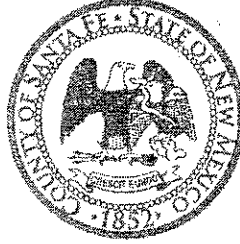


Henry P. Roybal
Commissioner, District 1

Anna Hansen
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Anna T. Hamilton
Commissioner, District 4

Ed Moreno
Commissioner, District 5

Katherine Miller
County Manager

MEMORANDUM

DATE: *May 14, 2018*

TO: *Board of County Commissioners*

FROM: *Bill Taylor, Purchasing Manager BT*

VIA: *Katherine Miller, County Manager*
Stephanie Schardin Clarke, Finance Director
Joseph Montoya, Executive Director of Housing

ITEM AND ISSUE: *BCC Meeting May 29, 2018*

Request Signature Authorization be Delegated to the County Manager to Sign and Execute all Required Community Development Block Grant Forms to Receive Reimbursement Funds for the Re-Roofing of Public Housing Units Project. (Bill Taylor, Purchasing Division, Joseph Montoya Public Housing Director)

ISSUE:

The Santa Fe County Housing Authority received a Community Development Block Grant (CDBG), from the Department of Housing and Urban Development (HUD) and the State of New Mexico Department of Finance and Administration (DFA) in the amount of \$500,000.00. The County has received some of the CDBG forms that require signatures from the responsible entity (County). The required forms received are as follows:

- Request for Release of Funds and Certification
- Depository/Authorization Designation Form
- Environmental Review Determination Form
- Certification of Exemption for CDBG funded projects

The County will be receiving additional documents from the Community Development Bureau in regards to this Grant. This request, if approved will allow the County Manager signature authority to execute all required documents associated with this CDBG Grant funding for the County Housing Authority.

BACKGROUND:

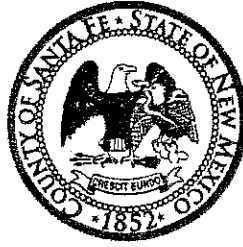


Henry P. Roybal
Commissioner, District 1

Anna Hansen
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3

Joe Loewy
Housing Board Member



Joseph R. Montoya
Executive Director

Anna T. Hamilton
Commissioner, District 4

Ed Moreno
Commissioner, District 5

Katherine Miller
County Manager

Cathy Hurtado
Resident Board Member

April 25, 2018

To: Bill Taylor, Procurement Manager

From: Joseph Montoya, Executive Housing Director

Re: CDBG signature

Santa Fe County Housing Authority is preparing documents mandated by the Department of Housing and Urban Development and the State of New Mexico Department of Finance and Administration, Local Government Division to be signed by the County Of Santa Fe in order to proceed with our CDBG grant award. We will also be receiving additional documents from the Community Development Bureau as we move through the process. Currently there are two documents that need the signature of the County Manager.

- Certification of Exemption for CDBG funded projects
- Environmental Certification



Request for Release of Funds and Certification

U.S. Department of Housing and Urban Development
Office of Community Planning and Development

OMB No. 2506-0087
(exp. 07/31/2017)

This form is to be used by Responsible Entities and Recipients (as defined in 24 CFR 58.2) when requesting the release of funds, and requesting the authority to use such funds, for HUD programs identified by statutes that provide for the assumption of the environmental review responsibility by units of general local government and States. Public reporting burden for this collection of information is estimated to average 36 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

Part 1. Program Description and Request for Release of Funds (to be completed by Responsible Entity)

CDBG	2. HUD/State Identification Number 16-C-NR-40	3. Recipient Identification Number (optional) NM050
4. OMB Catalog Number(s) 14.872	5. Name and address of responsible entity Santa Fe County P.O. Box 276 Santa Fe, NM 87504	
6. For information about this request, contact (name & phone number) Joseph R. Montoya, Acting Director (992-3058)		
8. HUD or State Agency and office unit to receive request Community Development Bureau Local Government Division Department of Finance and Administration	7. Name and address of recipient (if different than responsible entity) Santa Fe County Housing Authority 52 Camino de Jacobo Santa Fe, NM 87507	

The recipient(s) of assistance under the program(s) listed above requests the release of funds and removal of environmental grant conditions governing the use of the assistance for the following

Program Activity(ies)/Project Name(s) Re-Roofing of Housing Units at Camino de Jacobo, and Santa Cruz Public Housing Neighborhood	10. Location (Street address, city, county, State) 52 Camino de Jacobo Santa Fe, NM 87507
---	---

11. Program Activity/Project Description

Dwelling Structures:	\$500,000
Total:	\$500,000

Part 2. Environmental Certification (to be completed by responsible entity)

By reference to the above Program Activity(ies)/Project(s), I, the undersigned officer of the responsible entity, certify that:

- The responsible entity has fully carried out its responsibilities for environmental review, decision-making and action pertaining to the project(s) named above.
- The responsible entity has assumed responsibility for and complied with and will continue to comply with, the National

Environmental Policy Act of 1969, as amended, and the environmental procedures, permit requirements and statutory obligations of the laws cited in 24 CFR 58.5; and also agrees to comply with the authorities in 24 CFR 58.6 and applicable State and local laws.

3. The responsible entity has assumed responsibility for and complied with and will continue to comply with Section 106 of the National Historic Preservation Act, and its implementing regulations 36 CFR 800, including consultation with the State Historic Preservation Officer, Indian tribes and Native Hawaiian organizations, and the public.
4. After considering the type and degree of environmental effects identified by the environmental review completed for the proposed project described in Part 1 of this request, I have found that the proposal did did not require the preparation and dissemination of an environmental impact statement.
5. The responsible entity has disseminated and/or published in the manner prescribed by 24 CFR 58.43 and 58.55 a notice to the public in accordance with 24 CFR 58.70 and as evidenced by the attached copy (copies) or evidence of posting and mailing procedure.
6. The dates for all statutory and regulatory time periods for review, comment or other action are in compliance with procedures and requirements of 24 CFR Part 58.
7. In accordance with 24 CFR 58.71(b), the responsible entity will advise the recipient (if different from the responsible entity) of any special environmental conditions that must be adhered to in carrying out the project.

As the duly designated certifying official of the responsible entity, I also certify that:

8. I am authorized to and do consent to assume the status of Federal official under the National Environmental Policy Act of 1969 and each provision of law designated in the 24 CFR 58.5 list of NEPA-related authorities insofar as the provisions of these laws apply to the HUD responsibilities for environmental review, decision-making and action that have been assumed by the responsible entity.
9. I am authorized to and do accept, on behalf of the recipient personally, the jurisdiction of the Federal courts for the enforcement of all these responsibilities, in my capacity as certifying officer of the responsible entity.

Signature of Certifying Officer of the Responsible Entity X	Title of Certifying Officer Katherine Miller County Manager
	Date signed
Address of Certifying Officer P.O. Box 276 Santa Fe, NM 87504	Approved as to form Santa Fe County Attorney By: <i>Robert M. [Signature]</i> Date: <u>5-1-18</u>

Part 3. To be completed when the Recipient is not the Responsible Entity

The recipient requests the release of funds for the programs and activities identified in Part 1 and agrees to abide by the special conditions, procedures and requirements of the environmental review and to advise the responsible entity of any proposed change in the scope of the project or any change in environmental conditions in accordance with 24 CFR 58.71(b).

Signature of Authorized Officer of the Recipient X	Title of Authorized Officer
	Date signed

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)

Exhibit 2-B-1

Certification of Exemption for CDBG funded projects

Determination of activities listed at 24 CFR 58.34(a)
May be subject to provisions of Sec 58.6, as applicable

Grant Recipient: Santa Fe County

Project Name: _____

Project Description (Include all actions which are either geographically or functionally related):

Santa Fe County will reroof five 1-bedroom duplexes (10 units), five 2 bedroom duplexes (10 units) and twelve 3-bedroom single houses (12 units), for a total of 32 units located in the Valle de Esperanza. We will also reroof three 1-bedroom four plexes (12 units) at our Camino de Jacobo site.

Location: Valle de Esperanza (Santa Cruz) Housing Site at Latitude: 35.987865 Longitude: -106.071597.
Camino de Jacobo site located at Latitude: 35.645958 Longitude: -106.01976.

Funding Source: CDBG

Funding Amount: \$500,000.00

Grant Number: 16-C-NR-40

I hereby certify that the abovementioned project has been reviewed and determined an Exempt activity per 24 CFR 58.34(a) as follows:

	1. Environmental & other studies, resource identification & the development of plans & strategies;
	2. Information and financial services;
	3. Administrative and management activities;
	4. Public services that will not have a physical impact or result in any physical changes, including but not limited to services concerned with employment, crime prevention, child care, health, drug abuse, education, counseling, energy conservation and welfare or recreational needs;
	5. Inspections and testing of properties for hazards or defects;
	6. Purchase of insurance;
	7. Purchase of tools;
	8. Engineering or design costs;
	9. Technical assistance and training;
	10. Assistance for temporary or permanent improvements that do not alter environmental conditions and are limited to protection, repair, or restoration activities necessary only to control or arrest the effects from disasters or imminent threats to public safety including those resulting from physical deterioration;
	11. Payment of principal and interest on loans made or obligations guaranteed by HUD;
X	12. Any of the categorical exclusions listed in Sec. 58.35(a) provided that there are no circumstances that require compliance with any other Federal laws and authorities cited in Sec. 58.5.

If your project falls into any of the above categories, a Request for Release of Funds (RROF) is required, and no further environmental approval from DFA/LGD will be needed by the recipient for the draw-down of funds to carry out exempt activities and projects. The responsible entity must maintain this document as a written environmental review record undertaken under this part for each project.

By signing below the Responsible Entity certifies in writing that each activity or project is exempt and meets the conditions specified for such exemption under section 24 CFR 58.34(a). Please keep a copy of this determination in your project files.

Responsible Entity

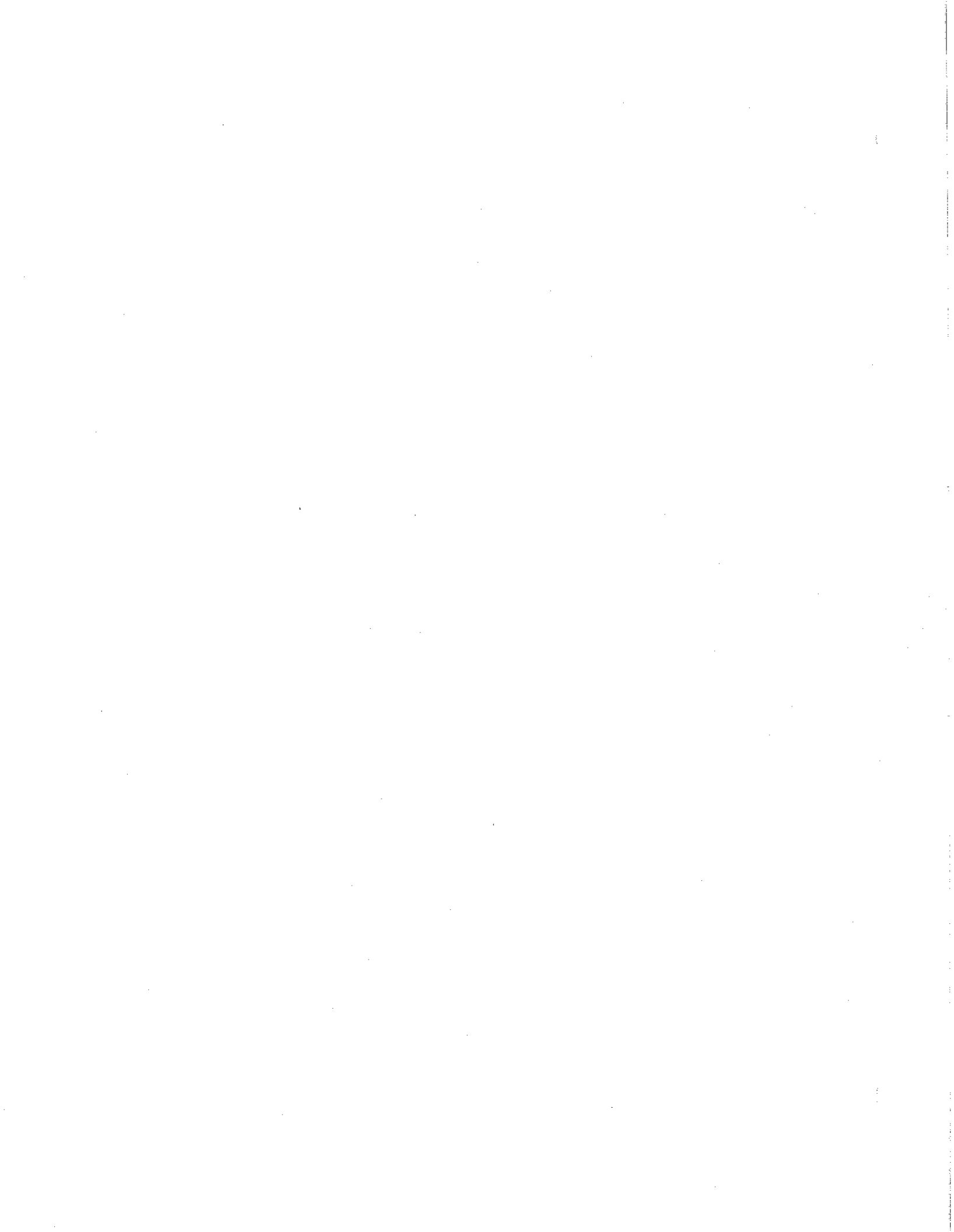
Certifying Official Name

Certifying Official Title (please print)

Certifying Official Signature

Date

Approved as to form
Santa Fe County Attorney
By: [Signature]
Date: 5-17-80



Request for Release of Funds and Certification

U.S. Department of Housing and Urban Development
Office of Community Planning and Development

OMB No. 2506-0087
(exp. 07/31/2017)

This form is to be used by Responsible Entities and Recipients (as defined in 24 CFR 58.2) when requesting the release of funds, and requesting the authority to use such funds, for HUD programs identified by statutes that provide for the assumption of the environmental review responsibility by units of general local government and States. Public reporting burden for this collection of information is estimated to average 36 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

Part 1. Program Description and Request for Release of Funds (to be completed by Responsible Entity)

CDBG	2. HUD/State Identification Number 16-C-NR-40	3. Recipient Identification Number (optional) NM050
4. OMB Catalog Number(s) 14.872	5. Name and address of responsible entity	
6. For information about this request, contact (name & phone number) Joseph R. Montoya, Acting Director (992-3058)	Santa Fe County P.O. Box 276 Santa Fe, NM 87504	
8. HUD or State Agency and office unit to receive request Community Development Bureau Local Government Division Department of Finance and Administration	7. Name and address of recipient (if different than responsible entity) Santa Fe County Housing Authority 52 Camino de Jacobo Santa Fe, NM 87507	

The recipient(s) of assistance under the program(s) listed above requests the release of funds and removal of environmental grant conditions governing the use of the assistance for the following

9. Program Activity(ies)/Project Name(s) Re-Roofing of Housing Units at Camino de Jacobo, and Santa Cruz Public Housing Neighborhood	10. Location (Street address, city, county, State) 52 Camino de Jacobo Santa Fe, NM 87507
--	---

11. Program Activity/Project Description

Dwelling Structures:	\$500,000
Total:	\$500,000

Part 2. Environmental Certification (to be completed by responsible entity)

I, **reference to the above Program Activity(ies)/Project(s), I, the undersigned officer of the responsible entity, certify that:**

- The responsible entity has fully carried out its responsibilities for environmental review, decision-making and action pertaining to the project(s) named above.
- The responsible entity has assumed responsibility for and complied with and will continue to comply with, the National

Environmental Policy Act of 1969, as amended, and the environmental procedures, permit requirements and statutory obligations of the laws cited in 24 CFR 58.5; and also agrees to comply with the authorities in 24 CFR 58.6 and applicable State and local laws.

3. The responsible entity has assumed responsibility for and complied with and will continue to comply with Section 106 of the National Historic Preservation Act, and its implementing regulations 36 CFR 800, including consultation with the State Historic Preservation Officer, Indian tribes and Native Hawaiian organizations, and the public.
4. After considering the type and degree of environmental effects identified by the environmental review completed for the proposed project described in Part 1 of this request, I have found that the proposal did did not require the preparation and dissemination of an environmental impact statement.
5. The responsible entity has disseminated and/or published in the manner prescribed by 24 CFR 58.43 and 58.55 a notice to the public in accordance with 24 CFR 58.70 and as evidenced by the attached copy (copies) or evidence of posting and mailing procedure.
6. The dates for all statutory and regulatory time periods for review, comment or other action are in compliance with procedures and requirements of 24 CFR Part 58.
7. In accordance with 24 CFR 58.71(b), the responsible entity will advise the recipient (if different from the responsible entity) of any special environmental conditions that must be adhered to in carrying out the project.

As the duly designated certifying official of the responsible entity, I also certify that:

8. I am authorized to and do consent to assume the status of Federal official under the National Environmental Policy Act of 1969 and each provision of law designated in the 24 CFR 58.5 list of NEPA-related authorities insofar as the provisions of these laws apply to the HUD responsibilities for environmental review, decision-making and action that have been assumed by the responsible entity.
9. I am authorized to and do accept, on behalf of the recipient personally, the jurisdiction of the Federal courts for the enforcement of all these responsibilities, in my capacity as certifying officer of the responsible entity.

Signature of Certifying Officer of the Responsible Entity X	Title of Certifying Officer Katherine Miller County Manager
	Date signed

Address of Certifying Officer
P.O. Box 276
Santa Fe, NM 87504

Approved as to form
Santa Fe County Attorney
By: *[Signature]*
Date: 5-1-18

Part 3. To be completed when the Recipient is not the Responsible Entity

The recipient requests the release of funds for the programs and activities identified in Part 1 and agrees to abide by the special conditions, procedures and requirements of the environmental review and to advise the responsible entity of any proposed change in the scope of the project or any change in environmental conditions in accordance with 24 CFR 58.71(b).

Signature of Authorized Officer of the Recipient X	Title of Authorized Officer
	Date signed

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)

Exhibit 2-B-1 Certification of Exemption for CDBG funded projects

Determination of activities listed at 24 CFR 58.34(a)
May be subject to provisions of Sec 58.6, as applicable

Grant Recipient: Santa Fe County

Project Name: _____

Project Description (Include all actions which are either geographically or functionally related):

Santa Fe County will reroof five 1-bedroom duplexes (10 units), five 2 bedroom duplexes (10 units) and twelve 3-bedroom single houses (12 units), for a total of 32 units located in the Valle de Esperanza. We will also reroof three 1-bedroom four plexes (12 units) at our Camino de Jacobo site.

Location: Valle de Esperanza (Santa Cruz) Housing Site at Latitude: 35.987865 Longitude: -106.071597.
Camino de Jacobo site located at Latitude: 35.645958 Longitude: -106.01976.

Funding Source: CDBG

Funding Amount: \$500,000.00

Grant Number: 16-C-NR-40

I hereby certify that the abovementioned project has been reviewed and determined an Exempt activity per 24 CFR 58.34(a) as follows:

	1. Environmental & other studies, resource identification & the development of plans & strategies;
	2. Information and financial services;
	3. Administrative and management activities;
	4. Public services that will not have a physical impact or result in any physical changes, including but not limited to services concerned with employment, crime prevention, child care, health, drug abuse, education, counseling, energy conservation and welfare or recreational needs;
	5. Inspections and testing of properties for hazards or defects;
	6. Purchase of insurance;
	7. Purchase of tools;
	8. Engineering or design costs;
	9. Technical assistance and training;
	10. Assistance for temporary or permanent improvements that do not alter environmental conditions and are limited to protection, repair, or restoration activities necessary only to control or arrest the effects from disasters or imminent threats to public safety including those resulting from physical deterioration;
	11. Payment of principal and interest on loans made or obligations guaranteed by HUD;
X	12. Any of the categorical exclusions listed in Sec. 58.35(a) provided that there are no circumstances that require compliance with any other Federal laws and authorities cited in Sec. 58.5.

If your project falls into any of the above categories, a Request for Release of Funds (RROF) is required, and no further environmental approval from DFA/LGD will be needed by the recipient for the draw-down of funds to carry out exempt activities and projects. The responsible entity must maintain this document as a written environmental review record undertaken under this part for each project.

By signing below the Responsible Entity certifies in writing that each activity or project is exempt and meets the conditions specified for such exemption under section 24 CFR 58.34(a). Please keep a copy of this determination in your project files.

Responsible Entity

Certifying Official Name

Certifying Official Title (please print)

Certifying Official Signature

Date

Approved as to form

Santa Fe County Attorney

By: [Signature]

Date: 5-1-18



Department of Finance and Administration
Local Government Division/Community Development Bureau
407 Galisteo
Bataan Memorial Bldg. Rm 202
Santa Fe, NM 87501
www.cdbg.nmdfa.state.nm.us

Instructions for Completing the Request for Release of Funds and Certification [Form 2-L]

Part 1. Program Description and Request for Release of Funds (to be completed by Responsible Entity)

Block 1. Program Title(s): enter the HUD program name - e.g., Community Development Block Grant, HOME, Supportive Housing, Shelter Plus Care, Section 8 Moderate Rehabilitation Single Room Occupancy, Housing Opportunities for Persons with AIDS, etc.

Block 2. HUD/State Identification Number: enter the letters/numbers assigned to your program/project by HUD- e.g. Community Development Block Grant, 13-C-XX-X-XX-G-XX

Block 3. Data Universal Numbering System (DUNS) Number: The DUNS number is a unique nine character identification number provided by D&B.

Block 4. OMB Catalog Number(s): enter designated OMB letters/numbers - e.g., CFDA No 14.235, Supportive Housing Program; CFDA No. 14.228, Community Development Block Grant; CFDA No. 14.239, HOME; CFDA No. 14.246, Brownfields Economic Development Initiative; CFDA No. 14.247, Self-Help Homeownership Opportunity Program (SHOP); CFDA No. 14.866, HOPE VI Demolition/Revitalization Grants; etc. **NOTE:** The OMB Catalog is available on line at <http://www.cfda.gov/public/faprs.htm>; click on "By Agency," then on "Housing and Urban Development" to get to the HUD Programs listing.

Block 5. Name and Address of Responsible Entity: enter the name and address of the unit of government or the State Agency/Department responsible for the environmental review of the activity(ies)/project(s). It may be the same as the grant recipient implementing the project.

Block 6. For Information about this request, Contact (name & phone number): enter the name of person to contact concerning this Form 2-L and the environmental review(s) for the activity(ies)/project(s) listed on this form.

Block 7. Name and Address of Recipient (if different than responsible entity): enter the name of the private, public, quasi-governmental, profit or non-profit organization which received the grant directly from CDB but lacks the legal capacity to assume the environmental review responsibility for the activity(ies)/project(s). As such the recipient is not environmentally liable in federal courts for the project per HUD's environmental review procedures.

Block 8. HUD or State Agency and Office Unit to Receive Request: enter the name and address of the HUD Office (including the unit within that Office if known) or State Agency to whom Form 2-L will be submitted. For the CDB please enter:

Part 2. Environmental Certification (to be completed by responsible entity)

With reference to the above Program Activity(ies)/Project(s), I, the undersigned officer of the responsible entity, certify that:

1. The responsible entity has fully carried out its responsibilities for environmental review, decision-making and action pertaining to the project(s) named above.
2. The responsible entity has assumed responsibility for and complied with and will continue to comply with, the National Environmental Policy Act of 1969, as amended, and the environmental procedures, permit requirements and statutory obligations of the laws cited in 24 CFR 58.5; and also agrees to comply with the authorities in 24 CFR 58.6 and applicable State and local laws.
3. After considering the type and degree of environmental effects identified by the environmental review completed for the proposed project described in Part 1 of this request, I have found that the proposal did did not require the preparation and dissemination of an environmental impact statement.
4. The responsible entity has disseminated and/or published in the manner prescribed by 24 CFR 58.43 and 58.55 a notice to the public in accordance with 24 CFR 58.70 and as evidenced by the attached copy (copies) or evidence of posting and mailing procedure.
5. The dates for all statutory and regulatory time periods for review, comment or other action are in compliance with procedures and requirements of 24 CFR Part 58.
6. In accordance with 24 CFR 58.71(b), the responsible entity will advise the recipient (if different from the responsible entity) of any special environmental conditions that must be adhered to in carrying out the project.

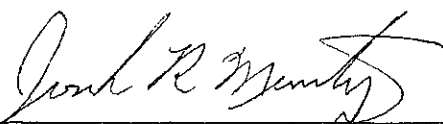
As the duly designated certifying official of the responsible entity, I also certify that:

7. I am authorized to and do consent to assume the status of Federal official under the National Environmental Policy Act of 1969 and each provision of law designated in the 24 CFR 58.5 list of NEPA-related authorities insofar as the provisions of these laws apply to the HUD responsibilities for environmental review, decision-making and action that have been assumed by the responsible entity.
8. I am authorized to and do accept, on behalf of the recipient personally, the jurisdiction of the Federal courts for the enforcement of all these responsibilities, in my capacity as certifying officer of the responsible entity.

Signature of Certifying Officer of the Responsible Entity X	Name & Title of Certifying Officer
	Date signed
Address of Certifying Officer	

Part 3. To be completed when the Recipient is not the Responsible Entity

The recipient requests the release of funds for the programs and activities identified in Part 1 and agrees to abide by the special conditions, procedures and requirements of the environmental review and to advise the responsible entity of any proposed change in the scope of the project or any change in environmental conditions in accordance with 24 CFR 58.7 1(b).

Signature of Authorized Officer of the Recipient X 	Name & Title of Authorized Officer Joseph R. Montoya Executive Director of the Santa Fe County Housing Authority.
	Date signed 4/23/18

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)

Part 2. Environmental Certification (to be completed by responsible entity)

With reference to the above Program Activity(ies)/Project(s), I, the undersigned officer of the responsible entity, certify that:

The responsible entity has fully carried out its responsibilities for environmental review, decision-making and action pertaining to the project(s) named above.

2. The responsible entity has assumed responsibility for and complied with and will continue to comply with, the National Environmental Policy Act of 1969, as amended, and the environmental procedures, permit requirements and statutory obligations of the laws cited in 24 CFR 58.5; and also agrees to comply with the authorities in 24 CFR 58.6 and applicable State and local laws.
3. After considering the type and degree of environmental effects identified by the environmental review completed for the proposed project described in Part 1 of this request, I have found that the proposal did did not require the preparation and dissemination of an environmental impact statement.
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6. In accordance with 24 CFR 58.71(b), the responsible entity will advise the recipient (if different from the responsible entity) of any special environmental conditions that must be adhered to in carrying out the project.

As the duly designated certifying official of the responsible entity, I also certify that:

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8. I am authorized to and do accept, on behalf of the recipient personally, the jurisdiction of the Federal courts for the enforcement of all these responsibilities, in my capacity as certifying officer of the responsible entity.

Signature of Certifying Officer of the Responsible Entity

Name & Title of Certifying Officer

Date signed

X

Address of Certifying Officer

Part 3. To be completed when the Recipient is not the Responsible Entity

The recipient requests the release of funds for the programs and activities identified in Part 1 and agrees to abide by the special conditions, procedures and requirements of the environmental review and to advise the responsible entity of any proposed change in the scope of the project or any change in environmental conditions in accordance with 24 CFR 58.7 1(b).

Signature of Authorized Officer of the Recipient

Name & Title of Authorized Officer **Joseph R. Montoya Executive Director of the Santa Fe County Housing Authority.**

Date signed

X

4/23/18

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)

**EXHIBIT 1-G
DEPOSITORY/AUTHORIZED SIGNATORIES DESIGNATION FORM**

Grantee: Santa Fe County CDBG Contract No.: 16-C-ND-40

Grantee Address: 102 Grant Ave Santa Fe NM 87505

The financial lending institution listed will serve as the depository for the New Mexico CDBG contract funds:

First National 1870
62 Lincoln Ave
Santa Fe, NM 87501

CDBG Account Number: 8100312133

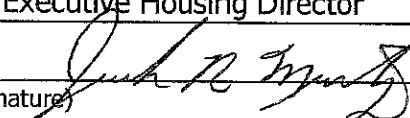
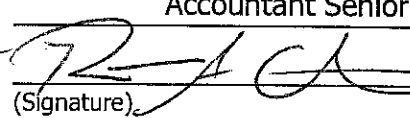
Routing Number: 107000440

DUNS #: 7829013750000 TIN #: 856000073

The account identified above has been established with this bank (*or treasury as applicable*). All necessary documentation, including a power of attorney where necessary, which will legally enable this depository to receive US Government checks directly from the US Treasury Department without the payee's endorsement have been received and are in this depository's custody. This depository's deposits are federally insured by: **FDIC**. The Depository hereby agrees to immediately notify the Recipient Organization when a deposit is made in the above account.

(Title of Authorized Bank Officer) (Signature of Authorized Bank or Treasury Officer) (Date)

The individuals listed below are designated as authorized signators for drawing on the cited letter of credit. (At least two (2) signatures are required).

<u>Joseph R. Montoya</u>	<u>R. Alex Cintron</u>
<u>Executive Housing Director</u>	<u>Accountant Senior</u>
<u></u>	<u></u>
(Signature)	(Signature)

_____ Name	_____ Name
_____ Title	_____ Title
_____ (Signature)	_____ (Signature)

I CERTIFY THAT THE SIGNATURES ABOVE ARE OF THE INDIVIDUALS AUTHORIZED TO DRAW PAYMENT VOUCHERS CITED LETTER OF CREDIT. _____ DATE AND SIGNATURE OF AUTHORIZING OFFICIAL (Recipient)	LGD APPROVAL: _____ DATE AND SIGNATURE OF AUTHORIZING OFFICIAL (LGD Use)
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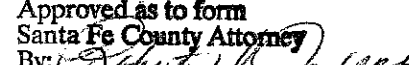
Rev 6-16
Approved as to form
Santa Fe County Attorney
By: 
Date: 5/7/18



EXHIBIT 2-A-1
Certifying Official Designation

Grantees must designate a Certifying Official (CO) to assume overall responsibility for the environmental review process. The certifying officials' responsibilities will include resolving findings and signing required certifications. The CO must be able to represent the responsible entity in Federal Courts. The CO must have legal authority to speak for the county or municipality and make legal commitments on behalf of the entity. Typically this is the person that signs contracts on behalf of the entity such as the Mayor, Commission Chair or City Manager.

I Katherine Miller do hereby acknowledge that I will be acting on behalf of Santa Fe County in the capacity of Certifying Official for the purposes of CDBG grant # 16-C-NR-40. By signing this document I acknowledge that I have reviewed this certification in its entirety.

Signature-Certifying Official

Date

Signature-Chief Elected Official

Date

SWORN TO AND SUBSCRIBED

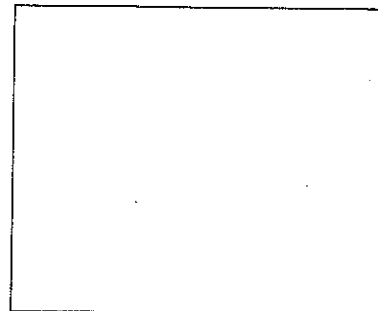
Before me on this _____ day

Of _____, 20__

Notary Public

My commission expires

Place Seal Here



Approved as to form

Santa Fe County Attorney

By: [Signature]

Date: 5/7/18



Exhibit 2-A Environmental Review Determination

ENTITY INFORMATION

Entity Name: Santa Fe County Certifying Official: Katherine Miller
 CDBG Project Number: 16-C-ND-40 Project Name: Re-Roofing

PROJECT INFORMATION

Section 1

Please answer all questions in this section.

- | Yes | No | |
|--------------------------|-------------------------------------|---|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Is it a Preliminary Engineering Report (PER)? |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Is it a Comprehensive Plan? |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Is it a Project Plan? |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Is it a Specific Element Plan (e.g., traffic study, water study, etc.)? |

*If you answered "Yes" to any of the previous questions, STOP. Skip to Section 4 and have Certifying Official sign and date.
 If you answered "No" to all of the previous questions, please continue with the next section.*

Section 2

If you answered "No" to all questions in Section 1, please answer all questions in this section.

- | Yes | No | |
|--------------------------|-------------------------------------|---|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Is it support services? |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Is it operating cost assistance? |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Is it economic development activity that is not associated with construction or expansion of existing operations? |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Is it homebuyers' assistance to purchase dwellings? |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Is it housing predevelopment? |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Is it tenant-based rental assistance? |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Is it supplemental assistance? |

*If you answered any of the previous questions "Yes", STOP. Skip to Section 4 and have Certifying Official sign and date.
 If you answered "No" to all of the previous questions, please continue with the next section.*

Section 3

If you answered "No" to all questions in Section 2, please answer all questions in this section, proceed to Section 4.

- | Yes | No | |
|--------------------------|-------------------------------------|--|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Is new ground being disturbed? |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Is the purpose of the project changing (e.g., currently a community center but changing to become a fire station)? |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Will the size or capacity increase by more than 20%? |

Section 4

Signature of Certifying Official

Date

For agency use only

APPROVAL Environmental Review Method

- Environmentally Exempt
 Categorically-Excluded, Subject To 24 CFR 58.35
 Environmental Assessment

Jolene Slown, CDBG Bureau Chief

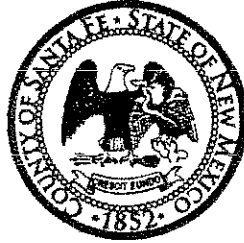
Date

Henry P. Roybal
Commissioner, District 1

Anna Hansen
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3

Joe Loewy
Housing Board Member



Joseph R. Montoya
Executive Director

Anna T. Hamilton
Commissioner, District 4

Ed Moreno
Commissioner, District 5

Katherine Miller
County Manager

Cathy Hurtado
Resident Board Member

Exhibit 2-B-2 Transmittal Letter for Finding of Exempt Projects with Required Elements

April 27, 2018

Mr. Rick Lopez
Director, DFA/Local Government Division
Bataan Memorial Building, Suite 201
Santa Fe, New Mexico 87501

Entity Name Santa Fe County Grant Amount \$500,000
CDBG Project No. 16-C-NR-40 Description Re-roofing of Housing Units

Dear Mr. Lopez:

This letter is to notify the CDBG Staff of the Local Government Division that Santa Fe County, in assuming authority for local grantee compliance with the National Environmental Policy Act of 1969 regulations, has made a determination of environmental review exemption regarding its **Housing project**. This was submitted to the Local Government Division under the Small Cities/CDBG program. We have determined that all project activities proposed in our request for funding are exempt from the environmental assessment process, according to US Department of Housing and Urban Development regulations. The specific activities to be carried out are classified as such under 24 CFR Part Sec. 58.34 (a) (12), Exempt Activities. That the section states the following:

Eligible exempt activities "Any of the categorical exclusions listed in 24 CFR 58.35(a) provided that there are no circumstances which require compliance with any other Federal laws and authorities cited in § 58.5."

All Housing rehabilitation and improvements proposed by the Santa Fe County meet the following condition listed in 24 CFR 58.35(a)(3)(i)

"In the case of a building for residential use (with one to four units), the density is not increased beyond four units, and the land use is not changed. "

Santa Fe County has also complied with all other federal and state laws cited in 24 CFR 50.4, 58.5, and 58.6.

This letter will be retained in our Environmental Review Record.

Sincerely,

