Santa Fe County Housing Authority Board
October 29, 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.	Approval of Resolution 2013-11HB, A Resolution Amending Resolution 2013-10HB for the Purpose of Approving HUD Form 52190-B, Declaration of Trust	(Action)
VII.	Housing Authority Updates: a. Site Improvement Plan/CFP Update b. Vacancy Update c. Director's Report	(Discussion)
VIII.	Public Comments	(Discussion)
IX.	Matters from the Board	(Discussion)
X.	Executive Session	(Discussion)
XI.	Adjournment	

MINUTES OF THE

SANTA FE COUNTY

HOUSING AUTHORITY BOARD

September 24, 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 10:45 a.m. by County Commission Vice Chair Danny Mayfield.

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

Members Present:
Danny Mayfield, Commissioner
Robert Anaya, Commissioner
Liz Stefanics, Commissioner
Frances Ong, Resident Member
Joseph Loewy, Community Member

Member(s) Excused:
Kathy Holian, Commissioner
Miguel Chavez, Commissioner

Staff Present:
Rachel Brown, Deputy County Attorney
Ron Pacheco, Housing Authority Director
Steve Brugger, Affordable Housing Administrator
Victor Gonzales, Housing Authority Staff
Tim Vigil, Assistant County Attorney
Deanna Lopez, Housing Division
Teresa Martinez, Finance Department
Chris Barela, Constituent Liaison
Erick Aaboe, County Manager's Office
Molly Saiz, Finance

III. Introductions

Those present introduced themselves.

IV. Approval of Agenda

Commissioner Stefanics moved to approve the agenda. Commissioner Anaya seconded and the motion passed by unanimous [5-0] voice vote.

V. Approval of Minutes: August 27, 2013

Commissioner Stefanics moved approval and Commissioner Anaya seconded. The motion carried [5-0] unanimously.

VI. Approval of Resolution 2013-08HB: Approval of a Resolution Requesting Authorization to Make a Budget Adjustment for the Linkages Program.

Mr. Pacheco stated the three resolutions on the agenda are housekeeping items. The contract between the Housing Authority and the Mortgage Finance Authority expired July 1st and was not renewed. However, there was one month of spending and this BAR will account for that and allows the County to bill for it.

Commissioner Stefanics moved to approve, Commissioner Anaya seconded and the motion passed unanimously [5-0]

VII. Approval of Resolution 2013-09HB: Approval of HUD Form 50071, Certification of Payments to Influence Federal Transactions

Mr. Pacheco said HUD requires certification that the Authority does not influence or hire lobbyists to get grants.

Chair Mayfield asked who does internal lobbying, and Mr. Pacheco said that may be done in local legislation but they do not lobby for federal grants. This is funded the same way year after and establishes the program perennially. He added there was a surprise visit from HUD the day before and the representatives were given a tour, and it all went well. This game them a chance to see the Authority is following procedure. Additionally, documentation is sent in to HUD on a weekly or biweekly basis.

Chair Mayfield asked if there were opportunities for additional funding through advocacy work. Commissioner Anaya said there are always opportunities in communicating. Mr. Pacheco noted that they have had to work hard to avoid cuts from sequestration. However, if it continues, they will have to look at cutting staff. Chair Mayfield said he visits Washington, DC and would be happy to do advocacy.

The motion carried by 5-0 voice vote.

VIII. Approval of Resolution 2013-10HB: Approval of HUD Form 52190-B, Declaration of Trust

Mr. Pacheco indicated this form confirms that grant funds will be used to assist the Housing Authority properly to improve public housing units, in accordance with the manner specified in the grant application.

Mr. Loewy moved approval and Commissioner Stefanics seconded. The motion carried by unanimous [5-0] voice vote.

IX. Santa Fe County Support for a New Southside Boys and Girls Club

Mr. Pacheco noted there was direction to work with the Boys and Girls Club on their new site. Since that, two things have occurred. The head of the Affordable Housing Division and he made a site visit with Mr. Abeyta. The plan is to keep half of the property and improve the Boys

and Girls Club and to sell the other half, possibly to the County. Mr. Pacheco said the Boys and Girls Club has been added to the CIP list. Legal issues are being explored.

Commissioner Anaya mentioned there was discussion associated with the Boys and Girls Club following the path of the City in aiding their Boys and Girls Club. He asked about the legal process to accomplish that. He said he would be willing to expend some of his capital dollars towards that.

Commissioner Stefanics said if the County is not going to do housing there, other aspects do not fall under the purview of the Housing Authority. She supported expanding youth programs, including the summer intern programs, but this is an issue for the BCC. Commissioner Mayfield agreed this should be a discussion for the BCC.

Ms. Ong asked about the Boys and Girls Club programs at the other public housing sites. Commissioner Anaya said there was no interest in replacing the activities at the existing sites. Mr. Pacheco said the contract with the Boys and Girls Club runs for another year and they will continue to work with the club on all three sites. He added they were interested in finding ways to lower utility costs at those sites.

x.

X. Housing Authority Updates

A. Site Improvement Plan/CFP Update

Mr. Gonzales stated two options remain for the main sewer line at the Jacob D. Martinez site. The first is to go down Camino Jacobo and cross Fourth Street. The second is to connect to the sewer on Airport Road. The problem with this option is that the City controls the easement.

Commissioner Anaya said this item is taking way too long, having been under way for over 15 years. It constitutes a health problem since the lift stations fail regularly. Mr. Pacheco said Tim Vigil has been helping with the problems.

Mr. Vigil indicated they are doing research on the easements. If the City is willing, the line could be tied into the existing sewer. Barring that, there would be an easement on 4th Street. Chair Mayfield asked if there was a prescriptive easement for a pipe that's in the ground. Mr. Vigil said it was unclear whether there was any improvement there, but the easement is definitely granted to the City. He said he didn't know if there was piping under 4th Street.

Chair Mayfield asked how is the site served currently. Mr. Gonzales explained the northern half of the site goes downhill to Rufina Street and the southern part gets pumped up by the lift station. He said the language would have to be changed on the contract. Commissioner Anaya said the lines are owned by the County, as is the lift station. The trunk lines are the City's responsibility. The desire is to abandon the lift station because it is so unreliable and go to a gravity-flow system.

Mr. Pacheco said they are close to resolving the situation. Chair Mayfield asked that a map be brought in to illustration the area.

Returning to the updates, Mr. Gonzales passed around a sample contract for the Authority to peruse.

X. B. Vacancy Update
C. Director's Report

Mr. Pacheco said the occupancy rate is holding strong at around 96 percent plus. It has been challenging recently with people leaving. Additionally, with staff vacations, turnover can be delayed. He noted the REAC scores are in the packet and another inspection will occur in December and they are preparing for that.

A proposal for the Galisteo site will be coming before the BCC later that afternoon. It was decided that the Housing Authority should be backing out of the process to remain independent. Should an accepted RFP include assets or the cooperation of the Housing Authority, Mr. Pacheco said they want to avoid any appearance of conflict of interest.

He thanked the Authority for facilitating the foreclosure prevention program. The fourth home was just sold to someone who had been living in public housing, went through the FSS program, got into Section 8 and has recently leveraged the vouchers into home ownership.

Mr. Loewy asked if sheriffs were occupying units at all of the sites. Mr. Pacheco said a member of the State Police just signed on at Santa Cruz. This works well because there are not the jurisdictional issues that arise with other agencies. They are pursuing having other law enforcement living at other sites.

Commissioner Anaya asked that comparisons by provided on the REAC scores. Regarding the RFP for the Galisteo site, he said Housing Authority resources are a hinge for the project. He wants the Authority to be part of the discussions, although discussions with potential respondents could taint the RFP.

Mr. Pacheco said heretofore he has not been engaged in any discussions with any developers. He said it's not certain that any developer can come in and take the Housing Authority proceeds and develop a project. It's difficult for a developer to take public funds and succeed with a project due to the difficulty of raising the revenue monthly to cover the note. Additionally, there could be challenges from the neighborhood to a very low-income development. He said he wasn't ruling out the possibility, but it would be easier for a developer to work with higher market-based rents.

In order to avoid appearance of a conflict, it was decided the scope could continue and go before the BCC without the Housing Authority being involved beyond early discussions.

Commissioner Anaya referred to a prior case from the early 1990s where the director got a $5.9 million grant, the County would sell its existing housing stock, build more modern, easily maintained stock. When that director left chaos ensued and the Authority went into troubled status. The County stepped in and took over the board and Commissioner Anaya became the executive director. At that point HUD approved a plan for home sales. New units were built and the proceeds from sales were used for affordable housing opportunities, not for specifically restricted public housing requirements, thus there were fewer strings attached. He asked Mr. Pacheco to check into the background. He said the resources can be used to augment a potential project on Galisteo.

Commissioner Anaya noted that HUD is comprised of many different bureaucracies with different requirements. He urged being creative and leveraging funds for gap financing with other housing projects. He mentioned the Special Applications Center which is responsible for oversight.

Mr. Pacheco spoke of the dearth of opportunities for very low-income families. He appealed to the Board to use the resources for those at 10 to 50 percent AMI.

Commissioner Stefanics asked if there was recent data on the need for low-income public housing versus affordable housing. Mr. Pacheco referred to statistical census data on poverty. Commissioner Stefanics said she was referring to local information. She said there is ongoing activity with Rancho Viejo, Homewise and the Community Trust and it would be good to have statistics on it.

Commissioner Anaya said there is a huge need for rental stock. Tax credit properties target income at or below 60 percent AMI. It's unrealistic to think all of a tax credit property could be brought down to very low rates. A property at 60 percent and below would serve a huge need, including those on waiting lists.

Mr. Loewy asked if it would be possible to break down those on the waiting list as to where they are vis-à-vis AMI. Mr. Pacheco said that would be possible. Ms. Lopez pointed out there are 1,600 on the waiting list for Section 8 and public housing is over 300. She said they could provide data gleaned from the applications.

XI. Matters from the Public

None were presented.

XII. Matters from the Board

Chair Mayfield asked for information from the residents council and the concerns that arise at meetings. Mr. Pacheco said he gets feedback from Ms. Huerta and Ms. Fede and he can provide an update at the next meeting. Mr. Loewy said he has been to meetings and the information could easily be recapped by staff.

Chair Mayfield suggested that contact information for the Commissioners and for Mr. Pacheco be included on *La Voz de la Gente*.

Chair Mayfield asked if there were incentive credits for residents assisting in site cleanup. Mr. Pacheco said residents who are not working are required to do monthly service in the yards, however, this often does not happen. They work with them to the degree that they can. The rains have brought a lot of weeds. There is no offset credit, but they do get to remain there.

XIII. Executive Session

None were presented.

X. Adjournment

Having completed the agenda and with no further business to come before the Authority, Vice Chair Mayfield adjourned the meeting at approximately 11:40 p.m.

Approved by:

_____
Danny Mayfield, Vice Chair
Housing Authority Board

ATTEST TO:

GERALDINE SALAZAR
COUNTY CLERK

Submitted by:

Debbie Doyle, Wordswork

Memorandum

To: Santa Fe County Housing Authority Board

From: James R. Pacheco, Executive Director JR

Date: October 21, 2013

Re: Declaration of Trust (DOT)

With the approval of our 2013 Capital fund Projects (CFP) Grant we are required to submit a Declaration of Trust (DOT) Form to HUD Offices. This form confirms certification that grant funding will be properly used to assist the County Housing Authority in modernizing lower income housing projects at three county housing sites. This declaration is required with the approval of each annual Capital Fund Project (CFP) Grant.

The Declaration of Trust, Santa Fe County Housing Authority Board Resolution 2013-10HB was approved at the Santa Fe County Housing Authority Board meeting in September. When the document was submitted to HUD, it was rejected. The dates in items three (3) and four (4) were incorrect. HUD also required that the legal description in item ten (10) reflect exactly what is stated on the Warranty Deeds. The form was corrected and sent to HUD for review and HUD has given their approval to form. The Declaration of Trust, Santa Fe County Housing Board Resolution 2013-11HB, amends Santa Fe County Housing Board Resolution 2013-10HB, with the required data changes and corrections requested by HUD.

Resolution 2013-11HB, A Resolution to Amend Santa Fe County Housing Authority Board Resolution 2013-10HB

Declaration of Trust

(Public Housing Modernization Grant Projects)

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB No. 2577-0270
exp. 09/30/2013

Whereas, (1, see instructions) Santa Fe County Housing Authority (herein called the Public Housing Agency (PHA), a public body corporate and politic, duly created and organized pursuant to and in accordance with the provisions of the laws of the (2) State of New Mexico, and the United States of America, Secretary of Housing and Urban Development (herein called HUD) pursuant to the United States Housing Act of 1937 (42 U.S.C. 1437, et seq.) and the Department of Housing and Urban Development Act (5 U.S.C. 624) entered into a certain contract with the effective date as of (mm/dd/yyyy) (3) 07/10/2002, (herein called the Annual Contributions Contract) and a certain Modernization Project Grant Amendment to the Annual Contributions Contract with the effective date as of (mm/dd/yyyy) (4) 09/09/2013, (herein called the Modernization Grant Amendment) providing for a grant to be made by HUD to assist the PHA in modernizing lower income housing project(s); and

Whereas, as of the date of the execution of this Declaration of Trust, the Modernization Grant Amendment and the Annual Contributions Contract cover certain individual lower income housing projects located in: (5) County of Santa Fe which will provide approximately (6) 199 dwelling units; and which lower income housing projects are known as Modernization Project No. (7) NM02P050501-13 and individual projects as follows:

Project No. (8) 50-1 with approximately 59 dwelling units,
Project No. (8) 50-2 with approximately 72 dwelling units, and
Project No. (8) 50-3 with approximately 68 dwelling units; and

Whereas, the modernization of each Project will have been financed with grant assistance provided by HUD.

Now Therefore, to assure HUD of the performance by the PHA of the covenants contained in the Modernization Grant Amendment and the Annual Contributions Contract, the PHA does hereby acknowledge and declare that it is possessed of and holds in trust for the benefit of HUD, for the purposes herein stated, the following described real property situated in: (9)

County of Santa Fe

To Wit: (Insert legal description for each individual project.)(10)

See Attachments A, B and C

and all buildings and fixtures erected or to be erected thereon or appurtenant thereto.

The PHA hereby declares and acknowledges that during the existence of the trust hereby created, HUD has been granted and is possessed of an interest in the above described Project property, To Wit:

The right to require the PHA to remain seized of the title to said property and to refrain from transferring, conveying, assigning, leasing, mortgaging, pledging, or otherwise encumbering or permitting or suffering any transfer, conveyance, assignment, lease, mortgage, pledge or other encumbrance of said property or any part thereof, appurtenances thereto, or any rent, revenues, income, or receipts therefrom or in connection therewith, or any of the benefits or contributions granted to it by or pursuant to the Modernization Grant Amendment and the Annual Contributions Contract, or any interest in any of the same except that the PHA may (1) to the extent and in the manner provided in the Annual Contributions Contract, (a) lease dwellings and other spaces and facilities in any Project, or (b) convey or otherwise dispose of any real or personal property which is determined to be excess to the needs of any Project, or (c) convey or dedicate land for use as streets, alleys, or other public right-of-way, and grant easements for the establishment, operation, and maintenance of public utilities; or (d) enter into and perform contracts for the sale of dwelling units to members of tenant families, as authorized by the United States Housing Act of 1937, or (2) with the approval of HUD, release any Project from the trust hereby created; Provided, That nothing herein contained shall be construed as prohibiting the conveyance of title to or the delivery of possession of any Project to HUD pursuant to the Annual Contributions Contract.

The endorsement by a duly authorized officer of HUD (1) upon any conveyance or transfer made by the PHA of any real or personal property which is determined to be excess to the needs of any Project, or (2) upon any instrument of conveyance or dedication of property, or any interest therein, for use as streets, alleys, or other public right-of-way, or for the establishment, operation and maintenance of public utilities, or (3) upon any instrument transferring or conveying a dwelling unit, or an interest therein, to a member of a tenant family, or (4) upon any instrument of release made by the PHA of any Project shall be effective to release such property from the trust hereby created.

The individual projects covered by the Modernization Grant Amendment shall be subject to this Declaration of Trust for a period of twenty years beginning on the date of the Modernization Grant Amendment. Each individual project shall also be subject to this Declaration of Trust for a period of twenty years after the date of the most recent Modernization Grant Amendment applicable to that project. Upon expiration of the period during which the PHA is obligated to operate the individual projects in accordance with the Annual Contributions Contract, the trust hereby created shall terminate and no longer be effective.

In Witness Whereof, the PHA by its officers thereunto duly authorized has caused these presents to be signed in its name and its corporate seal to be hereunto affixed and attested this date (mm/dd/yyyy) 10/29/2013.

(Seal)

(1, see instructions)

Santa Fe County Housing Authority
Approved as to form: Stephen Ross, County Attorney

By _____ Chairperson

Attest _____ Secretary
County Clerk

Date (mm/dd/yyyy) _____

A portion on Exception No. 263, Private Claim No. 305 of the Santa Clara Pueblo Grant in Section 1, Township 20 North, Range 8 East, N.M.P.M., beginning at Corner Number 2 being the Northwest corner of the official survey of said tract filed April 14, 1936 at the Public Survey Office in Santa Fe, New Mexico, thence bearing S. 83° 40' 54" E., 2056.15 feet; thence bearing S. 20° 51' 15" W., 460.68 feet; thence bearing N. 78° 44' 15" W., 65.06 feet; thence bearing N. 80° 02' 08" W., 275.22 feet; thence bearing N. 82° 58' 00" W., 974.29 feet; thence bearing N. 06° 19' 06" E., 360.67 feet, thence bearing N. 83° 40' 54" W., 600 feet, thence bearing N. 21° 53' 45" W., 56.74 feet to the point and place of beginning. Containing 14 acres more or less.

Together with an easement for utilities fifteen feet in width lying to the North of the existing residence on property of Grantor, described as being 7 1/2 feet on each side of a center line commencing at a point on McCurdy Road which point is 285 feet, more or less, Southwest of the Northwest corner of the land herein conveyed; thence N. 89° 19' E., 120 feet; thence S. 62° 40' 54" E., 81 feet; thence S. 83° 54' E., 300 feet to a point on the western boundary of the land herein conveyed;

Excepting and reserving unto Grantor an easement for an irrigation pipeline 5 feet in width and lying along the northern boundary of the land herein conveyed, and described as follows: Commencing at a point where the northern boundary of the land herein conveyed intersects the Santa Cruz Ditch, thence N. 83° 40' W., 804 feet more or less to a point; thence in a Southwesterly direction across a roadway 70 feet, more or less, to the Northeast corner of property of the Grantor.

ATTACHMENT A

Tract B-2, more particularly described:

Beginning at a point marked by a No. 5 rebar, the southeast corner of this tract, from whence a U.S.G.L.O. Brass Cap marked P.C. 435/PC 5950 TR1-1914 bears N. 05° 42' 17" E., 300.40 ft; thence from said beginning point S. 79° 07' 50" W., 346.17 feet to No. 5 rebar, the southwest corner of this tract; thence N. 12° 18' 47" W., 254.88 feet to a 1/2" pipe; thence N. 77° 41' 34" E., 97.82 feet to a 1/2" pipe; thence N. 11° 52' 46" W., 1296.49 feet to a 3/4" pipe the northwest corner of this tract; thence N. 77° 52' 44" E., 51.44 feet to a 1/2" pipe; thence N. 77° 39' 42" E., 50.34 feet to a 3/4" pipe; thence N. 77° 42' 57" E., 175.59 feet to a 1/2" pipe, the northeast corner of this tract; thence S. 10° 53' 23" E., 777.61 feet to a 3/4" pipe; thence S. 10° 52' 53" E., 468.25 feet to a 1/2" pipe; thence S. 10° 52' 10" E., 314.44 feet to the point and place of beginning; all as shown on plat of survey entitled "Replat of Survey of Tract B into Tract B-1 and Tract B-2, part of P.C. 435, Tract 1, and part of P.C. 1244, Tract 1 in parts of Section 5 and Section 6, T. 16 N., R. 9 E., N.M.P.M., County of Santa Fe, State of New Mexico" by Robert L. Benavides, N.M.L.S. No. 5824 in April, 1980.

SUBJECT TO reservations, restrictions and easements of record.

Together with access over and across a 54 foot wide ingress, egress and utility easement running south from the southerly boundary of said Tract B-2 to Airport Road as shown on the above referenced plat, as more particularly described as follows:

Beginning at the Southeast corner of this tract from whence a 3/4" pipe marking the section corner common to Sections 5, 6, 7 and 8, T16N, R9E, N.M.P.M., bears S. 15° 18' 53" E., 200.15 feet; thence along Airport Road S. 80° 37' 58" W., 54.00 feet to a 1/2" pipe marking the Southwest corner of this tract; thence N. 12° 10' 36" W., 307.60 feet to a 3/4" pipe; thence N. 12° 07' 37" W., 140.09 feet to a 3/4" pipe; thence N. 12° 13' 22" W., 312.74 feet to a 3/4" pipe; thence N. 12° 18' 47" W., 453.89 feet to a rebar marking the Northwest corner of this tract; thence N. 79° 07' 50" E., 54.02 feet to the Northeast corner of this tract; thence S. 12° 15' 24" E., 543.58 feet to a rebar; thence S. 12° 12' 23" E., 654.14 feet to the point and place of beginning. All as shown and delineated as a 54 foot wide ingress and egress and utility easement on "Replat of Survey of Tract B, into Tract B-1 and Tract B-2, part of P.C. 435, Tract 1 and part of P.C. 1244, Tract 1, in parts of Section 5 and Section 6 T. 16 N., R. 9 E., N.M.P.M., County of Santa Fe, State of New Mexico" by Robert L. Benavides, N.M.L.S. No. 5824 in April, 1980.

ATTACHMENT B

Beginning at the southwest corner of this tract, from whence the southwest corner of the northwest quarter of the southeast quarter of Section 26, T 16 N R 8 E NMPM bears N. 89° 47' W., 920.24 feet; thence from said point and place of beginning N. 00° 17' 19" W., 713.28 feet to a point, the northwest corner of this tract; thence N. 89° 47' E. 510 feet to a point, the northeast corner of this tract; thence S. 00° 17' 19" E. 713.20 feet to a point, the southeast corner of this tract; thence S. 89° 47' W. 510 feet to the point and place of beginning. All as shown on Plat of Survey For A.D. Apodaca and Phillip Pamonia within the N/2 of SE/4 Section 26 T16N R8E NMPM by Jack G. Horne PE & LS No. 889 dated December 16, 1980.

This land is given subject to rights of way for streets and parkways and easements for utilities as may be required for approval of dedication of Panorama Areas Subdivision, and further subject to Settlement Agreement by and between Allstate Loan Company of New Mexico and A. D. Apodaca and Hall Syndicate, Ref. No. Santa Fe 78-2398, which said Agreement shall survive this Warranty Deed.

Subject to Reservations, Restrictions and Easements of record.

AND

A certain tract of land situated wholly within the Southeast Quarter (SE 1/2) of Section 26, T 16 N, R 8 E, N.M.P.M., Santa Fe County, State of New Mexico, more particularly described as follows:

Beginning at the southwest corner of the north half of the southeast quarter of Section 26, T 16 N, R 8 E, said point being also the southwest corner of the herein described tract; thence N00°02'02"W, along the west line of said quarter section 473.29 feet to the northwest corner; thence N89°32' 26"E, 918.05 feet to the northeast corner; thence S00°17'19"E, 477.18 feet to the southeast corner, lying on the north boundary of Valle Vista Subdivision; thence S89°47'00"W, 920.24 feet along said boundary to the point of beginning and containing 10.03 acres more or less.

Subject to easements and reservations of record.

AND

A certain tract of land situated within the southeast quarter (SE 1/4) of Section 26, T16N, R8E, N.M.P.M.; Santa Fe County, State of New Mexico, and being more particularly described as follows:

Beginning at the southeast corner of the north half of the southeast quarter of Section 26, T16N, R8E, thence bearing N00°02'02"W, along the west line of said quarter section 473.29 feet to the true point of beginning; thence bearing N00° 02'02"W, 523.00 feet; thence bearing N89°32'23"E, 915.72 feet; thence bearing S00°17'19"E, 523.00 feet; thence bearing S89°32'26"W, 225.00 feet; thence bearing S00°17'19"E, 62.00 feet; thence bearing S89°32'26"W, 28.00 feet; thence bearing S00°17'19" E, 77.00 feet; thence bearing S89°32'26" W, 51.00 feet; thence bearing S00°17'19"E, 21.00 feet; thence bearing S89°32'26"W, 312.00 feet; thence bearing N00°17'19"W, 21.00 feet; thence bearing S89°32'26"W, 54.00 feet; thence bearing N00°17'19"W, 86.00 feet; thence bearing S89°32'26"W, 25.00 feet; thence bearing N00°17'19"W, 53.00 feet; thence bearing S89°32'26"W, 223.05 feet to the point of beginning and containing 12.560 acres more or less.

ATTACHMENT C

Memorandum

To: Santa Fe County Housing Authority Board

From: Victor Gonzales, Project Manager

Via: James R. Pacheco, Executive Director

Date: 10/16/13

Re: CFP Report

Extension of the Main Sewer Line at the Jacob D. Martinez Site
Staff made contact with James R. Brecher, the owner of the property on 4th Street. Mr. Brecher requested a copy of the plat and the easement that encompasses the change in language to the definitions/descriptions for his review.

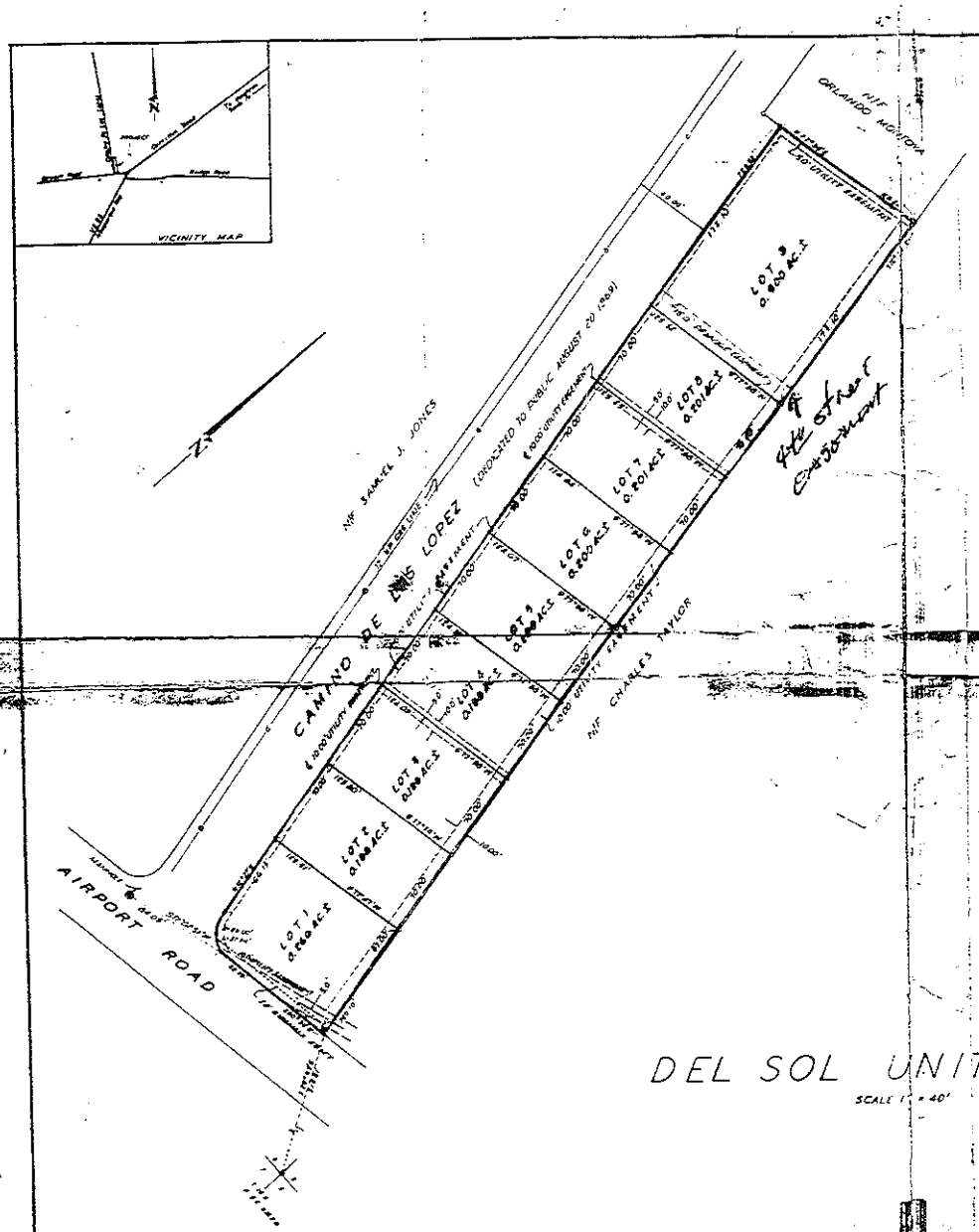
Staff will continue to speak with and email Mr. Brecher as he is out of town until the end of October.

Contractor for Roofing
Housing staff spoke with Procurement staff, who informed us that the Projects and Facilities division would also like to get a roofer on board for on call services. A meeting will occur with all interested parties to discuss getting roofers under contract.

Unit Turnaround
To help decrease the public housing vacancy rate, five public housing units will be renovated for unit turnaround by a private contractor. The units are at two public housing sites: two at the Valle Vista site and three at the Jacob D. Martinez site. Contractors looked at the units to prepare bids and a contract was awarded.

Work will include patching of drywall, painting, minor electrical repairs and minor plumbing. It will also include cleaning of the interior and exterior of the units.

Upcoming Projects
Staff will be soliciting bids for the replacement of cabinets at the Valle Vista site and for bathroom remodels at the Santa Cruz site.



DEL SOL UNIT ONE

SCALE 1" = 40'

DEDICATION

KNOW ALL MEN BY THESE PRESENTS: THAT THE UNDERSIGNED OWNERS OF THESE LANDS LYING, BEING AND SITUATED WITHIN THE CITY OF SANTA FE, SANTA FE COUNTY, STATE OF NEW MEXICO, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS TO WIT:
BEGINNING AT A POINT, WHICH IS THE SE CORNER OF THIS TRACT, FROM WHENCE THE SE CORNER OF SEC. [illegible], OF T16N, R9E, N.M.P.M.
BEARS S[illegible]E, 214.41 FEET;
THENCE [illegible]W, ALONG NORTH RIGHT-OF-WAY OF AIRPORT ROAD, [illegible] FEET;
THENCE ALONG A CURVE A DISTANCE OF 37.94 FEET AND HAVING A RADIUS OF 25.00 FEET;
THENCE N[illegible]W, 739.83 FEET, TO THE NW CORNER OF THIS TRACT;
THENCE N[illegible]E, [illegible] FEET, TO THE NE CORNER OF THIS TRACT;
THENCE S[illegible]E, [illegible] FEET, TO THE POINT AND PLACE OF BEGINNING.

CONTAINING AN AREA OF 2.[illegible] ACRES, MORE OR LESS, AND ALL AS SHOWN HEREON. HAVE CAUSED SAID LANDS TO BE SUBDIVIDED AS SHOWN HEREON; THAT SAID SUBDIVISION IS NAMED AND SHALL BE KNOWN AS DEL SOL UNIT ONE AND IS MADE WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRES OF THE UNDERSIGNED PROPRIETORS AND OWNERS THEREOF, EASEMENTS SHOWN HEREON ARE HEREBY GRANTED FOR ACCESS AND EXISTING SERVICE UTILITIES SUCH AS WATER, GAS, SANITARY SEWER LINE AND DRAINAGE SYSTEM, ELECTRIC POWER AND TELEPHONE. THIS SUBDIVISION LIES WITHIN THE PLANNING AND PLATTING JURISDICTION OF THE CITY OF SANTA FE, NEW MEXICO.

ASSOCIATED REAL ESTATE CORPORATION

________ VICE PRESIDENT ________ SECRETARY

STATE OF NEW MEXICO
COUNTY OF SANTA FE } SS

THE ABOVE DEDICATION WAS ACKNOWLEDGED BEFORE THIS 20th DAY June 1976

MY COMMISSION EXPIRES Mar. 24 1979 ________ NOTARY PUBLIC

SURVEYORS CERTIFICATE

I HEREBY CERTIFY THAT THIS PLAT AND THE SURVEY ON WHICH IT IS BASED WAS MADE BY ME DURING THE MONTH OF MAY, 1976, AND IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF

____
[illegible] P.E.&L.S. #[illegible]

CITY OF SANTA FE NEW MEXICO

APPROVED BY ________ CITY PLANNER ON [illegible] 1976

APPROVED BY ________ CITY ENGINEER ON [illegible] 1976

UTILITY COMPANIES

PUBLIC SERVICE CO. OF NEW MEXICO

BY ________ DATE 9-23-76 ELECTRIC

BY Fink L. Bisby DATE 2-25-76 WATER

MOUNTAIN BELL TELEPHONE CO.

BY Anthony White DATE 10/25/76

SOUTHERN UNION GAS CO.

BY ________ DATE ________

APPROVED BY THE CITY PLANNING COMMISSION AT ITS MEETING OF 26 Aug. 1976

________ SECRETARY ________ CHAIRMAN

ACCEPTED BY THE CITY COUNCIL AT ITS MEETING OF N/A 1976

N/A MAYOR N/A CITY CLERK

COUNTY OF SANTA FE }
STATE OF NEW MEXICO } SS 426,833

I HEREBY CERTIFY THAT THIS INSTRUMENT WAS FILED FOR RECORD ON THE 1st DAY OF [illegible]
1978 [illegible] RECORDED IN BOOK [illegible]
PAGE [illegible] OF THE RECORDS OF [illegible]
23 [illegible] RECORDS OF SANTA FE COUNTY
WITNESS MY HAND AND SEAL OF OFFICE
JAMES ORTIZ
County Clerk, Santa Fe County, N.M.
________ Deputy

LEGEND

- ● 3/4" PIPE MARKERS SET THIS SURVEY
- ○ PIPE MARKERS FOUND AND USED

MERIDIAN IS BASED ON A PLAT OF SURVEY FOR RUBEN MONTOYA, BY JOE D. TRUJILLO L.S. #5558 DATED DEC 7, 1974 PLAT 3-31-74

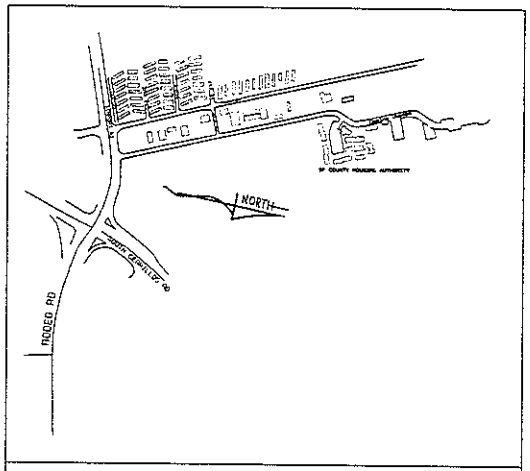
PUBLIC SEWER LINE REPLACEMENT/EXTENSION PROJECT
CAMINO JACOBO ROAD

PROJECT NO. MN02P050501-13
SANTA FE COUNTY HOUSING DIVISION
SANTA FE, NEW MEXICO

JULY 19, 2013

CONSTRUCTION DRAWINGS

DRAFT



VICINITY MAP (N.T.S.)

DRAWING INDEX

CONRON AND WOODS ARCHITECTS
1222 LUISA STREET SUITE A, SANTA FE, NM 87505
(505) 983-6948

FOR PRELIMINARY /FINAL REVIEW ONLY

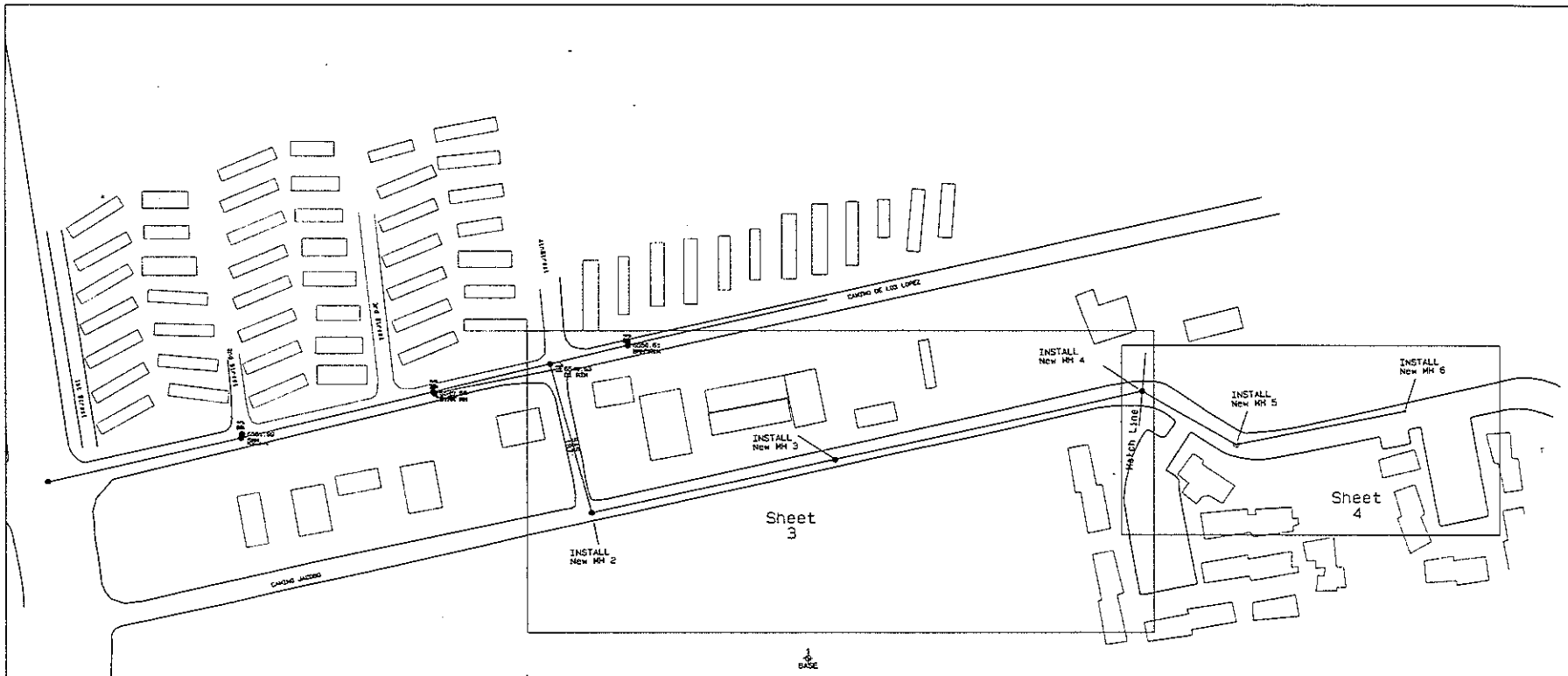
P. E. McGINNIS & ASSOCIATES, LLC
GRADING AND DRAINAGE PLANS - INDIVIDUAL & COMMUNITY WATER/WASTEWATER SYSTEMS
FEMA FLOOD PLAIN CHALLENGES, DRAINAGE ANALYSIS, ROAD DESIGN
OFFICE: 1114 HICKOX - SANTA FE, NEW MEXICO 87501
MAIL: P.O. BOX 2351 - SANTA FE, NEW MEXICO 87504
SANTA FE: PHONE (505) 983-1563 FAX (505) 986-0429 ALBUQUERQUE: PHONE/FAX (505)823-6620

BUILDING PERMIT #

P.E. McGinnis & Associates, LLC

City Of Santa Fe

REVIEWED BY	APPROVAL	DATE
CITY WASTEWATER ENGR		
SF CITY STREETS ENGR		
SF COUNTY PUBLIC WORKS		



NORTH

AIRPORT ROAD

SOUTH CERRILLOS RD

FOR PRELIMINARY /FINAL REVIEW ONLY

SEWER REPLACEMENT/EXTENSION – PLAN

SCALE: 1" = 30'

Quantities:

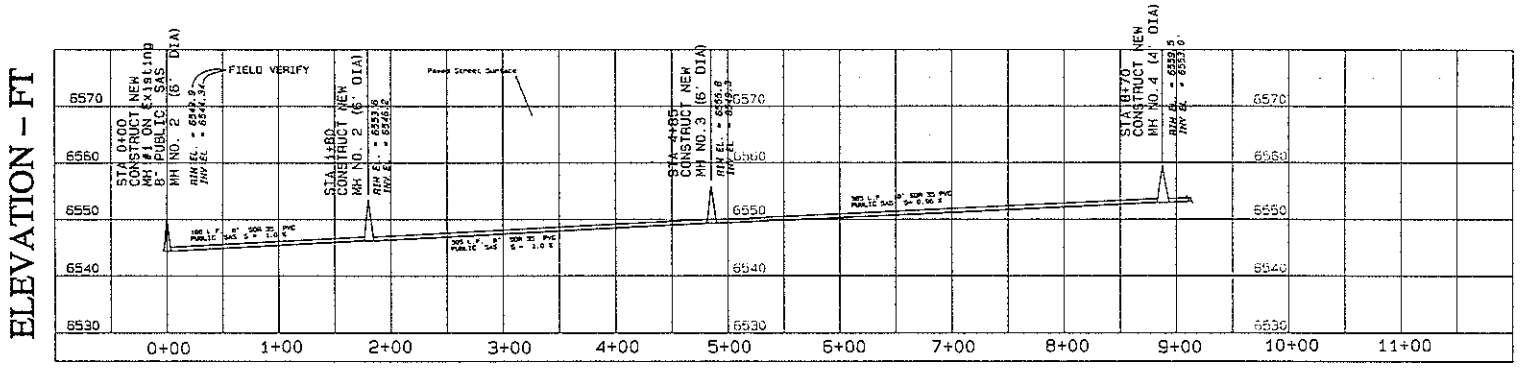
8" PVC SDR 35 Sewer Pipe	1,210 L.F.	
4' Dia Manholes 5-10' Deep	6 Ea.	
4" Service Taps	1 Ea.	
Asphalt Replacement	1,210 L.F.	min. (width depends on project issues)
4" PVC Sewer Service Laterals	100 L.F.	(Approx)
6" PVC SDR 35 Sewer Service Laterals	10 L.F.	(Approx)

CW
CONRON & WOODS ARCHITECTS
1222 LUISA STREET SANTA FE, NEW MEXICO 87505
CONRONANDWOODS.COM 505-983-5948

P. E. McGINNIS & ASSOCIATES, LLC
OFFICE: 1114 HICKOX - SANTA FE, NEW MEXICO 87501
MAIL: P. O. BOX 2351 - SANTA FE, NEW MEXICO 87504
SANTA FE: PHONE (505) 983-1563 FAX (505) 986-8429
ALBUQUERQUE: PHONE/FAX (505) 823-6620

SEWER LINE REPLACEMENT/EXTENSION
P & P SHEET LAYOUT
SANTA FE COUNTY HOUSING DIVISION
SANTA FE, NEW MEXICO

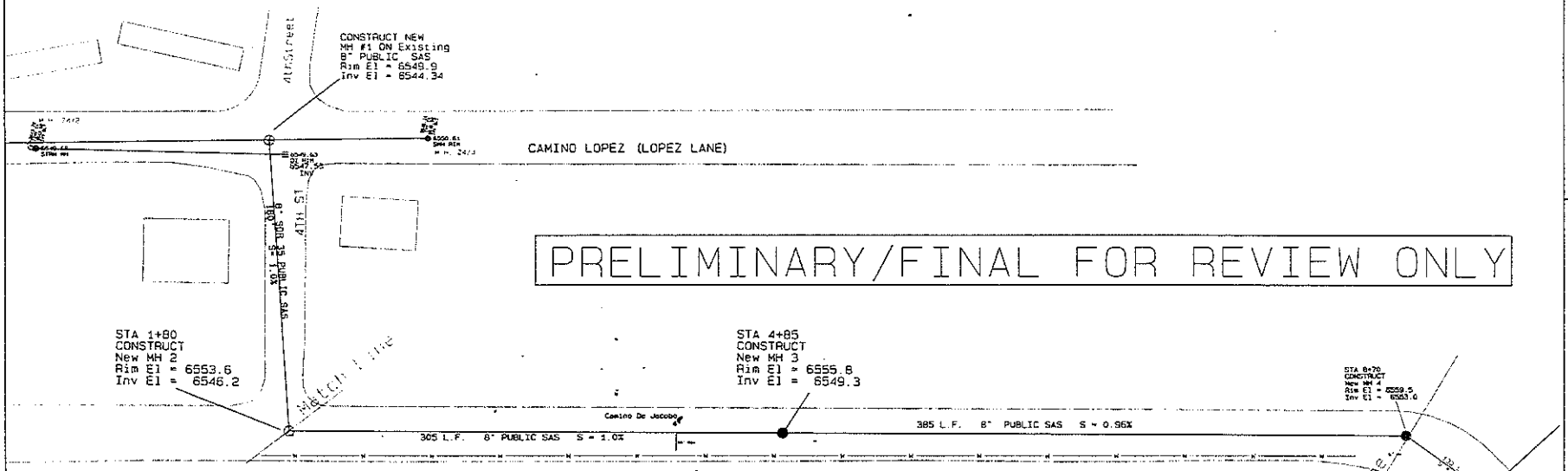
SHEET
2 OF 9
PROJECT 12A15
7/19/13



STATION – LINEAR FEET

SCALE: HOR 1" = 50'
VER 1" = 10'

SEWER EXTENSION – PROFILE



PRELIMINARY/FINAL FOR REVIEW ONLY

SEWER EXTENSION – PLAN

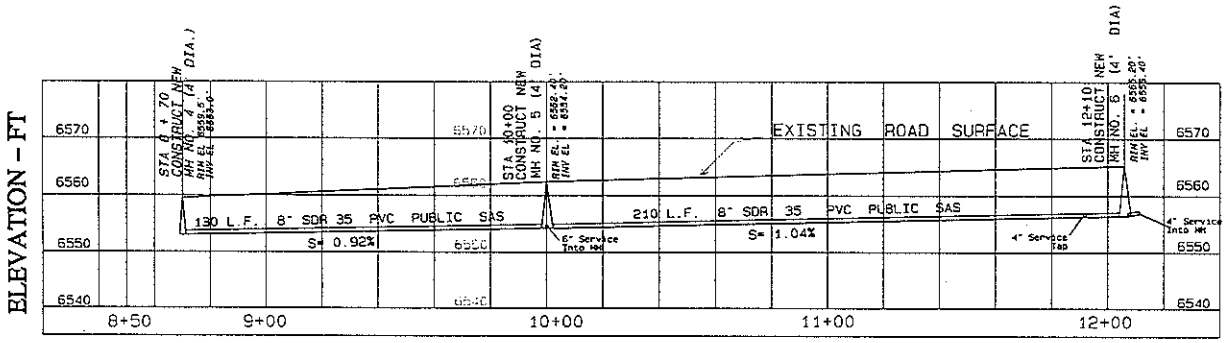
SCALE: 1" = 30'

GW CONNON & WOODS ARCHITECTS
1229 LUISA STREET SANTA FE, NEW MEXICO 87505
CONNONWOODS.COM 505-983-6948

P. E. McGINNIS & ASSOCIATES, LLC
OFFICE: 1114 HICKOX - SANTA FE, NEW MEXICO 87501
MAIL: P. O. BOX 2351 - SANTA FE, NEW MEXICO 87504
SANTA FE: PHONE (505) 983-1969 FAX (505) 986-6429
ELDORADO: PHONE/FAX (505) 623-8628

SEWER LINE REPLACEMENT/EXTENSION
PLAN & PROFILE
SANTA FE COUNTY HOUSING DIVISION
SANTA FE, NEW MEXICO

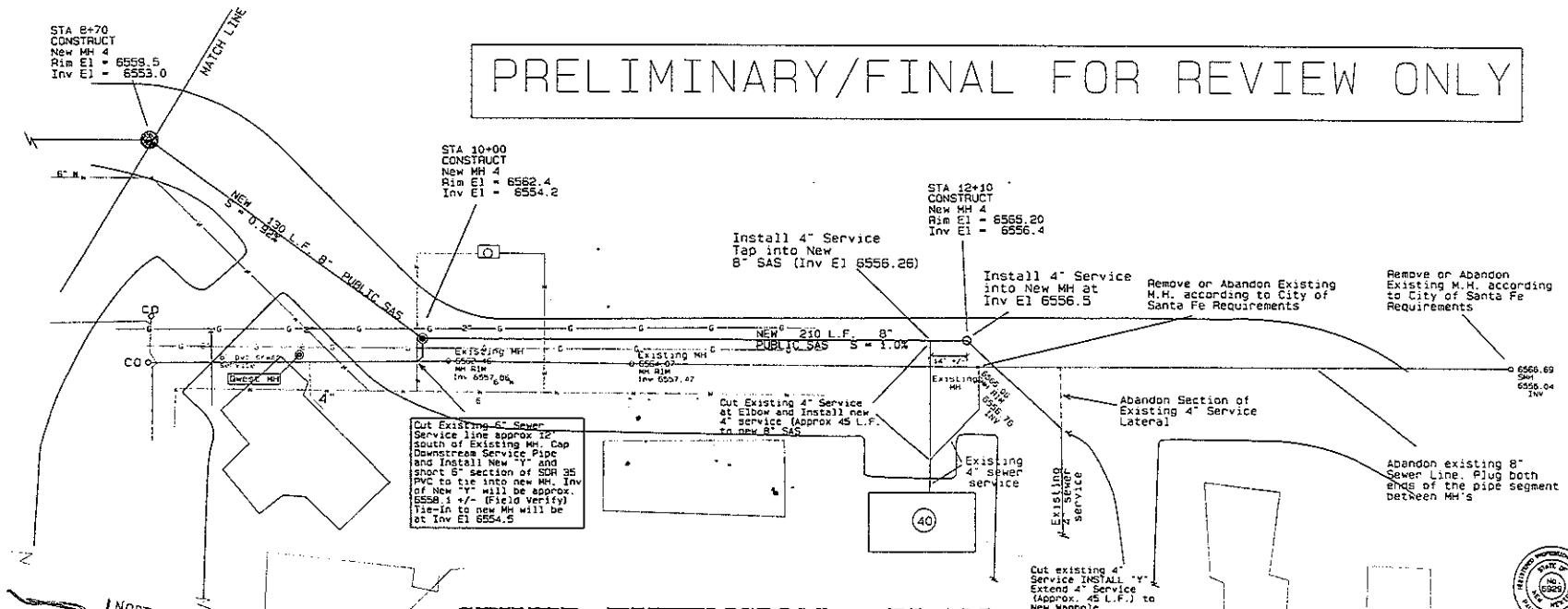
SHEET
3 OF 9
PROJECT 12A15
7/19/13



SCALE: HOR 1" = 20'
VER 1" = 10'

SEWER EXTENSION – PROFILE

PRELIMINARY/FINAL FOR REVIEW ONLY



SEWER EXTENSION – PLAN

SCALE: 1" 20'

P. E. McGINNIS & ASSOCIATES, LLC
ENGINEERING PROFESSIONALS WATER/WASTEWATER SYSTEMS, IMPROVEMENT DISTRICTS
GRADING AND DRAINAGE PLANS - SUBDIVISIONS & COMMUNITY WATER/WASTEWATER SYSTEMS
OFFICE: 1114 HICKOX -- SANTA FE, NEW MEXICO 87501
MAIL: P.O. BOX 2351 -- SANTA FE, NEW MEXICO 87504
SANTA FE: 505/438-3505 (505) 983-1565 FAX (505) 986-0029 ALBUQUERQUE: 505/823-4006

SEWER LINE EXTENSION
PLAN AND PROFILE
SANTA FE COUNTY HOUSING AUTHORITY
CAMINO JACOBO
SANTA FE, NEW MEXICO

SHEET
4 of 9

7/19/13

SF COUNTY HOUSING AUTHORITY SEWER EXTENSION PROJECT

CITY OF SANTA FE PUBLIC INFRASTRUCTURE GENERAL CONSTRUCTION NOTES

1. All construction shall conform to the requirements of City of Santa Fe Standard Drawings and specifications as applicable (including Manholes).
2. Utility construction shall conform to applicable sections of the APWA's "New Mexico Standard Specifications for Public Works Construction", 1987 edition including latest published amendments
3. Infrastructure construction shall conform to applicable sections of the New Mexico Department of Transportation's "Standard Specifications for Highway and Bridge Construction", 2000 Edition (SSHBC)
4. The order of precedence shall be, listed in order of highest precedence, shall be project Specifications, plans, City of Santa Fe Standard Drawings, APWASS, and SSHBC.
5. In the case of conflicts between plans and specifications resolution shall be by using the more restrictive requirement as determined by the project engineer and approved by City Planning and Land Use Department's Permit and Development Review Division Technical Review Staff (PRDR)
6. The project plans shall be approved for construction by the PRDR's Engineering Supervisor prior to any construction activity and scheduling a pre-construction meeting. The Engineering Supervisor may, by written authorization, designate others to administer duties described herein.
7. The construction Project Engineer shall be a New Mexico licensed Professional Engineer in the appropriate category for the type of work represented by the project plans. The Project Engineer shall arrange for a pre-construction meeting prior to the start of construction or mobilization of equipment on-site. At the pre-construction meeting, the Project Engineer shall submit a letter providing the name(s) of specific individuals who will be performing what type of inspections and respective telephone contact number(s); this includes preparation of the record drawings. Call 505-955-6585 to schedule the pre-construction meeting a minimum of 10 calendar days in advance of the meeting date.
8. Attendance at the pre-construction meeting is mandatory for the Project Engineer (who shall conduct the meeting, Representative from Connon & Woods Architects, SF County Housing Authority Representative, Contractor, PRDR Technical Review staff, and applicable staff from City street, water, and wastewater management Divisions. The Owner and sub-contractors are encouraged to attend. At this meeting, a specific PRDR staff member will be assigned as the point of contact with the Contractor.
9. Grading permits obtained on an "at Risk" basis are not subject, nor take the place of, a pre-construction meeting required above.
10. The Contractor shall provide a list of contact personnel responsible for site construction including position, telephone numbers, and at least one emergency telephone number active on a 24 hour basis.
11. If an EPA Notice of Intent (NOI) is applicable, a copy of the mailed permit application shall be presented at the pre-construction meeting along with a written statement giving the mailing date.
12. The Contractor shall be responsible for maintaining the integrity of all underground utilities during the course of work regardless of any location shown on the plans or other field evidence, or lack thereof. Notification to New Mexico One Call at 1-800-321-2537 for utility locates a minimum of 48 hours in advance of any excavation is required. Maintenance of utility locates shall be continued throughout the project life.
13. The Owner shall be responsible for all changes in construction deemed necessary for any reason and shall have appropriate plans and/or specifications, including applicable design criteria, prepared by a New Mexico Professional Engineer and submitted to the City Engineering Supervisor for approval. Upon approval, said changes may be incorporated into the project.
14. Final Record Drawings, reflecting substantial changes to the original design drawings, shall be submitted by the Owner's Engineer for approval to the Engineering Supervisor for permanent filing in the City Planning Department. Said plans shall be approved by applicable City Divisions prior to final acceptance of project work for maintenance responsibility and the beginning of the warranty period. Under no circumstances will partial acceptance and/or warranty commencement begin for any component of project scope be provided.
15. Curb cuts shown in the original, approved construction drawings will require a "Curb Cut Permit" issued by the City Traffic Engineer prior to construction. Curb cuts found to be necessary that were not included in the original, approved construction drawings will require a change order that included a "Curb Cut Permit" from the City Traffic Engineer. Call 505-955-6616 for information.
16. Parallel water and sanitary sewer (SAS) utilities shall have a minimum horizontal spacing of 10 feet and vertical spacing of 18 inches wherein the water line is above the SAS line. Installation will be in separate trenches. When water and sewer lines cross each other, the water line shall be at least 18 inches above the sewer; otherwise, the sewer shall be of pressure class pipe extending between manholes, or encased encased for 10 feet on each side of the water line as shown in the Standard Detail Drawings. Should encountered field conditions exist that prevent maintaining these separation distances and relationship, a change order shall be initiated that provides for alternative protective measures and submitted for approval to the Engineering Supervisor via the City Water and Wastewater Management Divisions, and shall conform to standard public works construction requirements.
17. Sanitary Sewer lateral construction must be constructed under separate permit (secondary) for SAS hookup. The Contractor shall obtain the permit(s) prior to any construction and must be obtained at the Permit Desk at City hall; providing street address for each hookup. Upon payment of fee(s) the permit form will be immediately generated which shall be kept on-site. Call 505-955-6648 for permit information and 505-955-6646 for inspection of each visible, connected lateral.
18. All Contractor work activity shall be confined to the construction limits of the project. There shall be no encroachment onto adjacent properties, either construction or marshalling yards(s) unless legal easements(s)/agreement(s) is/are executed and approved by the Engineering Supervisor.
19. Grading shall be completed under the authority of a Building Permit, the application of which shall show the type of work as "Other" with the notation of Grading, Landscaping, and Infrastructure shown thereon. Call 505-955-6648 for permit information.
20. All cut and fill slopes, including setback requirements, shall conform to the requirements of:
    a. Santa Fe City Code's Article 14-8 (Development and Design Standards);
    b. Chapter 33 of the Uniform Building Code, 1997 edition unless otherwise noted on the approved construction plans; and
    c. In the case of conflict between these two specifications, City Code shall prevail.
21. The Contractor is responsible for any damage caused by construction activities to public or private property, including utilities.
22. Material quality testing shall be completed by the Owner, through a recognized testing laboratory. The laboratory shall be under the auspices of a New Mexico Professional Engineer.
23. All material quality test reports shall be provided directly to the City Planning Department, attention Permits and Development Review Division at P. O. Box 909, Santa Fe, New Mexico 87504-0909 within seven (7) calendar days after laboratory material testing is complete. Field test reports shall be provided directly to the PRDR staff at the time of field testing. In the case of PRDR staff absence, the reports shall be Fax'ed to 505-955-6829. In each case, all test reports and other communication shall carry the applicable PRDR Case and Building Permit project numbers which will be provided at the pre-construction meeting, if not noted on the approved project plans.
24. Compaction testing of soil and similar materials, including optimum moisture-density relationships, shall be performed in accordance with the referenced specifications and/or plans. Unless specified in individual project plans, the frequency of compaction testing shall be one (1) test per 1.5 vertical feet of fill of backfill of similar material; within two (2) horizontal feet of structures; for each 500 linear feet of trench backfill or each day's compactive effort, whichever results in the greatest quantity of tests; or for each 500 cubic yards of fill of similar material.
25. Portland cement concrete (PCC) proposed to be used for the project shall conform to a mix design prepared by a New Mexico Professional Engineer. The design shall be provided to PRDR staff for approval a minimum of 14 calendar days prior to scheduling the initial casting operation or, alternatively, the project plans shall define a specific mix having a prior approval by PRDR. Each mix shall have the following minimum properties:
    a. Compressive strength of 4,000 psi in 28 calendar days
    b. Seven (7.0) bags of cementitious material per cubic yard of concrete
    c. Twenty (20.0) percent or less of flyash material substitution for cement
    d. Maximum aggregate size of 3/4"
    e. Air entrainment content ranging between 4.0 and 7.0 percent at the point of concrete delivery into forms
26. Concrete sample set shall consist of a minimum of three (3) cylinders. One sample set shall be obtained for each 500 linear feet cast, 50 cast cubic yards, or one (1) set per calendar day, whichever is greatest. Cylinders shall be tested at 7, 28, and 56 day intervals; the 56 day interval need not be tested if any previous test result exceeds the design value.
27. Traffic control devices, as per approved plan, shall be installed, maintained, and removed by the Contractor. Said devices shall conform to the latest published edition of the Manual of Uniform Traffic Control Devices and to written direction from the City Traffic Engineer who may be reached at 505-955-6619.
28. Site erosion and/or sediment control, as per approved plan, shall be installed, maintained, and removed by the Contractor. The Contractor?s attention is directed to the SSHBC?s Section 603 for other requirements relating to dust abatement and similar issues.
29. Utility lines must be bored under all existing street Pec street appurtenances. A minimum of 12" separation must be maintained between utility lines. Any curb, gutter, or other damage must be repaired before final inspection will be given.
30. Each City utility division shall provide a letter of completed installation, not necessarily accepted for warranty, at the Contractor's request. Said letters shall be provided to the PRDR staff and received written staff acceptance prior to scheduling either TV inspection of SAS and Storm Sewer lines or placement of roadway pavement material.
31. ASTM, ASSHTO, or independent laboratory certificates of material compliance are to be provided to PRDR staff prior to bringing applicable material on site.
32. Aggregate base course material shall conform to the SSHBC's Section 304 using Gradation I.
33. Plant Mix Bituminous Pavement (PMBP) proposed to be used for the project shall conform to a mix design prepared by a New Mexico Professional Engineer conforming to SSHBC's Section 420 using Aggregate Classification(s) called for in the project plans. The design shall be provided to PRDR staff for approval a minimum of 14 calendar days prior to scheduling the initial paving operation or, alternatively, the project plans shall define a specific mix having a prior approval by PRDR.
34. Compaction testing of subgrade, aggregate base course, and each lift of PMBP material shall be completed for every 100 linear feet of roadway length excepting for PMBP material in which case provide one (1) test for every 100 linear feet of laydown machine pass.
35. PMBP material quality test samples (wet) shall be obtained and tested for every 500 tons or fraction thereof or one (1) sample per day.
36. Utility appurtenance such as telephone pedestals, electrical transformers, gas, and cable TV pedestals shall be placed outside the public right-of-way and within utility easements. The Owner is responsible for relocating mis-placed utility structures prior to requesting a pre-final inspection. Water meter boxes and fire hydrants may be placed between the sidewalk and curb. Meter valve and meter boxes are not to be placed within maintenance areas of stabilized (gravel or equal) roads.
37. Construction debris and/or excess material shall be stored in an on-site area and appropriately contained. Said debris shall not be a nuisance to the surround neighborhood. Disposal of debris shall be either within the city limits under separate grading permit or at a designated NMED approved disposal site. The Contractor shall provide written notice as to proposed debris disposal site location(s). All debris and/or excess material shall be removed from the site prior to scheduling a pre-final inspection with PRDR staff.
38. Interim terrain and stormwater management inspections shall be arranged for at the following events.
    a. Completion of temporary erosion control best management installations and prior to any earthwork (clearing, grubbing, etc.)
    b. Final stormwater management features are constructed.
    c. Final site restoration measures are completed.
    d. Further construction or issuance of any permit(s) shall not occur until written approval by PRDR staff for each or the above inspections has been obtained. Inspections shall be scheduled by calling 505.955.6646.
39. The Contractor shall make written request for a pre-final inspection of terrain management and infrastructure works a minimum of 14 calendar days in advance with PRDR staff. At this inspection, applicable city division staff will review the final work product. Any deficiencies will be noted in a "punchlist" and provided to the Contractor for correction. When all punchlist items are completed the Contractor shall file a written statement to that effect and a final inspection will be held by PRDR staff. Upon acceptance, an acceptance letter will be provided wherein all work will be accepted for maintenance by the City and the commencement of the warranty period initiated.
40. Compliance to 14-8.2 Relocation of Gunnison's Prairie Dogs is Required
41. A copy of the approved plans shall be available at the construction site at all times during working hours.

SEWER LINE CONSTRUCTION GENERAL NOTES:

1. Prior to the Wastewater Management Division approval of the plan set, a letter will be required from the project engineer indicating they are providing the inspection and record drawing service for the project.
2. The Contractor must obtain all sewer hookup permits from the City's Building Permits Section (sewer lines) prior to commencing any sewer line construction. A copy of the permits must be kept at the construction site.
3. All manholes shall be constructed in accordance with the "Standard Manhole Detail Sheet" shown on the City Standard Drawings.
4. A copy of the approval plans shall be available at the construction site at all times during working hours.
5. All modifications to the sanitary sewer plans must be reviewed and approved by the City's Wastewater Management Division prior to construction.
6. Additional general notes are contained in the standard City detail sheets for sanitary sewer construction.
7. All public gravity sewer lines shall be a minimum 8 inch diameter with a minimum Class C bedding (2006 New Mexico Standard Specifications for American Public Works Association).
8. All 4 inch and 6 inch diameter gravity sewer pipe shall be private. No private sewer system shall use larger than a 6 inch diameter pipe unless approved by the Wastewater Management Division. No public gravity sewer line to be accepted by the City of Santa Fe for permanent maintenance shall be less than 8 inches diameter.
9. No concrete encasement of new or existing public sewer pipe will be allowed unless approved by the City of Santa Fe Wastewater Division.
10. Core drilling is required for all new connections to an existing manhole.
11. No public sewer main line or manhole will be allowed under or within a storm water detention / retention pond.
12. Prior to paving over any sanitary sewer lines, submit T.V. tapes and logs, pressure tests, preliminary as-built drawings and the engineer's certification to the City's Wastewater Management Division. After the Wastewater Management Division reviews the above listed information, a preliminary manhole inspection will be conducted. When all the items listed above are completed to meet the standards of the Wastewater Management Division, a letter approving paving will be issued in relation to the sanitary sewer. Note: A final manhole inspection will be conducted after the final paving is completed.
13. All sewer manholes with sewer lines 12 inches in diameter and larger are required to have approved vented and locking manhole covers.
14. Locate wire will be installed for all sanitary sewer (gravity / force mains). The locate wire must be visible in the manhole or access structure. This will be verified during the preliminary manhole inspection prior to paving. The locate wire is to be a continuous, 12 gauge, solid strand insulated copper wire.
15. Off-road public sewer access will be provided for all public sewer lines and manholes. Access roads are to be a minimum 12 feet wide with a driving surface of 8 inches of compacted base course. An access road shall have a grade greater than 3%. Manholes are to be aligned with the center line of the access road. Sewer easements are to be a minimum of 20 feet in width.
16. Off road sanitary sewer - Call the Wastewater Management Division at 955-4633 for a field review of the grading of all off road sanitary sewer to ensure that the City's maintenance vehicles can access all manholes. The grades may be required to be adjusted and passed upon this inspection. Additional bank protection may be required based upon a final inspection by Wastewater Management Division and the project engineer.
17. For Record Drawings, tie manhole to a City of Santa Fe survey monument as part of the final record drawings. For all sewer lines and manholes, show corrected as - built bearing and distances, slopes, rim and invert elevations and sewer services along the horizontal or vertical alignment of the sanitary sewer.
18. The Owner / Developer will be responsible for maintaining, repairing and locating the sewer systems until City acceptance for maintenance. Damages resulting from a stoppage in any gravity and / or pressure sewer system will be the sole responsibility of the Owner / Developer until a final acceptance letter for maintenance has been issued by the Wastewater Management Division.
19. Water meters will not be placed until a final acceptance letter has been issued by the Wastewater Division for all on - site sanitary sewer needed in order for the project to connect to the sanitary sewer system.
20. 20 foot wide access gates shall be provided at all fences, walls or other obstruction that cross a public sewer line. Access gates are to be located within the sanitary sewer easement.
21. The Owner / Developer will be responsible for locating each sewer service at the time each lot is ready to connect to the sewer. It is suggested that the Owner / Developer retain a copy of the television inspection video along with the video logs. Each service shall be clearly marked for each lot at point of connection. All calls received by this Division regarding the location of service will be forwarded to the Owner / Developer.
22. The Contractor shall call the Wastewater Management Division (Douglas Flores at telephone # 955-4633) for a final manhole inspection. This inspection will be installation of the manhole. The City's Plumbing and Mechanical Inspector's will conduct all other necessary plumbing inspections. Note: The City's Plumbing and Mechanical Inspector's will inspect the individual sewer service taps and laterals, which connect to the public sanitary sewer.
23. The existing sanitary sewer line must be T.V. tape prior to a new service connection being placed as well as taped after the services have been completed. This is to ensure that the existing sanitary sewer line is not damaged and the new service is installed correctly.
24. All costs associated with the operation, maintenance and replacement of grinder pumps for individual lots shall be the responsibility of the lot owner and/or homeowners association. For grinder pumps that connect to a pressure sewer main the grinder pump will be a model manufactured by Environment-One or a type approved by the City of Santa Fe Wastewater Management Division. For grinder pumps that connect to a gravity main, the grinder pump shall be of a type approved by the City's Plumbing Code.
25. A minimum 12 inches of vertical clearance shall be provided between the sewer line and any storm drain piping.
26. All pressure sewer system shall be air or hydrostatically pressure tested @ 120 psi for 2 hours minimum. The test is to be witnessed and certified by the project engineer. Prior to being put into service and acceptance by the City of Santa Fe, all pressure sewer system main lines will be filled with water.
27. An approved backflow valve and isolation valve are required on all low pressure sewer service lines as per the City of Santa Fe Standard Sewer Specifications.
28. Terminal flushing connections and in-line flushing connections are required on all low pressure sewer systems. The maximum spacing between in-line flushing connections shall be 500 feet. Distances greater than 500 feet between low pressure sewer in-line flushing connections shall be approved by the Wastewater Division.
29. No public pressure sewer system piping may be installed in a common trench with other utilities.
30. Sewer backflow check valves will be required for all sewer service lateral connections to sewer mains 12 inches or greater in diameter. The sewer service connection must be made at an existing or new manhole. Sewer service connections to sewer mains with pipe size diameter of 12 inches and greater will not be made without approval from the Wastewater Management Division.
31. Sewer backflow check valves are required on private sewer service laterals per the City's Plumbing Code. Final determination shall be made by the City of Santa Fe Plumbing Inspection Division.
32. All as-built sewer line and manhole data shall be obtained and certified by a licensed surveyor or engineer. As-built data supplied by other than a licensed surveyor or engineer shall not be valid for final as-builts.
33. All existing and new public manholes within a project shall provide access for City sewer maintenance equipment. All access is subject to field verification and modification as required by the Wastewater Division prior to final project acceptance and close out with the City of Santa Fe.
34. All sewer line crossings of rivers, streams, arroyos, drainage channels etc. shall require a basis of design analysis prepared by a licensed engineer.
35. All public sanitary sewer main lines with slopes of less than 1% require a minimum Class C bedding with select granular material foundation or as approved by the Wastewater Division.

BUILDING PERMIT #

CONNON & WOODS ARCHITECTS
1222 LUISA STREET, SANTA FE, NEW MEXICO 87505
CONNONANDWOODS.COM 505-983-6948

P. E. McGINNIS & ASSOCIATES, LLC
OFFICE: 1114 HICKOX - SANTA FE, NEW MEXICO 87501
MAIL: P. O. BOX 2351 - SANTA FE, NEW MEXICO 87504
SANTA FE PHONE (505) 983-1563 FAX (505) 986-0409
LEBOUCHOUE PHONE/FAX (505) 983-6620

MISCELLANEOUS PROJECT NOTES
SANTA FE COUNTY HOUSING DIVISION
SANTA FE, NEW MEXICO

SHEET
5 OF 7
PROJECT 12A15
7/19/13

SANTA FE COUNTY HOUSING AUTHORITY
VACANCY REPORT
October 2013 – March 2014

	October	November	December	January	February	March
Total Units Available for Lease	199					
Units Off-line Due to Modernization	0					
Vacant Units (ready for occupancy)	0					
Total Vacant Units (preparing for occupancy)	7					
Vacant Units per Site Valle Vista	3					
Santa Cruz	1					
Camino de Jacobo	3					
Total Units Under Lease	192					
	4%					

Santa Fe County Housing Authority
Vacancy and Unit Turnaround
Valle Vista
October 21, 2013

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

Address	Bdrm Size	Move Out Date	Date to Maint	Date Unit Completed	Make Ready Date	Lease-Up Date	# of Days Lease-Up	Make Ready	# of Days Vacant	Tenant	Comment	Tenative Tenant	Comment
9BT	1	4/17/13	4/17/13	5/30/13	5/30/13	7/1/13	32	43	75	J. Ortiz	abandoned	C Voulo	
6 SPN	3	4/26/13	4/26/13	7/16/13	7/16/13	7/17/13	1	81	82	F Ortiz	Transfer	Transfer S Vigil	
8A SMW	2	5/20/13	5/20/13	7/26/13	7/26/13	7/29/13	3	67	70	A Atchison	MO	M Gonzales	
10B SMW	2	6/17/13	6/17/13	8/6/13	8/6/13	8/9/13	3	50	53	H Stomper	MO	D Benavidez	
10B VV	2	6/25/13	6/25/13	9/18/13	9/18/13	9/18/13	0	85	85	D Ortiz	Evicted	A Lujan	
7A SPN	2	7/23/13	7/23/13	8/6/13	8/6/13	8/12/13	6	14	20	S Vigil	Transfer	R Hernandez	
9A LL	1	8/3/13	8/3/13	10/2/13	10/2/13	10/11/13	9	60	69	T Mcdonald	F Pino		
4B VV	1	8/28/13	8/28/13							D Guarriello	Move Out		
10A VV	2	8/31/13	8/31/13							K Saiz	No lease renewal	Crespo	
18 SPN	4	9/13/13	9/13/13							B Crowder	abandoned		
9B T	1	10/4/13	10/4/13	10/10/13	10/10/13	10/18/13	8	6	14	C Vuolo	Move Out	G Netherton	

Santa Fe County Housing Authority
Vacancy and Turnaround
Camino de Jacobo
October 21, 2013

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

Address	Bdrm Size	Move Out Date	Date to Maint	Date Unit Completed	Make Ready Date	Lease-Up Date	# of Days Lease-Up	Make Ready	# of Days Vacant	Tenant	Comment	Tenative Tenant	Comment
18 CDJ	3	7/12/13	7/13/13	7/16/13	7/16/13	7/17/13	1	4	5	C Hernandez	Move out	J Vigil	
39 CDJ	1	8/6/13	8/6/13	8/21/13	8/21/13	9/9/13	19	15	34	J Gurule	Early lease termination	Espinoza	
64 CDJ	2	8/3/13	8/3/13	8/16/13	8/16/13	8/19/13	3	13	16	J Montoya	Move out	E Levins	
25 CDJ	1	8/6/13	8/6/13	8/16/13	8/16/13	9/23/13	38	10	48	T Clokey	Early lease termination	S McCarty	
31 CDJ	2	8/31/13	9/3/13							K Trujillo	No lease renewal		
35 CDJ	1	9/20/13	9/20/13							R Valencia	Evicted		
41 CDJ	1	9/26/13	9/26/13							D Delgado	Evicted		
Totals													

Santa Fe County Housing Authority
Vacancy and Unit Turnaround
Santa Cruz
October 21, 2013

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

Address	Bdrm Size	Move Out Date	Date to Maint	Date Unit Completed	Make Ready Date	Lease-Up Date	# of Days Lease-Up	Make Ready	# of Days Vacant	Tenant	Comment	Tenative Tenant	Comments
154 Q	5	3/8/13	3/11/13	8/14/13	8/14/13	8/15/13	1	159	160	A. Marquez	moved out	M Ortega	
110 DR	2	6/25/13	6/25/13	9/9/13	9/9/13	9/13/13	4	76	80	A Gabaldon	abandoned	F Ortiz	transfer
134 Q	3	7/9/13	7/9/13	10/9/13	10/9/13	10/11/13	2	92	94	J Sosa	abandoned	Quiropz	
144 Q	2	7/31/13	8/5/13	9/3/13	9/3/13	9/3/13	0	34	34	M Martinez	Sheriff unit	State Police	
154 Q	5	9/10/2013	9/10/2013	10/9/2013	10/9/2013	10/11/2013	2	29	31	M Ortega	Evicted	Guzman	
106 DR	2	10/2/13	10/2/13							C Martinez	moved out		

Santa Fe County Housing Authority Board
October 29, 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.	Approval of Resolution 2013-11HB, A Resolution Amending Resolution 2013-10HB for the Purpose of Approving HUD Form 52190-B, Declaration of Trust	(Action)
VII.	Housing Authority Updates: a. Site Improvement Plan/CFP Update b. Vacancy Update c. Director's Report	(Discussion)
VIII.	Public Comments	(Discussion)
IX.	Matters from the Board	(Discussion)
X.	Executive Session	(Discussion)
XI.	Adjournment	

Memorandum

To: Santa Fe County Housing Authority Board

From: Ron Pacheco, Housing Executive Director RP

Date: 10/21/2013

Re: Director's Report

Housing Authority Waiting List Review Information

At last month's Housing Board meeting, a discussion was held regarding the composition of the current waiting list for families in need of public housing assistance. Many of the families on the list compromise the working poor in our community as well as seniors and families with a member having a disability. The longer of the lists (1390) comprises those families who desire rental payment assistance through the Housing Choice Voucher Program. These families can expect to wait three or more years before they will become eligible for housing assistance. The Public Housing Waiting List (610) is less than half the size of the Housing Choice Voucher List. However, the family composition and income levels are similar as in many cases families will apply for both programs on the same application. From experience we know that the public housing units experience a higher turn-over rate that those units associated with the Housing Choice Voucher Program. With over fifteen hundred (1,500) local low-income families on our waiting list any additional housing created to assist this population will be welcome by those families in need of safe and decent housing in Santa Fe County.

Follow-up on the Written Request to Amend the 5(h) Homeownership Plan

Last May, this office made a written request to the HUD Special Applications Center in Chicago to request an amendment to the 5(h) Homeownership Plan. The requested amendment included four (4) programs that the County wanted to pursue under the Plan. Last February (2/25/13) staff sent another letter of request to the Special Applications Center in Chicago again asking for approval of the amendment outlining the four programs we would like to implement with county home sales proceeds. I made a follow-up call to the Special Applications Center and spoke to the director. He informed me that our request has been reviewed and a final decision was pending. He said that he would ask for that to be expedited. Although he did not inform me of the decision he did state that he would try to provide a response soon.

Waiting List Review

Santa Fe County Housing Authority (NM050)
Public Housing

Waiting List Code: 3
Property:
Property Code: wl
Waiting List Type: 0
Max Refusals: 3

Date/Time Last Generated: October 10, 2013 3:27 pm
List Open: Yes
Date Open: January 01, 1920
Date Closed:

List Ordering

Sort Order 1: Preferences
Sort Order 2: Date/Time
Sort Order 3:
Sort Order 4:
Sort Order 5:
Use Single Preference Rule: No

Waiting List Statistics

Total Selected: 0
Total Rejected: 0
Total Housed: 0
Total In Process: 0
% Lease up: 0.0%

Income Targeting

Code	Income Limit Description	Req. %	Pts/ Wt	# Selected	# Rejected	# Housed	# In Process	% Lease Up	% Met
									0.0%

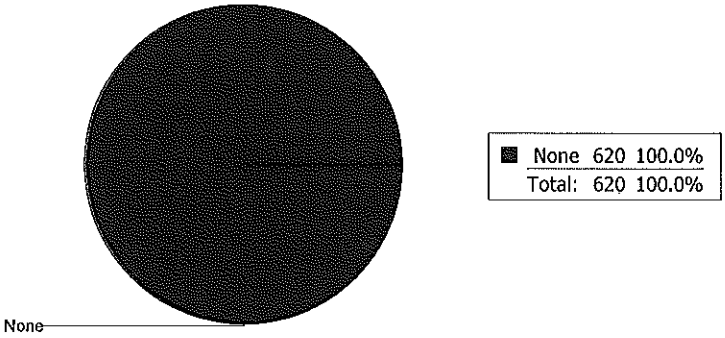
Income Limits Detail

Code	Description	Median Income	% Med Inc	Income Limits - Number of HH Members 1	2	3	4	5	6	7	8

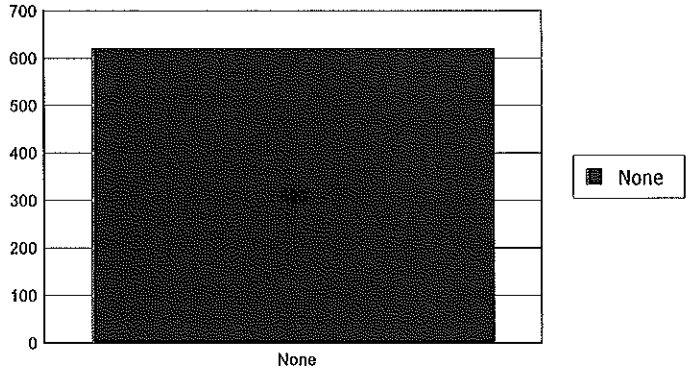
Current Waiting List Households by Selection Status and Income Limit

	None	Total Number Avg Position Min Position Max Position
Not Selected	610 164 1 411	**610** **164** **1** **411**
Selected	10 6 1 10	**10** **6** **1** **10**
Total	**620** **161** **1** **411**	**620** **161** **1** **411**

Households by Income Limit - Percentage



Households by Income Limit - Count



Waiting List Preferences

Preference Calculation Method: Lumping

Code	Preference Description	Points / Weight	Rank
3	Working Families	0	0
5	Handicap, disable, elderly	0	0

Number of Households With Preferences

	Count
Handicap, disable, elderly	166
Working Families	63

Waiting List Targeted Funding

Code	Preference Description	Points / Weight	Rank

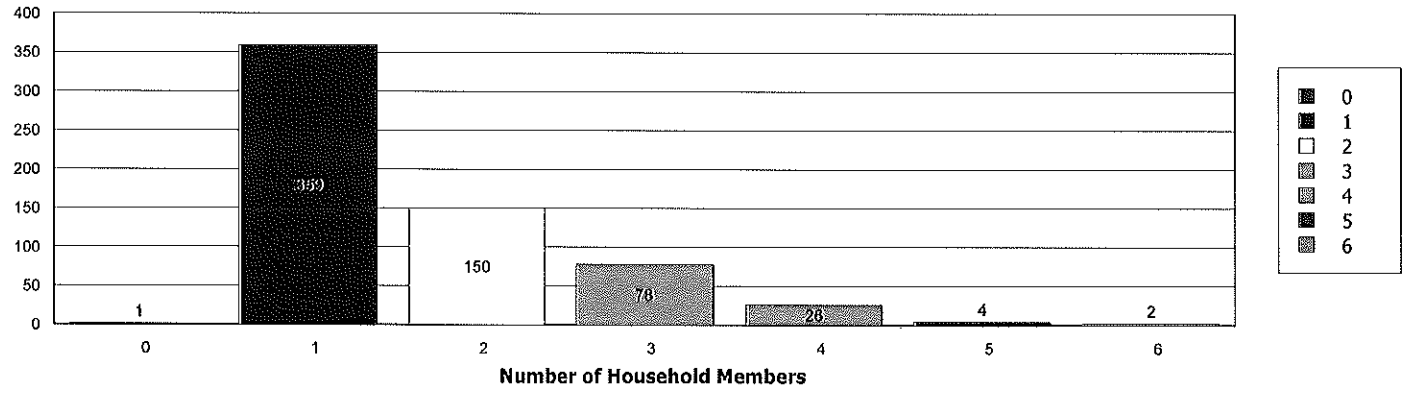
Number of Households With Targeted Funding

Waiting List Summary Information

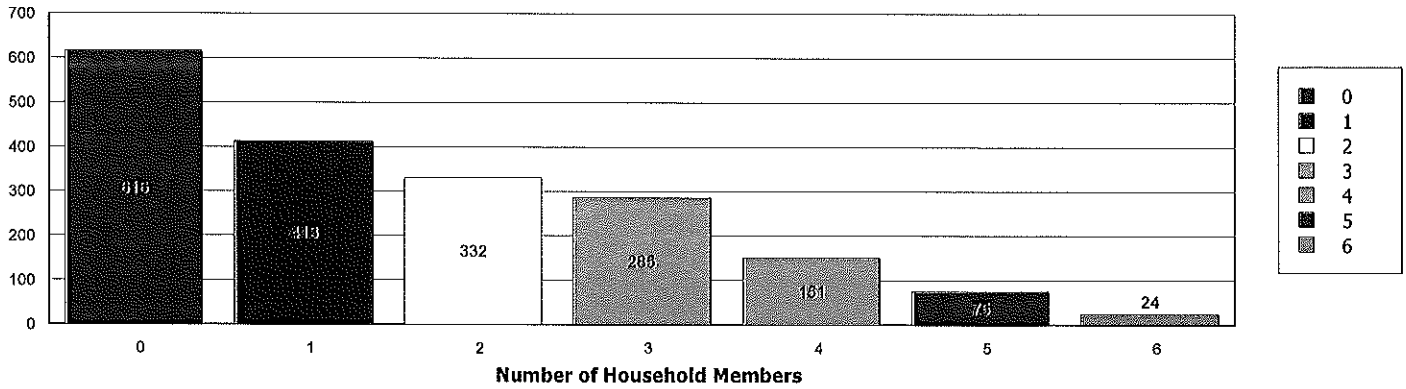
Waiting List Time Based on Number of HH Members

	0	1	2	3	4	5	6	# Families Avg Days Min Days Max Days
Not Selected	1 616 616 616	358 413 23 3,984	145 332 21 2,038	75 283 27 1,402	25 140 22 398	4 75 34 147	2 24 21 26	**610** **363** **21** **3,984**
Selected	0 0 0 0	1 401 401 401	5 311 175 449	3 335 223 528	1 433 433 433	0 0 0 0	0 0 0 0	**10** **339** **175** **528**
Total	**1** **616** **616** **616**	**359** **413** **23** **3,984**	**150** **332** **21** **2,038**	**78** **285** **27** **1,402**	**26** **151** **22** **433**	**4** **75** **34** **147**	**2** **24** **21** **26**	**620** **363** **21** **3,984**

Number of Households on Waiting List by Number of Members



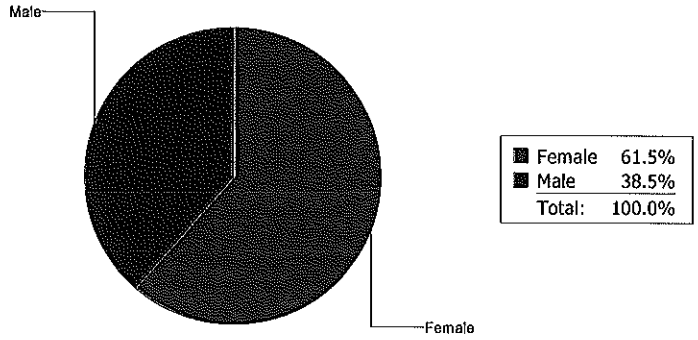
Avg Days on Waiting List by Number of Household Members



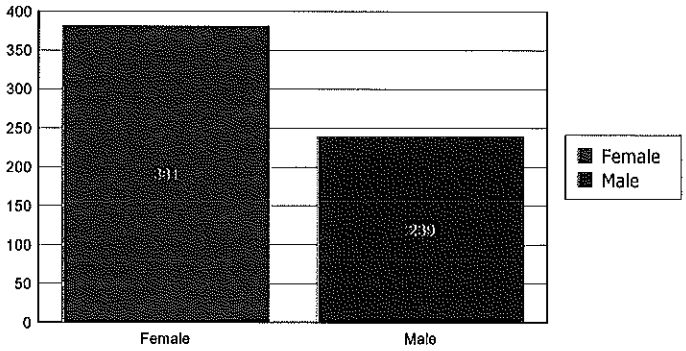
Gender of Head of Household

	Female	Male	Total
Not Selected	371	239	**610**
Selected	10	0	**10**
Total	**381**	**239**	**620**

Gender of Head of HH - Percentage



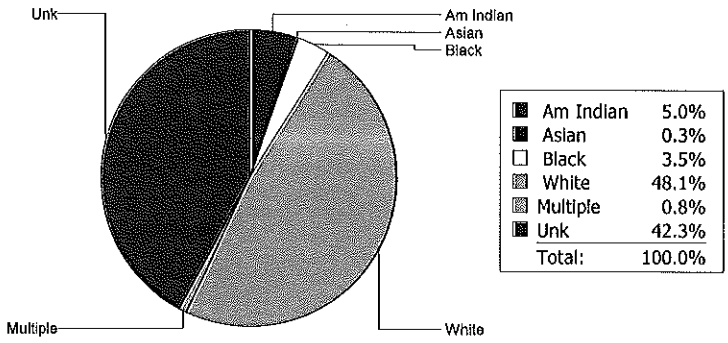
Gender of Head of HH - Count



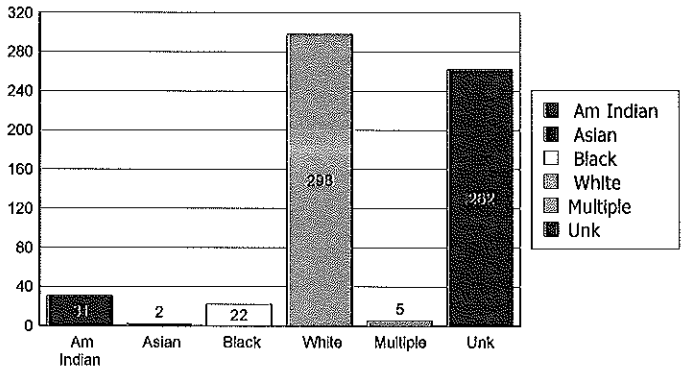
Household Race

	Am Indian	Asian	Black	White	Multiple	Unk	Total
Not Selected	30	2	22	293	5	258	**610**
Selected	1	0	0	5	0	4	**10**
Total	**31**	**2**	**22**	**298**	**5**	**262**	**620**

Household Race - Percentage



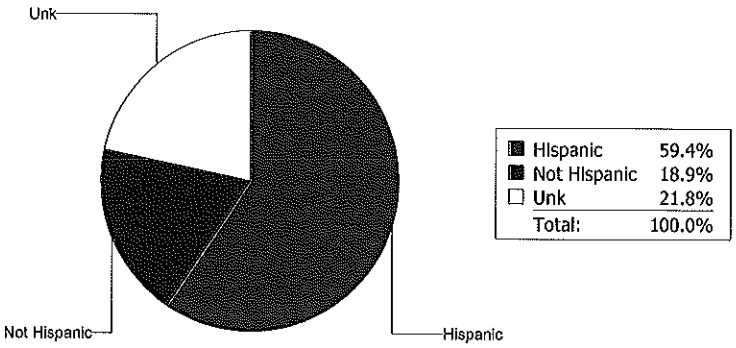
Household Race - Count



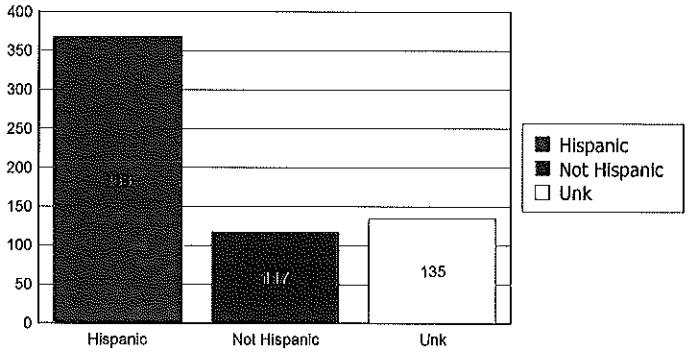
Household Ethnicity

	Hispanic	Not Hispanic	Unk	Total
Not Selected	359	116	135	**610**
Selected	9	1	0	**10**
Total	**368**	**117**	**135**	**620**

Household Ethnicity - Percentage



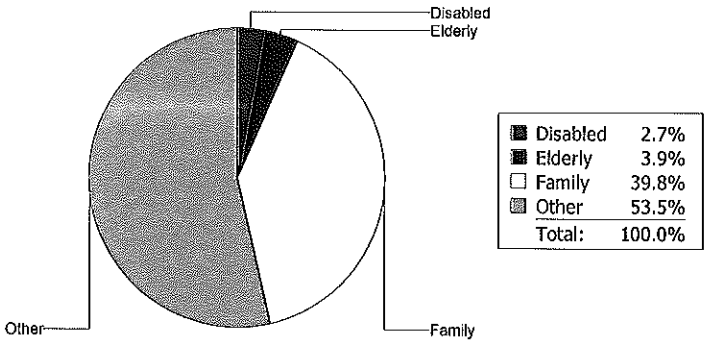
Household Ethnicity - Count



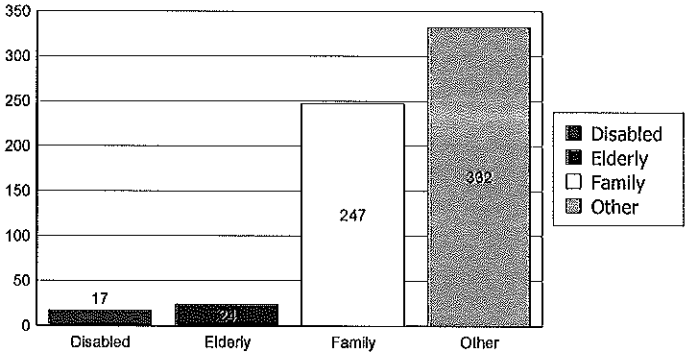
Household Type

	Disabled	Elderly	Family	Other	Total
Not Selected	17	24	238	331	**610**
Selected	0	0	9	1	**10**
Total	**17**	**24**	**247**	**332**	**620**

Household Type - Percentage



Household Type - Count



Waiting List Review

Santa Fe County Housing Authority (NM050)
HCV Waiting List

Waiting List Code: 2
Property:
Property Code: wl
Waiting List Type: 1
Max Refusals: 1

Date/Time Last Generated: October 16, 2013 10:53 am
List Open: Yes
Date Open: January 11, 2007
Date Closed:

List Ordering

Sort Order 1: Preferences
Sort Order 2: Date/Time
Sort Order 3:
Sort Order 4:
Sort Order 5:
Use Single Preference Rule: No

Waiting List Statistics

Total Selected: 0
Total Rejected: 0
Total Housed: 0
Total In Process: 0
% Lease up: 0.0%

Income Targeting

Code	Income Limit Description	Req. %	Pts/ Wt	# Selected	# Rejected	# Housed	# In Process	% Lease Up	% Met
									0.0%

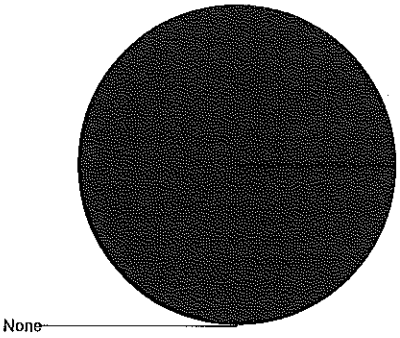
Income Limits Detail

Code	Description	Median Income	% Med Inc	Income Limits - Number of HH Members 1	2	3	4	5	6	7	8

Current Waiting List Households by Selection Status and Income Limit

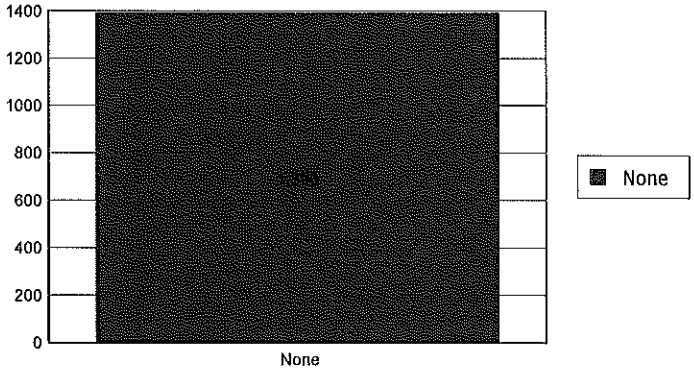
	None	Total Number Avg Position Min Position Max Position
Not Selected	1,390 695 1 1,388	**1,390** **695** **1** **1,388**
Total	**1,390** **695** **1** **1,388**	**1,390** **695** **1** **1,388**

Households by Income Limit - Percentage



None	1,390	100.0%
Total:	1,390	100.0%

Households by Income Limit - Count



Waiting List Preferences

Preference Calculation Method: Lumping

Code	Preference Description	Points / Weight	Rank
3	Working Families	0	0
5	Handicap, disable, elderly	0	0

Number of Households With Preferences

	Count
Handicap, disable, elderly	509
Working Families	306

Waiting List Targeted Funding

Code	Preference Description	Points / Weight	Rank

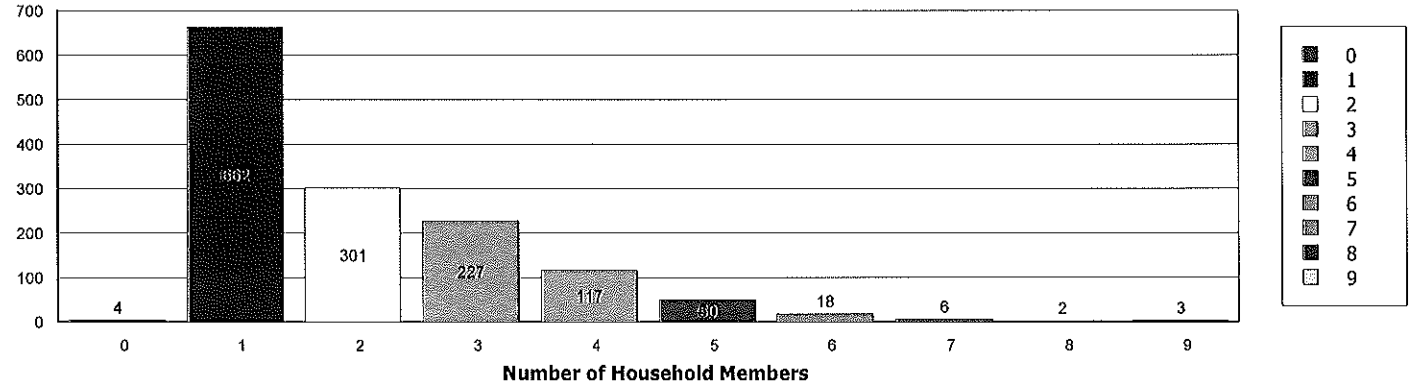
Number of Households With Targeted Funding

Waiting List Summary Information

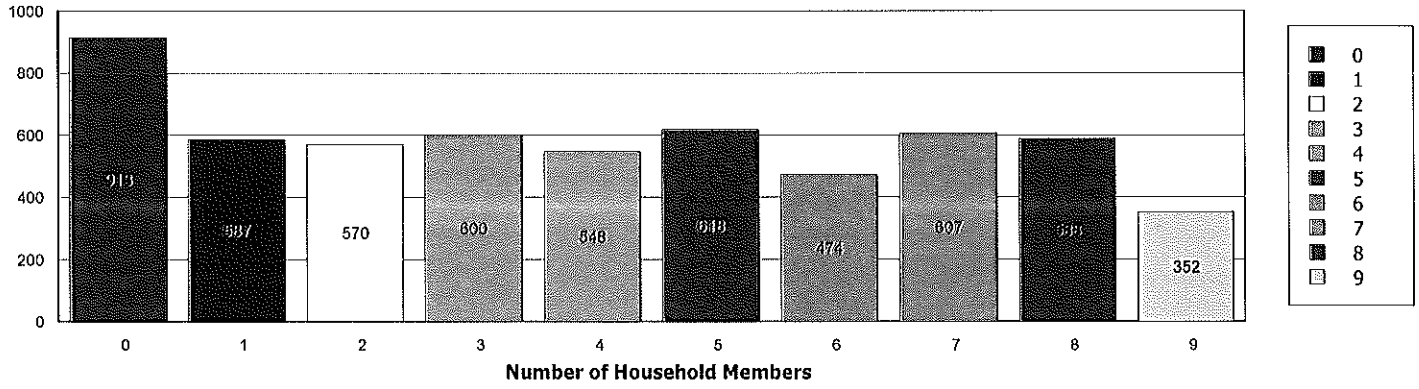
Waiting List Time Based on Number of HH Members

	0	1	2	3	4	5	6	7	8	9	# Families Avg Days Min Days Max Days
Not Selected	4 913 501 1,317	662 587 4 3,138	301 570 4 3,225	227 600 5 2,486	117 548 8 4,137	50 618 34 1,504	18 474 18 1,203	6 607 161 1,244	2 588 442 735	3 352 128 555	**1,390** **582** **4** **4,137**
Total	**4** **913** **501** **1,317**	**662** **587** **4** **3,138**	**301** **570** **4** **3,225**	**227** **600** **5** **2,486**	**117** **548** **8** **4,137**	**50** **618** **34** **1,504**	**18** **474** **18** **1,203**	**6** **607** **161** **1,244**	**2** **588** **442** **735**	**3** **352** **128** **555**	**1,390** **582** **4** **4,137**

Number of Households on Waiting List by Number of Members



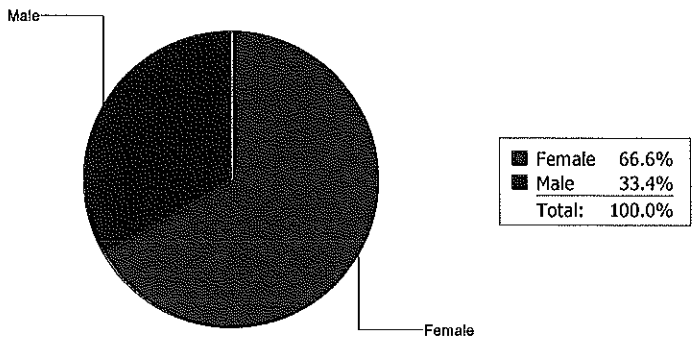
Avg Days on Waiting List by Number of Household Members



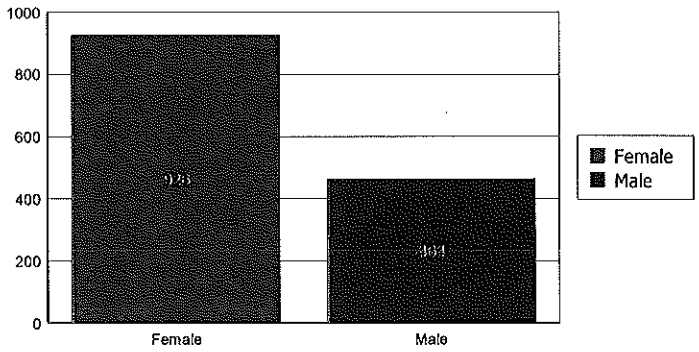
Gender of Head of Household

	Female	Male	Total
Not Selected	926	464	**1,390**
Total	**926**	**464**	**1,390**

Gender of Head of HH - Percentage



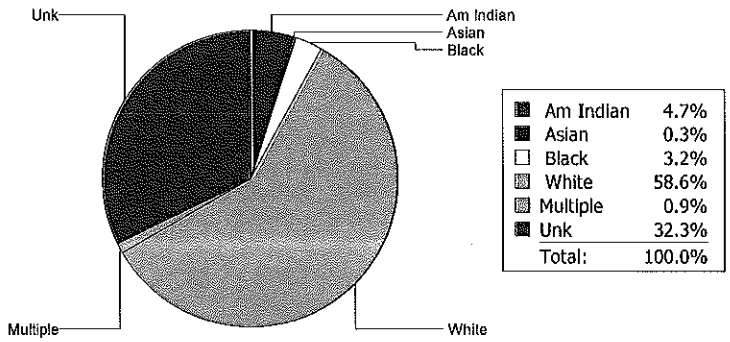
Gender of Head of HH - Count



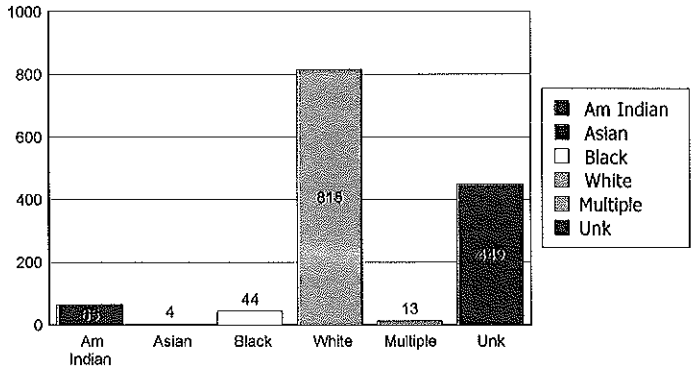
Household Race

	Am Indian	Asian	Black	White	Multiple	Unk	Total
Not Selected	65	4	44	815	13	449	**1,390**
Total	**65**	**4**	**44**	**815**	**13**	**449**	**1,390**

Household Race - Percentage



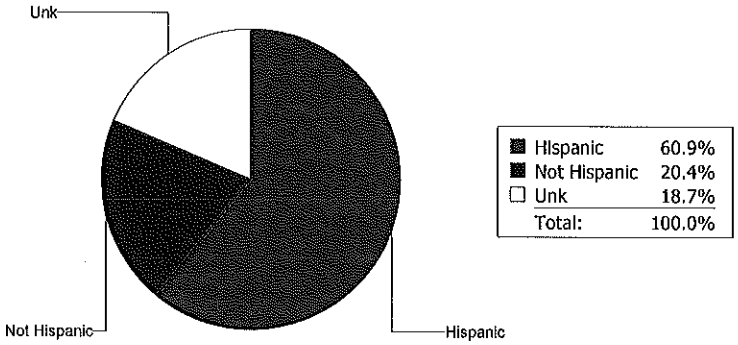
Household Race - Count



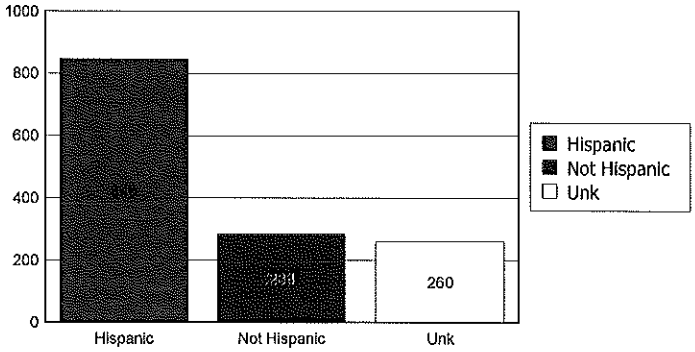
Household Ethnicity

	Hispanic	Not Hispanic	Unk	Total
Not Selected	846	284	260	**1,390**
Total	**846**	**284**	**260**	**1,390**

Household Ethnicity - Percentage



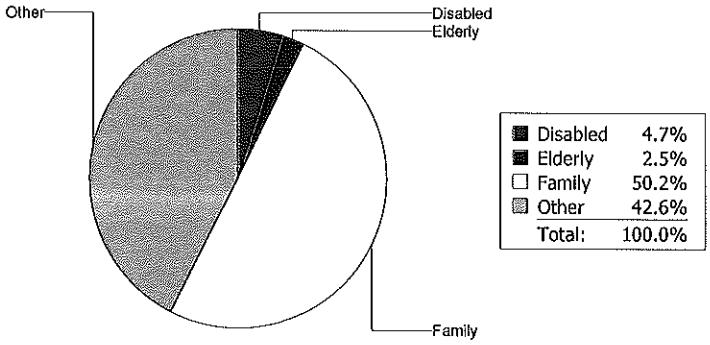
Household Ethnicity - Count



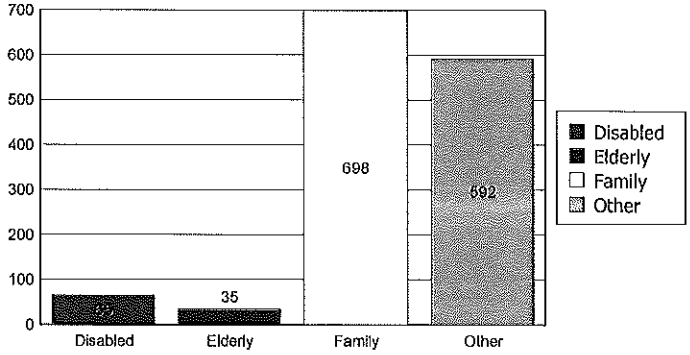
Household Type

	Disabled	Elderly	Family	Other	Total
Not Selected	65	35	698	592	**1,390**
Total	**65**	**35**	**698**	**592**	**1,390**

Household Type - Percentage



Household Type - Count



SANTA FE COUNTY

HOUSING AUTHORITY BOARD RESOLUTION NO. 2012-07HB

A RESOLUTION SEEKING AUTHORIZATION FROM THE UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT TO AMEND THE HOMEOWNERSHIP PLAN TO ALLOW USE OF HOME SALES PROCEEDS FOR: LOW-INCOME FAMILIES TO OBTAIN ENERGY EFFICIENCY IMPROVEMENTS TO THEIR HOMES; TO PROVIDE FINANCING OF LOW INTEREST LOANS FOR DEVELOPERS BUILDING AFFORDABLE HOUSING; TO DEVELOP A HOUSING PROGRAM FOR THE HOMELESS AND SPECIAL NEEDS POPULATIONS; AND TO CREATE A TRUST FUND TO PROVIDE FUTURE SUPPLMEENTAL FUNDING TO ALL HOMEOWNERSHIP PLAN PROGRAMS

WHEREAS, in 1974 Congress amended Section 5(h) of the United States Housing Act of 1937, permitting housing authorities to sell individual units to residents of public housing; and

WHEREAS, on May 20, 2000, the Board of County Commissioners adopted Resolution No. 2000-66, approving the Santa Fe County's Homeownership Plan; and

WHEREAS, the approved Homeownership Plan proposed to sell 100 existing units in the Valle Vista subdivision and twenty new construction units in the Vista Verde subdivision; and

WHEREAS, on June 25, 2002, the Board of Housing Commissioners approved Resolution No. 2002-75, amending the Homeownership Plan to include 20 additional new -construction units located in existing public housing neighborhoods; and

WHEREAS, on July 31, 2007, the Board of Housing Commissioners approved Resolution No. 2007-05, amending the Homeownership Plan to include the address of an improperly sold unit and to substitute the unit with an approved unit;

WHEREAS, on October 2, 2008, the Board of Housing Commissioners approved Resolution No. 2008-14, amending the Homeownership Plan to remove seven (7) units from the Plan to make them available for rent under the Public Housing Program;

WHEREAS, the Code of Federal Regulations 906.15 provides five eligible uses of the 5(h) Homeownership Program home sales proceeds; and

WHEREAS, the Santa Fe County Board of Housing Commissioners desires to obtain approval from the United States Department of Housing and Urban Development to amend its Homeownership Plan to add the following categories of programs to the Santa Fe County Homeownership Plan utilizing home sales proceeds:

- To provide funding to low-income families not currently assisted by the Santa Fe County Housing Authority to make energy efficiency improvements to their homes.

- To provide financing of low interest or no interest loans for developers who are building affordable housing in Santa Fe County for purchase or for rent.

- To develop a program for the homeless and special needs populations to help defray housing costs.

- To create a trust fund to provide future supplemental funding to the aforementioned programs.

WHEREAS, if the four additional types of programs are approved by the United States Department of Housing and Urban Development for inclusion in the Santa Fe County Housing Authority Homeownership Plan, a subsequent Resolution will establish comprehensive guidelines to implement the four types of programs added to the Homeownership Plan.

NOW, THEREFORE, BE IT RESOLVED that the Santa Fe County Board of Housing Commissioners approve Resolution No. 2012-07HB seeking authorization from the United States Department of Housing and Urban Development to amend the Homeownership Plan to include the following additional types of programs to be funded by home sales proceeds:

1. To provide funding to low-income families not currently assisted by the Santa Fe County Housing Authority to make energy efficiency improvements to their homes;
2. To provide financing of low interest or no interest loans for developers who are building affordable housing in Santa Fe County for purchase or for rent;
3. To develop a program for the homeless and special needs populations to help defray housing costs; and
4. To create a trust fund to provide future supplemental funding to the aforementioned programs.

APPROVED, ADOPTED, AND PASSED this 24th day of April, 2012.

BOARD OF HOUSING COMMISSIONERS

Liz Stefanics, Chairperson

ATTEST:

Valerie Espinoza, County Clerk

APPROVED AS TO FORM:

Stephen C. Ross, County Attorney

COUNTY CLERK SANTA FE COUNTY NEW MEXICO

SFC CLERK RECORDED 04/25/2012

COUNTY CLERK SANTA FE COUNTY NEW MEXICO

COUNTY OF SANTA FE)
STATE OF NEW MEXICO) ss

HOUSING RESOLUTION
PAGES: 3

I Hereby Certify That This Instrument Was Filed for Record On The 25TH Day Of April, 2012 at 01:36:03 PM And Was Duly Recorded as Instrument # 1667345 Of The Records Of Santa Fe County

Witness My Hand And Seal Of Office
Valerie Espinoza
Deputy
County Clerk, Santa Fe, NM

Daniel (Danny) Mayfield
Commissioner, District 1

Virginia Vigil
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3

Kathleen Holian
Commissioner, District 4

Elizabeth T. Stephanics
Commissioner, District 5

Katherine Miller
County Manager

Santa Fe County Housing Authority

Dodi Salazar
Executive Director

May 18, 2012

Ainars Rodins, P.E., Director
U.S. Department of HUD
Special Applications Center
Ralph H. Metcalfe Federal Building
77 W. Jackson Blvd., Room 2401
Chicago, Il 60604-3507

Dear Mr. Rodins,

SUBJECT: Request to amend the Section 5(h) Homeownership Plan

On November 20, 2000, the Santa Fe County Housing Authority received the initial approval for a 5(h) Homeownership Program. To date, there have been three amendments to this plan as follows:

- Amendment No. 1 was approved on March 11, 2002 for the sale of 20 additional units;
- Amendment No. 2 was approved on November 27, 2007 to include the address of an improperly sold unit and to substitute the unit with an approved unit;
- Amendment No. 3 was approved on February 4, 2009 to remove 7 units from the Homeownership Plan and making them available for rent under the public housing program.

The Santa Fe County Housing Authority is now requesting authorization to create and implement additional programs utilizing 5(h) Homeownership home sales proceeds. The implementation of these additional programs will assist a greater number of low-income families in Santa Fe County.

Current Eligible Uses of Home Sales Proceeds

CFR 906.15 provides five eligible uses of the 5(h) Homeownership Program home sales proceeds:

1. In connection with the homeownership plan from which the funds are derived, for purposes that are justified to ensure the success of the plan and to protect the interest of the homeowners, the Public Housing Authority (PHA) and any other entity with responsibility for carrying out the plan.

2. In connection with another HUD-approved homeownership plan for assistance to purchaser and for reasonable planning and implementation costs.

3. In connection with a state or local homeownership program for low-income families, as described in the homeownership plan, for assistance to purchasers and for reasonable planning and implementation costs. Under such programs, sales proceeds may be used to construct or acquire additional dwellings for sale to low-income families or to assist such families in purchasing other dwellings from public or private owners.

4. In connection with operating the PHA's other public housing that remains under ACC, for any purposes authorized for the use of operating funds under the ACC and Federal regulations, as included in the HUD-approved operating budgets.

5. In connection with any other federal state or local housing program for low-income families, as described in the homeownership plan.

Request to Implement Additional Programs Utilizing Home Sales Proceeds

If this amendment is approved, the Santa Fe County Housing Authority will use the 5(h) Homeownership Program home sales proceeds to implement the following programs:

1. Provide low interest or no interest loans to low-income families to make improvements to homes that are substandard. These low or no interest loans would also be made available for energy efficiency upgrades. Because the program would offer loans instead of subsidies, the fund would be able to make loans available to additional low-income families as previous loans are repaid, thus creating a revolving fund.

2. Provide financing of low interest or no interest loans for developers who are building affordable housing for purchase or for rent. The most recent housing needs assessment for Santa Fe County conducted by RRC indicates that new development is needed in the county due to the extreme lack of affordable rental housing. This program would promote the new development of affordable rental housing for low-income families. The program would provide Santa Fe County Housing Authority the opportunity to continue to offer financing to developers for future projects as previous loans are repaid, thus creating a revolving fund.

3. Develop a program for the homeless and special needs populations to help defray their housing costs. This program would be a joint venture with agencies in the community that are currently assisting the homeless and special needs populations.

4. Create a trust fund to provide future supplemental funding to the aforementioned programs as well as the other programs defined in the Santa Fe County Housing Authority's Five Year Plan. The trust fund would provide flexibility for the Housing Authority Board of Commissioners to direct funding to programs that need it as market conditions and low-income families' housing needs change.

Attached to this letter is the board resolution approving amendment No. 4 to the Section 5(h) Homeownership Plan requesting approval from the Department of Housing and Urban Development to implement additional programs utilizing home sales proceeds. I have also included a copy of the initial 5(h) Homeownership Plan that was approved in 2000, Amendment No. 1 approved in 2002, Amendment No. 2 approved in 2007, and amendment No. 3 approved in 2009.

If you have any questions or need additional information, you may contact me at (505) 992-3058.

I look forward to hearing from you.

Sincerely,

Dodi Salazar
Executive Director

Cc: Floyd R. Duran, Program Center Coordinator
Albuquerque HUD Field Office

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 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 Requested 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 plan 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 Requested 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 funds may also be applied for in conjunction with the 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 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