



ANNUAL PLAN FOR FY 2010 – 2011

AND

FIVE YEAR PLAN FOR 2009 - 2013

NAME:	TOWN OF BERNALILLO DEPARTMENT OF HOUSING SERVICES
ADDRESS:	857 CALLE LOS MAYORES
CITY, STATE, ZIP:	BERNALILLO, NEW MEXICO 87004
CONTACT PERSON:	RICK BELA
NUMBER OF UNITS:	76
NO OF UNIT MONTHS:	912
NUMBER OF PROJECTS:	1
FISCAL YEAR END:	06/30/2011
ACC NUMBER:	FW-5221
PAS/LOCCS PROJECT #	NM 035000001-11
HUD FIELD OFFICE:	ALBUQUERQUE, NEW MEXICO

Town of Bernalillo Housing Agency Annual Plan for FY 2011

(Submitted to Bernalillo Town Council on March 22, 2010)

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PHA 5-Year and Annual Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB No. 2577-0226
Expires 4/30/2011

	1.0 PHA Information PHA Name: <u>Town of Bernalillo Department of Housing Services</u> PHA Code: <u>NM035</u> PHA Type: <input checked="" type="checkbox"/> Small <input type="checkbox"/> High Performing <input type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>07/2010</u>				
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>76</u> Number of HCV units: <u>133</u>				
3.0	Submission Type <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only				
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)				
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program
	PHA 1:				PH HCV
	PHA 2:				
	PHA 3:				
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.				
5.1	Mission. State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years: N/A				
5.2	Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. N/A				
6.0	<p>PHA Plan Update</p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:</p> <p>(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions. Town of Bernalillo Public Housing Office 857 Calle Los Mayores Bernalillo, NM 87004 Monday through Friday 8 to 5</p> <p>(c) 1. Eligibility Selection and Admissions Policies, including De-concentration and Wait List Procedures: Local preferences for the Housing Choice Voucher program have changes. They will be as follows: Local preferences will be aggregated using the following system: Two preferences outweigh one, three outweigh two, etc. Each preference will be equal to 1 point. The more preference points an applicant has, the higher the applicant's place on the waiting list.</p> <ul style="list-style-type: none"> • Preference 1: Town of Bernalillo Preference For families who have been hired to work in the Town of Bernalillo, a statement from the employer will be required. • Preference 2: Working/Education Program Family Preference For the working preference the PHA will require a statement from the employer, and/or a current paycheck stub from the head, spouse/co-head, or sole member. For the Educational preference the PHA will require a current registration and a class schedule. • Preference 3: Disability/Elderly Preference To verify disability, the PHA will require appropriate documentation from a knowledgeable professional and subsequent third party verification. The PHA will not inquire as to the nature or extent of the disability. An award letter or other proof of eligibility from (SSA) Social Security Administration will accepted. To verify age, the PHA will use the same identification requirements used to applicants who are 62 or older. 				

2. Financial Resources:

6.0

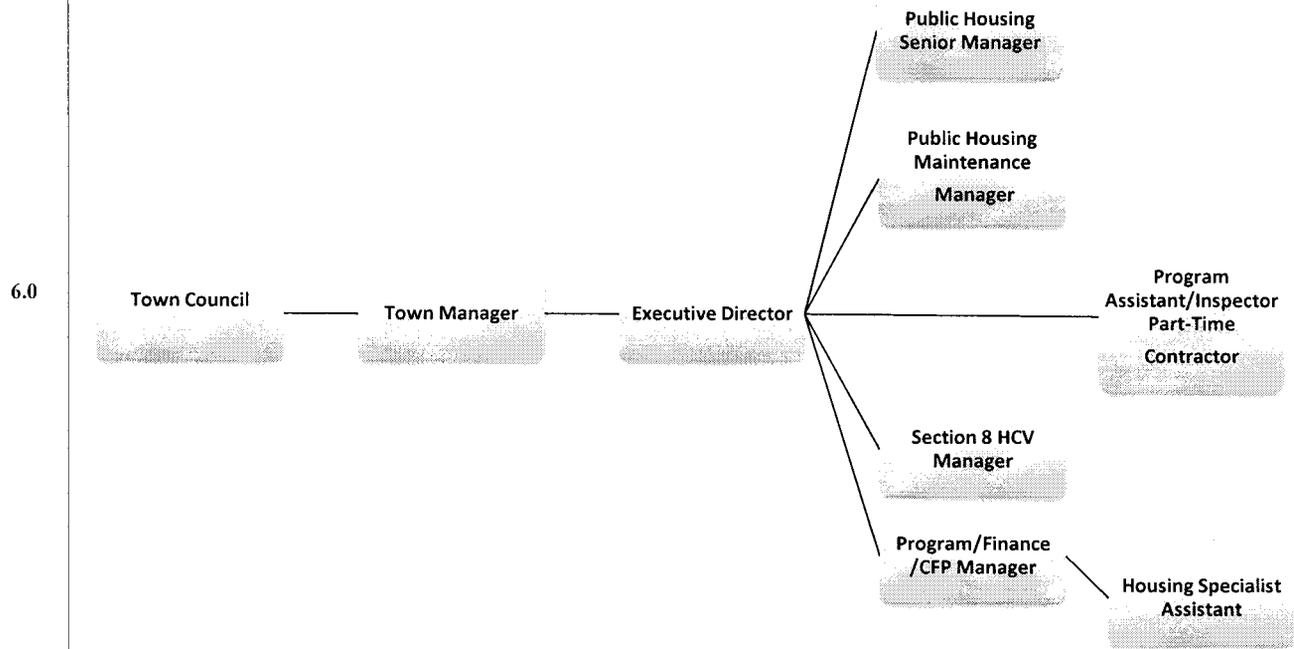
Bernalillo – HCV	Administrative Fees	\$ 6,065
	Anticipated Annual Income	<u>\$ 72,780</u>
Total – HCV	Total Annual Anticipated Income	<u>\$ 78,845</u>

	2/2010-5/2010	\$ 68,302
Public Housing Subsidy	Anticipated Annual Income	<u>\$ 204,906</u>
	1/2009-5/2010	\$ 180,299
PH Dwelling Rental/Other Income	Anticipated Annual Income	<u>\$ 180,299</u>
PH Total Income	Total Annual Anticipated Income	<u>\$ 382,205</u>

CFP 08	Unobligated	\$ 51,970
	Obligated	\$ 62,421
	Total Grant	<u>\$ 114,391</u>
CFP 09	Unobligated	\$ 116,243
	Obligated	\$ -0-
	Total Grant	<u>\$ 116,243</u>
CFP Total Grants	Total Grants	<u>\$ 230,634</u>

4. Operation and Management:

The organizational structure of the Town of Bernalillo Department of Housing Services has changed as follows:



6.0	<p>11. Fiscal Year Audit: The results of the most recent fiscal year audit are offered in Attachment</p>
7.0	<p>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable</i> N/A.</p>
8.0	<p>Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.</p>
8.1	<p>Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing. See Attachment 14</p>
8.2	<p>Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan. See Attachment 15</p>
8.3	<p>Capital Fund Financing Program (CFFP). <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p>
9.0	<p>Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p> <p>The Town of Bernalillo department of Housing Services has aligned its statement of needs of families in the jurisdiction on the needs expressed for the Middle Rio Grande jurisdiction in the State of New Mexico Consolidated Plan FY2007-FY2011. The PHA has received a signed "Certification by State of Local Official of PHA Plans Consistency with the Consolidated Plan" Form from the New Mexico Mortgage Finance Authority.</p> <p>The PHA has also identified several needs of families in its jurisdiction. They include: shortage of affordable housing for all eligible populations, providing services to families at or below 30% of median, providing services to families at or below 50% of median, providing services to elderly families with disabilities, providing services to races or ethnicities with disproportionate housing needs, and conduct activities to affirmatively further fair housing.</p>

9.1	<p>Strategy for Addressing Housing Needs. Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</p> <p>Strategies for addressing the housing needs of the PHA's jurisdiction in the coming year are consistent with the initiatives contained in said Consolidated Plan.</p> <p>The PHA will use several strategies to address the specific housing needs it has identified above. The PHA will maximize the number of affordable units available to the PHA within its current resources by employing effective maintenance and management policies to minimize the number of public housing units off-line, reducing turnover time for vacated public housing units, maintaining or increasing section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction, undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required, maintain or increasing section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration, maintaining or increasing section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program, and participating in the Consolidated Plan development process to ensure coordination with the broader community strategies.</p> <p>The PHA will increase the number of affordable housing units by applying for additional section 8 units should they become available and working in conjunction with the Community Development and Planning Departments of the Town of Bernalillo to identify ways to increase affordable housing in its jurisdiction.</p> <p>The PHA will target available assistance to families at or below 30% and 50% of AMI by adopting rent policies to support and encourage work and employing admissions preferences aimed at families who are working. The PHA will target available assistance to the elderly and families with disabilities by applying for special-purpose vouchers targeted to the elderly, should they become available, working with existing elderly housing development in the area (La Villa Elena Apartments) by providing referrals, carrying out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing, applying for special-purpose vouchers targeted to families with disabilities, should they become available, and by affirmatively marketing to local non-profit agencies that assist families with disabilities. The PHA will increase awareness of PHA resources among families of races and ethnicities with disproportionate needs by affirmatively marketing to races/ethnicities shown to have disproportionate housing needs. The PHA will conduct activities to affirmatively further fair housing by counseling section 8 tenants as to location of units outside of areas of poverty or minority concentration and assisting them to locate those units and by marketing the section 8 program to owners outside of areas of poverty/minority concentrations.</p>
10.0	<p>Additional Information. Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan.</p> <p>The Town of Bernalillo Department of Housing Services has made significant progress towards its goal of expanding the supply of assisted housing. The PHA has received 58 additional Section 8 vouchers from the Village of Cuba, has lowered its vacancy rate in Public Housing, and is currently working in conjunction with the Town of Bernalillo Community Development Department to research avenues to offer additional forms of affordable housing in the area.</p> <p>While PHA's did not receive an updated PHAS score this year, the PHA did increase its SEMAP score. The PHA has undergone an organizational restructuring (see section 6.4) to improve specific management functions for its programs. A 5-year physical needs assessment has been executed by a physical engineer to further our goal of modernizing our public housing units.</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"</p> <p>The PHA's definition of "significant amendment" and "substantial deviation/modification" is consistent with that stated in Notice PIH 99-51 and is as follows:</p> <ul style="list-style-type: none"> -Changes to rent or admissions policies or organization of the waiting list; -Additions of non-emergency work items (items not included in the current Annual Statement of Five-year Action Plan) or change in the use of replacement reserve funds under the Capital Fund; -Additions of new activities not included in the current PHDEP Plan; and -Any change with regard to demolition or disposition, homeownership programs or conversion activities.
11.0	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <ul style="list-style-type: none"> (a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights) (b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only) (c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only) (d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only) (e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only) (f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations. (g) Challenged Elements (h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only) (i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)

Operating Budget

**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing

OMB Approval No. 2577-0026 (exp. 06/30/2009)

See page four for instructions and the Public reporting burden statement

a. Type of Submission <input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision No:		b. Fiscal year ending 06/30/11	c. No. of months (check one) <input checked="" type="checkbox"/> 12 months <input type="checkbox"/> other (specify)	d. Type of HUD assisted projects(s) 01 <input checked="" type="checkbox"/> PHA/IHA-Owned Rental Housing 02 <input type="checkbox"/> IHA Owned Mutual Help Homeownership 03 <input type="checkbox"/> PHA/IHA Leased Rental Housing 04 <input type="checkbox"/> PHA/IHA Owned Turnkey III Homeownership 05 <input type="checkbox"/> PHA/IHA Leased Homeownership	
e. Name of Public Housing Agency/Indian Housing Authority (PHA/IHA) TOWN OF BERNALILLO DEPARTMENT OF HOUSING SERVICES					
f. Address (city, state, zip code) 857 CALLE LOS MAYORES BERNALILLO, NEW MEXICO 87004					
g. ACC Number FW-5221		h. PAS/LOCCS Project No. NM 035000001-11		i. HUD Field Office ALBUQUERQUE, NEW MEXICO	
j. No. of Dwelling Units 76		k. No. of Unit Months Available 912		m. No. of Projects 1	

Line No.	Acct. No.	Description (1)	Actuals Last Fiscal Yr. 2009 PUM (2)	<input checked="" type="checkbox"/> Estimates <input type="checkbox"/> or Actual Current Budget Year 2010 PUM (3)	Request Budget Estimates			
					PHA/IHA Estimates		HUD Modifications	
					PUM (4)	Amount (to nearest \$10) (5)	PUM (6)	Amount (to nearest \$10) (7)
Homebuyers Monthly Payment for								
010	7710	Operating Expense			-			
020	7712	Earned Home Payments			-			
030	7714	Nonroutine Maintenance Reserve			-			
040	Total	Break-Even amount (sum of lines 010, 020 & 030)	-	-	-	-		
050	7716	Excess (or deficit) in Break-Even			-			
060	7790	Homebuyers Monthly Payments-Contra						
Operating Receipts								
070	3110	Dwelling Rental	197.43	188.60	190.24	173,500		
080	3120	Excess Utilities			-	-		
090	3190	Nondwelling Rental			-	-		
100	Total	Rental Income (sum of lines 070, 080 & 090)	197.43	188.60	190.24	173,500		
110	3610	Interest on General Fund Investments	0.63	0.20	0.20	180		
120	3690	Other Income 2009 Includes Local Grant	45.37	6.38	6.38	5,820		
130	Total	Operating Income (sum of lines 100, 110 & 120)	243.43	195.18	196.82	179,500		
Operating Expenditures - Administration								
140	4110	Administrative Salaries	98.78	105.26	114.04	104,000		
150	4130	Legal Expense		0.55	0.55	500		
160	4140	Staff Training		2.19	2.19	2,000		
170	4150	Travel	3.69	3.18	3.18	2,900		
180	4170	Accounting Fees	11.85	13.16	13.16	12,000		
190	4171	Auditing Fees		3.33	3.29	3,000		
200	4190	Other Administrative Expense	28.75	17.19	17.19	15,680		
210	Total	Administrative Expense (sum of lines 140 thru 200)	143.07	144.86	153.60	140,080		
Tenant Services								
220	4210	Salaries			-			
230	4220	Recreation, Publications and Other Services	0.67		-			
240	4230	Contract Costs, Training and Other			-			
250	Total	Tenant Services Exp. (sum of lines 220 thru 240)	0.67	-	-	-		
Utilities								
260	4310	Water	36.05	46.38	49.34	45,000		
270	4320	Electricity	2.88	4.93	4.93	4,500		
280	4330	Gas	28.11	16.78	16.78	15,300		
290	4340	Fuel			-	-		
300	4350	Labor			-	-		
310	4390	Other Utilities expense			-	-		
320	Total	Utilities Expense (sum of lines 260 thru 310)	67.04	68.09	71.05	64,800		

Name of PHA/IHA TOWN OF BERNALILLO DEPARTMENT OF HOUSING				Fiscal Year Ending 06/30/11				
Line No.	Acct. No.	Description (1)	Actuals Last Fiscal Yr. 2009 PUM (2)	<input checked="" type="checkbox"/> Estimates or Actual Current Budget Year 2010 PUM (3)	Request Budget Estimates			
					PHA/IHA Estimates		HUD Modifications	
					PUM (4)	Amount (to nearest \$10) (5)	PUM (6)	Amount (to nearest \$10) (7)
Ordinary Maintenance and Operation								
330	4410	Labor	7.78	32.89	38.38	35,000		
340	4420	Materials	15.42	16.45	16.45	15,000		
350	4430	Contract Costs	95.28	40.79	40.79	37,200		
360	Total	Ordinary Maint. & Op. Exp. (lines 330 to 355)	118.48	90.13	95.61	87,200		
Protective Services								
370	4460	Labor			-			
380	4470	Materials			-			
390	4480	Contract Costs			-			
400	Total	Protective Services Exp. (sum of lines 370 to 395)	-	-	-			
General Expense								
410	4510	Insurance	22.25	25.05	25.07	22,860		
420	4520	Payments in Lieu of Taxes			-			
430	4530	Terminal Leave Payments			-			
440	4540	Employee Benefit Contributions	42.72	62.38	68.59	62,550		
450	4570	Collection Losses	2.19	3.77	4.39	4,000		
460	4590	Other General Expense	4.38		-			
470	Total	General Expense (sum of lines 410 to 460)	71.54	91.20	98.04	89,410		
480	Total	Routine Expense (sum of lines 210, 250, 320, 360, 400 & 470)	400.80	394.28	418.30	381,490		
Rent for Leased Dwellings								
490	4710	Rents to Owners for Leased Dwellings			-			
500	Total	Operating Expense (sum of lines 480 & 490)	400.80	394.28	418.30	381,490		
Nonroutine Expenditures								
510	4610	Extraordinary Maintenance			-			
520	7520	Replacement of Nonexpendable Equipment			-			
530	7540	Property Betterments and Additions			-			
540	Total	Nonroutine Expend. (sum of lines 510, 520 & 530)	-	-	-			
550	Total	Operating Expenditures (sum of lines 500 & 540)	400.80	394.28	418.30	381,490		
Prior Year Adjustments								
560	6010	Prior Year Adjust. Affecting Residual Receipts			-			
Other Expenditures								
570		Deficiency in Residual Receipts at end of preceding fiscal yr.			-			
580	Total	Operating Expenditures, including prior year adjustments and other expenditures (line 550 + or - line 560 + line 570)	400.80	394.28	418.30	381,490		
590		Residual Receipts (or deficit) before HUD Contributions and provision for operating reserve (line 130 minus line 580)	(157.37)	(199.10)	(221.48)	(201,990)		
HUD Contributions								
600	8010	Basic Annual Contribution Earned-Leased Projects-Current Year			-			
610	8011	Prior Year Adjustments-(debit) credit			-			
620	Total	Basic Annual Contribution (line 600 + or - line 610)	-	-	-			
630	3401	Contributions Earned-Op Sub-Current Year (before year end adj.)	160.50	199.10	213.82	195,000		
640		Mandatory PFS Adjustments (net)			-			
650		Other (specify) TRANSFER FROM CFP	24.96		16.45	15,000		
660		Other (specify)			-			
670		Total Year-end Adj/other (+ or - lines 640 - 660)	24.96	-	16.45	15,000		
680	8020	Total Op. Subsidy-cur yr (line 630 + or - line 670)	185.46	199.10	230.26	210,000		
690	Total	HUD Contributions (sum of lines 620 & 680)	185.46	199.10	230.26	210,000		
700		Residual Receipts (or Deficit) (sum of line 590 plus line 690) Enter here and on line 810	28.09	-	8.78	8,010		

**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing

Operating Budget
Schedule of All Positions and Salaries

See back of page for Instructions and Public reporting burden statement

Name of Housing Authority By Organizational Unit and Function	Localities	Present Salary Rate as of (date)	Requested Budget Year		Allocation of Salaries by Program							Method of Allocation
			Salary Rate (3)	Estimated Payment	Management	Modernization	Development	Section 8 Programs	Other Programs	Longevity		
(1)	(2)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)		
ADMINISTRATIVE POSITIONS RICK BELA, EXECUTIVE DIRECTOR EST. TIME COMMITMENT												
TENANT SERVICES POSITIONS PATRICIA TARRADDEI, LRH MANAGER LAURA L. ROMERO, HCV MANAGER CHRISTINA SANCHEZ, ADM. ASST. ACCOUNTANT HOUSING SPECIALIST ASSISTANT TOTAL TENANT SERVICES SALARIES/WAGES EST. TIME COMMITMENT												
MAINTENANCE LABOR PAUL HERNANDEZ, MAINTENANCE EST. TIME COMMITMENT												
TOTAL MAINTENANCE SALARIES/WAGES												
To the best of my knowledge, all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012, 31 U.S.C. 3729, 3802)												
										Executive Director or Designated Official	Date	
										1 R / [Signature]	2-7-10	

Operating Budget
Schedule of Nonroutine Expenditures

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0026 (exp. 06/30/2009)

See back of page for Instructions and Public reporting burden statement

Name of Housing Authority		Locality		857 CALLE LOS MAYORES BERNALILLO, NEW MEXICO 87004		Fiscal Year End 06/30/11					
Work Project Number (1)	Description of Work Project (List Extraordinary Maintenance and Betterments and Additions separately) (2)	Housing Project Number (3)	Total Estimated Cost (4)	Extraordinary Maintenance and Additions (Excluding Equipment Additions)		Equipment Requirements					
				Percent Complete Current Budget Year End (5)	Estimated Expenditure in Year (6)	Percent Complete Year End (7)	Description of Equipment Items (List Replacements and Additions separately) (8)	No. of Items (9)	Item Cost (10)	Estimated Expenditure in Year (11)	
	EXTRAORDINARY MAINTENANCE										
	TOTAL EXTRAORDINARY MAINT		0		0				0	0	0
	BETTERMENTS-CONTRACTS										
	TOTAL BETTERMENTS		0		0				0	0	0
	TOTAL ADDITIONS										
	REPLACEMENT OF EQUIPMENT										
	TOTAL REPLACEMENT OF EQUIP										
	ADDITIONS-EQUIPMENT										
	TOTAL ADDITIONS										

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Operating Budget
 Schedule of Administration
 Expense Other Than Salary

**U.S. Department of Housing
 and Urban Development**
 Office of Public and Indian Housing

OMB Approval No. 2577-0026 (exp. 06/30/2009)

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number. This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income housing program and provides a summary of proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the PHA and the amounts are reasonable and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

Name of Housing Authority		Locality			Fiscal Year End	
TOWN OF BERNALILLO DEPARTMENT OF HOUSING SERVICES		857 CALLE LOS MAYORES BERNALILLO, NEW MEXICO 87004			06/30/11	
(1) Description	(2) Total	(3) Management	(4) Development	(5) Section 8	(6) Other	
1 Legal Expense (see special note in instructions)	1,000	500		500		
2 Training (list and provide justification)	4,000	2,000		2,000		
3 Travel - Trips to conventions and meetings (list and provide justification)	3,000	2,000		1,000		
4 Other Travel - Outside area of jurisdiction	400	400				
5 Other Travel - Within area of jurisdiction	1,500	500		1,000		
6 Total Travel	4,900	2,900	-	2,000	-	
7 Accounting	22,000	12,000		10,000		
8 Auditing	6,000	3,000		3,000		
9 Sundry - Rental of Office Space	-					
10 Publications	-					
11 Membership Dues and Fees (list organization and amount)	4,000	3,000		1,000		
12 Telephone, Fax, Electronic Communications	4,000	3,000		1,000		
13 Collection Agent Fees and Court Costs	-					
14 Administrative Services Contracts (list and provide justification)	3,000	3,000				
15 Forms, Stationary and Office Supplies	8,000	4,000		4,000		
16 Other Sundry Expense (provide breakdown)	4,680	2,680		2,000		
17 Total Sundry	23,680	15,680	-	8,000	-	
18 Total Administration Expense Other than Salaries	61,580	36,080	-	25,500	-	

To the best of my knowledge, all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Signature of authorized representative & Date

X TR [Signature] 2-7-10

Justification / Breakdown:

Training/Travel:

Membership Dues and Fees:

Accounting Fees:

Admin Service Contracts: (Both Programs)

Other Sundry Expense:

Operating Budget

Summary of Budget Data And Justifications

**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing

OMB Approval No. 2577-0026 (exp. 06/30/2009)

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income housing program and provides a summary of proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the PHA and the amounts are reasonable and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

Name of Housing Authority TOWN OF BERNALILLO DEPARTMENT OF HOUSING SERVICES	Locality 857 CALLE LOS MAYORES BERNALILLO, NEW MEXICO 87004	Fiscal Year Ending 06/30/11
--	---	--------------------------------

Operating Receipts

Dwelling Rental. Explain basis for estimate. For HUD-aided low-rent housing, other than Section 23 Leased housing, state amount of latest available total HA monthly rent roll, the number of dwelling units available for occupancy and the number accepted for the same month end. Cite HA policy revisions and economic and other factors which may result in a greater or lesser average monthly rent roll during the Requested Budget Year. For Section 23 Leased housing, state the number of units under lease, the PUM lease price, and whether or not the cost of utilities is included. If not included, explain method for payment of utility costs by HA and/or tenant.

DECEMBER 2009 RENT \$15,220 x 12 x .95 = \$173,508 Say \$173,500

Excess Utilities. (Not for Section 23 Leased housing.) Check appropriate spaces in item 1, and explain "Other". Under item 2, explain basis for determining excess utility consumption. For example, Gas: individual check meters at OH-100-1, proration of excess over allowances at OH-100-2, etc. Cite effective date of present utility allowances. Explain anticipated changes in allowances or other factors which will cause a significant change in the total amount of excess utility charges during the Requested Budget Year.

1. Utility Services Surcharged: Gas Electricity Other
Specify _____
2. Comments

NONE ANTICIPATED

Nondwelling Rent. (Not for Section 23 Leased housing.) Complete Item 1, specifying each space rented, to whom, and the rental terms. For example: Community Building Space - Nursery School - \$50 per month, etc. Cite changes anticipated during the Requested Budget year affecting estimated Non-dwelling Rental Income.

1.	Space Rented	To Whom	Rental Terms
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

2. Comments

NONE

Interest on General Fund Investments. State the amount of present General Fund investment and the percentage of the General Fund it represents. Explain circumstances such as increased or decreased operating reserves, dwelling rent, operating expenditures, etc., which will affect estimated average monthly total investments in the Requested Budget Year. Explain basis for distribution of interest income between housing programs.

INTREST IS AMOUNTS EARNED ON CHECKING ACCOUNTS

Other Comments on Estimates of Operating Receipts. Give comments on all other significant sources of income which will present a clear understanding of the HA's prospective Operating Receipts situation during the Requested Budget Year. For Section 23 Leased housing explain basis for estimate or utility charges to tenants.

NONE

Operating Expenditures

Summary of Staffing and Salary Data

Complete the summary below on the basis of information shown on form HUD-52566, Schedule of All Positions and Salaries, as follows:

Column (1) Enter the total number of positions designated with the corresponding account line symbol as shown in Column (1), form HUD-52566.

Column (2) Enter the number of equivalent full-time positions allocable to HUD-aided housing in management. For example: A HA has three "A-NT" positions allocable to such housing at the rate of 80%, 70% and 50% respectively. Thus, the equivalent full-time positions is two. (8/10 + 7/10 + 5/10).

Column (3) Enter the portion of total salary expense shown in Column (5) or Column (6), form HUD-52566, allocable to HUD-aided housing in management, other than Section 23 Leased housing.

Column (4) Enter the portion of total salary expense shown in Column (5) or Column (10), form HUD-52566, allocable to Section 23 Leased housing in management

Column (5) Enter the portion of total salary expense shown in Column (5) or Column (7), form HUD-52566, allocable to Modernization programs (Comprehensive Improvement Assistance Program or Comprehensive Grant Program).

Column (6) Enter the portion of total salary expense shown in Column (5) or Column (9), form HUD-52566, allocable to Section 8 Programs.

Note: The number of equivalent full-time positions and the amount of salary expense for all positions designated "M" on form HUD-52566 must be equitably distributed to account lines. **Ordinary Maintenance and Operation-Labor, Extraordinary Maintenance Work Projects, and Betterments and Additions Work Projects.**

Account Line	Total Number of Positions (1)	Equivalent Full-Time Positions (2)	HUD-Aided Management Program			
			Salary Expense			
			Management (1)	Sec 23 Leased Housing Only (1)	County Programs (1)	Section 8 Programs (1)
Administration - Nontechnical Salaries ¹	1	1	37500		0	12500
Administration - Technical Salaries ¹	4	4	66500			64500
Ordinary Maintenance and Operation - Labor ¹	1	1	35000			
Utilities - Labor ¹						
Other (Specify) (Legal, etc.) ¹						
Extraordinary Maintenance Work Projects ²						
Betterments and Additions Work Projects ²						

1 Carry forward to the appropriate line on HUD-52564, the amount of salary expense shown in Column (3) on the corresponding line above. Carry forward to the appropriate line on HUD-52564 (Section 23 Leased Housing Budget), the amount of salary expense shown in Column (4) on the corresponding line above.

2 The amount of salary expense distributed to Extraordinary Maintenance Work Projects and to Betterments and Additions Work Projects is to be included in the cost of each individual project to be performed by the HA Staff, as shown on form HUD-52567.

Specify all proposed new positions and all present positions to be abolished in the Requested Budget Year. Cite prior HUD concurrence in proposed staffing changes or present justification for such changes. Cite prior HUD concurrence in proposed salary increases for Administration Staff or give justification and pertinent comparability information. Cite effective date for current approved wage rates (form HUD-52158) and justify all deviations from these rates.

ACTUAL STAFFING POSITIONS ARE DOWN FROM PROIR YEARS. ATTEMPTING TO RESTAFF LOST POSITION, BUT HAVE RE-ALIGNED WORK LOADS AND RESPONSIBLITIES TO ENSURE EFFICIENCY.

Travel, Publications, Membership Dues and Fees, Telephone and Telegraph, and Sundry. In addition to "Justification for Travel to Conventions and Meetings" shown on form HUD-52571, give an explanation of substantial Requested Budget Year estimated increases over the PUM rate of expenditures for these accounts in the Current Budget Year. Explain basis for allocation of each element of these expenses.

SAME AS LAST YEAR

Utilities. Give an explanation of substantial Requested Budget Year estimated increases over the PUM rate of expenditures for each utility service in the Current Budget Year. Describe and state estimated cost of each element of "Other Utilities Expense"

SLIGHT INCREASE IN WATER USAGE/RATES ANTICIPATED

Ordinary Maintenance & Operation-Materials. Give an explanation of substantial Requested Budget Year estimated increases over the PUM rate of expenditures for materials in the Current Budget Year.

SAME AS LAST YEAR

Ordinary Maintenance & Operation-Contract Costs. List each ordinary maintenance and operation service contracted for and give the estimated cost for each. Cite and justify new contract services proposed for the Requested Budget Year. Explain substantial Requested Budget Year increases over the PUM rate of expenditure for Contract Services in the Current budget Year. If the PHA has contract for maintenance of elevator cabs, give contract cost per cab.

Clean up grounds	300 x 12	3,600
Pest Control	150 x 12	1,800
Garbage Service	1,100 x 12	13,200
Heating and Air		5,000
Roto Rooter		5,000
Janitorial	300 x 12	3,600
Other Misc		5,000
		<u>37,200</u>

Insurance. Give an explanation of substantial Requested Budget Year estimated increases in the PUM rate of expenditures for insurance over the Current Budget Year. Cite changes in coverage, premium rates, etc.

SAME AS LAST YEAR

Employee Benefit Contributions. List all Employee Benefit plans participated in. Give justification for all plans to be instituted in the Requested Budget Year for which prior HUD concurrence has not been given.

Social Security	6.20%	41.9% x 149,000 = \$62,431
Medicare	1.45%	
PERA	9.15%	Say \$62,550
Retiree Health Care	2.80%	
SUTA	1.00%	
Medical, dental, life insurance	21.30%	

Collection Losses. State the number of tenants accounts receivable to be written off and the number and total amount of all accounts receivable for both present and vacated tenants as of the month in which the estimate was computed.

Extraordinary Maintenance, Replacement of Equipment, and Betterments and Additions. Cite prior HUD approval or give justification for each nonroutine work project included in the Requested Budget and for those for future years which make up the estimate on form HUD-52570. Justifying information incorporated on or attached to form HUD-52567 need not be repeated here.

Contracts. List all contracts, other than those listed on page 3 of the is form under Ordinary Maintenance & Operation (OMO). Cite the name of the contractor, type of contract, cost of contract, and contract period. Justification must be provided for all contract services proposed for the Requested Budget Year (RBY). Explain substantial RBY increases over the PUM rate of expenditure for these contracts in the Current Budget Year.

SAME AS LAST YEAR

**PHA Certifications of Compliance with the PHA Plans and Related Regulations:
Board Resolution to Accompany the PHA 5-Year and Annual PHA Plan**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the ___ 5-Year and/or X Annual PHA Plan for the PHA fiscal year beginning July 1, 2010, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. For PHA Plan that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.

12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
21. The PHA provides assurance as part of this certification that:
 - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
 - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
 - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
22. The PHA certifies that it is in compliance with all applicable Federal statutory and regulatory requirements.

Town of Bernalillo Department of Housing Services
PHA Name

NM035
PHA Number/HA Code

5-Year PHA Plan for Fiscal Years 20__ - 20__

Annual PHA Plan for Fiscal Years 2010__ - 2011__

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

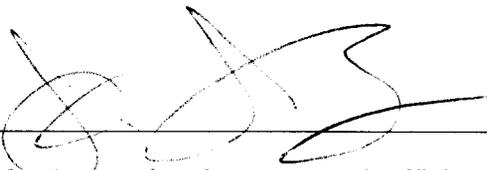
Name of Authorized Official	Title
Jack Torres	Mayor
Signature	Date
	

**Certification by State or Local
Official of PHA Plans Consistency
with the Consolidated Plan**

**U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011**

**Certification by State or Local Official of PHA Plans Consistency with the
Consolidated Plan**

I, Jay Czar the Executive Director of MFA certify that the Five Year and
Annual PHA Plan of the Bernalillo Housing Authority is consistent with the Consolidated Plan of
the State of New Mexico prepared pursuant to 24 CFR Part 91.

RFD

Signed / Dated by Appropriate State or Local Official 2/9/2010

Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

ATTACHMENT B

Applicant Name

Town of Bernalillo Department of Housing Services

Program/Activity Receiving Federal Grant Funding

Housing Authority

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federalagency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

2. **Sites for Work Performance.** The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Check here if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Rick Bela

Title

Executive Director

Signature

X  Rick Bela, Dir.

Date

2-7-10

**Certification of Payments
to Influence Federal Transactions**

**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing

ATTACHMENT C

Applicant Name

Town of Bernalillo Department of Housing Services

Program/Activity Receiving Federal Grant Funding

Housing Authority

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Rick Bela

Title

Executive Director

Signature

TR Bela, Dir.

Date (mm/dd/yyyy)

2-7-10

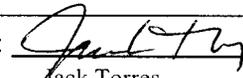
Previous edition is obsolete

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB
0348-0046

(See reverse for public burden disclosure.)

1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Congressional District, if known: 4c	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known:	
6. Federal Department/Agency:	7. Federal Program Name/Description: CFDA Number, if applicable: _____	
8. Federal Action Number, if known:	9. Award Amount, if known: \$	
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):	b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: <u></u> Print Name: <u>Jack Torres</u> Title: <u>Mayor</u> Telephone No.: <u>(505) 867-3111</u> Date: _____	
Federal Use Only:	Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)	

DISCLOSURE OF LOBBYING ACTIVITIES

0348-0046

	Authorized for Local Reproduction Standard Form - LLL
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CONTINUATION SHEET

Reporting Entity: Town of Bernalillo Department of Housing Services Page 1 of 1

Not Applicable

Resident Advisory Council Comments

For

Town of Bernalillo Department of Housing Services

857 Calle Los Mayores

Bernalillo, NM 87004

Ida Jaramillo, President

Rosella Acosta, Vice President

Kathryn Colbert, Secretary/Treasurer

Rick Bela, Executive Director

Patricia Taraddei, Public Housing Manager

February 2010

**Bernalillo Public Housing
Residents Advisory Council**

Resource Learning Center
832 Calle Los Mayores
Bernalillo, NM 87004

**Resolution of
Board Meeting Agenda**

Whereas, the residents Advisory Council (RAC) of the Town of Bernalillo Housing Services (BHS) is organized to represent interests and welfare of the residents of the Town of Bernalillo Housing and the Town of Bernalillo community as a whole, and

Whereas, it is the mission to advise the Housing Services department on all matters affecting the Public Housing residents and the community as a whole, and

Whereas, it is their privilege and responsibility to review the BHS Annual Plan as prepared by staff and submitted to the Town Council and to HUD, and

Whereas, the RAC did meet on this date and reviewed said BHS Annual Plan for 2011 with the Executive Director and Manager of Public Housing, and

Whereas, the RAC did find said Annual Plan for 2011 acceptable,

Now Therefore, Be It Resolved that the Residents Advisory Council of the Town of Bernalillo Housing Services does hereby approve said plan.

Passed this _____ :

As Witness and Signed by:

President _____

Dea D. Jaramillo 3-17-2010

Secretary _____

CHALLENGED ELEMENTS

(Include any elements of the PHA Plan that is challenged.)

There were not elements of the PHA Plan that were challenged.

2010-11 Annual Plan

Review

Date

Name & Address

1.

2-9-10

Theresa Valeri's po 5398
Nathan Crespi -

2.

N Kathryn Colbert 217 LC

3.

2/16/10

Mark Hildebrand -

2/16/10

Doa G. Jaramillo - 780 Calle Laguna

4.

2-18-10

Debra Chau

"

5.

"

Jesus Ybarra

"

David Gonzalez

6.

"

never Larry
Patricia A Mantus

2/19/10

7.

2-19-10

Mr Mantus

8

8.

3/3/10

Arden Jettles

9.

3/10/10

~~Ramona Hill~~

10.

3/10/10

Finnetta J. Hall

11.

3/10/10

Nathan Crespi

12.

↔

Town of Bernalillo

"The City of Coronado"



Rick Bela
Director

Department of Housing Services

Patricia A. Chávez
Mayor

NOTICE OF PUBLIC HEARING

THE TOWN OF BERNALILLO HOUSING SERVICES
DEPARTMENT WILL HOLD A PUBLIC HEARING
ON
MARCH 17, 2010 – 2:00 PM
AT
THE PUBLIC HOUSING LEARNING CENTER
AT
832 CALLE LOS MAYORES
BERNALILLO, NM

THE PURPOSE OF THE MEETING IS TO INFORM THE
PUBLIC ABOUT THE PROPOSED ANNUAL PLAN AND
BUDGET FOR JULY 1, 2010 TO JUNE 30, 2011 AND TO
RECEIVE PUBLIC COMMENTS.

INTERESTED PARTIES MAY CALL THE DEPARTMENT
OFFICES AT 505-867-2792 OR SIMPLY BE PRESENT.

EVERYONE IS INVITED AND WELCOMED.

Hand Delivered to each PH Unit on 3/1/10 by Ida Jaramillo
Ida Jaramillo
RAC Pres.

857 Calle Los Mayores

Bernalillo, New Mexico 87004

(505) 867-2792 · FAX 771-1418

2 PM

March 17, 2010

BHS

BHS Learning Ctr

Public Hearing on Annual Plan

2010
3/17/10

1. Kimberly Bannenas 1:00 pm -

2. Paul & Wendy Herrera 1:00 pm -

3. Leslie Montoya

3/17/10⁴. Renee Diego 825 CLM

5. Mary C Sandoval 821 B.C.

6. Barbara Chong 77 Ch

7. Daphne Antonio 828 CLM

8. Samantha Montoya 828 CLM

9. Rosella Acosta

10. Susal Sandoval Albz - HELP-NM

11. Tracy Dengler-Kelly Sandoval - Help-NM

12.  Sandoval - Help NM

13. Georgiana Borzales 760 Ch

CLM

BHS - Planned 5 Year Public Housing Improvements for Town of Bernalillo 02-01-10

Rental Units:		Per Unit	No. Units	75
Interior Renovations:	All costs includes Labor & Materials			
Kitchen				Notes:
Cabinets		\$ 4,000		
Stove&Hood, Refreg, Water Heater		\$ 1,900		Stove \$ 800
Sinks & Facets		\$ 500		Freg \$ 500
Accessories		\$ 200		Water H. \$ 600
		<u>\$ 6,600</u>	75	<u>\$ 1,900</u>
Bathroom				
Cabinets		\$ 500		Comode \$ 150
Comode, Sink, Tub/Shower		\$ 975		Sink \$ 125
Accessories		\$ 100		Tub/Shwr \$ 700
		<u>\$ 1,575</u>	75	<u>\$ 975</u>
Bedrooms, Dining Room, Hallways				
Doors & Closets	\$30	12 \$ 360		
Blinds & Window	\$75	8 \$ 600		
Accessories		\$ 200		
		<u>\$ 1,160</u>	75	
Each Unit:				
Flooring 800 SF	\$10	800 \$ 8,000		
Painting & Finishing		\$ 1,800		
		<u>\$ 9,800</u>	75	
Professional Services - A&E		\$ 200		
Relocation		\$ 450		
Patio Repairs & Landscaping		\$ 215	75	
		<u>\$ 865</u>		
Grand Total per Rental Unit:		<u>\$ 20,000</u>	75	
Grand Total for 75 Rental Units:		\$ 1,500,000		
Less Unites Completed 2/1/10:	12 \$ 20,000	\$ (240,000)	-12	
		<u>\$ 1,260,000</u>	63	
Grounds and Common Areas:				
Professional Services		\$ 2,500		
Re-strip paving		\$ 1,500		
Watering system		\$ 8,000		
Landscaping		\$ 7,500		
Security System		\$ 15,000		
Outdoor Park Furniture		\$ 3,000		
Basketball Courts Repairs		\$ 5,500		
		<u>\$ 43,000</u>		
Offices, Warehouse and Community Center:				
Interior Renovations:				
Professional Services		\$ 5,000		
Communications Wiring		\$ 8,000		
Walls, doors, windows		\$ 15,000		
Kitchen		\$ 5,000		
Waiting Area		\$ 2,000		
Cabinets		\$ 1,000		
Painting		\$ 4,000		
Accessories		\$ 2,000		
		<u>\$ 42,000</u>		
Autos & Equipment:				
One Auto		\$ 25,000		
Non-Dwelling Equipmt, etc.		\$ 30,000		
		<u>\$ 55,000</u>		
Grand Total for Non-Rental Units:		<u>\$ 140,000</u>		
Grand Total All Projects Costs:		<u>\$ 1,400,000</u>		

Annual Statement of Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

Part I: Summary		Grant Type and Number		FFY of Grant: 2008	
PHA Name: Town of Bernalillo Housing Services Department		Capital Fund Program Grant No: NM02P035501-08 Replacement Housing Factor Grant No: Date of CFFP: 2008		FFY of Grant Approval: 2008	
Type of Grant	<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:	<input type="checkbox"/> Reserve for Disasters/Emergencies	<input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Final Performance and Evaluation Report		
Line	Summary by Development Account	Original	Total Estimated Cost	Obligated	Total Actual Cost ¹
			Revised ²		Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³	22,391		22,391	22,391
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)				
5	1411 Audit	3,000		3,000	
6	1415 Liquidated Damages				
7	1430 Fees and Costs	18,000		7,587	
8	1440 Site Acquisition				
9	1450 Site Improvement	6,000		4,166	
10	1460 Dwelling Structures	36,000		27,651	
11	1465.1 Dwelling Equipment—Nonexpendable	16,000		14,276	
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment	8,000		2,924	
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs	5,000		2,817	
17	1499 Development Activities ⁴				

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary		FFY of Grant: 2008 FFY of Grant Approval: 2008	
PHA Name: Town of Bernalillo Housing Services Department		Grant Type and Number Capital Fund Program Grant No: NM02P035501-08 Replacement Housing Factor Grant No: Date of CFFP: 2008	
Type of Grant			
<input checked="" type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies	
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Revised Annual Statement (revision no:)	
<input type="checkbox"/> Summary by Development Account		<input checked="" type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Total Estimated Cost	Total Actual Cost ¹
		Original	Obligated
18a	1501 Collateralization or Debt Service paid by the PHA		
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment		
19	1502 Contingency (may not exceed 8% of line 20)		
20	Amount of Annual Grant:: (sum of lines 2 - 19)	114,391	62,421
21	Amount of line 20 Related to LBP Activities		
22	Amount of line 20 Related to Section 504 Activities		
23	Amount of line 20 Related to Security - Soft Costs		
24	Amount of line 20 Related to Security - Hard Costs		
25	Amount of line 20 Related to Energy Conservation Measures		
Signature of Executive Director		Signature of Public Housing Director : Rick Bela, Dir.	
		Date 2/4/10	

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFFP Grants for operations.
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Annual Statement of Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary		FFY of Grant: 2009 FFY of Grant Approval: 2009	
PHA Name: Town of Bernalillo Housing Services Department		Grant Type and Number Capital Fund Program Grant No: NM02S035501-09 Replacement Housing Factor Grant No: Date of CFFP: 2009	
Type of Grant	<input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending:	<input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Final Performance and Evaluation Report	Total Actual Cost ¹
Line	Summary by Development Account	Total Estimated Cost Revised ²	Obligated Expended
1	Total non-CFP Funds		
2	1406 Operations (may not exceed 20% of line 21) ³		
3	1408 Management Improvements		
4	1410 Administration (may not exceed 10% of line 21)		
5	1411 Audit		
6	1415 Liquidated Damages		
7	1430 Fees and Costs	8,000	
8	1440 Site Acquisition		
9	1450 Site Improvement	12,000	
10	1460 Dwelling Structures	100,000	144,796
11	1465.1 Dwelling Equipment—Nonexpendable	2,000	
12	1470 Non-dwelling Structures	22,796	
13	1475 Non-dwelling Equipment		
14	1485 Demolition		
15	1492 Moving to Work Demonstration		
16	1495.1 Relocation Costs		
17	1499 Development Activities ⁴		

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Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary		FFY of Grant: 2009	
PHA Name:	Grant Type and Number	FFY of Grant Approval: 2009	
Town of Bernalillo Housing Services Department	Capital Fund Program Grant No: NM02S035501-09 Replacement Housing Factor Grant No: Date of CFFP: 2009		
Type of Grant	<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Performance and Evaluation Report for Period Ending:		
Line	Summary by Development Account	Total Estimated Cost	Total Actual Cost ¹
		Original	Revised ² Obligated Expended
18a	1501 Collateralization or Debt Service paid by the PHA		
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment		
19	1502 Contingency (may not exceed 8% of line 20)		
20	Amount of Annual Grant:: (sum of lines 2 - 19)	144,796	144,796
21	Amount of line 20 Related to LBP Activities		
22	Amount of line 20 Related to Section 504 Activities		
23	Amount of line 20 Related to Security - Soft Costs		
24	Amount of line 20 Related to Security - Hard Costs		
25	Amount of line 20 Related to Energy Conservation Measures		
Signature of Executive Director		Signature of Public Housing Director : Rick Bela, Dir.	
		Date 2/4/10	

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Annual Statement of Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary		Grant Type and Number		FFY of Grant: 2009	
PHA Name: Town of Bernalillo Housing Services Department		Capital Fund Program Grant No: NM02P035501-09 Replacement Housing Factor Grant No: Date of CFFP: 2009		FFY of Grant Approval: 2009	
Type of Grant		Revised Annual Statement (revision no:)			
<input checked="" type="checkbox"/> Original Annual Statement and Evaluation Report for Period Ending:		<input checked="" type="checkbox"/> Final Performance and Evaluation Report			
<input type="checkbox"/> Performance by Development Account		<input type="checkbox"/> Reserve for Disasters/Emergencies			
Line	Summary by Development Account	Original	Total Estimated Cost Revised ²	Obligated	Total Actual Cost ¹ Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³	23,243		23,243	
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)				
5	1411 Audit	4,000			
6	1415 Liquidated Damages				
7	1430 Fees and Costs	5,000			
8	1440 Site Acquisition				
9	1450 Site Improvement	25,000			
10	1460 Dwelling Structures	15,000			
11	1465.1 Dwelling Equipment—Nonexpendable	20,000			
12	1470 Non-dwelling Structures	14,000			
13	1475 Non-dwelling Equipment	10,000			
14	1483 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				

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³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary		FFY of Grant: 2009	FFY of Grant Approval: 2009
PHA Name:	Grant Type and Number		
Town of Bernalillo Housing Services Department	Capital Fund Program Grant No: NM02P035501-09 Replacement Housing Factor Grant No: Date of CFFP: 2009		
Type of Grant		<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input checked="" type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Total Estimated Cost	Total Actual Cost ¹
		Original	Revised ² Obligated Expended
18a	1501 Collateralization or Debt Service paid by the PHA		
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment		
19	1502 Contingency (may not exceed 8% of line 20)		
20	Amount of Annual Grant:: (sum of lines 2 - 19)	116,243	23,243
21	Amount of line 20 Related to LBP Activities		
22	Amount of line 20 Related to Section 504 Activities		
23	Amount of line 20 Related to Security - Soft Costs		
24	Amount of line 20 Related to Security - Hard Costs		
25	Amount of line 20 Related to Energy Conservation Measures		
Signature of Executive Director		Signature of Public Housing Director : Rick Bela, Dir.	
Date		Date 2/4/10	

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

Capital Run Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/20011

Part I: Summary

PHA Name/Number Town of Bernalillo Housing Services Department – NM035		Locality (City/County & State) Bernalillo, Sandoval County, New Mexico		Revision No: 1	
Development Number and Name	Work Statement for Year 1 FFY 2009	Work Statement for Year 2 FFY 2010	Work Statement for Year 3 FFY 2011	Work Statement for Year 4 FFY 2012	Work Statement for Year 5 FFY 2013
A.					
B.	Physical Improvements Subtotal	\$200,000	\$200,000	\$200,000	\$200,000
C.	Management Improvements				
D.	PHA-Wide Non-dwelling Structures and Equipment	\$35,000	\$35,000	\$35,000	\$35,000
E.	Administration	\$25,000	\$25,000	\$25,000	\$25,000
F.	Other	\$15,000	\$15,000	\$15,000	\$15,000
G.	Operations				
H.	Demolition				
I.	Development				
J.	Capital Fund Financing -- Debt Service				
K.	Total CFP Funds	\$275,000	\$275,000	\$275,000	\$275,000
L.	Total Non-CFP Funds				
M.	Grand Total	\$116,243	\$275,000	\$275,000	\$275,000

**TOWN OF BERNALILLO, NEW MEXICO
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2008**

SECTION I - SUMMARY OF AUDITORS' RESULTS

Financial Statements

Type of auditors' report issued: Qualified

Internal control over financial reporting:

- Material weakness(es) identified? X yes no
- Significant deficiency(ies) identified that are not considered to be a material weakness(es)? X yes none reported

Noncompliance material to financial statements noted? yes X no

Federal Awards

Internal control over major programs:

- Material weakness(es) identified? yes X no
- Significant deficiency(ies) identified that are not considered to be a material weakness(es)? X yes none reported

Type of auditors' report issued on compliance for major programs: Unqualified

Any audit findings disclosed that are required to be reported in accordance with section 510(a) of OMB Circular A-133? X yes no

Identification of major programs:

<u>CFDA Numbers</u>	<u>Name of Federal Program or Cluster</u>
14.850	Low Rent Housing
14.871	Section 8 Housing Choice Vouchers
12.Unknown	Arsenic Treatment

Dollar threshold used to distinguish between Type A and Type B programs: \$300,000

Auditee qualified as low-risk auditee? yes X no

**TOWN OF BERNALILLO, NEW MEXICO
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2008**

SECTION II - FINANCIAL STATEMENT FINDINGS

2006-01 Exceeded Budget Authority

CONDITION

In violation of New Mexico State Statute, the following funds exceeded the budgeted amounts as submitted to the State of New Mexico.

<u>Fund</u>	<u>Overbudget</u>
General	\$ 433,973
Corrections	2,496
Gas Tax	110,398
Housing Assistance	85,996

CRITERIA

All Town funds, with the exception of agency funds, are to be budgeted by the local governing body and submitted to the State of New Mexico Department of Finance and Administration – Local Government Division for approval. Once adopted, any claims or warrants in excess of budget are a violation of New Mexico State Statute 6-6-6-2-A, 1978 Compilation.

EFFECT

The Town exceeded the approved expenditure budgets of the funds noted. According to NMSA 6-6-6 1978 Compilation any expenditure in excess of the approved budget may be determined to be a liability of the officials authorizing such expenditure.

CAUSE

The funds exceeded the approved budget due to ineffective monitoring of budget capacity.

RECOMMENDATION

The Town must follow New Mexico State law and all mandated budgetary requirements. If the lack of budget monitoring is due to limited staff and training, the Town should allocate the necessary resources to remedy such situations.

AGENCY RESPONSE

The Town has made the investment in a new Accounting Software System. Incode was installed October of 2008. The Town now has the capacity to systematically control the budget limits.

**TOWN OF BERNALILLO, NEW MEXICO
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2008**

SECTION II - FINANCIAL STATEMENT FINDINGS (Cont'd)

2006-03 Accounts Receivables Records and Procedures

CONDITION

Due to an excessive penalty policy, which existed in prior years, the Town had accrued significant uncollectible customer accounts receivable which were recorded on the Town's subsidiary accounts receivable ledger. Per review of the current year ledger, we determined that the uncollectible customer accounts receivable was still significant. The Town did prepare an adjustment of approximately \$7.0 million for the financial statements to properly report the estimated accounts receivable balance that are deemed collectible.

CRITERIA

According to generally accepted accounting principles, the Town's general ledger and its subsidiary ledger of customer utility accounts should reflect true, collectible receivables due to the Town for services provided.

EFFECT

The Town's general ledger and subsidiary customer ledger include significant amounts of uncollectible accounts receivable. A qualified opinion was issued on the Town's financial statements due to our inability to sufficiently complete the audit objectives necessary to render an opinion on the accounts receivable and allowance for accounts receivable balances.

CAUSE

The Town's penalty policy for late utility payments resulted in inflated receivable balances in both the general ledger and the subsidiary customer account ledger which have not been monitored or adjusted to properly report collectible balances.

RECOMMENDATION

As of the report issuance, the Town has revised the penalty and interest policy. In addition, management should adjust the customer account balances recorded in the general ledger and subsidiary customer ledger to properly reflect the customer balances that are estimated to be collectible as reported on the financial statements.

AGENCY RESPONSE

The Town has made significant progress in regards to this matter. The Town will move forward with the Independent Auditor's recommendations.

**TOWN OF BERNALILLO, NEW MEXICO
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2008**

SECTION II - FINANCIAL STATEMENT FINDINGS (Cont'd)

2006-04 Late Audit Report

CONDITION

The Town did not submit its annual financial report prior to the deadline. The report was submitted to the State Auditor on September 16, 2009.

CRITERIA

Per 2.2.2.9 NMAC, the Town was required to submit its fiscal year 2007-08 annual financial report to the New Mexico State Auditor by December 1, 2008.

EFFECT

The Town was not in compliance with the State Auditor rule 2.2.2.9(A). Users of the financial statements (i.e. legislators, creditors, bondholders, and state and federal grantors) do not have timely audit reports and financial statements available for their review. Also, due to the late timing of the report, it will be more difficult for the Town to correct deficiencies that result in findings.

CAUSE

Due to implementation of new IT system and investigation of improper credit card purchases, there has been a delay in the completion of the fiscal year 2007-08 audit.

RECOMMENDATION

The Town should ensure that financial records are sufficiently "closed-out" and ready for audit in a timely manner so that future fiscal periods' financial reports can be submitted prior to the deadline.

AGENCY RESPONSE

The Town will work with our Independent Auditors in order to have aggressive scheduling to move forward with a timely audit.

**TOWN OF BERNALILLO, NEW MEXICO
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2008**

SECTION II - FINANCIAL STATEMENT FINDINGS (Cont'd)

2006-07 Approval of Adjusting Journal Entries

CONDITION

The Town does not have a policy for journal entries that would require physical evidence that the preparer did not also perform the approval of the adjustment.

CRITERIA

Sufficient internal controls require a segregation of duties for the authorization and preparation of journal entries as well as the maintenance of physical records to ensure compliance with Section 6-6-3 NMSA 1978.

EFFECT

The Town is unable to demonstrate that journal entries were approved by someone other than the preparer and may be at risk of undetected misstatements and/or fraud.

CAUSE

Insufficient policies and procedures over the journal entry process.

RECOMMENDATION

The Town should develop a journal entry process that indicates who is authorized to prepare journal entries as well as who is authorized to approve journal entries. Additionally, the process should address the maintenance of physical records that demonstrate this segregation of duties.

AGENCY RESPONSE

The Town has made the investment in a new Accounting Software System. Incode was installed October of 2008. The Town now has the capacity to systematically control the approvals of all Journal entries.

**TOWN OF BERNALILLO, NEW MEXICO
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2008**

SECTION II - FINANCIAL STATEMENT FINDINGS (Cont'd)

2006-08 Reconciliation and Recording of Bank Accounts

CONDITION

We noted several bank accounts in the Town's name that were not recorded on the Town's general ledger. Also, the Town had material unreconciled balances in the General Fund and Water and Sewer Fund at June 30, 2008.

CRITERIA

The Town is responsible for establishing and maintaining internal controls that include controls over cash and investments in order to meet the financial reporting objectives of the Town.

EFFECT

The Town is at risk of undetected misstatements in financial statements. Additionally, fraud risk is heightened without timely reconciliation of bank accounts.

CAUSE

Due to turnover in financial positions the Town did not have a procedure for tracking bank accounts to ensure that all are captured on the general ledger and reconciled.

RECOMMENDATION

The Town should review all existing bank accounts and ensure their inclusion in the general ledger. The Town should also develop and enforce a policy that makes timely reconciliation of all bank accounts required.

AGENCY RESPONSE

The Town has made the investment in a new Accounting Software System. Incode was installed October of 2008. The Town now has the capacity to systematically book entries into the "Pooled Cash" function of Incode. The Town now has the capability to pool several different bank accounts into a single "Pooled Cash" account. All existing accounts are now in the Town's ledger.

**TOWN OF BERNALILLO, NEW MEXICO
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2008**

SECTION II - FINANCIAL STATEMENT FINDINGS (Cont'd)

2007-01 Comprehensive Set of Policies

CONDITION

The Town does not have a comprehensive set of policies and procedures that address various key components of its operations.

CRITERIA

The internal control structure of the Town must include policies that document proper business practices for key operations.

EFFECT

The Town is at risk to internal control failures which could lead to undetected misstatements in financial statements. Additionally, the risk of fraud is heightened without proper documentation and review procedures.

CAUSE

Limited staff size and turnover in key financial management positions.

RECOMMENDATION

The Town should allocate the necessary resources in order to develop and/or update outdated existing policies and desk procedures for the following functions: payroll documentation, human resources documentation, employee leave, cash receipting, month-end and year-end close out, asset safeguarding, and purchasing procedures including credit card usage.

AGENCY RESPONSE

The Town has created a working set of recommended policies. The administration will work with Governing Body in order to formally adopt the policies.

**TOWN OF BERNALILLO, NEW MEXICO
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2008**

SECTION II - FINANCIAL STATEMENT FINDINGS (Cont'd)

2007-02 Insufficient Controls Over the Financial Statement Process

CONDITION

The Town's management did not have adequate internal control procedures in place over the financial statements issued by the Town using the basis of accounting required by GAAP. These controls include the use of a financial statement checklist during the review of the report draft, documented review procedures, identification of management and/or staff to review draft, and verifying amounts reported in the financial statements to underlying records and schedules. While the Town's management and staff have an understanding of New Mexico statutes, budgetary controls, general ledger controls, and compliance requirements, sufficient internal controls are not in place for the fund-based and government-wide financial statements and related notes to the financial statements.

CRITERIA

Town management is responsible for establishing and maintaining internal controls that include controls for the generally accepted accounting principles (GAAP) basis financial statements issued by the Town. The Town's system of internal controls must extend beyond the cash basis general ledger and the supporting schedules prepared by the Town; rather it must also include controls over the GAAP basis financial statements. As such, management requested the auditors to prepare a draft of the financial statements, including related note disclosures. The outsourcing of these services is a result of management's cost benefit decision to rely on the accounting expertise of the auditors.

EFFECT

The Town's internal controls over financial reporting at the financial statement level are not adequate to ensure that a misstatement would be prevented and/or detected.

CAUSE

The Town's small size and limited resources contribute to difficulties in establishing controls over financial reporting at the financial statement level.

RECOMMENDATION

The Town must design and implement effective internal control procedures to ensure the financial statements and related notes are free from material misstatements. Specifically, the Town should use checklists to aid in the review of the financial statements and related notes to the financial statements.

AGENCY RESPONSE

With a new accounting software system, improved controls and policies, the Town will work towards and improved financial statement process.

**TOWN OF BERNALILLO, NEW MEXICO
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2008**

SECTION II - FINANCIAL STATEMENT FINDINGS (Cont'd)

2007-03 Year-end Cutoff

CONDITION

For 14 of 29 subsequent year expenditures reviewed, we determined that the goods and services were received or performed prior to June 30, 2008 (a total dollar value of \$223,663). Also, the Town currently does not have a formal procedure in place to identify significant receivables existing at year end, specifically grant reimbursements due from federal/state government for current year expenditures.

CRITERIA

According to generally accepted accounting principles, the Town must record expenditures in the year that goods or services were received and record revenues in the year which they are earned.

EFFECT

The Town is at risk of misstatements to the financial statements.

CAUSE

Due to insufficient staff, the Town did not monitor year-end activity to determine proper fiscal year posting.

RECOMMENDATION

The Town's current general ledger software provides a posting field which will allow the Town to properly monitor and account for financial activity related to a prior fiscal period. The Town should implement and utilize this general ledger field and mechanism to track year-end activity, then properly record the applicable year-end accruals.

AGENCY RESPONSE

The Town has made the investment in a new Accounting Software System. Incode was installed October of 2008. The Town now has improved capacity to systematically control the Year-end cutoff procedures for voucher processing.

**TOWN OF BERNALILLO, NEW MEXICO
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2008**

SECTION II - FINANCIAL STATEMENT FINDINGS (Cont'd)

2007-04 Violations of Town's Procurement Policies

CONDITION

One small purchase requiring written quotes was not procured according to Town policy. The Town did not obtain any written quotes for the purchase. Four sealed proposals, two sealed bids, one sole source/emergency procurement, and one small purchase (\$5,000 - \$20,000) were reviewed.

CRITERIA

State Procurement Code, Sections 13-1-125, 13-1-103 through 13-1-110, and 13-1-111 through 13-1-122 NMSA 1978; as well as the Town's policy, requires the use of competitive bids or sealed proposals for purchases exceeding the prescribed threshold and the use of quotes below that threshold.

EFFECT

The Town's purchasing policy is not enforced consistently and could result in higher costs for goods and services being charged to the Town. Additionally, the lack of record retention increases the Town's risk to procurement violations.

CAUSE

Due to insufficient staff, the Town's purchasing department did not consistently enforce Town procurement policy.

RECOMMENDATION

The Town should both review its purchasing policy for necessary updates, as well as stringently enforce those rules prior to processing any payments to vendors.

AGENCY RESPONSE

The Town now has improved record retention with the investment of a new accounting software system and a new records management system.

**TOWN OF BERNALILLO, NEW MEXICO
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2008**

SECTION II - FINANCIAL STATEMENT FINDINGS (Cont'd)

2008-01 Improper Coding

CONDITION

The Town's employee benefits were not coded in a consistent manner with respect to the funds and/or departments where the salary expenditures were coded to. Also, the Town's gross receipts tax and small cities assistance revenues were posted to incorrect codes.

CRITERIA

Management is responsible for implementing effective internal controls over financial reporting, which includes controls over proper coding.

EFFECT

The Town's controls over proper coding with respect to financial reporting were not adequate to ensure that a coding error would be prevented and/or detected.

CAUSE

Due to insufficient staff, the Town did not effectively monitor and enforce proper coding of transactions.

RECOMMENDATION

Management should design and implement effective internal controls to ensure that proper account codes are used for all transactions.

AGENCY RESPONSE

The Town has made the investment in a new Accounting Software System. Incode was installed October of 2008. The Town now has the capacity to systematically control the benefit coding. Furthermore, the Town's revenue account structure was improved to allow for ease of booking and reporting.

TOWN OF BERNALILLO, NEW MEXICO
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2008

SECTION II - FINANCIAL STATEMENT FINDINGS (Cont'd)

2008-02 Insufficient Controls Over Payroll

CONDITION

During our review of the Town's controls over the payroll process, we noted the following:

- For one of 40 employees reviewed, there was no time sheet for the employee for the pay period reviewed.
- For four of 40 employees reviewed, there was no proper approval for overtime.
- For one of 40 employees reviewed, the employee was granted a pay increase from \$13.68 per hour to \$14.98 per hour without an employee action form authorizing the pay increase.

CRITERIA

The Town is responsible for developing an effective system of internal control over the payroll process designed to prevent or detect the occurrence of unauthorized actions.

EFFECT

Unauthorized payroll transactions could occur without timely detection.

CAUSE

Due to insufficient staff and turnover in key positions, the Town's document retention and payroll policies were not adequately enforced.

RECOMMENDATION

The Town should assess the current payroll review procedures and consider implementing additional oversight and staffing.

AGENCY RESPONSE

The Town has made the investment in a new Accounting Software System. Incode was installed October of 2008. The Town now has the capacity to systematically control the time entry, approval process and pay increases.

**TOWN OF BERNALILLO, NEW MEXICO
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2008**

SECTION II - FINANCIAL STATEMENT FINDINGS (Cont'd)

2008-03 Credit Card Purchases

CONDITION

In March 2009 the Town determined that the Town Manager may have used his credit card for inappropriate purchases. Based on a conference call with members of the State Auditor's Office, management, and the Mayor of the Town of Bernalillo it was determined additional audit procedures would be applied to the 2007-08 credit card transactions of the Town Manager. The following are the results of those procedures. Per review of the Town's credit card transactions and procedures, we noted the following:

- Supporting documentation was not maintained for 45 of 424 purchases reviewed.
- The purchasing policy was not followed for 417 of 424 purchases reviewed as purchase orders were not prepared.
- Supporting documentation was not maintained or was deemed inadequate to determine the reasonableness for 51 of 424 purchases reviewed.
- A cash advance was identified with no evidence of written approval.

CRITERIA

Management is responsible for developing an effective system of internal control over financial reporting, which includes controls over credit card transactions. In addition, Town Policy and NMSA require sufficient supporting documentation for expenditures.

EFFECT

Monitoring of credit card purchases is a key internal control activity which helps ensure the accuracy of transactions and provides assurances with respect to public funds. The internal controls over credit card transactions were not adequate to ensure processing of authorized transactions.

CAUSE

Credit card purchases did not follow the Town's policies and limits in place. In addition, as the Town Manager is a key individual within the internal control framework of the Town, there is greater opportunity for circumventing controls at this position.

RECOMMENDATION

The Town should update its credit card policies, including clearly defining responsibilities and review procedures. Management should design and implement effective internal controls to ensure effective monitoring and use of credit card transactions.

AGENCY RESPONSE

Primarily these findings are related to the Town's former Town Administrator. He resigned in April of 2008. The Town has prepared draft policies for consideration of the governing body. The Town of Bernalillo also developed an external financial task force which investigated the matter and provided recommendations. The report issued by the task force is available from the Town. Please contact the Finance Department, Town of Bernalillo, 829 South Camino del Pueblo, Bernalillo, NM 87004 to obtain a copy of the report.

**TOWN OF BERNALILLO, NEW MEXICO
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2008**

SECTION II - FINANCIAL STATEMENT FINDINGS (Cont'd)

2008-04 Capital Outlay Expenditure Reconciliation

CONDITION

The Town did not reconcile total capital expenditures to current year capital asset additions.

CRITERIA

Management is responsible for establishing and maintaining internal controls that include controls for the Town's capital assets. Controls should include reconciliation of all capital expenditures to capital asset additions.

EFFECT

The Town's controls over capital assets were not adequate to ensure that a misstatement material to financial reporting for capital assets would be prevented and/or detected.

CAUSE

Limited staff size and resources in the past contributed to difficulties in establishing adequate controls over capital assets.

RECOMMENDATION

The Town should implement effective internal control procedures to include the reconciliation of all capital expenditures to capital asset additions to ensure completeness of capital asset balances reported.

AGENCY RESPONSE

In October of 2008, The Town hired a third party professional firm to inventory and catalogue capital assets. The capital depreciation schedules are now included in the Town's new accounting system. Moving forward the Town has the ability to maintain proper controls in regards to capital outlay.

**TOWN OF BERNALILLO, NEW MEXICO
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2008**

SECTION II - FINANCIAL STATEMENT FINDINGS (Cont'd)

2008-05 Insufficient Controls Over Accounts Payable

CONDITION

Per review of the Town's controls over disbursements, we noted the following:

- For one of 73 disbursements reviewed, we determined that there was no purchase order prepared for the disbursement. (Invoice amount of \$1,814)
- For one of 73 disbursements reviewed, we determined that the purchase order was prepared after the purchase was already made. (Invoice amount of \$26)
- For two of 73 disbursements reviewed, we noted that the invoices were past-due. (Invoice amounts of \$1,814 and \$26)
- For six of 73 disbursements reviewed, we noted no evidence of client clerical check or cancellation of supporting documentation. (Invoice amounts of \$106,178, \$60,000, \$56,250, \$23,625, \$21,957, and \$2,995)

CRITERIA

The Town's policy requires purchase requisitions and purchase orders to be obtained and approved before procurement of goods and services.

EFFECT

The Town is at risk of misstatements to the financial statements.

CAUSE

Due to insufficient staff and turnover in key positions, the Town's document retention and purchase authorization practices were not adequately enforced.

RECOMMENDATION

The Town should exercise more caution with its document retention and purchase authorization procedures to ensure similar instances do not occur.

AGENCY RESPONSE

The Town has made the investment in a new Accounting Software System. Incode was installed October of 2008. The Town now has the improved capacity to systematically control the accounts payable process.

TOWN OF BERNALILLO, NEW MEXICO
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2008

SECTION II - FINANCIAL STATEMENT FINDINGS (Concl'd)

2008-06 Deficits in Budgeted Fund Balances/Net Assets

CONDITION

The Town's incomplete revenue budget, which was provided to the independent auditors, resulted in budgeted deficits in fund balances/net assets. The funds are as following.

<u>Fund</u>	<u>Budgeted Deficit</u>
General	\$ 116,973
Fire	316,793
Recreation	22,833
Law Enforcement	21,817
Lodger's Tax	46,445
Rescue	202,001
Community Development	403,024
Water and Sewer	10,194,313
Housing Assistance	946,041
Campground	60,834

CRITERIA

All Town funds are to be budgeted with yearly expenditures limited to yearly income (Section 6-6-11 NMSA 1978).

EFFECT

The Town had deficits in budgeted fund balances/net assets in the funds noted. Budgeted deficits may result in ineffective budget controls. In addition, the Town is not in compliance with 6-6-11 NMSA 1978.

CAUSE

Due to lack of budget document retention and ineffective budgeting.

RECOMMENDATION

The Town must maintain all budgets and supporting documentation and effectively monitor the budgets.

AGENCY RESPONSE

The Town has made the investment in a new Accounting Software System. Incode was installed October of 2008. The Town now has the capacity to maintain the budgeted amounts in a more organized manner.

**TOWN OF BERNALILLO, NEW MEXICO
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2008**

SECTION III - FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

FA 2006-01 Late Audit Report

Program Name: Low Rent Housing, Section 8 Housing Choice Vouchers Questioned Costs: None identified
Grantor Number: NM035000001, NM035 CFDA Number: 14.850, 14.871
Funding Agency: U.S. Department of Housing and Urban Development

CRITERIA

Section 320(a) Circular A-133, requires that the single audit reporting package be submitted within nine months after the end of the audit period, unless a longer period is agreed to by the oversight agency. Additionally, the Office of Housing and Urban Development (HUD) requires that the Town submit its audited HUD Real Estate Assessment Center (REAC) report within nine months after year-end.

CONDITION

The Town's audit reports were not submitted to the Federal Clearinghouse or HUD within nine months following the end of the fiscal year.

EFFECT

Due to the late submission of the Town's single audit reporting package and the REAC submission, the Town is not in compliance with OMB Circular A-133 report submission requirements as well as HUD reporting requirements. In addition, the Town may be subject to a 10% penalty housing subsidy reduction due to a late REAC submission.

CAUSE

The Town has had significant turnover in key management and financial positions.

RECOMMENDATION

The Town should consider allocating the necessary resources and/or limit turnover of management and financial positions to ensure adequate staffing of personnel and internal control procedures over timely completion of audit areas. Management will need to take the necessary step to ensure financial records and the general ledger are accurately completed in a timely manner to ensure the audit may be completed within the prescribed deadlines.

AGENCY RESPONSE

With our aggressive audit schedule we finished fiscal year 2007-08 and we are on track to submit the fiscal year 2008-09 audit on time.

**TOWN OF BERNALILLO, NEW MEXICO
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
YEAR ENDED JUNE 30, 2008**

Status of Prior Year Findings

Finding No. FS2006-01
Status: Not corrected.
See current year finding FS2006-01.

Finding No. FS2007-01
Status: Not corrected.
See current year finding FS2007-01.

Finding No. FS2006-02
Status: Corrected.

Finding No. FS2007-02
Status: Not corrected.
See current year finding FS2007-02.

Finding No. FS2006-03
Status: Not corrected.
See current year finding FS2006-03.

Finding No. FS2007-03
Status: Not corrected.
See current year finding FS2007-03.

Finding No. FS2006-04
Status: Not corrected.
See current year finding FS2006-04.

Finding No. FS2007-04
Status: Not corrected.
See current year finding FS2007-04.

Finding No. FS2006-07
Status: Not corrected.
See current year finding FS2006-07.

Finding No. FA2006-01
Status: Not corrected.
See current year finding FA2006-01.

Finding No. FS2006-08
Status: Not corrected.
See current year finding FS2006-08.

Finding No. FS2006-10
Status: Corrected.

FINANCIAL STATEMENT PREPARATION

These financial statements were prepared by Heinfeld, Meech & Co., P.C. from the original books and records of the Town of Bernalillo, New Mexico.

**TOWN OF BERNALILLO, NEW MEXICO
EXIT CONFERENCE
YEAR ENDED JUNE 30, 2008**

An exit conference will be held on November 4, 2009, in a closed meeting, in which the contents of this report were discussed with the following.

Town of Bernalillo

Patricia Chavez, Mayor

Santiago Chavez, Town Treasurer

Heinfeld, Meech & Co., P.C.

Corey Arvizu, Partner

Town of Bernalillo

"The City of Coronado"



Rick Bela
Director

Department of Housing Services

Jack Torres
Mayor

March 22, 2010

Town of Bernalillo
Department of Housing Services
857 Calle Los Mayores
Bernalillo, NM 87004

RE: STATEMENT OF CERTIFICATION REGARDING THE VIOLENCE AGAINST WOMEN AND DEPARTMENT OF JUSTICE REAUTHORIZATION ACT OF 2005 (VAWA).

This is to certify that the Town of Bernalillo Department of Housing Services (NM035) a housing agency funded by the US Department of Housing and Urban Development has incorporated within its Five-Year and Annual PHA Plans information regarding the PHA's policies, goals and objectives specifically enabling the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking, so as to comply with Title VI, Housing Opportunities and Safety for Battered Women and Children, Section 603, amended Section 5A of the US Housing Act of 1937 (42 U.S.C. 1437c-1).

More specifically the PHA has incorporated, and its Governing Council has approved, within its Administrative Plan of its Housing Choice Voucher (Section 8) Program and likewise, within its Admissions and Continued Occupancy Policy (ACOP) a section entitled The Violence Against Women Act (VAWA). This section sets forth a policy statement regarding the enforcement of the VAWA and provides a detailed description of its implementation. Said policy and administrative plan provides a summary of:

- The rights and protections provided to applicants and residents who are or have been victims of domestic violence;
- Definitions of domestic violence, dating violence, and stalking;
- An explanation of the documentation required from an individual who claims the protections;
- A copy of form HUD-50066, Certification of Domestic Violence, Dating Violence, or Stalking;
- A statement of the PHA's obligation to keep confidential any information that it receives from a victim;
- The National Domestic Violence Hot Line phone numbers; and
- Contact information for local victim advocacy groups or service providers.

The PHA's program for the protection afforded victims by the VAWA consist of cooperative agreements with local programs and advocacy groups within Sandoval County.

PHA Board Resolution
Approving Operating Budget

**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026
(exp.12/31/2012)

Public reporting burden for this collection of information is estimated to average **10 minutes per response**, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Town of Bernalillo Housing Services Department PHA Code: NM035

PHA Fiscal Year Beginning: July 1, 2010 to June 30, 2011. Board Resolution Number: TOB 3-22-10-A (attached).

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- Operating Budget approved by Board resolution on: March 22, 2010
- Operating Budget submitted to HUD, if applicable, on: March 22, 2010
- Operating Budget revision approved by Board resolution on: _____
- Operating Budget revision submitted to HUD, if applicable, on: _____

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name: Jack Torres, Mayor, Town of Bernalillo, NM	Signature: 	Date:
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RESOLUTION 03-22-10-A

A RESOLUTION ADOPTING
THE LOW RENT PUBLIC HOUSING ANNUAL PLAN AND OPERATION
BUDGET FOR FISCAL YEAR 2011, ENDING JUNE 30, 2011
FOR
THE TOWN OF BERNALILLO DEPARTMENT OF HOUSING SERVICES

WHEREAS, the Town of Bernalillo has entered into an annual Contributions Contract with the United States Government, Department of Housing and Urban Development (HUD), and in accordance therewith has provided for the development and operation of dwelling units for low income residents of the Town of Bernalillo and Sandoval County; and

WHEREAS, the Town of Bernalillo Town Council, is the governing body of the Town of Bernalillo Department of Housing Services; and

WHEREAS, the Town of Bernalillo Department of Housing Services has prepared form HUD-50075 entitled "PHA 5-YEAR AND ANNUAL PLAN for the period of July 1, 2010 to June 30, 2011 (FY 2011) in a manner prescribed by HUD, a copy of which is attached and which includes the following documents:

1. PHA 5-YEAR AND ANNUAL PLAN (form HUD-50075) including changes in Preference Points;
2. The PHA OPERATING BUDGET for FY 2011, ending June 30, 2011.
3. The PHA OPERATING BUDGET for FY 2010, ending June 30, 2010.
4. PHA CERTIFICATIONS OF COMPLIANCE (form HUD-50077).
5. CERTIFICATION FOR DRUG-FREE WORKPLACE (form HUD-50070).
6. CERTIFICATION OF PAYMENTS TO INFLUENCE FEDERAL TRANSACTIONS and DISCLOSURE OF LOBBYING ACTIVITIES (form HUD 50071).
7. Resident Advisory Council Comments and Challenged Elements.
8. BHS Five Year Capital Improvements Plan.
9. CFP Budget for 2008, a currently active grant (form HUD-50075.1).
10. CFP Budget for 2009, a currently active grant (form HUD-50075.1).
11. CFP Five Year Budget for 2009- 2013 (form HUD-50075.2).
12. Summary of Auditors' Results of TOB FY 2008, ending June 30, 2008 Audit.

WHEREAS, the Town of Bernalillo Town Council, as the governing body of the Town of Bernalillo Housing Services Department, and in accordance with 24 CFR 990.315, has reviewed and approved HUD-50075 entitled "PHA 5-YEAR AND ANNUAL PLAN and its supportive documents for the period of July 1, 2010 to June 30, 2011 (FY 2010-11);

NOW, THEREFORE, BE IT RESOLVED THAT the Town Council of the Town of Bernalillo, as the governing body of the Department of Housing Services, a HUD Housing Agency grantee, does hereby approve and adopt the ANNUAL PLAN AND BUDGET FOR FY 2011 AND FIVE YEAR PLAN FOR 2009 – 2013 and its supportive documents and HUD forms for the period of July 1, 2010 to June 30, 2011, a copy of which is attached.

PASSED, APPROVED AND ADOPTED THIS DATE, MARCH 22RD, 2010.



Jack Torres, Mayor



Attest: Ida Fierro, Town Clerk

RESOLUTION 03-22-10-A

A RESOLUTION ADOPTING
THE LOW RENT PUBLIC HOUSING ANNUAL PLAN AND OPERATION
BUDGET FOR FISCAL YEAR 2011, ENDING JUNE 30, 2011
FOR
THE TOWN OF BERNALILLO DEPARTMENT OF HOUSING SERVICES

WHEREAS, the Town of Bernalillo has entered into an annual Contributions Contract with the United States Government, Department of Housing and Urban Development (HUD), and in accordance therewith has provided for the development and operation of dwelling units for low income residents of the Town of Bernalillo and Sandoval County; and

WHEREAS, the Town of Bernalillo Town Council, is the governing body of the Town of Bernalillo Department of Housing Services; and

WHEREAS, the Town of Bernalillo Department of Housing Services has prepared form HUD-50075 entitled "PHA 5-YEAR AND ANNUAL PLAN for the period of July 1, 2010 to June 30, 2011 (FY 2011) in a manner prescribed by HUD, a copy of which is attached and which includes the following documents:

1. PHA 5-YEAR AND ANNUAL PLAN (form HUD-50075) including changes in Preference Points;
2. The PHA OPERATING BUDGET for FY 2011, ending June 30, 2011.
3. The PHA OPERATING BUDGET for FY 2010, ending June 30, 2010.
4. PHA CERTIFICATIONS OF COMPLIANCE (form HUD-50077).
5. CERTIFICATION FOR DRUG-FREE WORKPLACE (form HUD-50070).
6. CERTIFICATION OF PAYMENTS TO INFLUENCE FEDERAL TRANSACTIONS and DISCLOSURE OF LOBBYING ACTIVITIES (form HUD 50071).
7. Resident Advisory Council Comments and Challenged Elements.
8. BHS Five Year Capital Improvements Plan.
9. CFP Budget for 2008, a currently active grant (form HUD-50075.1).
10. CFP Budget for 2009, a currently active grant (form HUD-50075.1).
11. CFP Five Year Budget for 2009- 2013 (form HUD-50075.2).
12. Summary of Auditors' Results of TOB FY 2008, ending June 30, 2008 Audit.

WHEREAS, the Town of Bernalillo Town Council, as the governing body of the Town of Bernalillo Housing Services Department, and in accordance with 24 CFR 990.315, has reviewed and approved HUD-50075 entitled "PHA 5-YEAR AND ANNUAL PLAN and its supportive documents for the period of July 1, 2010 to June 30, 2011 (FY 2010-11);



ANNUAL PLAN FOR FY 2010 – 2011

AND

FIVE YEAR PLAN FOR 2009 - 2013

NAME:	TOWN OF BERNALILLO DEPARTMENT OF HOUSING SERVICES
ADDRESS:	857 CALLE LOS MAYORES
CITY, STATE, ZIP:	BERNALILLO, NEW MEXICO 87004
CONTACT PERSON:	RICK BELA
NUMBER OF UNITS:	76
NO OF UNIT MONTHS:	912
NUMBER OF PROJECTS:	1
FISCAL YEAR END:	06/30/2011
ACC NUMBER:	FW-5221
PAS/LOCCS PROJECT #	NM 035000001-11
HUD FIELD OFFICE:	ALBUQUERQUE, NEW MEXICO

RESOLUTION 03-22-10-B

A RESOLUTION ADOPTING
THE ADMISSIONS AND CONTINUED OCCUPANCY (ACOP)
MANUAL FOR PUBLIC HOUSING REGULATIONS
FOR
THE TOWN OF BERNALILLO DEPARTMENT OF HOUSING SERVICES

WHEREAS, the Town of Bernalillo has entered into an annual Contributions Contract with the United States Government, Department of Housing and Urban Development (HUD), and in accordance therewith has provided for the development and operation of dwelling units for low income residents of the Town of Bernalillo; and Sandoval County; and

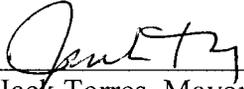
WHEREAS, the Town of Bernalillo Town Council, is the governing body of the Town of Bernalillo Department of Housing Services; and

WHEREAS, the Town of Bernalillo Department of Housing Services has prepared and revised its "Admissions and Continued Occupancy (ACOP) Manual for the administration of its Low Rent Public Housing program that incorporates all of HUD's Rules and Regulations under its program and containing 1-16 Chapters, a copy of which is attached hereto; and

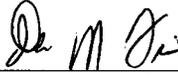
WHEREAS, the Town of Bernalillo Town Council, as the governing body of the Town of Bernalillo Department of Housing Services has reviewed and approved the Admissions and Continued Occupancy (ACOP) Manual for the administration of its Low-Rent Affordable Public Housing Program, effective April 1, 2010;

NOW, THEREFORE, BE IT RESOLVED THAT the Town Council of the Town of Bernalillo, as the governing body of the Department of Housing Services, a HUD Housing Agency grantee, does hereby approve and adopt the Admissions and Continued Occupancy (ACOP) Manual for the administration of its Low-Rent Affordable Public Housing Program, effective April 1, 2010, a copy of which is attached.

PASSED, APPROVED AND ADOPTED THIS DATE, MARCH 22RD, 2010.



Jack Torres, Mayor



Attest: Ida Fierro, Town Clerk

Admissions and Continued Occupancy (ACOP)

FOR THE

PUBLIC HOUSING PROGRAM

Approved by Town Council:

Submitted to HUD:



**EQUAL HOUSING
OPPORTUNITY**

Effective 4/1/2010

RESOLUTION 03-22-10-C

A RESOLUTION ADOPTING
AN AMMENDMENT TO
THE ADMINISTRATIVE PLAN OF THE SECTION 8 HOUSING CHOICE
VOUCHER PROGRAM
FOR
THE TOWN OF BERNALILLO DEPARTMENT OF HOUSING SERVICES

WHEREAS, the Town of Bernalillo Department of Housing Services (BHS) receives annual funding for the administration of a Section 8 Housing Choice Voucher Program from the US Department of Housing and Urban Development (HUD) for low-income residents of the Town of Bernalillo and Sandoval County; and

WHEREAS, the Town of Bernalillo Town Council, is the governing body of the Town of Bernalillo Department of Housing Services; and

WHEREAS, the Bernalillo Department of Housing Services, as required by HUD, prepared an Administrative Plan for the administration of its Section 8 Housing Choice Voucher Program that was presented, reviewed and approved by Town Council as Resolution 06-08-09 on June 8, 2009; and

WHEREAS, the Bernalillo Department of Housing Services, in order to up-date it's Administrative Plan for its Section 8 Housing Choice Voucher Program and also make it consistent with the administration of its Public Housing Program, specially as regards to Preference Points to applicants;

NOW, THEREFORE, BE IT RESOLVED THAT the Town Council of the Town of Bernalillo, as the governing body of the Bernalillo Department of Housing Services, a HUD Housing Agency grantee, does hereby approve and adopt the Amendment to the Administrative Plan to its Section 8 Housing Choice Voucher Program, effective April 1, 2010, a copy of which is attached.

PASSED, APPROVED AND ADOPTED THIS DATE, MARCH 22RD, 2010.



Jack Torres, Mayor



Attest: Ida Fierro, Town Clerk

AMENDMENT TO THE 2009

ADMINISTRATIVE PLAN

FOR THE

HOUSING CHOICE VOUCHER PROGRAM

EFFECTIVE APRIL 1, 2010

