

**UNITED STATES DEPARTMENT  
OF  
HOUSING AND URBAN DEVELOPMENT**



**CONSOLIDATED ANNUAL PERFORMANCE AND  
EVALUATION REPORT  
(CAPER)**

**FOR THE  
THIRD PROGRAM YEAR**

(Covering the period of July 1, 2015, through June 30, 2016)

**CITY OF SANTA FE**  
Office of Affordable Housing  
500 Market Street, Suite 200  
PO Box 909  
Santa Fe, NM 87504-0909  
(505) 955-6574



## TABLE OF CONTENTS

<a href="#">Background</a> .....	3
CR-05 - Goals and Outcomes .....	3
CR-10 – Racial and Ethnic Composition of Person/Household/Family .....	14
CR-15 - Resources and Investments 91.520(a) .....	15
CR-20 - Affordable Housing 91.520(b) .....	17
CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c) .....	2019
CR-30 - Public Housing 91.220(h); 91.320(j) .....	23
CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j).....	243
CR-40 - Monitoring 91.220 and 91.230.....	298
CR-45 - CDBG 91.520(c) .....	331

DRAFT

## CR-05 - Goals and Outcomes

### Background

The CAPER (Consolidated Annual Performance Evaluation Report) is a document that assesses the progress made in the expenditure of Community Development Block Grant (CDBG) funds that took place in Fiscal Year 2015-2016, for programs that support Santa Fe's affordable housing, public service and economic development initiatives. The city, as an annual grant recipient of CDBG funds, is required to report to the United States Department of Housing and Urban Development (HUD) on accomplishments and progress toward the 2013-2017 Consolidated Plan Goals via the CAPER for each recently completed fiscal year. This report also highlights additional accomplishments supporting Consolidated Plan goals through the city's own matching activities funded by the Affordable Housing Trust Fund (AHTF).

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

#### **91.520(a)**

As noted in the 2013-2017 Five Year Consolidated Plan, the City of Santa Fe is a desirable place to live for a variety of reasons. Over the years, as second home owners and retirees relocate here, real estate values continue to rise with the cost of land remaining prohibitive for building homes. Another factor towards the challenge in retaining affordable housing is that there are a large percentage of older homes that are often more expensive than newer, entry-level homes, making it difficult to maintain a stock of affordable housing. These factors have contributed to the policies and incentives put forth by the City Council to develop, maintain and improve affordable housing. To this end, some of the most effective programs to date include:

#### **Santa Fe Homes Program**

This is an inclusionary zoning program that requires all residential developments to provide a percentage of the total units as affordable.—The incentives for this program are the increase in density by 15 percent of the underlying zoning, and fee waivers for infrastructure (sewer and water) for all affordable units, valued at \$8,000 per unit. In 2016, an amendment was approved to Chapter 26 of the City's Land Use code which governs the Santa Fe Homes program. This amendment removes a barrier to local home development in Santa Fe, which is the requirement to provide affordable units per the program, and allows the developer to pay a fee-in-lieu by-right, rather than seeking an Alternate Means of Compliance to pay the fee, which previously had to be approved by the Governing Body.

#### **City's Affordability Liens on all affordable units**

If the units are sold, the lien is either transferred to the new affordable buyer who is income-qualified as a revolving loan method, or, the lien amount is repaid and the funds are deposited in the City's AHTF. The AHTF is funded through development revenues, fees paid by developers, pay back of City-held liens, and land sales from Tierra Contenta. It is disbursed according to the NM Affordable Housing Act and

funds are used to support down payment assistance, home repair and rental assistance. In 2014, the requirement that the City retain a share in the homebuyer's equity via the affordability lien was eliminated.

### **Down Payment Assistance**

**CDBG:** Of the 2015-2016 Program Year's allocation, \$151,500 was spent on three Down Payment Assistance (DPA) programs, with the goal of funding 11 loans for mainly first-time home buyers. Program Income generated from DPA between two CDBG-funded DPA programs allowed for additional loans to be funded for a total of 20 homebuyer loans from this program.

**Affordable Housing Trust Fund (AHTF):** In 2015 a \$412,000 total allocation of funds was made through the AHTF, with \$350,000 specifically for DPA loans. AHTF is a City-funded program for City residents of moderate income below 120% of Area Median Income (AMI), and where one member of the household works within the City limits. In 2015 this program offered down payment assistance (DPA) loans through three non-profit organizations: Habitat for Humanity, Homewise and The Housing Trust. These loans reduced the price of the home loan and a lien is placed on the property in the City's name so that the funds will be repaid to the City once a home is sold and then reallocated, allowing the City to retain the funds. The goal between the three service providers was to provide 18 DPA loans.

As of June 30, 2016, 83% of the allocation was spent (reimbursed to the non-profit) to fund 21 DPA loans, exceeding the goal by 16 %. Between both CDBG and AHTF allocations for 2015, a total of \$442,950 was spent on 41 DPA loans, from an original total allocation of \$539,750 and goal of 36 DPA loans.

### **Rental Assistance**

In the 2014-2015 Program Year, \$150,000 of the AHTF was spent on rental assistance which served 49 households or 114 individuals at the project close in June 2015 via the Life Link. For FY 2015-2016, \$60,000 of unused general funds from FY 2014-2015 were re-appropriated to the new fiscal year and allocated to the existing rental assistance program to ensure that vulnerable renters did not lose their housing at the end of the fiscal year; however, the general fund budget was cut by 25 percent. The Office of Affordable housing is working to re-establish this vital funding source and is assessing the current unexpended fund balance to advocate for a 2017 allocation.

### **Rehabilitated Homeowner Housing**

**CDBG:** An allocation of \$50,000 of funds was granted to Habitat for Humanity for rehabilitation of five (5) single-family residences targeted towards homeowners earning below 60% of the AMI . By year end Habitat assisted 17 clients of primarily elderly, single female-headed households in need of vital repairs.

The Homewise Home Improvement Program contract, extended from 2014 generated alone over \$163,000 in program income. As HUD requires that this money be spent first before entitlement funding can be used, an excess of \$40,000 in entitlement funds, will be reprogrammed in 2016-2017.

**AHTF:** An Allocation of \$50,000 of funds was granted to Homewise for rehabilitation of 4-6 households up to 120% of AMI; one home took advantage of funding and a remainder of \$44,900 contract has been extended into the 2016 program year.

Table 1 summarizes all programs funded with CDBG money in 2014 and targeted/actual outcomes, including the categories of housing projects, public service activities and public facility improvements.

**Table 1: Program Year 2015 Evaluation**

2015-2016 Projects	CDBG Entitlement (EN)	Unspent Amount	Proposed Outcomes	Actual Outcomes
<b>Adelante Graduation Project: Middle School</b>	\$23,500	\$417	300 students	317 Students
Narrative: Assisted in funding SFPS Graduation Project, expanded to secondary school students; unspent funds will be re-appropriated in the 2016-2017 program year.				
<b>Adelante Deferred Action</b>	\$24,000	\$0	160 students	162 students
Narrative: Funding supported the work of an immigration attorney to provide free services to students eligible for Deferred Action for Childhood Arrivals (DACA), including: helping students to apply for fee waivers to access legal status, affordable housing, and health and social services.				
<b>Homewise DPA</b>	\$87,750	\$89,750	5 home loans	13 home loans
Narrative: Down Payment Assistance loans of up to \$20,000 for 5 first-time home buyers; an additional 8 homes were funded with Program Income that was generated and utilized for DPA loans towards the year end. The remaining EN funding is re-appropriated to 2016 DPA contract due to \$81K that DPA and Home Improvement programs generated in 2015. Average loan of \$16,123 per household.				
<b>The Housing Trust DPA</b>	\$100,000	\$3,500	5 home loans	7 home loans
Narrative: Down Payment Assistance loans of up to \$20,000 for seven home buyers; \$3,500 of remaining contract funds will be re-appropriated in the 2016-2017 CDBG program. Average DPA loan was \$13,786 per household.				
<b>Homewise Home Improvement</b>	\$40,000	\$40,000	3-6 households	12 households
Narrative: Funding provided home improvement loans to homeowners below 80% AMI; due to an excess of \$81K in program income that both DPA and HI generated, the \$40K in entitlement funding will be re-appropriated to 2016. Average loan of \$16,265 per household.				
<b>Kitchen Angels</b>	\$20,000	\$0	28 new individuals	128 new individuals and 467 ongoing
Narrative: Provide nourishing, low-cost meals to chronically ill and homebound residents, increasing the projected new clients served in the contract from 28 to 128. A total of 467 clients were served for the year exceeding goals for a third year in a row.				
<b>YouthWorks!</b>	\$45,000	\$45,000	1 LMI homeowner	0

Narrative: Funding provided acquisition of a vacant, distressed single-family home. YouthWorks provided materials and supervised 8 youth trainee workers to rehabilitate the home, preparing it for YouthWorks to sell to a LMI income-qualified buyer. Buyer selection has taken longer than anticipated and the contract has been extended to December 31.				
<b>Girls Inc.</b>	\$30,750	\$0	450	446
Narrative: Girls Inc. served 345 girls with demographic data collected and an additional 151 without; because the latter group was referred from schools that serve predominantly low-income families. Because the official, data-verified count was 345, this was recorded in HUD IDIS, although 99% of the goal was actually met.				
<b>Habitat for Humanity Home Rehab</b>	\$50,000	\$0	5 households	17 households
Narrative: Provided necessary and some emergency funds to LMI, elderly homeowners, of which 15 were single, female head of household.				
<b>Santa Fe Recovery Center</b>	\$35,000	\$35,00	230 clients	322 clients
Narrative: Funds provided necessary facility improvements for safety and energy efficiency in the residential treatment facility. A total of 322 clients residents were served, exceeding the goal.				
<b>Youth Shelters and Family Services (YSFS)</b>	\$12,000	\$12,000	450 youth	626 youth
Narrative: Provided increased hours of both street outreach and case management services to homeless youth. Actual number reported in IDIS was 341 who provided ethnicity data, though remainder were of "unknown ethnic origin" and/or identified as "anonymous". Of the total actually served, 133 youth are female and are considered head of household.				

Table 1 activities, continued

**Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)**

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee’s program year goals.

**Table 2: Goals and Outcomes**

Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Potential Sources of Funding	Goal Outcome Indicator	Actual Outcomes
I. Reduced rate of households with cost burden and corresponding drop in poverty rates for homeless and those in danger of becoming homeless ( <i>Increase Opportunities for At Risk Populations; Address Current and Emerging Needs</i> )	2015	2016	Affordable Housing Public Housing Homeless	Citywide	Emergency Shelters; Support Services for Homeless or People At Risk of Becoming Homeless; Rental Rehabilitation; Affordable Housing Non-Homeless Special Needs	CDBG; AHTF; CoC; Low-Income Housing Tax Credit (LIHTC); RAD; HOME; MFA Development Funds; Foreclosure Prevention Funds (HARP, PRA, etc.)	Rental units constructed; Tenant-based rental assistance/Rapid Re-housing; Overnight/emergency shelter/transitional housing beds added; Homeless Prevention; Homeowner housing rehabilitated; Housing for homeless added	CDBG: 479 total students served by Adelante’s middle school support and legal assistance programs; 467 total chronically-ill served with 30 new clients (Kitchen Angels); 626 homeless youth served with street outreach and case management (YSFS) AHTF: 339 individ/50 families served (Casa Familia); S+C/CoC: 67 individual tenants served with rental assistance funds

<p>II. Inventory of rental units and vouchers expanded to meet increased demand (<i>Increase Affordable Housing Opportunities</i>)</p>	<p>2015</p>	<p>2016</p>	<p>Affordable Housing</p>	<p>Citywide</p>	<p>Rental Vouchers; Rental Rehabilitation; Provision of Rental Units and Support Services for LI/VLI Renters; Non-housing Community Facilities and Services; Fair Housing Outreach</p>	<p>CDBG; AHTF; CoC; LIHTC; RAD</p>	<p>Rental units constructed; Rental units rehabilitated; Tenant-based rental assistance/ Rapid re-housing; housing for homeless added</p>	<p>57 individuals received rapid rehousing vouchers in Santa Fe; Fair Housing outreach materials were restocked to 20 community facilities, rental properties and non-profit establishments and through 9 Santa Fe Schools via Communities and Schools NM</p>
<p>III. Increased homeownership opportunities <u>and</u> support for long-term affordability and accessibility for current homeowners (<i>Increase Affordable Housing Opportunities</i>)</p>	<p>2015</p>	<p>2016</p>	<p>Affordable Housing/Non Homeless Special Needs</p>	<p>Citywide</p>	<p>Down Payment Assistance; Homeowner Rehabilitation; Diversity in Housing Types; Home buyer Training and Counseling; Fair housing Outreach; Support for Current Homeowners</p>	<p>CDBG: AHTF Shelter Plus Care; LIHTC; RAD</p>	<p>Homeowner housing added; Homeowner housing rehabilitated; Direct financial assistance to homebuyers; Jobs created;</p>	<p>CDBG: 20 Down Payment Assistance Loans (Habitat, Homeiwse, Housing Trust); AHTF: 21 Down Payment Assistance Loans (Habitat, Homewise, Housing Trust); CDBG: 27 home improvement loans (Habitat, Homeiwse); AHTF: 1 home improvement loan (Homewise)</p>



IV. Housing Opportunities reflect emerging needs, changing demographics and are aligned with redevelopment projects, economic development objectives and sustainability goals <i>(Address Current and Emerging Needs; Increase Opportunities for At-Risk Populations)</i>	2015	2016	Affordable Housing	Citywide	Non-Housing Community Facilities and Services; Diversity of Housing Types	CDBG AHTF MFA Dev't Funds HOME; Enterprise Green Community New Market Tax Credits	Public Facility or Infrastructure Activities other than Low/Moderate Housing Benefit; Public Service activities	CDBG: Facility improvements supporting 345 youth (Girls Inc.) 319 clients served at SFRC residential treatment facility improvement.  AHTF: 339 individuals (approx. 45 families) served at St. Elizabeth's Casa Familia Shelter
--	------	------	--------------------	----------	---	---	---	--

**Narrative:**

**Goal I:** Reduced rate of households with cost burden and corresponding drop in poverty rates for homeless and those in danger of becoming homeless *(Increase Opportunities for At Risk Populations; Address Current and Emerging Needs)* For CDBG-funded Public Service Activities: those carried out through Adelante's two funded programs, actual outcomes for clients served with legal assistance for Deferred Action and Middle School support (479 students) exceeded those proposed (460) for a second year in a row. Kitchen Angels also exceeded goals by serving meals to Santa Fe's lower-income chronically ill, homebound residents for a total of 467 clients, including 30 new beyond the 28 proposed, the same as the prior year.

**Goal II:** Inventory of rental units and vouchers expanded to meet increased demand *(Increase Affordable Housing Opportunities)*: Continuum of Care (CoC) funded Project-Based Rapid Rehousing vouchers residents via the Life Link and an average of 28 Tenant-Based vouchers via Santa Fe Community Housing Trust. As was the case last year, no new rental inventory was expanded utilizing CDBG funds in this program year, although planning continues for the Arts+Creativity Center for up to 70 LMI renters, plus some market rate renters.

**Goal III:** Increased homeownership opportunities *and* support for long-term affordability and accessibility for current homeowners (*Increase Affordable Housing Opportunities*): Down Payment Assistance (DPA) exceeded overall program goals. With 29 DPA loans as the target goal, between two programs administered through the Santa Fe Community Housing Trust and Homewise, CDBG funds alone provided a total of 20 DPA loans for low to moderate income clients. An additional 21 City-funded Affordable Housing Trust Fund (AHTF) DPA loans were added by programs administered by both the Santa Fe Community Housing Trust and Homewise, for Santa Fe homebuyers at moderate incomes below 80% AMI (CDBG) and up to 120 percent of AMI (AHTF). For strategic plan goal titled “refinancing services and support for current homeowners”, the city was under contract in 2014-2015 PY with a local attorney who provided homeowner foreclosure assistance; however general fund money was not extended due to budget cuts in 2015-2016. Lastly, for strategic plan goal titled “construction of affordably-priced homes for homeownership”: no CDBG funding was allocated toward this goal as no funding applications were made for construction.

**Goal IV:** Housing Opportunities reflect emerging needs, changing demographics and are aligned with redevelopment projects, economic development objectives and sustainability goals (*Address Current and Emerging Needs; Increase Opportunities for At-Risk Populations*): Youth Shelters and Family Services served 341 identified youth and approximately 250 “anonymous” youth through street outreach; a smaller portion of these youth visited the Drop In Center for counseling and resources and some participated in the Transitional Living Program. YSFS has been approved to administer Rapid Rehousing vouchers for youth ages 18-24 in the upcoming year . The Santa Fe Recovery Center provided services to over 500 residential treatment clients during its fiscal year, with 319 of them directly benefitting from the CDBG funded accessibility upgrade for the residential treatment facility. Casa Familia was funded with AHTF and provided support at its facility to both women and families, who may stay up to 45 days while receiving case management services that include assisting with securing rental housing and financial assistance.

Prior Year and Current Year Programs In Progress as of 6/30/2015					
2014	<b>Homewise Rehab (Activity ID 291)</b>	<b>Starting Balance</b>	<b>\$ Unspent</b>	<b>Minimum Per Contract</b>	<b>Total # Loans</b>
	Original Allocation	\$40,000	\$40,000	3-6 units (current extended 2014 contract)	0 units
	2014 Program Income	\$331,962	\$155,250		8 units
	2014 EN	\$40,000	\$40,000		0 units
	2015 Program Income/Revolving Loan	\$188,082	<b>\$80,980</b>		12 units
	2014 EN Re-appropriation	\$40,000	<b>\$40,000</b> (to reprogram)		N/A
	<b>Ending Balance of EN and PI</b>		<b>\$120,980</b>		<b>6-12 units</b>
<p><b>Narrative:</b> The success of this program over time continues to generate program income to fund additional units beyond those proposed. a portion of the remaining \$80,980 will continue to fund more home improvement loans into 2016. The \$40K of EN funding that was re-appropriated through FYE 2015 remains entirely unspent due to the excess of program income generated and will be re-programmed to current year rehab projects and CDBG Program Administration where needed.</p>					
2014 and 2015	<b>Homewise Down Payment Asst. (Activities 287, 304)</b>		<b>\$ Unspent</b>	<b>Minimum Per Contract</b>	<b>Total # Loans</b>
	Original Allocation	\$40,000	\$40,000	2-4 loans (2014 contract)	0 loans
	2014 PI (287)	\$155,250	0		12 loans
	2014 EN Re-appropriation	\$40,000	<b>\$35,555</b> (to reprogram)		1
	2015 EN (304) Re-appropriation - contract extension	\$89,750	<b>\$89,750</b>	5 loans	0
	2015 Program Income/Revolving Loan	\$165,066	\$0		13
	<b>Ending Balance of EN and PI</b>		<b>\$125,305</b>		<b>9-11 loans</b>
<p><b>Narrative:</b> The success of this program over several years has generated program income to fund additional units beyond those proposed. 2014 and 2015 EN remains unspent due to the excess of program income generated. Remaining PI from Homewise's Rehab Program is eligible to fund 2016 DPA loans if needed. The remaining \$35K will be reprogrammed to current year rehab projects and CDBG Program Admin where needed.</p>					
2014	<b>Housing Trust DPA (Activities 290, 305)</b>			<b>Minimum Per Contract</b>	<b>Total # Loans</b>
	Original Allocation	\$60,000	\$0	5-7 loans (2014 contract)	3 loans
	2014 Program Income (290)	\$33,500	\$0		4
	2015 EN (305)	\$100,000	\$3,500	5 loans	5
	2015 Revolving Loan Program Income	\$33,500	\$0		2
	<b>Ending Balance of EN and PI</b>		<b>\$3,500</b>		<b>10-12 loans</b>
<p><b>Narrative:</b> Goal of 5 loans was exceeded for 2015; remaining \$3,500 to be reprogrammed in 2016.</p>					

**Table 3: Programs in Progress and Balances**

### **Narrative: Program Income (PI) Reuse**

As reported in the 2014 CAPER, the City of Santa Fe receives quarterly reports from sub-recipients' activities on all accomplishments, which include the detail on program income generated, for those applicable. The activities that the City has funded with CDBG Entitlement funds in past years that have generated program income, are loans to individual homeowners administered by sub-recipient organizations for Down Payment Assistance (DPA), loans to homeowners administered by sub-recipient organizations for Home Improvement (HI); and small business economic development loans in repayment from the 2011 Santa Fe's Small Business Loan Fund (SFBLF). PI is funded by a repaid loan when a home is sold, where the original down payment assistance is revolved dollar-for-dollar back into the program to fund more loans, as in the case of the Housing Trust. Alternatively, PI is also funded by principal, interest, late fees and loans due upon sale that have been paid off over the course of the program year, as in the case of Homewise's two programs.

Pursuant to the definition of program income located at 24 CFR 570.489, these activities include the following:

- Sale, lease, rental proceeds of property acquired with/improved by CDBG funds; and
- Principal and interest payments on loans made from CDBG funds; and
- Proceeds from sale of CDBG loans or other obligations; and
- Interest earned on funds in a revolving loan fund account or on program income, pending reuse

Just as in the previous year, the City funded two (2) DPA programs that generated program income: Homewise and The Housing Trust, as well as a Home Improvement project via Homewise in a contract extended from 2014. Table 3 illustrates the status of Program Income-generating projects, where contracts have been extended into the current program year, with corresponding loan totals demonstrating where accomplishment goals have been met or exceeded due to program income being recycled back into projects for which a sub-recipient is under a CDBG-funded contract with the City to provide.

Program Income totals are reported by the applicable sub-recipients to the CDBG Administrator on a quarterly basis each program year and subsequently recorded and drawn in HUD's Integrated Disbursement & Information System (IDIS) by quarter, and verified and closed out, where applicable, by the Fiscal and Program Year end of June 30, 2016. Included in these reports are the number of loans funded and the dollar amount of the funding that occurred for

the quarter. DPA and HI activities are receipted back to the IDIS Activity ID that generated the funding, except in the cases where program income is transferred between CDBG-eligible programs for which the sub-recipient is under CDBG contract to provide with the City. The exception to this rule is program income that is receipted in IDIS and is labeled as Revolving Loan (RL), which is only used for the program that generated it. Furthermore, IDIS does not permit draws for any other CDBG activity other than that which generated those recorded as the revolving loan type of program income.

Per HUD regulations, the PI is drawn first prior to EN funds when the City processes vouchers for reimbursement. To ensure the regulations are met, upon receipt, the PI is immediately drawn down and recorded to that activity, with the number of loans funded noted in the receipt function. Table 3 shows the activity that occurred in the 2015-2016 program year for sub-recipients' DPA and HI activities that are still open with activity, along with their corresponding sub-recipient contracts that the City has pre-authorized to continue via time extension amendments. This table also shows both the PI and EN expenditures and corresponding accomplishments that occurred in the prior year.

As CDBG-funded client loans are paid off to the sub-recipient, principal and interest is collected and held by the sub-recipient, and reported back to the CDBG program. The PI generated by Homewise generates bank interest that is held in an interest bearing account, with total proceeds reported and remitted back to the City on an annual basis, and thus, reported back to the Federal Government (HUD) on an annual basis. In the 2015-2016 program year, \$29 was remitted back to the City.

The CDBG entitlement regulations at 24 CFR 570.504(b) stipulate that at the end of each program year, a grantee (City), or its sub-recipients may not have PI on hand in an amount that is more than one-twelfth of the most recent grant amount. For PY 2015-2016, one-twelfth of the grant amount would require that the grantee or its sub-recipients may not have retained more than \$44,170. The Revolving Loan classification of program income generated is exempt from this requirement. This is beneficial because the City has to record, or receipt, program income on a quarterly basis, which then must be drawn. It further enables the sub-recipient to retain and manage their own program income, keep it on hand, and deploy based on the demands of the loan pipeline. Alternatively, and less desirably, if those funds were remitted, they would come back to the city, whereby the funds would be sent on to the federal treasury to be placed in the City's CDBG line of credit, only to be re-allocated back to the same projects, a costly and time-consuming administrative procedure.

## CR-10 - Racial and Ethnic composition of families assisted

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

91.520(a)

	CDBG
White	1,480
Black or African American	12
Asian	2
American Indian or American Native	56
Native Hawaiian or Other Pacific Islander	2
Multi-racial	35
<b>Total</b>	<b>1,587</b>
Hispanic	954
Not Hispanic	598

*Table 4 – Table of assistance to racial and ethnic populations by source of funds*

### Narrative

The racial and ethnic composition reported for CDBG program sub-recipients represents cumulative annual data collected that represents households and individual members of one household, such as youth served by Adelante or YouthWorks. For numbers of beneficiaries in a household; such as total number of family members that benefit from a home purchase funded with CDBG down payment assistance; the number is closer to 1,600 total individuals. The actual families assisted apply to grantees where household counts apply, such as for DPA or home improvement. As a requirement of the Professional Services Agreement with the City, each sub-recipient reports the racial, ethnic, and demographic data to the City on a Quarterly basis.

## CR-15 - Resources and Investments 91.520(a)

### Identify the resources made available

2014 Source of Funds	Source	Expected Amount Available	Amount Expended During Program Year
CDBG	HUD	\$555,024	\$368,594
Other	Affordable Housing Trust Fund (AHTF)	\$412,000	\$317,550
Other	City's General Fund: Youth and Family Services Division, SF Community Services	\$754,216	\$700,000*
Other	Shelter+Care/ Continuum of Care	\$1,243,788	\$852,882
Other	General Fund/Office of Affordable Housing	\$0	\$0

**Table 5 – Resources Made Available**

\*estimate as of 7/25/2016

### Narrative

Within the 2013-2017 Consolidated Plan cycle to date, HUD has committed a total of \$1,572,644 in CDBG EN funding for years 2014, 2015 and 2016. The City committed \$792,000 through the AHTF for beginning in July 2014 and ending in June 2016. As reported in 2013, the CIP (AHTF) funding spanned 2012 up to June 2014, and provided DPA loans to seven (7) home buyers earning between 80-120 percent Area Median Income (AMI); nine (9) home buyers earning between 50-80 percent AMI; and thirty (30) home buyers earning below 50 percent AMI in the amount of \$700,000.

For other contributions within Youth and Family Services, the amounts available and expended include all youth programs including the Monica Roybal Center and the Carlos Ortega Teen Center.

For the 2015-2016 Program year, the City of Santa Fe administered a total of \$257,271 of four (4) Shelter Plus Care grants between the Life Link, The Housing Trust and St. Elizabeth's Shelter. Of this amount, \$135,811 was expended in the year.

The city also administered a total of \$952,248 in four (4) Continuum of Care grants between the Life Link and The Housing Trust for 2015-2016. Of this amount expended: \$717,071 was spent.

No general funds were available in the 2015-2016 Program Year as administered through the Office of Affordable Housing for other services.

**Identify the geographic distribution and location of investments**

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
N/A	N/A	N/A	N/A

**Table 6 – Geographic distribution and location of investments**

**Narrative**

In any given program year, the City of Santa Fe does not prioritize allocating funds and supporting programs geographically, due to the City's lack of population density relative to its size and for the past two program years, no one Census Tract was earmarked for serving its LMI population of the ten (10) projects selected to be funded. Concentrated poverty and/or racial characteristics are not reflected on the census tract level, making it difficult to effectively target resources based on location. Instead, the City focuses programs on the household income or an identified characteristic of the participants and/or recipients of assistance. For example, down payment assistance is provided based on the homebuyer's income rather than the location of the home. Likewise, public service programs for at risk youth serve the citywide population, rather than those youth living in a specific census tract. This description has been reported in previous years and that priority remains. However, on occasion, a project proposal will be accepted because allocating funds at that site will also serve other community development goals.

**Leveraging**

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

The City of Santa Fe's model of service delivery is to pass through most federal funds to sub-grantees, who provide the services. This ensures that services are furnished in the most efficient and relevant manner possible. The sub-recipients are then able to leverage additional programming and project funds, including Low-Income Housing Tax Credits (LIHTC) IHTC, HOME (when applicable), ESD, CDFI, as well as funds allocated through the state's Mortgage Finance Authority.



## CR-20 - Affordable Housing 91.520(b)

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

	One-Year Goal (CDBG and Other Programs)	Actual
Number of Homeless households to be provided affordable housing units	1430	900
Number of Non-Homeless households to be provided affordable housing units	60	41
Number of Special-Needs households to be provided affordable housing units	40	N/A
<b>Total</b>		

**Table 7- Goals: Number of Households**

	One-Year Goal (CDBG and Other Programs)	Actual (CDBG and Other Programs)
Number of households supported through Rental Assistance	53	197
Number of households supported through Rehab of Existing Units	16	28
Number of households supported through Acquisition of Existing Units	1	0
<b>Total</b>	<b>87</b>	<b>96</b>

**Table 8 - Outcomes: Number of Households Supported**

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

Goals: The one year goal of providing affordable housing units to otherwise homeless individuals was not represented in any funded projects for 2014 or 2015. Furthermore, the number of Homeless Households as 1,430 was not discussed in the 2013-2017 Consolidated Plan. What that plan does state is that Shelter+Care and Rapid Rehousing funding supports approximately 900 units (or “Homeless Households” ) annually.

The data reported in next goal of non-homeless households to be provided affordable housing units represents CDBG and AHTF funds that supported down payment assistance for households up to 80 percent AMI for CDBG and up to 120 percent AMI for AHTF. Other sources, such as Shelter+Care, Continuum of Care and Rapid rehousing are not represented in the total number of this category as they

would support primarily homeless households. The last one-year goal concerning special needs households is not referenced in the Consolidated Plan, so no actual goal is applicable.

Outcomes: The Number of households supported through Rental Assistance was exceeded from the one year goal as reported in the Consolidated Plan. This accomplishment includes Shelter+Care and Continuum of Care Project-Based and Tenant-Based Rental Assistance administered through eight contracts shared between three service providers: The Life Link, Santa Fe Community Housing Trust and St. Elizabeth's Shelter.

This next outcome is represented in the total number of households supported through rehab of existing units funded by CDBG and AHTF. The Consolidated Plan had cited a one year goal of 10 units. Three contracts were administered by Homewise and Habitat for Humanity for single family home rehab with a total goal of 16 homes. This outcome was exceeded with a total of 28 homes to be rehabilitated, primarily by Habitat for Humanity, as there was a high demand for this service from low-income senior households with most under 60 percent AMI.

Lastly, the Number of households supported through Acquisition of Existing Units was represented by one service provider, YouthWorks!, funded by CDBG to acquire and rehabilitate a single-family home for sale to a LMI-qualified buyer. The property was acquired with a contribution of \$45,000 in CDBG funds and rehabilitated by in-kind supervised youth labor in their construction trades program. Ultimately the home was to be sold as described. This goal was not met by the program year end because the buyer has not yet been qualified. YouthWorks! Contract has been extended to December 2016 to provide them the additional time necessary to complete this goal of one unit.

Shelter Plus Care (S+C) provided approximately 40 Special-Needs households with affordable housing rental units. CDBG funds were not allocated for special needs households in the 2014 program year.

#### **Discuss how these outcomes will impact future annual action plans.**

Outcomes will certainly impact future CDBG and AHTF funding allocation considerations to be shifted from down payment assistance and public facility improvements, to emerging needs for rental assistance of all categories, such as emergency assistance for battered households, special needs, homelessness prevention, and rapid rehousing. Depending on the future award and timing of LIHTC for rental housing projects, CDBG funds will be geared towards supporting these projects for land acquisition, rehabilitation, or other eligible expenses.

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

Number of Persons Served	CDBG Actual
Extremely Low-income	1,148
Low-income	264
Moderate-income	128
Non low-moderate income	7
<b>Total</b>	<b>1,547</b>

*Table 9 – Number of Persons Served*

DRAFT

## **CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)**

**Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:**

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

For direct street outreach, Youth Shelters and Family Services on an ongoing basis provides supplies to areas where youth congregate. On any given night, the organization estimates that 100 youth may be homeless on the streets of Santa Fe. In addition to street outreach, services provided to homeless youth include, emergency shelter, transitional living and counseling. Special initiatives are the Pregnant and Parenting Project, including referrals, case management, parenting skills and donated items and the ACCESS Program, which helps youth with job readiness skills. Youth can stay at the emergency shelter for up to 30 days and in the transitional, apartment style living program for 18 months.

### **Addressing the emergency shelter and transitional housing needs of homeless persons:**

**St. Elizabeth.** St. Elizabeth Shelter operates two emergency shelters, one two-year transitional supportive housing program and two permanent supportive housing programs. Its Men's Emergency Shelter has 28 year-round beds along with a library, TV room, laundry, showers and intensive case management. The organization also offers longer term and transitional shelter options. *Casa Familia* has 10 beds for single women, eight rooms for individual families, and can accommodate up to 30 people, depending on family size. It also has a TV/play room, dining room, laundry and donations room where clothing and toys are available for guests. Both emergency shelters provide respite care for those who are in need of a place to recover from illnesses and behavioral health issues and both have a program manager, case managers and supervisory staff. *Casa Cerrillos* is a permanent housing program with 28 apartments for adults with disabilities, many with co-occurring substance abuse problems. Siringo Apartments is a permanent housing program with eight apartments for seniors. *Sonrisa Family Shelter* is a transitional housing program with eight apartments for families with children. It has a two-year stay limit within which time families are expected to have overcome the issues leading to their becoming homeless and have saved enough funds to successfully move in to housing of their own. All three supportive housing programs have on-site program/case managers that work closely with each guest and monitor their progress.

**ROC/Interfaith Shelter.** Several faith based organizations support a seasonal shelter from November to May through meals, showers and laundry, in addition to beds and also some case management services. The Resource Opportunity Center is open two days per week, serves 120 to 140 people per day, and offers more intensive case management and legal services.

**Life Link.** Established in 1987 in a motel, Life Link has evolved into a highly effective behavioral health

and supportive housing center. At *La Luz*, 24 apartment units and an additional 74 City wide scattered-site units are provided to people with mental illness and other co-occurring disorders, based on the permanent supportive housing model. Life Link provides extensive outpatient treatment, psycho-social rehabilitation, homeless prevention and rental assistance, peer support services and onsite healthcare screening.

**Esperanza.** Esperanza is a full service organization offering counseling, case management and advocacy for survivors of domestic violence. It operates a shelter that can house up to 42 people, as well as 21 beds of transitional housing to allow clients establish independence while still receiving supportive services. The organization also offers comprehensive non-residential counseling services.

**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**

In addition to ensuring the availability of a range of housing program options for these homeless populations, the City also ensures a range of social service program options for homeless individuals, families, veterans and unaccompanied youth that work to increase access for these populations to the health, education, employment, and housing sectors. These services include behavioral health counseling for adults and youth, dental healthcare for individuals and families, independent living skill training for homeless youth, and early childhood development and education for homeless families.

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

As reported in the 2016 Action Plan, In November 2014, the City passed a resolution directing staff to convene meetings with service provider agencies; and thereafter, analyze and report back to the governing body. The follow up report broke down needs for short term (see table in Appendix) and long term goals. Overall, the long term report details feedback from the service provider community that one-stop services provided by the Life Link and Health Care for the Homeless work well with managed care organizations (MCO's), such as Molina and PMS. What is needed is a more coordinated assessment process to reach the highest-need people more quickly and to get ID cards for participants so that they can better transition back into society by obtaining services and accessing employment. Another great

need is transportation for client participants from shelter to services. Additionally, a campus approach, which would address physical/behavioral health, and transitional housing is being researched by staff and service provider organizations. Creative architecture could allow for spaces to be designed for persons with different needs levels and therefore, accomplish the provision of services to people who will not engage because of concerns for their safety around other homeless populations, such as the needs of shorter-term homeless, which may include women and families, versus longer-term, chronically homeless with substance, mental health, etc. issues. This approach would require additional revenue that needs to be identified, such as, for example, an additional excise tax on liquor to support treatment, and an additional tax on business licenses to support housing.

Given the effects of the economic recession, concerted efforts have been made to expand the safety net of services in Santa Fe. In 2010, the city allocated CDBG and Affordable Housing Trust funds to *Faith at Work* which provided 3 months of emergency rent/mortgage assistance to 62 families, preventing immediate eviction and default. Of these families, 53 percent were extremely low-income, earning less than 30 percent AMI. Between July 2014 and June 2015, 28 families received emergency rent/mortgage assistance through *Esperanza Shelter's* Emergency Assistance Program (EAP), all of whom were female-headed household with household incomes in the 30 –50 percent AMI range. In 2014, the City allocated \$150,000 from the AHTF to support a pilot rental assistance program, administered through Life Link, The funds currently provide rental assistance to families and individuals at risk of being homeless, including rent payments, rental arrears, utilities, and deposits that were paid to 49 households. In 2014, the city allocated CDBG funds to provide additional safety net services. Kitchen Angels delivered meals to homebound and terminally ill residents, serving 314 residents, including 38 new residents. Lastly, over 500 children and their parents were assisted through the ACCESS Project, qualifying for public services and benefits.

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

### **Actions taken to address the needs of public housing**

The Santa Fe Civic Housing Authority (SFCHA) is the public housing agency in Santa Fe. As previously reported, they oversee 490 units of public housing, and manage 670 Section 8 vouchers in Santa Fe. There are a total of 369 units for seniors, leaving 121 for families. All of the units are in livable condition but maintenance is a continuous effort. Currently, 399 people are on the public housing waiting list, and 171 people on the Section 8 Voucher waiting list for Santa Fe. SFCHA receives approximately 35 applications per month for public housing. The application window is closed when 400 are reached. With only 6 to 8 families and/or individuals coming out of the program each year, new openings are extremely limited.

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

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

The Santa Fe Civic Housing Authority continues to run the Family Self-Sufficiency Program which supports residents and voucher holders to place funds in escrow to achieve home ownership and educational goals.

### **Actions taken to provide assistance to troubled PHAs**

The PHA is not designated as troubled.

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

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

Disproportionately, those who are most heavily cost-burdened, have the lowest incomes. The City of Santa Fe is reviewing its policies and practices to mitigate barriers to housing development—particularly affordable housing development—as part of the 2016 Analysis of Impediments to Fair Housing Choice to be finalized and open for public review in 2016. Toward the effort of affirmatively furthering fair housing, the City will also be reviewing and revising policies again in the new template, in the 2017 Assessment of Fair Housing (AFH) publication. This review of city housing policies and land use and zoning regulations has identified concerns in 2016, namely stakeholders raising concerns about inconsistent and unpredictable development approval decisions and “NIMBYism” affecting approvals. According to stakeholder interviews and private sector focus groups there is a stigma associated with affordable housing developments and neighborhood associations make strong efforts to impede affordable development.

In 2014 the City prepared several outreach materials regarding housing laws including the Federal Fair Housing Act, the New Mexico Uniform Owner Resident Relations Act (UORRA) and the NM Mobile Home Act. Often non-English speakers are further affected by not being aware of the rights and protections to which they are entitled under these laws. The outreach materials consist of Fair Housing Frequently Asked Questions brochures in English and Spanish and a tenant rights “Novella”, both in Spanish and English with ongoing distribution throughout the year. They are presently being distributed predominantly in Spanish-speaking and lower income neighborhoods as well as through school liaisons with the Santa Fe Public Schools and community facilities throughout the City along with the CAPER.

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

Based on the Housing Needs Assessment (HNA) update and the 2012 Five Year Plan to End Homelessness, the projects that were funded and executed support increasing the availability of affordable housing to low and moderate income households, addressing the needs of the homeless, and people with special needs. The HNA was finalized in 2016 and has been approved by the New Mexico Mortgage Finance Authority. Though not completed in the 2015-2016 program year, the A/I is currently being updated in 2016 and all necessary public comments and surveys are underway. Reports and findings on public input and surveys will be reported in the 2016-2017 CAPER next year.

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

As reported in the Consolidated Plan, there is a repair need of older homes in Santa Fe. The CDBG-funded Home Improvement project showed that there was a concentration of homes in the 87505 area



code and was split amongst census tracts. In 2014-2015, two out of the five homes served by this project were built prior to 1978. The sub-recipient reported that no paint was disturbed in either of those projects, so no remediation was conducted.

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

As part of an anti-poverty strategy, the City has worked toward implementing the following:

- 1) Establish priorities for allocating federal tax credits to mixed income rental developments where at least 30 percent of the rental units will be affordable to households earning less than 50 percent of the AMI;
- 2) Fund a local housing voucher program to provide assistance to the homeless and near homeless;
- 3) Modify the Santa Fe Homes Program (SFHP) so that the rental requirement is relevant to the housing needs in the community;
- 4) Work with for-profit and nonprofit organizations to develop on new multifamily, mixed income rental property using Low Income Housing Tax Credits where feasible. Total Units not to exceed 100 per project;
- 5) Identify all existing affordable rentals and develop a preservation plan as needed;
- 6) Arts + Creativity Center: The City is presently working with an affordable housing developer on infill development proposing 60 units serving 30-60% AMI and 10 market rate units to produce affordable live/work/creation spaces where Santa Fe's creative workforce can develop projects and learn entrepreneurial skills. The Center will primarily serve emerging creative professionals, as well as provide a major asset for underserved groups.

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 of families are:

- Conserve and maintain Santa Fe's existing housing stock and residential neighborhoods
- Continue to support rehabilitation loan programs targeted toward low to moderate income homeowners (50 to 80 percent AMI), which includes home renovations, emergency repairs and energy conservation measures including the purchase of new appliances, retrofits, and solar water heaters.
- Support the SFCHA's RAD conversion project to renovate 120 public housing units, although construction of 30 new units is no longer planned.

The City of Santa Fe has always supported Public Service Programs through the City's Community Services Department as well as CDBG funding for eligible public services activities. The Departments' Youth and Family Services Division, Human Services Committee, Public Library, Senior Services Division and the Children and Youth Commission provide programs through the City itself or by funding nonprofit organizations, many of which are public service programs.

The Human Services Division awards approximately \$700,000 annually to various non-profit organizations who provide the basic services of emergency shelter, accessibility to food and crisis services. They fund organizations that must have a physical location in the City and/or the County of Santa Fe serving Santa Fe Residents. The funding pays for direct services and some administrative costs determined on a case by case basis. The Human Services Committee sets the human services program priorities each year depending on the most significant need.

The Children and Youth Commission is a City commission through the Community Services Department that funds non-profit and public school programs that serve children from birth to 21 years of age. The Commission conducts an annual community needs assessment to determine emerging needs. Contracts are awarded in the areas of early child care and education, healthy living, environmental education, youth leadership and meaningful work experience, and supplemental educational programs for students in the Santa Fe Public Schools, of whom 75 percent are eligible for subsidized meals. The commission awards approximately \$1 million per year to these organizations.

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

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

The City of Santa Fe continuously carries out the priorities in the *2013-2017 Consolidated Plan* by collaborating with non-profit partners. The City's philosophy is to help build the capacity of community-based service providers, rather than to increase the size of the City's bureaucracy. The City and its staff serve as advocates and coordinators for its partner nonprofits. Another strength of this service delivery model is that a wide array of services is provided with little overlap because of the coordination between City departments as well as between the City and nonprofit partners. This cooperation is key to ensuring that services reach those in most need, including homeless families and individuals and those in danger of becoming homeless, veterans, senior citizens, victims of domestic violence, very low-income renters, at risk youth, and people with special needs and disabilities.

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

Action Item 1: Continue to improve access to and dissemination of fair housing information.

1.a. Implement a fair housing campaign targeted at the City's Hispanic immigrant, LEP and disabled populations

*Place Public Service Announcements on radio stations, public television stations and in newspaper ads as appropriate for each targeted population*

Action implemented: The Office of Affordable Housing (OAH) provided a discussion of Fair Housing issues providing an overview of Protected Classes, at the City Hall meeting of April 8, 2015. At this meeting, Mayor Javier Gonzales proclaimed April 2015 as Fair Housing Month.

*Distribute information about fair housing to public schools in target areas; send information flyers home twice a year with the children*

The Office of Affordable Housing has reached out to the Santa Fe Public Schools to establish a distribution plan and follow-up is an ongoing effort. CDBG Administrator met with the Communities and Schools New Mexico School Outreach Coordinators of 11 schools at their annual retreat to present Fair Housing activities and distribute literature. The OAH conducted an outreach campaign to educate the public about affordable housing and fair housing issues continues to distribute the Fair Housing Frequently Asked Questions brochure in Spanish along with the "Tino el Inquilino" Novella (2014), a story in Spanish and English about a tenant who shares his own discrimination experiences with a group of acquaintances. At the end of these documents, several regional legal resources are provided. Distribution is an ongoing effort to public schools, public libraries, city facilities, private non-profits and bilingual local businesses.

Action Item 2: Examine the creation of a fair housing education and/or enforcement organization.

The City of Santa Fe has committed funding or matched resources (meeting facilities) conditional on finalized budgets, to High Desert Fair Housing Consultants to conduct fair housing training for lenders and apartment managers.

Action Item 3: Encourage the Santa Fe Civic Housing Authority (SFCHA) to develop a website.

The SFCHA has indicated that no new actions have been implemented since the reporting of the 2013-2017 Consolidated Plan and has indicated that a website will not be completed.

Action Item 4: Work to Address "NIMBYism" or opposition from residents to affordable housing

Though community campaigns have been launched to support proposed high-density mixed affordable and market rate infill apartment developments, no new formal actions have been implemented since the reporting of the 2013-2017 Consolidated Plan.

Action Item 5: Consider allocating CDBG to address fair housing issues.

*In future Action Plans, the City should consider funding activities, such as accessibility improvements, to help reduce fair housing barriers.*

Actions implemented: The Office of Affordable Housing contributed CDBG funding for production of the English Novella (Tino) previously mentioned and additional CDBG funds allowed the city to help sponsor a Fair Housing training with the New Mexico Mortgage Finance Authority which was attended by approximately thirty individuals representing non-profit fair housing service providers and local governments within the state, including the City of Santa Fe's OAH and affordable housing CDBG sub-recipients. The training involved three core components. The first section outlined the major policy purposes of the Fair Housing Act; second, it addressed the necessary steps for demonstrating compliance with the duty to affirmatively further fair housing, with primary emphasis on HUD's existing regulation and HUD's Fair Housing Planning Guide, various court decisions, and the department's recent administrative enforcement actions detailed what is currently required of grantees. Lastly, in order to assist grantees in proposing corrective actions to impediments to fair housing choice, the training underscored several best practices for affirmatively furthering fair housing, including policies that can be implemented at the state and local levels.

Action Item 6: Monitor lending practices and resident access to credit. Continue financial education and homeowner counseling activities.

Actions implemented: The city has site monitored three non-profit partners that provide DPA and Home Improvement loans to low-to moderate income households and has verified that lending occurred to LMI recipient households within the program year. The city's sub-recipient service providers offer varying degrees of credit counseling, homebuyer education classes and training in order for their clients to qualify for and receive loans.

## **CR-40 - Monitoring 91.220 and 91.230**

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

### **CDBG Program Monitoring Requirements and Frequency**

The CDBG Administrator, in charge of the CDBG program, monitors program service providers, or sub-recipients funded by CDBG to ensure compliance with requirements through site inspections and documentation of organizational structures, with applicability to HUD national objectives and scope of work. The City of Santa Fe utilizes HUD's following guides to ensure compliance:

- "Guidebook for Grantee's on Sub-recipient Oversight",
- CPD Monitoring Handbook
- "Managing CDBG"
- "Ensuring CDBG Sub-recipient Timeliness Guidelines"
- CFR 570 Federal Regulation governing CDBG and including Part 58 governing Environmental Reviews
- Davis Bacon fair wage resources via the Department of Labor

Additionally, the Office of Affordable Housing attends technical assistance trainings in monitoring, sub-recipient oversight and fair housing throughout the year.

### **Committee Meetings**

The Community Development Commission (CDC) is the advisory body to the City of Santa Fe Mayor and City Council on CDBG funding allocation decisions and priorities in adherence to the 2013-2017 Consolidated Plan. The CDC also advises on adherence to the City's Affordable Housing/Santa Fe Homes Program Ordinance upon requests for alternate means of compliance to the ordinance, such as fees-in-lieu, from developers. The staff liaison for the CDC is also the CDBG Administrator and is responsible for coordinating, advertising and publishing the Consolidated Plan, Action Plan and CAPERs. The CDC is also tasked with reviewing Housing Needs Assessment updates, Analysis of Impediments to Fair Housing updates, and the upcoming Assessment of Fair Housing in 2017.

## Site Visits

Site monitoring has been conducted on nine of eleven sub-recipient projects completed in the program year: Homewise (Home Improvement Project); The Housing Trust (DPA Project); Santa Fe Recovery Center (facility accessibility upgrades); Habitat for Humanity (Home Improvement Project); Youth Shelters and Family Services (Street Outreach); Adelante (Middle School Liaison service project) and Adelante (Deferred Action for Childhood Arrivals Legal assistance); Girl's Inc. (Facility Improvement); and Kitchen Angels (Meal preparation and delivery for chronically ill). Two programs had contracts extended YouthWorks! (house by house program-extended to December 31, 2016); and Homewise Down Payment Assistance (contract extended to June 30, 2017); these entities will be monitored in the fall.

In the site visits, staff members have met with the leadership team of the particular non-profit sub-recipient, and reviewed selected files for accuracy based on the guiding regulations and documents. Both deficiencies and accomplishments have been noted both verbally in the post monitoring closing interview and by mailed follow up letters for corrective actions to be taken where needed to achieve effective, efficient program delivery.

## Reporting and Fiscal Management

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

This information is submitted quarterly and input into the Integrated Disbursement and Information System (IDIS) with data finalized prior to program closeout and reporting in the Program Year CAPER. The reports track completion of the contracted scope of services and track program demand and utilization by demographic category for services provided by the program. The program manager also must submit audits and/or audited financial statements which include a breakdown of the expenditures and revenue (including Program Income if relevant) and a specific description of the charges as defined in the contract. The City requires these within ninety (90) days of project completion

and considers time extensions under extenuating circumstances. The CDBG Administrator from the Office of Affordable Housing is responsible for reviewing and approving the sub recipient's account payment requests (invoices) and then submitting the request to the City's Accounts Payable Department for payment.

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

#### **Description of the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.**

The CDBG Citizen Participation Plan, as approved by HUD, requires that Santa Fe residents be given adequate time – a minimum of 15 days – to review the City's use of CDBG funds as well as holding a Public Hearing at a regular City Council meeting for public comment.

For the public comment opportunity, the Office of Affordable Housing published two display ads in Spanish and English on high-readership days: Tuesday, August 2, 2016 and Friday, August 5, 2016, in the Santa Fe New Mexican, soliciting public comment that remains open for a minimum 15-day period (from the date of initial publication) on the hard-copy document for review from July 29 through September August 15, 2016 - at the following locations:

Genoveva Chavez Community Center  
City of Santa Fe Market Station Offices  
Southside Library  
The Main Library  
City's website

To comply with the HUD Public Hearing and Public Comment requirements on the 2015 CAPER, the City Clerk published an official notice for public hearing on July 29, 2016 in the Santa Fe New Mexican Legal Section for the Public Hearing held on August 31, 2016.

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

City Finance Committee: August 15, 2016

City's Community Development Commission: August 17, 2016

Public Hearing, City Council: August 31, 2016

## Citizen Comments

Citizens have three options to participate. They may participate by attending public meetings, submitting written comments to the Office of Affordable Housing, and may testify at public hearings. All CDBG proposed projects go through the Community Development Commission public meeting advertised on the City's website and printed in the City's weekly meeting notice distributed to all City offices. All CDBG contracts went through the City Finance Committee for review prior to the start the funding year of July 1, 2015, and were advertised on the City's website. Finally the projects are heard at the City Council Public Hearing which is advertised in the Santa Fe New Mexican.

DRAFT



**CR-45 - CDBG 91.520(c)**

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

There are no changes.

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

No.

DRAFT

## APPENDIX A

\*\*This section is intentionally blank – reports to be run are based on year-end numbers that are being verified in IDIS\*\*

Additional items to be updated prior to the public hearing will include the following:

Map of Housing Activities

Advertisements: Public Review Legal Ads: August 2 and August 5, 2016, Notice of Public Hearing published July 29, 2016

Community Development Commission Meeting Minutes of August 17, 2016

Service Provider Comments

Loans and Other Receivables

HUD Reports: Integrated Disbursement Information System (IDIS)

DRAFT