



CITY OF SANTA FE

DATE: September 19, 2025

TO: Governing Body
Finance Committee
Quality of Life Committee
Andy Hopkins, Budget Officer

VIA: Henri Hammond-Paul, Community Health and Safety Director
Marcella Apodaca, Business Operations Manager

Henri Hammond-Paul
Marcella Apodaca

FROM: Kristen Woods, Youth and Family Services Program Manager

~~*Kristen Woods*~~

ITEM AND ISSUE:

Request approval to re-appropriate funding from FY25 in the amount of \$6,656,267.00 into FY26 that was allocated for Homelessness Services.

BACKGROUND AND SUMMARY:

Funds were set aside to fund Homelessness General services contracts with Christ Lutheran Church (Contract Number 3260015) for \$136,000.00 and St. Elizabeth's for \$130,000.00. These contracts were entered into the system before the end of FY25 and were dedicated to these contracts. Additionally, we still have \$26,752.31 due to be paid to Christ Lutheran Church for their Community Center building under FY25 P.O. number 22501083.

The Life Link has a four-year contract for \$1,986,338.60 that has not been used at all yet, as we are still developing the Micro Community. These funds need to be carried forward to support Micro Communities projects.

The City awarded the Division some one-time funds in 2025 that have not been spent yet and need to be used in 2026. The Division was awarded \$350,000.00 for Project Management and Engineering for Micro Communities. Additionally, we were awarded \$250,000.00 for contracts for Immigration Support Services. Those services were procured for things like Legal Trainings, a Toolkit and Outreach. These contracts were finalized in FY25, and the POs have been created, the funds just need to be carried forward. The Division also received \$30,000.00 for Code Blue Response, which would support organizations in hosting and providing services during emergency shelter stays. Code Blue is activated during extreme weather events to save the lives of unsheltered residents. The division also received \$125,000.00 for Project Management related to homelessness. Those Project Managers have been procured, and their contracts should start in the first few months of FY26. Finally, the Department was awarded \$158,000.00 for Project Management. Those funds will be needed in FY26 as well.

Grants and Services Funds 2400122.510400
\$3,192,091.00

The City allocated funds for the Project Management and design of Pallet Micro Communities. Work has begun but more is needed in the new Fiscal Year. Funds left over on their contract are imperative to complete the work of creating a Pallet shelter Micro Community and needs to be carried forward for the work to be completed.

Other Consulting 2400122.510340
\$137,253.00

Funds were set aside for Eviction Prevention Services. The Division has been attempting to procure services since November of 2024 and again in February of 2025, so spending these funds has been delayed. There is a procurement currently to get these services procured. These funds will be imperative to supporting housing stability in Santa Fe. Additionally, a contract for a Hotel Program, Housing Elderly and Vulnerable Constituents who are facing housing instability is continuing into FY26. FY25 PO #22503022 still has \$444,381.61 left on it. This program is essential to stabilize the housing insecure.

Service Contracts 2400122.510310
\$943,178.00

Funds are allocated to purchase Pallet Infrastructure for our Micro Communities work. There has been a concerted effort to get this project established and the pallet shipments are scheduled to arrive just after the change of fiscal year. Additionally, \$669,910.38 has been allocated for a hotel program. This program takes vulnerable elderly residents who are experiencing unsheltered homelessness or housing instability and places them into hotels while they work towards finding safe, long-term housing. These funds need to be carried forward so this important work can continue.

Building & Structures >5K (Capital) **2400122.570400**
\$1,704,202.00

These funds are allocated to purchases for construction for the Micro Communities work.

WIP (Work in Progress) Construction **2400122.572970**
\$38,304.00

The Youth and Family Services Division received an allocation of one-time funds for construction of Micro Communities. These funds are essential to developing the project in progress. Micro Communities are an important part of the City's Homeless response strategy.

Buildings & Structures > \$5k **2400122.570400**
\$641,239.00

ACTION REQUESTED:

The Community Health and Safety Department requests the approval of the Carryforward Request.

Account Inquiry [CITY OF SANTA FE]

Account

Fund	240	COMDEV	Acct	240-30-10-1150-122-00-000-510400-	
Org	2400122	Hum Svcs	Acct name	Grants and Services	
Object	510400	Grants Svcs	Type	Expense	Status Active
Project	<input type="checkbox"/>		Rollup	CDHSC	<input checked="" type="checkbox"/> HumanServicesCNT
			Sub-Rollup	<input type="checkbox"/>	

4 Year Comparison	Current Year	History	4 Year Graph	History Graph
Yr/Per 2025/01	Fiscal Year 2025		Fiscal Year 2024	Fiscal Year 2023
Original Budget	8,386,421.00 <input type="checkbox"/>		2,739,650.00 <input type="checkbox"/>	1,282,002.00 <input type="checkbox"/>
Transfers In	8,251,259.00 <input type="checkbox"/>		5,983,471.00 <input type="checkbox"/>	5,140,967.72 <input type="checkbox"/>
Transfers Out	-2,065,244.00 <input type="checkbox"/>		-583,682.00 <input type="checkbox"/>	-140,967.72 <input type="checkbox"/>
Revised Budget	14,572,436.00		8,139,439.00	6,282,002.00
Actual (Memo)	4,642,168.47 <input type="checkbox"/>		4,166,712.14 <input type="checkbox"/>	1,184,124.80 <input type="checkbox"/>
Encumbrances	4,466,645.10 <input type="checkbox"/>		.00 <input type="checkbox"/>	.00 <input type="checkbox"/>
Requisitions	.00 <input type="checkbox"/>			
Available	5,463,622.43		3,972,726.86	5,097,877.20
Percent used	62.51		51.19	18.85
				Fiscal Year 2026
				2,602,950.00 <input type="checkbox"/>
				4,400,000.00 <input type="checkbox"/>
				.00 <input type="checkbox"/>
				7,002,950.00
				686,384.56 <input type="checkbox"/>
				2,473,425.59 <input type="checkbox"/>
				146,000.00 <input type="checkbox"/>
				3,697,139.85
				47.21

Account Inquiry [CITY OF SANTA FE]

Account

Fund	240	COMDEV	Acct	240-30-10-1150-122-00-000-510340-	
Org	2400122	Hum Svcs	Acct name	Other Consulting	Account Notes
Object	510340	Oth Cnsltg	Type	Expense	Status Active
Project	<input type="checkbox"/>		Rollup	CDHSC	<input checked="" type="checkbox"/> HumanServicesCNT
			Sub-Rollup	<input type="checkbox"/>	

MULTI-FUND

4 Year Comparison	Current Year	History	4 Year Graph	History Graph
Yr/Per 2025/01	Fiscal Year 2025	Fiscal Year 2024	Fiscal Year 2023	Fiscal Year 2026
Original Budget	336,700.00	.00	.00	336,700.00
Transfers In	.00	536,700.00	611,737.50	.00
Transfers Out	.00	.00	-411,737.50	.00
Revised Budget	336,700.00	536,700.00	200,000.00	336,700.00
Actual (Memo)	121,627.83	424,520.72	.00	.00
Encumbrances	137,253.15	.00	00	-137,253.15
Requisitions	.00			.00
Available	77,819.02	112,179.28	200,000.00	473,953.15
Percent used	76.89	79.10	.00	-40.76

Account Inquiry [CITY OF SANTA FE]

Account

Fund	240	COMDEV	Acct	240-30-10-1150-122-00-000-510310-	
Org	2400122	Hum Svcs	Acct name	Service Contracts	Account Notes
Object	510310	Svc Cntr	Type	Expense	Status Active
Project	<input type="checkbox"/>		Rollup	CDHSC	<input checked="" type="checkbox"/> HumanServicesCNT
			Sub-Rollup	<input type="checkbox"/>	

MULTI-FUND

4 Year Comparison	Current Year	History	4 Year Graph	History Graph
Yr/Per 2025/01	Fiscal Year 2025	Fiscal Year 2024	Fiscal Year 2023	Fiscal Year 2026
Original Budget	1,000,000.00	.00	.00	1,000,000.00
Transfers In	.00	1,000,000.00	1,000,000.00	.00
Transfers Out	.00	.00	.00	.00
Revised Budget	1,000,000.00	1,000,000.00	1,000,000.00	1,000,000.00
Actual (Memo)	56,822.39	1,000,000.00	.00	.00
Encumbrances	444,381.61	.00	.00	-332,991.76
Requisitions	.00			.00
Available	498,796.00	.00	1,000,000.00	1,332,991.76
Percent used	50.12	100.00	.00	-33.30

Account Inquiry [CITY OF SANTA FE] Account Detail

Org	Object	Project	Account	Account Description	PO/Ref2	Ref3	Ref4	Amount	Check #	Warrant	Vendor
2400122	510310		240-30-10-1150-122-00-000-510310-	Service Contracts	22601579		PO ENT/PRF	111,389.85			DAVENPORT CON
Y	2026/03	630662	09/09/25	09/09/25	POE	009997					
Y	2026/01	613045	07/31/25	07/31/25	POM	009936		444,381.61			SAFWARE INC

Account Inquiry [CITY OF SANTA FE]

Account

Fund	240	COMDEV	Acct	240-30-10-1150-122-00-000-570400-		<input type="button" value="Account Notes"/>
Org	2400122	Hum Svcs	Acct name	Building & Structures >\$5K		
Object	570400	BldgStrcNE	Type	Expense	Status Active	
Project	<input type="button" value=""/>		Rollup	CDHSN <input type="button" value=""/>	HumanServicesNEP	
			Sub-Rollup	<input type="button" value=""/>		

4 Year Comparison

Current Year History 4 Year Graph History Graph

Yr/Per 2025/01	Fiscal Year 2025	Fiscal Year 2024	Fiscal Year 2023	Fiscal Year 2026
Original Budget	.00 <input type="button" value=""/>	.00 <input type="button" value=""/>	.00 <input type="button" value=""/>	.00 <input type="button" value=""/>
Transfers In	2,812,325.00 <input type="button" value=""/>	246,982.00 <input type="button" value=""/>	400,000.00 <input type="button" value=""/>	.00 <input type="button" value=""/>
Transfers Out	-102,500.00 <input type="button" value=""/>	.00 <input type="button" value=""/>	.00 <input type="button" value=""/>	.00 <input type="button" value=""/>
Revised Budget	2,709,825.00	246,982.00	400,000.00	.00
Actual (Memo)	78,639.00 <input type="button" value=""/>	233,484.86 <input type="button" value=""/>	413,209.73 <input type="button" value=""/>	955,655.00 <input type="button" value=""/>
Encumbrances	1,989,947.02 <input type="button" value=""/>	.00 <input type="button" value=""/>	.00 <input type="button" value=""/>	-1,989,947.02 <input type="button" value=""/>
Requisitions	.00 <input type="button" value=""/>			.00 <input type="button" value=""/>
Available	641,238.98	13,497.14	-13,209.73	1,034,292.02
Percent used	76.34	94.54	103.30	.00

Account Inquiry [CITY OF SANTA FE]

Account

Fund	240	COMDEV	Acct	240-30-10-1150-122-00-000-572970-		<input type="button" value="Account Notes"/>
Org	2400122	Hum Svcs	Acct name	WIP Construction		
Object	572970	WIP Constr	Type	Expense	Status Active	
Project	<input type="button" value=""/>		Rollup	<input type="button" value=""/>		
			Sub-Rollup	<input type="button" value=""/>		

4 Year Comparison

Current Year History 4 Year Graph History Graph

Yr/Per 2025/01	Fiscal Year 2025	Fiscal Year 2024	Fiscal Year 2023	Fiscal Year 2026
Original Budget	.00 <input type="button" value=""/>	.00 <input type="button" value=""/>	.00 <input type="button" value=""/>	.00 <input type="button" value=""/>
Transfers In	4,051,981.00 <input type="button" value=""/>	.00 <input type="button" value=""/>	.00 <input type="button" value=""/>	.00 <input type="button" value=""/>
Transfers Out	-3,900,000.00 <input type="button" value=""/>	.00 <input type="button" value=""/>	.00 <input type="button" value=""/>	.00 <input type="button" value=""/>
Revised Budget	151,981.00	.00	.00	.00
Actual (Memo)	105,708.68 <input type="button" value=""/>	.00 <input type="button" value=""/>	.00 <input type="button" value=""/>	7,968.41 <input type="button" value=""/>
Encumbrances	55,733.06 <input type="button" value=""/>	.00 <input type="button" value=""/>	.00 <input type="button" value=""/>	-55,733.06 <input type="button" value=""/>
Requisitions	.00 <input type="button" value=""/>			.00 <input type="button" value=""/>
Available	-9,460.74	.00	.00	47,764.65
Percent used	106.22	.00	.00	.00

Account Inquiry [CITY OF SANTA FE]

Account

Fund	240	COMDEV	Acct	240-30-10-1150-122-00-000-570400-		Account Notes
Org	2400122	Hum Svcs	Acct name	Building & Structures >\$5k		
Object	570400	BldgStrcNE	Type	Expense	Status Active	
Project	<input type="text"/>		Rollup	CDHSN <input type="checkbox"/>	HumanServicesNEP <input type="checkbox"/>	
			Sub-Rollup	<input type="text"/>	<input type="text"/>	

4 Year Comparison

Current Year History 4 Year Graph History Graph

Yr/Per 2025/01	Fiscal Year 2025	Fiscal Year 2024	Fiscal Year 2023	Fiscal Year 2026
Original Budget	.00 <input type="checkbox"/>	.00 <input type="checkbox"/>	.00 <input type="checkbox"/>	.00 <input type="checkbox"/>
Transfers In	2,812,325.00 <input type="checkbox"/>	246,982.00 <input type="checkbox"/>	400,000.00 <input type="checkbox"/>	.00 <input type="checkbox"/>
Transfers Out	-102,500.00 <input type="checkbox"/>	.00 <input type="checkbox"/>	.00 <input type="checkbox"/>	.00 <input type="checkbox"/>
Revised Budget	2,709,825.00	246,982.00	400,000.00	.00
Actual (Memo)	78,639.00 <input type="checkbox"/>	233,484.86 <input type="checkbox"/>	413,209.73 <input type="checkbox"/>	955,655.00 <input type="checkbox"/>
Encumbrances	1,989,947.02 <input type="checkbox"/>	.00 <input type="checkbox"/>	.00 <input type="checkbox"/>	-1,989,947.02 <input type="checkbox"/>
Requisitions	.00 <input type="checkbox"/>			.00 <input type="checkbox"/>
Available	641,238.98	13,497.14	-13,209.79	1,034,292.02
Percent used	76.34	94.54	103.30	.00

Log # <i>{Finance use only}</i> :	
Journal # <i>{Finance use only}</i> :	

City of Santa Fe, New Mexico BUDGET AMENDMENT RESOLUTION (BAR)

DEPARTMENT / DIVISION NAME					DATE	
Community Health and Safety/Youth & Family Division					9/18/2025	
ITEM DESCRIPTION	ORG	OBJECT	PROJECT	INCREASE	DECREASE	
EXPENDITURES				<i>{enter as positive #}</i>	<i>{enter as negative #}</i>	
Grants and Services	2400122	510400		3,192,091.00		
Other Consulting	2400122	510340		137,253.00		
Service Contracts	2400122	510310		943,178.00		
Building & Structures >5K	2400122	570400		1,704,202.00		
WIP (Work in Progress) Construction	2400122	572970		38,304.00		
Building & Structures >5K	2400122	570400		641,239.00		
REVENUES				<i>{enter as negative #}</i>	<i>{enter as positive #}</i>	
JUSTIFICATION: <i>{use additional page if needed}</i> --Attach supporting documentation/memo				\$ 6,656,267	\$ -	

Re-appropriation of Grant Funding FY25 to FY26.	<i>{Complete section below if BAR results in a net change to ANY Fund}</i>												
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Fund(s) Affected</th> <th style="width: 30%;">Fund Balance Increase/(Decrease)</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr> <td style="text-align: right;">TOTAL:</td> <td style="text-align: center;">0</td> </tr> </tbody> </table>	Fund(s) Affected	Fund Balance Increase/(Decrease)									TOTAL:	0
Fund(s) Affected	Fund Balance Increase/(Decrease)												
TOTAL:	0												

Marcella Apodaca Prepared By <i>{print name}</i>	9/18/2025 Date	<i>{Use this form for Finance Committee/ City Council agenda items ONLY}</i>	<i>Andy Hopkins</i> Budget Officer	Sep 24, 2025 Date
		CITY COUNCIL APPROVAL		
		City Council Approval Date	<input style="width: 100px; height: 20px;" type="text"/>	
Division Director Signature <i>{optional}</i> 	Sep 22, 2025 Date	Agenda Item #:	<input style="width: 100px; height: 20px;" type="text"/>	Finance Director <i>{≤ \$5,000}</i> Date
Department Director Signature	Date		City Manager <i>{≤ \$60,000}</i> Date	










FY26 Carryforward Request - Y&F Homelessness Services

Final Audit Report

2025-10-07

Created:	2025-09-19
By:	Marcella Apodaca (maapodaca1@santafenm.gov)
Status:	Canceled / Declined
Transaction ID:	CBJCHBCAABAgh8Yy5BUOobsYsWSCUD85VTStw3UFDa8

"FY26 Carryforward Request - Y&F Homelessness Services" History

-  Document created by Marcella Apodaca (maapodaca1@santafenm.gov)
2025-09-19 - 9:53:23 PM GMT- IP address: 63.232.20.2
-  Document emailed to KRISTEN WOODS (krwoods@santafenm.gov) for signature
2025-09-19 - 9:56:27 PM GMT
-  Email viewed by KRISTEN WOODS (krwoods@santafenm.gov)
2025-09-19 - 9:57:56 PM GMT- IP address: 104.47.65.254
-  Document e-signed by KRISTEN WOODS (krwoods@santafenm.gov)
Signature Date: 2025-09-19 - 9:58:16 PM GMT - Time Source: server- IP address: 63.232.20.2
-  Document emailed to HENRI HAMMOND-PAUL (hmhammondpaul@santafenm.gov) for signature
2025-09-19 - 9:58:18 PM GMT
-  Document e-signed by HENRI HAMMOND-PAUL (hmhammondpaul@santafenm.gov)
Signature Date: 2025-09-22 - 3:35:23 PM GMT - Time Source: server- IP address: 174.218.17.75
-  Document emailed to ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov) for signature
2025-09-22 - 3:35:25 PM GMT
-  Email viewed by ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov)
2025-09-24 - 8:35:31 PM GMT- IP address: 104.47.65.254
-  Document e-signed by ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov)
Signature Date: 2025-09-24 - 8:40:05 PM GMT - Time Source: server- IP address: 63.232.20.2