

**SANTA FE COUNTY
BOARD OF COUNTY COMMISSIONERS**

RESOLUTION NO. 2025 - 095

**A RESOLUTION TO ADOPT THE SANTA FE COUNTY STRATEGIC WORKFORCE
HOUSING PLAN; CREATING A MEMORANDUM OF UNDERSTANDING BETWEEN
SANTA FE COUNTY, THE SANTA FE COMMUNITY HOUSING TRUST, AND
UNIVEST-RANCHO VIEJO, LLC TO DEVELOP AND IMPLEMENT A WORKFORCE
RENTAL HOUSING PROGRAM AND ESTABLISH A PATHWAY TO
HOMEOWNERSHIP FOR QUALIFYING MEMBERS OF THE WORKFORCE**

WHEREAS, in June 2023, the Santa Fe County (County) Board of County Commissioners (Board) adopted Resolution No. 2023-083, approving a new Affordable Housing Plan that recognizes the critical shortage of housing options for key workforce sectors, including public safety, education, healthcare, government, and other essential service sectors; and

WHEREAS, the Santa Fe County Affordable Housing Plan directs the County to engage in public-private partnerships to address workforce housing needs and to implement strategies for providing affordable rental housing and homeownership opportunities; and

WHEREAS, the Santa Fe County Strategic Workforce Housing Program ("Program") specifically focuses on the development of affordable rental housing within La Entrada Phase 1, in collaboration with Rancho Viejo ("Developer"), the Santa Fe Housing Trust, and other community partners; and

WHEREAS, transitioning renters to affordable homeownership is a key strategy for stability, helping to keep valuable employees in understaffed workforce sectors in the community as long-term residents; and

WHEREAS, the Program leverages the County's Inclusionary Zoning Regulations and Sustainable Land Development Code (SLDC), which requires the provision of affordable housing in new developments, including townhomes for rent in La Entrada Phase 1; and

WHEREAS, Rancho Viejo has constructed and leased townhomes in La Entrada Phase 1, with the potential to construct additional affordable units to meet the needs of the workforce, with a target of over 60 affordable rentals and homeownership opportunities for the workforce; and

WHEREAS, the Program outlines the roles and responsibilities of the Developer (Rancho Viejo), Santa Fe County, and community partners in the administration and operation of the Program, including tenant income verification, lease management, and support for tenants seeking homeownership; and

WHEREAS, the Program establishes eligibility criteria for affordable renters, defines affordable rental rates, and sets the framework for a 48-month lease period during which renters can work toward homeownership or transition to market rents.

SFC CLERK RECORDED 09/11/2025

NOW, THEREFORE, BE IT RESOLVED by the Santa Fe County Board of County Commissioners that:

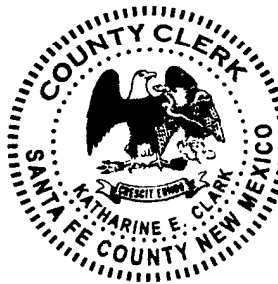
1. The Santa Fe County Strategic Workforce Housing Program: La Entrada Phase 1 attached and incorporated hereto as Exhibit A, is hereby approved.
2. The Santa Fe County Board of County Commissioners acknowledges the importance of public-private partnerships in providing affordable housing to workforce sectors and commits to supporting the implementation of the Program in collaboration with Rancho Viejo and community partners.
3. The County shall amend the Affordable Housing Agreement for La Entrada Phase 1 as necessary to include the provisions of this Program, including flexibility in income ranges for qualifying tenants, and to ensure compliance with the SLDC and other relevant policies.
4. The County shall work in partnership with Rancho Viejo, the Santa Fe Housing Trust, and other community partners to provide resources for income and asset evaluations, affordable rental rate calculations, and support services for tenants.
5. The County shall monitor the Developer's compliance with affordable housing requirements for the duration of the compliance period as outlined in the Program.
6. This resolution shall take effect immediately upon adoption.

PASSED, APPROVED, AND ADOPTED ON THIS 9th DAY OF SEPTEMBER, 2025.

**SANTA FE COUNTY
BOARD OF COUNTY COMMISSIONERS**

By: _____

Camilla Bustamante, Chair



ATTEST:

Katharine E. Clark

Santa Fe County Clerk

Date: Sept 10th 2025

COUNTY OF SANTA FE)
STATE OF NEW MEXICO) ss

BCC RESOLUTIONS
PAGES: 7

I Hereby Certify That This Instrument Was Filed for
Record On The 11TH Day Of September, 2025 at 09:53:56 AM
and Was Duly Recorded as Instrument # **2066913**
of The Records Of Santa Fe County

Approved as to form:

Walker Boyd

Santa Fe County Attorney

Deputy _____

Katharine E. Clark

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

SEC CLERK RECORDED 09/11/2025





Santa Fe County Strategic Workforce Housing Plan: La Entrada Phase 1

Section 1. Short Title. This plan may be cited as the Santa Fe County Strategic Workforce Housing Plan (“SWHP”).

Section 2. Statutory Authority. This plan is intended to carry out specific needs as described in the Santa Fe County Affordable Housing Plan, adopted by the Board of County Commissioners as Resolution 2023-083, which in turn meets the requirement that a county create an affordable housing plan in order to make grants per the New Mexico Mortgage Finance Authority (now called Housing New Mexico). This plan leverages existing County partnerships that have been in place since the passage of the County’s Inclusionary Zoning ordinance and approval of the Sustainable Land Development Code (“SLDC”), Chapter 13, which outlines minimum affordability standards for new housing development in the County.

Section 4. Purpose. The County’s Affordable Housing Plan identifies a shortage of housing specific to meet the needs of certain sectors of the workforce, including critical sectors such as public safety, education, health care, government, and other crucial service sectors. This Plan would require a public-private partnership between Santa Fe County, Rancho Viejo, and community partners, such as the Santa Fe Housing Trust, affordable housing lenders and other relevant entities who could provide resources to assist in addressing workforce housing initiatives in Santa Fe County.

Section 5. Background. Through the County’s Inclusionary Zoning Program, Rancho Viejo is required to provide a number of affordable units to qualifying households between 0 and 150% of the Area Median Income for Santa Fe County in La Entrada Phase 1. The SLDC requires that these affordable units be (1) built and offered for sale to affordable buyers, or (2) built and leased to affordable renters to fulfill SLDC requirements. Rancho Viejo has proposed leasing townhomes to affordable renters within La Entrada Phase 1. Currently four (4) townhomes have been constructed and leased. Eight (8) additional townhomes can be constructed in the next twelve (12) months, and the potential exists to construct an additional fifty (50) townhomes over time, pending the availability of financing. If used for workforce housing, this partnership has the potential of creating over sixty (60) affordable rentals and opportunities for homeownership for this population within the County. It can also create a model that can be applied to future phases or additional developments.

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Exhibit A

Section 6. Definitions.

“Affordable Housing Plan” or **“Plan”** shall mean a plan pursuant to detailed research and analysis of the community and housing profile, including a review of land use and policy regarding land use, which produces a housing needs assessment for low- and moderate-income households in that locality.

“Affordable Renter” shall mean a single person or Qualified Household whose adjusted household income is at or below 150% of the Area Median Income and who signs a lease to participate in the Program.

“Affordable Units” shall mean site-built residential units designed for single-family occupancy, whether as residential units within a larger building, townhomes, or single-family detached homes, and which have rental rates or purchase prices that do not exceed 30% of a household’s adjusted monthly income. For affordable rental units, rental rates may not exceed 120% of HUD’s Fair Market Rent Rates for the designated unit size.

“Affordability Period” shall mean the length of time an Affordable Unit must maintain its status as such, which is twenty (20) years for affordable rental units, unless the unit has been sold to a Qualified Buyer during the Affordability Period, in which case the sale shall qualify as a Qualified Transaction.

“Affordable Rental Rate” shall mean a rental rate that is calculated based on a tenant’s Income Range prior to execution of a lease and re-established on an annual basis by the County prior to renewal during the Maximum Lease Period.

“Applicant” shall mean an individual meeting the designated criteria set by the County for the workforce housing program who has submitted an application.

“Area Median Income” or **“AMI”** means the median income for the Santa Fe Metropolitan Statistical Area as adjusted for various household sized and published and revised periodically by the U.S. Department of Housing and Urban Development.

“Community Partner” shall mean a local agency or organization that provides services for first-time homebuyers of low to moderate income, including homebuyer counseling and certification courses, credit counseling, and navigation of affordable mortgage and down payment assistance programs.

“County” shall mean Santa Fe County, New Mexico, a political subdivision of the State on New Mexico under the Constitution and laws of the State of New Mexico.

“Federal Inspection Standards” shall mean Habitability Quality Standards (“HQS”), National Standards for the Physical Inspection of Real Estate (“NSPIRE”) or other equivalent standards applicable to Federal, State or Local Government assisted housing programs.

“Household” shall mean one or more persons occupying a housing unit.

“HUD” shall mean the United States Department of Housing and Urban Development.

“Maximum Lease Period” shall mean the 48 months following the start date of a Qualified Household’s first lease under the Workforce Housing Program.

Exhibit A

“Qualified Buyer” shall mean an eligible participant in the workforce housing program who transitions to a first-time or entry-market homebuyer through the program’s homeownership path, and who has enrolled as a client with the County’s homeownership Community Partner.

“Qualified Employment Sector” shall mean those sectors of the County’s economy for which there is insufficient affordable housing available, and which, both historically and presently, remain understaffed to the detriment of the well-being of the community at large, to include public safety, education, government, health care, and other critical service sectors.

“Qualified Household” shall mean a head of household or single person who meets the income requirements of the workforce housing program as well as proof of employment in Qualified Employment Sector.

“Qualified Transaction” shall mean the purchase of an Affordable Unit by a workforce housing program participant prior to the expiration of a rental unit’s Affordability Period, which shall nullify, with no consequence to the developer, the Affordability Period per the Affordable Housing Agreement.

“Workforce Housing Program” (“Program”) shall mean the qualifications, services, and agreements specified in this Strategic Workforce Housing Plan.

Section 7. Program Structure.

- A. The goal of this program is to provide Qualified Households affordable rental options in the Community College District for a period not to exceed 48 months. During this period, the renters are provided the opportunity to work with a local community partner to build their credit, take first-time homebuyer certification courses, and prequalify for a mortgage and applicable down payment assistance programs, to include the County’s program. The ultimate goal is to provide the renter resources required to move on to market rents or homeownership opportunities prior to the end of their maximum lease period. If Rancho Viejo is in agreement, an option to purchase the townhome at a later date may also be allowable pursuant to the SLDC if the tenant can qualify for the purchase mortgage.
- B. Role and responsibilities of the Developer (Univest-Rancho Viejo):
 1. Build, and offer for lease, town homes or homes within La Entrada Phase 1 to Qualified Households.
 2. Market units to 1) Santa Fe Public Schools; 2) Los Alamos National Laboratories; 3) Local hospitals, clinics, and other medical service providers; 4) Public safety employees and 5) Other government employees. Although units can be made available to any affordable renters in the community if supply exceeds the program’s demands, the Developer will give preference to Qualified Households who apply to the Program.
 3. Manage applications and any relevant waitlists for Qualified Households or other affordable renters.
 4. Refer Qualified Households and other affordable renters to the County.
- C. Role and responsibilities of the County:

Exhibit A

1. Amend the Affordable Housing Agreement for La Entrada Phase 1 to include requirements of affordable rentals and allowing for flexibility in income ranges to make the Program feasible. For example, if a unit designated for a Range 1 renter could not be leased within thirty (30) days of becoming vacant, the unit could be rented to a household in a different income range to limit loss in revenue for the Developer. The Range 1 unit would then be substituted for a future vacancy at a later date.
 2. The County will 1) conduct income and asset evaluations for each renter; 2) certify the renter qualifies for the program and identify their respective income range; and 3) determine the affordable rental rate for the lease period based on the tenant's income prior to the execution of the affordable lease.
 3. The County will complete these re-certifications annually to ensure the tenant continues to qualify for the program and re-establish new rental rates as needed.
 4. Monitor the Developer's compliance with their affordable housing requirements pursuant to their Affordable Housing Agreement and the SLDC for the duration of the compliance period.
- D. Role and responsibilities of the Community Partner:
1. Enroll the tenant as a client following the execution of their affordable lease.
 2. Offer the tenant:
 - i) Housing counseling services.
 - ii) First-time homebuyer certification courses.
 - iii) Assistance with raising their credit score.
 - iv) Assistance in qualifying for a first mortgage; and
 - v) Assistance in locating various "soft second" mortgage and down payment assistance programs, including those offered by the County.

Section 8. Income ranges.

- A. For the purposes of the Program, Affordable Rental Rates, and Affordable Housing Agreement, qualifying Income Ranges are as follows:
 1. Income Range 1: 0-65% of Area Median Income.
 2. Income Range 2: 66-80% of Area Median Income.
 3. Income Range 3: 81-100% of Area Median Income.
 4. Income Range 4: 101-120% of Area Median Income
- B. To make the Program viable, the County and Developer must exercise flexibility regarding the affordable tenant's Income Range. Though all tenants must initially qualify as an affordable renter with an adjusted household income not exceeding 120% of AMI, so long as the tenant remains under 150% of AMI they will retain their status as a Qualified Household for the duration of their Maximum Lease Period. Income growth is an expected precursor to qualifying for homeownership, and as such, tenants beginning the program in Range 2 would likely need to move up to a higher Income Range to qualify for a purchase mortgage. As such, Income Ranges and percentages of affordable renters in each income range are expected to change over time. Causing disruptions in housing due to changing

Exhibit A

Income Ranges would be harmful to the tenant and detrimental to the overall goals of the Program.

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