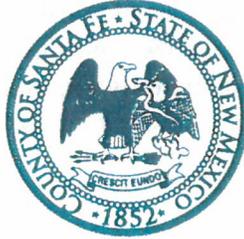


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Joe Loewy
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Katherine Miller
County Manager

Cathy Hurtado
Resident Board Member

To: Santa Fe County Housing Authority Board
From: Joseph Montoya Executive Director
Date: 04/05/19
Re: Executive Monthly Report

Staff / Training

We have offered the vacant Housing Program Specialist position to the chosen applicant who has a good deal of experience working in related positions for another County Housing Authority. Donna Quintana, our temp, will stay on for a short time in order to provide a smooth transition and one-on-one training.

We continue working with Human Resources on hiring a senior level accountant.

Joseph Barela (Jordan) started working with the Santa Fe County Housing Authority as Deputy Director on April 1st. Jordan, as he is known, was previously the Affordable Housing Administrator in the Growth Management Department and did a fantastic job in his short stay there.

Diane Dorsey is our new Fifty Plus Program participant has done an exceptional job at assisting with the front desk and other Public Housing duties.

Development and Grant Opportunities

I continue to coordinate with Growth Management Staff in order to create a work plan for all of the activities we hope to accomplish in the next five years and outline the direction for new affordable housing policies, programs and projects.

We have received approx. \$200,000 from the legislature for remodeling our buildings that we rent out to the Santa Fe Boys and Girls Club.

Our contractors for the CDBG roof project completed all the units by the end of March. We had a walk through on April 2nd. We are currently working on all the close out documents and should have everything completed by the beginning of May. It is imperative that we have a final close out before the end of July in order for the County of Santa Fe to apply for other CDBG funds.

We have received notice from the Department of Housing and Urban Development that our energy efficiency award is ready for approval. Once we get final approval we will detail our scope of work, attempt to assist in financing the program and move toward implementation. The scope of work includes everything from changing out light bulbs to installing new heaters and possible solar collectors

Tenant/Landlord Issues

We have had several conflicts between neighbors in our Valle Vista Site over the last several months. We have done investigations and brought everyone involved in to discuss the issues. We have decided to separate the tenants with warning that future infractions will not be tolerated in the new locations.

We have had several requests for mold testing, a couple of which have turned out positive. In one unit in which mold was detected, it was determined that the mold was caused by water infiltration into the roof and wall, leaks are common in older roofs, mold has also shown up on window sills due to condensation.

We had a tenant in Santa Cruz who, due to sewer blockage, had to be removed from her residence, the unit has been completely remediated, and she has been moved back in.

Administrative / Technical issues

We have had ongoing dialogue with the City of Espanola who we believe owns the spine infrastructure in Santa Cruz. We have presented our evidence to City Staff and are working with our legal department to create a formal letter which states our position that the City of Espanola is responsible for the maintenance of the water and sewer system in the right of way at our Santa Cruz Site.

We have finalized our mandatory HUD PHA Public Housing Five-Year Plan. The Plan will be submitted to HUD for approval and the presented to the board

National Trends

The Oregon State Legislature is considering a measure that would require cities with more than 10,000 residents to permit “middle” housing options, such as duplexes and triplexes, in their single-family residential zones. Proponents argue this will offer more affordable housing options. If passed, Oregon would be the first state to pass statewide legislation that aims to address single-family residential zoning.

Under the President’s budget request for fiscal year 2020 the Department of Housing and Urban Development would see dramatic cuts and many important programs would be totally eliminated. The budget request for HUD does not include any funds for the HOME Program, Community Development Block Grant Program, Self-Help and Assisted Homeownership Opportunity Program, Section for Capacity Building Program or the Public Housing Capital Fund. Budgets for Tenant-Based Rental Assistance, Section 202, Elderly Housing Program, Housing for Persons with Disabilities, Native American Block Grant Funds and Housing Opportunities for Persons with AIDS will get significant funding reductions.

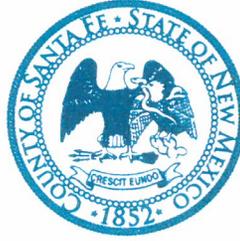
The National Low-Income Housing Coalition released a report that only 37 affordable and available rental units exist for every 100 extremely-low renter households. Overall the Country needs 7 million more affordable homes for low income renters.

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County Manager

Cathy Hurtado
Resident Board Member

MEMORANDUM

Date: April 30, 2019

To: Santa Fe County Housing Board

From: Victor Gonzales Project Manager

Cc: Joseph Montoya Executive Director/Penny Ellis Green Department Director

Item/Issue: CFP Update

Summary:

CDBG Grant

J3 Systems has completed the project. Final walk-thru is scheduled for April 2nd. We have started the close out process. This project completed 41 units which house 51 tenants.

Camino de Jacobo Roof Upgrade

The roof at 18 Camino de Jacobo is complete, and the unit is ready for the tenants to move back in.

CFP GRANTS

As of March 30, 2019

Aggregate	Grant Amount	Drawn	Expensed/Obligated	Balance
Operations	209,750	99,750	53,000	57,000
Mgmt Improvements	93,000	26,685	28,063	38,252
Administration	104,282	25,261	37,521	41,500
Site Improvements	107,625	33,017	3,000	71,608
Dwelling Structures	573,467	249,814	105,556	218,096
Dwelling Equipment	81,747	29,443	5,682	46,623
Non-dwelling Equip	16,808	1,253	0	15,555
Total	1,186,679	465,224	232,822	488,634

CFP 2015	Grant Amount	Drawn	Expensed/Obligated	Balance
Operations	49,875	49,875		0
Mgmt Improvements	15,000	12,360	2,640	(0)
Administration	24,891	24,891		0
Site Improvements	10,625	10,625		0
Dwelling Structures	126,000	126,000		0
Dwelling Equipment	23,000	22,318	682	(0)
Non-dwelling Equip	0			0
Total	249,391	246,069	3,322	(0)

CFP 2016	Grant Amount	Drawn	Expensed/Obligated	Balance
Operations	49,875	49,875		0
Mgmt Improvements	15,000	14,325	423	252
Administration	22,891	370	22,521	0
Site Improvements	22,000	19,607		2,393
Dwelling Structures	133,327	57,167	75,000	1,160
Dwelling Equipment	13,747	1,807		11,940
Non-dwelling Equip	1,253	1,253		0
Total	258,093	144,404	97,944	15,745

CFP 2017	Grant Amount	Drawn	Expensed/Obligated	Balance
Operations	53,000		53,000	0
Mgmt Improvements	31,000		25,000	6,000
Administration	26,500		15,000	11,500
Site Improvements	25,000	2,785	3,000	19,215
Dwelling Structures	110,436	66,648	30,556	13,232
Dwelling Equipment	15,000	5,317	5,000	4,683
Non-dwelling Equip	5,000			5,000
Total	265,936	74,750	131,556	59,630

CFP 2018	Grant Amount	Drawn	Expensed/Obligated	Balance
Operations	57,000			57,000
Mgmt Improvements	32,000			32,000
Administration	30,000			30,000
Site Improvements	50,000			50,000
Dwelling Structures	203,704			203,704 *
Dwelling Equipment	30,000			30,000
Non-dwelling Equip	10,555			10,555
Total	413,259	0	0	413,259

* Additional \$3,704 awarded by HUD

**FUND 517 PUBLIC HOUSING
YEAR-TO-DATE BUDGET STATUS REPORT AS OF 3/31/19**

	FY 19 Budget	Expended	Encumbered	Avail Budget Balance	% of Budget Remaining	% of Fiscal Year Remaining
Administrative salaries	290,436	146,790	0	143,646	49%	25%
Auditing fees	2,000	1,393	0	607	30%	25%
Employee benefit contributions - administrative	105,429	68,198	0	37,231	35%	25%
Office expenses	54,845	32,337	3,395	19,113	35%	25%
Other	2,300	0	0	2,300	100%	25%
Total Operating - Administrative	455,010	248,718	3,395	202,897	45%	25%
Telephone	3,100	1,507	1,053	540	17%	25%
Electricity	16,195	10,187	1,263	4,745	29%	25%
Gas & Heating	5,099	2,183	2,745	171	3%	25%
Garbage & Sewer	34,167	29,455	14,164	(9,452)	-28%	25%
Water	37,746	27,008	10,737	1	0%	25%
Other Utility	1,500	348	146	1,006	67%	25%
Total utilities	97,807	70,688	30,108	(2,989)	-3%	25%
Ordinary maintenance and operations - labor	222,288	112,347	0	109,941	49%	25%
Ordinary maintenance and operations - materials and other	82,449	29,996	16,865	35,588	43%	25%
Ordinary maintenance and operations contracts	1,500	0	0	1,500	100%	25%
Employee benefit contributions - ordinary maintenance	97,320	62,952	0	34,368	35%	25%
Total maintenance	403,557	205,295	16,865	181,397	45%	25%
Property insurance	30,782	27,615	0	3,167	10%	25%
Liability insurance	7,674	8,597	0	(923)	-12%	25%
Workmen's compensation	18,888	13,429	0	5,459	29%	25%
All other insurance	15,358	2,858	2,387	10,113	66%	25%
Total insurance premiums	72,702	52,499	2,387	17,816	25%	25%
Other general expenses	9,450	773	2,028	6,649	70%	25%
Total expenses	\$ 1,038,526	\$ 577,973	\$ 54,783	\$ 405,770	39%	25%

NOTES;

* Utility categories will be adjusted mid-year. Prior budget reflected a large portion of sewer and water being paid out of the water line item. This has been corrected for payment processing, however the budget still needs to be adjusted. The existing encumbrances place that line item over budget however, the category as a whole is not over expended.

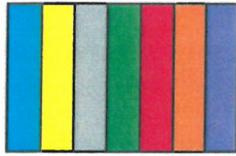
*SFCHA insurance premiums are normally paid on an annual basis. The annual payment for Workman's Compensation has been paid and we are awaiting the other payments in the future.

**FUND 227 HOUSING CHOICE VOUCHER
YEAR-TO-DATE BUDGET STATUS REPORT AS OF 3/31/19**

	FY 19 Budget	Expended	Encumbered	Avail Budget Balance	% Remaining	% of Fiscal Year Remaining
Administrative salaries	241,011	139,543	0	101,468	42%	25%
Auditing fees	4,000	3,251	0	749	19%	25%
Employee benefit contributions - administrative	116,297	60,596	0	55,701	48%	25%
Office expenses	151,547	9,118	3,119	139,310	92%	25%
Travel & Training	4,900	975	249	3,676	75%	25%
Other	2,651	393	100	2,158	81%	25%
Total Operating - Administrative	520,406	213,876	3,468	303,062	58%	25%
Telephone	1,070	653	246	171	16%	25%
Electricity	1,075	546	479	50	5%	25%
Gas & Heating	130	0	0	130	100%	25%
Garbage and Sewer	50	0	0	50	100%	25%
Water	260	210	0	50	19%	25%
Total utilities	2,585	1,409	725	451	17%	25%
Total operating expenses	522,991	215,285	4,193	303,513	58%	25%
Housing assistance payments	2,002,847	1,753,958	240,911	7,978	0%	25%
Housing assistance payments portability	24,000	14,041	1,689	8,270	34%	25%
Total expenses	\$ 2,549,838	\$ 1,983,284	\$ 246,793	\$ 319,761	13%	25%

Santa Fe County Housing Authority
 Vacancy report for Valle Vista
 FY 2018

Modernization= Unit is on Hold from all Maintenance work
Make Ready= Maintenance can start working on the unit
Ready for Lease Up= Unit is ready for lease up but no tenant
Scheduled Lease-up= Tenant is scheduled for move in
Not Yet ready for turn around= Maint can't go into unit yet
Abandon Unit= Tenant moved out without notice
Within 21 day turn around



These colors **HURT** our vacancy report



These colors **DO NOT** hurt our vacancy report

Address	Bdrm Size	Lorice 30 day move out notice	Lorice Abandonment Notice	Lorice Abandonment End	Lawrence 2 week pre walk through	Lawrence Move Out /Walk Through	Lawrence Date keys given to Billy	Billy Date Unit Completed	Lawrence Punch List Inspection Date	Lorice Lease-Up Date	Lorice Comment	Lorice Future Tenant
5 San Mateo	4	3/1/2019			3/14/2019	4/1/2019	4/2/2019	4/25/2019	4/25/2019	4/26/2019		
9 A Tusa Dr	1	3/26/2019			4/12/2019	4/26/2019	4/26/2019	5/16/2019	5/16/2019	5/17/2019	transfer to 63	
8A SMW	2	4/1/2019			4/12/2019	4/30/2019	4/30/2019	5/20/2019	5/20/2019	5/21/2019		
3 B Las Lomas	1	4/3/2019			4/17/2019	4/30/2019	5/3/2019	5/23/2019	5/23/2019	5/24/2019		

Up Coming Dates												
10 A Val Verde	2										Transferring	
1 B Tusa Dr.	2										Transferring	

**Santa Fe County Housing Authority
Vacancy Report**

	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	June 2019	July 2019	Aug 2019	Sept 2019	Oct 2019	Nov 2019	Dec 2019
Total Units Available for Lease	198	198	198	198								
Modernization or Home Sales	1	1	0	2								
Vacant Units (ready for occupancy)	0	0	0	0								
21 Day Wait Period (Turn around and move in)	1	3	1	0								
Vacant Units(Preparing for occupancy)												
Valle Vista	0	0	0	0								
Santa Cruz	0	0	0	0								
Camino de Jacobo	0	0	0	0								
Total Units Under Lease or Preparing for Occupancy	197	197	198	196								
	100%	100%	100%	100%								

Goal rate is above 98%
Average Vacancy Rate 100%

Santa Fe County Housing Authority
 Housing Choice Voucher (Section 8) Program Utilization Report
 *Mar Data as of 3/30/19

Vouchers Used	MAY 2018	JUNE 2018	JULY 2018	AUG 2018	SEP 2018	OCT 2018	NOV 2018	DEC 2018	JAN 2019	FEB 2019	Mar 2019	12 Month Averages
VASH	41	43	42	43	42	42	40	43	44	44	44	42
Homeowners	8	8	7	7	7	7	7	7	7	7	7	7
Port Outs	31	32	30	28	28	27	26	27	27	27	27	29
Regular Sec 8	195	193	194	198	200	202	201	209	213	214	214	202
Totals	275	276	273	276	277	278	285	286	291	292	292	281
HUD Vouchers Authorized	285	285	285	285	285	285	285	285	285	285	285	285
% Utilization (Goal is 100%)	96%	97%	96%	97%	97%	98%	96%	100%	102%	102%	102%	98%

Projections

Key levers
 Success Tracking
 Turnover

	May 2018	Jun 2018	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019
Vouchers Issued (Proj)	5	5	5	2	3	7	12	19	6	6	6
Attrition	-2.3	-2.3	-2.4	-2.4	-2.4	-2.4	-2.4	-2.5	-2.6	-2.6	-2.7
Projected Voucher Utilization	279	282	285	284	285	290	299	316	319	319	322

Number Searching for Voucher Placement

12

Number Awaiting Inspection

1

Number of Current Voucher Holders Searching for Home Ownership

0

**Public Housing Utility Reimbursement
Apr-19**

Resident Last Name	Resident First Name	Vendor #	R#	Previous Balance	Monthly Payment	Comments
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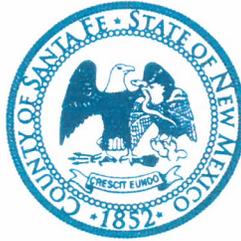
Totals					\$0.00	

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To: Santa Fe County Housing Board

From: Felina Rodriguez, FSS Coordinator and Franchesca Archuleta, ROSS Coordinator

Via: Joseph R. Montoya, Executive Director

Date: 04/30/2019

Re: Family Self-Sufficiency Report

-
- Newsletters for April went out at the beginning of the month, including a Flyer for the Boys and Girls Club Summer Registration.
 - There were 6 new FSS Contacts from Section 8 and PH referrals, of those, 5 new FSS participants have been identified. FSS currently has 44 participants. ROSS is now at 6 participants.
 - Staff participated in Monthly Navigation meetings with the Accountable Health Community. We are now trained on UNITE US Software and will launch 04/03/2019.
 - Annuals and Interims for FSS Clients and Homeowners are moving along smoothly.
 - We are now going door to door at housing sites and promoting both programs as we hand out Newsletters.
 - Monthly Resident Council Meetings were conducted all 3 sites.
 - The Section 8 email list is now ready for monthly newsletters.
 - Community Service participants are now submitting monthly paperwork.

Grantee Name: SANTA FE COUNTY

Project Start Date

Project Completion Date

CDBG Project Number:

1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
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ADMINISTRATION/PROFESSIONAL SERVICES

Year:

1. Create Plans & Adopt Federal Requirements for Procurement, Fair Housing, Anti-Displacement, Section 3, Citizen Participation

2. Set Up CDBG Accounting [Authorized Signatories (1-G), Substitute W9 (1-I), Fidelity Bond & Proof Cash Match/Leverage]

3. Environmental Review Record (Start Date - Authority to Use Grant Funds)

4. Complete RFP for Professional Services and Submit to DFA/LGD

5. DFA/LGD Review/Approval of RFP

6. Conduct Procurement for Professional Services

7. Execute Engineering Agreement and Submit to DFA/LGD

8. DFA/LGD Concurrence of Engineering Contract

PLANNING/DESIGN Year: J F M A M J J A S O N D J F M A M J J A S O N D

9. Complete Plans, Specs and Bid Documents

10. Submit Plans, Specs and Bid Docs to Subject Matter Expert (SME) Agency/Agencies (NIMED, NMDOT, GCD, CID, etc.)

11. Submit Plans, Specs and Bid Docs to DFA/LGD with SME Agency/Agencies Approval(s)

12. DFA/LGD Approval of Plans, Specs and Bid Docs

13. Collect Bids and Award Construction Contract

14. DFA/LGD Review/Approval of Construction Contract

CONSTRUCTION/CLOSEOUT Year: J F M A M J J A S O N D J F M A M J J A S O N D

15. Pre-Construction Conference and Issue Notice to Proceed

16. Construction (Start Date - Completion)

17. Final Inspection and Closeout Monitoring Review

18. Complete Closeout Checklist and Submit Final Reimbursement Request



La Voz De la Gente



Santa Fe County

Resident Council and Spring Events

This years Spring Events will go as follows: Camino De Jacabo (CDJ) Resident Council will color eggs at unit 57 on April 12, 2019 at 2:00. Bring your little ones and get ready to color some eggs. On April 13, 2019 at 12:00 noon, CDJ will their Annual Spring Event at the Boys and Girls Club. There will be 3 age groups: 1-4 years old, 5-9 years old and 10-12 years old. As of today, there are no Spring Events planned for Santa Cruz or Valle Vista. If plans change for both sites, you will be updated as soon as possible.

We are still in need of Resident Council members for Valle Vista. We can not plan any events, like the Spring Events, Spring clean ups or other fun activities without the help of your Resident Council. We are still looking for a Vice President, Secretary and Treasure for the Valle Vista site. If you are interested, please give us a call at 505-992-3040 or 505-992-3041, or you can always come in and let us know. You will receive a \$25.00 Stipend for each meeting attended. CDJ meetings are held the 2nd Monday of the month, VV are held the 2nd Tuesday of the month and SC the 3rd Thursday there are Holidays during those weeks. For example, SC will be held on 4/25/19 as Easter week is the 3rd week of the month.

Come Enjoy the Santa Fe Children's Museum!

EBT Card Holder Discounts

As a member of the Museums for All initiative, the Santa Fe Children's Museum strives to provide community access for all, despite socioeconomic barriers. EBT card holders, your family receives admission for \$3 per person.

Thursdays are Yours!

The Santa Fe Children's Museum encourages community access with FREE ADMISSION for children under the age of 17 from 4:00-6:30 pm on Thursdays.

Business Hours

- Monday - Closed
- Tuesday - Closed
- Wednesday - 9:00 - 5:00 pm*
- Thursday- 10:00 - 6:30 pm**
- Friday- 10:00 - 5:00 pm
- Saturday- 10:00 - 5:00 pm
- Sunday- 12:00- 5:00 pm

*Special programming for toddlers from 9:00- 11:00 am.

**Free Admission for children under 17 years old from 4:00 – 6:30 pm.

Resident Council Meetings

CDJ- 04/08/2019 @ 5:00

VV- 04/09/2019 @ 5:30

SC- 04/25/19 @ 5:30

Special points of interest:

- April 1- April Fools Day
- April 14- Palm Sunday
- April 15- Tax Day
- April 19- Good Friday
- April 20- Passover
- April 21- Easter Sunday
- April 22- Earth Day





Aprils Housekeeping and Reminders

As the weather warms, just a few reminders to help you prepare your units and yards for Inspections.

- No CABLE TV or ANTENNAS allowed on the rain gutters or drainage slots.
- If you have a fence already, make sure they are in good condition. If they need any kind of repairs, please do so before your Inspection. You are not allowed to have a fence without prior approval.
- PLEASE, PLEASE, PLEASE, DO NOT LEAVE YOUR TRASH AND LARGE ITEMS ON THE STREET. WE WILL BE OUT GIVING FINES TO ANYONE WHO CAN NOT FOLLOW THE RULES. THIS INCLUDES MATTRESSES AND COUCHES.
- All vehicles must be registered and have current Insurance and copies must be on file in the office.
- DO NOT CHANGE THE LOCKS ON YOUR DOORS WITHOUT PERMISSION.
- Do Not throw any sort of grease, like Bacon, down your sink and/or toilets. This causes your drains to clog.
- Utility Bills MUST be in your own name. If you have not done so, Please do before the end of the month.
- Please be responsible pet owners and clean up after your pet. Also, pets must be on a lease and not allowed to roam free. Animal will be called if we see loose pets.
- SANTA CRUZ RESIDENTS– Please make sure your rent is in the box by the end of the day on the 5th of every month.
- You should not be covering the windows in your unit with anything that may cause condensation.
- If you know you owe Community Service, please get it done and report your hours to Franchesca.
- Gardening and planting flowers is allowed and will make your yard shine on inspection day.
- SMOKING IS NOT ALLOWED IN YOUR UNIT. YOU ARE ALLOWED TO SMOKE 25 FEET AWAY FROM ALL UNITS. We have gotten complaints about residents Smoking in their units. We will be enforcing Smoking Rules for all residents and their guests.

Safety First

It has been brought to our attention that some residents and their visitors are not following the SPEED LIMIT. With the time change and the weather getting warmer, there will be lots of little ones out and about. PLEASE for the safety of our residents and yourselves, DO NOT SPEED! If you can not follow the Speed Limit, we will not hesitate to have an officer on patrol.

