

Cover Page

City of Santa Fe Community Development Block Grant Program FY 2018-2019	
Name of Nonprofit Organization:	St. Elizabeth Shelter
Name of Executive Director:	Deborah Tang
Name of Board President:	Sam Baca
Name, Contact Information (Address, Phone, and Email) of Person Submitting Request (Fiscal Agent if appropriate):	Jim Podesta 804 Alarid St. Santa Fe, NM 87505 982-6611 x 105 development@steshelter.org
Amount Requested:	\$24,475
Program Name or Service being requested for Funding:	Casa Familia
Brief Program or Service Description:	Casa Familia is our emergency shelter for homeless single women and families with children that houses more than 300 people per year, providing food, intensive case management and a wide range of supportive services designed to place these people back into housing.
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 #	#612433912
Business Registration #	#18-00046222
Tax ID #	85-0347650
State CRS #	02-059151-009
Check One:	<input checked="" type="checkbox"/> Previous Recipient <input type="checkbox"/> New Applicant
Funding Categories to be Addressed (Check one):	
<input type="checkbox"/> Housing <input checked="" type="checkbox"/> Public Facility <input type="checkbox"/> Public Service	

Section A: Activity to be funded

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

Casa Familia is the only homeless shelter in Santa Fe specifically for women and families with children. It houses more than 300 people each year and places nearly 60% back into housing. It is a two-floor facility with bathrooms on both floors. While the downstairs bathrooms have been remodeled and renovated recently, the upstairs shower space has not been since the program opened in 2009. It consists of two adjoining shower stalls with only one door, resulting in usage by only one resident at a time. We will remodel the space into two rooms with separate doors: one a shower stall and the other containing a bathtub. We also will remodel the adjoining large water-heater closet into separate rooms for the water heater and for storage.

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)

Casa Familia houses more than 30 people every day ranging from older single women to babies and newborns just discharged from the hospital. Obviously the bathrooms see a lot of use. By remodeling the current connected two-stall showers into a separate shower and bathtub facility, we can provide more efficient usage of the area - effectively doubling its use - while offering a new space for mothers to bathe their newborns and young children. In addition, because the current adjoining water-heater closet is one room, it is unsafe to store supplies for the program there. By remodeling it into two rooms - one with the enclosed heater - we can use the remaining currently unused space for much-needed storage.

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.)?

Casa Familia staff identified the problem and St. Elizabeth administration has had the area examined by construction specialists who recommended the proposed remodel. Bids have been submitted for the necessary work. All that remains is for the proposal to be accepted, a contractor selected and work to begin.

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.

Casa Familia serves homeless single women and families with children. It is the only such year-round facility in Santa Fe and all of Northern New Mexico. At least 95% of its guests are extremely low income and more than 70% present a medical, behavioral or substance-abuse issue. In 2018, the program served 301 people, including 37 families with 64 children, while providing 9,016 bed nights of shelter and 22,737 meals. By year's end, 150 people -- 55% of those leaving the program - successfully moved into housing. Interestingly, 25% of the single women were older than 55 and 31% of the children younger than 5. Ethnic breakdown was 49% Hispanic, 25% Anglo, 12% Native American, 9% Multiracial and 5% African-American. Each guest receives intensive case management and each adult works together with staff to create an Individual Service Plan setting out issues to be addressed - healthcare, employment, child development, alcohol/substance abuse, etc. - along with objectives and goals to be attained during their stay. Progress is monitored on an ongoing basis and help provided to navigate the inevitable roadblocks that occur. Casa Familia is well known in the city and region so its 10 beds for single women and 8 rooms for families are often filled to capacity.

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: 225	OR	Persons: 300

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
285	15		30		50		36		300

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
215	10			220

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 used for the actual construction, not acquisition.

Casa Familia is zoned appropriately and the recent remodel of its entrance and office space necessitated an intensive review by City staff of the building.

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.

St. Elizabeth Shelter has been providing services to homeless individuals and families since 1986. We currently operate and maintain five separate housing facilities - two emergency shelters and three longer-term supportive housing programs - all of which require ongoing repair and rehabilitation, while assisting more than 2,000 homeless people per year. Besides providing emergency food and shelter, we work together closely with our guests to help them address the reasons for becoming homeless, obtain healthcare, find employment, enroll in treatment programs, find benefits and locate housing. We collaborate with numerous human-services agencies - Life Link, Santa Fe Community Guidance Center, Healthcare for the Homeless, Santa Fe Recovery Center, Food Depot, Interfaith Community Shelter, etc. - to help our guests achieve their goals.

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.

We have successfully administered more than seven CDBG and/or AHTF contracts in recent years and are fully aware of federal regulations, including Davis Bacon, regarding such projects. St. Elizabeth also receives three HUD grants, two New Mexico Mortgage Finance Authority grants and Santa Fe City and County grants, all of which have similar standards that require reporting, monitoring and inspections.

B. National Objective Compliance

1. Benefits Low/ Moderate Income persons/households by:	
Area Benefit (eligible area) (LMA)	
Limited Clientele (LMC)	X
Housing Activities (LMH)	
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 proposed project will make Casa Familia more homelike and efficient for its homeless guests, particularly mothers with newborns and young children. More than a shelter, Casa Familia's goal, like all St. Elizabeth programs, is to quickly stabilize the individual or family in crisis by meeting their immediate needs and then provide a secure base in a homelike atmosphere to allow them to begin addressing the issues that led to their becoming homeless. Working together, our staff helps guests rebuild their self-esteem and begin the road to recovery while providing the life, job, parenting and financial skills needed to successfully maintain independent living. During the past three years, more than 60% of Casa Familia residents have moved from the streets into housing and more satisfying and productive lives.

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 checked="" 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 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.

The funding requested is totally for project costs: architecture and building-permit fees, demolition of existing shower structure, remodeling that space into two separate rooms, new plumbing (including bathtub) and remodeling the water-heater closet into two rooms. St. Elizabeth is requesting CDBG funds for the project since we struggle every year to raise enough funds to cover our operating budget and therefore have very limited funding for capital improvements. But if a substantial portion of the funding is approved, the St. Elizabeth board will authorize additional operating funds to complete this needed project.

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				\$ 24,475
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				\$
Total of all funding sources				\$ 24,475

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

E. Performance Measurement System/Work Plan
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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:

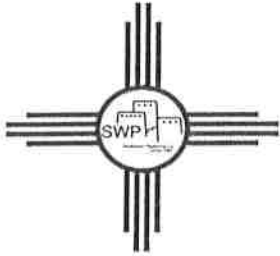
- (A) Specific
- (B) Measurable
- (C) Achievable
- (D) Results-orientated
- (E) Time bound

**CASA FAMILIA SHOWER REMODEL
ST. ELIZABETH SHELTER
CDBG WORK PLAN 2018-2019**

Our goal is to continue providing optimal emergency shelter and supportive services at Casa Familia for homeless single women and families with children while helping them move into housing of their own. Our objective is to enhance these services by creating a more homelike and less institutional atmosphere for our guests while making more efficient use of available space. By remodeling the current connected shower space into two separate rooms – one with shower and the other with bathtub – we can double their usage while offering a new space for mothers to bathe their newborns and young children. And by remodeling the adjoining hot-water heater room into separate heater and storage rooms, we can create needed space for program supplies.

The project is specific since construction assessments and bids have been submitted. It will be measurable as the remodel progresses until work is completed. It is achievable if CDBG funding is obtained and leveraged, if needed, with private donations. It is results-oriented as we will have remodeled spaces at project end, and it is time-bound as we would like work to begin this summer so it can be completed by late fall to minimize disruption to the building's residents.

Our work plan is to obtain CDBG funding commitment, select a contractor, award the contract in July, monitor progress, inspect final results, and continue documenting the number of people served at Casa Familia, the services provided them, their progress and ultimate success in locating housing.



Southwest Plastering Co., Inc.

Michael A. Roybal • President
Brenda R. Almeida • swp.sfsb@gmail.com
2925 Rufina St., Santa Fe, NM 87507
Telephone (505) 438-6599 • Fax (505) 438-4247
License No. 058364

To: St. Elizabeth Shelter

Email: business@steshelter.org

Job Site: Casa Familia
1604 Berry Ave.

Date: February 1, 2018

PROPOSAL/CONTRACT SPECIFICATIONS

General Description: Second Story bathroom remodel/reconfiguration at Saint Elizabeth's Shelter. The scope of work includes:

1. Architecture and building permit fees
2. Remove existing shower and storage space to allow for proposed new bathroom design.
3. Included are all necessary plumbing, electricity, lighting, and HVAC as well as all fixtures.
4. Install all bathroom wall and floor tile.
5. Apply new texture drywall and paint to match existing
6. Remove and dispose of all debris properly

Contract Total

\$24,475.00

30% down

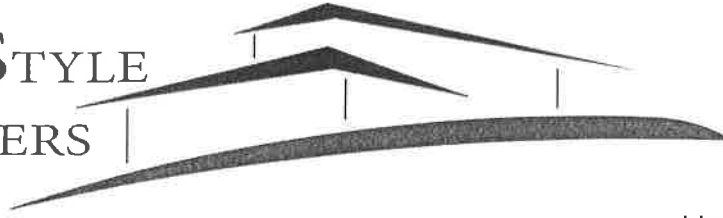
\$7,342.50

OWNER / CONTRACTOR

Agree to pay billed incremental amounts based upon completed work. Agree to pay bills within ten working days of invoice receipt. Failure to pay will result in the additional charge of 2% per month of the unpaid balance plus attorney fees and the cost of collection of the unpaid balance.

SOUTHWEST PLASTERING

Southwest Plastering Company agrees to furnish all labor and materials for the completion of the specified work. All insurances are provided by Southwest Plastering Company insurance plans. We will supply an outside toilet and maintain a clean work site area, as well as take care NOT to damage any plants, landscaping, and/or artwork. All windows and wood work are masked with either paper or plastic and kept clean. Proposal/Contract amounts not valid after 30 days.



To: St. Elizabeth Shelter

Email: business@steshelter.org

Project: 1604 Berry Avenue
Santa Fe, NM 87507

Date: February 1, 2018

PROPOSAL/CONTRACT SPECIFICATIONS

General Description: Bathroom remodel based on site evaluation.

1. New bathroom design and permit
2. Will remove and dispose of showers and walls for new design
3. Will install new flooring and retexture and paint bathroom wall
4. Will install electrical and mechanical fixtures to accommodate new bathroom configuration
5. Will Install new plumbing fixtures

Contract Total	\$27,400
Down Payment	\$13,000

OWNER / CONTRACTOR

Agree to pay billed incremental amounts based upon completed work. Agree to pay bills within ten working days of invoice receipt. Failure to pay will result in the additional charge of 5% per month of the unpaid balance plus attorney fees and the cost of collection of the unpaid balance.

SANTA FE STYLE BUILDERS

Santa Fe Style Builders agrees to furnish all labor and materials for the completion of the specified work. All insurances are provided by Santa Fe Style Builders Company insurance plans. We will supply an outside toilet and maintain a clean work site area, as well as take care NOT to damage any plants, landscaping, and/or artwork. All windows and wood work is masked with either paper or plastic and kept clean. Proposal/Contract amounts not valid after 30 days.

Santa Fe Style Builders, LLC.

St. Elizabeth Shelter



Construction, LLC
702 Don Felix St.
Santa Fe, NM 87501

Anthony Tapia
Lic. No. 81459

(505) 989-7053
(505) 690-3718

To: St. Elizabeth Shelter
1604 Berry Avenue
Santa Fe, NM 87507

Date: January 31, 2018

Email: director@steshelter.org

PROPOSAL

Description: Bathroom Remodel.

1. Bathroom drafting design and city permit cost
2. Demo 2 existing showers
3. Floor installation
4. Plumbing and electrical work
5. Plumbing fixtures installation
6. Apply drywall texture and paint bath as needed

Total	\$28,350
30% down	\$8,505

Anthony Tapia

St. Elizabeth Shelter