



# City of Albuquerque

## Department of Family and Community Services

Richard J. Berry, Mayor

### Interoffice Memorandum

DATE October 17, 2011

**To:** All City Councilors

**From:** Robin Dozier Otten, Director, Family and Community Services *RDO*

**Subject:** Recommendations for 2013-2017 Albuquerque Citizen Team (ACT)

The City of Albuquerque, Department of Family and Community Services, is now in the process of seeking volunteers for membership on its 2013-2017 Albuquerque Citizen Team (ACT).

ACT members are recruited through recommendations made to the Department from City Councilors. City Councilors are asked to submit three recommendations for a representative from his/her Council District. One recommendation will be selected and a second recommendation may serve as an alternate.

ACT members are instrumental in partnering with the Department to develop its HUD Five Year Consolidated Plan. ACT members will advise the Department on setting its five year programming and funding priorities as well work with City staff on an annual basis to develop one year strategic plans which fund projects that meet the goals and objectives of the Five Year Consolidated Plan.

To be eligible to participate on ACT, a person must live in the district he or she is representing. Although this Committee is not subject to the City of Albuquerque's Public Boards, Commissions, and Committees' rules regarding attendance, attendance at strategic planning meetings and Public Hearings is crucial. Strategic planning meetings to develop the HUD Five year Consolidated Plan will begin in January of 2012. ACT members will be expected to participate in an estimated 6 meetings during the 2012 calendar year and 2-3 meetings in subsequent years.

Please send the names, addresses, and contact information for all recommendations to the Albuquerque Citizen Team to: Thea Guerin at [tguerin@cabq.gov](mailto:tguerin@cabq.gov) by Friday, November 18, 2011.

For further information regarding the ACT and/or the Department's HUD Five Year Consolidated Plan development process, please contact Thea Guerin at (505) 768-2758.