

RESOLUTION 2016 - 2HB

A RESOLUTION REQUESTING AUTHORIZATION TO MAKE THE BUDGET ADJUSTMENT DETAILED ON THIS FORM

Whereas, the Board of County Commissioners meeting in regular session on January 26, 2016, did request the following budget adjustment:

Department / Division: Housing

Fund Name: Housing Capital Fund

Budget Adjustment Type: Increase

Fiscal Year: 2016 (July 1, 2015 - June 30, 2016)

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
301	1985	372	03-01	Housing & Urban Dev. (HUD)/ CFP	\$249,391.00	
TOTAL (if SUBTOTAL, check here )					\$249,391.00	

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/OBJECT XXXX	CATEGORY/LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
301	1985	471	10-26	Salary and Wages/Term Employees	\$36,091	
301	1985	471	20-01	FICA/ Employers Share	\$4,015	
301	1985	471	20-02	FICA/Medicare	\$940	
301	1985	471	20-03	PERA/ Employers Share	\$13,303	
301	1985	471	20-05	Group Insurance	\$9,108	
TOTAL (if SUBTOTAL, check here x )					\$63,457	

Requesting Department Approval: AK Perez Title: Executive Director Date: 1/15/16

Finance Department Approval: Carolee Gorman Date: 1/20/16 Entered by: \_\_\_\_\_ Date: \_\_\_\_\_

County Manager Approval: Michelle Miller Date: 1/22/16 Updated by: \_\_\_\_\_ Date: \_\_\_\_\_

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BUDGET ADJUSTMENT CONTINUATION SHEET

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
TOTAL (if SUBTOTAL, check here )						

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	CATEGORY /LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
301	1985	471	20-06	Retiree Health Care	\$1,295	
301	1985	471	20-08	Worker's Compensation/ Employers Share	\$14	
301	1985	471	30-03	In-State Travel	\$7,500	
301	1985	471	40-01	Maintenance/Building/Structure	\$99,500	
301	1985	471	40-03	Maintenance/Infrastructure	\$10,625	
301	1985	471	70-33	Seminars and Workshops	\$7,500	
301	1985	471	80-09	Vehicle/Heavy Equipment	\$26,500	
301	1985	471	80-99	Inventory Exempt	\$33,000	
TOTAL (if SUBTOTAL, check here )					\$249,391	

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ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT: Name: Marcus MacDonald Dept/Div: Housing Phone No.: 505-995-9531

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 1) Please summarize the request and its purpose.  
 We have received the Capital Fund Program Grant for the year of 2015 in the amount of \$249,591. The grant will be used in compliance with HUD regulations for the operations and maintenance of the Public Housing Developments.

a) Employee Actions

Line Item	Action (Add/Delete Position, Reclass, Overtime)	Position Type (permanent, term)	Position Title

b) Professional Services (50-xx) and Capital Category (80-xx) detail:

Line Item	Detail (what specific things, contracts, or services are being added or deleted)	Amount

- 2) Is the budget action for RECURRING expense \_\_\_\_\_ or for NON-RECURRING (one-time only) expense \_\_\_\_\_

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ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT:

DEPARTMENT CONTACT: Name: Marcus MacDonald Dept/Div: Housing Phone No.: 505-995-9531

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 3) Does this request impact a revenue source? If so, please identify (i.e. General Fund, state funds, federal funds, etc.), and address the following:
  - a) If this is a state special appropriation, YES \_\_\_\_\_ NO X  
If YES, cite statute and attach a copy.
  - b) Does this include state or federal funds? YES X NO \_\_\_\_\_  
If YES, please cite and attach a copy of statute, if a special appropriation, or include grant name, number, award date and amount, and attach a copy of a award letter and proposed budget.  
Capital Fund Program (CFP) Grant, Project Number NM02P050501-15  
\$249,391
  - c) Is this request is a result of Commission action? YES \_\_\_\_\_ NO X  
If YES, please cite and attach a copy of supporting documentation (i.e. Minutes, Resolution, Ordinance, etc.).
  - d) Please identify other funding sources used to match this request.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Santa Fe County that the Local Government Division of the Department of Finance and Administration is hereby requested to grant authority to adjust budgets as detailed above.

Approved, Adopted, and Passed This 26th Day of January, 2016.

Santa Fe Board of County Commissioners

*Miguel Chavez*  
Miguel Chavez, Chairperson

ATTEST:

*Geraldine Salazar*  
Geraldine Salazar, County Clerk



COUNTY OF SANTA FE )  
STATE OF NEW MEXICO ) ss

HOUSING RESOLUTION  
PAGES: 7

I Hereby Certify That This Instrument Was Filed for Record On The 3RD Day Of February, 2016 at 01:53:05 PM And Was Duly Recorded as Instrument # 1785645 Of The Records Of Santa Fe County

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



OFFICE OF PUBLIC HOUSING

U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
NEW MEXICO STATE OFFICE  
500 Gold Avenue, S. W., Suite 7301  
Albuquerque, New Mexico 87103-0906

DIRECT DIAL 505-346-7303  
FACSIMILE 505-346-6604

APR 30 2015

Ron Pacheco  
Executive Director  
Housing Authority of the County of Santa Fe  
52 Camino de Jacobo  
Santa Fe, NM 87507-3504

Dear Mr. Pacheco:

SUBJECT: Capital Fund Program (CFP) Grant, Project Number NM02P050501-15 Grant Amount \$249,391.00

This office is pleased to inform you that the subject modernization grant has been approved in the amount identified above. A fully executed copy of the Capital Fund Program Amendment to the Consolidated Annual Contributions Contract (CACC) is enclosed.

In accordance with Notices PIH 2009-28 (HA) and PIH 2010-44 (HA), your Housing Authority is required to complete, execute, and record the Declaration of Trust (DOT) for Capital Fund Modernization Grant Projects, form HUD-52190-B, with a copy of the legal description attached. After it is recorded, provide the Albuquerque HUD Office with a copy as soon as it has been recorded. The 2015 CFP funds will not be released until our office receives the recorded DOT. The form is available at [www.hud.gov/hudclips](http://www.hud.gov/hudclips).

If there are changes to the existing bank account information, please complete a Direct Deposit form, SF 1199A. Please return a completed form to this office for processing, only if necessary.

The following information is provided as guidance.

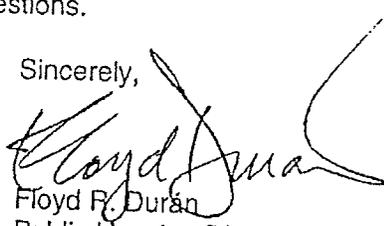
- Detailed instructions can be found in Capital Fund Grants Processing Guidance for PHA's on the HUD PIH web site <http://www.hud.gov/offices/pih/programs/ph/capfund/>.
- Refer to 24 Code of Federal Regulations (CFR) Part 905 for regulations concerning modernization activities as per the CFP Final Rule, which was published October 24, 2013.
- Per 24 CFR Part 905.306 you are required to obligate all funds within 24 months of approval and to expend all funds within four years of approval.
- Refer to 24 CFR Part 905.314, which states, "...a PHA may undertake the activities using force account labor, **only** where specifically approved by the PHA Board of Commissioners and HUD in the CFP 5-Year Action Plan". You should also be aware of the contracting requirements of 24 CFR Part 905.316. The procurement requirements as detailed in 24 CFR Part 85.36 apply to your modernization activities. All Force Account work requested will require a detailed scope of work, a cost estimate for the labor and materials, and a description of how the work is to be inspected and approved.

SFC CLERK RECORDED 02/03/2015

- Section 9(d) of the 1937 Act established the Capital Fund program for the purpose of making assistance available for capital and management activities. Refer to the restrictions on placing funds in Budget Line Item (BLI) 1406, Operations, per Paragraph D of Notice PIH 2000-43 (HA) dated September 18, 2000. This notice requires that any capital costs funded by the CFP grant that would be classified under line item 7540, "Property Betterments and Improvements" in the PHA's operating budget must be distributed among the appropriate capital-related BLIs in the CFP Annual Statement. Only non-capital operating costs can be allocated to BLI 1406. Section 9(g)(1) of the 1937 Act permits PHAs to use not more than 20 percent of their annual Capital Fund for Operating Fund activities if the PHA plan provides for such use. However, PIH Notice 2012-2 and Section 9(g)(2) of the 1937 Act permits PHAs with less than 250 public housing units (and that are not designated as troubled and are, in the determination of the Secretary, operating and maintaining public housing in a safe, clean, and healthy condition) to use their Operating and Capital Funds flexibly.
- The environmental requirements found in the attached HUD issued Memorandum, dated May 13, 2014 apply to your modernization (CFP) activities. The regulations at 24 CFR Part 58.11 require the responsible entity (usually the unit of general local government) to assume the environmental responsibility for your modernization program, including the environmental review. Please assure compliance with these regulations. Additionally, CFP funds will only be released following receipt by this office of a statement that such funds are exempt from environmental review or form HUD-7015.15, Request for Release of Funds and Certification.
- Labor standards as described in 29 CFR Part 5, and related requirements, apply to CFP activities. Guidance concerning this matter may be found in Labor Relations Desk Guide LR01.DG, HUD Labor Standards Administration and Enforcement (Making Davis-Bacon Work), issued September 2011.

Please contact Flora D. Chavez, General Engineer, at (505) 346-6928 or by email [Flora.D.Chavez@hud.gov](mailto:Flora.D.Chavez@hud.gov) if you have any questions.

Sincerely,



Floyd R. Duran  
Public Housing Director

Enclosure

cc: Board Chairperson