

**SANTA FE COUNTY  
HOUSING AUTHORITY**

***Housing Authority Board Resolution No. 2010-10***

**A RESOLUTION APPROVING THE SANTA FE COUNTY HOUSING  
AUTHORITY'S PUBLIC HOUSING ASSESSMENT SYSTEM (PHAS)  
MANAGEMENT OPERATIONS CERTIFICATION FOR THE FISCAL  
YEAR ENDING JUNE 30, 2010**

WHEREAS, on September 1, 1998, the Department of Housing and Urban Development (HUD) published a final rule, codified at 24 CFR part 902, that established a new system for the assessment of public housing designed to enhance public trust by creating a comprehensive oversight tool that effectively and fairly measures a public housing agency (PHA) on standards that are objective and uniform; and

WHEREAS, under the Public Housing Assessment System (PHAS), HUD evaluates a public housing agency based on four indicators including 1) the physical condition of the PHA's public housing properties; 2) the PHA's financial condition; 3) the PHA's management operations; and 4) the resident's assessment (through a survey) of the PHA's performance; and

WHEREAS, the PHA is required to prepare and submit the Public Housing Assessment System Management Operations Certification to the Department of Housing and Urban Development.

NOW, THEREFORE, BE IT RESOLVED that the Board of Housing Commissioners of Santa Fe County has reviewed and hereby approves the PHAS Management Operations Certification for the fiscal year ending June 30, 2010.

APPROVED, ADOPTED AND PASSED this 28<sup>th</sup> day of September, 2010.


COUNTY OF SANTA FE )  
STATE OF NEW MEXICO ) ss

HOUSING RESOLUTION  
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I Hereby Certify That This Instrument Was Filed for  
Record On The 4TH Day Of October, 2010 at 02:35:25 PM  
and Was Duly Recorded as Instrument # 1612910  
of The Records Of Santa Fe County

Board of Housing Commissioners

  
\_\_\_\_\_  
Harry B. Montoya

  
\_\_\_\_\_  
Deputy County Clerk, Santa Fe, NM

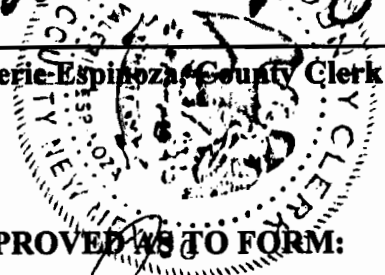
Witness My Hand And Seal Of Office  
Valerie Espinoza  
County Clerk, Santa Fe, NM



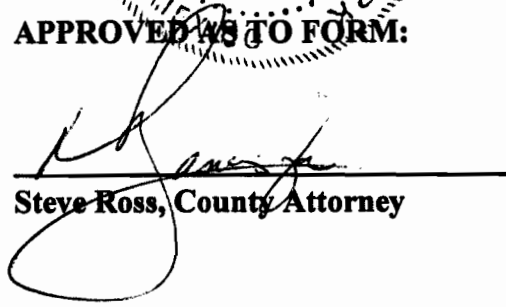
ATTEST:



Valerie Espinoza, County Clerk



APPROVED AS TO FORM:



Steve Ross, County Attorney

**Management Assessment for Public Housing Agencies****View/Print Full Submission**

PHA Code : NM050      FYE : 06/30      Fiscal Year : 2010  
 PHA Name : Housing Authority of the County of Santa Fe  
 Submission Type : Submission      Status : REAC

[Inbox](#) | [Unit Turnaround](#) | [Capital Fund](#) | [Work Orders](#) | [Annual Inspection](#) | [Security](#) | [Econ. Self-Suff](#)

**Sub-Indicator 1: Vacant Unit Turnaround Time**

ELEMENT	DESCRIPTION	AMOUNT
V12400	Total number of turnaround days.	3,473
V12500	Total number of vacancy days exempted for Capital Fund.	357
V12600	Total number of vacancy days exempted for other reasons.	556
V12700	Total number of vacant units turned around and lease in effect in the PHA's immediate past fiscal year.	35
V12800	Average number of calendar days units were in down time.	0.00
V12900	Average number of calendar days units were in make ready time.	57.00
V13000	Average number of calendar days units were in lease up time.	16.00
V13100	Average Unit Turnaround Days.	73.14

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**Sub-Indicator 2: Capital Fund**

ELEMENT	DESCRIPTION	AMOUNT
CF10000	Do you have any open Capital Fund programs(e.g. CGP, HOPE VI)(Y/N)? Open = any program that does not have a pre-audit end date or that received a pre-audit end date during the fiscal year being assessed.	yes
<b>Component 1:</b>	<b>Unexpended Funds Over Three Federal Fiscal Years (FFYs) Old</b>	
CF10050	Total funds authorized over 3 FFYs old that do not have a pre-audit end date or that received a pre-audit end date during the fiscal year being assessed.	\$ 0.00
CF10100	Total funds expended over 3 FFYs old that do not have a pre-audit end date or that received a pre-audit end date during the fiscal year being assessed.	\$ 0.00
CF10200	Unexpended funds to be recaptured (enter dollar amt).	\$ 0.00
CF10300	Unexpended funds approved by HUD over 3 FFYs old	\$ 0.00

	(enter dollar amt).	
CF10400	Unexpended funds with time extensions due to reasons outside of PHA control (enter dollar amt).	\$ 0.00
CF10500	Adjusted total unexpended funds.	\$ 0.00
<b>Component 2:</b>	<b>Timeliness of Fund Obligation</b>	
CF11100	Total funds authorized for grants over 2 FFYs old.	\$ 317,824.00
CF11200	Total funds obligated over 2 FFYs old.	\$ 317,824.00
CF11300	Unobligated funds approved by HUD over 2 FFYs old (enter dollar amt).	\$ 0.00
CF11400	Unobligated funds with time extensions due to reasons outside of PHA control (enter dollar amt).	\$ 0.00
CF11500	Adjusted total unobligated funds.	\$ 0.00
<b>Component 3:</b>	<b>Adequacy of Contract Administration</b>	
CF11700	The date of last HUD/Army Corps of Engineers on-site inspection and/or audit related to contract administration (Include A133 audit).	03/05/2003
CF11800	The number of findings related to contract administration.	2
CF11900	The number of findings related to contract administration that have been corrected by the PHA.	2
CF12000	The number of findings related to contract administration that the PHA is in the process of correcting.	0
<b>Component 4:</b>	<b>Quality of the Physical Work</b>	
CF12200	Date of last HUD/Army Corps of Engineers on-site inspection and/or audit related to quality of the physical work.	03/05/2003
CF12300	The number of findings related to the quality of the physical work.	0
CF12400	The number of findings related to the quality of the physical work that have been corrected by the PHA.	0
CF12500	The number of findings related to the quality of the physical work that the PHA is in the process of correcting.	0
<b>Component 5:</b>	<b>Budget Controls</b>	
CF12700	Total amount of Capital Funds expended during the PHA fiscal year being assessed.	\$ 276,512.83
CF12800	The amount of Capital Funds expended on approved work items not subject to budget revisions during the PHA fiscal year being assessed.	\$ 162,583.44
CF12900	The amount of Capital Funds expended under budget revisions with prior HUD approval during the PHA fiscal year being assessed.	\$ 113,929.39
CF13000	The amount of Capital Funds expended under budget revisions not requiring prior HUD approval during the PHA fiscal year being assessed.	\$ 0.00

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**Sub-Indicator 3: Work Orders**

ELEMENT	DESCRIPTION	AMOUNT
<b>Component 1:</b>	<b>Emergency Work Orders</b>	
W10000	Total number of emergency work orders.	118
W10100	Total number of emergency work orders completed / abated within 24 hours.	118
W10200	Percentage of emergency work orders completed / abated within 24 hours.	100.00%
<b>Component 2:</b>	<b>Non-Emergency Work Orders</b>	
W10500	Total number of non-emergency work orders.	490
W10600	Total number of calendar days it took to complete non-emergency work orders.	6,689
W10700	Average number of days PHA has reduced the time it takes to complete non-emergency work orders over the past three years.	4.00
W10800	Average completion days.	13.65

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**Sub-Indicator 4: Annual Inspection of Dwelling Units and Systems**

ELEMENT	DESCRIPTION	AMOUNT
<b>Component 1:</b>	<b>Annual Inspection of Dwelling Units</b>	
A10000	The total number of ACC units.	200
A10100	The sum of units exempted where the PHA made two documented attempts to inspect and is enforcing the lease.	0
A10200	Vacant units exempted for Capital Fund.	0
A10300	Vacant units exempted for other reasons.	25
A10400	Total number of units inspected using the Uniform Physical Condition Standards (UPCS).	174
A10550	Total number of units inspected that did not require repairs.	16
A10600	The number of units where necessary repairs were completed to comply with UPCS either during the inspection, issued work orders for the repairs, or referred the deficiency to the current year's or next year's Capital Fund program.	158
A10700	Adjusted units available.	175
A10800	Percent of units inspected by PHA.	99.43%
<b>Component 2:</b>	<b>Annual Inspection of Systems Including Common Areas and Non-Dwelling Space</b>	

A11100	Total number of projects.	3
A11200	Total number of projects exempted from the inspection of systems.	0
A11300	The total number of projects where all systems were inspected in accordance with the UPCS.	3
A11400	Total number of buildings.	167
A11500	Total number of buildings exempted from the inspection of systems.	1
A11600	Total number of buildings where all systems were inspected in accordance with the UPCS.	166
A11700	The number of buildings and projects where necessary repairs were completed to comply with UPCS either during the inspection, issued work orders for the repairs, or referred the deficiency to the current year's or next year's Capital Fund program.	166
A11800	Percentage of projects inspected.	100.00%
A11900	Percentage of buildings inspected.	100.00%

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#### Sub-Indicator 5: Security

ELEMENT	DESCRIPTION	AMOUNT
<b>Component 1:</b>	<b>Tracking and Reporting Crime-Related Problems</b>	
S10000	The date that the Board adopted current policies to track crime and crime-related problems.	03/31/2008
S10100	The date that the PHA implemented the current procedures to track crime and crime-related problems.	04/01/2008
S10200	The date that the PHA implemented a current cooperative system for tracking and reporting crime to local police authorities.	11/27/2007
S10300	The number of crimes that the PHA can document it reported to local police authorities.	4
S10400	Percentage of developments where PHA can document it tracks crime and crime-related problems.	3.00%
<b>Component 2:</b>	<b>Screening of Applicants</b>	
S10500	The date the Board adopted current screening policies that reflect the applicable criteria.	03/31/2008
S10600	The date the PHA implemented current screening procedures that reflect the applicable criteria.	04/01/2008
S10700	PHA can document that current screening procedures result in successfully denying admission to applicants who meet the applicable criteria (enter Yes or No).	yes
S10800	The total number of applicants denied who met the applicable criteria	9
<b>Component 3:</b>	<b>Lease Enforcement</b>	

S10900	The date the Board adopted current eviction policies that reflect the applicable criteria.	03/31/2008
S11000	The date the PHA Implemented current eviction procedures that reflect the applicable criteria.	04/01/2008
S11100	PHA can document that eviction screening procedures resulted in the evicting of residents who meet the applicable criteria (enter Yes or No).	yes
S11200	The total number of evictions as a result of the applicable criteria.	8
<b>Component 4: Drug Prevention and/or Crime Reduction Program Goals</b>		
S11350	The number of HUD-funded drug prevention and/or crime reduction programs.	1
S11450	The number of non HUD-funded drug prevention and/or crime reduction programs that the PHA requests to be assessed.	0
S11550	The number of documented program goals that are related to drug-prevention and/or crime reduction.	4
S11600	The number of goals the PHA can document it met under the Implementation plans(s) for any and all of these programs.	4
S11700	Percentage of goals that the PHA can document it met under the Implementation plans(s) for any and all of these programs.	100.00%

[Top of Page]**Sub-Indicator 6: Economic Self-Sufficiency**

ELEMENT	DESCRIPTION	AMOUNT
E10000	The number of HUD-funded economic self-sufficiency programs.	2
E10100	The number of non HUD-funded economic self-sufficiency programs that the PHA requests to be assessed.	0
E10200	The number of documented program goals that are related to economic self-sufficiency.	4
E10300	The number of goals the PHA can document it met under the Implementation plan(s) for any and all of these programs.	4
E10400	Percentage of goals that the PHA can document it met under the Implementation plan(s) for any and all of these programs.	100.00%

[Top of Page]*Comments or Questions? Please go to Technical Assistance Center or Contact MASS*

# Memorandum

**To:** Housing Authority Board of Commissioners  
**From:** Dodi Salazar, Housing Director  
**Date:** 9/22/2010  
**Re:** Resolution Approving the Santa Fe County Housing Authority's Public Housing Assessment System (PHAS) Management Operations Certification for the Fiscal Year Ending June 30, 2010

**ISSUE:** The Santa Fe County Housing Authority requests approval of a resolution approving the Public Housing Assessment System (PHAS) Management Operations Certification for the fiscal year ending June 30, 2010.

**BACKGROUND:** On September 1, 1998, the Department of Housing and Urban Development (HUD) published the final rule that established a new system for assessing public housing authorities called the Public Housing Assessment System. Under PHAS, HUD evaluates a public housing agency based on several criteria including the financial condition, site appearance, resident assessment and management operations. This resolution is specifically for the Management Operations portion of the PHAS. The Santa Fe County Housing Authority is required to prepare and submit this certification to HUD every other year.

**RECOMMENDATION:** The Housing Authority Board of Commissioners approves this resolution approving the Santa Fe County Housing Authority's Public Housing Assessment System Management Operations Certification for the fiscal year ending June 30, 2010.

