

Santa Fe Habitat for Humanity C.D.B.G. Application

Cover Page


City of Santa Fe Community Development Block Grant Program FY 2018-2019	
Name of Nonprofit Organization:	Santa Fe Habitat for Humanity (S.F.H.F.H.)
Name of Executive Director:	Ted Swisher
Name of Board President:	Mary Coffman
Name, Contact Information (Address, Phone, and Email) of Person Submitting Request (Fiscal Agent if appropriate):	Fritz Denny 2520 Camino Entrada Ste. A Santa Fe, NM 87507 505 986 5880 ext. 103 repairs@santafehabitat.org
Amount Requested:	\$90,000
Program Name or Service being requested for Funding:	Habitat Repair Program
Brief Program or Service Description:	S.F.H.F.H. 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. We anticipate repair of 20-25 homes if funded for the full amount of \$90,000 with the maximum expenditure on any one repair at \$10,000.
Check which Category Describes your organization:	<input type="checkbox"/> Public Agency
	<input type="checkbox"/> Government Agency
	<input checked="" type="checkbox"/> Private Non-Profit
	<input type="checkbox"/> For Profit
DUNS or CAGE #	123202892
Business Registration #	17-00137265
Tax ID #	1285-0355135
State CRS #	02-070960-00-9
Check One:	<input checked="" type="checkbox"/> Previous Recipient <input type="checkbox"/> New Applicant
Funding Categories to be Addressed (Check one):	
<input checked="" type="checkbox"/> Housing <input type="checkbox"/> Public Facility <input type="checkbox"/> Public Service	

Project Proposal Summary
 (If funded, the following will be written into the contract Scope of Services with
 Accomplishment Levels along with details provided in Section A)

Activity Name	Rehab/Repair
Brief Summary of the activity	Provide emergency and critical home repairs to low income citizens whose income is at or below 60% of the Area Median Income.

Amount of CDBG funding requested for Activity	\$ 90,000.00
Total budget of Activity	\$ 121,200.00

To the best of my knowledge and belief, all data in this application is true and correct. If funded, I certify that the Applicant Organization is willing and able to adhere to the polices 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 Organization has signed the contract.


 Authorized Signature (sign in **blue ink**)

EXECUTIVE DIRECTOR
 Title

1/29/18
 Date

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)

Activities Related to Housing	<input checked="" type="checkbox"/>
Other Real Property Activities	<input type="checkbox"/>
Public Facilities/Improvements	<input type="checkbox"/>
Public Service	<input type="checkbox"/>

Section A: Activity to be funded

A1. Briefly describe the Activity you are requesting to fund with CDBG. This will help determine eligibility.

Repair or rehabilitation of owner occupied homes for residents of the city of Santa Fe who are at or below 60% of the Area Median Income. Only emergency or critical home repairs will be undertaken. Based on previous experience, 90% 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 at \$10,000 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. The maximum expense of any one job will be \$10,000 and we expect to serve 20-25 families if our request is fully funded at \$90,000. The repair program will operate as a grant and clients will not be required to repay the cost of the repair work.

A2. Why is this Activity needed? Does it address a gap? Describe the degree of need, or the severity of a problem including cause, extent, location, frequency and duration that will be addressed by the project. Provide a description of service gaps the activity fills in the community. Additionally, supply data, such as demographics, reports and/or other information supporting your information and proving the need exists. (Attach additional pages, if necessary)

1. To our knowledge we are the only program in the city that provides this type of service. Most of the clients in this program are not able to maintain their homes due to physical or financial circumstances. On average we receive 7 to 12 requests a month. Applicants generally live in aging and substandard housing. The 2012 Housing Needs Assessment reveals that home repair and rehabilitation programs enable current homeowners to improve long-term affordability, provide energy efficiency upgrades, and adapt current homes to meet changing needs. Almost half (46%) of Santa Fe residents, both renters and homeowners, are "cost-burdened" or paying more than one-third of their incomes for housing costs. Census data shows that the rate of cost burden has risen 67 percent since 2000 when about one-third of the city's residents were cost-burdened. Additionally, 18 percent of the city's population lives in poverty, compared to 12 percent in 1999.

A.3 If applicable, what steps or phases will be taken to complete the Activity (provision of services, engineering/design, advertising, bidding, contract award, construction, etc.)?

S.F.H.F.H has a small yet dedicated staff and a reliable pool of contractors that ensure projects will be completed on time and cost effectively. The program has the advantage of only undertaking projects that are limited in scope and funding (\$10,000 maximum). There are three phases: The application phase, the bidding phase and the construction phase once it has been determined that the client qualifies. During the application phase we advertise in the New Mexican and Thrifty Nickel regarding the program and the fact we are taking applications.

A.4 Describe the population that the Activity will serve and how this population will be served. Describe the outreach and recruitment activities which will be conducted to make the proposed activity services known and accessible to the targeted population. Please include where these outreach and recruitment activities will take place.

Our program serves residents of the city of Santa Fe who have household incomes below 60% of the Area Median Income . While not limited to seniors, the vast majority of clients are over the age of 65. We serve veterans and people with disabilities. We have installed wheel chair ramps for residents confined to a wheel chair who had no resonable access to their homes. We advertise in the New Mexican and Thrifty Nickel in English and Spanish.

A.5 Estimate the number of total persons / households that will benefit from the CDBG funded portion of this Activity: (Fill in Households OR Persons depending on the type of Activity you are providing).

Total number of clients you anticipate serving:		
Households: 20	<u>OR</u>	Persons: 25

A.6 Use the following Table 1 to break out the number of persons you anticipate serving at the low (30-50% AMI) and very low-income (< 30% AMI) levels and the type of client (Refer to overview of CDBG program for the most recent income amounts). Along with income, please anticipate the number of clients that are severely disabled adults, homeless persons, abused children, battered spouses, and illiterate adults, persons with AIDS, migrant farm workers, and elderly. (All of these clients fall under the presumed benefit categories as defined by CDBG and therefore, all under low or extremely low income). This would apply mainly to Public Service or Public Facilities/Improvements Activities.

Extremely Low Income <30%AMI	Very Low Income 31-50% AMI	Low Income 51-80%	Illiterate adults	Abused children	Severely Disabled Persons	Migrant Farm Workers	Elderly	Persons with AIDS	Homeless Persons
11	7	2	1		2		18		

Table 1

A.7 Use the following Table 2 to breakout the number of households you anticipate serving at the income levels listed. (Refer to the 2017 AMI table on pg. 18 for the most recent income amounts). This would apply mainly to CDBG funding for housing projects such as Down Payment Assistance and Rehabilitation Activities.

Extremely Low Income (<30% AMI)	Very Low Income (31-50%AMI)	Low Income (51-80%)	Moderate Income (81-100%)	Female Head of Household
11	7	2		18

Table 2

A.8 CDBG funded construction activities must be in compliance with local land use plans and zoning. Explain how the proposed activity conforms to local housing and sustainability plans, and zoning ordinances. Provide a copy of the page(s) of resource document(s), pertinent sections, and page(s). This only applies to projects where the CDBG funds will be used for the actual construction, not acquisition.

This is a repair program for existing homes so zoning will not be a issue. All projects will be properly permitted and performed by licensed contractors.

A.9 Please describe the organization in terms of its administrative capacity and its qualifying experience and length of experience with activities or projects similar to the proposed Activity. Include purpose, goals, programs, activities, clients, and accomplishments, if any, in the area of activity for which funding is requested. Also, describe community partnerships and collaborations which will expand access to the housing and/or services proposed in this project and/or deepen community network capacity. Give examples of and list experience.

S.F.H.F.H has a lean but highly qualified staff that has been consistently building 6 new homes per year for over 11 years and repairing homes for 6 years. the organization completed its 111th house recently. Ex. Dir., Ted Swisher was named 2016 green builder of the year and has over 40 years experience in affordable housing. Since the repair program was started over 6 years ago we have completed over 45 projects anging from \$45,000 to just a few hundred dollars. We also collaborate with Central New Mexico Housing which recieves funding from the state to conduct energy efficiency audits, repairs and improvements and MFA's House by House Re Hab Program.

A.10 Briefly describe your organization's experience in government contract administration, and knowledge of federal regulations governing acquisition, procurement, equal employment opportunity, and labor standards.

SFHFH has successfully administered several Federal government programs, including HOME, SHOP (a HUD program that funds land and infrastructure),CDBG, and the Federal Home Loan Banks Affordable Housing Program.We have worked successfully with the City of Santa Fe and its AHTF program. We follow all regulations regarding labor and equal employment opportunity.

B. National Objective Compliance

1. Benefits Low/ Moderate Income persons/households by:	
Area Benefit (eligible area) (LMA)	
Limited Clientele (LMC)	
Housing Activities (LMH)	X
Job Creation or Retention (LMJ)	

B.2 Is the service area city wide: yes no
If no, fill out B.3.

B.3 If an activity is based on an area benefit, identify the Census Tract(s) and Block Group(s) that will be served. Make sure to read the Overview for a clear understanding of the requirements of an area benefit. Attach a map of the area.

Census Tract	Block Group	Total Population	Low/Mod Income Population	% Low/ Mod Income
Total				

B.4 Explain fully how the proposed project meets the CDBG National Objective selected above. Provide substantiating documentation supporting the claims. Refer to Overview for more detail.

The project directly and exclusively addresses the National Objective of housing by repairing the homes of low-income home owners who cannot afford to maintain their own homes. All clients will be below 60% of the AMI, almost all clients will be elderly.

C. Consolidated Plan Compliance

The City of Santa Fe provides guidance in its Consolidated Plan on funding uses, whether Federal, State, City, or Private. In accordance with federal regulations, each project must be consistent with the priorities outlined in the City's Consolidated Plan. (See Consolidated Plan on City's website) Mark the **one priority need** that the proposed project will meet.

P-25 Priority Needs

Check ONE	Priority Need Name	Population Served	Consolidated Plan Goals Addressed
<input type="checkbox"/>	Rental Vouchers	Extremely low-income renters; people at risk of being homeless; persons with disabilities; homeless youth; veterans; elderly; families in transition; persons with HIV/AIDS and their families; public housing residents; mentally ill; chronic substance abusers; victims of domestic violence	Reduced rate of cost burden and corresponding drop in poverty rate for homeless households and those in danger of becoming homeless. <i>(HUD Objective: Increase Opportunities for At Risk Populations)</i> ; Inventory of rental units and vouchers expanded to meet increased demand <i>(HUD Objective: Increase Affordable Housing Opportunities)</i>
<input type="checkbox"/>	Emergency Shelter (note: could be classified as Public Service which is restricted in allocation amount)	Extremely low-income residents; chronic homeless; homeless youth; veterans; families in transition; mentally ill; chronic substance abusers; victims of domestic violence	Reduced rate of cost burden and corresponding drop in poverty rate for homeless households and those in danger of becoming homeless. <i>(HUD Objective: Increase Opportunities for At Risk Populations)</i>
<input type="checkbox"/>	Support Services for Homeless or People at Risk of Homelessness (note: could be classified as Public Service which is restricted in allocation amount)	Extremely low-income renters; people at risk of being homeless; persons with disabilities; homeless youth; veterans; elderly; families in transition; persons with HIV/AIDS and their families; public housing residents; mentally ill; chronic substance abusers; victims of domestic violence	Reduced rate of cost burden and corresponding drop in poverty rate for homeless households and those in danger of becoming homeless. <i>(HUD Objective: Increase Opportunities for At Risk Populations)</i>
<input type="checkbox"/>	Refinancing Services and Support for Current Homeowners	Low-income homeowners; homeowners in risk of foreclosure; homeowners in substandard housing	Reduced rate of cost burden and corresponding drop in poverty rate for homeless households and those in danger of becoming homeless. <i>(HUD Objective: Increase Opportunities for At Risk Populations)</i> ; Increased homeownership opportunities and support for long term affordability and accessibility for current homeowners. <i>(HUD Objective: Increase Affordable Housing Opportunities)</i>

Priority Needs (cont.)

	Priority Need Name	Population Served	Goals Addressed
<input checked="" type="checkbox"/>	Homeowner Rehabilitation Programs; Energy- efficiency Upgrades; Accessibility Retrofits	Low- and moderate-income homeowners; residents in redeveloping or transitioning neighborhoods; homeowners living in aging or substandard housing stock; seniors who need to "age in place;" people with disabilities	Increased homeownership opportunities and support for long term affordability and accessibility for current homeowners. <i>(HUD Objective: Increase Affordable Housing Opportunities);</i> Housing opportunities reflect emerging needs, changing demographics and are aligned with redevelopment projects, economic development objectives and sustainability goals <i>(HUD Objective: Address Emerging and Current Needs and Changing Demographics)</i>
<input type="checkbox"/>	Construction of affordably-priced homes for homeownership	Low- and moderate-income homebuyers and current renters; local workforce	Increased homeownership opportunities and support for long term affordability and accessibility for current homeowners. <i>(HUD Objective: Increase Affordable Housing Opportunities)</i>
<input type="checkbox"/>	Fair Housing Outreach	Low- and moderate-income renters; low-income landlords; persons with disabilities; Spanish speakers; large families; general public	Housing opportunities reflect emerging needs, changing demographics and are aligned with redevelopment projects, economic development objectives and sustainability goals <i>(HUD Objective: Address Emerging and Current Needs and Changing Demographics)</i>
<input type="checkbox"/>	Diversity of Housing Types	Low- and moderate-income renters; seniors; small households; entrepreneurs; aging veterans; entrepreneurs and other self-employed	Housing opportunities reflect emerging needs, changing demographics and are aligned with redevelopment projects, economic development objectives and sustainability goals <i>(HUD Objective: Address Emerging and Current Needs and Changing Demographics)</i>
<input type="checkbox"/>	Non-Housing Community Facilities and Services	Low- and moderate-income residents; residents in redeveloping or transitioning neighborhoods; youth	Housing opportunities reflect emerging needs, changing demographics and are aligned with redevelopment projects, economic development objectives and sustainability goals <i>(HUD Objective: Address Emerging and Current Needs and Changing Demographics)</i>

Priority Needs (cont.)

	Priority Need Name	Population Served	Goals Addressed
<input type="checkbox"/>	Provision of Rental Units and Support Services for LI/ VLI Renters	Low- and very low-income renters; persons transitioning out of homelessness; renters in need of support services; public housing residents	Inventory of rental units and vouchers expanded to meet increased demand (<i>HUD Objective: Increase Affordable Housing Opportunities</i>); Housing opportunities reflect emerging needs, changing demographics and are aligned with redevelopment projects, economic development objectives and sustainability goals (<i>HUD Objective: Address Emerging and Current Needs and Changing Demographics</i>)
<input type="checkbox"/>	Rental Rehabilitation	Low- and moderate-income renters; low-income landlords; residents of low- income neighborhoods that are redeveloping or in transition; public housing residents	Inventory of rental units and vouchers expanded to meet increased demand (<i>HUD Objective: Increase Affordable Housing Opportunities</i>); Housing opportunities reflect emerging needs, changing demographics and are aligned with redevelopment projects, economic development objectives and sustainability goals (<i>HUD Objective: Address Emerging and Current Needs and Changing Demographics</i>)
<input type="checkbox"/>	Down Payment Assistance	Low- and moderate-income residents who are "buyer ready"; first responders (fire, police, etc.)	Increased homeownership opportunities and support for long term affordability and accessibility for current homeowners. (<i>HUD Objective: Increase Affordable Housing Opportunities</i>)
<input type="checkbox"/>	Homebuyer Training & Counseling	Low- and moderate-income homebuyers; current renters	Increased homeownership opportunities and support for long term affordability and accessibility for current homeowners. (<i>HUD Objective: Increase Affordable Housing Opportunities</i>)

D. Budget

D1. Describe the Proposed Budget for this Activity. Please explain all budgeted expenses including contractual services, personnel services, commodities, and capital outlay. Also explain what the CDBG funds will be used for. Also explain the effect of not receiving any or only a portion of a CDBG allocation has on the project budget.

Our Repair Program is requesting \$90,000.00 of which 100% of the funds will be used for the program. All other expenses will be covered by S.F.H.F.H out of its own resources including \$31,200.00 in administrative expenses. Funding will be used to pay contractors for labor and materials for a minimum of 20 projects. If not funded, at least 20 low income households will not receive essential repairs and the housing stock of Santa Fe will be negatively impacted.

D.2 Please complete the following table to identify the funding sources and amounts. Indicate total project cost that incorporates the total CDBG request and what funds or services, if any, the sponsor and/or other agencies will contribute. Also enter other ***committed*** funding sources (committed funds are funds available or will be available to fund the Activity during the CDBG Fiscal Year). Please be as accurate as possible. Should your organization be awarded funding, a revised budget (as needed) will become an Addendum to the CDBG Contract.

Type of funding	Source/ amount	Source/ amount	Source/ amount	Totals
Requested CDBG amount				\$ \$90,000.00
Other HUD funds i.e. HOME, Section 108				\$
Other Federal Funds				\$
City Funding i.e. Youth and Family, Human Services				\$
State funding, i.e. MFA				\$
Other i.e. in-kind, private funds				\$ \$31,200.00
Total of all funding sources				\$ \$121,200.00

D.3 If you are proposing to utilize CDBG funds to pay for staff costs, please list each position title 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 as it may not be eligible.

PERSONNEL Position Title	New (Y/N)	% salary & benefits paid for with CDBG
Fritz Denny	n	0
	n	
	n	
	n	

E. Performance Measurement System/Work Plan

CDBG/ Work Plan - FY 2017-2018

Provide the performance measurement goals, objectives and outcomes for your proposed CDBG project. Please refer to Exhibit B at the end of this document. Based on these measurements, attach a Work Plan that describes the goals, objectives and outcomes in greater detail and be:

- (A) Specific
- (B) Measurable
- (C) Achievable
- (D) Results-orientated
- (E) Time bound

F. Submittal Requirements: Required Attachments

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

Transmittal Letter

Project Statement: On your organization's letterhead, prepare a brief letter outlining the following:

- A brief summary of your proposed project;
- Funding amount requested; and
- Name, telephone number and address of a contact person(s)

Board of Directors' Authorization to Request Funds

Work Plan (as noted in Item E)

Certificate of Non-profit Incorporation

IRS documentation showing qualification as a nonprofit corporation under Section 501(c) (3), and most recently submitted Federal Tax Return (Form 990 or 990EZ) or other financial statement.

Organization Chart

Copy of Agency's most Recent Independent Audit

Agency's accounting and procurement policies

Confidentiality and Disclosure of Information

Work Plan for Habitat for Humanity's Repair/Rehab Project for FY2018-2019

Goal: Manage an effective repair and rehab program that preserves Santa Fe's stock of affordable owner-occupied homes. Goal #3.

Objectives: Rehabilitate or Repair of 20-25 homes by June 30, 2019. Provide Decent Housing (DH)

Outcomes: 20-25 homes that are preserved, made more energy efficient, or handicap accessible. (Sustainability).

Indicators: Santa Fe Habitat for Humanity will provide \$31,000.00 (private funds) to be used for administration. We will help 20-25 households and 20-30 people.: including 11 households at less than 30% A.M.I. ,7 households 30%-49% A.M.I and 2 low at 50%-79% AM.I. Race ethnicity, White Hispanic 14, non-Hispanic 6.