



Agenda

COMMUNITY DEVELOPMENT COMMISSION MEETING

Wednesday, March 20, 2019

3:00 p.m. – 4:30 p.m.

500 Market Street; Roundhouse Conference Room

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes: February 20, 2019
5. Request Approval of Annual Action Plan to include 2019-20 CDBG and AHTF Contracts.
(Jacqueline Beam, Planner, Office of Affordable Housing, jybeam@ci.santa-fe.nm.us)
6. Items from the Commission
7. Items from the Staff
8. Items from the Floor
9. Adjournment

PERSONS WITH DISABILITIES IN NEED OF ACCOMMODATIONS, CONTACT THE CITY CLERK'S OFFICE AT 955-6520, FIVE (5) WORKING DAYS PRIOR TO MEETING DATE.

RECEIVED AT THE CITY CLERK'S OFFICE

DATE: March 13, 2018

TIME: 12:39 PM

INDEX OF

CITY OF SANTA FE

COMMUNITY DEVELOPMENT COMMISSION

MEETING

February 20, 2019

<u>ITEM</u>	<u>ACTION</u>	<u>PAGE (S)</u>
CALL TO ORDER		
ROLL CALL	Quorum	1
APPROVAL OF AGENDA	Approved [as amended]	2
APPROVAL OF MINUTES: November 28, 2018 meeting	Approved	2
INTRODUCTION OF NEW CDC MEMBER: Rosario Torres		2
CONTINGENCY PLAN DISCUSSION		3
AFFORDABLE HOUSING TRUST FUND (AHTF) AND COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) 2019 FUNDING PROPOSALS (Jacqueline Beam)		
a. Applicant Presentations: 9:00 a.m.		
b. Adjourn for Lunch: 12:00 p.m.		
c. Call to Order: 1:00 p.m.		
d. Applicant Presentations: Until completed		3-21
COMMISSION DISCUSSION WITH STAFF ANALYSIS FOR 2019-2020 PROGRAM YEAR AND COMMISSION'S FUNDING ALLOCATION RECOMMENDATIONS (Jacqueline Beam)		
	Motion passed	21-22
ITEMS FROM THE COMMISSION	None	22
ITEMS FROM THE FLOOR	None	22
ADJOURNMENT	Adjourned at 4:30 p.m.	22

Ron Chavez, The Housing Trust
Diana Valdez, The Housing Trust
Ed Romero, Santa Fe County Housing Authority
Dave Martinez, Santa Fe County Housing Authority
Joseph Jordon-Beremis, Interfaith Community Shelter
Beverly Kellam, Interfaith Community Shelter
Eugene Chavez, Homewise
Lara Yoder, The LifeLink
Nick Palmisano, The LifeLink
Jacqueline Gibbs, YouthWorks
Alfonso Martinez, YouthWorks
Melynn Schuyler, YouthWorks
Cameron Tallman, YouthWorks
Jo Ann G. Valdez, Stenographer

**Notes for the presentations were taken by staff liaison: Jacqueline Beam*

APPROVAL OF AGENDA

The agenda was amended to include the introduction of the new Commissioner and the contingency plan for funding.

MOTION: A motion was made by Commissioner Padilla, seconded by Commissioner Torres to approve the agenda as amended.

VOTE: The motion passed unanimously by voice vote.

APPROVAL OF MINUTES: November 28, 2018 CDC meeting

Commissioner Goblet asked if anything happened with the parcel of land that is referred to in the Minutes.

Ms. Ladd said it was approved and they have to wait until May.

MOTION: A motion was made by Commissioner Padilla, seconded by Commissioner Hughes to approve the Minutes of the November 28, 2018 CDC meeting.

VOTE: The motion passed unanimously by voice vote.

INTRODUCTION OF NEW CDC MEMBER, Rosario Torres

Newly appointed, Commissioner Rosario Torres was introduced to the Commission and she provided a brief overview of her background.

There was brief discussion about the vacancies on the Commission that are coming up.

CONTINGENCY PLAN DISCUSSION

The Commission discussed how the CDGB and AHTF funds would be spent if higher or lower than expected.

Commissioner Goblet noted that the minutes reflect that the rehabilitation of existing units was listed as a priority for the 2019-2020 Annual Action Plan. He asked why not use any extra funding for down payment assistance and stick to the priorities outlined at the last meeting.

Commissioner Torres said most of the proposals that were submitted are for down payment assistance and this does not match the priority above.

AFFORDABLE HOUSING TRUST FUND (AHTF) AND COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) 2019 FUNDING PROPOSALS **(Jacqueline Beam)**

a. Applicant Presentations: 9:00 a.m. to 3:00 p.m.

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

Santa Fe Public Schools Adelante- (2 projects) (CDGB & AHTF)

Attiana Virella-Fuentes and Michelle Vignery presented the information regarding the requests for funding, from the Applications, which were distributed in the members' packets.

1) Santa Fe Public Schools Adelante is requesting \$35,000 in CDBG funding to expand their school liaison project. Through support of CDBG funds, during the previous academic year, SFPS Adelante was able to successfully provide housing support and family stabilization services for 850 children and youth across the Pre-K-12 spectrum, plus adults with whom they live. During the upcoming academic/fiscal year, Adelante would like to expand those services to support 950 students and their families who are experiencing housing instability or homelessness in Santa Fe.

Questions:

Commissioner Hughes asked how they connect with the schools.

Ms. Virella-Fuentes said the case manager goes to the schools and works with teachers and counselors to learn of the student's needs and then connects them with the family.

Ms. Virella-Fuentes said that she believed so, the City is doing its best to address the lack of affordable housing and it helps for families to receive funds from AHTF in the meantime.

Commissioner Lopez asked what the effect of the opiate crisis is on their clientele.

Ms. Vignery said the older caregivers are affected more.

Commissioner Torres asked the applicants if they were aware that there is a small fund available for grandparents taking care of grandchildren.

They were not aware of this but Commissioner Torres provided the information to them.

Youth Shelters and Family Services-2 projects (CDBG)

Michelle George and Shelly Felt presented the information regarding the requests for funding, from the Applications, which were distributed in the members' packets.

1) Youth Shelters and Family Services is requesting \$28,952 in CDBG funding for the Street Outreach Program and Drop-In Center. The Street Outreach Program provides street-based critical services such as food, water, clothing, emergency camping and survival supplies for young people in Santa Fe. Street Outreach also has a Drop-In Center where youth who do not have a safe place to live can shower, do laundry and receive case management support services. In addition, Street Outreach Program staff provide case management and outreach to young people at Interfaith Shelter and increase access for young people to housing programs and to their youth-appropriate Cold Weather Shelter.

The Street Outreach Program and Drop-In Center serve youth experiencing homelessness through age 21. However, continued contact and long-distance case management services for youth over 21 that were previously in the program is a common practice. Additionally, youth between the ages of 21 and 24 who are contacted while staff are performing outreach at the Interfaith Shelter receive referrals to the Youth Shelters and Family Services' rapid re-housing program, STAR (Supportive Transitions to Adulthood through Rehousing). Youth up to 24 are eligible for housing under the HUD-funded program.

Questions:

Commissioner Lopez had some budget questions and the applicant addressed her questions. They noted that staff receives \$15.00 per hour.

Commissioner Goblet asked about the 52 kids and said he could not remember what that number referred to.

Commissioner Hughes asked the applicant to break down their budget. The applicant referred to the chart on the application.

Coming Home Connection -Casa Cielo (CDBG)

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

Coming Home Connection is requesting \$40,000 in CDBG funding to open a community end-of-life home (Casa Cielo) where people can die with dignity and care, regardless of their ability to pay, when it is no longer realistic to stay in their own home, or they have no home. And to create a training and education center for families and caregivers to learn about end-of-life care.

This project seeks to address both an urgent community need that threatens the health and welfare of people in Santa Fe, and is of benefit to predominantly elderly people with low and moderate income, or who are homeless, by creating a non-medical facility where people can die with dignity in a home-like environment, regardless of their ability to pay. It will increase resiliency and help mitigate systemic challenges by preventing mental and emotional trauma caused by negative end-of-life experiences for families, and by preventing financial hardship which results from loss of income for family caregivers who have to take time off work, or pay for the intensive home care that is needed during the last weeks of life.

Questions:

Commissioner Goblet asked if Montecito could provide a couple of rooms.

Ms. Salles said yes, and they are handicap accessible.

Commissioner Lopez asked if they would only be serving homeless clients.

Ms. Salles said those who are homeless and anyone who needs services. She said not everyone is able to provide care or afford care for the person who is at the end of their life. She said unfortunately, people in America go into poverty over death costs. She noted that the services are provided primarily to low income and moderate-income individuals.

Ms. Ladd said in order to be eligible for CDBG funding, they need to track income and the status of the individual.

Chair Villarreal asked how many clients they will serve.

Ms. Salles said 60 individuals.

Chair Villarreal said her concern is that the assistance is going towards those in need.

Questions:

Commissioner Marquez asked if the homeowners pay interest.

Ms. Altamore said the repayment of funds are not due until after the house is sold.

Commissioner Torres asked if a buyer can use both programs.

Mr. Loftin said it is usually one or the other.

Commissioner Goblet asked the applicant which program was more important to them.

Mr. Loftin said the Affordable Housing Trust Fund because it is more flexible.

Ms. Beam asked the applicant to explain PI (Program Income).

Mr. Loftin said program income has to be deployed first but they are waiting for seven loans because of the Environmental Reviews Requests.

Chair Villarreal asked who was responsible for those.

Ms. Beam said she was, they were all denied by HUD so the funds cannot be deployed until they are redone. She noted that HUD has requested changes to the ERR process and therefore denied the original submission for the Environmental Reviews and Requests for Release of Funds, which is holding up the drawdown of funds in the IDIS system. It was later learned, however, that the ERR's Homewise was referring to in this meeting were actually the Site Specific Reviews-2 Down payment assistance reviews were yet to be finished and one home repair review was awaiting the State Historic Preservation.

Santa Fe Habitat for Humanity (2 projects) (CDBG & AHTF)

Ted Swisher and Fritz Denny presented the information regarding the requests for funding, from the Applications, which were distributed in the members' packets.

1) Santa Fe Habitat for Humanity is requesting \$90,000 in CDBG funding for the Habitat Repair Program. Santa Fe Habitat for Humanity proposes to repair owner occupied, single family homes for residents of the city of Santa Fe whose incomes are at or below 60% of the Area Median Income. Based on past experience, 90% or more of the clients will be elderly single women whose only income is Social Security. These homeowners are struggling to afford utilities, taxes, insurance, and food and the ability to pay for a new roof is not feasible. This program helps low-income, senior homeowners to stay in a safe and secure home and preserves the affordable housing stock in Santa Fe. They anticipate to serve 20-25 families if the request is fully funded at \$90,000, with the maximum expenditure on any one repair at \$10,000. Only emergency or critical home repairs will be undertaken.

was first adopted.

Questions:

Commissioner Goblet asked why the appraisal makes a difference and why wouldn't you sell the house for less.

Mr. Swisher said if they do not have a soft second, anyone could sell the next year and get \$50, 000 back.

Commissioner Marquez said it seems important to keep what the value of the appraisal is.

Mr. Swisher said some lenders require an appraisal.

Commissioner Hughes asked him if it was fair to say that what they are asking for today will make these four houses possible.

Mr. Swisher said without the funding, they might be able to build four houses total instead of seven houses.

Commissioner Hughes said this is a compliment for the efficiency of the homes and asked if Habitat received a tax credit.

Mr. Denny said yes.

Chair Villarreal asked if they would be renting or selling the houses.

Mr. Swisher said they have clauses that prohibit renting the houses. They can sell them at any time and pay back the liens. Habitat has "Right of First Refusal".

Commissioner Marquez asked if the homeowner would have to pay if they live in the house for 10 years.

Mr. Denny said they do not have to pay the down payment assistance monies, but they all to pay all the liens off.

Commissioner Torres asked if the house could be inherited.

Mr. Swisher said yes.

Commissioner Torres asked if the homeowners have to be income-qualified.

Ms. Ladd said the City requires income verification in order for them to keep the same benefits.

Commissioner Goblet said the benefit of the capital cost provides a huge

Ms. Barela said at this point, they have a lease through the end of August. It is a year-to-year arrangement while the City works on a long-term plan. She said they feel stable that they will be there for at least a year and a half and have invested into some furnishings.

Ms. Barela explained that the City has been flexible with the renovation needs and when they fix things, the City allows them to deduct the expenses from the rent.

Chair Villarreal asked if they are still going to build a facility.

Ms. Barela said they added a small building on Lucia Street, which is the only women and children program in the City. She said they have a 5-year plan to complete all of the phases and they have completed Phase I. Phase III are going to be apartments and this is more of a long-term plan.

Ms. Ladd said she noticed that the beds might be at a different place. She asked if they are not always at the Bridge House on their campus.

Ms. Barela said that is correct. This depends on where the client is staying. She noted that the cost is the same, for instance at the Midtown Campus.

Commissioner Lopez said it seems like these services are critical. She asked how many people use these services.

Ms. Barela said yes, these services are critical, only 20% of their clients can move into the recovery program. She mentioned that they now have an individual who used their services working for them.

She explained that the biggest challenge is not enough space and they are always thinking about ways to expand.

She said their goal is to keep couples together.

Commissioner Lopez asked how long the Bridge House has been in existence.

Ms. Barela said Santa Fe Recovery Center established the Bridge House pilot project in October 2016. They leased a second home in April 2017 that accommodates seven more individuals.

Commissioner Lopez asked how many individuals make it (graduate from the Bridge House).

Ms. Barela said approximately 70%.

Ms. Ladd asked her if they were able to show the difference that the Bridge House

Ms. Benavidez said the development piece is the future.

2) Santa Fe Community Housing Trust is requesting \$150,000 in AHTF funding for down payment assistance for moderate-income workforce. The AHTF will provide down payment assistance to clients earning under 120% of the area median income. The loans are provided at zero-interest, due on sale, transfer, rent or refinance. The loans are capped at \$20,000 per transaction allocated in the minimum amount necessary to secure prime first mortgage loans. Repaid funds are recycled by the Trust. Potential homebuyers are required to complete a comprehensive 8-hour training class in addition to one-on-one housing counseling. Loans provided are based on need and family size. First time homebuyers are challenged to accumulate sufficient funds for down payment and closing costs typically required to purchase a home in Santa Fe.

Questions:

Commissioner Torres asked if there was a limited stock and are people competing for the same available units.

Mr. Chavez said they apply for CDFI funding and they are able to _____ close to 38-40 homes a year and while it does not sound like that many, it does serve lower-income households. He said they have been discussing operating models with Homewise and they are also looking for smaller types of grants. They have to fulfill some requirements to receive the CDFI funding and they should be able to accomplish that.

Chair Villarreal asked how many homes will be done with the AHTF funding requested.

Ms. Benavidez said homes for 10 households.

Ms. Ladd said she sees that they have one 30% AMI household. She asked if this was possible.

Mr. Chavez said yes, believe it or not, it is possible. They have to be creative on doing this but it is possible. He said sometimes there are some in that lower bracket that they cannot subsidize: and sometimes homeowners will lower the price of the homes to help out.

Santa Fe Civic Housing Authority – 4 projects (3 CDBG & 1 AHTF)

Commissioner Rosario Torres abstained from discussion and voting on these funding requests, having declared a conflict of interest.

Ed Romero and Dave Martinez presented the information regarding the requests for funding, from the Applications, which were distributed in the members' packets.

MOTION: A motion was made by Commissioner Padilla, seconded by Commissioner Hughes to enter the request and narrative that was submitted for the Calle Resolana project for CDBG (\$50,000) and AHTF (\$200,000) funding into the record.

VOTE: The motion passed unanimously by voice vote.

3) Santa Fe Civic Housing Authority is requesting \$50,000 in CDBG funding for the Calle Resolana Project. The Resolana Project is a planned new construction of 45-unit, multi-family residential development located off of Cerrillos Road in Santa Fe behind the Days Inn Motel. These will be affordable townhouse style housing units. This property is approximately 2.5 acres and currently zoned C-2. The funds requested will be used to cover predevelopment costs such as low-income housing tax credit consulting; traffic study and analysis, land surveying (boundary and topography), environmental study, land use consulting and architect fees.

These units will serve low income households at 60% AMI and extremely low-income households at 30% AMI. The project will feature 11 units with project based rental assistance for extremely low-income households with incomes from 0% to 30% AMI.

4) Santa Fe Civic Housing Authority is requesting \$200,000 in AHTF funding for the Calle Resolana Project. Santa Fe Civic Housing Authority proposes to rehabilitate existing apartments and provide support services for low income (less than 30% AMI) individuals. Approximately 28 units will be dedicated to clients at 30% AMI with a federal contract attached to 11 of them. The remaining 72 units will be Social services will be provided to tenants.

Interfaith Community Shelter Group, Inc. (CDBG)

Joseph Jordan-Berenis and Beverly Kellam presented the information regarding the request for funding, from the Application, which was distributed in the members' packets.

Interfaith Community Shelter Group, Inc. is requesting \$40,000 in CDBG funding for the Women's Summer Safe Haven, which provides safe, hospitable shelter and food to chronically homeless woman and children, as well as a point of entry to the other services necessary to make the transition from homelessness to stable housing.

The Women's Summer Safe Haven is a "come-as-you-are" or "minimal barrier" shelter, which means they accept everyone, regardless of condition or circumstance, including their pets. The only criterion for access to services is the guest's willingness to abide by the rules. The Shelter will provide safety, security and community for 160 women from May through October 2019. This past summer, they served 163 women and children for 4,455 bed nights of service. Most of the women served are between the ages of 50 and 80, with chronic mental health issues who cannot gain entry into the other programs sheltering women in the City of Santa Fe. Without the availability of Women's Summer Safe Haven, these women would have to spend the months the Seasonal Night Shelter is closed (from the first Saturday in May to mid-October) on the streets of Santa Fe or in

Questions:

Chair Villarreal said she could not find an acronym for SRA.

Ms. Yoder said it stands for Short Term Rental Assistance.

She said she would like to focus on the case management piece. She said they have case managers who are able to assist during the open hours of the organization and this is a good support for the residents who are challenged with life circumstances.

Ms. Ladd asked if they had anyone on staff that can help with the legal aspects of tenant rights.

Mr. Palmisano said they have a landlord/tenant handbook that they use. They always give out the information that they have and make referrals to a higher level of expertise.

Commissioner Lopez asked who can come to their organization.

Ms. Yoder said anyone in the community. You do not have to be a client at Life Link to get assistance and a lot of the current clients receiving assistance are not clients.

Commissioner Goblet asked where the Main Office is and where do clients receive services.

Ms. Yoder said clients are housed throughout their facility.

YouthWorks (AHTF)

Melynn Schuyler, Jacqueline Gibbs, Alfonso Martinez and Cameron Tallman presented the information regarding the request for funding, from the application, which was distributed in the members' packets.

YouthWorks is requesting \$40,000 in AHTF funding for the YouthWorks Housing First Program. The YouthWorks Rental Vouchers are an integral part of the YouthWorks Housing First Program which is designed to pair low-income, housing unstable youth young adults and their families at or below 50% AMI with housing case management services. YouthWorks Housing First Program is focused on assessing basic needs, forming an integrated plan, identifying natural supports, aligning service and resource-referral working toward self-efficacy through skills development, counseling and identifying housing options.

YouthWorks also offers youth and young adults' access to education, paid workforce training and employment placement programs to reinforce skills, gain and build personal stability, adding to the successful outcomes with each Housing First Program recipient placement. YouthWorks programs feature paid job skills-training combined with

people. She asked what portion of that went to placement versus eviction prevention.

Ms. Schuyler said it was 50/50.

End of Presentations

**COMMISSION DISCUSSION WITH STAFF ANALYSIS FOR 2019-2020
PROGRAM YEAR AND COMMISSION'S FUNDING ALLOCATION
RECOMMENDATIONS (Jacqueline Beam)**

The discussion and deliberations of the 2019-2020 Program Year and funding allocations began at 3:00 p.m.

Chair Villarreal reminded the Commission to keep the priorities in mind.

Expected Total 2019-2020 Funding	\$ 700,000
Administration	\$ 140,000
Public Service Limit not to exceed 15%	\$ 105,000
Expected AHTF project funding	\$ 475,000
Remainder CDBG and AHFT to fund for housing, public Facilities	\$ 960,000

The Commissioners completed proposal score sheets for all of the requests and presentations.

After discussion and deliberations, the following motion was made:

MOTION:

A motion was made by Commissioner Hughes, seconded by Commissioner Torres to recommend approval to fund the CDBG and AHTF requests as follows:

Housing (AHTF)

Santa Fe Housing Trust-Mortgage Reduction Assistance	\$ 157,500.00
SF Habitat for Humanity-Mortgage Reduction Assistance	\$ 80,000.00
SF Civic Housing Authority-Villa Consuelo Rehabilitation	\$ 150,000.00

Housing (CDBG)

SF Habitat for Humanity-Habitat Repair Program	\$ 132,000.00
Homewise-Mortgage Principal Reduction Assistance	\$ 200,000.00
SF Civic Housing Authority-Villa Consuelo Rehab.	\$ 50,000.00
SF Civic Housing Authority-Calle Resolana Project	\$ 50,000.00
SUBTOTAL HOUSING	\$ 969,500.00