



Agenda

Regular Meeting of the Quality
of Life Committee
May 6, 2026 at 5:00 PM
Council Chambers, City Hall
200 Lincoln Avenue

Procedures for Quality of Life Committee Meeting

Viewing: *If the relevant technology is available to record the meeting in City Hall,* members of the public may stream the meeting live on the [City of Santa Fe's YouTube channel](#). The YouTube live stream can be accessed from most smartphones, tablets, or computers.

The video recording, *if created*, of this and all past meetings of the Governing Body will also remain available for viewing at any time on the [City's YouTube channel](#). Staff is available to help members of the public access pre-recorded Governing Body meetings online at any time during normal business hours. Please call 955-6521 for assistance.

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Consent Agenda
5. Presentations
6. Public Comment
7. Action Items: Consent Agenda
 - a. Request for Approval of the April 22, 2026, Quality of Life Committee Meeting Minutes. (Marcella A. Apodaca, Business Operations Manager; maapodaca1@santafenm.gov)

Committee Review:

Quality of Life Committee: 05/06/2026

- b. Request for Approval of Amendment No. 1 to Professional Service Contract Item # 25-0451 with St. Elizabeth's Shelter Corporation to Increase Compensation by \$340,000 for a New Total Amount of \$590,000 to Extend The Term to June 30, 2027, for Homeless Services. (Kristen Woods, Youth and Family Services Program Manager; krwoods@santafenm.gov)

Committee Review:

Quality of Life Committee: 05/06/2026

Finance Committee: 05/11/2026

Governing Body: 05/13/2026

- c. Request for Approval of Amendment No. 1 to Professional Service Contract Item # 25-0364 with Christ Lutheran Church to Increase the Amount of Compensation by \$136,000 for a Total Compensation of \$272,000 and Extend the Term to end August 8, 2027 for Homeless Services. (Kristen Woods, Youth and Family Services Program Manager; krwoods@santafenm.gov)

Committee Review:

Quality of Life Committee: 05/06/2026

Finance Committee: 05/11/2026

Governing Body: 05/13/2026

- d. Request for Approval of the Community Development Block Grant Draft 2026 Annual Action Plan in Compliance with Housing and Urban Development, Public Hearing, and Public Comment. (Faviola Chavez, Affordable Housing Director, Fachavez@santafenm.gov)

Committee Review:

Quality of Life Committee: 05/06/2026

Finance Committee: 05/11/2026

Governing Body: 05/13/2026

- 8. Action Items: Discussion Agenda
- 9. Executive Session
- 10. Matters from Staff
- 11. Matters from the Committee
- 12. Matters from the Chair
- 13. Next Meeting: Wednesday May 20, 2026
- 14. 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.

**QUALITY OF LIFE COMMITTEE
WEDNESDAY, APRIL 22, 2026, 5:00 PM
COUNCIL CHAMBERS, CITY HALL
200 LINCOLN AVENUE, SANTA FE, NM**

1. CALL TO ORDER

A regular meeting of the Quality of Life Committee was called to order by Councilor Alma Castro, Chair, at 5:00 pm, on Wednesday, April 22, 2026, in the Council Chambers at City Hall, 200 Lincoln Avenue, Santa Fe, NM.

2. ROLL CALL

MEMBERS PRESENT

Councilor Jamie Cassutt
Councilor Amanda Chavez, virtually
Councilor Barrett
Councilor Feghali
Councilor Alma Castro, Chair

OTHERS PRESENT

Johanna Nelson, Director, Economic Development Department
Manuel Sanchez, Interim Director, Community Services Department
Marcella Apodaca, Committee Liaison

3. APPROVAL OF AGENDA

MOTION A motion was made by Councilor Feghali, seconded by Councilor Barrett, to approve the agenda as presented.

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

Councilor Cassutt, yes; Councilor Chavez, yes; Councilor Barrett, yes; Councilor Feghali, yes; Chair Castro, yes.

4. APPROVAL OF CONSENT AGENDA

MOTION A motion was made by Councilor Chavez, seconded by Councilor Cassutt, to approve the Consent Agenda as presented.

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

Councilor Cassutt, yes; Councilor Chavez, yes; Councilor Barrett, yes; Councilor Feghali, yes; Chair Castro, yes.

5. PRESENTATIONS

None.

6. PUBLIC COMMENT

Barbara Norris, District 4. Ms. Norris spoke about the need for an Ordinance for free public expression.

Heidi Feldman, SF County. Ms. Feldman spoke about proposing an Ordinance for free public expression.

Cece Weaver, District 2. Ms. Weaver spoke in support of an Ordinance for free public expression.

7. ACTION ITEMS: CONSENT AGENDA

A. REQUEST FOR APPROVAL OF THE APRIL 1, 2026, QUALITY OF LIFE COMMITTEE MEETING MINUTES.

Approved on consent.

B. REQUEST FOR APPROVAL OF AN EXCLUSIVE NEGOTIATION AGREEMENT TO NEGOTIATE THE SALE OF MIDTOWN TRACTS R2-1B TO HOMEWISE INC. FOR DEVELOPMENT AS A MIXED-USE DEVELOPMENT.

Approved on consent.

C. REQUEST FOR APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT WITH THE SANTA FE ANIMAL SHELTER FOR ANIMAL BOARDING AND CARE SERVICES IN THE TOTAL AMOUNT OF \$1,927,125 THROUGH JUNE 30, 2050.

Approved on consent.

D. REQUEST FOR APPROVAL OF A GENERAL SERVICES AGREEMENT WITH JENOPTIK SMART MOBILITY SOLUTIONS, LLC FOR AUTOMATED SPEED AND NOISE ENFORCEMENT SERVICES IN THE TOTAL AMOUNT OF \$4,000,000 FOR A FIVE YEAR TERM.

Approved on consent.

- E. REQUEST FOR APPROVAL OF PROFESSIONAL SERVICES AGREEMENT WITH MESA VISTA WELLNESS DBA EARTH SPIRIT AWAKENING LLC FOR DUI/DRUG COURT PROGRAMS IN THE TOTAL AMOUNT OF \$238,000 THROUGH JUNE 30, 2030.**

Approved on consent.

- F. REQUEST FOR APPROVAL OF A BUDGET ADJUSTMENT REQUEST (BAR) IN THE TOTAL AMOUNT OF \$80,000 FROM FY26 CONTRIBUTIONS/DONATIONS TO REPAIR AND MAINTENANCE BUILDING/STRUCTURE TO PAY FOR LANDSCAPING, PEST CONTROL, AND OTHER REPAIR AND MAINTENANCE NEEDS AT THE SOUTHSIDE LIBRARY.**

Approved on consent.

- G. CONSIDERATION OF BILL NO. 2026-10. ADOPTION OF ORDINANCE NO. 2026-_____. A BILL APPROVING THE SALE OF SEVEN CITY-OWNED PARCELS, LOCATED IN LAS ESTRELLAS IN THE NORTHWEST QUADRANT, WITHIN THE CITY AND COUNTY OF SANTA FE, NEW MEXICO, TO SANTA FE HOUSING TRUST FOR A TOTAL OF \$4,490,000,00.**

Approved on consent.

- H. CONSIDERATION OF RESOLUTION NO. 2026-_____. A RESOLUTION REPEALING CITY OF SANTA FE RESOLUTION NO. 2001-11, A JOINT CITY/COUNTY RESOLUTION WHICH SPONSORED AND SUPPORTED AN ANNUAL MARCHING PARADE ON AIRPORT ROAD IN CELEBRATION OF CESAR E. CHAVEZ.**

Approved on consent.

- I. CONSIDERATION OF RESOLUTION NO. 2026-_____. A RESOLUTION REPEALING RESOLUTION NO. 2003-33; AND ADOPTING NEW RECORDS INFORMATION MANAGEMENT AND RETENTION POLICY.**

Approved on consent.

- J. CONSIDERATION OF RESOLUTION NO. 2026-_____. A JOINT RESOLUTION DIRECTING STAFF TO BRING FORWARD AN AMENDMENT TO THE SETTLEMENT AND ANNEXATION PHASING**

AGREEMENTS TO TERMINATE PHASE THREE OF ANNEXATION, TO WAIVE THE CITY'S RIGHT TO CHALLENGE SANTA FE COUNTY'S DESIGNATION OF A TRADITIONAL HISTORIC COMMUNITY OF AGUA FRIA, AND TO CONVENE, WITH SANTA FE COUNTY, THE EXTERRITORIAL LAND USE AUTHORITY TO MAKE ANY NECESSARY EXTRATERRITORIAL LAND-USE ORDINANCE CHANGES TO EFFECTUATE THE CITY AND COUNTY'S DECISION TO TERMINATE PHASE THREE OF ANNEXATION.

Approved on consent.

8. ACTION ITEMS: DISCUSSION AGENDA

None.

9. EXECUTIVE SESSION

None.

10. MATTERS FROM STAFF

Heard.

11. MATTERS FROM THE COMMITTEE

Heard.

12. MATTERS FROM THE CHAIR

None.

13. NEXT MEETING: WEDNESDAY, MAY 6, 2026

14. ADJOURN

There being no further business before the Committee, the meeting adjourned at 5:15 pm.

Councilor Alma Castro, Chair

Elizabeth Martin

Elizabeth Martin (Apr 27, 2026 11:21:22 MDT)

Elizabeth Martin, Stenographer

The Purchasing Memo

Date: April 8, 2026

To: Governing Body, Finance Committee, and Quality of Life Committee

From: Kristen Woods, Youth and Family Services Program Manager *KRISTEN WOODS*
KRISTEN WOODS (Apr 8, 2026 11:16:00 MDT)

Via: Manuel Sanchez, Interim Community Services Department Director *Manuel Sanchez*
Manuel Sanchez (Apr 16, 2026 10:49:15 MDT)

Lia Salaverry, Youth and Family Services Division Director *Lia Salaverry*

Marcella Apodaca, Business Operations Manager *Marcella Apodaca*

Subject: St. Elizabeth's Shelter Corporation Homeless Services Contract Amendment 1

Vendor Name: St. Elizabeth's Shelter Corporation

Munis Vendor Number: 1552

ITEM AND ISSUE:

Request for Approval of Amendment No. 1 to Professional Service Contract Item # 25-0451 with St. Elizabeth's Shelter Corporation for Homeless Services to Increase the Amount of Compensation by a Total of \$45,000 on Year One of the Contract and Adding a Second Year to the Contract in the Amount of \$295,000. (Kristen Woods, Youth and Family Services Program Manager; krwoods@santafenm.gov)

CONTRACT NUMBER:

The FY26 Munis contract number is 3260013

BACKGROUND AND SUMMARY:

RFP 25315 was released to identify organizations supporting Homeless individuals in Santa Fe. St. Elizabeth's Shelter was selected for contract 3260013 for support of Santa Fe Suites Operations. Santa Fe Suites offers permanent housing for over 120 people. They have requested an increase to the contract for rental support for their clients. This Amendment will continue our partnership with St. Elizabeth's and ensure those who found stability at Santa Fe Suites will remain stable.

PRIOR APPROVALS AND SUPPORTING INFORMATION:

FUNDING SOURCE:

Fund Name/Number: Health and Human Services/240

Munis Org Name/Number: Human Services/2400122

Munis Object Name/Number: Grants and Services/510400

Budget Officer / Designee: _____ **Date:** _____

Budget Officer Comment/Exceptions: _____

PROCUREMENT METHOD:

The procurement method used was **NMSA 1978, Section 13-1-111, RFP**

This was procured through MUNIS RFP# 25135.

Chief Procurement Officer (CPO)/Designee: _____ **Date:** _____

CPO Comment/Exceptions: _____

ASSOCIATED APPROVALS:

IT Components included? Yes | No

Approval: _____ **Title:** _____ **Date:** _____

Comment/Exceptions: _____

Treasury/Point of Sale Components included? Yes | No

Approval: _____ **Title:** _____ **Date:** _____

Comment/Exceptions: _____

Vehicles included? Yes | No

Approval: _____ **Title:** _____ **Date:** _____

Comment/Exceptions: _____

Construction to City Facilities, Furniture, and/or Fixtures included? Yes | No

Approval: _____ **Title:** _____ **Date:** _____

Comment/Exceptions: _____

Is this an externally funded purchase? Yes | No

If yes, what is the issuing agency: _____

Approval: _____ **Title:** _____ **Date:** _____

Comment/Exceptions: _____

Is this a Capital Asset or Project? Yes | No

Project Ledger Number: _____

Approval: _____ **Title:** _____ **Date:** _____

Comment/Exceptions: _____

ATTACHMENTS:

Original contract packet



**CITY OF SANTA FE
AMENDMENT No. 1 TO**

Contract # 3260013

Original City Clerk Item Number: 25-0451

Aid in providing resources to recently homeless individuals

This AMENDMENT No. 1 the "Amendment") amends the CITY OF SANTA FE CONTRACT, dated 9/29/2025 (the "Contract"), between the City of Santa Fe (the "City") and St. Elizabeth Shelter Corporation. (the "Contractor"). The date of this Amendment shall be the date when it is executed by the City and the Contractor whichever occurs last.

RECTIALS

- A. Under the terms of the Contract, Contractor has agreed to provide resource aid to recently homeless individuals.
- B. Pursuant to Article 14 of the Contract, and for good and valuable consideration, the receipt and sufficiency of which are acknowledged by the parties, the City and the Contractor agree as follows:

1. COMPENSATION

Article 3 of the Contract is amended to increase the amount of compensation by a total of \$45,000 on year one of the Contract, and adding a second year on the Contract in the amount of \$295,000 so that Article 3 reads in its entirety as follows:

- A. Payment. The City shall pay to the Contractor in full payment for services satisfactorily performed at the rate of five hundred and ninety thousand dollars (\$590,000.00) for the services described in the scope of work. The not to exceed total compensation of \$590,000.

3. TERM

Article 4 of the Contract is hereby deleted in its entirety and the following Article 4 is substituted in its place:

THIS CONTRACT SHALL NOT BECOME EFFECTIVE UNTIL APPROVED BY THE CITY. This Contract shall terminate on June 30th, 2027.

4. NOTICES

Article 28 of the contract shall be deleted in its entirety and replaced with the following. Either party may give written notice to the other party in accordance with the terms of this Paragraph. Any written notice required or permitted to be given hereunder shall be deemed to have been given on the date of delivery if delivered by personal service or hand delivery or three (3) business days after being mailed.

<u>To the City:</u> Chief Procurement Officer purchasing@santafenm.gov PO Box 909 Santa Fe, NM 87504-0909	Community Services Admin Youth and Family Services Division 119 E Marcy Street Santa Fe, NM 87501 505-955-6678	<u>To the Contractor:</u> St. Elizabeths Shelter Corporation Executive Director Nicholas Svetnicka 804 Alarid Street, Santa Fe, NM 87505 505-982-6611
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Either party may change its representative or address above by written notice to the other in accordance with the terms of this Paragraph. The carrier for mail delivery and notices shall be the agent of the sender.

5. CONTRACT IN FULL FORCE

Except as specifically provided in this Amendment, the Contract remains and shall remain in full force and effect, in accordance with its terms.

[SIGNATURE PAGE TO FOLLOW]

IN WITNESS WHEREOF, the parties have executed this Amendment No. 1 to the Contract as of the dates set forth below.

CITY OF SANTA FE:

CONTRACTOR:

ST. ELIZABETH SHELTER CORPORATION

MICHAEL GARCIA, MAYOR

Nicholas Svetnicka
Nicholas Svetnicka (Apr 7, 2026 16:30:45 MDT)
NICHOLAS SVETNICKA, EXECUTIVE DIRECTOR

DATE: Apr 7, 2026

NMBTIN: _____

ATTEST:

GERALYN CARDENAS, CITY CLERK

CITY ATTORNEY'S OFFICE:

Ruby Crews
Ruby Crews (Apr 7, 2026 16:43:37 MDT)

RUBY CREWS, ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:

ANDREA PHILLIPS, INTERIM FINANCE DIRECTOR









St Elizabeth Contract Amendment 1

Final Audit Report

2026-04-07

Created:	2026-04-07
By:	MATTHEW HARDING (mrharding@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAATLjVyc7zD28VPJqmg8MbEkwAZpJ5BWYF

"St Elizabeth Contract Amendment 1" History

-  Document created by MATTHEW HARDING (mrharding@santafenm.gov)
2026-04-07 - 8:35:17 PM GMT- IP address: 63.232.20.2
-  Document emailed to Nicholas Svetnicka (nsvetnicka@steshelter.org) for signature
2026-04-07 - 8:37:37 PM GMT
-  Email viewed by Nicholas Svetnicka (nsvetnicka@steshelter.org)
2026-04-07 - 10:00:27 PM GMT- IP address: 96.64.150.157
-  Document e-signed by Nicholas Svetnicka (nsvetnicka@steshelter.org)
Signature Date: 2026-04-07 - 10:30:45 PM GMT - Time Source: server- IP address: 96.64.150.157
-  Document emailed to Ruby Crews (racrews@santafenm.gov) for signature
2026-04-07 - 10:30:47 PM GMT
-  Email viewed by Ruby Crews (racrews@santafenm.gov)
2026-04-07 - 10:43:24 PM GMT- IP address: 104.47.64.254
-  Document e-signed by Ruby Crews (racrews@santafenm.gov)
Signature Date: 2026-04-07 - 10:43:37 PM GMT - Time Source: server- IP address: 63.232.20.2
-  Agreement completed.
2026-04-07 - 10:43:37 PM GMT



March 9, 2026

Board of Directors

Marcel Legendre
President

Dan Nickelson
Vice President/Secretary

Dave Merriman
Treasurer

Members

Tonja Abeyta

Sam Baca

Kristin Carmichael

Kate Carswell

Larry Martinez

Sunil Sakhalkar

Kathryn Ugoretz

Ann Yalman

Ex-Officio

Martin Ruybalid

Executive Director

Kristen Woods
City of Santa Fe
krwoods@santafenm.gov

Dear Kristen;

We are requesting an additional \$48,000 to be added to the original \$250,000 Homeless Services grant that was funded for salaries and operating costs for St. Elizabeth Shelter staff to provide needed supportive services to the residents at Santa Fe Suites. If approved, we would like to extend our now overall \$298,000 contract to provide homeless services for an additional year through June 30, 2027.

As you know, while St. Elizabeth operates this program, the property itself is owned by Community Solutions, based in New York. In previous years Community Solutions had paid all expenses for program staff, but this arrangement ended in March 2025. Given this, St. Elizabeth applied for a \$250,000 grant to cover annual staffing costs from the Community Health and Safety Department and was fortunate to receive the funding.

But this grant was to complement our other \$250,000 request to the City's Affordable Housing Trust Fund that we had received in previous years to offset rental costs for many formerly homeless individuals living at Santa Fe Suites. For several years these grants had enabled these still indigent residents to maintain their housing and continue living there with the assistance of St. Elizabeth staff. Some residents needed assistance for only one month, others without income for all year. Last year, 76 residents were able to maintain their housing due to these funds.

Unfortunately, we did not receive funding for the current year. As a result, we were faced with a serious conundrum – do we allow these already traumatized people to be evicted and return to homelessness or do we use other organizational funds, including from the Homeless Services grant, to pay the rents and enable them to keep living in their apartments.

We chose the second course, and while it is the humanitarian option it has caused serious financial hardship for the organization. Simply put, we can no longer continue providing this assistance and ask the City to augment the original Homeless Services grant with an additional \$48,000 to cover these residents' rental costs for the remainder of the fiscal year.

Sincerely,

804 Alarid Street
Santa Fe, NM 87505
(505) 982-6611

Fax (505) 982-5347
info@steshelter.org
www.steshelter.org

Martin Ruybalid
Executive Director



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/22/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER ZIA INSURANCE AGENCY P.O. BOX 2105 SANTA FE, NM 87504 CONRAD SCHOTT	CONTACT NAME: CONRAD SCHOTT	
	PHONE (A/C, No, Ext): (505) 983-7329	FAX (A/C, No): (505) 986-6116
E-MAIL ADDRESS:		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: PHILADELPHIA INDEMNITY INS CO		
INSURER B: NEW MEXICO MUTUAL CASUALTY		
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

COVERAGES **CERTIFICATE NUMBER:** 2019-01 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.


INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY	X	Y	PHPK2632478	12/14/2025	12/14/2026	EACH OCCURRENCE	\$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person)	\$ 5,000
	<input checked="" type="checkbox"/> PROFESSIONAL LIAB						PERSONAL & ADV INJURY	\$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	\$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG	\$ 2,000,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (Per accident)	\$
	<input type="checkbox"/> SCHEDULED AUTOS							\$
	<input type="checkbox"/> NON-OWNED AUTOS							\$
	UMBRELLA LIAB						EACH OCCURRENCE	\$
	EXCESS LIAB						AGGREGATE	\$
	<input type="checkbox"/> OCCUR							\$
	<input type="checkbox"/> CLAIMS-MADE							\$
	DED							\$
	RETENTION \$							\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		Y	11253.132	01/05/2026	01/05/2027	WC STATUTORY LIMITS	OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)		N/A				E.L. EACH ACCIDENT	\$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
EMPLOYEE DISHONESTY: \$35,000

THE CERTIFICATE HOLDER IS AN ADDITIONAL INSURED

CERTIFICATE HOLDER

CANCELLATION

CITY OF SANTA FE PO BOX 909 SANTA FE, NM 87504	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

The Purchasing Memo

Date: August 12, 2025

To: Governing Body, Finance Committee, and Quality of Life Committee

From: Kristen Woods, Youth and Family Services Program Manger *KRISTEN WOODS*

Via: Henri Hammond-Paul, Community Health and Safety Department Director *H. Hammond-Paul*

Subject: St. Elizabeth's Shelter Corporation Homeless Services

Vendor Name: St. Elizabeth's Shelter Corporation

Munis Vendor Number: 1552

ITEM AND ISSUE:

Community Health and Safety respectfully requests your review and approval of a Professional Services Contract in the total amount of \$250,000 for Homelessness Response for a term of one year with St. Elizabeth's Shelter Corporation.

CONTRACT NUMBER:

The FY26 Munis contract number is 3260013

BACKGROUND AND SUMMARY:

The City of Santa Fe released RFP #25135 in March of 2025 to solicit applications from organizations, agencies, or service providers to Provide services in support of individuals experiencing homelessness and/or housing insecurity. The City of Santa Fe's Youth and Family Services Division has been looking at solutions for homelessness in our community. Since the pandemic, there has been a concerted effort to address encampments, provide non-congregate shelter solutions and care for the increasing homeless population. The city was open and willing to look at ways of reimagining the City's approach to preventing and responding to homelessness. St. Elizabeth Shelter will provide the following services-for the City:

- Continue operating a 122-unit mixed-use rental property at 3007 S. St. Francis Dr., housing recently homeless and lower-income individuals in separate apartments.
- The program's goal is to provide the resources needed for these recently homeless individuals to maintain their housing while making connections to available community services to enable continued living as independently as possible, whether at this property or moving to another residence.
- Participate in coordination with the City and community partners around data and cases to ensure system effectivity.

They were chosen by the Evaluation Committee in April of 2025.

PRIOR APPROVALS AND SUPPORTING INFORMATION:

FUNDING SOURCE:

The funding source is split:

\$130,000:

Fund Name/Number: Community Development Fund/Fund 240

Munis Org Name/Number: Community Services/2400122

Munis Object Name/Number: Grants and Services/ 510400

\$120,000:

Fund Name/Number: General Fund/Fund 100

Munis Org Name/Number: Community Services/1001001

Munis Object Name/Number: Service Contracts/ 510310

Budget Officer / Designee: Andy Hopkins **Date:** 08/12/2025

Budget Officer Comment/Exceptions: _____

PROCUREMENT METHOD:

The procurement method used was NMSA 1978, Section 13-1-111, RFP

This was procured through MUNIS RFP #25135.

Chief Procurement Officer (CPO)/Designee:  **Date:** 08/14/2025

CPO Comment/Exceptions: _____

ASSOCIATED APPROVALS:

IT Components included? Yes | No

Approval: _____ **Title:** _____ **Date:** _____

Comment/Exceptions: _____

Treasury/Point of Sale Components included? Yes | No

Approval: _____ **Title:** _____ **Date:** _____

Comment/Exceptions: _____

Vehicles included? Yes | No

Approval: _____ **Title:** _____ **Date:** _____

Comment/Exceptions: _____

Construction to City Facilities, Furniture, and/or Fixtures included? Yes | No

Approval: _____ **Title:** _____ **Date:** _____

Comment/Exceptions: _____

Is this an externally funded purchase? Yes | No

If yes, what is the issuing agency: _____

Approval: _____ **Title:** _____ **Date:** _____

Comment/Exceptions: _____

Is this a Capital Asset or Project? Yes | No

Project Ledger Number: _____

Approval: _____ **Title:** _____ **Date:** _____

Comment/Exceptions: _____

ATTACHMENTS:

Horizons declination

CPO Service Determination Email

Department approval email from ITT, Fleet, or Facilities [pick one or more or delete]

Procurement document: RFP

Vendor's Bid (Note: proposals and Evaluation Committee Reports shall only be emailed (by CPD) to the committee directly, not included in this packet.)

Certificate of Liability Insurance (COI) (add City as an additional insured, project specifics, contact person, and primary project location)

Professional Services Contract

Federally required forms (list all. Examples: SAM.gov check, etc.)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/6/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).


PRODUCER ZIA INSURANCE AGENCY P.O. BOX 2105 SANTA FE, NM 87504 CONRAD SCHOTT	CONTACT NAME: CONRAD SCHOTT PHONE (A/C, No, Ext): (505) 983-7329 E-MAIL ADDRESS:	FAX (A/C, No): (505) 986-6116
	INSURER(S) AFFORDING COVERAGE	
INSURED ST. ELIZABETH SHELTER 804 ALARID ST SANTA FE, NM 87505	INSURER A: PHILADELPHIA INDEMNITY INS CO	
	INSURER B: NEW MEXICO MUTUAL CASUALTY	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 2019-01 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY	X	Y	PHPK2632478	12/14/2024	12/14/2025	EACH OCCURRENCE	\$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person)	\$ 5,000
	<input checked="" type="checkbox"/> PROFESSIONAL LIAB						PERSONAL & ADV INJURY	\$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	\$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG	\$ 2,000,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (Per accident)	\$
	<input type="checkbox"/> SCHEDULED AUTOS							\$
	<input type="checkbox"/> NON-OWNED AUTOS							\$
	UMBRELLA LIAB						EACH OCCURRENCE	\$
	<input type="checkbox"/> OCCUR						AGGREGATE	\$
	EXCESS LIAB							\$
	<input type="checkbox"/> CLAIMS-MADE							\$
	DED							\$
	RETENTION \$							\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		Y	11253.131	01/05/2025	01/05/2026	WC STATUTORY LIMITS	OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)		N/A				E.L. EACH ACCIDENT	\$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 THE CERTIFICATE HOLDER IS AN ADDITIONAL INSURED

CERTIFICATE HOLDER CITY OF SANTA FE PO BOX 909 SANTA FE, NM 87504	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

CITY OF SANTA FE
PROFESSIONAL SERVICES CONTRACT

THIS CONTRACT is made and entered into by and between the City of Santa Fe, New Mexico, hereinafter referred to as the “City,” and **St. Elizabeth Shelter Corporation**, hereinafter referred to as the “Contractor,” and is effective as of the date set forth below upon which it is executed by the Parties.

RECITALS

WHEREAS, the Chief Procurement Officer of the City has made the determination that this Agreement is in accordance with the provisions of the New Mexico Procurement Code (NMSA 1978, 13-1-28 et seq.) pursuant to NMSA 1978, section 13-1-102; and

WHEREAS, the Contractor is one of such requisite and qualifications and is willing to engage with the City for professional services, in accordance with the terms and conditions hereinafter set out, and the Contractor understanding and consenting to the foregoing is willing to render such professional services as outlined in the Agreement; and

The City and the Contractor hereby agree as follows:

1. Scope of Work

The Contractor shall provide the following services-for the City:

- St. Elizabeth Shelter will continue operating a 122-unit mixed-use rental property at 3007 S. St. Francis Dr. housing recently homeless and lower-income individuals in separate apartments. As such:
 - a. 60 formerly homeless residents will be housed at any given time;
 - b. They will be provided with a wide range of supportive services designed to help stabilize them in a safe, secure environment and maintain their newfound housing;
 - c. An on-site program/case manager, case manager, supportive housing navigator and licensed therapist will help residents with their immediate and longer-term needs, including addressing and ameliorating their behavioral and physical health, as well as alcohol/substance abuse and other issues;
 - d. Referrals will be made on an individual basis to partnering social-service agencies specializing in the issues presented by each resident to appropriately address and alleviate them;
 - e. Staff will work with residents to counsel and teach needed life skills, such as job, financial, coping, hygiene, housekeeping, self-advocacy, etc.
- The program's goal is to provide the resources needed for these recently homeless individuals to maintain their housing while making connections to available community services to enable continued living as independently as possible, whether at this property or moving to another residence.
- Participate in coordination with the City and community partners around data and cases to ensure

system effectivity.:

- a. Coordinated Entry (CE) to prioritize individuals for community services,;
- b. Appointing a main point of contact for CE and by name list data entry;
- c. Obtain ongoing training for the Lead in both the NM Homeless Management Information System (HMIS), CE and by name list; and
- d. Participation in City-lead coordination efforts as appropriate.

2. Standard of Performance; Licenses

A. The Contractor does hereby accept its designation as a professional service, rendering services related to homeless services for the City, as set forth in this Agreement. The Contractor represents that Contractor possesses the personnel, experience, and knowledge necessary to perform the services described under this Contract.

B. The Contractor agrees to obtain and maintain throughout the term of this Contract, all applicable professional and business licenses required by law, for itself, its employees, agents, representatives, and subcontractors.

3. Compensation

A. The City shall pay to the Contractor in full payment for services satisfactorily performed at the rate of two-hundred and fifty thousand dollars (\$250,000) , such compensation not to exceed \$250,000,. **The total amount payable to the Contractor under this Agreement, shall not exceed \$250,000**

B. Payment. The total compensation for the first year of this contract shall be \$250,000. Compensation for subsequent years shall be contingent upon both approved and available budget appropriations and shall be based on actual utilization.

PLEASE NOTE NO PROPERTY TAX WILL BE PAID TO THE CONTRACTOR BY THE CITY. This amount is a maximum and not a guarantee that the work assigned to be performed by Contractor under this Agreement shall equal the amount stated herein. The Parties do not intend for the Contractor to continue to provide Services without compensation when the total compensation amount is reached. Contractor is responsible for notifying the City when the Services provided under this Agreement reach the total compensation amount. In no event will the Contractor be paid for Services provided in excess of the total compensation amount without this Agreement being amended in writing prior to services, in excess of the total compensation amount being provided.

C. Payment shall be made upon Acceptance of each Deliverable and upon the receipt and Acceptance of a detailed, certified Payment Invoice. Payment will be made to the Contractor's designated mailing address. In accordance with Section 13-1-158 NMSA 1978, payment shall be tendered to the Contractor within thirty (30) days of the date of written certification of Acceptance. All Payment Invoices MUST BE received by the City no later than fifteen (15) days after the termination of this Agreement. Payment Invoices received after such date WILL NOT BE PAID.

D. **Notice of Extended Payment Provision For Grant Funded Contracts.** This contract allows the City to make payment within 45 days after submission of an undisputed request for payment.

4. Term

THIS CONTRACT SHALL NOT BECOME EFFECTIVE UNTIL APPROVED BY THE CITY. The total compensation for the first year of this contract shall be \$250,000. Compensation for subsequent years shall be contingent upon both approved and available budget appropriations and shall be based on actual utilization. The City reserves the right to renew this contract on an annual basis by mutual agreement not to exceed a total of four (4) years in accordance with NMSA 1978, Sections 13-1-150 through 152.

5. Termination

- A. Grounds. The City may terminate this Agreement for convenience or cause. For contracts within their authority, the City Manager or their designee is authorized to provide the notice of termination, otherwise such notice of termination shall be provided by the Mayor or their designee as authorized by the Governing Body. The Contractor may only terminate this Agreement based upon the City's uncured, material breach of this Agreement.
- B. Notice; City Opportunity to Cure.
- 1) The City shall give Contractor written notice of termination at least thirty (30) days prior to the intended date of termination.
 - 2) Contractor shall give City written notice of termination at least thirty (30) days prior to the intended date of termination, which notice shall (i) identify all the City's material breaches of this Agreement upon which the termination is based and (ii) state what the City must do to cure such material breaches. Contractor's notice of termination shall only be effective (i) if the City does not cure all material breaches within the thirty (30) day notice period or (ii) in the case of material breaches that cannot be cured within thirty (30) days, the City does not, within the thirty (30) day notice period, notify the Contractor of its intent to cure and begin with due diligence to cure the material breach.
 - 3) Notwithstanding the foregoing, this Agreement may be terminated immediately upon written notice to the Contractor (i) if the Contractor becomes unable to perform the services contracted for, as determined by the City; (ii) if, during the term of this Agreement, the Contractor is suspended or debarred by the City; or (iii) the Agreement is terminated pursuant to Paragraph 6, "Appropriations", of this Agreement.
- C. Liability. Except as otherwise expressly allowed or provided under this Agreement, the City's sole liability upon termination shall be to pay for acceptable work performed prior to the Contractor's receipt or issuance of a notice of termination; provided, however, that a notice of termination shall not nullify or otherwise affect either party's liability for pre-termination defaults under or breaches of this Agreement. The Contractor shall submit an invoice for such work within thirty (30) days of receiving or sending the notice of termination. THIS PROVISION IS NOT EXCLUSIVE AND DOES NOT WAIVE THE CITY'S OTHER LEGAL RIGHTS AND REMEDIES CAUSED BY THE CONTRACTOR'S DEFAULT/BREACH OF THIS AGREEMENT.

6. Appropriations

The terms of this Contract are contingent upon sufficient appropriations and authorization being made by the Governing Body for the performance of this Contract. If sufficient appropriations and authorization are not made by the Governing Body, this Contract shall terminate immediately upon written notice being given by the City to the Contractor. The City's decision as to whether sufficient appropriations are available shall be accepted by the Contractor and shall be final. If the City proposes an amendment to the Contract to unilaterally reduce funding, the Contractor shall have the option to terminate the Contract or to agree to the reduced funding, within thirty (30) days of receipt of the proposed amendment.

7. Status of Contractor

The Contractor and its agents and employees are independent contractors performing professional services for the City and are not employees of the City. The Contractor and its agents and employees shall not accrue leave, retirement, insurance, bonding, use of City vehicles, or any other benefits afforded to employees of the City as a result of this Contract. The Contractor acknowledges that all sums received hereunder are reportable by the Contractor for tax purposes, including without limitation, self-employment and business income tax. The Contractor agrees not to purport to bind the City unless the Contractor has express written authority to do so, and then only within the strict limits of that authority.

8. Assignment

The Contractor shall not assign or transfer any interest in this Contract or assign any claims for money due or to become due under this Contract without the prior written approval of the City.

9. Subcontracting

The Contractor shall not subcontract any portion of the services to be performed under this Contract without the prior written approval of the City. No such subcontract shall relieve the primary Contractor from its obligations and liabilities under this Contract, nor shall any subcontract obligate direct payment from the City.

10. Release

Final payment of the amounts due under this Contract shall operate as a release of the City, its officers and employees from all liabilities, claims and obligations whatsoever arising from or under this Contract.

11. Confidentiality

Any confidential information provided to or developed by the Contractor in the performance of this Contract shall be kept confidential and shall not be made available to any individual or organization by the Contractor without the prior written approval of the City.

12. Product of Service -- Copyright

All materials developed or acquired by the Contractor under this Contract shall become the property of the City and shall be delivered to the City no later than the termination date of this Contract. Nothing developed or produced, in whole or in part, by the Contractor under this Contract shall be the subject of an application for copyright or other claim of ownership by or on behalf of the Contractor.

13. Conflict of Interest; Governmental Conduct Act

A. The Contractor represents and warrants that it presently has no interest and, during the term of this Contract, shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance or services required under the Contract.

B. The Contractor further represents and warrants that it has complied with, and, during the term of this Contract, will continue to comply with, and that this Contract complies with all applicable provisions of the Governmental Conduct Act, Chapter 10, Article 16 NMSA 1978.

C. Contractor's representations and warranties in Paragraphs A and B of this Article are material representations of fact upon which the City relied when this Contract was entered into by the parties. Contractor shall provide immediate written notice to the City if, at any time during the term of this Contract, Contractor learns that Contractor's representations and warranties in Paragraphs A and B of this Article were erroneous on the effective date of this Contract or have become erroneous by reason of new or changed circumstances. If it is later determined that Contractor's representations and warranties in

Paragraphs A and B of this Article were erroneous on the effective date of this Contract or have become erroneous by reason of new or changed circumstances, in addition to other remedies available to the City and notwithstanding anything in the Contract to the contrary, the City may immediately terminate the Contract.

D. All terms defined in the Governmental Conduct Act have the same meaning in this section.

14. Amendment

A. This Agreement shall not be altered, changed, or amended except by instrument in writing executed by the parties hereto and all other required signatories.

B. If the City proposes an amendment to the Contract to unilaterally reduce funding due to budget or other considerations, the Contractor shall, within thirty (30) days of receipt of the proposed Amendment, have the option to terminate the Contract, pursuant to the termination provisions as set forth in Article 4 herein, or to agree to the reduced funding.

15. Entire Agreement.

This Agreement, together with any other documents incorporated herein by reference and all related Exhibits and Schedules constitutes the sole and entire agreement of the Parties with respect to the subject matter of this Agreement, and supersedes all prior and contemporaneous understandings, agreements, representations, and warranties, both written and oral, with respect to the subject matter. In the event of any inconsistency between the statements in the body of this Agreement, and the related Exhibits and Schedules, the statements in the body of this Agreement shall control.

16. Merger

This Contract incorporates all the Agreements, covenants and understandings between the parties hereto concerning the subject matter hereof, and all such covenants, agreements, and understandings have been merged into this written contract.

terms and conditions of the **RFP Number 25135, Homeless Services** and the Contractor's response to such document(s) are incorporated herein by reference and is included in the order of precedence.

No prior Agreement or understanding, oral or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Contract.

17. Penalties for violation of law

NMSA 1978, sections 13-1-28 through 13-1-199, imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities, and kickbacks.

18. Equal Opportunity Compliance

The Contractor agrees to abide by all federal and state laws and rules and regulations, and Santa Fe City Code, pertaining to equal employment opportunity. In accordance with all such laws of the State of New Mexico, the Contractor assures that no person in the United States shall, on the grounds of race, religion, color, national origin, ancestry, sex, age, physical or mental handicap, or serious medical condition, spousal affiliation, sexual orientation or gender identity, be excluded from employment with or participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity performed under this Contract. If Contractor is found not to be in compliance with these requirements during the life of this Contract, Contractor agrees to take appropriate steps to correct these deficiencies.

19. Applicable Law

The laws of the State of New Mexico shall govern this Contract, without giving effect to its choice of law provisions. Venue shall be proper only in a New Mexico court of competent jurisdiction in accordance with NMSA 1978, section 38-3-2. By execution of this Contract, Contractor acknowledges and agrees to the jurisdiction of the courts of the State of New Mexico over any and all lawsuits arising under or out of any term of this Contract.

20. Workers Compensation

The Contractor agrees to comply with state laws and rules applicable to workers compensation benefits for its employees. If the Contractor fails to comply with the Workers Compensation Act and applicable rules when required to do so, this Contract may be terminated by the City.

21. Professional Liability Insurance

Contractor shall maintain professional liability insurance throughout the term of this Contract providing a minimum coverage in the amount required under the New Mexico Tort Claims Act. The Contractor shall furnish the City with proof of insurance of Contractor's compliance with the provisions of this section as a condition prior to performing services under this Contract.

22. Other Insurance

If the services contemplated under this Contract will be performed on or in City facilities or property, Contractor shall maintain in force during the entire term of this Contract, the following insurance coverage(s), naming the City as additional insured.

A. **Commercial General Liability** insurance shall be written on an occurrence basis and be a broad as ISO Form CG 00 01 with limits not less than \$2,000,000 per occurrence and \$2,000,000 in the aggregate for claims against bodily injury, personal and advertising injury, and property damage. Said policy shall include broad form Contractual Liability coverage and be endorsed to name the City of Santa Fe their officials, officers, employees, and agents as additional insureds.

B. **Broader Coverage and Limits.** The insurance requirements under this Contract shall be the greater of (1) the minimum coverage and limits specified in this Contract, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the Named Insured. It is agreed that these insurance requirements shall not in any way act to reduce coverage that is broader or that includes higher limits than the minimums required herein. No representation is made that the minimum insurance requirements of this Contract are sufficient to cover the obligations of Contractor hereunder.

C. Contractor shall maintain the above insurance for the term of this Contract and name the City as an additional insured and provide for 30 days cancellation notice on any Certificate of Insurance form furnished by Contractor. Such certificate shall also specifically state the coverage provided under the policy is primary over any other valid and collectible insurance and provide a waiver of subrogation.

23. Records and Financial Audit

The Contractor shall maintain detailed time and expenditure records that indicate the date; time, nature and cost of services rendered during the Contract's term and effect and retain them for a period of three (3) years from the date of final payment under this Contract. The records shall be subject to inspection by the City. The

City shall have the right to audit billings both before and after payment. Payment under this Contract shall not foreclose the right of the City to recover excessive or illegal payments.

24. Indemnification

The Contractor shall defend, indemnify and hold harmless the City from all actions, proceeding, claims, demands, costs, damages, attorneys' fees and all other liabilities and expenses of any kind from any source which may arise out of the performance of this Contract, caused by the negligent act or failure to act of the Contractor, its officers, employees, servants, subcontractors or agents, or if caused by the actions of any client of the Contractor resulting in injury or damage to persons or property during the time when the Contractor or any officer, agent, employee, servant or subcontractor thereof has or is performing services pursuant to this Contract. If any action, suit or proceeding related to the services performed by the Contractor or any officer, agent, employee, servant or subcontractor under this Contract is brought against the Contractor, the Contractor shall, as soon as practicable but no later than two (2) days after it receives notice thereof, notify the legal counsel of the City.

25. New Mexico Tort Claims Act

Any liability incurred by the City of Santa Fe in connection with this Contract is subject to the immunities and limitations of the New Mexico Tort Claims Act, Section 41-4-1, et. seq. NMSA 1978, as amended. The City and its "public employees" as defined in the New Mexico Tort Claims Act, do not waive sovereign immunity, do not waive any defense and do not waive any limitation of liability pursuant to law. No provision in this Contract modifies or waives any provision of the New Mexico Tort Claims Act.

26. Invalid Term or Condition

If any term or condition of this Contract shall be held invalid or unenforceable, the remainder of this Contract shall not be affected and shall be valid and enforceable.

27. Enforcement of Contract

A party's failure to require strict performance of any provision of this Contract shall not waive or diminish that party's right thereafter to demand strict compliance with that or any other provision. No waiver by a party of any of its rights under this Contract shall be effective unless express and in writing, and no effective waiver by a party of any of its rights shall be effective to waive any other rights.

28. Notices

Any notice required to be given to either party by this Contract shall be in writing and shall be delivered in person, by courier service or by U.S. mail, either first class or certified, return receipt requested, postage prepaid, as follows:

To the City: Kristen Woods, krwoods@santafenm.gov

To the Contractor: Martin Ruybalid, director@steshelter.org, 505-982,6611 x 107

29. Authority

If Contractor is other than a natural person, the individual(s) signing this Contract on behalf of Contractor represents and warrants that he or she has the power and authority to bind Contractor, and that no further action, resolution, or approval from Contractor is necessary to enter a binding contract.

30. Non-Collusion

In signing this Agreement, the Contractor certifies the Contractor has not, either directly or indirectly, entered into action in restraint of free competitive bidding in connection with this offer submitted to the City's Chief Procurement Officer.

31. Default/Breach

In case of Default and/or Breach by the Contractor, for any reason whatsoever, the City may procure the goods or services from another source and hold the Contractor responsible for any resulting excess costs and/or damages, including but not limited to, direct damages, indirect damages, consequential damages, special damages, and the City may also seek all other remedies under the terms of this Agreement and under law or equity.

32. Equitable Remedies

The Contractor acknowledges that its failure to comply with any provision of this Agreement will cause the City irrevocable harm and that a remedy at law for such a failure would be an inadequate remedy for the City, and the Contractor consents to the City's obtaining from a court of competent jurisdiction, specific performance, or injunction, or any other equitable relief in order to enforce such compliance. The City's rights to obtain equitable relief pursuant to this Agreement shall be in addition to, and not in lieu of, any other remedy that the City may have under applicable law, including, but not limited to, monetary damages.

33. Default and Force Majeure

The City reserves the right to cancel all, or any part of any orders placed under this Agreement without cost to the City, if the Contractor fails to meet the provisions of this Agreement and, except as otherwise provided herein, to hold the Contractor liable for any excess cost occasioned by the City due to the Contractor's default. The Contractor shall not be liable for any excess costs if failure to perform the order arises out of causes beyond the control and without the fault or negligence of the Contractor; such causes include, but are not restricted to, acts of God or the public enemy, acts of the State or Federal Government, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, unusually severe weather and defaults of subcontractors due to any of the above, unless the City shall determine that the supplies or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required delivery scheduled. The rights and remedies of the City provided in this Clause shall not be exclusive and are in addition to any other rights now being provided by law or under this Agreement.

IN WITNESS WHEREOF, the Parties have executed this Contract as of the date of the signature by the required approval authorities below.

CITY OF SANTA FE:

CONTRACTOR:


Alan Webber (Sep 29, 2025 15:18:03 MDT)
MAYOR ALAN WEBBER



Martin Ruybalid (Jun 19, 2025 09:19 MD1)
MARTIN RUYBALID, Director

DATE: 06/19/2025

NMBTIN#: 85-0347650

City of SF Business License #:02-059151-00-9

ATTEST:


ANDREA SALAZAR (Sep 29, 2025 15:47:55 MDT)
CITY CLERK

ASU

GB MTG 09-24-25

CITY ATTORNEY'S OFFICE:


Patricia Feghali (Jun 20, 2025 09:08 MDT)
ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:


FINANCE DIRECTOR

From: [Matt Loehman](#)
To: [WOODS, KRISTEN R.](#)
Subject: Re: City of Santa Fe - First Right of Refusal
Date: Friday, October 25, 2024 4:26:31 PM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon,

Thank you very much for the opportunity, but we will decline this procurement.

Best regards,

Matt

Matt Loehman
Executive Director

Horizons of New Mexico
6121 Indian School Rd. NE, Suite 220
Albuquerque, NM 87110

office phone: (505) 345-1540
email: mloehman@horizonsofnewmexico.org
web: www.horizonsofnewmexico.org

The State Use Act helps people with disabilities become gainfully employed, and it saves you valuable time and resources otherwise used during the procurement process.

On Fri, Oct 25, 2024 at 4:22 PM WOODS, KRISTEN R. <krwoods@santafenm.gov> wrote:

Good Afternoon,

I am writing to see if you are interested in this Scope of Work for the City of Santa Fe:

The City's Youth and Family Services Department is seeking qualified Consultants to provide services in support of individuals experiencing homelessness and/or housing insecurity. One or more consultants will be awarded a contract. Applicants are invited to propose projects or services in need of funding that relate to one or more of the following:

- Data Collection and Analysis
- Outreach Services
- Employment Development and Programming
- Program Evaluation
- Eviction Prevention Program Development/ Facilitation
- Grant Writing
- Homeless Services/ Operations
- Substance abuse programs and services
- Medical and/or mental health services
- Other miscellaneous services to homeless individuals or related to the prevention of homelessness.

Thank you!

Kristen Woods (she/her)

Program Manager, Youth and Family Services Division

Community Health and Safety Department

Office: (505) 955-6913 | Cell: (505) 479-2183 | Email: krwoods@santafenm.gov



CITY OF SANTA FE

*Disclaimer: This message and any attachments are intended for the use of the addresses(s) only and may be confidential and/or legally privileged. If the reader is not the intended recipient, DO NOT READ, notify sender and delete this message. In addition, be aware that any disclosure, copying, distribution or use of the contents of this message is strictly prohibited. The contents of this message, while possibly falling under the exceptions of the Inspection of Public Records ACT [NMSA Chapter 14, Article2] may be subject to inspection by the public.



[Book time to meet with me](#)

From: [DUTTON-LEYDA, TRAVIS K.](#)
To: [WOODS, KRISTEN R.](#)
Subject: RE: Determination Request
Date: Friday, October 4, 2024 1:10:21 PM

Greetings,

The scope of work as written would be Professional Services. This determination relates only to that question and is no comment on whether the scope of work or procurement method meet all legal standards. I reserve the right to change this determination if the scope of work differs from the scope of work submitted for the original determination. This procurement must be conducted using the processes and procedures set forth by the City of Santa Fe, Central Purchasing, the Procurement Manual, and state statutes.

Please note:

- Save this email as a PDF and upload it into the corresponding Munis records.
- Check with WorkQuest dba Horizons of New Mexico (mloehman@horizonsofnewmexico.org) if this service appears on their approved list.
- If any of your request include anything that needs to be reviewed and preapproved by another city Department/Division, please send your SOW to the corresponding email address, and provide their response to this office when you submit your procurement request for processing.
 - IT components - ereview@santafenm.gov
 - Vehicles – dmjaramillo@santafenm.gov
 - Grants - mtbonifer@santafenm.gov; cmthompson@santafenm.gov
 - Facilities, Furniture, Fixture, Equipment - jsburnett@santafenm.gov
 - Emergency Related Purchases - bgwilliams@santafenm.gov
- -Asset over \$5k - lmstorey@santafenm.gov
- Ensure that the appropriate templates and forms are used https://intranet.santafenm.gov/finance_1 and documented [procedures/laws/rules](#) are followed. _
- > \$20k per year, when processing this procurement, please ensure the procurement number issued by Munis and the procurement name are used in the appropriate documents and the subject of emails.
- If you are processing a procurement where the forecasted amount is => \$60k, per NMSA 1978, Section 13-1-102, if you aren't using a cooperative or existing contract, you must process an RFP.
- < \$20k per year, one quote is acceptable.
- From \$20k to \$60k per year, if you aren't using a cooperative or existing contract, you'll need to provide 3 quotes in your req. Must use the Munis Bid Module after 12/21/2023.
- Figure out your funding source and **inform Purchasing**. To ensure that the proper

documents and language are used, it is important to identify the funding source for the subsequent contract. For instance, if federal funds are involved, the procurement request and subsequent contract must include the necessary federal language. Therefore, it is crucial to determine the funding source beforehand.

- Review the pages linked below to determine whether any of the existing price agreements/contracts or cooperative agreements are applicable to this request. You might be able to use an existing price agreement/contract to save time and money.
 - <https://www.generalservices.state.nm.us/state-purchasing/statewide-price-agreements/> (if you choose to use a Statewide, you do not need to ask Horizons if they can do the work. State Purchasing must offer the SOW to Horizons prior to placing the award on their website.)
 - <https://naspo.valuepoint.org/categories/>
 - <https://www.omniapartners.com/publicsector/contracts>
 - <https://www.buyboard.com/home.aspx>
 - <https://www.h-gac.com/Home>
 - <https://www.gsaelibrary.gsa.gov/>
 - <https://www.sourcewell-mn.gov/contract-search>

- Submit or send your request to the appropriate MS Teams channel or email address:
 - RFPs requests to <https://teams.microsoft.com/l/channel/19%3ad63b9c8b586d424fa5eed34177146ac5%40thread.tacv2/RFP%2520Requests?groupId=a367d8c2-992f-4c74-8e7d-0ccb6950c9a1&tenantId=77b69f5a-55ed-4363-8616-4867b0bc707f>
 - ITBs requests to <https://teams.microsoft.com/l/channel/19%3a48e1e4588c0440a09cfbd9b907ed42d4%40thread.tacv2/ITB%2520Requests?groupId=a367d8c2-992f-4c74-8e7d-0ccb6950c9a1&tenantId=77b69f5a-55ed-4363-8616-4867b0bc707f>
 - Determination requests to purchasing_det@santafenm.gov
 - And all other requests to purchasing@santafenm.gov

Thank you for submitting this scope of work for my review.

Regards,

Travis Dutton-Leyda
Chief Procurement Officer
City of Santa Fe
200 Lincoln Avenue
Santa Fe, NM 87501
505-629-8351
tkduttonleyda@santafenm.gov

<https://santafenm.gov/finance-2/purchasing-1>

Internal Link: https://intranet.santafenm.gov/finance_1



More Procurement, less drama ~ John Blair

From: WOODS, KRISTEN R. <krwoods@santafenm.gov>
Sent: Friday, October 4, 2024 10:18 AM
To: DUTTON-LEYDA, TRAVIS K. <tkduttonleyda@santafenm.gov>
Subject: Determination Request

Good Morning Travis!

I am hoping you can help me get a Determination on this Scope of Work. Please let me know if you have any questions.

The City of Santa Fe has an ambitious plan to continue its critical work of addressing the homelessness crisis as a top priority. This includes leveraging and scaling the success of the Micro-Community Initiative. Consultant will offer services to create and steward the Micro-community (SOS) Advisory Council.

The work includes:

- A. Recruiting membership
- B. Managing tasks associated with meetings
- C. Communication management
- D. Facilitating meetings at least monthly
- E. Preparing presentations and other materials
- F. Coordination with stakeholders as needed
- G. Attending meetings as requested

The final deliverable will be a comprehensive resource / toolkit that is scalable and usable and contains practical information on procedures, workflow, best practices, and other information for easy replicability.

Thank you!

Kristen Woods (she/her)

Program Manager, Youth and Family Services Division

Community Health and Safety Department

Office: (505) 955-6913 | Cell: (505) 479-2183 | Email: krwoods@santafenm.gov

-



CITY OF SANTA FE

*Disclaimer: This message and any attachments are intended for the use of the addresses(s) only and may be confidential and/or legally privileged. If the reader is not the intended recipient, DO NOT READ, notify sender and delete this message. In addition, be aware that any disclosure, copying, distribution or use of the contents of this message is strictly prohibited. The contents of this message, while possibly falling under the exceptions of the Inspection of Public Records ACT [NMSA Chapter 14, Article2] may be subject to inspection by the public.

Signature: 

Email: xivigil@santafenm.gov



The Purchasing Memo

Date: April 13, 2026

To: Governing Body, Finance Committee, and Quality of Life Committee

From: Manuel Sanchez, Interim Community Services Director *Manuel Sanchez*
Manuel Sanchez (Apr 14, 2026 08:10:05 MDT)

Via: Lia Salaverry, Youth and Family Services Director *Lia Salaverry*

Kristen Woods, Youth and Family Services Program Manager *KW*
KRISTEN WOODS (Apr 13, 2026 15:59:14 MDT)

Marcella Apodaca, Business Operations Manager *Marcella Apodaca*

Subject: Contract Amendment Christ Lutheran Church Homeless services

Vendor Name: CHRIST LUTHERAN CHRUCH

Munis Vendor Number: 10283

ITEM AND ISSUE:

Requests your Approval of Amendment 1 to 25-0364 with Christ Lutheran Church for Homelessness Response to Increase the Amount by \$136,000 for a Total Compensation of \$272,000 and Increase the Term to end August 8th 2027.

CONTRACT NUMBER:

The Munis contract number is 3260015

BACKGROUND AND SUMMARY:

The City of Santa Fe released RFP #2513 5 in March of 2025 to solicit applications from organizations, agencies, or service providers to Provide services in support of individuals experiencing homelessness and/or housing insecurity. The City of Santa Fe's Youth and Family Services Division has been looking at solutions for homelessness in our community. Since the pandemic, there has been a concerted effort to address encampments, provide non-congregate shelter solutions and care for the increasing homeless population. The city was open and willing to look at ways of reimagining the City's approach to preventing and responding to homelessness. Christ Lutheran Church will provide the following services-for the City:

- A. Sustaining the Micro Community
 - a. Shelter Maintenance and Repair
 - b. Hygiene Unit Maintenance

- c. Church Campus Maintenance
- d. Utilities and Infrastructure
- B. Expanding Food Pantry Services
 - a. Capacity Expansion
 - b. Community Partnerships
- C. Enhancing Resident Support and Programming
 - a. Job Training Initiative
 - b. Community Garden Project
 - c. Resident Community Room

d. Unhoused Art Program They were chosen by the Evaluation Committee in April of 2025.

PRIOR APPROVALS AND SUPPORTING INFORMATION:

FUNDING SOURCE:

Fund Name/Number: Community Development Fund/Fund 240

Munis Org Name/Number: Community Services/ 2400122

Munis Object Name/Number: Grants and Services/ 510400

Budget Officer / Designee: Andy Hopkins **Date:** 04/17/2026

Budget Officer Comment/Exceptions: _____

PROCUREMENT METHOD:

The procurement method used was NMSA 1978, Section 13-1-111, RFP

This was procured through MUNIS RFP #25135.

Chief Procurement Officer (CPO)/Designee:  **Date:** 04/20/2026

CPO Comment/Exceptions: _____

ASSOCIATED APPROVALS:

IT Components included? Yes | No

Approval: _____ **Title:** _____ **Date:** _____

Comment/Exceptions: _____

Treasury/Point of Sale Components included? Yes | No

Approval: _____ **Title:** _____ **Date:** _____

Comment/Exceptions: _____

Vehicles included? Yes | No

Approval: _____ **Title:** _____ **Date:** _____

Comment/Exceptions: _____

Construction to City Facilities, Furniture, and/or Fixtures included? Yes | No

Approval: _____ **Title:** _____ **Date:** _____

Comment/Exceptions: _____

Is this an externally funded purchase? Yes | No

If yes, what is the issuing agency: _____

Approval: _____ **Title:** _____ **Date:** _____

Comment/Exceptions: _____

Is this a Capital Asset or Project? Yes | No

Project Ledger Number: _____

Approval: _____ **Title:** _____ **Date:** _____

Comment/Exceptions: _____

ATTACHMENTS:

Original contract packet (with previous contract amendments)



**CITY OF SANTA FE
AMENDMENT No. 1 TO**

Contract # 3260013

Original City Clerk Item Number: 25-0364

Aid in providing resources to recently homeless individuals

This AMENDMENT No. 1 the "Amendment") amends the CITY OF SANTA FE CONTRACT, dated 8/08/2025 (the "Contract"), between the City of Santa Fe (the "City") and Christ Lutheran Church. (the "Contractor"). The date of this Amendment shall be the date when it is executed by the City and the Contractor whichever occurs last.

RECITALS

- A. Under the terms of the Contract, Contractor has agreed to provide resources aiding recently homeless individuals.
- B. Pursuant to Article 14 of the Contract, and for good and valuable consideration, the receipt and sufficiency of which are acknowledged by the parties, the City and the Contractor agree as follows:

1. COMPENSATION

Article 3, paragraph A of the Contract is amended to increase the amount of compensation by a total of One Hundred and Thirty-six Thousand (\$136,000.00) so that Article 3, paragraph A reads in its entirety as follows:

The City shall pay to the Contractor in full payment for services performed at the rate of two hundred and seventy two thousand dollars (\$272,000.00), such compensation not to exceed \$272,000. **The total amount payable to the Contractor under this Agreement shall not exceed \$272,000.**

2. TERM

Article 4 of the Contract is hereby deleted in its entirety and substitute the following Article 4 in its place:

THIS CONTRACT SHALL NOT BECOME EFFECTIVE UNTIL APPROVED BY THE CITY. The Contract shall terminate on August 8th, 2027.

3. CONTRACT IN FULL FORCE.

Except as specifically provided in this Amendment, the Contract remains and shall remain in full force and effect, in accordance with its terms.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

[SIGNATURE PAGE TO FOLLOW]

IN WITNESS WHEREOF, the Parties have executed this Contract as of the date of the signature by the required approval authorities below.

CITY OF SANTA FE:

CONTRACTOR:

Raquel Baca-Tompson
Raquel Baca-Tompson (Apr 8, 2026 14:59:20 MDT)

MICHAEL GARCIA, MAYOR

RAQUEL BACA-TOMPSON, EXECUTIVE DIRECTOR

DATE: Apr 8, 2026

NMBTIN: _____

ATTEST:

GERALYN CARDENAS, CITY CLERK

Approved to form and legal sufficiency by:

Ruby Crews
Ruby Crews (Apr 8, 2026 15:00:29 MDT)

RUBY CREWS, ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:

Andrea Phillips
ANDREA PHILLIPS (Apr 20, 2026 10:39:13 MDT)

ANDREA PHILLIPS, FINANCE DIRECTOR









CLC draft amend 1

Final Audit Report

2026-04-08

Created:	2026-04-07
By:	MATTHEW HARDING (mrharding@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAqh7ghVJCy_ESdc_jgGSNf0NC8azgdthz

"CLC draft amend 1" History

-  Document created by MATTHEW HARDING (mrharding@santafenm.gov)
2026-04-07 - 10:56:36 PM GMT- IP address: 63.232.20.2
-  Document emailed to Raquel Baca-Tompson (sosatclc@gmail.com) for signature
2026-04-07 - 10:57:40 PM GMT
-  Email viewed by Raquel Baca-Tompson (sosatclc@gmail.com)
2026-04-07 - 10:57:51 PM GMT- IP address: 64.233.172.99
-  Document e-signed by Raquel Baca-Tompson (sosatclc@gmail.com)
Signature Date: 2026-04-08 - 8:59:20 PM GMT - Time Source: server- IP address: 136.175.168.132
-  Document emailed to Ruby Crews (racrews@santafenm.gov) for signature
2026-04-08 - 8:59:22 PM GMT
-  Email viewed by Ruby Crews (racrews@santafenm.gov)
2026-04-08 - 9:00:10 PM GMT- IP address: 104.47.65.254
-  Document e-signed by Ruby Crews (racrews@santafenm.gov)
Signature Date: 2026-04-08 - 9:00:29 PM GMT - Time Source: server- IP address: 63.232.20.2
-  Agreement completed.
2026-04-08 - 9:00:29 PM GMT



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/15/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Church Mutual Insurance Company, S.I. 3000 Schuster Lane P.O. Box 357 Merrill WI 54452		CONTACT NAME: Church Mutual Insurance Company, S.I. PHONE (A/C No. Ext): 1-800-554-2642 FAX (A/C, No): 855-264-2329 E-MAIL ADDRESS: customerservice@churchmutual.com	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Church Mutual Insurance Company, S.I.	NAIC # 18767
INSURED CHRIST EVANGELICAL LUTHERAN CHURCH OF SANTA FE NEW MEXICO 1701 ARROYO CHAMISO SANTA FE NM 87505-4775		INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

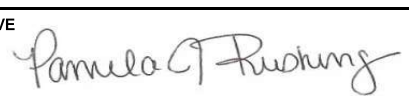
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	N	0323390 25-945412	12/01/2025	12/01/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holder is an additional insured as required by written contract or agreement per the General Liability Enhancement endorsement attached to the policy.

CERTIFICATE HOLDER**CANCELLATION**

City of Santa Fe 200 Lincoln Ave Santa Fe NM 87501	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
--	--

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The Purchasing Memo

Date: August 12, 2025

To: Governing Body, Finance Committee, and Quality of Life Committee

From: Kristen Woods, Youth and Family Services Program Manger *KRISTEN WOODS*

Via: Henri Hammond-Paul, Community Health and Safety Department Director *H. Hammond-Paul*

Subject: St. Elizabeth's Shelter Corporation Homeless Services

Vendor Name: St. Elizabeth's Shelter Corporation

Munis Vendor Number: 1552

ITEM AND ISSUE:

Community Health and Safety respectfully requests your review and approval of a Professional Services Contract in the total amount of \$250,000 for Homelessness Response for a term of one year with St. Elizabeth's Shelter Corporation.

CONTRACT NUMBER:

The FY26 Munis contract number is 3260013

BACKGROUND AND SUMMARY:

The City of Santa Fe released RFP #25135 in March of 2025 to solicit applications from organizations, agencies, or service providers to Provide services in support of individuals experiencing homelessness and/or housing insecurity. The City of Santa Fe's Youth and Family Services Division has been looking at solutions for homelessness in our community. Since the pandemic, there has been a concerted effort to address encampments, provide non-congregate shelter solutions and care for the increasing homeless population. The city was open and willing to look at ways of reimagining the City's approach to preventing and responding to homelessness. St. Elizabeth Shelter will provide the following services-for the City:

- Continue operating a 122-unit mixed-use rental property at 3007 S. St. Francis Dr., housing recently homeless and lower-income individuals in separate apartments.
- The program's goal is to provide the resources needed for these recently homeless individuals to maintain their housing while making connections to available community services to enable continued living as independently as possible, whether at this property or moving to another residence.
- Participate in coordination with the City and community partners around data and cases to ensure system effectivity.

They were chosen by the Evaluation Committee in April of 2025.

PRIOR APPROVALS AND SUPPORTING INFORMATION:

FUNDING SOURCE:

The funding source is split:

\$130,000:

Fund Name/Number: Community Development Fund/Fund 240

Munis Org Name/Number: Community Services/2400122

Munis Object Name/Number: Grants and Services/ 510400

\$120,000:

Fund Name/Number: General Fund/Fund 100

Munis Org Name/Number: Community Services/1001001

Munis Object Name/Number: Service Contracts/ 510310


Budget Officer / Designee: Andy Hopkins **Date:** 08/12/2025

Budget Officer Comment/Exceptions: _____

PROCUREMENT METHOD:

The procurement method used was NMSA 1978, Section 13-1-111, RFP

This was procured through MUNIS RFP #25135.

Chief Procurement Officer (CPO)/Designee:  **Date:** 08/14/2025

CPO Comment/Exceptions: _____

ASSOCIATED APPROVALS:

IT Components included? Yes | No

Approval: _____ **Title:** _____ **Date:** _____

Comment/Exceptions: _____

Treasury/Point of Sale Components included? Yes | No

Approval: _____ **Title:** _____ **Date:** _____

Comment/Exceptions: _____

Vehicles included? Yes | No

Approval: _____ **Title:** _____ **Date:** _____

Comment/Exceptions: _____

Construction to City Facilities, Furniture, and/or Fixtures included? Yes | No

Approval: _____ **Title:** _____ **Date:** _____

Comment/Exceptions: _____

Is this an externally funded purchase? Yes | No

If yes, what is the issuing agency: _____

Approval: _____ **Title:** _____ **Date:** _____

Comment/Exceptions: _____

Is this a Capital Asset or Project? Yes | No

Project Ledger Number: _____

Approval: _____ **Title:** _____ **Date:** _____

Comment/Exceptions: _____

ATTACHMENTS:

Horizons declination

CPO Service Determination Email

Department approval email from ITT, Fleet, or Facilities [pick one or more or delete]

Procurement document: RFP

Vendor's Bid (Note: proposals and Evaluation Committee Reports shall only be emailed (by CPD) to the committee directly, not included in this packet.)

Certificate of Liability Insurance (COI) (add City as an additional insured, project specifics, contact person, and primary project location)

Professional Services Contract

Federally required forms (list all. Examples: SAM.gov check, etc.)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/6/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER ZIA INSURANCE AGENCY P.O. BOX 2105 SANTA FE, NM 87504 CONRAD SCHOTT	CONTACT NAME: CONRAD SCHOTT
	PHONE (A/C, No, Ext): (505) 983-7329 FAX (A/C, No): (505) 986-6116 E-MAIL ADDRESS:
INSURED ST. ELIZABETH SHELTER 804 ALARID ST SANTA FE, NM 87505	INSURER(S) AFFORDING COVERAGE
	INSURER A: PHILADELPHIA INDEMNITY INS CO
	INSURER B: NEW MEXICO MUTUAL CASUALTY
	INSURER C:
	INSURER D:
	INSURER E:
INSURER F:	NAIC #

COVERAGES **CERTIFICATE NUMBER:** 2019-01 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY	X	Y	PHPK2632478	12/14/2024	12/14/2025	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 5,000
	<input checked="" type="checkbox"/> PROFESSIONAL LIAB						PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS						\$
	<input type="checkbox"/> NON OWNED AUTOS						
	UMBRELLA LIAB						EACH OCCURRENCE \$
	<input type="checkbox"/> OCCUR						AGGREGATE \$
	EXCESS LIAB						\$
	<input type="checkbox"/> CLAIMS-MADE						
	DED						
	RETENTION \$						
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		Y	11253.131	01/05/2025	01/05/2026	WC STATUTORY LIMITS
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)		N/A				OTHER
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 THE CERTIFICATE HOLDER IS AN ADDITIONAL INSURED

CERTIFICATE HOLDER **CANCELLATION**

CITY OF SANTA FE
 PO BOX 909
 SANTA FE, NM 87504

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

CITY OF SANTA FE
PROFESSIONAL SERVICES CONTRACT

THIS CONTRACT is made and entered into by and between the City of Santa Fe, New Mexico, hereinafter referred to as the “City,” and **St. Elizabeth Shelter Corporation**, hereinafter referred to as the “Contractor,” and is effective as of the date set forth below upon which it is executed by the Parties.

RECITALS

WHEREAS, the Chief Procurement Officer of the City has made the determination that this Agreement is in accordance with the provisions of the New Mexico Procurement Code (NMSA 1978, 13-1-28 et seq.) pursuant to NMSA 1978, section 13-1-102; and

WHEREAS, the Contractor is one of such requisite and qualifications and is willing to engage with the City for professional services, in accordance with the terms and conditions hereinafter set out, and the Contractor understanding and consenting to the foregoing is willing to render such professional services as outlined in the Agreement; and

The City and the Contractor hereby agree as follows:

1. Scope of Work

The Contractor shall provide the following services-for the City:

- St. Elizabeth Shelter will continue operating a 122-unit mixed-use rental property at 3007 S. St. Francis Dr. housing recently homeless and lower-income individuals in separate apartments. As such:
 - a. 60 formerly homeless residents will be housed at any given time;
 - b. They will be provided with a wide range of supportive services designed to help stabilize them in a safe, secure environment and maintain their newfound housing;
 - c. An on-site program/case manager, case manager, supportive housing navigator and licensed therapist will help residents with their immediate and longer-term needs, including addressing and ameliorating their behavioral and physical health, as well as alcohol/substance abuse and other issues;
 - d. Referrals will be made on an individual basis to partnering social-service agencies specializing in the issues presented by each resident to appropriately address and alleviate them;
 - e. Staff will work with residents to counsel and teach needed life skills, such as job, financial, coping, hygiene, housekeeping, self-advocacy, etc.
- The program's goal is to provide the resources needed for these recently homeless individuals to maintain their housing while making connections to available community services to enable continued living as independently as possible, whether at this property or moving to another residence.
- Participate in coordination with the City and community partners around data and cases to ensure

system effectivity.:

- a. Coordinated Entry (CE) to prioritize individuals for community services,;
- b. Appointing a main point of contact for CE and by name list data entry;
- c. Obtain ongoing training for the Lead in both the NM Homeless Management Information System (HMIS), CE and by name list; and
- d. Participation in City-lead coordination efforts as appropriate.

2. Standard of Performance; Licenses

A. The Contractor does hereby accept its designation as a professional service, rendering services related to homeless services for the City, as set forth in this Agreement. The Contractor represents that Contractor possesses the personnel, experience, and knowledge necessary to perform the services described under this Contract.

B. The Contractor agrees to obtain and maintain throughout the term of this Contract, all applicable professional and business licenses required by law, for itself, its employees, agents, representatives, and subcontractors.

3. Compensation

A. The City shall pay to the Contractor in full payment for services satisfactorily performed at the rate of two-hundred and fifty thousand dollars (\$250,000) , such compensation not to exceed \$250,000,. **The total amount payable to the Contractor under this Agreement, shall not exceed \$250,000**

B. Payment. The total compensation for the first year of this contract shall be \$250,000. Compensation for subsequent years shall be contingent upon both approved and available budget appropriations and shall be based on actual utilization.

PLEASE NOTE NO PROPERTY TAX WILL BE PAID TO THE CONTRACTOR BY THE CITY. This amount is a maximum and not a guarantee that the work assigned to be performed by Contractor under this Agreement shall equal the amount stated herein. The Parties do not intend for the Contractor to continue to provide Services without compensation when the total compensation amount is reached. Contractor is responsible for notifying the City when the Services provided under this Agreement reach the total compensation amount. In no event will the Contractor be paid for Services provided in excess of the total compensation amount without this Agreement being amended in writing prior to services, in excess of the total compensation amount being provided.

C. Payment shall be made upon Acceptance of each Deliverable and upon the receipt and Acceptance of a detailed, certified Payment Invoice. Payment will be made to the Contractor's designated mailing address. In accordance with Section 13-1-158 NMSA 1978, payment shall be tendered to the Contractor within thirty (30) days of the date of written certification of Acceptance. All Payment Invoices MUST BE received by the City no later than fifteen (15) days after the termination of this Agreement. Payment Invoices received after such date WILL NOT BE PAID.

D. **Notice of Extended Payment Provision For Grant Funded Contracts.** This contract allows the City to make payment within 45 days after submission of an undisputed request for payment.

4. Term

THIS CONTRACT SHALL NOT BECOME EFFECTIVE UNTIL APPROVED BY THE CITY. The total compensation for the first year of this contract shall be \$250,000. Compensation for subsequent years shall be contingent upon both approved and available budget appropriations and shall be based on actual utilization. The City reserves the right to renew this contract on an annual basis by mutual agreement not to exceed a total of four (4) years in accordance with NMSA 1978, Sections 13-1-150 through 152.

5. Termination

- A. Grounds. The City may terminate this Agreement for convenience or cause. For contracts within their authority, the City Manager or their designee is authorized to provide the notice of termination, otherwise such notice of termination shall be provided by the Mayor or their designee as authorized by the Governing Body. The Contractor may only terminate this Agreement based upon the City's uncured, material breach of this Agreement.
- B. Notice; City Opportunity to Cure.
- 1) The City shall give Contractor written notice of termination at least thirty (30) days prior to the intended date of termination.
 - 2) Contractor shall give City written notice of termination at least thirty (30) days prior to the intended date of termination, which notice shall (i) identify all the City's material breaches of this Agreement upon which the termination is based and (ii) state what the City must do to cure such material breaches. Contractor's notice of termination shall only be effective (i) if the City does not cure all material breaches within the thirty (30) day notice period or (ii) in the case of material breaches that cannot be cured within thirty (30) days, the City does not, within the thirty (30) day notice period, notify the Contractor of its intent to cure and begin with due diligence to cure the material breach.
 - 3) Notwithstanding the foregoing, this Agreement may be terminated immediately upon written notice to the Contractor (i) if the Contractor becomes unable to perform the services contracted for, as determined by the City; (ii) if, during the term of this Agreement, the Contractor is suspended or debarred by the City; or (iii) the Agreement is terminated pursuant to Paragraph 6, "Appropriations", of this Agreement.
- C. Liability. Except as otherwise expressly allowed or provided under this Agreement, the City's sole liability upon termination shall be to pay for acceptable work performed prior to the Contractor's receipt or issuance of a notice of termination; provided, however, that a notice of termination shall not nullify or otherwise affect either party's liability for pre-termination defaults under or breaches of this Agreement. The Contractor shall submit an invoice for such work within thirty (30) days of receiving or sending the notice of termination. THIS PROVISION IS NOT EXCLUSIVE AND DOES NOT WAIVE THE CITY'S OTHER LEGAL RIGHTS AND REMEDIES CAUSED BY THE CONTRACTOR'S DEFAULT/BREACH OF THIS AGREEMENT.

6. Appropriations

The terms of this Contract are contingent upon sufficient appropriations and authorization being made by the Governing Body for the performance of this Contract. If sufficient appropriations and authorization are not made by the Governing Body, this Contract shall terminate immediately upon written notice being given by the City to the Contractor. The City's decision as to whether sufficient appropriations are available shall be accepted by the Contractor and shall be final. If the City proposes an amendment to the Contract to unilaterally reduce funding, the Contractor shall have the option to terminate the Contract or to agree to the reduced funding, within thirty (30) days of receipt of the proposed amendment.

7. Status of Contractor

The Contractor and its agents and employees are independent contractors performing professional services for the City and are not employees of the City. The Contractor and its agents and employees shall not accrue leave, retirement, insurance, bonding, use of City vehicles, or any other benefits afforded to employees of the City as a result of this Contract. The Contractor acknowledges that all sums received hereunder are reportable by the Contractor for tax purposes, including without limitation, self-employment and business income tax. The Contractor agrees not to purport to bind the City unless the Contractor has express written authority to do so, and then only within the strict limits of that authority.

8. Assignment

The Contractor shall not assign or transfer any interest in this Contract or assign any claims for money due or to become due under this Contract without the prior written approval of the City.

9. Subcontracting

The Contractor shall not subcontract any portion of the services to be performed under this Contract without the prior written approval of the City. No such subcontract shall relieve the primary Contractor from its obligations and liabilities under this Contract, nor shall any subcontract obligate direct payment from the City.

10. Release

Final payment of the amounts due under this Contract shall operate as a release of the City, its officers and employees from all liabilities, claims and obligations whatsoever arising from or under this Contract.

11. Confidentiality

Any confidential information provided to or developed by the Contractor in the performance of this Contract shall be kept confidential and shall not be made available to any individual or organization by the Contractor without the prior written approval of the City.

12. Product of Service -- Copyright

All materials developed or acquired by the Contractor under this Contract shall become the property of the City and shall be delivered to the City no later than the termination date of this Contract. Nothing developed or produced, in whole or in part, by the Contractor under this Contract shall be the subject of an application for copyright or other claim of ownership by or on behalf of the Contractor.

13. Conflict of Interest; Governmental Conduct Act

A. The Contractor represents and warrants that it presently has no interest and, during the term of this Contract, shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance or services required under the Contract.

B. The Contractor further represents and warrants that it has complied with, and, during the term of this Contract, will continue to comply with, and that this Contract complies with all applicable provisions of the Governmental Conduct Act, Chapter 10, Article 16 NMSA 1978.

C. Contractor's representations and warranties in Paragraphs A and B of this Article are material representations of fact upon which the City relied when this Contract was entered into by the parties. Contractor shall provide immediate written notice to the City if, at any time during the term of this Contract, Contractor learns that Contractor's representations and warranties in Paragraphs A and B of this Article were erroneous on the effective date of this Contract or have become erroneous by reason of new or changed circumstances. If it is later determined that Contractor's representations and warranties in

Paragraphs A and B of this Article were erroneous on the effective date of this Contract or have become erroneous by reason of new or changed circumstances, in addition to other remedies available to the City and notwithstanding anything in the Contract to the contrary, the City may immediately terminate the Contract.

D. All terms defined in the Governmental Conduct Act have the same meaning in this section.

14. Amendment

A. This Agreement shall not be altered, changed, or amended except by instrument in writing executed by the parties hereto and all other required signatories.

B. If the City proposes an amendment to the Contract to unilaterally reduce funding due to budget or other considerations, the Contractor shall, within thirty (30) days of receipt of the proposed Amendment, have the option to terminate the Contract, pursuant to the termination provisions as set forth in Article 4 herein, or to agree to the reduced funding.

15. Entire Agreement.

This Agreement, together with any other documents incorporated herein by reference and all related Exhibits and Schedules constitutes the sole and entire agreement of the Parties with respect to the subject matter of this Agreement, and supersedes all prior and contemporaneous understandings, agreements, representations, and warranties, both written and oral, with respect to the subject matter. In the event of any inconsistency between the statements in the body of this Agreement, and the related Exhibits and Schedules, the statements in the body of this Agreement shall control.

16. Merger

This Contract incorporates all the Agreements, covenants and understandings between the parties hereto concerning the subject matter hereof, and all such covenants, agreements, and understandings have been merged into this written contract.

terms and conditions of the **RFP Number 25135, Homeless Services** and the Contractor's response to such document(s) are incorporated herein by reference and is included in the order of precedence.

No prior Agreement or understanding, oral or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Contract.

17. Penalties for violation of law

NMSA 1978, sections 13-1-28 through 13-1-199, imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities, and kickbacks.

18. Equal Opportunity Compliance

The Contractor agrees to abide by all federal and state laws and rules and regulations, and Santa Fe City Code, pertaining to equal employment opportunity. In accordance with all such laws of the State of New Mexico, the Contractor assures that no person in the United States shall, on the grounds of race, religion, color, national origin, ancestry, sex, age, physical or mental handicap, or serious medical condition, spousal affiliation, sexual orientation or gender identity, be excluded from employment with or participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity performed under this Contract. If Contractor is found not to be in compliance with these requirements during the life of this Contract, Contractor agrees to take appropriate steps to correct these deficiencies.

19. Applicable Law

The laws of the State of New Mexico shall govern this Contract, without giving effect to its choice of law provisions. Venue shall be proper only in a New Mexico court of competent jurisdiction in accordance with NMSA 1978, section 38-3-2. By execution of this Contract, Contractor acknowledges and agrees to the jurisdiction of the courts of the State of New Mexico over any and all lawsuits arising under or out of any term of this Contract.

20. Workers Compensation

The Contractor agrees to comply with state laws and rules applicable to workers compensation benefits for its employees. If the Contractor fails to comply with the Workers Compensation Act and applicable rules when required to do so, this Contract may be terminated by the City.

21. Professional Liability Insurance

Contractor shall maintain professional liability insurance throughout the term of this Contract providing a minimum coverage in the amount required under the New Mexico Tort Claims Act. The Contractor shall furnish the City with proof of insurance of Contractor's compliance with the provisions of this section as a condition prior to performing services under this Contract.

22. Other Insurance

If the services contemplated under this Contract will be performed on or in City facilities or property, Contractor shall maintain in force during the entire term of this Contract, the following insurance coverage(s), naming the City as additional insured.

A. **Commercial General Liability** insurance shall be written on an occurrence basis and be a broad as ISO Form CG 00 01 with limits not less than \$2,000,000 per occurrence and \$2,000,000 in the aggregate for claims against bodily injury, personal and advertising injury, and property damage. Said policy shall include broad form Contractual Liability coverage and be endorsed to name the City of Santa Fe their officials, officers, employees, and agents as additional insureds.

B. **Broader Coverage and Limits.** The insurance requirements under this Contract shall be the greater of (1) the minimum coverage and limits specified in this Contract, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the Named Insured. It is agreed that these insurance requirements shall not in any way act to reduce coverage that is broader or that includes higher limits than the minimums required herein. No representation is made that the minimum insurance requirements of this Contract are sufficient to cover the obligations of Contractor hereunder.

C. Contractor shall maintain the above insurance for the term of this Contract and name the City as an additional insured and provide for 30 days cancellation notice on any Certificate of Insurance form furnished by Contractor. Such certificate shall also specifically state the coverage provided under the policy is primary over any other valid and collectible insurance and provide a waiver of subrogation.

23. Records and Financial Audit

The Contractor shall maintain detailed time and expenditure records that indicate the date; time, nature and cost of services rendered during the Contract's term and effect and retain them for a period of three (3) years from the date of final payment under this Contract. The records shall be subject to inspection by the City. The

City shall have the right to audit billings both before and after payment. Payment under this Contract shall not foreclose the right of the City to recover excessive or illegal payments.

24. Indemnification

The Contractor shall defend, indemnify and hold harmless the City from all actions, proceeding, claims, demands, costs, damages, attorneys' fees and all other liabilities and expenses of any kind from any source which may arise out of the performance of this Contract, caused by the negligent act or failure to act of the Contractor, its officers, employees, servants, subcontractors or agents, or if caused by the actions of any client of the Contractor resulting in injury or damage to persons or property during the time when the Contractor or any officer, agent, employee, servant or subcontractor thereof has or is performing services pursuant to this Contract. If any action, suit or proceeding related to the services performed by the Contractor or any officer, agent, employee, servant or subcontractor under this Contract is brought against the Contractor, the Contractor shall, as soon as practicable but no later than two (2) days after it receives notice thereof, notify the legal counsel of the City.

25. New Mexico Tort Claims Act

Any liability incurred by the City of Santa Fe in connection with this Contract is subject to the immunities and limitations of the New Mexico Tort Claims Act, Section 41-4-1, et. seq. NMSA 1978, as amended. The City and its "public employees" as defined in the New Mexico Tort Claims Act, do not waive sovereign immunity, do not waive any defense and do not waive any limitation of liability pursuant to law. No provision in this Contract modifies or waives any provision of the New Mexico Tort Claims Act.

26. Invalid Term or Condition

If any term or condition of this Contract shall be held invalid or unenforceable, the remainder of this Contract shall not be affected and shall be valid and enforceable.

27. Enforcement of Contract

A party's failure to require strict performance of any provision of this Contract shall not waive or diminish that party's right thereafter to demand strict compliance with that or any other provision. No waiver by a party of any of its rights under this Contract shall be effective unless express and in writing, and no effective waiver by a party of any of its rights shall be effective to waive any other rights.

28. Notices

Any notice required to be given to either party by this Contract shall be in writing and shall be delivered in person, by courier service or by U.S. mail, either first class or certified, return receipt requested, postage prepaid, as follows:

To the City: Kristen Woods, krwoods@santafenm.gov

To the Contractor: Martin Ruybalid, director@steshelter.org, 505-982,6611 x 107

29. Authority

If Contractor is other than a natural person, the individual(s) signing this Contract on behalf of Contractor represents and warrants that he or she has the power and authority to bind Contractor, and that no further action, resolution, or approval from Contractor is necessary to enter a binding contract.

30. Non-Collusion

In signing this Agreement, the Contractor certifies the Contractor has not, either directly or indirectly, entered into action in restraint of free competitive bidding in connection with this offer submitted to the City's Chief Procurement Officer.

31. Default/Breach

In case of Default and/or Breach by the Contractor, for any reason whatsoever, the City may procure the goods or services from another source and hold the Contractor responsible for any resulting excess costs and/or damages, including but not limited to, direct damages, indirect damages, consequential damages, special damages, and the City may also seek all other remedies under the terms of this Agreement and under law or equity.

32. Equitable Remedies

The Contractor acknowledges that its failure to comply with any provision of this Agreement will cause the City irrevocable harm and that a remedy at law for such a failure would be an inadequate remedy for the City, and the Contractor consents to the City's obtaining from a court of competent jurisdiction, specific performance, or injunction, or any other equitable relief in order to enforce such compliance. The City's rights to obtain equitable relief pursuant to this Agreement shall be in addition to, and not in lieu of, any other remedy that the City may have under applicable law, including, but not limited to, monetary damages.

33. Default and Force Majeure

The City reserves the right to cancel all, or any part of any orders placed under this Agreement without cost to the City, if the Contractor fails to meet the provisions of this Agreement and, except as otherwise provided herein, to hold the Contractor liable for any excess cost occasioned by the City due to the Contractor's default. The Contractor shall not be liable for any excess costs if failure to perform the order arises out of causes beyond the control and without the fault or negligence of the Contractor; such causes include, but are not restricted to, acts of God or the public enemy, acts of the State or Federal Government, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, unusually severe weather and defaults of subcontractors due to any of the above, unless the City shall determine that the supplies or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required delivery scheduled. The rights and remedies of the City provided in this Clause shall not be exclusive and are in addition to any other rights now being provided by law or under this Agreement.

IN WITNESS WHEREOF, the Parties have executed this Contract as of the date of the signature by the required approval authorities below.

CITY OF SANTA FE:

CONTRACTOR:


Alan Webber (Sep 29, 2025 15:18:03 MDT)
MAYOR ALAN WEBBER



Martin Ruybalid (Jun 19, 2025 09:19 MDT)
MARTIN RUYBALID, Director

DATE: 06/19/2025

NMBTIN#: 85-0347650

City of SF Business License #:02-059151-00-9

ATTEST:


ANDREA SALAZAR (Sep 29, 2025 15:47:55 MDT)
CITY CLERK

ASU

GB MTG 09-24-25

CITY ATTORNEY'S OFFICE:


Patricia Feghali (Jun 20, 2025 09:08 MDT)
ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:


FINANCE DIRECTOR

From: [Matt Loehman](#)
To: [WOODS, KRISTEN R.](#)
Subject: Re: City of Santa Fe - First Right of Refusal
Date: Friday, October 25, 2024 4:26:31 PM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon,

Thank you very much for the opportunity, but we will decline this procurement.

Best regards,

Matt

Matt Loehman
Executive Director

Horizons of New Mexico
6121 Indian School Rd. NE, Suite 220
Albuquerque, NM 87110

office phone: (505) 345-1540
email: mloehman@horizonsofnewmexico.org
web: www.horizonsofnewmexico.org

The State Use Act helps people with disabilities become gainfully employed, and it saves you valuable time and resources otherwise used during the procurement process.

On Fri, Oct 25, 2024 at 4:22 PM WOODS, KRISTEN R. <krwoods@santafenm.gov> wrote:

Good Afternoon,

I am writing to see if you are interested in this Scope of Work for the City of Santa Fe:

The City's Youth and Family Services Department is seeking qualified Consultants to provide services in support of individuals experiencing homelessness and/or housing insecurity. One or more consultants will be awarded a contract. Applicants are invited to propose projects or services in need of funding that relate to one or more of the following:

- Data Collection and Analysis
- Outreach Services
- Employment Development and Programming
- Program Evaluation
- Eviction Prevention Program Development/ Facilitation
- Grant Writing
- Homeless Services/ Operations
- Substance abuse programs and services
- Medical and/or mental health services
- Other miscellaneous services to homeless individuals or related to the prevention of homelessness.

Thank you!

Kristen Woods (she/her)

Program Manager, Youth and Family Services Division

Community Health and Safety Department

Office: (505) 955-6913 | Cell: (505) 479-2183 | Email: krwoods@santafenm.gov



CITY OF SANTA FE

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[Book time to meet with me](#)

From: [DUTTON-LEYDA, TRAVIS K.](#)
To: [WOODS, KRISTEN R.](#)
Subject: RE: Determination Request
Date: Friday, October 4, 2024 1:10:21 PM

Greetings,

The scope of work as written would be Professional Services. This determination relates only to that question and is no comment on whether the scope of work or procurement method meet all legal standards. I reserve the right to change this determination if the scope of work differs from the scope of work submitted for the original determination. This procurement must be conducted using the processes and procedures set forth by the City of Santa Fe, Central Purchasing, the Procurement Manual, and state statutes.

Please note:

- Save this email as a PDF and upload it into the corresponding Munis records.
- Check with WorkQuest dba Horizons of New Mexico (mloehman@horizonsofnewmexico.org) if this service appears on their approved list.
- If any of your request include anything that needs to be reviewed and preapproved by another city Department/Division, please send your SOW to the corresponding email address, and provide their response to this office when you submit your procurement request for processing.
 - IT components - ereview@santafenm.gov
 - Vehicles – dmjaramillo@santafenm.gov
 - Grants - mtbonifer@santafenm.gov; cmthompson@santafenm.gov
 - Facilities, Furniture, Fixture, Equipment - jsburnett@santafenm.gov
 - Emergency Related Purchases - bgwilliams@santafenm.gov
- -Asset over \$5k - lmstorey@santafenm.gov
- Ensure that the appropriate templates and forms are used https://intranet.santafenm.gov/finance_1 and documented [procedures/laws/rules](#) are followed. _
- > \$20k per year, when processing this procurement, please ensure the procurement number issued by Munis and the procurement name are used in the appropriate documents and the subject of emails.
- If you are processing a procurement where the forecasted amount is => \$60k, per NMSA 1978, Section 13-1-102, if you aren't using a cooperative or existing contract, you must process an RFP.
- < \$20k per year, one quote is acceptable.
- From \$20k to \$60k per year, if you aren't using a cooperative or existing contract, you'll need to provide 3 quotes in your req. Must use the Munis Bid Module after 12/21/2023.
- Figure out your funding source and **inform Purchasing**. To ensure that the proper

documents and language are used, it is important to identify the funding source for the subsequent contract. For instance, if federal funds are involved, the procurement request and subsequent contract must include the necessary federal language. Therefore, it is crucial to determine the funding source beforehand.

- Review the pages linked below to determine whether any of the existing price agreements/contracts or cooperative agreements are applicable to this request. You might be able to use an existing price agreement/contract to save time and money.
 - <https://www.generalservices.state.nm.us/state-purchasing/statewide-price-agreements/> (if you choose to use a Statewide, you do not need to ask Horizons if they can do the work. State Purchasing must offer the SOW to Horizons prior to placing the award on their website.)
 - <https://naspo.valuepoint.org/categories/>
 - <https://www.omniapartners.com/publicsector/contracts>
 - <https://www.buyboard.com/home.aspx>
 - <https://www.h-gac.com/Home>
 - <https://www.gsaelibrary.gsa.gov/>
 - <https://www.sourcewell-mn.gov/contract-search>

- Submit or send your request to the appropriate MS Teams channel or email address:
 - RFPs requests to <https://teams.microsoft.com/l/channel/19%3ad63b9c8b586d424fa5eed34177146ac5%40thread.tacv2/RFP%2520Requests?groupId=a367d8c2-992f-4c74-8e7d-0ccb6950c9a1&tenantId=77b69f5a-55ed-4363-8616-4867b0bc707f>
 - ITBs requests to <https://teams.microsoft.com/l/channel/19%3a48e1e4588c0440a09cfbd9b907ed42d4%40thread.tacv2/ITB%2520Requests?groupId=a367d8c2-992f-4c74-8e7d-0ccb6950c9a1&tenantId=77b69f5a-55ed-4363-8616-4867b0bc707f>
 - Determination requests to purchasing_det@santafenm.gov
 - And all other requests to purchasing@santafenm.gov

Thank you for submitting this scope of work for my review.

Regards,

Travis Dutton-Leyda
Chief Procurement Officer
City of Santa Fe
200 Lincoln Avenue
Santa Fe, NM 87501
505-629-8351
tkduttonleyda@santafenm.gov

<https://santafenm.gov/finance-2/purchasing-1>

Internal Link: https://intranet.santafenm.gov/finance_1



More Procurement, less drama ~ John Blair

From: WOODS, KRISTEN R. <krwoods@santafenm.gov>

Sent: Friday, October 4, 2024 10:18 AM

To: DUTTON-LEYDA, TRAVIS K. <tkduttonleyda@santafenm.gov>

Subject: Determination Request

Good Morning Travis!

I am hoping you can help me get a Determination on this Scope of Work. Please let me know if you have any questions.

The City of Santa Fe has an ambitious plan to continue its critical work of addressing the homelessness crisis as a top priority. This includes leveraging and scaling the success of the Micro-Community Initiative. Consultant will offer services to create and steward the Micro-community (SOS) Advisory Council.

The work includes:

- A. Recruiting membership
- B. Managing tasks associated with meetings
- C. Communication management
- D. Facilitating meetings at least monthly
- E. Preparing presentations and other materials
- F. Coordination with stakeholders as needed
- G. Attending meetings as requested

The final deliverable will be a comprehensive resource / toolkit that is scalable and usable and contains practical information on procedures, workflow, best practices, and other information for easy replicability.

Thank you!

Kristen Woods (she/her)

Program Manager, Youth and Family Services Division

Community Health and Safety Department

Office: (505) 955-6913 | Cell: (505) 479-2183 | Email: krwoods@santafenm.gov

-



CITY OF SANTA FE

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Signature: 

Email: xivigil@santafenm.gov



City of Santa Fe, New Mexico

Memorandum



DATE: April 27, 2026

TO: City Council Public Hearing, May 13, 2026
Finance Committee, May 11, 2026
Quality of Life Committee, May 6, 2026

VIA: Heather L. Lamboy AICP, Planning & Land Use Director *Heather Lamboy*

FROM: Faviola Chavez Affordable Housing Director *Faviola Chavez*

ITEM AND ISSUE:

Request for Public Comments for the Community Development Block Grant 2026 Draft Annual Action Plan for public input for U.S. Department of Housing and Urban Development (HUD) as a Condition to the City's Community Development Block Grant (CDBG).

BACKGROUND AND SUMMARY:

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

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

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

The 2026 Draft Annual Action Plan provides a summary of the activities and resources that will be considered during the program year. The City anticipates receiving about \$624,832 of CDBG in the upcoming fiscal year, of which approximately 20% (\$124,966) will be reserved for program administration costs.

Projects will be evaluated and recommended by the Community Development Commission to receive CDBG Funding for FY 2026 to include the following goals:

- Increase Availability of Supportive Services (\$46,862.00)
- Expand Options for Overnight Shelter Beds (\$200,000.00)
- Provide for Owner Occupied Housing Rehabilitation (\$150,000.00)
- Expand Public Facilities and Infrastructure for Public Facilities (\$256,142.00)

The Community Development Block Grant (CDBG) contracts once recommended by the CDC will be submitted to the Governing Body's (or City Manager's) approval after the budget has been approved.

ACTION REQUESTED:

The Office of Affordable Housing respectfully requests your review and approval of the 2026 Draft Annual Action Plan.

City of Santa Fe
Community Development Block Grant (CDBG)
2026 Annual Action Plan

DRAFT



CITY OF SANTA FE

PREPARED 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) 955-6574

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Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

This document represents the Annual Action Plan (AAP) for the City of Santa Fe for Program Year (PY) 2026. The AAP is required of any city, county or state that receives federal block grant dollars for housing and community development funding from the U.S. Department of Housing and Urban Development (HUD). The City is an entitlement city and receives an annual grant from the Community Development Block Grant (CDBG) program.

For the 2026 program year, HUD will entitle \$624,832 in CDBG funding to the City of Santa Fe, of which approximately 20% is set aside for administrative costs.

This Plan is one of the three components required by HUD to be submitted on an annual basis:

- **Consultation and Citizen Participation:** the process through which the grantee engages the community in developing and reviewing the plan as well as consulting with partner stakeholders in the implementation of programs. This process is required annually as part of the Annual Action Plan.
- **Annual Action Plan:** submitted to HUD at the beginning of each funding cycle, the AAP provides a concise summary of the actions, activities, and specific federal and non-federal resources that will be used each year to address the priority needs and specific goals identified in the Consolidated Plan.
- **Consolidated Annual Performance and Evaluation Report (CAPER):** the annual report submitted to HUD in which grantees report accomplishments and progress toward meeting Consolidated Plan goals in the prior year.

2. Summarize the objectives and outcomes identified in the Plan

Over the upcoming year, the City of Santa Fe will prioritize mitigating the effects of socio-economic challenges, particularly regarding housing stability. Efforts will be directed towards maintaining housing for residents and facilitating rehousing for those who have lost it. In addition, CDBG funds will be used to improve and sustain affordable housing, rental, homeownership, and economic opportunities for low- to moderate-income households in Santa Fe, as well as to address the needs of those experiencing homelessness or at risk of becoming homeless. The City will accomplish this by administering program funds to service providers, supporting collaboration, and strategically applying resources to community needs.

HUD identifies three sets of planning objectives and three sets of activity outcomes to guide the Consolidated Plan planning process. All goals are expected to relate directly to these objectives and outcomes as illustrated in the following Goals Table.

Planning objectives include:

- **Creating Suitable Living Environments (SL)** – relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment. This objective relates to activities that are intended to address a wide range of issues faced by low- and moderate-income persons, from physical problems with their environment, such as poor-quality infrastructure, to social issues such as crime prevention, literacy, or elderly health services.
- **Providing Decent Housing (DH)** – covers the wide range of housing activities that could be undertaken with CDBG funds. This objective focuses on housing activities whose purpose is to meet individual family or community housing needs. It does not include programs where housing is an element of a larger effort to make community-wide improvements, since such programs would be more appropriately reported under Suitable Living Environments.
- **Creating Economic Opportunities (EO)** – applies to activities related to economic development, commercial revitalization, or job creation.

HUD-mandated outcomes include:

- **Availability/Accessibility** – applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low- and moderate-income (LMI) people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the basics of daily living available and accessible to LMI people where they live.
- **Affordability** – applies to activities that provide affordability in a variety of ways to LMI people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care. Affordability is an appropriate objective whenever an activity is lowering the cost, improving the quality, or increasing the affordability of a product or service to benefit a low-income household. (For instance, a low interest loan program might make loans available to low- and moderate-income microenterprise businesses at 1% interest, which is far below the market rate. This program lowers the cost of the loan, enabling entrepreneurs to start businesses. As a result, the program makes financing more affordable. Another example might be a subsidized day care program that provides services to low- and moderate-income persons/families at lower cost than unsubsidized day care.
- **Sustainability** – applies to activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low- and moderate-income or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

3. Evaluation of past performance

As required by HUD, the City of Santa Fe prepares an AAP each year to identify the actions, activities, and resources that will be used to address the priority needs and goals in the 2025-2029 ConPlan. At the end of each program year, the City evaluates progress through the CAPER. The 2024 CAPER shows that Santa Fe continued to make progress in addressing housing stability, homelessness, and community development needs through the use of CDBG and local resources.

Homelessness and Supportive Services:

During PY 2024, the City made strong progress toward its homelessness and supportive service goals. Interfaith Shelter's Summer Safe Haven for All program assisted 841 persons, exceeding the annual goal for overnight shelter services. Youth Shelters and Family Services provided street outreach services to 80 persons, also exceeding the annual target. In addition, the SFPS Adelante School Liaison Project assisted 3,453 low- and moderate-income persons through case management, tutoring, school supplies, clothing, and related support. These activities reflect the City's continued focus on preventing homelessness and connecting vulnerable residents to supportive services.

Affordable Housing and Homeowner Assistance:

The City also continued to support housing preservation and homeownership opportunities for low- and moderate-income households. During PY 2024, 16 households were assisted through the Habitat Home Repair Program, and 4 households received mortgage assistance through programs administered by Homewise and the Housing Trust. While some housing-related activities, including energy efficiency improvements, had not yet started during the program year, these needs remain priorities and may continue through future program years.

Public Facilities and Community Development:

Santa Fe also made progress on public facility and community development goals. Improvements to the Youth Shelters Transitional Living Program facility assisted 37 persons, and improvements to the Chainbreaker Collective facility benefited 517 persons, for a total of 554 persons assisted. These activities exceeded the annual goal for public facilities and infrastructure and helped strengthen the capacity of community-based service providers. The CAPER also indicates that some economic opportunity activities had not yet begun, but those goals remain part of the City's broader community development strategy.

Overall, the 2024 CAPER shows that Santa Fe made meaningful progress toward several of its priority goals, particularly in homelessness response, supportive services, homeowner assistance, and public facility improvements. While some activities remain underway, the City continues to use available resources to address the needs of low- and moderate-income residents.

4. Summary of Citizen Participation Process and consultation process

The City has adopted its HUD approved Citizen Participation Plan (CPP) as per 24 CFR 91.105, which sets forth the City's policies and procedures for citizen participation in the PY 2026 AAP. The CPP provides guidance for public notices for the various stages of the AAP development, public hearings, and the public review of the proposed plan. Details of the City's outreach efforts are provided below:

Public Hearing: A public hearing will be held on **May 13, 2026, at 5:00 p.m. at the Governing Body Meeting located in the City Council Chambers, City Hall, 200 Lincoln Avenue, Santa Fe, NM 87501** to

discuss the PY 2026 AAP. The session is open to everyone and comments and input from citizens is welcome.

Public Comment Period: A public comment period for the proposed PY 2026 AAP will be held from **May 14, 2026, through June 13, 2026**, to allow the community an opportunity to review and make comments on the draft plan. The plan can be viewed at the Office of Affordable Housing, 123 Marcy Street, Suite 205, Santa Fe, NM 87501 or online at:

<https://santafenm.gov/affordable-housing/hudrequiredreportingandplans>

5. Summary of public comments

PUBLIC COMMENT PERIOD: A summary of comments will be provided after the comment period.

PUBLIC HEARING: A summary of comments will be provided after the public hearing.

All comments and views will be accepted at the public hearing and public comment period review process. A summary of outreach efforts is located in the AP-12 Participation.

6. Summary of comments or views not accepted and the reasons for not accepting them

All comments will be accepted. See the AP-12 for a summary of comments.

7. Summary

The City of Santa Fe is committed to addressing the housing, community development, and supportive service needs of low- and moderate-income residents, with a continued focus on households most vulnerable to housing instability, poverty, and homelessness. Through the Office of Affordable Housing, the City will continue to support strategies that help residents remain safely housed, meet basic needs, and access services that promote long-term stability and self-sufficiency. All activities funded under the PY 2026 AAP will use HUD Area Median Income (AMI) guidelines, as applicable, to determine income eligibility.

The City's 2025-2029 ConPlan establishes the long-term strategic goals for housing and community development, and the PY 2026 AAP implements those priorities for the current program year. The Strategic Plan outlines the objectives and outcomes needed to address identified community needs, while the PY 2026 AAP describes how available federal resources will be allocated to carry out those goals. At the end of the program year, the City will evaluate progress through the CAPER.

For PY 2026, Santa Fe will continue to fund a mix of housing, public service, shelter, and public facility activities designed to benefit low-income residents. Proposed CDBG investments include home repair assistance for very low-income homeowners through Santa Fe Habitat for Humanity; and mortgage reduction assistance through the Santa Fe Community Housing Trust to support homeownership

opportunities. The City plans to fund school-based support services for students and families experiencing homelessness through Santa Fe Public Schools, summer shelter operations through Interfaith Shelter. The City will also fund ADA improvements to Santa Fe public facilities. Through these investments, the City will continue to work with local partners to address priority needs and make effective use of limited resources.

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
Lead Agency	SANTA FE	Office of Affordable Housing/City of Santa Fe

Table 1 – Responsible Agencies

Narrative

The City of Santa Fe's Office of Affordable Housing Division administers the Community Development Block Grant (CDBG), the Affordable Housing Trust Fund (AHTF), and other local funds to support housing and community development activities in Santa Fe.

Consolidated Plan Public Contact Information

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AP-10 Consultation – 91.100, 91.200(b), 91.215(I)

1. Introduction

The City of Santa Fe consults with a broad range of public, private, and nonprofit partners in the development of the PY 2026 AAP. Because of the City’s long-standing relationships with community-based organizations, much of this consultation occurs through ongoing strategic planning efforts, participation in regional collaborations, and interdepartmental coordination. The Office of Affordable Housing administers CDBG and local funds to support housing activities that are coordinated with broader human services efforts, while the City’s Community Services Department funds programs through its Youth and Family Services Division that provide emergency housing, health, and other safety-net services. Both divisions rely on strategic planning and partner input to guide funding decisions and help ensure that housing and service needs are addressed in a coordinated and comprehensive manner.

The City’s housing and human services providers also work closely with governmental agencies, health providers, and other community partners to connect housing assistance with wraparound supportive services. In addition, the City relies on its Office of Emergency Management for guidance related to prevention, protection, mitigation, preparedness, response, and recovery activities so that housing and community development investments are made with resilience in mind. The City is also advancing efforts to improve broadband access and service availability in underserved areas in order to expand economic opportunity and improve access to resources for residents and businesses.

Provide a concise summary of the jurisdiction’s activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I))

The City of Santa Fe continues to strengthen coordination among public and assisted housing providers and private and governmental health, mental health, and service agencies through local partnerships, cross-sector planning, coordinated referrals, and data-informed service delivery. A key component of this effort is CONNECT, a formal collaboration between the City of Santa Fe and Santa Fe County. CONNECT includes more than 60 community programs and over 200 navigators working together to connect residents to housing, health, and supportive services. Using Social Determinants of Health (SDOH) and other screening tools, residents are assessed for needs such as safe and stable housing and referred to appropriate community-based resources. Data generated through CONNECT has helped identify service gaps, particularly in housing and mental health services, and has informed policy, planning, and funding decisions.

The City also supports coordination through its Youth and Family Services Division, which funds emergency housing, community development, social services, and juvenile justice-related programs. These efforts emphasize service integration, data analysis, and evaluation to help ensure that youth and families are connected to appropriate housing and supportive services. City partners such as Adelante provide programs that help disconnected youth access education, job training, internships, family reunification,

and other support services. Interfaith Shelter provides shelter, intake, referrals, and on-site supportive services for people experiencing homelessness, including individuals with mental illness, and coordinates with hospitals, correctional institutions, and other governmental and nonprofit providers to promote continuity of care.

The City's subrecipients and partner agencies also participate in broader regional coordination efforts, including coordinated assessment and other data-informed strategies, as applicable. To the extent available, HMIS and other local data systems help inform planning, identify unmet needs, and improve coordination for persons experiencing homelessness and those at risk of homelessness. In addition, the City coordinates housing and community development investments with resilience and accessibility goals.

The Office of Emergency Management provides guidance related to preparedness, mitigation, response, and recovery, while the City's broadband and digital access efforts help improve access to housing resources, health services, education, employment, and other critical supports. The City's CDBG subrecipients also coordinate with the Santa Fe Civic Housing Authority to support outreach and, where appropriate, provide programming at housing authority sites.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

Through NMCEH's efforts to coordinate housing grants and HMIS, and through the collaboration of partner agencies that receive funding from the City of Santa Fe Human Services and Children and Youth funding programs, the most vulnerable people experiencing homelessness are prioritized for housing. Monthly case conferencing sponsored by NMCEH for veterans and people experiencing chronic homelessness helps coordinate the placement of the most vulnerable into housing. Youth are prioritized separately, with NMCEH facilitating a monthly case conferencing process focused on clients age 24 and under, and housing is provided through the Youth Coordinated Entry System established under the Youth Homelessness Demonstration Program.

NMCEH operates a statewide system of coordinated assessment in which families and individuals experiencing homelessness have access to an assessment based on the VI-SPDAT (Vulnerability Index-Service Prioritization Assessment Tool). The results of the assessment are used to refer persons experiencing homelessness to the type of housing that best fits their needs. The assessment is also used to create a prioritized list, with individuals classified as chronically homeless placed at the top of the list for permanent supportive housing. NMCEH also coordinates the annual Continuum of Care grant application to HUD for homeless housing and support services statewide.

In addition to HUD funds, the City's local funds are used to support Life Link, St. Elizabeth Shelter, and Interfaith Shelter in providing shelter to people experiencing homelessness and helping them transition to permanent housing. CDBG funds in PY 2026 will support Interfaith Shelter's Summer Safe Haven for All program, which provides shelter services during the summer months. CDBG funds will also support the

Santa Fe Public Schools-Adelante program, which assists families in mitigating financial barriers in order to reduce academic withdrawal and support student retention.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The City of Santa Fe does not receive ESG funding directly and therefore does not allocate ESG funds or administer HMIS. However, the City coordinates with the New Mexico Coalition to End Homelessness (NMCEH), the Continuum of Care serving the jurisdiction, as well as local shelter and service providers, to support a coordinated response to homelessness. Through NMCEH's administration of coordinated entry, HMIS, and Continuum of Care planning, the City remains informed about community needs, service gaps, and system priorities affecting persons experiencing homelessness and those at risk of homelessness. The City also supports local homelessness response efforts through CDBG and local funding, helping align local investments with broader regional strategies to prevent and reduce homelessness.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	Santa Fe Civic Housing Authority
	Agency/Group/Organization Type	Housing PHA Publicly Funded Institution/System of Care
	What section of the Plan was addressed by Consultation?	Public Housing Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The sections of the Draft AAP are highlighted, and the information is emailed for verification or update. Since their organization deals with these issues on a daily basis, accurate and precise data is anticipated. The City and the Santa Fe Housing Authority are in agreement that affordable housing for residents in one of the priority needs in Santa Fe. The housing authority did not receive any funding this program year. The anticipated outcome of the consultation is that the City and the housing authority would continue to work together closely to meet the needs of publicly supported households in Santa Fe.
2	Agency/Group/Organization	Interfaith Community Shelter
	Agency/Group/Organization Type	Housing Services - Housing Services-homeless Publicly Funded Institution/System of Care
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Interfaith Summer Safe Haven For All program provides basic needs to help alleviate housing instability in Santa Fe.. The needs described by the agency include meals, short term support services and connection to longer term case management.

3	Agency/Group/Organization	Youth Shelters & Family Services
	Agency/Group/Organization Type	Housing Services - Housing Services-homeless Services - Narrowing the Digital Divide Publicly Funded Institution/System of Care
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The needs identified by the agency include homeless needs, transitional housing and repairs to their shelter facilities. The anticipated outcome of the consultation is continued funding for their shelter and programs. The City has provided CDBG funds in previous years and these activities are still ongoing.
4	Agency/Group/Organization	Santa Fe Public Schools (SFPS) Adelante Program
	Agency/Group/Organization Type	Housing Services - Housing Services-homeless Services - Broadband Internet Service Providers Services - Narrowing the Digital Divide Publicly Funded Institution/System of Care
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	SFPS has identified the need to fund and provide a liaison to link Adelante parents and their K-12 children with multi-level, bilingual services, tutoring, evening programs, case management and provided materials such as school supplies and clothing to remove barriers to education. The anticipated outcome of the consultation is funding for their Adelante Program.

5	Agency/Group/Organization	Youthworks
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Youthworks identified the need for improved facilities to serve at-risk of and those experiencing homelessness. The anticipated outcome of the consultation is funding for their new kitchen facility.
6	Agency/Group/Organization	City of Santa Fe
	Agency/Group/Organization Type	Agency - Managing Flood Prone Areas Agency - Management of Public Land or Water Resources Agency - Emergency Management Publicly Funded Institution/System of Care
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Families with children Homelessness Strategy Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City of Santa Fe responded to challenges in our community by collaborating across departments and division to serve our partners in emergency situations. Some emergencies include: flooding and/or on-site fires by providing temporary housing for individuals and families. Departments include: -Public Works -Youth & Family Services -Community Health & Safety
7	Agency/Group/Organization	Santa Fe Habitat For Humanity
	Agency/Group/Organization Type	Housing Services - Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Lead-based Paint Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Santa Fe Habitat for Humanity provides home repair services for people with financial need to make necessary repairs for their homes. The anticipated outcome of the consultation is funding for their housing rehabilitation program.
8	Agency/Group/Organization	Homewise
	Agency/Group/Organization Type	Housing Services - Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Homewise was consulted on the housing and community development needs of low- to moderate-income households and their energy efficient needs. The agency identified the need for these improvements to make energy costs more affordable and efficient, making their housing safer and healthier in the process. The anticipated outcome of the consultation is funding for their program.

Identify any Agency Types not consulted and provide rationale for not consulting

There will be no agency types intentionally excluded from the consultation and citizen participation process.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	NM Coalition to End Homelessness	Promotes a comprehensive CoC funding strategy to align services providers with housing opportunities.
5 Year Strategic Housing Plan	City of Santa Fe	Provides a needs assessment and housing affordability analysis of unit inventory and demand and provides policy to shape funding decisions, including CDBG.
Transportation Improvement Program	Santa Fe Metropolitan Planning Organization	Identifies funded transportation projects of regional significance and/or projects receiving federal funds.
Capital Improvement Plan	City of Santa Fe	Provides project list of capital improvements prioritized for funding.

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Sustainable Land Use Code	City of Santa Fe	Regulates the development and construction of affordable housing units.
Fair Housing Assessment 2017	City of Santa Fe	Evaluates housing need through a balanced lens and recommends strategies for increasing access to housing and economic opportunity.

Table 3 – Other local / regional / federal planning efforts

Narrative

The City of Santa Fe works closely with the New Mexico Mortgage Finance Authority (MFA), which helps guide affordable housing planning and production efforts statewide. The City also supports Low Income Housing Tax Credit (LIHTC) applications and other affordable housing initiatives that expand housing opportunities for low- and moderate-income residents. In addition, the City’s Office of Affordable Housing and Community Health and Safety Department participate in the S3 Santa Fe Housing Initiative, a collaborative effort among local government, philanthropic organizations, and community partners. Through this collaboration, the City helps advance coordinated strategies to increase affordable housing, strengthen the local housing system, and support residents experiencing or at risk of homelessness.

AP-12 Participation – 91.105, 91.200(c)

**1. Summary of citizen participation process/Efforts made to broaden citizen participation
Summarize citizen participation process and how it impacted goal-setting**

The City of Santa Fe’s community participation process focuses upon meaningful engagement of residents and stakeholders representing local organizations and coalitions. The following efforts were made.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL
1	Public Hearing	Non-targeted/broad community	A public hearing will be held on May 13, 2026, at 5:00 p.m. at the Governing Body Meeting located in the City Council Chambers, City Hall, 200 Lincoln Avenue, Santa Fe, NM 87501 to discuss the PY 2026 AAP. The session is open to everyone and comments and input from citizens is welcome.	A summary of comments will be provided after the hearing.	All comments will be accepted.	
2	Public Comment Period	Non-targeted/broad community	A public comment period for the proposed PY 2026 AAP will be held from May 14, 2026, through June 13, 2026 , to allow the community an opportunity to review and make comments on the draft plan. The plan can be viewed at the Office of Affordable Housing, 123 Marcy Street, Suite 205, Santa Fe, NM 87501 or online at: https://santafenm.gov/affordable-housing/hudrequiredreportingandplans	A summary of comments will be provided after the comment period.	All comments will be accepted.	

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

The City of Santa Fe will receive a 2026 entitlement allocation of \$624,832, of which 20% will be reserved for administrative costs. Additionally, the city estimates it will generate \$200,000 in program income for mortgage principal reduction loans bringing total funding in PY 2026 to \$824,832. To further complement CDBG funds, the City has also made available local funds from its Affordable Housing Trust Fund (AHTF) to fund housing programs in Santa Fe.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	624,832.00	200,000.00	\$0.00	824,832.00	824,832.00	PY 2026 is the fourth planning year of the ConPlan. The expected amount available for the remainder of the ConPlan is 1x more year of the annual allocation and program income.

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The primary challenge confronting the City of Santa Fe’s housing and public service programs in 2026 is the potential reduction of funding from federal, state, and local sources. For every dollar allocated from the Affordable Housing Trust Funds (AHTF), applicants must secure three dollars from alternative resources. Nonprofit partners estimate that each dollar of mortgage principal reduction assistance leverages fourteen dollars from additional state, local, and private sources. Both the Housing Trust and Homewise, as Community Development Financial Institutions (CDFIs), actively leverage funds from HOME, Fannie Mae secondary market loans, state-funded mortgage products administered by the New Mexico Mortgage Finance Authority, Low Income Housing Tax Credits, solar tax credits, the Federal Home Loan Bank of Dallas’ Community Investment Programs, bank and foundation investments, and other Department of Energy (DOE) funds. They also possess substantial organizational resources to support real estate development and programmatic objectives.

If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

Throughout the year, the City may donate or utilize City-owned property to support projects that address the priority needs and funding objectives specified in this plan, in accordance with the New Mexico Affordable Housing Act. Recently, the City donated land for two Low Income Housing Tax Credit (LIHTC) projects, facilitating the construction of 152 affordable rental homes. Additionally, Habitat for Humanity is prepared to commence construction on five homes on a City-donated lot situated in a downtown historic district.

The City owns the Midtown Campus, previously occupied by the College of Santa Fe and the Santa Fe University of Art and Design. City staff overseeing the Midtown redevelopment project recently secured City Council approval for the Midtown Master Plan and the Midtown Community Development Plan. While the plan remains adaptable to future needs, it establishes a baseline of 1,100 homes, with 30% designated as affordable and income-restricted. The community is currently considering the use of some residential parcels to implement innovative housing models, such as a community land trust. Stakeholders have expressed interest in developing the property into a mixed-use, walkable urban environment that includes affordable housing for seniors.

The City owns much of the property hosting public housing facilities, which it leases long-term to the Santa Fe Civic Housing Authority. These units are rented to income-qualified tenants, including many very low-income seniors.

Discussion

All of the donations described above are intended to support the uses of CDBG resources, both by increasing access to community facilities and programs but also to support the City's subrecipients in their efforts to leverage additional housing and community development resources into the community.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	1A Increase Availability of Supportive Services	2023	2028	Homeless	Citywide	Ending Chronic Homelessness	CDBG: \$46,862.00	Public service activities other than Low/Mod Income Housing Benefit: 800 Persons Assisted
2	1B Expand Options for Overnight Shelter Beds	2023	2028	Homeless	Citywide	Ending Chronic Homelessness	CDBG: \$46,862.00	Homeless Person Overnight Shelter: 400 Persons Assisted
3	2B Expand Choice for Affordable Home Buying Opportunities	2023	2028	Affordable Housing	Citywide	Ensuring Homeownership is Sustainable for All	CDBG: \$200,000.00	Direct Financial Assistance to Homebuyers: 10 Households Assisted
4	3A Provide for Owner Occupied Housing Rehabilitation	2023	2028	Affordable Housing	Citywide	Ensuring Housing Stability for All	CDBG: \$150,000.00	Homeowner Housing Rehabilitated: 8 Household Housing Unit

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
5	4B Expand Public Facilities and Infrastructure for	2023	2028	Non-Housing Community Development	Citywide	Improving Social Determinants of Health and Address	CDBG: \$256,142.00	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 500 Persons Assisted

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	1A Increase Availability of Supportive Services
	Goal Description	Improve and expand availability of supportive services for persons experiencing or at risk of homelessness. Activities include case management, counseling, drug and alcohol rehabilitation, and other wrap around services necessary to transition an individual out of homelessness.
2	Goal Name	1B Expand Options for Overnight Shelter Beds
	Goal Description	Improve and increase the availability of overnight shelter beds through homeless persons overnight shelter operations.
3	Goal Name	2B Expand Choice for Affordable Home Buying Opportunities
	Goal Description	Provide Direct Financial Assistance to Homebuyers through the Mortgage Reduction Assistance program. This program will assist eligible low- to moderate- income homebuyers at or below 80% of the Area Median Income (AMI) with mortgage principal reduction loans to purchase a home.
4	Goal Name	3A Provide for Owner Occupied Housing Rehabilitation
	Goal Description	Provide for owner occupied housing rehabilitation for low- to moderate income households. Funded programs include the SF Habitat Rehab program. Rehabilitation activities will provide home repair services for people who can't afford necessary repairs to uphold the structural and functional safety of their homes (roofs, heating systems, windows, etc.).

5	Goal Name	4A Increase Economic Opportunities for LMI Population
	Goal Description	Provide funding for ADA improvements to Santa Fe neighborhood facilities. ADA facility improvements may include modifying existing structures to ensure accessibility, installing ramps, widening doorways, reconfiguring restrooms, and installing rails to hallways and stairways.

Projects

AP-35 Projects – 91.220(d)

Introduction

Projects funded for Program Year 2026 encompass a variety of initiatives, including facility improvements, public services, and programs aimed at increasing affordable housing. These housing programs include homeowner rehabilitation and mortgage principal reduction for low- to moderate-income households. The City also manages a local Affordable Housing Trust Fund (AHTF), financed through developer fees, repayment of City-held affordability liens, and revenues from land sales associated with City-held mortgages. The New Mexico Mortgage Finance Authority monitors the trust funds to ensure compliance with the New Mexico Affordable Housing Act, which permits fund use for beneficiaries earning up to 120% of the area median income (AMI). This structure allows subrecipients to serve a broad income range: Community Development Block Grant (CDBG) funds support households at or below 80% AMI, while the AHTF serves those earning between 81% and 120% AMI. Additionally, program income generates supplementary revenue for eligible programs. Historically, program income has been allocated to mortgage principal reduction loans and home repair loans. For the upcoming program year, the City projects approximately \$200,000 in program income will be generated and allocated to mortgage principal reduction loans.

Projects

#	Project Name
1	CDBG Program Administration
2	CDBG Public Services
3	CDBG Housing Programs
4	CDBG Public Facilities

Table 7 - Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The City of Santa Fe prioritizes preserving and providing affordable housing opportunities, as well as enhancing public facilities and services for low-to-moderate-income residents, including those with special needs. The city maintains its commitment to supporting nonprofit partners responsible for most housing-related programs, services, and shelter. Applicants must substantiate their funding needs with data evidence. Additionally, all applicants for Community Development Block Grant (CDBG) funds are required to provide a 1:1 match to ensure project viability.

Affordable housing opportunities are a priority in Santa Fe. The age and condition of the housing stock necessitate housing assistance for both current and incoming homeowners. The city remains committed to promoting high-quality housing development that is affordable for residents, as well as ensuring the

proper maintenance of the City’s existing housing stock. The housing rehabilitation program can help achieve this goal over the five-year strategic planning period. Additionally, housing mortgage assistance can also help make opportunities for homeownership possible for LMI households.

The city has recognized that providing essential public services for low-to-moderate-income individuals and the special needs population is a top priority. Programs that promote housing stability and homeless prevention are prioritized. Additionally, there is a need for activities that support youth, as well as preventive and intervention services, enrichment programs, and educational workshops.

The CDBG program has grant allocation requirements, which influence project funding. The grant cap for administration costs is 20%, and the grant cap for public services is 15%. The major obstacle is the general lack of funding to address all the needs of LMI residents in Santa Fe.

AP-38 Project Summary

Project Summary Information

1	Project Name	CDBG Program Administration
	Target Area	Citywide
	Goals Supported	1A Increase Availability of Supportive Services 1B Expand Options for Overnight Shelter Beds 2B Expand Choice for Affordable Home Buying Opportunities 3A Provide for Owner Occupied Housing Rehabilitation 4A Increase Economic Opportunities for LMI Population
	Needs Addressed	Ending Chronic Homelessness Ensuring Housing Stability for All Ensuring Homeownership is Sustainable for All Improving Social Determinants of Health and Address
	Funding	CDBG: \$124,966.00
	Description	General management, oversight, and coordination of administering the CDBG program
	Target Date	6/30/2027
	Estimate the number and type of families that will benefit from the proposed activities	All 2026 CDBG-funded activities will be indirectly supported through the CDBG program administration. Other: 1
	Location Description	Citywide
	Planned Activities	Program Administration 21A
2	Project Name	CDBG Public Services
	Target Area	Citywide
	Goals Supported	1A Increase Availability of Supportive Services 1B Expand Options for Overnight Shelter Beds
	Needs Addressed	Ending Chronic Homelessness
	Funding	CDBG: \$93,724.00

Description	<p>Public services include the SFPS Adelante Program and the Interfaith Shelter Summer Safe Haven Program.</p> <p>The SFPS Adelante Program provides a school liaison which provides referral and support services for students and their families experiencing homelessness. The mission of the program is to support academic achievement by helping with tutoring, case management, school supplies, clothing and advocacy to attain other social services.</p> <p>The Interfaith Shelter Summer Safe Haven Program provides meals, short term support services and connections to longer term case management for persons at risk of or experiencing homelessness. Activities will support staffing costs to keep the shelter open during the summer months when it would normally be closed.</p>										
Target Date	6/30/2027										
Estimate the number and type of families that will benefit from the proposed activities	<p>The Adelante Program estimates to serve 800 low- to moderate-income youth enrolled in Santa Fe Public Schools and their families who are experiencing or at risk of experiencing homelessness.</p> <p>Interfaith Shelter estimates to provide overnight shelter stays and services to 400 chronically homeless individuals through their Summer Safe Haven for All Program.</p> <p>Total: 1,200 persons.</p>										
Location Description	Citywide for eligible low- to moderate-income persons.										
Planned Activities	<p>Planned activities include:</p> <p>SFPS Adelante Expanded School Liaison Program (03T)</p> <p>Interfaith Shelter Summer Safe Haven Program (03T)</p>										
3	<table border="1"> <tr> <td data-bbox="235 1325 553 1381">Project Name</td> <td data-bbox="553 1325 1430 1381">CDBG Housing Programs</td> </tr> <tr> <td data-bbox="235 1381 553 1438">Target Area</td> <td data-bbox="553 1381 1430 1438">Citywide</td> </tr> <tr> <td data-bbox="235 1438 553 1535">Goals Supported</td> <td data-bbox="553 1438 1430 1535"> 2B Expand Choice for Affordable Home Buying Opportunities 3A Provide for Owner Occupied Housing Rehabilitation </td> </tr> <tr> <td data-bbox="235 1535 553 1631">Needs Addressed</td> <td data-bbox="553 1535 1430 1631"> Direct Financial Assistance to Homebuyers Ensuring Homeownership is Sustainable for All </td> </tr> <tr> <td data-bbox="235 1631 553 1686">Funding</td> <td data-bbox="553 1631 1430 1686">CDBG: \$350,000.00</td> </tr> </table>	Project Name	CDBG Housing Programs	Target Area	Citywide	Goals Supported	2B Expand Choice for Affordable Home Buying Opportunities 3A Provide for Owner Occupied Housing Rehabilitation	Needs Addressed	Direct Financial Assistance to Homebuyers Ensuring Homeownership is Sustainable for All	Funding	CDBG: \$350,000.00
Project Name	CDBG Housing Programs										
Target Area	Citywide										
Goals Supported	2B Expand Choice for Affordable Home Buying Opportunities 3A Provide for Owner Occupied Housing Rehabilitation										
Needs Addressed	Direct Financial Assistance to Homebuyers Ensuring Homeownership is Sustainable for All										
Funding	CDBG: \$350,000.00										

	Description	<p>The following housing programs will be funded.</p> <p>SF Habitat will assist eligible low- to moderate- income homebuyers at or below 80% of the Area Median Income (AMI) with home rehabilitation activities. Rehabilitation activities will provide home repair services for people who can't afford necessary repairs to uphold the structural and functional safety of their homes (roofs, heating systems, windows, etc.).</p> <p>Homewise and the Mortgage Reduction Assistance program will assist eligible low- to moderate- income homebuyers at or below 80% of the Area Median Income (AMI) with mortgage principal reduction loans to purchase a home.</p>
	Target Date	6/30/2027
	Estimate the number and type of families that will benefit from the proposed activities	<p>SF Habitat will assist 8 LMI households with homeowner rehabilitation activities at a maximum of \$20,000 per home.</p> <p>Homewise and the Mortgage Reduction Assistance program will assist 10 eligible LMI homebuyers at or below 80% of the Area Median Income (AMI) with financial support to secure homes.</p>
	Location Description	Citywide for low- to moderate-income households.
	Planned Activities	<p>Planned activities include:</p> <p>SF Habitat for Humanity (14A)</p> <p>Homewise (13B) and the Santa Fe Community Housing Trust (13B)</p>
4	Project Name	CDBG Public Facilities
	Target Area	Citywide
	Goals Supported	4A Increase Economic Opportunities for LMI Population
	Needs Addressed	Improving Social Determinants of Health and Address
	Funding	CDBG: \$256,142.00
	Description	The City will fund ADA improvements to public facilities in PY 2026. ADA facility improvements may include modifying existing City facilities to ensure accessibility such as installing ramps, widening doorways, and reconfiguring restrooms for ADA accessibility.
	Target Date	6/30/2027
	Estimate the number and type of families that will benefit from the proposed activities	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 500 Persons Assisted

	Location Description	1504 Cerrillos Rd, Santa Fe, NM 87505
	Planned Activities	Planned activities include: Santa Fe Neighborhood Facilities, ADA improvements to City buildings and facilities (03E)

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The Community Development Commission prioritizes funding for affordable housing and related services across the entire city rather than targeting specific neighborhoods. Additionally, the CDC emphasizes funding public facilities that primarily serve very low-income households and public services that assist these individuals and households in transitioning out of homelessness. Due to Santa Fe's relatively compact geography, funding is not allocated to particular areas, as all facilities serve residents citywide.

Low-Income Households Concentration

A “low-income concentration” is any census tract where the Median Household Income (MHI) for the tract is 80% or less than the MHI for the City of Santa Fe. According to the 2020-2024 ACS 5-Year Estimates, the MHI in Santa Fe is \$73,482. A tract is considered to have a low-income concentration if the MHI is \$58,785 or less. There are five tracts with a concentration, all located in central areas of the City: 10.02, 11.06, 11.07, 12.02 and 12.06.

Race/Ethnic Minority Concentration

A “racial or ethnic concentration” is any census tract where a racial or ethnic minority group makes up 10% or more of that group’s citywide percentage. Data was taken from the 2020-2024 ACS 5-Year estimates. Due to the small sample size, only racial or ethnic groups that make up at least 1% of the City’s population were analyzed.

Black or African American, non-Hispanic: Black, non-Hispanic persons make up 1.1% of the citywide population, and a census tract is considered a concentration if 11.1% of the population is part of this racial group. There are no census tracts with a concentration.

American Indian and Alaska Native (AIAN), non-Hispanic: Approximately 1.4% of the population identifies as AIAN. A census tract is considered a concentration if 11.4% of the population is part of this racial group. There are no census tracts with a concentration.

Asian, non-Hispanic: Approximately 1.9% of the population identifies as Asian. A census tract is considered a concentration if 11.9% of the population is part of this racial group. There are no census tracts with a concentration.

Hispanic: Hispanic persons make up 49.5% of the citywide population, and a census tract is considered a concentration if 59.5% of the population is part of this racial group. The western half of Santa Fe has a majority of tracts with a concentration: 12.02, 12.03, 12.05, 12.06, 12.07, 13.02, 13.04, 13.05 and 13.06.

Geographic Distribution

Target Area	Percentage of Funds
Citywide	100

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

All programs for the 2026 CDBG program year will serve extremely low to moderate-income residents throughout the city as the City of Santa Fe does not have priorities for allocating resources geographically.

Discussion

The City's policy of distributing resources citywide is partly due to the relatively small population of low-income and minority residents in concentrated areas of Santa Fe. In contrast, larger urban areas with greater populations tend to have higher concentrations of low-income and minority residents, making geographic prioritization more feasible and effective. In Santa Fe, eligibility criteria are based on household income rather than the location of the project or program. For instance, funding for mortgage principal reduction assistance depends on household income rather than the home's location; the same standard applies to home improvement funds. Similarly, public service programs targeting at-risk youth focus on serving residents citywide rather than those from specific geographic areas.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

The City of Santa Fe allocates federal and local funds to support projects and programs addressing a broad range of housing needs, from homelessness to homeownership. The City assesses needs and evaluates housing gaps to ensure that programs enhance access to community housing opportunities. Service delivery occurs through the City's network of nonprofit partners, ensuring effectiveness, responsiveness, and timeliness.

The following tables present affordable housing goals for the Community Development Block Grant (CDBG) program in the upcoming year, focusing on Habitat for Humanity’s Home Repair Program (8 households) and mortgage assistance loans funded by program income and administered by Homewise and the Housing Trust (10 households)..

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	18
Special-Needs	0
Total	18

Table 9 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	10
Rehab of Existing Units	8
Acquisition of Existing Units	0
Total	18

Table 10 - One Year Goals for Affordable Housing by Support Type

Discussion

The Community Development Block Grant (CDBG) will support Habitat for Humanity’s Home Repair Program. The City estimates that \$200,000 in program income will be generated during the program year and allocated to mortgage assistance loans administered by Homewise and the Santa Fe Community Housing Trust.

In addition to the CDBG-funded projects, Affordable Housing Trust Funds (AHTF) will support supplies, new construction, and the provision of affordable housing. The City prioritizes the future use of City-owned land for affordable housing development. The Community Development Commission (CDC) is committed to identifying opportunities to present City-owned land to the City Council for this purpose. Santa Fe faces a shortage of affordable rental housing, which risks the return of existing housing vouchers

to HUD if they remain unused. Therefore, utilizing City-owned land for affordable housing construction will be a priority for the CDC and the City. This priority is reflected in the Affordable Housing Trust Fund (AHTF) Request for Proposals (RFP), which emphasizes affordable housing construction to increase voucher opportunities for the Housing Authority.

AP-60 Public Housing – 91.220(h)

Introduction

The Santa Fe Civic Housing Authority (SFCHA) serves as the primary public housing agency in Santa Fe. It administers 28 public housing units, 503 HUD Project-Based Rental Assistance (PBRA) units—459 of which are also Low-Income Housing Tax Credit (LIHTC) units—and 190 additional LIHTC units. SFCHA manages 723 housing choice vouchers within Santa Fe. Among the PBRA units, 359 are designated for seniors and 132 for families. Currently, over 300 individuals are on the waiting list for housing authority apartment units, with approximately 300 more on the Section 8 waiting list for Santa Fe. SFCHA receives about 35 housing applications monthly. The waiting period for a unit ranges from 18 to 24 months; however, waiting lists typically open only during designated lottery periods each year. Additionally, SFCHA owns and operates affordable housing units in the City of Espanola and the Town of Bernalillo.

Santa Fe County manages 200 public housing units and administers 241 housing choice vouchers, including 44 Veterans Affairs Supportive Housing (VASH) vouchers. Some of these vouchers are utilized within city limits. According to the Santa Fe Civic Housing Authority, 328 families holding vouchers include a member with a disability, and 300 voucher participants are elderly.

Actions planned during the next year to address the needs to public housing

Maintenance of aging units requires ongoing effort; therefore, the housing authority is systematically converting its units under the Rental Assistance Demonstration (RAD) project. Additionally, SFCHA successfully applied for and completed a 45-unit family project at the end of 2022 using Low Income Housing Tax Credits. In 2024, SFCHA received a preliminary award of Low Income Housing Credits for the Ocate Apartments, comprising 60 units, 13 of which will include rental assistance vouchers.

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

Both Public Housing Authorities (PHAs) offer a Family Self-Sufficiency Program designed to promote self-sufficiency with the goal of enabling families to become homeowners. Participating families enter a five-year Contract of Participation with the Housing Authority, establishing specific goals to be achieved during the contract term. The Housing Authority opens an escrow account for each family, and any increase in the family's earned income during the contract period results in deposits into this account. Upon successful completion of the program, families receive the escrow account balance to support homeownership and educational objectives.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

The PHA is not designated as troubled.

Discussion

The Santa Fe Civic Housing Authority actively develops Low-Income Housing Tax Credit (LIHTC) projects and is recognized as a partner of the City of Santa Fe in providing affordable rental housing beyond typical housing authority functions. For six projects where the land was titled to the City, the City subordinated and amended its lease agreements with the Housing Authority. All subsequent projects have land titled under the Housing Authority. The City supported the Calle Resolana project, consisting of 45 townhomes awarded LIHTC funding in 2019, and has awarded a 2024 grant for the Ocate project.

As noted in the Affordable Housing section, the Community Development Commission strongly advocates for utilizing City-owned land to develop affordable housing and aims to embed this approach within the City's core values. The City requires additional affordable rental units to enable Housing Authorities to effectively utilize their vouchers. The Community Development Commission prioritizes addressing this urgent issue in future initiatives.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

The City collaborates with numerous non-profit organizations that offer a broad spectrum of services aimed at preventing homelessness among at-risk populations, including unaccompanied youth, families with children, veterans, battered families, individuals with disabilities, and seniors. Additionally, the City seeks to assist existing homeless populations in securing safe, affordable, and sustainable housing, along with essential services such as health care, transportation, and counseling.

These initiatives encompass a continuum of housing program options, ranging from emergency shelter services to transitional housing, permanent supportive housing, and the development of mixed-income, mixed-use affordable rental projects. Currently, the City implements emergency and transitional housing programs targeting homeless individuals, families with children, veterans, and unaccompanied youth.

The City of Santa Fe is a Built for Zero (BFZ) community, joining a national movement committed to end homelessness measurably and equitably. 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, when reached, makes homelessness rare and brief. 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. A critical aspect of BFZ relies on affordable housing stock. Community Solutions, the driving organization for BFZ, is motivated to identify innovative funding structures that will allow Santa Fe to expand its stock of affordable and supportive housing to ensure a continuous housing supply for individuals exiting homelessness.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including:

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

All nonprofit partners collaborating with the city to assist homeless individuals conduct extensive outreach activities, which the city aims to enhance during the upcoming program year. The city’s one-year objective is to identify, by name, all chronically homeless individuals and those precariously housed. This will be achieved through an online database capable of accessing and screening basic social determinants of health. The city collaborates with local nonprofit service providers, the HMIS continuum site, and housing partners.

During winter, the Interfaith Shelter, St. Elizabeth’s, and Youth Shelters provide emergency beds, meals, and clothing. Crucially, these organizations convene outreach coordinators to conduct case consultations

and disseminate information about available services. Services offered include medical care, job counseling, meals, clothing, and transportation. These shelters and Family Services receive partial funding from local resources allocated by the city's Youth and Family Services Division.

The City of Santa Fe 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 entry 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 permanent supportive housing. As previously stated, the City recently signed up to be part of Built for Zero, a national movement to end chronic homelessness in participating communities. The coordinated entry system is used to create a regularly updated by-name list of those who are homeless, and the City is working with its nonprofit partners to develop more permanent supportive housing to meet the needs of the individuals who are currently chronically homeless in Santa Fe.

In December 2020 the City helped a national nonprofit, Community Solutions, in conjunction with St Elizabeth Shelter, its local partner, to purchase the Santa Fe Suites, a 123 unit residence hotel and is using it to provide permanent supportive housing to 40 chronically homeless households and as affordable housing for other low income renters. The City provided funding to purchase another property, the Lamplighter Inn, which is currently being converted into residential use for permanent supportive housing. The Lamplighter's conversion into affordable housing is still in process and the City is hopeful it will be occupied within the next calendar year. The City has provided rescue plan funds (CARES and ARPA) for the acquisition of these properties and has deployed both CDBG and AHTF for capital improvements and renovations necessary to convert the properties from motels to apartment buildings used for affordable housing.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City relies on a network of service providers to address the emergency shelter and transitional needs of homeless persons. These programs are supported through fee-for services agreements and pass through funds from federal and local sources. The City's partners include:

- **St. Elizabeth Shelter.** Operates the Men's Emergency Shelter (28 beds) and Casa Familia (30 beds for women and children) and three transitional/supportive housing properties: Casa Cerrillos (28 apartments), Sonrisa Family Shelter (8 apartments) and the Santa Fe Suites (120 apartments). St. Elizabeths recently took on management of the Suites, which is a mixed-income program for those coming out of homelessness and/or those who are working with low to moderate incomes. The shelters provide respite care for those who are in need of a place to recover from illnesses and behavioral health issues. Both have a program manager, case managers and supervisory staff. The supportive housing programs have on-site program/case managers that work closely with each

guest and monitor their progress.

- **Consuelo's Place Shelter.** Consuelo's Place Shelter (CPS) provides emergency shelter and services for those experiencing homelessness and for those at imminent risk of becoming homeless. CPS also provides quarantine services and housing for those who have recently tested positive with COVID-19, have had recent exposure to COVID-19 and/or are awaiting results. The latter service is offered to individuals and families who lack a safe space to quarantine during the period of infection. CPS provides safe and stable emergency housing, intensive and high-quality case management, connects those facing a variety of housing related crises to appropriate resources and information and assists clients in securing and maintaining permanent housing after residency at CPS.
- **Interfaith Community Shelter (ICS).** Through partnership with 40+ faith and community groups and nearly 2,000 active volunteers, ICS provides shelter and services to men, women and children who are experiencing homelessness in Santa Fe, and provides a point of entry to the other services necessary to make the transition from homelessness to stable housing. As a minimal barrier shelter, it offers the Seasonal Night Shelter; the Day Services Program; and the Summer Safe Haven for All. Resource Days operate 3 days/week, year-round, with 12 partner provider agencies.
- **Life Link.** Operates 24 apartment units at La Luz, administers Continuum of Care vouchers to support 70 scattered-site units for people with mental illness and other co-occurring disorders. They also administer 78 linkage vouchers in Santa Fe. The Life Link provides extensive outpatient treatment, psychiatric and medication assisted treatment, psychosocial rehabilitation, homeless outreach, prevention, and rental assistance, peer support services, onsite healthcare screening, and comprehensive human trafficking outreach and aftercare services.
- **Esperanza Shelter.** Offers no cost services to victims of domestic violence. The organization provides community navigation, advocacy, safety planning, therapy, substance abuse therapy, case management, child/family therapy, parenting classes, infant mental health, psycho educational groups for both survivors and offenders and legal advocacy. It operates a 24/7 crisis hotline 1-800-473-5220, and emergency shelter services for those needing to escape domestic violence.
- **Youth Shelters and Family Services.** Youth Shelters and Family Services provides shelter and resources for hundreds of homeless, runaway, and at-risk youth and their dependent children each year. The organization provides tens of thousands of bed nights annually for youth experiencing homelessness through its emergency shelter, transitional living program, and rapid rehousing program.

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

The City relies on its network of community partners to coordinate services and ensure that individuals vulnerable to homelessness do not "fall through the cracks." The New Mexico Coalition to End Homelessness (NMCEH) continues to implement systems that track homeless individuals seeking services through the Homeless Management Information System (HMIS) within a statewide coordinated assessment framework. Each homeless family and individual receives an assessment based on the nationally recognized Vulnerability Index/Service Prioritization Decision Assistance Tool (VI/SPDAT). Assessment results are used to refer individuals to housing options that best meet their needs and to create a prioritized list. Chronically homeless individuals are prioritized for permanent supportive housing.

The City, in collaboration with other local housing funding partners, has contributed funds to the Lamplighter Inn project, which will convert a local motel into 58 affordable housing units, with 25% reserved for individuals exiting homelessness. The City has supported this project using Affordable Housing Trust Fund (AHTF), Community Development Block Grant (CDBG), and \$2 million in American Rescue Plan Act (ARPA) funds for property acquisition.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: 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); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

The City's CDBG entitlement funds and local resources will support individuals with special needs through the Adelante, Life Link, and Interfaith Shelter programs. These programs provide services to homeless individuals, veterans, and persons with special needs to address their specific requirements and facilitate their transition to permanent housing. The City's Youth and Family Services Division funds several transitional homeless programs, including Youth Shelters, which offer outreach, transitional living, rapid rehousing, and emergency shelter for youth and their dependent children who have special needs or are at risk of homelessness. The Interfaith Community Shelter also serves individuals with special needs or those at risk of homelessness. Additionally, these programs collaborate with the Veterans Advisory Board, which funds a veteran support worker through the Veterans Integration Center (VIC) and provides rental space at Interfaith for a Homeless Veterans Coordinator funded by the Veterans Administration.

The City also funds SFPS Adelante Program which works directly with students in Santa Fe Public Schools. The Adelante staff members work with students and their families' to qualify them for services through the McKinney-Vento Homeless Assistance Act and provide support focusing on housing instability, food instability, and academic success. CDBG funds are being used to provide enhanced security for homeless youth, such as Youth Shelters and Family Services' Transitional Living and Street Outreach Programs. Apart from HUD funding, the City also supports the Santa Fe Recovery Center to provide housing for individuals

who have graduated from their addiction recovery program.

The City has set aside funding for supplementation of rental assistance programs provided by a collaboration of organizations serving those who are, or are at risk of becoming, homeless (Life Link, SFPS Adelante Program, YouthWorks, the Santa Fe Recovery Center, and NM Coalition to End Homelessness). These organizations have joined forces to address the gap in housing availability and homelessness for young adults to seniors, those young people who are unstably housed but working or attending higher education or trades training, and those starting a new chapter toward addiction recovery within the community. The collaboration was formed from a working group of concerned organizations that work daily to serve the populations with the highest-needs in Santa Fe. In addition to the rental assistance, the organizations will work together in a complimentary manner to provide a coordinated system of entry, wraparound services, staff and administrative support and interagency referrals for optimal placement of residents.

The City works closely with its network of housing partners to ensure that the needs of those discharged from institutions are also being met. Many women have entered Casa Familia after giving birth once discharged from the hospital. Likewise, Youthworks receives many referrals from juvenile corrections systems and assists youth and their families with support to overcome obstacles such as housing instability, and other wrap-around services. Additionally, Consuelo's Place Shelter takes in individuals who have been discharged from the county jail, the hospital, and recovery programs.

Discussion

The City acknowledges the critical need for non-congregate shelter within the community and plans to enhance Consuelo's capacity to maintain its operations. City staff are currently evaluating alternative properties to establish a permanent non-congregate shelter, as the dormitories at the former college campus are scheduled for demolition in the near future. Midtown Emergency Shelter, known as Consuelo's Place Shelter, is Santa Fe's first and only non-congregate shelter. This facility serves as an essential community resource to stabilize vulnerable populations and facilitate their transition to permanent housing.

Several City housing projects and initiatives support non-homeless special needs populations, including the elderly, frail elderly, persons with disabilities, individuals with HIV/AIDS and their families, and public housing residents. Habitat for Humanity's Home Repair Program, regularly funded through the Community Development Block Grant (CDBG), provides emergency home repairs such as walk-in bathtubs, wheelchair ramps, and carpet replacement with linoleum for wheelchair users. Many program beneficiaries are elderly or have disabilities. Additionally, the City has allocated funding to the Santa Fe Civic Housing Authority for various public housing projects. According to the Authority, 328 families holding vouchers include a member with a disability, and 300 voucher participants are elderly.

AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

Individuals who are most heavily cost-burdened typically have the lowest incomes. The City of Santa Fe reviewed its policies and practices to mitigate barriers to housing development, particularly affordable housing, as part of the 2011 Analysis of Impediments (AI) to Fair Housing Choice. The City also submitted the 2016 AI update, which was made available for public review alongside its successor, the 2017 Assessment of Fair Housing (AFH). The U.S. Department of Housing and Urban Development (HUD) required submission of both documents in consecutive years. Although the 2016 AI includes much of the framework mandated by the AFH under the federal Affirmatively Further Fair Housing rule, this update provides a comprehensive review of city housing policies, land use, and zoning regulations. It also incorporates elements of the successor study as required by HUD. Furthermore, this study examines in greater depth groups or individuals not captured in the 2016 AI participation, particularly those residing in Racially or Ethnically Concentrated Areas of Poverty (R/ECAPs), Limited English Proficient (LEP) persons, and persons with disabilities.

Actions it planned 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

According to the City's most recent AI, there are four substantial barriers to fair housing:

1. Lack of affordable housing: The City continues to undertake several activities to address its lack of affordable housing. In 2019, an ordinance amendment to the Santa Fe land use code eased restrictions on building accessory dwelling units. The objective was to provide incentives for incremental infill development and open up potential options for naturally occurring affordable rental units. The City also amended its inclusionary zoning program (SFCC 26-1, 26-2) to provide incentives and flexible options for the purpose of encouraging development that meets the community's current needs. The funds generated through allowable fees-in-lieu are expected to generate enough revenue to continue funding tenant-based rental assistance to meet a variety of needs - rent, utilities, rental/utility arrears, rental deposits, etc. 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.
2. Some residents lack equal access to opportunity due to lower performing schools in high-poverty neighborhoods, and the lack of public transportation. Applicants for CDBG funds are required to demonstrate how their project will promote livability, sustainability, walkability to services, transportation and quality schools.
3. There is a lack of fair housing information and supportive services to assist people facing housing discrimination. The City's Fair Housing Assessment is accessible to the public on the City website and is updated every few years. The City also provides referrals to HUD's Fair Housing resources.

4. Stakeholders continue to view neighborhood resistance or NIMBYism (Not-In-My-Backyard mentality) as a barrier to fair housing choice. One quarter of these survey respondents identified this as a “very serious” contributing factor. By expanding outreach tools and through partnerships with advocacy organizations, the City seeks a more demographically diverse representation in voices and opinions to be shared throughout the City.

Discussion:

Recent data shows a current occupancy of almost 98% for all rental housing in Santa Fe. Almost half of the city’s renter population is cost-burdened and three quarters of them do not earn enough to afford the median priced home for purchase. For that reason, the City continues to proactively enforce its inclusionary zoning requirement and to support the construction of housing, both affordable and market rate units. The City’s objective is to support a healthy housing market that offers all types and price ranges. To that end, the City’s been exploring efforts to potentially redevelop several of its underused corridors that have infrastructure and could support rental housing, and which wouldn’t have existing residential neighbors concerned about higher density housing developments, while also providing easy access to transportation. These areas include the Siler Road corridor, the Midtown Local Innovation Corridor District (Midtown LINC), at St. Michael’s Drive, the Airport Road corridor and the Midtown campus property.

Future production of new units will need to reflect the needs of emerging populations, specifically older, smaller households; the elderly; the self-employed; and special needs groups such as veterans. Market demand for single-family suburban style housing is decreasing as more households seek housing that is close to transportation, economic centers, services and amenities and can be adapted to changing needs to allow “aging in place” and entrepreneurial activities.

A focus in 2026 will be on the development of new, sustainable (in location, as well as efficiency) affordable units and sustainable rehabilitation of existing units to maintain affordable rent and housing stock as well as increase the availability of affordable housing. The City of Santa Fe's 25-Year Sustainability Plan was adopted in December 2018 and is focused upon taking the necessary steps to become carbon neutral by 2040, while increasing ecological resilience, economic vitality, quality of life for Santa Feans. Increasingly, interdisciplinary efforts are being made throughout the City to address the triple bottom line needs outlined in the 25-Year Plan for resiliency and sustainability through scaling and scoring each project's impact in environmental, economic and social health giving preference to the projects that will provide the most positive impact(s).

AP-85 Other Actions – 91.220(k)

Introduction:

Access to adequate housing is a fundamental human need, comparable in importance to nutrition, sleep, and medical care. However, many individuals, including the poor, disabled, elderly, and segments of the workforce, cannot afford housing that meets their requirements. Insufficient quality housing negatively impacts individuals' capacity to accumulate wealth, engage in civic activities, enjoy leisure, and, critically, secure a safe and decent living environment. Consequently, the overall health and vitality of communities decline when residents lack adequate housing.

In Santa Fe, this situation is compounded by the fact that as a tourist destination and a place where wealthy people have second homes or choose for retirement, the city has attracted people from all over the world to live here, driving up the value of real estate beyond the ability of many who rely on the local economy to afford housing. Furthermore, due to the rise of remote work from the COVID-19 pandemic, Santa Fe has seen an influx of remote workers move to the city who earn far more than the average Santa Fean and drive up market rate rents.

A common obstacle to the underserved need of homeownership for Santa Fe residents is lack of credit worthiness and the inability to save a down payment for a home. Several of the City's partner organizations offer assistance in the rebuilding of credit history, as well as homebuyer education programs. However, those earning low incomes, mostly renters, are even more hard-pressed to attain affordable housing.

Actions planned to address obstacles to meeting underserved needs

The primary obstacle to addressing underserved needs is insufficient capacity to close systemic gaps with existing resources. The local economic environment remains generally positive, characterized by low unemployment and moderate commercial growth. However, due to the predominance of tourism, service-oriented jobs, and a high proportion of self-employed and gig economy workers, the pandemic initially caused severe economic disruption. Currently, the economy is undergoing a recovery phase.

The City is committed to allocating its limited financial resources effectively and efficiently while collaborating with other agencies and programs to address community needs, especially those resulting from the pandemic. Priority will be given to ensuring safe housing for individuals who are recently unemployed, precariously housed, or homeless.

Actions planned to foster and maintain affordable housing

The City of Santa Fe is dedicated to funding innovative and sustainable housing solutions that ensure permanently affordable housing for residents who live or work in Santa Fe. The City will continue to prioritize Community Development Block Grant (CDBG) and Affordable Housing Trust Fund allocations to support mortgage principal reduction assistance, home repair, and rental assistance programs.

Additionally, the City provides administrative funding to nonprofit partners to deliver housing and related services.

The City's inclusionary zoning program requires all residential developments to provide a percentage of the total units as affordable, 20% for homeownership units and three options for compliance for rental units: 1) paying a "fee-in-lieu of" (calculated using an "affordability gap" basis: the subsidized rent amount subtracted from the area's fair market rent); 2) constructing "Low Priced Dwelling Units" (affordable to renters earning up to 120% AMI); or 3) setting aside 15% for renters earning less than 80%AMI. Fees paid support the Affordable Housing Trust Fund, which, in turn, can fund rental assistance throughout the City as well as down payment assistance. The incentives for this program are a 15% density bonus, fee reductions for water and wastewater connections and fee waivers for development review and permit fees.

The affordability of homes created through the SFHP is controlled by the placement of a lien on the property that constitutes the difference between the appraised value of the home and the subsidized/effective sales price paid by the income-qualified buyer. If the unit is sold, the lien is either transferred to the new affordable buyer who is income qualified or repaid into the City's Affordable Housing Trust Fund (AHTF).

Actions planned to reduce lead-based paint hazards

According to the State of NM Department of Health (NMDOH), Santa Fe has low risk factors for lead exposure in children. 9.6% of its housing stock was built before 1950 and in 2011, 0 children in Santa Fe County tested positively for elevated blood levels. More recent studies by the NMDOH identified Santa Fe County as having "low levels" of lead exposure, as cited in the NM Epidemiology Report, April 2017. The Office of Affordable Housing also 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 to assess the presence of lead and remediate it, if necessary.

Additionally, the City of Santa Fe's housing partners - Habitat for Humanity, The Housing Trust and Homewise - must notify homeowners of any potential lead-based paint issues as part of every home-buying transaction. If a homebuyer purchases an existing home with financial assistance from the Housing Trust or Homewise, they are given a lead-based paint disclosure form that must be signed. If a home is purchased that was built before 1978, the EPA lead-based paint pamphlet entitled "Protect Your Family from Lead in Your Home" is also given to the homeowner. All federally funded home-repair activities are also subject to stringent guidelines for lead-based paint assessment and remediation. Both Habitat and Homewise are experienced in addressing the presence of lead-based paint in their home rehabilitation programs. Any presence of lead-based paint is remediated by a certified professional.

Actions planned to reduce the number of poverty-level families

As part of an anti-poverty strategy, the City is implementing the following:

- Establish priorities for allocating federal tax credits to mixed income rental developments where at least 30% of the rental units will be affordable to households earning less than 50% of the AMI; (The Soleras Station project funded through CDBG initiated this strategy. The Siler Yard and Calle Resolana projects both followed suit and implemented this approach.)
- Continue funding a local housing voucher program to provide assistance to low-income homeowners or near to homeless and homeless families to prevent displacement; (Local funds will support , Adelante, NM Coalition to End Homelessness, YouthWorks, and Santa Fe Habitat for Humanity.)
- Work with for-profit and nonprofit organizations to develop new multi-family, mixed income rental property;
- Identify all existing affordable rentals and develop a preservation plan as needed. (Underway as part of the revitalization of the Midtown Campus project.)

Given the city’s high rate of cost burden, even for homeowners, it is apparent that continued focus on rehabilitation, home repair, and other support services is essential to alleviating poverty in Santa Fe. Specific programs that reduce the number of poverty level families are:

- Dedicating capital impact programming and resources to Santa Fe’s existing lower-income residential neighborhoods.
- Supporting youth recreation programs, meal delivery and afterschool resources to serve the needs of poverty level individuals and families.
- Continuing to support rehabilitation programs targeted toward low to moderate income homeowners (50%-80% AMI), which includes home renovations, emergency repairs and energy conservation measures including the purchase of new appliances, retrofits, and solar water heaters.
- Supporting the SFCHA’s acquisition/rehabilitation of rental properties nearing the end of their initial affordability compliance periods as well as building new units when feasible.

Actions planned to develop institutional structure

The primary challenge for the City of Santa Fe over the next five years is to address the growing housing demand amid constrained financial resources. The City’s service delivery model involves channeling most federal funds to sub-grantees and establishing administrative contracts with service providers. This approach ensures efficient and relevant service provision. Sub-grantees can subsequently leverage additional funding sources, including the Low-Income Housing Tax Credit (LIHTC), HOME Investment Partnerships Program (HOME), Emergency Solutions Grants (ESG), Community Development Financial Institutions (CDFI), and allocations from the state’s Mortgage Finance Authority.

The City of Santa Fe will implement the priorities outlined in the Consolidated Plan and the 2024 Annual Action Plan by continuing collaborative efforts with our non-profit partners. The City’s approach focuses on building the capacity of service providers rather than expanding municipal bureaucracy. City staff act as advocates and coordinators for partner non-profits. A further strength lies in the diversity of services

offered, with minimal overlap due to effective coordination among City departments and between the City and non-profit organizations. This communication and cooperation are essential to ensuring that services reach a broad spectrum of the population in need, including homeless individuals, senior citizens, low- and moderate-income residents, at-risk youth, and people with special needs and disabilities.

Actions planned to enhance coordination between public and private housing and social service agencies

The City of Santa Fe has a longstanding history of collaboration with nonprofit, private, and governmental sectors to establish effective partnerships. It promotes cooperation with state and federal governments to increase funding for affordable housing, particularly for individuals with disabilities, seniors, minorities, female-headed households, and other special needs populations. The City functions as a convener by allocating funds to support diverse housing services and programs aimed at enhancing housing security. Through various citizen committees, including the Community Development Commission, Veterans Affairs Committee, Mayor's Panel on Disability, Built for Zero Initiative with Community Services, Children and Youth Committee, and coordination with the Economic Development Division to expand affordable workforce housing stock, the City ensures optimal deployment of resources within the community.

The Youth and Family Services Division funds multiple transitional homeless programs, including Youth Shelters (outreach, transitional living, and emergency shelter), Interfaith (Women's and Community Shelter), and St Elizabeth Shelter (Men and Family shelter). Additionally, the Veterans Advisory Board provides funding for a veteran navigator through the Santa Fe Veterans Alliance and flexible resources to assist precariously housed veterans in maintaining their homes. The City also supports Adelante, a school-based program, and Communities in Schools, which identify and assist homeless families within Santa Fe Public Schools. Continued support will be provided to these organizations, including resources for case consulting meetings. These partners, among others, participate in CONNECT, a resource navigation program utilizing a City-purchased database. Although this data system is new, it has already yielded positive outcomes, such as improved identification of precariously housed individuals and families, facilitating their access to programs or housing assistance to prevent homelessness. Community Development Block Grant (CDBG) funds have been allocated for renovating Casa Cerrillos, a permanent supportive housing program operated by St Elizabeth Shelter, as well as supporting an outreach coordinator for the Drop In Center managed by Youth Shelters.

Specific projects that bridge economic development needs with that of housing providers and social services agencies include: redevelopment of the Midtown Campus; support of the Siler Yard live/work affordable housing project; support of the housing needs for youth participating in the Youthworks Culinary job training program; support of the upgrades at Chainbreaker Collective's headquarters, where they offer both a Bicycle Resource Center and Renter's Rights Center; and support for low-mod homebuyers and homeowners which directly supports the local economy and the triple bottom line address of social, economic and environmental sustainability practices adoption throughout the City.

Discussion:

The City's philosophy emphasizes building the capacity of community-based service providers instead of expanding its bureaucracy. This approach is implemented through local funding that supports administrative contracts across nonprofit service areas, including affordable housing, youth programs, human services, and economic development. Consequently, Santa Fe's nonprofit network ranks among the strongest in New Mexico. Numerous pilot programs initiated in Santa Fe have been replicated statewide and nationally.

Another strength of the City's service delivery model is that a wide diversity of services is provided with little overlap because of the coordination between City departments as well as between the City and the non-profit organizations. This communication and cooperation are key to ensuring that services reach those in the 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.

Due to many factors, such as some lingering economic effects of the Covid-19 pandemic, inflation, high interest rates, economic disparity in Santa Fe continues to worsen. The number of households at risk of becoming homeless or experiencing episodic homelessness has increased dramatically. Without an increase in resources to support services and facilities, the service providers will grapple with limited capacity to meet emerging needs. The Santa Fe City Council will continue to support an innovative combination of regulation, policy and financial support for the development, preservation and improvement of affordable housing.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

Introduction:

The following identifies program income that is available for use that is included in projects to be carried out.

Community Development Block Grant Program (CDBG) Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	200,000
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	200,000

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%