



**ACTION SHEET  
CITY COUNCIL COMMITTEE MEETING OF 08/27/14  
ITEM FROM FINANCE COMMITTEE MEETING OF 08/18/14**

<b>ISSUE:</b>			
9. Request for Approval of Budget Increase for HUD's Shelter Plus Care Rental Assistance for Fiscal Year 2014-2015. (Alexandra Ladd)			
<b>FINANCE COMMITTEE ACTION: APPROVED AS CONSENT ITEM</b>			
Requested approval of budget increase for HUD's Shelter Plus Care Rental Assistance for Fiscal Year 2014-2015 in the total amount of \$817,175.			
<b>FUNDING SOURCE: 22574</b>			
<b>SPECIAL CONDITIONS OR AMENDMENTS</b>			
<b>STAFF FOLLOW-UP:</b>			
<b>VOTE</b>	<b>FOR</b>	<b>AGAINST</b>	<b>ABSTAIN</b>
COUNCILOR TRUJILLO	X		
COUNCILOR RIVERA	X		
COUNCILOR LINDELL	Chair		
COUNCILOR MAESTAS	X		
CHAIRPERSON DOMINGUEZ	Absent to vote		

3-17-14

# City of Santa Fe, New Mexico

# memo

**Date:** August 18, 2014

**To:** Finance Committee – August 18, 2014  
City Council – August 25, 2014

**Via:** Kate Noble, Interim Director *KN*  
Housing and Community Development Department

**From:** Alexandra Ladd, Special Projects Manager *AL*  
Housing and Community Development Department

**Re:** Budget Adjustment Request (BAR) Shelter Plus Care Rental Assistance (BU 22574) to increase budgeted amount by \$817,175 for FY 2014-2015

## **ACTION REQUESTED**

The Housing and Community Development Department requests approval of Budget Adjustment Request (BAR) for Shelter Plus Care Rental Assistance (BU 22574) to increase business unit by \$817,175 for Fiscal Year 2014-2015. The current budget amount is \$402,199 and this increase will bring the total amount to \$1,219,374.

## **BACKGROUND**

HUD's Shelter Plus Care program provides rental assistance for hard-to-serve homeless persons with disabilities, (primarily those with serious mental illness, chronic problems with alcohol and/or drugs, and acquired immunodeficiency syndrome (AIDS) or related diseases) and their families. The City of Santa Fe is HUD's grantee and works closely with several nonprofit partners to apply for the funding, administer the program, and fulfill all of HUD's reporting and monitoring requirements. Rents are paid by the subgrantee; the City reimburses the rents; and HUD reimburses the City.

## **ITEM & ISSUE**

The current budgeted amount (\$402,199) for FY 14-15 reflects the Shelter Plus Care grants that were executed by HUD at the time that the City's budget was approved. Since then, the remaining grant agreements with HUD were finalized, increasing the amount of grant funds by \$817,175, for a total of \$1,219,374. The final grant amounts are as follows:

St. Elizabeth Shelter	\$ 38,548
Housing Trust	\$ 119,858
Life Link ( E )	\$ 15,600
Life Link ( D )	\$ 89,568
Life Link (A-B)	\$ 430,226
Life Link ( C )	\$ 135,563
Life Link (PB)	\$ 246,366
<u>Housing Trust</u>	<u>\$ 143,645</u>
TOTAL	\$1,219,374



**MORALES, STEPHEN A.**

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**From:** CATANACH, ROBERTA L.  
**Sent:** Thursday, August 14, 2014 11:12 AM  
**To:** MORALES, STEPHEN A.  
**Cc:** LADD, ALEXANDRA G.  
**Subject:** Continuum of Care/SPC  
**Attachments:** SPC - CoC Revised PO spreadsheet.xlsx

*Stephen,*

*Attached is a spreadsheet that I prepared to show what we did to accommodate the PO's that were needed. We didn't have enough money in the budget to cover all of the contracts because we had not received the award letters from HUD at the time the budget was being discussed so the total amount that was budgeted was \$402,199, we actually needed \$1,219,374. So when I was entering the requisitions for PO's I opened them for a lesser amount than the contract just to get a PO to the vendor so that they could pay their rents. This budget adjustment is going before Finance Committee and City Council this month so that I can adjust the PO's at that time. Let me know if you have any questions.*

*I just spoke with Jessica and the amount of the BAR should have been for \$817,175. She will make that change and get a new BAR over to you today.*

*Roberta Catanach  
City of Santa Fe  
Housing & Community  
Development Dept  
(505) 955-6421*

Agency	Contract Amount	Current PO #	Status	1st PO's	Req # for 2nd PO's	2nd PO #	2nd PO Amounts/Balance
St. Elizabeths Shelter	\$ 38,548.00	14151013	Open	\$ (38,548.00)		N/A	N/A
Housing Trust	\$ 119,858.00	14151388	Open	\$ (119,858.00)		N/A	N/A
Life Link ( E )	\$ 15,600.00	14150229	Open	\$ (15,600.00)		N/A	N/A
				\$ (174,006.00)		Approved/opened PO's	
				\$ 402,199.00		Budgeted Amount	
				\$ (174,006.00)		Approved/Opened PO's	
				\$ 228,193.00		Balance from budgeted amount	
New PO's will be entered with the "1st PO" amount; once budget adjustment is approved another PO will be entered in the amount of "2nd PO" which will equal the total contract amount.							
Life Link ( D )	\$ 89,568.00	14151407	Closed	\$ (20,000.00)			\$ 69,568.00
Life Link (A-B)	\$ 430,226.00		Pending	\$ (75,000.00)			\$ 355,226.00
Life Link ( C )	\$ 135,563.00	14151407	Closed	\$ (40,000.00)			\$ 95,563.00
Life Link (PB)	\$ 246,366.00		Pending	\$ (45,000.00)			\$ 201,366.00
Housing Trust	\$ 143,645.00		Pending	\$ (40,000.00)			\$ 103,645.00
				\$ (220,000.00)			
				\$ 174,006.00			
				\$ 220,000.00			
				\$ 825,368.00			
Total amount needed	\$ 1,219,374.00			\$ 1,219,374.00	Total needed		\$ 825,368.00

Tax ID Number: 85-6000168  
Grant Number: NM0029L6B011306  
DUNS Number: 069420818

EXHIBIT 2  
SCOPE OF WORK for FY2013 COMPETITION

1. This Agreement is governed by the Continuum of Care program Interim Rule attached hereto and made a part hereof as Exhibit 1a. Upon publication for effect of a Final Rule for the Continuum of Care program, the Final Rule will govern this Agreement instead of the Interim Rule. The project listed on this Exhibit at 3., below, is also subject to the terms of the FY2013 Notice of Funds Availability.
2. The Continuum that designated Recipient to apply for grant funds is not a high-performing community.
3. Recipient is not a Unified Funding Agency and was not the only Applicant the Continuum of Care designated to apply for and receive grant funds and is not the only Recipient for the Continuum of Care that designated it. HUD's total funding obligation for this grant is \$143645 for project number NM0029L6B011306. In accordance with 24 CFR 578.105(b), Recipient is prohibited from moving more than 10% from one budget line item in a project's approved budget to another without a written amendment to this Agreement. The obligation for this project shall be allocated as follows:

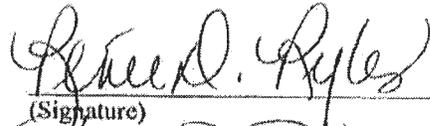
a. CoC Planning cost	\$ 0
b. Acquisition	\$ 0
c. New construction	\$ 0
d. Rehabilitation	\$ 0
e. Leasing	\$ 0
f. Rental assistance	\$ 135144
i. Tenant-based rental assistance	\$
ii. Project-based rental assistance	\$
iii. Sponsor-based rental assistance	\$
g. Supportive services	\$ 0
h. Operating costs	\$ 0
i. HMIS	\$ 0
j. Administration	\$ 8501

4. No funds for new projects may be drawn down by Recipient until HUD has approved site control pursuant to §578.21 and §578.25 and no funds for renewal projects may be drawn down by Recipient before the end date of the project's final operating year under the grant that has been renewed.
5. Nothing in this grant agreement shall be construed as creating or justifying any claim against the federal government or the grantee by any third party.

This agreement is hereby executed on behalf of the parties as follows:

**UNITED STATES OF AMERICA,  
Secretary of Housing and Urban Development**

By:



(Signature)

Renee D Ryles, Acting (AP) Director

(Typed Name and Title)

June 6, 2014

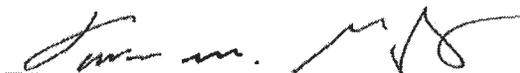
(Date)

**RECIPIENT**

City of Santa Fe

(Name of Organization)

By:



(Signature of Authorized Official)

Javier M. Gonzales  
David Case, Mayor

(Typed Name and Title of Authorized Official)

6/9/2014

(Date)

Tax ID Number: 85-6000168  
Grant Number: NM0026L6B011306  
DUNS Number: 069420818

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SCOPE OF WORK for FY2013 COMPETITION

1. This Agreement is governed by the Continuum of Care program Interim Rule attached hereto and made a part hereof as Exhibit 1a. Upon publication for effect of a Final Rule for the Continuum of Care program, the Final Rule will govern this Agreement instead of the Interim Rule. The project listed on this Exhibit at 3., below, is also subject to the terms of the FY2013 Notice of Funds Availability.
2. The Continuum that designated Recipient to apply for grant funds is not a high-performing community.
3. Recipient is not a Unified Funding Agency and was not the only Applicant the Continuum of Care designated to apply for and receive grant funds and is not the only Recipient for the Continuum of Care that designated it. HUD's total funding obligation for this grant is \$246366 for project number NM0026L6B011306. In accordance with 24 CFR 578.105(b), Recipient is prohibited from moving more than 10% from one budget line item in a project's approved budget to another without a written amendment to this Agreement. The obligation for this project shall be allocated as follows:

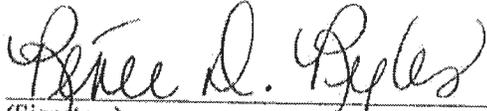
a. CoC Planning cost	\$ 0
b. Acquisition	\$ 0
c. New construction	\$ 0
d. Rehabilitation	\$ 0
e. Leasing	\$ 0
f. Rental assistance	\$ 242160
i. Tenant-based rental assistance	\$
ii. Project-based rental assistance	\$
iii. Sponsor-based rental assistance	\$
g. Supportive services	\$ 0
h. Operating costs	\$ 0
i. HMIS	\$ 0
j. Administration	\$ 4206

4. No funds for new projects may be drawn down by Recipient until HUD has approved site control pursuant to §578.21 and §578.25 and no funds for renewal projects may be drawn down by Recipient before the end date of the project's final operating year under the grant that has been renewed.
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By:



(Signature)

Renee Ryles, Acting CEO Director  
(Typed Name and Title)

June 6, 2014

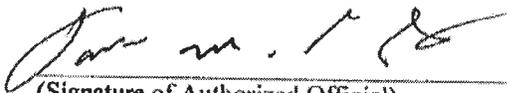
(Date)

**RECIPIENT**

City of Santa Fe

(Name of Organization)

By:



(Signature of Authorized Official)

Javier M. Gonzalez

~~David Coss~~, Mayor

(Typed Name and Title of Authorized Official)

6/9/2014

(Date)

Tax ID Number: 85-6000168  
Grant Number: NM0076L6B011302  
DUNS Number: 069420818

EXHIBIT 2  
SCOPE OF WORK for FY2013 COMPETITION

- I. This Agreement is governed by the Continuum of Care program Interim Rule attached hereto and made a part hereof as Exhibit 1a. Upon publication for effect of a Final Rule for the Continuum of Care program, the Final Rule will govern this Agreement instead of the Interim Rule. The project listed on this Exhibit at 3., below, is also subject to the terms of the FY2013 Notice of Funds Availability.
2. The Continuum that designated Recipient to apply for grant funds is not a high-performing community.
3. Recipient is not a Unified Funding Agency and was not the only Applicant the Continuum of Care designated to apply for and receive grant funds and is not the only Recipient for the Continuum of Care that designated it. HUD's total funding obligation for this grant is \$135563 for project number NM0076L6B011302. In accordance with 24 CFR 578.105(b), Recipient is prohibited from moving more than 10% from one budget line item in a project's approved budget to another without a written amendment to this Agreement. The obligation for this project shall be allocated as follows:

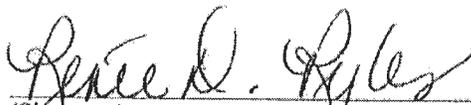
a. CoC Planning cost	\$ 0
b. Acquisition	\$ 0
c. New construction	\$ 0
d. Rehabilitation	\$ 0
e. Leasing	\$ 0
f. Rental assistance	\$ 131292
i. Tenant-based rental assistance	\$
ii. Project-based rental assistance	\$
iii. Sponsor-based rental assistance	\$
g. Supportive services	\$ 0
h. Operating costs	\$ 0
i. HMIS	\$ 0
j. Administration	\$ 4271

4. No funds for new projects may be drawn down by Recipient until HUD has approved site control pursuant to §578.21 and §578.25 and no funds for renewal projects may be drawn down by Recipient before the end date of the project's final operating year under the grant that has been renewed.
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Secretary of Housing and Urban Development**

By:

  
\_\_\_\_\_  
(Signature)

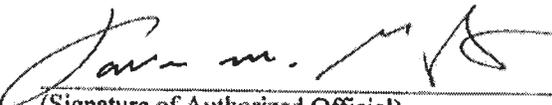
*Renee D Ryles, Acting CPD Director*  
\_\_\_\_\_  
(Typed Name and Title)

*6/5/14*  
\_\_\_\_\_  
(Date)

**RECIPIENT**

*City of Santa Fe*  
\_\_\_\_\_  
(Name of Organization)

By:

  
\_\_\_\_\_  
(Signature of Authorized Official)

*Javier M. Gonzalez  
David Coss, Mayor*  
\_\_\_\_\_  
(Typed Name and Title of Authorized Official)

*6/9/2014*  
\_\_\_\_\_  
(Date)

Tax ID Number: 85-6000168  
Grant Number: NM0034L6B011306  
DUNS Number: 069420818

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2. The Continuum that designated Recipient to apply for grant funds is not a high-performing community.
3. Recipient is not a Unified Funding Agency and was not the only Applicant the Continuum of Care designated to apply for and receive grant funds and is not the only Recipient for the Continuum of Care that designated it. HUD's total funding obligation for this grant is \$430226 for project number NM0034L6B011306. In accordance with 24 CFR 578.105(b), Recipient is prohibited from moving more than 10% from one budget line item in a project's approved budget to another without a written amendment to this Agreement. The obligation for this project shall be allocated as follows:

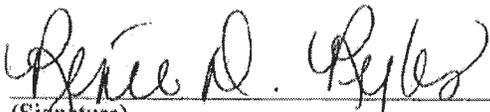
a. CoC Planning cost	\$ 0
b. Acquisition	\$ 0
c. New construction	\$ 0
d. Rehabilitation	\$ 0
e. Leasing	\$ 0
f. Rental assistance	\$ 405276
i. Tenant-based rental assistance	\$
ii. Project-based rental assistance	\$
iii. Sponsor-based rental assistance	\$
g. Supportive services	\$ 0
h. Operating costs	\$ 0
i. HMIS	\$ 0
j. Administration	\$ 24950

4. No funds for new projects may be drawn down by Recipient until HUD has approved site control pursuant to §578.21 and §578.25 and no funds for renewal projects may be drawn down by Recipient before the end date of the project's final operating year under the grant that has been renewed.
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Secretary of Housing and Urban Development**

By:

  
\_\_\_\_\_  
(Signature)  
*Renee D Byles, Acting CPO Director*  
\_\_\_\_\_  
(Typed Name and Title)

June 6, 2014

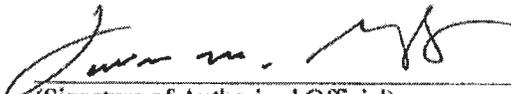
\_\_\_\_\_  
(Date)

**RECIPIENT**

City of Santa Fe

\_\_\_\_\_  
(Name of Organization)

By:

  
\_\_\_\_\_  
(Signature of Authorized Official)  
*Javier M. Gonzalez*  
\_\_\_\_\_  
David Cass, Mayor  
(Typed Name and Title of Authorized Official)

6/9/2014  
\_\_\_\_\_  
(Date)