

SANTA FE COUNTY
RESOLUTION 2022- 074

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

Whereas, the Board of County Commissioners meeting in regular session on September 27, 2022, did request the following budget adjustment:

Department / Division CDD- Housing
 Budget Adjustment Type (drop down): Other Fiscal Year: 2023 (July 1, 2022 - June 30, 2023)

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	1949	372	03-09	HUD / Vouchers	\$ 35,260	
227	1949	372	03-10	HUD / HAP Fees	3,000	
227	1953	372	03-09	HUD / Vouchers	86,615	
Subtotal from First Page					\$ 124,875	\$

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	1949	471	50-90	HAP Payments	\$ 35,260	
227	1949	471	35-01	Vehicle Fuel	400	
227	1949	471	50-01	Audit Services	600	
227	1949	471	70-36	Postage & Mailing	2,000	
227	1953	471	50-90	HAP Payments	86,615	
Subtotal from First Page					\$ 124,875	\$

Requesting Department Approval: J. Jordan Barcla Title: Executive Director Date: 9/14/2022 Log # 264
 Capital/Grants Approval: Samuel L Montoya Date: 9/16/2022 Budget Administrator: Don Siler
 Finance Dept Approval: Don Siler Date: 9/16/2022 Entered by: _____ Date: _____
 County Mgr Approval: _____ Date: 9/29/2022 Updated by: _____ Date: _____

SFC CLERK RECORDED 09/29/2022

**SANTA FE COUNTY
RESOLUTION 2022-074**

BUDGET ADJUSTMENT REQUEST FORM

Fiscal Year 2023 (July 1, 2022 Through June 30, 2023)

CONTINUATION SHEET

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
517	1930	385	05-00	Budgeted Cash / Enterprise Funds	234,376	
Subtotal from Second Page					\$ 234,376	
Total of All Pages					\$ 234,376	
					\$ 359,251	

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
517	1930	471	20-93	Uniform Expense	700	
517	1930	471	40-01	Maintenance Building / Structures	21,500	
517	1930	471	40-02	Maintenance Equipment	1,500	
517	1930	471	50-01	Audit Services	338	
517	1930	471	50-15	Software Licenses	1,500	
517	1930	471	60-02	Safety Supplies	500	
517	1930	471	60-07	Operational Supplies	32,000	
517	1930	471	70-01	Rent of Equipment	1,100	
517	1930	471	70-05	Gas & Heating	2,000	
517	1930	471	70-06	Garbage & Sewer	1,500	
517	1930	471	70-36	Postage & Mailing	2,000	
517	1930	471	70-39	Printing & Publishing	500	
517	1930	471	70-41	Reporting & Recording	3,500	
517	1930	487	80-09	Vehicle / Heavy Equipment	147,738	
517	1930	471	80-99	Inventory Exempt	4,000	
517	1930	487	80-01	Buildings & Structures	14,000	
Subtotal from Second Page					\$ 234,376	
Total of All Pages					\$ 359,251	

**SANTA FE COUNTY
RESOLUTION 2022-074**

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 the Section 8 and Mainstream Voucher programs, for which HUD provides the Housing Division monthly funding allocations per the terms of its annual contributions contract. The Housing Authority received notification that the U.S. Department of Housing and Urban Development (HUD) will be providing an award of an additional 14 vouchers to the Housing Authority in October and November of 2022, for these programs. The award of additional vouchers comes with increased funding allocations for housing assistance payments and administrative fees, totaling \$124,875.00.
 In June of 2022, the Housing Authority also received additional administrative funding in the amount of \$234,376.00, that was provided to the Housing Authority by HUD via a settlement fund. This funding can be used for any administrative cost related to the Public Housing Program. This revenue was received at the end of FY22, and the Housing Authority is requesting to budget this funding so it may be accessed in FY23.

	Recurring	Non-Recurring
Is this Budget Action for a Recurring or Non Recurring Expense(one-time)		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

X

B. Does this include state or federal funds? 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.

X

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.)

X

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

X

PLEASE PROVIDE THE LINE ITEM OF THE MATCH BELOW


FUND	DEPARTMENT	ACTIVITY	ELEMENT	CATEGORY / LINE ITEM	AMOUNT	BUDGETED (Drop Down)

**SANTA FE COUNTY
RESOLUTION 2022- 074**


NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Santa Fe County that the Local Government
Approved, Adopted, and Passed This 27th Day of Sept, 2022.

Santa Fe Board of County Commissioners


Anna T. Hamilton, Chairperson

ATTEST:

Katharine E. Clark, County Clerk



BCC RESOLUTIONS
PAGES: 9
COUNTY OF SANTA FE)
STATE OF NEW MEXICO) ss
I Hereby Certify That This Instrument Was Filed for
Record On The 29TH Day Of September, 2022 at 01:15:52 PM
And Was Duly Recorded as Instrument # 1998563
Of The Records Of Santa Fe County
Witness My Hand And Seal Of Office
Katharine E. Clark
Deputy  County Clerk, Santa Fe, NM



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



OFFICE OF PUBLIC AND INDIAN HOUSING

July 29 , 2022

NM050
HOUSING AUTHORITY OF THE COUNTY OF SANTA FE
52 CAMINO DE JACOBO
SANTA FE, NM 87507

Dear Executive Director:

I am pleased to notify you that your public housing agency (PHA) is eligible for new Mainstream vouchers and funding as authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) (Public Law 116-136). The CARES Act provided that the Department of Housing and Urban Development (HUD) allocate additional vouchers to PHAs non-competitively to help them prevent, prepare for, and respond to coronavirus in their communities. Your PHA submitted an application requesting Mainstream vouchers using the criteria identified in *PIH Notice 2022-07: "Mainstream Vouchers – Non-Competitive Opportunity for Additional Vouchers Authorized by the CARES Act and Extraordinary Administrative Funding."*

<https://www.hud.gov/sites/dfiles/PIH/documents/PIH2022-07.pdf>

The enclosed table (see last page) shows the number of units and the budget authority awarded. The default effective date of your award will be September 1, 2022, unless you contact your Financial Analyst at the Financial Management Center (FMC) by August 12, 2022, to request an alternative effective date. Your effective date may be the first of any month beginning July 2022 through November 2022.

Please remember, as with the regular voucher program, the awarded budget authority and number of units both serve as a cap. Your agency may only lease until you have reached the lower of your budget authority or number of units allocated. If you have money left but you have leased all the awarded units, this extra funding will go into your agency's Mainstream Housing Assistance Payment (HAP) reserves. If you are on track to spend all of the awarded funding but still have units left, you must manage your funds in a responsible manner that will not result in a shortfall.

The FMC will provide your agency with an amended Annual Contributions Contract that reflects the obligation of funds and monthly disbursements amount to be scheduled. Initially, the first three months of disbursements will be automatically scheduled. Each disbursement will equal 1/12th of your award amount. Thereafter, monthly disbursements will be scheduled based on monthly Mainstream expenses reported in the Voucher Management System (VMS). If you have not leased any vouchers by month three, you will not receive additional disbursements until VMS data shows you are incurring HAP expenses. If at any time such disbursements are not sufficient to cover your monthly expenses, your agency should contact your Financial Analyst at the FMC.

SFC CLERK RECORDED 09/29/2022

Your agency must follow all HCV program requirements when administering the Mainstream Voucher Program, including the regulations at 24 CFR part 982, and the requirements in PIH Notice 2022-07 and [PIH Notice 2020-01: Revised Policies and Procedures for the Mainstream Voucher Program](#). Your PHA is required to follow relevant statutes, regulations, and HUD guidance.

<https://www.hud.gov/sites/dfiles/PIH/documents/PIH-2020-01.pdf>

To ensure that Mainstream families are recorded properly, you must record MS5 on line 2n of the form HUD-50058 (Family Report). Remember to accurately record families who are homeless at admission on line 4c of the HUD-50058. Mainstream vouchers and corresponding HAP expenses must also be accurately reported in VMS. The Mainstream Voucher Program is reported separately in FASS-PH under the CFDA code 14.879.

Additional information regarding the Mainstream Voucher Program can be found at:

https://www.hud.gov/program_offices/public_indian_housing/programs/hcv/mainstream.

Please contact MainstreamVouchers@hud.gov if you have any questions.

Sincerely

Danielle L Bastarache

Digital signed by Danielle L Bastarache
DN: cn = Danielle L Bastarache, c = US
Reason: I am approving this document

Danielle Bastarache
Deputy Assistant Secretary for
Public Housing and Voucher Programs



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

OFFICE OF PUBLIC AND INDIAN HOUSING

Number of Vouchers	Voucher Funding	Extraordinary Administrative Fee Funding
10	\$86,615	\$0

SFC CLERK RECORDED 09/29/2022

Award Letter - New Section 8 Vouchers

From: newhcv
To: Joseph J. Barela
Subject: IMPORTANT: Housing Choice Vouchers Program, Fair Share Vouchers Allocation
Date: Monday, August 29, 2022 6:55:39 AM

Warning:

EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender and know the content is safe.

August 29, 2022

Housing Authority of the County of Santa Fe
NM050

Dear Executive Director:

This is your public housing agency's award of new vouchers under the Consolidated Appropriations Act 2022 (P.L. 117-103). For more information on these awards, please see PIH Notice 2022-29.

The Consolidated Appropriations Act 2022 (P.L. 117-103) appropriated \$200 million for new incremental vouchers pursuant to a method, as determined by HUD, which may include a formula that may include such factors as severe cost burden, overcrowding, substandard housing for very low-income renters, homelessness, and administrative capacity. The allocation method is required to include rural and urban areas. The Act further provides HUD with the discretion to specify additional terms and conditions for the use of these vouchers to ensure that PHAs provide vouchers for use by survivors of domestic violence, or individuals and families who are homeless, as defined in section 103(a) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11302(a)), or at risk of homelessness, as defined in section 401(1) of such Act (42 U.S.C. 11360(1)). Note that HUD is encouraging but not requiring PHAs to institute preferences to only serve these populations with the new vouchers.

To help PHAs expeditiously lease these vouchers, HUD is using a portion of the CY 2022 Appropriations Act \$30 million administrative fee set-aside to provide a one-time special fee of \$750 for each voucher awarded. This is a Special Fee in addition to those listed in PIH 2022-14.

The following table provides the details for your agency's HCV award:

Housing Choice Vouchers Awarded: 4	
Housing Assistance Payments	Special Fees
\$35,259.79	\$3,000.00
Effective: October 1, 2022	Effective: October 1, 2022

For more information on this allocation of vouchers, see PIH Notice 2022-29. If your agency would like to accept this award, no action is required. If your PHA wishes to decline this award, please reply to NewHCVS@hud.gov by **Friday, September 2, 2022**, or they will

be deemed accepted. If you miss this deadline, please contact NewHCVs@hud.gov if you wish to return this award.

Should you have questions about this award, please do not hesitate to contact your FMC Financial Analyst or email NewHCVs@hud.gov

Sincerely,

Danielle Bastarache
Deputy Assistant Secretary for
Public Housing and Voucher Programs

SFC CLERK RECORDED 09/29/2022