

Santa Fe County Housing Authority Board
November 26, 2013
Legal Conference Room
10:00 a.m.

AGENDA

- I. Call to Order**
- II. Roll Call**
- III. Introductions**
- IV. Approval of Agenda** (Action)
- V. Approval of Minutes** (Action)
- VI. Approval of Resolution 2013-13HB, A Resolution Approving the Continued Occupancy by Police Officers for the Valle Vista and Santa Cruz Public Housing Neighborhoods to Provide Security for Public Housing Residents** (Action)
- VII. Approval of Resolution 2013-14HB, A Resolution Approving the Continued Use of a Public Housing Unit as a Community Center for Resident Services and Requesting a Waiver of the Performance Funding System** (Action)
- VIII. Housing Authority Updates:** (Discussion)
 - a. Site Improvement Plan/CFP Update**
 - b. Vacancy Update**
 - c. Director's Report**
- IX. Public Comments** (Discussion)
- X. Matters from the Board** (Discussion)
- XI. Executive Session** (Discussion)
- XII. Adjournment**

MINUTES OF THE
SANTA FE COUNTY
HOUSING AUTHORITY BOARD

October 29, 2013

This meeting of the Santa Fe County Housing Authority was called to order on the above-cited date in the Santa Fe County Legal Conference Room, at the County Courthouse at approximately 10:05 a.m. by County Commission Chair Kathy Holian.

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

Members Present:

Kathy Holian, Commissioner
Miguel Chavez, Commissioner
Liz Stefanics, Commissioner
Frances Ong, Resident Member
Joseph Loewy, Community Member

Member(s) Excused:

Danny Mayfield, Commissioner
Robert Anaya, Commissioner

Staff Present:

Rachel Brown, Deputy County Attorney
Ron Pacheco, Housing Authority Director
Steve Brugger, Affordable Housing Administrator
Larry Narvaiz, Housing Authority Staff
Tim Vigil, Assistant County Attorney
Deanna Lopez, Housing Division
Chris Barela, Constituent Liaison
Lisa Roybal, County Manager's Office
Molly Saiz, Finance

III. Introductions

Those present introduced themselves.

IV. Approval of Agenda

Mr. Pacheco noted the agenda was amended to include a resolution approved at last month's meeting that failed to provide the information HUD required.

Commissioner Chavez moved to approve the amended agenda. Mr. Loewy seconded and

the motion passed by unanimous [5-0] voice vote.

V. Approval of Minutes: September 24, 2013

Mr. Pacheco noted a number of typographical errors. [The items were corrected and the amended minutes filed with the Clerk's office.]

Mr. Loewy moved to approve the minutes as corrected. His motion was seconded by Ms. Ong and passed by unanimous [5-0] voice vote.

VI. Approval of Resolution 2013-1108HB: A Resolution Amending Resolution 2013-10HB for the Purpose of Approving HUD Form 52190-B, Declaration of Trust

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 Chavez seconded and the motion passed unanimously [5-0]

VII. Approval of Resolution 2013-11HB: Approval of HUD Form 50071, Certification of Payments to Influence Federal Transactions

Mr. Pacheco said this is the amended resolution including the HUD required attachments.

Commissioner Stefanics moved to approve Resolution 2013-11HB. Commissioner Chavez seconded and the motion passed by unanimous [5-0] voice vote.

Commissioner Stefanics asked whether 2013-10 should be repealed. Mr. Vigil said 2013-11 corrects a few dates and clarifies a legal description and he would present 2013-10 for repeal at the next meeting.

VIII. Approval of Resolution 2013-12HB: A Resolution Requesting Authorization to Increase the Capital Funds Project Budget for FY14 for the CFP FY13 Grant

Mr. Pacheco indicated that this resolution allows the Authority to accept funding for fiscal year 14 from a CFP grant that was done this year funding the CFP position, allowing for training, fencing at all three public housing sites that need repair as well as roof repair/replacement, assistance for unit turnaround, asbestos removal, etc. and replacement of a crashed vehicle. The resolution confirms the grant amount and identifies the items the funds can be used for.

Commissioner Stefanics moved to approve Resolution 2013-12HB. Commissioner Chavez seconded and the motion passed by unanimous [5-0] voice vote

VIII. Housing Authority Updates

A. Site Improvement Plan/CFP Update

Mr. Pacheco announced that Larry Narvaiz will be retiring at the end of 2013 and he thanked him for his tremendous service to Santa Fe County.

Mr. Narvaiz reviewed the extension of the main sewer line at the Jacob Martinez site noting that the easement issue is being reviewed by the private landowner. He also reviewed the roofing contractor(s), unit turnaround with contractors' assistance, and upcoming projects. Regarding the roofing contractors, Mr. Pacheco said there would be three that the County will use for all County facilities. The practice of utilizing a private contractor to prepare units for rent rather than staff occurs at holiday times each year.

A discussion ensued regarding award of contract to the low bidder which following change orders turns into the highest bid.

Appreciating the use of contractors at the end of year, Commissioner Stefanics said she would never want contractors to replace County employees.

The Authority thanked Mr. Narvaiz for his service.

B. Upcoming Projects

Mr. Pacheco said some units at Valle Vista and Santa Cruz will be getting new cabinets and bathroom remodels. Staff is developing an RFP for this project.

C. Vacancy Update

Mr. Pacheco reported that the vacancy rate was holding at 96 percent.

D. Director's Report

Mr. Pacheco provided information regarding the housing waiting list. He said there were just fewer than 1,400 individuals on the voucher list and 610 on the waiting list for public housing. He characterized the Authority's tenants as the working poor or those receiving some form of Social Security.

Commissioner Stefanics requested a one-page demographic description of those on the waiting list. She said it would be helpful in the Authority's decision-making capacity.

Regarding the County's request for an amendment to the 5(h) Homeownership Plan program, Mr. Pacheco said he recently spoke with a HUD representative who indicated a formal response would be provided soon.

IX. Matters from the Public

None were presented.

X. Matters from the Board

Commissioner Stefanics asked how the amendments to the 5(h) plan will affect the program. Ms. Miller said the Galisteo property is not reliant on 5(h). Currently the property can only be used for home sales or public housing sites.

XI. Executive Session

None were presented.

XII. Adjournment

The Authority thanked Mr. Narvaiz and wished him a wonderful retirement. Mr. Loewy urged staff to look internally in finding a replacement for the vacant position.

Having completed the agenda and with no further business to come before the Authority, Chair Holian adjourned the meeting at approximately 10:40 a.m.

Approved by:

Kathy Holian, Chair
Housing Authority Board

ATTEST TO:

GERALDINE SALAZAR
COUNTY CLERK

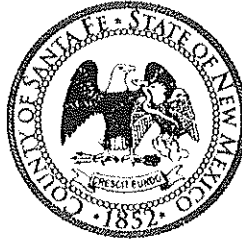
Respectfully submitted by:

Karen Farrell, Wordswork

Daniel "Danny" Mayfield
Commissioner, District 1

Miguel M. Chavez
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Ron Pacheco
Executive Director

Kathy Holian
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

Memorandum

To: Santa Fe County Housing Authority Board

From: James R. Pacheco, Executive Director *jr*

Date: November, 13 2013

Re: Resolution No. 2013- 13HB – Approval of Continued Occupancy by Police Officers for the Valle Vista and Santa Cruz Public Housing Neighborhoods to Provide Security for Public Housing Residents

Since 2007, the Santa Fe County Housing Authority has had the benefit of having a police officer live within the public housing neighborhoods. This provision allowed by HUD and approved by the Housing Board has resulted in having increased security for public housing residents. The Housing Authority has determined that placing police officers in its housing neighborhoods has decreased the incidents of illegal criminal activity in the neighborhoods. With the approval of this resolution the Housing Authority will be allowed to continue this program practice for another year.

SANTA FE COUNTY

Housing Authority Board Resolution No. 2013-13HB

A RESOLUTION APPROVING THE CONTINUED OCCUPANCY BY POLICE OFFICERS FOR THE VALLE VISTA AND SANTA CRUZ PUBLIC HOUSING NEIGHBORHOODS TO PROVIDE SECURITY FOR PUBLIC HOUSING RESIDENTS

WHEREAS, the Code of Federal Regulations, Section 960.505 (Attachment A) provides for the occupancy by police officers who would not otherwise be eligible for occupancy in public housing, to reside in public housing dwelling units;

WHEREAS, the occupancy must be for the purpose of increasing security for public housing residents;

WHEREAS, on November 27, 2007, the Santa Fe County Housing Authority Board of Commissioners approved a Resolution approving the occupancy by a police officer for the Santa Cruz Public Housing Neighborhood;

WHEREAS, on September 30, 2008, the Santa Fe County Housing Authority Board of Commissioners approved a Resolution approving the occupancy by police officers for the Valle Vista and Jacob D. Martinez Public Housing Neighborhoods;

WHEREAS, the Housing Authority has determined that placing police officers in its housing neighborhoods has decreased the incidents of illegal criminal activity in the neighborhoods;

WHEREAS, the Housing Authority has developed an Implementation Plan (Attachment B) and a Law Enforcement Officer Dwelling Lease Agreement (Attachment C) as required by the United States Housing and Urban Development;

WHEREAS, the Implementation Plan and the Law Enforcement Officer Dwelling Lease clarify the selection process, procedures and the terms of occupancy for police officers to reside in public housing.

NOW THEREFORE BE IT RESOLVED, that the Santa Fe County Housing Authority Board of Commissioners hereby approves and adopts this Resolution approving the continued occupancy by police officers for the Valle Vista and Santa Cruz Public Housing Neighborhoods to provide security for public housing residents.

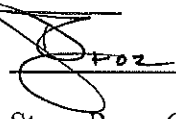
APPROVED, ADOPTED AND PASSED this 26th day of November 2013.

ATTEST: **Santa Fe County Housing Authority Board of Commissioners**

Kathy Holian, Chairperson

Geraldine Salazar, County Clerk

APPROVED AS TO FORM:



Steve Ross, County Attorney

ATTACHMENT A

Asst. Secy., for Public and Indian Housing, HUD

§ 960.601

thirty days before offering the unit to an over-income family;

(c) The over-income family rents the unit on a month-to-month basis for a rent that is not less than the PHA's cost to operate the unit;

(d) The lease to the over-income family provides that the family agrees to vacate the unit when needed for rental to an eligible family; and

(e) The PHA gives the over-income family at least thirty days notice to vacate the unit when the unit is needed for rental to an eligible family.

§ 960.505 Occupancy by police officers to provide security for public housing residents.

(a) *Police officer.* For purpose of this subpart E, "police officer" means a person determined by the PHA to be, during the period of residence of that person in public housing, employed on a full-time basis as a duly licensed professional police officer by a Federal, State or local government or by any agency of these governments. An officer of an accredited police force of a housing agency may qualify.

(b) *Occupancy in public housing.* For the purpose of increasing security for residents of a public housing development, the PHA may allow police officers who would not otherwise be eligible for occupancy in public housing, to reside in a public housing dwelling unit. The PHA must include in the PHA annual plan or supporting documents the number and location of the units to be occupied by police officers, and the terms and conditions of their tenancies; and a statement that such occupancy is needed to increase security for public housing residents.

Subpart F—When Resident Must Perform Community Service Activities or Self-Sufficiency Work Activities

SOURCE: 65 FR 16729, Mar. 29, 2000, unless otherwise noted.

§ 960.600 Implementation.

PHAs and residents must comply with the requirements of this subpart beginning with PHA fiscal years that commence on or after October 1, 2000. Unless otherwise provided by § 903.11 of

this chapter, Annual Plans submitted for those fiscal years are required to contain information regarding the PHA's compliance with the community service requirement, as described in § 903.7 of this chapter.

§ 960.601 Definitions.

(a) *Definitions found elsewhere—(1) General definitions.* The following terms are defined in part 5, subpart A of this title: *public housing, public housing agency (PHA).*

(2) *Definitions concerning income and rent.* The following terms are defined in part 5, subpart F of this title: *economic self-sufficiency program, work activities.*

(b) *Other definitions.* In addition to the definitions in paragraph (a) of this section, the following definitions apply:

Community service. The performance of voluntary work or duties that are a public benefit, and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community. Community service is not employment and may not include political activities.

Exempt individual. An adult who:

(1) Is 62 years or older;

(2)(i) Is a blind or disabled individual, as defined under 216(i)(1) or 1614 of the Social Security Act (42 U.S.C. 416(i)(1); 1382c), and who certifies that because of this disability she or he is unable to comply with the service provisions of this subpart, or

(ii) Is a primary caretaker of such individual;

(3) Is engaged in work activities;

(4) Meets the requirements for being exempted from having to engage in a work activity under the State program funded under part A of title IV of the Social Security Act (42 U.S.C. 601 *et seq.*) or under any other welfare program of the State in which the PHA is located, including a State-administered welfare-to-work program; or

(5) Is a member of a family receiving assistance, benefits or services under a State program funded under part A of title IV of the Social Security Act (42 U.S.C. 601 *et seq.*) or under any other welfare program of the State in which the PHA is located, including a State-administered welfare-to-work program,

Attachment B

Santa Fe County Housing Authority

Occupancy by Police Officers to Provide Security for Public Housing Residents

Implementation Plan

Composition of Public Housing Neighborhoods

The Santa Fe County Housing Authority currently manages 200 Public Housing units located at three different housing neighborhoods.

The Valle Vista Housing Neighborhood, located off State Rd. 14, initially consisted of 100 public housing units. As a result of renovation and sale, 29 public housing units have been sold leaving 71 units available for rent in the neighborhood. The neighborhood has an on-site office and manager as well as a satellite Boys & Girls Club located in the community center. The neighborhood also has an active Resident Council. The Housing Authority's Maintenance Office, as well as a site office, are located in this neighborhood.

The Valle de Esperanza Housing Neighborhood, located in Santa Cruz, has a total of 59 units available for rent. As well as being surrounded by breathtaking views of the mountains, this housing neighborhood includes the Abedon Lopez Senior Center and a satellite Boy's & Girls Club. The neighborhood has a Resident Council that meets monthly.

Criminal Activity

Prior to placing police officers in our public housing neighborhoods, there were serious issues with illegal criminal activity including domestic violence, drug and gang activity, breaking and entering, damage to property and units and ongoing graffiti issues. The Housing Authority has witnessed a decrease in all criminal activity since the police officers have moved in.

Selection Process

The Housing Authority will inform the Santa Fe County Sheriff's Department that it will be accepting letters of interest from Sheriff Officers interested in residing at the Public Housing Neighborhoods. If there are no Sheriff Officers that show an interest, the Housing Authority will inform both the Santa Fe City Police and New Mexico State Police Officers of the opportunity. Letters of interest will be reviewed and approved by the Housing Director. The police officer will be subject to the same screening criteria as other applicants.

Location

Currently, the units identified for occupancy by the police officer are:

- 144 Camino de Quintana, Santa Cruz, New Mexico (Santa Cruz)
- 15 A Tusa, Santa Fe, New Mexico (Valle Vista)

Rent and Security Deposit

The police officer will be charged \$100.00 per month for rent. A security deposit in the amount of \$100.00 will also be charged.

Lease Agreement

A copy of the Lease Agreement between the Housing Authority and Law Enforcement Officer(s) is attached to this "Implementation Plan." The officer's right of occupancy is dependent on continued employment with his/her respective Law Enforcement Organization. Should the officer terminate employment with the respective law enforcement organization, the lease shall state that the officer shall move out of the unit within 30 days of Notice of Termination of Employment.

Police Officer Obligations

The occupancy by police officers in the Valle de Esperanza (Santa Cruz) and Valle Vista Public Housing Neighborhoods is needed to increase security for public housing residents.

In an effort to provide increased security in the housing neighborhood, the police officer will provide the following:

- Be active and visible in the neighborhood
- Patrol the housing neighborhood on a daily basis (day or night). On weekends patrol the neighborhood at least once nightly
- Become acquainted with the residents in the neighborhood;
- Inform the Housing Authority promptly of any known illegal criminal activity taking place in the neighborhood;
- Provide the Housing Authority with police reports related to illegal criminal activity that takes place in the neighborhood;
- Attend the monthly resident council meetings (if schedule allows)
- Develop and implement a Neighborhood Watch Program in the neighborhood

The police officer will also be required to meet with Housing Authority Staff on a monthly basis to discuss problems, resolve issues and make recommendations for improvement.

Attachment C

**SANTA FE COUNTY HOUSING AUTHORITY
LAW ENFORCEMENT OFFICER'S
DWELLING LEASE AGREEMENT**

This lease Agreement is made and entered into by and between the Santa Fe County Housing Authority and _____, a police officer employed with _____.

- 1) The police officer and his/her immediate family (as listed) hereby leases a unit located at: _____.

HOUSEHOLD MEMBER	RELATIONSHIP TO POLICE OFFICER

- 2) Effective date of this dwelling lease shall become effective _____, 20____. It is understood that this lease, until terminated or modified as provided for herein, shall be in effect.
- 3) The police officer shall pay the Housing Authority \$100.00 per month for rent. If rent is not received by the 5th day of each month, a late fee in the amount of \$10.00 will be assessed.
- 4) The police officer shall pay the Housing Authority a security deposit in the amount of \$100.00 upon occupancy. The security deposit will be held by the Housing Authority toward reimbursement of the cost of cleaning and repairing any damages beyond normal wear-and-tear to the unit and/or premises caused by the family or guests. Any refund of the security deposit due to the police officer will be refunded within (30) days after the keys to the unit are turned into the office.
- 5) The police officer will be given written notice of any other charges including charges for yard violations and/or work orders. Payment for such charges will be due with the rent the month following notifications of the change.

- 6) The police officer will be responsible to pay for gas and electricity if housed in Santa Cruz. The police officer will be responsible to pay for gas, electricity, water and sewer if housed in Valle Vista. The Housing Authority will provide trash collection.
- 7) The Housing Authority will require the police officer, acting within their capacity as a law enforcement officer, to provide the following as a condition of occupancy:
- Be active and visible in the neighborhood;
 - Patrol the housing neighborhood on a daily basis (day or night). On weekends, patrol the neighborhood at least once nightly;
 - Become acquainted with the residents in the neighborhood;
 - Inform the Housing Authority promptly of any know illegal criminal activity taking place in the neighborhood;
 - Provide the Housing Authority with police reports related to illegal criminal activity that takes place in the neighborhood;
 - Attend the monthly Resident Council Meetings (if schedule allows);
 - Develop and implement a Neighborhood Watch Program in the neighborhood;
 - Meet with Housing Authority staff on a monthly basis to discuss problems, resolve issues and make recommendations for improvement.
- 8) The police officer's right of occupancy is dependent on continued employment with his/her Law Enforcement Organization. Should the police officer terminate employment with the Law Enforcement Organization, the lease shall terminate (within 30 days of Notice of Termination of Employment) and the housing authority shall provide the Police Officer with a 30 day termination of lease notice.
- 9) The Housing Authority will not be responsible for any loss, liability or expense (including attorney's fees) due to fire, theft or accident or any other events occurring on the rented premises or site. It is the police officer's responsibility to independently obtain renters insurance.
- 10) Either party may terminate this lease agreement by giving the other party a written 30 day notice of lease termination.

LAW ENFORCEMENT OFFICER

DATE

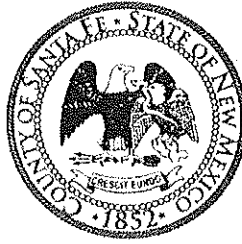
HOUSING AUTHORITY REPRESENTATIVE

DATE

Daniel "Danny" Mayfield
Commissioner, District 1

Miguel M. Chavez
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Ron Pacheco
Executive Director

Kathy Holian
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

Memorandum

To: Santa Fe County Housing Authority Board

From: James R. Pacheco, Executive Director *JP*

Date: November 14, 2013

Re: Resolution No. 2013- 14HB – Continued Designation of a Public Housing Unit as a Special Use Unit

Since 2005, the Santa Fe County Housing Authority has provided a public housing unit (# 57) as a community center (special use unit) for residents living at the Jacob D. Martinez housing site. Since that time, the community center has been utilized to provide resident services like weekly commodities distributions and various tenant trainings including Family Self Sufficiency (FSS) trainings. Other scheduled activities like monthly resident meetings and holiday celebrations for residents and their families are also held at this location throughout the year. The Housing Authority is required to document this special use unit request on an annual basis. This resolution meets that requirement. The approved waiver of the Performance Funding System allows the Department of Housing and Urban Development (HUD) to continue providing a monthly subsidy for this special use unit.

SANTA FE COUNTY

Housing Authority Board Resolution No. 2013-14HB

A RESOLUTION APPROVING THE CONTINUED USE OF A PUBLIC HOUSING UNIT AS A COMMUNITY CENTER FOR RESIDENT SERVICES AND REQUESTING A WAIVER OF THE PERFORMANCE FUNDING SYSTEM

WHEREAS, the Code of Federal Regulations, Section 990.145, (Attachment A) allows housing authorities to receive operating subsidies for special use units approved and used for resident services, resident organization offices and related activities, such as self-sufficiency and anti-crime initiatives;

WHEREAS, in August 2005, the Housing Authority made a request to the Department of Housing and Urban Development to remove a public housing unit (#57 Camino de Jacobo, Santa Fe, New Mexico) to be used for resident services and related activities and a waiver from the Performance Funding System;

WHEREAS, the request to utilize the public housing unit as a community center and the waiver of the Performance Funding System through December 31, 2013 was approved by the Department of Housing and Urban Development;

WHEREAS, the unit is being utilized by the residents of the Camino de Jacobo Housing Neighborhood for resident council meetings, resident activities, training programs and the distribution of commodities for resident families;

WHEREAS, in order to continue the use of the public housing unit for resident services and a waiver of the Performance Funding System, the Housing Authority must submit a letter requesting an extension of the approval with a resolution approved by the Board of Housing Commissioners to the Department of Housing and Urban Development;

NOW THEREFORE BE IT RESOLVED, that the Santa Fe County Housing Authority Board of Commissioners hereby approves and adopts this Resolution approving the continued use of a public housing unit as a community center for resident services and requesting a waiver of the Performance Funding System.

ATTACHMENT A

§ 990.140

24 CFR Ch. IX (4-1-13 Edition)

(c) The PHA shall maintain and, at HUD's request, shall make available to HUD, specific documentation of the status of all units, including, but not limited to, a listing of the units, street addresses or physical address, and project/management control numbers.

(d) Any unit months that do not meet the requirements of this subpart are not eligible for operating subsidy, and will not be subsidized by the Operating Fund.

§ 990.140 Occupied dwelling units.

A PHA is eligible to receive operating subsidy for public housing units for each unit month that those units are under an ACC and occupied by a public housing-eligible family under lease.

§ 990.145 Dwelling units with approved vacancies.

(a) A PHA is eligible to receive operating subsidy for vacant public housing units for each unit month the units are under an ACC and meet one of the following HUD-approved vacancies:

(1) *Units undergoing modernization.* Vacancies resulting from project modernization or unit modernization (such as work necessary to reoccupy vacant units) provided that one of the following conditions is met:

(i) The unit is undergoing modernization (i.e., the modernization contract has been awarded or for-fee account work has started) and must be vacant to perform the work, and the construction is on schedule according to a HUD-approved PHA Annual Plan; or

(ii) The unit must be vacant to perform the work and the treatment of the vacant unit is included in a HUD-approved PHA Annual Plan, but the time period for placing the vacant unit under construction has not yet expired. The PHA shall place the vacant unit under construction within two federal fiscal years (FFYs) after the FFY in which the capital funds are approved.

(2) *Special use units.* Units approved and used for resident services, resident organization offices, and related activities, such as self-sufficiency and anti-crime initiatives.

(b) On a project-by-project basis, subject to prior HUD approval and for the time period agreed to by HUD, a PHA

shall receive operating subsidy for the units affected by the following events that are outside the control of the PHA:

(1) *Litigation.* Units that are vacant due to litigation, such as a court order or settlement agreement that is legally enforceable; units that are vacant in order to meet regulatory and statutory requirements to avoid potential litigation (as covered in a HUD-approved PHA Annual Plan); and units under voluntary compliance agreements with HUD or other voluntary compliance agreements acceptable to HUD (e.g., units that are being held vacant as part of a court-order, HUD-approved desegregation plan, or voluntary compliance agreement requiring modifications to the units to make them accessible pursuant to 24 CFR part 8).

(2) *Disasters.* Units that are vacant due to a federally declared, state-declared, or other declared disaster.

(3) *Casualty losses.* Damaged units that remain vacant due to delays in settling insurance claims.

(c) A PHA may appeal to HUD to receive operating subsidy for units that are vacant due to changing market conditions (see subpart G of this part—Appeals).

§ 990.150 Limited vacancies.

(a) *Operating subsidy for a limited number of vacancies.* HUD shall pay operating subsidy for a limited number of vacant units under an ACC if the annualized vacancy rate is less than or equal to:

(1) Three percent of the PHA's total unit inventory (not to exceed 100 percent of the unit months under an ACC) for the period July 1, 2004, to June 30, 2005, and

(2) Three percent of the total units on a project-by-project basis based on the definition of a project under subpart H of this part, beginning July 1, 2005.

(b) *Exception for PHAs with 100 or fewer units.* Notwithstanding paragraph (a) of this section, a PHA with 100 or fewer units will be paid operating subsidy for up to five vacant units not to exceed 100 percent of the unit months under an ACC. For example, a PHA with an inventory of 100 units and four vacancies during its fiscal year will be

Memorandum

To: Santa Fe County Housing Authority Board
From: Victor Gonzales, Project Manager
Via: James R. Pacheco, Executive Director
Date: 11/14/13
Re: CFP Report

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

Staff has continued to try to get approval for an easement from the owner of the property on 4th Street as was mentioned at the last Housing Board Meeting. Staff has also made contact with the owner of another property just south on 4th Street to request approval for the same type of easement. Staff will continue to have discussions with both property owners to see if we can get approval from one of them for an easement to connect to the City of Santa Fe's sewer line through their property.

Unit Turnaround

Big Rock Builders started working on the unit turnaround project on November 13, 2013. This company was awarded the contract in the amount of \$12,901.25. The contractor will patch drywall, paint, and perform minor electrical repairs and minor plumbing in each of public housing units approved for this project. Big Rock Builders will also clean both the interior and exterior of these 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. In order for the bathroom remodels to take place in Santa Cruz, asbestos abatement will have to occur before an approved contractor can remodel these bathrooms.

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

	October	November	December	January ²	February	March
Total Units Available for Lease	199	199				
Units Off-line Due to Modernization	0	0				
Vacant Units (ready for occupancy)	0	0				
Total Vacant Units (preparing for occupancy)	7	10				
Vacant Units per Site						
<u>Valle Vista</u>	3	3				
<u>Santa Cruz</u>	1	3				
<u>Camino de Jacobo</u>	3	4				
Total Units Under Lease	192	189				
	4%	5%				

**Santa Fe County Housing Authority
Vacancy and Unit Turnaround**

Units / Modernization

Units / Make Ready

Units Ready for Lease Up

Scheduled Lease-up

Units Leased FY 2013-2014

Valle Vista

November 18, 2013

Address	Bdrn 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	10/17/13	10/17/13	10/21/13	4	47	51	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	10/23/13	13	6	19	C Vuolo	Move Out	D Martinez	
7B SPN	2	10/21/13	10/21/13	11/4/13	11/4/13	11/6/13	2	14	16	B Barba	Evicted		
1A T	2	10/25/13	10/25/13							L Romero	Evicted	D Lovato	MI 11/18/201
11B SPN	1	10/28/13	10/28/13							B Seres	Evicted		

**Santa Fe County Housing Authority
Vacancy and Unit Turnaround**

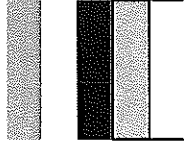
Units / Modernization

Units / Make Ready

Units Ready for Lease Up

Scheduled Lease-up

Units Leased FY 2013-2014

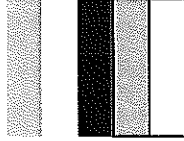


Santa Cruz

November 18, 2013

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	10/30/13	10/30/13	11/8/13	9	28	37	C Martinez	moved out	H Cuevas	
152 Q	3	9/13/2013	9/13/2013							F Ortiz	Transferred		
139 Q	3	10/29/13	10/29/13							A Martinez	Moved out		
132 Q	3	11/4/13	11/4/13							E Varela	moved out		

**Santa Fe County Housing Authority
Vacancy and Turnaround**



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

**Camino de Jacobo
November 18, 2013**

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	Tentative 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	J Gonzales	
35 CDJ	1	9/20/13	9/20/13							R Valencia	Evicted	Ray Vigil	
41 CDJ	1	9/26/13	9/26/13							D Delgado	Evicted	Donald Martinez	
37 CDJ	1	10/15/13	10/15/13							P Smith	Evicted		
Totals													

Memorandum

To: Santa Fe County Housing Authority Board
From: Ron Pacheco, Housing Executive Director *RP*
Date: 11/18/2013
Re: Director's Report

HUD response for the 5(H) homeownership Plan

Last week the Housing Authority received a written response from the HUD Special Applications Center in Chicago regarding a request made by this office back in May of 2012. The request made by this office was to amend the allowable uses for proceeds in the 5(h) Homeownership Plan gained as a result of revenue derived from homes built and sold by the housing authority. The Special Applications Center has formally approved our request to implement four programs that will use these proceeds to help low-income families living in Santa Fe County. The approved program uses are: (1) Deferred payment loans for energy efficient improvements. (2) Pre-development, construction and gap financing for SFCHA Developments. (3) Temporary rental assistance for situational homeless persons. (4) Creation of a Santa Fe County Housing Trust Fund. These allowable uses will make it easier to help county families secure safe and decent housing opportunities as a result of expanded tools designed and approved for this purpose.

Section 8 Management Assessment Program Report and Score

Every two years we are required by HUD to undergo a certification process for our Section 8 Program. This certification process reviews fifteen (15) separate indicators of the Section 8 Program and provides a score for each indicator. The indicators are each related to how the Section 8 Program is administered. The process related to client selection from the waiting list, determination of adjusted income for housing purposes, the utility allowance schedule created and monitored by staff, Housing Quality Standards (HQS) established by HUD, and other similar indicators are what is measures in this certification process. The Santa Fe County Housing Authority final SEMAP score for the fiscal year ended 6/30/2013 is 97%. The Housing Authority earned a total of 140 points out of a 145 possible points to achieve this score. This score is a reflection of the hard work staff does on a daily basis and confirms the dedication of the entire housing team.

November 2013

Santa Fe County Housing Authority

La Voz De La Gente



Santa Fe Library's Free Events

Science after School Program

Do you like science? Do you enjoy doing science experiments? Then these FREE classes are for you! For children ages 6 to 12. Registration is required and starts two weeks before each session. Please call the library you wish to attend.

Tuesday, November 26, 3:30pm-



4:30pm, Oliver La Farge Branch,
1730 Llano Street, (505) 955-4863

Tuesday, November 26, 3:30pm-

4:30pm, Southside Branch, 6599

Jaguar Drive, (505) 955-2828

Wednesday, November 27, 3:30pm-

4:30pm, Main Library, 145 Wash-

ington Avenue, (505) 955-6783

Preschool Story Times

Stories, songs, finger rhymes, puppets and crafts for children ages 2 to 5 years old.

All programs are free and registration is NOT required. Every Tuesday, and Wednesdays.

Tuesdays at the Oliver La Farge Branch Library, 1730 Llano Street, from 10:30a.m.-11:15a.m.

Wednesdays at the Southside Branch Library, 6599 Jaguar Drive, from 10:30a.m.-11:15a.m.



Office

The Santa Fe County Housing Authority will be closed Monday, November 11, 2013 in observance of Veterans Day. We will re-open the 12th regular hours 8am to 5pm. The Office will also be closed November 28th and the 29th in observance of Thanksgiving Day. And will re-open regular business hours Monday, December 2, 2013.

Updates

Maintenance Emergency

CELL PHONE NUMBERS
FOR AFTER HOURS
EMERGENCIES ONLY
ARE AS FOLLOWS:

LARRY NAVAIZ
(505) 490-0345
TRAVIS SCHONROCK
RODNEY MARTINEZ
JOSEPH GONZALES
(505) 412-1613

CONTACT NUMBER FOR ONSITE POLICE OFFICER

(505) 428-3720
ADRIENNE AMES
VALLE VISTA - 158 TOWN
(505) 827-9300
ERNEST GARCIA
SANTA CRUZ - 143
QUINTANA

CONTACT NUMBER FOR HOUSING DIRECTOR

Ron Pacheco
(505) 992-3058

Resident Council Meetings

Jacob D. Martinez

Monday, November 18, 2013

57 Camino de Jacobo

1:00 pm

Valle Vista

Tuesday, November 12, 2013

Valle Vista Community

6:00 pm

Santa Cruz

Tuesday, November 12, 2013

153 Camino de Quintana

4:00 pm

Satellite Dishes

Please do not put satellite dishes on the down spouts or "canales" of the unit as it causes damage to the unit. A \$50 fine will be imposed on the tenant if damages occur when satellite dishes are installed. You are required to have a letter allowing you to get cable at your units before it is installed, you can get this from your housing managers.

Commodity Distribution

Food depot commodity distribution occurs every Friday from 1-2 pm and 6-7 pm at 57 Camino de Jacobo.

Yard Inspections

Yard inspections will occur on a monthly basis at all sites. All residents are responsible for maintaining their yard. Repeated yard violations may result in your lease being terminated. **It is a violation to place any items outside or against your unit (i.e. mattresses, freezers, dressers)**

Santa Fe Community College

Registration for Spring 2014 is November 18th. www.sfcc.edu or 505-428-1000

Attention Residents

All utilities that you are responsible for need to be connected at ALL times. Failure to keep them connected is a violation of your lease and may result in the termination of your lease.

FSS

No FSS class scheduled at this time.

**SANTA FE
CRIME STOPPERS**
EARN CASH
REMAIN ANONYMOUS
Or you can text
"SANTAFE plus your message"
to 274637 (CRIMES)