

Cover Page

City of Santa Fe Community Development Block Grant Program FY 2018-2019	
Name of Nonprofit Organization:	Youth Shelters and Family Services
Name of Executive Director:	Shelly Felt
Name of Board President:	Kenneth Romero
Name, Contact Information (Address, Phone, and Email) of Person Submitting Request (Fiscal Agent if appropriate):	Shelly Felt P.O. Box 28279 Santa Fe, NM 87592-8279 (505)983-0586 x120 sfelt@youthshelters.org
Amount Requested:	\$21,032
Program Name or Service being requested for Funding:	Street Outreach Program-Expansion of Support Services
Brief Program or Service Description:	The Street Outreach Program provides street-based critical services such as food, water, clothing, emergency aid supplies, tents, backpacks, sleeping bags and blankets to youth up to age 21. 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.
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 #	795320761
Business Registration #	17 -00038708
Tax ID #	85-0324625
State CRS #	02-010414-00-6
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 type="checkbox"/> Public Facility <input checked="" 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.

In order to meet the extensive needs of homeless youth, the Street Outreach Program Staff hours will increase in order to provide support services to youth at the Interfaith Community Shelter at Pete's Place (Pete's Place) during their Winter Shelter Season and during their year-round Resource Center. Additional relief staff hours will also be added at the Street Outreach Drop-In Center to ensure all shifts are covered by a known staff member.

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)

Local funds are integral to the ability of Youth Shelters and Family Services to obtain federal funds for the purpose of serving runaway and homeless youth. A significant number of young people through age 21 are eating dinner at Interfaith Community Shelter at Pete's Place (Pete's Place) and/or sleeping there overnight, during the cold weather. Our organization has seen the need for increasing our Street Outreach hours at Pete's Place to better divert young people from a culture of homelessness, and connect them with appropriate housing resources. The leadership, volunteers, and staff at Pete's Place have encouraged an increased presence of our staff at their facility. Without receiving a CDBG allocation, it is likely that Youth Shelters and Family Services would not be able to provide as many outreach hours at Pete's Place. In addition, as in the past, when we have not been able to hire relief staff, our program director has filled in when any staff members are on leave, scheduled or unscheduled. Our program director routinely works many more than 40 hours per week and our agency does not perceive this to be sustainable.

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.)?

The support services offered through Street Outreach Program and Drop-In Center are low-barrier, which means that youth can easily access interventions to meet their basic needs, as well as case management services. Pete's Place has invited Street Outreach to have staff available regularly at the winter shelter, as well as the resource center, year-round. When homeless youth arrive at Pete's Place, our Program Director is notified by their staff so that we can connect with the youth. With additional staff at our Drop-In Center and Pete's Place, our ability to provide in-depth support and resources will increase. We have close-knit relationships with a myriad of service providers, including Pete's Place. We can establish new and expanded connections for homeless youth with these providers by having a greater presence in the community.

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.

Homeless youth find different ways and places to cope with having unstable living conditions. Some youth spend nights walking the streets to stay warm and sleeping during the day when they feel safer. Other youth camp in the mountains, live in cars, or sleep in abandoned buildings. The youth depend on the services we provide including: food, water, clothing, first-aid and hygiene kits, sleeping bags and tents. Comprehensive support services and case management help youth stay safe and move forward in life. Our Street Outreach Program and Drop-In Center serve youth up through age 21. Street-based outreach happens 6 days per week at locations where youth gather including: Santa Fe Plaza, Cathedral Park, local skate parks, DeVargas Mall, and other locations in Santa Fe. CDBG funds will allow us to expand our services at Pete's Place for an additional 8 hours per week, year-round, as well as 12 hours per week during the months when the winter shelter is open. With additional relief staff for 10 hours per week at our Drop-In Center, we can have 2 staff available on Sundays, and fully trained relief staff available when full-time staff are on unscheduled or scheduled leave.

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:	<u>OR</u>	Persons: 650

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
650									

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
n/a				

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.

n/a

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.

Youth Emergency Shelter—A 24-hour safe haven for youth in crisis, ages 10-17, where they can sleep, eat three meals a day, and receive counseling. Our highly trained staff and master's-level therapists provide counseling and case management services while long-term housing is located for each youth. Youth can stay at the Shelter as long as ninety days while trained staff make arrangements for long-term safe and stable housing.

Transitional Living Program—A supervised home and apartment setting for youth ages 17-21 while in school, job training, or working as they transition to independence. This program is specifically designed to address the needs of any homeless youth by serving a diverse population with a full range of services. Youth can live at TLP up to 18 months. The average stay is 6 months.

STAR—The STAR program (Supportive Transitions to Adulthood through Rehousing) provides rapid re-housing for chronically homeless young adults ages 18-24, and their children. We provide case management for chronically homeless and highly vulnerable applicants by helping them complete the application process, identify safe and stable housing, find employment and child-care, as needed.

Street Outreach Program—Provides street-based critical services such as food, water, clothing, emergency aid supplies, tents, backpacks, sleeping bags and blankets to youth up to age 21. 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.

Cold Weather Shelter—This pilot program provides emergency shelter for homeless young adults ages 18-21. During the coldest winter months, December 2017-February 2018, we have eight beds available every night. Two trained staff transport, oversee and assist clients as necessary at this shelter.

Community Counseling Center—Professional counseling for youth in every program, their families, and community members who are in crisis, homeless, or at risk of being homeless.

Pregnant and Parenting Youth Initiative—Provides safety, stability, and wellness for young families through access to pre- and post-natal care, housing, education, clothing, diapers, food and other resources as needed.

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.

Youth Shelters and Family Services has extensive experience in government contract administration dating back at least 20 years. Our organization is currently managing three federal Runaway, Homeless Youth Act grants, through the Dept. of Health and Human Services. We are in compliance with federal regulations governing acquisition, procurement, equal employment opportunity, and labor standards. All fiscal records are maintained in accordance with generally accepted accounting principles (GAAP) and are in compliance with federal, state, and local legal and reporting requirements.

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.

Our public service project meets the CDBG National Objective to assist extremely low income persons. Since 100% of the clients served through the Street Outreach Program are homeless, nearly homeless and have extremely low to no income, they are Limited Clientele. (Nearly homeless means without a fixed address. Youth may be "couch surfing" among friends or staying in another temporary, unstable living situation, such as motel 6.) CDBG funding will enable us to provide additional in-depth support services to youth who need extra support at Pete's Place, which has traditionally been a hub for homeless adults. Street outreach to youth is often a gateway to other services in our continuum of support, such as our Transitional Living Program, Community Counseling Center, and a myriad of other community services. With an increased presence at Pete's Place, we also have the opportunity to connect youth with other service providers, first-hand.

We can address emergency needs and provide long-term solutions so homeless youth can leave the streets. Youth receive referrals for permanent housing, healthcare, mental health care and substance abuse treatment, as needed. These resources are available to all homeless youth, however, the more youth we connect with, the more youth we can support with in-depth services. And, having the opportunity to spend more time with each youth creates greater positive connections. Building trust with youth takes time and with additional staff hours, we can build and sustain relationships with our clients.

This project meets the National Objective to Create a Suitable Living Environment as it will increase opportunities for for at-risk populations. We will help homeless youth in our community access the resources and opportunities which are available to them, and necessary to escape long-term poverty.

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 checked="" 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.

Personnel Services: Increase hours of Youth Shelters and Family Services Street Outreach staff at Pete's Place – will be present 12 hours a week for 34 weeks of the year. \$6,120. 12 x 34 x \$15;
 Increase hours of Youth Shelters and Family Services case management staff at Pete's Place by 8 hours a week for 52 weeks of the year. \$6,240. 8 x 52 x \$15;
 Increase hours of Youth Shelters and Family Services Street Outreach relief staff by 10 hours a week for 52 weeks of the year to cover Sunday hours and as needed hours at Drop-In Center and become a "familiar face" to the clients to cover during unscheduled and scheduled time off. \$6,760. Benefits: 10 x 52 x \$13. Total: \$19,120 (personnel services) + \$1,912 (benefits) = \$21,032.

NOTE: Total project cost includes Street Outreach Drop-In Center, Cold Weather Shelter, Pregnant and Parenting Initiative and Street Outreach Program.

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				\$ 21,032.00
Other HUD funds i.e. HOME, Section 108				\$
Other Federal Funds				\$ 198,500.00
City Funding i.e. Youth and Family, Human Services	Children and Youth Commission	Children and Youth Commission	Children and Youth	\$ 62,500.00
State funding, i.e. MFA				\$
Other i.e. in-kind, private funds	Private Contributions	In-Kind Donations		\$ 40,000.00
Total of all funding sources				\$ 322,032.00

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
Street Outreach Worker-not new		20%
Case Manager-not new		20%
Relief Worker-yes, new		100%

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



**Transmittal Letter-Project Statement -
Board of Directors' Authorization to Request Funds**

January 30, 2018

Jacqueline Beam, Planner, Office of Affordable Housing
Alexandra Ladd, Director, Office of Affordable Housing
City of Santa Fe
500 Market Street, Ste. 200
Santa Fe, NM 87501

Dear Ms. Beam and Ms. Ladd:

Thank you for the opportunity to submit this application for a CDBG grant in FY 2018-2019.

Youth Shelters and Family Services respectfully requests \$21,032 in order to expand staff hours at the Street Outreach Program for a relief staff worker. This will enable our program to expand our partnership with Pete's Place in order to provide additional services to homeless youth. This proposal is fully endorsed by our Board of Directors.

Our organization's continuum of services delivers life changing shelter and support for homeless, runaway and in-crisis youth. Our programs are client-centered so youth can envision a better future for themselves and develop a roadmap to get there. We empower youth by providing safe and stable housing and supportive services: education, tutoring, employment opportunities, life skills training, counseling, and addiction support.

We want to thank you and the Community Development Commission for considering this important public service request. If there are any questions, please feel free to call me at 505-983-0586.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kenneth Romero', is written over a light blue circular stamp.

Kenneth Romero
Board President

A handwritten signature in black ink, appearing to read 'Shelly Felt', is written in a cursive style.

Shelly Felt
Executive Director
505-983-0586
sfelt@youthshelters.org
P.O. Box 28279
Santa Fe, NM 87592-8279

Youth Shelters and Family Services- CDBG/Work Plan FY 2018-2019

E. Performance Measurement System/Work Plan

Goal: The goal of our Street Outreach Program, Drop In Center and Project is to prevent youth homelessness through emergency assistance and support services.

Objective: Create a Suitable Living Environment where homeless youth can increase their safety and stability, and form positive relationships with adults. Increased safety and stability will be achieved by meeting emergency needs, providing support services, and providing survival items including: food, water, clothing, first-aid and hygiene kits, sleeping bags and tents. The entire Santa Fe community will benefit.

Outcome: Increased availability and accessibility to life-changing resources such as mental and physical health providers, shelter, transitional living opportunities, housing first models, education, life skills classes and employment resources.

Indicators: Number of homeless youth served at the Interfaith Community Shelter at Pete's Place and types of public and support services provided.

The common indicators listed below will also be reported on:

- Amount of money leveraged from other Federal, state, local and private sources per activity.
- Number of persons, households, businesses, units or beds assisted, as appropriate.
- Income levels of persons by household by <30%, 30-49%, 50-79% and >= 80% of area median income (AMI).
- Race, ethnicity and disability data when programs directly benefit persons or households.

Goals must be:

(A) Specific

(B) Measurable

(C) Achievable

(D) Results-orientated

(E) Time bound