



Agenda

Regular Meeting of the
Community Development
Commission
December 11, 2024 at 3:30 PM
Conference Room
123 East Marcy Street, Suite 205

Procedures for Community Development Commission Meeting

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes
 - a. 11/20/2024 Minutes - ,
5. Presentations
6. Discussion Agenda
 - a. Request for Approval of the 2023-2024 Consolidated Annual Performance Evaluation Report (CAPER) for Submittal to the US Department of Housing and Urban Development (HUD) as a Condition to the City of Santa Fe's Community Development Block Grant (CDBG). (Johanna Nelson, Economic Development Director & Interim Affordable Housing Director: jnelson@santafenm.gov).

Committee Review:

Community Development Commission: 12/11/2024

Quality of Life Committee: 01/08/2025

Finance Committee: 01/13/2025

Governing Body (Public Hearing): 01/15/2025 - ,

- b. Discussion of Community Development Block Grant (CDBG) and Affordable Housing Trust Fund (AHTF) 2025-2026 Funding Priorities. (Johanna Nelson, Economic Development Director & Interim Affordable Housing Director, jnelson@santafenm.gov and Florence Frank, Mayor's Office and Affordable Housing Housing Advisor, fhfrank@santafenm.gov).
 - a. Review of Funding History

- b. Priorities for 2024-2025 Program Year
- c. Review of Scoring Criteria - ,

- 7. Matters from Staff
- 8. Matters from the Committee
- 9. Matters from the Chair
- 10. Next Meeting: _____
- 11. Adjourn

**COMMUNITY DEVELOPMENT COMMISSION
NOVEMBER 20, 2024, 3:30 PM
123 E. MARCY STREET, SUITE 205
SANTA FE, NM**

1. CALL TO ORDER

The Community Development Commission meeting was called to order by Councilor Romero-Wirth at 3:31 pm, on November 20, 2024, at 123 E. Marcy Street, Suite 205, Santa Fe, NM.

2. ROLL CALL

MEMBERS PRESENT

Councilor Carol Romero-Wirth
Commissioner Ken Hughes
Commissioner Anne Watkins
Commissioner Rosorio Torres
Commissioner Garron Yepa
Commissioner Russell Brott

MEMBERS ABSENT

Commissioner Alissa Keny-Guyer, Excused

OTHERS PRESENT

Johanna Nelson, Economic Development Director and Office of Affordable Housing
Florence Frank, Workforce Housing Policy Advisor
Rose Harvey, Manager, Cities for Financial Empowerment Fund
Elizabeth Martin, Stenographer, virtually

3. APPROVAL OF AGENDA

MOTION A motion was made by Commissioner Torres, seconded by Commissioner Watkins, to approve the agenda as presented.

VOTE The motion passed on a roll call vote as follows:

Commissioner Watkins, yes; Commissioner Torres, yes; Commissioner Hughes, yes; Commissioner Yepa, yes; Commissioner Brott, yes; Chair Romero-Wirth, yes.

4. APPROVAL OF MINUTES 10/16/2024

Commissioner Watkins said her first name is spelled with an e at the end.

MOTION A motion was made by Commissioner Watkins, seconded by Commissioner Hughes, to approve the minutes as amended.

VOTE The motion passed on a roll call vote as follows:

Commissioner Watkins, yes; Commissioner Torres, yes; Commissioner Hughes, yes; Commissioner Yepa, yes; Commissioner Brott, yes; Chair Romero-Wirth, yes.

5. PRESENTATIONS

A. INTRODUCTION TO THE CITIES FOR FINANCIAL EMPOWERMENT FUND AND THE FINANCIAL EMPOWERMENT ACADEMY

Ms. Frank introduced the concept for the Financial Empowerment Fund and Academy, saying that this is an initial exploratory step.

Ms. Rose gave a PowerPoint presentation on the overall program including financial counseling and financing.

There was discussion regarding financing, the use of public funds and private funding, the role of the City of Santa Fe, the use of a nonprofit, partnerships and services.

6. DISCUSSION AGENDA

A. VOTE TO APPROVE THE PROPOSED 2025 COMMUNITY DEVELOPMENT COMMISSION MEETING CALENDAR

Ms. Frank presented the proposed 2025 Community Development Commission Meeting Calendar.

MOTION A motion was made by Commissioner Torres, seconded by Commissioner Hughes, to approve the 2025 Calendar.

VOTE The motion passed on a roll call vote as follows:

Commissioner Watkins, yes; Commissioner Torres, yes; Commissioner Hughes, yes; Commissioner Yepa, yes; Commissioner Brott, yes; Chair Romero-Wirth, yes.

B. UPDATE ON AHTF ALLOCATION TIMING AND LIHTC COMPETITIVENESS

Ms. Frank gave a PowerPoint presentation on the allocation, timing and the LIHTC competitiveness.

There was discussion regarding the funding allocations, timing issues and other concerns.

7. MATTERS FROM STAFF

None.

8. MATTERS FROM THE COMMITTEE

Commissioner Hughes said there was a ribbon cutting for the new trail. It is wonderful.

Commissioner Brott asked for a report to the Commission on how the allocated funds are being used.

Commissioner Brott asked for an update on Phase 1 of the Code update.

Chair Romero-Wirth said the revisions will be introduced just after the first of the year. They will then go through committees and the Governing Body. There will be public hearings.

9. MATTERS FROM THE CHAIR

None.

10. NEXT MEETING: WEDNESDAY, DECEMBER 4 11, 2024

11. ADJOURN

There bring no further business before the Commission, the meeting adjourned at 4:50 pm.

Councilor Carol Romero-Wirth, Chair

Elizabeth Martin, Stenographer

CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT



CDBG Program Year 2023 (July 1, 2023 - June 30, 2024)

SUBMITTED BY: City of Santa Fe
Office of Affordable Housing
P.O. Box 909
123 Marcy Street, Suite 205
Santa Fe, New Mexico 87501
Phone # (505) 316-4634

Questions and Comments: Toniette Candelaria Martinez, tocandelariamartinez@santafenm.gov or
(505) 316-4634

CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan.

91.520(a) - This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

The City of Santa Fe's focus throughout the program year was to mitigate the effects of socio-economic challenges, particularly regarding housing stability, by improving the city's housing stock, increasing the number of affordable housing units, and providing shelter and services to facilitate rehousing for those who have lost it. In Program Year (PY) 2023, the city used its CDBG funds to improve and sustain affordable housing, rental, homeownership, and economic opportunities for low- to moderate-income households, as well as to address the needs of those experiencing homelessness or at risk of becoming homeless. To meet these goals, the City used its goals and objectives in the 2023-2027 Consolidated Plan and 2023-24 Annual Action Plan to assess housing needs and provide recommendations for meeting the needs. In PY 23, the City provided CDBG program funds to multiple service providers, supporting collaboration, and strategically applying its federal and non-federal resources to community needs. Accomplishments for the 2023 program year (City's FY24) are summarized below.

- Santa Fe Public Schools Adelante program served 921 homeless students and their families by providing referrals to housing resources as well as assistance with counseling, education, food, and clothing;
- The Interfaith Community Shelter continued to implement the Summer Safe Haven for All program. The program was able to serve 745 guests for overnight shelter. During PY 23, the Shelter saw an increase in the bed nights, meals, and day services provided;
- Youth Shelters and Family Services provided beds, case management, outreach services, and referrals to fifty-four (54) homeless or at risk of homelessness youth through their Transitional Living and Street Outreach programs;
- Homewise (4) and the Housing Trust (2) assisted a total of six (6) home buyers with mortgage principal reduction loans, utilizing entitlement funds and program income generated from past CDBG awards;
- Santa Fe Habitat for Humanity rehabilitated fourteen (14) single family homeowner occupied homes owned by low-income households all below 80% of Area Median Income (AMI);
- St. Elizabeth's Shelter replaced the heating and air conditioning systems in eight (8) apartments at Sonrisa Supportive Family Living apartments, supporting nine (9) households.
- Vincent's Legacy (a partnership between St. Elizabeth Shelters and the national nonprofit Community Solutions) provided case management, referrals to other agencies and a variety of services to help 142 tenants living at Santa Fe Suites maintain their housing.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g) - Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee’s program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
1A Increase Availability of Supportive Services	Homeless	CDBG: \$470,380	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	4000	921	23.03%	800	921	115.13%
1A Increase Availability of Supportive Services	Homeless	CDBG: \$470,380	Homeless Person Overnight Shelter	Persons Assisted	2150	799	37.16%	430	799	185.81%
1B Expand Options for Overnight Shelter Beds	Homeless	CDBG: \$295,380	Homeless Person Overnight Shelter	Persons Assisted	2150	799	37.16%	430	430	100.00%
1C Increase and Improve Street Outreach and Support	Homeless	CDBG: \$100,000	Homeless Person Overnight Shelter	Persons Assisted	550	54	9.82%	110	54	49.09%

1D Increase Available Permanent Supportive Housing	Homeless	CDBG: \$523,500	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	50	0	0.00%	10	0	0.00%
2A Expand Choice for Affordable Rental Opportuniti	Affordable Housing	CDBG: \$523,500	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	50	0	0.00%	10	0	0.00%
2B Expand Choice for Affordable Home Buying Opport	Affordable Housing	CDBG: \$724,820	Direct Financial Assistance to Homebuyers	Households Assisted	20	6	30.00%	2	6	300.00%
2C Improve Condition and Preserve Affordable Rental Housing	Affordable Housing	CDBG: \$523,500	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	50	0	0.00%	10	0	0.00%
3A Provide for Owner Occupied Housing Rehabilitation	Affordable Housing	CDBG: \$500,000	Homeowner Housing Rehabilitated	Household Housing Unit	60	14	23.33%	12	14	116.67%
3B Provide for Energy Efficiency Upgrades and Accessibility	Affordable Housing	CDBG: \$500,000	Homeowner Housing Rehabilitated	Household Housing Unit	60	14	23.33%	12	14	116.67%

3C Maintain Financial Stability for LMI Homeowners	Affordable Housing	CDBG: \$1,224,820	Homeowner Housing Rehabilitated	Household Housing Unit	60	14	23.33%	12	14	116.67%
3C Maintain Financial Stability for LMI Homeowners	Affordable Housing	CDBG: \$1,224,820	Direct Financial Assistance to Homebuyers	Households Assisted	20	6	30.00%	2	6	300.00%
4A Increase Economic Opportunities for LMI Population	Non-Housing Community Development	CDBG: \$790,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	400	0	0.00%	80	0	0.00%
4B Expand Public Facilities and Infrastructure for	Non-Housing Community Development	CDBG: \$790,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	400	0	0.00%	180	0	0.00%
4C Expand Access to Parks and Open Spaces	Non-Housing Community Development	CDBG: \$300,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	300	0	0.00%	100	0	0.00%

4D Expand Access to Transportation	Non-Housing Community Development	CDBG: \$300,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	300	0	0.00%	100	0	0.00%
4E Increase Programming to Prevent Displacement	Affordable Housing	CDBG: \$675,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	4000	921	23.03%	800	921	115.13%
4E Increase Programming to Prevent Displacement	Affordable Housing	CDBG: \$500,000	Homeowner Housing Rehabilitated	Household Housing Unit	60	14	23.33%	12	14	116.67%

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

Assess how the jurisdiction’s use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

Santa Fe’s CDBG program primarily focuses on meeting the housing and public service needs of its low- and moderate-income residents, including programs that range from assisting the homeless to improving homeowner properties. The city’s priorities are reflected in its 2023-24 Action Plan activities and related accomplishments. The majority of the city’s CDBG activities met or exceeded their intended targets.

With respect to the city’s affordable housing priorities, Habitat for Humanity’s home repair program has achieved its goal by providing essential repairs to fourteen (14) households within the program year. This activity was in direct alignment with the objectives outlined in the Consolidated Plan, focusing on the preservation and improvement of existing housing, as well as the promotion of accessible housing options. Throughout the program year, Habitat’s rehab team successfully repaired or replaced eight (8) roofs, replaced four (4) swamp cooler/EV with new units, completed furnace repairs including a whole home unit, finished two (2) bathroom and shower projects providing improved accessibility as well as one home with window and step repair and maintenance.

Homewise (4) and the Housing Trust (2) assisted a total of six (6) homebuyers with mortgage principal reduction loans, utilizing entitlement funds and program income generated from past CDBG awards.

SFPS’s Adelante Program exceeded its target by serving 921 students and their families experiencing homelessness, instead of the intended eight hundred, demonstrating the City’s commitment to increasing access to high-quality schools and increasing opportunities for at-risk populations. Although the program is officially reporting 921 unduplicated students served, the actual impact is far greater, as many of the families served experience transience and may live in various housing situations throughout the school year.

Additionally, vital support services and overnight shelter beds were extended to those experiencing homelessness through Interfaith Shelter’s Summer Safe Haven for All program and Youth Shelters’ Transitional Living and street Outreach Program, which collectively provided services to a total of 799 individuals or households, exceeding the goal for PY 23-24. These initiatives address the Consolidated Plan’s goal of providing opportunities for at-risk populations and the crucial priority needs of offering emergency shelter and supportive services to people experiencing homelessness.

During fiscal year 2023-24, Interfaith Community Shelter saw a substantial increase in the bed nights, meals, and day services provided. The program was able to serve 745 guests for overnight shelter. ICS saw many successes in connecting guests to resources for life stabilizing services and permanent housing. Providing more intensive case management for our chronically homeless guests has led to successfully connecting to necessary service providers for behavioral and medical services to move these individuals through the continuum of care and connect to housing. With its transition from the

Women's Summer Safe Haven to the new Summer Safe Haven for All and the roll out of its mobile services program, ICS continues to evaluate and implement programming that reaches more unhoused individuals in the community.

Youth Shelters and Family Services provided beds, case management, outreach services, and referrals to fifty-four (54) homeless or at-risk homeless youth through their Transitional Living and Street Outreach programs. Although the programs did not reach their goal of serving 110 youth, the discrepancy indicates a positive outcome. The number of youths served has remained consistent at the Transitional Living Program, however, Youth Shelters & Family Services is seeing much fewer engagements at the street level in the 17 to 21 year-old range which is an indication that their Rapid Rehousing Housing First model of engagement is continuing having a positive impact.

The Youthworks Social Justice Kitchen activity has been delayed. An asbestos study on the facility was required prior to issuing a demolition permit. Youthworks commissioned an evaluation of the facility which found asbestos in the mastic glue of the ceiling tiles and floor tiles, in 18% of the facility. A quote for remediation was obtained and Youthworks expects the remediation and demolition of the space to be completed in December 2024.

Completion of the Bella Luz Apartments/Lamplighter Inn Motel conversion is still in a pre-construction stance. CDBG funds were used for asbestos remediation and this phase of the project, along with lead-based paint remediation is complete. Newly established construction requirements will require changes to landscaping, entries, exits, sidewalks, buffer zones, parking spaces and site lighting. The project hopes to be able to go to bid for a general contractor in September 2024.

Construction of the El Camino Real Academy Trail is expected to be completed in Fall, 2024. CDBG funds were used to pay for predevelopment expenses to leverage other city funds for construction. The El Camino Trail will provide dedicated Safe-Routes-To-School access to low- and moderate-income students and families in a high LMI area (70%).

CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	CDBG
White	1,657
Black or African American	42
Asian	15
American Indian or American Native	70
Native Hawaiian or Other Pacific Islander	17
Total	1,801
Hispanic	1,267
Not Hispanic	534

Table 2 – Table of assistance to racial and ethnic populations by source of funds

The racial and ethnic composition reported for CDBG program sub-recipients represents cumulative annual data collected that represents a total of 1,801 recipients of CDBG-funded projects, programs, and services. Of this number, the self-identified racial and ethnic statuses from the city’s direct service activities are shown in the table above.

Hispanic is an ethnicity and is separate from the rest of the table which categorizes by race. Hispanic is an ethnic category that refers to individuals with ties to Spanish-speaking countries, primarily from Latin America and Spain. People of Hispanic ethnicity may identify with various races, including White, Black, Indigenous, or others.

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	1,837,654	1,479,947
Other	public - local	3,664,500	1,947,926

Table 3 - Resources Made Available

The City was awarded entitlement funds of \$627,175 for PY2023. Unexpended CDBG entitlement awards from previous years totaling \$998,343 were reprogrammed and obligated to new activities in PY2023 (City's FY24). Additional funds from Program Income generated by Homewise and the Housing Trust's Mortgage Principal Reduction programs totaled \$212,136, all of which was expended against eligible CDBG activities and new MPR loans. Total expenditures of CDBG funds reported in 2023-2024 PR26 including program income were \$1,479,947. The remaining unexpended balance totaling \$357,707 will continue to fund activities in PY24.

\$3,664,500 from the Affordable Housing Trust Fund was made available during PY23 (City's FY24), of which \$1,947,926.05 was expended. Contracts with remaining balances were amended to extend the term, so grantees could have additional time to spend down the remaining funds.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Citywide	100	100	Citywide

Table 4 – Identify the geographic distribution and location of investments

In any given program year, the City of Santa Fe does not prioritize allocating funds and supporting programs geographically, due to the City's lack of population density relative to its size. Instead, the City focuses programs on the household income or an identified characteristic of the participants and/or recipients of assistance. For example, mortgage reduction assistance is provided based upon the homebuyer's income rather than the location of the home. Likewise, public service programs for at-risk youth serve the citywide population, rather than those youth living in a specific census tract. This description has been reported in previous years and that priority remains. However, on occasion, a project proposal will be accepted because allocating funds at that site will also serve other community development goals.

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

The City of Santa Fe's model of service delivery is to pass through most federal funds to subgrantees, who provide the services. This ensures that services are furnished in the most efficient and relevant manner possible. Additionally, the City strives to leverage local funds to ensure that effective and important local services continue to be provided in our community, regardless of the status of federal funds. The City's nonprofit partners estimate that every dollar of federally-funded mortgage reduction assistance from this past year leveraged \$3.52 of funding from other state, local, and private sources. Both the Housing Trust and Homewise are CDFIs and actively leverage funds from HOME, Fannie Mae secondary market loans, state-funded mortgage products allocated through the New Mexico Mortgage Finance Authority, Low Income Housing Tax Credits (The Housing Trust), solar tax credits, Federal Home Loan Bank of Dallas' Community Investment Programs, bank and foundation investments, and other DOE funds as well as having substantial organizational resources to use for real estate development and to support programmatic goals. Likewise, the supportive housing providers in Santa Fe are also well-leveraged and use CDBG funds to expand on their missions very effectively

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	10	9
Number of Non-Homeless households to be provided affordable housing units	14	18
Number of Special-Needs households to be provided affordable housing units	0	0
Total	24	27

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	22	23
Number of households supported through Acquisition of Existing Units	2	4
Total	24	27

Table 6 – Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

The one-year goal of ten (10) homeless households with affordable housing was supported by the rehabilitation of the Sonrisa Family Housing project which served nine homeless households in PY 23. The one-year goal of supporting fourteen (14) non-homeless households with affordable housing was met through the Habitat for Humanity's Emergency Home Repair Program (14) and Homewise's Mortgage Principal Reduction (4) program which served 18 low- and moderate-income households.

CDBG was used for asbestos remediation at the Lamplighter Inn and the conversion of the motel into affordable housing is still underway. The City is currently reporting zero units for this project in IDIS but will report outcomes in the database as soon as the property is occupied. The CR-20 table for the 2022 program year included the fifty-eight units that will be made available.

Discuss how these outcomes will impact future annual action plans.

The outcomes in PY23 will have a similar effect on future CDBG funding allocations. Demand for affordable housing options, supportive services and prevention of foreclosure and homelessness are still the highest priorities for Santa Fe. There is continued need to shelter homeless individuals and provide permanent supportive housing options to keep them housed. Similarly, the need for rehabilitation of the city’s aging housing stock will continue, especially for seniors, disabled persons, and communities of color.

Mortgage reduction assistance continues to be crucial in the City of Santa Fe. Low-to moderate-income borrowers need additional assistance to purchase a home due to the ever-increasing home prices and higher interest rates. In many cases, borrowers obtain additional sources of mortgage reduction assistance (on top of CDBG funds) to have a chance to purchase a home in Santa Fe. Santa Fe, like many other areas, is facing its worst housing affordability crisis to date. Increased focus will target the construction of new housing for homeownership as well as affordable rental units and home repair to preserve and maintain existing affordable housing stock.

Continued priority will be given toward public services that provide systemic solutions through education, as well as mitigation efforts with homelessness, and at-risk for homelessness service programs.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Households Served	CDBG Actual
Extremely Low-income	16
Low-income	4
Moderate-income	7
Total	27

Table 7 – Number of Households Served

A total of 27 households were served, including 16 extremely low-income households and 4 low-income households. This achievement is reflective of the vital role served by CDBG funds in Santa Fe to meet the needs of individuals and families who have very few options for support. All programs included outreach and services provided for those households and individuals with worst case housing needs, paying more than half of their income for rent, those living in seriously substandard housing, to include those without a home, or those who have been involuntarily displaced.

Moving forward, other actions taken to foster and maintain affordable housing include utilizing city-owned land for affordable housing developments and continuing to preserve affordable housing through rehabilitation programs.

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)
Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The growing population of persons experiencing homelessness in Santa Fe has greatly amplified the City's need and desire to end functional homelessness. All of the city's nonprofit partners who work with homeless persons have extensive outreach activities to include veterans, families, and unaccompanied youth.

The Interfaith Community Shelter has three programs to serve individuals experiencing homelessness: the Seasonal Overnight Shelter (SOS), that offers emergency beds and meals in the colder months; the Summer Safe Haven for All, that offers emergency beds and meals to chronically homeless individuals during the summer months and the Day Services Program, that offers clothing, showers, lunches, case management (which includes assistance with obtaining state IDs and referrals for other services) and an array of services through Partner Providers in the building (medical care, job counseling, housing assistance, meditation, etc.). Interfaith saw a substantial increase in the bed nights, meals, and day services provided in PY 23, and the program was able to serve 745 guests for overnight shelter. All three programs are also partially funded through local funds allocated through the City's Youth and Family Services Division.

The City used CDBG funds during the program year 2023 (FY24) to support Youth Shelters and Family Services (YSFS) in providing Transitional Living and Street Outreach for young adults ages 16-22. Through the Transitional Living Program, twenty-three (23) youth ages 17-21 were provided a safe place to stay and case management to help them attain their educational and employment goals. The Street Outreach Program supported with CDBG funds served fifty-four (54) total clients during the reporting period and provided them with referrals, services and case management targeted toward assisting them to exit homelessness. Many young people in both programs have become housed on a more permanent basis through the YSFS Youth Homelessness Demonstration Project which provides Rapid Rehousing to clients 18-24 years old.

Another way that families experiencing homelessness are assisted is through the Adelante program, which provides referrals to services, school supplies, food, clothing, and other supports to students enrolled in Santa Fe Public Schools and their families. CDBG funds were used to expand staff hours, which enabled the program to serve 921 children and youth in need.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City works in partnership with many non-profit organizations who provide a wide range of services

to prevent “at-risk” populations such as unaccompanied youth, battered families, people with disabilities, veterans, and seniors. Another objective is to help existing homeless populations obtain safe, affordable and sustainable housing opportunities and services such as health care, transportation, and counseling. These activities necessarily run along a continuum of housing program options that range from emergency shelter services to transitional housing and permanent supportive housing services to the new construction of mixed income and mixed use affordable rental development projects. Currently the City, through its community partners, supports emergency and transitional housing programs for homeless individuals, families with children, veterans, and unaccompanied youth.

St. Elizabeth continues to play a strong role in providing services to the needs of the homeless in Santa Fe. St. Elizabeth collaborates closely with the Interfaith Community Shelter, Consuelo’s Place and NM Coalition to End Homelessness. This enables the agency to assist its clients to find work, apply and receive social security disability benefits, obtain medical and mental health services, and ultimately locate and move into housing. St. Elizabeth continues to manage the Santa Fe Suites, a former 123 unit extended-stay motel and converted it into supportive permanent housing for those coming out of homelessness and low-income individuals and couples. In PY 23, the program served 142 clients with case management, referrals to other agencies and a variety of services to help them maintain their housing.

The City of Santa Fe also works closely with the New Mexico Coalition to End Homelessness to coordinate services for homeless individuals and families. NMCEH operates a statewide system of coordinated assessment where every homeless family and individual is given an assessment based on the nationally recognized VI/SPDAT (Vulnerability Index/Service Prioritization Assessment Tool). The results of the assessment are used to refer homeless people to the type of housing that best fits their needs, and the assessment is used to create a prioritized list with chronically homeless people at the top of the list for permanent supportive housing.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

The City relies on its network of community partners to facilitate coordination of services to individuals and families that are vulnerable to homelessness. During the 2023 program year, the City continued its work with the Built for Zero initiative, a nationally recognized, evidenced-based program which provides strategies and solutions for eliminating chronic homelessness. Communities in BFZ focus on achieving “functional zero” for one population, as a step on the way toward solving homelessness for all populations. This evidence-based model uses quality data to guide communities to reach functional zero, which when reached, makes homelessness rare and brief. BFZ is a data driven model. Quality data

is maintained by collecting real-time, by-name data through coordinated outreach efforts to create a list of every individual experiencing homelessness in the community. A “by-name list” helps providers understand the unique needs of an individual experiencing homelessness and recognizes that unhoused individuals all have their own story. Functional zero is indicated by inflow and outflow. A community has reached functional zero when the number of people being housed surpasses the number of individuals being added to the by-name list. Santa Fe has committed to reach functional zero by 2026.

The use of Rapid Rehousing is limited by its applicability to the household in need. Life Link, New Mexico Coalition to End Homelessness, Youthworks, and Adelante are the City’s partners in administering rapid rehousing assistance and assesses each household at intake. For those with fewer barriers, rapid rehousing provides support until the household increases income and/or benefits and can manage the housing expense independently. Life Link and other rapid re-housing providers emphasize ongoing case management and referral to other services (employment, education, job training, budgeting, health care/insurance, food, transportation, etc.) so that when assistance ends with one program, the household is poised to enter another program if independence has not been achieved.

Several agencies collaborate so that a person who is discharged from an institution, recovery program, detention center or hospital is transitioned to a safe place to stay. Anchorum St Vincent Foundation focuses particularly on people discharged from the hospital to ensure that they do not end up on the streets by paying for beds and staffing at local shelters, particularly for those who need longer term care for ordered bed rest, wound treatment, etc. The County of Santa Fe also pays for a navigator to help folks in jail get connected to services and shelter upon discharge. There are several gaps in this informal system though, and many services providers recognize the need to formalize a discharge policy. ESG funds are not used directly by the City or its immediate partners but there is consensus across the Continuum of Care membership that there is need to investigate the potential of ESG use in Santa Fe.

The City works with, and provides CDBG funding to, Youth Shelters and Family Services to help address the needs of youth who are at risk of becoming homeless after leaving foster care, other youth facilities, as well as dysfunctional homes. Specifically, the Youth Shelters' Street Outreach Program proactively provides outreach services for youth living on the streets. Their Street Outreach Drop-In Center provides these youth with hot meals, showers, computer and phone access, and a safe space to connect with support systems.

In addition to CDBG funds, other City departments actively support programming for youth exiting foster care and youth facilities. Youthworks receives City funding for its apprenticeship and job skills training programs as well as funding for social services provided to its youth participants and is in the process of creating a commercial kitchen and culinary training program for at-risk youth.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals

and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

For chronically homeless households, the service delivery system relies on a network of housing providers, and services coordinated through the Continuum of Care, the City's funding cycles (through the Children and Youth Commission, the Human Services Committee, and the Community Development Commission), and other regional efforts. Upon intake each homeless or at-risk household is assessed to determine whether they qualify for rapid rehousing or whether their needs are more intensive. If the household has few barriers then they can use rental assistance until they are able to manage the housing expense on their own- either through income or an increase in benefits. Additionally, individuals who are referred through the CONNECT navigation network are assessed and referred to the appropriate agency to receive supportive housing services. A navigator at the service agency walks alongside the individual/household who is experiencing or is at-risk of homelessness to determine what is needed to secure stable housing. Navigation takes place until the housing needs are met. Extensive outreach activities include veterans, their families unaccompanied youth.

Additionally, the City continues to look for opportunities to leverage local funds to purchase properties to be converted into permanent supportive housing. The Lamplighter Inn conversion is nearing completion with the support of CDBG funds. When completed, the project will provide fifty-eight units of affordable housing that will be available only to individuals earning 80% AMI or less, with a quarter of the units set aside for chronically homeless individuals. The Lamplighter Inn project is a joint effort between the City of Santa Fe, Santa Fe County, Anchorum St Vincent, the Life Link, JL Gray Company, New Mexico Coalition to End Homelessness, Thornburg Foundation, Santa Fe Community Foundation, and the NM DFA. An important aspect to the evolution of the City's approach to ending homelessness is the coordination of a system-wide framework to ensure that outreach and coordinated entry systems are truly effective.

CR-30 - Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

The Santa Fe Civic Housing Authority (SFCHA) is the primary public housing agency in Santa Fe. It oversees twenty-eight units of public housing, 491 units of HUD Project based rental assistance (PBRA) – 459 of which are also LIHTC units, and 145 Low Income Housing Tax Credit (LIHTC). SFCHA also manages 670 housing choice vouchers in Santa Fe. Of the PBRA there are a total of 359 units for seniors and 132 units for families. Currently, over 300 people are on the waiting lists for a housing authority apartment unit, and approximately 300 people on the Section 8 waiting list for Santa Fe. SFCHA receives approximately thirty-five applications per month for housing. The wait for a unit is between 18 and 24 months; however, the waiting lists are usually only open on a lottery basis at designated times during the year. In addition SFCHA owns and operates affordable units in the City of Espanola and the Town of Bernalillo.

The SFCHA utilizes site-based or site-driven wait lists, which better supports applicants so that the Authority doesn't have to turn an individual or family down because of location, school district or other limiting factors, and to avoid having to send an individual or household back down to the bottom of the list again.

Although no city new contracts were awarded with the Civic Housing authority in PY23, the agency received Low-Income Housing Tax Credits (LIHTC), state HOME funds and HTF funds from Housing New Mexico (state HFA) for two housing developments in PY 23:

Country Club Apartments (approximately \$12.4 million in tax credits)

Rehabilitation of sixty-two units including new windows, doors, siding, stairs, and HVAC; renovated access and site utilities; interior rehabilitation, including extensive re-plumbing; and 26 newly constructed units.

Ocate Apartments (approximately \$16.2 million in tax credits, New Mexico Housing Trust Fund \$3 million, National Housing Trust Fund \$400,000, HOME Program \$400,000.

New 60-unit development serving households with children featuring open design concept with kitchen islands; interior common areas including a computer training center and kitchen; and outdoor play areas, picnic areas, community gardens and patios.

Actions taken to encourage public housing residents to become more involved in management and participate in homeownership

The Santa Fe Civic Housing Authority continues to run a Family Self-Sufficiency Program that supports self-sufficiency with the eventual goal of becoming viable homeowners. The family enters into a five-year Contract of Participation with the Housing Authority and sets specific goals to be achieved over the

term of the Contract. As part of the Contract, the Housing Authority opens an escrow account for each participating family and any time there is an increase to the family's earned income during the term of the Contract, money is deposited into the family's escrow account. Upon successful completion of the Program, the family receives the balance in their escrow account to use for home ownership and educational goals.

Actions taken to provide assistance to troubled PHAs

The Santa Fe Civic Housing Authority is not designated as troubled.

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)

Disproportionately, those who are most heavily cost-burdened have the lowest incomes. In PY 23, the City continued its review of the Land Development Code (LDC) to address barriers to housing development - particularly affordable housing development. The city's Planning and Land Use Office kicked off the land development update in early 2023 with significant public engagement for the first phase. The update is expected to be completed by the end of this calendar year. An initial assessment has been completed along with the launch of citizen and technical working groups that meet monthly. During the code assessment phase, two main areas of focus will be housing and equity. The first phase focuses on making the code more user friendly, easier to read and understand. The Land Use Office has been working with a consultant to wrap up the first phase by the end of the calendar year. Results and relevant revisions to the code will be updated in subsequent reports.

The city applied for but did not receive a competitive HUD PRO Housing Grant that would have assisted with identifying and addressing barriers to housing production. The city's \$4 million proposal contained the following subcomponents:

- Improve the residential development process for developers, residents, and city staff
- Augment the impact of existing inclusionary zoning policies in new housing construction
- Invest in pre-development processes to jumpstart new construction in Midtown, an underused corridor and high opportunity zone for economic development and transit
- Support innovative homeownership alternatives, through land trusts, shared equity, and other cooperative models to maintain a balance that preserves future affordability with homeownership benefits
- Counteract displacement pressures in Hopewell Mann, a high-risk, low-income neighborhood
- Create replicable models for other long-range development plans in the city such as Tierra Contenta Phase III, which could create over 1,500 housing units

The City continues to explore options to redevelop several of its underused corridors and properties that are served with infrastructure and could support rental housing. The goal for these potential redevelopment areas is to create housing that is affordable to a mix of incomes and offering a range of types, both rental and homeownership, while also expanding access to other opportunities, such as employment, education, and recreation. The advantage to these areas is they do not have existing residential neighbors concerned about higher density housing developments, while also providing easy access to transportation. The City released a Request for Qualifications to support affordable and workforce housing development on a 19-acre plot in Las Estrellas and an invitation to bid (ITB) for a larger amount of city-owned tracts in the same area. Submissions for both proposals were received in

January, but no awards have been made yet. The City hired a Metropolitan Redevelopment Authority director to further the Midtown development process within the Midtown Local Innovation Corridor District, or Midtown LINC.

The Fee-in-Lieu menu of options for developers continues to support barrier reduction for multi-family rental development. The inclusionary zoning ordinance allows multi-family developers of rental housing to pay a fee-in-lieu by right, rather than incorporating subsidized units on-site. Fees are established on an "affordability gap" basis, estimating the difference between an affordable rent, affordable to 30 - 65% AMI, and HUD's Fair Market Rent. Additionally, the ordinance amendments increased incentives available to Developers to encourage the set aside of rent-restricted units. In the upcoming program year, two projects will finalize their land use entitlements proposing to include affordable units included on site.

Revenues generated through the fee in lieu of program are used to fund a rental assistance program for tenants that can be used citywide and does not have high requirements for eligibility. The assistance could be used for a variety of needs - rent, utilities, rental/utility arrears, rental deposits, etc. Another objective is to remove a financing barrier for multi-family housing with the expectation that the development of multi-family units will also loosen some of the demand for existing units, stemming rising rental rates but also providing more options for voucher holders to use their subsidies. As with any revenue generated or earmarked for affordable housing, use of the funds is dictated by city code and must be compliant with the NM Affordable Housing Act.

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

In PY 23, the City's continued its use of CDBG and local funds to increase the availability of affordable housing to low- and moderate-income households. The City actively supports the development of LIHTC multi-family properties with local funds and through the donation of City-owned land. As previously mentioned, the Santa Fe Civic Housing Authority was awarded Low-Income Housing Tax Credits (LIHTC), state HOME funds and HTF funds in PY 23 from Housing New Mexico for two housing developments that will increase the number of affordable housing units in the city and provide more housing for families with children.

Also previously mentioned, the City released a Request for Qualifications in PY 23 to support affordable and workforce housing development on a 19-acre plot in Las Estrellas and an invitation to bid (ITB) for a larger number of city-owned tracts in the same area. Submissions for both proposals were received in January, but no awards have been made yet.

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

According to the State of NM Department of Health, Santa Fe has low risk factors for lead exposure in children and reports of elevated blood levels are few to none. The state Department of Health identified Santa Fe County as having "low levels" of lead exposure, as cited in the NM Epidemiology Report, April

2017. Regardless the Office of Affordable Housing conducts environmental reviews on all CDBG-funded activities. In cases where individual homes are older than 1978 and may have lead based paint, the subrecipient is required to follow all applicable law including, notifying owners of lead hazards, assessing the condition and presence of lead-based paint, and implementing remediation measures, if necessary.

The City also helped to address health hazards in other projects. The City assisted with the asbestos study and remediation for the Youthworks Social Justice Kitchen and CDBG funds were also used for asbestos remediation and lead-based paint remediation for the Bella Luz Apartments/Lamplighter Inn Motel conversion.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

The housing cost burden in the City of Santa Fe, even for homeowners, is the primary reason CDBG funds continue to be used for rehabilitation, home repair, and other support services that stabilize low- and moderate-income families and help alleviate poverty.

A statewide ballot measure that would have significant impact for Santa Fe is the “High End Excise Tax for Affordable Housing.” The measure was passed by voters in the Fall 2023 with more than 70% approval. The measure would add a 3% excise tax for all housing sales over \$1 million. The measure was scheduled to be in effective on May 28, 2024, but is being challenged in court and is on hold.

Specific programs that CDBG funds supported in PY 2023 to reduce the number of poverty level of families include the following:

- Provide Emergency home repair/improvement funding to support fourteen low to moderate income homeowners (30 to 80 percent AMI) with home renovations, emergency repairs and energy conservation measures including roof replacement, furnace/HVAC repairs, accessibility improvements, new appliances, and solar water heaters
- Provide wealth building opportunities and preservation of wealth through mortgage reduction loans (6 households received CDBG-funded loans in PY23)

Finally, the City’s Community Health and Safety Division launched a “Safe Outdoor Space” pilot program to support ten families experiencing homelessness and the City’s Office of Economic Development continues to target resources to programs for families and individuals living in poverty such as job training, life skills and apprenticeship programs.

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

The City of Santa Fe has carried out the first-year priorities in the new 2023-2027 Consolidated Plan by working with several non-profit partners on affordable housing, public services, and permanent housing for the homeless. The City continues to focus on building the capacity of community-based nonprofit service providers. City staff serve as advocates, coordinators, and partners. A strength of this service

delivery model is that a wide array of services is provided with little overlap because of the coordination between City departments, as well as between the City and nonprofit partners. This cooperation ensures that services reach those in most need, including homeless families and individuals and those in danger of becoming homeless – veterans, senior citizens, victims of domestic violence, very low-income renters, at risk youth – and people with special needs and disabilities.

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

The City's Office of Affordable Housing is a member of the Santa Fe Housing Action Coalition, which brings together public and private housing agencies, as well as social service providers. The Coalition allows for coordination across the sector to align goals, assess impediments to housing, and develop actionable steps to address the housing affordability crisis in Santa Fe.

The City has representatives from both the Office of Affordable Housing, Community Health and Safety Department, and Youth and Family Services Division on the S3 Santa Fe Housing Initiative. S3 is a collaborative effort between local governments and philanthropic organizations including Anchorum St. Vincent, Santa Fe Community Foundation, Thornburg Foundation, City of Santa Fe, Santa Fe County, and the NM Coalition to End Homelessness. S3 seeks to utilize local expertise, build upon existing work, and incorporate the Built for Zero practice methodology for addressing homelessness and inequity.

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

The City's 2017 Assessment of Fair Housing showed that Hispanic populations experience some of the lowest access to opportunity, particularly in the low poverty, school proficiency and labor market indexes. The indicators in Santa Fe that continue to be of most concern are poverty and school proficiency, both of which indicate low access to opportunity. Lack of access to opportunity is affected by infrequent public transportation services to higher opportunity neighborhoods and destinations outside of core service areas (such as the county social services office), limited hours and days of operation of some routes, lack of holiday service, etc. The City's 2016 Analysis of Impediments listed several barriers and actions needed to improve access to fair housing information, enhancing resident knowledge of fair housing rights and empowering residents to take action when they perceive a fair housing violation. Prior efforts have included:

- Preparation of outreach materials regarding housing laws including the Federal Fair Housing Act, the New Mexico Uniform Owner Resident Relations Act (UORRA) and the state Mobile Home Act. The outreach materials consist of Fair Housing Frequently Asked Questions brochures in English and Spanish and a tenant rights "Novella," both in Spanish and English called "Tino the Tenant"/"Tino el Inquilino", a story about a tenant who shares his own discrimination experiences with a group of acquaintances. Distribution is ongoing throughout the year predominantly in Spanish-speaking and lower income neighborhoods as well as through school

liaisons with the Santa Fe Public Schools and community facilities throughout the city.

- Participation by the Office of Affordable in the Santa Fe Housing Action Coalition, in the promotion and distribution of an informational video on housing rights, and an outreach campaign to educate the public about affordable housing and fair housing issues.

The City intended to conduct an assessment of fair housing in 2024, but staff turnover and other factors have delayed the projected timeframe for the assessment.

CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

The Office of Affordable Housing monitors program service providers funded by CDBG to ensure compliance with requirements through site inspections and documentation of organizational structures, with applicability to HUD national objectives and scope of work. Additionally, the Office of Affordable Housing attends technical assistance trainings in monitoring, subrecipient oversight and fair housing throughout the year. The City of Santa Fe utilizes HUD's following guides to ensure compliance:

- Guidebook for Grantee's on Sub-recipient Oversight
- CPD Monitoring Handbook
- Managing CDBG
- Ensuring CDBG Subrecipient Timeliness guidelines
- 24 CFR 570 governing CDBG and 24 CFR 58 governing Environmental Reviews
- Davis Bacon fair wage resources via the Department of Labor

All PY2023 CDBG funded activities are monitored for performance measurement and financial, as well as record keeping oversight. Site visits were held in-person or virtually, depending on the comfort level of the subrecipient. Prior to the visit, the subrecipient completes a self-monitoring checklist, describing accomplishments and procedures for complying with CDBG regulation. Staff members meet with the leadership team of the particular non-profit sub-recipient and review selected files for accuracy based on the guiding regulations and documents. Staff note both deficiencies and accomplishments at the time of monitoring and issue follow up letters which outline corrective actions to be taken to achieve effective, efficient program delivery.

Reporting and Fiscal Management: Staff ensure that all subrecipients keep detailed records to evaluate the effectiveness of the project in meeting the needs of targeted populations and for accomplishments reporting in IDIS. Relevant data include the number of clients served, income and employment (locally and with the City depending on the program), assets breakdown (when appropriate) and Performance Measurement data by project type (Housing, Economic Development, Public Service or Facilities & Improvement), ethnicity and age breakdown.

This information is submitted quarterly by subrecipients. Input into IDIS with reporting data is finalized prior to program closeout and annual reporting in the Program Year CAPER. The reports track completion of the contracted scope of services and track program demand and utilization by demographic category for services provided by the program. The subrecipient's program manager also must submit audits and/or audited financial statements which include a breakdown of the expenditures and revenue (including Program Income if relevant) and a specific description of the charges as defined

in the contract.

Procurement and services provided by the subrecipients as well as the City followed the Fair Housing guidelines to include required community outreach and education for minorities, notifications in Spanish as well as translation, and any additional required and requested services specific to assist persons with disabilities including those with hearing, visual, or physical impairments.

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

The city's CDBG Citizen Participation Plan requires that Santa Fe residents be given adequate time – a minimum of 15 days – to review the City's use of CDBG funds as well as holding a Public Hearing at a regular City Council meeting for public comment. For the public comment opportunity, the Office of Affordable Housing will publish a Legal Notice in Spanish and English on or about December 9, 2024 in the Santa Fe New Mexican, soliciting written public comment (or comments by phone call). The document will be made available from December 9 thru December 27, 2024 virtually at the following website address: <https://www.santafenm.gov/hudrequiredreportingandplans>. Paper copies will be provided upon request via phone call or email.

The CAPER is made available to the public for review along with other internal committee reviews within the timeline below:

- City Community Development Commission: December 11, 2024
- City Quality of Life Committee: January 8, 2025
- City Finance Committee: January 13, 2025
- Public Hearing, City Council: January 15, 2025

Citizens have three options to participate. They may participate by attending public meetings which are held in person in the Council Chambers at City Hall. They may submit written comments via email or regular mail to the Office of Affordable Housing. They may watch all public meetings and hearings on the City of Santa Fe's YouTube channel and watch past meetings through its archives, links to which are posted prominently on the City's website: <https://www.youtube.com/user/cityofsantafe>.

All CDBG contracts represented in the CAPER were reviewed and recommended for approval by the Governing Body prior to the start of the program year on July 1, 2023, and provided in meeting packets available on the City's website. The public review period for the Action Plan was also advertised in the Santa Fe New Mexican and the packets made available on the City's website.

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction’s program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

This is the first Action Plan year under the City’s new Consolidated Plan for 2023-2027. Data from the Housing Needs Assessment section of the updated plan showed that cost burden – paying 30% or more in income in housing costs – is the most prevalent housing problem among city of Santa Fe residents. This data supports the City’s efforts on expanding both affordable rental and homeownership opportunities and providing critical housing and supportive services to homeless and underserved populations. Moving forward, the City will continue to seek to support activities that contribute to the affordable housing stock and move persons out of homelessness based on the proven Permanent Supportive Housing (PSH) model. At present, the program objectives and activities funded in the 2023 program year are consistent with those outlined in the Consolidated Plan.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

No

[BEDI grantees] Describe accomplishments and program outcomes during the last year.

N/A

CR-58 – Section 3

Identify the number of individuals assisted and the types of assistance provided

Total Labor Hours	CDBG	HOME	ESG	HOPWA	HTF
Total Number of Activities	0	0	0	0	0
Total Labor Hours					
Total Section 3 Worker Hours					
Total Targeted Section 3 Worker Hours					

Table 8 – Total Labor Hours

Qualitative Efforts - Number of Activities by Program	CDBG	HOME	ESG	HOPWA	HTF
Outreach efforts to generate job applicants who are Public Housing Targeted Workers					
Outreach efforts to generate job applicants who are Other Funding Targeted Workers.					
Direct, on-the job training (including apprenticeships).					
Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.					
Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).					
Outreach efforts to identify and secure bids from Section 3 business concerns.					
Technical assistance to help Section 3 business concerns understand and bid on contracts.					
Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.					
Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.					
Held one or more job fairs.					
Provided or connected residents with supportive services that can provide direct services or referrals.					
Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.					
Assisted residents with finding child care.					
Assisted residents to apply for, or attend community college or a four year educational institution.					
Assisted residents to apply for, or attend vocational/technical training.					
Assisted residents to obtain financial literacy training and/or coaching.					
Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.					
Provided or connected residents with training on computer use or online technologies.					
Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.					
Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.					
Other.					

Table 9 – Qualitative Efforts - Number of Activities by Program

In PY23, the city did not fund any housing rehabilitation, construction, and other public construction projects that triggered the Section 3 threshold of \$200,000. In prior years, the city reported its Section 3 efforts for the Lamplighter Inn motel conversion, noting that Section 3 workers for CDBG funded lead-based paint remediation work were difficult to find due to state training requirements and tight labor markets.



CITY OF SANTA FE

Office Of Affordable Housing

Consolidated Annual Performance Evaluation Report (CAPER)

Community Development Block Grant (CDBG) Program Year 2023 (July 1, 2023 – June 30, 2024)

Summary of Accomplishments

- **Santa Fe Public Schools Adelante** program served **921 homeless students and their families** by providing referrals to housing resources as well as assistance with counseling, education, food, and clothing
- The **Interfaith Community Shelter** continued to implement the Summer Safe Haven for All program. The program was able to serve **745 guests** for overnight shelter. During PY 23, the Shelter saw an increase in the bed nights, meals, and day services provided
- **Youth Shelters and Family Services** provided beds, case management, outreach services, and referrals to **fifty-four (54) homeless or at risk of homelessness youth** through their Transitional Living and Street Outreach programs
- **Homewise** (4) and the **Housing Trust** (2) assisted a total of **six (6) home buyers** with mortgage principal reduction loans, utilizing entitlement funds and program income generated from past CDBG awards
- **Santa Fe Habitat for Humanity** rehabilitated **fourteen (14)** single family homeowner occupied homes owned by low-income households all below 80% of Area Median Income (AMI)
- **St. Elizabeth's Shelter** replaced the heating and air conditioning systems in **eight (8)** apartments at Sonrisa Supportive Family Living apartments, supporting nine (9) households.
- **Vincent's Legacy** (a partnership between St. Elizabeth Shelters and the national nonprofit Community Solutions) provided case management, referrals to other agencies and a variety of services to help **142** tenants living at Santa Fe Suites maintain their housing.

Resources, Investments, and Leveraging

CDBG – PY23

- The City was awarded entitlement funds of **\$627,175** for PY2023
- Unexpended CDBG entitlement awards from previous years totaling **\$998,343** were reprogrammed and obligated to new activities in PY2023 (City's FY24). Unexpended balance would continue to fund activities in PY24.
- Additional funds from Program Income generated by Homewise and the Housing Trust's Mortgage Principal Reduction programs totaled **\$212,136**, all of which was expended against eligible CDBG activities and new MPR loans.
- Thus, total expenditures of CDBG funds reported in 2023-2024 PR26, including program income, were **\$1,479,947**.

Additional Sources and Leveraging:

- **\$3,664,500** from the Affordable Housing Trust Fund was made available during PY23 (City's FY24),
- The City's nonprofit partners estimate that every dollar of federally-funded mortgage reduction assistance from this past year leveraged \$3.52 of funding from other state, local, and private sources.
Examples: Both the Housing Trust and Homewise are CDFIs and actively leverage funds from HOME, Fannie Mae secondary market loans, state-funded mortgage products allocated through the New Mexico Mortgage Finance Authority, LIHTC, solar tax credits, Federal Home Loan Bank of Dallas' Community Investment Programs, bank and foundation investments, and other DOE funds as well as existing organizational resources for real estate development and to support programmatic goals

Relevant Additions to this CAPER

- **Strategic Planning and Fundraising**
 - Land Development Code (LDC) process from the Planning and Land Use Department to address barriers to housing development
 - Pathways to Removing Obstacles to Housing (PRO Housing) Grant Application, unsuccessful
- **Housing Authority and LIHTC:** The Civic Housing authority received Low-Income Housing Tax Credits (LIHTC), state HOME funds and HTF funds from Housing New Mexico (state HFA) for two housing developments in PY 23:

Country Club Apartments (approximately \$12.4 million in tax credits) Rehabilitation of sixty-two units including new windows, doors, siding, stairs, and HVAC; renovated access and site utilities; interior rehabilitation, including extensive re-plumbing; and 26 newly constructed units.

Ocate Apartments (approximately \$16.2 million in tax credits, New Mexico Housing Trust Fund \$3 million, National Housing Trust Fund \$400,000, HOME Program \$400,000). New 60-unit development serving households with children featuring open design concept with kitchen islands; interior common areas including a computer training center and kitchen; and outdoor play areas, picnic areas, community gardens and patios.

Community Development Block Grant

	Source Type	PY23 Funded Amt	PY23 Expended
Housing		\$ 367,953.89	\$ 355,753.89
Homewise Mortgage Principal Reduction	Entitlement Funds	\$ 144,964.00	
Homewise Mortgage Principal Reduction	Program Income	\$ 123,029.00	
Habitat for Humanity Home Repair Program	Entitlement Funds	\$ 99,960.00	
Public Services		\$ 88,394.45	\$ 88,394.45
SFPS Adelante School Liaison	Entitlement Funds	\$ 29,318.45	
Interfaith Shelter Summer Safe Haven For All	Entitlement Funds	\$ 39,076.00	
Youth Shelters Transitional Living and Street Outreach	Entitlement Funds	\$ 20,000.00	
Public Facilities and Infrastructure		\$ 177,882.96	\$ 177,882.96
St. Elizabeth Sonrisa Heating/Cooling Project	Entitlement Funds	\$ 104,700.00	
Youthworks Social Justice Kitchen	Entitlement Funds	\$ 73,182.96	
El Camino Real Academy Safe-Routes-To-School Trail	Reprogrammed Funds	PY22	\$ 723,854.81
Program Administration		\$ 115,672.02	\$ 111,189.47
CDBG Resources Made Available			\$ 1,837,654.00
Amount Expended in PY23			\$ 1,479,947.00



Public Comment Period: December 9 – December 27
Quality of Life Committee: January 8
Finance Committee: January 13
City Council Public Hearing: January 15

EVALUATION POINT SUMMARY

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. 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
B. Demonstrated Capability – Organizational Management <ul style="list-style-type: none"> • Staff /Organizational experience • Expertise in type(s) of housing or service(s) proposed • Demonstrated financial soundness 	30%			150
C. Funding Feasibility & Performance Measurement <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
TOTAL:	100%			500
Evaluation Point Summary EVALUATION POINTS:		1 -- Lowest	5 – Highest	
Compliance with NM Affordable Housing Act (Check one) and Leveraging Requirements	Pass	Fail		
<ul style="list-style-type: none"> • The proposal effectively meets affordability requirements, serving households earning no more than 120%AMI. 				
<ul style="list-style-type: none"> • The Offeror demonstrates appropriate affordability controls to secure long term affordability through the use of funds. 				
<ul style="list-style-type: none"> • The 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				

EVALUATION POINT SUMMARY

The City’s Community Development Commission is designated to make the initial funding recommendation of Community Development Block Grant (CDBG). 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.

PROGRAM CRITERIA	Weighted Value	Eval Points (1-5)	Total Points	Max. Score
Need/ Benefit & Project Feasibility <ul style="list-style-type: none"> • Does the proposed use address a demonstrated need? • Is a special needs population served? • Compliance with local plans, priorities, codes • Demonstrates collaboration with other agencies, programs, etc. 	40%	_____	_____	200
Demonstrated Capability – Organizational Management <ul style="list-style-type: none"> • Staff/ Organizational experience • Expertise in type(s) of housing or service(s) proposed • Financial soundness 	35%	_____	_____	175
Funding Feasibility & Performance Measurement <ul style="list-style-type: none"> • Steps/phases to complete the activity are organized and well-articulated • Are performance measurements, outcomes and proposed outcomes well presented? Realistic? Well-supported in the application? 	25%	_____	_____	125
TOTAL:	100%			500
Evaluation Point Summary EVALUATION POINTS:		1 -- Lowest	5 – Highest	
CDBG Compliance Criteria (Check one)	Pass	Fail		
National Objective Compliance <ul style="list-style-type: none"> • Benefits low/moderate income persons/households? • Prevents slum/blight? • Serves a Low to Moderate Income (LMI) Area (i.e. Census Tract)? 				
Consolidated Plan Compliance Does the application demonstrate that it meets Consolidated Plan priorities?				
Budget <ul style="list-style-type: none"> • Is the proposed budget realistic? • Are other funding sources secured? • Is the \$1:\$1 leverage requirement met? 				
Note that in order to be considered for CDBG Funding, application must “pass” on all criteria				