

SANTA FE COUNTY

RESOLUTION 2021- 006

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

Whereas, the Board of County Commissioners meeting in regular session on October 26, 2021, did request the following budget adjustment:

Department / Division Community Development Department/Housing

Budget Adjustment Type (drop down): Other

Fiscal Year: 2022 (July 1, 2021 - June 30, 2022)

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	LINE DESCRIPTION	INCREASE AMOUNT	DECREASE AMOUNT
227	1953	372	03-09	HUD- Mainstream Vouchers	\$ 22,647	
301	1987	372	03-01	HUD- CFP 2017 Grant	3,174	
301	1988	372	03-01	HUD- CFP 2018 Grant	31,844	
517	1930	372	03-12	HUD- Operating Subsidy Grant	133,239	
Total					\$ 190,904	\$

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	LINE DESCRIPTION	INCREASE AMOUNT	DECREASE AMOUNT
227	1953	471	50-90	Mainstream Low Rent Housing Payments	\$ 22,647	
301	1987	471	40-03	Capital: Buildings & Structures	3,174	
301	1988	487	80-01	Capital: Buildings & Structures	31,844	
517	1930	471	90-01	Debt Service Principal	133,239	
Total					\$ 190,904	\$

Requesting Department Approval: J. Jordan Barela Title: Executive Director Date: 10/13/2021 Log # 655

Capital/Grants Approval: Annette G. Baca, Accountant Senior/Grants Date: 10-13-2021

Finance Dept Approval: [Signature] Date: 10/10/2021

County Mgr Approval: [Signature] Date: 10/10/2021

Budget Administrator: [Signature] Date: 10/21/2021

Entered by: _____ Date: _____

Updated by: _____ Date: _____

SEC

CLERK

RECORDED

10/28/2021

Date: 10/20/2021

Date: 10/20/2021

**SANTA FE COUNTY
RESOLUTION 2021-006**

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 in the area below.
 The Housing Division, under the Community Development Department, administers a Mainstream Voucher program, Public Housing Program and Capital Fund Program, for which HUD provides the Housing Division annual grant allocations. In the month of September 2021, the Housing Division was made aware of increases in available grant funding for the Mainstream Voucher Program (Grant No. NM050D0V0017), 2021 Public Housing Operating Subsidy Grant (Grant No. NM050-00000121D), 2017 Capital Fund Program Grant (Grant No. NM02P050501-17), and 2018 Capital Fund Program Grant (Grant No. NM02P050501-18).
 The Mainstream Program was provided an additional \$22,647.00 for housing assistance payments for 2021. The 2021 Public Housing Operating Subsidy Grant was provided an additional \$133,239.00 to pay down debt service for its recently executed Energy Performance Contract, and the Housing Division was notified that \$35,081.00 was still available to the Housing Division for its 2017 and 2018 Capital Fund Program Grants.

		Recurring	Non-Recurring
			X

2

Does this request impact a revenue source?
 Yes No
 X

3

A. Is this a State Special Appropriation? If Yes, cite Statute and attach a copy

B. Does this include state or federal funds? NM50 Section 811 Mainstream; CFP NM02P050501-17; CFP NM02P050501-18 and MEMO

C. Is this request a result of Commission action? If YES, please cite and attach a copy of supporting documentation (i.e. Minutes, Resolution, Ordinance, etc.)

D. Is a match required? If Yes, please identify funding source in the line below.

PLEASE PROVIDE THE LINE ITEM OF THE MATCH BELOW

FUND	DEPARTMENT	ACTIVITY	ELEMENT	CATEGORY / LINE ITEM	AMOUNT	BUDGETED (Drop Down)
				202/82/01- 10-28/202		


SANTA FE COUNTY
RESOLUTION 2021- 086

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 October, 2021.

Santa Fe Board of County Commissioners


Henry P. Roybal, Chairperson

ATTEST:

Katharine E. Clark, County Clerk



COUNTY OF SANTA FE)
STATE OF NEW MEXICO) ss

I, hereby Certify That This Instrument Was Filed for Record On The 28TH Day Of October, 2021 at 08:37:13 AM And Was Duly Recorded as Instrument # 1969947 Of The Records Of Santa Fe County

Witness My Hand And Seal Of Office
Katharine E. Clark
Deputy Dorothy Romero County Clerk, Santa Fe, NM



SFC CLERK RECORDED 10/28/2021



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

September 21, 2021

NM050
SANTA FE COUNTY HSG AUTHORITY
52 CAMINO DE JACOBO
SANTA FE, NM 87507-7507

Dear Executive Director:

SUBJECT: Section 811 Mainstream 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
DV	\$22,647	ARP Mainstream Category 1 – UC PUC Increase

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,

Roxanne Byers

Digitally signed by Roxanne Byers
DN: CN = Roxanne Byers, C = US,
O = Financial Management Center,
OU = Division Director
Reason: I am approving this document

Division Director

Memo Reference: 21-195

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OFFICE OF PUBLIC HOUSING

U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
 NEW MEXICO STATE OFFICE
 500 Gold Avenue, S.W., Suite 7301
 Albuquerque, New Mexico 87103-0906

DIRECT DIAL 505-346-7303
 FACSIMILE 505-346-6604

AUG 18 2017

Joseph Montoya
 Executive Director
 Santa Fe County Housing Authority
 52 Camino de Jacobo
 Santa Fe, NM 87507-3504

Dear Mr. Montoya:

SUBJECT: Capital Fund Program (CFP) Grant, Project Number NM02P050501-17 Grant Amount \$265,936.00

This office is pleased to inform you that the subject modernization grant has been approved in the amount identified above. A fully executed copy of the Capital Fund Program Amendment to the Consolidated Annual Contributions Contract (CACC) is enclosed.

In accordance with Notices PIH 2009-28 (HA) and PIH 2010-44 (HA), your Housing Authority is required to complete, execute, and record the Declaration of Trust (DOT) for Capital Fund Modernization Grant Projects, form HUD-52190-B, with a copy of the legal description attached. After it is recorded, provide the Albuquerque HUD Office with a copy as soon as it has been recorded. The 2017 CFP funds will not be released until our office receives the recorded DOT. The form is available at www.hud.gov/hudclips.

If there are changes to the existing bank account information, please complete a Direct Deposit form, SF 1199A. Please return a completed form to this office for processing, only if necessary.

The following information is provided as guidance.

- Detailed instructions can be found in Capital Fund Grants Processing Guidance for PHA's on the HUD PIH web site <http://www.hud.gov/offices/pih/programs/ph/capfund/>.
- Refer to 24 Code of Federal Regulations (CFR) Part 905 for regulations concerning modernization activities as per the CFP Final Rule, which was published October 24, 2013.
- Per 24 CFR Part 905.306 you are required to obligate all funds within 24 months of approval and to expend all funds within four years of approval.
- Refer to Notice PIH-2016-21, "Guidance on Automation of Capital Fund Program 5-Year Action Plans and Budgets in the Activity Planning Module of HUD's Energy Performance and Information Center (EPIC)".
- Refer to 24 CFR Part 905.314, which states, "...a PHA may undertake the activities using force account labor, **only** where specifically approved by the PHA Board of Commissioners and HUD in the CFP 5-Year Action Plan". You should also be aware of the contracting requirements of 24 CFR Part 905.316. The procurement requirements as detailed in 24 CFR Part 85.36 apply to your modernization activities. All Force Account work requested will require a detailed scope

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of work, a cost estimate for the labor and materials, and a description of how the work is to be inspected and approved.

- Section 9(d) of the 1937 Act established the Capital Fund program for the purpose of making assistance available for capital and management activities. Refer to the restrictions on placing funds in Budget Line Item (BLI) 1406, Operations, per Paragraph D of Notice PIH 2000-43 (HA) dated September 18, 2000. This notice requires that any capital costs funded by the CFP grant that would be classified under line item 7540, "Property Betterments and Improvements" in the PHA's operating budget must be distributed among the appropriate capital-related BLIs in the CFP Annual Statement. Only non-capital operating costs can be allocated to BLI 1406. Section 9(g)(1) of the 1937 Act permits PHAs to use not more than 20 percent of their annual Capital Fund for Operating Fund activities if the PHA plan provides for such use. However, PIH Notice 2012-2 and Section 9(g)(2) of the 1937 Act permits PHAs with less than 250 public housing units (and that are not designated as troubled and are, in the determination of the Secretary, operating and maintaining public housing in a safe, clean, and healthy condition) to use their Operating and Capital Funds flexibly.
- The environmental requirements found in the attached HUD issued Memorandum, dated May 13, 2014 apply to your modernization (CFP) activities. The regulations at 24 CFR Part 58.11 require the responsible entity (usually the unit of general local government) to assume the environmental responsibility for your modernization program, including the environmental review. Please assure compliance with these regulations. Additionally, CFP funds will only be released following receipt by this office of a statement that such funds are exempt from environmental review or form HUD-7015.15, Request for Release of Funds and Certification.
- Labor standards as described in 29 CFR Part 5, and related requirements, apply to CFP activities. Guidance concerning this matter may be found in Labor Relations Desk Guide LR01.DG, HUD Labor Standards Administration and Enforcement (Making Davis-Bacon Work) issued September 2011.

Please contact Julian J. Barela, Financial Analyst, at (505) 346-7339 or by email at Julian.J.Barela@hud.gov if you have any questions.

Sincerely,



Floyd R. Duran
Director

Enclosure

cc: Board Chairperson

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Menu -> Portfolio -> Award Information

Award: NM02P050501-18 (CFP) Capital Fund Program

General Budget Vouchers O&M/Exp

SANTA FE COUNTY HSG SVCS DIV
Award Information

Menu -> Portfolio -> Award Information

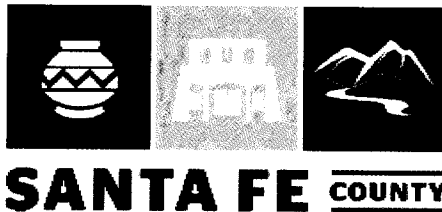
Contractual Organization		UEI Organization		Award Dates		RUD Funding	
Tax ID: 85-600073	UEI: ZCJA CEWU F083	DUNS: 79591375	Renewal Date: 01-17-2022	LOCCS Created: 05-21-2018	Obligated: 413,259.00		
SANTA FE COUNTY HSG SVCS DIV	Tax ID: 85-600073	<input checked="" type="checkbox"/> Marches contractual org.		POP Start: 05-29-2018	Contracted: 413,259.00		
St Camino De Jacobo	SANTA FE COUNTY OF			POP End: 05-28-2021			
Santa Fe, NM 87507-3502	St CAMINO DE JACOBO			Closeout:	Authorized: 413,259.00		
Payee Organization:	SANTA FE, NM 87507-3504			Other Dates/Elements	Disbursed: 374,250.71		
- same as contractual	Region: 06 - SOUTH WEST			Obligation Start: 05-29-2018	In process: 0.00		
	Office: 02 - NEW MEXICO STATE OFC			Obligation End: 05-28-2022	Balance: 39,008.26		
				Disbursement End: 05-29-2024			
				Pre-Audit:			
				Post-Audit:			

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Henry P. Roybal
Commissioner, District 1

Anna Hansen
Commissioner, District 2

Rudy N. Garcia
Commissioner, District 3



Anna T. Hamilton
Commissioner, District 4

Hank Hughes
Commissioner, District 5

Katherine Miller
County Manager

MEMORANDUM

Date: October 13, 2021

To: Yvonne Herrera, Finance Director

From: J. Jordan Barela, SFCHA Executive Director 

Re: Back-up Documentation for Budget Adjustment Resolution – October 26, 2021 BCC Meeting

The purpose of this memorandum is to provide clarification on the back-up documentation being provided for our Budget Adjustment Resolution for the Public Housing and Capital Fund Program, which is schedule to be presented to the BCC on October 26, 2021.

For the increase in budget authority for the Public Housing Program, Housing has provided two forms, further identified as HUD Tool 52723 (the “Tool”). The Tool is utilized to calculate the Housing Authority’s total Operating Subsidy Grant Eligibility for each calendar year. On February 2, 2021, the Housing Authority submitted its 2021 Tool for the public housing program (Tool #1). The total funding eligibility approved by HUD for 2021 was \$515,471.00. The funding eligibility can be found in Part D, Line 03 of Tool #1.

On March 31, 2021, the Housing Authority finalized its Energy Performance Contract with ICAST. Funding to pay down the debt service for the ICAST contract is allocated within the Housing Authority’s annual Operating Subsidy Grant. Therefore, the Housing Authority needed to submit an amended Tool to HUD, to include the energy saving values provided by the contractor. On June 7, 2021, Housing resubmitted the Tool for 2021 (Tool #2) to include the energy savings value. On September 13, 2021, Housing was made aware that the tool had been approved and our operating subsidy grant eligibility had changed. Part D, Line 03 of Tool #2 shows the Housing Authority’s current grant eligibility with the addition of funding to pay down the debt service (\$648,710). The difference between Part D, Line 03 of Tool #1 and Tool #2 provides the total amount of funding being provided to Housing by HUD to pay down the debt service (\$133,239).

For the 2018 Capital Fund Program Grant, Housing has been unable to locate an award letter from HUD. Staff have reviewed emails, resolutions, digital and hard copy files, and have contact HUD to obtain a copy of the award letter. However, as of the date of this memorandum, Housing has been unable to locate a copy of the award letter. In lieu of the award letter, Housing has provided a copy of the 2018 Capital Fund Program grant from HUD’s Line of Credit Control System. This print out shows the grant number (NM02P050501-18), grant start date (5/9/2018) and total grant amount (\$413,259.00).

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10/28/2021