

ITEM # 24-0519

**CITY OF SANTA FE
SANTA FE HOMES PROGRAM
SET ASIDE AND FEE-IN-LIEU OF RENTAL AGREEMENT**

“Zia Flats”
2375 Galisteo Road Santa Fe, New Mexico

This Santa Fe Homes Program (“SFHP”) Agreement (“Agreement”) is made and entered into this 21st day of August, 2024, by and between the City of Santa Fe, New Mexico, a New Mexico Municipal Corporation (“City”) and Zia Flats, LLC, a New Mexico limited liability company (“SFHP Developer”).

RECITALS

A. **WHEREAS**, the City has duly adopted the Santa Fe Homes Program and administrative procedures (collectively, the “SFHP”) and other regulatory structures in order to ensure that private development bears its fair share of the burden of housing affordability in the Santa Fe community.

B. **WHEREAS**, in accordance with the requirements of the SFHP, the SFHP Developer has submitted an SFHP proposal (“SFHP Proposal”), which provides the procedural pre-requisite for this Agreement;

C. **WHEREAS**, the SFHP Developer is the developer of Zia Flats, and in its SFHP Proposal, the SFHP Developer has proposed to develop the property as described in the document attached hereto as **Exhibit 1** (development plan), incorporated herein by reference, and hereinafter referred to as the “Property”.

D. **WHEREAS**, the SFHP Developer desires to develop the Property subject to and upon the terms and conditions hereinafter set forth and in compliance with Sections 14-8.11 and 26-1 *et seq.* Santa Fe City Code (SFCC) 1987.

E. **WHEREAS**, it is understood that all representations made herein are material to the City and that the City will rely upon these representations in permitting or approving development of the Property.

AGREEMENTS

NOW, THEREFORE, in consideration of the premises, the following agreements and undertakings of the parties, the City and the SFHP Developer, for themselves and their heirs, successors and assigns, hereby agree to be bound by the following terms in order to ensure SFHP compliance, and hereby agree as follows:

1. DEFINITIONS

A. Area Median Income (“AMI”) means the median income for the Santa Fe metropolitan statistical area as adjusted for various household sizes and published and revised periodically by the United States Department of Housing and Urban Development (HUD). However, in the event of a discrepancy between the AMI established by HUD and HUD's program income limits, the higher of the two (2) shall be used to establish AMI for the purpose of SFHP.

B. Commencement Date means the date at which the SFHP Units are fully leased as described in SFCC 1987 Section 26-1.23.

C. Income Range means the range of Area Median Incomes used in the determination of eligibility of an SFHP tenant.

D. Low-Priced Dwelling Unit means a dwelling unit as defined in SFCC 1987 Chapter 14 that complies with the requirements set forth in SFCC 1987 Section 26-2. A low-priced dwelling unit is not a SFHP unit, unless it meets the requirements of Section 26-2.3 or a housing opportunity program unit.

E. SFHP has the meaning set forth in Recital A.

F. SFHP Payment has the meaning set forth in Section 3(B).

G. SFHP proposal means a plan provided by a Project owner of record to the City, detailing the Project's owner's plan for complying with SFHP.

H. SFHP Units has the meaning set forth in Section 2(B).

2. DEVELOPMENT REQUEST

A. SFHP Developer seeks final development plan approval for Phase 1A of Zia Station (referred to as “Zia Flats”).

B. The property is to be developed as a rental project, which includes 244 rental units as described below:

244 apartment homes on 9.3 acres.

3. OBLIGATIONS

A. SFHP Homes Required. The Developer agrees to comply with the Santa Fe Homes Program Ordinance by setting aside 10% of the total units as “Low Priced Dwelling Units”, for rent to income-qualified renters for a period of ten (10) years from the “Commencement Date”) with rents calculated as described in Exhibit 2. Eligible tenants will be income certified as earning less than 80% of AMI upon move in.

B. Fee Agreement. The Developer agrees to comply with the Santa Fe Homes Program Ordinance through the payment of a fee based on 5% of the total proposed units, established on an “affordability gap” measure as per SFHP Administrative Procedures and as calculated in Exhibit 3. The SFHP Developer agrees to make a payment of \$186,867.60 (the SFHP Payment), as calculated pursuant to the SFHP and as described in Exhibit 3. The payment shall be made payable to the City of Santa Fe and dedicated to the scattered site rental assistance to income-qualified renters or to provide capital support for an off-site affordable rental housing project.

C. Payment Deadline. The amount set forth in paragraph 2.B above shall be made to the City’s Office of Affordable Housing as follows:

1) \$18,993 (Ten percent (10%) of the amount due, including fee-in-lieu and fractional fee for set aside units, as shown in Exhibit 2) will be paid upon execution and recordation of this agreement. The remainder of the payment is due at the time of building permit issuance, or on December 31, 2024, whichever comes first.

2) A copy of this Agreement and a receipt that the fee has been paid shall be submitted to the City Building Division prior to issuance of the building permit.

3) If remainder of payment is not made by deadline, the fees will be recalculated according to the fee schedule in place as of July 1, 2024.

D. Affordable Units. Ten percent (10%) of the Project’s total units will be set

aside for income-qualified tenants for a period of ten (10) years from the “Commencement Date, as per SFCC 1987 Section 26-1.29. Eligible tenants will be income certified as earning less than 80% of AMI upon move in. The SFHP Units will be as described in Exhibit 2, with some flexibility permitted in response to market conditions, with rents calculated also as described in Exhibit 2.

E. Income-qualification Criteria for Renters. As described in SFCC 1987 Section 26-1.23, eligible renters will be income-qualified as earning no more than 80% AMI, as determined using the Department of Housing and Urban Development (HUD) AMI data and HUD-approved income certification standards.

F. Determination of Affordable Rent. Rents will be determined for SFHP Units based on a renter earning no more than 80% of AMI and calculating a monthly payment that does not exceed 30% of this income percentile. Rents will be adjusted annually, using Income Limits and Rents determined by the New Mexico Mortgage Finance Authority (MFA) for Low Income Housing Tax Credit (LIHTC) projects. The rental rate schedule will be adjusted according to annual updates of HUD income limits and submitted to the City before updated rents are changed.

G. Utilities. The Affordable Rent described above in Section F shall include utilities, defined as: heating (space), cooking, other electric (e.g. lights, appliances, general usage), air conditioning, water heating, water, and sewer. If utilities are billed separately to the tenant, then the monthly rent shall be reduced by the utility allowance amounts shown in Exhibit 4. If the rent includes utilities, then any amount billed over and above the applicable utility allowance is the responsibility of the tenant.

H. Prohibition on Discrimination on Source of Income. Renters who are subsidized with a rental assistance voucher or receive income from sources other than a paycheck (such as social security payments, child support, other government assistance, etc.) cannot be denied the opportunity to rent a set-aside unit, when all other requirements of tenancy are met. Nor can these renters be denied equal access to amenities or privileges offered to non-subsidized renters.

I. Reporting. SFHP Developer shall submit an annual report to the City that shows an inventory of units rented according to the set-aside requirements outlined in SFCC 1987 Section 26-1.23 and SFCC 1987 Section 26-1.24 and described in Exhibit 2 of this

Agreement. The report will further certify the income qualifications for the tenants who have moved into those units during the reporting term. Annual income recertification of tenants is not required.

J. Vacancies and Changes in Income and Household Size After Occupancy. Property owners must ensure that tenants are eligible upon initial execution of a lease. The property owner shall not certify the income of a SFHP tenant after the initial execution of the lease. If a SFHP tenant vacates the SFHP rental unit, the property owner must rent the unit, or another unit, to a tenant whose income does not exceed the allowable limit of 80% AMI. If the household size of a SFHP tenant increases or decreases, the following provisions will apply: If the SFHP tenant is eligible for a larger or smaller unit, the SFHP tenant may elect to move into the next available designated SFHP unit of appropriate size. The SFHP tenant's rental rate will be adjusted in accordance with the size of the unit being occupied.

K. Tenant Relocation Plan. At the end of the compliance term of ten years, the SFHP Units may be converted to market rate. No later than 12 months prior to the expiration of the compliance term, the owner operator will notify the City of Santa Fe's Office of Affordable Housing and the tenants of the set-aside units of the pending expiration date. The City shall thereupon complete for each income-qualified tenant a housing plan with a City-approved services provider. This plan will include applying for additional housing subsidies, submitting qualifications for waiting lists for other units, entering into leases to rent market rate or subsidized units and/or entering into homebuyer training and counseling programs. Ninety (90) days prior to the expiration of the compliance term, the owner operator shall send a follow up notice of the pending expiration to the City of Santa Fe's Office of Affordable Housing and the tenants of the set-aside units. Upon expiration of the compliance period, the owner operator shall extend a sixty (60) day grace period to any tenant that has not yet secured new housing. Upon expiration of the grace period, remaining tenants may elect to vacate their unit or remain in their unit and renew their lease at market rate rent. Tenants who can afford to pay market rate rents because their income exceeds the income qualification criteria once their unit converts to market rate will be offered the right of first refusal to stay in their units and renew their leases as market rate tenants, assuming all other obligations of tenancy are met.

L. Marketing Sequence. The SFHP Units shall be marketed at the same time as other units in the Project or in a proportion of the number of non-SFHP homes marketed for rent during a given phase of development.

4. DEVELOPMENT INCENTIVES

The City agrees to the following incentives: Waiver of 20% of the following fees as calculated for the Project: Development Review Application Fees, Construction Permit Fees, Impact Fees, and Utility Expansion Charges. Water offsets will be waived for the 24 affordable units per SFC Section 14-8.13(B)(5).

5. ENFORCEMENT

A. Remedies Failure to make the full payment required under this agreement by the time of building permit issuance will result in any or all of the following sanctions, depending upon which the Office of Affordable Housing judges to be the most effective and appropriate given the circumstances:

- a) Withholding the recording of plats or plans,
- b) Withholding or revoking building permits,
- c) Issuing stop work orders, and
- d) Withholding or revoking certificates of occupancy.

B. Other Remedies Available. It is understood and agreed by the SFHP Developer that the remedies provided under Section 4.1 of this Agreement are non-exclusive. This Agreement shall not restrict the City's recourse to any remedy available under the law including, but not limited to, liens and litigation.

C. Notice. The City agrees to provide written notice pursuant to the SFHP of any violation or alleged violation of the terms and conditions of this Agreement. The SFHP Developer will give the City written notice of any violation or alleged violation of the terms and conditions of this Agreement. Both parties will give the other party thirty days to cure any violation or alleged violation of this Agreement.

City of Santa Fe:
Office of Affordable Housing
PO Box 909
Santa Fe, NM 87504-0909

SFHP Developer:
Zia Flats, LLC
2929 Carlisle Street, Suite 365
Dallas, TX 75204

6. SUCCESSORS IN TITLE/COVENANTS TO RUN

In the event that SFHP Developer sells, assigns, leases, conveys, mortgages, or encumbers the Property to any third party, the third party shall be provided with a copy of this Agreement and shall be required to comply with this Agreement. The terms and conditions of this Agreement run with the land and are binding upon all heirs, successors, and assigns.

7. RECORDATION

The SFHP Developer agrees to put into escrow a check payable to the Santa Fe County Clerk's office to pay for recording this Agreement in the amount of \$25.00. The City will record the Agreement within ten days after the date of the last signature obtained.

8. CITY'S ZONING AUTHORITY UNIMPAIRED

The City's rights to enforce any and all provisions of the Santa Fe City Code shall be the same as its rights generally to enforce any other ordinance, which shall in no way be diminished by this Agreement. The SFHP Developer acknowledges that this Agreement is included within the zoning authority and charter authority of the City, which is, and is hereby, accepted by the SFHP Developer as a sufficient but additional basis for this Agreement.

9. CAPTIONS

The captions and paragraph headings of this Agreement are not necessarily descriptive or intended or represented to be descriptive, of all the provisions thereunder, and in no manner shall such captions and paragraph headings be deemed or interpreted to limit the provisions of this Agreement.

10. FURTHER ASSURANCES

The parties agree to execute such documents as may be required to show the satisfactory compliance with SFHP Ordinance (SFCC 26-1) and this Agreement.

11. SEVERABILITY

If any provision of this Agreement, or the application of such provisions to any person or circumstances, shall be held invalid, the remainder of this Agreement, or the application of such provisions to persons or circumstances other than those to which it is held invalid, shall not be affected thereby.

12. NO WAIVER

No actions taken by the parties following a breach of any of the terms contained in this Agreement shall be construed to be a waiver of any claim or consent to any succeeding breach of the same or any other term.

13. NUMBERS AND GENDERS

Whenever used herein, unless the context shall otherwise provide, the singular number shall include the plural, the plural the singular, and the use of any gender shall include all genders.

14. GOVERNING LAW; VENUE; INTERPRETATION

SFHP Developer shall abide by all applicable federal and state laws and regulations, and all ordinances, rules, and regulations of the City of Santa Fe. In any action, suit or legal dispute arising from this Agreement, the SFHP Developer agrees that the laws of the State of New Mexico shall govern. The parties agree that any action or suit arising from this Agreement shall be commenced in a federal or state court of competent jurisdiction in New Mexico. Any action or suit commenced in the courts of the State of New Mexico shall be brought in the First Judicial District Court.

This Agreement shall be enforceable according to its terms and New Mexico law. This Agreement is subject to the general principles of equity, fairness and reasonableness irrespective of whether such enforcement or interpretation is considered in a proceeding at equity or in law and shall be construed according to its purpose of fostering and preserving affordable housing. Any benefit to private parties arising under this Agreement is purely incidental to the purpose of creating affordable housing.

15. SCOPE OF AGREEMENT

This Agreement incorporates all the agreements, covenants, and understandings between the parties hereto concerning the subject matter hereof, and all such covenants, agreements, and understandings have been merged into this written Agreement. No prior agreement or understanding, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Agreement. This Agreement shall not relieve the SFHP Developer from complying with present or future City ordinances, duly adopted resolutions, or regulations applicable to the development.

16. AMENDMENTS

This Agreement shall not be altered, changed, or amended except by instrument in writing executed by the parties hereto. Any amendments to this Agreement shall be reviewed by the Office of Affordable Housing and sent, if applicable, to the appropriate review body as set forth in the SFHP Ordinance and then to the City Manager for approval.

17. TERM


This Agreement shall remain in force until the full payment of the SFHP Payment obligation set forth herein and until 10 years from the Commencement Date.

18. PUBLIC PURPOSE

The City declares, and the SFHP Developer acknowledges, that this Agreement as well as all restrictions contained in this Agreement are for public purposes.

WHEREFORE, the parties set their hands and seals this 21st day of August, 2024.

ATTEST:




GERALYN F. CARDENAS *deu*
INTERIM CITY CLERK

APPROVED AS TO FORM:



ASSISTANT CITY ATTORNEY

CITY OF SANTA FE:



~~JOHN BLAIR, CITY MANAGER~~
Layla Arshulett - Maestas,
Deputy City Manager

CITY OF SANTA FE:



FINANCE DIRECTOR

ZIA FLATS, LLC

By: *Peter Aberg*
Peter Aberg

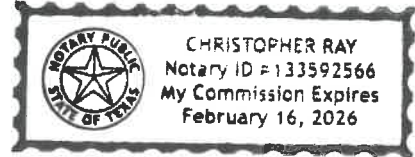
Its: Manager
Title

ACKNOWLEDGEMENT

STATE OF TEXAS)

) ss.

COUNTY OF DALLAS)



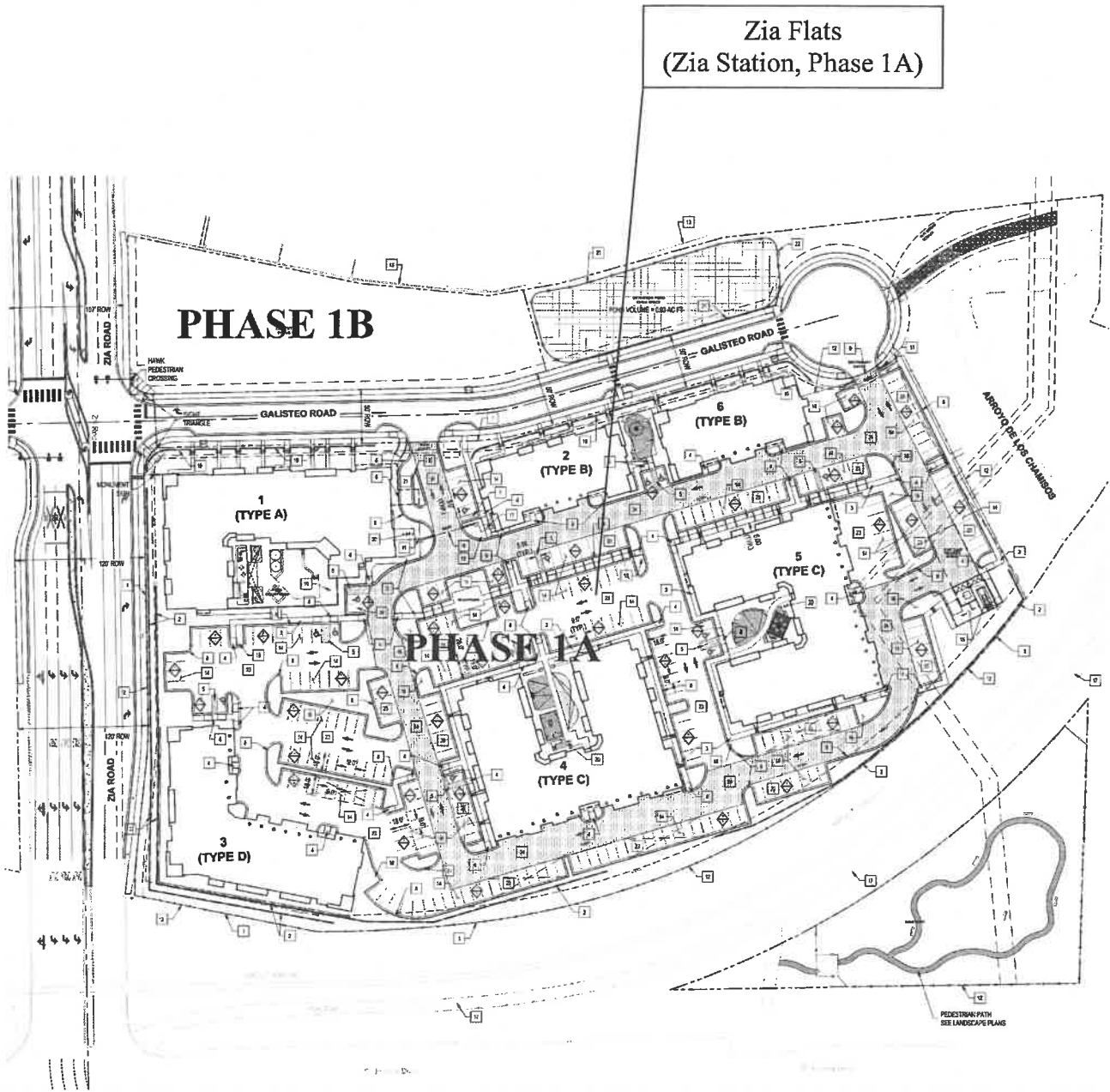
The foregoing instrument was acknowledged before me this 29 day of July, 2024, by PETER M. ABERG.

CR
NOTARY PUBLIC

My Commission Expires: FEB 16 2026

- Attach:
- Exhibit 1 – Development Plan
 - Exhibit 2 – SFHP Rental Unit Calculation Worksheet + Fractional Fee
 - Exhibit 3 – Fee-in-Lieu Calculation Worksheet
 - Exhibit 4 – Utility Allowance

DEVELOPMENT PLAN



SFHP RENTAL UNIT CALCULATION WORKSHEET

The project is proposed as a **C2-PUD** zoning district, permitting ***no maximum of*** units per acre. The project has an area of approximately **9.3** acres. The project is proposing **244** rental homes; **39** studio, **157** one-bedroom units, **48** two-bedroom units, and **0** three-bedroom units. There are not additional land use requirements for this site.

The SFHP requirement is calculated below:

= Total number of units multiplied by (0.10) = the number of SFHP rental units required
 = **244** total units x 0.10 = **24.4** SFHP unit(s) is/are required.

SFHP Rent/Unit Distribution

	HH Size	Max. Rent* (Ord. 2019-30)	80% AMI Income Limit (Ord. 2019-30)	Rent w/ Utility Allowance	Total # Units	# of Affordable Units
Studio	1	\$ 1,281	\$ 51,280	\$ 1,171	39	5
1 BR	1	\$ 1,373		\$ 1,317	157	16
2 BR	2	\$ 1,648	\$ 58,560	\$ 1,535	48	3
3 BR	3	\$ 1,904	\$ 65,920	N/A	0	0
4 BR	4+	\$ 2,124	\$ 73,200	N/A	0	0

Allowable rents are provided by MFA, using LIHTC rent limits: [*2024 IncomeLimitsAndRents.xls \(housingnm.org\)](#)

Fractional Fee Calculation

The calculation for set-aside units results in a “fraction” of a unit as shown above. This portion of the fraction will be accommodated through paying a “fractional fee” of \$3,063.40 calculated as follows:

= 244 TOTAL UNITS x 10% (INCLUSION) = 24.4 = 0.4 UNIT FRACTION
 = Per Unit Cost for Included Units
 = \$186,868/24.4
 = \$7,658,51
 = Per Unit Cost X Fraction (0.4%) = **\$3,063.40**

FEE-IN-LIEU CALCULATION WORKSHEET (if Developer proposes hybrid compliance)

In addition to providing 10 % of total homes as affordable rental units, the Developer proposes to comply with SFHP through the payment of a fee based on 5% the total units as per Ordinance 2019-30.

Proposed Project

Unit Type	% of Total	# of Units	<u>Steps for Calculation</u>
Studio	16%	39	1. enter # of each unit type 2. multiply # of units by 5% 3. multiply # of affordable units by fee/unit/month 4. multiply fee/month by 24 (months) = Project Fee 5. Sum Project Fee to get Total Project Fee
1 BR	64.3%	157	
2 BR	19.7%	48	
3 BR	0%	0	
	100%	244	

2023 Affordability Gap Voucher Calculation – HELD for 2024

Bedrooms	# Units	Aff'd Units	Fee/Unit	Total Fee	Fee After 1/1/25
0	39	1.95	\$ 413	\$19,328.40	\$ 37,112
1	157	7.85	\$ 656	\$123,590.40	\$ 204,414
2	48	2.40	\$ 763	\$43,948.80	\$ 74,880
TOTAL	244	12.2		\$186,867.60	\$ 316,406

TOTAL FEES DUE:

Fee-in-lieu = \$186, 867.60 (if paid on or before December 31, 2024)
 Fractional Fee = \$3,063.40

Current Fee-in-lieu	\$ 186,868
Fractional Fee	\$ 3,063
Total Fee Due:	\$ 189,931

NOTE: The rents and fee schedule are modified by the City according to Section 8.7.3 of the SFHP Administrative Procedures to reflect annual changes in the median income levels. The current schedule in effect at the time the fees are paid determines the amount of the fee. The prices are updated annually.

UTILITY ALLOWANCES

	Studio	1 BR	2 BR
Electric	\$118.75	\$157.50	\$197.50
Water/Sewer	\$50.00	\$69.00	\$89.00
Trash	\$20.00	\$20.00	\$20.00
Maximum Allowed	\$188.75	\$246.50	\$306.65

Telecom

All tenants, including affordable units, will be responsible for both securing and paying for service with no reimbursement. However, should the Owner provide "Bulk" telecom from one provider to the entire community, Owner agrees to limit billing to affordable units to \$40/unit/month, even if market-rate units are charged at higher amounts.

CM - 020 - Zia Flats - SFHP Agreement - 3250083
Document Routing - Packets



TM CANDELARIA MARTINEZ, TONIEtte O. Friday 3:15 PM

CM - 020 - Zia Flats - SFHP Agreement - 3250083

Please route for signature approval. Please note, this agreement generates revenue only.

CM - 020 - Zia Flats - SFHP Agreement ...



EDWARDS JAMES W. Yesterday 9:10 AM

Good morning **CANDELARIA MARTINEZ, TONIEtte O.**, because this is not a purchase and generates revenue only we do not need to review and you may route on your own. Thank you!



X,
Please route for signatures. This is revenue only. Agreement.
Thanks,
mi

8/20/2024





City of Santa Fe, New Mexico

Memorandum



DATE: August 2, 2024

TO: John Blair, City Manager

VIA: Johanna Nelson, Interim Director, Office of Affordable Housing *Johanna Nelson*

FROM: Toniette Candelaria Martinez, Office of Affordable Project Specialist ^{TCM}

RE: Santa Fe Homes Agreement – Zia Flats

ACTION REQUESTED:

Please sign the attached Santa Fe Homes Program (SFHP) Agreement between the City of Santa Fe and Zia Flats, LLC, the developer of Apartments. This agreement stipulates that pursuant to Ordinance 2016-09, a fee in the amount of **\$186,867.60** will be paid into the City of Santa Fe’s Affordable Housing Trust Fund (AHTF). \$18,993 (ten percent (10%)) of the amount due, including fee-in-lieu and fractional fee for set aside units, as shown in Exhibit 2 will be paid upon execution and recordation of this agreement. The remainder of the payment is due at the time of building permit issuance, or on December 31, 2024, whichever comes first.

ITEM AND ISSUE

Zia Flats, LLC is approved as 244-unit rental homes, located at 2375 Galisteo Road. According to the Santa Fe Homes Program regulation, the following process is used to determine the obligation.

The SFHP requirement is calculated below:

= Total number of units multiplied by (0.10) = the number of SFHP rental units required
 = 244 total units x 0.10 = 24.4 SFHP unit(s) is/are required.

SFHP Rent/Unit Distribution

	HH Size	Max. Rent* (Ord. 2019-30)	80% AMI Income Limit (Ord. 2019-30)	Rent w/ Utility Allowance	Total # Units	# of Affordable Units
Studio	1	\$ 1,281	\$ 51,280	\$ 1,171	39	5
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Allowable rents are provided by MFA, using LIHTC rent limits: [*2024 IncomeLimitsAndRents.xls \(housingnm.org\)](https://www.housingnm.org)



City of Santa Fe, New Mexico

Memorandum



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The calculation for set-aside units results in a “fraction” of a unit as shown above. This portion of the fraction will be accommodated through paying a “fractional fee” of \$3,063.40 calculated as follows:

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- = Per Unit Cost X Fraction (0.4%) = **\$3,063.40**

In addition to providing 10% of total homes as affordable rental units, the Developer proposes to comply with SFHP through the payment of a fee based on 5% the total units as per Ordinance 2019-30:

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Bedrooms	# Units	Aff'd Units	Fee/Unit	Total Fee	Fee After 7/1/25
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TOTAL	244	12.2		\$186,867.60	\$316,406

TOTAL FEES DUE:

Fee-in-lieu = \$186, 867.60 (if paid on or before December 31, 2024)

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Current Fee-in-lieu	\$186,868
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Total Fee Due:	\$189,931

NOTE: The rents and fee schedule are modified by the City according to Section 8.7.3 of the SFHP Administrative Procedures to reflect annual changes in the median income levels. The current schedule in effect at the time the fees are paid determines the amount of the fee. The prices are updated annually.

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City of Santa Fe

Summary of Contract, Agreement, Amendment & Lease

All applicable fields to be completed by department (complete 1.b only if you are processing an amendment):

1.a Munis Contract: 3250083 Procurement # (RFP/ITB# If any):

Contractor: Zia Flats, LLC

Procurement Method/Vehicle: Small Purchase RFP ITB Sole Source GSA Cooperative Exempt SWPA/Existing

Description/Title: Zia Flats, LLC is the developer of Zia Flats and approved as a 244-unit rental apartment homes, located on 2375 Galisteo Road. A fee in the amount of \$186,867.60 will be paid into the City of Santa Fe's Affordable Housing Trust Fund (AHTF).

Contract: Agreement: Lease/Rent: Amendment:

Term Start Date: Upon approval Term End Date: xx/xx/xxxx Total Contract Amount: _____

Approved by Council *(If over the City Manager's approval threshold, you must go through GB)* _____

Contract / Lease:

1.b Amendment #: _____ to the Original Contract/Lease # _____

Increase/(Decrease) Amount \$: _____

Extend Expiration Date to: _____

Approved by Council *(If the original went through GB, all amendments must go through GB regardless of the amendment reason)* Date: _____

Amendment is for: _____

2. HISTORY of Contract, Amendments & Lease / Rent - Please Elaborate (option: attach spreadsheet if multiple amendments)

3. Procurement History: REVENUE - NO SIGNATURE REQUIRED

Purchasing Officer Review: _____ Date: _____

Comment & Exceptions: _____

4. Funding Source: REVENUE Org / Object: 2400223/430253

Budget Officer Approval: _____ Date: _____

Comment & Exceptions: E1: 21504.430253

5. Grant History (if applicable): _____

Grants Administrator Approval: _____ Date: _____

Staff Contact who Completed This Form: Toniette Candelaria Martinez Phone #: 505-955-6607

To be recorded by City Clerk: _____ Email: tocandelariamartinez@santafenm.gov

Clerk # _____
Date of Execution: _____

ITT Representative (attesting that all information is reviewed)	Title	Date
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