

# SANTA FE COUNTY HOUSING AUTHORITY BOARD

SEE CLERK RETURNED 08/02/2011

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## RESOLUTION 2011 - 11

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

Whereas, the Board of County Commissioners meeting in regular session on August 30, 2011, did request the following budget adjustment:

Department / Division: Community Services / Housing Division

Fund Name: Housing Assistance/Home Sales

Budget Adjustment Type: Budget Increase

Fiscal Year: 2012 (July 1, 2011 - June 30, 2012)

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
517	1930	381	01-00	Subsidies / Housing and Urban Development (HUD)	56,587	
TOTAL (if SUBTOTAL, check here <input checked="" type="checkbox"/> )					56,587	

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	CATEGORY / LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
227	1949	471	10-26	Salaries / Term Employees	40,171	
227	1949	471	20-01	FICA - Regular	2,490	
227	1949	471	20-02	FICA - Medicare	582	
227	1949	471	20-03	Retirement Contributions	7,637	
227	1949	471	20-05	Health Care	4,970	
227	1949	471	20-06	Retirement Health Care	737	
TOTAL (if SUBTOTAL, check here <input checked="" type="checkbox"/> )					56,587	

Requesting Department Approval: [Signature] Title: Executive Director Date: 8/19/11

Finance Department Approval: [Signature] Date: 8/19/11 Entered by: \_\_\_\_\_ Date: \_\_\_\_\_

County Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_ Updated by: \_\_\_\_\_ Date: \_\_\_\_\_

# SANTA FE COUNTY HOUSING AUTHORITY BOARD

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## RESOLUTION 2011 - 11

**ATTACH ADDITIONAL SHEETS IF NECESSARY.**

**DEPARTMENT CONTACT:**     Name: Dodi Salazar     Dept/Div: Community Svcs / Housing     Phone No.: (505) 992-3060

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

- 1) Please summarize the request and its purpose.  
     This request will increase the budget in the Low Rent Public Housing for expenditure in Fiscal Year 2012 due to the award of a ROSS grant. The award supports the position of the Family Self Sufficiency (FSS) coordinator. This request will use the grant money to cover salary and benefits for the FSS coordinator.

**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 X

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**SANTA FE COUNTY HOUSING AUTHORITY BOARD**

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**RESOLUTION 2011 - 11**

**ATTACH ADDITIONAL SHEETS IF NECESSARY.**

**DEPARTMENT CONTACT:**

Name: Dodi Salazar Dept/Div: Community Services / Housing Phone No.: (505) 992-3060

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

- 3) Does this request impact a revenue source? If so, please identify (i.e. General Fund, state funds, federal funds, etc.), and address the following:
  - a) If this is a state special appropriation, YES \_\_\_\_\_ NO X  
If YES, cite statute and attach a copy.
  - b) Does this include state or federal funds? YES X 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 an award letter and proposed budget.  
  
HUD Funding Increment Number – NM050RFS153A010 awarded on May 31, 2011 to cover the period of June 24, 2011 to June 23, 2012 in the amount of \$56,587
  - 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.  
There are no other funding sources to match this request.

RESOLUTION 2011 - 11

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 30 Day of August, 2011.

Santa Fe County Housing Authority Board

Virginia Vigil  
Virginia Vigil, Chairperson



ATTEST:

Valerie Espinoza  
Valerie Espinoza, County Clerk



COUNTY OF SANTA FE )  
STATE OF NEW MEXICO ) ss  
HOUSING RESOLUTION  
PAGES: 6  
I Hereby Certify That This Instrument Was Filed for  
Record On The 2ND Day Of September, 2011 at 01:58:43 PM  
And Was Duly Recorded as Instrument # 1644389  
Of The Records Of Santa Fe County

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



Office of Public and Indian Housing

US DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, D.C. 20410-5000

May 31, 2011

Ms. Dodi Theresa Salazar  
Executive Director  
Santa Fe County Housing Authority  
52 Camino de Jacobo  
Santa Fe, NM 87507-3546

Dear Ms. Salazar:

The Department of Housing and Urban Development is pleased to inform you that the Santa Fe County Housing Authority, (2010-FSSR-NM050-15283) has been selected to receive \$56,587.00 for the Fiscal Year (FY) 2010 Public Housing Family Self Sufficiency (PH FSS) under Resident Opportunity and Self-Sufficiency (ROSS) Program to support the following positions:

Total renewal housing FSSR program coordinator position(s):

1 [\$56,587]

Your local HUD Field Office will be contacting you regarding execution of the obligation documents, which include the Grant Agreement and Form HUD-1044.

By accepting this award, you assume certain administrative and financial responsibilities, including timely submission of all financial and programmatic reports, resolution of all interim ROSS audit findings and consent to on-site reviews. You will also be required to certify in the Grant Agreement, or other funding arrangement, that you will take reasonable steps to affirmatively further fair housing and maintain records of the steps and their impact in accordance with Section III. C.3.a.(2) of the Program NOFA, dated October 21, 2010.

In addition, you will be required to submit a copy of your Code of Conduct to your local HUD Field Office if:

- you did not submit a copy with your application,
- the person who submitted the previous application is no longer your authorized organization representative,
- the legal name of the organization or the address of the organization has changed, or
- if you are not currently listed on the HUD Web site: <http://www.hud.gov/grants/index.cfm>.

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Your Field Office will be requesting that your agency sign and return the Grant Agreement with a quick turnaround, so please initiate any approvals/board resolutions, etc., that may need to be in place in order for this expedited grant execution to take place.

Should you have questions concerning this award letter, please contact Ms. Andrea Edmond, Grant Administrator at 202/475-8851. Thank you for your interest in HUD and its programs.

Sincerely,



Cedric A. Brown  
Acting Director  
Grants Management Center

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