SANTA FE COUNTY

RESOLUTION 2016 - 1HB

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

Whereas, the Board of County Commissioners meeting in regular session on January 26, 2016, did request the following budget adjustment:

Department / Division: **Housing**

Fund Name: **Housing Section 8 Voucher Program**

Budget Adjustment Type: **Increase**

Fiscal Year: 2016 (July 1, 2015 - June 30, 2016)

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
227	1949	341	01-04	Port HAP	$135,447	
227	1949	341	01-05	Port Admin. Fees	$2,695	
227	1949	381	01-01	HAP	$125,000	
227	1949	381	01-02	HAP Admin. Fees	$46,118	
TOTAL (if SUBTOTAL, check here)					$309,260	

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
TOTAL (if SUBTOTAL, check here)						

Requesting Department Approval: [illegible] **Title:** Executive Director **Date:** 1/15/16

Finance Department Approval: Carole H Jaramillo **Date:** 1/21/16 **Entered by:** ______ **Date:** ______

County Manager Approval: Katherine Miller **Date:** 1-22-16 **Updated by:** ______ **Date:** ______

SANTA FE COUNTY

RESOLUTION 2016 – 1HB

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
227	0000	385	03-00	Budgeted Cash (Federal Funds)		$257,736
TOTAL (if SUBTOTAL, check here ____)						$257,736

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	Salary & Wages/ Term Employees	$28,712	
227	1949	471	20-01	FICA/ Employers Share	$3,194	
227	1949	471	20-02	FICA/ Medicare	$748	
227	1949	471	20-03	PERA/ Employers Share	$10,583	
227	1949	471	20-05	Group Insurance	$7,245	
227	1949	471	20-06	Retiree Health Care	$1,031	
227	1949	471	20-08	Worker's Compensation/Employer Share	$11	
TOTAL (if SUBTOTAL, check here ____)					$51,524	

SFC CLERK RECORDED 02/03/2016

SANTA FE COUNTY

RESOLUTION 2016 – 1HB

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT: **Name:** Marcus MacDonald **Dept/Div:** Housing **Phone No.:** 505-995-9531

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.
  Request of increase to budget is due to increased funding from HUD and Port-In Revenue. HUD has increased the amount of Housing Assistance Payments (HAP) and Administrative Fees distributed to our housing authority based on performance and occupancy. Also Port-in Vouchers collections and clients have increased, resulting in increased revenue from administrating the vouchers.

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 2016 – 1HB

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT:

DEPARTMENT CONTACT: **Name:** Marcus MacDonald **Dept/Div:** Housing **Phone No.:** 505-995-9531

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 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 2016 – 1HB

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 26th Day of January, 2016.

Santa Fe Board of County Commissioners

Miguel Chavez

Miguel Chavez, Chairperson

ATTEST: Geraldine Salazar

Geraldine Salazar, County Clerk

2-3-2016

COUNTY CLERK · SANTA FE COUNTY NEW MEXICO · GERALDINE SALAZAR

COUNTY CLERK · SANTA FE COUNTY NEW MEXICO · GERALDINE SALAZAR

COUNTY OF SANTA FE)
STATE OF NEW MEXICO) ss

HOUSING RESOLUTION
PAGES: 11

I Hereby Certify That This Instrument Was Filed for Record On The 3RD Day Of February, 2016 at 01:53:04 PM And Was Duly Recorded as Instrument # **1785644** Of The Records Of Santa Fe County

Witness My Hand And Seal Of Office
Geraldine Salazar
Deputy Estrella County Clerk, Santa Fe, NM

SFC CLERK RECORDED 02/03/2016

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-5000

OFFICE OF PUBLIC AND INDIAN HOUSING

December 29, 2015

Dear Executive Director:

Subject: Housing Choice Voucher Program Cash Reconciliation – January through September 2015

The purpose of this letter is to provide for your public housing agency (PHA) the cash reconciliation of Housing Assistance Payments (HAP) funds for January through September 2015. It includes the HAP funds and HAP expenses reported in the Voucher Management System (VMS) for January through September 2015 as reported in VMS as of November 6, 2015.

The specific calculations for your PHA are provided and explained on the HAP reconciliation and Descriptions, which are both enclosed to this letter.

If there is a positive amount on Line 22, Cash Excess/Shortage, this amount will be transitioned via offset against the February 2016 HAP disbursement, and will continue to be transitioned via reduced disbursements until all of the excess has been returned to the HUD-held Program Reserves (HHR). If there is a negative amount on Line 22, Cash Excess/Shortage, a disbursement will not be made at this time as it is assumed that the PHA previously advised their Financial Analyst (FA) at the Financial Management Center (FMC) of the shortage and requested a frontload of funds. If, however, the PHA determines that additional funds are needed, please note that HUD-held reserves will continue to be available to your PHA for future HAP needs upon request to your assigned FA at the FMC.

If you have any questions concerning this reconciliation, please contact your FA at the FMC.

Sincerely,

Miguel A. Fontánez
Digitally signed by Miguel A. Fontánez
DN: CN = Miguel A. Fontánez, C = US, O = Housing Voucher Financial Management Division, OU = Director
Reason: I am approving this document

Miguel A. Fontánez
Director
Housing Voucher Financial
Management Division

Enclosures

PHA Name	SANTA FE COUNTY HSG AUTHORITY	
PHA Number	NM050	

This enclosure is intended to provide the accumulated Program Reserves as of September 30, 2015

PART I: TOTAL FUNDS AVAILABLE

1	2015 Prorated Renewal Eligibility		$1,805,224
2	Non-Renewal funds (TP actions, VASH, etc.)		$40,153
3	Program Reserves as of December 31, 2014	$455,622	
4	Prior Period Adjustment Calendar Year 2014 (If this amount is due the PHA [a negative amount] and funds on Line 3 are available, a disbursement has been made in June, 2015.)	$0	
5	Available Reserves After Prior Period Adjustment as of December 31, 2014 (Line 3 + Line 4 -- If this result is negative, it has been raised to $0)		$455,622
6	Fraud Recovery & FSS Forfeitures, January - September 2015		$4,682
7	CY 2012 offset due in CY 2015		$0
8	CY 2013 excess shortfall funds taken in 2015		$0
9	Total Funds Available in CY 2015 (Sum of Lines 1, 2, 5, 6, 7 and 8)		$2,305,681

PART II: CALENDAR YEAR 2015 THROUGH SEPTEMBER 30, 2015 CASH RECONCILIATION

10	HUDCAPS Disbursements to your PHA, January - September 2015	$1,373,051	
11	CY 2014 Overpayment Collection	$20,949	
12	Fraud Recovery & FSS Forfeitures, January - September 2015	$4,682	
13	Excess Cash Held By PHA (Line 4 if Positive Less Amounts Needed to Cover Line 3)	$0	
14	Total Income (Line 10 + Line 11 + Line 12 + Line 13)		$1,398,682
15	PHA Reported HAP Expenses, January - September 2015	$1,404,371	
16	Unit Months Available CY 2015	0	
17	Unit Months Leased CY 2015	0	
18	Overleasing Ratio	100.0%	
19	Allowable HAP Expenses CY 2015 (Line 15 x Line 18)		$1,404,371
20	Cash Excess/(Shortage) (Line 14 less Line 19)		($5,689)
21	Cash Excess For January through June Scheduled for Offset in October 2015 through January 2016		$0
22	Remaining Cash Excess to be Offset February 2016 and Later (Line 20 - Line 21)		$0

PART III: HUD-HELD FUNDS BALANCE

23	Available Reserves After Prior Period Adjustment as of December 31, 2014 (Line 5)	$455,622	
24	Excess Cash Held By PHA (Line 13)	$0	
25	Renewal Obligations Year to Date 2015	$1,807,123	
26	Non Renewal Obligations Year to Date 2015	$40,153	
27	Total HUD Held Funds and Obligations Year to Date 2015 (Line 23 - Line 24 + Line 25 + Line 26)		$2,302,898
28	CY 2014 Overpayment Collection (Line 11)		$20,949
29	Disbursements January - September 2015		$1,373,051
30	**Total HUD-Held Funds as of September 30, 2015 (Line 27 Less Line 28 less Line 29)**		**$908,898**
31	HUDCAPS Disbursements Scheduled October to December 2015		$475,777
32	**Estimated HUD-Held Funds December 31, 2015, (Line 30 Less Line 31)**		**$433,121**
33	**Estimated HUD-Held Funds After Cash Excess On Line 22 Is Collected (Line 32 + Line 22)**		**$433,121**

Comments: Renewal BA data included is current as of December 15, 2015, VMS data for January, 2015, through September, 2015, is current as of November 6, 2015. Cash excess will be offset from future cash disbursements. Please contact your FMC Financial Analyst immediately if your PHA is in need of additional HAP funds.

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
Financial Management Center
2380 McGee Street, Suite 400
Kansas City, MO 64108-2605

OFFICE OF PUBLIC AND INDIAN HOUSING

December 17, 2015

NM050
SANTA FE COUNTY HSG AUTHORITY
52 CAMINO DE JACOBO
SANTA FE, NM 87507

Dear Executive Director:

SUBJECT: Section 8 Housing Choice Voucher Program - Award of Additional Funding

This letter is to notify you that HUD will be providing your agency additional Housing Voucher program funds. The amount of funds being obligated and the purpose of such funds are reflected in the table below.

Program Funding	Budget Authority Assigned	Purpose of Funding
AF	$18,490	Jan AF Advance
VO	$148,580	Jan HAP Advance

Your executed copy of the notice to amend the Consolidated Annual Contributions Contract (CACC) with revised funding exhibits reflecting the changes described above will be transmitted under separate cover. That letter will contain all information related to this funding including increment number, effective/expiration dates and units, if applicable.

If you have any questions, please contact your Financial Analyst.

Sincerely,

June E. Burnes

Digitally signed by June E. Burnes
DN: CN = June E. Burnes C = US O = Financial Management Center OU = Division Director
Reason: I am approving this document

Division Director

Memo Reference: 15-184

Consolidated
Annual Contributions Contract

U. S. Department of Housing and Urban Development

Office of Public and Indian Housing

Housing Choice Voucher Program

Section 8

HUD NOTICE TO HOUSING AGENCY AMENDING CONSOLIDATED ANNUAL CONTRIBUTIONS CONTRACT

Housing Agency: **NM050**
SANTA FE COUNTY HSG AUTHORITY

In accordance with Paragraph 2.c. of the Consolidated Annual Contributions Contract between HUD and the HA, you are notified that the funding exhibits of the Consolidated Annual Contributions Contract is hereby revised to add a new funding increment as provided in the attached revised funding exhibit. (This notice adds one or more funding increments listed on the attached funding exhibit.)

The revised funding exhibit is attached to this HUD notice. This revised funding exhibit replaces and revises the prior funding exhibit.

In accordance with Paragraph 2.d. of the Consolidated Annual Contributions Contract, this HUD notice and the attached funding exhibit constitutes an amendment to the Consolidated Annual Contributions Contract.

United States of America Secretary of Housing and Urban Development
Authorized Representative

Carissa Riddle, Director
Financial Management Center

Date of Document:

12/15/2015

U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

PIH SECTION 8 - FUNDING EXHIBIT

PROGRAM-BASED

ACC NUMBER: NM050

FIELD OFFICE: **6BPH**

NM050
SANTA FE COUNTY HSG AUTHORITY
52 CAMINO DE JACOBO

SANTA FE, NM 87507

HA FISCAL YEAR-END: **06/30**

PROGRAM TYPE: **Voucher Program**

FUNDING INCREMENT NUMBER	FIRST DAY OF TERM	LAST DAY OF TERM	CONTRACT TERM	BUDGET AUTHORITY	UNITS
NM050AF0079	11/1/2013	12/31/2013	2	33,336	N/A
NM050VO0102	1/1/2013	12/31/2013	12	1	35
NM050VO0109	11/1/2013	12/31/2013	2	301,963	241
NM050AF0080	1/1/2014	1/31/2014	1	16,343	N/A
NM050VO0110	1/1/2014	1/31/2014	1	161,944	241
NM050AF0081	2/1/2014	2/28/2014	1	16,343	N/A
NM050VO0112	2/1/2014	2/28/2014	1	161,944	241
NM050AF0082	3/1/2014	3/31/2014	1	17,765	N/A
NM050VO0113	3/1/2014	3/31/2014	1	161,944	241
NM050AF0083	4/1/2014	4/30/2014	1	17,765	N/A
NM050VO0114	4/1/2014	4/30/2014	1	67,311	241
NM050AF0084	5/1/2014	5/31/2014	1	17,765	N/A
NM050AF0085	6/1/2014	6/30/2014	1	17,701	N/A
NM050AFR114	7/1/2014	7/31/2014	1	4,244	N/A
NM050VO0116	7/1/2014	7/31/2014	1	9,133	N/A
NM050AF0086	7/1/2014	9/30/2014	3	45,828	N/A
NM050VO0115	5/1/2014	9/30/2014	5	797,150	241
NM050AF0087	10/1/2014	10/31/2014	1	17,749	N/A
NM050VO0117	9/1/2014	10/31/2014	2	79,715	N/A
NM050VO0118	10/1/2014	10/31/2014	1	79,715	241
NM050AF0088	11/1/2014	11/30/2014	1	17,749	N/A
NM050AF0089	12/1/2014	12/31/2014	1	17,749	N/A
NM050AFR314	12/1/2014	12/31/2014	1	3,546	N/A
NM050VO0111	1/1/2014	12/31/2014	12	1	35
NM050VO0120	11/1/2014	12/31/2014	2	318,861	241
NM050AF0090	1/1/2015	1/31/2015	1	17,478	N/A
NM050VO0121	1/1/2015	1/31/2015	1	158,950	241
NM050AF0091	2/1/2015	2/28/2015	1	16,372	N/A
NM050AF0092	3/1/2015	3/31/2015	1	16,372	N/A
NM050VO0124	2/1/2015	3/31/2015	2	318,860	241
NM050AF0093	4/1/2015	6/30/2015	3	47,600	N/A
NM050AF0095	6/1/2015	6/30/2015	1	4,977	N/A
NM050AFHV05	6/1/2015	6/30/2015	1	200	N/A
NM050AFR115	6/1/2015	6/30/2015	1	3,094	N/A
NM050VOPR14	7/1/2015	7/31/2015	1	1,958	N/A

NM050VO0119	10/1/2014	9/30/2015	12	50,927	9
NM050VO0125	4/1/2015	9/30/2015	6	876,104	241
NM050AF0094	7/1/2015	10/31/2015	4	70,104	N/A
NM050AFR215	10/1/2015	10/31/2015	1	522	N/A
NM050VO0126	10/1/2015	10/31/2015	1	150,435	241
NM050AF0096	11/1/2015	11/30/2015	1	18,490	N/A
NM050AF0097	12/1/2015	12/31/2015	1	18,490	N/A
NM050VO0122	1/1/2015	12/31/2015	12	1	35
NM050VO0123	10/1/2015	12/31/2015	3	1	9
NM050VO0127	11/1/2015	12/31/2015	2	300,873	241
NM050VO14PR	12/1/2015	12/31/2015	1	1,899	N/A