

**Santa Fe County Housing Authority Board**  
**May 27, 2014**  
**Legal Conference Room**  
**10:00 a.m.**

**AGENDA**

- I. Call to Order**
  - II. Roll Call**
  - III. Introductions**
  - IV. Approval of Agenda** (Action)
  - V. Approval of Minutes** (Action)
  - VI. Approval of Resolution 2014-06HB, a Resolution Approving the Santa Fe County's Housing Authority's Payment Standards** (Action)
  - VII. Approval of Resolution 2014-07HB, a Resolution Approving HUD Form 50070, Certification of a Drug-Free Workplace** (Action)
  - VIII. Request for Direction Regarding an Appraisal for the Easement Request on the Property Located on Lopez Lane** (Action)
  - IX. Public Hearing on the Five (5) Year Plan and Annual Plan – Adoption of Plans to Occur at June 24, 2014 SFHCAB Meeting** (Public Hearing)
  - X. Housing Authority Updates:** (Discussion)
    - a. Site Improvement Plan/CFP Update
    - b. Vacancy Update
    - c. Director's Report
  - XI. Public Comments** (Discussion)
  - XII. Matters from the Board** (Discussion)
  - XIII. Executive Session (if needed)** (Discussion)
- Adjournment

## NEW FLAT RENTS EFFECTIVE JUNE 2014

This definition of Flat rents is taken right from HUD's website: Flat rents are based on the market rent charged for comparable units in the private unassisted rental market. It is equal to the estimated rent for which the PHA could promptly lease the unit. The flat rent is designed to encourage self-sufficiency and to avoid creating disincentives for continued residency by families who are attempting to become economically self-sufficient.

Current Flat Rent - Jacobo	Efficiency	1	2	3	4	5
Effective 2/13/2014	0	606	681	758	923	0
2014 FMR	0	807	957	1283	1372	0
80% of FMR	0	646	766	1026	1098	0
Current Flat Rent	0	606	681	758	923	0
Diff	0	40	85	268	175	0
Capped Flat Rent	0	818	919	1023	1246	0
Effective June 1,2014	Efficiency	1	2	3	4	5
<b>New Flat Rent</b>	0	646	766	1023	1098	0

FMR - Fair Market rents

Current Flat Rent - Santa Cruz	Efficiency	1	2	3	4	5
Effective 2/13/2014	0	467	592	616	901	974
2014 FMR	0	807	957	1283	1372	1461
80% of FMR	0	646	766	1026	1098	1169
Current Flat Rent	0	467	592	616	901	974
Diff	0	179	174	410	197	195
Capped Flat Rent	0	630	799	832	1216	1315
Effective June 1,2014	Efficiency	1	2	3	4	5
<b>New Flat Rent</b>	0	630	766	832	1098	1169

Current Flat Rent - Valle Vista	Efficiency	1	2	3	4	5
Effective 2/13/2014	0	578	642	782	862	0
2014 FMR	0	807	957	1283	1372	0
80% of FMR	0	646	766	1026	1098	0
Current Flat Rent	0	578	642	782	862	0
Diff	0	68	124	244	236	0
Capped Flat Rent	0	780	867	1056	1164	0
Effective June 1,2014	Efficiency	1	2	3	4	5
<b>New Flat Rent</b>	0	646	766	1026	1098	0

Flat Rents are set by the HUD Field Offices in Albuquerque

## La Voz de la Gente

### Maintenance After Hours Emergency Telephone Numbers:

William Baca  
(505) 490-0345  
Rodney Martinez  
Joseph Gonzales  
(505) 412-1613

### Resident Council Meetings

Santa Cruz Resident Council meeting is on May 13, 2014, at 153 Camino de Quintana at 4:00 PM.

Valle Vista Resident Council meeting is on May 13, 2014, at the Valle Vista Office at 6:00 PM.

Jacobo Resident Council meeting is on May 19, 2014, at 57 Camino de Jacobo at 1:00 PM.

### Welcome to Roberta Martinez

Most of you may have already met our new gal at the front desk. Roberta is our new Clerical Specialist and she is terrific! Roberta not only helps the tenants and applicants but the housing staff as well. We are really fortunate to have her.

Welcome Aboard Roberta!

### NAHRO Member Of The Year

The Santa Fe County Housing Authority is pleased to announce that Valerie Huerta was named Member of the Year by NAHRO.

NAHRO stands for National Association of Housing and Redevelopment Officials and advocates for Housing Authorities. It is an honor to be recognized by your peers in the housing industry.

Congratulations Valerie!

### May Holidays

Mother's Day is May 11, 2014  
Armed Forces Day is May 17, 2014  
Cinco de Mayo is May 5, 2014  
Memorial Day is May 26, 2014

The Office will be closed in observance of the Memorial Day Holiday

### Tenant Issues

The Housing Authority still has a few tenants that do not pay their rent on time or in full. Tenants that are required to perform Community Service are not fulfilling their obligation.

Tenants on Zero Rent are not submitting the monthly forms.

### Jacob Community Yard Sale

On May 3, 2014, the Jacobo Resident Council is Sponsoring the Annual Community Yard Sale. There also will be a Bake and Craft Sale. It starts at 8:00 A.M. so come on by and buy something to help out the Jacobo Resident Council. All proceeds benefit the Jacobo community.

Anyone that is interested in participating can do so by buying a table to sell your items. Please contact Brenda at 58 Camino de Jacobo.

**MINUTES OF THE**  
**SANTA FE COUNTY**  
**HOUSING AUTHORITY BOARD**

**April 29, 2014**

This meeting of the Santa Fe County Housing Authority was called to order on the above-cited date in the Santa Fe County Legal Conference Room at the County Courthouse at approximately 11:10 a.m. by County Commission Chair Danny Mayfield.

Roll call indicated the presence of a quorum with the following Board members present:

**Members Present:**

Danny Mayfield, Commissioner  
Robert Anaya, Commissioner [11:30 arrival]  
Miguel Chavez, Commissioner  
Kathy Holian, Commissioner [11:30 arrival]  
Joseph Loewy, Community Member  
Frances Ong, Resident Member  
Liz Stefanics, Commissioner

**Member(s) Excused:**

[None]

**Staff Present:**

Katherine Miller, County Manager  
Ron Pacheco, Housing Authority Director  
Steve Brugger, Affordable Housing Administrator  
Victor Gonzales, Housing Authority Staff  
Lisa Katonak, Manager's Office  
Deanna Lopez, Housing Division  
Chris Barela, Constituent Liaison  
Marcus MacDonald, Housing Accountant  
Roberta Martinez, Housing Staff

**III. Introductions**

Those present introduced themselves.

**IV. Approval of Agenda**

Commissioner Chavez moved to approve the agenda. Mr. Loewy seconded and the motion passed by unanimous [5-0] voice vote. [Commissioners Anaya and Holian were not present for this action.]

**V. Approval of Minutes: March 25, 2014**

Commissioner Chavez moved to approve the minutes. Commissioner Stefanics seconded.

Referring to page 3, the director's report, Mr. Pacheco noted the following correction for clarification purposes: "Commissioner Anaya recommended the Board review HUD's letter with the County Manager's assistance...."

Commissioner Chavez amended his motion to accept the minutes as corrected as did the seconder. The motion passed by unanimous [5-0] voice vote. [Commissioners Anaya and Holian were not present for this action.]

**VI. Approval of Resolution 2014-05HB, A Resolution Writing Off Uncollectable Accounts for the Santa Fe County Housing Authority's Public Housing Program**

Mr. Pacheco said the Housing Authority is required to write off uncollectable debt. The debts presented for action have been delinquent for over a year and he requested the Board's approval to write off \$13,822.36.

Commissioner Stefanics moved to approve Resolution 2014-05HB. Her motion was seconded by Mr. Loewy and passed by unanimous [4-0] voice vote. [Commissioners Anaya, Chavez and Holian were not present for this action.]

**VII. Housing Authority Updates**

**A. Site Improvement Plan/CFP Update**

Extension of Main Sewer Line Jacob D. Martinez: Regarding the sewer line, Mr. Gonzales said the survey has been completed. An EIS is underway on the right-of-way site. This is a right-of-way rather than a utility easement and the property owner is requesting monetary compensation.

Mr. Pacheco this easement will facilitate the installation of a line for drainage. Originally, the easement was 15 feet and the property owner was willing to give that strip, but according to the engineers a 45-foot easement is necessary and the property owner requires financial compensation.

Commissioner Stefanics said she was not averse to discussing compensation; however, the County is required to conduct a formal survey on the property for purchase. She suggested a tax write-off may be of interest for the individual property owner.

Deputy County Attorney Brown requested that the Housing Authority coordinate this matter with the Legal Department for further direction. She noted the County uses an appraiser that specializes in rights-of-way.

Cabinet Replacement at Valle Vista Site. Mr. Gonzales said the cabinets should be in by the end of the week and the contractor will schedule installation.

Commissioner Stefanics asked Mr. Pacheco to address an issue of garbage that has been brought to her attention. Mr. Pacheco said he has been receiving calls from an individual for 10 months with regards to trash along the chain-link fence on an empty lot that fronts Highway 14 and borders hers and perhaps 12 other properties. He said there has been an accumulation of tumbleweeds along the fence line and the individual has asked the County to address the problem. Mr. Pacheco said the County does not own the offending property. He has met the owner of the problem lot and driven the area with him. There is an illegal dumping issue on the property and the property owner will work with staff on that issue.

Mr. Pacheco said the trash/tumbleweeds has built up in a troublesome spot because the property dips deeply down by the fence and the issue will most likely have to be addressed by a hand crew. The complainant was invited to participate in the recent Cleanup Day and she wasn't present.

Mr. Pacheco repeated that this was not on County property.

Commissioner Stefanics suggested that installation of slats in the chain link fence would provide a visual barrier. She mentioned that the residents could work with the County Fire Department to attain FireWise Community status. The purpose was fire prevention but it facilitated cleaning up an area and at this point Rancho Viejo is the only community to attain that distinction. She recommended staff contact Chief Sperling.

## **B. Vacancy Update**

Mr. Pacheco reported an occupancy rate of 97 percent. He lauded staff members Deanna Lopez and Marcus MacDonald for the development of a monthly voucher tracking system.

## **C. Director's Report**

Mr. Pacheco reported on the following:

- Housing Specialist Valerie Huerta was recognized as the NAHRO Member of the Year. Ms. Huerta will be available for accolades at the next meeting
- Housing Authority, along with County Energy Specialist O'Hare, are meeting with iCAST, a non-profit energy consulting agency, that will provide energy efficient tips for the housing units
- Housing Authority has hired a new maintenance tech
- The Housing Programs budget was provided for the Board review

Regarding utilities, Commissioner Anaya suggested staff review the billings from the Española Water Utility.

Referring to the new budget presentation, Commissioner Stefanics requested the inclusion a column of percentages.

Mr. Pacheco said if there is surplus funding after the completion of the extension of the main sewer line at Jacob D. Martinez that money will be used for site improvements at Villa Vista and Santa Cruz.

Mr. Anaya requested that the capital fund by fund-year be presented in the monthly packets to identify the fund and project budgets.

**VIII. Matters from the Public**

None were presented.

**IX. Matters from the Board**

Congratulations were extended to Ms. Huerta on her accomplishment.

Responding to Commissioner Holian's question, Mr. Pacheco said the REAC representative will beat the Authority today and he'll report back.

Ms. Miller said the evaluations for the Housing Authority Executive Director were emailed to the board members. The evaluation also contained goals for next year and she requested that the information be forwarded to HR Director Salazar or Ms. Miller. Ms. Miller said Mr. Pacheco's position is unique in the County.

Chair Mayfield suggested at Christmas time candy bags be made available for the children living at the housing authority.

Mr. Loewy requested an update on the Galisteo project site project. Mr. Brugger said two proposals were short-listed and oral interviews are scheduled for May 14<sup>th</sup>. The proposers may be requesting use of the HUD home sales' fund for subsidies of the proposed rental properties. Mr. Brugger said the oral presentations will provide a great deal more information. One proposal is a senior living complex and the other is either 50 low-income rental units or if financing is available, elderly units/continuum of care. He noted rezoning may be necessary. The proposals are residential mixed income but not mixed use. The elderly housing proposal provides for very low income participants.

Mr. Pacheco noted that many of the Authority's clients have no income.

**X. Executive Session**

None were presented.

**XI. Adjournment**

Having completed the agenda and with no further business to come before the Authority, Chair Mayfield adjourned the meeting at approximately 12:00 p.m.

Approved by:

---

Daniel W. Mayfield, Chair  
Housing Authority Board

ATTEST TO:

GERALDINE SALAZAR  
COUNTY CLERK

Respectfully submitted by:

Karen Farrell, Wordswork

# Memorandum

---

**To:** Santa Fe County Housing Authority Board

**From:** Ron Pacheco, Housing Director *RP*

**Date:** 4/24/2014

**Re:** Approval of the Santa Fe County Housing Authority's Housing Choice Voucher Payment Standards

---

**ISSUE:**

The Santa Fe County Housing Authority requests Approval of the Housing Choice Voucher Payment Standards effective July 1, 2014

**BACKGROUND:**

24 CFR, Part 982.503 (a)(1) (2002) states that the Housing Authority must establish and adopt Housing Choice Voucher Payment Standards for each bedroom size unit in its jurisdiction at a level between 90-110 percent of the fair market rents which are published annually. After reviewing the published fair market rents and the average contract rents for the units under a Housing Assistance Payments Contract, the Housing Authority has determined that the payment standards be established at 90 percent of the fair market rents with the exception of the one bedroom units which will be established at 95 percent of the fair market rents.

**RECOMMENDATION:**

The Santa Fe County Housing Authority requests the Santa Fe County Housing Authority Board approve the Housing Choice Voucher Payment Standards effective July 1, 2014.

**SANTA FE COUNTY  
HOUSING AUTHORITY BOARD RESOLUTION No. 2014-06HB**

---

**A RESOLUTION APPROVING THE SANTA FE COUNTY HOUSING  
AUTHORITY BOARD'S FAIR MARKET RENTS  
PAYMENT STANDARDS**

---

**WHEREAS**, the Department of Housing and Urban Development publishes annually in the Federal Register the Fair Market Rents ("FMR") for existing housing for each market area in the United States;

**WHEREAS**, according to the Code of Federal Regulations at 24 CFR 888.111(b), FMR means the rent, including the cost of utilities except telephone, as established by HUD for units of varying sizes by number of bedrooms that must be paid in the market area to rent privately owned, existing, decent, safe and sanitary rental housing of modest, non-luxury nature with suitable amenities;

**WHEREAS**, the Code of Federal Regulations at 24 CFR 982.503 (a)(1) requires all public housing authorities to adopt a payment standard for each fair market rent area in that public housing authority's jurisdiction for each unit size;

**WHEREAS**, a unit size is measured by the number of bedrooms (e.g., zero-bedroom, one-bedroom, and so on);

**WHEREAS**, the Santa Fe County Housing Authority must establish the payment standard for each bedroom size in its jurisdiction at any level between 90 percent and 110 percent of the published FMR;

**WHEREAS**, the Santa Fe County Housing Authority has reviewed the current average contract rents for units under a Housing Assistance Payments Contract and has determined that payment standards be established between 90 percent and 110 percent of the published FMR for that unit size;

**WHEREAS**, the Santa Fe County Housing Authority desires to establish payment standards that would be effective July 1, 2014.

**NOW THEREFORE BE IT RESOLVED** that the Santa Fe County Housing Authority Board hereby approves and adopts the following payment standards, effective July 1, 2014:

Zero Bedroom	\$ 680
One Bedroom	\$ 781
Two Bedroom	\$ 881
Three Bedroom	\$ 1177
Four Bedroom	\$ 1259

**APPROVED, ADOPTED, AND PASSED** this \_\_\_\_\_ day of May, 2014.

**SANTA FE COUNTY HOUSING AUTHORITY BOARD**

**By:** \_\_\_\_\_  
Daniel W. Mayfield, Chairperson

**Attest:**

\_\_\_\_\_  
Geraldine Salazar, County Clerk

**Approved as to form:**

*Willie R. Brown*  
\_\_\_\_\_  
for: Gregory S. Shaffer, County Attorney

**Daniel "Danny" Mayfield**  
*Commissioner, District 1*

**Miguel M. Chavez**  
*Commissioner, District 2*

**Robert A. Anaya**  
*Commissioner, District 3*



**Ron Pacheco**  
*Executive Director*

**Kathy Holian**  
*Commissioner, District 4*

**Liz Stefanics**  
*Commissioner, District 5*

**Katherine Miller**  
*County Manager*

## Memorandum

**To:** Santa Fe County Housing Authority Board

**From:** James R. Pacheco, Executive Director 

**Date:** March 17, 2014

**Re:** **Certification of a Drug Free Work Place**

---

On an annual basis, HUD requires agencies receiving grant funding to comply with the certification of a drug free workplace. This Resolution (2014-07HB) confirms that the Santa Fe County Housing Authority provides a drug-free workplace in compliance with the HUD directive addressing this requirement. In addition to establishing an ongoing drug-free awareness program for employees, the housing authority will continue to make employees aware of the dangers of drugs in the workplace and inform them of the requirements stated in this notice.

# Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

## Santa Fe County Housing Authority Board Resolution 2014-07HB

Applicant Name

Santa Fe County Housing Authority

Program/Activity Receiving Federal Grant Funding

Capital Fund Program

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

2. Sites for Work Performance. The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above. Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Jacob D. Martinez Public Housing Neighborhood, Camino de Jacobo, Santa Fe, NM 87507

Valle Vista Public Housing Neighborhood, Sierra Place North, Tusa Drive, San Mateo Way, Val Verde, Las Lomas, Santa Fe, NM 87507

Santa Cruz Public Housing Neighborhood, Camino de Quintana, Camino de Roberto, Santa Cruz, NM 87567

Check here  if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Daniel Mayfield

Signature

Title

Chairperson, Santa Fe County Housing Authority Board

Date

X

**ATTEST:**

Geraldine Salazar, Santa Fe County Clerk

**APPROVED AS TO FORM:**

*for:* Willie R. Brown  
Gregory S. Shaffer, County Attorney

<b>PHA 5-Year and Annual Plan</b>	<b>U.S. Department of Housing and Urban Development Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226 Expires 4/30/2011</b>
-----------------------------------	---	--

1.0	<b>PHA Information</b> PHA Name: <u>Housing Authority of Santa Fe County</u> PHA Code: <u>NM050</u> PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing <input type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>07/2014</u>																														
2.0	<b>Inventory</b> (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>199</u> Number of HCV units: <u>276</u>																														
3.0	<b>Submission Type</b> <input type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input checked="" type="checkbox"/> 5-Year Plan Only																														
4.0	<b>PHA Consortia</b> <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)																														
	<table border="1"> <thead> <tr> <th rowspan="2">Participating PHAs</th> <th rowspan="2">PHA Code</th> <th rowspan="2">Program(s) Included in the Consortia</th> <th rowspan="2">Programs Not in the Consortia</th> <th colspan="2">No. of Units in Each Program</th> </tr> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td>PHA 1: <u>Housing Authority of Santa Fe County</u></td> <td>NM050</td> <td></td> <td></td> <td>199</td> <td>276</td> </tr> <tr> <td>PHA 2:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>PHA 3:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program		PH	HCV	PHA 1: <u>Housing Authority of Santa Fe County</u>	NM050			199	276	PHA 2:						PHA 3:									
Participating PHAs	PHA Code					Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program																							
		PH	HCV																												
PHA 1: <u>Housing Authority of Santa Fe County</u>	NM050			199	276																										
PHA 2:																															
PHA 3:																															
5.0	<b>5-Year Plan.</b> Complete items 5.1 and 5.2 only at 5-Year Plan update.																														
5.1	<b>Mission.</b> State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years.  To provide safe, decent and sanitary housing for very low-income families in an environment that fosters self-sufficiency, community pride and to manage resources efficiently. The Santa Fe County Housing Authority will promote personal economic and social upward mobility to provide families the opportunity to make the transition from subsidized housing to non-subsidized housing, including homeownership. It is the mission of the Santa Fe County Housing Authority to provide drug-free, safe decent and sanitary housing to low-income and very low-income families in an environment that fosters self-sufficiency and community pride.																														

- 5.2 **Goals and Objectives.** Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.

#### Five Year Goals and Objectives

##### Public Housing Programs:

- Obtain and Maintain a 96% Occupancy Rate
- Continue to systematically address site appearance, yard inspection, street maintenance and common areas
- Landscape public housing neighborhoods (2)
- Complete all tenant requested work orders within 21 days of request
- Prepare vacant units for occupancy within 21 days of vacancy
- Decrease tenant's accounts receivables to no more than 5% of rents charged
- Obtain and maintain "High Performer" PHAS status
- Design and distribute a comprehensive Tenant Handbook
- Provide two resident trainings a year

##### Housing Choice Voucher Program

- Maintain a 97% Utilization Rate
- Implement a quarterly HCV Newsletter
- Achieve and Maintain a "High Performer" SEMAP Status
- Maintain an MTCS Reporting rate non less than 97%
- Apply for additional rental vouchers (including special program vouchers) in an effort to expand the supply of assisted housing

##### Family Self-Sufficiency Program

- Maintain program size to a minimum of 35 families
- Increase the public housing program to no less than 15 families
- Continue to provide at least 8 FSS trainings per year
- Distribute and FSS newsletter at least quarterly
- Implement Individual Development Accounts

##### Homeownership Program and Use of Home sales Proceeds

Home Sales Proceeds may be used for any of the following programs or projects permissible under 24 CFR 906.15:

- Foreclosure Prevention
- Emergency mortgage assistance
- Purchase of land
- Development Projects (units for rental and/or homeownership)
- Development Projects (units for rental and/or homeownership)
- Down Payment assistance
- Operations/Management of the Housing Authority's Public Housing Program (under ACC), including maintenance, modernization, protective services and resident services

##### Progress Made in achieving the Goals and Objectives Described in the Previous 5-Year Plan

- Landscaped one public housing neighborhood
- Developed a plan to address site appearance, yard inspections, streets and common areas
- Completed all tenant work orders requested work orders within 21 days of request
- Obtained and maintained "High Performer" PHAS status
- Maintained a 97% utilization rate for HCV Program
- Maintain a MTCS Reporting rate of no less than 97%
- Provided at least 8 FSS trainings per year
- Foreclosure prevention to 5 families
- Down payment assistance to 18 families

6.0	<p>PHA Plan Update</p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:</p> <p>(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions. <b>The public may obtain copies of the 5-Year and Annual Plan at the administrative offices of Santa Fe County Housing Authority located at 52 Camino de Jacobo, at the Administrative offices of Santa Fe County located at 102 Grant Avenue in downtown Santa Fe and online at <a href="http://santafecountynm.gov">santafecountynm.gov</a>.</b></p>
7.0	<p><b>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.</b> <i>Include statements related to these programs as applicable.</i></p>
8.0	<p><b>Capital Improvements.</b> Please complete Parts 8.1 through 8.3, as applicable.</p>
8.1	<p><b>Capital Fund Program Annual Statement/Performance and Evaluation Report.</b> As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing.</p>
8.2	<p><b>Capital Fund Program Five-Year Action Plan.</b> As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p>
8.3	<p><b>Capital Fund Financing Program (CFFP).</b>  <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p>
	<p><b>Housing Needs.</b> Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p> <p><b><u>Housing Needs for low-income families in Santa Fe County</u></b></p> <ul style="list-style-type: none"> <li>• <b>Additional low-income rental housing options for families below eighty percent (80%) of the area median income in areas of the county other than the city of Santa Fe. This includes smaller one and two bedroom homes that are energy efficient with accessible transportation options in outlying areas of the county. This includes the communities of Edgewood, Eldorado and the Pojoaque corridor.</b></li> <li>• <b>Affordable rental housing below eighty percent (80%) of the area median income designed specifically for the growing senior populations that are energy efficient and easily accessible in one and two bedroom options throughout the county.</b></li> <li>• <b>Affordable rental housing below eighty percent (80%) of the median income designed specifically for the special needs population that are easily accessible, energy efficient in one and two bedroom options throughout the county..</b></li> <li>• <b>Access to housing specifically designed for families below eighty percent (80%) of the median income with disabilities including one and two bedroom homes that are energy efficient with access to transportation options.</b></li> <li>• <b>For sale housing that can be efficiently constructed in all areas of the county and marketed to families in all income levels below one hundred percent (100%) of the median income.</b></li> </ul>
9.1	<p><b>Strategy for Addressing Housing Needs.</b> Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</p>

<b>10.0</b>	<p><b>Additional Information.</b> Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan.</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"</p>
-------------	---

<b>11.0</b>	<p><b>Required Submission for HUD Field Office Review.</b> In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. <b>Note:</b> Faxed copies of these documents will not be accepted by the Field Office.</p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</p> <p>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</p> <p>(g) Challenged Elements</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p>
-------------	--

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 8/31/2011

<b>Part I: Summary</b>		Grant Type and Number Capital Fund Program Grant No: NM02P05050114 Replacement Housing Factor Grant No: Date of CFFP:		FFY of Grant: 2014 FFY of Grant Approval:	
PIIA Name: Santa Fe County Housing Authority					
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Final Performance and Evaluation Report			
<input type="checkbox"/> Reserve for Disasters/Emergencies Summary by Development Account		Total Estimated Cost Revised <sup>2</sup>			
Line		Original	Obligated	Total Actual Cost <sup>1</sup> Expended	
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>	48,500			
3	1408 Management Improvements	8,000			
4	1410 Administration (may not exceed 10% of line 21)	24,500			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	8,380			
10	1460 Dwelling Structures	155,000			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities <sup>4</sup>				

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 08/31/2011

<b>Part I: Summary</b>		FFY of Grant: 2014	
PHA Name: Santa Fe County Housing Authority	Grant Type and Number Capital Fund Program Grant No: NM02P05050114 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant Approval:	
Type of Grant	<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:	<input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Total Estimated Cost	Total Actual Cost <sup>1</sup>
18a	1501 Collateralization or Debt Service paid by the PHA	Original	Obligated
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment		
19	1502 Contingency (may not exceed 8% of line 20)		
20	Amount of Annual Grant: (sum of lines 2 - 19)		
21	Amount of line 20 Related to LBP Activities	244,380	
22	Amount of line 20 Related to Section 504 Activities		
23	Amount of line 20 Related to Security - Soft Costs		
24	Amount of line 20 Related to Security - Hard Costs		
25	Amount of line 20 Related to Energy Conservation Measures		
Signature of Executive Director		Signature of Public Housing Director	
Date 4/11/14		Date	

<sup>1</sup> To be completed for the Performance and Evaluation Report  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.









Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 08/30/2011

<b>Part I: Summary</b>		<b>Original 5-Year Plan</b>					<b>Revision No:</b>
PHA Name/Number	Locality (City/County & State)	Work Statement for Year 1 2015	Work Statement for Year 2 2016	Work Statement for Year 3 2017	Work Statement for Year 4 2018	Work Statement for Year 5 2019	
A.		Work Statement for Year 1 FFY 2014					
B.		Annual Statement 212,000	207,000	330,000	393,000		
C.		25,000	25,000	30,000	30,000		
D.		45,000	45,000				
E.		100,000	100,000	110,000	110,000		
F.							
G.		120,000	120,000	130,000	135,000		
H.							
I.							
J.							
K.		457,000	497,000	600,000	3,668,000		
L.							
M.		457,000	497,000	600,000	3,668,000		





**Part II: Supporting Pages – Physical Needs Work Statement(s)**

Work Statement for Year 1 FFY	Work Statement for Year FFY 2017			Work Statement for Year FFY 2018		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See	PHA-Wide:			PHA-Wide:		
Annual Statement	<b>Operations</b>		130,000	<b>Operations</b>		135,000
	<b>Management</b>		30,000	<b>Management</b>		30,000
	<b>Administration</b>		110,000	<b>Administration</b>		110,000
	<b>Physical Improvements:</b>			<b>Physical Improvements:</b>		
	Re-roofing	5 units	20,000	Re-roofing	5 units	20,000
	Bathroom remodels	15 units	60,000	Flooring	5 units	10,000
	Landscaping	PHA	50,000	New furnaces	200	200,000
	Security doors	46	8,000	Exterior doors	60	15,000
	Sidewalk repair	10,000 sq	20,000	Stucco	5 units	20,000
	Asbestos & Mold abatement	4 units	30,000	Tree removal	9	3,000
	Stoves/Refrigerators	20	30,000	Fencing	2,550 sq ft	10,000
	Stucco	5 units	30,000	Lighting	40	10,000
	Unit turnaround	6 units	25,000	Ranges/Refrigerators	60	30,000
	Water heaters	14	5,000	Unit turnaround	5 units	25,000
	Range heads	25	2,000	Interior doors	40	10,000
	Force account labor	4	50,000	Asbestos & Mold abatement	5 units	40,000
				<b>New Development</b>	Partial	2,000,000
				<b>Debt Servicing</b>	1	1,000,000
	Subtotal of Estimated Cost		\$600,000	Subtotal of Estimated Cost		\$3,668,000





# Memorandum

**To:** Santa Fe County Housing Authority Board  
**From:** Victor Gonzales, Project Manager  
**Via:** James R. Pacheco, Executive Director  
**Date:** 5/19/14  
**Re:** CFP Report

---

## **The Continuation of Cabinet Replacement at the Valle Vista Housing Site**

The cabinets arrived on-site and installation began on Monday, May 19, 2014. The installation includes fourteen kitchens for replacement of new cabinet sets. To this point we have completed thirty seven units under the CFP program, with twelve kitchens left for completion at that site. The installation process will take approximately three (3) weeks to complete.

## **Extension of the Main Sewer Line at Jacob D. Martinez Site**

The Phase I Environmental Assessment of the proposed easement location for the sewer line was performed by Real Estate Environmental Services Company (REESCO). It has been completed and there were no significant environmental findings that will affect the project moving forward. The next step in the process is to request direction from the Board as to whether or not we will pay for an appraisal of the property in question as a "right of way" or "utility" easement. In a meeting with the property owner last week, it was determined that designating the property as a "right of way" will be problematic for the housing authority and the owner. Staff is looking into our original proposal to seek a utility easement for this project. This will require meeting with our project engineer and city utility staff to see if this designation is possible.

**CFP GRANTS**  
As of April 30, 2014

<b>Aggregate CFP Grants</b>	<b>Initial Grant</b>	<b>Expensed</b>	<b>Balance</b>	
Operations	94,517	60,617	33,900	
Mgmt improvements	19,060	7,896	11,164	
Administration	73,883	38,763	35,120	
Fees & costs	0	-	0	
Site improvements	60,000	50,000	10,000	
Dwelling structures	447,387	278,989	168,398	
Dwelling equipment	14,000	8,659	5,341	
Non-dwelling eq&str	30,000	-	30,000	
<b>Total</b>	<b>738,847</b>	<b>444,923</b>	<b>293,924</b>	<b>40%</b>

<b>CFP 2011</b>	<b>Initial Grant</b>	<b>Expensed</b>	<b>Balance</b>	
Operations	28,785	28,785	0	
Mgmt improvements	4,060	4,060	0	
Administration	26,215	26,215	0	
Fees & costs	0	-	0	
Site improvements	50,000	50,000	0	
Dwelling structures	153,098	145,276	7,822	
Dwelling equipment	0	-	0	
Non-dwelling eq&str	0	-	0	
<b>Total</b>	<b>262,158</b>	<b>254,336</b>	<b>7,822</b>	<b>3%</b>

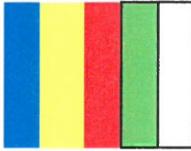
<b>CFP 2012</b>	<b>Initial Grant</b>	<b>Expensed</b>	<b>Balance</b>	
Operations	31,832	31,832	0	
Mgmt improvements	10,000	3,836	6,164	
Administration	23,168	12,548	10,620	
Fees & costs	0	-	0	
Site improvements	0	-	0	
Dwelling structures	152,687	133,713	18,974	
Dwelling equipment	14,000	284	13,716	
Non-dwelling eq&str	0	-	0	
<b>Total</b>	<b>231,687</b>	<b>182,213</b>	<b>49,474</b>	<b>21%</b>

<b>CFP 2013</b>	<b>Initial Grant</b>	<b>Expensed</b>	<b>Balance</b>	
Operations	33,900	-	33,900	
Mgmt improvements	5,000	-	5,000	
Administration	24,500	-	24,500	
Fees & costs	0	-	0	
Site improvements	10,000	-	10,000	
Dwelling structures	141,602	8,375	133,227	
Dwelling equipment	0	-	0	
Non-dwelling eq&str	30,000	-	30,000	
<b>Total</b>	<b>245,002</b>	<b>8,375</b>	<b>236,627</b>	<b>97%</b>

**SANTA FE COUNTY HOUSING AUTHORITY**  
**VACANCY REPORT**  
**April 2014 – September 2014**

	April	May	June	July	August	September
Total Units Available for Lease	199	199				
Units Off-line Due to Modernization	1	1				
Vacant Units (ready for occupancy)	0	0				
Total Vacant Units (preparing for occupancy)	4	7				
Vacant Units per Site						
<u>Valle Vista</u>	1	2				
<u>Santa Cruz</u>	4	6				
<u>Camino de Jacobo</u>	0	0				
Total Units Under Lease	194	191				
	3%	5%				

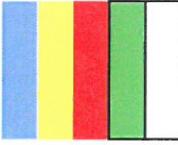
**Santa Fe County Housing Authority  
Vacancy and Unit Turnaround  
Valle Vista  
May 12, 2014**



Units / Modernization  
Units / Make Ready  
Units Ready for Lease Up  
Scheduled Lease-up  
Units Leased FY 2013-2014

Address	Size	Date	Maint	Completed	Ready	Date	Lease-Up	Ready	Days	Tenant	Comment	Tenantive Tenant	Comment
9BT	1	4/17/13	4/17/13	5/30/13	5/30/13	7/1/13	32	43	75	J. Ortiz	abandoned	C Voulo	
6 SPN	3	4/26/13	4/26/13	7/16/13	7/16/13	7/17/13	1	81	82	F Ortiz	Transfer	Transfer S Vigil	
8A SMW	2	5/20/13	5/20/13	7/26/13	7/26/13	7/29/13	3	67	70	A Atchison	MO	M Gonzales	
10B SMW	2	6/17/13	6/17/13	8/6/13	8/6/13	8/9/13	3	50	53	H Stomper	MO	D Benavidez	
10B VV	2	6/25/13	6/25/13	9/18/13	9/18/13	9/18/13	0	85	85	D Ortiz	Evicted	A Lujan	
7A SPN	2	7/23/13	7/23/13	8/6/13	8/6/13	8/12/13	6	14	20	S Vigil	Transfer	R Hernandez	
9A LL	1	8/3/13	8/3/13	10/2/13	10/2/13	10/11/13	9	60	69	T Mcdonald	F Pino		
4B VV	1	8/28/13	8/28/13	12/18/13	12/18/13	12/24/13	6	112	118	D Guarriello	Move Out	J Barnes	
10A VV	2	8/31/13	8/31/13	10/17/13	10/17/13	10/21/13	4	47	51	K Saiz	renew	Crespo	
18 SPN	4	9/13/13	9/13/13	12/11/13	12/11/13	1/7/14	27	89	116	B Crowder	Evicted	K Lopez	
9B T	1	10/4/13	10/4/13	10/10/13	10/10/13	10/23/13	13	6	19	C Vuolo	Move Out	G Netherson	
7B SPN	2	10/21/13	10/21/13	11/4/13	11/4/13	11/6/13	2	14	16	B Barba	Evicted		
1A T	2	10/25/13	10/25/13	11/18/13	11/18/13	11/18/13	0	24	24	L Romero	Evicted	D Lovato	
11B SPN	1	10/28/13	10/28/13	12/2/13	12/2/13	12/6/13	4	35	39	B Seres	Evicted	T Owens	
5B LL	1	10/21/13	10/21/13	1/7/14	1/7/14	1/11/14	4	78	82	V Leyba	Deceased	Whitford	
9B T	1	12/31/13	12/31/13	1/16/14	1/16/14	1/21/14	5	16	21	G Netherton	Move Out	Lucero	
6B SMW	2	1/17/14	1/17/14	3/7/2014	3/7/2014	3/11/2014	4	49	53	C Ortega	Evicted	A Martinez	
2 T	3	2/28/14	2/28/14							A Valencia	Deceased		
22B SPN	2	4/28/14	4/28/14							H Tenorio	Move Out		

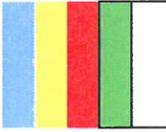
**Santa Fe County Housing Authority  
Vacancy and Unit Turnaround  
Santa Cruz  
May 12, 2014**



Units / Modernization  
Units / Make Ready  
Units Ready for Lease Up  
Scheduled Lease-up  
Units Leased FY 2013-2014

Address	Bdrm Size	Move Out Date	Date to Maint	Date Unit Completed	Make Ready Date	Lease-Up Date	# of Days Lease-Up	Make Ready	# of Days Vacant	Tenant	Comment	Tentative Tenant	Comments
154 Q	5	3/8/13	3/11/13	8/14/13	8/14/13	8/15/13	1	159	160	A. Marquez	moved out	M Ortega	
110 DR	2	6/25/13	6/25/13	9/9/13	9/9/13	9/13/13	4	76	80	A Gabaldon	abandoned	F Ortiz	transfer
134 Q	3	7/9/13	7/9/13	10/9/13	10/9/13	10/11/13	2	92	94	J Sosa	abandoned	Quiropz	
144 Q	2	7/31/13	8/5/13	9/3/13	9/3/13	9/3/13	0	34	34	M Martinez	Sheriff unit	State Police	
154 Q	5	9/10/2013	9/10/2013	10/9/2013	10/9/2013	10/11/2013	2	29	31	M Ortega	Evicted	Guzman	
106 DR	2	10/2/13	10/2/13	10/30/13	10/30/13	11/8/13	9	28	37	C Martinez	moved out	H Cuevas	
152 Q	3	9/13/2013	9/13/2013							F Ortiz	Transferred		
139 Q	3	10/29/13	10/29/13	12/26/13	12/26/13	12/31/13	5	58	63	A Martinez	Moved out	J Coriz	
132 Q	3	11/4/13	11/4/13	11/19/13	11/19/13	12/5/13	16	15	31	E Varela	moved out	T Marquez	
147Q	2	12/3/13	12/3/13	2/10/14	2/10/14	2/11/14	1	69	70	S Maes	moved out	E Lovato	
128 Q	3	12/3/2013	12/3/2013	1/31/2014	1/31/2014	1/31/2014	0	59	59	M Cuevas	moved out	Grace C	
126 Q	3	12/5/2013	12/5/2013	3/6/2014	3/6/2014	3/7/2014	1	91	92	L Pena	Evicted	R Bermudez	
108 CDR	2	1/31/2014	1/31/2014							P Martinez	moved out		
150 Q	3	1/25/2014	1/25/2014	4/10/2014	4/10/2014	4/18/2014	8	75	83	M Garcia	Evicted	Madrid	
101 CDR	2	3/18/2014	3/18/2014							G Benavidez	moved out		
106 CDR	2	4/7/2014	4/7/2014	5/9/2014	5/9/2014	5/12/2014	3	32	35	H Cuevas	moved out	Balderamos	
137 Q	3	4/28/2014	4/28/2014							L Valdez	moved out		
107 DR	2	5/1/2014	5/2/2014	5/9/2014	5/9/2014					S Isales	moved out	M Cruz	MI 5/13
149 Q	2	5/1/2014	5/2/2014							J Martinez	moved out		
157 Q	3	5/1/2014	5/2/2014							M Cuevas	moved out		

**Santa Fe County Housing Authority  
Vacancy and Turnaround  
Camino de Jacobo  
May 12, 2014**



Units / Modernization  
 Units / Make Ready  
 Units Ready for Lease Up  
 Scheduled Lease-up  
 Units Leased FY 2013-2014

Address	Bdrm Size	Move Out Date	Date to Maint	Date Unit Completed	Make Ready Date	Lease-Up Date	# of Days Lease-Up	Make Ready	# of Days Vacant	Tenant	Comment	Tentative Tenant	Comment
18 CDJ	3	7/12/13	7/13/13	7/16/13	7/16/13	7/17/13	1	4	5	C Hernandez	Move out	J Vigil	
39 CDJ	1	8/6/13	8/6/13	8/21/13	8/21/13	9/9/13	19	15	34	J Gurule	Early lease termination	Espinoza	
64 CDJ	2	8/3/13	8/3/13	8/16/13	8/16/13	8/19/13	3	13	16	J Montoya	Move out	E Levins	
25 CDJ	1	8/6/13	8/6/13	8/16/13	8/16/13	9/23/13	38	10	48	T Clokey	Early lease termination	S McCarty	
31 CDJ	2	8/31/13	9/3/13	12/16/13	12/16/13	12/24/13	8	107	115	K Trujillo	No lease renewal	Y Brickler	
35 CDJ	1	9/20/13	9/20/13	11/26/13	11/26/13	11/26/13	0	67	67	R Valencia	Evicted	Ray Vigil	
41 CDJ	1	9/26/13	9/26/13	11/22/13	11/22/13	12/6/13	14	57	71	D Delgado	Evicted	F Rutherford	
37 CDJ	1	10/15/13	10/15/13	11/19/13	11/19/13	11/22/13	3	35	38	P Smith	Evicted	D. Martinez	
26 CDJ	2	12/3/13	12/3/13	1/14/14	1/14/14	1/22/14	8	42	50	K Rodela	Moved Out	Wright	
42 CDJ	1	1/29/14	1/29/14	3/14/14	3/14/14	4/7/14	24	44	68	C Gonzalez	Moved Out	Romero	

# Memorandum

**To:** Santa Fe County Housing Authority Board  
**From:** Ron Pacheco, Executive Director, Santa Fe County Housing Authority  
**Date:** 5/19/2014  
**Re:** Director's Report

---

## **REAL ESTATE ASSESSMENT CENTER (REAC) INSPECTION IN APRIL**

Last month the Santa Fe County Housing Authority underwent an inspection by the Real Estate Assessment Center (REAC) at all three housing sites in the county. This inspection was comprehensive in nature with the visiting inspector looking at the appearance and maintenance condition of all three housing authority properties under county administration. The inspection process was detailed in looking at selected administrative buildings and individual units in person as he walked through each unit assigning a point system number in scoring each location for a cumulative grade on a scale to one hundred percent (100%).

As a result of ongoing work and some preparation by the maintenance team led by Billy Baca, the Santa Fe County Housing Authority received a score of eighty-five percent (85%) on the REAC Inspection. This score is an improvement of more than ten points from our previous inspection two years ago. A big thanks to the entire housing staff, especially the maintenance team, for their continued dedication to the task at hand in keeping our housing properties in fine shape and our housing residents in a safe and decent homes at all three housing sites.

## **POTENTIAL REVENUE OPPORTUNITIES FOR THE HOUSING AUTHORITY**

With the continued proration of authorized funding for operations of the Santa Fe County Housing Authority by HUD, it is important that staff look for ways to be efficient in how we utilize our budgeted resources. We are continually looking for ways to save money in an effort to be sustainable and revenue neutral as our funding remains level, or in some cases is less, than in the past. Currently, the housing authority is providing services or resources to other partnered entities with little or no compensation in return. The Boys & Girls Clubs, the Senior Program and the Affordable Housing Program are three entities that are provided uncompensated support from the housing authority. Staff is taking a closer look at these contributions and would like to see if we can look to those programs to help us remain sustainable and revenue neutral in our current fiscal environment. In addition, we are looking at how we submit surplus items of value as another possible source of revenue we can possibly generate.

## **RFP FOR AFTER SCHOOL SERVICES BY THEBOYS AND GIRLS CLUB**

As a result of the RFP process, the Boys & Girls Club of Santa Fe/Del Norte has been selected as the provider for after-school and summer program services for the three housing authority property's located in Santa Fe County. We are pleased to continue working with the Boys & Girls Club to bring quality programming for housing authority children and other children in our community who attend these three sites and benefit from the many activities provided at each location. If approved, the services provided will begin with the next fiscal year beginning July first.

**PHAS Details - Physical**



<b>PHA Code</b>	NM050	<b>FYE</b>	06/30/2013
<b>PHA Name</b>	Housing Authority of the County of Santa Fe		
<b>PHA Size</b>	Small	<b>Current Designation</b>	-
<b>Total Projects</b>	1	<b>Total Released</b>	1
<b>Verified Uninspectable</b>	0	<b>Verified Unsuccessful</b>	0
<b>Released to NASS</b>	Yes		

Insp. ID	Inspection Release Date	Dev. #/Name	<u>RAD Indicator</u>	Unit Count	100 Point Score	40 Point Score	IFD	Reason
522650	05/02/2014	NM050000001 CERRILLOS/SANTA CRUZ	No	199	85c*	34.0	-	Initial

Note: FYE - Fiscal Year End, IFD - Ideal Future Date

[Back to Top](#)



PIH-REAC Division  
 U.S. Department of Housing and Urban Development  
 Potomac Place, 550 12th Street S.W.  
 Washington DC 20410  
 Contact: [Technical Assistance Center \(TAC\)](#)

[Privacy Policy](#)

**UTILIZATION OF HOUSING CHOICE VOUCHERS (HCV) FOR HUD FY14**

	OCT. 2013	NOV. 2013	DEC. 2013	JAN. 2014	FEB. 2014	MAR. 2014	APR. 2014	MAY 2014	JUNE 2014	JULY 2014	AUG. 2014	SEPT. 2014
HOUSING CHOICE VOUCHER (SECTION 8) LEASED	238	251	233	235	232	227	226	225				
VASH (VETERANS) LEASED	34	32	33	33	33	34	33	34				
HOUSING CHOICE VOUCHER (SECTION 8) SEARCHING	6	1	12	0	0	5	6	9				
VASH (VETERANS) SEARCHING	0	1	1	0	0	1	1	1				
<b>TOTAL</b>	278	285	279	268	265	267	266	269	0	0	0	0

TOTAL HCV PER ACC            241  
TOTAL VASH PER ACC         35  
TOTAL VOUCHERS                276

AVERAGE TOTAL OF  
VOUCHERS 10/2013 - 5/2014        272

**Housing Programs  
Actual vs Budget  
April 2014**

	HCV & VASH Fiscal YTD			Better/ (Worse)	% Rem.
	Actual	Budget			
<b>Revenue</b>					
Repayment agreement	6,393	12,500	(6,107)	49%	
Investment income	582	0	582	N/A	
Port-in vouchers	118,264	237,500	(119,236)	50%	
Port-in admin fees	9,056	20,833	(11,778)	57%	
Housing assist. pmt	1,654,774	1,640,000	14,774	-1%	
FSS coordinator grmt	28,750	28,750	0	0%	
Admin fees	161,978	180,000	(18,022)	10%	
Total revenue	1,979,798	2,119,583	(139,786)	7%	
<b>Expenditure</b>					
Salaries & benefits	205,547	227,823	22,277	10%	
Travel	0	458	458	100%	
Vehicle expense	924	2,500	1,576	63%	
Maintenance	0	0	0	0%	
Audit contract	7,500	6,250	(1,250)	-20%	
Software	2,386	2,500	114	5%	
Vouchers paid	1,839,899	2,065,250	225,351	11%	
Admin fee port-out	18,204	22,917	4,713	21%	
Supplies	1,836	2,083	247	12%	
Utilities	3,380	5,833	2,454	42%	
Seminars, dues, pstge	1,033	2,625	1,592	61%	
Total expense	2,080,707	2,338,240	257,533	11%	
Net	(100,910)	(218,657)	117,747	54%	
UML	2,800	2,760	(40)	-1%	

Home Sales Fund Fiscal YTD			
Original Amount	Used thru 4/30/2014	Balance Remaining	% Rem.
1,000,000	244,815	755,185	76%
1,000,000	886,771	113,229	11%

	LRPH Fiscal YTD			Better/ (Worse)	% Rem.
	Actual	Budget			
<b>Revenue</b>					
Rent, repayments, etc.	247,661	393,051	(145,390)	37%	
Investment income	1,053	0	1,053	N/A	
FSS coordinator grmt	0	23,994	(23,994)	100%	
Operating subsidy	433,488	480,000	(46,513)	10%	
Total revenue	682,202	897,045	(214,843)	24%	
<b>Expenditure</b>					
Salaries & benefits	532,175	624,297	92,121	15%	
Travel	0	0	0	0%	
Vehicle expense	9,997	24,563	14,567	59%	
Maintenance	37,416	48,083	10,667	22%	
Audit contract	15,000	12,500	(2,500)	-20%	
Software	3,042	5,688	2,646	47%	
Other contractl svc	1,224	0	(1,224)	0%	
Supplies	3,871	4,625	754	16%	
Utilities	92,093	107,700	15,607	14%	
Utility reimbursemnts	11,985	15,000	3,015	20%	
Seminars, dues, pstge	3,227	5,417	2,190	40%	
Insurance	27,367	32,140	4,773	15%	
Total ops expense	737,397	880,013	142,617	16%	
Net before captl & RP	(55,195)	17,032	(72,227)	424%	
UML	1,922	1,990	(68)	3%	
Capital expense	7,240	8,333	1,093	13%	
Stipends	1,525	0	(1,525)	0%	
RP supplies	273	417	144	35%	
RP capital expense	0	0	0	0%	
Total expense	746,434	888,763	142,329	16%	
Net after capital & RP	(64,233)	8,282	(72,514)	876%	

	CFP Fiscal YTD		
	Grants @ 7/1/13	4/30/2014 YTD	Grants @ 4/30/2014
<b>Revenue</b>			
HUD subsidies	273,927	137,183	411,110
<b>Expenditure</b>			
1406 Operations	33,685	26,932	60,617
1408 Mgmt imprvmts	4,060	3,836	7,896
1410 Administration	26,215	12,548	38,763
1730 Fees & costs	0	0	0
1450 Site imprvmts	50,000	0	50,000
1460 Dwelling strctrs	225,813	53,176	278,989
1465 Dwelling equip.	284	8,375	8,659
1475 Non-dwllg equip	0	0	0
Total expense	340,057	104,867	444,923
Net	(66,130)	32,316	(33,813)

Linkages & Bridge Fiscal YTD			
	Actual	Budget	Better/ (Worse)
<b>Linkages:</b>			
Revenue	22,365	108,333	(85,968)
Expense	7,616	108,130	100,514
Net	14,749	203	14,546
Linkages UML	0	100	(100)
<b>Bridge:</b>			
Grant remng at 7/1/13	60,579	60,579	0
Expense	5,678	50,327	44,649
Grant remng at 4/30/14	54,901	10,252	44,649
UML	2	40	38