

**SANTA FE COUNTY**  
**BOARD OF COUNTY COMMISSIONERS**  
**SPECIAL MEETING**  
**COMMUNITY DEVELOPMENT BLCK GRANT PROGRAM**

**March 12, 2019**

Anna T. Hamilton, Chair - District 4  
Henry Roybal, Vice Chair - District 1  
Rudy Garcia - District 3  
Anna Hansen, Chair - District 2  
Ed Moreno - District 5

SFC CLERK RECORDED 04/10/2019

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**SPECIAL MEETING**

**COMMUNITY DEVELOPOMENT BLOCK GRANT PROGRAM**

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**March 12, 2019**

**I. A.** This special CDBG meeting of the Santa Fe Board of County Commissioners was called to order at approximately 2:05 p.m. by Chair Anna Hamilton in the Santa Fe County Commission Chambers, Santa Fe, New Mexico.

**B. Roll Call**

Roll was called by County Clerk Geraldine Salazar and indicated the presence of a quorum as follows:

**Members Present:**

Commissioner Anna Hamilton, Chair  
Commissioner Henry Roybal, Vice Chair  
Commissioner Rudy Garcia  
Commissioner Anna Hansen  
Commissioner Ed Moreno

**Members Excused:**

None

**C. Approval of the Agenda**

COMMISSIONER HANSEN: Madam Chair, I move to approve.

COMMISSIONER MORENO: Second.

CHAIR HAMILTON: Thank you. I have a motion and a second.

**The motion passed by unanimous [5-0] voice vote.**

**II. CDBG PROGRAM OVERVIEW**

**A. CDBG Program Objectives, Requirements and Limitations**

- 1. Program Objectives**
- 2. Eligible Applicants**
- 3. Eligible and Ineligible Activities**
- 4. Program Requirements**
- 5. Application Requirements**

PAUL OLAFSON (Growth Management): Madam Chair, Commissioners, I am here today to present an item on the Community Development Block Grant. As you

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know from the previous meeting, the Commission selected two projects. This hearing now is to confirm that selection. We will not be asking you to take any action but it's an opportunity to allow the public to have any more additional input. So I'm going to briefly go through the CDBG program and then ask for any public input.

CHAIR HAMILTON: Thank you.

MR. OLAFSON: So as you know from the previous meetings, a Community Development Block Grant is a grant program administrated through HUD, which is Housing and Urban Development. It's federal grant money. It's channeled through the State through the Department of Finance and Administration. The program objectives are to benefit low to moderate income families, aid in prevention of a slum or blight, and to meet urgent community development needs.

Eligible applications are all cities except Albuquerque, Las Cruces, Santa Fe, Farmington and Rio Rancho. Those cities have their own programs. Water mutual domestic associations may apply. Pueblos and tribes are also funded through different funding streams.

Eligible activities include community infrastructure, housing, public service, capital outlay, economic development, planning, and *colonias*, which also does not apply to Santa Fe County.

Ineligible activities include city halls, general operation and maintenance, housing allowance payments and mortgage subsidies, expenditures for political purposes and costs involved in preparing applications.

Program requirements include that applicants must conduct at least one public hearing; this is our third. Citizen participation is encouraged throughout the process including in Spanish and outreach and we have placed advertisements in the newspapers in both English and Spanish. Recommendations from the public are to be considered and we have done that already, and again, that each project would benefit low to moderate income persons, prevent slum or blight, or meet an urgent or life-threatening community development need.

Some of the application requirements include that for infrastructure projects with a certified cost estimate the project can apply for up to \$750,000. Infrastructure projects without a certified estimate may apply for \$500,000, and planning applications are limited to \$50,000. Additionally, there is an economic development fund set-aside for economic development projects and that is limited at this time to \$500,000 per project.

The applicants must reach a threshold requirements that all grants are closed. We do have one grant that's open with our Housing Authority but it's anticipated to be closed prior to submission of an application this year for either project. We've gotten confirmation from DFA that that's okay.

Additionally, applications are scored by rating certain criteria including the benefit to low to moderate income persons, leveraging of additional funds, citizen participation, planning, feasibility and readiness, user fees and revenues and cost benefit. The Community Development Council will meet in September to review and evaluate projects and make a final selection.

The infrastructure projects are due on June 20<sup>th</sup> of this year, and economic development projects, because they have a slightly different process can be submitted any time.

**II. B. Current and Past CDBG Projects  
C. Questions**

MR. OLAFSON: So in summary, on February 12<sup>th</sup> the Board held a special CDBG meeting where projects were proposed. Additionally, the Board met again on February 26<sup>th</sup> where two projects were selected: one for New Mexico Foods, which is a food processing project for economic development. The other was an infrastructure project to support phase 3A of the Greater Glorieta Mutual Domestic Water Users Association.

And again, this hearing is to allow for confirmation of the previously selected projects. We do have some past projects including the Housing Authority project I just mentioned. Greater Glorieta has also in the past received a grant for a mutual domestic system. La Familia Medical Center, Marcos P. Trujillo Teen Center, Nancy Rodriguez Community Center, and Youth Shelters have also been County CDBG projects in the past.

And again, the CDBG process encourages public input. At this hearing we are not asking for an action but to allow for public input and any comments. And with that I would stand for questions or open the hearing to the public.

**II. D. Citizen Input**

CHAIR HAMILTON: Thank you very much. So unless the Commissioners have particular questions right now I could go for public input and then have discussion. So I'll open the public hearing. Is there anybody here from the public who wants to speak to the CDBG projects? Feel free. If there's anybody here who wants to speak, stand up now. Not seeing anybody I guess I will close the public hearing.

Is there discussion among the Commissioners? Any questions remaining on this? Commissioner Hansen.

COMMISSIONER HANSEN: Is it appropriate for me to make a motion?

CHAIR HAMILTON: We don't actually need an action.

MR. OLAFSON: Madam Chair, Commissioner, no. No action required.

**III. ACTION ITEMS**

**A. Request Approval to Appoint Designee to Act as Certifying Official (CO) for the Environmental Review Process of the 2019 Community Block Grant (CDBG) Infrastructure Application**

CHAIR HAMILTON: So there's some decision about appointing some people, authority for acting during this process. Is that not true?

MR. OLAFSON: Madam Chair, yes. The next two items, III. A and III. B are appointing staff to act as the certifying officials for environmental documentation that is part of the application process. That's a separate item that will require action.

CHAIR HAMILTON: I understand. So it is a separate item. So we can

move to that if we're finished with this item and you have confirmation that what we did before was good. No additional input.

MR. OLAFSON: Correct.

CHAIR HAMILTON: Everybody that's good? What is it you need?

MR. OLAFSON: Madam Chair, item III. A, we're requesting the appointment of Jacob Stock to serve as the certifying official for the environmental review process for the 2019 Community Development Block Grant infrastructure application, and that is the application for \$750,000 for the Greater Glorieta Mutual Domestic Water System, Phase 3A project.

CHAIR HAMILTON: Right. So do you need a motion for that?

MR. OLAFSON: Yes.

CHAIR HAMILTON: Commissioner Hansen.

COMMISSIONER HANSEN: I move to appoint Jacob Stock to the environmental review process of the 2019 Community Development Block Grant for infrastructure application.

COMMISSIONER ROYBAL: I'll second.

CHAIR HAMILTON: Thank you. So I have a motion and a second.

**The motion passed by unanimous [5-0] voice vote.**

**B. Request Approval to Appoint Designee to Act as Certifying Official (CO) for the Environmental Review Process of the 2019 Community Block Grant (CDBG) Economic Development Application**

MR. OLAFSON: III. B is to appoint designees to act as certifying officials for the environmental review process for the 2019 Community Development Block Grant economic development application. And this is the application for New Mexico Foods, and we're asking to appoint two staff members in case one is not available, and those two staff members would be Chris Hyer with the Economic Development Division and Jacob Stock again with the Planning Division.

CHAIR HAMILTON: Great. So what's the pleasure of the Board?  
Commissioner Hansen.

COMMISSIONER HANSEN: I move to approve the appointment designees to act as Certified Officials, COs, for the environmental review process of the 2019 Community Development Block Grant economic development application, Chris Hyer and Jacob Stock.

COMMISSIONER ROYBAL: Second.

CHAIR HAMILTON: Thank you. So I have a motion and a second.

**The motion passed by unanimous [5-0] voice vote.**

**IV. Concluding Business**  
**A. Adjournment**

Upon motion by Commissioner Hansen and second by Commissioner Roybal, and with no further business to come before this body, Chair Hamilton declared this meeting adjourned at 2:14 p.m.



Approved by:

*Anna Hamilton*  
Board of County Commissioners  
Anna Hamilton, Chair

*Geraldine Salazar*  
GERALDINE SALAZAR  
SANTA FE COUNTY CLERK



BCC MINUTES  
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COUNTY OF SANTA FE )  
STATE OF NEW MEXICO ) ss

I Hereby Certify That This Instrument Was Filed for  
Record On The 10TH Day Of April, 2019 at 11:17:34 AM  
And Was Duly Recorded as Instrument # **1883464**  
Of The Records Of Santa Fe County

Respectfully submitted:

*Karen Farrell*  
Karen Farrell, Wordswork  
453 Cerrillos Road  
Santa Fe, NM 87501

Deputy *Esabella Martinez* County Clerk, Santa Fe, NM  
Witness My Hand And Seal Of Office  
Geraldine Salazar

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