






# City of Santa Fe New Mexico


## Memorandum



**DATE:** March 27, 2026

**TO:** Michael Garcia, Mayor

**VIA:** Andrea Phillips, Acting Finance Director,   
ANDREA PHILLIPS (Mar 27, 2026 16:00:29 MDT)  
 Heather Lamboy, Land Use Director   
 Faviola A. Chavez, Director, Office of Affordable Housing   
Faviola Chavez (Mar 27, 2026 15:58:19 MDT)

**FROM:** Roberta Catanach, Project Administrator 

**ITEM AND ISSUE:** Request for approval for the Community Development Block Grant (CDBG) Subrecipient Agreements in the total amount of \$633,475 from the 2025 Award. Additionally, requesting Budget Adjustment Resolution (BAR) in the amount of \$108,072.18 from CDBG Grant year 2023 and \$27,885.15 from Grant year 2024, for a total of \$769,432.33 for the Community Development Block Grant budget.

**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.

Nine applications were submitted for CDBG funds. Six CDBG applications were deemed responsive and eligible for funding. Because the funding requests for CDBG far exceeded what was available, funding amounts were determined based on a variety of factors related to priority needs identified in the Five-Year Consolidated Plan. The City of Santa Fe received a CDBG-EN FY2025 formula allocation of \$633,475, of which 20% is set aside for program administration costs. There was a remaining of \$108,072.18 from CDBG Grant year 2023 and \$27,885.15 from Grant year 2024.

Grantee Requested Recommended Chainbreakers Collective \$200,000 \$0 Homewise 250,000 85,000 Interfaith 549,900 45,000 SF Civic Housing Authority 250,000 0 Sf Community Housing Trust 610,074 100,000 SF Habitat for Humanity 200,000 135,000 SFPS-Adelante 40,000 40,000 Youth Shelter 55,000 0 Youth Works 450,000 101,780 Total Admin 20% 126,695 126,695 \$2,731,669 \$633,47

<b>Grantee</b>	<b>Requested</b>	<b>Recommended</b>
Chainbreakers Collective	\$200,000	\$0
Homewise	250,000	85,000
Interfaith	549,900	45,000
SF Civic Housing Authority	250,000	0
Sf Community Housing Trust	610,074	100,000
SF Habitat for Humanity	200,000	135,000
SFPS-Adelante	40,000	40,000
Youth Shelter	55,000	0
Youth Works	450,000	101,780
<i>Total Admin 20%</i>	126,695	126,695
	<b>\$2,731,669</b>	<b>\$633,475</b>

PROCUREMENT METHOD: The procurement method is RFP #25102

FUNDING SOURCE: The funding source is: Fund Name/Number: Community Development/Fund 240 Munis Org Name/Number: Housing Community Development Programs/2402750 Munis Object Name/Number: Grants and Services/510400

ACTION REQUESTED: The Office of Affordable Housing respectfully requests your review and approval

Log # {Finance use only}:	
Journal # {Finance use only}:	

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

DEPARTMENT / DIVISION NAME				DATE	
Community Development / Office of Affordable Housing				1/5/2026	
ITEM DESCRIPTION	ORG	OBJECT	PROJECT	INCREASE	DECREASE
<b>EXPENDITURES</b>				<i>(enter as positive #)</i>	<i>(enter as negative #)</i>
Grants & Services	2402750	510400	AFH2624001 Homewise	85,000	
Grants & Services	2402750	510400	AFH2624002 Housing Trust	100,000	
Grants & Services	2402750	510400	AFH2624003 Interfaith	45,000	
Grants & Services	2402750	510400	AFH2624004 Habitat	134,926	
Grants & Services	2402750	510400	AFH2624005 Adelante	40,000	
Grants & Services	2402750	510400	AFH2624006 Youthworks SC JST	75,000	
<b>REVENUES</b>				<i>(enter as negative #)</i>	<i>(enter as positive #)</i>
US Dept. Housing Urban Dev	2402750	490520			763,304
US Dept. Housing Urban Dev	2402750	490520		(153,549)	
US Dept. Housing Urban Dev	2402750	490520	AFH2624001 Homewise	(85,000)	
US Dept. Housing Urban Dev	2402750	490520	AFH2624002 Housing Trust	(100,000)	
US Dept. Housing Urban Dev	2402750	490520	AFH2624003 Interfaith	(45,000)	
US Dept. Housing Urban Dev	2402750	490520	AFH2624004 Habitat	(134,926)	
US Dept. Housing Urban Dev	2402750	490520	AFH2624005 Adelante	(40,000)	
US Dept. Housing Urban Dev	2402750	490520	AFH2624006 Youthworks SC JST	(75,000)	

**JUSTIFICATION:** *(use additional page if needed)*  
 --Attach supporting documentation/memo

The purpose of the BAR is to account for the amount awarded from the U.S. Department of Housing and Urban Development (HUD)	<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: 60%;">Fund(s) Affected</th> <th style="width: 40%;">Fund Balance Increase/(Decrease)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">240</td> <td style="text-align: right;">(609,755)</td> </tr> <tr> <td colspan="2" style="text-align: right;"><b>TOTAL:</b></td> </tr> <tr> <td></td> <td style="text-align: right;"><b>(609,755)</b></td> </tr> </tbody> </table>	Fund(s) Affected	Fund Balance Increase/(Decrease)	240	(609,755)	<b>TOTAL:</b>			<b>(609,755)</b>
Fund(s) Affected	Fund Balance Increase/(Decrease)								
240	(609,755)								
<b>TOTAL:</b>									
	<b>(609,755)</b>								

Ruben Macias <i>Ruben Macias</i> <small>Ruben Macias (Feb 4, 2026 14:31:49 MST)</small> Prepared By (print name)	1/5/2026 Date	<i>(Use this form for Finance Committee/ City Council agenda items ONLY)</i>	Andy Hopkins <i>Andy Hopkins</i> Budget Officer	Feb 5, 2026 Date
Faviola Chavez <i>Faviola Chavez</i> <small>Faviola Chavez</small> Division Director Signature (optional)	Feb 4, 2026 Date	<b>CITY COUNCIL APPROVAL</b> City Council	Finance Director {≤ \$5,000}	Date
Brian Moya <i>Brian Moya</i> Department Director Signature	Feb 4, 2026 Date	Approval Date	City Manager {≤ \$60,000}	Date