

[Bracketed/Underscored Material] - New
[Bracketed/Strikethrough Material] - Deletion

1 Section 1. That the attached 2019 Action Plan, including the 2019 CDBG,
2 HOME, and ESG Investment Summary included as “Exhibit A” is hereby
3 adopted.

4 Section 2. That upon notification of a grant award by the U.S. Department
5 of Housing and Urban Development, the Mayor is authorized to enter into a
6 grant agreement and take all necessary and appropriate steps to implement
7 the grant program.

8 Section 3. That upon award of the grant by the U.S. Department of
9 Housing and Urban Development, funds in the amount \$4,617,479, consisting
10 of \$4,502,479 in new Community Development Block Grant Funds from the
11 U.S. Department of Housing and Urban Development and one hundred fifteen
12 thousand dollars \$115,000 in CDBG Program Income are hereby appropriated
13 to the Community Development Fund (205) for Program Year 2019. Of this
14 amount, \$103,309 is for indirect costs.

15 Section 4. That upon award of the grant by the U.S. Department of
16 Housing and Urban Development, funds in the amount of \$2,705,549
17 consisting of \$1,924,439 in new HOME Grant Funds from the U.S. Department
18 of Housing and Urban Development, \$300,000 in HOME Program Income and
19 \$481,110 of matching funds from the Transfer to Operating Grants Program of
20 the General Fund are hereby appropriated to the HOME Investment
21 Partnership Program in the Operating Grants Fund (265) for Program Year
22 2019. Of this amount, \$23,326 is for indirect costs.

23 Section 5. That upon award of the grant by HUD, funds in the amount of
24 \$756,986, consisting of \$378,448 in new Emergency Solutions Grant Funds
25 from the U.S. Department of Housing and Urban Development and \$378,448 of
26 matching funds from the Transfer to Operating Grants Program of the General
27 Fund are hereby appropriated to the Emergency Solutions Grant Program in
28 the Operating Grants Fund (265) in Program Year 2019. Of this amount, \$6,001
29 is for indirect costs.

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Mayor Timothy M. Keller

**CITY OF
ALBUQUERQUE**
Albuquerque, New Mexico
Office of the Mayor

INTER-OFFICE MEMORANDUM

April 29, 2019

TO: Klarissa Pena, President, City Council

FROM: Timothy M. Keller, Mayor *TK*

SUBJECT: Adopting the 2019 Action Plan and Program Investment Summary for the Expenditure of Community Development Block (CDBG) Grant, Home Investment Partnerships Program (HOME), and Emergency Solutions Grant (ESG) Funds; Providing an Appropriation to the Department of Family and Community Services for 2019 HUD Entitlement funds.


This resolution would approve the 2019 Action Plan and Program Investment Summary (Action Plan) to be submitted to the U. S. Department of Housing and Urban Development (HUD) for the Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME) and Emergency Solutions Grant (ESG) programs. Funding for these programs will provide for community development, public services, affordable housing, and homeless services. The resolution would also appropriate funds to the Department of Family and Community Services for the 2019 Program Year.

In the 2019 Action Plan, the CDBG program provides for \$4,502,479 in Federal assistance, \$115,000 in CDBG Program Income and \$1,539,989.52 in prior years CDBG funding. The HOME program provides for \$1,924,439 in Federal Assistance, \$300,000 in Program Income, \$4,198,388.27 in prior years HOME funding and is matched by \$1,832,595.84 from the City General Fund (110) appropriated in the Transfer to Operating Grants Fund (265) Program. The ESG program provides for \$378,448 in Federal assistance and is matched by \$378,448 from the City General Fund (110) appropriated in the Transfer to Operating Grants Fund (265) Program.

This request is forwarded to the Council for consideration and approval.

Legislation Title: Adopting the 2019 Action Plan and Program Investment Summary for the Expenditure of Community Development Block (CDBG) Grant, Home Investment Partnerships Program (HOME), and Emergency Solutions Grant (ESG) Funds; Providing an Appropriation to the Department of Family and Community Services for 2019 HUD Entitlement funds.

Recommended:



Sarita Nair Date
Chief Administrative Officer 5/1/19

Approved as to Legal Form:



Esteban Aguilar Date
City Attorney 4-30-19

Recommended:



Carol M. Pierce Date
Director, Dept. of Family & Community Services 4-29-19

Cover Analysis

1. What is it?

This legislation is for the Council adoption of the 2019 Action Plan and Program Investment Summary for the expenditure of Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME) and Emergency Solutions Grant (ESG) funds.

2. What will this piece of legislation do?

The resolution appropriates \$4,502,479 in new Community Development Block Grant funds, \$115,000 in estimated program income and \$1,539,989.52 in prior years CDBG funds. It appropriates \$1,924,439 in HOME Investment Partnerships Program Funds, \$300,000 in estimated program income, \$4,198,388.27 in prior years HOME funds and \$1,832,595.84 in City General Funds to be used as matching funds to the HOME grant. It also appropriates \$378,448 in Emergency Solutions Grant Program funds and \$378,448 in City General Funds to be used as matching funds to the ESG grant.

3. Why is this project needed?

The plan provides for a range of community development, affordable housing, and homeless assistance activities. The plan provides funding for the renovation of facilities as well as to nonprofit agencies that provide services on behalf of the City. It also provides funds to improve the housing stock in Albuquerque, to increase affordable housing opportunities and to provide a variety of social services, including services to homeless persons. All programs will benefit low to moderate income persons in Albuquerque.

4. How much will it cost and what is the funding source?

The funds are the annual allocation to the City from the United States Department of Housing and Urban Development. The City matching funds of \$2,211,043.84 contribute towards the City receiving \$6,805,366 in federal funds.

5. Is there a revenue source associated with this legislation? If so, what level of income is projected?

In addition to the grant funds an estimated \$415,000 in program income funds will be generated.



Activity Area	2019 Grant	Program Income	Prior Years Funding	2019 Grant	Program Income	Prior Years Funding	Match Requirement	2019 Grant	Match Requirement	Other Funds		Total
	CDBG	CDBG	CDBG	HOME	HOME	HOME	HOME	ESG	ESG	General	WFHTF	
Public Facilities and Infrastructure												
Wilson Park	681,415.00	115,000.00	20,000.00									816,415.00
Fire Truck Station #11	537,020.00		268,034.32									805,054.32
ADA Ramps			300,000.00									300,000.00
Barelas Park Planning	80,760.00											80,760.00
												0.00
												0.00
												0.00
Total Public Facilities and Infrastructure	1,299,195.00	115,000.00	588,034.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,002,229.32
Affordable Housing												
Albuquerque Housing Authority - Roofs	143,790.00		687,565.88									831,355.88
Affordable Housing Development					300,000.00	2,059,749.67	599,683.54				1,868,126.00	4,827,559.21
Affordable Housing Development-Cibola Loop Homeownership				1,239,285.48		633,412.20	483,299.10					2,355,996.79
CHDO Affordable Housing Development				288,690.66								288,690.66
Affordable Housing Preservation - Rental												0.00
												0.00
Planning Minor Home Repair- EMHR	252,384.22		250,000.00									502,384.22
Affordable Housing Preservation - Ownership												0.00
Department of Senior Affairs Disability Retrofit	504,750.00											504,750.00
Affordable Homeownership Assistance												0.00
Homewise Homestart	726,840.00											726,840.00
Tenant Based Rental Assistance (HOME)												0.00
Albuquerque Housing Authority TBRA				55,534.06		774,350.00	258,675.00					1,088,559.06
St. Martin's TBRA				24,890.38		346,876.40	115,938.20					487,704.98
Enlace				27,372.55		384,000.00	125,000.00					536,372.55
TBRA Supportive Services							250,000.00					250,000.00
CHDO Operating												0.00
Greater Albuquerque Housing Partnership				48,110.98								48,110.98
Sawmill Community Land Trust				48,110.98								48,110.98
Total Affordable Housing	1,827,764.22	0.00	937,565.88	1,731,995.10	300,000.00	4,198,388.27	1,832,595.84	0.00	0.00	0.00	1,868,126.00	12,498,435.31
Economic Development												
												0.00
Total Economic Development Programs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Public Services*												
Eviction Prevention (Health & Social Centers)	121,040.00											121,040.00
Senior Meals Program												0.00
Department of Senior Affairs	119,300.00											119,300.00
ECD for Homeless Families										20,000.00		55,838.00
CLN Kids	35,838.00											35,838.00
Emergency Motel Vouchers												0.00
AHCH	95,391.00									6,180.00		101,571.00
St. Martin's										50,000.00		50,000.00
Barrett House	17,011.00											17,011.00
First Nations	56,684.00											56,684.00
Dental Services												0.00
AHCH	229,760.00									67,400.00		297,160.00
Landlord Tenant Hotline												0.00
Law Access New Mexico										75,000.00		75,000.00
Fair Housing Education and Training												0.00
Office of Diversity and Human Rights										10,000.00		10,000.00
Total Public Services	675,024.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	228,580.00	0.00	903,604.00
*Not to exceed 15% of Grant	0.15											
Homelessness Intervention and Rapid Rehousing												
*Emergency Shelter Services (Homeless Intervention)												0.00
*Heading Home Westside Emergency Housing Center								121,643.00	88,049.00	2,627,826.00		2,837,518.00
*Barrett Shelter								44,690.00		30,256.00		74,946.00
*Good Shepherd										63,000.00		63,000.00
Heading Home: ABQ Opportunity Ctr								43,600.00	186,390.00	39,000.00		268,990.00
St. Martin's Hopeworks Day Shelter										140,000.00		140,000.00
Rapid Re-Housing												0.00
Barrett Foundation Rapid Rehousing								107,446.00	2,826.00			110,272.00
Supportive Housing Coalition: Housing First									75,691.00	1,909,958.00		1,985,649.00
NM Coalition to End Homelessness- HMIS								35,577.00		25,000.00		60,577.00
Total Homeless Intervention	0.00	0.00	0.00	0.00	0.00	0.00	0.00	352,956.00	352,956.00	4,835,040.00	0.00	5,540,952.00
*Not to exceed 60%												
Administration												
Program Administration	900,495.78			192,443.90								1,092,939.68
Total Program Administration	900,495.78	0.00	14,389.32	192,443.90	0.00	0.00	0.00	25,492.00	25,492.00	0.00	0.00	1,092,939.68
Statutory Program Funding Cap Analysis	0.20			0.10				0.67				
Grand Total Program Funding	4,502,479.00	115,000.00	1,539,989.52	1,924,439.00	300,000.00	4,198,388.27	1,832,595.84	378,448.00	378,448.00	5,063,620.00	1,868,126.00	22,101,533.63
2019 ACTION PLAN TOTAL SOURCES OF FUNDS												
2019 Entitlement Grants (Projected 2019)	4,502,479.00			1,924,439.00								6,805,366.00
Program Income (Projected 2019)		115,000.00			300,000.00							415,000.00
Prior Years Funding						4,198,388.27						4,198,388.27
General Funds							1,832,595.84		378,448.00	5,063,620.00		7,274,663.84
Workforce Housing Trust Fund											1,868,126.00	1,868,126.00
2019 ACTION PLAN TOTAL SOURCES OF FUNDS	4,502,479.00	115,000.00	1,539,989.52	1,924,439.00	300,000.00	4,198,388.27	1,832,595.84	378,448.00	378,448.00	5,063,620.00	1,868,126.00	22,101,533.63

FISCAL IMPACT ANALYSIS

TITLE: Grant application with the US Department of Housing and Urban Development for the Community Development Block Grant 2019

R: O:
FUND: 205

DEPT: Family & Community Services

- No measurable fiscal impact is anticipated, i.e., no impact on fund balance over and above existing appropriations.
- (If Applicable) The estimated fiscal impact (defined as impact over and above existing appropriations) of this legislation is as follows:

		Fiscal Years			Total
		2020			
Base Salary/Wages		487,783			487,783
Fringe Benefits at	49.08%	239,748	-	-	239,748
Subtotal Personnel		727,530	-	-	727,530
Operating Expenses		3,786,638	-	-	3,786,638
Property			-	-	-
Indirect Costs	14.20%	103,309	-	-	103,309
Total Expenses		<u>\$ 4,617,479</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,617,478</u>
[] Estimated revenues not affected					
[x] Estimated revenue impact					
Amount of Grant		4,502,479	-	-	4,502,479
Program Income		115,000			115,000
Total Revenue		<u>\$ 4,617,479</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,617,479</u>

These estimates do not include any adjustment for inflation.

* Range if not easily quantifiable.

Number of Positions created 10.31

COMMENTS: The total funding for the CDBG portion of the 2019 HUD Action Plan and Program Investment Summary is \$6,157,469. The funding includes prior years CDBG funds of \$1,539,990, 2019 CDBG grant funds of \$4,502,479 and program income estimated at \$115,000. Indirect costs of \$110,772 are based on regular, part-time and longevity wages for CDBG Administration, FCS direct services personnel, and DSA direct services personnel. *\$103,309*

COMMENTS ON NON-MONETARY IMPACTS TO COMMUNITY/CITY GOVERNMENT:

The 2019 HUD Block Grant Action Plan provides funding for public facility and infrastructure improvements and a variety of public services including housing, homeless, public facilities improvement and economic development programs serving mainly low-income residents.

PREPARED BY: ANNA M. LUJAN

APPROVED: CAROL M. PIERCE

[Signature]
FISCAL MANAGER (date) 4/30/19

[Signature]
DIRECTOR (date) 4/30/19

REVIEWED BY:

[Signature]
EXECUTIVE BUDGET ANALYST

[Signature]
BUDGET OFFICER (date) 4/30/19

[Signature] 5/1/19
CITY ECONOMIST

CDBG Personnel for FIA

DEPARTMENT	DEPTID	DEPARTMENT DESC	POSITION	JOBTITLE	GRADE	STEP	Position \	EMPLID	Total Hourly Rate	Base Hourly Rate	FTE CDBG
FC-Family Community Svcs	2980000	FC-Grant Clearing	10005532	FCS Program Specialist	M14	1	Filled	000040382	20.24	20.24	0.60
FC-Family Community Svcs	2980000	FC-Grant Clearing	10004446	FCS Program Specialist	M14	2	Filled	000038249	20.24	20.24	0.50
FC-Family Community Svcs	2980000	FC-Grant Clearing	10007071	FCS Program Specialist	M14	3	Filled	000017935	22.30	22.30	0.60
FC-Family Community Svcs	2980000	FC-Grant Clearing	10007023	Project Coordinator	M15	3	Filled	000005693	24.60	24.60	0.30
FC-Family Community Svcs	2980000	FC-Grant Clearing	10006102	Planner	M15	4	Filled	000017325	27.12	27.12	0.70
FC-Family Community Svcs	2980000	FC-Grant Clearing	10005264	FCS Fiscal Analyst II	M15	3	Filled	000038477	27.12	27.12	0.70
FC-Family Community Svcs	2980000	FC-Grant Clearing	10003500	Fiscal Analyst II	M15	3	Filled	000006068	27.12	27.12	0.10
TOTAL M											
FC-Family Community Svcs	2980000	FC-Grant Clearing	10000656	Management Analyst II	E16	4	Filled	000031700	27.36	27.36	0.50
FC-Family Community Svcs	2980000	FC-Grant Clearing	10006997	Community Services Project Mgr	E17	4	Filled	000016990	33.81	33.81	0.50
FC-Family Community Svcs	2980000	FC-Grant Clearing	10003804	Comm Svcs Division Mgr	E18	6	Filled	000033821	38.38	38.38	0.50
		FC-Grant Clearing	10008603	FCS Deputy Director	UNCL		Filled	000000113	48.92	48.92	0.20
FC-Family Community Svcs	2917800	FC-Adm Contract Svcs	10003642	Sr Principal Accountant/FCS	E17	9	Filled	000036955	39.06	33.15	0.50
FC-Family Community Svcs	2924400	FC-Fiscal/Mgmt Suppc	10008109	Fiscal Manager	E18	8	Filled	000035958	42.31	42.31	0.10
TOTAL E											
DSA Personnel											
				Cook	B Series				16.75	16.75	
				Cook	B Series				15.38	15.38	
				Cook	B Series				16.41	16.41	
				Construction Worker II	B Series				17.32	17.32	
TOTAL B											
				Office Assistant	C Series				13.26	13.26	
				Senior Office Assistant	C Series				13.98	13.98	
TOTAL C											
FCS Personnel											
					FTEs	Hrs		Salary - actuals	Blended Rate	Rate for OEB Health	
				M Series	3.50	2080		\$ 174,104.32	31.57%	\$ 54,964.73	18.7117%
				E Series	2.30	2080		\$ 167,159.20	30.44%	\$ 50,883.26	18.7117%
								\$ 341,263.52	31.01%	\$ 105,847.99	18.7117%
DSA Personnel											
					FTEs	Hrs		Salary - actuals	Blended Rate	Rate for OEB Health	
				B Series	3.01	2080		\$ 103,651.84	30.44%	\$ 31,551.62	17.3651%
				C Series	1.50	2080		\$ 42,867.30	30.44%	\$ 13,048.81	17.3651%
								\$ 146,519.14	30.44%	\$ 44,600.43	17.3651%
				Blended Rate	M Series	E Series	C Series	B Series		Salary Total	\$ 487,782.66
				PERA	20.54%	19.41%	19.41%	19.41%		Fringe total	\$ 239,747.82
				Medicare	1.45%	1.45%	1.45%	1.45%		IDOH @ 14.2 %	\$ 103,309.33
				Soc Sec	6.20%	6.20%	6.20%	6.20%			
				RHCA	2%	2%	2%	2%			
				Ret Life Ins	0.83%	0.83%	0.83%	0.83%			
				Unemp comp	0.25%	0.25%	0.25%	0.25%			
				Ins Admin	0.30%	0.30%	0.30%	0.30%			
					31.57%	30.44%	30.44%	30.44%			

FISCAL IMPACT ANALYSIS

TITLE: Grant application with the US Department of Housing and Urban
Development for the HESG Block Grant 2019

R: O:
FUND: 265

DEPT: Family & Community Services

- No measurable fiscal impact is anticipated, i.e., no impact on fund balance over and above existing appropriations.
- (If Applicable) The estimated fiscal impact (defined as impact over and above existing appropriations) of this legislation is as follows:

		Fiscal Years			Total
		2019			
Base Salary/Wages		28,122			28,122
Fringe Benefits at	50.28%	14,140	-		14,140
Subtotal Personnel		42,262	-	-	42,262
Operating Expenses		708,632	-		708,632
Property			-	-	-
Indirect Costs	14.20%	6,001	-	-	6,001
Total Expenses		756,896	\$ -	\$ -	\$ 756,895
[] Estimated revenues not affected					
[x] Estimated revenue impact					
	Amount of Grant	378,448	-		378,448
	City Match	378,448		-	378,448
			-	-	-
Total Revenue		756,896	\$ -	\$ -	\$ 756,896

These estimates do not include any adjustment for inflation.

Number of Positions created 0.6

COMMENTS: The total funding for the HESG portion of the 2019 HUD Action Plan and Program Investment Summary is \$756,896. The funding includes 2019 HESG grant funds of \$378,896 and City Match of \$378,896. Indirect costs of \$6,001 are based on regular, part-time and longevity wages for HESG Administration.

COMMENTS ON NON-MONETARY IMPACTS TO COMMUNITY/CITY GOVERNMENT:

The 2019 HUD Block Grant Action Plan provides funding for public facility and infrastructure improvements and a variety of public services including housing, homeless, public facilities improvement and economic development programs serving mainly low-income residents.

PREPARED BY: ANNA M. LUJAN

APPROVED: CAROL M. PIERCE

 4/30/19
FISCAL MANAGER (date)

 4/30/19
DIRECTOR (date)

REVIEWED BY:


EXECUTIVE BUDGET ANALYST

 4/30/19
BUDGET OFFICER (date)

 5/1/19
CITY ECONOMIST

HESG Personnel for FIA

DEPARTMENT	DEPTID	DEPARTMENT DES	POSITION	JOBTITLE	GRADE	STEP	Position Vacar	Total Hourly R	Base Hourly Rate		FTE HESG	Total Cost	
FC-Family Community Svcs	2980000	FC-Grant Clearing	10003500	Fiscal Analyst II	M15	3	Filled	27.12	27.12		0.20	\$ 11,281.92	
FC-Family Community Svcs	2980000	FC-Grant Clearing	10005893	FCS Program Specialist	M14	2	Filled	20.24	20.24		0.20	\$ 8,419.84	
FC-Family Community Svcs	2980000	FC-Grant Clearing	10007150	FCS Program Specialist	M14	2	Filled	20.24	20.24		0.20	\$ 8,419.84	
											TOTAL M	\$ 28,121.60	
											TOTAL E	-	
			FTEs			Hrs		Salary - actuals	Blended Rate		Rate for OEB Health		
			0.60	M Series		2080		\$ 28,121.60	31.57%	\$ 8,877.99	18.7117%	\$ 5,262.03	Average rate of
			-	E Series		2080		\$ -		\$ -		\$ -	Fringe benefits
								\$ 28,121.60	31.57%	\$ 8,877.99	18.7117%	\$ 5,262.03	for FIA
													50.28%
				Blended Rate		M Series	E Series						
				PERA		20.54%	19.41%		Salary Total	\$ 28,121.60			
				Medicare		1.45%	1.45%		Fringe total	\$ 14,140.02			
				Soc Sec		6.20%	6.20%		IDOH @ 14.2	\$ 6,001.15			
				RHCA		2%	2%			\$ 48,262.77			
				Ret Life Ins		0.83%	0.83%						
				Unemp comp		0.25%	0.25%						
				Ins Admin		0.30%	0.30%						
						31.57%	30.44%						

FISCAL IMPACT ANALYSIS

TITLE: Grant application with the US Department of Housing and Urban Development for the HOME Block Grant 2019

R: O:
FUND: 265

DEPT: Family & Community Services

- No measurable fiscal impact is anticipated, i.e., no impact on fund balance over and above existing appropriations.
- (If Applicable) The estimated fiscal impact (defined as impact over and above existing appropriations) of this legislation is as follows:

		Fiscal Years			Total
		2020			
Base Salary/Wages		109,691			109,691
Fringe Benefits at	49.72%	54,573	-		54,573
Subtotal Personnel		164,264	-	-	164,264
Operating Expenses		2,517,959	-		2,517,959
Property			-		-
Indirect Costs	14.20%	23,326	-		23,326
					-
Total Expenses		2,705,549	\$ -	\$ -	\$ 2,705,549
<input type="checkbox"/> Estimated revenues not affected					
<input checked="" type="checkbox"/> Estimated revenue impact					
Amount of Grant		1,924,439	-		1,924,439
Program Income		300,000			781,110
City Match 25%		481,110			481,110
					-
					-
Total Revenue		2,705,549	\$ -	\$ -	\$ 3,186,659

These estimates do not include any adjustment for inflation.

* Range if not easily quantifiable.

Number of Positions created 0

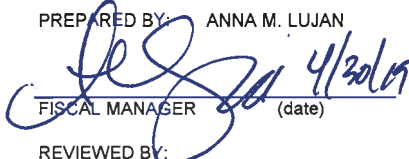
COMMENTS: The total funding for the HOME portion of the 2019 HUD Action Plan and Program Investment Summary is \$8,255,423. The funding includes prior years HOME funds of \$4,198,388, prior years City Match of \$1,351,486 2019 HOME grant funds of \$1,924,439, program income estimated at \$300,000, and 2019 City Match of \$481,110. Indirect costs of \$23,326 are based on regular, part-time and longevity wages for HOME Administration.

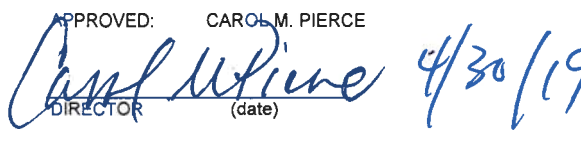
COMMENTS ON NON-MONETARY IMPACTS TO COMMUNITY/CITY GOVERNMENT:

The 2019 HUD Block Grant Action Plan provides funding for public facility and infrastructure improvements and a variety of public services including housing, homeless, public facilities improvement and economic development programs serving mainly low-income residents.

PREPARED BY: ANNA M. LUJAN

APPROVED: CAROL M. PIERCE


FISCAL MANAGER (date) 4/30/19


DIRECTOR (date) 4/30/19

REVIEWED BY:


EXECUTIVE BUDGET ANALYST


BUDGET OFFICER (date) 4/30/19


CITY ECONOMIST 5/1/19

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

As a U.S. Department of Housing and Urban Development (HUD) Entitlement City, the City of Albuquerque must submit to HUD a Consolidated Plan and an Annual Action Plan. Submission of both Plans is necessary to secure Federal Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), and Emergency Solutions Grants (ESG) funds. The Consolidated Plan provides HUD with a comprehensive assessment of the City's housing and community development needs and outlines the City's priorities, objectives and strategies for the investment of CDBG, HOME, and ESG funds to address these needs over a five year period, July 1, 2018 and ending June 30, 2023. The 2019 Action Plan is the second Action Plan to be submitted under the City's 2018 - 2022 Consolidated Plan, outlining the City's goals from July 1, 2019 – June 30, 2020. The Action Plan follows the priorities set out in the Consolidated Plan which were developed after extensive community input and analysis of the existing data at the time.

The 2019 Action Plan will carry on the idea of a forward-looking programmatic concept intended to foster stability and mobility, helping vulnerable communities become stable communities—stably housed and stably employed—places where all residents may advance toward economic opportunity and a better quality of life.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

In consideration of community input, available data and the results of the approved Assessment of Fair Housing (AFH), the priority needs listed below were established.

1. AFH Factor 1: Location and type of affordable housing
2. AFH Factor 2: Availability of affordable units in a range of sizes

3. AFH Factor 3: Availability, type, frequency and reliability of public transportation
4. AFH Factor 4: Availability of affordable, accessible units in a range of unit sizes
5. AFH Factor 5: Location of employment
6. AFH Factor 6: Location of proficient schools
7. AFH Factor 7: Access to safe neighborhoods
8. AFH Factor 8: Access to low poverty neighborhoods
9. AFH Factor 9: Community opposition
10. AFH Factor 10: Lack of private investment in specific neighborhoods
11. AFH Factor 11: Lack of assistance for housing accessibility modifications
12. AFH Factor 12: Private discrimination
13. AFH Factor 13: Lack of affordable integrated housing for individuals in need of supportive services
14. Need for homeownership assistance
15. Need for new / improved public facilities and infrastructure
16. Need for public services
17. Need for economic opportunity for Low Income Residents

Consistent with HUD's national goals for the CDBG, HOME and ESG programs to provide decent housing opportunities, maintain a suitable living environment and expand economic opportunities for low- and moderate-income residents, the priority needs listed above will continue to be addressed through this Action Plan.

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The City chose projects for the 2019 Action Plan based upon past performance and priorities that were determined when developing the 2018 - 2022 Consolidated Plan. Projects were evaluated to ensure that performance on goal attainment was met according to the agreement and in line with federal and local

requirements. During the development of the current Consolidated Plan, 2018 - 2022, many focus groups were held to gain public input on priorities. Requests for Proposals (RFP) were then issued and contracts were awarded for those projects that met the priorities. The contracts are renewable for potentially a 3 year period depending upon performance. These projects have been evaluated to ensure that the priorities of the Consolidated Plan are being met through the projects.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

On March 19, 2019 at 5:00 pm, the Community Development Division presented the 2019 Action Plan at the Los Griegos Health & Social Services Center. Details about the meeting, including location, funding amounts and proposed funded projects were advertised in the Albuquerque Journal on March 5, 2019. Notices containing the information were also posted, in both English and Spanish, on the City's website, City Health & Social Service Centers, City Community Centers, City Senior Centers and the Albuquerque Housing Authority. The notices were also sent out to an email list serve that consists of members of non-profit organizations throughout the City, as well as neighborhood associations. Notification was given at the Public Hearing and on the website of the 30-day Comment Period for the Action Plan; which began on March 20, 2019 and ended on April 19, 2019.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

Participation section of the Con Plan.

The City did not receive any public comments during the Public Hearing on March 19, 2019. There were four (4) comments received during the 30-day comment period via email. One of the comments offered assistance as appropriate in operations, resources and/or strategies for senior meal programs. The second comment received was regarding the Tenant Based Rental Assistance (TBRA) Program and the importance of case management support services for those clients participating in the TBRA Program. The comment requests funding for service providers to provide referrals and case management services. The third comment was also in regards to the TBRA Program and the importance of providing funding for case management services to the Program to ensure participants' success. The 4th comment was a request for additional funding for the Motel Voucher program and the Dental Services program administered by Albuquerque Healthcare for the Homeless.

6. Summary of comments or views not accepted and the reasons for not accepting them

The comment offering assistance for senior meals programs was not accepted because the Department currently has a Memorandum of Understanding with the City's Department of Senior Affairs to provide a senior meals program for qualified seniors.

7. Summary

Community input for the 2019 Action Plan was solicited in many ways. The City held a public presentation of the 2019 Draft Action Plan on March 19, 2019, which began a 30-day public comment period. A mass email was sent out inviting community members to the Public Hearing, as well as the notice being posted in the Albuquerque Journal. The Action Plan was posted on the City's website during the 30-day comment period along with information on how to submit comments.

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
Lead Agency	ALBUQUERQUE	
CDBG Administrator	ALBUQUERQUE	Department of Family and Community Services
HOPWA Administrator		
HOME Administrator	ALBUQUERQUE	Department of Family and Community Services
ESG Administrator	ALBUQUERQUE	Department of Family and Community Services
HOPWA-C Administrator		

Table 1 – Responsible Agencies

Narrative (optional)

Consolidated Plan Public Contact Information

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AP-10 Consultation – 91.100, 91.200(b), 91.215(I)

1. Introduction

The City regularly engages and consults with representatives from multiple agencies, groups and organizations involved in the development of affordable housing, the creation of job opportunities for low-and moderate-income residents, and those that provide services to children, elderly persons, persons with disabilities, persons with HIV/AIDS and their families, and homeless persons.

Provide a concise summary of the jurisdiction’s activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I))

The City recognizes the importance of coordination and alignment among various service providers to maximize the effectiveness of the CDBG, HOME, and ESG programs. Knowing this the City will continue to strengthen relationships and alignment among organizations in the implementation of projects using CDBG, HOME, and ESG funds. The City regularly engages with a wide variety of agencies, groups and organizations concerning the housing, community and economic development needs of the most vulnerable populations. By having its housing and community development programs and functions, as well as oversight of the homeless initiative in the Department of Family and Community Services the City is able to target, plan and implement programs more seamlessly and with greater impact. It is also able to be more efficient in delivering resources and services, monitoring service providers, and creating working relationships with other City departments. For example, the Affordable Housing Committee has representation from the private lending industry, the affordable housing industry, the Department of Family and Community Services, the Planning Department, the Albuquerque Housing Authority, homeless/low income populations, and the New Mexico Mortgage Finance Authority. The purpose of the Committee is to advise the City on its affordable housing strategies.

In the area of behavioral health services, a 2014 Settlement Agreement with the Department of Justice itself provides numerous mechanisms that promote ongoing coordination among various health and social service entities that treat the most severely mentally ill, those with severe alcohol and drug addictions, and others most critically in need of intervention to stay permanently housed and out of the custody of law enforcement. The Agreement includes the development and implementation of a Civilian Police Oversight Agency, Mental Health Response Advisory Committee, Community Policing Councils, community policing partnerships, periodic community meetings, and public reports on the City's progress toward compliance. The communication and coordination mandated under the Agreement between the Albuquerque Police Department and the behavioral health community attempts to ensure that law enforcement is sensitive to the specific needs of at-risk individuals. In addition to addressing dangerous escalations of force in stress situations involving such individuals, these efforts at coordination are intended to reduce other unwanted consequences, such as death from narcotic withdrawal or overdose immediately following incarceration or release.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The City partners with the New Mexico Coalition to End Homelessness in the administration and delivery of Continuum of Care (CoC) services. In addition to the leadership provided by the CoC Board of Directors, the Albuquerque Strategic Collaborative to End Homelessness, which formerly served as the steering committee for the Continuum of Care, holds monthly meetings at which members develop and vote on CoC related issues, such as the CoC Governance Charter and Common Standards.

Albuquerque has a homeless system of care that is comprised of a network of public, private, faith-based, for-profit, and nonprofit service providers that utilizes several federal, state and local resources to provide services for homeless people. The City itself also provides general fund resources for services that assist the homeless and those at risk of becoming homeless. The City's nonprofit community plays a key role in the Continuum of Care system. Numerous agencies throughout the City administer programs ranging from providing meals to the homeless to creating permanent supportive housing opportunities. These services are available to homeless families with children, and single men and women. The City's nonprofit community also serves special needs populations, such as victims of domestic violence, veterans, the disabled, persons with HIV/AIDS, and youth.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The City of Albuquerque is the Collaborative Applicant for the CoC. The City contracts with the New Mexico Coalition to End Homelessness (NMCEH) to manage and coordinate the CoC. Under the CoC Governance Charter, each year NMCEH will work with the City to develop performance standards for evaluating the effectiveness of ESG program funded activities. These performance standards will be presented to the Albuquerque CoC at monthly meetings for discussion and feedback. Based on feedback from the Albuquerque CoC, the City will use the performance standard data to determine if the current allocation strategy is effectively meeting the City's goals for reducing and preventing homelessness.

The City has pledged its own resources, as well as CDBG, HOME, ESG and CoC funds to increase services for at-risk populations and increase affordable housing opportunities for its most vulnerable populations. These funding sources were augmented by a ballot initiative in 2015, when Albuquerque residents approved an increase in the gross receipts tax to provide services to the mentally ill, particularly the homeless mentally ill. Allocation of all of these funding sources, as well as the development of performance standards to evaluate outcomes of those expenditures, were devised in close consultation with the lead agency responsible for the coordination and management of the Albuquerque Continuum of Care Homeless Program, the NMCEH.

NMCEH provides coordination and management of the local HMIS and is responsible for maintaining policies and procedures for the use of HMIS throughout the CoC. NMCEH worked collaboratively with CoC member organizations to develop the local HMIS system.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	Albuquerque Housing Authority
	Agency/Group/Organization Type	Housing PHA Other government - Local
	What section of the Plan was addressed by Consultation?	Public Housing Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Albuquerque Housing Authority was consulted through focus group participation while developing the current Consolidated Plan and in 1:1 follow-up while developing the 2019 Action Plan.
2	Agency/Group/Organization	Albuquerque Department of Municipal Development
	Agency/Group/Organization Type	Planning organization Grantee Department
	What section of the Plan was addressed by Consultation?	Public Infrastructure Improvements
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Albuquerque Housing Authority was consulted through focus group participation while developing the current Consolidated Plan and in 1:1 follow-up while developing the 2019 Action Plan.
3	Agency/Group/Organization	City of Albuquerque Planning Department
	Agency/Group/Organization Type	Planning organization Grantee Department
	What section of the Plan was addressed by Consultation?	Improving Housing Stock
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This City Department was consulted in 1:1 meetings while developing 2019 Action Plan.

Identify any Agency Types not consulted and provide rationale for not consulting

The City did not consult with other local governments, or participating jurisdictions, which work with similar grants. This was not done because Albuquerque, being the largest City in New Mexico, has very different issues and programs that are not directly comparable to other cities in the state.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	New Mexico Coalition to End Homelessness	The City partners with the NM Coalition to End Homelessness in the administration and delivery of the COC. This partnership ensures that the goals are in alignment.
Assessment of Fair Housing	City of Albuquerque	The City of Albuquerque, the City of Rio Rancho and the Albuquerque Housing Authority collaborated in the development of the Assessment of Fair Housing (AFH). Contributing factors identified in the AFH for Albuquerque were incorporated into the 2018 - 2022 Consolidated Plan and consequently into the 2019 Action Plan.

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

The City presented the 2019 Action Plan on March 19, 2019 at 5:00 pm to the public. The public presentation marked the beginning of the 30-day comment period which ran through April 19, 2019. The details, time, location and purpose, of the public hearing were posted in the Albuquerque Journal on March 5, 2019, two weeks prior to the meeting. The Notice, in English and Spanish, was posted at City Community Centers, City Health & Social Service Centers, City Senior Centers, Albuquerque Housing Authority and was posted on the City website. An email was also sent out to the City email list.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
1	Newspaper Ad	Non-targeted/broad community	Public Notice published March 5, 2019 in the Albuquerque Journal announcing a Public Hearing to present the draft 2019 Action Plan for public review and comment. Eleven individuals were present for the Public Hearing.			

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
2	Posted at City Facilities	Minorities Non-English Speaking - Specify other language: Spanish Persons with disabilities Non-targeted/broad community	The public notice was posted at City Community Centers, Health & Social Service Centers and Senior Centers.			

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
3	Posted at Albuquerque Housing Authority	Minorities Non-English Speaking - Specify other language: Spanish Residents of Public and Assisted Housing	The notice of the public hearing was posted at the Albuquerque Housing Authority.			

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
4	Internet Outreach	Minorities Non-English Speaking - Specify other language: Spanish Persons with disabilities Non-targeted/broad community	The draft 2019 Action Plan was available online from March 20 - April 19, 2019 for public review and comment.	There were four (4) comments received during the 30-day comment period via email. One of the comments offered assistance as appropriate in operations, resources and/or strategies for senior meal programs. The second comment received was regarding the Tenant Based Rental Assistance (TBRA) Program and the importance of case management support services for those clients participating in the TBRA Program. The comment requests funding for service providers to provide referrals and case management services. The third comment was also in regards to the TBRA Program and the importance of providing funding for case management services to the Program to ensure Annual Action Plan participation and success. The 4th comment was a request for additional funding for the	The comment offering assistance for senior meals programs was not accepted because the Department currently has a Memorandum of Understanding with the City of Denver Department of Senior Affairs to provide a senior meals program for qualified seniors.	http://www.cabq.gov/family/services/housing-services-programs/consolidated-plans

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
5	Public Hearing	<p>Minorities</p> <p>Persons with disabilities</p> <p>Non-targeted/broad community</p> <p>Residents of Public and Assisted Housing</p>	<p>Eleven (11) people attended the Public Hearing on March 19, 2019, to present the 2019 Action Plan for public comment.</p>	<p>There were no comments received at the Public Hearing.</p>		

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
6	Internet Outreach	Minorities Non-English Speaking - Specify other language: Spanish Persons with disabilities Non-targeted/broad community Social Service Agencies, Housing Developers, Neighborhood Associations	The notice of public hearing was sent to a City email list that includes social service agencies, housing developers and neighborhood associations.			

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

For the 2019 Action Plan, the City anticipates the availability of the following resources listed by fund type, inclusive of HUD funds, program income, prior year(s) HUD funds and local resources: CDBG - \$6,157,468.52; HOME - \$; ESG - \$378,448; General Fund - \$5,063,620; Workforce Housing Trust Fund - \$1,832,595.84.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	4,502,479	115,000	1,539,990	6,157,469	18,009,916	The annual allocation of CDBG funds is subject to Federal appropriations and changes in demographic data used in HUD's formulas for each respective program.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	1,924,439	300,000	4,198,388	6,422,827	7,697,756	The annual allocation of HOME funds is subject to Federal appropriations and changes in demographic data used in HUD's formulas for each respective program.
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	378,448	0	0	378,448	1,513,792	The annual allocation of ESG funds is subject to Federal appropriations and changes in demographic data used in HUD's formulas for each respective program.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
General Fund	public - local	Multifamily rental new construction New construction for ownership Overnight shelter Public Services Rapid re-housing (rental assistance) Services Transitional housing	7,274,736	0	0	7,274,736	20,254,480	Local General funds are subject to annual local appropriations.
Other	public - local	Acquisition Homebuyer assistance New construction for ownership	1,868,126	0	0	1,868,126	7,000,000	Local Bond funds are subject to voter approval every two years.

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

Depending on the financing structure of a given project, it may be advantageous for the City to use CDBG and HOME funds to leverage appropriate state, local and private resources, including but not limited to those listed below.

State Resources

- New Mexico State Low-Income Housing Tax Credit Program
- Building Equity and Growth in Neighborhoods Program (BEGIN)
- Multifamily Housing Program (MHP)
- Mental Health Service Act (MHSA) Funding

Local Resources

The City’s Workforce Housing Trust Fund (WFHTF) is a source of revenue used to support the preservation and production of affordable housing. These funds can be leveraged with additional resources, including HOME and CDBG, and have a long term affordability requirement. The WFHTF is funded by a biannual voter approved City bond. As described in § 14-9-4 CREATION AND ADMINISTRATION OF THE WORKFORCE HOUSING TRUST FUND, “Projects receiving funding or land under the Workforce Housing Opportunity act shall leverage non-city funds by at least a 4:1 ratio (non-city to city resources). The Plan may make exception to this ratio for certain hard to develop projects to be defined. Federal and state funds flowing through the city are not considered city funds for purposes of this requirement.” For these purposes, “hard to develop projects” include those projects where:

- At least a portion serves vulnerable or extremely low income populations.
- The developer is able to adequately justify to the City that the physical condition, shape or location of the property make the property difficult to develop.
- The project is being developed on land contributed by the City of Albuquerque as the City aims to only acquire land for affordable housing development if the land is difficult to develop.

Private Resources

- Federal Home Loan Bank Affordable Housing Program (AHP)
- Community Reinvestment Act Programs
- Private Developer Contributions

The City’s WFHTF is a source of revenue used to support the preservation and production of affordable housing. These funds can be leveraged with additional resources, including HOME and CDBG, and have a long term affordability requirement. The WFHTF is funded by a biannual voter approved City bond. The local WFHTF program aims for a 4 to 1 leverage from non-City sources.

Matching Requirements

The City of Albuquerque provides a dollar for dollar cash match from the City's General Fund for the ESG program. The City of Albuquerque leverages HOME funds with other local and private non-federal resources in order to meet its HOME program 25 percent matching requirement. Eligible forms of HOME match are documented by the City and reported to HUD as part of the Consolidated Annual Performance and Evaluation Report (CAPER) each year.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

According to data compiled by the Planning Department in February 2019, the City owns 10 vacant properties zoned for multi-family use, each larger than two acres, located outside of a floodplain and near a principal arterial or major collector street. These properties, if suitable in terms of site and neighborhood standards, may be used for affordable housing development. Alternatively, these properties may be used for other civic purposes such as public facilities to benefit area residents. The City plans to purchase a vacant piece of property to develop affordable housing.

Discussion

Assuming continued level funding of the CDBG, HOME and ESG programs, the City expects to utilize approximately \$30.8 million of CDBG, \$16.5 million of HOME, \$1.8 million of ESG, \$15.2 million of General Fund and \$11.6 million of Workforce Housing Trust Funds during the five-year period beginning July 1, 2018 and ending June 30, 2023 to achieve the goals of the Strategic Plan. The City is a recipient of \$489,104 in Housing Opportunities for Persons with Aids (HOPWA) and has an agreement with the State of New Mexico to administer.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
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Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Affordable Housing Development	2018	2022	Affordable Housing	Investment Areas Investment & Reinvestment Areas	AFH1 Location and type of affordable housing AFH10 Lack private invest. specific neighborhood AFH12 Private discrimination AFH13 Lack affrd. integrated hsg. persons in need AFH2 Availability afford. units in range of sizes AFH3 Availability, type, frequency, public transp. AFH4 Availability afford. units in range of sizes AFH5 Location of employment AFH6 Location of proficient schools AFH7 Access to safe neighborhoods AFH8 Access to low poverty neighborhoods AFH9 Community opposition	HOME: \$2,648,440 Workforce Housing Trust Fund: \$1,868,126	Rental units constructed: 60 Household Housing Unit
					Annual Action Plan 2019			26

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
2	Affordable Housing Preservation - Rental	2018	2022	Affordable Housing	Investment & Reinvestment Areas Reinvestment Areas	AFH1 Location and type of affordable housing AFH8 Access to low poverty neighborhoods	HOME: \$831,356	Rental units rehabilitated: 154 Household Housing Unit
3	Affordable Housing Preservation - Ownership	2018	2022	Affordable Housing	Citywide Investment	AFH11 Lack of assist. housing access modifications	CDBG: \$1,007,134	Homeowner Housing Rehabilitated: 260 Household Housing Unit
4	Affordable Homeownership Assistance	2018	2022	Affordable Housing	Citywide Investment	Need for Homeownership Assistance	CDBG: \$726,840	Direct Financial Assistance to Homebuyers: 36 Households Assisted
5	Homelessness Interv. & Rapid Rehousing	2018	2022	Affordable Housing	Citywide Investment	AFH12 Private discrimination AFH13 Lack affrd. integrated hsg. persons in need Need for Public Services	CDBG: \$519,886 HOME: \$2,362,637 ESG: \$352,956 General Fund: \$4,978,670	Public service activities other than Low/Moderate Income Housing Benefit: 1178 Persons Assisted Tenant-based rental assistance / Rapid Rehousing: 140 Households Assisted Homeless Person Overnight Shelter: 1300 Persons Assisted Overnight/Emergency Shelter/Transitional Housing Beds added: 150 Beds Homelessness Prevention: 600 Persons Assisted Other: 1 Other

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
6	Fair Housing Services (AFH3)	2018	2022	Affordable Housing	Citywide Investment	AFH1 Location and type of affordable housing AFH10 Lack private invest. specific neighborhood AFH12 Private discrimination	General Fund: \$85,000	
7	Services for Children and Youth	2018	2022	Non-Housing Community Development	Citywide Investment	Need for Public Services	CDBG: \$35,838 General Fund: \$20,000	Public service activities other than Low/Moderate Income Housing Benefit: 60 Persons Assisted
8	Services for Senior Citizens	2018	2022	Non-Housing Community Development	Citywide Investment	Need for Public Services	CDBG: \$121,040	Public service activities other than Low/Moderate Income Housing Benefit: 1700 Persons Assisted
9	Public Facilities and Infrastructure	2018	2022	Non-Housing Community Development	Investment Areas Investment & Reinvestment Areas Citywide Investment	Need for Public Facilities and Infrastructure	CDBG: \$2,002,229	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 105138 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
10	Program Administration	2018	2022	Non-Housing Community Development	Citywide Investment	AFH1 Location and type of affordable housing AFH10 Lack private invest. specific neighborhood AFH11 Lack of assist. housing access modifications AFH12 Private discrimination AFH13 Lack affrd. integrated hsg. persons in need AFH2 Availability afford. units in range of sizes AFH3 Availability, type, frequency, public transp. AFH4 Availability afford. units in range of sizes AFH5 Location of employment AFH6 Location of proficient schools AFH7 Access to safe neighborhoods AFH8 Access to low poverty neighborhoods	CDBG: \$900,496 HOME: \$192,444 ESG: \$25,492	Other: 1 Other

Annual Action Plan 2019

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Affordable Housing Development
	Goal Description	Address disproportionate housing needs, the needs of residents living in racially and ethnically concentrated areas of poverty and facilitate access to low poverty areas by: 1) Increasing affordable rental and ownership housing options in high opportunity areas, which may be defined as near public transit, low crime areas, areas with proficient elementary schools and areas with employment opportunities; and 2) Increasing the percentage of affordable accessible units in new multifamily housing developments from 5 percent to seven percent. Provide HOME funds for CHDO Operating Assistance.
2	Goal Name	Affordable Housing Preservation - Rental
	Goal Description	Incentivize investment of affordable housing funds for rehabilitation and / or preservation of existing units.
3	Goal Name	Affordable Housing Preservation - Ownership
	Goal Description	Address disproportionate housing needs of disabled residents through expansion of the number of low and moderate-income senior or disabled homeowners receiving disability retrofit modifications. Investments made pursuant to this goal shall provide funds for minor, major and emergency rehabilitation of owner-occupied dwelling units.

4	Goal Name	Affordable Homeownership Assistance
	Goal Description	Address homeownership rates in older neighborhoods that have experienced disinvestment and provide financial mechanisms to support homeownership for low- and moderate-income families. Such mechanisms include down payment assistance in the form of silent second mortgages with favorable deferred terms that have the effect of reducing the principal balance of the primary mortgage in order to create an affordable payment. Programs funded under this goal may connect prospective buyers with community partner financial institutions that are able to offer favorable financing terms. Prospective homebuyers will also receive services including counseling and financial literacy to impart budgeting skills and to encourage savings for home maintenance and emergency repairs.
5	Goal Name	Homelessness Interv. & Rapid Rehousing
	Goal Description	Increase housing available to the City's most vulnerable residents, including people with severe mental illness, bad credit ratings, eviction histories and criminal records through Tenant Based Rental Assistance. Projects under this category work to increase services for "at-risk" populations by providing public services for homeless persons, such as emergency shelter services, transitional housing opportunities and permanent supportive housing opportunities, along with integrated services to maintain housing stability, including but not limited to health care, mental health care, counseling, case management, and meal assistance.
6	Goal Name	Fair Housing Services (AFH3)
	Goal Description	Address fair housing discrimination in the private and public sector through expansion of the City's community outreach and educational efforts regarding fair housing discrimination by entering into an MOU with the City of Albuquerque Office of Equity and Inclusion to provide education and training sessions (two per year). Address the need for landlord-tenant information and mediation services in the community so that residents occupying or seeking rental housing as well as property owners and management companies understand their rights and responsibilities under the law.
7	Goal Name	Services for Children and Youth
	Goal Description	Provide early child development services and childcare services to families experiencing homelessness. Provide youth with appropriate health, fitness, recreational, educational and other services to support the emotional and developmental well-being of children and youth.

8	Goal Name	Services for Senior Citizens
	Goal Description	Provide seniors, including the frail elderly, with quality supportive services so elderly residents can live as independently as possible. Projects to be funded under this goal include, but are not limited to, nutrition services such as congregate meals for ambulatory seniors and home-delivered meals for homebound seniors.
9	Goal Name	Public Facilities and Infrastructure
	Goal Description	Improve City public facilities, including community centers, parks, senior or multi-generational centers, fire stations and equipment and other public buildings, and improve City infrastructure, including sidewalks, curb ramps, pedestrian crossings, signals and street lighting to benefit low- and moderate-income residents or those presumed under HUD regulations to be low- and moderate-income such as the elderly and severely disabled adults.
10	Goal Name	Program Administration
	Goal Description	Provide for the administration of HUD Community Planning and Development programs.

Projects

AP-35 Projects – 91.220(d)

Introduction

To address the high priority needs identified in the Strategic Plan, the City of Albuquerque will invest CDBG, HOME, ESG, Workforce Housing Trust Fund and General funds in projects that develop new rental housing units, preserve affordable housing, promote homeownership, provide fair housing services, provide services to low- and moderate-income residents including youth and seniors, address and prevent homelessness and improve public facilities and infrastructure. Together, these projects will address the needs of low- and moderate-income Albuquerque residents.

Projects

#	Project Name
2	CHDO Operating
3	Homeless Intervention & Rapid Rehousing
7	Tenant Based Rental Assistance
8	Dental Services
9	Emergency Motel Vouchers
11	Eviction Prevention
12	Early Childhood Services
14	Affordable Housing Preservation -Rental
15	Affordable Housing Development - Rental
16	Affordable Housing - Homeownership

Table 7 - Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

Based on the Strategic Plan, the City is allocating 100 percent of its non-administrative CDBG, HOME and ESG investments for 2018-2019 to projects that benefit low- and moderate-income people.

The primary obstacles to meeting the underserved needs of low- and moderate-income people include lack of funding from federal, state and other local sources and the high cost of housing that is not affordable to low-income residents. To address these obstacles, the City will continue to allocate its available resources to develop new rental housing units, preserve affordable housing, promote homeownership, provide fair housing services, provide services to low- and moderate-income residents including youth and seniors, address and prevent homelessness and improve public facilities and infrastructure.

AP-38 Project Summary
Project Summary Information

1	Project Name	CHDO Operating
	Target Area	Investment Areas Investment & Reinvestment Areas Reinvestment Areas Citywide Investment
	Goals Supported	Affordable Housing Development
	Needs Addressed	AFH1 Location and type of affordable housing AFH2 Availability afford. units in range of sizes AFH3 Availability, type, frequency, public transp. AFH4 Availability afford. units in range of sizes AFH5 Location of employment AFH6 Location of proficient schools AFH7 Access to safe neighborhoods AFH8 Access to low poverty neighborhoods AFH9 Community opposition AFH10 Lack private invest. specific neighborhood Need for Homeownership Assistance
	Funding	HOME: \$9,622,196
	Description	
	Target Date	7/31/2020
	Estimate the number and type of families that will benefit from the proposed activities	Funds will be provided to two Community Housing Development Organizations (CHDO's) to . The two CHDO's receiving funds are: Sawmill Community Land Trust and Greater Albuquerque Housing Partnership. Each CHDO will receive \$48,110.98
	Location Description	City - wide
	Planned Activities	Assist with operating costs incurred implementing affordable housing activities.
2	Project Name	Homeless Intervention & Rapid Rehousing
	Target Area	
	Goals Supported	Homelessness Interv. & Rapid Rehousing
	Needs Addressed	Need for Public Services
	Funding	General Fund: \$378,448

	Description	Activities under this category will provide services to populations experiencing homelessness by providing emergency shelter services, transitional housing, opportunities and permanent supportive housing opportunities.
	Target Date	7/31/2020
	Estimate the number and type of families that will benefit from the proposed activities	1470 persons experiencing homelessness and at risk populations will benefit from the activities under this project.
	Location Description	City - wide
	Planned Activities	Projects under this category work to increase services for "at-risk" populations by providing public services for homeless persons, such as emergency shelter services, transitional housing opportunities and permanent supportive housing opportunities, along with integrated services to maintain housing stability, including but not limited to health care, mental health care, counseling, case management, and meal assistance. Activities will provide emergency motel vouchers, emergency shelter services, transitional housing opportunities and permanent supportive housing opportunities to populations experiencing homelessness.
3	Project Name	Tenant Based Rental Assistance
	Target Area	Citywide Investment
	Goals Supported	Homelessness Interv. & Rapid Rehousing
	Needs Addressed	AFH1 Location and type of affordable housing AFH7 Access to safe neighborhoods
	Funding	HOME: \$161,302,339 General Fund: \$74,961,320
	Description	Funds will be provided to three agencies for Tenant Based Rental Assistance Activities. Specific high priority populations will be served with these funds. The following agencies will be receiving funding: Albuquerque Housing Authority, St. Martins Hospitality Center (Hopeworks) - \$490,594.04 and Enlace \$539,549.72.
	Target Date	7/31/2020

	Estimate the number and type of families that will benefit from the proposed activities	120 persons experiencing homelessness will benefit from this activity.
	Location Description	City-wide
	Planned Activities	Increase housing available to the City's most vulnerable residents, including people with severe mental illness, bad credit ratings, eviction histories and criminal records through Supportive Services and Tenant Based Rental Assistance.
4	Project Name	Dental Services
	Target Area	Citywide Investment
	Goals Supported	Homelessness Interv. & Rapid Rehousing
	Needs Addressed	Need for Public Services
	Funding	CDBG: \$229,760 General Fund: \$67,400
	Description	Albuquerque Healthcare for the Homeless will provide a full range of dental services to medically indigent, low and moderate income persons in the City of Albuquerque who are experiencing homelessness.
	Target Date	7/31/2020
	Estimate the number and type of families that will benefit from the proposed activities	545 persons experiencing homelessness will benefit from this activity.
	Location Description	Services are available to persons experiencing homelessness City wide but the service will take place at 1217 1st st. NW
Planned Activities	Provide a range of health and dental services to low- and moderate-income homeless residents.	
5	Project Name	Emergency Motel Vouchers
	Target Area	Citywide Investment
	Goals Supported	Homelessness Interv. & Rapid Rehousing
	Needs Addressed	Need for Public Services
	Funding	General Fund: \$56,180

	Description	Funds will be provided to four agencies to provide emergency motel vouchers to homeless individuals and families, persons with medical and/or mental health conditions, women, and women with children. The following agencies will be receiving funding: Albuquerque Healthcare for the Homeless - \$83,440; St. Martin's Hospitality Center (Hopeworks) - \$96,950; Barrett House - \$16,850; and First Nations - \$56,150.
	Target Date	7/31/2019
	Estimate the number and type of families that will benefit from the proposed activities	Approximately XX persons experiencing homelessness will be provided with Motel Vouchers.
	Location Description	City-wide
	Planned Activities	Activities will provide emergency motel vouchers to populations experiencing homelessness.
6	Project Name	Eviction Prevention
	Target Area	Citywide Investment
	Goals Supported	Homelessness Interv. & Rapid Rehousing
	Needs Addressed	Need for Public Services
	Funding	CDBG: \$121,040
	Description	Funds will be provided through the City's Health and Social Service Centers to provide emergency rental and utility assistance for low to moderate income persons residing within the Albuquerque City limits.
	Target Date	7/31/2020
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 600 individuals will be provided rental and/or utility assistance for a period up to 3 consecutive months in order to prevent homelessness.
	Location Description	City-wide
	Planned Activities	Funds will be provided to the City's Health and Social Services Centers to provide emergency rental and utility assistance for low to moderate income persons residing within the Albuquerque city limits.
7	Project Name	Early Childhood Services

	Target Area	Citywide Investment
	Goals Supported	Services for Children and Youth
	Needs Addressed	Need for Public Services
	Funding	General Fund: \$20,000
	Description	Cuidando Los Ninos will provide child development services, as well as case management to homeless children and their families with this funding.
	Target Date	7/31/2020
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 60 homeless children and their families will be provided child development services, as well as case management with this funding.
	Location Description	Activities will be provided at 1500 walter St. Se Iduquerque NM 87102
	Planned Activities	Activities will provide services for children and youth such as child development services, case management for homeless children and their families, childcare and services concerned with health, education and/or recreation.
8	Project Name	Affordable Housing Preservation -Rental
	Target Area	Investment Areas
	Goals Supported	Affordable Housing Preservation - Rental
	Needs Addressed	AFH8 Access to low poverty neighborhoods AFH10 Lack private invest. specific neighborhood
	Funding	CDBG: \$831,356
	Description	Funding will be provided to the Albuquerque Housing Authority for roof replacements at public housing developments occupied by low to moderate income residents.
	Target Date	7/31/2020
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 150 low to moderate income individuals will benefit from this activity.
	Location Description	The roof replacements will take place at 25 different publichousing sites.

	Planned Activities	Funding will be provided to the Albuquerque Housing Authority for roof replacements at public housing developments occupied by low to moderate income residents.
9	Project Name	Affordable Housing Development - Rental
	Target Area	Investment Areas Investment & Reinvestment Areas Reinvestment Areas Citywide Investment
	Goals Supported	Affordable Housing Development
	Needs Addressed	AFH1 Location and type of affordable housing AFH2 Availability afford. units in range of sizes AFH3 Availability, type, frequency, public transp. AFH4 Availability afford. units in range of sizes AFH5 Location of employment AFH6 Location of proficient schools AFH7 Access to safe neighborhoods AFH8 Access to low poverty neighborhoods AFH9 Community opposition AFH10 Lack private invest. specific neighborhood AFH13 Lack affrd. integrated hsg. persons in need
	Funding	CDBG: \$2,937,130 General Fund: \$599,684 Workforce Housing Trust Fund: \$1,868,126
	Description	Projects funded under this category will be provided assistance to develop affordable housing units for low and moderate income households, either through development or acquisition and rehabilitation.
	Target Date	7/31/2020
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 60 low to moderate income individuals will benefit from this activity.
	Location Description	TBD - an RFP will be issued for proposals from affordable housing developers.
	Planned Activities	Provide funding to assist in developing affordable housing units for low to moderate income individuals, either through development, acquisition and rehabilitation.

10	Project Name	Affordable Housing - Homeownership
	Target Area	Investment Areas
	Goals Supported	Affordable Housing Development
	Needs Addressed	AFH1 Location and type of affordable housing AFH2 Availability afford. units in range of sizes AFH3 Availability, type, frequency, public transp. AFH4 Availability afford. units in range of sizes AFH5 Location of employment AFH6 Location of proficient schools AFH7 Access to safe neighborhoods AFH8 Access to low poverty neighborhoods AFH9 Community opposition AFH13 Lack affrd. integrated hsg. persons in need
	Funding	HOME: \$1,872,698 General Fund: \$483,300
	Description	HOME funds will be provided for the acquisition of land and for the development of affordable housing units to be sold to low and moderate income households.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 50 low to moderate income households will benefit from this activity.
	Location Description	Cibola Loop NW Albuquerque, NM 87114
	Planned Activities	Provide HOME funds to develop affordable housing units to be sold to low to moderate income households..

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

Informed by the contributing factors and goals of the Assessment of Fair Housing and the priority needs of the Consolidated Plan, the goals of this Action Plan are established to focus investment in one of four geographic categories that were identified in the 2018-2022 Consolidated Plan. These include Investment Areas, Investment and Reinvestment Areas, Reinvestment Areas, and Citywide Investments. The City has updated its Affordable Housing Ranking Matrix to include these four areas.

Funding from the 2019 Action Plan will be used to improve sustainable housing opportunities in programs that are citywide, such as the Minor Home Repair Program and the Senior Retrofit Program. Although these programs are not targeted to specific areas, they are targeted at low to moderate income homeowners, therefore, the majority of funds will be spent in the above referenced areas.

Geographic Distribution

Target Area	Percentage of Funds
Investment Areas	33
Investment & Reinvestment Areas	9
Reinvestment Areas	21
Citywide Investment	37

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

This Consolidated Plan seeks above all to address the most pressing need among low- and moderate-income Albuquerque residents, namely, housing instability. All other investments, including those directed toward public service programs, and infrastructure improvements, are intended to engender the self-sufficiency and mobility that can only be the outgrowth of a safe, affordable, stable, and accessible living environment.

Through its integrated Anti-Poverty Strategy, the Plan attempts to balance the need for mobility to areas of greater opportunity with the need for place-based assistance, a distinction that may be characterized in terms of the need for *investment* in some areas versus *reinvestment* in others. The City places a high priority on non-housing community development needs, including those associated with public facilities/infrastructure, fire protection equipment, ADA improvements, and services for low- and moderate-income people. These non-housing community development investments will be made on a citywide basis. During the implementation of the Plan, the City will use CDBG funds to address these needs and provide a suitable living environment for low- and moderate-income people. Improvements

to streets and sidewalks along corridors and in centers already targeted for redevelopment and investment will accomplish many goals. First, these improvements will increase accessibility for special needs and low-income residents to transportation and business corridors, improving their ability to access jobs, health care, and community services, and to participate in all aspects of civic life. Second, these investments will have economic benefit in terms of increasing walkability along these neighborhoods and corridors, thereby stimulating business growth and opportunity. Third, lighting, curb retrofit, and crossing signal upgrades will benefit all City residents through increased personal safety and security.

In the last decade, the City has aggressively pursued opportunities to add to its inventory of 1,198 affordable rental housing units and continues to pursue affordable housing development. The Metropolitan Redevelopment Agency promotes redevelopment (both housing and commercial) in distressed neighborhoods.

Discussion

To expand economic opportunities for low- and moderate-income people and provide a pathway out of poverty, the Strategic Plan enumerates twelve specific goals, and the attendant spending priorities outlined in the first-year Action Plan advance those goals through targeted investment. These investment activities include public service programs, infrastructure improvements, housing and economic opportunity programs that support family self-sufficiency and access to transportation, employment and other community resources. Carefully targeting these investments not only addresses housing stability and other needs in the community, but also ensures that all residents have the access to areas where they and their children can thrive without regard to family economic status.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

As the Market Analysis makes clear, the City's inventory of affordable housing is vastly inadequate to meet the needs of cost-burdened households. To help address this shortfall, the City will prioritize the development of additional affordable rental housing units, affordable home ownership housing units and the preservation of both rental and ownership units that are currently affordable to low- and moderate-income households.

Activities will provide HOME: \$2,648,439.67, HOME Match: \$599,683.54 and Workforce Housing Trust Fund: \$1,868,126 assistance to promote the development of affordable housing units for low- and moderate-income households, through development and/or through acquisition and rehabilitation. The City will also provide \$96,221.96 of HOME funds for operating assistance to Community Housing Development Organizations to assist with operating costs incurred implementing housing activities. Tenant-Based Rental Assistance activities will serve approximately 120 households including those who are homeless or at-risk of homelessness and residents with special needs. Second program-year activities will provide for replacement of roofs for Public Housing units through the investment of \$831,355 of CDBG funds. Funds for rehabilitation and/or preservation will be incentivized in areas in need of reinvestment that have an existing concentration of affordable housing. The City will also provide approximately \$1,007,134 of CDBG funds for minor home repairs and disability retrofit modifications to approximately 260 low-income owner-occupied dwellings to sustain existing affordable ownership housing opportunities. In addition, \$726,840 of CDBG funds will provide 36 low- and moderate-income households with deferred loans in order to make purchasing a home in Albuquerque affordable. Finally, \$2,500,000 of HOME funds will be included in a Request for Proposals to incentivize development of homeownership units on the City-owned, Cibola Loop property in northwest Albuquerque. This multi-part strategy will increase the supply of affordable housing and preserve existing affordable housing in the City, in addition to creating more housing stability for vulnerable Albuquerque residents.

One Year Goals for the Number of Households to be Supported	
Homeless	120
Non-Homeless	510
Special-Needs	0
Total	630

Table 9 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	120

One Year Goals for the Number of Households Supported Through	
The Production of New Units	60
Rehab of Existing Units	414
Acquisition of Existing Units	36
Total	630

Table 10 - One Year Goals for Affordable Housing by Support Type

Discussion

The City is committed to partnering with local non-profit developers to construct new affordable rental housing *in high opportunity areas*. This goal is set annually based on the hopes that the City will successfully select and fund at least one Affordable Housing development, in response to an RFP. However, due to the nature of financing construction projects and the multi-year timelines for development, the City only has 12 units planned to be completed during PY19.

There is a definite need for rental housing rehabilitation city-wide. Approximately 28,239 or 32 percent of the 88,906 rental housing units in Albuquerque were built between 18 and 37 years ago (built between 1980 and 1999), with another 40,904 or 46 percent having been built 37 or more years ago (built prior to 1980). Eight percent, or 6,743 units, predate 1950. The Plan calls for the funding of activities targeted to families who own their residences but lack the resources to address emergency repairs or maintain their properties in compliance with City codes and standards.

AP-60 Public Housing – 91.220(h)

Introduction

Public housing and other assisted housing programs are part of the City of Albuquerque's efforts to address the affordable housing needs of low- and moderate-income families. The Albuquerque Housing Authority (AHA) oversees public housing programs for the City. In 2016, the Albuquerque Housing Authority completed its first 3-year Strategic Plan as part of its transition from a department of the City of Albuquerque to an independent agency, adopting a new mission: "Empowering people in our community through affordable housing and self-sufficiency opportunities." AHA is currently in the process of working on their next 5 Year Strategic Plan and Annual Plan.

Given the extremely large quantity of aging housing stock within both the Housing Authority's supervision and that of various private and non-profit entities, the need for maintenance and rehabilitation of the rental housing stock is significant, a fact that has been stressed by not only Housing Authority leadership and staff but other community members as well. That being said AHA has addressed this concern in their upcoming 2020 Annual Plan and 5 Year Strategic Plan.

Actions planned during the next year to address the needs to public housing

The Albuquerque Housing Authority is currently working on their 2020 – 2024 Strategic Plan and FY 2020 Annual Plan. The 2020 Annual Plan indicates activities for the upcoming fiscal year will include the modernization of the current 953 public housing units, the submission of an application for the conversion of housing units to the Rental Assistance Demonstration (RAD) Program - replacement of existing units with a larger number of new units in order to utilize Tenant Protection Vouchers, issue project based vouchers and commit to improving safety and security at several public housing sites. The upcoming year plans of the AHA are to improve and begin to expand housing stock.

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

The AHA will continue to implement the Family Self Sufficiency program which is aimed at empowering families to leave the welfare system or low paying jobs so that they may create lives of greater dignity and independence. The FSS program combines AHA's housing assistance programs with various support services. Families selected to participate are assigned a family advocate who helps them target specific goals for success and plan strategies to reach these goals over a five-year period. Participants have the opportunity to attend seminars held by the AHA on such topics as preparing a household budget and credit repair. These combined elements assist residents on their path to self-sufficiency.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

N/A

Discussion

Under the current Action Plan the City is partnering with AHA to provide Tenant Based Rental Assistance Vouchers (TBRA) to homeless persons, as well as, the rehabilitation and/or preservation of Public Housing properties. This partnership is also in line with the AHA's Plan to improve the quality of affordable housing for households at or below 80% area median income (AMI) and improve the quality of affordable housing for those households.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

The ultimate solution to ending homelessness is the stewarding of homeless persons through the transition to permanent housing closely aligned with supportive services that ensure housing stability. However, because the demand for affordable housing far outpaces the region's supply, the CoC continues to rely on its emergency and transitional housing system in order to address the immediate needs of Albuquerque's homeless population.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

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

The City is allocating \$434,684 of CDBG funds, \$1,613,023 of HOME funds, and \$352,956 of ESG funds, and \$5,813,233 of its General Funds to address homelessness. Three hundred (300) extremely low-income people will benefit from homelessness prevention and rapid rehousing services. The City plans to provide Tenant Based Rental Assistance to 115 extremely low-income families, who are among its most vulnerable residents, including those with severe mental illness, bad credit ratings, eviction histories and criminal records. 475 additional extremely low-income people will benefit from a range of health and dental services. Projects under this category work to increase services for "at-risk" populations by providing public services for homeless persons, such as emergency shelter services, transitional housing opportunities and permanent supportive housing opportunities, along with integrated services to maintain housing stability, including but not limited to health care, mental health care, counseling, case management, and meal assistance. Annual Action Plan Goal #5 is Homeless Intervention and Rapid Re-Housing. Under Goal 5, the City will invest in eviction prevention assistance for households at risk of being evicted and becoming homeless. The eviction prevention funds are administered by the City of Albuquerque's 4 Health and Social Services Centers, located in each quadrant of the City. These Centers provide services to extremely low income neighborhood residents, including food boxes, emergency diapers, a clothing bank, and referrals to other services located in the community. When residents access these services, they can also apply for eviction prevention assistance if needed. By locating the eviction prevention program in the Health and Social Services Centers, the City will address the prevention of homelessness for those in greatest need, because these Centers are already providing critical resources to people who are struggling to meet basic needs such as food and clothing.

During the most recent PIT Count, held on January 28, 2019, the City collected data directly from emergency shelters or transitional housing programs for the sheltered count component. This information was obtained through an agency-wide report generated through the Homeless Management Information System (HMIS) database. The New Mexico Coalition to End Homelessness

(NMCEH) provides coordination and management of the local HMIS.

Addressing the emergency shelter and transitional housing needs of homeless persons

Once assessed, vulnerable individuals are assisted by the Albuquerque Heading Home homeless initiative, which has become a national leader in the field concentrating on wraparound services, crisis intervention and permanent supportive housing.

Activities will provide emergency motel vouchers, emergency shelter services, transitional housing opportunities and permanent supportive housing opportunities to populations experiencing homelessness. Activities further include rental and utility assistance for a period up to 3 consecutive months in order to prevent homelessness as well as providing a range of health and dental services to low- and moderate-income homeless residents.

Tenant-Based Rental Assistance activities will serve approximately 115 households including those who are homeless or at-risk of homelessness and residents with special needs.

The Winter Shelter which operates from mid-November to mid-March and provides overnight shelter during the coldest time of the year, will be transitioned to a year round emergency housing center beginning March 16, 2019. On the night of the most recent PIT Count, there were 364 people staying at the Heading Home Winter Only Shelter.

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 support of CoC efforts, the Strategic Plan provides for the use of CDBG, HOME, ESG and General funds to support activities implemented by local nonprofit organizations that provide services to help prevent and eliminate homelessness, including families at risk of homelessness, veterans, victims of domestic violence and emancipated foster youth. The City will also leverage CDBG, HOME and WHTF funds to expand the supply of affordable housing in Albuquerque.

Additional efforts are underway to shorten the period of time during which individuals and families are experiencing homelessness and to prevent individuals and families who were recently homeless from becoming homeless again. The Rapid Rehousing program provides short-term housing subsidies and case management support to individuals and families who are staying at emergency shelters and are assigned to be ready to transition into housing at the end of their shelter stay. The Rapid Rehousing program strives to assist program participants to be self-sufficient by obtaining permanent housing and

sustainable employment as quickly as possible. For those facing immediate eviction from their homes, motel vouchers are provided to prevent homelessness. Motel vouchers are also available to the homeless while they await housing and services.

Albuquerque Heading Home and Barrett Foundation, two local homeless service providers serving chronically homeless households, have partnered with the Albuquerque Housing Authority to refer households to the HOME TBRA program. Annual Action Plan Goal 5 is Homelessness Intervention and Rapid Rehousing. Under Goal 5, the City has included funding for Tenant-based rental assistance/Rapid Rehousing. In addition, the Albuquerque CoC Permanent Supportive Housing Standards will continue to require CoC Permanent Supportive Housing providers to prioritize chronically homeless individuals or families when there is an opening. The City currently funds over 230 PSH Housing First vouchers. These vouchers will continue to be targeted to chronically homeless individuals and families experiencing homelessness.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: 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); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

In Albuquerque, vacancy rates have remained steady since 2008 at approximately 7 percent. It is expected that rents will continue to increase over the 5 year period of the Consolidated Plan. Therefore, TBRA assistance is necessary to address the needs of cost burdened renter households until these households are able to access other resources such as Section 8 Housing Choice Vouchers or placement in an affordable rental housing unit. The City plans to target its TBRA program to homeless and near homeless special needs populations. The TBRA Program will help ensure that near homeless and homeless populations are able to obtain and sustain safe affordable housing under these difficult economic conditions.

Members of the behavioral health community meet regularly with local law enforcement as part of the Mental Health Response Advisory Committee, a coordinated follow-up care management mechanism, established by a Settlement Agreement with the US Department of Justice in 2014.

Discussion

In Albuquerque, there are many low income people who are who are not homeless but require supportive housing, including the elderly, frail elderly, persons with disabilities, persons with alcohol or other drug addiction, persons with HIV/AIDS and their families and public housing residents. Many of these households are housing cost burdened and/or are living in housing that is substandard or overcrowded. These residents need safe, high quality housing that is affordable for extremely low

income residents. Many of these residents are disconnected from services, and would benefit greatly from housing that comes with case management services that can help them connect to community resources, such as meal services, mental health and substance abuse services and benefits such as SNAP, SSI or Section 8 Housing Vouchers.

Albuquerque will continue to implement policies and programs aimed at ensuring homeless persons in the City are rapidly housed and offered an appropriate level of support services to meet their circumstances and keep them stably housed. Homeless service providers continue to gear their programs and maintain their focus upon moving people quickly into permanent housing. The goal of these Housing First and Rapid Rehousing policies is to significantly reduce homelessness and improve the quality of life for City residents, especially those precariously housed.

AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

The primary barriers to affordable housing in Albuquerque are housing affordability and the lack of monetary resources necessary to develop new housing stock and maintain existing affordable housing units. The two barriers are related in the sense that demand for affordable housing among households earning 0-50 percent of AMI exceeds the supply of affordable units, and resources to address this shortfall have historically been insufficient, as have resources for retrofit, repairs, and regular maintenance of existing units. To a more limited degree, there exist some zoning, regulatory, and political obstacles to affordable housing development.

Zoning requirements that were numerous, complex, and geographically inconsistent, have also historically created impediments to affordable housing development and rehabilitation within the City. To simplify these requirements and to encourage investment and redevelopment, the City's Planning Department spearheaded a new Integrated Development Ordinance (IDO). The IDO vastly simplifies the City's complex web of zoning ordinances, reducing the number of zoning classifications to twenty. Emphasis is placed on urban planning "Centers" as well as on "Corridors." Mixed use incentives, such as bonuses for development that includes workforce housing, are also contained in the legislation, as are variable height requirements for such projects. In response to anti-gentrification concerns of particular communities, the IDO incorporates language respecting the preservation of a "Sense of Place." Moving forward, beyond the delayed implementation of the IDO, possible issues of compliance with and enforcement of these new regulations will necessitate careful cooperation and coordination between the City's Planning Department and private and non-profit developers. It is anticipated that with proper coordination, the new Ordinance will remove barriers to development and preservation of affordable housing.

Actions it planned 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

To address housing affordability and the lack of monetary resources for affordable housing, the 2019 Action Plan invests \$4,359,433 of HOME and \$1,868,126 of WFHTF bond proceeds for the development of new affordable rental housing units. Further, \$831,355 of CDBG funds are allocated to rehabilitate rental housing units. In addition, the City will assist 500 homeowners with CDBG funds for the rehabilitation of owner-occupied housing units. It will also provide 36 prospective homeowner households with affordable homeownership assistance.

To ameliorate barriers further, the City of Albuquerque Community Development Division's Policy Based Ranking Matrix has been modified to "prioritize housing investment near transit, proficient elementary

schools, and employment opportunities and for residents at or below 30 percent AMI.” The proposal includes particular recommendations to be implemented each of the successive five years of the Consolidated Plan. During the 2019 Program Year, the City will make the necessary revisions to the matrix, consult with the Affordable Housing Committee and Affordable Housing Developers, and implement a revised evaluation matrix to review and score projects under the City's Affordable Housing RFP's.

Additionally, the City has identified a need to amend its Workforce Housing Ordinance/Affordable Housing Ordinance in an effort to resolve conflicting City policies within the documents. The City has worked closely with its Affordable Housing Committee, the Affordable Housing Coalition and the New Mexico Finance Authority to identify the specific issues contained within both and also other City policies which may have prevented the furthering of affordable housing development. The result is two separate ordinances; the first is the City's "Workforce Housing Opportunity Act" which is its local policy on affordable housing and the second is the "Implementing Ordinance" which ensures compliance with the State Affordable Housing Act. Both documents are currently being reviewed by the New Mexico Mortgage Finance Authority. As a result of approval, State and City policies will align and developers will have increased opportunities to access affordable housing development opportunities.

The City's Housing and Economic Development Fund (HNEDF) Committee has been inactive for several years. Recently the Committee has reconvened and is currently working to procure a consultant to develop a ten (10) year plan to utilize the funds within the represented neighborhoods. The funds are restricted to the following neighborhoods: Barelas, Wells Park, South Broadway, Santa Barbara/Martineztown, San Jose, Near North Valley, Sawmill, Old Town, Kirtland, University Heights, Silver Hill, Sycamore and Huning/Highland. Once a plan is in place the City will explore new opportunities to provide housing and economic development utilizing these funds.

Discussion:

Through the investment of CDBG, HOME and WFHTF resources, implementation of the AFH goals focused on the Policy Based Ranking Matrix for affordable housing, the Integrated Development Ordinance and the Workforce Housing Opportunity Act/Implementing Ordinance, the City will take significant steps toward addressing barriers to affordable housing.

AP-85 Other Actions – 91.220(k)

Introduction:

Focus group participants involved in affordable housing development emphasized the tying of community-based services to housing in order to produce best outcomes for long-term housing security and stability.

The same participants advocated the use of CDBG monies to fund necessary off-parcel improvements, including ADA compliant sidewalks and utility connections, as means of lowering development costs, especially in areas of high opportunity with higher building costs. Such utility connections should include broadband infrastructure improvements to improve access to online connectivity, increase internet capacity, and deliver faster internet speed to consumers.

Actions planned to address obstacles to meeting underserved needs

After Caucasians, the next largest group of unsheltered homeless residents in the City is American Indians, who make up 43 percent of the unsheltered population within the City. While they make up 18 percent of the entire homeless population in the City, American Indians comprise only 3.75 percent of the City's population overall. This group was mentioned by focus group participants as being particularly difficult to assess and to help with adherence to housing and treatment programs.

To combat the vast over-representation of this underserved group, the City formed a Native American Homeless Task Force, and hired a Native American Tribal Liaison to help coordinate services between social service agencies and Albuquerque's homeless Native American population. The Task Force issued 14 recommendations, including the permanent appointment of a Tribal Liaison. The City is currently in transition in regards to Native American affairs. The Tribal Liaison, who will manage Native American Affairs, is now a full-time City position under the Office of Equity and Inclusion. This position will work closely with the Native American Homelessness Liaison, who is with the Department of Family & Community Services and will continue to coordinate services.

Other participants in focus groups mentioned challenges with respect to reintegration of at-risk individuals after their release from institutions. Metropolitan Detention Center (MDC) officials and Discharge Planners must be kept in the treatment loop, and medication for mental health and addiction issues should be conditions of parole. Members of the behavioral health community meet regularly with local law enforcement as part of the Mental Health Response Advisory Committee, a coordinated follow-up care management mechanism, established by a Settlement Agreement with the US Department of Justice in 2014. Executive leaders of service organizations report that law enforcement entities and county government entities are both amenable to participation in monitoring activities provided that proper consent is obtained. They also pointed out that the HIPAA Code allows communication among providers for purposes of case management. One service provider suggested the utilization of contact management software developed for the sales industry as a valuable tool to assist

with conducting case management services and monitoring adherence to care, especially for those suffering from chronic conditions.

The Community Development Division will work with the City's Office of Civil Rights (OCR) to provide language access services to housing providers and members of the public who speak other languages other than English in order to have improved access to services. In addition, the OCR in conjunction with the City's Office of Equity and Inclusion will update the Limited English Proficiency (LEP)/Language Access Plan (LAP) for the City of Albuquerque and ensure that it meets all federal guidelines and requirements.

Actions planned to foster and maintain affordable housing

The Affordable Housing Committee continues to meet regularly and serves as an advocacy group for affordable housing. The Workforce Housing Trust Fund is presented to the City's voters every two years for renewal. To ensure the electorate is educated as to the importance of affordable housing to the City's quality of life, the Affordable Housing Committee serves as an ad hoc committee that advocates on behalf of ongoing support for the Fund.

The Assessment of Fair Housing makes a specific proposal to modify the City of Albuquerque Community Development Division's Policy Based Ranking Matrix to "prioritize housing investment near transit, proficient elementary schools, and employment opportunities, and for residents at or below 30 percent AMI." For Program Year 2019 the City will implement an updated Policy Based Ranking Matrix for both Rental and Homeownership Request for Proposals in order to address the fair housing issues identified in the AFH.

With regard to addressing rehabilitation needs of aging housing stock, developers report many challenges, including a regulatory requirement that units be brought entirely up to code when repairs are made under HUD supported programs. Frequently, many repair issues are not apparent until rehab activities are well underway, and can cause costs to soar to \$50 to \$60K per unit. In order to revitalize reinvestment areas, the City recognizes the need to continue to fund rehabilitation projects with the understanding that costs may soar during the course of the project. The City values the preservation of affordable housing and/or combatting disinvestment by keeping rehabilitation a priority.

Vacancy rates within low-income neighborhoods are factors contributing to vandalism and other crime issues, and need to be addressed. Developers see an opportunity as well as a problem, in that acquisition and rehabilitation of foreclosed and abandoned units create means of increasing affordable housing inventory.

Actions planned to reduce lead-based paint hazards

To reduce lead-based paint hazards, the City of Albuquerque takes the following actions:

- Include lead testing and abatement procedures if necessary for residential rehabilitation activities for units built prior to January 1, 1978.
- Educate residents on the health hazards of lead-based paint through the use of brochures and encourage screening children for elevated blood-lead levels.
- Disseminate brochures about lead hazards through the City's residential rehabilitation programs.

HUD requires the dissemination of brochures provided by the U.S. Environmental Protection Agency to all applicants as part of the transmittal of the program application. Units receiving CDBG or HOME assistance that were built prior to January 1, 1978 are addressed in accordance with the Lead-Safe Housing Rule. If testing is required and lead-based paint is present, appropriate abatement procedures are implemented as part of the rehabilitation contract consistent with the requirements of 24 CFR Part 35.

Actions planned to reduce the number of poverty-level families

In an effort to meaningfully address the challenge of families living in poverty, all 12 goals of the 2018-2022 Strategic Plan are aligned to support activities that promote the availability of affordable housing and that provide essential services directly benefitting low- and moderate-income residents. In the implementation of the Consolidated Plan, the City will prioritize funding for activities that most effectively address those goals over the next four years. This strategy will emphasize using CDBG, HOME, and ESG funds to help individuals and families rise out of poverty to reach long-term self-sufficiency.

In alignment with the current Consolidated Plan, the 2019 Action Plan seeks to address the most pressing need among low- and moderate-income Albuquerque residents, namely, housing instability. All other investments, including those directed toward public service programs, and infrastructure improvements are intended to promote self-sufficiency and mobility that can only be the outgrowth of a safe, affordable, stable, and accessible living environment.

Actions planned to develop institutional structure

To overcome identified gaps, the City of Albuquerque is committed to several endeavors. To expand and improve the institutional structure for affordable housing development that meets the needs of persons with behavioral health issues and/or those experiencing chronic homelessness, the 2018 – 2022 Consolidated Plan calls for efforts to increase partnerships to identify potential sources of funding for the development and operation of new permanent supportive housing with on-site wrap-around services. The City is partnering with Bernalillo County to develop a single site permanent supportive housing project targeting individuals with behavioral health issues. A development team has been chosen to develop the single site project. Currently an RFP has been issued for a contractor to provide supportive services and housing vouchers. Once the contractor has been selected, development of the single site project will begin. Next, the City is funding a Minor Home Repair program utilizing CDBG funds

in order to address the institutional gap of a lack of resources to rehabilitate the City's aging housing stock. Finally, to address vacancy rates in the City's low-income neighborhoods, the City will prioritize funding rehabilitation projects of older housing in the City's Reinvestment Areas.

During the 2019 Program Year, the City will continue to collaborate with its affordable housing partners to provide permanent supportive housing with wraparound services to individuals who were exiting from correctional institutions and others challenged by behavioral health conditions or chronic homelessness.

The Affordable Housing Committee is anticipated to continue to meet regularly to advocate for affordable housing. The Workforce Housing Trust Fund is presented to the City's voters every two years for renewal.

Actions planned to enhance coordination between public and private housing and social service agencies

Preventing and ending homelessness is a HUD priority addressed nationally through coordination of regional strategies carried out locally by government agencies and a wide variety of community-based organizations and faith-based groups. Consistent with this approach, the City of Albuquerque supports the efforts of the New Mexico Coalition to End Homelessness, the State's lead agency for the Continuum of Care (CoC), and its member organizations that address homelessness throughout the City. In alignment with this strategy, the City will use CDBG, HOME, WFHTF, ESG, and General funds to support local service providers with programs to prevent homelessness and to expand the supply of affordable housing in Albuquerque for low- and moderate-income residents.

Members of the behavioral health community also meet regularly with local law enforcement as part of the Mental Health Response Advisory Committee, a coordinated follow-up care management mechanism, established by a Settlement Agreement with the US Department of Justice in 2014. The communication and coordination mandated under the Agreement between the Albuquerque Police Department and the behavioral health community attempt to ensure that law enforcement is sensitive to the specific needs of at-risk individuals. In addition to addressing dangerous escalations of force in stress situations involving such individuals, these efforts at coordination are intended to reduce other unwanted consequences, such as death from narcotic withdrawal or overdose immediately following incarceration or release.

To enhance coordination for economic development, the City of Albuquerque aims to stay involved with a number of groups, including Albuquerque Economic Development, the Greater Albuquerque Chamber of Commerce, the Hispano Chamber of Commerce, NAIOP Commercial Real Estate Development Association, the Affordable Housing Committee, the Affordable Housing Coalition and the New Mexico Coalition to End Homelessness. These groups represent the interests of private industry, businesses, developers and social services agencies, and the City hopes to encourage joint efforts to encourage

economic development in the Albuquerque community.

Discussion:

According to focus group participants involved in the delivery of services to at-risk communities, the goal of all programs and services should always be *permanent supportive housing*. The Coordinated Entry System (CES) administered by the New Mexico Coalition to End Homelessness is an effective monitoring tool to comprehensively assess homeless individuals and place them into appropriate services across full spectrum of service offerings. According to executive leadership of one organization, Community Service Workers are the "aces in the hole" within the infrastructure of services and programs targeted to the vulnerably housed. Their daily contact with service program constituents is invaluable in terms of direct facilitation of successful transitions to permanent supportive housing.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

Introduction:

In the implementation of programs and activities under the 2018-2019 Action Plan, the City of Albuquerque will follow all HUD regulations concerning the use of program income, forms of investment, overall low- and moderate-income benefit for the CDBG program, recapture requirements for the HOME program and ESG performance standards.

The City certifies that it will pursue all resources indicated in this Plan and will not willingly or knowingly hinder the implementation of any planned activities. The City will continue to abide by the definitions of eligible applicants for funding as described in the Department of Family and Community Services' Administrative Requirements, as amended. These Requirements are located on the Department's website at <http://www.cabq.gov/family/our-department/request-for-proposals>. The City will continue to use a Request for Proposal Process (RFP) to solicit projects from eligible applicants and abide by the RFP process outlined in the Department's Social Services Contracts Procurement Rules and Regulations. This document is also located on the Department's website.

Grant-specific CDBG, HOME and ESG requirements are addressed on the following pages.

Community Development Block Grant Program (CDBG) Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	0
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Annual Action Plan 2019	60
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2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.

100.00%

**HOME Investment Partnership Program (HOME)
Reference 24 CFR 91.220(I)(2)**

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

In accord with HOME regulations, the City of Albuquerque uses the following forms of investment and no others:

- a. Equity investments;
- b. Interest bearing loans or advances;
- c. Non-interest-bearing loans or advances;
- d. Interest subsidies;
- e. Deferred payment loans;
- f. Grants; and
- g. Loan guarantees.

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

The City will not fund homebuyer assistance under recapture guidelines using HOME funds for the 2018-2019 program year.

Resale Guidelines

These resale guidelines shall apply to all resale activities by Community Land Trusts, including homeownership and development assistance.

The resale affordability period is based on the amount of HOME funds invested in the unit to the buyer, as follows:

Under \$15,000- 5 Years; \$15,000-\$40,000- 10 Years; Over \$40,000- 15 Years.

The initial buyer must reside in the home as his/her principal residence for the duration of the period of affordability.

Triggering Resale - If, during the period of affordability, an owner voluntarily or involuntarily transfers his/her property (e.g., through a sale or foreclosure), these RESALE provisions go into effect.

The resale provision requires units to be resold to an income eligible homebuyer if the sale or transfer occurs within the applicable affordability period. The Community Land Trust overseeing the project must monitor sales, foreclosures, and transfer titles to assure affordability requirements. The Community Land Trust must ensure that resale requirements are imposed if the housing does not continue to be the principal residence of the occupant or family for the duration of the period of affordability, and must also ensure that the housing is only made available for subsequent purchase to a buyer whose family household qualifies as a low-income family and will use the property as its principal residence. The resale requirement must also ensure that the price at resale provides the original HOME-assisted owner a fair return on investment and ensure that the housing will remain affordable to a reasonable range of qualified low-income homebuyers. The period of affordability is based on the total amount of HOME funds invested in the housing.

A "*fair return on investment*" is determined by the resale price that takes into account a return on the homebuyer's initial investment (i.e., any out-of-pocket down payment plus any additional homebuyer assistance accessed by the homeowner). This fair return is determined by adding to the original affordable purchase price paid by the homebuyer an agreed-upon percentage of any increase in the value of the home during the homeowner's tenure, as determined by market appraisal.

The process for determining fair return must include an appraisal at initial purchase and an appraisal at sale, each completed by an independent, third party appraiser. The cost of the appraisal cannot be charged to the homeowner. The difference between the initial and time-of-sale appraisals represents the increase in market appreciation of the home, including the value of any capital improvements made by the homeowner during the time they owned their home. In turn, the homeowner's share of appreciation is determined by multiplying the increase in market value appreciation by a reasonable standard appreciation factor to determine the fair return to the homeowner. The standard appreciation factor is based upon the number of years the seller has owned the home. For years 1 through 15, the standard appreciation factor is 25 percent; it is then increased by 1 percent each year from 25 percent for years 16 to 20, up to a maximum of 30 percent. The subsequent sales price of the home must be based on the original purchase price plus the share of appreciation determined via the appraisals and the market appreciation factor.

[Discussion continued in Appendix C due to space limitations in IDIS]

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

See above.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

During the 2019 program year, the City will not use HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds.

Emergency Solutions Grant (ESG) Reference 91.220(l)(4)

1. Include written standards for providing ESG assistance (may include as attachment)

The City and NMCEH have developed administrative standards for ESG. The standards were approved by the Albuquerque Strategic Collaborative in October 2015 and submitted to HUD thereafter. Refer to Appendix C.

2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.

The Albuquerque Continuum of Care and the Balance of State Continuum of Care (the rest of New

Mexico) have developed a centralized or coordinated assessment system. The City will collaborate with both Continuums of Care and the MFA in the implementation of the system. The VI-SPDAT (Vulnerability Index Service Prioritization Decision Assistance Tool) has been used for all City homeless programs since 2017.

3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).

In addition to the City's "Standards for Providing Emergency Solutions Grant Assistance" that was approved by the Albuquerque Strategic Collaborative on October 15, 2015, the City's Department of Family and Community Services, under the Purchasing Ordinances, is allowed to procure their own social services. The City's ESG projects are considered social services. The procurement process is governed by the Social Services Contracts Procurement Rules and Regulations promulgated by the Department. According to the Department Procurement Guidelines, "An RFP is required for the procurement of Social Services unless exempted or an alternate competitive process applies." Department staff review submitted offers to ensure technical compliance prior to review by the Ad Hoc Committee. An Ad Hoc Committee reviews the proposal. The Ad Hoc Committee consists of a minimum of three persons and is approved by the Department Director. Offers submitted in response to an RFP are reviewed, and scored by the committee, for areas stated in the RFP. The Ad Hoc Committee provides the Director with a recommendation of award. If the Director concurs with the Ad hoc Committee recommendation, the Director notifies the Offeror in writing and instructs staff to begin contract negotiations. If the Director does not concur with the Ad Hoc Committee recommendations he/she may request reconsideration by the Ad hoc Committee.

4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.

The City meets the homeless participation requirement in 24 CFR 576.405(a). The Continuum of Care Steering Committee and the Albuquerque Strategic Collaborative both have formerly homeless individual members who participate in policies and funding decisions regarding City programs and services funded under ESG.

5. Describe performance standards for evaluating ESG.

The City and NMCEH completed the ESG Performance Standards for evaluating ESG projects in January 2015. These standards were updated once again in October 2015 and are attached as part of Appendix C.

During the 2018 program year, the City of Albuquerque will continue to work closely with the Albuquerque Strategic Collaborative which houses the Continuum of Care Steering Committee.

Recapture Guidelines

The recapture provision allows the original homebuyer to sell the property to any buyer during the period of affordability so that the City is able to recapture all or a portion of the HOME assistance provided to the original homebuyer. The City has three non-profit agencies that may utilize the recapture provision. These agencies are Greater Albuquerque Housing Partnership (GAHP), Family Housing Development Corporation (FHDC) and Homewise. A City Mortgage and Note are executed by the homebuyer. The homebuyer must also sign a HOME written agreement with the City. The City will forgive the lien placed upon the property in the form of the City Mortgage and Note as long as the original homebuyer resides in the property as their primary residence throughout the affordability period. The recapture provisions are in effect for a period of affordability. This period is based on the amount of direct HOME subsidy to the buyer as follows:

Amount of HOME Funds Provided as a direct subsidy to buyer (<i>recapture</i>)	Period of affordability
Under \$15,000	5 years
\$15,000 to \$40,000	10 years
Over \$40,000	15 years

The direct HOME subsidy is defined as the total amount of HOME assistance that enables the buyer to purchase the unit, including: down payment and closing cost assistance and the amount that reduces the purchase price from fair market value to an affordable price.

If, during the period of affordability, an owner voluntarily or involuntarily transfers his/her property (e.g., through a sale or foreclosure), these RECAPTURE provisions go into effect. The amount of the direct HOME subsidy that is subject to recapture is limited to the available net proceeds. The City can never recapture more than the amount of available net proceeds upon sale. Net proceeds are defined as the sales price of the home minus superior loan repayment (not including HOME loans) and any seller closing costs.

Principle Residency Requirements – During the affordability period the HOME assisted owner is required to occupy the unit as their principal residence. The PJ will provide oversight to ensure compliance throughout the affordability period as define above. During the affordability period, noncompliance occurs when an owner (1) vacates the unit or rents the unit to another household or (2) sells the home without [the City] receiving recaptured funds due at time of sale. In the event of noncompliance, the owner is subject to repay any outstanding HOME funds invested in the housing. This is based on the total amount of HOME funds invested, including both development funds and direct subsidy to the buyer minus any principal HOME loan repayments. Note, the repayment amount is not subject to

any reductions that might be otherwise applicable under a recapture provision (such as forgiveness for term of occupancy or repayment to owner first).

Homebuyer funds recaptured by the City are re-programmed and treated like program income with the exception of 10% cannot be used towards administrative costs. The recaptured funds are then used for HOME eligible activities.

Resale Guidelines

The recapture provisions are in effect for a period of affordability. This period is based on the amount of HOME funds invested in the unit (*resale*) to the buyer (*recapture*), as follows:

Amount of HOME Funds per unit (<i>resale</i>)	Period of affordability
Under \$15,000	5 years
\$15,000 to \$40,000	10 years
Over \$40,000	15 years

The initial buyer must reside in the home as his/her principal residence for the duration of the period of affordability.

Triggering Resale - If, during the period of affordability, an owner voluntarily or involuntarily transfers his/her property (e.g., through a sale or foreclosure), these RESALE provisions go into effect.

The resale provision requires units to be resold to an income eligible homebuyer if the sale or transfer occurs within the applicable affordability period. The developer must monitor sales, foreclosures, and transfers titles to assure affordability requirements. The developer must ensure that resale requirements are imposed if the housing does not continue to be the principal residence of the occupant or family for the duration of the period of affordability, and must also ensure that the housing is only made available for subsequent purchase to a buyer whose family household qualifies as a low-income family and will use the property as its principal residence. The resale requirement must also ensure that the price at resale provides the original HOME-assisted owner a fair return on investment (including the homeowner's investment and any capital improvement) and ensure that the housing will remain affordable to a reasonable range of qualified low-income homebuyers. The period of affordability is based on the total amount of HOME funds invested in the housing.

A “*fair return on investment*” is determined by the resale price that takes into account a return of the initial homebuyer’s initial investment. (i.e. down payment or closing cost assistance, subordinate financing, etc.) plus any capital improvements made to the housing unit, which are typically set or limited based on changes in Area Median Sales Price. These factors typically establish the fair market value for the city the property is located. The intent is to provide a fair return to the seller while limiting price based solely based on the Median Sales Price to a potential buyer. To determine a “*a fair return on investment*”, the City will measure the percentage change in median sales prices over the period of ownership as a reasonable index that is directly related to real estate prices in the area which will simplify the resale approach by taking both market appreciation and depreciation into account. It is important to note that in certain circumstances, such as a declining housing market where home values are depreciating, the original homebuyer may not receive a return on his or her investment because the home sold for less or the same price as the original purchase price. The City’s intent is to set a resale price that provides a fair return to the original homebuyer while ensuring that the property is affordable to the targeting population, thus reducing the need for additional subsidies to eligible buyers.

A *capital improvement* is any addition or alteration to real property that meets the following conditions:

- It substantially adds to the value of the real property, or appreciably prolongs the useful life of the real property; and
- It becomes part of the real property or is permanently affixed to the real property so that removal would cause material damage to the property or article itself.

The value of any capital improvement will be determined by the national average increase in value that a specific type of improvement brings at sale. For example, if downpayment= \$5000, value of capital improvements = \$9000 and the percentage change of median sales price over ownership period = 3.5%, then, fair return on investment = $(\$5000 + \$9000) \times 3.5 = \$490$. In this example, the total return to original homebuyer at sale = $\$14,490$ ($\$5000 + \$9000 + \$490$).

A “*reasonable range of low-income buyers*” is defined in the City’s Program as a household or family at or below 80 percent of Area Median Income paying no more than 30 percent of income for principal, interest, property taxes, and insurance. Please note that the resale price is based on a fair return on investment outlined above. The resale price does not necessary assure affordability to the reasonable range of low-income buyers, downpayment

assistance and/or second mortgage assistance may be provided by the City and/or sub-recipients in order to assure affordability of a specific homebuyer.

The City will use deed restrictions, covenants running with the land, or other similar mechanisms as the mechanism to impose the resale ***and continued affordability*** requirements as outlined in §92.254(a)(5)(i)(A) of the HOME Rule. The developer may use purchase options, rights of first refusal or other preemptive rights to purchase the housing before any conveyance to preserve affordability. The affordability restrictions shall be revived according to the original terms if, during the original affordability period, the owner of record before the termination event, obtains an ownership interest in the housing.

Sisneros, Tammy J.

From: Giron II, Richard
Sent: Monday, April 22, 2019 3:23 PM
To: Sisneros, Tammy J.; Montoya, Monica
Subject: FW: Public Comment

From: Shanae Eggert <SEggert@barrettfoundation.org>
Sent: Friday, April 19, 2019 3:00 PM
To: Giron II, Richard <rickgiron@cabq.gov>
Subject: Public Comment

Comment Regarding Goal 5:

“Increase housing available to the City’s most vulnerable residents, including people with severe mental illness, bad credit ratings, eviction histories and criminal records through Tenant Based Rental Assistance.”

Public Comment:

As a sub-recipient for the Tenant Based Rental Assistance program, we have been providing case management services without financial support. With the population described as the City’s most vulnerable residents, the need for case management services is high. Allowing agencies access to direct funds for supportive services can ensure that program participants are secure in housing placement, maintain housing stability throughout the entire program and develop successful exit strategies.

Shanae Eggert

Director of Programs

Barrett Foundation

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Albuquerque, NM 87112

Cell: 505-999-0178

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ALBUQUERQUE HOUSING AUTHORITY
Empowering people in our community through affordable housing and self-sufficiency opportunities

April 18, 2019

Rick Giron
Community Services Project Manager
Department of Family and Community Services
City of Albuquerque
Via Email: rickgiron@cabq.gov

Dear Mr. Giron,

On behalf of the Albuquerque Housing Authority, I am respectfully submitting the below comments for your consideration regarding the 2019 Action Plan.

Thank you for including in the Action Plan funding for the Albuquerque Housing Authority, including \$830,000 in CDBG funding and \$1,095,004.98 in TBRA funding. The CDBG funding is instrumental in making much needed capital improvements to public housing. The TBRA funding helps transition more households into permanent housing. These programs have been successful in the past and we look forward to continuing this partnership with the City.

The AHA TBRA program is designed to issue vouchers to households that are referred to Albuquerque Housing Authority as clients of service providers serving precariously housed or persons experiencing homelessness and are presently in the AHA Section 8 Housing Choice Voucher Lottery or on the Public Housing waiting list. The Albuquerque Housing Authority partners with the service provider providing temporary assistance through TBRA as they develop a permanent housing solution for these households. Each client follows a housing plan to achieve a permanent housing solution within 24 months of receiving a voucher. The role of the service provider is essential to provide the case management support for the households to help insure success in the intake, housing, and transition process.

We ask that the City consider providing funding in the 2019 Action Plan for service providers to provide the referrals and case management support services. Our success in meeting our goals in the TBRA program is reliant on the partner agencies to have the funding and staff they need to not only provide the referrals but also support the clients through the process. Additionally, this funding helps insure the success of the households seeking permanent housing solutions.

We appreciate the opportunity to comment on the draft 2019 Action Plan. Please feel free to contact me if you have any questions regarding any of the above comments.

Sincerely,

Linda Bridge
Executive Director





April 17, 2019

City of Albuquerque
Department of Family and Community Services
P.O. Box 1293, Suite 504,
Albuquerque, NM 87103
Attn: Rick Giron II

Dear Mr. Giron

This letter serves as a formal request for Fiscal Year 2020 additional CDBG funding. AHCH would like to request an additional \$100,000 in CDBG funding for our Dental Program, with this funding we would be able to serve an additional 150 clients through approximately 500 encounters. Additionally, we would like to request an additional \$50,000 in CDBG funding for Medical Respite Motel Vouchers, with this funding we would be able to serve an addition 178 medically fragile clients

Thank you in advance for your assistance with this request.

Respectfully

Trish Grand
Chief Finance and Administration Officer

Albuquerque
HEALTHCARE
for the homeless

Sisneros, Tammy J.

From: Giron II, Richard
Sent: Monday, April 08, 2019 10:42 AM
To: Brian L. Ammerman
Cc: Robin Johnson; Sisneros, Tammy J.
Subject: RE: Notice of Public Hearing - 2019 DRAFT Action Plan

Hello Mr. Ammerman,

Thank you for your offer to assist the department based on Adelante's experience with food service programs. Currently, the City operates its own Senior Meals Program through its Department of Senior Affairs, which provides meals at 5 senior centers and 17 meal sites. However, we will be mindful of your offer to discuss operations, resources, and/or strategies for senior/food programs, should the needs arise.

Again, thank you for your interest in our 2019 Action Plan and its activities!



RICK GIRON II
Community Services Project Manager
O 505.768.2968
m 505.379.4872
cabq.gov/family

From: Brian L. Ammerman <blammerman@goadelante.org>
Sent: Monday, March 18, 2019 2:45 PM
To: Giron II, Richard <rickgiron@cabq.gov>
Cc: Lujan, Amanda L. <amandalujan@cabq.gov>; Robin Johnson <rjohnson@goadelante.org>
Subject: RE: Notice of Public Hearing - 2019 DRAFT Action Plan

Mr. Giron,

Good afternoon. We read the public hearing notice and wanted to offer our assistance, as appropriate. Adelante Development Center has managed Storehouse NM food pantry in Albuquerque and the Senior Meals program in Doña County for several years. We have a great deal of knowledge of both programs and would be willing to discuss operations, resources, and/or strategies for the programs as they apply to senior programs in New Mexico.

Brian L. Ammerman
VP of Business Operations
Adelante Development Center, Inc.
3900 Osuna Rd. NE
Albuquerque, NM 87109
blammerman@goadelante.org
Direct: (505) 980-5699
Fax: (505) 341-2001

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From: Lujan, Amanda L. [<mailto:amandalujan@cabq.gov>]
Sent: Tuesday, March 05, 2019 1:51 PM
Subject: RE: Notice of Public Hearing - 2019 DRAFT Action Plan

Hello,

Please see the attached public notice. The one previously sent had the incorrect date. I am sorry for the inconvenience.

Thanks,

AMANDA L. LUJAN

Community Development Program Specialist

☎ 505.768.2913

📍 ADDRESS: 400 Marquette Ave. NW Rm. 504, Albuquerque, NM 87102

✉ EMAIL: amandalujan@cabq.gov

🌐 Website: cabq.gov/family



From: Lujan, Amanda L.
Sent: Tuesday, March 5, 2019 12:23 PM
Subject: Notice of Public Hearing - 2019 DRAFT Action Plan
Importance: High

The City of Albuquerque's Family and Community Services Department is holding a public hearing to discuss its draft 2019 Action Plan. The Action Plan is the annual plan required by the U.S. Department of Housing and Urban Development (HUD). The Action Plan serves as the City's grant application to HUD and includes activities to be undertaken with the Community Development Block Grant (CDBG) funds, HOME Investment Partnership (HOME) funds and Emergency Solutions Grant (ESG) funds from HUD, as well as other local funds.

The public hearing will be held at 5:00 p.m. on Tuesday, March 19th at Los Griegos Health and Social Services Center, 1231 Candelaria NW, 87107. Attached you will find the public notice with additional information, including the proposed allocation of funding.



TAMMY JO SISNEROS

Planner

☎ 505.768.2837

cabq.gov/family

=====
This message has been analyzed by Deep Discovery Email Inspector.

City of Albuquerque

Emergency Solution Grant (ESG) Program

Written Standards

Contents

Introduction [3]

- Background [3]
- Program Overview [3]

Standards Applicable to All Programs [4]

- Program Eligibility by Homeless Status [4]
- The New Mexico Coordinated Entry System [5]
- Fair Housing [5]
- Equal Access [6]
- Affirmative Outreach [6]
- Coordination with Other Targeted Homeless Services [7]
- Other Federal, State, Local, and Private Assistance [8]
- Homeless Management Information System [8]
- Termination of Assistance [9]
- Grievance [10]
- Faith-Based Activities [10]
- Environmental Review [11]
- Homeless Representation [11]
- Program Evaluation [11]

Street Outreach Standards [12]

- Target Population [12]
- Coordinated Entry System (CES) [12]

Emergency Shelter Standards [12]

- Eligible Participants [13]
- Admission [13]
- Recordkeeping Requirements [13]
- Coordinated Entry System (CES) [14]
- Prohibition Against Involuntary Family Separation [14]
- Child School Enrollment and Connection to Services [14]
- Safety & Security [14]
- Length of Stay [14]
- Supportive Services [15]

Homeless Prevention & Rapid Re-Housing Standards [15]

- Prioritization [15]
- Eligible Participants [16]

- Record Keeping Requirements [16]
- Securing & Maintaining Housing [17]
- Continued Eligibility [18]
- Case Management [18]
- Child School Enrollment & Connection to Services [19]
- Rental Assistance [19]
- VAWA Emergency Transfer Plan [22]
- Fair Market Rent [23]
- Rent Reasonableness [23]
- Habitability Standards [23]
- Lead-Based Paint Requirements [23]
- Lease Agreement [24]
- Rental Assistance Agreement [24]
- Rent Payments [24]

Appendix A: Eligible Activities by ESG Component [25]

- Street Outreach Component [25]
- Emergency Shelter Component [27]
- Homelessness Prevention & Rapid Re-Housing Components [31]
- HMIS Component [34]
- Administrative Activities [35]

Appendix B: HUD Definition of Homeless [37]

Appendix C: HUD Definition for At-Risk of Homelessness [38]

Introduction

In accordance with Title 24 of the Code of Federal Regulations (24 CFR) 91.220(l)(4)(i) and 576.400(e) (1), the City of Albuquerque (City) and the Albuquerque Continuum of Care (CoC) have developed the following written standards for the provision and prioritization of Emergency Solutions Grant (ESG) funding. The following standards are intended as basic, minimum standards to which individual ESG applicants and/or subrecipients may add additional and more stringent standards applicable only to their own projects. Any additional standards developed and implemented by an individual ESG applicant and/or subrecipient must be approved by the City prior to implementation or adoption into program policies and procedures. These required minimum standards help to ensure that the ESG program is administered fairly and methodically. The City and the CoC will continue to build upon and refine this document.

Background

The City of Albuquerque is awarded ESG funds annually from the Department of Housing and Urban Development (HUD) as part of the Annual Action Plan Process. These funds are designed to identify sheltered and unsheltered homeless persons, as well as those at risk of homelessness, and provide the services necessary to help those persons quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness. The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act) significantly amended the McKinney-Vento Homeless Assistance Act, including major revisions to the Emergency Shelter Grants program, which was renamed the Emergency Solutions Grants program. The HEARTH Act, and implementation of the applicable federal regulations by HUD, incorporated many of the lessons learned from the implementation of the Homelessness Prevention and Rapid Re-Housing Recovery Act Program (HPRP) into the new ESG program, including placing a stronger emphasis on rapid re-housing assistance.

Program Overview

The ESG Program allows the City to set priorities based on the individualized needs of the community as identified in the City's consolidated plan. These standards serve to outline the specific guidelines and priorities that will be used by the City in awarding and administering ESG funding. Currently, eligible program components that are prioritized under the City's ESG Program are emergency shelter, rapid re-housing, HMIS, and administrative costs. The City and Albuquerque CoC may revise ESG component priority in subsequent years based on the needs of the community.

Standards Applicable to All Programs

The following standards are intended as basic, minimum standards that apply to all ESG projects.

Program Eligibility by Homeless Status

Every participant served by ESG funds must qualify for assistance according to HUD standards. Service providers are responsible for determining eligibility status for ESG recipients and are required to obtain documentation at intake of homeless or at-risk of homelessness status. This documentation may come from either the participant or a third party information source and is typically obtained at intake, entry, or referral by another ESG service provider. A copy of the documentation must be kept in the participant file and made available to the City, the CoC and HUD for monitoring or risk analysis purposes. Details regarding participant eligibility for ESG-funded programs, according to HUD's definition of homelessness and at-risk of homelessness, are outlined below. For complete definitions of program eligibility by homeless status, see Appendix B & C.

Street Outreach (SO)

Street Outreach services shall target unsheltered homeless individuals and families, meaning those with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground.

Emergency Shelter (ES)

Individuals and families eligible for ES assistance include those who meet the following definitions:

- Homeless Category 1 Literally Homeless
- Homeless Category 4 Fleeing/Attempting to Flee DV (*Must also meet qualifications for Category 1)

Rapid Re-Housing (RRH)

Individuals and families eligible for RRH projects include those who meet the following definitions:

- Homeless Category 1 Literally Homeless
- Homeless Category 4 Fleeing/Attempting to Flee DV (Must also meet qualifications for Category 1)

Additionally, RRH projects must only serve individuals and families that have an annual income below 30% of the average median income (AMI) for the area.

Homelessness Prevention (HP)

Individuals and families eligible for HP projects include those who meet the following definitions:

- Homeless Category 2 Imminent Risk of Homelessness
- Homeless Category 4 Fleeing/Attempting to Flee DV (Does not meet qualifications for Category 1)

Additionally, HP projects must only serve individuals and families that have an annual income below 30% of the average median income (AMI) for the area.

The New Mexico Coordinated Entry System (NMCES)

To ensure homeless households receive immediate housing and to minimize barriers to housing access, all subrecipients will be required to assist program participants in accessing resources through the New Mexico Coordinated Entry System (NMCES), and accepting (where applicable) all referrals for housing from the NMCES. Coordinated Entry is a CoC-wide process for facilitating access for all resources designated for individuals and families experiencing homelessness. This system ensures that every homeless individual or family is known by name, provides assistance based on the individual or family's unique needs, and matches them to the most appropriate service strategy or housing intervention. CES ensures system coordination among emergency shelters, essential service providers, homelessness prevention providers, rapid re-housing providers, other homeless assistance providers, and mainstream services and housing providers.

Subrecipients will have, at a minimum, one staff member who is trained and certified in conducting the common assessment tool used by the NMCES. The NMCES uses the Vulnerability Index - Service Prioritization Decision Assistance Tool (VI-SPDAT) as its common assessment tool. To the maximum extent practicable, households presenting for assistance will be assessed using the VI-SPDAT. All completed assessments must be entered into the NMCES, in accordance with NMCES Policies and Procedures.

Where the subrecipient is unable to administer the VI-SPDAT, households that present for service will be provided appropriate referrals to NMCES. Subrecipients will also post publicly NMCES educational materials.

Fair Housing

Subrecipients will not prohibit access to ESG funded programs to anyone that would otherwise be eligible for assistance based on race, color, religion, national origin, sex, age, familial status, disability type, actual or perceived sexual orientation, gender identity or marital status. Subrecipients will post publicly a HUD issued Fair Housing notice, in a place that is visible to all program participants and persons who present for assistance or services.

Equal Access

Units of general local government and nonprofit organizations shall make it known that facilities and services supported by this grant are available to any person (who otherwise meets the eligible criteria for the program) in accordance with the Equal Access Rule (24 CFR 5.105(a)(2)) which prohibits discriminatory eligibility determinations in HUD-assisted or HUD-insured housing programs based on actual or perceived sexual orientation, gender identity, or marital status, including any projects funded by the CoC, ESG and HOPWA Programs. The ESG interim rule also contains a fair housing provision, 24 CFR 576.407(a) and (b).

It is allowable for shelters or housing programs to exclusively serve families with children, but they must serve all types of families with children including both male and female headed households. The housing or shelter may also be limited to one sex where such housing consists of a single structure with shared bedrooms or bathing facilities such that the considerations of personal privacy and the physical limitations of the configuration of the housing make it appropriate for the housing to be limited to one sex.

Providers that operate single-sex projects must provide all individuals, including transgender individuals and other individuals who do not identify with the sex they were assigned at birth, with access to programs, benefits, services, and accommodations in accordance with their gender identity without being subjected to intrusive questioning or being asked to provide documentation.

Affirmative Outreach

Subrecipients must make known that use of the facilities, assistance, and services are available to all on a nondiscriminatory basis. If it is unlikely that the procedures that the subrecipient intends to use to make known the availability of the facilities, assistance, and services will reach persons of any particular race, color, religion, sex, age, national origin, familial status, or disability who may qualify for those facilities and services, the recipient must establish additional procedures that ensure that those persons are made aware of the facilities, assistance, and services. The subrecipient must take appropriate steps to ensure effective communication with persons with disabilities including, but not limited to, adopting procedures that will make available to interested person's information concerning the location of assistance, services, and facilities that are accessible to persons with disabilities. Consistent with Title VI and Executive Order 13166, subrecipients are also required to take reasonable steps to ensure meaningful access to programs and activities for limited English proficiency (LEP) persons.

Subrecipients will market their program in an ongoing effort to assure that potential participants who are least likely to access the program, (without regard to race, color, national origin, sex, religion, familial status, sexual orientation, and disability) have access to the program. Subrecipients will develop, and document efforts to follow, a written strategy to provide public notice and conduct outreach to educate those least likely to access resources. At a minimum, affirmative marketing strategies will include efforts to communicate information regarding services and resources available

through the program, eligibility requirements, and information about the NM Coordinated Entry System (NMCES) and how the program participates in the NMCES.

Methods outlined in the subrecipients marketing strategy may include:

- Distributed printed materials
- Postings to agency website and/or social media accounts
- Public listings through community resource services
- Education provided to community partners

Coordination with Other Targeted Homeless Services

ESG funded programs must coordinate and integrate, to the maximum extent practicable, ESG-funded activities with other programs targeted to homeless people in the Albuquerque CoC. Efforts to coordinate with other targeted homeless services must be documented by subrecipients. These programs may include, but are not limited to:

- Continuum of Care Program (24 CFR 578)
- Section 8 Moderate Rehabilitation Program for Single Room Occupancy Program for Homeless Individuals (24 CFR 882)
- HUD—Veterans Affairs Supportive Housing (HUD—VASH) (division K, title II, Consolidated Appropriations Act, 2008, Pub. L. 110–161 (2007), 73 FR 25026 (May 6, 2008))
- Education for Homeless Children and Youth Grants for State and Local Activities (title VII–B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.))
- Grants for the Benefit of Homeless Individuals (section 506 of the Public Health Services Act (42 U.S.C. 290aa– 5))
- Healthcare for the Homeless (42 CFR part 51c)
- Programs for Runaway and Homeless Youth (Runaway and Homeless Youth Act (42 U.S.C. 5701 et seq.))
- Projects for Assistance in Transition from Homelessness (part C of title V of the Public Health Service Act (42 U.S.C. 290cc–21 et seq.))
- Services in Supportive Housing Grants (section 520A of the Public Health Service Act)
- Emergency Food and Shelter Program (title III of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11331 et seq.))
- Transitional Housing Assistance Grants for Victims of Sexual Assault, Domestic Violence, Dating Violence, and Stalking Program (section 40299 of the Violent Crime Control and Law Enforcement Act (42 U.S.C. 13975))
- Homeless Veterans Reintegration Program (section 5(a)(1)) of the Homeless Veterans Comprehensive Assistance Act (38 U.S.C. 2021)
- Domiciliary Care for Homeless Veterans Program (38 U.S.C. 2043)
- VA Homeless Providers Grant and Per Diem Program (38 CFR part 61)

- Health Care for Homeless Veterans Program (38 U.S.C. 2031)
- Homeless Veterans Dental Program (38 U.S.C. 2062)
- Supportive Services for Veteran Families Program (38 CFR part 62)
- Veteran Justice Outreach Initiative (38 U.S.C. 2031)

Other Federal, State, Local, and Private Assistance

ESG funded programs must assist each program participant, as needed, to obtain other Federal, State, local, and private assistance available to assist the program participant in obtaining housing stability. Assistance provided to program participants must be documented by subrecipients.

Assistance programs include:

- Medicaid
- Supplemental Nutrition Assistance Program (SNAP)
- Women, Infants and Children (WIC)
- Federal-State Unemployment Insurance Program
- Social Security Disability Insurance (SSDI)
- Supplemental Security Income (SSI)
- Child and Adult Care Food Program
- Public housing programs
- Housing programs receiving tenant-based or project-based assistance
- Supportive Housing for Persons with Disabilities
- HOME Investment Partnerships Program
- Temporary Assistance for Needy Families (TANF)
- Health Center Program
- State Children’s Health Insurance Program
- Mental Health and Substance Abuse Block Grants
- Services funded under the Workforce Investment Act

Homeless Management Information System (HMIS)

All ESG-funded programs are required to enter participants in the NM Homeless Management Information System (NM-HMIS) at first contact, reassessment, and exit, per current data standards. Programs that are specifically forbidden by other statutes or regulations (e.g., domestic violence victim service providers) must participate utilizing an approved comparable database to meet reporting requirements. Albuquerque DV Providers shall actively utilize the Osnum comparable database system and shall be in compliance with all data quality standards set forth by HUD.

All participating agencies must collect and maintain common data fields as determined by current HUD data standards in effect, and considering all relevant regulations. This requirement helps to ensure coordination between service providers through the Coordinated Entry System (NMCES), while avoiding duplication of services and client data, and provides an opportunity to document

homelessness for eligibility of assistance. Subrecipients must enter and maintain all data required to complete all reporting requirements established by HUD, the City, and the CoC. All NM-HMIS participating agencies must also adhere to the policies and procedures outlined in the NM-HMIS Standard Operating Procedures, including timely, accurate, and complete data quality management.

Confidentiality of Records

All ESG-funded programs must uphold all privacy protection standards established by the NM-HMIS Standard Operating Procedures and relevant federal and State of New Mexico (State) confidentiality laws and regulations that protect client records. Confidential client records may only be released with the participant's or the participant's guardian's consent, unless otherwise provided for in the pertinent laws and regulations. All required HMIS forms can be found within the NM-HMIS database program.

Verbal Explanation

Prior to every participant's initial assessment, ESG-funded programs must provide a verbal explanation that the participant's information will be entered into an electronic database that stores client information and an explanation of the NM-HMIS Client Consent Form terms. Participants should also be informed that they may be removed from the database at any time at their request.

Written Consent

After being provided a verbal explanation, each participant who agrees to have his or her personal protected information (PPI) entered into the NM-HMIS must sign the NM-HMIS Client Consent Form. Exception: verbal consent to enter PPI into the NM-HMIS may be obtained during a phone screening, outreach, or diversion, provided that the subrecipient obtains the participant's written consent at the next available opportunity. Households that do not sign the consent are entered into NM-HMIS using only an identifier number.

Privacy Policy

Subrecipients must establish a written privacy policy, which must be posted in a place where all participants may easily view it, and will be provided upon a participant's request.

Termination of Assistance

Subrecipients may terminate assistance to participants who violate program requirements as outlined below, in accordance with 24 CFR 576.402 (a)(b)(c).

If a program participant violates written program requirements, the subrecipient may terminate assistance in accordance with a formal process established by the subrecipient that recognizes the rights of individuals affected. The subrecipient must exercise judgment and examine all extenuating circumstances in determining when violations warrant termination so that a program participant's assistance is terminated only in the most severe cases.

When terminating rental assistance or housing relocation and stabilization services, the required formal process shall minimally consist of:

- A written notice to the program participant containing a clear statement of the reasons for termination; and
- A review of the decision, in which the program participant is given the opportunity to present written or oral objections before a person other than the person (or a subordinate of that person) who made or approved the termination decision; and
- Prompt written notice of the final decision to the program participant.

Termination does not bar the subrecipient from providing further assistance at a later date to the same family or individual.

Grievance

All ESG subrecipients must create a formal standardized grievance process, which they must incorporate in their internal policy and procedures and at a minimum include:

- An established escalation process if no resolution is found through initial efforts; and
- A designated grievance liaison within the agency; and
- A standard grievance form that can be filled out and returned to a grievance liaison; and
- Participants are informed of their right to file a grievance at initial intake; and
- Participants are provided with notice of their right to contact the agency's Director, the City and/or HUD to include contact information; and
- Notice that services will not be denied based on complaints or grievances.

Faith-Based Activities

Minimum standards for faith-based activities (24 CFR 576.406) are:

- Providers receiving ESG funding shall not engage in inherently religious activities as part of the ESG-funded programs or services. Such activities must be offered separately from ESG-funded programs and services and participation must be voluntary.
- A religious organization receiving ESG funding retains independence from government and may continue with its mission provided that ESG funds are not used to support inherently religious activities. An ESG-funded organization retains its authority over its internal governance.
- An organization receiving ESG funding shall not discriminate against a participant or prospective participant based on religion or religious beliefs.
- ESG funding shall not be used for the rehabilitation of structures used specifically for religious activities, but may be used for rehabilitating structures that are used for ESG eligible activities.

Environmental Review

Before any funds are committed, an environmental review will be conducted of all ESG-funded grantee project site(s) to demonstrate there are no hazardous materials present that could affect the health and safety of the occupants. All ESG activities are subject to environmental review under HUD's environmental regulations in 24 CFR part 58. The subrecipient, or any contractor of the subrecipient, may not acquire, rehabilitate, convert, lease, repair, dispose of, demolish, or construct property for an ESG project, or commit or expend HUD or local funds for ESG eligible activities, until an environmental review under 24 CFR part 58 has been performed and the recipient has received HUD approval of the property.

Homeless Representation

Subrecipients must ensure that not less than one homeless individual or formerly homeless individual participates on the board of directors or other equivalent policymaking entity of the agency, to the extent that the entity considers and makes policies and decisions regarding any facilities, services, or other assistance that receive funding under the Emergency Solutions Grant (ESG).

If the subrecipient is unable to meet requirements outlined in the above paragraph, it must instead develop and implement a plan, approved by the City, to consult with homeless or formerly homeless individuals in considering and making policies and decisions regarding any facilities, services, or other assistance that receive funding under Emergency Solutions Grant (ESG). The plan must be included in the annual action plan required under 24 CFR 91.220.

To the maximum extent practicable, the provider must involve homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under ESG, in providing services assisted under ESG, and in providing services for occupants of facilities assisted under ESG. This involvement may include employment or volunteer services.

Program Evaluation

The City and Continuum of Care will develop annual performance standards for evaluating the effectiveness of ESG program funded activities. Subrecipient performance will be evaluated annually and performance outcomes will be considered in allocating funding.

At a minimum, the performance standards will address the degree to which ESG subrecipients are succeeding in:

- Targeting those who most need assistance; and
- Reducing the number of people living on the streets or in emergency shelter; and
- Reducing the time people spend homeless; and
- Reducing program participants' housing barriers or housing stability risks; and
- Improving HUD System Performance Measures, e.g. The Longitudinal System Analysis; and
- Submitted an accurate and timely annual CAPER.

Street Outreach Standards

Street Outreach should be principally focused to one goal: that of supporting persons experiencing homelessness in achieving some form of permanent, sustainable housing. While Street Outreach teams may use incentives to encourage trust and build relationships, or to ensure that homeless households' emergency needs are met, the awards made should be used with permanent housing as the end goal rather than simply seeking to alleviate the burden of living on the streets.

ESG street outreach funds may be used for costs of providing essential services necessary to reach out to unsheltered persons; connect them with emergency shelter, housing, or critical services; and provide urgent, non-facility-based care to unsheltered homeless people who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility. Individuals and families shall be offered the following eligible Street Outreach activities, as needed and appropriate: engagement, case management, emergency health and mental health, transportation services (24 576.101).

Target Population

Providers of Street Outreach services shall target unsheltered homeless individuals and families, meaning those with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground, and who would not otherwise access homeless services.

NMCES

All individuals and families served through street outreach programs should be assessed using a comprehensive, universal assessment tool, the Vulnerability Index Service Prioritization Decision Assistance Tool (VI-SPDAT), in order to make an informed and objective decision on the level of need of each family and streamline eligibility determinations. All completed assessments must be submitted to the NMCEH CES program, or entered into the NM-HMIS database in accordance with NMCES Policies and Procedures.

Emergency Shelter Standards

ESG funds may be used for the costs of providing essential services to homeless families and individuals in emergency shelters, renovating buildings to be used as emergency shelter for homeless families and individuals, and operating emergency shelters. An emergency shelter is any facility with the primary purpose of providing temporary shelter for the homeless in general or for a specific population of the homeless. Emergency shelters will not require occupants to sign leases or occupancy agreements.

Shelter stays should be avoided, if possible, and when not possible, limited to the shortest time necessary to help participants regain permanent housing. Households should only be referred to ESG-funded emergency shelters after exhausting all available options for diversion. Emergency shelter programs should be closely linked to the New Mexico Coordinated Entry System (NMCES)

to ensure residents are referred to the most appropriate housing resources including, but not limited to, rapid re-housing and permanent supportive housing. Linkages should also be made to applicable mainstream resources.

Eligible Participants

ESG-funded emergency shelter programs serve households that meet the definition of “homeless” as defined by HUD at 24 CFR 576.2. Households served by ESG-funded emergency shelters lack a fixed, regular, and adequate nighttime residence; cannot be served by other programs or resources; and have no other options for overnight shelter.

Admission

Subrecipients must develop clear and standard policies and procedures regarding participant selection, when need exceeds available resources. Admission policies and procedures must be applied consistently for all households presenting for assistance and take into account the varying needs of people who are homeless. Emergency shelters will prioritize individuals/families that:

- Cannot be diverted; and
- Are literally homeless; and
- Can be safely accommodated in the shelter; and
- Are not in need of emergency medical or psychiatric services or are a danger to self or others.

No shelter may deny shelter based on disability status. Victims of domestic violence that are actively fleeing a domestic violence situation should be referred to a specialized domestic violence shelter, when possible, regardless of where they first access the shelter system.

Recordkeeping Requirements

For shelters where program participants may stay only one night and must leave in the morning, certification of homeless status must be obtained each night. If program participants may stay more than one night, then certification of homeless status must be obtained on the first night the household stays in the shelter.

Subrecipients may document homeless status through a certification by the individual or head of household as the primary method of establishing homeless eligibility. One method of meeting this standard would be to require households to complete a sign-in sheet, with a statement at the top informing the individual or head of household that by signing, they certify that they are homeless.

Under no circumstances must the lack of third-party documentation prevent an individual or family from being immediately admitted to emergency shelter, receiving services, or being immediately admitted to shelter or receiving services provided by a victim service provider.

NMCES

Subrecipients must offer all households that enter the shelter an opportunity to complete the common assessment tool for the NM Coordinated Entry System (CES) within the first seven days of their stay. The CES uses the VI-SPDAT as its common assessment tool. This will allow shelters to connect families and individuals experiencing homelessness to the most appropriate long-term housing option available through the Coordinated Entry System. All ESG-funded programs must also post notice providing information about the NM Coordinated Entry System in a place that is visible to all persons presenting for services.

Prohibition Against Involuntary Family Separation

Any group of people that present together for assistance and identify themselves as a family, regardless of age or relationship or other factors, are considered to be a family and must be served together as such. Further, any shelter receiving funds under the ESG Programs, including faith-based organizations, cannot discriminate against a group of people presenting as a family based on the composition of the family (e.g. adults and children or just adults), the age of any family member, the disability status of any members of the family, marital status, actual or perceived sexual orientation, or gender identity. Further, the age and gender of a child under age 18 must not be used as a basis for denying any family's admission to any shelter receiving Emergency Solutions Grant (ESG) funding.

Child School Enrollment and Connection to Services

Emergency Shelters will designate a staff person to be responsible for ensuring that children being served in the program are enrolled in school and connected to appropriate services in the community, including Title 1, early childhood programs such as Head Start, and parts B and C of the Individuals with Disabilities Education Act. Subrecipients that serve households with children will post publicly, and/or provide for households with children at intake, notice of education services available within the community, and document efforts to verify that children are enrolled in school and connected to appropriate services.

Safety and Security

Emergency Shelter programs must create policies and procedures that minimize barriers and follow harm-reduction methods to the maximum extent practicable, while also creating a safe environment for shelter guests and staff; policies and procedures may vary depending on the shelter population being served.

Length of Stay

Emergency shelters must develop clear and standard policies and procedures regarding length of stay and discharge from the program. Policies and procedures must be applied consistently for all program participants and take into account the varying needs of people who are homeless. When

possible, people with long-term, serious disabilities should be allowed to stay until they are able to access permanent supportive housing.

Supportive Services

While shelter staff may encourage trust and build relationships by discussing non-housing related topics with shelter residents, the primary purpose and ultimate goal of all resident interactions should be to ensure that participants obtain permanent housing as quickly as possible. Emergency shelter programs will connect shelter residents to other Federal, State, local, and private assistance as outlined under Standards Applicable to All Programs. Interactions that include discussion of setting or making progress towards housing goals and connection to other resources will be documented by Emergency Shelter programs.

Homeless Prevention & Rapid Re-Housing Standards

Homelessness Prevention (HP) assistance includes housing relocation and stabilization services and/or short- and/or medium-term rental assistance necessary to prevent an individual or family from moving into an emergency shelter or another place described in paragraph (1) of the homeless definition in 24 CFR 576. The costs of homelessness prevention are only eligible to the extent that the assistance is necessary to help the program participant regain stability in the program participant's current permanent housing or move into other permanent housing and achieve stability in that housing.

Rapid Re-Housing (RRH) assistance includes housing relocation and stabilization services and short- and/or medium-term rental assistance to help a homeless individual or family move as quickly as possible into permanent housing and achieve stability in that housing.

Financial assistance cannot be provided to a program participant who is receiving the same type of assistance through other public sources or to a program participant who has been provided with replacement housing payments under the Uniform Relocation Act (URA), during the period of time covered by the URA payments.

Prioritization

Homeless Prevention programs must target households at greatest risk of homelessness and assist participants to increase household income during enrollment. Households must be prioritized using a standardized assessment policy that is applied consistently for all households presenting for need.

Rapid Re-Housing assistance targets and prioritizes homeless families who are most in need of temporary assistance and are most likely to achieve and maintain stable housing, whether subsidized or unsubsidized, after the program concludes. All subrecipients are required to select program participants through the NMCES, in accordance with the prioritization system outlined in the Albuquerque CoC RRH Written Standards.

Eligible Participants

Homelessness Prevention (HP): Individuals or families who meet the HUD criteria for the following definitions, are eligible for Homelessness Prevention assistance:

- Homeless Category 2: Imminently at-risk of homelessness
- Homeless Category 4: Feeling/attempting to flee DV (as long as the individual or family fleeing or attempting to flee DV are not also literally homeless. If the individual or family is literally homeless, they would qualify for RRH instead.)

Rapid Re-Housing (RRH): Individuals or families who meet the HUD criteria for the following definitions are eligible for Rapid Re-Housing assistance:

- Homeless Category 1: Literally homeless
- Homeless Category 4: Fleeing/attempting to flee DV (as long as the individual or family fleeing or attempting to flee DV are, or will become, literally homeless without RRH assistance)

Additionally, individuals or families must have a total household income below 30 percent of the average median income (AMI) for the area.

Record Keeping Requirements

Subrecipients must establish and follow written intake procedures to ensure compliance with HUD's definition of "homelessness" or "at risk of homelessness" and recordkeeping requirements.

Evidence of Homeless Status

Subrecipients must make effort to obtain documentation providing evidence of homeless status in the order of priority listed below.

1. Third-Party Documentation: Source documents provided by an outside source; or records contained in an HMIS database that show shelter stays are acceptable evidence of third-party documentation and intake worker observations.
2. Intake Worker Observation: Documented certifying that subrecipient staff has physically observed the eligible living situation of the participant at program entry.
3. Self-Certification: Certification from the person seeking assistance. Subrecipient staff must also document efforts made to obtain third party documentation before allowing applicant to self-certify that they were residing in an eligible living situation at program entry.

Individuals Residing in an Institution

For individuals residing in an institution (including a jail, substance abuse or mental health treatment facility, or hospital) for fewer than 90 days, acceptable evidence includes:

- Discharge paperwork or a written or oral referral from a social worker, case manager, or other appropriate official of the institution, stating the beginning and end dates of the time

residing in the institution that demonstrates the person resided there for less than 90 days. All oral statements must be recorded by the intake worker; or

- Certification from the person seeking assistance. Where the evidence above is not obtainable, a written record of the intake worker's due diligence in attempting to obtain the evidence described in the paragraph above and a certification by the individual seeking assistance that states that they are exiting or have just exited an institution where they resided for less than 90 days; and
- Evidence of literally homeless status prior to entry. Evidence that the individual was homeless and living in a place not meant for human habitation, a safe haven, or in an emergency shelter, and was chronically homeless prior to entry into the institutional care facility (as defined in paragraph (1) of 25 CFR 578.3) (acceptable documentation listed above).

Evidence of Imminent Risk of Homelessness Status

Subrecipients must make effort to obtain documentation providing evidence of at-risk of homeless status in the order of priority listed below.

1. Source Documents: Notice of termination from employment, unemployment compensation statement, bank statement, health care bill showing arrears, utility bill showing arrears.
2. Third Party Documentation: To the extent that source documents are unobtainable, a written statement by the relevant third party (e.g. former employer, public administrator, relative) or written certification by the intake staff of the oral verification by the relevant third party that the applicant meets one or both of the criteria of the definition of "at risk of homelessness."
3. Intake Worker Observation: If source documents and third-party verification are unobtainable, a written statement by intake staff describing the efforts taken to obtain the required evidence.

Securing and Maintaining Housing

Subrecipients will assist participants, to the maximum extent practicable, in reducing barriers to securing or maintaining housing, including connection to appropriate resources, efforts to resolve matters related to poor rental history or bad credit, and obtaining identification.

Subrecipients will follow Housing First Principles. Participants will not be screened out for having too little or no income, a history of or active substance abuse, a criminal record (except for state mandated restrictions, or a history of victimization from domestic violence, sexual assault, or childhood abuse. Participants will not be terminated from the program for failure to participate in supportive services outside of the required monthly meeting with a case manager, failure to make progress on a service plan, loss of income or failure to improve income, or any other activity not covered in a lease agreement typically found for unassisted persons in the City of Albuquerque.

Rapid Re-Housing

Subrecipients will assist rapid rehousing program participants, to the maximum extent practicable, in identifying potential housing opportunities. Participants will select their own housing. Subrecipients will not restrict housing choices, or deny assistance or services based on the participant's choice to accept or deny a housing opportunity.

Subrecipients will establish clear and consistent policies and procedures that outline length of time that rapid rehousing program participants have to secure housing after program intake.

Subrecipients may grant extensions for a specific amount of time, for program participants that are actively addressing barriers to securing housing.

At program intake, Subrecipients will provide rapid rehousing program participants, in writing, of time limits for securing housing. If program participants do not secure housing within the established timeframe, they will be terminated from the program, in accordance with the subrecipients termination policy.

Continued Eligibility

At a minimum, Homeless Prevention programs must re-evaluate program participant's eligibility and the types and amounts of assistance the program participant prior to the end of the second full month of rental assistance, and then not less than once every three months for the remainder of program enrollment.

Rapid Re-Housing programs must re-evaluate program participant's eligibility and the types and amounts of assistance the program participant at least once annually. Annual re-evaluation for rapid rehousing will occur prior to the end of the eleventh full month of rental assistance. To continue to receive assistance, a program participant's re-evaluation must demonstrate eligibility based on:

Lack of Resources and Support Networks. The program participant's household must continue to lack sufficient resources and support networks to retain housing without ESG program assistance.

Income Limits. In addition, both HP & RRH re-evaluation must demonstrate that the program participant's annual household income is less than or equal to 30 percent of the Area Median Income (AMI).

If a household is determined to be able to maintain permanent housing without assistance from the RRH program, the program will provide written and verbal notice to both the household and the landlord at a minimum of 30 days prior to program assistance ending.

Case Management

Homelessness Prevention and Rapid Re-Housing program participants must meet with a case manager not less than once per month to assist the program participant in ensuring long-term housing stability. Additional case management will be provided on a case-by-case basis based on demonstrated need.

Case managers should work with the program participant to develop a plan to assist the program participant in retaining permanent housing after the assistance ends, taking into account all relevant considerations, such as the program participant's current or expected income and expenses, other public or private assistance for which the program participant will be eligible and likely to receive, and the relative affordability of available housing in the community. Identification of housing goals outlined in their plan should be led by the participant, with support and information provided by the case manager.

While case managers may encourage trust and build relationships by discussing non-housing related topics with participants, the primary purpose and ultimate goal of all participant interactions should be to ensure that the participant maintains permanent housing once assistance ends. Case managers will connect HP& RRH program participants to other Federal, State, local, and private assistance as outlined under Standards Applicable to All Programs. Interactions with participants will be documented in participant files, and include details about progress towards housing goals and connection to other resources.

If program participants do not meet with a case manager not less than once per month, it is the responsibility of the subrecipient to continue to attempt in engaging with the participant, in an effort to identify the cause and begin meeting with the participant. If efforts to engage the participant are unsuccessful, this must be documented in the participant's file.

Case management assistance may not exceed 30 days during the period in which the program participant is seeking permanent housing and may not exceed 24 months during the period in which the program participant is living in permanent housing. Case management assistance will also be documented in NM-HMIS in accordance with the NM-HMIS Standard Operating Procedures, or a comparable database (DV providers).

Child School Enrollment and Connection to Services

Subrecipients will designate a staff person to be responsible for ensuring that children being served in the program are enrolled in school and connected to appropriate services in the community, including Title 1, early childhood programs such as Head Start, and parts B and C of the Individuals with Disabilities Education Act. Subrecipients that serve households with children will post publicly, and/or provide for households with children at intake, notice of education services available within the community, and document efforts to verify that children are enrolled in school and connected to appropriate services.

Rapid Re-Housing programs will also take the educational needs of children into account when families are placed in housing and will, to the maximum extent practicable, place families with children as close as possible to their school of origin so as not to disrupt such children's education.

Rental Assistance

Subrecipients may provide program participants with up to 24 months of tenant-based or project-based rental assistance during any 3-year period. No program participant shall receive more than 24

months of rent during any 3-year period, administered by any CoC or ESG program within the state of New Mexico. Assistance may include any combination of short-term rental assistance (up to 3 months) and medium-term rental assistance (more than 3 months but less than 24 months).

Applicants can return for rental assistance if they have received less than 24 months of rent during any 3-year period. In addition, program participants may receive funds for security deposits in an amount not to exceed two (2) months of rent.

Program participants receiving rental assistance may move to another unit or building and continue to receive rental assistance, as long as they continue to meet the program requirements. Rental assistance cannot be provided to a program participant who is already receiving rental assistance, or living in a housing unit receiving rental assistance or operating assistance through other Federal, State, or local sources.

Amount of Rental Assistance

It is expected that the level of assistance will be based on the goal of providing only what is necessary for each household to achieve housing stability in the long-term. Subrecipients may provide up to 100% of the cost of rent to program participants and the maximum share of rent a program participant may pay is 100%.

Income Verification

All program participants will provide proof of income, or to certify that they have no income at program enrollment, when they provide notice that their income has changed, or at re-evaluation of program eligibility. HP& RRH programs will complete the HUD rent calculation form to determine the maximum portion that the participant may pay toward rent, to meet utility reimbursement requirements, and to support the completion of a needs assessment. Subrecipients must follow guidelines found under 24 CFR 5.609 when calculating income.

Subrecipients must require program participants to notify them regarding changes in their income or other circumstances that affect their need for assistance (e.g. changes in household composition, stability, or support).

Record Keeping Requirements

The following order of priority will be followed in collecting documentation to verify income:

1. Source Documents. Source documents for the assets held by the program participant and income received over the most recent period for which representative data is available before the date of the evaluation (e.g. wage statement, unemployment compensation statement, public benefits statement, bank statement).
2. Third Party Verification. A written statement by the relevant third party (e.g. employer, government benefits administrator, or the written certification by the subrecipient's intake staff of the oral verification by the relevant third party of the income the program participant received over the most recent period for which representative data is available.

3. Self-Certification. If source documents and third-party verification are unobtainable, a written certification by the program participant of the amount of income the program participant received for the most recent period representative of the income that the program participant is reasonably expected to receive over the 3-month period following the evaluation.

Maximum Contribution Toward Rent

Program participants may be expected to contribute a portion of their income toward rent, in accordance with section 3(a)(1) of the U.S. Housing Act of 1937 (42 U.S.C. 1437a(a)(1)). This statute states that the household must pay the highest of:

- 30 percent of the family’s monthly adjusted income (adjustment factors include the number of people in the family, age of family members, medical expenses, and child-care expenses); or
- 10 percent of the family’s monthly income; or
- If the family is receiving payments for welfare assistance from a public agency and a part of the payments (adjusted in accordance with the family’s actual housing costs) is specifically designated by the agency to meet the family’s housing costs, the portion of the payments that is designated for housing costs.

If a household has a monthly income that covers more than the entire rental amount, they should be re-assessed for graduation from the program.

Participant Contribution Toward Rent

Subrecipients must establish clear policies and procedures for determining the participant’s contribution toward rent. Policies and procedures must be applied consistently to all program participants. Each program’s policy must be approved by the City and adhere to **one** of the following methods.

1. Subrecipients may elect to require program participants to contribute the maximum portion of rent allowable beginning at program intake.
2. Subrecipients may elect to not require participants to contribute a portion of their income towards rent, until the end of their first three full calendar months after lease signing. This would require a re-evaluation and verification of income and rent calculation be completed again prior to the end of the second full month or rental assistance. Starting at the fourth month, program participants contribute the maximum portion of rent allowable.
3. Subrecipients may institute a tapering or “stepped-down” rental assistance structure so families will be confident that they can assume full responsibility of the monthly contracted rent, monthly utility costs, and other essential household costs at the end of the rental assistance period. Program participants may not be required to contribute more than the maximum portion of rent allowable outlined above.

VAWA Emergency Transfer Plan

In accordance with HUD VAWA protections (24 CFR 5.2005), subrecipients will develop a written VAWA Emergency Transfer Plan, based on HUD's [model emergency transfer plan](#) (HUD form 5381), that provides participants who report that they are under actual or imminent threat with the opportunity to secure safe housing. The VAWA Emergency Transfer Plan must include the following:

Unit Transfer

Program participants who have complied with all program requirements during their residence and who have been a victim of domestic violence, dating violence, sexual assault, or stalking, and who reasonably believe they are imminently threatened by harm from further domestic violence, dating violence, sexual assault, or stalking (which would include threats from a third party, such as a friend or family member of the perpetrator of the violence), if they remain in the assisted unit, and are able to document the violence and basis for their belief, may retain the rental assistance and will be moved, at their request, to another unit as quickly as possible. See recordkeeping requirements to ensure proper documentation of imminent threat of harm (24 CFR 5.2005).

Notice of Occupancy Rights

Program participants must be provided with a “Notice of Occupancy Rights under the Violence Against Women Act” under the following circumstances:

- At the time the applicant is denied assistance or admission under a covered housing program;
- At the time the individual is provided assistance or admission under the covered housing program;
- With any notification of eviction or notification of termination of assistance.

The “Notice of Occupancy Rights under the Violence Against Women Act” must be made available in multiple languages.

Prohibited Basis for Denial or Termination of Assistance or Eviction

An applicant for assistance through an ESG housing program may not be denied admission to, denied assistance under, terminated from participation in, or evicted from the housing on the basis or as a direct result of the fact that the applicant or tenant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, if the applicant or participant otherwise qualifies for admission, assistance, participation, or occupancy.

Program participants may not be denied tenancy or occupancy rights solely on the basis of criminal activity directly relating to domestic violence, dating violence, sexual assault, or stalking if:

- The criminal activity is engaged in by a member of the household of the tenant or any guest or other person under the control of the tenant, and

- The tenant or an affiliated individual of the tenant is the victim or threatened victim of such domestic violence, dating violence, sexual assault or stalking.

Fair Market Rent

Household rent for participants receiving ESG-funded rental assistance must not exceed the Fair Market Rent established by HUD. Current FMR and guidelines for calculating rent are available online through the following link: <https://www.huduser.gov/portal/datasets/fmr.html>.

FMR requirements do not apply when a program participant receives only financial assistance or services under HUD's Housing Stabilization and Relocation Services. This includes rental application fees, security deposits, an initial payment of "last month's rent," utility payments/deposits, and/or moving costs, housing search and placement, housing stability case management, landlord-tenant mediation, legal services, and credit repair.

Rent Reasonableness

For participants receiving rental assistance, household rent must comply with HUD's standard of rent reasonableness, meaning that the rent charged for a unit must be reasonable in relation to rents currently being charged for comparable units in the private unassisted market and must not be in excess of rents currently being charged by the owner for comparable unassisted units. These rent restrictions are intended to help ensure that program participants can remain in their housing after their assistance ends. Subrecipients will evaluate rent reasonableness at program intake and at least once annually. Documentation of rent reasonableness evaluations will be kept in participant files.

As with FMR, rent reasonableness requirements do not apply when a program participant receives only financial assistance or services under HUD's ESG Housing Stabilization and Relocation Services.

Habitability Standards

Housing for all ESG program participants receiving rental assistance must meet HUD minimum habitability standards for permanent housing. Subrecipients must document compliance with this standard by signing and completing a current Habitability Standards Checklist before the participant signs the lease and before the subrecipient provides any ESG rental assistance or services specific to the unit. In addition, subrecipients must inspect all units annually to ensure that the units continue to meet habitability standards.

Lead-Based Paint Requirements

All HUD-funded housing programs occupied by program participants are required to incorporate lead-based paint remediation and disclosure requirements. Generally, these provisions require the recipient to screen for, disclose the existence of, and take reasonable precautions regarding the presence of lead-based paint in leased or assisted units constructed prior to 1978.

ESG-funded programs are required to incorporate the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846), the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851-4846), and 24 CFR part 35, subparts A, B, H, J, K, M, and R in the unit.

Lease Agreement

Each program participant receiving rental assistance must have a legally binding, written lease for the rental unit. The program participant must be the tenant on a lease for a term of at least one year that is renewable and terminable only for cause. The lease must be renewable for terms that are a minimum of one month.

Rental Assistance Agreement

In addition to a lease between the program participant and the owner, the ESG interim rule also requires a rental assistance agreement between the subrecipient and the housing owner. The subrecipient may make rental assistance payments only to an owner with whom the subrecipient has entered into a rental assistance agreement.

The rental assistance agreement must set forth the terms under which rental assistance will be provided, including the requirements of ESG assistance. In addition, the rental assistance agreement must provide that, during the term of the agreement, the owner gives the subrecipient a copy of any notice to the program participant to vacate the housing unit, or any complaint used under state or local law to commence an eviction against the program participant. Finally, the rental assistance agreement must contain the same payment due date, grace period, and late payment penalty requirements as the program participant's lease. The rental assistance agreement with the owner must terminate and no further rental assistance payments under that agreement may be made if:

- The program participant moves out of the housing unit for which the program participant has a lease; or
- The lease terminates and is not renewed; or
- The program participant becomes ineligible to receive ESG rental assistance.

Rent Payments

Program participants receiving rental assistance funds pay their portion of rent directly to the landlord. The difference between the total rent and the amount paid by the program participant is then paid by the subrecipient. Subrecipients may not use ESG funds to cover the cost of the program participant's rent, if the program participant fails to pay his or her portion of rent.

Subrecipients must make timely payments to each landlord or property owner in accordance with the rental assistance agreement. All rent payments must go directly to a third-party (directly to landlord). Subrecipients are solely responsible for paying late payment penalties that are incurred with non-ESG funds.

Appendix A: Eligible Activities by ESG Component

Street Outreach Component

Engagement

Unsheltered persons are engaged for the purpose of providing immediate support, intervention, and connections with homeless assistance programs and/or mainstream social services and housing programs. Eligible engagement activities include:

- Making an initial assessment of needs and eligibility using the Vulnerability Index Service Prioritization Decision Assistance Tool (VI-SPDAT)
- Providing crisis counseling
- Addressing urgent physical needs, such as providing meals, blankets, clothes or toiletries
- Actively connecting and providing information and referrals to programs targeted to homeless people and mainstream social services and housing programs, including emergency shelter, transitional housing, community-based services, permanent supportive housing, and rapid re-housing programs

Eligible costs include the technology costs (such as cell phones) of outreach workers during the performance of these activities.

Case Management

Case management includes assessing housing and service needs, arranging, coordinating and monitoring the delivery of individualized services to meet the needs of the program participant. Eligible services and activities are as follows:

- Using the New Mexico Coordinated Entry System (NMCES)
- Conducting the initial VI-SPDAT
- Verifying and documenting program eligibility
- Counseling
- Developing, securing and coordinating services
- Obtaining Federal, State, and local benefits
- Monitoring and evaluating program participant progress
- Providing information and referrals to other providers
- Developing an individualized housing and service plan, including planning a path to permanent housing stability.

Emergency Health Services

Emergency health services include direct outpatient treatment of medical conditions and are provided by licensed medical professionals operating in community-based settings, including streets, parks, and other places where unsheltered homeless people are living. ESG funds may be used only for these services to the extent that other appropriate health services are inaccessible or unavailable within the area. Eligible treatment consists of:

- Assessing a program participant’s health problems and developing a treatment plan
- Assisting program participants to understand their health needs
- Providing directly or assisting program participants to obtain appropriate emergency medical treatment
- Providing medication and follow-up services

Emergency Mental Health Services

Emergency mental health services are direct outpatient treatment by licensed professionals of mental health conditions operating in community-based settings, including streets, parks, and other places where unsheltered people are living. Mental health services are the application of therapeutic processes to personal, family, situational, or occupational problems in order to bring about positive resolution of the problem or improved individual or family functioning or circumstances. ESG funds may be used only for these services to the extent that other appropriate mental health services are inaccessible or unavailable within the community. Eligible treatment consists of:

- Crisis interventions
- The prescription of psychotropic medications
- Explanation about the use and management of medications
- Combinations of therapeutic approaches to address multiple problems

Transportation

Transportation includes travel by outreach workers, social workers, medical professionals, or other service providers are eligible, provided that this travel takes place during the provision of eligible Street Outreach activities. The costs of transporting unsheltered people to emergency shelters or other service families are also eligible. Eligible transportation costs include:

- The cost of a program participant’s travel on public transportation
- If service workers use their own vehicles, mileage allowance for service workers to visit program participants
- The cost of purchasing or leasing a vehicle for the recipient or subrecipient which staff transports program participants and/or staff serving program participants, and the cost of gas, insurance, taxes, and maintenance for the vehicle
- The travel costs of recipient or subrecipient staff to accompany or assist program participants to use public transportation

Services for Special Populations

Services for special populations include services for homeless youth, victim services, and services for people living with HIV/AIDS, so long as the costs of providing these services are one of the above eligible Street Outreach activities. The “term victim services” refers to services that assist program participants who are victims of domestic violence, dating violence, sexual assault, or stalking, including services offered by rape crisis centers and domestic violence shelters, and other organizations with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking.

Emergency Shelter Component

ESG funds may be used for costs of providing essential services to homeless families and individuals in emergency shelters, renovating buildings to be used as emergency shelter for homeless families and individuals, and operating emergency shelters.

Case Management

Case management includes assessing housing and service needs, arranging, coordinating and monitoring the delivery of individualized services to meet the needs of the program participant. Eligible services and activities are as follows:

- Using the New Mexico Coordinated Entry System (NMCES)
- Conducting the initial VI-SPDAT
- Verifying and documenting program eligibility
- Counseling
- Developing, securing and coordinating services
- Obtaining Federal, State, and local benefits
- Monitoring and evaluating program participant progress
- Providing information and referrals to other providers
- Developing an individualized housing and service plan, including planning a path to permanent housing stability

Child Care

Child care includes the costs of providing meals and snacks and comprehensive and coordinated sets of appropriate developmental activities. Children must be under the age of 13, unless they are disabled. Disabled children must be under the age of 18. In addition, the child-care center must be licensed by the jurisdiction in which it operates in order for its costs to be eligible.

Education Services

When necessary for the program participant to obtain and maintain housing, the costs of improving knowledge and basic educational skills are eligible. Services include instruction or training in consumer education, health education, substance abuse prevention, literacy, English as a Second Language, and General Educational Development (GED).

Component services or activities include:

- Screening
- Assessment and testing
- Individual or group instruction
- Tutoring
- The provision of books, supplies, and instructional material
- Counseling
- Referral to community resources

Employment Assistance and Job Training

Employment assistance and job training includes:

- Classroom, online, and/or computer instruction
- On-the-job instruction
- Services that assist individuals in securing employment including:
 - Employment screening, assessment or testing
 - Structured job skills and job-seeking skills
 - Special training and tutoring, including literacy training and prevocational training
 - Books and instructional material
 - Counseling or job coaching
 - Referral to community resources
 - Acquiring learning skills that can be used to secure and retain a job, including the acquisition of vocational licenses and/or certificates
 - Increasing earning potential.
 - Reasonable stipends to program participants in employment assistance and job training

Outpatient Health Services

Outpatient health services include the direct outpatient treatment of medical conditions that are provided by licensed medical professionals. ESG funds may be used only for these services to the extent that other appropriate health services are unavailable within the community. Eligible treatment consists of:

- Assessing a program participant's health problems and developing a treatment plan
- Assisting program participants to understand their health needs
- Providing directly or assisting program participants to obtain appropriate medical treatment, preventative care, and health maintenance services, including emergency medical services
- Providing medication and follow-up services
- Providing preventative and non-cosmetic dental care

Legal Services

Legal services include the hourly fees for legal advice and representation by attorneys licensed and in good standing with the bar association of the State in which the services are provided, and by person(s) under the supervision of the licensed attorney, regarding matters that interfere with the program participant's ability to obtain and retain housing. Emergency Solutions Grant (ESG) funds may be used only for these services to the extent that other appropriate legal services are unavailable or inaccessible within the community. Eligible subject matters are:

- Child support
- Guardianship
- Paternity
- Emancipation

- Legal separation
- Orders of protection and other civil remedies for victims of domestic violence, dating violence, sexual assault, and stalking,
- Appeal of veterans and public benefit claim denials
- The resolution of outstanding criminal warrants

Component services or activities may include:

- Client intake
- Preparation of cases for trial
- Provision of legal advice
- Representation at hearings
- Counseling

Fees based on the actual service performed (i.e., fee for service) are also eligible, but only if the cost would be less than the cost of hourly fees. Filing fees and other necessary court costs are also eligible. If the subrecipient is a legal services provider and performs the services itself, the eligible costs are the subrecipient's employees' salaries and other costs necessary to perform the services. Legal services for immigration and citizenship matters and issues relating to mortgages are ineligible costs. Retainer fee arrangements and contingency fee arrangements are ineligible costs.

Life Skills Training

Life skills training includes the costs of teaching critical life management skills that may never have been learned or have been lost during the course of physical or mental illness, domestic violence, substance use, and homelessness. These services must be necessary to assist the program participant to function independently in the community. Component life skills training are:

- Budgeting resources
- Managing money
- Managing a household
- Resolving conflict
- Shopping for food and needed items
- Improving nutrition
- Using public transportation
- Parenting

Mental Health Services

Mental health services include the direct outpatient treatment by licensed professionals of mental health conditions. ESG funds may only be used for these services to the extent that other appropriate mental health services are unavailable or inaccessible within the community. Mental health services are the application of therapeutic processes to personal, family, situational, or occupational problems in order to bring about positive resolution of the problem or improved

individual or family functioning or circumstances. Problem areas may include family and marital relationships, parent-child problems, or symptom management. Eligible treatment consists of:

- Crisis interventions
- Individual, family, or group therapy sessions
- The prescription of psychotropic medications or explanations about the use and management of medications
- Combinations of therapeutic approaches to address multiple problems.

Substance Abuse Treatment

Substance abuse treatment services are designed to prevent, reduce, eliminate, or deter relapse of substance abuse or addictive behaviors and are provided by licensed or certified professionals. ESG funds may only be used for these services to the extent that other appropriate substance abuse treatment services are unavailable or inaccessible within the community. Eligible treatment consists of:

- Client intake and assessment
- Outpatient treatment for up to 30 days.

Group and individual counseling and drug testing are eligible costs. Inpatient detoxification and other inpatient drug or alcohol treatment are not eligible costs.

Transportation

Eligible transportation costs include a program participant's travel to and from medical care, employment, childcare, or other eligible essential services facilities. These costs include the following:

- The cost of a program participant's travel on public transportation
- If service workers use their own vehicles, mileage allowance for service workers to visit program participants
- The cost of purchasing or leasing a vehicle for the recipient or subrecipient in which staff transports program participants and/or staff serving program participants, and the cost of gas, insurance, taxes, and maintenance for the vehicle
- The travel costs of recipient or subrecipient staff to accompany or assist program participants to use public transportation.

Services for Special Populations

ESG funds may be used to provide services for homeless youth, victim services, and services for people living with HIV/AIDS, so long as the costs of providing these services are one of the eligible Emergency Shelter essential services listed above. The term "victim services" refers to services that assist program participants who are victims of domestic violence, dating violence, sexual assault, or stalking, including services offered by rape crisis centers and domestic violence shelters, and other organizations with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking.

Shelter Operations

Shelter operations includes the costs of maintenance (including minor or routine repairs), rent, security, fuel, equipment, insurance, utilities, food, furnishings, and supplies necessary for the operation of the emergency shelter. Where no appropriate emergency shelter is available for a homeless family or individual, eligible costs may also include a hotel or motel voucher for that family or individual.

Homeless Prevention and Rapid Re-Housing Components

- Homeless Prevention (HP): assistance includes housing relocation and stabilization services and short and/or medium term rental assistance necessary to prevent an individual or family from moving into an emergency shelter or another place described in paragraph (1) of the “homeless definition” in 24 CFR 576. The costs of homelessness prevention are only eligible to the extent that the assistance is necessary to help the program participant regain stability in the program participant’s current permanent housing or move into other permanent housing and achieve stability in that housing.
- Rapid Re-Housing (RRH): assistance includes housing relocation and stabilization services and short- and/or medium-term rental assistance as necessary to help a homeless individual or family move as quickly as possible into permanent housing

Housing Relocation and Stabilization Services – Financial Assistance Costs

Subject to the general conditions under the Homelessness Prevention Component (24 CFR 576.103) and the Rapid Re-Housing Assistance Component (24 CFR 576.104), ESG funds may be used to pay housing owners, utility companies, and other third parties for the following costs:

- Rental Application Fees: ESG funds may pay for the rental housing application fee that is charged by the owner to all applicants.
- Security Deposits: ESG funds may pay for a security deposit that is equal to no more than 2 months’ rent.
- Last Month’s Rent: If necessary to obtain housing for a program participant, the last month’s rent may be paid from ESG funds to the owner of that housing at the time the owner is paid the security deposit and the first month’s rent. This assistance must not exceed one month’s rent and must be included in calculating the program participant’s total rental assistance, which cannot exceed 24 months during any 3-year period.
- Utility Deposits: ESG funds may pay for a standard utility deposit required by the utility company for all customers for the utilities listed below (under utility payments)
- Utility Payments: ESG funds may pay for up to 24 months of utility payments per program participant, per service, including up to 6 months of utility payments in arrears, per service. A partial payment of a utility bill counts as one month. This assistance may only be provided if the program participant or a member of the same household has an account in his or her name with a utility company or proof of responsibility to make utility payments. Eligible utility services are gas, electric, water, and sewage. No program participant shall receive more than 24 months of utility assistance within any 3-year period.

- Moving Costs: ESG funds may pay for moving costs, such as truck rental or hiring a moving company. This assistance may include payment of temporary storage fees for up to 3 months, provided that the fees are accrued after the date the program participant begins receiving housing stabilization services and before the program participant moves into permanent housing. Payment of temporary storage fees in arrears is not eligible.

Housing Search & Placement Services

Assist participants in locating, obtaining, and retaining suitable permanent housing, including:

- Housing search
- Tenant counseling
- Understanding leases
- Arranging for utilities
- Making moving arrangements
- Assessment of housing barriers, needs and preferences
- Development of an action plan for locating housing
- Outreach to and negotiation with owners
- Assessment of housing for compliance with ESG requirements for habitability, lead-based paint, and rent reasonableness
- Assistance with submitting rental applications

Housing Stability Case Management

Assessing, arranging, coordinating, and monitoring the delivery of individualized services to facilitate housing stability for a program participant who resides in permanent housing or to assist a program participant in overcoming immediate barriers to obtaining housing by, for example:

- Conducting the initial VI-SPDAT or F-VI-SPDAT assessment, including verifying and documenting eligibility
- Using the Coordinated Entry System (NMCES)
- Counseling
- Developing, securing, and coordinating services
- Obtaining Federal, State, and local benefits
- Monitoring and evaluating program participant progress
- Providing information and referrals to other providers
- Developing an individualized housing and service plan, including planning a path to permanent housing stability
- Conducting re-evaluations

Mediation

Mediation between the program participant and the owner or person(s) with whom the program participant is living, provided that the mediation is necessary to prevent the program participant from losing permanent housing in which the program participant currently resides.

Legal Services

Costs of resolving a legal problem that prohibits a program participant from obtaining or retaining permanent housing. Legal services or activities include client intake, preparation of cases for trial, provision of legal advice, representation at hearings, and counseling. Filing fees and other necessary court costs are also eligible. Legal services are subject to the following provisions:

- **Eligible Billing Arrangements:** ESG funds may be used only for legal advice from and representation by licensed attorneys and by person(s) under the supervision of licensed attorneys. Costs may be based on:
 - Hourly fees
 - Fees based on the actual service performed (i.e. fee for service), but only if the cost would be less than the cost of hourly fees
- **Ineligible Billing Arrangements:** Funds must not be used for legal advice and representation purchased through retainer fee arrangements or contingency fee arrangements.
- **Eligible Subject Matters:** Landlord/tenant matters; child support; guardianship; paternity; emancipation; legal separation; orders of protection and other civil remedies for victims of domestic violence, dating violence, sexual assault, and stalking; appeal of veterans and public benefit claim denials; resolution of outstanding criminal warrants
- **Ineligible Subject Matters:** Legal services related to immigration and citizenship matters or related to mortgages.

Credit Repair

Credit counseling and other services necessary to assist program participants with critical skills related to household budgeting, managing money, accessing a free personal credit report, and resolving personal credit problems.

Short-Term and Medium Term Rental Assistance

Subject to the general conditions under 24 CFR 576.103 and 24 CFR 576.104, the recipient or subrecipient may provide a program participant with up to 24 months of rental assistance during any 3-year period. This assistance may be short-term rental assistance, medium-term rental assistance, payment of rental arrears, or any combination of this assistance. Rental assistance may be tenant-based or project-based.

- **Short-Term Rental Assistance:** Short-term rental assistance is assistance for up to 3 months of rent.
- **Medium-Term Rental Assistance:** Medium-term rental assistance is assistance for more than 3 months but not more than 24 months of rent.
- **Rental Arrears:** Payment of rental arrears consists of a one-time payment for up to 6 months of rent in arrears, including any late fees on those arrears.

HMIS Component

The HMIS component includes the costs of contributing data to the NM-HMIS. Activities funded under the HMIS component must comply with HUD's standards on participation, data collection, and reporting under a local HMIS. Eligible costs include:

- Purchasing or leasing hardware
- Purchasing software or software licenses
- Purchasing or leasing equipment, including telephones, fax machines, and furniture
- Obtaining technical support
- Leasing office space
- Paying charges for electricity, gas, water, phone service, and high-speed data transmission necessary to operate or contribute data to the HMIS
- Paying salaries for operating HMIS, including:
 - Completing data entry
 - Monitoring and reviewing data quality
 - Completing data analysis
 - Reporting to the HMIS Lead Training staff on using the HMIS or comparable database;
 - and Implementing and complying with HMIS requirements
- Paying costs of staff to travel to and attend HUD-sponsored and HUD-approved training on HMIS and programs authorized by Title IV of the McKinney-Vento Homeless Assistance Act
- Paying staff travel costs to conduct intake
- Paying participation fees charged by the HMIS Lead, if the recipient or subrecipient is not the HMIS Lead. The HMIS Lead is the entity designated by the Continuum of Care to operate the area's HMIS

If the recipient is the HMIS lead agency, it may also use ESG funds to pay the costs of:

- Hosting and maintaining HMIS software or data
- Backing up, recovering, or repairing HMIS software or data
- Upgrading, customizing, and enhancing the HMIS
- Integrating and warehousing data, including development of a data warehouse for use in aggregating data from subrecipients using multiple software systems
- Administering the system
- Reporting to providers, the Continuum of Care, and HUD
- Conducting training on using the system or a comparable database, including traveling to the training

If the subrecipient is a victim services provider or a legal services provider, it may use ESG funds to establish and operate a comparable database that collects client-level data over time (i.e., longitudinal data) and generates unduplicated aggregate reports based on the data. Information entered into a comparable database must not be entered directly into or provided to an HMIS.

Administrative Activities

The City of Albuquerque does not currently fund administrative costs for ESG subrecipients.

Administrative activities do not include staff and overhead costs directly related to carrying out activities eligible under 576.101 through 576.107, because those costs are eligible as part of those activities. Below are the eligible administrative costs.

General Management, Oversight and Coordination

The costs of overall program management, coordination, monitoring, and evaluation are eligible administrative activities. These costs include, but are not limited to, necessary expenditures for the following:

- Salaries, Wages, and Related Costs: Salaries, wages, and related costs of the recipient's staff, the staff of subrecipients, or other staff engaged in program administration. In charging costs to this category, the recipient may either include the entire salary, wages, and related costs allocable to the program of each person whose primary responsibilities with regard to the program involve program administration assignment, or the pro rata share of the salary, wages, and related costs of each person whose job includes any program administration assignments. The recipient may use only one of these methods for each fiscal year grant. Program administration assignments include the following:
 - Preparing program budgets and schedules, and amendments to those budgets and schedules
 - Developing systems for assuring compliance with program requirements
 - Developing interagency agreements and agreements with subrecipients and contractors to carry out program activities
 - Monitoring program activities for progress and compliance with program requirements
 - Preparing reports and other documents directly related to the program for submission to HUD
 - Coordinating the resolution of audit and monitoring findings
 - Evaluating program results against stated objectives
 - Managing or supervising persons whose primary responsibilities with regard to the program include such assignments as those described above

Also eligible are travel costs incurred for monitoring of subrecipients as well as administrative services performed under third-party contracts or agreements (including general legal services, accounting services, and audit services) and other costs for goods and services required for administration of the program (including rental or purchase of equipment, insurance, utilities, office supplies, and rental and maintenance (but not purchase) of office space.

- Training on ESG Requirements: Eligible costs include those of providing training on ESG requirements and attending HUD-sponsored ESG trainings.
- Consolidated Plan: Eligible costs include those of preparing and amending the ESG and homelessness-related sections of the consolidated plan in accordance with ESG requirements and 24 CFR Part 91.

- Environmental Review: Eligible costs include those of carrying out the environmental review responsibilities under 24 CFR 576.407.

Appendix B: HUD Definition of Homelessness

Category 1: Literally Homeless

Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

- Has a primary nighttime residence that is a public or private place not meant for human habitation; or
- Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); or
- Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.

Category 2: Imminent Risk of Homelessness

Individual or family who will imminently lose their primary nighttime residence, provided that:

- Residence will be lost within 14 days of the date of application for homeless assistance
- No subsequent residence has been identified; and
- The individual or family lacks the resources or support networks needed to obtain other permanent housing

Category 3: Homeless Under Other Federal Statutes

Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:

- Are defined as homeless under the other listed federal statutes;
- Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application;
- Have experienced persistent instability as measured by two moves or more during the preceding 60 days; and
- Can be expected to continue in such status for an extended period of time due to special needs or barriers.

Category 4: Fleeing/Attempting to Flee DV

Any individual or family who:

- Is fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking;
- Has no other residence; and
- Lacks the resources or support networks to obtain other permanent housing

Appendix C: HUD Definition of “At Risk of Homelessness”

Category 1: Individuals and Families

An individual or family who:

Has an annual income below 30% of the median family income for the area; and

Does not have sufficient resources or support networks immediately available to prevent them from moving to an emergency shelter or another place defined in Category 1 of the “homeless” definition; and

Meets one or more of the following risk factors:

- Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for assistance; or
- Is living in the home of another because of economic hardship; or
- Has been notified that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance; or
- Lives in a hotel or motel and the cost is not paid for by charitable organizations or by Federal, State, or local government programs for low-income individuals; or
- Lives in an SRO or efficiency apartment unit in which there reside more than 2 persons or lives in a larger housing unit in which there reside more than one and a half persons per room; or
- Is exiting a publicly funded institution or system of care.

Category 2: Unaccompanied Children and Youth

A child or youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under another Federal Statute.

Category 3: Families with Children and Youth

An unaccompanied youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under section 725(2) of the McKinney-Vento Homeless Assistance Act, and the parent(s) or guardian(s) or that child or youth if living with him or her.