

**SANTA FE COUNTY**  
**BOARD OF COUNTY COMMISSIONERS**  
**SPECIAL CDBG MEETING**  
**PROJECT CLOSEOUT No. 16-C-40**

**June 11, 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 07/22/2019

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**SPECIAL CDBG MEETING**

**PROJECT CLOSEOUT No. 16-C-40**

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**June 11, 2019**

1. A. This special CDBG meeting of the Santa Fe Board of County Commissioners was called to order at approximately 2:03 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**

CHAIR HAMILTON: Are there any changes we need to be aware of? No. So what's the pleasure of the Board?

COMMISSIONER ROYBAL: Madam Chair, I'd like to move that we approve the agenda.

COMMISSIONER MORENO: Second.

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

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

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2. **CDBG PROGRAM OVERVIEW**
  - A. **CDBG Program Objectives, Requirements and Limitations**
  - B. **Program Objectives**
  - C. **Eligible Applicants**
  - D. **Eligible and Ineligible Activities**
  - E. **Program Requirements**
  - F. **Questions and Board Comments**

PAUL OLAFSON (Planning Division): Madam Chair, Commissioners, I'm going to briefly go through the CDBG overview. This will include objectives, requirements, limitations, eligible and ineligible applications, basic program requirements and then ask for questions and comments from the Board, and then also ask that we have public comment. This is a public hearing. After I've done with my presentation I'll turn it over to Joseph Montoya to do the close-out activities for the grant.

CHAIR HAMILTON: Excellent. Thank you.

MR. OLAFSON: So as you know, I have to go through all of these steps as part of making sure we have full clarity and disclosure so it's going to take a little bit of talking, but I'll go as quickly as I can.

The Community Development Block Grants are administered through the Department of Housing and Urban Development and at the state level through the Department of Finance and Administration/Local Government Bureau. We have a project here today that we'll be discussing. It was a roofing project for County affordable housing units. That was for \$500,000. This is the final hearing to close out that grant and complete it. The objectives of the CDBG program are to benefit principally low to moderate income families, aid in prevention of a slum or blight, and meet urgent community development needs where existing conditions pose a threat to health and welfare.

Eligible applications include Santa Fe County and all the counties and all incorporated municipalities with the exception of Albuquerque, Las Cruces, Santa Fe, Farmington and Rio Rancho. Those cities have their own CDBG funds that they administer. Water and mutual domestic associations are eligible for planning assistance, and pueblos and tribes also receive direct funding from HUD so they are not part of this process.

Eligible activities include community infrastructure, housing, public service, capital outlay, economic development, planning, and *colonias*, and in this category we applied for funds to apply towards the affordable housing reroofing program. Ineligible activities include city halls or county courthouses with the exception of facilities that are not ADA compliant. Also ineligible is general operation and maintenance of public facilities. Housing allowance payments and mortgage subsidies are not allowed. Expenditures for political purposes are not allowed, and costs involved in preparing the application and securing funding are also not allowed for funding.

Program requirements include: applicants must conduct at least one public hearing prior to selecting a project and the hearing must be noticed and open and available. Citizen participation must be encouraged with an emphasis on low and moderate income participants. Recommendations from the public are to be considered at

official, regularly scheduled meeting of the governing body, and each CDBG application must address at least one of the three national objectives that I listed before, which is low to moderate income persons, prevention of slum and blight, and urgent or life-threatening community development need.

Previously, the County has received funds for the Glorieta Water System through the CDBG program. We've received funds for the Nancy Rodriguez Community Center, Youth Shelters, Phase One and the Marcos P. Trujillo Teen Center.

On April 11<sup>th</sup> and June 13<sup>th</sup> in 2017 there were special meetings held to select a Community Development Block Grant project and we also presented an overview in 2018 as part of the CDBG selection process, and eventually the Board did select the Housing Authority to submit a grant for reroofing housing units. It's through that process, they've concluded that work and met all the requirements as required through DFA and the New Mexico Administrative Code. We have met the guidelines. We've also placed advertisements in the newspapers on May 24<sup>th</sup> and 30<sup>th</sup> regarding this hearing today and we are asking the Board to schedule a public hearing so that we can complete the requirements for the close-out process of the CDBG grant.

And with that I would stand for any questions.

CHAIR HAMILTON: Commissioners, are there any questions. Thank you. That was good. So where do we go from here?

MR. OLAFSON: We need to open it up for public comment.

### **G. Citizen Input**

CHAIR HAMILTON: Are we ready for that. Okay, so this is a public hearing on the CDBG program. Is there anybody here from the public who wishes to address the Board or make any comment on CDBG or the applicants? Is there anybody here from the public? Seeing none, I will close the period of public comment.

### **3. Closeout of CDBG Housing Rehabilitation Project**

#### **A. Presentation on CDBG Project No. 16-C-40, Summary and Results**

CHAIR HAMILTON: Mr. Montoya.

JOSEPH MONTOYA (Housing Administrator): Madam Chair, members of the Board, I'm very pleased to present the information for you to close out the CDBG project. There was a two-year contract. We were able to finish the contract within a year. Out of the \$500,000 that were allocated we spent approximately \$488,000. Initially we projected that we would have 68 direct beneficiaries. We actually ended up with 101 direct beneficiaries. Initially we thought we would be doing 38 units. We actually did 51 units. Of the total amount of beneficiaries, we initially thought we would have 59 low/mod income. We actually had 92 low/mod income. So the total amount of low/mod income was 100 percent of all the beneficiaries that we had.

So these are exceptionally good numbers. It makes us look very good with DFA. These are the kind of numbers they look for so we're very happy to be able to present those kinds of numbers to you. Total, almost 92 percent of the beneficiaries were minority, low income based folks. So that's again, relative to HUD's issues and their own

strategic plan, these are the kinds of numbers that they're very happy to see. And with that I will close up, if you have any questions.

CHAIR HAMILTON: Any questions? Commissioner Garcia.

COMMISSIONER GARCIA: Madam Chair, I'd just like to thank Joseph for when you came on board to the County to the Housing Authority area, he actually went and found this grant and actually applied for it. And with your team, you guys actually moved this forward. Victor, and the gentleman sitting there in the tie, but thank you for you and your entire team and going out there and retrieving grants out there that are actually there for us to go retrieve. And CDBG, I've worked on them for many years and kind of a little bit of difficulty, challenging of how to report and so on and so forth, so it is a challenge that the staff did, but once again, you and your team, thank you for moving this project forward.

MR. MONTOYA: Madam Chair, Commissioner Garcia, thank you very much. We sure appreciate that and yes, we couldn't have asked for better assistance from all the staff, including Finance staff and assistance from everybody at the County. They really made this work for us and we're very happy to get it completed in time so that we can apply for new CDBG funds.

COMMISSIONER GARCIA: Madam Chair, Mr. Montoya, do you know if there's going to be – I know last year, I remember looking at this funding it was questionable as for the next budget year, whether there was going to be additional funding set aside for these types of projects, Housing? Do you know?

MR. MONTOYA: Madam Chair, yes. We had a very positive meeting with DFA staff last week and the staff is recommending that they do put a Housing set-aside once again, based on their experience with us. They feel that it was a very good relationship. It worked very well. The item right now is right now the Community Development Commission hasn't been reappointed, so they can't make any policy changes at this time until a new Commission is appointed. So they're waiting for that. And of course the staff can't promise anything. Staff can just say that they're going to make a recommendation and it will be up to the Community Development Commission.

COMMISSIONER GARCIA: Thank you. And with that, if there's no questions –

CHAIR HAMILTON: Commissioner Hansen.

COMMISSIONER HANSEN: Thank you, Joseph. I am really excited about this. I'm grateful that we could put so many more roofs on people's houses. I know that they are incredibly grateful. I know we got off to a little bit of a slow start in the beginning, but we made up and we are doing a great job. And it's so exciting that we were able to do more than what we had intended, especially from my constituents in District 2 at Camino Jacobo, I know that those roofs were in real need of help and so I am really grateful for that.

I look forward to getting another allotment for Housing. It's really important and I hope that the Commission and everybody will advocate for that because that is kind of what we need to do. It's a really good use of this money. So once again thank you to you and all the team that helped do this. It was really important. I appreciate it. Thank you.

MR. MONTOYA: Thank you very much. Madam Chair, if I can be so bold as to ask the next agenda item is to actually approve a resolution. DFA likes us to

actually approve a resolution approving a closeout of this particular project.

**B. Resolution No. 2019-72, a Resolution Confirming Santa Fe County's Completion and Closeout of CDBG Project No. 16-C-40 for Santa Fe County Roof Rehabilitation**

COMMISSIONER HANSEN: Madam Chair, I would like to move to approve a resolution confirming Santa Fe County's completion and closeout of the CDBG project No. 16-C-40 for Santa Fe County roof rehabilitation.

COMMISSIONER GARCIA: Second.

CHAIR HAMILTON: Thank you. So I have a motion and a second. If there's no further discussion.

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

CHAIR HAMILTON: Thank you for the great work on that.

MR. MONTOYA: Thank you.

**IV. Concluding Business**

**A. Adjournment**

Upon motion by Commissioner Garcia 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

ATTEST TO:

*Geraldine Salazar*  
GERALDINE SALAZAR  
SANTA FE COUNTY CLERK

Respectfully submitted:

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



COUNTY OF SANTA FE )  
STATE OF NEW MEXICO ) ss

BCC MINUTES  
PAGES: 6

I Hereby Certify That This Instrument Was Filed for Record On The 22ND Day Of July, 2019 at 08:37:49 AM And Was Duly Recorded as Instrument # 1891689 Of The Records Of Santa Fe County

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

SFC CLERK RECORDED 07/22/2019