

2018-2019 AHTF APPLICATION

General Information

Applicant Name(s): YouthWorks

Address: 1000 Cordova Pl., #415
Santa Fe, NM 87505

Federal Tax ID #: 85-0480524

City Business Reg. #: 17-00091367

CRS#: 02-471161-00-6

City/State/Zip Code: Santa Fe, NM 87505

Telephone: 505-989-1855

Project Contact: Melynn Schuyler

Email Address: melynn@santafeyouthworks.org

Amount of Allocation Requested: \$ \$40,000.

Type of Applicant:

Partnership Corporation Non-Profit* Other

* Non-profit must provide proof of non-profit status. This proof includes submittal of current registration as charitable organization with the NM Attorney General's Office, covering the most recent Fiscal Year, or proof of exemption. Information can be obtained online at <https://secure.nmag.gov/coros/>. Verification should be in the form of the first page of the "NM Charitable Organization Statement."

Project Name: YouthWorks Housing First Program

Project Address (if applicable): _____

City/State/Zip Code: Santa Fe, NM 87505

Priority Project

Select one of the categories your project falls under:

Rental Vouchers - Provide supported rental vouchers (includes access to counseling, health services, case management, and other services) to renters earning less than 50%AMI;

Emergency Shelters including permanent supported shelter housing - Development, construction, and preservation of shelter/permanent supported rental facilities, including infrastructure improvements;

Provision of Rental Units and Support Services for Low Income (up to 50% AMI) and Extremely Low Income Renters (less than 30% AMI) - Acquisition, conversion, preservation and new construction of tiered income multi-family rental properties; including infrastructure or one-time emergency rental assistance;

Down payment Assistance/Increase of Ownership Opportunities - Down payment assistance in the form of soft-second mortgage that "buys down" principal amount of loan to lower monthly payment; Acquisition, conversion, preservation and new construction of homeownership housing;

Homeowner Rehabilitation Programs, Energy Efficiency Upgrades, Accessibility Retrofits - Acquisition, conversion, and preservation of affordable housing that accommodates needs of current householders.

Project Description:

Please provide a narrative of your project. Specifically who will be served, anticipated outcomes, etc. (If needed continue on a separate sheet)

1. Funding:

How will the AHTF allocation be used for this project? What additional funding sources are secured or will be secured upon receipt of allocation? The City of Santa Fe requires financing from other sources to be committed prior to the release of funds from the AHTF.

AHTF funding will provide funding for a **Rental Entry Voucher** to cover first month rent, security deposit and utility deposits for young adults ages 18-24 who are housing insecure (homeless or at-risk of homelessness). The rental entry voucher is part of the YouthWorks Housing First Program. The program pairs housing unstable youth ages 18-24 with housing case management services focused on assessing basic needs, forming an integrated plan, identifying natural supports, service and resource-referral, working toward self efficacy

through skills development and identifying housing options. Young adults will also access education and paid workforce training and employment placement programs within YouthWorks. When the youth has sufficient earnings to pay for monthly rent and living expenses (often with a roommate) they are eligible for Rental Entry Voucher to cover first month's rent, security deposit, and utility deposits. The Rental Entry Voucher program enables acquisition of rental property for young adults without savings. After rental, the Housing First Case Manager will maintain contact with youth in order to fulfill rental requirements and help youth through what is likely their first rental experience. YouthWorks will also provide resources access for furniture, supplies and weekly roommate mediation and support. YouthWorks has secured funding from the Kind World Foundation and private donors to support the Housing First Program. YouthWorks is also applying for CDBG funding to provide additional Housing First Program funds. City of Santa Fe grants from Youth & Families and Economic Development also support the program along with in-kind donations of furniture and supplies.

Leveraging/Matching Requirement:

\$3 to \$1 Leveraging: for every \$1 allocated through the AHTF, at least \$3 from other sources will be expected (leveraged funds can include long term mortgages, other sources of grants, owner equity, proceeds from Low Income Housing Tax Credits, or the current value of land); organizational resources should be used to provide \$1 of match (See Exhibit A for example)

Briefly Describe:

Sources of Funds		
Per unit/renter (avg.)	Project Budget for 23 units	
30 housing insecure young adults prepared for rental in 1 year – Kind World Foundation, City Youth & Family, City Economic Development and private funds	Program support from admin, case management, training and workforce development and education - \$86,200	Leverage
\$1,750/ rental entry vouchers for 23 vouchers	\$800 for first mo rent, \$800 for security dep and \$150 utility deposit \$1,750 X 23 = \$40,250 (requesting \$40,000)	AHTF
Housing First Case Manager Kind World Foundation (\$16,800) and CDBG Request (\$30,000)	\$40,000/yr + fringe = \$46,800	Sub-recipient Match
In-kind donations for household items for 23 rental units	Averaging \$1,000/rental for 23 rental units = \$23,000	Leverage
Total cost per renter = \$6,533	Total Project Cost = \$196,000	

AHTF Grant Request	\$40,000	Ratio
Total Leverage	\$109,200	\$2.73 to \$1
Total Sub-recipient Match	\$46,800	\$1.17 to \$1

Project Budget and/or Development Pro-Forma: demonstrate use of leveraged and matching funds as well as evidence that operating budget is sufficient to administer the proposed program/project (please attach documents as well as give brief overview below)

Sub-recipient Budget – with Matching and Leveraging

Funding Sources		Project Budget	
AHTF Grant for Rental Entry Voucher	\$40,000	\$40,000	
Sub-recipient's – Match from Kind World Foundation (\$16,800) and other	\$16,800.	\$16,800.	Match
In-kind supplies purchased or donated to equip basics for rental unit, i.e. used furnishings, cooking utensils, linen etc	\$23,000.	\$23,000.	Leverage
Workforce/education/training/admin staff & facility provided by YouthWorks Housing First Program (City Youth & Families and City Economic Develop. grants, Kind World Foundation and Private donors)	\$86,200	\$86,200.	Leverage
Housing First Case Manager to work with youth in planning, rental and sustainability (CDBG pending grant)	\$30,000.	\$30,000.	Match
TOTAL	\$196,000	\$196,000	

AHTF Grant Request	\$40,000	Ratio
Total Leverage	\$109,200	
Total Sub-recipient Match	\$46,800	
Total Sub-recipient Match/Leverage	\$156,000	3.9:1

2. Need/Benefit & Project Feasibility:

Demonstrate, using data-based analysis, that there is a clear connection between the proposed project/program and adopted Priority(s), and evidence that the proposed project/program meets current and future market demands. Provide narrative below (use additional sheets as necessary):

For over five years, Santa Fe's community of youth providers have been overwhelmed by the needs of homeless youth ages 18-24. The providers estimated 100-200 homeless young adults in this demographic who are homeless or housing insecure in Santa Fe. Santa Fe's Homeless Youth and Children Task Force (a community collaborative of agencies and citizens) has been studying the homelessness crisis of this age group, which has resulted in the Collaborative Shelter Working Group (CSWG), a core group of youth-serving partner agencies determined to find a solution. The Collaborative Working Shelter Group (CWSG) is comprised of representatives from SFPS Adelante Program, YouthWorks, Youth Shelters and Family Services (YSFS) Transitional Living Program, YSFS Street Outreach, the Interfaith Leadership Alliance (ILA) and their Social Justice Committee and Concerned Community Members.

Santa Fe's Homeless Youth and Children Task Force has been examining the gap in services for the homeless and housing insecurity of young adults ages 18-24 for several years. There is no developmentally appropriate shelter for young adults ages 18-24 in the Santa Fe area. The needs of a population that is often ignored, labeled as "adults," even though they are truly in a transitional, fragile stage of life, trying to hold on to jobs and go to school while homeless, in a city with few available, affordable housing options. Young adults have described trading sex or drugs or being trafficked and forced into prostitution for a warm place to sleep, or they have no other option than sleeping outdoors, in parked cars or in a variety of unsafe, unhealthy settings during the severe winter months. When in crisis and or in a deteriorated health situation, this group of young adults also uses the hospital emergency room as refuge and as a primary medical service provider. Trying to get and maintain a job or attend school is almost impossible, which leaves the young adult trapped in homelessness. Well-developed case management services, such as those delivered through the case management team at YouthWorks, have been the key to problem identification, effective intervention and appropriate resource attainment for this target population of young adults.

In December of 2016, an emergency shelter pilot program was launched, named ShelterNow!, with an infusion of emergency-related privately raised funds and the support of the Interfaith Leadership Alliance to provide faith-based facilities' rotation for overnight housing during the winter months. YouthWorks served as the lead agency for ShelterNow!. ShelterNow! provided a safe emergency shelter but need for targeted housing services for young adults is year around. The CWSG partners also saw a need for more data on this population.

Since 2015, YouthWorks has lead the Santa Fe Community Foundation Birth 2 Career Collaborative Working Group (CWG) focused on Disconnected Youth. Disconnected youth are typically defined as youth age 16-24 years who are not working or in school. This group has gained increasing national attention because of substantial long-term negative outcomes for youth such as lifetime wage earnings as well as costs to society such as public assistance and incarceration.

In Santa Fe, the rate of disconnected youth was estimated at 16% based on American Community Survey microdata pooled from 2009-2013 (Santa Fe Birth to Career Collaboration, 2015). This represents almost 2,600 youth in Santa Fe, or

almost one in six youth. More than half (53%) of disconnected youth in Santa Fe were in households at or below the federal poverty level compared to only 25% of other youth. More than half (54%) of disconnected youth in Santa Fe did not have a high school diploma or equivalent. Males and females were equally likely to be disconnected; however, females were more likely to report not seeking employment while males were more likely to report being unable to find work.

While much is known about the size and basic demographics of the disconnected youth population in Santa Fe, very little is known about other characteristics such as risk and resiliency factors and access to services. The Youth Risk and Resiliency Survey (YRRS) is an excellent source of information about risk and resiliency factors in a representative sample of middle and high school students. However, the YRRS excludes disconnected youth because it is only conducted in schools and it does not reach youth older than high school age. The Behavioral Risk Factor Surveillance Survey (BRFSS) is an adult survey that may reach some disconnected youth but does not include many detailed questions about risk and resiliency factors.

In summary, there are many disconnected youth in Santa Fe but existing surveillance activities do not collect information that community partners need to better serve this population. In early 2017 the B2C Collaborative Working Group with core members, APEX Education (professional evaluation team), Santa Fe Community Foundation, Healthy Transitions – New Mexico Project, Santa Fe Mountain Center, NM CYFD Behavioral Health Division, YouthWorks, NM Department of Health began work on a survey that would build on existing knowledge about disconnected youth in New Mexico by collecting more information about risk and resiliency factors and access to services. Results will be used to improve services, obtain funding, and advocate for system and policy changes to better support disconnected youth. The survey tool and data collection methods were pilot-tested in Santa Fe with the goal of expanding the sample size in future years and/or expanding the scope to other areas in New Mexico.

After seven months of planning and input from youth and community members, the survey named the Reconnecting Youth Survey (RYS) was given to 457 youth ages 14-26 the majority who were disconnect or under-connected with school and work. The survey was administer by youth teams hired and supervised by YouthWorks in collaboration with APEX Education and the Department of Health Epidemiologist. The data is still being analyzed by the Department of Health, but preliminary data indicates real need for targeted, developmentally appropriate housing support combined with case management services. These are the young adults who are in a transitional age, struggling and attempting to hold jobs, pursue training and education, self-sustain and live independently, yet who have fallen between the cracks in Santa Fe and are in survival mode.

Preliminary data shows:

35.5% of all ages surveyed reported Unstable Housing
Ages 14-17 – 21.5%
Ages 18-21 – 39.4%
Ages 22-26 – 49.1%

52.2% of disconnect youth (not in school or not working) reported unstable housing

37.3% of youth with unstable housing reported being hungry most of the time or always

30.4% of youth with unstable housing have SNAP/Food Stamp benefits

41.0% of youth with unstable housing reported having no health care coverage

The final data analysis will be completed by summer 2018 and will be posted on the Santa Fe Community Foundation website and reported at several community meetings.

The Housing First model is supported by the US Department of Housing and Urban Affairs (HUD) and has been named a "best practice" by the United States Interagency Council on Homelessness (USICH). YouthWorks will be modifying the adding to the model by supporting youth with employment training and placement, financial planning and life skills enrichment. The YouthWorks Housing First Program uses Entry Rental Voucher to provide the "kick-start" for homeless youth who are working but do not have the earning capacity to handle the rental deposits.

What is the timeline for the project?

The YouthWorks Housing First Program will provide Entry Rental Voucher during a one year period or until 23 vouchers are used. YouthWorks will fund raise and grant write to add additional funds to the program to serve additional youth.

Site Information (if applicable) NA

If your proposed project include acquisition, conversion, preservation and new construction of homeownership or rental housing, please provide the following information.

Site control is or will be in the form of*: Deed Option

Lease (Term_____Years) Purchase Contract Other (explain)

* If project is recommended for funding, proof of site control must be provided before funds are disbursed.

Expiration Date of Contract, Option, or Lease NA

(month/year) **Site Description:**

Area of Site: _____ acres or _____ square feet

Is site zoned for your development? Yes No Zoning _____
_____ If no, is site currently in the process of
re-zoning?

Yes No Re-Zoning _____

When is zoning issue to be resolved? _____ (month/year)

Has the City approved the site plan and/or plat? Yes No

If yes, provide a copy of the site plan/plat.

Are there any other development reviews and approvals required? Yes No

If yes, explain:

List any required reports or studies underway or completed such as soils report,
environmental assessment, traffic study) **NA**

Has the City issued the building permit? **NA** Yes

No Are all

utilities presently available to the site? **NA** Yes

No

If no, which utilities need to be brought to the site? _____

Who has responsibility of bringing utilities to site? _____

3. Affordability: NA

Outline the affordability time period for this project based on the following: (i.e. loans to
\$14,999 – 5 years, \$15,000 to \$40,000 – 10 years, 40,001-\$100,000 – 15 years
and over \$100,000 – 20 years)

4. Demonstrated Capability - Organizational Capacity

Describe the expertise of your organization and past projects to provide the type of housing or programs proposed for funding:

YouthWorks as fiscal and administrative organization for the project has extensive City, State and Federal reporting and programming experience. Since 2001, YouthWorks has served thousands of youth while expanding youth development opportunities that include high impact interventions, youth advocacy, alternative education, leadership training and employment connections for youth and young adults, critically improving the health of the community and the positive youth outcomes. In a given year the organization regularly oversees more than 20 contracts and grants on the local, state, and federal level, as well as managing over 300-500 youth student/trainee/employees and maintains a staff of fifteen employees and contractors.

Describe your staffing and attach resumes of key personnel:

YouthWorks' Executive Director, Melynn Schuyler; COO, Heather Vigil-Clarke; and Contract Housing Counselor, Madigan Chandler will be the key personnel for the Housing First Program. The Housing First Case Manager is being hired in February.

Ms. Schuyler will provide general overarching program and fiscal oversight to ensure effective operations. She has over 25 years' experience designing, managing and operating youth and social service related nonprofit programs and staff. Ms. Vigil-Clark will oversee day-to-day program operations and work with the Housing First Case Manager to process the Entry Rental Vouchers. Ms. Chandler will provide training and mentoring for the Housing First Case Manager.

YouthWorks maintains a professionally trained and experienced staff with Bachelors or Masters Degrees in Counseling, Education, Social Work or Leadership and related studies, and many staff are bilingual. YouthWorks Teachers will lead wrap-around education programming as needed; the YouthWorks Workforce Development Coordinator will lead job readiness, training, and employment placement programming; and YouthWorks case managers will assist with resource identification and life skills training and support.

Demonstrate Financial Soundness. Please submit the following documentation:

- Audited Financial Statements for 2016 and 2015.
- Current Statement of Assets & Liability (2017 audit)

SUBMITTAL REQUIREMENTS

Please attach one (1) unbound copy of the following items in the following order:

Audited Financial Statements for 2016 and 2015

Current statement of Assets & Liability (2017 audit and 12/31/2017 Cash Flow statement)

Project budget

Leverage calculations

List of current board members

Fiscal Policies and Procedures

Letter of compliance demonstrating cleared findings; or progress towards clearing findings

Proof of Non Profit Status, Local Business license and Good Standing report

Key Personnel resumes

Additional Form

Local Preference Form

Resident Business Certificate