

# MFA

## Request For Proposal

Emergency Solutions Grant  
Rapid Re-housing and Homeless Prevention

March 1, 2022





Welcome and thank you for your interest in responding to the Emergency Solutions Grant Rapid Re-Housing Program and Homeless Prevention Request for Proposal “RFP”. MFA is committed to choosing the most qualified Offerors and this information will provide the best opportunity to do so.

**Part I – General information**

The general information in the RFP provides background information about MFA, general proposal requirements and RFP standards.

**Part II – Program-Specific Criteria**

Part II of the RFP requires responses from the Offeror. It is designed to provide program-specific criteria such as program background, purpose of the RFP, RFP training, Ask A Question information, performance agreement terms, timelines, minimum qualifications and requirements, evaluation criteria, program standards and compliance with federal requirements.

NOTE: Offerors are prohibited from approaching members of the MFA Board or MFA Employees regarding this RFP. Attempts by Offerors to contact any of the listed parties may result in the rejection of their proposal.

In an effort to provide clarification or answers to questions in this RFP, an Ask a Question link will be available on MFA’s website after the RFP Program Informational Webinar Training has been completed. Please refer to Part II Section 22, RFP Timeline and Ask a Question.

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# PART I: GENERAL INFORMATION

## BACKGROUND INFORMATION

### 1 INTRODUCTION

New Mexico Mortgage Finance Authority (MFA) is a governmental instrumentality, separate and apart from the state, created by the Mortgage Finance Authority Act, NMSA 1978, § 58-18-1 et seq. (the “MFA Act”) and pursuant to the Affordable Housing Act, NMSA 1978, §6-27-1 et seq. (the “Act”), for the purpose of financing affordable housing for low- and moderate-income New Mexico residents. MFA will endeavor to ensure, in every way possible, that small and minority businesses, women-owned business enterprises and/or labor surplus area firms (collectively Disadvantaged Business Enterprises [DBE]) shall have every opportunity to participate in submitting proposals and providing services. DBE businesses are encouraged to submit proposals. MFA will not discriminate against any business on grounds of race, color, religion, gender, national origin, age, or disability. It is MFA’s policy that suppliers of goods or services adhere to a policy of equal employment opportunity and demonstrate an affirmative effort to recruit, hire and promote regardless of race, color, religion, gender, national origin, age, or disability.

### 2 PURPOSE

The purpose of this Request for Proposal “RFP” is to solicit proposals, in accordance with MFA’s Procurement Policy, from qualified Offerors, which by reason of their skill, knowledge, and experience are able to furnish services for MFA in connection with the program for which they are applying “Offerors”.

Pursuant to MFA’s Procurement Policy, all procurement activities involving the expenditure of federal funds must be conducted in compliance with the Procurement Standards codified in Uniform Guidance, 2 C.F.R. Part 200.317 through 200.326 as well as Part 200.327 which addresses contract provisions.

## GENERAL PURPOSE REQUIREMENTS

### 3 PROPOSAL SUBMISSION

All Offeror proposals must be received for review and evaluation by MFA no later than March 21, 2022, at 5:00 p.m. Mountain Time as outlined in Part II Section 22, RFP Timeline. Proposals must be delivered by e-mail with a subject line of “Proposal to Offer Services – ESG Rapid Re-housing and Homeless Prevention” to:

**Bonny Wells, Program Specialist**

[bwells@housingnm.org](mailto:bwells@housingnm.org)

**505.767.2218**

Proposals submitted after the due date and time outlined in Part II Section 22, RFP Timeline, will not be considered for funding.

### 4 PROPOSAL TENURE

All proposals will be valid until performance agreement award, but no more than 90 calendar days from the proposal due date.

## 5 PROPOSAL FORMAT

Electronic proposals should be submitted as a single PDF file sized to be printable on standard 8 ½ x 11 paper with tabs/bookmarks identifying each Minimum Qualifications and Requirements item and evaluation criteria item within the PDF.

- Proposals (RFP) and forms may be downloaded from MFA’s website: [housingnm.org](http://housingnm.org) under the Forms and RFP tab in the “RFP & RFQ” section. Select the RFP for which you are applying.
- Offerors must submit **one electronic copy** of its most current agency financial audit, fiscal year ending 2020 or 2021, or a letter from MFA indicating that we have already received and approved your audit.
- Offerors must submit **one electronic copy** of the proposal form and all required schedules and attachments.

## 6 IRREGULARITIES IN PROPOSALS

Proposals must include the program-specific forms attached to this proposal package and all schedules and attachments pertaining thereto. No substitutions will be accepted.

MFA may waive technical irregularities in the form of proposal of any Offeror selected for award, which do not alter the price, quality or quantity of the services offered. Note that the required date and time of proposal submission as indicated herein, in Part II Section 22, RFP Timeline, cannot be waived under any circumstances.

## 7 EVALUATION OF PROPOSALS

Proposals that meet the criteria outlined in Part II, Section 23, Minimum Qualifications and Requirements, will be evaluated by an internal review committee of MFA staff using the criteria as described in Part II Section 24, Evaluation Criteria. The review committee will present award recommendations to MFA management and MFA’s Board of Directors as required under MFA’s Delegations of Authority. Final selections will be made by MFA’s Board of Directors at a regularly scheduled monthly meeting.

MFA does not guarantee and is not obligated to make an award. Awards will be based on availability of funds, Offerors demonstrated need, Offerors RFP score, and for any of the other reasons set forth herein.

## 8 DEFICIENCY CORRECTION PERIOD

Upon receipt of all timely submitted proposals, MFA staff members will review all proposals to verify that all are complete in accordance with the requirements of this RFP. Should any proposal be missing an item required under Part II Section 23, Minimum Qualifications and Requirements, it will be deemed incomplete. MFA will notify the Offerors at the outset of the deficiency correction period if any information is required for Offeror to correct a deficiency related to an item required under Part II Section 23, Minimum Qualifications and Requirements. The deficiency correction period may not be used to increase the score. Items eligible for correction or submission during the deficiency correction period include only missing or incomplete items required in the Minimum Qualifications and Requirements

section of this proposal.

MFA shall communicate proposal deficiencies to each Offerors designated contact and alternate contact person via email pursuant to the timeline outlined in Part II Section 22, RFP Timeline. Offerors must correct all deficiencies within the deficiency correction period outlined in Part II, Section 22, RFP Timeline. All items must be submitted no later than 5:00 p.m. Mountain Time on the due date. If the information requested is not provided within the timeframe or is submitted, but remains deficient, the proposal will be rejected without any further review. Upon expiration of the deficiency correction period, MFA will not accept the submission of any items still missing from the proposal.

## RFP STANDARDS

### 9 PROTEST

Any Offeror who is aggrieved in connection with this RFP or the notification of preliminary selection under this RFP may protest to MFA. A protest must be based on an allegation of the failure of MFA to adhere to the evaluation process as designated in the RFP. The protest must be e-mailed to MFA's contact person shown below:

**Bonny Wells, Program Specialist**

[bwells@housingnm.org](mailto:bwells@housingnm.org)

**505.767.2218**

The protest must be delivered to MFA within five business days after the preliminary notice of award to the contact person listed above. Upon the timely filing of a protest, MFA's contact person shall give notice of the protest to all Offerors who appear to have a substantial and reasonable prospect of being affected by the outcome of the protest. The Offerors receiving notice may file responses to the protest within five business days of notice of protest. The protest process shall consist of review of all documentation and any testimony provided in support of the protest by the Contracted Services Committee of MFA's Board of Directors, which shall thereafter make a recommendation to the full Board of Directors regarding the disposition of the protest.

MFA's Board of Directors shall make a final determination regarding the disposition of the protest. No appeal of the determination of the protest shall be allowed. Offerors or their representatives shall not communicate with MFA's Board of Directors or any MFA staff member regarding any proposal under consideration, except when specifically permitted to present testimony to the committee of the Board of Directors. A proposal will be deemed ineligible if the Offeror or any person or entity acting on behalf of the Offeror attempts to influence members of the Board of Directors or MFA staff during any portion of the RFP review process or does not follow the prescribed proposal and protest process.

### 10 RFP REVISIONS AND SUPPLEMENTS

Should revisions or additional information be necessary to clarify any provision of this RFP, a notice of revisions or request for additional information, as applicable, will be provided to all Offerors via MFA's website and via email to each person who attends the RFP and Program Informational Training Webinar at the email Offeror uses to register for the training.

## **11 INCURRED EXPENSES**

MFA will not be responsible for any expenses incurred by an Offeror in responding to this RFP. All costs incurred by Offerors in the preparation, transmittal or presentation of any proposal or material submitted in response to this RFP will be borne solely by the Offeror.

## **12 RESPONSIBILITY OF OFFERORS**

If an Offeror, who otherwise would have been awarded a contract, is found not to be a Responsible Offeror, a determination setting forth the basis of the finding, shall be prepared and the Offeror shall be disqualified from receiving the award. A Responsible Offeror means an Offeror who submits a responsive proposal that conforms, in all material respects, to the requirements of this RFP and who has furnished, when required, information and data to prove that the Offerors financial resources, production or service facilities, personnel, service reputation and experience are adequate to make satisfactory delivery of the services described in this RFP. Failure of an Offeror to promptly supply information in connection with an inquiry concerning responsibility is grounds for a determination that the Offeror is not a Responsible Offeror.

Successful Offerors will be required to enter into a performance agreement. The performance agreement can be found on MFA's website at [housingnm.org](http://housingnm.org) in the Forms & RFP tab in the RFP & RFQ section. MFA reserves the right to make any changes it deems necessary, in its sole discretion, to the performance agreement found at the above referenced location.

## **13 CANCELLATION OF RFP REJECTION OF PROPOSALS**

This RFP may be canceled, and any and all proposals may be rejected when it is in the best interest of the state of New Mexico and/or MFA. In addition, MFA may reject any or all proposals which are not responsive. Offeror may also cancel their proposal at any time during the proposal process.

## **14 AWARD NOTICE**

MFA shall provide written notice of the award to all Offerors within 10 business days of the date of the award approval by MFA's Board of Directors. The award shall be contingent upon successful negotiations of a final performance agreement between MFA and the Offeror whose proposal is accepted by MFA.

## **15 PROPOSAL CONFIDENTIALITY**

Until awards are determined, and notice given to all Offerors, MFA will not disclose the contents of any proposal or discuss the contents of any proposal with an Offeror or potential Offeror, to ensure the information does not become available to competing or potential Offerors. After awards are determined, all proposals will be open to the public for inspection and copying pursuant to MFA's Request to Inspect Documents policy.

## **16 CODE OF CONDUCT**

No board member, employee or management of MFA shall have any direct or indirect interest in any contract with the Offeror nor shall any contract exist between Offeror or its affiliate and any MFA Board member or employee that might give rise to a claim of conflict of interest. Any violation of this provision will render void any contract between MFA and the Offeror for which MFA determines that a conflict of interest exists as herein described, unless that contract is approved by the majority of all the Board of

Directors of MFA after full disclosure, in accordance with MFA’s Conflict of Interest Policy.

Offeror shall provide a statement disclosing any political contribution or gift valued in excess of \$250 (singularly or in the aggregate) made by Offeror or on Offeror’s behalf to any elected official of the state of New Mexico currently serving or who has served on MFA’s Board of Directors in the last three years.

Offeror shall warrant that it has no interest, direct or indirect, which would conflict in any manner or degree with the performance of services required under the performance agreement entered into with MFA pursuant to this RFP. Offeror shall at all times conduct itself in a manner consistent with MFA’s Third-Party Code of Conduct. A copy of MFA’s Third-Party Code of Conduct is included as Exhibit J in the Forms and RFP tab in the RFP & RFQ section. Upon request by MFA, Offeror shall disclose information MFA may reasonably request relating to conflicts or potential conflicts of interest.

After awards, all proposals and documents pertaining to the proposals will be open to the public for inspection and copying pursuant to MFA’s Request to Inspect Documents policy.

If MFA receives a request for inspection of its records which would require the disclosure of information identified by Offeror as confidential information, MFA will examine the Offerors’ request for confidentiality and make a written determination that specifies which portions of the proposal, including any information identified by Offeror as confidential information shall be disclosed. MFA will provide the Offeror with a written notice of determination which details which information MFA intends to disclose and the date it shall disclose such information.

## PART II: PROGRAM-SPECIFIC CRITERIA

### 17 PROGRAM BACKGROUND

The U.S. Department of Housing and Urban Development “HUD” Emergency Solutions Grant “ESG” Program is authorized under the McKinney-Vento Homeless Assistance Act of 1987 (42 U.S.C 11371-1378), as amended by the Homeless Emergency and Rapid Transition to Housing Act of 2009 (“HEARTH Act”), 24 CFR Part 576. ESG is a federally formula-funded program that uses the Community Development Block Grant “CDBG” formulas as a basis for allocating funds to eligible jurisdictions, including states, territories, and qualified metropolitan cities and urban counties.

MFA is the state’s recipient of the ESG and State Homeless funding and is responsible for administering and overseeing the program.

MFA anticipates receiving HOME-ARP (American Rescue Plan) funds that will be used for the same purpose. Additional regulations imposed by this funding will be communicated to sub-recipients selected through this RFP once the details have been finalized. Funding will be added through a contract amendment after October 1, 2022. All program requirements will be communicated as more information becomes available.

The ESG Rapid Re-Housing & Homeless Prevention program follows the regulations under 24 CFR Part 576. All sub-recipients are required to follow the ESG Regulations, MFA’s ESG Written Standards, Federal



2 CFR 200 Regulations, and all contractual requirements.

Assuming all funding sources remain consistent, MFA will award approximately \$1.7 million on an annual basis to qualified sub-recipients for ESG Rapid Re-housing and Homeless Prevention activities.

## **18 SCOPE OF WORK**

The ESG Rapid Re-housing and Homeless Prevention components of the program are designed to identify sheltered and unsheltered homeless persons, as well as those at risk of homelessness, and provide the services necessary to help those persons quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness.

ESG Rapid Re-housing and Homeless Prevention assistance is not intended to provide long-term support for program participants, nor will it be able to address all of the financial and supportive services needs of the household that affect housing stability. Assistance should be focused on housing stabilization, linking program participants to community resources and mainstream benefits, and helping them develop a plan for preventing future housing instability. ESG homelessness prevention assistance is intended to provide rental assistance, and housing relocation and stabilization services necessary to prevent an individual or family from moving into an emergency shelter, the streets, or a place not meant for human habitation.

The term of the contract will begin July 1, 2022, to June 30, 2023. After that time, Performance Agreements will be renewed on an annual basis through June 30, 2028, for sub-recipients who meet MFA's renewal criteria outlined in Section II, Part 21, Renewal Criteria

Successful Offerors will be required to report all clients in the Homeless Management Information System "HMIS" that is managed by the New Mexico Coalition to End Homelessness. Sub-recipients will also be required to report expenditures and number of clients assisted by county, on a monthly basis.

## **19 RFP TRAINING AND ASK-A-QUESTION**

Training for all Offerors will be provided by video conference on March 1, 2022, at 1:00 p.m., Mountain Time. MFA strongly recommends that all potential Offerors attend this webinar. Pre-registration is required. To register, visit <https://housingnm.org/rfps/rfps-rfq> and select the RFP for which you are applying. Offerors who are unable to attend the webinar may view it on MFA's website at <https://housingnm.org/rfp-esg-rapid-re-housing-and-homeless-prevention>. Points are awarded for those that attend or provide an affidavit (Exhibit K) verifying that they watched the webinar via the website. After the RFP and Program Information Training webinar, questions will only be answered through the Ask a Question "AAQ" at [housingnm.org](https://housingnm.org) in the RFP section of MFA's website, [housingnm.org](https://housingnm.org). Questions will be answered on March 3, March 10, and March 18, 2022. All questions and responses will be posted to ensure consistency. The deadline for submitting a question will be March 17, 2022, at 5:00 p.m., Mountain Time.

## **20 PERFORMANCE AGREEMENT TERM**

Successful Offerors will enter into a performance agreement with MFA for services to be performed. Funding is available beginning July 1, 2022, through June 30, 2028. Offerors selected through this RFP who meet the renewal criteria set by MFA, as outlined in Section II Part 21, Renewal Criteria, will receive an annual award for a period of five years ending June 30, 2028. Only expenses incurred on or after the effective date of the performance agreement are allowable.

If an awardee of this RFP is deemed not qualified to administer the program due to non-compliance or inability to properly administer the program, MFA may negotiate with another program awardee without issuing another RFP or issue an RFP for a specific area that is being served by the non-qualified awardee. MFA may also issue an RFP during the performance agreement term for any new areas to be served based on the availability of additional funds.

The performance agreement between MFA and successful Offerors shall be for a fixed amount. All payments by MFA shall be made on a reimbursement basis.

**21 RENEWAL CRITERIA**

Annual renewal is contingent upon the following criteria, which may be adjusted at MFA’s discretion.

- Funding Availability
- Proof of current registration as a charitable organization
- Annual fiscal audit
- DUNS number from registration at SAM.gov
- Offeror Capacity Form
- Current Organization Chart
- Funders Form
- Offeror Certification Form
- County Service Area Form
- MFA Program Awards Form
- Any other documentation MFA deems necessary

Annual awards are based on performance, monitoring results, and the ability of the awardee to properly administer the program.

**22 RFP TIMELINE**

MFA will adhere to the following timeline:

Activity	Date
Release RFP	February 24, 2022
RFP & Program Information Webinar 1:00pm	March 1, 2022
Ask A Question Submission Deadline (Questions will be answered on March 3, March 10, and March 18)	March 17, 2022
RFP Submission Deadline	March 21, 2022
Deficiency Correction Notifications	March 24, 2022
Deficiency Correction Deadline (3 business days)	March 29, 2022
Review Team & Award Determinations	April 4-18, 2022,
Preliminary Award/Denial Letters to Offerors	April 27, 2022
Protest Period Begins (5 business days)	April 27, 2022
Protest Period Deadline	May 4, 2022
Preliminary Award Recommendations to MFA BOD	May 18, 2022

Issue Performance Agreements	June 13, 2022
Training for Sub-recipients	TBD
Program Begins	July 1, 2022

## 23 MINIMUM QUALIFICATIONS AND REQUIREMENTS

Offeror must meet the basic eligibility criteria specified in Part II Section 23, Minimum Qualifications and Requirements, to be considered for funding.

Offerors must submit all requested documentation according to the checklist provided, Exhibit A, Minimum Threshold Requirements & Documentation Checklist.

1. Offeror must submit a single PDF of its proposal including all required schedules and attachments as outlined in Part I Section 2.3, Proposal Format.
2. Offerors who have received ESG Homeless Prevention and Rapid Re-Housing funds “RAP” from MFA in the past six years but discontinued providing these services due to capacity, compliance and/or programmatic issues are ineligible. (Excludes Offerors who provided services with ESG-CV funding). The determination will be based on a history provided by MFA staff who have administered this program.
3. Offeror must have a minimum of two years of demonstrated experience providing services of any kind to those that are experiencing homelessness.
4. Offeror must be one of the following:
  - A nonprofit organization with 501(c)(3) status, (provide proof), with a primary mission of providing shelter and/or services to individuals who are experiencing homelessness, including those fleeing domestic violence; or
  - A unit of general-purpose local government; or
  - A tribal government
5. Offeror Business License, if applicable
6. If Offeror is a nonprofit organization, Offeror must submit proof of current registration as a charitable organization with the New Mexico Attorney General’s Office or proof of exemption therefrom. Registration/verification may be obtained at <https://secure.nmag.gov/coros/>. Verification should be in the form of the first page of the “NM Charitable Organization Registration Statement”.
7. Offeror must be in “good standing” as of the date this RFP was issued. In order to be in good standing, Offeror must not have been “suspended,” “debarred” or had HUD’s Limited Denial of Participation status conferred upon it by MFA and/or other funding sources. Offeror must provide their DUNS number on the application, Exhibit B.
8. Offeror must provide one electronic copy of their fiscal year 2020 or 2021, independent Certified Public Accountant (CPA) auditor’s report (audit) conducted in accordance with Government Auditing Standards (GAS). The GAS audit will include an independent auditor’s report on the following: 1) financial statements; and 2) internal control over financial reporting and compliance. If Offeror receives \$750,000 in federal funds, a Single Audit is required pursuant to 2 CFR 200. The following types of audit findings **may disqualify Offeror from funding**:

- Repeat and unresolved audit findings or any pending investigations.
- If Offeror has received greater than \$750,000 in funding and the single audit did not meet the requirements of 2 CFR 200.500-520.
- For Single Audit, no proof of federal audit clearinghouse submission (FORM SF-SAC) and, if governmental entity, proof is not included of current audit submission to the Office of the New Mexico State Auditor.
- If referenced in audit as a separate communication, no submission of management response letter and/or management response to concerns noted in the management letter.
- If any findings, no submission of management response to findings.

Local public bodies (housing authorities, local governments) must conduct annual independent financial audits by a certified auditor that has been approved by the New Mexico State Auditor's Office and is on the State Auditor's list.

9. Offeror must provide proof of insurance coverage, through a Commercial General Liability Insurance policy, as outlined in Part I Section 12, Responsibility of Offerors, **upon contract execution**.
10. Offerors Certification must be signed by an authorized official (form provided, Part II Section 29, RFP Forms) and submitted with application.
11. Offerors Reputation Certification must be submitted in which Offerors must describe any material, current or pending litigation, administrative proceedings or investigations that could impact the reputation or financial viability of the Offeror (form provided, Part II Section 29, RFP Forms).
12. Offeror must provide a copy of the New Mexico Mortgage Finance Authority's Third-Party Code of Conduct, signed by an authorized official (form provided, Part II Section 29, RFP Forms).
13. Offeror must list all funding sources, to include the amounts received from each entity, for the last two years (form provided, Part II Section 29, RFP Forms)
14. Offeror must provide their most recent monitoring reports from all funding sources verifying that Offeror is in good standing with all funders.
15. Offeror must provide an Executive Summary with the application (not to exceed 2 pages).
16. Offeror must provide their agency's Mission Statement with the application (not to exceed 1 page).

## 24 EVALUATION CRITERIA

MFA will award performance agreements to Offerors whose proposals score the highest with respect to the evaluation criteria. Applications with an overall score that is at or below 60% of the total possible points will not be considered for funding. Final award decisions will be made by MFA's Board of Directors.

Scoring will be based on the following categories:

- Performance
- Offeror Experience and Capacity

- Finance

MFA will use the following checklist to score Offerors who meet the minimum threshold requirements of the RFP.

<b>Performance (past and current MFA sub-recipients)</b>		<b>Score – 20 possible points</b>
All Offerors who currently administer the ESG or ESG-CV Rapid Re-housing and Homeless Prevention Program will automatically receive 10 points. Is the Offeror a current sub-recipient who administers the program?	<input type="checkbox"/> Yes +10 pts. <input type="checkbox"/> No 0 pts.	
Is the sub-recipient on a corrective action plan with this program or any other program administered by MFA?	<input type="checkbox"/> Yes -5 pts. <input type="checkbox"/> No +5 pts.	
Does the sub-recipient have a data collection rate from HMIS or Osnium for this program showing that the sub-recipient is collecting the required data at a rate of 85 % or greater?	<input type="checkbox"/> Yes +5 pts. <input type="checkbox"/> No 0 pts.	
<b>Experience &amp; Capacity</b>		<b>Score – 72 possible points</b>
Did the Offeror attend the RFP & Program Information Webinar on March 1, 2022 or provide a certification that they watched the webinar?	<input type="checkbox"/> Yes +5 pts. <input type="checkbox"/> No 0 pts.	
What populations does your organization primarily serve:  <input type="checkbox"/> Both Families & Individuals +10 pts. <input type="checkbox"/> Families Only <input type="checkbox"/> Domestic Violence Survivors <input type="checkbox"/> Youth <input type="checkbox"/> Other (specify) _____	Families & Individuals? <input type="checkbox"/> Yes +10 pts.	
<b>Experience of management and key personnel</b> - Outline the experience in housing and services for those experiencing homelessness for each key staff member listed below:  Less than 2 years (1 point) 2-5 years (3 points) 5+ years (5 points)  <ul style="list-style-type: none"> <li>• Executive Director _____</li> <li>• Program Manager _____</li> <li>• Fiscal Manager _____</li> <li>• Housing Stability Case Manager _____</li> </ul>	20 pts. maximum          Total _____	
<b>Experience in the following areas: 2 points each unless otherwise noted</b>  1. Administering federal grants specifically intended to house those experiencing homelessness or those most at-risk of homelessness 5 pts.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

<ul style="list-style-type: none"> <li>2. Housing stability case management (targeted to the homeless)</li> <li>3. Supportive services</li> <li>4. Housing search &amp; placement</li> <li>5. Landlord/tenant relationships &amp; recruitment</li> <li>6. Income calculation training</li> <li>7. Rent calculation (based on income)</li> <li>8. Landlord/Tenant rights</li> <li>9. Lead-based paint requirements</li> <li>10. Unit inspections – habitability, HQS or other (specify) _____</li> <li>11. Coordinated Entry System</li> <li>12. Homeless Management Information Systems “HMIS” or Osniun databases</li> <li>13. Fair Market Rent</li> <li>14. Rent Reasonableness</li> <li>15. Scattered-site delivery</li> <li>16. Housing First Model</li> <li>17. Experience working with the local Continuum of Care</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li><input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li><input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li><input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li><input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li><input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li><input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li><input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li><input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li><input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li><input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li><input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li><input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li><input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li><input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li><input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li><input type="checkbox"/> Yes <input type="checkbox"/> No</li> </ul>	
<b>Finance</b>		<b>Score – 10 possible points</b>
<p><b>External Audit</b></p> <p>Points will be awarded based on the results of the Offeror’s independent audit or audited financial statements for their most recent completed fiscal year not ending earlier than 2020.</p> <p>Audit materials must include management response to any finding(s) and corrective action to clear the finding or provide details of the current status of the finding(s).</p> <ul style="list-style-type: none"> <li>• Unresolved Findings 0 pts.</li> <li>• Cleared Findings +5 pts.</li> <li>• No Findings +10 pts.</li> </ul>	<p>10 maximum points</p> <p>Total _____</p>	

## 25 AWARD DETERMINATIONS

Funding will be allocated by county based on population, percent of population living in poverty, and RFP score. Only one service provider per county will be selected, with the exception of Offerors who are requesting to serve the Albuquerque metropolitan area (Bernalillo County). For this area, MFA will select two qualified Offerors who serve families and individuals, and one Offeror who serves Domestic Violence Survivors for a maximum of three service providers. If more than one Offeror applies for a county outside of the Albuquerque metropolitan area (Bernalillo County), the offeror with the highest score will receive the award for that county.

## 26 PROGRAM STANDARDS

ESG funding is used to assist individuals/households to quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness. The program is intended to be used for the most vulnerable populations who meet the eligibility criteria as outlined in the ESG regulations under 24 CFR Part 576. Only households who meet HUD's definition of homelessness, imminent risk of homelessness, or at-risk of homelessness can be considered for this program. The purpose of the program is to rapidly re-house homeless individuals and families and prevent individuals and families from becoming homeless.

Eligible costs by category:

- Rental Assistance: rental assistance and rental arrears
- Financial Assistance: rental application fees, security & utility deposits, utility payments, utility arrears, last month's rent, moving costs
- Services: housing search and placement, housing stability case management, landlord-tenant mediation, tenant legal services, credit repair

Eligible program participants for homeless prevention: Individuals and families who meet the criteria under the "at risk of homeless definition" or who meet the criteria in paragraph 2, 3 or 4 of the homeless definition in 24 CFR 576.2 and have an annual income below 30 percent of median family income for the area, as determined by HUD.

Eligible program participants for rapid re-housing: Individuals and families who meet the criteria under paragraph 1 of the "homeless" definition in 24 CFR 576.2 or who meet the criteria under paragraph 4 of the "homeless" definition and live in an emergency shelter or other place described in paragraph 1 of the "homeless" definition.

### **ESG Rapid Re-Housing & Homeless Prevention Program Regulations**

The ESG Rapid Re-housing and Homeless Prevention program follows the regulations under 24 CFR Part 576. Additionally, all sub-recipients are required to follow MFA's ESG Written Standards, federal regulations under 2 CFR 200, and all contractual requirements. The following is a list of the main program requirements:

- All beneficiaries (participants) must meet the minimum eligibility requirements; Homeless Prevention 24 CFR 576.103, Rapid Re-Housing 24 CFR 576.400(e)
- All rental units must meet the Fair Market Rent and Rent Reasonableness requirements under 24 CFR 888, 24CFR, 982.503 & 24 CFR 982.507
- Funds cannot be used to help a beneficiary remain in or move into housing that does not meet the Minimum Habitability Standards under 24 CFR 576.403(c)
- All participants must be provided with supportive services, housing stability case management, connection to other mainstream financial and/or supportive services, and housing search and placement assistance
- All HUD-funded housing units occupied by program participants are required to incorporate lead-based paint remediation and disclosure requirements under 24 CFR 576.403(a)
- All sub-recipients are required to assist all Rapid Re-housing program participants requesting assistance through the New Mexico Coordinated Entry System which prioritizes those most in need of the assistance

- All sub-recipients are required to use the NM Homeless Management Information System “HMIS” for reporting under 24 CFR 576.10
- Sub-recipients are required to attend all applicable trainings provided by MFA, HUD and/or any other training deemed necessary by MFA to administer this program.

### **Other Program Information**

- Funds cannot be used for households that already receive the same type of assistance through other federally funded programs
- Beneficiaries must be literally homeless, at imminent risk of homelessness or at-risk of homelessness (those who would otherwise be homeless but for the assistance) according to HUD’s definitions
- Documentation must be maintained in the participant files according to the program regulations

A more complete description of these categories of homelessness may be found at the HUD Exchange website at [www.hudexchange.info/](http://www.hudexchange.info/).

## **27 COMPLIANCE WITH OTHER FEDERAL REQUIREMENTS**

Offerors must comply with all applicable federal, state, and local codes, statutes, laws, and regulations which include, but are not limited to:

- Standards for Financial and Program Management (2 CFR 200.300-200.309)
- Cost Principles (2 CFR 200 Subpart E)
- Financial Internal Controls (2 CFR 200.303)
- Protected Personally Identifiable Information (2 CFR 200.82)
- Title VI of the Civil Rights Act of 1964, as amended (42 USC 2000d, et seq. and 24 CFR Part 1)
- Fair Housing Act (42 USC 3601 et seq.)
- Equal Opportunity in Housing (Executive Order 11063, as amended by Executive Order 12892 and 24 CFR Part 107)
- Age Discrimination Act of 1975, as amended (42 USC 6101 et. seq.)
- Americans with Disabilities Act (42 USC 12101 et seq.)
- Equal Employment Opportunity, Executive Order 11246, as amended (24 CFR 570.607)
- Fair Labor Standards Act of 1938, as amended (29 USC 201, et seq.)
- Contract Work Hours and Safety Standards Act, as amended (40 USC 3701 et seq.)
- Anti-Kickback Act of 1986 (41 USC 8701-8707)
- Section 3 of the Housing and Urban Development Act of 1968 (12 USC 1701u), as implemented pursuant to MFA’s HUD Section 3, Economic Opportunity Compliance Policy
- Minority/Women’s Business Enterprises, Executive Orders 11625, 12138 and 12432
- Section 504 of the Rehabilitation Act of 1973 as amended (29 USC 794)
- Lead-Based Paint Poisoning Act (42 USC §4822 and 24 CFR Part 35)
- Environmental Reviews (24 CFR Part 92.352)
- National Environmental Policy Act (NEPA) of 1968 (24 CFR Parts 50 and 58)



- Emergency Shelter Inspections-ESG Minimum Habitability Standards for Emergency Shelters) (24 CFR Part 576.403(b)(c))
- Debarment & Suspension (Executive Order 12549, 51 Fed. Reg. 6370)
- Affirmative Outreach (24 CFR 576.407)
- Participation in HUD programs by Faith-Based Organizations (24 CFR 5.109)

## 28 MFA BOARD MEMBERS AND MANAGEMENT

### Board Members

Chair, Angel Reyes - President, Centinel Bank, Taos  
 Vice Chair, Derek Valdo - Chief Executive Officer, AMERIND Risk Management  
 Ex Officio Member, Howie Morales - Lieutenant Governor  
 Ex Officio Member, Hector Balderas - Attorney General  
 Ex Officio Member, Tim Eichenberg - State Treasurer  
 Member, Rebecca Wurzburger - W2 Construction Management LLC  
 Member, Patricia Sullivan, Associate Dean - NM State University College of Engineering

### MFA Management

Executive Director/Chief Executive Officer, Isidoro Hernandez  
 Chief Housing Officer, Donna Maestas-De Vries  
 Chief Financial Officer, Lizzy Ratnaraj  
 Chief Lending Officer, Jeff Payne

## 29 RFP FORMS

As outlined in Part I Section 2.3, Proposal Format, the following RFP-specific forms must be included with the proposal. No substitutions will be accepted.

- Exhibit A - RFP Checklist
- Exhibit B - RFP Application
- Exhibit C - Offeror Experience
- Exhibit D - Offeror Capacity
- Exhibit E - Offeror Funders
- Exhibit F - Offeror Certification
- Exhibit G - Offeror Reputation Certification
- Exhibit H - Offeror Certification of Accounting Practices
- Exhibit I - Offeror Board of Directors
- Exhibit J - Offeror Third-Party Code of Conduct
- Exhibit K – RFP Training Webinar Affidavit

Proposals and forms may be downloaded from MFA’s website, [housingnm.org](http://housingnm.org) in the Forms & RFP’s, RFP’s and RFQ’s section.