

**Santa Fe County Housing Authority Board
February 26, 2013
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. Presentation Involving New Boys and Girls Clubs in the County** (Discussion)
- VII. Approval of Resolution 2013-02HB Allowing a Transfer of VASH Funds To Section-8 Program Funds** (Action)
- VIII. Review of Applications Submitted for Resident Board Membership and Possible Appointment** (Discussion and Possible Action)
- IX. Review of Applications Submitted for Community Board Membership and Possible Appointment** (Discussion and Possible Action)
- X. Presentation of Options Regarding Proposed Cooperative Agreement from Civic Housing Authority** (Discussion)
- XI. Update on 5(h) Homeownership Plan** (Discussion)
- XII. Housing Authority Updates:** (Discussion)
 - (a) Site Improvement Plan/CFP Update
 - (b) Vacancy Update
 - (c) Director's Report
- XIII. Public Comments**
- XIV. Matters from the Board** (Discussion)
- XV. Executive Session (Regarding Limited Personnel Issues If Required)** (Discussion)
- XVI. Adjournment**

MINUTES OF THE
SANTA FE COUNTY
HOUSING AUTHORITY BOARD

January 29, 2013

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 10:35 a.m. by County Commission Chair Kathy Holian.

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

Members Present:

Kathy Holian, Commissioner
Robert Anaya, Commissioner
Miguel Chavez, Commissioner
Danny Mayfield, Commissioner
Liz Stefanics, Commissioner

Member(s) Excused:

Frances Ong, Resident Member
[One vacancy]

Staff Present:

Penny Ellis-Green, Land Use Administrator
Rachel Brown, Deputy County Attorney
Ron Pacheco, Interim Housing Director
Penny Ellis-Green, Deputy County Manager
Victor Gonzales, Housing Staff
Deanna Lopez, Housing Administrator
Tracey Young, Senior Accountant
Steve Brugger, Affordable Housing Director
Rosemary Bailey, Affordable Housing
Tim Vigil, Assistant County Attorney
Chris Barela, Constituent Liaison
Teresa Martinez, Finance Director
Molly Saiz, Finance
Valerie Huerta, Housing Staff
Bernadette Salazar, Human Resources Director

III. Introductions

Those present introduced themselves.

IV. Approval of Agenda

Commissioner Chavez moved to approve the agenda as published. Chair Holian seconded, and the agenda was unanimously [3-0] approved. [Commissioners Stefanics and Mayfield were not present for this action. Commissioner Mayfield arrived shortly thereafter.]

V. Approval of Minutes: November 27, 2012

Commissioner Mayfield moved to approve the minutes from the above-cited date as presented. His motion was seconded by Commissioner Anaya and passed by 3-0 voice vote with Commissioner Chavez abstaining. [Commissioner Stefanics was not present for this action.]

VI. Accept the Resignation of Housing Board member Tim Vigil

Mr. Pacheco said the Housing Authority received Mr. Vigil's letter of resignation on December 28, 2012. While disappointed he will no longer serve on the Board, the division is pleased he has joined the County's Legal Department. He thanked Mr. Vigil and Frances Ong, whose term ended in January, for their dedication and service.

The Board thanked Mr. Vigil for his service and welcomed him to the County staff.

Commissioner Anaya moved to accept the resignation of Tim Vigil. Commissioner Mayfield seconded and the motion passed by unanimous [4-0] voice vote. [Commissioner Stefanics was not present for this action and arrived shortly thereafter.]

Mr. Pacheco was advised that it is the action of the Board that formalizes the expiration of a board appointment – not the date of a term. Commissioner Stefanics said board members should not be discouraged from continuing their service.

VII. Approval of Resolution 2013- : A Resolution Writing off Uncollectable Accounts for the Santa Fe County Housing Authority's Public Housing (\$57,667.67)

Mr. Pacheco said the Housing Authority is allowed to write off uncollectable debt on an annual basis. Subsequent to drafting this resolution, the procedures for this action were reviewed and he requested additional time to meet the procedures as established by earlier resolution.

Commissioner Stefanics moved to postpone this item. Her motion was seconded by Commissioner Chavez and passed by unanimous [4-0] voice vote. [Commissioner Anaya was not present for this action.]

Mr. Pacheco said he would present this item at the February Housing Authority meeting.

Teresa Martinez, Finance Director, said staff makes every effort to collect on the debt before writing it off. She said in the past there had been audit findings on this issue.

Commissioner Stefanics asked whether the bad debt was related to HUD evaluation. Tracey Young said HUD looks at the financials of the Housing Authority and one of the items

monitors is accounts receivable. Prior to the 2011 resolution establishing procedures to write off uncollectable debt, there was a negative rating with HUD which could affect funding.

Commissioner Anaya mentioned that every Housing Authority in the country writes off bad debt.

VIII. Approval of Resolution 2013-01HB: A Resolution Requesting an Increase to the Low Rent Public Housing Fund (517) for Building Maintenance, Utilities, and Tenant Utility Reimbursements in Fiscal Year 2013 (\$66,500)

Mr. Pacheco said this request will budget additional funds for low rent public housing maintenance expenditures, utilities expenditures, and tenant utility reimbursements. Funds in excess of the original budget are required due to the conversion of a unit into a handicapped accessible unit, higher tenant turnover, higher utility costs, and lower than projected incomes of existing tenancies. When tenant incomes are lower, utility reimbursements increase to provide additional assistance.

Commissioner Anaya asked whether the utility allowances were calculated as required by law and Mr. Pacheco responded in the affirmative.

Commissioner Anaya moved to approve Resolution 2013-01HB. The motion was seconded by Commissioner Stefanics and passed by [4-0] voice vote. [Commissioner Mayfield was not present for this action.]

IX. Housing Authority Updates

A. Site Improvement Plan/CFP Update

Victor Gonzales reported the following:

- The cabinet replacement project started on January 8th and 12 out of the 37 units have been completed.
- Extension of the main sewer line at the Jacob D. Martinez site is progressing with engineer meetings, and the County will hire a surveyor.
- The Santa Cruz sewer line work will be performed by Subsurface Construction and a contract agreement is being worked out with the City of Santa Fe.
- Sol Systems has begun rehabilitation on six units for the Authority.
- An informal telephone survey of other authorities indicated that fire extinguishers were a maintenance issue and caused an adverse finding during the REAC inspection by HUD; many were stolen.

Mr. Pacheco recognized Mr. Gonzales for his work. He remarked that the Housing Authority is one of the County's top priorities in its legislative package, requesting \$1.5 million to improve the Authority roads.

B. Vacancy Update

Mr. Pacheco referred to the vacancy rate that has been running higher than usual. Temporary crews have been used to help lower the turnaround time. He was pleased to report that the vacancy rate is showing signs of improvement.

C. Director's Report

Free Income Tax Service: Mr. Pacheco recognized Ms. Young and Ms. Huarta for participating in a three-day workshop which certified them to provide free tax assistance for County housing residents and Section 8 clients.

Emphasizing that the concept was admirable, Commissioner Mayfield expressed concern that the County may be liable. Deputy County Attorney Brown said she too had concerns and Mr. Vigil will be looking into any associated issues with this service.

Mr. Pacheco said he would wait until the Legal Department has cleared the program before initiating it.

Commissioner Stefanics mentioned that SCORE and AARP provide tax preparation assistance and are required to sign releases of confidentiality. Ms. Young said the program works with AARP and the scope of tax preparation is limited. Working within that scope, VITA (Volunteer Income Tax Assistance) provides coverage protecting the County.

Ms. Huarta said the course included an ethics certification statement and all information is confidential.

A scenario in which the tax preparer learns one of the residents has lied and has additional income changing housing eligibility was discussed. Ms. Brown said she had concern about obtaining information about income within the capacity of tax preparation assistance and the possibility that information could be used against the person.

Commissioner Anaya favored making the service available and said there is existing protocol in this matter.

Mr. Pacheco pointed out that the residents are low- to no-income and the goal is to provide this as a service not a tool for retaliation.

Board Vacancies: Ms. Ellis-Green said they will be advertised in the same fashion as all board and committee vacancies. The County public information officer will issue a press release. If Ms. Ong is interested in continuing to serve she will be required to submit a letter of interest and résumé. A financial disclosure and background form is required.

Potential Single-Family Project: Mr. Pacheco reported that staff is investigating the possibility of a potential affordable housing project that could include project based rental

housing for low-income families wanting to participate in County public housing programs. This could include the possibility of mixed-income senior housing or mixed-income family housing. Working with Steve Brugger, Mr. Pacheco said they have discussed the possibility of asking the developers who owe the County affordable housing units to turn over land and/or infrastructure in the equal amount the unit would cost and allow the County to construct a project. He mentioned that the Authority has approximately \$3 million that needs to be leveraged on a project before HUD makes decisions regarding those funds. Staff asked for Board direction.

Commissioner Chavez asked whether this was a transfer of development rights. Mr. Brugger said there are several developers owing the County affordable units that could be rental or homeowner units. There is an alternate means of compliance whereby the developer could dedicate land, cash or a combination of both that could be used for a rental project.

Mr. Pacheco said the Authority is mandated to help low-income families with income below 80 percent of the AMI. He reviewed the counts on the waiting lists noting there were over 1,000 on the two lists. He explained the public housing process to get on the list and HUD's preference directives.

The Chair directed Mr. Pacheco to provide, in writing, the waiting list process, HUD regulations and what constitutes preferences.

Commissioner Anaya asked staff to confirm that the recent Board modifications to the 5H plan were approved by HUD. He recalled that a Board task force would be created to organize the opportunities the County could undertake in regard to HUD programs, funding streams, applicant cycles and eligibility. He said he would be working on a resolution to create a timeline and a task force to work on this issue and asked that his colleagues work with him on this effort. The Chair supported the commissioner.

Update on Voucher Based Programs: Valerie Huerta updated the Board on the VASH, Linkages, Bridge and FSS programs. Ms. Huerta said the FSS program, Family Self-Sufficiency, is a HUD program that encourages families to obtain employment that will lead to economic independence and self-sufficiency. The program has an associated escrow account that serves as an incentive for participants. Santa Fe County has 24 participants in the FSS program.

VASH, Veterans Affairs Supportive Housing, houses homeless veterans. This is a VA referral program and the County has utilized its 35 vouchers. Ms. Huerta said she was honored to manage the VASH program.

Linkages is a supportive housing program that provides rental subsidy for low-income, homeless or precariously housed individuals with a behavioral health illness. Life Link is the referral agency.

The Bridge program provides housing assistance for low-income individuals with serious mental illness. There are two individuals in this program and funding is non-reoccurring. Ms. Huerta said staff works to move these individuals to permanent housing.

The Chair thanked Ms. Huerta for her report and requested that she email her report to the Commissioners.

Commissioner Stefanics said she was aware of a new non-profit addressing the homeless. She mentioned an individual who is homeless, mentally ill and unable to obtain a Life Link referral. Ms. Huerta said that individual should submit an application and staff would interview the individual to ascertain why Life Link is not accepting him/her. There are other agencies that may be able to provide assistance. Case management compliance is required.

Commissioner Stefanics requested contact information to forward to the non-profit.

Mr. Pacheco lauded Ms. Huerta's experience and skill in this area.

X. Public Comments - None were offered.

XI. Matters from the Board - None were offered.

XII. Executive Session: Limited Personnel Matters
Discussion of appointment of a permanent Executive Director

Commissioner Chavez moved to go into executive session to discuss limited personnel matters. Commissioner Stefanics seconded.

The motion to go into executive session pursuant to NMSA Section 10-15-1-H (2) to discuss the matter delineated above passed upon unanimous roll call vote with Commissioners Anaya, Holian, Mayfield, Chavez and Stefanics all voting in the affirmative.

[The Authority met in closed session from 11:35 to 12:05.]

Commissioner Stefanics moved to come out of executive session where only personnel matters were discussed. Commissioner Mayfield seconded and the motion carried by unanimous [5-0] voice vote.

Commissioner Anaya moved to name Ron Pacheco Executive Director of the Housing Authority. Commissioner Mayfield seconded and the motion passed by unanimous [5-0] voice vote.

Mr. Pacheco thanked the Board for their confidence in him and recognized his staff for their tremendous efforts.

XIII. Adjournment

Having completed the agenda and with no further business to come before the Authority, this meeting adjourned at approximately 12:18 p.m.

Approved by:

Kathy Holian, Commission Chair
Housing Authority Board

ATTEST TO:

GERALDINE SALAZAR
COUNTY CLERK

Submitted by:

Karen Farrell, Wordswork

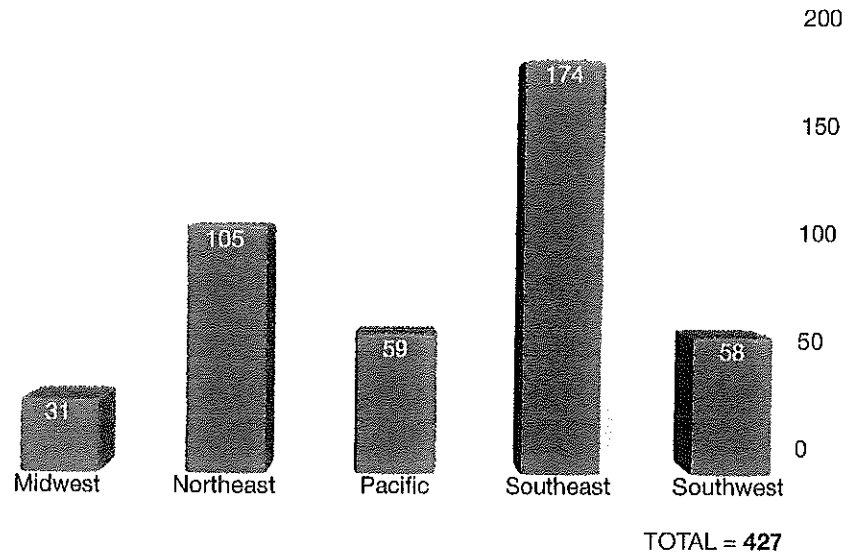


A START-UP AND
OPERATIONS GUIDE

Boys & Girls Clubs

IN PUBLIC HOUSING

Number of Public Housing Clubs by BGCA Region



History of the Boys & Girls Club Movement in Public Housing Communities


While there has been a dramatic increase of Public Housing Clubs since 1987, BGCA's history in public housing communities actually began in 1954, with the opening of a Club in the Pembroke/Marvin housing community in Bethlehem, PA. In 1960, after a substantial increase in the Club's membership, the city of Bethlehem approached HUD for funds to build a new Club facility to accommodate its growth. After a long process and tireless efforts by those who believed in their mission, the Bethlehem Club became the first Club to receive federal funding from HUD.

This Club's success helped pave the way, though slowly at first, for new Clubs to open in public housing across the country. During the 1960s and 1970s, a number of Clubs were started in public housing communities with assistance from the Neighborhood Facilities Act, which provided funding directly to local communities striving to enhance the quality of life for residents. In the late 1970s, however, this funding source dried up. But the problems

facing children and families in these communities did not, and the need for continued—and indeed expanded—Boys & Girls Club efforts within public housing communities became clear.

Expanded Growth and Commitment

1987 marked the start of a new era for Boys & Girls Clubs in public housing. While BGCA had experienced success in its earlier efforts to serve youth in public housing, it was clear that a wide-scale effort, led by a clear and concise national agenda was needed if a significant impact was to be felt around the country. Three main strategic components developed and implemented during 1987 set this agenda in motion:

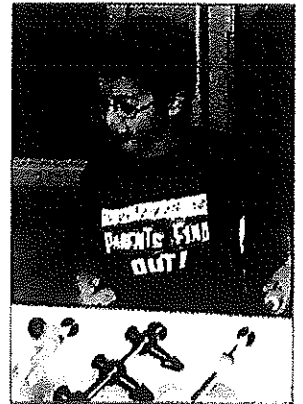
-  Launching of a major national initiative known as Outreach '91, designed to increase the number of youth served and to enhance the services offered by local Clubs. A major component of Outreach '91 was a commitment to move aggressively into our nation's most distressed communities.

- ❖ BGCA and the United States Department of Housing and Urban Development (HUD) began a concentrated effort to reach increasing numbers of youth residing in public housing.
- ❖ BGCA engaged researchers from Columbia University to take a careful look at the impact of existing Public Housing Clubs.

As a result of the successful and overwhelming participation from both local Boys & Girls Clubs and supporters nationwide, Outreach '91 served as an umbrella to all concurrent and future efforts in public housing. The year 1987 also opened a new chapter in the relationship between BGCA and HUD. Through the efforts of then BGCA Board Chairman Jeremiah Milbank and HUD Secretary Sam Pierce, leaders from both agencies developed a plan to establish 100 Clubs in public housing. An ambitious goal at the time, but one that served to set the stage for continued growth and achievement in public housing. Supporting their efforts, the Columbia University study found that "for youth who live in public housing and have access to a Boys & Girls Club, the influence of that Club is manifested in their involvement in healthy and constructive educational, social and recreational activities." The study further reported, "For adults and youth alike, Boys & Girls Clubs appear to be associated with an overall reduction in alcohol and drug use, drug trafficking, and other drug-related criminal activity."

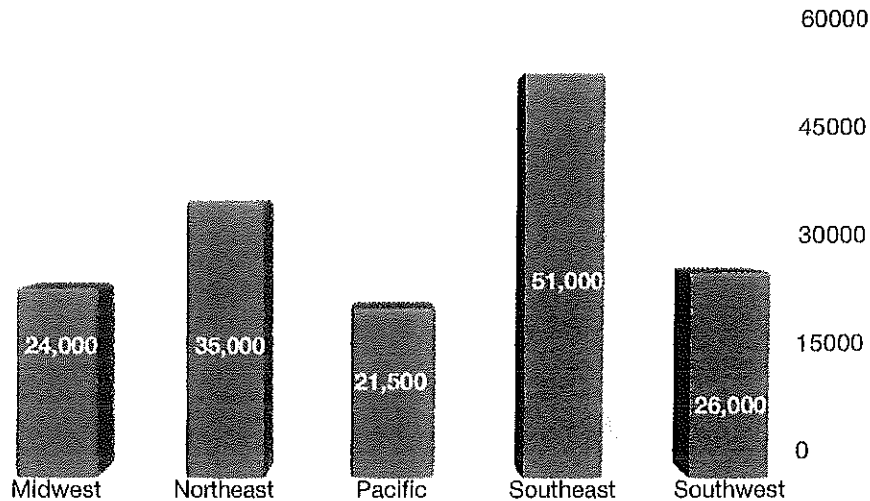
With the support of successful efforts and favorable empirical data, BGCA officials met with then HUD Secretary Jack Kemp in 1989 to further discuss the need for closer collaborations between the two agencies. Shortly thereafter, HUD announced the creation of the Youth Sports Program, designed to provide young people residing in public housing with positive alternatives to the many negative influences present in their lives. This initiative, originally intended to be a one-time initiative, developed in conjunction with BGCA's leadership, was a perfect match for local Club programs. Eighty percent of Public Housing Authority applications including collaboration between the housing authorities and local Clubs received HUD funding.

As a result of this successful effort, BGCA was more determined than ever to advance critical youth development services into public housing. The activity prior to 1990, served as a foundation from which to launch greater things for BGCA and public housing facilities. The occurrence of three primary events in the early 1990s is responsible for raising BGCA to its present position in public housing:



- ❖ In 1992, BGCA received a \$3 million Congressional earmark to hire public housing residents as workers in local Clubs. Under this initiative, 120 residents from public housing nationwide, received training, and hands on experiences working at their local Club for 18 months.
- ❖ The Public Housing Conference of 1991 provided a forum for board members and Club Chief Professional Officers to come together and discuss the options available in public housing facilities. The audience was challenged by Bob Woodson, President of the National Center for Neighborhood Enterprise to launch an even more ambitious campaign for Boys & Girls Clubs to get into public housing communities nationwide.
- ❖ In 1991, BGCA began a relationship with the U.S. Department of Justice's (DOJ) Bureau of Justice Assistance (BJA), a relationship that changed the face of Clubs in public housing. Since 1992, Clubs have been the recipient of more than \$100 million in funds to enhance Club services in Weed and Seed communities. Such funding offered Clubs an opportunity to weed out criminal activity and seed in positive alternatives.
- ❖ The BJA partnership grew well beyond the Weed and Seed effort and thus Clubs began opening at a dramatic pace not only in public housing but in distressed communities throughout America.

Total Public Housing Club Membership by BGCA Region

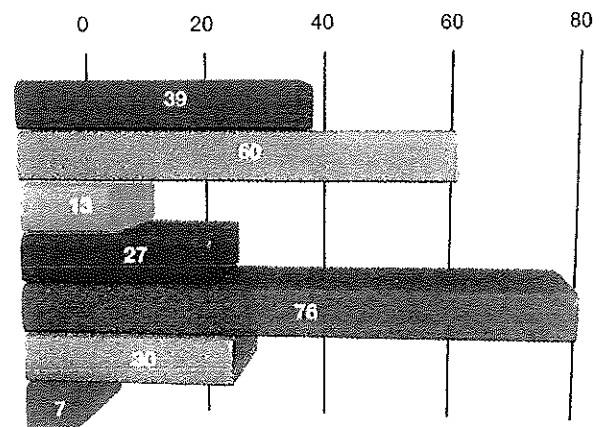


During the late 1990's, HUD's Drug Elimination Funds (DEF) became another important resource used to create and operate Boys & Girls Clubs in public housing. Programming offered by Clubs was well within the guidelines for the DEF and created strong partnerships with local Housing Authorities and management and made legitimate strides in promoting drug prevention. The termination of the Drug Elimination Funds in the early 2000's impacted many Public Housing Clubs as they were an important funding source for program operations.

What has taken place since the early 1990s has been quite dramatic. The total number of youth served by BGCA has grown from 1.5 million to 4.5 million and the total number of chartered Clubs has reached 4,257. Furthermore, since 1987, the number of Clubs in public housing has increased more than 700 percent. From inner cities to rural communities and Indian lands, BGCA is now the largest and fastest-growing youth development organization with a focus on youth from disadvantaged circumstances. Continued commitment and focus on young people living in public housing is strengthened by a collaboration of partners.

In 2007, through DOJ's Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention (OJJDP), a special initiative was undertaken that provided \$10.6 Million for the development of sustainable Boys & Girls Clubs within Public Housing communities across the nation. In coordi-

What is your main funding source for supporting your partnership with the Public Housing Authority including start-up, operational, programming and capital?



- Housing Authority
- Office of Justice Programs (OJP)/Boys & Girls Clubs of America
- Local Community Development Block Grant (CDBG) funds
- City funds
- Grants
- Foundations
- Capital funds

nation with FirstPic, Inc. and BGCA, implementation within 86 communities was aggressively undertaken. Building upon the foundations and experiences that promote bringing new and continuing improvements to distressed communities, these Clubs are fully operational, providing positive alternatives to at-risk youth in public housing communities. An April 2008 publication, *Making a Difference in America's Public Housing Communities*, profiles this initiative and some of the outstanding accomplishments achieved as a result.

The national collaboration effort between DOJ, HUD and Boys & Girls Clubs of America is a concerted effort to continue to establish Club units in public housing. Federal resources have proven to be essential in expanding the impetus in public housing. The 2009 Public Housing Club Survey (2009 Survey) shows that the majority of Boys & Girls Club organizations indicate that federal dollars received through BGCA, provide the most significant funding source for Public Housing Club growth and expansion and support of their partnership with the local Housing Authority.

Local Clubs have evolved with great and visible benefits to the general public, public housing communities and, most importantly, the young people served. The existence of Clubs in public housing substantially reduces vandalism and other criminal behavior and frees up Housing Authority and management staff for other responsibilities. Clubs help promote a more positive social environment within the public housing community. The interest and enthusiasm of Clubs, local housing authorities and public and private funding sources in the BGCA/HUD/DOJ partnership is achieving extraordinary success in reaching and serving our nation's most disadvantaged children and their families.

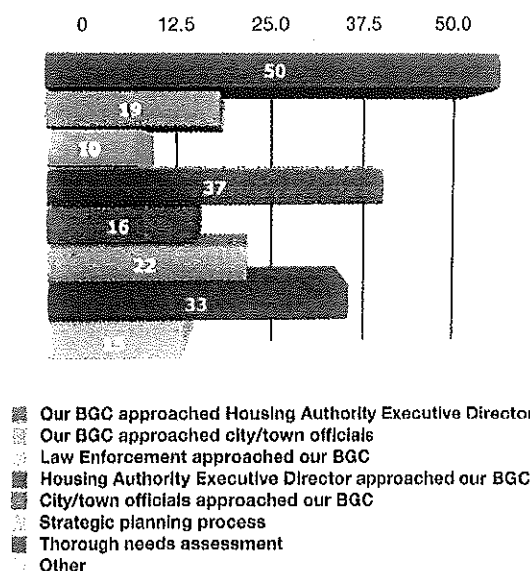
The Boys & Girls Club Challenge

A sense of hopelessness, the belief that there is no way up or out, strikes particularly hard at young people who live in public housing. Boys & Girls Clubs serve as a tremendous force which effectively breaks this cycle of depression and desperation.

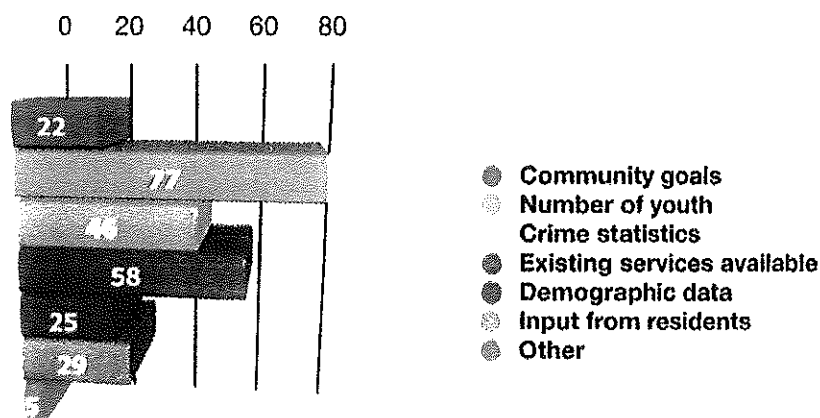
Clubs in public housing have a proven record of reducing juvenile crime, vandalism, drug use and gang violence. Moreover, these Clubs have stimulated improvement in youth employment and enhanced participation in educational opportunities. Most importantly, participating young people are being given a sense of belonging, usefulness, competence and the power to make responsible choices. Through Club involvement, young people respond to the many opportunities to establish new and meaningful relationships and to pursue constructive activities in the surrounding community previously unknown and inaccessible to them.

Public Housing Club leaders stated in the 2009 Survey that regardless of whether Clubs are approached by the local Housing Authority or vice versa, it is important to clearly present the need for Club services within the public housing community. Homework must be done; a variety of information must be gathered that supports the need. Clubs unanimously agree that research and/or a needs assessment must be conducted that reviews what youth services exist or do not exist; number of children residing in or near the public housing community; demographic information; resident

How did your organization determine the need for a Public Housing Club?



What is the most important information to be gathered to support the need for a Public Housing BGC?



needs; and the availability of funds, facilities or space, and resources. Discussion must center around a "vision for the families and the community" and an understanding of what a Boys & Girls Club is and expectations of each partner. Discussion must include key leaders, residents – young and senior citizens, public housing staff and management, community leaders, law enforcement, and local Club leaders and staff.

What Clubs Offer

Club leaders emphasize the importance of not assuming that the community knows what a Boys & Girls Club is – it may be necessary to distinguish Club services from daycare and to clarify and explain the range of services offered by a Club. In public housing communities, where youth often have little that is meaningful to occupy their time, vandalism becomes a common pastime. Repairing and replacing broken windows and doors and correcting other such damage, however, is enormously expensive. Clubs in public housing provide cost-effective means of reducing damage caused by vandalism.

A Boys & Girls Club based in public housing also lightens the workload for the Housing Authority, reducing the number of complaints with which security and maintenance personnel must deal. Unsupervised young people, who once engaged in anti-social behavior, are now involved in the activi-

ties of a Club, where their time and energies are productively channeled. Many Club members, through their Keystone Club or Torch Club programs, are actively involved in community service projects, including adopting area senior citizens. This helps to build communication and bridge the gap between the older and younger residents of public housing communities.

In addition, some public housing residents become actively involved in the Club as employees or volunteers. Since Club staff communicate more frequently with parents of Club members, parents feel more supported and less isolated. This is particularly important for public housing single parents since 70% of public housing residents are single female head of household. Some Clubs are licensed to operate programs such as childcare and may provide services for adult residents during the daytime hours when the Clubs are traditionally not used. This offers residents an opportunity to utilize Club technology centers, recreation equipment, or meeting room space for resident advisory councils.

A previous demonstration study sponsored by the Center for Substance Abuse Prevention indicated that public housing sites with Boys & Girls Clubs, when compared to public housing sites without Boys & Girls Clubs, experienced: 13% fewer juvenile crimes; 22% less drug activity; and 25% less crack presence.

Establishing a Boys & Girls Club unit in public housing has several other built-in advantages:

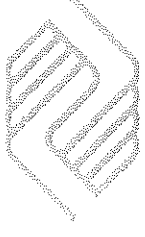
- ☼ Under-utilized "community space" (such as meeting rooms, unused apartments or an activities building) can be fully used for the Boys & Girls Club program.
- ☼ Boys and girls are given the opportunity to participate in quality programming with professionally trained Club staff and engaged volunteers committed to enriching the lives of young people and their families.
- ☼ Increased parental interest and involvement in the activities of their children are the frequent outcome when Club facilities and programs are so convenient. For the first time, many parents in public housing sense a true feeling of hope for their children and themselves because of the stability and permanency of the Club.
- ☼ As a result of participation in Club activities, parents and other adult residents often take greater responsibility for their own community and contribute to its overall improvement and success.
- ☼ Membership dues are kept low or when necessary, scholarships are provided so that even the most disadvantaged girls and boys can belong and participate while sharing the responsibility for investing in the privilege of Club membership.
- ☼ There is economic benefit to locating a facility where large numbers of youngsters live. It eliminates the need to provide costly transportation to send children elsewhere for services.

- ☼ Substantial in-kind resources, such as a rent-free facility, utilities, security and maintenance can be provided by the Housing Authority.
- ☼ Volunteer workers and part-time employees can sometimes be found among parents and other public housing residents.

Most importantly, operating a Club in public housing is basic to the mission of the Boys & Girls Club Movement and Housing Authorities everywhere—to reach and serve those young people and families in greatest need.

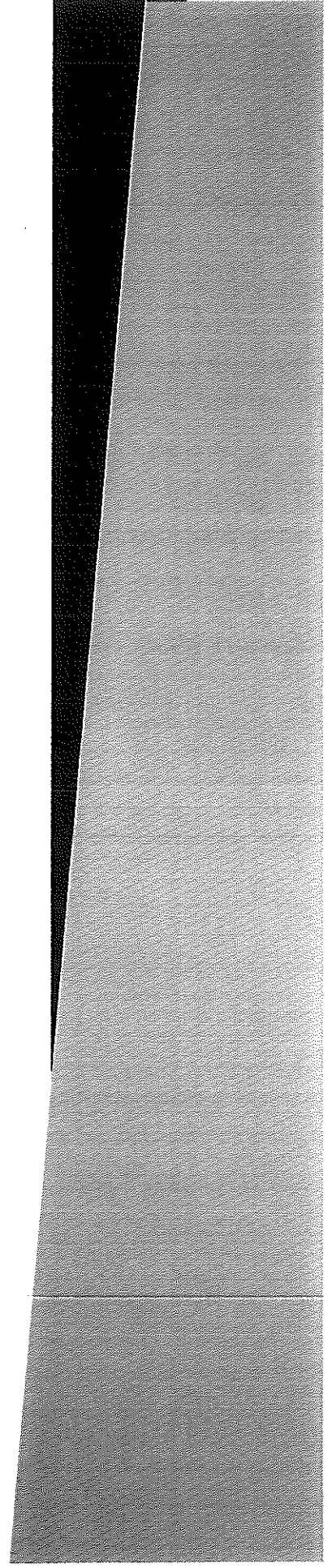


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DISCUSSION MUST
CENTER AROUND A
VISION FOR THE
FAMILIES AND THE
COMMUNITY, AN
UNDERSTANDING OF
WHAT A BOYS & GIRLS
CLUB IS AND
EXPECTATIONS OF
EACH PARTNER.
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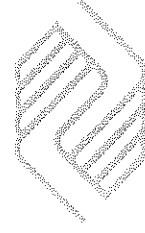
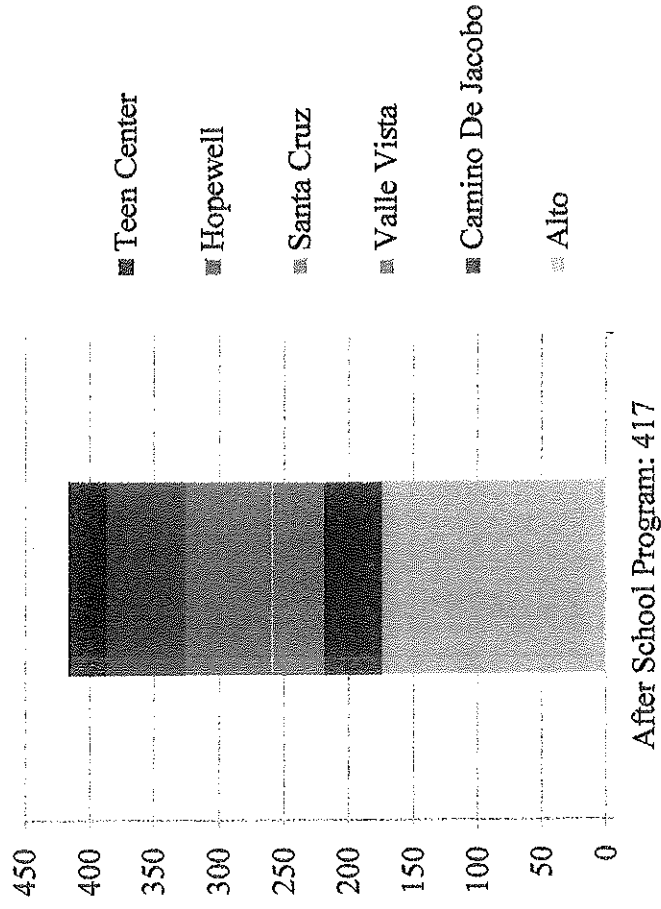
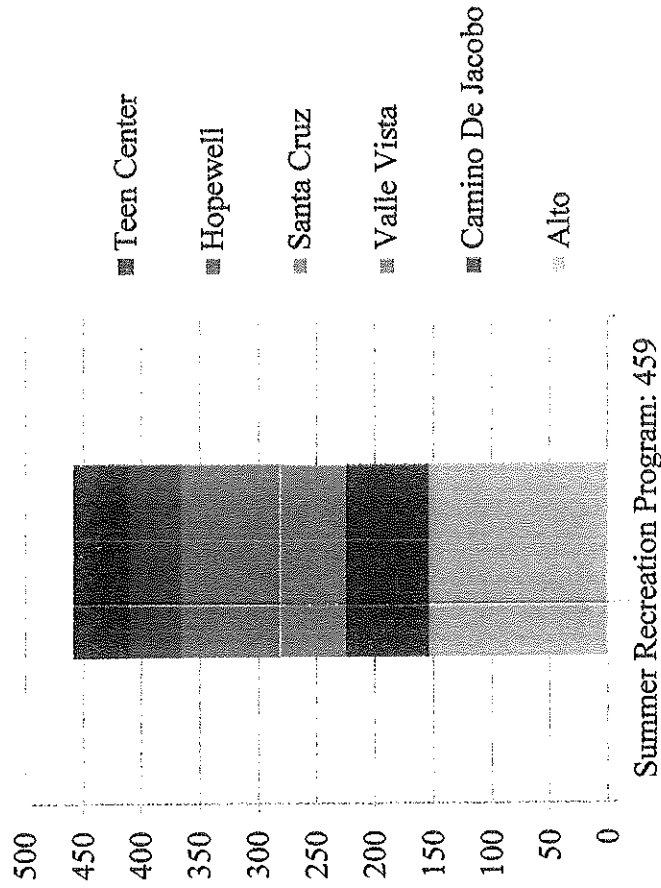


BOYS & GIRLS CLUBS
OF SANTA FE

2013 Santa Fe County Housing Presentation



2012 Membership Statistics



BOYS & GIRLS CLUBS
OF SANTA FE

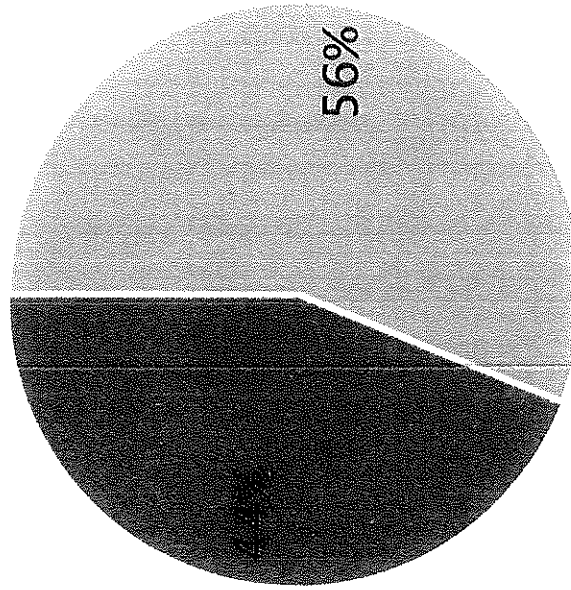
2012 Santa Fe County Statistics

Summer Recreation Program: 371

Alto: 140
Hopewell: 31
Teen Center: 35
Total : 297

County Satellites

Camino De Jacobo: 53
Valle Vista: 42
Santa Cruz: 70
Total : 165

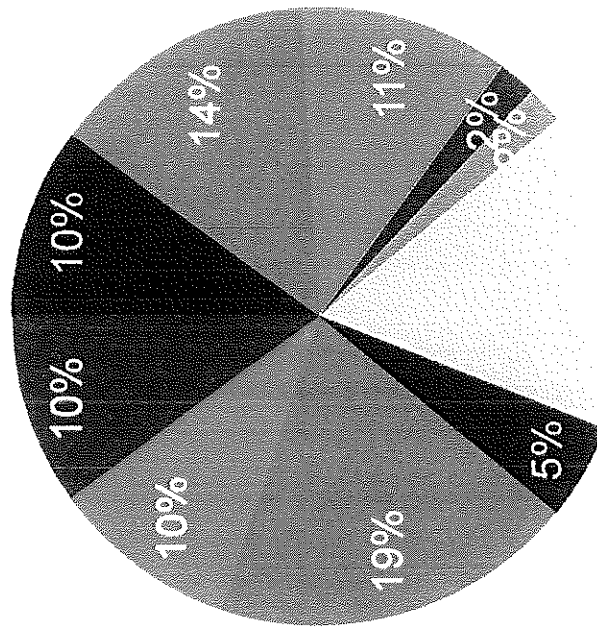


**44% of Members
attend County Sites*

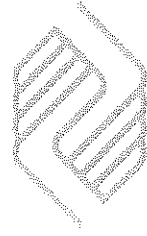


BOYS & GIRLS CLUBS
OF SANTA FE

Santa Fe County Support: 11%



- Fundraising \$105,000
- Contributions \$147,000
- SF County \$115,000
- OJP/BGCA Mentoring \$18,000
- Zero Divide \$26,000
- Membership Dues \$182,000
- Other Income \$63,000
- State CYFD \$202,000
- City of SF \$101,000
- Summer Food \$100,000



BOYS & GIRLS CLUBS
OF SANTA FE

Funding Sources: \$1,049,000

Earned Income: \$235,000

BGCA OJP Mentoring

• Alto \$18,000

Zero Divide Computer Literacy

• \$26,000

Government: \$578,000

State of New Mexico CYFD Licensing

• \$202,000

Santa Fe County

• \$115,000

City of Santa Fe

- Teen Nights \$45,000
- Youth Commission \$45,000
- Teen Mentoring \$11,000

Fundraising: \$105,000

Fundraising

• \$105,000

Contributions

• \$147,000

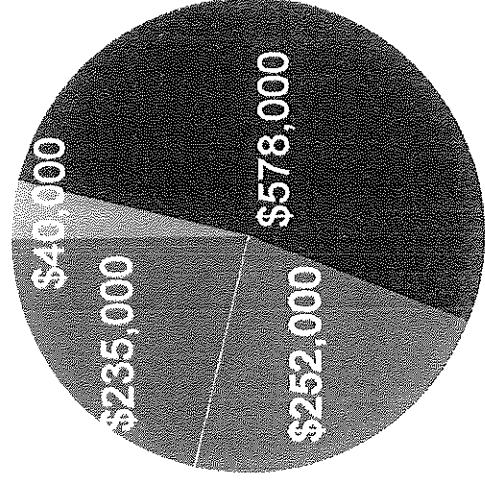
Earned Income: \$235,000

Membership Dues

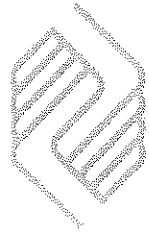
• \$182,000

Other Income

• \$53,000

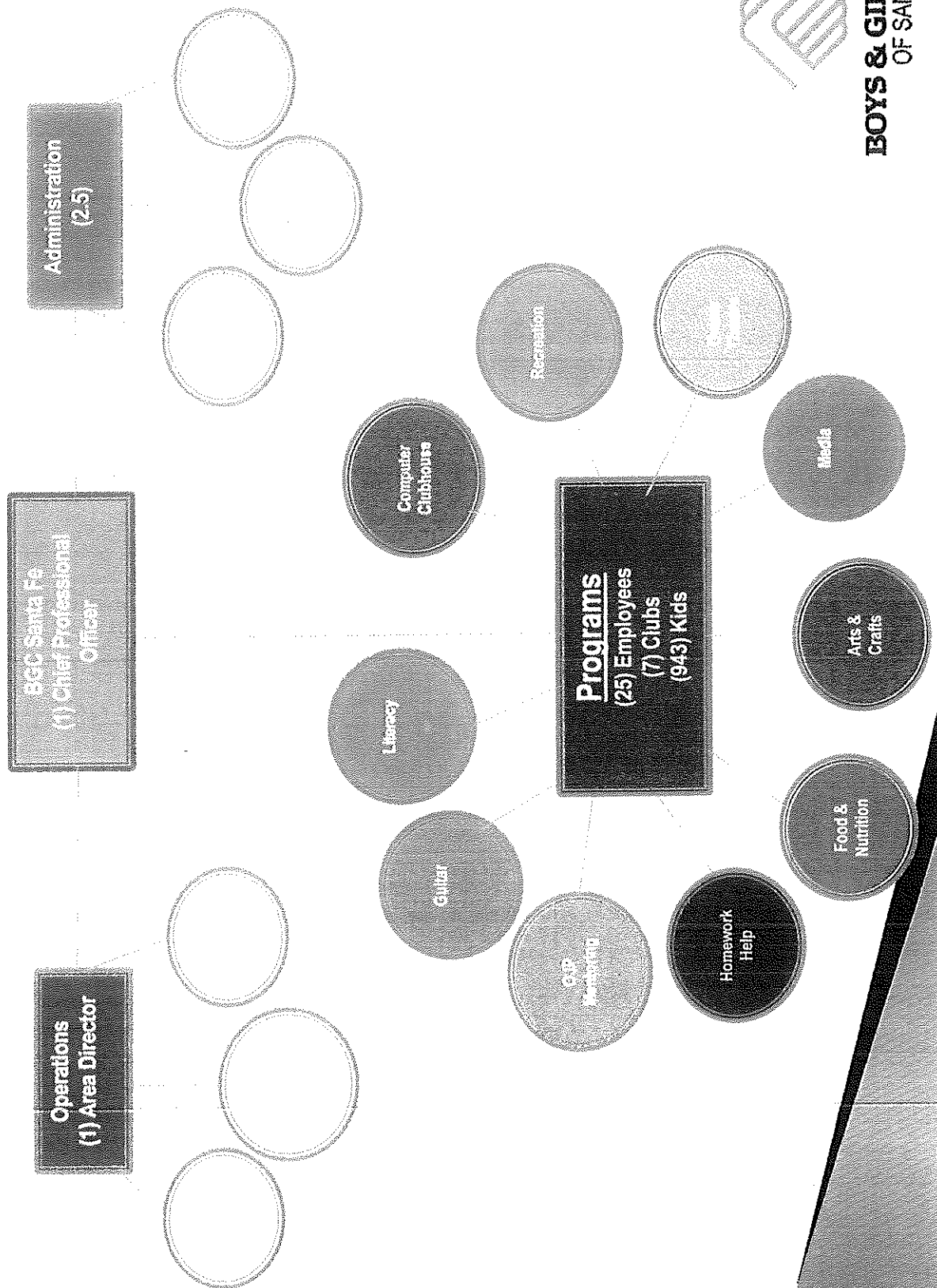


- Grants
- Government
- Fundraising/Contribution
- Earned Income



**BOYS & GIRLS CLUBS
OF SANTA FE**

Boys and Girls Club Organization



BOYS & GIRLS CLUBS
OF SANTA FE

Boys and Girls Club Employees

85% of all funding goes to programs

Total Employees: 29.5

Administration

• 3.5

Programs

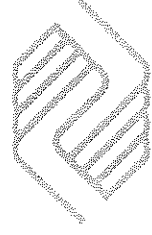
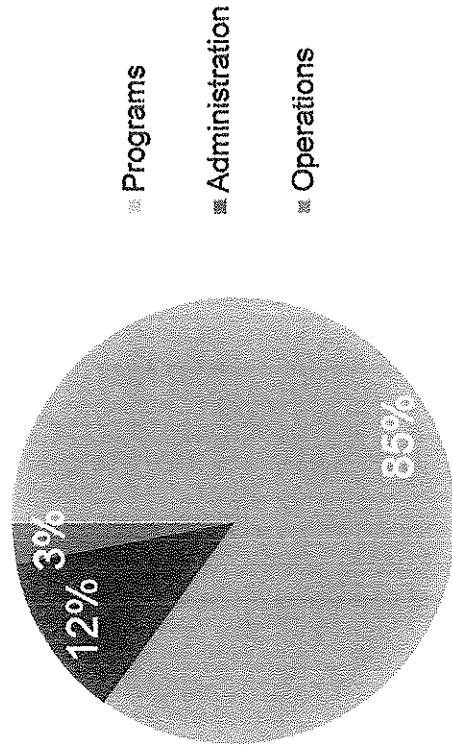
• (4) Full-time

• (21) Part-time

Operations

• 1

• *Average 17 Hours a Week*



BOYS & GIRLS CLUBS
OF SANTA FE

2013

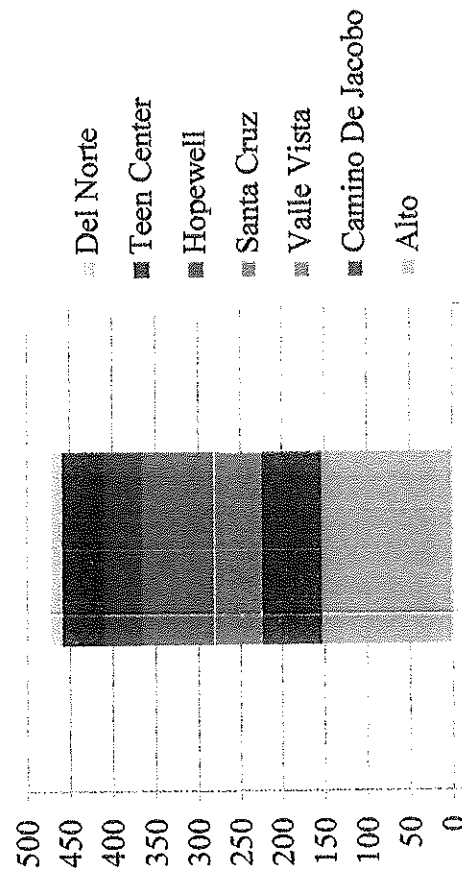
On February 1, 2013 The Boys and Girls Clubs of Santa Fe took over the Del Norte Clubs:

Chimayo: 35 Members

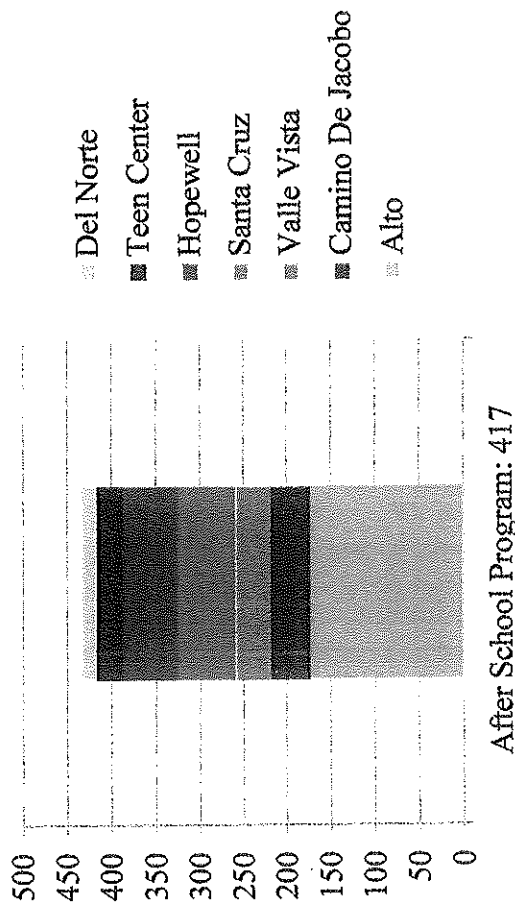
Abiquiu: 30 Members

2013 Summer Recreation Program: 519 (15% increase.)

2013 After School Member Statistics: 481 (16% increase.)



Summer Recreation Program: 459



After School Program: 417



BOYS & GIRLS CLUBS
OF SANTA FE

Impact in Public Housing

A Columbia University study evaluated the effects of Boys & Girls Clubs on young people living in public housing, as well as on the overall quality of life in housing developments. Focused on alcohol an other drug use, delinquency and vandalism, the study involved 15 different public housing developments over a three-year period.

Researchers found that *Boys & Girls Clubs made a significant difference in the quality of life for residents in public housing*. When compared to other public housing sites, those with Clubs experienced:

Clubs in public housing areas dramatically reduce crime and drug presence.

25 %

**Reduction in presence
of crack cocaine**

22 %

**Reduction in overall
drug activity**

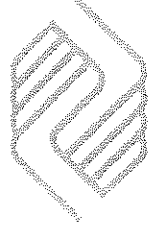
13 %

**Reduction in juvenile
crime**

The study's evaluation of school data suggests the potential impact of Boys & Girls Clubs on school performance: lower percentages of academic failure, and fewer behavior problems in schools attended by youth from public housing sites with Clubs.

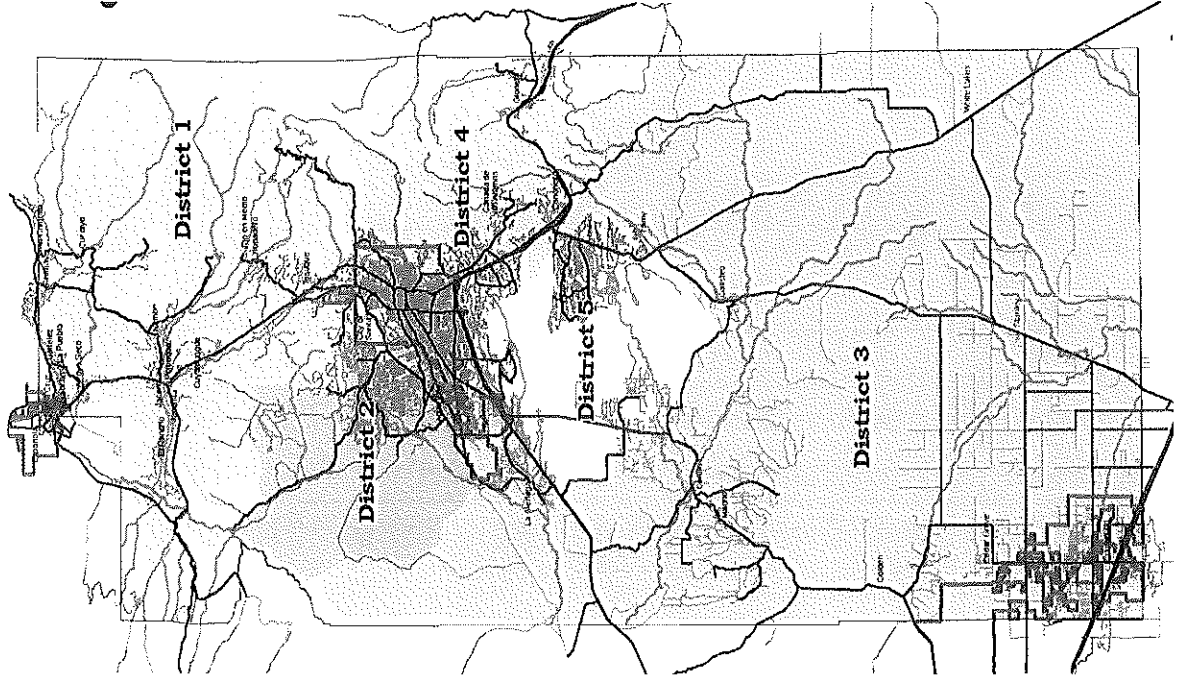
Adult residents of public housing also benefit from the presence of Boys & Girls Clubs. Adult family members in communities with Clubs are more involved in youth-oriented activities and school programs.

The Researchers concluded that Boys & Girls Clubs exert a positive and palpable influence on the human and physical environment of the public housing sites studied.



BOYS & GIRLS CLUBS
OF SANTA FE

Santa Fe County Commission Districts



District 1 – 80 Members

District 2 – 98 Members

District 3 – 51 Members

District 4 – 82 Members

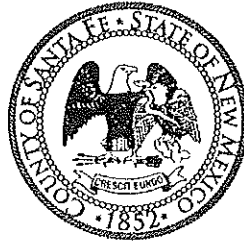
District 5 – 106 Members

2012 After School Program: 417 Members

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 *JR*

Date: February 14, 2013

Re: Request for a Budget Adjustment to the VASH Program

The Veterans Affairs Supportive Housing (VASH) Program is a voucher based assistance program dedicated to housing homeless veterans. This program is managed by the Santa Fe County Housing Authority under the Housing Choice Voucher (Section-8) program guidelines. Approval of this request will allow staff to transfer unexpended monies from the VASH fund into the fund specifically dedicated to Housing Choice Voucher program assistance. This is required because HUD is now funding this special program as part of the Housing Choice Voucher Program.

FISCAL IMPACT

Short Term

Initial Expense: \$175,076

Initial Revenue: \$175,076

Fiscal Year(s): 2013

Dept./Division/Office: Housing Authority

Line Item Description: Professional Services / Other Contractual Services

Match Requirement: No

If yes, source of match: Not applicable

Prior approval from Finance is required for any grant or agreement requiring a match.

If this is resolution, contract or grant is for a capital project please complete the following section

Will this project be phased: No, this is not a project.

Operating Cost in Current Fiscal Year: \$

Source of operating cost funding: Transfer of VASH fund equity to Section 8 fund

Long Term

Future Expenses: \$ 0 Is this cost recurring: No

Partial Recurring Amount (annual basis): \$ 0

Future Revenue: \$ 0 Is this revenue recurring: No

Partial Recurring Amount (annual basis): \$ 0

SANTA FE COUNTY HOUSING AUTHORITY BOARD

Page 1 of 4

RESOLUTION 2013 - 02 HB

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

Whereas, the Board of County Commissioners meeting in regular session on February 26, 2013, did request the following budget adjustment:

Department / Division: Community Services / Housing Division

Fund Name: Section 8/VASH Voucher

Budget Adjustment Type: Budget Transfer Between Funds

Fiscal Year: 2013 (July 1, 2012 - June 30, 2013)

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
227	0000	390	02-37	Operating Transfer In	175,076	
237	0000	385	03-00	Budgeted Cash	175,076	
TOTAL (if SUBTOTAL, check here)					350,152	

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
227	1949	471	50-90	Professional Services / Other Contractual Services	175,076	
237	1949	490	02-27	Operating Transfer Out	175,076	
TOTAL (if SUBTOTAL, check here)					350,152	

Requesting Department Approval: [Signature] Title: Interim Executive Director Date: 1/26/13

Finance Department Approval: [Signature] Date: 1/16/13 Entered by: _____ Date: _____

County Manager Approval: _____ Updated by: _____ Date: _____

SANTA FE COUNTY HOUSING AUTHORITY BOARD

Page 2 of 4

RESOLUTION 2013 - HB

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT: Name: James R. Pacheco Dept/Div: CSD / Housing Services Phone No.: (505)992-3060

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.

When the Santa Fe County Housing Authority began issuing Veterans Affairs Supportive Housing (VASH) vouchers, the U. S. Department of Housing and Urban Development (HUD) provided separate funding for the program. Subsequently, HUD consolidated the funding for VASH with the Section 8 program, making VASH a subset of the Section 8 voucher program. This resolution will transfer remaining unexpended funds from the VASH Fund 237 to the Section 8 Fund 227 to be used for housing assistance payments.

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 _____

SANTA FE COUNTY HOUSING AUTHORITY BOARD

Page 3 of 4

RESOLUTION 2013 - HB

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT:

Name: James R. Pacheco Dept/Div: CSD / Housing Services Phone No.: (505) 992-3060

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 NO X
If YES, cite statute and attach a copy.
 - b) Does this include state or federal funds? YES NO NO X
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.
 - c) Is this request is a result of Commission action? YES NO 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.

SANTA FE COUNTY

Page 4 of 4

RESOLUTION 2013 - HB

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 February, 2013.

Santa Fe Board of County Commissioners

Kathy Holian, Chairperson

ATTEST:

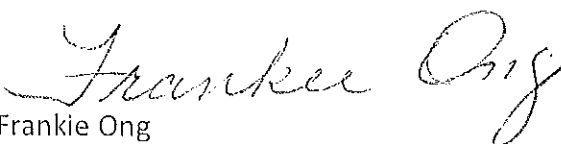
Geraldine Salazar, County Clerk

Santa Fe County
Housing Authority Board
Santa Fe N.M.

To Whom It May Concern,

For the past two years I have served as the Resident Member on the Santa Fe County Housing Authority Board. As a member of this community who has lived here at the Camino de Jacobo housing site for the past twenty-four (24) years I have seen first-hand the impact that this board can have on the daily lives of residents. After much thought and consideration I have decided that I would like to request an opportunity to continue serving in this position for an additional two years of service. With the experience I have gained working on this important board I believe that I can make a positive difference on behalf of tenants living at all three housing sites. If allowed to continue, I look forward to working with the board and staff in helping with resident issues and other areas of concern. With this letter I respectfully request that I be appointed as the resident board member for the next two year term.

Thank you for your consideration of this request.

A handwritten signature in cursive script that reads "Frankie Ong". The signature is written in dark ink and is positioned above the printed name.

Frankie Ong
Camino de Jacobo Resident

James R. Pacheco

From: [REDACTED]
Sent: Saturday, February 09, 2013 8:17 AM
To: James R. Pacheco
Subject: Santa Fe County Seeking Community Member for the Housing Authority Board
Attachments: Suzanne Farley Resume.doc

Suzanne Farley

Santa Fe County Housing Authority
Attn: Executive Director, Ron Pacheco
52 Camino de Jacobo
Santa Fe, New Mexico, 87507

February 9, 2013

Dear Mr. Pacheco,

I'm writing to express my interest in serving on the Santa Fe County Housing Authority Board. I have a passionate interest in the area of affordable housing. Between 2001 and 2007 I had the privilege of serving as executive director for a non-profit in Albuquerque serving families with children who were experiencing homelessness (Cuidando los Ninos), as well as served as president of the Homeless Advocacy Coalition when the decision and funding was sought to build a new shelter and opportunity center for men in the city of Albuquerque. Additionally I served on the statewide Coalition to Prevent Homelessness and worked to support legislation to fund affordable housing land trusts. Additionally, I was appointed by then mayor Martin Chavez to serve on the Mayor's Affordable Housing Committee.

Family Business took me to Maine for 5 years in 2008, where I had an opportunity to continue working on poverty and affordable housing issues through my work with both the United Way and the Restorative Justice Project. I am now back in Santa Fe and serving as the executive director of the CASA, First Judicial District agency and eager to stay involved with local housing issues.

Thank you for your consideration.

With kind regards,

Suzanne Farley

Suzanne Farley

"And in the sweetness of friendship - let there be laughter, and sharing of pleasures; for in the dew of little things the heart finds its morning and is refreshed." -Kahlil Gilbran.

Resume

PROFESSIONAL HISTORY

1/13 – Present **Executive Director, CASA First Judicial District, Santa Fe, NM**

Mission: The mission of CASA (Court Appointed Special Advocates) First Judicial District is to recruit, train and support community volunteers who advocate for the well being and best interests of abused and neglected children in foster care in Santa Fe, Rio Arriba and Los Alamos counties.

8/10 – 11/12 **Adult Programs Coordinator**

Restorative Justice Project of the Midcoast, Belfast, ME

Mission: The Restorative Justice Project of the Midcoast facilitates compassionate responses to crime and wrong doing that fosters support and healing for the victim; accountability, rehabilitation, and reintegration of the offender; and renewal and safety for the community.

This is a wonderful project that entails coordination primarily of work conducted at the Maine Coastal Regional Reentry Center, a residential program located in Belfast that serves a six county coastal region working with adult males classified as minimum or community security who are nearing the completion of their incarceration. The overarching goal is to provide maximum support for their successful reentry. My primary responsibilities include the following:

- Develop and deliver on-site training in restorative practices
- Facilitate community resolution and healing circles
- Coordinate and match mentors with participants
- Provide ongoing support, supervision and training for 40+ volunteers
- Public education and presentations
- Monthly reports and data collection/entry

1/08-2/10 **Director, Community Impact**

United Way of Eastern Maine (UWEM), Bangor, ME

Mission: Improve lives by mobilizing the caring power of people and communities.

This was a multifaceted position that began with the task of developing and implementing a pilot "School Readiness" initiative and evolved to include numerous other responsibilities. My usual responsibilities included:

- Attend community meetings, identify community issues, work with key stakeholders to develop goals and strategies for systems change, coordinate the *Born Learning Public Engagement Campaign* and The Bucksport *School Readiness Initiative*.
- RFP development, and oversight of community grants awarded by UWEM
- Presentations to community groups and UWEM Board of Directors.
- Americorp VISTA supervision and reports
- Serve on two of Maine's *Children's Growth Council* committees: (Family Domain) and (State Domain)
- Serve on subcommittee of the *Governors Business Round Table* to develop a regional conference on the topic of *Early Childhood Investment and Economic Development*.

6/01-12/07 **Executive Director**

Cuidando los Ninos (CLN), Albuquerque, NM

Mission : to provide high quality childcare and therapeutic services to meet the special needs of children experiencing homelessness and support services that assist and strengthen their families as they become re-housed.

- Responsible for leading and managing the overall aspects of the organization's operational, fiscal, administrative, programmatic and strategic functions. NAEYC accredited. (Partner with City of Albuquerque Early Head Start program).

7/99-5/01 **Program Director -Kids First**
Coalition for Quality Children's Media, Santa Fe, NM.

10/96 – 1/97 **Interim Director**
Santa Fe County Headstart Program
Presbyterian Medical Services, Santa Fe, NM

Community and Volunteer service

- 2006-2007: **Race Matters Task Force**: Working with New Mexico Voices for Children, and funded by the Annie E. Casey Foundation this task force worked to promote awareness of racial/ethnic disproportionate representation in the Child Welfare System; and to establish collaborations at the local levels. Created a memorial to have the NM State Legislature study new and emerging legislation for unintentional race bias.(Tabled until 2008)
- 2006 – 2007: **New Mexico Infant Mental Health Association, Member.**
- 2006 – 2007: **New Mexico Coalition to End Homelessness, Board of Directors - Policy and Advocacy Committee**
- 2006-2007: Appointed to: **Albuquerque Mayor's Affordable Housing Committee.**
- 2003- 2007: **Early Childhood Alliance, Member, Board of Directors.** Policy work to increase awareness of the importance of childcare in economic development and to increase childcare subsidies at the State Level and other quality Early Childhood Initiatives. Accomplishments: established statewide funding for the TEACH initiative to provide scholarship funds for early childhood teachers and increase overall statewide capacity to deliver high quality early childhood education. Additionally, worked on statewide initiatives to increase childcare subsidies to 150% of poverty, increased childcare reimbursement rates
- 2002-2005: **Homeless Advocacy Coalition, Past President, Board of Directors.**
- **Honorable Mention:**
 - Presenter at the World Conference for the International Institute of Restorative Justice
 - Lead Story: August 23, 2007 issue: IQ Magazine: *Ten Faces Changing the Face of ABQ.*
 - 1995 Keynote address, Regional Early Care and Education Conference
 - 1989 Childcare provider of the year, State of NM (Awarded by DHS)

EDUCATION

- 1997 Graduate Studies; University of New Mexico -Family Studies (15 hours)
- 1996 B.U.S (Bachelors of University Studies) University of New Mexico
- 1994 A.A.S. Early Childhood Development, Santa Fe Community College
- 1993 Experiential credit from Pacific Oaks College, Pasadena, CA
- 1993 CDA (Child Development Associate)
- 1980 Criminal Justice, Juvenile Justice. Mohawk Valley Community College
- Other
 - 2012 Caring Community Collaborative training: Donna Beegle: See Poverty –Be the

Difference, Machias, ME

- 2011 International Institute of Restorative Justice, World Conference, Halifax NS
- 2008 Leadership Strategies: Convening and Leading Community Stakeholders Forward. 5 day training in Alexandria, Virginia.
- 2007 – Early Childhood Action Network Training w/ Margret Blood on Advocacy and building and organizing a stronger coalition with broad based stakeholders. (ABQ)
- 2007 - Burlington Associates: Three day training workshop on policy development for affordable housing models (community land trusts and other shared equity models) (Albuquerque, NM)
- 2007 - IAF (Industrial Areas Foundation) Three day workshop on leadership training, organizing stakeholders and systems of power (El Paso, Texas and the Border Communities)
- 2006 – Tim Burns: Anatomy of Possibility: Integrating Brain, Body and Heart.
- 2005 –Young Children Without Homes National Conference (Boston, MA)
- 2004 – “Housing First” for Homeless Families (Los Angeles, CA)
- 1999 - The Foundation Center: Grant Writing (Los Angeles, CA)

Mr. Joe S. Grifé, Jr.
Santa Fe, New Mexico 87592

February 10, 2013

Mr. Ron Pacheco
Executive Director
Santa Fe County Housing Authority
52 Camino de Jacobos
Santa Fe, New Mexico 87507

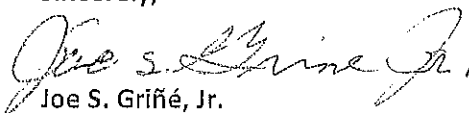
RE: Santa Fe County Housing Authority Board – Member Position

Mr. Pacheco:

I would like to submit my name and qualifications for consideration of the Member Position on the Santa Fe County Housing Authority. I have served as a Santa Fe County Commissioner from 2000-2003 and for the last 35 years as a landlord/owner for both residential and commercial properties. The need for housing and for dedication to this task at hand would be a welcomed responsibility. I am an Entrepreneur and I have the time to contribute to meetings and/or presentations that you might need from me.

In addition to the above I offer 10 years of city and state government work experience. I look forward to having an opportunity to discuss with you this member assignment. Thank you for accepting my letter of interest.

Sincerely,


Joe S. Grifé, Jr.

Ken Kurtz *architect retired*

Santa Fe NM 87505

February 10, 2013

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

Hello Director Pacheco,

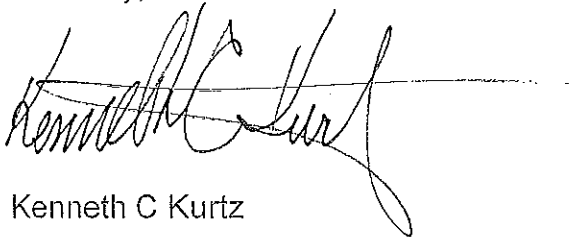
Please select me as the community member of the Santa Fe Housing Authority Board. During 40 years as a licensed practicing architect and developer, I designed and developed both affordable and subsidized housing.

Projects included both private affordable housing and subdivision developments, and work for the housing authorities of Milwaukee WI. counties and the State of Wisconsin Housing Authority. Also, HUD Section 8 subsidized family and elderly projects in Waukesha and Kenosha WI. and Rochelle and Freeport IL.

Since moving to Santa Fe 22 years ago I have designed a two family home for Habitat for Humanity, served on their Board, and did grunt work on projects.

A resume is included. I look forward to hearing from you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kenneth C Kurtz', with a long horizontal line extending to the right.

Kenneth C Kurtz

February 11, 2013

RESUME: Kenneth C Kurtz

Licensed Architect and Developer Retired

Santa Fe, NM 87505

AFFORDABLE HOUSING AND HOUSING AUTHORITY WORK

PUBLIC HOUSING Won competition for 32 unit turn-key housing project for the elderly for the Ogle County Illinois Housing Authority.

Designed Beacher Court, an 8 story 130 unit apartment for the elderly for the City of Milwaukee Housing Authority. **We used beautiful relics the city had saved from razed mansions to enhance the public spaces. Both the tenants and authority personnel were amazed at the results.**

In the 1970s, served on the Board of the City of Milwaukee's West Lawn Housing Project. **By establishing a tenant management group, we turned a troubled Project into an exemplary managed project.**

HUD SUBSIDIZED PROJECTS Acquired land, achieved zoning change, designed, and managed development and worked with both the Chicago HUD office and the Wisconsin Housing Finance Authority to complete two Section 8 funded apartment buildings for the elderly; an 8 story, 130 unit building in Waukesha, Wisconsin and a 10 story 182 unit building in Kenosha, Wisconsin.

PRIVATE HOUSING DEVELOPMENT Developed 5 affordable lot subdivisions, (241 lots total) in the Milwaukee suburbs for a development company from Minneapolis. **Learned a lot about the politics of achieving zoning for affordable housing in those "not-in-my-back-yard" mind set communities.**
Developed two affordable residential condominium projects in the mid-1980s. Those units at that time sold for prices from \$45000 to \$65000 (total 188 units).

James R. Pacheco

From:
Sent: Sunday, February 10, 2013 10:10 PM
To: James R. Pacheco
Subject: Housing Authority Board Vacancy
Attachments: LOEWY, Joseph Resume 2013.doc

Mr. Pacheco:

My name is Joe Loewy. I recently moved to Santa Fe from Connecticut where I had been the Executive Director of the Housing Authority of the Town of Simsbury. I am attaching my resume for consideration for the Community Member position on the Housing Authority Board.

During my 10+ years in public housing I was not only an Executive Director, but had the privilege of serving my community as a member of the Aging and Disabilities Commission. Further, I served on the Executive Board of the Connecticut State division of NAHRO (CONN-NAHRO) and was the secretary of the organization for the past 4 years. I was Chairman of the CONN-NAHRO Small PHA Committee representing approximately 50 Housing Authorities ranging in size from 24 to 250 housing units.

If you feel that my housing, finance and operations background is worthy of further consideration I would be most interested in discussing the vacant position with you and Board Chairman Stefanics. If it is at all possible I would like to request that we have an opportunity to meet at your convenience to share public housing experiences and the current issues facing the Authority and the Board.

Please feel free to use the contact information attached.

Sincerely yours,

Joe Loewy

Joseph L. Loewy

PROFILE

Highly successful experience in elderly and disabled independent and assisted living housing administration, retail inventory shortage control and accounting, and operational auditing in a multi-location environment. Results and detail-oriented with ability to motivate others in collaborative manner. Enjoys training/developing employees.

EXPERIENCE

HOUSING AUTHORITY OF THE TOWN OF SIMSBURY (CONNECTICUT) 2002 - 2012
Executive Director

- Administration of Elderly/Disabled Independent Housing - 70 units and Assisted Living Facility - 40 units.
- Responsible for all administrative, accounting, operational, financial, human resources and strategic planning functions.
- Liaison to Town Board of Selectmen and State Agencies (DECD and CHFA)
- Executive Board Member, Connecticut NAHRO
- Member of Town Aging/Disabilities Commission

HARRY W. WERNER, VMD 2000 - 2002
Practice Manager

Large animal veterinary practice. Responsible for all office activities and business expansion.

MACY'S DEPARTMENT STORES, Boston, MA 1983 - 1992 1997 - 1999
42 stores - \$1.5B+ volume

Inventory Shortage Control Manager, 1997 - 1999

Distribution Centers and Stores (Filene's/G. Fox)

- Directed company Inventory Shortage Control audit function responsible for limiting exposure to loss in 2 distribution centers and 18 stores.
- Created and managed daily field audits in distribution centers to test receiving accuracy, correctness of merchandise being returned to vendors and physical security of merchandise resulting in significant shortage reduction and improvement of location accuracy.
- Conducted and administered store audit reviews of selling floor and stockroom controls, particularly in target locations. Shortage equal/better than goal achieved in 17 of 18 locations.
- Managed company semi-annual physical inventories and subsequent reconciliation of books to physical with Merchant Division resulting in improved accuracy and shortage reductions.

Director, Inventory Shortage Control (G. Fox), 1983 - 1992

- Directed company Shortage Control programs, field audit, physical inventories, and reconciliations resulting in top quartile performance within May Department Stores.
- Managed Internal Audit, Policy and Procedures, and Advertising Compliance functions.

MELVILLE CORPORATION (CVS Corporation) 1992 - 1997
BOB'S STORES, INC., Meriden, CT, 1995 - 1997
36 Stores - \$425MM volume

Director, Inventory Control

- Co-managed company Shortage Control programs with Director of Loss Prevention.
- Hired to provide inventory control experience during period of planned expansion.
- Introduced Company Asset Protection Committee and established Target Shortage Location programs resulting in 30% shortage reduction; maintained 1% shortage during expansion years.
- Implemented outside inventory service (RGIS) physical inventory process resulting in budgetary savings and greater accuracy due to recording style/size/color information.
- Implemented and managed program (Size Management) to monitor footwear stock availability in all locations at style and size level of detail as well as operational efficiency of having correct style/size on selling floor for good customer service resulting in sales increases.
- Participated in growth and subsequent reduction of stores from 18 to 42 and then, 36 stores.

MARSHALLS, INC., Andover, MA, 1992 - 1995
485 Stores - \$2.8B volume

Inventory Controller

- Coordinated company's Inventory Shortage Control and Loss Prevention Department activities and actively participated in company Asset Protection Committee activities including field reviews of stores in multiple locations across the U.S.
- Coordinated cycle inventory process of conducting multi-store inventories monthly with minimal impact on sales. Personally participated in over 50 store inventories.
- Assisted Internal Audit Department in conducting operational analyses of distribution centers resulting in procedural improvements and expense reduction by standardizing "best practices".
- Managed company damage disposition program coordinating monthly return of unsalable merchandise to "jobbers" returning over \$1MM per year.

SOUTHWEST COLLECTION, SIMSBURY, CONNECTICUT

1992 - 2008

Owner

RETAIL NATIVE AMERICAN/SOUTHWEST U.S. JEWELRY, GIFTS AND HOME ACCESSORIES

JOSKE'S OF HOUSTON, Houston, TX

1978 - 1983

(Allied Department Stores)

10 Stores - \$150MM volume

Director, Accounting, 1982 - 1983

Inventory Shortage Controller, 1978 - 1982

ABRAHAM AND STRAUS, Brooklyn, NY

1974 - 1978

(Federated Department Stores)

COD Audit Manager

Branch and Headquarters Store Shortage Controller

PRUDENTIAL SECURITIES., New York, NY

1970 - 1974

Internal Auditor

Branch Auditor

KPMG, New York, NY

1969 - 1970

Staff Accountant - Specializing in brokerage firm auditing.

EDUCATION

C. W. Post College of Long Island University, Greenvale, NY

BS Accounting, 1969

SKILLS /
HOBBIES

Excel, Lotus 1-2-3, WordPerfect, MS Word, QuickBooks

Owner, Snowblanket Farm; Appaloosa/Palomino Horses

Avid college sports fan, particularly Women's and Men's Basketball and Football

JONAH STANFORD

Certifications & Licenses

Certified Passive House Consultant - PHIUS
Licensed Commercial / Residential Contractor
Architectural Registration Examinations in process

Tools: Revit, Sketchup, PHPP, Windows & Mac platforms.

Professional Profile

- Record of developing collaborative architectural and planning solutions that are both affordable and sustainable.
- Project leadership ability based on twelve years of diverse integrated design and team management experience.
- Holds a passionate belief in the positive impacts of sustainable and affordable development for the benefit of the entire community.

Experience

2002 - present	NEEDBASED Inc. - Principal Architecture	Manages all phases of Architectural services from first-contact to construction administration. NEEDBASED also provides consulting services on energy conservation, historic preservation, and affordable house development. Clients include, Santa Fe Public Schools, Los Alamos National Laboratories, and The Housing Trust.
2007 - 2009	HOMEWISE Inc. - Project Manager Affordable Housing	Managed land acquisition, neighborhood planning, architectural development and home construction for affordable housing non-profit.
2001 - 2007	CROCKER & ASSO. - Project Manager Historic Preservation	Responsible for new client development and providing consulting services for the historic restoration and preservation of federal and state registered projects.

Education

1993 - 1995	Academie voor Beeldende Kunst & Vormgeving - Netherlands / Post-baccalaureate Degree Fine Art
1991 - 1993	The School of the Art Institute of Chicago

Professional Contributions

Passive House New Mexico / Founder	2012 - present
NM Mortgage Finance Authority / Architectural Review Committee	2011 - 2012
SF Area Home Builders Association / Green Building Council	2011 - 2012
Passive House Institute US / Founding Board Member	2008 - 2009
Passive House Institute US / Board President	2009 - 2011
NM Construction Industries Division Committee / Earthen Building Code	2005 - 2006

Professional Associations

Passive House Alliance US
American Passive House Network
US Green Building Council
Santa Fe Green Building Council

Awards

2012	ECOHOME Magazine Grand Design Award – VolksHouse Sustainable Santa Fe Award – Balance Project USGBC New Mexico Best Indoor Air Quality – Balance Project USGBC New Mexico Best Energy Efficiency – VolksHouse
2011	Haciendas Innovative Architectural Award – Balance Project Haciendas Grand Green Award – Balance Project Haciendas Site & Resource Efficiency Award – Balance Project Haciendas Best Design Award – Balance Project
2010	City of Santa Fe Muchas Gracias Award – Alto Street Design City of Santa Fe Historic Preservation Award – Arnado Street
2009	Greenworks Competition Design/Winner – Alto Street
2008	National Council on Historic Preservation – V-Site (Crocker & Asso.) NM State Historic Preservation Office – Hubble (Crocker & Asso.)
2007	NM State Historic Preservation Office – V-Site (Crocker & Asso.)

Publications

2012	Folio: Inhabitat: Su Casa Magazine inthrall: Inhabitat: Architecture4us: MOCO Design: Business Weekly: Energy Design: Jetson Green:	La casa del pueblo Affordable Net Zero Energy Striking a Balance Contemporary Passive House Balance Project / Santa Fe Modern Green Architecture of VolksHouse VolksHouse Eco-friendly Homes Finding a Balance VolksHouse is a Passive House
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February 21, 2013

Santa Fe County Housing Authority
52 Camino de Jacobo
Santa Fe, New Mexico
87507

Attn: Executive Director, Ron Pacheco

Re: Letter of Interest
Housing Authority Board

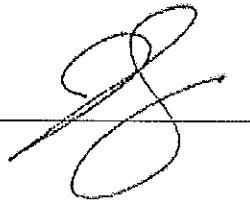
Dear Ron,

Please allow this letter to express my interest in servicing on the Santa Fe County's Housing Authority board. My wife and I have resided in Santa Fe County for the past 14 years and are dedicated to our communities progressive future.

Over the past several years I have been both personally and professionally active in the development and design of high-quality sustainable affordable housing in our community and would be honored to bring my knowledge and passion to the Housing Authority Board.

With my regards,

Jonah Stanford

A handwritten signature in black ink, appearing to be 'JS', written over a horizontal line.

James R. Pacheco

From: Deborah Tang <director@steshelter.org>
Sent: Thursday, February 14, 2013 3:33 PM
To: James R. Pacheco
Subject: Housing Authority Board
Attachments: Deborah Tang Current Resume.doc

Dear Mr. Pacheco,

I would like to apply for the Housing Authority Board. Our shelter and other programs see a number of people that have had interaction with the Housing Authority, either in the process of application or have successfully moved to housing with the Housing Authority.

I also serve as the Co-chair for the Behavioral Health Local Collaborative I, which covers the three counties of Santa Fe, Los Alamos and Rio Arriba. I have an interest in making sure that policies and procedures are in place for equitable administration of housing for all applicants and eligible parties, including those I represent. I am in the position to hear first-hand the concerns and suggestions made by local people who have direct interaction with the Housing Authority from the application process to issues with maintaining housing. I would be honored to serve on the Authority.

Please find attached resume.

Thank you,

Deborah Tang
Executive Director
St. Elizabeth Shelter

Santa Fe, NM 87505

Building Futures, Changing Lives

Deborah Tang
Executive Director
St. Elizabeth Shelter

Santa Fe, NM 87505

Building Futures, Changing Lives

DEBORAH TANG

Santa Fe, NM 87505

Work Experience **Executive Director, St. Elizabeth Shelter** **11/05 to present**
Supervision and management of all aspects of only homeless shelter in northern New Mexico and three transitional living facilities for homeless individuals and families. Programs include day resources for homeless people, case management and support to assist people in finding and maintaining permanent housing along with emergency food and shelter for over 1,500 persons and over 38,000 bed nights.

Community Outreach Services Director, Open Hands 7/2005 to 11/2005
Supervised all aspects of community outreach programs including CSBG allocation for rent, mortgage and utilities, home safety modifications for disabled individuals and a medical equipment loan bank.

Program Director, Empowering Our Communities in NM 3/2005 to 7/2005
Created regional economic development plans for a project funded by US Department of Labor Workforce Investment Act.

Executive Director, Haven House **7/2003 to 3/2005**
Supervised all aspects of domestic violence shelter, services and batterer intervention program serving Sandoval County. Worked with local, regional, state and national entities to enhance victim safety. Created 52-week offender program in collaboration with law enforcement, judges, community and probation and parole.

Executive Director, Navajo United Methodist Center **7/1998 to 10/2003**
Management of all program and organizational components for transitional living domestic violence shelter as well as summer work camp program. Responsible for staff and board administrative management, fundraising and public relations, facilities management program development and evaluation. Created numerous new programs including an organic community garden.

Executive Director, Start Up **2/1997 to 7/1998**
Management of entrepreneurship training and support program (micro-loans) in low income community of East Palo Alto, California. Program components included entrepreneurial training in Spanish and English, one-to-one business consulting and a loan fund. Established a community board, developed detailed operating and fundraising plans, created a graduate tracking system and engaged community participants including Stanford Graduate School of Business volunteers and Silicon Valley companies.

Loan Fund Administrator, WESST Corp **5/1995 to 2/1997**
Manager of statewide and City of Albuquerque micro-loan portfolio for low-income start-up businesses. Conducted entrepreneurial, budget and confidence-building trainings, outreach and follow-up support to loan fund applicants.



Attn: Ron Pacheco

To whom it may concern,

I have an interest and I would like to be considered for the position on the board of directors for the Santa Fe County Housing Authority. I have been involved in the building and trades industry for over thirty years. I currently own a garage door and automatic gate company here in town. I am a member of the Chamber of Commerce and the Home Builders Association. I have served as a coach and a commissioner for youth football. I deal directly with builders and suppliers who work on housing and multi-tenant projects and have an insight as to the needs of both the builders and the purchasers of homes in Santa Fe County. I feel I would be an impartial and valuable asset to the board. I would bring energy and insight and a strong desire to help the citizens of Santa Fe.

Thank you for your consideration.

Respectfully,

Dirk L. Williamson, President

Garage Pro LLC.

Dirk L. Williamson

Santa Fe, New Mexico 87505

SUMMARY OF QULIFICATIONS

- Skilled and loyal executive offering an impressive background in sales and operations management. Skilled in lead generation, cold selling, account management to include stocking levels, procurement and credit qualifying and collections. Extensive technical skills and experience.

Areas of expertise

Operations management	Customer relations	Account development
Inventory control	Team leadership	Product branding
Technical support	problem solving	

PROFESSIONAL EXPERIENCE

Owner and President

Garage Pro LLC.

Feb 2012-current

- Build and operate a construction specialty company
- Serve on a committee with the Home Builders association
- Serve as a member of the Chamber of Commerce
- Handle all matters concerning marketing, budgets, employees and customer relations

Transportation Security Officer

Department of Homeland Security

March 2011-July 2012

- Secure the traveling public from terrorist threats
- Work with a team of officers to promote safety and security
- Awarded officer of the month on two occasions
- Served on the employee advisory committee
- Served on the threat and counterterrorism team

Branch manager

Overhead Door Company of Santa Fe

March 2004-March 2010

- Guide daily activities such as scheduling, ordering, customer relations
- Monitor and control inventory levels
- Control cost thru order grouping and j.i.t procurement techniques
- Project and monitor gross sales and adjust budget and manpower accordingly
- Instrumental in raising gross sales from 500k to 2mm
- Do all bidding off plans and specs and handled all inside sales
- Hire and train outside sales staff and measured their performance

Branch manager

Omega Door Company Winchester Va.

June 2002-March 2004

- Guide daily activities such as scheduling, ordering, customer relations
- Monitor and control inventory levels
- Project and monitor gross sales and adjust budget and manpower accordingly
- Instruct outside field staff in productive and safe practices

Dirk L. Williamson

Santa Fe, New Mexico 87505

- Design a program to encourage technicians to act as sales persons as well
- Organize and schedule interagency material transfers

Outside sales

Omega Door Company Winchester Va.

February 2000-June 2002

- Develop new business by calling on builders and property managers, insurance and real estate companies
- Initiate marketing techniques and promote products to end user and monitor and follow up on sales leads
- Participate in trade organizations and maintain a presence in the community
- Problem solve by listening to customer needs and working for a solution to meet those needs
- Project monthly and yearly sales goals and design strategies to meet those goals

Service technician

Husker Door Elkhorn Ne.

July 1996-Jan. 2000

- Run a daily route commercial and residential customers and repair or replace worn or faulty parts
- Sell and perform preventative maintenance contracts
- Install commercial and residential doors and openers
- Stock and maintain necessary parts and supplies on service vehicle
- Instruct trainees in safe and proper methods of installation and service

Commercial installer

Renner Supply Company K.C.M.O.

1986-1996

- Install and repair commercial overhead doors
-

EDUCATION

Devry Institute of Technology

Kansas City Mo.

- Associate certificate in Business Operations

Blue Springs High School

Blue Springs Mo.

- Diploma
-

Commissioner of Young American Football League

Coach youth football for six years

Husband and father of two

Honorable discharge United States Army

Dirk L. Williamson

Santa Fe, New Mexico 87505

Professional references

Bill Burchett	Artisan Door Works	301-448-6824
Phil Keller	Overhead Door Company	505-301-1965
Andrew Smith	Controlled Products	505-301-6374
Stowe Harbin	Overhead Door Corp.	972-489-4695

James R. Pacheco

From: Ed Romero <edromero@sfcha.com>
Sent: Thursday, January 24, 2013 1:07 PM
To: Katherine Miller; James R. Pacheco
Cc: 'Duran, Floyd'
Subject: HA jurisdictional agreement
Attachments: MOU Jurisdiction SFCCounty.pdf

Katherine and Ron,

At our January meeting the Board took actions related to Jurisdictional issues between the County Housing Authority and Santa Fe Civic Housing Authority as noted in the attached documents. The Board wanted me to convey to you that our preferred option would be to implement a new MOU with reciprocal jurisdiction rights and as such we have provided a signed agreement increasing the total vouchers covered to 90, deleted language that requires vouchers to be within certain apartment complexes, establishes a 20 agreement and overall simplifies our agreement.

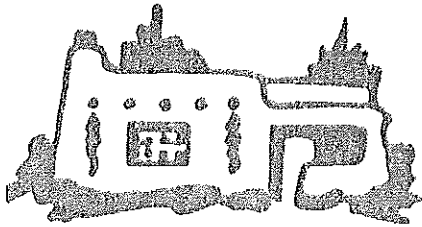
In the event that the County agrees please sign the new agreement and return a copy for our records.

Should you have questions or wish to meet to discuss the process outlined please let me know.

Originals of these documents will be delivered to the County managers office tomorrow..

In closing I would state that for the past 10 years both Authorities leadership and staff have always worked together to assist clients within these jurisdictions and we do not anticipate any change as we move forward.

Sincerely
Ed



Serving the community since 1961

Santa Fe Civic Housing Authority, Inc.

664 Alta Vista • Santa Fe, New Mexico 87505 • (505) 988-2859 • Fax (505) 989-7786

January 22, 2013

Santa Fe County
C/O: Katherine Miller
102 Grant Avenue
Santa Fe, New Mexico 87501-2061

Re: Cooperative Agreement for Housing
Santa Fe County Housing Authority/ Santa Fe Civic Housing Authority

Dear Katherine Miller:

Attached you will find three documents:

- The current Cooperative Agreement for Housing between the Santa Fe Civic Housing and the Santa Fe County Housing Authority,
- A new signed and approved MOU to replace the current Jurisdictional MOU agreement between the Santa Fe Civic Housing Authority and the Santa Fe County Housing Authority.
- A Board approved resolution terminating the current Cooperative Agreement effective April 30, 2013 pursuant to our agreed upon 90 day termination clause and approving the new Jurisdictional agreement.

In November 2012 the SFCHA applied for a new federal program to renovate our current Public Housing stock. Last week we received notification of our success in our application, subject to actions that must be taken within specific timelines mandated by HUD. One of those actions is noted below:

- "By February 28, 2013, the Santa Fe Civic Housing Authority must take action to address outstanding compliance issues regarding its Housing Choice Voucher program. Santa Fe Civic is currently leasing outside of its jurisdiction in Santa Fe County, Placitas, Rio Rancho, and Cuba, New Mexico. Specifically, the PHA must either adhere to portability requirements for units leased outside of its jurisdiction in Santa Fe County, or execute an agreement to share jurisdiction with Santa Fe County HA. Santa Fe Civic

must enter into an MOU with the City of Rio Rancho, Village of Cuba, and Sandoval County, New Mexico or cease operating in those areas."

It is our intention and hopes to continue our working arrangement with the County and through the attached MOU offer increased limits from 50 to 90 vouchers that the County can house within the City jurisdiction with the Civic Housing and also allowing Civic Housing to house 90 vouchers within the County jurisdiction. Any vouchers above this amount would then be "ported" under HUD guidelines. This is an increase of 40 vouchers from our current MOU.

In the event that the County does not approve and implement an agreement by April 1, 2013 we will adhere to portability requirements effective May 1, 2013.

As you are aware this termination shall not affect the lease term of any Qualifying Tenant currently holding a certificate or voucher pursuant to said agreement.

Please contact me at so that we may discuss the particulars of a new agreement meeting our mutual goal of providing safe, decent and affordable housing in both our jurisdictions.

Sincerely,

Ed Romero, Executive Director

CC: Ron Pacheco, Santa Fe County Housing Authority

COOPERATIVE AGREEMENT FOR HOUSING

THIS COOPERATIVE AGREEMENT FOR HOUSING is made by and between the SANTA FE CIVIC HOUSING AUTHORITY, INC., a New Mexico nonprofit corporation (the "SFCHA") and the SANTA FE COUNTY HOUSING AUTHORITY, an instrumentality of the County of Santa Fe, New Mexico (the "County Authority").

RECITALS

A. The SFCHA and the County Authority are agencies of their respective governing bodies, duly created under the laws of the State of New Mexico to provide low income housing to residents of the City of Santa Fe and the County of Santa Fe.

B. The County Authority has requested that SFCHA accommodate the needs of the residents of the County for housing within the city limits of the City of Santa Fe because of a shortage of available low income housing in the County and SFCHA desires to accommodate the County Authority.

NOW, THEREFORE, the parties agree:

1. Transfer of County Residents to City of Santa Fe Housing. Upon satisfactory completion of the conditions of this Agreement, and for so long as there is no breach of this Agreement, the SFCHA will permit at any time not more than fifty (50) residents of the County of Santa Fe to obtain housing within the limits of the City of Santa Fe at the locations identified on the attached Schedule "A", using HUD vouchers and/or certificates issued to them by the County Authority.

2. Qualifying Tenants. Qualifying Tenant, as used herein, shall mean such

person, individual or family qualifying for housing (A) pursuant to the applicable guidelines of the County Authority and (B) as approved by the SFCHA. Prior to selection of a tenant for housing within the City of Santa Fe, the County Authority will provide the information identified in Paragraph 3, below, together with such other information as is reasonably requested by the SFCHA for review and approval. The SFCHA shall review the information to assure that the tenant does not have any outstanding financial obligations owing to the SFCHA or is otherwise ineligible for housing for other good cause including but not limited to known drug use, drug activity, gang activity, or other criminal activity which would disqualify a tenant applying for housing from the SFCHA.

3. Information Requirements. In order to qualify a proposed tenant as a Qualifying Tenant, the County Authority shall provide the following information:

- (A) The proposed tenant's name, address, and social security number.
- (B) Written certification from the County Authority that the proposed tenant meets the eligibility requirements for housing under the then applicable County regulations.

4. Reporting Requirements. For so long as this Agreement is in effect, the County Authority agrees to maintain accurate records of all Qualifying Tenants to whom it has distributed a certificate and/or voucher for housing within the limits of the City of Santa Fe, and provide the SFCHA with the following information:

- (a) The name, address and telephone number of each Qualifying Tenant obtaining housing within the limits of the City of Santa Fe.
- (b) The location of the housing unit obtained by the Qualifying Tenant.

(c) The name, address and telephone number of the landlord of the premises and the name, address and telephone number of the management agent, if any.

(d) The number of bedrooms in the housing unit.

5. Representations of County Authority. The County Authority represents and warrants unto the SFCHA that it will comply with all applicable state, local and federal rules, laws, ordinances, statutes, and regulations governing the selection of Qualifying Tenants. The County Authority further represents that it has full power and authority to enter into this Agreement.

6. Term of Agreement. It is the intent of the parties that the SFCHA will continue to permit residents of the County of Santa Fe to obtain housing within the limits of the City of Santa Fe using HUD vouchers and/or certificates issued to them by the County Authority for such time as the extreme housing shortage exists within the County of Santa Fe, and provided that there will be no adverse financial consequences to the SFCHA.

Notwithstanding the foregoing, the SFCHA may terminate this Agreement:

(I) Upon ninety (90) days written notice; provided, however, the termination shall not effect the lease term of any Qualifying Tenant then holding a certificate or voucher; or

(II) In the event of a material breach of the terms, conditions and provisions of this Agreement, this Agreement will terminate immediately.

7. Indemnification and Hold Harmless. The County Authority indemnifies and holds harmless the SFCHA from any claim, demand, loss, injury, or suit, including attorneys'

fees and costs, for any loss or injury to any person or property arising out of or related to the provisions of this Agreement including but not limited to the selection of any person or family as a Qualifying Tenant and the lease of any premises by a Qualifying Tenant. This indemnification provision shall not be applicable to any claim, demand, loss, injury or suit arising out of the conduct of the SFCHA, its agents or employees.

8. Condition of Leased Premises and Relationship between SFCHA and Qualifying Tenant. The County Authority acknowledges and agrees that the SFCHA does not warrant or represent the condition of the premises leased to a Qualifying Tenant. Each Qualifying Tenant is bound by the terms of the lease between the owner of the premises and the Qualifying Tenant. There is no relationship of landlord/tenant between the SFCHA and the Qualifying Tenant, nor any joint venture or other association. The Qualifying Tenant shall at all times remain subject to all the rules and regulations of the County Authority.

9. Miscellaneous. This Agreement is made in the State of New Mexico. This Agreement may not be modified, altered or amended unless by a writing signed by the parties hereto. This Agreement and any exhibits thereto constitute the entire agreement between the parties pertaining to the subject matter contained in the Agreement and the exhibits, and supersedes all prior and contemporaneous agreements, representations and understanding of the parties. In the event of any dispute regarding this Agreement or the breach thereof, the

prevailing party in any action shall be entitled to reasonable attorneys' fees and costs.

SANTA FE CIVIC HOUSING AUTHORITY, INC.

By: Chris E. Tafoya
Chris E. Tafoya, Executive Director
1-28-99

SANTA FE COUNTY HOUSING AUTHORITY

By: [Signature]
Its: 2-2-99

SCHEDULE "A"

- * Twenty (20) Qualifying Tenants at San Rafael Apartments
- * Twenty (20) Qualifying Tenants at Mountain View Apartments
- * Ten (10) Qualifying Tenants at Paseo del Sol Apartments
- * Ten (10) Qualifying Tenants at Talavera Apartments
- * Ten (10) Qualifying Tenants at Vista Linda Apartments

COOPERATIVE AGREEMENT BETWEEN THE SANTA FE CIVIC HOUSING AUTHORITY AND THE SANTA FE COUNTY HOUSING AUTHORITY

THIS COOPERATIVE AGREEMENT FOR HOUSING is made by and between the SANTA FE CIVIC HOUSING AUTHORITY, INC., A NEW MEXICO nonprofit corporation (the "SFCHA") and the SANTA FE COUNTY HOUSING AUTHORITY, AN INSTRUMENTALITY OF THE County of Santa Fe, New Mexico ("the County Authority").

RECITALS

WHEREAS, the SFCHA and the County Authority are agencies of their respective governing bodies, duly created under the of the State of New Mexico to provide low income housing to the residents of the City of Santa Fe and the County of Santa Fe, and

WHEREAS, the County Authority and the SFCHA currently operating under a cooperative agreement allowing fifty voucher clients of the County to obtain housing within the limits of the City of Santa Fe, and

WHEREAS, both the SFCHA and the County Authority wish to increase that limit of vouchers from 50 to ninety (90) allowing the same number of vouchers within their respective jurisdiction,

NOW, THEREFORE, the parties agree:

1. Transfer of County Residents to City of Santa Fe Housing and City Residents to County Housing - Upon satisfactory completion of the condition of this Agreement, and for so long as there is no breach of this Agreement, the SFCHA will permit at any time not more than ninety (90) residents of the County of Santa Fe to obtain housing within the limits of the City of Santa Fe and 90 residents of the City to obtain housing within the limits of the County of Santa Fe.
2. Qualifying Tenants. Qualifying Tenant, as used herein, shall mean such person, individual or family qualifying for housing pursuant to the applicable guidelines of the County Authority and the SFCHA.
3. Information Requirements. For so long as this Agreement is in effect, the County Authority and the SFCHA agree to maintain accurate records of all qualifying Tenants to whom it has distributed a certificate and or voucher for housing within the other parties jurisdiction.
4. Representations of County Authority and SFCHA. The County Authority and SFCHA represents and warrants unto each other that they will comply with all applicable state, local and federal rules, laws, ordinances, statues, and regulations governing the selection

of Qualifying Tenants. They further represent that each entity has full power and authority to enter into this Agreement.

5. Term of Agreement. This agreement shall be in effect for 20 years. Notwithstanding the foregoing, either party may terminate this Agreement:
 - a. Upon ninety (90) days written notice; provided, however, the termination shall not affect the lease of any Qualifying Tenant then holding a certificate or voucher; or
 - b. In the event of a material breach of the terms, conditions and provisions of this Agreement, this Agreement will terminate immediately.
6. Indemnification and Hold Harmless. Both parties agree to indemnify and hold harmless the other from any claim, demand, loss, injury, or suit, including attorneys' fees and costs for any loss or injury to any person or property arising out of or related to the provisions of this Agreement including but not limited to the selection of any person or family as a Qualifying Tenant and lease of any premises by a qualifying Tenant.
7. Miscellaneous. This Agreement is made in the State of New Mexico. This Agreement may not be modified, altered or amended unless by writing signed by the parties hereto. This Agreement and any exhibits thereto constitute the entire agreement between the parties pertaining to the subject matter contained in the Agreement and the exhibits, and superseded all prior and contemporaneous agreements, representations and understanding of the parties. In the event of any dispute regarding this Agreement or the breach thereof, the prevailing party in any action shall be entitled to reasonable attorneys' fees and costs.

SANTA FE CIVIC HOUSING AUTHORITY

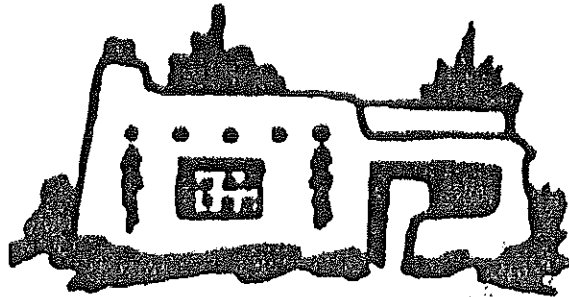
By: Ed Romero
Ed Romero, Executive Director

1/22/13
Date:

SANTA FE COUNTY HOUSING AUTHORITY

BY: _____
Katherine Miller, County Manager

Date:



Santa Fe Civic Housing Authority

RESOLUTION NO. 2013 - 001 Jurisdictional Cooperative Agreement Santa Fe County

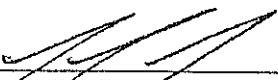
WHEREAS, the Santa Fe Civic Housing Authority (SFCHA) and the Santa Fe County Authority (County Authority) are respective governing bodies, duly created under the laws of the State of New Mexico to provide low income housing to residents of the City of Santa Fe and the County of Santa Fe, and

WHEREAS, the SFCHA and County Authority entered in to a Cooperative Agreement allowing transfer of fifty (50) county residents under the Section 8 Choice Voucher Program to the SFCHA jurisdictional area, and


WHEREAS, all SFCHA wishes to increase the number of vouchers that can be transferred between said jurisdictions to 90 vouchers, and

NOW THEREFORE BE IT RESOLVED by the Santa Fe Civic Housing Authority Board of Commissioners concurs with the termination of 1999 Cooperative Agreement between the SFCHA and County Housing and also concurs with the recommend Cooperative Agreement (Copy Attached).

PASSED, APPROVED, AND ADOPTED by the Board of Commissioners of the Santa Fe Civic Housing Authority, this 17th day of January 2013.



CHAIRPERSON



SECRETARY

Daniel "Danny" Mayfield
Commissioner, District 1

Miguel M. Chavez
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Kathy Holian
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

James R. Pacheco
Executive Director
Santa Fe County Housing Authority

February 25, 2013

US Department of Housing and Urban Development
Special Applications Center
77 W. Jackson Blvd., Room 2401
Chicago, Illinois 60604-3507
Attn: Ainars Rodins, PE, Director

Dear Mr. Rodins:

The Santa Fe County Housing Authority (SFCHA) desires to amend its 5(h) Homeownership Plan and five year plan to include four programs. Prior to amendment, the Authority requests a ruling from the Special Applications Center with regards to eligible uses of the home sale proceeds realized under the Plan. Please confirm that the proposed programs, each of which is detailed herein, are in fact eligible uses of those proceeds.

The 5(h) Homeownership Plan was originally approved by your office on November 20, 2000. A copy of the Implementing Agreement, including the 5(h) Homeownership Plan, and subsequent amendments is attached for your reference.

General Description of Proposed Amendment

The Santa Fe County Housing Authority Board proposes to amend its 5(h) Homeownership Plan to include four programs, each of which would provide exclusive benefit to the Santa Fe County low income population, defined as households with total income under eighty percent (80%) of Area Median Income (AMI). The four programs are: 1) deferred payment, low interest loans for energy efficiency improvements to be offered in tandem with an existing roof repair/replacement program administered by Santa Fe County for low income homeowners; 2) predevelopment, construction and limited, permanent gap financing at below market interest rates for development of rental or homeownership housing, to be used for projects on County-owned land, including land set aside or donated for low-income affordable housing under the County's inclusionary zoning program; 3) provision of temporary rental assistance for situationally homeless individuals and families; 4) creation of a County housing trust fund from which proceeds may be used to provide funding for all of the activities described herein and supplemental funding for the County down payment assistance program and roof repair/replacement program.

Consistency of Proposed Amendment with Homeownership Plan and Five Year SFCHA Plan

Page 10 of the approved Homeownership Plan addresses the future use of sale proceeds and states the following: "Sale proceeds will be used to create or expand affordable housing opportunities for low-income households as described in the five year and annual PHA plans including programs that provide homeowner rehabilitation, tenant-based assistance, and home buyer assistance". The SFCHA five year plan was amended in 2011 to expand the number of potential uses of home sales proceeds, a list which included acquisition of homes under the foreclosure prevention program, purchase of land and financing for rental and homeownership development projects and down payment assistance. This request for a ruling on eligible uses of home sales proceeds realized under the 5(h) Homeownership Plan addresses some of the proposed uses cited in the amended five year plan and provides greater detail to the existing Plan language regarding future use of sale proceeds.

Specific Description of Proposed Amendment

Deferred Payment Loans for Energy Efficiency Improvements

It is proposed that home sales proceeds be used for deferred payment loans for energy efficiency home improvements to low income homeowners. These loans would be non-amortizing and would be due on sale or vacating of the property.

This program would be marketed in tandem with an existing roof repair/replacement program currently administered by the Santa Fe County affordable housing program. Similar to the roof repair/replacement program, this energy efficiency program would encourage low income homeowners to make improvements to their building envelope which would improve building performance and comfort and result in decreased energy use and an increase in disposable income and long-term affordability. The program can also be used for acquisition and installation of equipment, fixtures, and appliances which decrease the expense and energy used for hot water heating.

This program addresses the difficulties that low income homeowners have in qualifying for and paying on additional debt to finance needed home improvements. Most low income households have little or no additional money left in their budget to make payments on a new home equity loan or other type of amortizing loan. The deferred payment loan would avoid this, yet would provide for the recapture of funds upon sale or vacating of the premises. Assistance would be targeted to low income households who are unable to receive weatherization assistance under the New Mexico EnergySmart program, where grants may be available to households at or below 200% of federal poverty guidelines, which translates to 48% of AMI for a 1 person household and 56% of AMI for a 2 person household.

The deferred payment loans would be used for weatherization and energy conservation activities such as window and door replacement, installation of weather stripping and door sweeps, insulation, installation of high efficiency boilers, solar hot water, instant hot water heaters, energy efficient light bulbs and low-flow faucets. Prioritization for improvements would be made in an energy audit which would be performed as a first step.

The subsidies would be provided in the form of deferred payment, non-amortizing loans which would be due on sale or upon vacating of the residence. Although all households with income under eighty percent (80%) of Area Median Income would be eligible, loans for very low income

households may be set at 0%, with nominal, below market interest rates charged for loans to households at higher incomes.

Preference would be given to households who had purchased their homes under the 5(h) Homeownership Plan. After this preference, additional priorities would be given to elderly, special needs and very low income homeowners who would realize the greatest benefit from energy efficiency improvements according to the energy audit which would be performed in the initial phase of the project. Marketing of the program would be done which targets the aforementioned client populations.

Administration of the program would be done by existing County affordable housing program staff, who have demonstrated capability in administering home improvement programs and deferred payment loan subsidy programs. Currently, the County affordable housing program manages a portfolio in excess of \$13 million with over 200 deferred payment loans on the books.

Predevelopment and Construction Financing for SFCHA Developments

It is proposed that home sales proceeds be used for predevelopment loans, construction loans and limited, permanent gap financing for development of rental and homeownership housing to serve households under 80% of AMI. The predevelopment and construction loans would have a below market interest rate, would have a term of up to 24 months, may have a maximum loan amount up to \$3 million, and would be repaid once permanent financing is secured. The permanent gap financing would be at a below market interest rate, with a term identical to that of the first mortgage, and may have maximum funding limits similar to the HOME Rental/Tax Credit program, where per project limits of \$450,000 - \$550,000 are imposed.

To address a shortage of low priced rental and ownership housing which serve the low income Santa Fe County population, SFCHA may play a more prominent role in the development of this market niche, potentially serving as a general partner of a single asset development entity. The funds from home sales proceeds are needed to offer below market interest rates for predevelopment, construction and permanent financing to SFCHA or any qualified developer and will significantly reduce financing expenses.

The lack of adequate financing for predevelopment, construction and permanent financing has been a primary constraint on those private sector developers who have been willing to provide rental and homeownership product for the low income market. The risk involved in real estate development, combined with this lack of financing and decreased returns from the provision of market rate housing has resulted in a decrease in new supply of affordable housing over the past five years, even with the inclusionary housing program administered by the County. Additional incentives must be provided to address low income housing needs for homeownership and particularly, affordable rental housing. If approved, the use of home sales proceeds for below-market interest rate predevelopment, construction and permanent gap financing would be a most productive incentive.

The administrator of the County affordable housing program and the Board of County Commissioners may negotiate donations of land from developers who have the option of providing developed tracts of land with entitlements to the County in order to completely or partially fulfill their affordable housing obligation under the County inclusionary zoning program. The SFCHA, or another qualified developer, may be charged with creating rental and/or homeownership parcels on

these tracts. Given current market conditions, the first priority would be for the development of a rental project.

A source of below market interest rate predevelopment financing is needed for the developer to perform required geotechnical, engineering, environmental and architectural design work, as well as appraisal, market study and other required due diligence analysis. Similarly, an inexpensive source(s) of construction financing is needed to build the project and lease up a majority of the units, at which point permanent financing would be secured and would take out the predevelopment and construction financing, thereby returning the home sales proceeds for another use. The permanent financing would come from a combination of equity and debt financing. If there is a small gap between project development cost and the amount of committed permanent financing, the County proposes to offer from the home sales proceeds, subordinated permanent gap financing in the amount of the "gap".

Equity for the rental project may come from a land tract donated through the inclusionary zoning program. Such a tract would include all off-site infrastructure and stub-outs, and may include rough grading of the site itself. Project equity may also come from grants that the SFCHA would seek for the project through the Federal Home Loan Bank (most recent grant awards in New Mexico for multifamily rental projects were in the amount of \$7,000 per unit), and from a Low Income Housing Tax Credit (LIHTC) allocation of either 9% of the eligible basis of the project, received through the annual competitive round at the New Mexico Mortgage Finance Authority or a 4% tax credit allocation received as part of an application for private activity tax-exempt bond volume cap at the New Mexico State Board of Finance. The tax credits are only applied to the eligible basis of the project, not including land acquisition, among other items, and are received over a ten year period. Cash equity comes from investors who purchase the tax credits up-front for a discounted amount. Another potential source of equity is a grant from the New Mexico Capital Outlay Fund, as has been done for other projects.

Debt for the rental project may come from 542(c) FHA-Insured Multifamily Loan Program, which is offered by NM Mortgage Finance Authority (MFA) in an amount up to \$2 million, at approximately 6%. These loans must be in first position. MFA also offers limited subordinate loans from the NM Housing Trust Fund, in a maximum amount of \$500,000 at an approximate interest rate of 3%. HOME Program funds may also be applied for in conjunction with the Low Income Housing Tax Credit (LIHTC) application (either 9% or 4%) and can be used for subordinated very low interest debt, or deferred payment loans, in a maximum amount of \$450,000 for the 9% LIHTC application and \$550,000 for the 4% LIHTC application. In order to fully utilize the 4% tax credits, a minimum amount of approximately 50% of the "aggregate basis" of the project must be financed through the tax-exempt bond issue granted through the NM State Board of Finance. Therefore, this would be the primary debt financing vehicle which would accompany the 4% LIHTC provided equity.

Finally, the use of home sales proceeds for below market interest rate predevelopment and construction financing may save the developer a substantial amount of money over the maximum 24 month term of such financing. Similarly, use of home sales proceeds for limited, permanent below market interest rate, gap financing would provide an option for the developer who is unable to secure the projected amount of equity or debt financing or who must find another financing vehicle to lower total development costs and achieve financial feasibility of the project. This is not

an exhaustive list of debt and equity sources, but does include those sources that have been recently used on low income multifamily rental projects.

Temporary Rental Assistance for Situational Homeless Population

It is proposed that home sales proceeds be used for temporary rental housing vouchers that would place individuals and families who are experiencing situational homelessness to find and retain their own permanent housing.

Situational homelessness includes individuals and families living out of their cars or doubling up with relatives or friends or anyone with floor space. They are more likely than their chronically homeless counterparts to self-refer to social service agencies. The program goal would be that this temporary assistance, when combined with case management services, would enable this segment of the homeless population to once again move into their own permanent housing.

In October, 2012, the City of Santa Fe's Blue Ribbon Panel prepared a "Plan to End Homelessness in Santa Fe: Progress for 2012 to 2017. This Homelessness Plan was an update of Santa Fe's first five year plan to end homelessness, which was prepared in 2007. One of the recommendations from the Plan is to provide temporary rental assistance and case management services to the special needs population who are at risk of losing their current home and the homeless population who have lost their homes and are now in need of housing. In years past, the federal Homelessness Prevention and Rapid Re-Housing Program (HPRP) provided such assistance; however, this program has been terminated.

Given that this program has been terminated and there remains a significant homelessness problem in Santa Fe, the Homelessness Plan recommended that local government, charitable foundations and non-profit service providers provide funds to be used for temporary rental assistance which would keep individuals who are experiencing situational homelessness with short-term rental assistance and case management services for up to six months.

During this six month period, clients would receive employment counseling and job training assistance, which would enhance their chances of finding employment. Other case management services would be provided which would supervise clients' applications for food stamps, Medicaid, other more permanent sources of rental vouchers, and requests for assistance with utility bills. Non-profit medical providers would offer free health check-ups, programs to alleviate addiction problems, and mental health assessments. Many of these services would be provided at the Santa Fe Resource and Opportunity Center, which is both a homeless shelter and a one-stop center for provision of services to the homeless.

The administration of the temporary rental housing voucher program would either be performed by SFCHA, as an extension of its existing programs, or would be performed by The Life Link, a 501c(3) non-profit organization that is Santa Fe's largest provider of permanent housing for formerly homeless individuals and families. Previously, The Life Link had successfully administered the HUD Homeless Prevention and Rapid Re-Housing Program in Santa Fe and Los Alamos. The Life Link is also a licensed Community Mental Health Center and offers outpatient treatment programs for chronic mental health issues, as well as employment services and other case management services. All of the case management services would be funded from other sources outside of this request for use of home sales proceeds for temporary rental housing vouchers.

Creation of Housing Trust Fund

It is proposed that a designated fraction of the home sales proceeds be used to capitalize a Santa Fe County Housing Trust Fund, proceeds from which would be dedicated for programs benefiting low income households at or under 80% AMI.

The initial deposit of home sales proceeds would not be the only revenue source that is dedicated for deposit into the proposed Housing Trust Fund. The future revenue stream may come from the following sources: 1) repayment of deferred payment loans for energy efficiency improvements, as set forth in this proposal; 2) repayment of predevelopment loan, construction loan and limited, permanent gap financing for developers of future rental or homeownership projects, as described herein; 3) other revenue sources to be determined by the Housing Authority Board and Board of County Commissioners.

Disbursements from the Housing Trust Fund would be made to fund the uses requested herein and may also provide supplemental funding to the existing County down payment assistance program and roof repair/replacement program serving low income households at or under 80% AMI. The ultimate objective is for only interest earnings on the deposited amount in the Housing Trust Fund to be available for disbursement. Expenditures from the Fund would be proposed by staff as part of the annual budget process, subject to approval by the Housing Authority Board and annual review and monitoring by HUD.

If you need further clarification or detail on this request, please do not hesitate to contact me at 505-992-3058 or jrpacheco@co.santa-fe.nm.us or Steven Brugger at 505-992-6752 or sbrugger@co.santa-fe.nm.us. Thank you for consideration of this request.

Sincerely,



James R. Pacheco
Executive Director

Memorandum

To: Santa Fe County Housing Authority Board
From: Victor Gonzales, Project Manager
Via: James R. Pacheco, Executive Director
Date: 2/18/2013
Re: CFP Report

Cabinet Replacement

Cabinet replacement has occurred at 26 units so far. Eleven units are still pending replacement.

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

The plans for the Jacob D. Martinez sewer project are being finalized. The bidding process will begin after the plans are finalized. After the bidding process, Mr. Woods will work with procurement on the bidding process.

Sewer Lines at Santa Cruz Site

I'm waiting for Sub-Surface to send me a copy of the contract they have with the City of Santa Fe. I'm also awaiting a letter from the City of Santa Fe granting us permission to piggy-back off of their existing contract with Sub-Surface.

Unit Turnaround

The unit turnaround project is complete. Sol Systems turned around six vacant units.

Re-Roofing and Preventative Maintenance

We are in the process of procuring a contract with numerous roofers to have "on call" for emergency replacement or repair of roofs on Public Housing units. The Scope of Work was submitted to the Procurement Division on Friday, February 15, 2013.

SANTA FE COUNTY HOUSING AUTHORITY

VACANCY REPORT

October 2012 – March 2013

	October	November	December	January	February	March
Total Units Available for Lease	199	199	199	199	199	
Units Off-line Due to Modernization	2	2	1	1	2	
Vacant Units (ready for occupancy)	0	0	1	0	0	
Total Vacant Units (preparing for occupancy)	10	13	10	9	2	
Vacant Units per Site	5	8	5	4	3	
<u>Valle Vista</u>						
<u>Santa Cruz</u>	4	4	5	5	1	
<u>Camino de Jacobo</u>	3	1	0	1	0	
Total Units Under Lease	189	186	188	190	195	
	5%	7%	6%	5%	2%	

SANTA FE COUNTY HOUSING AUTHORITY
VACANCY AND UNITS TURNAROUND
Valle Vista/50-1/50-2
FY 2012-2013
February 20, 2013

Units / Modernization
Units / Make Ready
Units Ready for Lease Up
Scheduled Lease-up
Units Leased FY 2011-2012

Address	Bdrm Size	Move Out Date	Date to Maint	Date Unit Completed	Make Ready Date	Lease-Up Date	# of Days Lease- Up	# of Days Vacant	Tenant	Comment	Tentative Tenant	Comment	Tentative Ready Date
13A LL	2	7/9/12	7/9/12	9/4/12	9/5/12	9/5/12	1	56	A. Sena	abandoned	N. Martinez	leased N. Mtz	
13 B T	2	7/12/12	7/13/12	9/18/12	9/18/12	9/20/12	2	56	G. Gomez	abandoned	J. Duran	MI 9/21/12	9/17/12
10 LL	4	7/14/12							L Grajeda	abandoned	Y. Serna	roach investigation	
4 LL	3	8/9/12	8/9/12	10/24/12	10/24/12	10/24/12	1	74	C. Sandoval	MO	Gamboa		
11 SMW	4	7/23/12		12/6/12	12/6/12	12/13/12	7	97	N. Quintana	transfer to CDJ	G. Ponce	mold	
10AVV	2	9/4/12	9/4/14	9/6/12	9/6/12	9/6/12	1	2			K. Saiz		
18 SPN	4	9/10/12	9/10/12	12/6/12	12/6/12	12/11/12	5	94	A. Alvarado	evicted	B. Crowder	MI 12/11/12	
9 SMW	3	4/3/12	4/3/12	10/23/12	10/23/12	10/23/12	1	190	B. Chavarria		P. Otero	abatement and handicap modificat	

SANTA FE COUNTY JUDICIAL AUTHORITY
VACANCY AND UTILIZATION TURNAROUND

9A Tusa	1	10/1/12	10/1/12	12/27/12	12/27/12	1/11/13			Mendoza	Moved out transfer to 9SMW	E. C de Baca Officer Ames	
20A SPN	2	11/2/12	11/2/12	1/18/13	1/18/13	1/18/13	1	56	P. Otero C.			
20B SPN	2	10/3/12	10/3/12	1/18/13	1/18/13	1/18/13	1	76	Martinez		Snow	
3ALL	1	10/31/12							R. Hall	deseased		
16 T	3	1/29/13	1/29/13	2/15/13					H. Perea			
7BT	2	11/22/12	11/22/12	1/18/13	1/18/13	1/28/13	57	10	Navarez	Moved out	K. Miera	
15A Tusa	1	1/25/13	1/25/13	1/30/13	1/31/13	1/31/13	1	6	A. Ames	transfer	T. Solano	
7B SPN	2	1/8/13	1/8/13	2/1/13	2/1/13	2/1/13	23	0	V Pena	Section 8	B. Barba	

Santa Fe County Housing Authority
Vacancy and Unit Turnaround

Santa Cruz

FY2012-2013

February 20, 2013

Units / Modernization

Units / Make Ready

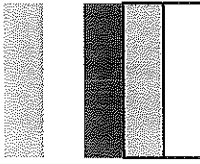
Units Ready for Lease Up

Scheduled Lease-up

Units Leased FY 2012-2013

Address	Bdrm Size	Move Out Date	Date to Maint	Date Unit Completed	Make Ready Date	Lease- Up Date	# of Days Lease- Up	# of Days Vacant	Tenant	Comment	Tentative Tenant	Comment	Tentative Ready Date
124 Q	4	6/30/12	6/30/12	8/23/12	8/23/12	8/31/12	8	53	D. Lazoya	moved out		leased Paul Perkins	
138 Q	3	8/9/12	8/13/12	10/31/12	10/31/12	10/31/12	0	43	F. Harris	Moved to Civic	M. Zimmerman	MI 11/5/12	
133 Q	3	6/6/12	6/6/12	8/15/12	8/15/12	8/16/12	1	75	L. Jacques		M. Casillas		
110 DR	2	8/28/12	8/29/12	11/13/12	11/13/12	11/15/12	2	78	K. Williams	abandoned	A. Gabadon	MI 11/15/12	
112 DR	2	9/19/12	9/20/12	1/25/13	1/25/13	1/29/13	4	82	C. Valdez	moved out	A. Atencio	Ten MI 1/29/13	1/28/13
147 Q	2	10/23/12	10/24/12	1/31/13	2/19/13	2/19/13	19	115	F. Martinez	moved out	S. Maes	Ten MI 2/19/13	
140 Q	3	11/1/12	11/2/12	1/29/13	1/29/13	1/29/13	0	87	A. Espinoza	moved out	C. Talavera		1/28/13
143 Q	2	8/31/12	9/20/12	1/31/13	1/31/13	2/19/13	19	149	E. Cruz	moved out	J. Brown	Tentative MI 2/19/13	
141 Q	2	1/2/13	1/3/13	1/25/13	1/25/13	1/29/13	4	16	G. Martinez	moved out	J. Lawson		
124 Q	4	2/5/13	2/6/13						P. Perkins	moved out	Y. Serna		

SANTA FE COUNTY HOUSING AUTHORITY
VACANCY AND UNIT TURNAROUND
Camino de Jacobo/50-1/50-2
FY 2011-2012
February 20, 2013



Units / Modernization
Units / Make Ready
Units Ready for Lease Up
Scheduled Lease-up
Units Leased FY 2011-2012

Address	Bdrm Size	Move Out Date	Date to Maint	Date Unit Completed	Make Ready Date	Lease-Up Date	# of Days Lease-Up	# of Days Vacant	Tenant	Comment	Tentative Tenant	Comment	Tentative Ready Date
59 CDJ	2	5/1/12	5/1/12	7/9/12	7/9/12	7/10/12	2	69	S. Valdez	moved out	A. Najera	leased 7/10/12	
19 CDJ	2	5/19/12	5/19/12	7/20/12	7/20/12	7/20/12	0	61	M. Perez	Transfer	M. Tapia	leased 7/20/12	
18 CDJ	3	6/2/12	6/2/12	7/20/12	7/20/12	7/20/12	0	48	J. Tongate	Transfer	N. Quintana	MI 7/20/12	
68 CDJ	2	5/26/12	5/26/12	8/27/12	8/31/12	8/31/12	1		E. Tapia	moved out	Santistevan	Tentative MI 8/29/12	7/23/12
25 CDJ	1	7/20/12	8/24/12	10/15/12	10/15/12	10/19/12	4	56	R. Martinez	deceased	T. Clokey	MI 10/19/12	
69 CDJ	2	8/21/12	8/21/12	11/14/12	11/14/12	11/16/12	2	86	M Serrano	moved out	E. Sanchez	MI 11/16/12	
22 CDJ	2	10/3/12	10/3/12	12/17/12	12/17/12	12/21/12	4	75	M. Crespín	evicted	G. Armijo		
17 CDJ	3	5/4/12	5/4/12	8/2/12	8/2/12	8/3/12	1	92	A. Montoya	evicted	Altamirano	8/3/12	7/16/12
13 CDJ	3	8/1/12	8/1/12	10/3/12	10/3/12	10/3/12	0	60	M. Tapia	transfer	R. Crawford	MI 10/3/12	
64 CDJ	2	1/7/13	1/7/13	1/29/13	1/29/13	1/29/13			G Bernal	evicted	J. Montoya		

Memorandum

To: Santa Fe County Housing Authority Board
From: Ron Pacheco, Housing Director
Date: 2/20/2013
Re: Director's Report

Free Income Tax Service to be Provided by the Housing Authority

After a complete review by our Legal Department, it has been determined that the Tax Service to be provided to residents of public housing by housing staff was not sufficiently protected from potential legal challenge to allow us to move forward with this service. We have provided information directing residents to other available free services for tax preparation.

Update on Writing-Off Uncollectable Debt From Former Tenants of Public Housing

Staff has been working to properly notice individuals who have past due balances with County Public Housing. The updated list for write-off will be presented at the March Housing Board Meeting as staff is verifying that proper protocol has been followed in the notification process.

Information on Preferences Provided to Families Applying for Public Housing Assistance

At the January Housing Board meeting information was requested on what preferences are given priority when selecting prospective applicants from the waiting list for housing assistance. The preference information on the application has been provided for review and discussion by the Housing Board.

High Occupancy Rate as a Result of Combined Efforts of Maintenance, Inspection, and Project Staff

With the efforts of county employees, including purchasing, maintenance, inspection and project staff, needed units have turned over at a high rate and we have achieved a 98% occupancy rate. Kudos go to Larry Narvaiz and his staff who orchestrated this effort. Moving forward, project staff will be prepared to address high turnover if needed in the future.

Santa Fe County Housing Authority
52 Camino de Jacobo
Santa Fe, New Mexico 87507
(505) 992-3060
(505) 992-3064 fax

The Santa Fe County Housing Authority (SFCHA) has adopted a preference for working families on the waiting list. The working family preference will be given to families whose head of household, spouse or other adult member has been employed for six months or longer working a minimum of 24 hours per week. This will include families whose head of household, spouse, or other adult member is participating in full-time job training, is a full-time student (12 credit hours per semester), or is otherwise in compliance with economic self-sufficiency requirements imposed by the welfare agency.

The SFCHA has also adopted a preference for elderly and disabled persons. The elderly/disabled preference will be given to families whose head of household, or spouse or whose sole member is at least 62 years of age or a person with disabilities, or may include two or more elderly persons or persons with disabilities living together or one or more such persons living with another person who is determined to be essential to his or her care and well being.

A person who is under a disability as defined in Section 223 of the Social Security Act (42 U.S.C. 423) or in Section 42 U.S.C. 6001(7) 1937 Housing Act) will be considered a disabled person.

The adoption of preferences will result in the reconstruction on the waiting list. The applicant's placement on the waiting list will be determined by the following hierarchical order:

- 1) Unit Size
- 2) Preference
- 3) Date and time of application

In order to claim a preference, the following information must be submitted to the Housing Authority:

- Dated verification of income stating start date, number of hours worked per week, and hourly wage
- Verification of participation in a training program
- Verification of full time attendance at an accredited institution
- Birth certificate(s) for those that are elderly only as proof of age
- Verification of income received from Social Security (SS), Social Security Insurance (SSI), and/or Social Security Disability Insurance (SSDI)
- General Assistance (for individuals awaiting approval of SS, SSI or SSDI)