Santa Fe County Housing Authority Board
September 24, 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 2013-08HB, Approval of a Resolution Requesting Authorization to Make a Budget Adjustment for the Linkages Program	(Action)
VII.	Approval of Resolution 2013-09HB, Approval of HUD Form 50071, Certification of Payments to Influence Federal Transactions	(Action)
VIII.	Approval of Resolution 2013-10HB, Approval of HUD Form 52190-B, Declaration of Trust	(Action)
IX.	Santa Fe County Support for a New Southside Boys and Girls Club	(Discussion)
X.	Housing Authority Updates: a. Site Improvement Plan/CFP Update b. Vacancy Update c. Director's Report	(Discussion)
XI.	Public Comments	(Discussion)
XII.	Matters from the Board	(Discussion)
XIII.	Executive Session	(Discussion)
XIV.	Adjournment	

MINUTES OF THE

SANTA FE COUNTY

HOUSING AUTHORITY BOARD

August 27, 2013

This meeting of the Santa Fe County Housing Authority was called to order on the above-cited date in the Santa Fe County Legal Conference Room, at the County Courthouse at approximately 10:35 a.m. by County Commission Chair Kathy Holian.

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

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

Member(s) Excused:
None

Staff Present:
Katherine Miller, County Manager
Rachel Brown, Deputy County Attorney
Ron Pacheco, Housing Authority Director
Robert Griego, Planning Division
Steve Brugger, Affordable Housing Administrator
Victor Gonzales, Housing Authority Staff
Tim Vigil, Assistant County Attorney
Rosemary Bailey, Affordable Housing
Chris Barela, Constituent Liaison
Lisa Roybal, Manager's Office
David Griscom, Economic Development
Rudy Garcia, Public Works
Erick Aune, Senior Transportation Planner
Molly Saiz, Finance

Others Present:
Louie Gonzales
Joe Ortiz

III. Introductions

Those present introduced themselves.

IV. Approval of Agenda

Staff clarified that the proposed RFP requires approval from this Board as well as the BCC.

Stating he'd prefer to discuss and vote on RFPs in the afternoon BCC meetings where there is a larger audience, Commissioner Anaya requested a full summary of today's discussion and action taken regarding this RFP at this afternoon's BCC meeting. Ms. Miller offered to do so during her manager's report.

Commissioner Stefanics moved to approve the agenda. Commissioner Chavez seconded and the motion passed by unanimous [7-0] voice vote.

V. Approval of Minutes: July 30, 2013

Staff noted a number of typographical errors and an issue with the vote in the motion to approve the agenda. Those changes were made to the minutes.

Mr. Loewy moved approval as corrected. Commissioner Chavez seconded and the motion carried [7-0] unanimously.

VII. Approval of Resolution 2013-07HB: A Resolution of the Santa Fe County Housing Authority Board Adopting a Rent-to-Own Program and Policy and Delegating Signature Authority for Transactions Valued at $250,000 and Below to the County Manager for the Negotiation, Purchase, Sale, and Lease of Homes Under the Rent-to-Own Program

Mr. Pacheco advised the Board that this item was presented at a previous Board meeting and recommendations made at that time have been incorporated in the resolution. Staff met with the HUD representatives in Albuquerque and they were receptive to the program and concept.

Mr. Brugger addressed the concerns raised by this Board, the County Legal Department and HUD. He referred to the resolution, description of the program, option to purchase agreement, fiscal impact report, and tracked changes within the resolution. He reviewed the changes made to the resolution. Buyer responsibilities were further delineated and incorporated with an explicit recital that Santa Fe County was working with a non-profit organization for the required homebuyer counseling program. Three executed documents (lease agreement, option to purchase agreement and written notice of intent) are necessary to participate in the program and have it coincide with the down payment assistance program. The total term of the agreement is 24 months. He reviewed the seller's (County) rights to terminate the agreement, conduct inspections and an options consideration. The buyer is required to have renter's insurance, is responsible for any destruction to the property and is prohibited if this contract is terminated from receiving any other County housing subsidies.

The Board complimented staff on their thoroughness in drafting the documents.

Commissioner Mayfield asked whether his request regarding local residency preference was investigated. According the fair housing law, Mr. Brugger stated it was not permissible but he offered to check with HUD and Santa Fe legal counsel again.

Commissioner Mayfield expressed concern that an individual with a trust fund could participate in the program. Mr. Brugger said it is always possible someone could not tell the truth. The agreements/applications contain certification statements; staff does follow up on the application and if fraud is discovered the agreements are terminated and the County retains the down payment. Mr. Pacheco said the HUD control system provide access to income tax statements.

Commissioner Mayfield asked that the application include disclosure of "other income." Mr. Brugger said that could be added to the certification form.

Board member Ong asked how the Buyer and/or Seller were protected if one of the income-earning Buyers died. Mr. Brugger said if the Buyer is a Housing Choice Voucher holder when income is decreased the voucher is increased. Otherwise, the Buyer could participate in the foreclosure prevention program or possibly sell the home. Mr. Pacheco said the County would work to help the individual keep their home.
Mr. Brugger said the County is not the bank in this program.

Commissioner Stefanics opened that the County should use local money and some local banks will work with the Buyer to repackage financing.

Observing that the option to purchase and rent-to-own agreements are lengthy and complex, Chair Holian asked that staff help the applicant through the process. Mr. Brugger said staff currently does that on notes, mortgages and purchase agreements and will continue that practice.

Stating this for the pubic record, Commissioner Anaya said this program is an opportunity that will be utilized sparsely.

Commissioner Anaya moved to approve Resolution 2013-07HB. Commissioner Stefanics seconded and the motion carried by unanimous [7-0] voice vote.

VII. Discussion of Staff Request to Create and Release a Request for Proposals to Solicit Residential Development Proposals on the County-Owned Galisteo Road site

Mr. Pacheco said staff from different departments have met and discussed this idea with a goal to develop housing, preferably affordable housing on the site.

Commissioner Chavez asked whether the County had to follow City guidelines in developing mixed-income housing. Ms. Brown said generally speaking the County is not subject to City regulation on land owned by the County; however, a private developer may alter that

standing. She offered to evaluate that situation.

Commissioner Chavez said he preferred to see mixed income on that site. He spoke in favor of live/work units.

Recognizing that 100 percent affordable development is perceived negatively, and speaking for the record, Commissioner Anaya said that Rio Rancho fits the definition of affordable. He said the Galisteo project could fit under the definition of affordable without negative stigma.

Commissioner Anaya said he received valuable housing development finance training over the years and he's uncomfortable that the RFP would be issued before the Board can review the final draft. The RFP needs to be crafted in such a way to encourage the developer to obtain grants, leveraging, matching money and creativity. He recommended rental units be included in the development in terms of mixed-income development.

Mr. Brugger mentioned tax credits and other subsidies that developers can look into.

Chair Holian commented that the Galisteo property is wonderful site for development and referred to the advantages of moving forward.

Joe Ortiz said sale versus for rent greatly affects the underpinning land value. The Zia area will be mixed use and he suggested viewing the County's 6-acre Galisteo site as one of the component of that area. `

Mr. Vigil said any part the Housing Authority plays in the project will layer on HUD regulations and decisions regarding the County holding title to the parcel and layering other issues may make the Housing Authority's participation very complex.

Mr. Brugger strongly recommended that the RFP be site specific.

Per the Board's request on the status of the Zia Rail Runner station, Mr. Aune said DOT is awaiting additional responses to a recent study on whether the station should be opened. The next step is specific in terms of opening and closing the station and required improvements for either scenario.

A functioning station would be advantageous for the development, stated Mr. Pacheco.

Commissioner Mayfield moved to adjourn. His motion was seconded by Commissioner Chavez and by unanimous [7-0] voice vote the Housing Authority adjourned at 11:45 a.m.

JOINT MEETING
OF THE
SANTA FE COUNTY
BOARD OF COUNTY COMMISSION
&
HOUSING AUTHORITY BOARD

Chair Holian called this meeting to order at 11:45 and the following members were present:

BCC Members Present:
Commissioner Kathy Holian, Chair
Commissioner, Danny Mayfield Vice Chair
Commissioner Robert Anaya
Commissioner Miguel Chavez
Commissioner Liz Stefanics

Members Excused:
[None]

Housing Authority Members Present:
Kathy Holian, Commissioner
Danny Mayfield, Commissioner
Robert Anaya, Commissioner
Miguel Chavez, Commissioner
Liz Stefanics, Commissioner
Frances Ong, Resident Member
Joseph Loewy, Community Member

Member(s) Excused:
None

I.   **Authorization for Staff to Create and Release a Request for Proposals to Solicit Residential Development Proposals on the County-owned Galisteo Road Site**

Commissioner Anaya moved that the BCC and Housing Authority approve the removal of the word "release" from the caption and staff memos. Commissioner Mayfield seconded.

The Board of County Commissioners voted unanimously [5-0] to remove the word "Release."

The Housing Authority Board voted unanimously [7-0] to remove the word "Release."

Commissioner Anaya moved that the BCC and Housing Authority grant authorization to staff to create a Request for Proposals to solicit residential development proposals on the County-owned Galisteo Road site. Commissioner Chavez seconded.

The Board of County Commissioners voted unanimously [5-0].

The Housing Authority Board voted unanimously [7-0] to authorize staff.

Commissioner Anaya said he was pleased to be moving forward with the experts sitting at the table: "We have the tools in the toolbox to do it right."

Commissioner Anaya asked staff to develop a second RFP not specific to the Galisteo property that may serve to meet the same tax credits.

Having completed the business before this joint body, this meeting was adjourned by the Chair at approximately 11:55.

SANTA FE COUNTY

HOUSING AUTHORITY BOARD

Chair Holian called the Santa Fe County Housing Authority Board to order. Roll call indicated a quorum as follows:

Members Present:	**Member(s) Excused:**
Kathy Holian, Commissioner	None
Danny Mayfield, Commissioner	
Robert Anaya, Commissioner	
Miguel Chavez, Commissioner	
Liz Stefanics, Commissioner	
Frances Ong, Resident Member	
Joseph Loewy, Community Member	

Mentioning that staff reports were included within the packet, Commissioner Stefanics recommended the Board review the materials on their own.

Commissioner Anaya asked Mr. Pacheco about the Housing Authority's scores. Mr. Pacheco said the scores were above standard. Turnaround time and accounting issues have been addressed. Ms. Miller said there were maintenance issues that have been addressed and the score was greatly improved. She said financial issues have been addressed and staff is working to improve the turnaround time.

Commissioner Anaya directed staff to write a letter to Mr. Duran from HUD highlighting the improvements and communicate that the Board is requesting an interim update from him as to the County's status. He asked that that information come back to the Board.

VIII. Housing Authority Updates

These items were deferred until the next meeting.

IX. Matters from the Public

None were presented.

X.   <u>Adjournment</u>

Having completed the agenda and with no further business to come before the Authority, Chair Holian adjourned the meeting at approximately 12:05 p.m.

Approved by:

_____
Kathy Holian, Commission Chair
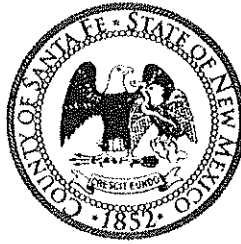Housing Authority Board

ATTEST TO:

GERALDINE SALAZAR
COUNTY CLERK

Submitted by:

Karen Farrell, Wordswork

Daniel "Danny" Mayfield
Commissioner, District 1

Miguel M. Chavez
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3

Kathy Holian
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

Ron Pacheco
Executive Director

MEMORANDUM

TO: Santa Fe County Housing Authority Board

FROM: James Ron Pacheco, Executive Director $\gamma ^{\ell}$

VIA: Teresa Martinez, Finance Director

DATE: September 11, 2013

RE: Decrease Budget for Linkages Program

The contract between the Mortgage Finance Authority (MFA) and Santa Fe County Housing Authority (SFCHA) expired on July 1, 2013 and was not renewed.

When the FY14 budget was prepared, it was assumed the SFCHA would incur twelve months of revenue and expenditures for the Linkages program. Since the contract was not renewed, the budget needs to be reduced by eleven months of revenue and expenditures, as only one month of revenue and expenditures was incurred in FY14. The attached bar reduces the expenditures and revenues for the Linkages cost center (226).

SANTA FE COUNTY

RESOLUTION 2013 - 08HB

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

Whereas, the Board of County Commissioners meeting in regular session on _Sept. 24, 2013_, did request the following budget adjustment:

Department / Division: _CSD/Housing_

Fund Name: _Linkages_

Budget Adjustment Type: _Budget Decrease_

Fiscal Year: _2014 (July 1, 2013 - June 30, 2014)_

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
226	1950	371	20-01	NM Mortgage Finance Authority/HAP		$122,853
TOTAL (if SUBTOTAL, check here ___ **)**						$122,853

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	CATEGORY / LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
226	1950	471	10-26	Salary & Wages/Term Employees		5,451
226	1950	471	20-01	Employee Benefits/FICA Regular		338
226	1950	471	20-02	Employee Benefits/FICA Medicare		79
226	1950	471	20-03	Employee Benefits/Retirement Contributions		1,098
TOTAL (if SUBTOTAL, check here X)						$6,966

Requesting Department Approval: _J. Perea_   Title: _E. D._   Date: _9/11/13_

Finance Department Approval: _Teresa M Martinez_   Date: _9/12/13_   Entered by: _____   Date: _____

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

SANTA FE COUNTY

RESOLUTION 2013 - 08HB

BUDGET ADJUSTMENT CONTINUATION SHEET

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT

TOTAL (if SUBTOTAL, check here _____)

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	CATEGORY / LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
226	1950	471	20-05	Employee Benefits/Healthcare		480
226	1950	471	20-06	Emplohyee Benefits/Retirement Health Care		109
226	1950	471	20-08	Employee Benefits/Workers Comp Assessment		1
226	1950	471	50-03	Professional Services/Professional/Contractual		115,297

TOTAL (if SUBTOTAL, check here _____) $122,853

SANTA FE COUNTY

RESOLUTION 2013 - 08HB

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT: Name: Deanna Lopez   Dept/Div: CSD/Housing   Phone No.: 992-3061

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 1) Please summarize the request and its purpose.
  SFCHA did not reapply for Linkages grant. Contract between MFA and SFCHA terminated July 2013.

a) Employee Actions

Line Item	Action (Add/Delete Position, Reclass, Overtime)	Position Type (permanent, term)	Position Title

b) Professional Services (50-xx) and Capital Category (80-xx) detail:

Line Item	Detail (what specific things, contracts, or services are being added or deleted)	Amount

- 2) Is the budget action for RECURRING expense _____   or for NON-RECURRING (one-time only) expense _____

SANTA FE COUNTY

RESOLUTION 2013 - 08HB

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT:

Name: Deanna Lopez   Dept/Div: CSD/Housing   Phone No.: 992-3061

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 3) Does this request impact a revenue source? If so, please identify (i.e. General Fund, state funds, federal funds, etc.), and address the following:

  - a) If this is a state special appropriation,   YES _____   NO _____
       If YES, cite statute and attach a copy.

  - b) Does this include state or federal funds?   YES _____   NO _____
       If YES, please cite and attach a copy of statute, if a special appropriation, or include grant name, number, award date and amount, and attach a copy of a award letter and proposed budget.

  - c) Is this request is a result of Commission action? YES _____   NO X _____
       If YES, please cite and attach a copy of supporting documentation (i.e. Minutes, Resolution, Ordinance, etc.).

  - d) Please identify other funding sources used to match this request.

SANTA FE COUNTY

RESOLUTION 2013 - 08HB

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Santa Fe County that the Local Government Division of the Department of Finance and Administration is hereby requested to grant authority to adjust budgets as detailed above.

Approved, Adopted, and Passed This   24   Day of   September   , 2013.

Santa Fe Board of County Commissioners
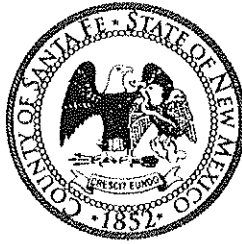
_____

Kathy Holian, Chairperson

ATTEST:

_____

Geraldine Salazar, County Clerk

Memorandum

To: Santa Fe County Housing Authority Board

From: James R. Pacheco, Executive Director ? ⌐

Date: September 16, 2013

Re: Certification of Payments

With the approval of our 2013 Capital fund Projects (CFP) Grant we are required to submit a Certification of Payments Form to HUD Offices. This form confirms certification that grant funding was achieved without undue influence from any individual or agency in the process of requesting the grant funding for this fiscal cycle. If and when a lobbyist or other individual does operate to support the achievement of grant funding, this relationship is required to be disclosed through the appropriate form and process provided by HUD.

Certification of Payments
to Influence Federal Transactions

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

Santa Fe County Housing Authority Board Resolution No. 2013-09HB

Applicant Name

Santa Fe County Housing Authority

Program/Activity Receiving Federal Grant Funding

Capital Fund Program

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.
Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Kathy Holian

Title

SFC Housing Authority Board Chairperson

Signature

Date (mm/dd/yyyy)

Previous edition is obsolete **form HUD 50071** (3/98)
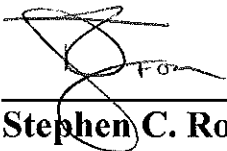
ref. Handbooks 7417.1, 7475.13, 7485.1, & 7485.3

APPROVED, ADOPTED, AND PASSED this 24th day of September, 2013

ATTEST:

_____
Geraldine Salazar, Santa Fe County Clerk

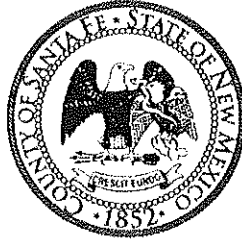**APPROVED AS TO FORM:**

_____
Stephen C. Ross, County Attorney

Daniel "Danny" Mayfield
Commissioner, District 1

Miguel M. Chavez
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3

Kathy Holian
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

Ron Pacheco
Executive Director

Memorandum

To: Santa Fe County Housing Authority Board

From: James R. Pacheco, Executive Director ʔ^

Date: September 16, 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.

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) <u>Santa Fe County Housing Authority</u>
(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) <u>State of New Mexico</u>, 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) <u>08/15/2013</u>, (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) <u>09/12/2013</u>, (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) <u>County of Santa Fe</u>
which will provide approximately (6) <u>199</u> dwelling units; and which lower income housing projects are known as Modernization Project No. (7) <u>NM02P050501-13</u> and individual projects as follows:

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

50-1 (Santa Cruz) - 27 single family detached, 16 semi detached(2 plex), 50-2 (Valle Vista) - 18 single family detached; 27 semi detached (2 plex), 50-3 - 14 single family detached; 17 semi detached (2 plex); 5 row or townhome (4 plex)
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) _____.

(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) _____

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ref. Handbook 7485.1   form **HUD-52190-B** (3/90)

Memorandum

To: Santa Fe County Housing Authority Board

From: Victor Gonzales, Project Manager

Via: James R. Pacheco, Executive Director 𝟀𝒩

Date: 9/16/13

Re: CFP Report

Extension of the Main Sewer Line at the Jacob D. Martinez Site
The following are the two (2) options that have been presented by Conron/Woods Architects:

Option #1 – Connection to Lopez Lane
It would be preferable to connect the existing sewer-line to an adjacent sewer-line located under the street at Lopez Lane, the nearest street running parallel to the Camino Jacobo housing site. The complicating issue with this option is that in order for us to connect to the existing sewer-line on Lopez Lane, we are being asked by the city engineer to request additional easement area approval from the owners of the property just north of 4th Street. The property currently houses a church. We have contacted the Pastor of the church, and learned that he is in the process of purchasing the property and we are now trying to schedule a meeting with him to discuss the possibility of connecting to Lopez Lane through the church property.

Option #2 – Connection to Airport Road
There is an existing easement on the west side of the Jacob D. Martinez site. The problem is it's designated for the City of Santa Fe for sewer and electrical power lines.

Both options will require getting approval from both property owners and re-writing the easements or creating and easement. Also, the easements are very specific on its use.

Contractor for Roofing
The draft for the roofing is complete and will be reviewed by staff before proceeding to procurement.

SANTA FE COUNTY HOUSING AUTHORITY
VACANCY REPORT
April 2013 – September 2013

	April	May	June	July	August	September
Total Units Available for Lease	199	199	199	199	199	199
Units Off-line Due to Modernization	1	1	1	1	0	0
Vacant Units (ready for occupancy)	1	0	1	0	0	1
Total Vacant Units (preparing for occupancy)	6	4	3	5	7	6
Vacant Units per Site						
Valle Vista	1	2	4	3	2	4
Santa Cruz	4	3	1	3	3	1
Camino de Jacobo	2	0	0	0	2	2
Total Units Under Lease	192	194	194	193	192	192
	4%	3%	3%	4%	4%	4%

Santa Fe County Housing Authority
Valle Vista
Vacancy and Unit Turnaround
September 16, 2013

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

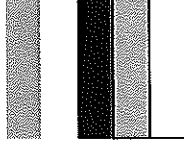| Address	Bdrm Size	Move Out Date	Date to Maint	Date Unit Completed	Make Ready Date	Lease-Up Date	# of Days Lease-Up	Make Ready	# of Days Vacant	Tenant	Comment	Tenative Tenant	Comment
9BT	1	4/17/13	4/17/13	5/30/13	5/30/13	7/1/13	32	43	75	J. Ortiz	abandoned	C Voulo	
6 SPN	3	4/26/13	4/26/13	7/16/13	7/16/13	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							D Ortiz	Evicted		
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							Mcdonald	Deceased		
4B VV	1	8/28/13	8/28/13							D Guarriello	Move Out		
10A VV	2	8/31/13	9/3/13							K Saiz	No lease renewal		

Totals
Number of turnaround units

Housing Specialist Turn Around Days
Maintenance Turn Around Days
Combined Days

Santa Fe County Housing Authority
Vacancy and Unit Turnaround
Santa Cruz
September 16, 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	9/6/13	8/29/13	9/13/13				J Sosa	abandoned		
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	Stater	
154 Q	5	9/10/2013	9/10/2013										

Totals
Number of turnaround uints

Housing Specialist Days
Maintenance Staff Days
Combined Days

CDJ
Santa Cruz
Valle Vista
Total all sites

Totals for the year

Santa Fe County Housing Authority
Vacancy and Turnaround
Camino de Jacobo
September 16, 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	MI 9/9/2013
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						Early lease termination		
31 CDJ	2	8/31/13	9/3/13							K Trujillo	No lease renewal		
Totals													

Number of turnaround units

Housing Specialist Turn Around Days
Maintenance Turn Around Days
Combined Turn Around Days

Memorandum

To: Santa Fe County Housing Authority Board

From: Ron Pacheco, Executive Director, Housing

Date: 9/16/2013

Re: Director's Report

Most Recent REAC Score

At the Housing Board meeting last month, a request for staff to provide the Board the most recent REAC (Real Estate Assessment Center) score was made. We have provided the information from the last REAC score in this packet for review. We are scheduled for our next inspection from REAC in early December. We have begun to prepare the county's three housing sites for this upcoming inspection. These inspections occur every two years. The last REAC inspection was conducted in 2011.

Request For Proposals for the Galisteo Road Site Update

At the last housing board meeting, an RFP process for residential housing on the county owned Galisteo Road site was approved by the Housing Board and the Board of County Commissioners in a joint meeting. That process and specifically the scope of work have begun and are being directed by the Office of Affordable Housing with the support of the Public Works Department and the Economic Development Office. The Housing Authority for the county will not be involved in this process to remain independent should any accepted RFP include assets or cooperation of the Housing Authority. Staff felt that in order to protect the process the county Housing Authority should remain separate from the RFP creation exercise.

Update on the Foreclosure Prevention Program Home Sales

In August the fourth home owned by the county was sold to a family of five who found the home of their dreams and were able to secure a mortgage from a local bank. The home was one of five that had been purchased by the county under the Foreclosure Prevention Program. The family who now own this home were public housing clients many years ago, they then were participants in the Family Self Sufficiency Program (FSS) who went into the Housing Choice Voucher program (Section 8) for one year and then were able to purchase this home with assistance of their voucher to meet their monthly mortgage payment. This family is the model for what we have hoped the program could accomplish.

Report Date: 1/17/2012

Public Housing Assessment System (PHAS) Score Report for Interim Rule

PHA Code:	NM050
PHA Name:	Housing Authority of the County of Santa Fe
Fiscal Year End:	6/30/2011

PHAS Indicators	Score	Maximum Score
Physical	29	40
Financial	25	25
Management	17	25
Capital Fund	7	10
Late Penalty Points	0	
PHAS Total Score	78	100
PHAS Designation	Standard Performer	

Initial PHAS score issued date: 2/17/2012

Financial Score Details	Score	Maximum Score
Submission Type: Unaudited/A-133		
1. FASS Score before deductions	25.00	25.00
2. Audit Penalties		
Total Financial Score Unrounded (FASS Score - Audit Penalties)	25.00	25.00

Capital Fund Score Details	Score	Maximum Score
Timeliness of Fund Obligation:		
1. Timeliness of Fund Obligation %	90	
2. Timeliness of Fund Obligation Points	5	5
Occupancy Rate:		
3. Occupancy Rate %	93	
4. Occupancy Rate Points	2	5
Total Capital Fund Score (Fund Obligation + Occupancy Rate):	7	10

Notes:

1. The scores in this Report are the official PHAS scores of record for your PHA. PHAS scores in other systems are not to be relied upon and are not being used by the Department.

2. Due to rounding, the sum of the PHAS indicator scores may not equal the overall PHAS score.

3. "0" FASS Score indicates a late presumptive failure. See §§ 902.60 and 902.92 of the Interim PHAS rule.

4. "0" Total Capital Fund Score is due to score of "0" for Timeliness of Fund Obligation. See the Capital Fund Scoring Notice.

5. PHAS Interim Rule website - http://www.hud.gov/offices/reac/products/prodphasintrule.cfm