

SANTA FE COUNTY  
RESOLUTION 2024- 04 - HB

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

Whereas, the Housing Authority Board meeting in regular session on March 26, 2024, did request the following budget adjustment:

Department / Division CDD/ Housing Authority

Budget Adjustment Type (drop down): Other Fiscal Year: 2024 (July 1, 2023 - June 30, 2024)

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
301	1963	372	03-01	CFP Grant 23 (NM02P050501-23)	\$ 620,247	
Subtotal from First Page					\$ 620,247	\$ -

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
301	1963	471	10-26	Term Employees	\$ 73,846	
301	1963	471	20-01	FICA- Regular	4,579	
301	1963	471	20-02	FICA- Medicare	1,071	
301	1963	471	20-03	Retirement Contributions	14,983	
301	1963	471	20-05	Health Care	14,400	
301	1963	471	20-06	Retirement Health Care	1,477	
301	1963	471	20-08	Workers Comp	9	
301	1963	471	20-93	Uniform Expense	175	
Subtotal from First Page					\$ 110,540	\$ -

Requesting Department Approval: J. Jordan Barela Title: Executive Director of Housing Ops

Date: 3/13/2024 Log # 56

Capital/Grants Approval: [Signature] Date: 3/19/2024

Budget Administrator: [Signature] 3/18/24

Finance Dept Approval: [Signature] Date: 3/18/2024

Entered by: \_\_\_\_\_ Date: \_\_\_\_\_

County Mgr Approval: [Signature] Date: 3/27/2024

Updated by: \_\_\_\_\_ Date: \_\_\_\_\_

SFC CLERK RECORDED 03/27/2024

**SANTA FE COUNTY**  
**RESOLUTION 2024- 04 -HB**

**BUDGET ADJUSTMENT REQUEST FORM**

**Fiscal Year 2024 (July 1, 2023 Through June 30, 2024)**

*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
<b>Subtotal from Second Page</b>					\$ -	\$ -
<b>Total of All Pages</b>					\$ 620,247	\$ -

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
301	1963	471	30-03	In-State-Travel	\$ 2,000	
301	1963	471	30-04	Out-of-State Travel	6,000	
301	1963	471	40-01	Maintenance: Buildings & Structures	50,000	
301	1963	471	50-03	Services: Contractual	5,000	
301	1963	471	50-15	Services: Software License/Maintenance	6,000	
301	1963	471	60-02	Safety Supplies	175	
301	1963	471	60-07	Operational Supplies	10,000	
301	1963	471	80-99	Capital Purchases: Inventory Exempt	20,000	
301	1963	487	80-01	Capital: Buildings & Structures	403,032	
301	1963	487	80-02	Capital: Contractual Services	500	
301	1963	487	80-04	Capital: Furniture & Fixtures	7,000	
<b>Subtotal from second Page</b>					\$ 509,707	\$ -
<b>Total of All Pages</b>					\$ 620,247	\$ -

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**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, operates a Capital Fund Program for which the U.S. Department of Housing and Urban Development (HUD) provides annual grant allocations to fund the ongoing capital needs of the Public Housing Program. The Housing Division was awarded their 2023 Capital Fund Program Grants (Grant #NM02P050501-23) by HUD on February 17, 2023. Staff were notified in February of 2024 that the 2023 Capital Fund Program Grant funding has been released in HUD's Electronic Line of Credit Control System (eLOCCS) and was available for drawdown. The 2023 Capital Fund Program Grant will be budget in account 301-1963.

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

	Yes	No
3 Does this request impact a revenue source?		X

A. Is this a State Special Appropriation? If Yes, cite Statute and attach a copy		X
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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. <b>Grant #NM02P050501-23</b>	X	
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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
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D. Is a match required? If Yes, please identify funding source in the line below.		X
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PLEASE PROVIDE THE LINE ITEM OF THE MATCH BELOW

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

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NOW, THEREFORE, BE IT RESOLVED by the Santa Fe County Housing Authority Board that the Local Government Division of the New Mexico Department of Finance and Administration is hereby requested to grant authority to adjust budgets as detailed above.

Approved, Adopted, and Passed This 26<sup>th</sup> Day of March, 2024.

Santa Fe County Housing Authority Board

Hank Hughes  
Hank Hughes, Chairperson



ATTEST:

Katharine E. Clark

Katharine E. Clark, County Clerk



COUNTY OF SANTA FE )  
STATE OF NEW MEXICO ) ss

HOUSING RESOLUTION  
PAGES: 4

I Hereby Certify That This Instrument Was Filed for Record On The 27TH Day Of March, 2024 at 01:14:46 PM And Was Duly Recorded as Instrument # 2030699 Of The Records Of Santa Fe County

Deputy Maria J. Full Witness My Hand And Seal Of Office Katharine E. Clark County Clerk, Santa Fe, NM