a median-priced home.

Income Required to Purchase Median Priced Home vs. Earnings

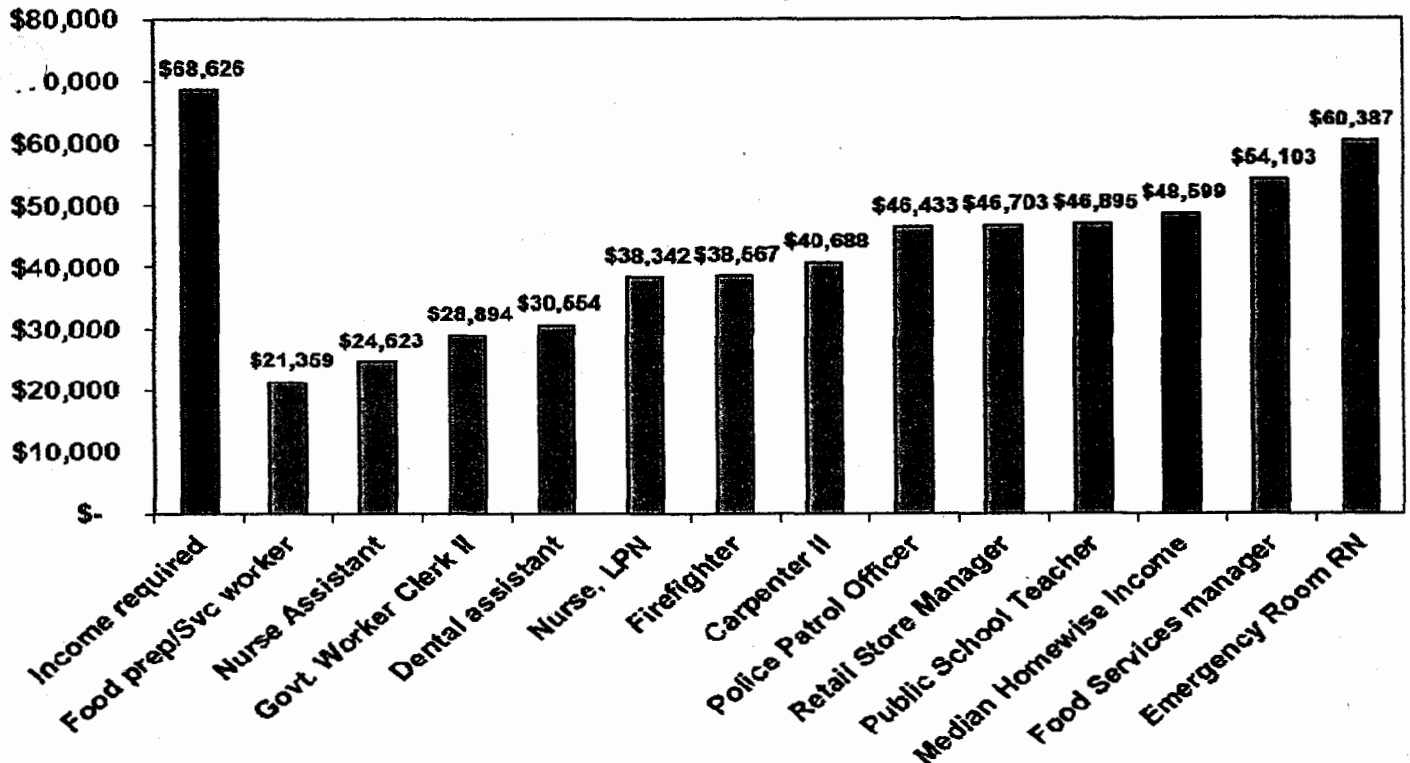


Chart is modeled on similar charts created by the National Housing Conference, available on their website at www.nhc.org. The annual income needed to qualify for a median priced home was calculated using a 4.75% interest rate, 30 year fixed rate mortgage. Wage data are as of October 2012, and were obtained from an online database of salary information maintained by Salary.com. Salaries are for the 50th percentile for workers in that profession customized for the Santa Fe labor market.

The consequence of this gap is that many of Santa Fe's working families leave the community in search of more affordable housing, commuting in daily to work. The resulting loss of income spent in our community translated in to a loss if Gross Receipts Taxes is significant.

Typically families and individuals with income under 80% AMI have never had adequate access to traditional bank credit, capital, or financial services; the economic downturn has only exacerbated this gap. Tightening credit standards has made qualifying for affordable mortgages much more difficult. Down payment requirements have also increased (for both conventional mortgage products and FHA) compounding the problem in a market where accruing savings is difficult given wages and the cost of living. CDBG funding allows Homewise to serve the potential home buyers under 80%AMI who the conventional market no longer adequately serves.

Please describe the organization in terms of its administrative capacity and its qualifying experience and length of experience with other or similar project as the proposed project.

Homewise, founded in 1986, began its home ownership program in 1992. Since that time 2,565 (as of 12/31/12) families and individuals have purchased homes through Homewise. Over \$238,352,887 has been loaned for home purchase in our community and more than 503 energy and water efficient affordable homes have been built by Homewise.

Homewise has been recognized for its effectiveness towards its mission of supporting homeowners towards the goal of financial security through homeownership, including maintaining the home as a valuable asset for building family wealth. The efficiency of Homewise is audited and reviewed by various funders including the City of Santa Fe, NeighborWorks® America, Opportunity Finance Network through the CARSTTM Rating system, the New Mexico Mortgage Finance Authority

and our private auditors. Historically, these audits have consistently returned a result of no significant findings.

The Homewise staff responsible for the Home Purchase services has many years of experience in financial counseling, homebuyer education, real estate sales and lending creating a seamless process for homeowners seeking these services. They are backed by a skilled accounting and finance staff and a marketing department with expertise in messaging and media appropriate for these services. The Homewise staff has administered several previous CDBG allocations for home purchase lending.

The staff directly responsible for the Home Purchase Loan Fund includes:

- **Jill Cook, Deputy Director and Christina Knaut, Vice President of Mortgage Lending** Ms. Cook and Ms. Knaut each have over 25 years' experience in private mortgage lending and operations management. They are responsible for managing Home Purchase Lending services.
- **Liz Rodriguez, Annette Tapia and Phil Vargas, Loan Officers** Ms. Rodriguez, Ms. Tapia and Mr. Vargas oversee the origination and closing of home purchase loans, drawing on over 35 years of combined lending experience.
- **Bruce Miller, Chief Financial Officer, Albert Granados, Controller and Sarah Geisler, Business Analyst** Mr. Miller, Mr. Granados and Ms. Geisler use their combined 70 plus years of corporate accounting, business management and project and records management to manage reporting and tracking of all government contracts awarded to Homewise.
- **Cece Derringer, Director of Resource Development and Communications** Ms. Derringer uses her 30 plus years of marketing experience to develop the Homewise messaging and media strategies to reach the target market for the home purchase services including education, counseling and post-purchase home improvement services.
- **Michael Loftin, Executive Director** With 35 years of experience in housing and community development, Mr. Loftin oversees the implementation and operation of the program and works with public officials to inform policy discussions and community the goals and results of city-supported programs such as the Homewise Affordable Home Loan program.

Describe in detail your organization experience in government contract administration (includes record keeping, reporting, monitoring and performance measures), and knowledge of federal regulations governing acquisition, procurement, fair housing and equal opportunity, Lead Safe Housing Rule, Labor Standards (Davis-Bacon), Environmental Review, the federal regulations and standards as it relates to Federal Funding whichever are applicable to your project.

Homewise administers numerous programs under government contracts, including prior CDBG allocations, HOME funding from the New Mexico Mortgage Finance Authority, HUD, City of Santa Fe Affordable Trust Fund, U.S. Department of Treasury Community Development Financial Institutions Fund, Opportunity Finance Network and NeighborWorks® America.

The Homewise Financial Department has a combined average of 25 years' experience in non-profit and government agency reporting and has sophisticated reporting and tracking systems through our proprietary data base HATS® (Homewise Applicant Tracking System) to meet the needs of government contract administration.


If you are proposing to utilize CDBG funds to pay for staff costs, please list in the table below the title of each position, whether this position will be created or exists and the percentage of their salary and benefits that will be funded by CDBG. Depending on the Activity, listing this

information does not guarantee the position will be funded by CDBG. It may not be eligible. Refer to the Overview. **THIS DOES NOT APPLY TO THE HOMEWISE APPLICATION**

| PERSONNEL Position Title | New (Y/N) | % salary & benefits to be paid for with CDBG |
|-----------------------------|--------------|---|
| | | |
| | | |
| | | |

Acknowledgement

To the best of my knowledge and belief, all data in this application is true and correct. If funded, I certify that the Agency is willing and able to adhere to the policies and procedures specified by the City of Santa Fe and all applicable program regulations of the US Department of Housing and Urban Development. Further, I understand there is not an agreement until the City of Santa Fe and the individual authorized to execute contracts on behalf of the Applicant Agency has signed the contract.


Authorized Signature (*sign in blue ink*)

Executive Director
Title

30 January 2013
Date

Attachments

Please attach one (1) unbound copy of the following items. If any of the items are not included besides 13-15, please mark NA before the number and then give a briefly explain why in the spaces below.

1. Articles of Incorporation/By Laws
2. Non-Profit Determination. Non-profits must submit tax-exemption determination letters from the Federal and State Tax Board.
3. Applicable Licenses
4. Listing of Current Board of Directors
5. Board of Directors Authorization to Request Funds
6. Organization Chart
7. Copy of Agency's most Recent Independent Audit
8. Agency's Personnel Policies
9. Agency's Conflict of Interest Policies
10. Agency's accounting and procurement Policies
11. Confidentiality and Disclosure of Information
12. Proof of Insurance – General Liability and/or Professional Liability. Consult with CDBG grantor to determine the type needed. (Also attach property insurance for any structures acquired, rehabilitated or constructed with CDBG funds.)
13. Proof of automobile insurance, if applicable **NA**
14. Engineering / Architect Estimates, if applicable **NA**
15. Documentation of "In-Kind" Match, if applicable **NA**

13. Homewise no longer owns a company automobile.

14. This application is not for construction.

15. There is no "In Kind" service applicable to this application.

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City of Santa Fe, New Mexico

memo

Date: February 6, 2013

To: CDC Members

From: Kym E. Dicome, Senior Housing Planner 

RE: 2013-2014 CDBG Applicant Presentation Schedule and Summary

Attached is the Presentation Schedule for February 6, 2013 of CDBG applicants for the 2013-2014 CDBG Allocation. I have also attached a summary of the requests with the amounts. Again this year, like 2011-2012, I do not know what the City of Santa Fe's Award amount will be but based on the news and the results of the Federal committee, I am guessing it will be at least an 8.2% cut from the 2012-2013 Allocation of \$507,262. In the attached summary (bottom of the third page), I have broken the estimate into totals as well as the allowances for Public Service (maximum) and the Administration amount.

I will be preparing an Analysis and Suggestion list which I will base on a number of categories that are important to HUD as well as the City of Santa Fe. I will have that to all the members by no later than the Friday before the February 20th CDC meeting. I cannot stress how important that meeting is because we must have a quorum to make your selections and the timing of all these meetings are based on the schedule for submittal of the 5 Year Consolidated Plan and the Action Plan to HUD. The Action Plan must list the approved projects and allocations.

As you may have noted I mentioned that the Consolidated Plan (5 year plan) must be submitted to HUD along with the 2013-2014 Action Plan so there will be a lot of reading ahead for you all, not to mention a lot of writing on my part. I have also attached a copy of the important milestone dates for 2013-2014 CDBG Program so you can see that I have had to "back" everything up from when HUD receives the Consolidated Plan and the Action Plan.

I will discuss all of this at the February 20, 2013 meeting. I just thought I'd give you a heads up of what is coming down the pipeline.

Applicant Presentations

2012-2013

CDBG and AHTF

| Time Slots | Feb 6 2013 Applicant Presentations |
|-------------------|--|
| 9:00 | YOUTHWORKS - Outreach Program Hopewell Area |
| 9:15 | GIRLS, Inc. - Facility Improvements |
| 9:30 | Homewise DPA/HP |
| 10:00 | St. Elizabeth's Shelter - photovoltaic system (PV) on Alaird buidling |
| 10:15 | SFPS - Access/Graduation Project |
| 10:30 | Heroes for Housing Alliance - Public Improvements |
| 11:00 | Housing Trust - DPA |
| 11:30 | Habitat for Humanity - DPA/ HP |
| 12:00 - 12:30 | Lunch |
| 12:30 | SF Recovery Center - Improvements |
| 1:00 | Kitchen Angels - Special needs meals |
| 1:30 | City - Energy Specialist - Photovoltaic system (PV) on Fire Station #8 |
| 1:45 | Youth Shelters - Outreach Program |
| 2:00 | |

Grant Year starting July 1, 2013

The following page lists the CDBG Funding Cycle which lists the dates and times of all the requirements:

COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING CYCLE

| | |
|---------------------------------|---|
| December 21 & 28 | A notice is published in the SF New Mexican calling for CDBG Projects. Applications and the CDBG Overview may be obtained from the City of Santa Fe website as of December 18 2012 http://www.santafenm.gov/index.asp?NID=652 |
| January 14-25 | CDBG planner will meet with applicants to review their project to assess whether it meets a National Objective and is clearly an Eligible Activity. Applications will not be accepted if the applicant has not met with the CDBG planner or it is determined that the program does meet a National Objective and/or Eligible Activity. |
| February 1 | Completed Applications and all supporting documents must be submitted to the City of Santa Fe (P.O. Box 909, Santa Fe, NM 87504) Room 314 in the Federal Post Office Building at 120 Federal Place no later than noon (12 pm). |
| February 6 | Potential Applicants give Presentation to CDC between 9 am and 2 pm. Each presentation will be limited to 15 minutes. |
| February 20 | Community Development Commission members meet to select the programs to fund and amounts. These are then recommended to City Council for final approval. (Conference Room 326, 120 S. Federal Place) |
| April 1 | Finance Committee meeting to take action of the CDBG 1013 Contracts, draft 2013 Action Plan and the 2013-2018 draft eCon Plan. |
| March 29 | Submit request for Public Hearing at the May 8 th City Council for the contracts, Action Plan and Con Plan. |
| April 8 – May 7 | The Action Plan and Con Plan will be posted and hard copies available for the 30 day public review and comment period. An ad in both Spanish and English will be place in the Friday April 5 addition of the SF New Mexican |
| April 10 | City Council approves publishing a Notice of Public Hearing for Action Plan, which includes the recommendations for funding, the CDBG contracts and Con Plan at the May 8th Full City Council meeting. (Council Chambers) |
| April 17 | Community Development Commission takes action on the Action Plan and the Con Plan. (Conference Room 326, 120 S. Federal Place) |
| May 8 | City Council holds public hearing to approve the Con Plan, Action Plan and contracts. (Council Chambers) |
| May 10 | The final 2013-2014 Action Plan and 2013-2018 Consolidated Plan must be submitted to HUD for their required 45 day review period which ends June 24, 2013. |

Note: Meeting dates are subject to change. Please verify date, time, and location with Kym Dicome at (505) 955-6574.