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www.thelifelink.org

Proposal Number:

'18/21/P

Title of the Proposal:

Affordable Housing Trust Fund (AHTF)

Name and address of the proponent:

The Life Link

2325 Cerrillos Rd.

Santa Fe, New Mexico 87505

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2018-2019 AHTF APPLICATION

General Information

Applicant Name(s): The Life Link
Address: 2325 Cerrillos Rd.

Federal Tax ID #: 85-0360455
City Business Lic#: 17-00029352
NM CRS#: 02-097780-00-8
City/State/Zip Code: Santa Fe, NM 87505-3373
Telephone: 505-438-0010
Project Contact: Carol Luna-Anderson
Email Address: carol@thelifelink.org

Amount Requested: \$ 100,000

Type of Applicant:

☐ Partnership ☐ Corporation ☒ Non-Profit* ☐ Other

* Non-profit must provide proof of non-profit status. This proof includes submittal of current registration as charitable organization with the NM Attorney General's Office, covering the most recent Fiscal Year, or proof of exemption. Information can be obtained online at <https://secure.nmag.gov/coros/>. Verification should be in the form of the first page of the "NM Charitable Organization Statement."

Project Name: Life Link Rental Assistance
Project Address (if applicable): 2325 Cerrillos Rd.
City/State/Zip Code: Santa Fe, NM 87505-3373

Priority Project

Select one of the categories your project falls under:

☒ **Rental Vouchers** - Provide supported rental vouchers (includes access to counseling, health services, case management, and other services) to renters earning less than 50%AMI;

☐ **Emergency Shelters including permanent supported shelter housing** - Development, construction, and preservation of shelter/permanent supported rental facilities, including infrastructure improvements;

☐ **Provision of Rental Units and Support Services for Low Income (up to 50% AMI) and Extremely Low Income Renters (less than 30% AMI)** - Acquisition, conversion, preservation and new construction of tiered income multi-family rental properties; including infrastructure or one-time emergency rental assistance;

☐ **Downpayment Assistance/Increase of Ownership Opportunities** - Down payment assistance in the form of soft-second mortgage that "buys down" principal amount of loan to lower monthly payment; Acquisition, conversion, preservation and new construction of homeownership housing;

☐ **Homeowner Rehabilitation Programs, Energy Efficiency Upgrades, Accessibility Retrofits** - Acquisition, conversion, and preservation of affordable housing that accommodates needs of current householders.

Project Description:

Please provide a narrative of your project. Specifically who will be served, anticipated outcomes, etc. (If needed continue on a separate sheet)

The Rental Assistance project is targeted to individuals and families who are homeless and/or at risk of homelessness with gross household income at or below 50% AMI. See additional pages for full description and target activities.

1. Funding:

How will the AHTF allocation be used for this project? What additional funding sources are secured or will be secured upon receipt of allocation? The City of Santa Fe requires financing from other sources to be committed prior to the release of funds from the AHTF.

Funds will be used to pay rents, arrears of rents and utility to prevent homelessness, short and medium term rental assistance.

Leveraging/Matching Requirement:

\$3 to \$1 Leveraging: for every \$1 allocated through the AHTF, at least \$3 from other sources will be expected (leveraged funds can include long term mortgages, other sources of grants, owner equity, proceeds from Low Income Housing Tax Credits, or the current value of land); organizational resources should be used to provide \$1 of match (See Exhibit A for example) Briefly Describe:

Will include salaries of Life Link housing staff, billing of Medicaid for those eligible, other homeless grants providing payments for services.

Project Budget and/or Development Pro-Forma: demonstrate use of leveraged and matching funds as well as evidence that operating budget is sufficient to administer the proposed program/project (please attach documents as well as give brief overview below):

See attached Leverage and Match document

2. Need/Benefit & Project Feasibility:

Demonstrate, using data-based analysis, that there is a clear connection between the proposed project/program and adopted Priority(s), and evidence that the proposed project/program meets current and future market demands. Provide narrative below (use additional sheets as necessary):

Attached

What is the timeline for the project?

Project to begin July 1, 2018 for a one year period ending June 30, 2019

Site Information (if applicable)

If your proposed project include acquisition, conversion, preservation and new construction of homeownership or rental housing, please provide the following information.

Site control is or will be in the form of*: ☐ Deed ☐ Option

☐ Lease (Term ____ Years) ☐ Purchase Contract ☐ Other (explain)

* If project is recommended for funding, proof of site control must be provided before funds are disbursed.

Expiration Date of Contract, Option, or Lease _____ (month/year)

Site Description:

Area of Site: _____ acres or _____ square feet

Is site zoned for your development? ☐ Yes ☐ No Zoning _____

If no, is site currently in the process of re-zoning?

☐ Yes ☐ No Re-Zoning _____

When is zoning issue to be resolved? _____ (month/year)

Has the City approved the site plan and/or plat? ☐ Yes ☐ No

If yes, provide a copy of the site plan/plat.

Are there any other development reviews and approvals required? ☐ Yes ☐ No

If yes, explain:

List any required reports or studies underway or completed such as soils report, environmental assessment, traffic study)

Has the City issued the building permit? ☐ Yes ☐ No

Are all utilities presently available to the site? ☐ Yes ☐ No

If no, which utilities need to be brought to the site? _____

Who has responsibility of bringing utilities to site? _____

Describe briefly how the project will meet the City of Santa Fe's green code, what the anticipated HERS will be for newly constructed/renovated dwellings and/or how other green building criteria will be met. If relevant, describe how the project is consistent with other priorities such as access to opportunity and employment areas, transportation routes, walkability, redevelopment and infill.

3. Affordability:

Outline the affordability time period for this project based on the following: (i.e. loans to \$14,999 – 5 years, \$15,000 to \$40,000 – 10 years, 40,001-\$100,000 – 15 years and over \$100,000 – 20 years). Describe any efforts to deepen affordability so that the project can serve a wider diversity of income earners.

Rental Assistance project not construction.

4. Demonstrated Capability/Organizational Capacity/Partnerships & Collaboration

Describe the expertise of your organization and past projects to provide the type of housing or programs proposed for funding. Also, include any partnerships and/or collaboration with other organizations that will expand and deepen access to the housing/services offered through the project:

See attached

Describe your staffing and attach resumes of key personnel:

Attached

Demonstrate Financial Soundness. Please submit the following documentation:

- Audited Financial Statements for 2016 and 2015.
- Current Statement of Assets & Liability

> in Submittal Requirements
Tab

The Life Link AHTF Application

Executive Summary:

The Life Link Rental Assistance Program (RA) provides a one-time assistance to tenants for security deposits, utility deposits and/or several months of rent subsidy to allow low-income tenants to secure permanent or transitional housing. The primary objective is to house individuals and families living on very low income to avoid homelessness and to reach a point of housing sufficiency.

Components of the Program include:

1. **Income Verification.** Adjusted income and rent calculations will be conducted in accordance with HUD 24 CFR 5.609. The intent is to provide rental assistance to households earning less than 50% AMI.
2. **Housing Quality Standards (HQS).** Any housing unit in which short or medium term rental assistance funds are to be utilized must meet the HQS for structure, access, space and security, interior air quality, water supply, sanitary facilities, thermal environment, illumination and electricity, food preparation and refuse disposal and fair safety.
3. **Rental Assistance Agreement and Lease Standards:**
 - a. The rental assistance agreement will set forth the terms under which rental assistance will be provided. The participant tenant will pay 30% of their adjusted income toward the monthly rents. Rental Assistance Program will pay the remaining 70% of rent for the determined time period.
 - b. Each participant receiving SRA must have a legally binding, written lease (between the owner/landlord and participant) for the rental unit. The tenant lease will state the payment due date, grace period, and late payment penalty requirements.

Rental and utility assistance under the Program will be provided to qualified households for a period no greater than 6 months. Assistance will be made available by the Housing Services staff to help household's secure needed employment or entitlements as part of the plan to reach housing stability.

Leverage and match for the Program will be met at a ratio of \$3 to every \$1 provided with the AHTF funding.

The number of households projected to be assisted with Program funds is 26 to 34. Some will receive one-month assistance while other will receive six-month assistance.

Evaluation of success of the Project will be demonstrated by outcomes such as: number of households assisted; stability of housing by maintaining that housing; self-identified effectiveness of overcoming barriers and adherence to the housing plan.

Need/Benefit and Project Feasibility:

The Rental Assistance Program, funded by the City of Santa Fe, provides a one-time assistance to tenants for security deposits, utility deposits and/or several months of rent subsidy to allow low-income tenants to secure permanent or transitional housing. The primary objective is to house individuals and families living on very low income to reach a point of self-sufficiency with short/medium term assistance that will bridge a financial gap to housing stability.

Prevention:

- Those who are currently in housing but are **at risk of becoming homeless** and need short-term leasing and/or utility assistance to prevent them from becoming homeless. Gross household income at admission must be at or below 50% the area median income (AMI).

Rapid Re-Housing:

- Those who are residing in shelters, on the street, doubling-up or precariously housed that need leasing assistance in order to obtain and sustain housing (**rapid re-housing**). Gross household income at admission must be at or below 50% of the AMI.

The City of Santa Fe Affordable Housing Plan which assesses the housing needs of our community and provide recommendations for addressing the needs gives us the following information:

Rental Vouchers and Support Services for homeless or people at risk of homelessness is a priority need: Population are extremely low-income renters; people at risk of being homeless; persons with disabilities; homeless youth; veterans; elderly; families in transition; persons with HIV/AIDS and their families; public housing residents; mentally ill; chronic substance abusers; victims of domestic violence.

Consolidated Plan Goals Addressed are the reduced rate of cost burden and corresponding drop in poverty rate for homeless households and those in danger of becoming homeless. (HUD Objective: Increase Opportunities for At Risk Populations); inventory of rental units and vouchers expanded to meet increased demand (HUD Objective: Increase Affordable Housing Opportunities).

Rental affordability is a particular challenge for 47% of renters earning less than 50% AMI due to mismatch of supply and demand of units priced in that affordability range (28% of units compared to 47% renters). Thus, if a household experiences any type of financial event the potential of losing their housing increases. Providing the rental assistance vouchers for short term will allow the household an opportunity to recover from the event and not become homeless.

During any given month The Life Link receives requests from an average of 60 households for rental assistance. This can be due to an eviction notice, moving from homelessness into a place and needing deposit help or being behind in their rental payments associated with domestic violence, losing a job, illness or injury. Of that number we are able to assist between 10 to 15 and all have to be at 30% or below the AMI. With this AHTF funds, The Life Link will be able to assist those up to 50% AMI.

Brief Project Description:

The Life Link Rental Assistance Project, funded by the City of Santa Fe, provides a one-time assistance to tenants for security deposits, utility deposits and/or several months of rent subsidy to allow low-income tenants to secure permanent or transitional housing. The primary objective is house individuals and families living on very low income to reach a point of self-sufficiency.

Prevention Goals

1. Prevent homelessness among at-risk households by assisting them to preserve housing arrangements.
2. Divert at-risk households around emergency shelter system by quickly assisting them into other housing
3. Stem rising tide of homelessness anticipated Eastern Northern New Mexico for the next few years.
4. Avoid the myriad social cost consequences when homelessness occurs for a household
5. Solve homelessness in those who would lose housing but for receiving this assistance.
6. Serve maximum number of households by assisting each with the minimal assistance required.
7. Make largest possible impact by operating with maximum efficiency and cost effectiveness.
8. Approach problems faced by households with a flexible, proactive approach to finding solutions.
9. Assist households in linking with follow-up supports to ensure long term stabilization.

Rapid Re-Housing Goals

1. Rapidly re-house homeless households using cost effective temporary assistance.
2. Shorten shelter stays and reduce homeless population.
3. Make largest possible impact by operating with optimal efficiency and cost effectiveness.
4. Help the maximum number of people by administering least assistance needed per household.
5. Rapid Re-Housing: assist those households that can step-up and off temporary assistance.
6. Limit interventions to solving homelessness/housing stability issues not all poverty issues.
7. Approach problems faced by households with a flexible, proactive approach to finding solutions.
8. Assist households in linking with follow-up supports to ensure long term stabilization.

Target Population

This project is targeted to individuals and families who are homeless and/or at risk of homelessness and short/medium-term assistance will bridge a financial gap to housing stability.

Prevention:

- Those who are currently in housing but are **at risk of becoming homeless** and need short-term leasing and/or utility assistance to prevent them from becoming homeless. Gross household income at admission must be at or below 50% the area median income (AMI).

Rapid Re-Housing:

- Those who are residing in shelters, on the street, doubling-up or precariously housed that need leasing assistance in order to obtain and sustain housing (**rapid re-housing**). Gross household income at admission must be at or below 50% of the AMI.

Use of the Funds

There are *eligible activities for these funds*:

1. Rental arrears with a maximum of 3 months;
2. Utility arrears with a maximum of \$300
3. Rental deposit that is no greater than one-month rent;
4. Utility deposits;
5. Rental assistance – short term from one to three months;
6. Rental assistance – medium term up to six months;
7. Utility assistance – sort or medium term to match rental assistance

Budget

Life Link Rental Assistance

| Expense Description | Amount |
|--|---------------|
| Rental Arrears - maximum 3 months | \$ 15,710.00 |
| Utility Arrears - maximum \$300 | \$ 2,400.00 |
| Rental Deposit - no greater than 1 month rent | \$ 12,140.00 |
| Utility Deposits | \$ 6,000.00 |
| Rental Assistance - short term (1 to 3 months) | \$ 18,150.00 |
| Rental Assistance - medium term (1 to 6 months) | \$ 36,200.00 |
| Utility Assistance - short or medium term to match rental assistance | \$ 9,400.00 |
| | |
| Total | \$ 100,000.00 |

Detail of Budget

Rental Arrears pay 3 months at average of \$957 per month for total of 10 households

Utility Arrears pay \$300 for total of 8 households

Rental Deposits at an average of \$957 for total of 20 households

Utility Deposits at an average of \$250 for a total of 32 households

Rental Assistance of \$820 x 3 months for 10 and 4 households one-time assistance

Rental Assistance at an average of \$820 x 6 months for 10 households

Utility Assistance at an average of \$200 x 3 to 6 months for total of 8 households

Funding Project Budget request \$100,000.

Leverage and Match Budget

| Sources of Funds Description | | |
|--|--|----------|
| Per unit/renter (avg) | Project Budget | |
| Renter's portion of rent based on 30% adjusted monthly income | (Per unit X # of units/renters assisted) | Match |
| HQS Inspections | (Per unit X # of units/renters assisted) | Match |
| Rent subsidy | (Per unit X # of units/renters assisted) | AHTF |
| Value of support services / case management | (Per unit X # of units/renters assisted) | Match |
| Value of HUD Shelter plus Care Tenant Based vouchers | (Per unit X # of units/renters assisted) | Leverage |
| Organizational resources (staff time and benefits, office space) | (FTE X # of months and pro-rated office space value) | Match |

| Sources of Funds | | |
|--|--|----------|
| Per unit/renter (avg) | Project Budget for 6 units/renters | |
| Based on average of \$275/mo/household X 6 months | $\$275 \times 24 = \$6,600$ | Match |
| HQS Inspections @\$250 per unit | $\$250 \times 24 = \$6,000$ | Match |
| \$820/mo (rental voucher) x 24 households, utility deposits, rental arrears for 32 households | $\$12,500 \text{ per month all assistance types} \times 12 \text{ months} = \$150,000$ | AHTF |
| 4 hrs/household/month case management per month @ \$60/hr | $\$240 \times 24 \text{ households} \times 9 \text{ months} = \$51,840$ | Match |
| 49 Units PSH rental vouchers per month total \$807 per unit or \$39,543 per month | $\$39,543 \times 12 \text{ months} = \$474,516$ | Leverage |
| Two 40 hrs staff time @ .5FTE and .25 FTE @ \$15.93/hr., and \$25.84/hr Office space at \$350 /mo | $\$33,134 \times .5 \text{ FTE} = \$16,567$ $\$53,747 \times .25 \text{ FTE} = \$13,437$ $\$350 \times 12 = \$4,200$ | Match |

| | | |
|----------------|-----------|---------------|
| Requested AHTF | \$100,000 | |
| Total Leverage | \$474,516 | \$4.74 to \$1 |
| Total Match | \$151,444 | \$1.51 to \$1 |



Life Link Rental Assistance Project

The Life Link has since 1987 addressed the needs of persons and families experiencing homelessness and behavioral health issues by providing an array of services that include treatment, comprehensive community support services, psychiatric medication management, peer support, supported employment, psycho-social rehabilitation, on-site healthcare screening, rental and utility assistance, education and training as well as permanent supportive housing. Helping homeless individuals and families improve their quality of life has been at the core and heart of The Life Link's services and values for its twenty-five years.

The Life Link's mission and values support improving the quality of life in the community and breaking the cycle of chronic homelessness. The Life Link believes that a home is the basis for a stable, productive life, and it is Santa Fe's largest provider of permanent housing for formerly homeless individuals and families, aimed at breaking the cycle of chronic homelessness. Over the past twenty years, the organization has assisted thousands of homeless and displaced individuals and families in the Santa Fe achieve healthier, more independent lives through permanent housing, employment, mental health and substance abuse treatment, and other supportive services that make the critical difference between staying in their homes or returning to the streets. Moreover, they developed hope and the tools by which to become and remain active, contributing members of the Santa Fe community. The many Santa Fe community members who now have good homes, jobs, improved mental and physical health, and safe, secure children are testimony to the long-term benefits of giving timely assistance toward the goal of long term self-sufficiency.

The Rental Assistance Project, funded by the City of Santa Fe, provides a one-time assistance to tenants for security deposits, utility deposits and/or several months of rent subsidy to allow low-income tenants to secure permanent or transitional housing. The primary objective is house individuals and families living on very low income to reach a point of self-sufficiency.

Prevention Goals

1. Prevent homelessness among at-risk households by assisting them to preserve housing arrangements.
2. Divert at-risk households around emergency shelter system by quickly assisting them into other housing
3. Stem rising tide of homelessness anticipated Eastern Northern New Mexico for the next few years.

4. Avoid the myriad social cost consequences when homelessness occurs for a household
5. Solve homelessness in those who would lose housing but for receiving this assistance.
6. Serve maximum number of households by assisting each with the minimal assistance required.
7. Make largest possible impact by operating with maximum efficiency and cost effectiveness.
8. Approach problems faced by households with a flexible, proactive approach to finding solutions.
9. Assist households in linking with follow-up supports to ensure long term stabilization.

Rapid Re-Housing Goals

1. Rapidly re-house homeless households using cost effective temporary assistance.
2. Shorten shelter stays and reduce homeless population.
3. Make largest possible impact by operating with optimal efficiency and cost effectiveness.
4. Help the maximum number of people by administering least assistance needed per household.
5. Rapid Re-Housing: assist those households that can step-up and off temporary assistance.
6. Limit interventions to solving homelessness/housing stability issues not all poverty issues.
7. Approach problems faced by households with a flexible, proactive approach to finding solutions.
8. Assist households in linking with follow-up supports to ensure long term stabilization.

Target Population

This project is targeted to individuals and families who are homeless and/or at risk of homelessness and short/medium-term assistance will bridge a financial gap to housing stability.

Prevention:

- Those who are currently in housing but are **at risk of becoming homeless** and need short-term leasing and/or utility assistance to prevent them from becoming homeless. Gross household income at admission must be at or below 50% the area median income (AMI).

Rapid Re-Housing:

- Those who are residing in shelters, on the street, doubling-up or precariously housed that need leasing assistance in order to obtain and sustain housing (**rapid re-housing**). Gross household income at admission must be at or below 50% of the AMI.

Use of the Funds

There are *eligible activities for these funds*:

1. Rental arrears with a maximum of 3 months;
2. Utility arrears with a maximum of \$300

3. Rental deposit that is no greater than one-month rent;
4. Utility deposits;
5. Rental assistance – short term from one to three months;
6. Rental assistance – medium term up to six months;
7. Utility assistance – sort or medium term to match rental assistance

This assistance is *not* intended to provide long-term support for Project participants, nor will it be able to address all of the financial and supportive services needs of households that affect housing stability. Rather, assistance is focused on housing stabilization, linking Project participants to community resources and mainstream benefits, and helping participants develop a plan for preventing future housing instability.

Financial assistance is available for persons who are income eligible, have a demonstrated housing crisis, and lack necessary resources. Funds must be targeted based upon individual assessments of personal need. Each Project participant must have a *Housing Plan* developed that identifies defined goals, outcomes, and timelines that provides a framework for achieving housing stability.

The following three criteria must be met for people who are homeless or those who are at risk of homelessness to qualify for resources and/or support under this Project:

- An initial consultation with a Life Link Housing Project Staff to determine need must be held and documented on the HMIS and in the client's file.
- The households must meet both of the following circumstances:
 - a) No appropriate, subsequent housing options have been identified; **AND**
 - b) Lacks the financial resources and support networks needed to obtain immediate housing or remain in their existing housing.

Determination of amount of rental assistance is established at the time of screening, application, housing stabilization plan is completed, and status or changes during rental assistance period. The RA participant signs their understanding that the assistance will end on the date identified and that there will be no additional notice.

Financial assistance is limited to the following:

- **Prevention (For individuals who are housed but are at risk of becoming homeless but for the assistance.)**
 - Short-term leasing assistance 1 to 3 months; an additional 3 months of leasing assistance is available after short-term leasing assistance is exhausted. Maximum leasing assistance available is 6 months for homelessness prevention.
 - Rental arrearages are a maximum of 3 months if it prevents an eviction.
- **Rapid Re-Housing (for individuals who are homeless)**
 - Short-term leasing assistance up to 3 months; an additional 6 months of medium-term leasing assistance is available after short-term leasing assistance is exhausted. Maximum leasing assistance cannot exceed 6 months.
 - Security Deposit cannot exceed 1 month's rent (limited to one/household).

Funds will be used to create and implement a comprehensive, easily accessible service and housing plan that addresses the needs of those who are homeless or at serious risk of homelessness. Each plan may include any of the following activities:

- Housing Project Staff to provide housing case management services that include arranging, coordinating, linking and monitoring the delivery of services that assist participants to obtain and sustain housing stability.
- Monitoring Project participant progress.
- Assuring that the rights of participants are protected.
- Housing search and placement activities designed to assist participants in locating, obtaining and retaining housing which may include credit counseling, when needed.
- Completing Housing Quality Standard (HQS) and Lead-Based Paint inspections and determining payment standards, if leasing assistance is provided.
- Mediation and outreach to property owners related to locating or retaining housing, when needed.
- Legal services as needed to prevent the loss of rental housing. (To provide these services, The Life Link will work with existing non-profit legal services providers.)

The Life Link has not prescribed a time limit for households to find housing. These funds are utilized on a first-come/first-serve basis until exhausted. The expectation is that Housing Project Staff will work closely with households to secure housing.

Participant Information

Files

The Life Link will maintain a file to include application, assessment, financial records for each household participants.

Identification Documentation

There must be identification documentation for all household members receiving short / medium term financial assistance. Documentation may be a copy of the following:

- Driver's License
- Social Security Card
- Medicaid Card (as a last resort *for children only*)
- Birth Certificate
- Passport

For households to receive RA assistance they must be U.S. citizens or lawfully residing in the U.S. The parent or guardian must sign their own name for those member(s) under 18 years of age.

Documentation

Documentation of Homelessness

Below are the definitions for the Housing Status for: Literally homeless, Housed and at

imminent risk of losing housing, Housed and at-risk of losing housing, and Stably housed.

Persons who are ***literally homeless*** include people who at Project entry or Project exit are in one of the following:

- Places not meant for human habitation, such as cars, parks, sidewalks, abandoned buildings, on the street;
- An emergency shelter;
- A hospital or other institution, if the person was sleeping in an emergency shelter or other place not meant for human habitation (cars, parks, streets, etc.) immediately prior to entry into the hospital or institution;
- A transitional housing Project for homeless persons
- Fleeing a domestic violence situation.

Persons who are ***housed and at imminent risk of losing housing*** include people who at Project entry or Project exit are experiencing one of the following:

- Being evicted from a private dwelling unit (including housing provided by family or friends);
- Being discharged from a hospital or other institution;
- * Living in housing that has been condemned by housing officials and is no longer considered meant for human habitation;
- * Additionally, a person residing in one of these places must also meet the following two conditions:
 - Have no appropriate subsequent housing options identified; AND
 - Lack the financial resources and support networks needed to obtain immediate housing or remain in existing housing.

Persons who are ***housed and at-risk of losing housing*** include people who at Project entry:

1. Are in their own housing or doubled up with friends or relatives and are at-risk of losing their housing due to high housing costs, conflict, or other conditions negatively impacting their ability to remain housed; and
 2. Lack the resources and support networks needed to maintain or obtain housing.
- However, such persons are not in immediate danger of becoming homeless (i.e., do not meet the criteria for being housed and at imminent risk of becoming homeless).

Documentation of Eviction

To pay rental arrearages (maximum of 3 months if it prevents an eviction) and/or provide leasing assistance there must be documentation of eviction/late rent payment in the participant file. Documentation may be either a copy of a "Notice to Quit", "Demand for Possession", or "Summons & Complaint".

Documentation of Utility Shut-off/Payment of Utilities

For Prevention: To pay utility arrearages (maximum of \$300) and to assist with utility payments, there must be a copy of a utility shut-off in the client file.

For Rapid Re-Housing: If making utility payments, a copy of the utility bill(s) must be maintained in the participant file. Utility payments must be made directly to the utility company. Utilities do not include telephone and cable/dish TV. **RA funds cannot be used to pay utility bills from a previous address.**

Documentation of Full-Time Student Status

For full-time students age 18 years or older (excluding head of household and spouse) the household must provide documentation of school enrollment.

Income

Verification of Income

This form is to verify all sources of the applicant's income.

Although the Verification of Income Form is the preferred method of verifying income; if there is no response within **ten business days**, the Self-Declaration of Income Form may be used. The Verification of Income form also serves as an authorization to release information.

Self-Declaration of Income

This form may be used only if the Verification of Income Form is not applicable and/or not returned within **ten business days**. If the Self-Declaration of Income Form is used, RA staff must document in the individual's file their attempt for third-party verification, i.e. their attempt in completing Form. *Individuals/families completing the Self-Declaration of Income Form must always document with check stubs, SSI statements, etc. In addition, an individual/family must complete this form if they have no source of income.*

Calculation Worksheet

The Calculation Worksheet is completed to determine gross annual household income and the amount of rent the household is required to pay each month. Households are required to pay 30% of their gross annual projected income toward their monthly rent. Income verified at the time of application is annualized to project gross annual income; there are no allowances/deductions from the household's gross income.

Verification of Income/ Review

Income verification/Project eligibility must be verified at least every other month for individual(s) receiving financial assistance. Verification of income must be conducted face-to-face with the head of household and documented.

Household income must first be attempted by third-party verification if this is not possible, individuals may use the Self-Declaration of Income Form. If there is a change in household income, the calculation worksheet must be completed and if gross annual household income exceeds 100% of the AMI, the household is no longer eligible for assistance. Assistance must be terminated the month immediately following the review. Also, if the household's income increases, the household's new payment amount is effective the month immediately following the review. Households are not required to disclose an increase in income between quarterly reviews; however, if they do disclose, then an interim verification review must be completed.

Housing Documents

Lease

A lease is required for households receiving financial assistance. Financial assistance includes: short-term and medium-term rental assistance, security deposits, utility payments, utility arrearages, and rental arrearages. All household members must be listed on the lease and a copy of the lease must be maintained in the participant file. Leases must be approved by the Project Manager Housing Services. If a HQS inspection is required, a lease cannot be signed until after the inspection is complete and necessary repairs have been made.

If the Landlord agrees to lower the rent to comply with the Payment Standard, a new lease needs to be signed. The rent amount charged after the household's leasing assistance has ended would be between the landlord and the tenant.

Lease Approval

The Lease Approval form is to be completed by the applicant and landlord to request the RA approval of the unit for which the applicant has elected to receive rental assistance.

Rent Reasonableness

RA assisted units must rent for a reasonable amount, compared to rents charged for comparable, unassisted units.

Notice of Inspection

Landlords and tenants must be notified of the date and time of HQS and Lead-Based Paint inspections. The tenant or the landlord or an adult representative **must be present** at the housing unit during the inspection.

Housing Quality Standards (HQS) Inspection Forms

Prevention assistance: HQS inspection is not required; however, if the household receives leasing assistance beyond 3 months, the unit must pass a HQS inspection.

Rapid Re-Housing: The unit must pass a HQS inspection before the household moves in.

HQS inspection is required for Rapid Re-Housing and whenever individual(s) are moving into a new unit.

Inspection Deficiencies Notice

If a unit fails to pass a HQS inspection, the owner must be notified in writing of the specific deficiencies and the necessary corrective action must be completed within a specified timeframe. *Landlords and tenants* should be given a reasonable period of time (i.e., 24 hours for emergency conditions or 30 days for less serious conditions) to correct the deficiencies. If repairs cannot be made because of inclement weather, the Landlord must complete the Delayed Exterior Repair Agreement stipulating that needed repairs will be completed by the due date(s) specified on the form.

Lead-Based Paint Inspection

Lead-Based Paint Inspection is required for Prevention and Rapid Re-housing for properties built before 1978. The household must be provided with the HUD pamphlet, *Protect Your Family from Lead in Your Home*.

W-9 Request for Taxpayer Identification No. and Certification

Landlords receiving rent payments must provide The Life Link with their Taxpayer Identification No. using the W-9.

Termination of Housing Assistance

A participant will only be terminated if:

- The participant or household members have threatened property or staff.
- If the participant has met the maximum number of months agreed to in the Agency Participant Agreement and/or the maximum number of months per the RA guidelines
- If the participant has stated in writing they no longer want RA financial assistance
- If the participant has provided fraudulent written information, which has affected her/his eligibility for the RA Project.

If The Life Link is terminating a participant for any reason other than the participant has met the maximum agreed upon number of months of assistance, The Life Link will ensure that the following process is followed. In terminating assistance to a Project participant, this procedure recognizes the rights of individuals receiving assistance to due process and consist of:

1. Written notice is provided to the Project participant containing a clear statement of the reasons for termination.
2. A review of the decision, in which the Project participant is given the opportunity to present written or oral objections before a person other than the person (or a subordinate of that person) who made or approved the termination decision.
3. Prompt written notice of the final decision to the Project participant.

Project Support Information

Deposits and Non-Refundable Fees

For RA assistance, the security deposit cannot exceed 1 month's rent (limited to one per household) and utility deposits are a maximum of \$200 per occurrence. Deposits will remain with the household. Nonrefundable fees such as cleaning fees and late fees **cannot** be paid from RA funds. Security Deposits are not included on the IRS 1099 form (include only rent amounts paid to the Landlord).

Requiring Participation in Support Services

Support services cannot be mandated for individual(s) receiving RA assistance. Households who are income eligible but fail to make effort to find employment, secure income, apply for other rental assistance Projects etc. although they demonstrated the ability to sustain housing at the time of entry cannot have their assistance terminated based on this criteria. Participants enter as eligible for 3 months; they cannot be promised any certain length of assistance (i.e. assistance will be offered/paid month-by-month within the qualifying limits).

The Life Link Agency Policies

The following Policies and Procedures established and approved by the Board of Directors will apply for the RA Project.

- Drug-free Workplace
- Legal Procedures and Confidentiality Guidelines
- Fiscal/Accounting Policies and Procedures
- Business Practices – Cash Control and Fraud
- Annual Risk Management Assessment

Intake, Assessment, Housing Plan

1) *Intake* - The initial point of contact includes an intake in order to prioritize households based on the severity of their housing crisis and targets the most appropriate response with the situation presented. The intent is to discern *primary* need and the *urgency* of the need.

- All households will be screened either by phone or in person.
- Households who are presented with immediate safety issues will be re-directed appropriately (Domestic Violence or 911.)
- Intakes are required to determine primary issues.
- If the intake concludes there is **not an immediate housing need** (but other needs are present), households will be referred to the appropriate resource to address the need (ex. Food assistance through DHS, mental health through Behavioral Health agencies, etc).
- If the intake concludes there **is an immediate housing need**, households will proceed to a full housing assessment or be scheduled for a housing assessment within two business days.

2) *Housing Assessments* – Depending on the urgency and priority identified in the intake, The Life Link or subcontractor will conduct a comprehensive housing assessment with the household. The assessment, at a minimum, will identify the housing needs of the household. The assessment will function as the basis for creating the “Housing Plan” (HP) which serves as the foundation for resource coordination and resolution of the housing crisis.

- Housing Project Staff will utilize an assessment tool focusing on issues related to obtaining and maintaining housing. Assessments will be conducted in person.
- Housing Project Staff will identify the most appropriate resources for which the household may be eligible and provide this information to the household.
- Households will either be offered case management to assist them with accessing the appropriate resources/support, which will assume responsibility for resource coordination and case management.

Housing Plan

A Housing Plan (HP) must be completed for all participants receive a housing assessment. The HP is intended to be a guide for both the household and the service agencies. Housing Plans must be framed to include:

- A focus on obtaining or maintaining housing;
- Defined goals, outcomes and timelines as well as frequency of meetings and follow-up;
- An identification of needed community resources;
- Referrals to partnering agencies for receipt of needed mainstream services.

Fair Market Rents

| FMR | Efficiency | 1 Bedroom | 2 Bedroom | 3 Bedroom | 4 Bedroom |
|----------------------|-------------------|------------------|------------------|------------------|------------------|
| 2017 Santa Fe | 806 | 878 | 1,048 | 1,392 | 1,477 |
| 2018 Santa Fe | 774 | 854 | 1,006 | 1,334 | 1,449 |

2017 Santa Fe Area Median Income (AMI) by Household Size

| # in Household | Extremely Low Income Limit | Very Low Income Limit | Low Income Limit | Low-Moderate Income Limit |
|-----------------------|---------------------------------------|----------------------------------|-----------------------------|--------------------------------------|
| | < 30% AMI | 50% AMI | 80%AMI | 120%AMI |
| 1 | \$ 14,450 | \$ 21,800 | \$ 34,850 | \$ 52,260 |
| 2 | \$16,500 | \$ 24,900 | \$ 39,800 | \$ 59,700 |
| 3 | \$ 18,550 | \$ 28,000 | \$ 44,800 | \$ 67,200 |
| 4 | \$ 20,600 | \$ 31,100 | \$ 49,750 | \$ 74,640 |
| 5 | \$ 22,250 | \$ 33,600 | \$ 53,750 | \$ 80,640 |

INTERNAL REVENUE SERVICE
DISTRICT DIRECTOR
1100 COMMERCE STREET
DALLAS, TX 75242-0000

DEPARTMENT OF THE TREASURY

NOV 03 1992

Date:

THE LIFE LINK
P O BOX 6094
SANTA FE, NM 87502-6094

Employer Identification Number:
85-0360455

Contact Person:
SHARI FLOWERS
Contact Telephone Number:
(214) 767-3526

Our Letter Dated:
November 23, 1988
Addendum Applies:
N/A

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi).

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,



Gary O. Booth
District Director

Letter 1050(DO/CG)

[Agent Management](#) [Registration Home](#) [Your Profile](#)
Welcome Carol FLA [Logout](#)

New Mexico
Office of the Attorney General
Charitable Organizations Registrar

Charity: The Life Link (85-0360455)

[Help ?](#)

Charity Agent Management

Use this list to manage different Charity Organizations. You will be able to enter all information for the organizations you list below.

The Charity Designee listed below is the person (entered during charity registration process) who must approve of data entered. If the Charity Designee does not respond to registration confirmation e-mail within 10 days of submittal, the Registration Status may change to Registration Deficient.

The Charity Designee can be entered at anytime prior to registration submittal.

Selecting a FEIN here allows you to enter all registration information for the FEIN / Charity. To return to this Charity Agent Management page, simply click the Agent Management menu item located in the top left corner of page.

The active Charity and FEIN is displayed in the upper right corner of the page at all times.

Please Note - Only one person can be logged in to the agent account at one time. Having more than one person logged in at a time may cause the active charity to change resulting in the overwriting of entries.

DO NOT use an account belonging to another user or agent. The person typing in the information and/or submitting registration must be the person named as the user or agent of that account. **NO EXCEPTIONS.**

Add Charity to Manage

| <u>FEIN</u> | <u>Charity Name</u> | <u>Charity Designee</u> | <u>Last Status</u> |
|-------------|---------------------------------|---------------------------|---|
| 85-0360455 | The Life Link | Luna-Anderson, Carolyn | <div>Tax Year</div> <div>2016</div> <div>Registration Status</div> <div>Extension Granted</div> <div>Status Date</div> <div>1/16/2018</div> |
| 74-2835763 | La Luz Life Link | Luna-Anderson, Carolyn | <div>Tax Year</div> <div>2016</div> <div>Registration Status</div> <div>Extension Granted</div> <div>Status Date</div> <div>1/16/2018</div> |
| 55-0805066 | Life Link Training Institute | Luna-Anderson, Carolyn | <div>Tax Year</div> <div>2016</div> <div>Registration Status</div> <div>Extension Granted</div> <div>Status Date</div> <div>1/16/2018</div> |

OFFICE OF THE SECRETARY OF STATE

NEW MEXICO

Certificate of Good Standing and Compliance

IT IS HEREBY CERTIFIED THAT:

THE LIFE LINK

1395524

the above named entity, a Corporation incorporated under the laws of New Mexico, is duly authorized to transact business in New Mexico as a Domestic Nonprofit Corporation, under the

Nonprofit Corporation Act

53-8-1 to 53-8-99 NMSA 1978

having filed its Articles of Incorporation on June 13, 1988, and Certificate of Incorporation issued as of said date.

It is further certified that the fees due to the Office of the Secretary of State which have been assessed against the above named entity have been paid to date and the entity is in good standing and duly authorized to transact business as its existence has not been revoked in New Mexico. This certificate is not to be construed as an endorsement, recommendation, or notice of approval of the entity's financial condition or business activities and practices.

Certificate Issued: **November 4, 2017**

In testimony whereof, the Office of the Secretary of State has caused this certificate to be signed on this day in the City of Santa Fe, and the seal of said office to be affixed hereto.



Maggie Toulouse Oliver

Maggie Toulouse Oliver
Secretary of State

Certificate Validation #: 0015959

A certificate issued electronically from the New Mexico Secretary of State's office is immediately valid and effective. The validity of a certificate may be established by viewing the **Certificate Validation** option on the Business Filing System at <https://portal.sos.state.nm.us/bfs/online> and following the instructions displayed under **Certificate Validation**.

CAROLYN F. LUNA-ANDERSON, Ph.D., MSN., LPCC

P.O. Box 6094
Santa Fe, New Mexico 87502
(505) 438-0010 FAX (505) 438-6011

PROFESSIONAL RESUME

The Life Link
2325 Cerrillos Rd.
Santa Fe, New Mexico 87505
1987 to present

Executive Director

Co-founder and chief operating officer for a non-profit human services organization with over ninety employees and annual budget of \$6 million, serving a multicultural population of homeless, seriously mentally ill, co-occurring, and substance abuse clients. Agency has 170 Supportive Housing units and provides comprehensive community support services.

The Life Link has partnered with the University of New Mexico to participate as a research site in the National Drug Abuse Treatment Clinical Trials Network, funded through the National Institute of Health (NIH) and National Institute of Drug Abuse (NIDA).

Agency has three-year CARF Accreditation in Integrated Alcohol and Other Drugs/Addictions; Mental Health and Psychosocial Programs; Case Management/Services Coordination and Outpatient Treatment.

The federal Substance Abuse and Mental Health Services Administration (SAMHSA) awarded The Life Link the prestigious Science to Service Award for 2007, for its effective use of evidence-based substance abuse treatment practices.

Member of the New Mexico Behavioral Health Planning Council, is Co-Chair of the Adult Subcommittee and member of the New Mexico Medicaid Advisory Committee.

Selected 2008 Behavioral Health Champion from Behavioral HealthCare National Journal.

Los Alamos Medical Center
Los Alamos, New Mexico 87544
April 1987 to February 1991

Nursing Service Administrator

Assistant Administrator for a community medical center with an annual budget of 12 million dollars. As the Chief Nursing Officer with total executive management accountability for the Medical Center's Nursing Service, Infection Control, Education and Training, Surgical Services, Cardiopulmonary Rehabilitation Department, Environmental Services, Medical Records, Business Services and Medical Staff Relations. Directly supervised 4 Management Coordinators, 5 Clinical Coordinators, Education and Infection Control Coordinators. Accountable for the daily operational functioning for this 88 bed acute care not-for-profit Hospital with extensive outpatient programs, and a total of 250 staff. Initiated a Nursing Education Foundation, Implemented Shared Governance. Expansion of services to include: Children's Sick Room, Short Stay Observation Service, and Swing Bed Program (Skilled Nursing Beds). Served as Administrative Project Director for 3.3 million dollar renovation program.

EDUCATION

UNIVERSITY OF BIBLICAL STUDIES, Bethany, Oklahoma - 1993 Doctorate of Philosophy in Counseling

UNIVERSITY OF NEW MEXICO, Albuquerque, New Mexico - 1985 Master of Science - Nursing

UNIVERSITY OF THE STATE OF NEW YORK (now known as Excelsior College), Albany, New York - 1982 Bachelor of Science – Nursing

CERTIFICATIONS and LICENSURE

Licensed Professional Mental Health Counselor (LPCC) state of New Mexico,
License Number: 0087401

Registered Nurse - Licensed in the states of New Mexico and California. New Mexico
License Number: R12868

PUBLICATIONS

Crisanti, Annette., Duran, Daniell., Greene, R. Neil., Reno, Jessica., Luna-Anderson, Carol., and Altschul, Deborah B. A Longitudinal Analysis of Peer-Delivered Permanent Supportive Housing: Impact of Housing on Mental and Overall Health in an Ethnically Diverse Population. Psychological Services, 2017, Vol 14, No 2, 141-153.

Dutcher, Linda W., Anderson, Raymond, Moore, Marah, Luna-Anderson, Carol, Meyers, Robert J., Delaney, Harold D., and Smith, Jane Ellen. Community Reinforcement and Family Training (CRAFT): An Effective Study. Journal of Behavior Analysis in Health, Sports, Fitness and Medicine, Spring 2009, Number 1

Anderson, R.D., & Luna-Anderson, C. F., (2003). Crafting a new approach to substance abuse treatment. Provider News: A newsletter for LCHP providers, Third Quarter 2003, B-3

Svikis, D. S., Keyser-Marcus, L., Stitzer, M., Rieckmann, T., Safford, L., Loeb, P., Allen, T., Luna-Anderson, C., Back, S. E., Cohen, J., DeBernardi, M. A., Dillard, B., Forcehimes, A., Jaffee, W., Killeen, T., Kolodner, K., Levy, M., Pallas, D., Perl, H. I., Potter, J. S., Provost, S., Reese, K., Sampson, R. R., Sepulveda, A., Snead, N., Wong, C. J., & Zweben J. (2012). Randomized multi-site trial of the Job Seekers' Workshop in patients with substance use disorders. *Drug and Alcohol Dependence*. 120(1). p. 55-64.

Crisanti, Annette S., Luna-Anderson, Carol., Altschul, Deborah B., Duran, Danielle., Greene, R. Neil., Reno, Jessica. (2017). A longitudinal Analysis of Peer-Delivered Permanent Supportive Housing: Impact of Housing on Mental and Overall Health in an Ethnically Diverse Population. *Psychological Services*. p. 141-153. <http://dx.doi.org/10.1037/ser0000125>.

HONORS

In December 2006, received NAMI-Santa Fe's annual award for advocacy on behalf of mental health consumers and their families.

2007 Recipient of the *Governor's Award for Outstanding New Mexico Women*, conducted by the New Mexico Commission on the Status of Women. The award recognizes women for their extra efforts to improve the status of women, community leadership, effectiveness of advocacy for positive change and leadership in their careers.

Featured in Santa Fean Magazine, April/May 2008, "17 Local Making The City Different – Intriguing Santa Feans"

December 2008, selected as one of five National Behavioral Health Champions by National Council for Behavioral Health Care and featured in Behavioral Healthcare Magazine, national publication who honor top executives who are nominated then selected by the editors.

Lara E. Yoder
4224 Howling Wolf Lane
Santa Fe, NM 87507
505-795-4996 (home)
505-438-0010 (work)

Education: New Mexico State University, Masters in Social Work degree awarded May 2005
New Mexico Highlands University, Bachelors in Social Work degree Awarded May 2003
Santa Fe Community College, Associates of Arts & Sciences degree With a Human Services concentration, Awarded December 2002
Santa Fe Community College, obtained GED November 1989.

Current Employment

The Life Link
2325 Cerrillos Road
Santa Fe, NM 87505

Phone: 505-438-0010
Fax: 505-438-6011

March 2009- Current
Position: Program Manager,
Housing Services and
Local Lead Agency
Supervisor: Carol Luna-Anderson

Job Duties: Oversight and management of The Life Link's Housing Services Program and staff. Provide technical assistance and support to The Life Link staff and community members and agencies regarding housing and other community resources to meet the needs of clients. Administer and adhere to policy and grant requirements. Attend and participate in community and statewide meetings to enhance networks, build collaborations and to obtain knowledge of resources and programs. Advocate for families and individuals in need of services to ensure that their rights are preserved and respected.

Work Experience

Faith at Work Community Outreach
3204 A Mercantile Court
Santa Fe, NM 87507
505-471-6323

July 2007- March 2009
Position: Case Manager
Supervisor: Angela Merkert

Faith at Work provides crisis intervention services for people in need of food, clothing, financial assistance, and resources. We support the work of other Social Service agencies by providing them with additional resources.

Job Duties: Interview and assess client's need for services and determine eligibility for financial assistance. Attend network meetings in the community, and interface with other organizations and meeting their weekly requests. Support and assist agency volunteers. Maintain records of services provided and financial assistance given.

Esperanza Shelter for Battered Families, Inc.

July 2005-May 30, 2007

Position: Coordinated Community Response Coordinator (CCRC)

505-474-5536

The CCR Coordinators responsibilities are planning and creating a Coordinated Community Response to domestic violence, sexual assault and stalking.

Job Duties: Plan, develop, coordinate, execute, and supervise activities related to CCRC meetings and events. Facilitate the addressing and removal of safety barriers as they are discovered through policy change and systems, Coordinated with systems to develop the easiest way for victims of domestic violence, sexual assault, and stalking to obtain safety. Coordinate the development of responses specific to underserved populations, including Native American, Latino and Hispanic women, women with disabilities and LGBTQQI individuals. Coordinate the development of responses that remove language and accessibility barriers to victims of domestic, sexual, and stalking violence that are sensitive to current cultural needs. Network and build relationships with providers in Santa Fe County. Complete quarterly and annual grant reports as required.

Esperanza Shelter for Battered Families, Inc.

June 2003-July 2005

Position: Child Case Manager

505-473-5200

Supervisor: Jeannette Baca

Job Duties: Provide support and advocacy for children in the shelter, crisis intervention, support for the 24 hour domestic violence crisis hotline, arrange weekly activities, development of children's programming, facilitate weekly groups with children with focus on safety and healthy relationships, worked very close with community resources in order to provide for the needs of children in the shelter.

Internship and Volunteer Service

Teen Parent Center
Santa Fe High School
2100 Yucca Rd.
Santa Fe, NM 87501

August 2004-May 2005
Master in Social Work Internship
505-467-2839
Contact: Cissie Ludlow

Esperanza Shelter for Battered Families, Inc.
P.O. Box 5701
Santa Fe, NM 87502

August 2002-May 2003
Bachelor of Social Work Internship
505-473-5200

Bernadette Ulibarri-Medina
7427 La Jara Rd.
Santa Fe, NM 87507

Professional Objective

Work with low-income and homeless populations where my skills can help households become self-sufficient utilizing skills such as communication, supervision, budgeting, interviewing, analyzing, life and planning skills. Self-motivated and confident in making independent decisions. Over 10 years professional experience with the public.

Current Work History

7/2/2004 – Present: The Life Link Santa Fe, NM
Seven and one-half years as Housing and Family Services Program Staff

Housing Services Skills

As communication contact for potential applicants for rental assistance both by phone and face to face. Assist with preliminary application, conduct interview and review required documents needed to complete the process. Enters information into the HMIS system and meet monthly with households to review housing services plan.

Certification

-Certified as Housing Specialist – Section 8 Housing Quality Standards for HUD Programs

1994 – 2004: Big Jo True Value Santa Fe, NM
Inventory Control Clerk

In charge of all inventory being received, sold and marked for stocking, computer entry of inventory, assist bookkeeping in reconciling purchase orders and vouchers, assist in cashing and customer service.

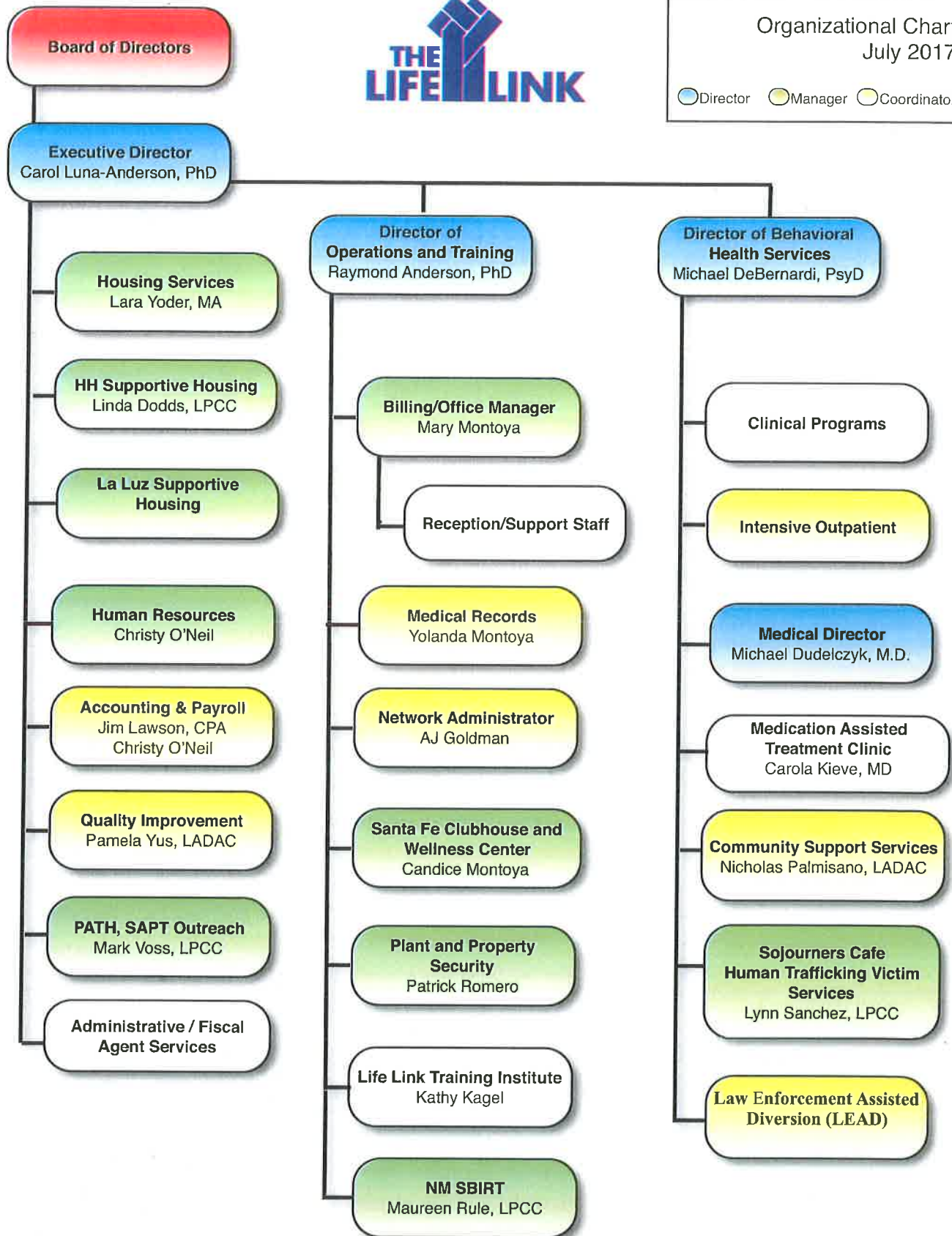
Education:

1984 High School Graduate, Escalante High School, Tierra Amarilla, NM



Organizational Chart
July 2017

○ Director ○ Manager ○ Coordinator



LOCAL PREFERENCE CERTIFICATION FORM

RFP/RFB NO: 18/21/P

Business Name: The Life Link

Principal Office: 2325 Cerrillos Rd Santa Fe NM
Street Address City State Zip Code 87505

City of Santa Fe Business License # 17-00029352 (Attach Copy to this Form)

Date Principal Office was established: 1987 (Established date must be six months before date of Publication of this RFP or RFB).

CERTIFICATION

I hereby certify that the business set out above is the principal Offeror submitting this offer or is one of the principal Offerors jointly submitting this offer (e.g. as a partnership, joint venture). I hereby certify that the information which I have provided on this Form is true and correct, that I am authorized to sign on behalf of the business set out above and, if requested by the City of Santa Fe, will provide within 3 working days of receipt of notice, the necessary documents to substantiate the information provided on this Form.

Signature of Authorized Individual: Carolyn Luna-Anderson

Printed Name: Carolyn Luna-Anderson

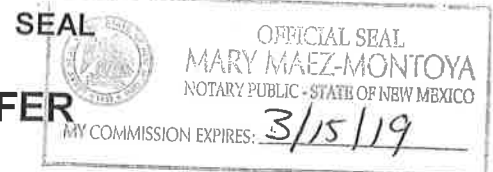
Title: Executive Director Date: 2/1/2018

Subscribed and sworn before me by Feb. this 1st day of 2018

My commission expires 3/15/19

Mary Maez-Montoya
Notary Public

YOU MUST RETURN THIS FORM WITH YOU OFFER





City Of Santa Fe
PO BOX 909
Santa Fe NM, 87504

City of Santa Fe, New Mexico

BUSINESS LICENSE

THIS BUSINESS IS IN COMPLIANCE WITH THE CITY OF SANTA FE LIVING WAGE ORDINANCE, §28-1 STCC 1987

Official Document
Please Post

Business Name: **LIFE LINK THE**

Location: **2325 CERRILLOS RD**

Class: **BUSINESS REGISTRATION - STANDARD**

Comment:

Control Number: 0017446

License Number: 17-00029352

Issue Date January 13, 2017

Expiration Date December 31, 2017

LIFE LINK THE
PO BOX 6094

SANTA FE NM 87502

THIS IS NOT A CONSTRUCTION PERMIT OR SIGN PERMIT. APPROPRIATE PERMITS MUST BE OBTAINED FROM THE CITY OF SANTA FE BUILDING PERMIT DIVISION PRIOR TO COMMENCEMENT OF ANY CONSTRUCTION OR THE INSTALLATION OF ANY EXTERIOR SIGN.

THIS REGISTRATION/LICENSE IS NOT TRANSFERABLE TO OTHER BUSINESSES OR PREMISES.