




City of Santa Fe, New Mexico




Memorandum

DATE: June 23, 2025

TO: Governing Body, July 9, 2025
Finance Committee, July 7, 2025
Quality of Life Committee, July 2, 2025
Community Development Commission, June 18, 2025

VIA: Johanna Nelson, Interim Director, Office of Affordable Housing 
Johanna Nelson (Jun 26, 2025 15:17 MDT)

FROM: Rocio Gosende, Project Manager, Office of Affordable Housing 
Rocio Gosende (Jun 26, 2025 15:25 MDT)

ITEM AND ISSUE:

Request for Approval of the City of Santa Fe's Program Year 2025–2026 Annual Action Plan for Submission to the U.S. Department of Housing and Urban Development (HUD), in Compliance with Community Development Block Grant (CDBG) Program Requirements. (Rocio Gosende, Project Manager, Office of Affordable Housing, rmgosende@santafenm.gov, (505) 629-7379)

BACKGROUND AND SUMMARY:

The Community Development Block Grant (CDBG) Program is funded annually by the U.S. Department of Housing and Urban Development (HUD) to support a wide range of housing and community development activities that benefit low- and moderate-income residents. The City of Santa Fe, along with more than 1,100 other jurisdictions nationwide, is designated as an “entitlement community,” which means it receives a direct annual allocation of CDBG funds based on a formula that considers factors such as poverty level, population, housing overcrowding, age of housing stock, and population growth relative to other metropolitan areas.

To receive its annual allocation, the City must fulfill three core HUD requirements:

1. **Consolidated Plan** – Updated every three to five years, this long-range plan assesses housing and community development needs, establishes priorities, and guides resource allocation.
2. **Annual Action Plan (AAP)** – Submitted at the start of each program year, the AAP outlines the specific activities and funding allocations that will be used to address the goals set forth in the Consolidated Plan.
3. **Consolidated Annual Performance and Evaluation Report (CAPER)** – Submitted annually to report on progress and outcomes achieved with CDBG funds during the previous year.

The Program Year 2025–2026 Annual Action Plan provides a detailed summary of proposed projects and funding sources. The City anticipates receiving approximately **\$633,475** in new CDBG funding for the upcoming fiscal year. Of this, approximately **\$120,000 (20%)** will be allocated for administrative costs.

In addition to the anticipated entitlement amount, the City proposes to:



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- **Reprogram \$233,905.68** in unspent funds from prior-year projects
- **Utilize \$200,000** in anticipated program income from financing programs managed by Homewise and the Housing Trust.

This results in a total estimated funding amount of **\$1,067,380.68** available for Program Year 2025–2026.

Recommended Project Allocations

Following a competitive Request for Proposals (RFP) process with review and recommendation by the Community Development Commission, the following projects are proposed for CDBG funding in Program Year 2025–2026:

- **Homewise** – \$85,000
- **Interfaith Community Shelter – Summer Safe Haven for All** – \$45,000
- **Santa Fe Community Housing Trust** – \$100,000 (plus \$116,952.84 in reprogrammed funds for a total of \$216,952.84)
- **Santa Fe Habitat for Humanity – Home Repair Program** – \$135,000
- **Santa Fe Public Schools Adelante Program – Expanded School Liaison Project** – \$40,000
- **YouthWorks – Social Justice Kitchen Facility Renovation** – \$75,000 (plus \$116,952.84 in reprogrammed funds for a total of \$191,952.84)

Individual contracts for each project are currently under legal review for approval as to form. Once the FY 2025–2026 City budget is approved, these contracts will be submitted for formal approval by the Governing Body or City Manager, as appropriate.

Approval of the Annual Action Plan will allow the City to meet HUD's program submission deadline and move forward with timely implementation of CDBG-funded projects.

ACTION REQUESTED:

The Office of Affordable Housing respectfully requests your review and approval of the 2025-2026 Annual Action Plan.








CDBG Annual Action Plan 25-26 Memo

Final Audit Report

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