




City of Santa Fe, New Mexico




Memorandum

DATE: June 23, 2025

TO: Governing Body, September 10, 2025

VIA: Johanna Nelson, Interim Director, Office of Affordable Housing 
Johanna Nelson (Sep 3, 2025 10:49:54 MDT)

FROM: Rocio Gosende, Project Manager, Office of Affordable Housing 
Rocio Gosende (Sep 3, 2025 10:33:57 MDT)

ITEM AND ISSUE:

Request for Approval of the 2025-2026 Annual Action Plan for Submission to the U.S. Department of Housing and Urban Development (HUD) as a Condition to the City’s Community Development Block Grant (CDBG). (Rocio Gosende, Project Manager, Office of Affordable Housing, rmgosende@santafenm.gov, (505) 629-7379)

BACKGROUND AND SUMMARY:

The Community Development Block Grant Program (CDBG) is funded annually by the U.S. Department of Housing and Urban Development (HUD) for a wide-range of housing and community development activities. The City of Santa Fe, along with over 1,100 other cities in the country, is an “entitlement city” which means it automatically receives the federal money. The amount of the grant is determined by a formula that takes into consideration community’s needs, including the extent of poverty, population, housing overcrowding, age of housing and population growth in relationship to other metropolitan areas.

There are three main requirements the City must fulfill to receive CDBG funding from HUD each year:

- 1) the Consolidated Plan: On a three or five-year increment, every entitlement community updates demographic and market data, re-evaluates funding priorities and submits the planning document to HUD;
- 2) the Annual Action Plan: Submitted to HUD at the beginning of each funding cycle, the AP provides a concise summary of the actions, activities, and specific federal and non-federal resources that will be used each year to address the priority needs and specific goals identified in the Consolidated Plan;
- and 3) the Consolidated Annual Performance and Evaluation Report (CAPER): the annual report submitted to HUD in which entitlement communities report accomplishments and progress towards meeting the Consolidated Plan goals in the prior year.

The 2025-2026 Annual Action Plan provides a summary of the activities and resources that will be used during the program year. *As of the date of the release of this plan, the exact amount of the CDBG is not finalized by HUD.* The City anticipates receiving about \$633,475 of CDBG in the upcoming fiscal year, of which approximately 20% (\$120,000) will be reserved for program administration costs. Additionally, the City proposes to reprogram \$233,905.68 of unspent funds from prior year projects and anticipates receiving \$200,000 in program income for a total funding amount of \$1,067,380.68. The unused funds are split evenly between Youthworks nonprofit facility activity and Santa Fe Community Housing Trust.

Projects recommended by the Community Development Commission to receive CDBG Funding for FY 2025-2026 include:

- Homewise (\$85,000)
- Interfaith Community Shelter’s Summer Safe Haven for All (\$45,000)



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- Santa Fe Housing Trust (EN:100,000 + Unused: \$116,952.84 = \$216,952.84)
- Santa Fe Habitat for Humanity's Home Repair Program (\$135,000)
- SFPS Adelante Program's Expanded School Liaison Project (\$40,000)
- Youthworks' Social Justice Kitchen Facility Renovation Project (EN: \$75,000 + Unused: \$116,952.84 = \$117,027.84)

These contracts are currently getting approved to form and will be submitted for the Governing Body's (or City Manager's) approval after the budget has been approved.

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

2025-09-03

Created:	2025-09-03
By:	Rocio Gosende (rmgosende@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAgwg72xuatpciGUy6BBg05Srtz2ob0IXj

"CDBG Annual Action Plan 25-26 Memo" History

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2025-09-03 - 4:33:03 PM GMT- IP address: 63.232.20.2
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