



AGENDA

COMMUNITY DEVELOPMENT
COMMISSION
JUNE 16, 2021 AT 3:30 PM
ATTEND VIRTUALLY

SPECIAL PROCEDURES FOR COMMUNITY DEVELOPMENT COMMISSION MEETING

Attendance: In response to the State's declaration of a Public Health Emergency, the Mayor's Proclamation of Emergency, the ban on public gatherings in excess of those permitted in the current Public Health Order, and the need to incorporate technology and practices to re-institute in-person meetings consistent with the limitations established by the Order, the Community Development Commission meeting will be conducted virtually.

Viewing: Members of the public may join the Zoom meeting by internet or phone, as follows:

Internet: To join the Zoom meeting on the internet using a computer, laptop, smartphone, or tablet, use the following link: <https://santafenm.gov.zoom.us/j/91785656210>.

Attendees should use the "Raise Hand" function to be recognized by the Chair to speak at the appropriate time.

Phone: To join the Zoom meeting using a phone, use the following phone numbers and Webinar ID: **US: 1 (346) 248-7799 - Webinar ID: 967 2758 1558**

Phone attendees should press *9 to use the "Raise Hand" function to be recognized by the Chair to speak at the appropriate time.

The agenda and packet for the meeting will be posted at <https://santafe.primegov.com/public/portal>.

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF AGENDA**



AGENDA

COMMUNITY DEVELOPMENT
COMMISSION
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ATTEND VIRTUALLY

4. APPROVAL OF MINUTES

4/21/2021 Minutes

5. DISCUSSION AGENDA

- a. CONSIDERATION OF RESOLUTION NO. 2021-___. (Mayor Webber)
A Resolution Donating Property Identified as 635 Alto Street and Resources to a Developer Qualified as a “Grantee” Under the New Mexico Affordable Housing Act for Development of at Least Five (5) Low-Priced Dwelling Units. (Alexandra Ladd, Office of Affordable Housing Director: agladd@santafenm.gov, 955-6346)

Committee Review:

Introduction: 06/09/21

Community Development Commission: 06/16/21

Quality of Life Committee: 06/16/21

Finance Committee: 06/21/21

Governing Body: 06/30/21

- b. Request Approval of Request for Applications for allocating Affordable Housing Trust Funds (AHTF) (Alexandra Ladd, Director, Office of Affordable Housing, agladd@santafenm.gov)
- c. Request Approval to amend current year AHTF contracts to extend term of performance through June 30, 2022 and to increase compensation (Alexandra Ladd, Director, Office of Affordable Housing, agladd@santafenm.gov)
 - a. NMCEH Consuelo’s Place (Midtown Shelter) – \$965,000 (Total Contract Amount \$1,521,169.27)
 - b. NMCEH – Homeless Early Intervention Project – \$250,000 (Total Contract Amount \$430,000)
 - c. Housing Trust Mortgage Assistance – \$200,000 (Total Contract Amount \$357,500)
 - d. Homewise – Emergency Foreclosure Prevention – \$150,000 (Total Contract Amount \$190,000)
 - e. Life Link – Emergency Payments for Hotel Residents – \$138,040 (Total Contract Amount \$288,040)

6. MATTERS FROM STAFF

7. MATTERS FROM THE COMMITTEE



City of Santa Fe

AGENDA

COMMUNITY DEVELOPMENT
COMMISSION
JUNE 16, 2021 AT 3:30 PM
ATTEND VIRTUALLY

8. **MATTERS FROM THE CHAIR**
9. **NEXT MEETING: Wednesday, July 21, 2021**
10. **ADJOURN**

Persons with disabilities in need of accommodations, contact the City Clerk's office at 955-6521, five (5) working days prior to meeting date.



MINUTES

COMMUNITY DEVELOPMENT
COMMISSION
APRIL 21, 2021 AT 3:30 PM
VIRTUAL MEETING

1. CALL TO ORDER

Start time: 3:31PM

2. ROLL CALL

Members Present:

Councilwoman Renee Villarreal
Member Paul Goblet
Member Ken Hughes
Member Carla Lopez
Member Willie Marquez
Member John Padilla
Member Rosario Torres

Others Attending:

City Staff: Alexandra Ladd, Toniette Candelaria-Martinez
Public: Lara Yoder from The Life Link; Elena Gonzales & Kate Preteska from
Homewise; Donna Reynolds from the Santa Fe Association of Realtors

3. APPROVAL OF AGENDA

MOTION: Member Marquez moved, seconded by Member Torres, to approve the Agenda as amended.

VOTE: The motion was approved on the following Roll Call vote:

For: Councilwoman Villarreal, Member Goblet, Member Hughes, Member Lopez, Member Marquez, Member Padilla, Member Torres

Alexandra Ladd: I recommended that we discuss the budget agenda item first on the agenda before the action plan because I've invited a couple of guests to be on hand to answer any specific questions that the Committee Commission might have.

Chair Villarreal: Excellent. Okay, so have item B before item A.

Commissioner Marquez: Do you need a motion for that?

Chair Villarreal: Yes, sir.

Commissioner Marquez: I so move.

Chair Villarreal: A motion by Commissioner Marquez. Second by Commissioner Goblet. Do you have a question, Commissioner Torres?



MINUTES

COMMUNITY DEVELOPMENT
COMMISSION
APRIL 21, 2021 AT 3:30 PM
VIRTUAL MEETING

Commissioner Torres: No, I was saying that I had Second.

Chair Villarreal: I didn't hear you.

Commissioner Torres: That's why I was doing [a finger gesture].

Commissioner Goblet: Okay, okay, let's give her the credit. Commissioner Padilla: All right, there was a silent second.

Chair Villarreal: Any other discussion? Seeing none, can we get a roll call? [Roll call]

4. APPROVAL OF MINUTES

Approval of March 3, 2021 Minutes

MOTION: Member Goblet moved, seconded by Member Padilla, to approve the minutes as presented.

VOTE: The motion was approved on the following Roll Call vote:

For: Councilwoman Villarreal, Member Goblet, Member Hughes, Member Lopez, Member Marquez, Member Padilla, Member Torres

5. DISCUSSION AGENDA

- a. Request Approval of Annual Action Plan describing how HUD resources will be used for the upcoming program year (Alexandra Ladd, Director, Office of Affordable Housing, agladd@santafenm.gov)

MOTION: Member Hughes moved, seconded by Member Torres, to Approve the motion to approve the Annual Action Plan.

VOTE: The motion was approved on the following Roll Call vote:

For: Councilwoman Villarreal, Member Goblet, Member Hughes, Member Lopez, Member Marquez, Member Padilla, Member Torres

Absent: Member Padilla was excused.

Chair Villarreal: Alexandra.

Mrs. Ladd: Thank you Madam Chair, members of the Committee Commission. I feel like you guys could practically write this plan yourselves, having seen it so many times. I always feel like I have to apologize for how clunky, the format is.



MINUTES

COMMUNITY DEVELOPMENT
COMMISSION
APRIL 21, 2021 AT 3:30 PM
VIRTUAL MEETING

But that's the way it goes. I think I made an improvement this year: Counselor Villarreal. The one page that has those two tables you always have such a hard time with where it breaks it down by helping homeless and then the next table is providing rental assistance--so it's confusing. They seem duplicative but their counting. One's counting people and one's counting services. So I added a column and this won't [HUD doesn't care] go to the HUD version, but for the public. So the plan is now available for public review on our website. We also have a survey, just to get some input from folks about what they think are important programs and projects to fund. And we have it translated now into Spanish. And so we will- I think I sent all of you the link, but we'll start trying to get that out there a little bit for the next couple of weeks. I added a column for the Affordable Housing Trust Fund to count those same issues so that it looks more comprehensive and I think addresses sort of that. Like why are there so many zeros in there? That was my big innovation this year with the annual action plan. But I think it always kind of speaks for itself. And we will just begin that whole process of getting all those contracts approved and setting up the programs for next year. With that, any questions I'm happy to respond to, but I think most of it is not going to be new stuff for any of you.

Chair Villarreal: Thank you, Alexandra. Any questions from the Commission Commissioner Goblet?

Commissioner Goblet: I didn't print it off and I should have because then I could address it specifically, but there were two or three spelling issues. I mean not a big deal, but a spellcheck might clean up a couple of these things.

Mrs. Ladd: Thank you Commissioner Goblet. You guys always get the benefit of having the first draft. So I appreciate that. It's really helpful actually.

Commissioner Lopez: That was my comment also. That, I'm assuming that you'll go through it with a fine tooth comb and clean it up. There was little stuff.

Commissioner Goblet: Yeah, it was not big. Right.

Commissioner Lopez: No. Nothing big.

Chair Villarreal: Okay. So some spelling stuff or grammatical?

Commissioner Goblet: No, it was more spelling that I noticed.

Chair Villarreal: Okay.

Commissioner Lopez: I saw where there was like the word, 'A' twice in a row or something like that and the word, 'The' twice in a row. Something like that.

Nothing big.

Chair Villarreal: Thank you. I think I see Commissioner Hughes first and then Commissioner Torres.

Commissioner Hughes: Thank you, Madam Chair. Alexandra is the proposal to



MINUTES

COMMUNITY DEVELOPMENT
COMMISSION
APRIL 21, 2021 AT 3:30 PM
VIRTUAL MEETING

make Santa Fe Metropolitan going to affect this fund in the future? And is our congressional delegation on that?

Mrs. Ladd: Madam Chair, Commissioner Hughes, that's a great question. What I read was that the formula grants would not be affected, but I don't really think anybody knows the final answer to that. So I will follow up with the people who follow this kind of stuff better than I do, and report back to you.

Commissioner Hughes: Okay, thank you.

Mrs. Ladd: Yeah. In a way, and not that I'm in charge of anything, but if I were in charge of this, I think I would say that a change- I can see how bringing new communities into the status, could be- it could be applied to new communities but I feel like if you've already have the status, it seems like it would be hugely disruptive to take it away but we'll see. I'll report back.

Chair Villarreal: Anything else Commissioner Hughes?

Commissioner Hughes: No.

Chair Villarreal: No. Okay. Commissioner Torres?

Commissioner Torres: I was just gonna say Alex if you want the pages and the lines where the typos or errors and whatever are, I can send it to you because I made a little note.

Mrs. Ladd: Oh, that would be perfect. Thank you.

Commissioner Torres: Okay.

Chair Villarreal: Thank you so much Commissioner Torres, for being on top of that because we have to use PrimeGov. I write notes in PrimeGov and they don't get saved. So I can't give you any of those changes so I'm glad that Commissioner Torres got those minor adjustments. Anything else from Commissioners? No? Okay. Then what is the pleasure of the Commission?

Commissioner Torres?

Commissioner Torres: I guess we set a date for the May meeting.

Chair Villarreal: Actually I think we need a motion for this particular item, for the Annual Action Plan, for approval.

Commissioner Hughes: Move to approve.

Commissioner Torres: Second.

Chair Villarreal: Motion by Commissioner Hughes, second by Commissioner Torres. Any other discussion? Alright. Can I get a roll call, Toni?

[Roll call]

Chair Villarreal: Commissioner Padilla is excused. Thank you. Motion is approved for Item 5A and we'll move on to Matters from Staff.



MINUTES

- b. Budget Update for FY 22 (Alexandra Ladd, Director, Office of Affordable Housing, agladd@santafenm.gov)
- Discuss potential uses and amendments to RFP process for FY 21 funds in the amount of \$1.8m
 - Correction to recommend award for Adelante AHTF 21-22 contract

MOTION: Member Padilla moved, seconded by Member Torres, to Approve the Motion to fund SFPS Adelante Program in the amount of \$100,000 as per the request in their proposal.

VOTE: The motion was approved on the following Roll Call vote:

For: Councilwoman Villarreal, Member Goblet, Member Hughes, Member Lopez, Member Marquez, Member Padilla, Member Torres

Mrs. Ladd: [Introduced guests] Lara Yoder from Life Link who can speak to the challenges of getting people off the streets and rehoused; keep them off the streets and rehoused. Lara can speak specifically to where we are coming out of the pandemic. Kate Preteska and Elena Gonzales from Homewise are available to answer questions on the homeowner side. How are people doing? What kind of foreclosure or prevention? What kind of vulnerability do homeowners have right now coming out of the pandemic? I invited them here today because what I wanted to propose to all of you was, I wanted to give you an update on our budget. The big exciting news is that we have been given another \$1.8 million to give away in alignment with a 1.2 that was just given away. So these funds are connected to the current fiscal year, which means that we are going to need to move quite quickly. They don't need to be expended by the end of the year, but we want to have them committed. Hand in hand with that gift was another allocation. Another guarantee of \$3 million in the trust fund for the next fiscal year. So, this is a total of 4.8 million that we can effectively get out into the community, almost immediately. So, the guests are here to kind of provide context, or to get everyone's thoughts around what do we see as the most pressing need and how efficiently can we respond to it. So my proposal, when we look at this, would be to really focus most years- As all of you know when we do the request for proposals, we are very general in what we're asking for. We identify the eligible uses of funds; eligible income levels; we set the sort of the general parameters that are in the New Mexico Affordable Housing Act. And then we say to our community providers: "Oh, give us your projects. Tell us what you want to do." And we'll fund them according to how well they score on that



MINUTES

e ti ite i e t e eet e st te t t t e meet needs in the community. So my proposal is that we actually write that invitation to bid / request for proposals, a lot more specifically so that we specifically call for projects that will specifically address housing needs coming out of this place of crisis that we've been in for the last 14 months. [Guest, Donna Reynolds from the Santa Fe, Association of Realtors, enters the zoom call] And that can take a variety of shapes and forms. We're looking at working with the constituency that Laura works with. So folks who are either: currently experiencing homelessness; have recently experienced homelessness; are unstable; need to be rehoused; have lost housing; are in a situation where they will be evicted when all of the moratoria expire. So kind of that. That's that renter household, but all the way up to the folks that Homewise is working with. And maybe it's even home repair. But it's people who are behind on mortgages, or in some kind of maybe they're okay on their mortgage but they're financially precarious in a lot of other places. So having some assistance with a mortgage payment would really help as well as capital projects. So with this amount of money, we could actually make a dent in both investing funds as equity into projects. Such as we did on Santa Fe Suites, or even paying for infrastructure for projects under development. There's a lot of flexibility in how the funds are used, but I was going to recommend that we really look at how they're getting used relative to how do we meet the immediate needs that are affecting our community that are directly related to what we've all been going through for the last 14 months. I'm opening that up for discussion. We can do it the way we usually do it. We will have to request, because our Ordinance specifies that the trust funds are allocated hand in hand with the CDBG funds. We are going to have to have an alternate process for that which is going to require- not sure what it's going to require- but it is going to require most certainly, start with a recommendation from all of you. And then it will have to require some sort of, probably Governing Body approval since our Ordinance is very specific that that's not how it's done. So that's another issue. So there's a sort of, one, two issues, right there. And then the third issue was immediately, another way to just ensure the most expeditious use of the funds would be: anyone, any contractor, that currently is under contract, using affordable housing trust funds and we just automatically extend the term of that contract. And then we can continue to fund programs without having to go through another procurement for that specific project, and that might save us a little bit of time and an effort so that was going to be the third idea I put in front of you all for discussion. And with that I will turn it over to Councilwoman Villarreal to lead us all in a very invigorating discussion.



MINUTES

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Mrs. Ladd: I think that's all three. The third was having to modify the process; being more specific about how we write the RFP; and rework the evaluation criteria specifically around how the project meets immediate emerging urgent needs. And then the third one was just extending all of our current contracts. Since a procurement is good for four years, and then we just have some flexibility there that we wouldn't have if we were having to, you know, end the current year project and set up a whole new project. So it wouldn't guarantee more funding for the projects but it would just as we would ask those projects to respond to the RFP as if they didn't have a contract but at least to demonstrate, they wouldn't respond to the whole thing, but they demonstrate why they wanted, and could use extended funding.

Chair Villarreal: Got it. Okay. And just so you all know, I've been pushing really hard to be acknowledged that the CDC plays an extremely important role in this process. And although we are a recommending body, it's important for us to also have to be able to share our expertise; our ideas of ways to utilize funding of this sort, and also maybe other ways to think about how we can more efficiently, distribute this funding because you know the process. It's pretty tedious and it's a lot of paperwork or a lot of things to review and I don't mind that. I just want us to know that we have an additional role now, and I've been trying to let my colleagues know how important our role is, because I think sometimes we're forgotten about: that we play a role. You know our recommendations obviously



MINUTES

COMMUNITY DEVELOPMENT
COMMISSION
APRIL 21, 2021 AT 3:30 PM
VIRTUAL MEETING

... it st s t,b t t i t t t e e t s our experience- some of you that have been on the CDC for a while and you've seen the things that we've worked on and some of the priorities that we've set that we've communicated. I think those are important things. Those are important points too for the Council and the Governing Body to know, so I'm just letting you know I've been pushing really hard for acknowledgment as we move forward with any kind of affordable housing initiatives that we also have a role to play. So with that, I see Commissioner Marquez has his hand up first. Do you have a question?

Commissioner Marquez: Yes, sorry. I have a couple of questions. Number one is there a timing on this funding, this extra funding? Either whether it does it come from the government side? I mean the federal side? Is one question.

Mrs. Ladd: Madam Chair, Commissioner Marquez; the funding is all the local funds so it's subject to the City's normal fiscal year cycle. The 1.8 million was provided in addition to the 1.2 million balance that this group recommended funding for. So it would have been helpful to know about this in November, maybe not March but you know, that's okay. We'll take it. The commitment is that the balance of the fund, whatever revenues we generate in the fund, the balance will be added to total 3 million for the fiscal year that starts July 1. So really, if we're going to spend that additional funding, we also have to have that funding allocated to specific projects. So that's why, you know in my mind, we could kind of do that all together. But the expenditures on those, the next year's fiscal money, obviously wouldn't start until July 1.

Commissioner Marquez: Okay, so again, Madam Chair, the next question is- well I think this is one problem that I've seen from the beginning that I've seen come up through the years that we've been through this and I think this time our problem is we have more money than we usually have. We always have problems going the other way for returning people. So to me, I'm excited about this. How we do it I think between all of us we can come up with a plan that will help everybody. At the same time, make it easier because some of this funding has to come in here pretty quick. A lot of it. I think that's what we're getting at, and we need to use it for not an emergency, but almost like an emergency.

Again, the next third question is: The people that you say have already applied and have funding, have a chance of extend their application? Is that correct?

Mrs. Ladd: That is correct. So any current year contracts we would just extend the time or performance immediately and then if the project was something where it made sense to add more funds to the project we would amend it as well to add the funds.

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MINUTES

t , is stte e et t ie i be bet ett is e , iste e somebody else new? Like let's say, and I'm just using as an example: We have somebody that can do some remodeling because to me, that's one of the things that we don't have somebody to take care of other than Habitat. Which they are short of being able to take care of some of that problem. And I think some of that should be used for that purpose. So is there going to be or could we use some of that for that purpose, if we could?

Mrs. Ladd: Yeah, Madam Chair, Commissioner Marquez we will definitely make the funding available to the community. The way we always do to solicit ideas from all of the different providers. I will say specifically, there's one very well organized group that's looking at replicating the Santa Fe Suites model with a different property. And so for that project, you know, what's helpful for them is equity to purchase the project, which is a nice way for us too because it means that lower debt service; they're generating more revenues; they're supporting their project for the life of the project and not coming back to the City every year for ongoing support.

Commissioner Goblet: And it's more instantaneous.

Commissioner Marquez: Thank you ma'am.

Chair Villarreal: Thank you Commissioner Marquez.

Commissioner Goblet: Madam Chair, would it be helpful if some of us came to a city council meeting, given that there's new counselors and so on to at least introduce ourselves, not that they need to know much about our background but that there's real people that are part of this committee,

Chair Villarreal: Vector Ladd, do you want to want to weigh in on that?

Mrs. Ladd: Madam Chair, Commissioner Goblet, I love that idea, because I think it will be eye opening for some of the newer counselors. We will have the public hearing on the action plan on May 12. That is a perfect time for anyone from this committee who's interested in just getting up there and talking about what this committee does. Your personal observations on how powerful this funding is beyond and specifically, the action plan is about CDBG, but we do include a lot of information about the trust fund in there so I think it would be very appropriate.

Commissioner Goblet: If you or Toni could send us timing and a reminder, I would be delighted to come.

Mrs. Ladd: Absolutely. I will send you an invite. I'll send the whole committee an invite. And then if, for whatever reason you're ever wondering, if you go into the cities weekly meeting list, you can get to the PrimeGov spot and then you can get to the agenda which has all of the meeting information on it. And too, from my point of view, I think it's important to have the Governing Body, realize the commitment you all make and the time and effort you put into this. And also just the fact that we've talked about and prioritize affordable housing initiatives. They haven't necessarily come to fruition, mostly because of funding limitations, but now we're in a different scenario. Where it's election season because there is this effort to keep pushing for more affordable housing funds. And I think that it's been long overdue and we're fortunate that we actually have the funding sources there.



City of Santa Fe

MINUTES

COMMUNITY DEVELOPMENT
COMMISSION
APRIL 21, 2021 AT 3:30 PM
VIRTUAL MEETING

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City of Santa Fe

MINUTES

COMMUNITY DEVELOPMENT
COMMISSION
APRIL 21, 2021 AT 3:30 PM
VIRTUAL MEETING

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City of Santa Fe

MINUTES

COMMUNITY DEVELOPMENT
COMMISSION
APRIL 21, 2021 AT 3:30 PM
VIRTUAL MEETING

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City of Santa Fe

MINUTES

COMMUNITY DEVELOPMENT
COMMISSION
APRIL 21, 2021 AT 3:30 PM
VIRTUAL MEETING

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MINUTES

Community Engagement with Homewise, and I know you're all very familiar with our work and what we have seen recently. Well actually, since March of last year, is the dire need, not to forget our most vulnerable population that are homeowners. Because of job loss, and cut hours and everything you already know as a result of COVID, it just has been pretty devastating to some of these homeowners, and the last thing we want is for them to lose their home. I've been through the first, probably one of the first in the country that I know of, immediately responded last March in saying how can we develop this emergency Mortgage Assistance Fund. Right? It's just, it's critical. And even though there was a moratorium on foreclosures, we cannot possibly see and experience what happened after the Great Recession. I mean New Mexico played way up there on number of foreclosures. At that time I worked with a contractor for the Attorney General's Office trying to do foreclosure prevention loss litigation. And I'll tell you what: it was some of the hardest work that we had to do in this state. I think this time we're getting a jump on this issue. And so with these type of funds, this would be emergency mortgage payments going directly to the family. That's how we're doing it now. Up to three months worth of payments of \$1500 max per month. And we have seen this make a real difference. And with our populations in the lower income families we're serving is hugely needed. I won't get into the complications but I just want to say, I think that the misnomer out there, and is that forbearance is gonna save everybody. Forbearance; those are deferred mortgage payments that a mortgage servicer can work with the borrower and kind of defer those payments. But contrary to popular belief, that is a nightmare. And I've seen so many of these cases where that doesn't really work, but it's intended for these folks whose income has been impacted by covid. So, talk about unprecedented, I've heard that a few times here. Those of us who've been around the block in housing in New Mexico like I have for the last 30 years: You've never seen cash assistance like this for mortgage payments and I know there's a lot of need for renters as well. As you know Homewise, we're concentrating on keeping sustainable successful homeowners. Our social systems are overtaxed and we don't want any of these families to become homeless or lose their house so we can help them catch up. The best way to avoid long term delinquency or foreclosure is kind of that immediate like don't get delinquent. You know, don't enter into some fly by night forbearance plan where in six months they're going to make you come up with a lump sum, and they're not gonna modify your mortgage. It goes on and on but we've seen the need. We've helped almost 400 families stay in their homes. That's the goal, to help them stay in their homes. So, that's the goal, it's to help them stay in their homes.



MINUTES

We're so happy to be helping these families and these are families typically under 120%. A lot of people under 80% of area medium income. They're our most vulnerable population. A lot of these individuals and homeowners are frontline workers, and even restaurants. All of our service industries, where their income just boom, went away. Some of their own unemployment's running out. So we are really considering this as a crisis, and we're going to do everything to get ahead of this in New Mexico and help people avoid delinquency and keep their home. We were just talking to Director Ladd about this, about spending some of that money back into our general contract from the trust funds for that purpose. We're having

us here and hearing about that need we're seeing here in Santa Fe.

Chair Villarreal: Thank you, Elena. Kate, did you want to add anything as it relates to Homewise work?

Kate Preteska: Sure. Elena did a great job of kind of giving the overview. I'm more on the strict data side of things. I just want to note too that when we do deploy emergency mortgage assistance, it is not to the borrower. We're not cutting a check to our applicants. We are paying their bank or their mortgage lender directly. And so that's another protection to ensure that the funds are used for what they were intended to be used for. We have wire transfers set up and so that goes directly to their mortgage and we can ensure that it does. Like Elena said, we've helped 395 people and some of those multiple, up to three mortgage payments, since March. So our total deployment for Santa Fe is over \$100,000 at this point. Total deployed outside of Santa Fe is \$324,000. The median mortgage payment is about \$986. So if you think about half a million dollars over 986 for payment, that's a lot of homes that people are still able to keep because of this program. And we are so fortunate to have had almost a dozen donors to our program. It's not just the city of Santa Fe. Certainly we're grateful for their input, but we're also partnered with the City of Albuquerque. Several foundations, several banks. And so, not only have we seen the need on the client side of things, we've seen the readiness to respond. And the degree of commitment from our local foundations and banks and municipalities. So that's also a success. We've had people say, "Here's some money. Can you make it work? Can you make impact with it?" And at Homewise, know we can. So, thank you for having us.

Chair Villarreal: Thank you, Kate. And Laura, do you want to go ahead and share your thoughts and perspectives?



City of Santa Fe

MINUTES

COMMUNITY DEVELOPMENT
COMMISSION
APRIL 21, 2021 AT 3:30 PM
VIRTUAL MEETING

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MINUTES

COMMUNITY DEVELOPMENT
COMMISSION
APRIL 21, 2021 AT 3:30 PM
VIRTUAL MEETING

kind of scared as to what's going on. But all we're doing right now is referring and I don't know anything more about that.

Commissioner Torres: Okay.

Elena Gonzales: Madam Chair and Commissioner, I don't have any specific data or details on that. We do also have a whole referral list for other emergency resource assistance, including utility assistance. But I'm sorry I don't have the specifics on that one.

Commissioner Torres: Okay. I'm just thinking of the pots of money for all of the different issues and making sure that we are spending it down before we add any more to other sources. But that the need is there I know, because I see the families in our school that are in constant need. And I've seen what Lara has been talking about. People, tripling, even in a very small place, and they're just at the verge of losing everything. Because it's not okay to have so many people in one apartment or home or whatever. So, okay. Thank you.

Chair Villarreal: Thank you, Commissioner Torres. Did you have any other questions?

Commissioner Torres: Not just yet. Things are milling in my head.

Chair Villarreal. Okay. Thank you. And that Rent Help New Mexico is State Funding. They came through the Legislature. I feel like that just happened. So hopefully that process will be expedited. Let's see Commissioner Hughes? You have your hand up.

Commissioner Hughes: Thank you, Madam Chair. I noticed Leah Cantor's article in last week's Santa Fe's Reporter, *Extra Cash For Housing*. I don't know if anybody has seen it, but it seems like a good idea that sales in comparison to federal money. But individuals could donate their IRS refund or the COVID check to help pay for some affordable housing related items and I don't know if any of the providers like Life Link or Homewise have a way to take those or it has to go through the Mortgage Finance Authority, or what?

Chair Villarreal: Do any of you have any feedback on that?

Kate Preteska: We have this far not solicited or used any money from individual donations. That's not to say we can't if there was a need for us to do so. So far it's just been partnerships. Like I said, with banks and foundations and municipalities.

Commissioner Hughes: Okay.

Lara Yoder: I know like the Santa Fe Community Foundation are again another foundation. If that was an idea that would probably be the best way to go about that if that idea, worked out. But I know how we work on our funding is the money that needs to be spent first, that might go away if we don't spend it we utilize that



MINUTES

COMMUNITY DEVELOPMENT
COMMISSION
APRIL 21, 2021 AT 3:30 PM
VIRTUAL MEETING

and we kind of drawdown, figuring out the timeline that we have with funds. So the most immediate, the money we have by December 31st, we were on it. We didn't spend any other money that we had. So really kind of prioritizing what pots of money that we go for in assisting people.

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...the most immediate, the money we have by December 31st, we were on it. We didn't spend any other money that we had. So really kind of prioritizing what pots of money that we go for in assisting people.

Mrs. Ladd: Madam Chair, thank you for that question. I think my next job is to figure out kind of the mechanics, and then what I'd like to do is bring back a plan for all of you, and to get your comments and your discussion and blessing. The one other really quick item I had on this budget agenda was that when we made the funding allocation. The Adelante request. The old number was populated in our spreadsheet. So the Committee, it appeared that they had asked for \$60,000. The Committee granted them \$75,000 because we/the Committee felt like there was even more need for that project, but the actual request was \$100,000 and I just had last year's number in the spreadsheet, unfortunately. So what I did was I



MINUTES

COMMUNITY DEVELOPMENT
COMMISSION
APRIL 21, 2021 AT 3:30 PM
VIRTUAL MEETING

took the liberty of setting up their contract for \$100,000, because I felt like this Committee was pretty clear about wanting to support the project and also support the projects to the extent possible, in the full amount. So I just wanted to- I think I probably need a vote on that actually. But that is the plan moving forward for that one.

Chair Villarreal: Okay. So do we want to vote on that now before John leaves? I just wanted to add some things about this budget conversation but that particular item, maybe we should vote.

Commissioner Padilla: Madam Chair, I'm, ready to make a motion if that's if that's what you're needing for the intent that Alexandra just made.

Chair Villarreal: Commissioner Torres, did you have a question on that?

Commissioner Torres: Well, that was what I was going to say: That if we needed a motion we should just introduce it.

Chair Villarreal: Okay, so do you want to second that motion that Commissioner Padilla just made?

Commissioner Torres: I second.

Chair Villarreal: That was a motion right, Commissioner Padilla?

Commissioner Marquez: Can we hear the motion please?

Commissioner Padilla: The motion is to revise the Adelante Program funding in this cycle to \$100,000 as opposed to the \$62,000 that is in our worksheet or in our information.

Chair Villarreal: Or I think it's the amount that we actually recommended.

Commissioner Padilla: No. We recommended \$75,000.

Chair Villarreal: So wouldn't it be recommending \$100,000 as opposed to the \$75,000?

Commissioner Padilla: \$75,000. That is correct, but what's in our worksheet or in our information, is \$62,000. Alexandra, is that correct?

Mrs. Ladd: I think it was \$60,000.

Commissioner Padilla: \$60,000. So we- let me amend my motion then. I'd make a motion that we fund the Adelante Program in the amount of \$100,000 versus the amount that is shown in our worksheet for funding, this year's funding.

Mrs. Ladd: Madam Chair, sorry. Commissioner Padilla, I don't think you need to say that about the worksheet because that's not actually part of the funding packet. So you could just say fund them in the amount of \$100,000 as per the request in their proposal or something.

Commissioner Padilla: So moved.

Chair Villarreal: And Commissioner Torres, was that a second with your hand up?



City of Santa Fe

MINUTES

COMMUNITY DEVELOPMENT
COMMISSION
APRIL 21, 2021 AT 3:30 PM
VIRTUAL MEETING

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Chair Villarreal: So that's helpful but it's not enough. So, let's discuss it more.
Maybe Alexandra if you could give us some potential. Maybe like a shortlist? The
next time we meet, so that we can vet those. And again, if you all have some
ideas of things that we haven't thought about/haven't been discussed today then
please share that with Alexandra. And actually I'd love to hear from you as well.
Anything else on this item before we move to our Annual Action Plan? Seeing



MINUTES

COMMUNITY DEVELOPMENT
COMMISSION
APRIL 21, 2021 AT 3:30 PM
VIRTUAL MEETING

none. All right, we'll move on to the Request for Approval of the Annual Action Plan describing how HUD resources will be used for the upcoming program year.

6. MATTERS FROM STAFF

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the housing funds with Toni's very great support of course. And then I would hire a Senior Planner to actually help with all of the inclusionary zoning, the development review team work and some of the policy stuff that I just never have time to research or follow up on or create any good ideas around. To have two positions is going to be super exciting but taking the CDBG and the planner and taking them apart. Because planners don't like CDBG as I've now figured out two different times. So we will keep them apart.

Chair Villarreal: Is it really just planners? I think no one really likes CDBG.

Mrs. Ladd: I know. Well, the programming part of it is really fun.

Chair Villarreal: That's great.

Mrs. Ladd: Working with all the great nonprofits is great.

Chair Villarreal: Yup. Absolutely. Anything else, Alex?

Mrs. Ladd: Nope, that's it.

7. MATTERS FROM COMMITTEE

Chair Villarreal: Okay. Any matters from the Commission? Commissioner Mr. Hughes has his hand up.

Commissioner Hughes: Yes, thank you Madam Chair. I had a meeting today with two people from a nonprofit called Fourth Mobilities. Like go forth and send them more. They work on getting transportation options for the poor, around the country. And one of them has just moved to Santa Fe -one who works for BLM. And he'd love to learn more about the community. I'd love to have him talk to the Commission at a future date that's of a mutual acceptance about what his group is working on. His car share for low income residents, particularly in apartment



MINUTES

complexes. I think it has a lot of merit given that transportation is a huge burden for a lot of people who may have one apartment but three cars. And every car is about \$10,000 a year to keep. So to parlay that into more housing less cost, if you can share a car when you need it every now and then I think makes a lot of sense. So love to have him come in and talk to the Commission.

Chair Villarreal: Commissioner Torres, I think it's hard to see you. You're in the dark. So I don't see your hand up. I mean, I see your hand up now. Go ahead. Commissioner Torres: I wanted to at some point revisit the issue of the 10 year that came up at the Zia project also. The 10 year, going back to affordable housing no longer staying in that in any project that has it. The 10 year end of affordability. Remember that we discussed a little bit about it about a year ago? That's been a concern of mine. So what happens to people that have affordable housing in those projects? Because it's something that has been happening in other cities. They all of a sudden, lose their ability to stay housed, and I think we need to think about that before we get to that point. And I just want to re-bring it up so that somehow we talk about it again or find a pathway to take it to the next Commission or City Council or wherever we need to take it so that we really talk about it and ensure that we're not creating a way for people to suddenly be rehoused. I mean not housed.

Chair Villarreal: Thank you, Commissioner Torres. It's a good question. It was brought up a lot for that Zia Station development. Essentially they only had to keep those units that were affordable for 10 years and then they could bump them up to market rate and they would have to help those people find another housing location that's affordable. It's challenging especially if there's not a lot of housing stock that's affordable now. I don't know what 10 years is gonna look like. So I think that's a good point. I don't know where we fit this in, Alex? Because I think it would be good to explain it when we have more time. And some of the- well there was rationale at that meeting. And then just to talk about other ways. I don't know, I feel like we should, we need to rethink that, but that's my opinion. So, can we put that also as a discussion item?

Mrs. Ladd: Sure.

Anything else Commissioner Torres? I think you're shaking your head? I can't see you.

Commissioner Torres: Not now, but it'll come.

Chair Villarreal: Okay. Thank you, and Commissioner Goblet?



MINUTES

COMMUNITY DEVELOPMENT
COMMISSION
APRIL 21, 2021 AT 3:30 PM
VIRTUAL MEETING

Commissioner Goblet: This is kind of in response to John's comments before he hopped off, talking several times about: How do we get outside of the box? What does that look like? What kind of creativity could we bring? Could we solicit, and so on? I look at whether it's Habitat or Homewise or Life Link. I look at them as delivery partners. Without them we couldn't deliver anything. Not the first bit of social services. Let alone housing stock. And I've always been a big believer. You have to have an efficient delivery system. This is just something to think of, to follow up on what John said. We are constantly talking about, how do we get other sources of money to supplement affordable housing. I tried to put something together with the Santa Fe New Mexican and they do the empty stocking fund and then subsequent to that they did the Empty Kitchen Fund or the Empty Pantry Fund. I'll betcha, again, you'd have to sit down and really think this through, but they are probably as efficient a delivery system, as there is in Santa Fe. Oh by the way, they have a webpage. They have a newspaper. They're communicating with 30,000 people. None of our other partners do that. And I wonder if we couldn't think about putting together a challenge grant. Let's just say, of \$200,000 for rentals supplement that may be, you know, the Community Foundation McCune Enterprise Fund. Others couldn't come in and lay cash down beside ours, and all of a sudden the impact is somewhat immediate. Constantly repetitive, and it really might raise up this affordable housing issue to a whole new level. And again it's just trying to get outside the box. That's it.

Chair Villarreal: Thank you, Commissioner Goblet. I like you're thinking. I'm wondering if there's anti-donation clauses there but-

Commissioner Goblet: I think they have a foundation. I mean, you're not giving the money to the New Mexican. So again, just a thought. And I don't know how you would implement it and stuff, but there are people that have communications and delivery systems, and we should try and capitalize, if possible.

Chair Villarreal: Thank you for that. Thank you for- Alex, did you want to say something? You leaned forward? Sorry, I can't tell.

Mrs. Ladd: Oh no. I leaned forward because my back was hurting. But I think that's to the point: If the money is not coming from the City its not subject to anti-donation. The City's good at convening and leveraging and then we should just get out of the way sometimes and let the funds come from somewhere else.

Commissioner Goblet: Right.

Chair Villarreal: Thank you. Anything else from the Commission? Everyone says no. I have to jump into another meeting now, but I just wanted to thank you all. Let you know that I appreciate you and also appreciate Alex, for how much work she



City of Santa Fe

MINUTES

COMMUNITY DEVELOPMENT
COMMISSION
APRIL 21, 2021 AT 3:30 PM
VIRTUAL MEETING

does all the time.

Mrs. Ladd: Thanks.

Commissioner Goblet: This is for all of you, thank you both.

Mrs. Ladd: This is for all of you!

Commissioner Marquez: Did we do the Minutes? Did we approve the Minutes?

Chair Villarreal: Yes.

Commissioner Marquez: Okay, good.

8. **MATTERS FROM THE CHAIR**

9. NEXT MEETING: May 19, 2021

10. **ADJOURN**

Meeting end time: 5:00 pm

Toniette Candelaria-Martinez

Office of Affordable Housing Staff
Toniette Candelaria-Martinez

Chair Renee Villarreal, Councilwoman



City of Santa Fe New Mexico

Memorandum



Date: June 16, 2021

To: Community Development Commission – 6/16/21
Quality of Life Committee – 6/16/21
Finance Committee – 6/21/21
Governing Body – 6/30/21

Via: Rich Brown, Director, Community Development Department

From: Alexandra Ladd, Director, Office of Affordable Housing

RE: Resolution to donate parcel located at 635 Alto Street

EXECUTIVE SUMMARY:

Recognizing that land acquisition and other forms of site control are significant hurdles in the development process and that developing affordable units is financially challenging, the attached Resolution proposes to donate a parcel located at 635 Alto Street for the purposes of supporting five (5) Low Priced Dwelling Units (LPDU) as defined in SFCC 1987, Section 26-2. Additional donations include the value of the fee waivers and reductions that are provided pursuant to Section 14-8.11(G).

BACKGROUND:

This lot, located at 635 Alto Street, is the focus of this initial offering because it was the subject of the Greenworks design competition sponsored by the City in 2008-09. The competition called for designs that reflected quality and innovation, achieved green building standards, met all land use requirements, conformed to the City's inclusionary zoning program, provided a reasonable budget, and could serve as a replicable model for infill and green building. The competition also called for proposed projects that demonstrated responsiveness to neighborhood context, historic design overlay standards, and public input.

One of the winning design concepts was further explored via Resolution 2010-57 which called for the City to conduct due diligence on the feasibility of the proposed design. In turn, the City's Historic Design Review Board approved the design with modifications in 2011. This design serves as a "proof of concept" that five homes can be built on the lot.

The donation of this lot must be in conformance with the New Mexico Affordable Housing Act (the "Act"), which is the enabling legislation for the affordable housing exemption to the State of New Mexico's Anti-Donation Clause. The Act establishes the eligible uses for donations of public land, cash, buildings, and infrastructure. The City's code requires all beneficiaries of the donated value to be income-qualified as

earning no more than 120% of the area median income (“AMI”), determined through a Department of Housing and Urban Development (HUD) approved income certification process. In turn, the pricing of the homes must also be affordable to the 100%AMI household. Using the 2021 pricing schedule, these homes would be priced in a range \$270,000 - \$300,000 which is substantially more affordable than what the market would bear for these same units.

ACTION REQUESTED:

Staff requests approval of the Resolution as presented.

ATTACHMENTS:

Resolution

Design Competition Visual

Fiscal Impact Report

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CITY OF SANTA FE, NEW MEXICO

RESOLUTION NO. 2021-__

INTRODUCED BY:

Mayor Alan Webber

Councilor JoAnne Vigil Coppler

A RESOLUTION

DONATING PROPERTY IDENTIFIED AS 635 ALTO STREET AND RESOURCES TO A DEVELOPER CERTIFIED AS A “QUALIFYING GRANTEE” UNDER THE NEW MEXICO AFFORDABLE HOUSING ACT FOR DEVELOPMENT OF AT LEAST FIVE (5) LOW-PRICED DWELLING UNITS.

WHEREAS, it is the policy of the City of Santa Fe (“City”) to provide incentives and encourage proposals that support the production, acquisition, and redevelopment of affordably-priced homes in mixed- income developments; and

WHEREAS, the “State of Housing Affordability” report released in December of 2020 by the Santa Fe Housing Action Coalition (“SFHAC”) estimates that about 75% of all renter households earning \$50,000 or less are “cost-burdened” or paying more than one-third of their monthly income toward their housing costs; and

WHEREAS, the SFHAC report cites local real estate sales data showing that home sales values increased by 20% from the same quarter in 2019; and

WHEREAS, the City intends to donate a lot as shown in the attached Exhibit A of a size

1 that is sufficient for the development of five (5) homes that meet the definition in SFCC 26-3 as
2 “Low Priced Dwelling Units” (“LPDU”) either as rental or homeownership homes; and

3 **WHEREAS**, the development of a lot located at 635 Alto Street has been contemplated
4 through several efforts, beginning in 2009, when the City hosted the “Greenworks Design
5 Competition” which called for designs for a multi-income, multi-unit structure that met all land use
6 and historic code requirements, achieved sustainability metrics as determined by “Green
7 Communities” standards, and was financially feasible to develop, even with the inclusion of two
8 very affordable units; and

9 **WHEREAS**, Resolution No. 2010-57 directed staff to move forward with one of the
10 selected designs to solicit architecture and project management services for completing due
11 diligence and architectural drawings for the construction of the structure; and

12 **WHEREAS**, the final design was presented and approved by the Historic Design Review
13 Board (Case #H-11-009) in 2011 (the “Project”); and

14 **WHEREAS**, the proposed land donation and the Project conform to the City of Santa Fe
15 Five-Year Strategic Housing Plan "Affordable Housing Element", which was adopted in
16 conformance to the Affordable Housing Act by Ordinance No. 2007-23 pursuant to the express
17 statutory authority conferred upon municipalities to enact a housing code in Section 3-1 7-6A(8)
18 NMSA 1978, Section 3-17-1 B NMSA 1978 to provide for affordable housing pursuant to
19 subsections E and F of Art. 9, §14, of the New Mexico Constitution and the Affordable Housing
20 Act (§§ 10 6-27-1 through 6-27-8 NMSA 1978), and Section 6-27-5 NMSA 1978 (2007).

21 **NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE**
22 **CITY OF SANTA FE**, that the City identify through a request for proposals a development partner
23 and eventual owner of the lot located at 635 Alto Street to build a code-compliant, multi-unit
24 structure that conforms to historic styles guidelines and offers at least five (5) dwelling units that
25 conform with the Low-Priced Dwelling Units (“LPDU”) requirements established in SFCC Section

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26-3.

BE IT FURTHER RESOLVED that the City Manager shall create an Evaluation Committee and release a Request for Qualifications that selects a “Qualified Grantee” to develop the project based on the following criteria:

- Funding Feasibility: the proposed project budget is realistic, funds are leveraged at a 3:1 ratio from other committed funding sources, revenue is sufficient to accomplish the proposed project, and matching funds are secured.
- Need/Benefit and Project Feasibility: the project concept is responsive to current/future market demand and the applicant provides a realistic timeframe for the completion of proposed activities.
- Affordability: the proposed project effectively meets the income eligibility requirements of the New Mexico Affordable Housing Act, and the applicant describes how affordability targets will be achieved and monitored over time for compliance and how equity will be secured.
- Organizational Capability and Management: the applicant adequately demonstrates financial soundness and describes its organizational experience and expertise in this type of housing construction, including work samples and funding commitments.

BE IT FURTHER RESOLVED that the City Manager order a real estate appraisal of the property.

BE IT FURTHER RESOLVED that the City Manager develop a Real Estate Donation Agreement for Governing Body approval imposing a land use restriction as described above on the property and require a Special Warranty Deed to be executed upon transfer of the property.

PASSED, APPROVED, and ADOPTED this _____ day of _____, 2021.

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ALAN WEBBER, MAYOR

ATTEST:

KRISTINE MIHELIC, CITY CLERK

APPROVED AS TO FORM:

ERIN K. McSHERRY, CITY ATTORNEY

FISCAL IMPACT REPORT

General Information:

(Check) Bill: _____ Resolution: X

Short Title(s): 635 Alto Street Development

Sponsor(s): Mayor Webber, Councilor Vigil Coppler, and Councilor Romero-Wirth

Reviewing Department(s): Office of Affordable Housing, Economic Development Division

Staff Completing FIR: Alexandra Ladd Date: June 7, 2021 Phone: 505-303-9868

Reviewed by City Attorney: _____ Date: _____

Reviewed by Finance Director: _____ Date: _____

Summary:

The Resolution directs staff to complete initial steps for preparing a Request for Qualifications (RFQ) to select a Developer for a City-owned lot located at 635 Alto Street. The objective of the donation is to directly support the affordability of the units built on the site so that they meet the City’s definition of a “Low Priced Dwelling Unit” or LPDU as per SFCC 26-2.

Departments Affected:

Office of Affordable Housing, Economic Development Division

Consequences of Not Enacting Legislation:

Not enacting the Resolution means that future development of the site is uncertain.

Conflict, Duplication, Companionship, or Relationship to Other Legislation:

None identified.

Performance and Administrative Implications:

There are none.

Fiscal Implications:

The resolution does not require any expenditures. Rather, the fiscal implications are related to the City not collecting revenue or not benefiting from selling the land to a market rate buyer, which is estimated at a total value of: \$186,000. This amount is determined by the following factors: the land value of the parcel*, the value of water, and the value of the fees that are waived or reduced (capital impact fees, application, building permits, and utility expansion charges that are entitled to any affordable housing (as per SFCC 18-8.11(G)).**

*The exact value of the City’s donation of the lot will be determined by a professional land only real estate appraisal. To determine interim value, staff used a recent appraisal of the property located at 730 Alto Street and multiplied the 730 Alto Street square foot value (\$13.32/sq ft) by the size of the lot (10,910 sq ft), which results in a value of \$146,000. However, an actual appraisal is likely to yield a much higher value, given the uniqueness of this site (high allowable density in very desirable location).

**The value of fee waivers/reductions is calculated at approx. \$8,000/unit X 5 units = \$40,000. Waived capital impact fees and application/review fees would add additional value to the fee waiver/reduction so this estimate is a minimum.

Fiscal Impact

_____ Check here if no fiscal impact

Expenditures

Expenditure Type	FYE __	FYE __	FYE __	Require BAR (Y/N)	Recurring (R) or Non-recurring (NR)	Fund	3-Year Total Cost
<u>Personnel and Benefits*</u>	\$ _____	\$ _____	\$ _____	_____	_____	_____	
<u>Capital Outlay</u>	\$ _____	\$ _____	\$ _____	_____	_____	_____	
<u>Contractual/ Professional Services</u>	\$ _____	\$ _____	\$ _____	_____	_____	_____	
<u>Operating</u>	\$ _____	\$ _____	\$ _____	_____	_____	_____	\$ _____
Total:	\$ _____	\$ _____	\$ _____				\$ _____

* This includes all staff time associated with executing the job functions of the proposed legislation.

Expenditure Narrative:

Revenue

Revenue Type	FYE 22	FYE __	FYE __	Recurring (R) or Non-recurring (NR)	Fund
General Fund	\$ _____	\$ _____	\$ _____	_____	_____
Special Revenue (ED)	<u>\$(146,000)</u>	\$ _____	\$ _____	NR	_____
CIP	\$ _____	\$ _____	\$ _____	_____	_____
Enterprise	\$ _____	\$ _____	\$ _____	_____	_____
Internal Service	\$ _____	\$ _____	\$ _____	_____	_____
Trust and Agency	\$ _____	\$ _____	\$ _____	_____	_____
Federal	\$ _____	\$ _____	\$ _____	_____	_____
Other – Land Use Fees	<u>\$(40,000)</u>	\$ _____	\$ _____	NR	_____
Total	<u>\$(186,000)</u>	\$ _____	\$ _____		

Revenue Narrative:

The donation as explained on page 1 is budget neutral but affects possible future revenue generated through selling the land and collecting development and permit fees, as shown above.

**REQUEST FOR APPLICATION
(RFA)**

**The City of Santa Fe
AND**

**Office of Affordable Housing
Application for Affordable Housing Trust Funds (AHTF)**



RFA # _____

ISSUE DATE: _____

**DUE DATE: Applications considered on a monthly basis until
funds are fully expended**

I. BACKGROUND INFORMATION

The City's Office of Affordable Housing is seeking applications for Affordable Housing Trust Fund (AHTF) to support housing solutions for people experiencing homelessness, those at risk of homelessness or who are precariously/unsuitably housed, those at risk of losing their housing either because of eviction, foreclosure or safety and condition issues, including homeowners, or renters/homeowners who are heavily cost burdened.

The primary purpose of the Affordable Housing Trust Fund (AHTF), as codified in SFCC 26-3, is to increase and preserve the supply of affordable housing in Santa Fe available to low- and moderate-income residents. The New Mexico Affordable Housing Act determines eligible uses for the fund; eligibility criteria for applicants; and application requirements in order for the disbursement of these funds to be compliant with the State of NM's Anti-Donation Clause. The New Mexico Mortgage Finance Authority (MFA) is responsible for ensuring compliance with the Act through the Affordable Housing Act Rules (the "Rules"). The NM Affordable Housing Act allows the City of Santa Fe to donate, provide, or pay for the costs of the following:

- Land upon which affordable housing will be constructed;
- An existing building that will be renovated, converted, or demolished and reconstructed as affordable housing;
- The costs of acquisition, development, construction, financing, and operating or owning affordable housing; or
- The costs of financing or infrastructure necessary to support Affordable Housing.

All recipients of assistance from AHTF-funded activities must be income-qualified as earning no more than 120% of the area median income (AMI) as determined through a Department of Housing and Urban Development (HUD) approved income certification process. Supportive services, administrative costs and other programming related expenses are not eligible uses for AHTF funds.

Funding is subject to current and future revenues collected into the fund, through identified sources and budget appropriations approved by the City's Governing Body. No guarantee is made or implied by the City for the amount allocated to this RFA which will result in multiple contracts equal to that amount.

II. ELIGIBILITY

Funding is available to developers and sponsors of affordable housing, including partnerships, corporations, limited liability companies, joint ventures, public/private partnerships and non-profit organizations that are organized under state, local, or tribal laws and can provide proof of such organization. Eligible applicants must have proven financial capacity and organizational

experience to carry out the activities described in the proposal submitted to receive an AHTF allocation.

The MFA Affordable Housing Act Rules require the City of Santa Fe certifies that the applicant is a “Qualifying Grantee”, as defined by the MFA Housing Act Rules prior to approving an award, based on the Applicant Eligibility and Application requirements described in the Submittal Requirements. Specifically the City will certify that it has completed its review of the application; determined that the application is complete; determined that the requirements listed in this document are met. A “Qualifying Grantee” is defined as:

A. An individual who is qualified to receive assistance pursuant to the Act and is approved by the City of Santa Fe; and

B. A governmental housing agency, regional housing authority, tribal housing agency, corporation, limited liability company, partnership, joint venture, syndicate, association or a nonprofit organization that:

- Is organized under State, local, or tribal laws and can provide proof of such organization; and
- Has a functioning accounting system that is operated in accordance with generally accepted accounting principles or has designated an entity that will maintain such an accounting system consistent with generally accepted accounting principles; and
- Has among its purposes significant activities related to providing housing or services to persons of low-to-moderate income; and
- Has no significant outstanding or unresolved monitoring findings from the City of Santa Fe, the MFA, HUD, or its most recent independent financial audit, or if it has any such findings, it has a certified letter from the City of Santa Fe, the MFA, HUD, or auditor stating that the findings are in the process of being resolved; and
- If a non-profit organization, has no part of its net earnings inuring to the benefit of any member, founder, contributor, or individual; and
- Is approved by the City of Santa Fe as a “Qualified Grantee” as determined by the submittal of materials required in this solicitation.

III. FUNDING/AWARDS

For the FY22 year, a balance of \$3,000,000 in the AHTF is available. Applications will be reviewed and funding recommendations will be made by the City’s Community Development Commission (CDC). Awards will be based on the applicant’s demonstration of how the proposed project meets the City’s priority of preventing homelessness, ending homelessness, and/or stabilizing the housing situations of those who are at risk of losing their housing. This may include the construction, repair, or preservation of housing units or the conversion of structures into affordable housing. The intent is to serve the entire spectrum of housing needs

including those who are currently experiencing homelessness, renters, homebuyers, and homeowners.

The following criteria will be evaluated by the CDC to make funding recommendations:

- Funding: the proposed project budget is realistic, funds are leveraged at a 3:1 ratio from other sources, revenue is sufficient to accomplish the proposed project and matching funds are secured.
- Need/Benefit and Project Feasibility: the proposed project addresses underlying/systemic challenges in the community, is responsive to current/future market demand, and the applicant demonstrates feasibility through site control, if applicable, and provides a realistic timeframe for the completion of proposed activities.
- Affordability: the proposed project effectively meets the income eligibility requirements of the NM Affordable Housing Act, and applicant describes how affordability targets will be achieved and monitored over time for compliance, and how equity will be secured.
- Organizational Capability and Management: the applicant adequately describes its organizational experience, expertise in the proposed type(s) of housing or assistance, and demonstrates financial soundness.

IV. APPLICATION SEQUENCE OF EVENTS

Applications will be accepted on a continuous basis until the balance of funds in the AHTF is expended. The Community Development Commission will meet monthly to hear applicant presentations and consider funding requests. Applications received by the Office of Affordable Housing by the monthly application deadline will be reviewed at the regular Community Development Commission meeting, scheduled for the third Wednesday of every month at 3:30pm. Once staff certifies the completeness of an application, applicants will be invited to make short presentations about their proposed project at the CDC meeting and to answer questions posed by the Commission members. Once the initial funding recommendation is made, the scope of work will be drafted and the funding agreement considered by the City Council Committee process for final approval by the Governing Body.

V. QUESTIONS ABOUT THE APPLICATION PROCESS

All questions must be submitted via email to **Program Manager (Alexandra Ladd), Director, Office of Affordable Housing** at agladd@santafenm.gov. Written responses to written questions will be posted on the City's website:

https://www.santafenm.gov/funding_opportunities for the benefit of all applicants.

A non-binding letter of interest may also be emailed to **Department Procurement Manager Alexandra Ladd, Director, Office of Affordable Housing** at agladd@santafenm.gov. This will ensure that all prospective applicants receive notice of changes to this application process. The letter of interest is a simple note indicating that you intend to apply for funding, a brief description of the proposed project, and contact information for the organization.

VI. PRE-APPLICATION ORIENTATION INFORMATION SESSION

All interested applicants may attend the optional pre-application orientation session via the internet. A Zoom link is provided below. This meeting is to ensure understanding of the application process and requirements for funding. The virtual meeting will take place on _____ from **11am** to **12** pm. Spanish interpretation provided upon request.

Join Zoom Meeting at:

<https://santafenm-gov.zoom.us/j/98217116970?pwd=VDdSaDArSGtSREFMeGt0M2w4YzF3dz09>

Meeting ID: 982 1711 6970

Passcode: 800243

An archived recording of this information session will be made available on the City's website, https://www.santafenm.gov/funding_opportunities, along with a procurement library that contains links to useful resources.

VII. APPLICATION SUBMISSION AND DUE DATE

Complete and signed applications are due to the **Office of Affordable Housing** no later than **5PM MDST/MST on the first Wednesday of each month**. Applications will be electronically submitted via email or Dropbox to: agladd@santafenm.gov; **Attn: Alexandra Ladd, Procurement Manager, Director, Office of Affordable Housing; RFA Name: Application for Affordable Housing Trust Funds (AHTF); RFA Number: ??**

Late and Incomplete submissions will not be accepted.

VIII. APPLICATION FORMAT AND RESPONSE

In accordance with the New Mexico Affordable Housing Act, individual Applicants and all other Applicants wishing to apply for a Housing Assistance Grant or Affordable Housing Trust Funds are also required to submit to the City of Santa Fe the following, as applicable:

A. All Applications shall contain a cover letter signed by the person who is empowered by the organization's governing body to make application for funds stating that the information provided is true and correct to the best of the Applicant's information, knowledge, and behalf. The letter must provide the contact name and information for the person responsible for the Application, the name of the Project and the amount of funds requested;

B. One original Application, together with all required attachments (Attachment 1) which describes the scope of the Affordable Housing Project proposed by the Applicant and for which the Applicant is applying for funds or a grant under the Act, and which describes the type and/or amount of assistance which the Applicant proposes to provide to Persons of Low or Moderate Income. The City of Santa Fe will require that the Applicant provide proof of matching funds, leveraged funds, and/or in-kind donations to the AHTF proposal in connection with the Application for funds under the Act, as per the proposed budget provided in the Application. Nothing contained herein shall prevent or preclude an Applicant from matching or using local, private, or federal funds in connection with a specific Housing Assistance Grant or a grant of Affordable Housing Funds under the Act;

C. Documentation that the Applicant is duly organized in accordance with State or local law and is in good standing with any state authorities such as the Public Regulation Commission (e.g. Articles, Bylaws, and Certificate of Good Standing for a Corporation; Articles, Operating Agreement, and Certificate of Good Standing for a Limited Liability Company; partnership agreement and certificate of limited partnership for a partnership);

D. For non-profit organizations, proof of 501(c) (3) tax status and list of current board members;

E. Most recent independent financial audit and financial certifications, as applicable:

1) Evidence that the Applicant has a functioning accounting system that is operated in accordance with generally accepted accounting principles, or has a designated entity that will maintain such an accounting system consistent with generally accepted accounting principles;

2) Evidence or certification that the Applicant has no significant outstanding or unresolved monitoring findings from the City of Santa Fe, the MFA, or its most recent independent financial audit; or if it has any significant outstanding or unresolved monitoring findings from the City of Santa Fe, the MFA, or its most recent independent financial audit, it has a certified letter from the City of Santa Fe, the MFA, or the auditor stating that the findings are in the process of being resolved;

F. Organizational chart, including job titles and qualifications for the Applicant's employees who will be contributing toward or working on the AHTF-funded project as proposed, or as otherwise may be required by the City of Santa Fe and/or the MFA in its discretion. Job descriptions may be submitted as appropriate;

G. For Multi-family Housing Project applications, additional requirements include the following:

1) A verified certificate that identifies every Multi-Family Housing Program, including every assisted or insured project of HUD, RHS, FHA and any other state or local government housing finance agency in which such Applicant has been or is a principal;

2) Except as shown on such certificate, a statement that:

- (a) No mortgage on a project listed on such certificate has ever been in default, assigned to the United States Government or foreclosed, nor has any mortgage relief by the mortgagee been given;
- (b) There has not been a suspension or termination of payments under any HUD assistance contract in which the Applicant has had a legal or beneficial interest;
- (c) Such applicant has not been suspended, debarred or otherwise restricted by any department or agency of the federal government or any state government from doing business with such department or agency because of misconduct or alleged misconduct; and
- (d) The Applicant has not defaulted on an obligation covered by a surety or performance bond.

3) If such Applicant cannot certify to each of the above, such Applicant shall submit a signed statement to explain the facts and circumstances which such Applicant believes will explain the lack of certification. The Governmental Entity and/or the MFA may then determine if such Applicant is or is not qualified.

4) The experience of the Applicant in developing financing and managing Multiple-Family Housing Projects.

5) Whether the Applicant has been found by the United States Equal Employment Opportunity Commission or the New Mexico Human Rights Commission to be in noncompliance with any applicable civil rights laws.

H. If the Applicant is a Mortgage Lender, additional requirements apply including:

1) The financial condition of the Applicant;

2) The terms and conditions of any loans to be made;

3) The aggregate principal balances of any loans to be made;

4) The City of Santa Fe's assessment of the ability of the Applicant or its designated servicer to act as originator and servicer of Mortgage Loans for any Multi-family Housing Programs or other programs to be financed; and

5) Previous participation by the Applicant in the MFA's programs and HUD, FHA, or RHS programs.

APPLICATION EVALUATION FACTORS

The City’s Community Development Commission is designated to make the initial funding recommendation of Affordable Housing Trust Funds (AHTF). At its discretion, the City reserves the right to alter the membership and size of the committee. Scores of the evaluation committee members will be totaled to determine the top rated projects.

CRITERIA	Weighted Value	Evaluation Points (1-5)	Total Points	Max. Score
A. Funding Feasibility <ul style="list-style-type: none"> Budget Narrative Leverage amounts from other sources Operating budget shows evidence of sufficient revenue to administer the proposed program Secured matching resources 	20%			100
B. Need/Benefit & Project Feasibility <ul style="list-style-type: none"> The proposal is responsive to current and future market demand Income mix, if applicable Site control, if applicable Realistic time frame for completion of proposed project/program activities Proposed use of funds addresses underlying/systemic challenges in the community 	50%			250
C. Demonstrated Capability – Organizational Management <ul style="list-style-type: none"> Staff capacity and expertise Organizational experience Expertise in type(s) of housing or service(s) proposed Demonstrated financial soundness 	30%			150
TOTAL:	100%			500

Table 1: Evaluation Point Summary	EVALUATION POINTS:	1 -- Lowest	5 – Highest
Compliance with NM Affordable Housing Act and Leveraging Requirements (Check one)	Pass	Fail	
The proposal effectively meets affordability requirements, serving households earning no more than 120%AMI.			
The Offeror demonstrates appropriate affordability controls to secure long term affordability through the use of funds.			
Project achieves leveraging requirement: \$3 match for every \$1 AHTF			
Note that in order to be considered for AHTF funding, application must “pass” on all criteria			

Appendix A

APPLICATION FOR AHTF FUNDS

**APPLICATION FOR
AFFORDABLE HOUSING TRUST FUND (AHTF)**

Applicant Information

Applicant Name(s): _____
Address: _____
City/State/Zip Code _____
Federal Tax ID #: _____
City of SF Business Reg #: _____
State of NM CRS#: _____
Project Contact: _____
Telephone: _____
Email Address: _____

Amount of Allocation Requested: \$ _____

Type of Applicant (check one):

Partnership Corporation Non-Profit* Other

* Non-profit must provide proof of non-profit status. This proof includes submittal of current registration as charitable organization with the NM Attorney General's Office, covering the most recent Fiscal Year, or proof of exemption. Information can be obtained online at <https://secure.nmag.gov/coros/>. Verification should be in the form of the first page of the "NM Charitable Organization Statement."

Project Name: _____
Project Address (if applicable): _____
City/State/Zip Code: _____

Project Priority

Select one of the categories your project applies to:

- Rental Assistance** - Provide supported rental vouchers to cover housing costs including rent, rental arrears, utilities, utility arrears, deposits, etc. to renters earning less than 60%AMI;
- Emergency Shelters, including permanent supported housing units reserved for formerly homeless renters or other special needs** - Construction, rehabilitation and preservation of shelter/permanent supported rental facilities, including infrastructure improvements;
- Provision of Rental Units to Low-Income (up to 60% AMI) and Extremely Low Income Renters (less than 30% AMI)** - Acquisition, conversion, preservation and new construction of tiered income multi-family rental properties; including infrastructure;
- Down payment Assistance** - Down payment assistance in the form of soft-second mortgage that “buys down” principal amount of loan to lower monthly payment; Acquisition, conversion, preservation and new construction of homeownership housing;
- Provision of Homeownership Units** - Acquisition, conversion, preservation and new construction of homeownership housing;
- Homeowner Rehabilitation Programs, Energy Efficiency Upgrades, Foreclosure Prevention, Accessibility Retrofits** – Repair, rehabilitation and preservation of affordable housing that accommodates the needs of current homeowners, improves quality of life, lowers long term housing/energy costs, prevents foreclosure, and supports wealth building through homeownership.

Project Description

Please provide a narrative of your project, demonstrating how it meets the City’s priority of preventing homelessness, ending homelessness and stabilizing the housing situations of those who are at risk of losing their housing. Specifically identify who will be served, how the services will address systemic challenges in the community, which housing needs are addressed, anticipated outcomes, etc. (As needed, continue on a separate sheet.)

1. Funding

How will the AHTF allocation be used for this project? What additional funding sources are secured or will be secured upon receipt of allocation? The City of Santa Fe requires financing from other sources to be committed prior to the release of funds from the AHTF.

Leveraging/Matching Requirement. For every \$1 allocated through the AHTF, at least \$3 from other sources will be expected (leveraged funds can include long term mortgages, other sources of grants, owner equity, proceeds from Low Income Housing Tax Credits, or the current value of land); organizational resources should be used to provide no more than \$1 of the match.

Briefly describe and/or summarize leveraging ratio:

Project Budget and/or Development Pro-Forma: demonstrate use of leveraged and matching funds as well as evidence that operating budget is sufficient to administer the proposed program/project.

Briefly describe budgetary considerations and cost calculations:

2. Need/Benefit & Project Feasibility

Demonstrate that the proposed project/program and effectively meets identified current and future housing needs, using data-based analysis. Provide narrative and evidence that connects the proposed project with adopted City priority(s).

What is the timeline for the project? Applicant must describe proposed timeline for expending funds, either in terms of steps required to deploy funds or schedules for capital project completion.

Sustainability. The challenges of climate change and urban resiliency are addressed in the City of Santa Fe 25 Year Sustainability Plan, which lists main areas of focus for the City of Santa Fe over the course of the next 25 years. Provide narrative below describing how the proposed project will contribute toward the provision of more sustainable and resilient neighborhood development (use additional sheets as necessary):

Site Information (if applicable)

If your proposed project include acquisition, conversion, preservation and new construction of homeownership or rental housing, please provide the following information.

Site Control. If proposed project is recommended for funding, proof of site control must be provided before funds are disbursed. Site control is or will be in the form of:

Deed Option Lease (Term ____ Years) Purchase Contract

Other (explain): _____

Expiration Date of Contract, Option, or Lease _____ (month/year)

Site Description/Land Use Status

Area of Site: _____ acres or _____ square feet

Is site zoned appropriately for your development? Yes No

If no, is site currently in the process of re-zoning? Yes No

What zoning category is required? _____

When is zoning issue to be resolved? _____ (month/year)

Has the City approved the site plan and/or plat? Yes No

If yes, provide a copy of the site plan/plat.

Are there any other development reviews and approvals required? Yes No

If Yes, please explain: _____

List any required reports or studies underway or completed (such as soils report, environmental assessment, traffic study):

Has the City issued the building permit? Yes No

Are all utilities presently available to the site? Yes No

If no, which utilities need to be brought to the site? _____

Who has responsibility of bringing utilities to site? _____

3. Affordability

As per the NM Affordable Housing Act, the City's Affordable Housing Trust Fund ordinance limits financial assistance to households earning no more than 120% of HUD's Area Median Income (AMI) for Santa Fe, (see table below).

2020 AMI*	Family Size							
	1	2	3	4	5	6	7	8
30%	54,750	60,800	65,700	70,550	75,400	80,300	53,250	60,800
50%	21,720	26,200	30,680	35,160	39,640	44,120	42,600	48,650
60%	51,350	57,000	61,600	66,150	70,700	75,300	47,950	54,700
65%	55,600	61,750	66,750	71,650	76,550	81,600	51,950	59,300
80%	68,450	76,000	82,150	88,200	94,250	100,400	63,900	72,960
100%	85,550	95,000	102,700	110,250	117,800	125,500	79,900	91,200
120%	102,650	114,000	123,250	132,300	141,350	150,600	95,900	109,450

*2021 AMI data is not available at this time.

Fill out table, indicating which AMI percentiles will be served by the proposed project and how many beneficiaries per tier are expected to receive assistance. (Note: if project is funded, this proposed number will be used to draft the scope of work in the professional services agreement with the City.)

AMI	Proposed #s to be Served
100% - 120%	
80% - 100%	
65% - 80%	
50% - 65%	
30% - 50%	
Less than 30%AMI	

What is the proposed affordability period for the project, based on the minimum terms provided below?

<input type="checkbox"/> Up to \$14,999	<input type="checkbox"/> 5 years
<input type="checkbox"/> \$15,000 to \$40,000	<input type="checkbox"/> 10 years
<input type="checkbox"/> \$40,001-\$100,000	<input type="checkbox"/> 15 years
<input type="checkbox"/> Over \$100,000	<input type="checkbox"/> 20 years
<input type="checkbox"/> Other (please explain): _____	

How will the affordability period be enforced and monitored over time for compliance?

If funds are granted directly to income-certified beneficiaries for the purposes of preventing homelessness or stabilizing housing situations, please describe the longer term means of securing the equity or steps taken to ensure that a housing situation is stabilized:

4. Demonstrated Capability/Organizational Capacity/Partnerships

Describe the expertise of your organization and past projects to provide the type of housing or programs proposed for funding (attach additional pages as needed):

Describe your staffing and attach resumes of key personnel (attach additional pages as needed):

Describe community partnerships and collaborations that will be achieved as direct result of this project and how they will strengthen community networking ties and expand and deepen access to the housing/services offered through the project.

REQUIRED ATTACHMENTS to APPLICATION

In addition to the submittal requirements described in the body of the RFP, the following attachments may apply to your application:

- ____ Project Budget or Development ProForma (required)
- ____ Leverage Calculations (required, see Exhibit 1)
- ____ Copy of site plan or plat if project is currently approved by City (not applicable to non-construction projects)
- ____ Work samples, illustrations of past projects, other documentation of community projects and partnerships (optional)

SAMPLE MATCHING AND LEVERAGING

Sample Calculation #1

Funding Sources	Cost per beneficiary	Project Budget for 10 homebuyers	Source of funds
First Mortgage	\$175,000	\$1,750,000	Leverage
Sub-recipient's Amortizing Second Mortgage	\$40,000	\$400,000	Org. Match
Buyer's Cash Contribution	\$6,500	\$65,000	Leverage
Down Payment Assistance Loan	\$10,000	\$100,000	AHTF
Total Home Purchase Financing	\$231,500	\$2,315,000	

AHTF Grant Request	\$100,000	Ratio
Total Leverage (1 st mortgage + buyer's contribution)	\$1,815,000	\$18 to \$1
Total Sub-recipient Match	\$400,000	\$4 to \$1

Sample Calculation #2

Per unit/renter (avg.)	Project Budget for 10 units/renters	Source of fund
Renter's cash contribution (1/3 income) = \$150/mo.	\$150 X 10 = \$1,500 X 12mo = \$18,000	Leverage
\$550/mo. (rental assistance)	\$550 X 10 = \$5,500 X 12mo = \$66,000	AHTF
Support Services (funded from another source) = 100 hrs. counseling & case mgt. (@20/hr) = \$2,000/mo	\$2,000 X 10 = \$20,000 X 12mo = \$240,000	Leverage
40 hrs staff time (@20/hr) = \$800 10% of facility used for this program = \$5,000/mo facility cost (\$500/mo) = \$1,300	\$1,300 X 10 = \$13,000 X 12 = \$156,000	Match
Total cost per renter = \$2,550	Total Project Cost = \$480,000	

AHTF Grant Request	\$66,000	Ratio
Total Leverage (renter's contribution + support services)	\$258,000	\$3.90 to \$1
Total Sub-recipient Match	\$156,000	\$2.36 to \$1

APPENDIX B

CAMPAIGN DISCLOSURE STATEMENT

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to the Procurement Code, Sections 13-1-28, et seq., NMSA 1978 and NMSA 1978, § 13-1-191.1 (2006), as amended by Laws of 2007, Chapter 234, a prospective contractor subject to this section shall disclose all campaign contributions given by the prospective contractor or a family member or representative of the prospective contractor to an applicable public official of the state or a local public body during the two years prior to the date on which a proposal is submitted or, in the case of a sole source or small purchase contract, the two years prior to the date on which the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor or a family member or representative of the prospective contractor to the public official exceeds two hundred fifty dollars (\$250) over the two-year period. A prospective contractor submitting a disclosure statement pursuant to this section who has not contributed to an applicable public official, whose family members have not contributed to an applicable public official or whose representatives have not contributed to an applicable public official shall make a statement that no contribution was made.

A prospective contractor or a family member or representative of the prospective contractor shall not give a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or during the pendency of negotiations for a sole source or small purchase contract.

Furthermore, a solicitation or proposed award for a proposed contract may be canceled pursuant to Section [13-1-181](#) NMSA 1978 or a contract that is executed may be ratified or terminated pursuant to Section [13-1-182](#) NMSA 1978 if a prospective contractor fails to submit a fully completed disclosure statement pursuant to this section; or a prospective contractor or family member or representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process.

The state agency or local public body that procures the services or items of tangible personal property shall indicate on the form the name or names of every applicable public official, if any, for which disclosure is required by a prospective contractor.

THIS FORM MUST BE INCLUDED IN THE REQUEST FOR PROPOSALS AND MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

“Applicable public official” means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

“Campaign Contribution” means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official’s behalf for the purpose of electing the official to statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

“Family member” means a spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law of (a) a prospective contractor, if the prospective contractor is a natural person; or (b) an owner of a prospective contractor;

“Pendency of the procurement process” means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

“Prospective contractor” means a person or business that is subject to the competitive sealed proposal process set forth in the Procurement Code [Sections [13-1-28](#) through [13-1-199](#) NMSA 1978] or is not required to submit a competitive sealed proposal because that person or business qualifies for a sole source or small purchase contract.

“Representative of a prospective contractor” means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

Name(s) of Applicable Public Official(s) if any: _____
(Completed by department)

DISCLOSURE OF CONTRIBUTIONS BY PROSPECTIVE CONTRACTOR:

Contribution Made By: _____

Relation to Prospective Contractor: _____

Date Contribution(s) Made: _____

Amount(s) of Contribution(s) _____

Nature of Contribution(s) _____

Purpose of Contribution(s) _____

(Attach extra pages if necessary)

Signature Date

Title (position)

--OR--

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

Signature Date

Title (Position)

City of Santa Fe, New Mexico

memo

Date: June 9, 2021
To: Community Development Commission - June 21, 2021
From: Alexandra Ladd, Director, Office of Affordable Housing
Re. Amendments to 2020-21 AHTF Contracts

ACTION REQUESTED:

Recommend that amendments are made to 2020-21 Affordable Housing Trust Fund (AHTF) contracts awarded in response to RFP#19/24/P, RFP# 20/15/P and awarded through emergency procurement (April 2020) and CDBG CARES Act funds. The purpose of the amendments is to extend the term of performance through June 30, 2022 and to add compensation. (Total increase of compensation: \$ 1,703,040)

PROJECT	AMOUNT INCREASED	TOTAL CONTRACT AMOUNT
NMCEH – Consuelo’s Place (Midtown Shelter)	\$ 965,000.00	\$ 1,521,169.00
NMCEH – Homeless Early Intervention Project	\$ 250,000.00	\$ 430,000.00
HOUSING TRUST – Mortgage Reduction Assistance	\$ 200,000.00	\$ 357,500.00
HOMEWISE – Emergency Foreclosure Prevention	\$ 150,000.00	\$ 190,000.00
LIFE LINK – Emergency Rental Assistance/Hotel Stays	\$ 138,040.00	\$ 288,040.00
TOTAL	\$ 1,703,040.00	\$ 2,786,709.00

BACKGROUND

Affordable Housing Trust Funds (AHTF) are generated from development activity (developer fees, pre-inclusionary housing agreements), payoffs of City-held liens, and land sales from Tierra Contenta. When the funds reach a threshold balance, the City funds affordable housing projects and activities to benefit income-qualified grantees. Eligible housing activities are outlined in SFCC Chapter 26-3. Uses of funds are determined by the housing needs identified in the City’s Five Year Strategic Housing Plan and regulated by the NM Mortgage Finance Authority for compliance with the NM Affordable Housing Act.

AHTF funds were awarded through RFP#19/24/P to the Housing Trust Mortgage Reduction Assistance (\$157,500), through RFP#20/15/P to the NMCEH Homeless Intervention Project (\$180,000), and through emergency procurement in April 2020 to Homewise Emergency Foreclosure Prevention (\$40,000) and Life Link Emergency Rental Assistance (\$100,000). Shelter). Additionally, funds were awarded through the CARES Act,

via the City's CDBG entitlement grant, to support the operations of the Midtown Shelter by the New Mexico Coalition to End Homelessness (\$556,169).

ITEM and ISSUE

In April of 2021, the Governing Body approved allocating an additional amount of \$1,800,000 into the AHTF to provide direct support for affordable housing within the current fiscal year. This amount was added to the AHTF allocation for 2021-22 (\$1,200,000) for a total of \$3,000,000. In order to ensure that funds are allocated quickly and efficiently, staff recommends adding funds to existing contracts and extending the terms of performance through June 30, 2022.

An additional rationale is that pandemic-caused housing issues continue to affect the ability residents to cover their housing costs. People experiencing homelessness who were housed in area hotels to reduce population densities at shelters are not yet in permanent housing. And the Midtown Shelter continues to play an important role in the community to provide an alternate to congregate shelter. Until more permanent supportive housing opportunities are provided, the people housed at Midtown or in hotels are at risk of returning to homelessness or precarious housing situations.