

CDBG APPLICATION Cover Page

City of Santa Fe Community Development Block Grant Program FY 2022-2023	
Name of Nonprofit Organization:	
Name of Executive Director:	
Name of Board President:	
Name, Contact Information (Address, Phone, and Email) of Person Submitting Request (Fiscal Agent if appropriate):	
Amount Requested:	
Program Name or Service being requested for Funding:	
Brief Program or Service Description:	
Check which Category Describes your organization: <input type="checkbox"/> Private Non-Profit <input type="checkbox"/> For Profit <input type="checkbox"/> Public Agency <input type="checkbox"/> Government Agency	
DUNS or CAGE #	
Business Registration #	
Tax ID #	
State CRS #	
Check One:	<input type="checkbox"/> Previous Recipient <input type="checkbox"/> New Applicant
Funding Categories to be Addressed (Circle one): <input type="checkbox"/> Housing <input type="checkbox"/> Public Facility <input type="checkbox"/> Public Service	

Project Application 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	
Brief Summary of Proposed Activity	

Amount of CDBG funding requested for Activity	\$
Total budget of Activity	\$

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 CDBG program policies and procedures specified by the City of Santa Fe and all applicable program laws and regulations of the US Department of Housing and Urban Development (HUD). Further, I understand there is not a commitment of funding until the City of Santa Fe and the individual authorized to execute contracts on behalf of the Applicant Organization has signed a CDBG subrecipient agreement.

Authorized Signature _____ Title _____ Date _____

CDBG funds can only be used for specific Eligible Activities as outlined in Section IIA in the Request for Applications (RFA). Select one type of Eligible Activity category that best describes your Project.

Type of Eligible Activity (check one)

Activities Related to Housing	<input type="checkbox"/>
Other Real Property Activities	<input type="checkbox"/>
Public Facilities/Improvements	<input type="checkbox"/>
Public Service	<input type="checkbox"/>
Other Types of Assistance	<input type="checkbox"/>

Section A: Activity to be funded

A1. Briefly describe the Activity you are requesting to fund with CDBG. This will help determine eligibility.

A2. Briefly describe how the priorities listed for 2022-23 CDBG funding will be addressed in the proposed project and how the implemented strategy will increase resiliency while mitigating systemic, root cause challenges of the problem within the community. This will help determine eligibility.

A3. 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)**

A.4 If applicable, what steps or phases must be taken to complete the Activity (provision of services, engineering/design, advertising, bidding, contract award, construction, etc.)?

A.5 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 the geographic scope and other methods related to these outreach and recruitment activities.

A.6 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:	<u>OR</u>	Persons:

A.7 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 Page 2 of RFA for the most current income limits). 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.

Illiterate adults	Abused children	Severely Disabled Persons	Migrant Farm Workers	Elderly	Persons with AIDS	Homeless Persons

Table 1

A.8 Use the following Table 2 to breakout the number of households you anticipate serving at the income levels listed. (Refer to the 2021 AMI table on pg. 2 of the Request For Application 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)	Very Low Income (31-50%AMI)	Low Income (51-80%)	Female Head of Household

Table 2

A.9 CDBG funded construction activities must be in compliance with local land use plans and zoning. Explain how the proposed activity conforms to local housing and sustainability 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 construction or rehabilitation, not acquisition. NOTE: if funds are used for new housing construction, only certain activities can be supported (land acquisition, infrastructure, etc.) and subrecipient must be certified by the City and approved by HUD as a Community Based Development Organization (CBDO).

A.10 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. Also, describe community partnerships and collaborations which will expand access to the

housing and/or services proposed in this project and/or deepen community network capacity. Give examples of and list experience, including with past and current CDBG-funded projects.

A.11 Briefly describe your organization’s experience in government contract administration, and knowledge of federal regulations governing acquisition, procurement, equal employment opportunity, and labor standards.

B. National Objective Compliance (See page 1 of RFA.)

1. Benefits Low/ Moderate Income persons/households by:	
Area Benefit (eligible area) (LMA)	
Limited Clientele (LMC)	
Housing Activities (LMH)	

B.2 Is the service area city wide: () 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. Attach a map of the area.

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

B.4 Explain fully how the proposed project meets the CDBG National Objective selected above.

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’s website: <https://www.santafenm.gov/hudrequiredreportingandplans>.) Mark the **one priority need** that the proposed project will meet.

Check ONE Priority Need	Priority Need Name	2018-2022 Consolidated Plan Goals Addressed
	Rental Vouchers	Reduced rate of cost burden and corresponding drop in poverty rate for homeless households and those in danger of becoming homeless. (HUD Objective: Increase Opportunities for At Risk Populations); Inventory of rental units and vouchers expanded to meet increased demand (HUD Objective: Increase Affordable Housing Opportunities)
	Emergency Shelter*	Reduced rate of cost burden and corresponding drop in poverty rate for homeless households and those in danger of becoming homeless. (HUD Objective: Increase Opportunities for At Risk Populations)
	Support Services for Homeless or People at Risk of Homelessness*	Reduced rate of cost burden and corresponding drop in poverty rate for homeless households and those in danger of becoming homeless. (HUD Objective: Increase Opportunities for At Risk Populations)
	Refinancing Services and Support for Current Homeowners	Reduced rate of cost burden and corresponding drop in poverty rate for homeless households and those in danger of becoming homeless. (HUD Objective: Increase Opportunities for At Risk Populations); Increased homeownership opportunities and support for long term affordability and accessibility for current homeowners. (HUD Objective: Increase Affordable Housing Opportunities)

Check ONE Priority Need	Priority Need Name	2018-2022 Consolidated Plan Goals Addressed
	Homeowner Rehabilitation Programs; Energy-efficiency Upgrades' Accessibility Retrofits	Increased homeownership opportunities and support for long term affordability and accessibility for current homeowners. (HUD Objective: Increase Affordable Housing Opportunities); Housing opportunities reflect emerging needs, changing demographics and are aligned with redevelopment objectives and sustainability goals (HUD Objective: Address Emerging and Current Needs and Changing Demographics)
	Construction of affordably-priced homes for homeownership	Increased homeownership opportunities and support for long term affordability and accessibility for current homeowners. (HUD Objective: Increase Affordable Housing Opportunities)
	Fair Housing Outreach	Housing opportunities reflect emerging needs, changing demographics and are aligned with redevelopment projects, economic development objectives and sustainability goals (HUD Objective: Address Emerging and Current Needs and Changing Demographics)
	Diversity of Housing Types	Housing opportunities reflect emerging needs, changing demographics and are aligned with redevelopment objectives and sustainability goals (HUD Objective: Address Emerging and Current Needs and Changing Demographics)
	Provision of Rental Units and Support Services* for LI/ VLI Renters	Inventory of rental units and vouchers expanded to meet increased demand (HUD Objective: Increase Affordable Housing Opportunities); Housing opportunities reflect emerging needs, changing demographics and are aligned with redevelopment projects, economic development objectives and sustainability goals (HUD Objective: Address Emerging and Current Needs and Changing Demographics)
	Non Housing Community Facilities and Services*	Housing opportunities reflect emerging needs, changing demographics and are aligned with redevelopment projects, economic development objectives and sustainability goals (HUD Objective: Address Emerging and Current Needs and Changing Demographics)
	Mortgage Principal Reduction Assistance	Increased homeownership opportunities and support for long term affordability and accessibility for current homeowners. (HUD Objective: Increase Affordable Housing Opportunities)
	Homebuyer Training & Counseling	Increased homeownership opportunities and support for long term affordability and accessibility for current homeowners. (HUD Objective: Increase Affordable Housing Opportunities)

*Possibly subject to 15% Public Services Cap

Check ALL that apply	Priority Fair Housing Need Name	2018-2022 Consolidated Plan Goals Addressed
	Fair Housing Factor #1: Aging Housing Stock	Increase affordable homeowner opportunities. Preserve and improve existing housing. Increase affordable rental housing opportunities.
	Fair Housing Factor #2: Access to Schools & Transportation	Increase opportunities for at-risk populations. Improve access to high quality schools. Align housing opportunities with emerging needs.
	Fair Housing Factor #3: High Housing Costs	Align housing opportunities with emerging needs. Preserve and improve existing housing. Increase affordable homeowner opportunities. Increase affordable rental housing opportunities. Create more affordable, quality housing. Increase opportunities for at-risk populations.
	Fair Housing Factor #4: Work opportunities for disabled people	Increase opportunities for at-risk populations. Continue to work to improve economic opportunities
	Fair Housing Factor #5: Accessible Housing for Disabled	Align housing opportunities with emerging needs. Preserve and improve existing housing. Increase affordable homeowner opportunities. Increase affordable rental housing opportunities. Create more affordable, quality housing. Increase opportunities for at-risk populations.
	Fair Housing Factor #6: Fair Housing Information and Resources	Increase opportunities for at-risk populations. Continue to work to improve economic opportunities.

D. Budget

D1. Please complete the Budget Addendum (Exhibit A) to identify the budgeted expenses including contractual services, personnel services, materials and supplies, real property expenses and other expenses. Below 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.

D.2 Please complete the Budget Addendum (Exhibit A) 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.

D.3 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

E. Performance Measurement System/Work Plan

CDBG/ Work Plan - FY 2022-2023

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:

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

F. Required Attachments

In addition to the requirements described on pg 5, please attach one (1) unbound copy of the following items in the following order:

_____ Project Budget (Exhibit A) – this will be attached to the CDBG Subrecipient Grant Agreement, if funded.

_____ Work Plan (Exhibit B)

EXHIBIT A: Project Budget Addendum. Fill out the following budget, identifying other sources of funding for the proposed project.

Type of funding		Source/ Amount	Source/ Amount	Source/ Amount	Totals
CDBG Amount Applied for:					\$
1	Subrecipient Match (includes in-kind)				\$
2	Other HUD funds (i.e. HOME, ESG, CoC, Sect 8)				\$
3	Other Federal Subsidy (LIHTC, etc.), Relief Funds				\$
4	City Funding (i.e. Youth and Family, Human Services Divisions)				\$
5	State funds (i.e. MFA, DFA)				\$
6	Other Organizational resource (includes in-kind), philanthropic				\$
7	Private funds (includes out of pocket costs of beneficiary)				\$
Total of all funding sources					\$

Table A-1: Sources of Funding

Leverage/Match Requirement. The City requires that CDBG funds are matched or leveraged at a \$1:\$1 ratio. This means that for every CDBG dollar provided by the City, \$1 of either organizational resources (including in-kind services) or funds leveraged from an additional resource (as described above) is provided. On the following table, indicate how this ratio is met. The amount in Row B must equal or be greater than the amount in Row A.

A:	CDBG Amount Applied for:	\$	Ratio*
	Subrecipient Match (enter total amount in Row 1)	\$	
	Total Leveraged (Sum of Total for Rows 2+3+4+5+6+7)	\$	
B:	Total Match + Leverage	\$	

Table A-2: Leverage/Match Ratio

* Ratio Calculation = "CDBG Amount Applied For" divided by Total Match and/or Leverage

Project Budget. Please use budget table below to provide estimated project costs and uses of funds. Indicate budget line items that will be covered by CDBG funds. Note that this budget will be used as an addendum to the grant agreement with the City.

Expense Categories	Details	Totals
Contractual Services		\$
		\$
		\$
		\$
		\$
	Contractual Subtotal	\$
Personnel		\$
		\$
		\$
		\$
		\$
	Personnel Subtotal	\$
Equipment and Supplies		\$
		\$
		\$
		\$
		\$
		\$
	Equipment/Supplies Subtotal	\$
Real Property		\$
		\$
		\$
		\$
		\$
	Real Property Subtotal	\$
Other Expenses		\$
		\$
		\$
		\$
		\$
	Other Expenses	\$
BUDGET TOTAL		\$

Table A-3: Project Budget

EXHIBIT B: Work Plan Explanation

Performance Measurement System. An outcome performance measurement system for the Community Development Block Grant program has been developed by a working group made up of members of the Council of State Community Development Agencies (COSFDA), the National Community Development Association (NCDA), the National Association for County Community Economic Development (NACCED), the National Association of Housing and Redevelopment Officials (NAHRO), the National Council of State Housing Agencies (NCSHA), the Office of Community Planning and Development and the Office of Policy Development and Research (PD&R) at HUD, and the Office of Management and Budget (OMB).

The implementation of the outcome performance measurement system and its use by grantees such as the City of Santa Fe will enable HUD to collect information on the outcomes of activities funded through CDBG. This data will be entered into the Integrated Disbursement and Information System (IDIS) and will be aggregated at the national level to provide HUD with the information necessary to show the national results and benefits of the expenditure of federal funds.

Applicants will be required to complete the performance measurement system questions in the application for 2022-2023 funding.

The performance measurement system is designed for the following purposes:

- Set of common program outcomes are used to report on results nationally;
- Outcome measures show how program benefits a community or people served; and
- Enables HUD and partners to “tell the story about results to Congress, OMB, and public.”

The performance measurement system consists of four main components:

- Goals
- Objectives
- Outcomes
- Indicators

Goals – What is the goal of your program, and how does it fit within the Priorities for the City of Santa Fe’s *2018-2022 Consolidated Plan*? Your program **must** address one of the Priorities in the *Consolidated Plan*. The approved 2018-2022 Consolidated plan is available at: <https://www.santafenm.gov/hudrequiredreportingandplans>

Objectives – Objectives closely mirror the statutory objectives of each program. The objectives are framed broadly to capture a range of community impacts that occur as a result of program activities. The Outcome Performance Measurement System offers three

possible objectives for each activity. Choose **one** of the three that best describes your activity:

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

When selecting an **objective**, ask yourself:

What is the purpose of the activity?

What is the larger community need that I am seeking to address?

Outcomes – The Program outcome helps further refine the grantee’s objective and is designed to capture the nature of the change or the expected result of the objective that a grantee seeks to achieve. Outcomes correspond to the questions: What **type** of change is the activity seeking? Or what is the **expected result** of the activity? The CPD Performance Measurement System provides three Outcomes. Choose **one** of the three that best defines your activity:

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

program that provides services to low- and moderate-income persons/families at lower cost than unsubsidized day care.)

3. **Sustainability** – applies to activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low- and moderate-income or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

When selecting an **outcome**, ask yourself:

What type of change or result am I seeking?
What is the expected result of my activity?

Indicators - There are four common indicators that are relevant for most activities. The system requires the grantee to report on these data elements for nearly all program activities and must receive the information from the subrecipients.

Common indicators that all sub-recipients are **required** to report are:

- Amount of money leveraged from other Federal, state, local and private sources per activity
- Number of persons, households, businesses, units or beds assisted, as appropriate
- Income levels of persons by household by <30%, 30-49%, 50-79% and ≥80% of area median income (AMI)
- Race, ethnicity and disability data when programs directly benefit persons or households

Specific indicators are broken down into the following reporting categories:

- Housing Activities
- Public Services
- Public Facilities and Improvements