

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

**October 31, 2023**

**Santa Fe, New Mexico**

1. A. This regular meeting of the Santa Fe County Housing Authority was called to order by Chair Anna Hansen at approximately 1:00 p.m. on the above-cited date at the Santa Fe County Commission Chambers, 102 Grant Street, Santa Fe, New Mexico.

B. A quorum was present with the following members in attendance:

**Members Present:**

Commissioner Anna Hansen, Chair  
Commissioner Hank Hughes, Vice Chair  
Commissioner Camilla Bustamante  
Commissioner Justin Greene

**Member(s) Excused:**

Resident Member Cathy Hurtado  
Commissioner Anna Hamilton

**County Staff Present:**

Greg Shaffer, County Manager  
Jordan Barela, Housing Authority Director  
Adrianna Velasquez, Deputy Housing Authority Director  
Denise Benavidez, Affordable Housing Administrator  
Jeff Young, County Attorney  
Paul Olafson, Community Development Director  
Leandro Cordova, Deputy County Manager  
Estrella Martinez, Administrative Manager

**Other(s) Present:**

Jenn Lopez of Project Moxie

C. **Approval of Agenda**

Commissioner Greene moved to approve the agenda as published. Commissioner Hughes seconded. The motion passed by unanimous [5-0] voice vote.

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**D. Approval of Minutes: September 26, 2023**

Commissioner Hughes moved approval and Commissioner Greene seconded. The motion passed without opposition.

**2. Consent Agenda - No items**

**3. Discussion/Information/Presentations**

**A. Executive Director's Monthly Report – October 2023**

Director Barela highlighted the following items:

- On October 16<sup>th</sup> NM MFA completed the Environmental Review for the re-stucco project which closes out the pre-construction requirements for the CPS grants
- Staff is working on several federal items: 2024 Operating Subsidy Grant – which funds half of the PHA program operating costs of which two of the three steps have been executed; the annual ROSS grant reporting was closed out for 2023; FY 23 audit for HCV program is underway and the FY23 audited financial statements are being completed
- HUD has published the “fair market rates” depicting a 23 percent increase and staff will be bringing forward the 2024 payment standards as well as the flat rent schedule in November

Mr. Barela noted that a number of action items will be presented at the November Housing Authority Board meeting under the Consent Agenda.

**B. Presentation on Housing Authority Transfer and Transfer Waiting List Policy**

Deputy Director Velasquez said that staff working with Nelrod, Inc. have established a Transfer and Transfer Waiting List policy for implementation within the revised ACOP plans. HUD required that PHAs which offer a public housing program establish a transfer policy for public housing residents. The policy addresses procedures for mandatory and non-mandatory transfers of public housing residents, i.e., emergency transfers due to physical hazards, demolition, rehabilitation of units, resident initiated transfers, domestic violence, etc. Each tenant will receive a copy of the policy.

In response to Commissioner Greene question of whether this policy was relevant to the Vista del Rio apartment complex in Española, Mr. Barela said he was unsure whether USDA had the same requirements. This particular policy is for PHA-owned housing properties.

**C. Presentation of 2024 Update of the Public Housing Dwelling Lease**

Ms. Valesquez said the lease was updated with the assistance of Nelrod, Inc. to be implemented with the ACOP. The lease adheres to HUD requirements related to the landlord tenant relations through the public housing program. This will ensure consistency of all Public Housing contracts and policies. The dwelling lease is made up of three parts: the residential lease

agreement which outlines federal requirements for lease agreements executed pursuant to HUD's public housing program; a residential lease agreement covering several lease elements; and federally required disclosure forms. When executing a lease, the Authority is required to explain in detail the contents of the lease to the listed head and co-head of households. Following approval, the revised dwelling lease will be implemented immediately for all new tenants and current tenants at the time of the next recertification.

Ms. Velasquez pointed out that the revised dwelling lease does not substantially deviate from the current dwelling lease. The Housekeeping Policy is an attachment to the lease.

**D. Affordable Housing Monthly Report**

Affordable Housing Administrator Denise Benavidez updated the Board on the following:

- New software is being implemented which will assist in expediting processes
- Seven new home loans have been closed during September and October and the partners, many present in the Chambers were recognized for their achievements
- Changes to the down payment assistance program will be presented at the November meeting
- Changes to inclusionary zoning are upcoming and she recognized Growth Management's assistance

Ms. Benavidez thanked the Commission and management for their unwavering support.

Chair Hansen congratulated the partners, the County and those families that were able to purchase homes through the program.

**E. Nueva Acequia Request for Proposals and the Low-Income Housing Tax Credit Presentation - LIHTC**

Jenn Lopez of Project Moxie was present via Webex and said she was prepared to provide regular updates regarding the project progress. The tax credit program is complicated and she was present to provide an overview of the mechanics of how the low-income housing tax credit works. This appears to be the best avenue in which to fund the Nueva Acequia development.

The LIHTC program started in 1986 as a means to leverage private development/investment to increase the affordable housing stock nationwide. The program is managed out of the Department of Treasury. New Mexico Mortgage Finance Authority administers the state allocation through the "Qualified Allocation Plan." LIHTC subsidizes the acquisition, construction, and rehabilitation of affordable rental housing for low- and moderate-income tenants.

The federal government issues tax credits to states and those credits are awarded to private developers of affordable rental housing projects through a competitive process. The credits are generally sold to private investors to obtain funding. It is a very competitive program and in New Mexico per four applications one is funded. If awarded credits, they are sold to the investor and cash is provided to build.

There are 9 percent and 4 percent credits. The higher the number the more valuable the credit with greater equity. While the 4 percent credits raise less equity they are still very valuable. Because New Mexico's population is small in comparison to other states, the allocation is between \$5 and \$6 million annually. She noted it was important to recognize that not many projects are funded and it takes time to move a project forward.

The credits are primarily used as a multi-family development tool serving income between zero to 60 percent to 80 percent of area medium income. The program really works. She noted that the competitiveness of the program generates beautiful projects and the credits allow the developer to take less debt resulting in a more affordable rent.

NM MFA also provides soft-debt and other subsidies creating a one-application process with multiple sources of funding within that application. For Nueva Acequia to be competitive in the future tax credit rounds a strong development team must be built.

A number of changes occurred since inception of the project and in June of this year, Moxie determined that the best avenue for advancement would be an RFP to find an experienced developer and see what they think is feasible for financing and scale of this project. Guiding principles within the RFP include:

- To construct an affordable housing community maximizing the density, in a quick manner while maintaining quality construction
- To meet or exceed local and state codes and guidelines related to energy efficiency and sustainability
- To create a project that compliments the aesthetics of the surrounding community and immediate neighborhood

Ms. Lopez discussed the selection committee composition and scoring process emphasizing that experience especially locally is important. The developer partner should be able to build upon the work the County has already completed, have strong financial capacity and be available to start soon. Best case scenario is the project takes 2.5 years but realistically four years.

Commissioner Hughes opined that it would be easier to establish a pipeline with the 4 percent tax credit to create an annual stream of projects.

Responding to Commissioner Greene's question, Ms. Lopez said the project was estimated at well above \$35 million in early 2023 and the numbers have not been adjusted. A developer partner is needed to think through the best approach. She said it is hard to find tax credit developers; however, there seems to be an uptick in interest from out-of-state developers. And because the County has already completed a great deal of groundwork on the project it will be easier for the developer. If it is a 4 percent project, the developer could start 2024.

Chair Hansen said the presentation was very informative and appreciated. She asked about gap funding and the amount that would be needed. Ms. Lopez said a year and a half ago the gap was \$6 million but costs have gone up. The property had been in a qualified census tract but that changed and there has been additional equity losses. The project is being developed with an effort to minimize the gap.

With affordable housing on the Governor's list, Chair Hansen supported asking the legislature for money to fill gap. She asked Ms. Lopez to consider the bullet points for requesting that funding. Mr. Barela said last year the County asked for \$10 million – the initial gap plus inflation funding. He said he would work with Ms. Lopez to develop bullet points and a good number to present to the legislature.

4. **Matters from the County Attorney** - None were presented

5. **Matters from the Board**

Commissioner Bustamante thanked staff for their great work. She asked what happens to the public housing tenant when there is a problem that makes the unit unfit for living. Mr. Barela said if the issue affects health and safety, the Authority will relocate the tenant. A vacant unit can be used for emergency housing and hotel placement is an option. If the tenant is able to move in with family/friends, the rent would be waived for the period of relocation.

6. **Matters from the Public** - None were presented.

7. **Concluding Business**

- A. Announcements
- B. Adjournment

Upon motion by Commissioner Greene and second by Commissioner Hughes, Chair Hansen declared this Housing Authority meeting adjourned at 1:55 p.m.

Approved by:

  
 Anna Hansen, Chair  
 Housing Authority

Respectfully submitted by:

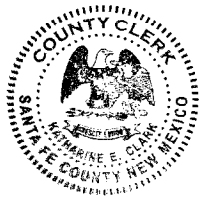
Karen Farrell, Wordswork

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COUNTY OF SANTA FE            )  
 STATE OF NEW MEXICO        ) ss

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I Hereby Certify That This Instrument Was Filed for Record On The 22ND Day Of December, 2023 at 08:58:45 AM And Was Duly Recorded as Instrument # 2025541 Of The Records Of Santa Fe County



Witness My Hand And Seal Of Office  
 Katharine E. Clark  
 Deputy  County Clerk, Santa Fe, NM