

Cover Page

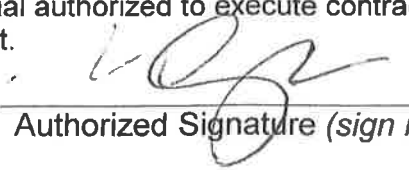
| City of Santa Fe Community Development Block Grant Program FY 2018-2019 | |
|---|---|
| Name of Nonprofit Organization: | YouthWorks |
| Name of Executive Director: | Melynn Schuyler |
| Name of Board President: | Fred Seibel |
| Name, Contact Information (Address, Phone, and Email) of Person Submitting Request (Fiscal Agent if appropriate): | Melynn Schuyler, Executive Director YouthWorks 1000 Cordova Pl., #415 Santa Fe, NM 87505 505-989-1855, melynn@santafeyouthworks.org |
| Amount Requested: | \$30,000 |
| Program Name or Service being requested for Funding: | YouthWorks Housing First Program |
| <p><u>Brief Program or Service Description:</u> CDBG funding is requested in the public service category to provide case management serves 30 to 40 young adults ages 18 to 24 who have unstable housing (homeless or at risk of homelessness). All participants will meet CDBG low income requirements. YouthWorks programs feature paid job skills-training combined G.E.D. coursework and trades/professional certification. YouthWorks provides a continuum beyond the organization by bridging job-ready youth to apprenticeships and/or long-term job placements in the community. Classroom or job success is tied to stable housing. YouthWorks Housing First Project provides case management support in life-work planning, finding a rental property, budgeting for rental expenses, providing rental entry vouchers, covering rental and utility deposits, providing consistent contact with youth in order for them to fulfill the requirements and 'hand hold' each youth through what is likely their first rental experience. YouthWorks will also work to match youth in cohousing to expand program funds.</p> | |
| <p>Check which Category Describes your organization:</p> <p>8. Private Non-Profit <input checked="" type="checkbox"/> X</p> <p>9. For Profit</p> <p>10. Public Agency</p> <p>11. Government Agency</p> | |
| DUNS or CAGE # | 1337700532 |
| Business Registration # | 17-00091367 |
| Tax ID # | 85-0480524 |
| State CRS # | 02-471161-00-6 |
| <p>Check <input checked="" type="checkbox"/> X Previous Recipient</p> <p>One: <input type="checkbox"/> New Applicant</p> | |
| <p>Funding Categories to be Addressed (Circle one):</p> <p><input type="checkbox"/> Housing</p> <p><input type="checkbox"/> Public Facility</p> <p><input checked="" type="checkbox"/> X Public Service</p> | |

Project Proposal Summary
(If funded, the following will be written into the contract Scope of Services with Accomplishment Levels along with details provided in Section A)

| | |
|---|--|
| Activity Name | Housing First Case Management Services |
| Brief Summary of the activity | Youth ages 18-24 who are housing insecure receive counseling assistance in planning and addressing financial barriers to home rental |
| <ol style="list-style-type: none"> 1. Youth in need meet with housing case manager to determine if they are ready to plan for permanent housing by renting an apartment that they inhabit by them self or with a roommate. 2. Individualized Housing Plan is developed using the HUD Housing First Core Principals when working with youth 3. Housing Case Manager and youth surveys available rental options and works with youth to determine budget needed to successfully pay the monthly rent with or without a roommate. If youth has adequate earning to pay monthly rent, the Housing Case Manager recommends rental entry voucher assistance for rental deposits (first month rent and security) and utility down payments. 4. Housing Case Manager will maintain consistent contact with youth as they move into permanent housing to help maintain housing and not return to homelessness. | |

| | |
|--|------------------|
| Amount of CDBG funding requested for Activity | \$30,000 |
| Total budget of Activity | \$196,000 |

To the best of my knowledge and belief, all data in this application is true and correct. If funded, I certify that the Applicant Organization is willing and able to adhere to the policies and procedures specified by the City of Santa Fe and all applicable program regulations of the US Department of Housing and Urban Development. Further, I understand there is not an agreement until the City of Santa Fe and the individual authorized to execute contracts on behalf of the Applicant Organization has signed the contract.


 Authorized Signature (sign in blue ink)

EXECUTIVE DIRECTOR
 Title

2/1/18
 Date

CDBG funds can be used for specific Eligible Activities as outlined in the Overview. Select one type of Eligible Activity category that best describes your Project.

Type of Eligible Activity (check one)

| | |
|---------------------------------------|----------|
| Activities Related to Housing | |
| Other Real Property Activities | |
| Public Facilities/Improvements | |
| Public Service | X |

Section A: Activity to be funded

A.1 Briefly describe the Activity you are requesting to fund with CDBG. This will help determine eligibility.

The YouthWorks Housing First Program is designed to pair housing unstable youth ages 18-24 with housing case management services focused on assessing basic needs, forming an integrated plan, identifying natural supports, service and resource-referral, working toward self efficacy through skills development and identifying housing options. Young adults will also access education and paid workforce training and employment placement programs within YouthWorks. The Housing First Case Manager will consistently meet with the youth as they prepare for rental. When the youth has sufficient earnings to pay for monthly rent and living expenses (often with a roommate) they are eligible for Rental Entry Voucher to cover first month's rent, security deposit, and utility deposits. The Rental Entry Voucher program enables acquisition of rental property for young adults without savings. After rental, the Housing First Case Manager will maintain contact with youth in order to fulfill rental requirements and help youth through what is likely their first rental experience. YouthWorks will also provide resources access for furniture, supplies and weekly roommate mediation and support.

A.2 Why is this Activity needed? Does it address a gap? Describe the degree of need, or the severity of a problem including cause, extent, location, frequency and duration that will be addressed by the project. Provide a description of service gaps the activity fills in the community. Additionally, supply data, such as demographics, reports and/or other information supporting your information and proving the need exists. (Attach additional pages, if necessary)

For over five years, Santa Fe's community of youth providers have been overwhelmed by the needs of homeless youth ages 18-24. The providers estimated 100-200 homeless young adults in this demographic who are homeless or housing insecure in Santa Fe. Santa Fe's Homeless Youth and Children Task Force (a community collaborative of agencies and citizens) has been studying the homelessness crisis of this age group, which has resulted in the Collaborative Shelter Working Group (CSWG), a core group of youth-serving partner agencies determined to find a solution. The Collaborative Working Shelter Group (CWSG) is comprised of representatives from SFPS Adelante Program, YouthWorks, Youth Shelters and Family Services (YSFS) Transitional Living Program, YSFS Street Outreach, the Interfaith Leadership Alliance (ILA) and their Social Justice Committee and Concerned Community Members.

Santa Fe's Homeless Youth and Children Task Force has been examining the gap in services for the homeless and housing insecurity of young adults ages 18-24 for several years. There is no developmentally appropriate shelter for young adults ages 18-24 in the Santa Fe area. The needs of a population that is often ignored, labeled as "adults," even though they are truly in a transitional, fragile stage of life, trying to hold on to jobs and go to school while homeless, in a city with few available, affordable housing options. Young adults have described trading sex or drugs or being trafficked and forced into prostitution for a warm place to sleep, or they have no other option than sleeping outdoors, in parked cars or in a variety of unsafe, unhealthy settings during the severe winter months. When in crisis and or in a deteriorated health situation, this group of young adults also uses the hospital emergency room as refuge and as a primary medical service provider. Trying to get and maintain a job or attend school is almost impossible, which leaves the young adult trapped in homelessness. Well-developed case management services, such as those delivered

through the case management team at YouthWorks, have been the key to problem identification, effective intervention and appropriate resource attainment for this target population of young adults.

In December of 2016, an emergency shelter pilot program was launched, named ShelterNow!, with an infusion of emergency-related privately raised funds and the support of the Interfaith Leadership Alliance to provide faith-based facilities' rotation for overnight housing during the winter months. YouthWorks served as the lead agency for ShelterNow!. ShelterNow! provided a safe emergency shelter but need for targeted housing services for young adults is year around. The CWSG partners also saw a need for more data on this population.

Since 2015, YouthWorks has lead the Santa Fe Community Foundation Birth 2 Career Collaborative Working Group (CWG) focused on Disconnected Youth. Disconnected youth are typically defined as youth age 16-24 years who are not working or in school. This group has gained increasing national attention because of substantial long-term negative outcomes for youth such as lifetime wage earnings as well as costs to society such as public assistance and incarceration.

In Santa Fe, the rate of disconnected youth was estimated at 16% based on American Community Survey microdata pooled from 2009-2013 (Santa Fe Birth to Career Collaboration, 2015). This represents almost 2,600 youth in Santa Fe, or almost one in six youth. More than half (53%) of disconnected youth in Santa Fe were in households at or below the federal poverty level compared to only 25% of other youth. More than half (54%) of disconnected youth in Santa Fe did not have a high school diploma or equivalent. Males and females were equally likely to be disconnected; however, females were more likely to report not seeking employment while males were more likely to report being unable to find work.

While much is known about the size and basic demographics of the disconnected youth population in Santa Fe, very little is known about other characteristics such as risk and resiliency factors and access to services. The Youth Risk and Resiliency Survey (YRRS) is an excellent source of information about risk and resiliency factors in a representative sample of middle and high school students. However, the YRRS excludes disconnected youth because it is only conducted in schools and it does not reach youth older than high school age. The Behavioral Risk Factor Surveillance Survey (BRFSS) is an adult survey that may reach some disconnected youth but does not include many detailed questions about risk and resiliency factors.

In summary, there are many disconnected youth in Santa Fe but existing surveillance activities do not collect information that community partners need to better serve this population. In early 2017 the B2C Collaborative Working Group with core members, APEX Education (professional evaluation team), Santa Fe Community Foundation, Healthy Transitions – New Mexico Project, Santa Fe Mountain Center, NM CYFD Behavioral Health Division, YouthWorks, NM Department of Health began work on a survey that would build on existing knowledge about disconnected youth in New Mexico by collecting more information about risk and resiliency factors and access to services. Results will be used to improve services, obtain funding, and advocate for system and policy changes to better support disconnected youth. The survey tool and data collection methods were pilot-tested in Santa Fe with the goal of expanding the sample size in future years and/or expanding the scope to other areas in New Mexico.

After seven months of planning and input from youth and community members, the survey named the Reconnecting Youth Survey (RYS) was given to 457 youth ages 14-26 the majority who were disconnect or under-connected with school and work. The survey was administer by youth teams hired and supervised by YouthWorks in collaboration with APEX Education and the Department of Health Epidemiologist. The data is

still being analyzed by the Department of Health, but preliminary data indicates real need for targeted, developmentally appropriate housing support combined with case management services. These are the young adults who are in a transitional age, struggling and attempting to hold jobs, pursue training and education, self-sustain and live independently, yet who have fallen between the cracks in Santa Fe and are in survival mode.

Preliminary data shows:

35.5% of all ages surveyed reported Unstable Housing

Ages 14-17 – 21.5%

Ages 18-21 – 39.4%

Ages 22-26 – 49.1%

52.2% of disconnect youth (not in school or not working) reported unstable housing

37.3% of youth with unstable housing reported being hungry most of the time or always

30.4% of youth with unstable housing have SNAP/Food Stamp benefits

41.0% of youth with unstable housing reported having no health care coverage

The final data analysis will be completed by summer 2018 and will be posted on the Santa Fe Community Foundation website and reported at several community meetings.

A.3 If applicable, what steps or phases will be taken to complete the Activity (provision of services, engineering/design, advertising, bidding, contract award, construction, etc.)?

YouthWorks has secured start-up funding from the Kind World Foundation to begin the Housing First Program. Housing insecure young adults ages 18-24 who have established a consistent, near full-time work history with the YouthWorks Workforce Innovation Program are eligible for the Housing First Program. Young adults meet with YouthWorks Housing First Case Manager to assess housing needs, form a financial plan, and identify potential rental property. Where needed to handle the rental cost or desired for social support, the Housing First Case Manager will assist the young adult is finding a roommate and mediating a roommate agreement. When the young renter(s) are ready, the Housing First Case Manager will recommend use of the Rental Entry Voucher to cover rental deposits (first month rent, security deposit and utility deposits). The Housing First Case Manager will also provide resource access for furniture, housing supplies, and weekly roommate mediation and support. Nationwide this model has been shown to launch a strong percentage of youth 18-24 into a pattern of successful and consistent housing. Housing case management will be provided as long as the youth require support to be successful.

A.4 Describe the population that the Activity will serve and how this population will be served.

Describe the outreach and recruitment activities which will be conducted to make the proposed activity services known and accessible to the targeted population. Please include where these outreach and recruitment activities will take place.

Of the 1,200 youth YouthWorks engages each year, more than 350 fully participate in all of YouthWorks services over the course of the year, taking advantage of our full suite of education, job training, and job

placement services. YouthWorks serves youth and young adults from Northern New Mexico with the majority from Santa Fe County. YouthWorks has a broad referral network and uses social media to inform youth of our services. But, the “youth to youth” is our best referral network. YouthWorks service population is unique among Santa Fe non-profits. Our program participants range from age 14 to 24. Typical demographics of our service population are 90% Hispanic, 97% low-income, 35% with some form of disability, 40 to 50% housing insecure, and 24% female headed households. These youth have literally no other place to turn for support and assistance. Many have been involved with the criminal justice system and have dropped out, or been forced out of public school. Because of their backgrounds, nearly all lack other meaningful opportunities for education, job training and basic life supports. For the Housing First Program, YouthWorks will serve housing insecure young adults ages 18-24 who are employed through YouthWorks Workforce Innovation Program. Target number of youth placed in rental property is 30 individuals or 23 households (a mix of individual, roommate and young families).

A.5 Estimate the number of total persons / households that will benefit from the CDBG funded portion of this Activity: (Fill in Households OR Persons depending on the type of Activity you are providing).

| Total number of clients you anticipate serving: | | |
|---|-----------|-------------|
| Households: 23 | <u>OR</u> | Persons: 30 |

A.6 Use the following Table 1 to break out the number of persons you anticipate serving at the low (30-50% AMI) and very low-income (< 30% AMI) levels and the type of client (Refer to overview of CDBG program for the most recent income amounts). Along with income, please anticipate the number of clients that are severely disabled adults, homeless persons, abused children, battered spouses, and illiterate adults, persons with AIDS, migrant farm workers, and elderly. (All of these clients fall under the presumed benefit categories as defined by CDBG and therefore, all under low or extremely low income). This would apply mainly to Public Service or Public Facilities/Improvements Activities.

| Extremely Low Income (<30% AMI) | Low Income (31-50%) | Moderate Income 51-80% | Illiterate adults | Abused children | Severely Disabled Persons | Migrant Farm Workers | Elderly | Persons with AIDS | Homeless Persons |
|---------------------------------|---------------------|------------------------|-------------------|-----------------|---------------------------|----------------------|---------|-------------------|------------------|
| | 30 | | | | | | | | 30 |

Table 1

A.7 Use the following Table 2 to breakout the number of households you anticipate serving at the income levels listed. (Refer to the 2017 AMI table on pg. 18 for the most recent income amounts). This would apply mainly to CDBG funding for housing projects such as Down Payment Assistance and Rehabilitation Activities.

| Extremely Low Income (<30% AMI) | Low Income (31-50%) | Moderate Income (51-80%) | Non-low Moderate Income (81-100%) | Female Head of Household |
|---------------------------------|---------------------|--------------------------|-----------------------------------|--------------------------|
| | 23 | | | 5 |

Table 2 YouthWorks is counting individuals, roommates and families as household.

A.8 CDBG funded construction activities must be in compliance with local land use plans and zoning. Explain how the proposed activity conforms to local plans and zoning ordinances.

Provide a copy of the page(s) of resource document(s), pertinent sections, and page(s). This only applies to projects where the CDBG funds will be used for the actual construction, not acquisition.

NA

A.9 Please describe the organization in terms of its administrative capacity and its qualifying experience and length of experience with activities or projects similar to the proposed Activity.

Include purpose, goals, programs, activities, clients, and accomplishments, if any, in the area of activity for which funding is requested. Give examples of and list experience.

YouthWorks' mission is to remain dedicated to helping youth develop the necessary life skills to become active, productive participants in their community. Founded in 2001, YouthWorks specializes in comprehensive programs designed to assist youth to develop social, leadership and workforce skills, and to expand educational opportunities while achieving productivity and success. The focus of YouthWorks is to take a whole community approach to youth development, recognizing that given a supportive environment, youth will develop the healthy attitudes and behaviors necessary for coping with the challenges that they encounter throughout life.

YouthWorks has developed a unique programmatic model to explicitly meet the cultural and developmental needs of youth in New Mexico. Over sixteen years of work in northern New Mexico, YouthWorks programs have been designed and adapted to positively impact the lives of the highest risk, non-traditional youth by imparting education and training through the application of practical skills. The organization has grown since its inception to serve nearly twelve hundred youth per year, with streams of young people commuting to YouthWorks' Santa Fe based facility and programs from as far as 60 miles away.

YouthWorks focus is to teach social skills; foster leadership development and community engagement; teach positive behavior, communication skills and responsibility through classroom based and hands-on education leading to employment and career path trajectories. YouthWorks programs feature paid job skills-training combined with G.E.D. coursework and trades/professional certification. Concurrently, young people in YouthWorks programs are served by wrap-around services, such as no-fee counseling and intensive personalized case management to assist them to overcome personal, familial, legal and social obstacles in

order to achieve stability and success. In 2015, YouthWorks was recognized as a "Bright Spot in Hispanic Education" by the White House Initiative on Educational Excellence for Hispanics (WHIEEH).

Since 2016, YouthWorks has been the lead agency for the Collaborative Shelter Working Group. The Collaborative Working Shelter Group (CWSG) is comprised of representatives from SFPS Adelante Program, YouthWorks, Youth Shelters and Family Services (YSFS) Transitional Living Program, YSFS Street Outreach, the Interfaith Leadership Alliance (ILA) and their Social Justice Committee and Concerned Community Members. This collaboration is ongoing and active. Members of CWSG help support the housing insecure young adults with resources as they address life challenges. During this stability planning stage of the YouthWorks Housing First Program young adults will receive temporary housing at area temporary shelters, including ShelterNow!, YSFS Transitional Living Program, Pete's Place, St. Elizabeth's. YouthWorks has also developing a Host Family Program to house youth temporarily with a family while they are working on their stability plan. Interfaith Leadership Alliance (ILA) is working with YouthWorks to identify families.

A.10 Briefly describe your organizations experience in government contract administration, and knowledge of federal regulations governing acquisition, procurement, equal employment opportunity, and laborstandards.

YouthWorks has a 15-year history of effectively managing multiple contracts from the City of Santa Fe, the State of New Mexico, as well as the federal government, including reporting and monitoring-intensive YouthBuild program funded through the Department of Labor Employment and Training Administration. The organization has existing comprehensive record keeping, reporting and monitoring structures in place for all programs and does not anticipate having to increase any of the aspects of program administration for this new program. Our accountant and bookkeeper have direct experience with financial billing and accounting for government and private grants. YouthWorks has consistently received clean financial audits with no findings, demonstrating the organization's strong management and sound fiscal oversight.

B. National Objective Compliance

| | |
|---|---|
| 1. Benefits Low/ Moderate Income persons/households by: | |
| Area Benefit (eligible area) (LMA) | |
| Limited Clientele (LMC) | X |
| Housing Activities (LMH) | |
| Job Creation or Retention (LMJ) | |

B.2 Is the service area city wide: (X) yes () no If no, fill out B.3.

B.3 If an activity is based on an area benefit, identify the Census Tract(s) and Block Group(s) that will be served. Make sure to read the Overview for a clear understanding of the requirements of an area benefit. Attach a map of the area.

NA

| Census Tract | Block Group | Total Population | Low/Mod Income Population | % Low/ Mod Income |
|--------------|-------------|------------------|---------------------------|-------------------|
| | | | | |
| | | | | |
| Total | | | | |

*verified in EGIS CPD Mapping Tool, population information not available.

B.4 Explain fully how the proposed project meets the CDBG National Objective selected above. Provide substantiating documentation supporting the claims. Refer to Overview for more detail.

YouthWorks Housing First Program fulfills the CDBG National Objectives by providing innovative programming to benefit low income (LI) young adults age 18-24 who are homeless or at-risk of homelessness.

C. Consolidated Plan Compliance

The City of Santa Fe provides guidance in its Consolidated Plan on funding uses, whether Federal, State, City, or Private. In accordance with federal regulations, each project must be consistent with the priorities outlined in the City's Consolidated Plan. (See Consolidated Plan on City website) Mark the one priority that the proposed project will meet.

P-25 Priority Needs

| Check | Priority Need Name | Priority Level | Population Served | Goals Addressed |
|-------|--|----------------|---|---|
| | Rental Vouchers | High | Extremely low-income renters; people at risk of being homeless; persons with disabilities; homeless youth; veterans; elderly; families in transition; persons with HIV/AIDS and their families; public housing residents; mentally ill; chronic substance abusers; victims of domestic violence | Reduced rate of cost burden and corresponding drop in poverty rate for homeless households and those in danger of becoming homeless. <i>(Increase Opportunities for At Risk Populations)</i> ; Inventory of rental units and vouchers expanded to meet increased demand <i>(Increase Affordable Housing Opportunities)</i> |
| | Emergency Shelter (note could be classified as Public Service which is restricted in allocation amount) | High | Extremely low-income residents; chronic homeless; homeless youth; veterans; families in transition; mentally ill; chronic substance abusers; victims of domestic violence | Reduced rate of cost burden and corresponding drop in poverty rate for homeless households and those in danger of becoming homeless. <i>(Increase Opportunities for At Risk Populations)</i> |
| X | Support Services for Homeless or People at Risk of Homelessness (note could be classified as Public Service which is restricted in allocation amount) | High | Extremely low-income renters; people at risk of being homeless; persons with disabilities; homeless youth; veterans; elderly; families in transition; persons with HIV/AIDS and their families; public housing residents; mentally ill; chronic substance abusers; victims of domestic violence | Reduced rate of cost burden and corresponding drop in poverty rate for homeless households and those in danger of becoming homeless. <i>(Increase Opportunities for At Risk Populations)</i> |
| | Refinancing Services and Support for Current Homeowners | High | Low-income homeowners; homeowners in risk of foreclosure; homeowners in substandard housing | Reduced rate of cost burden and corresponding drop in poverty rate for homeless households and those in danger of becoming homeless. <i>(Increase Opportunities for At Risk Populations)</i> ; Increased homeownership opportunities and support for long term affordability and accessibility for current homeowners. <i>(Increase Affordable Housing Opportunities)</i> |

Priority Needs (cont.)

| Check | Priority Need Name | Priority Level | Population Served | Goals Addressed |
|-------|--|----------------|--|--|
| | Homeowner Rehabilitation Programs, Energy-efficiency Upgrades, Accessibility Retrofits | High | Low- and moderate-income homeowners; residents in redeveloping or transitioning neighborhoods; homeowners living in aging or substandard housing stock; seniors who need to "age in place;" people with disabilities | Increased homeownership opportunities and support for long term affordability and accessibility for current homeowners. <i>(Increase Affordable Housing Opportunities);</i> Housing opportunities reflect emerging needs, changing demographics and are aligned with redevelopment projects, economic development objectives and sustainability goals <i>(Address Emerging and Current Needs and Changing Demographics)</i> |
| | Construction of affordably-priced homes for homeownership | Low | Low- and moderate-income homebuyers and current renters; local workforce | Increased homeownership opportunities and support for long term affordability and accessibility for current homeowners. <i>(Increase Affordable Housing Opportunities)</i> |
| | Fair Housing Outreach | High | Low- and moderate-income renters; low-income landlords; persons with disabilities; Spanish speakers; large families; general public | Housing opportunities reflect emerging needs, changing demographics and are aligned with redevelopment projects, economic development objectives and sustainability goals <i>(Address Emerging and Current Needs and Changing Demographics)</i> |
| | Diversity of Housing Types | Low | Low- and moderate-income renters; seniors; small households; entrepreneurs; aging veterans; entrepreneurs and other self-employed | Housing opportunities reflect emerging needs, changing demographics and are aligned with redevelopment projects, economic development objectives and sustainability goals <i>(Address Emerging and Current Needs and Changing Demographics)</i> |
| | Non-Housing Community Facilities and Services | High | Low- and moderate-income residents; residents in redeveloping or transitioning neighborhoods; youth | Housing opportunities reflect emerging needs, changing demographics and are aligned with redevelopment projects, economic development objectives and sustainability goals <i>(Address Emerging and Current Needs and Changing Demographics)</i> |

Priority Needs (cont.)

| Check | Priority Need Name | Priority Level | Population Served | Goals Addressed |
|-------|--|----------------|--|---|
| | Provision of Rental Units and Support Services for LI/ VLI Renters | High | Low- and very low-income renters; persons transitioning out of homelessness; renters in need of support services; public housing residents | Inventory of rental units and vouchers expanded to meet increased demand (<i>Increase Affordable Housing Opportunities</i>); Housing opportunities reflect emerging needs, changing demographics and are aligned with redevelopment projects, economic development objectives and sustainability goals (<i>Address Emerging and Current Needs and Changing Demographics</i>) |
| | Rental Rehabilitation | Low | Low- and moderate-income renters; low-income landlords; residents of low- income neighborhoods that are redeveloping or in transition; public housing residents | Inventory of rental units and vouchers expanded to meet increased demand (<i>Increase Affordable Housing Opportunities</i>); Housing opportunities reflect emerging needs, changing demographics and are aligned with redevelopment projects, economic development objectives and sustainability goals (<i>Address Emerging and Current Needs and Changing Demographics</i>) |
| | Down Payment Assistance | High | Low- and moderate-income residents who are "buyer ready"; first responders (fire, police, etc.) | Increased homeownership opportunities and support for long term affordability and accessibility for current homeowners. (<i>Increase Affordable Housing Opportunities</i>) |
| | Homebuyer Training & Counseling | High | Low- and moderate- income homebuyers; current renters | Increased homeownership opportunities and support for long term affordability and accessibility for current homeowners. (<i>Increase Affordable Housing Opportunities</i>) |

D. Budget

D1. Describe the Proposed Budget for this Activity. Please explain all budgeted expenses including contractual services, personnel services, commodities, and capital outlay. Also explain what the CDBG funds will be used for. Also explain the effect of not receiving any or only a portion of a CDBG allocation has on the project budget.

The CDBG request will fund 64% of the Housing First Case Manager salary (\$40,000+17%fringe). The remaining 35% will be funded by grant from the KindWorld Foundation. KindWorld Foundation will also fund contract housing specialist, Entry Rental Vouchers, Host Home stipends and household items. The YouthWorks Youth & Family grant supports counseling and education staff to assist the young adults in the Housing First Program. The City Economic Development grant supports paid apprenticeships and training for young adults in the Housing First Program. YouthWorks is requesting \$40,000 from the City Affordable Housing program to provide the funding for the Entry Rental Voucher within the Housing First Program. YouthWorks private funds and donations will cover indirect cost (office, utilities, bookkeeping, IT) and provide backup case management as needed. In-kind donations will be used to provide furniture and household items for each rental (est. \$1,000/rental).

Please complete the following table to identify the funding sources and amounts. Indicate total project cost that incorporates the total CDBG request and what funds or services, if any, the sponsor and/or other agencies will contribute. Also enter other committed funding sources (committed funds are funds available or will be available to fund the Activity during the CDBG Fiscal Year). Please be as accurate as possible. Should your organization be awarded funding, a revised budget (as needed) will become an Addendum to the CDBG Contract.

| Type of funding | Source/ amount | Source/ amount | Source/ amount | Totals |
|---|--|--|--|-------------------|
| Requested CDBG amount | | | | \$ 30,000 |
| Other HUD funds i.e. HOME, Section 108 | | | | \$ |
| Other Federal Funds | | | | \$ |
| City Funding i.e. Youth and Family, Human Services | Youth & Family \$10,000 for counseling/edu staff | City Economic Development - \$40,000 for apprenticeships | City Affordable Housing Grant request pending - \$40,000 | \$ 90,000 |
| State funding, i.e. MFA | | | | \$ |
| Other i.e. in- kind, private funds | \$23,000 KindWorld Foundation | \$30,000 private funds and donations | \$23,000 In-Kind donations of household items | \$ 76,000 |
| Total of all funding sources | | | | \$ 196,000 |

D.2 If you are proposing to utilize CDBG funds to pay for staff costs, please list each position title and the percentage of their salary and benefits that will be funded by CDBG. Depending on the Activity, listing this information does not guarantee the position will be funded by CDBG as it may not be eligible.

| PERSONNEL Position Title | New (Y/N) | % salary & benefits paid for with CDBG |
|-------------------------------------|----------------------|---|
| Housing First Case Manager | Y | 64% |
| | | |
| | | |
| | | |

| |
|--|
| E. Performance Measurement System/Work Plan |
|--|

CDBG/ Work Plan - FY 2018-2019

Provide the performance measurement goals, objectives and outcomes for your proposed CDBG project. Please refer to Exhibit B at the end of this document. Based on these measurements, attach a Work Plan that describes the goals, objectives and outcomes in greater detail and be:

- (B) Specific
- (C) Measurable
- (D) Achievable
- (E) Results-orientated
- (F) Time bound

YouthWorks Housing First Project Work Plan

GOAL: To place 30 housing insure young adults ages 18-24 in stable and safe rental property with housing case management services assisting with live-work financial and transportation planning prior to rental, finding a rental property, budgeting for rental expense, providing rental entry vouchers covering rental and utility deposits, providing consistent contact with youth in order for them to fulfill the rental requirements and maintain housing stability.

This Goal support the Consolidated Plan Goal and Objective: Reduced rate of cost burden and corresponding drop in poverty rate for homeless households and those at risk of becoming homeless. Objective: Creating Suitable Living Environments

| Activities & Objectives: | Completed by: |
|---|---|
| Intake - Needs assessment and crisis intervention to address temporary shelter, food and health needs | First day youth arrives at YouthWorks |
| Individual or group skill building including applying for health and welfare benefits, financial management training; job and social skills training and support | Second day until individual goals are met |
| Working with YouthWorks Workforce Development Coordinator to assess employment skills, preferences and logistics | Based on individuals stability and readiness to work |
| Employment or apprenticeship secured | Usually 1 to 2 months from intake |
| Meet with Housing First Case Manager to begin planning from transition from temporary housing to permanent housing. The Housing First Case Manager works with the Workforce Development staff to support and encourage the young adults as they learn the financial planning needed to gain permanent housing | Begins as employment starts and continues until young adult is ready for rental |
| Young adult and Housing First Case Managers begin reviewing potential rental property | Takes weeks or months depending on needs, i.e. near transportation; number of bedroom etc |
| Rental is identified – Housing Case Manager reviews lease rental requirements with the young adult | Usually takes about 1 week |
| Housing First Case Manager – approves young adult for Entry Rental Voucher to cover deposits for rental property and utilities | One to two days to process |
| Rental, furniture and household items secured | One week |
| Housing Case Manager – maintains contact with young adult to support a positive rental and roommate(if applicable) adjustment and financial planning to insure stability | 6 months to 1 year |

| |
|--|
| F. Submittal Requirements: Required Attachments |
|--|

Please attach one (1) unbound copy of the following items in the following order:

 X Transmittal Letter

 X On your organization's letterhead, prepare a brief letter outlining the following:

- A brief summary of your proposed project;
- Funding amount requested; and
- Name, telephone number and address of a contact person(s)

 X Board of Directors' Authorization to Request Funds

 X Work Plan (as noted above)

 X Certificate of Non-profit Incorporation

 X IRS documentation showing qualification as a nonprofit corporation under Section 501(c) (3), and most recently submitted Federal Tax Return (Form 990 or 990EZ) or other financial statement.

 X Organization Chart

 X Copy of Agency's most Recent Independent Audit

 X Agency's accounting and procurement policies

 X Confidentiality and Disclosure of Information



CITY OF SANTA FE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROPOSAL SCORE SHEET / Bid Number '18/20/RFP

Name of Applicant/Project: YouthWorks

Amount Requested: \$ 30,000

| Evaluation Criteria | Weighted Value | Evaluation Points 1 thru 5 | Total Score | Max Score |
|--|----------------|----------------------------|-------------|------------|
| Activity to be funded <ul style="list-style-type: none"> Why needed? Does it address a gap? Steps/phases to complete the activity Who is served? #s proposed to be served | 20 | X _____ | _____ | 100 |
| National Objective Compliance <ul style="list-style-type: none"> Benefits low/moderate income persons/households? Prevents slum/blight Does the activity serve residents Citywide or a Low to Moderate Income (LMI) Area (i.e. Census Tract)? | 20 | X _____ | _____ | 100 |
| Consolidated Plan Compliance <ul style="list-style-type: none"> Does the application demonstrate that it meets Consolidated Plan priorities? | 10 | X _____ | _____ | 50 |
| Budget <ul style="list-style-type: none"> Is proposed budget realistic? Are other funding sources secured? | 10 | X _____ | _____ | 50 |
| Performance Measurement/Work Plan <ul style="list-style-type: none"> Are performance measurements, outcomes and proposed outcomes well presented? Realistic? Well-supported in the application? Does the applicant have the administrative capacity to carry out the activity to be funded? | 20 | X _____ | _____ | 100 |
| Total Points | | | | 400 |