

HOUSING NEW MEXICO | MFA

Request for Proposal

Emergency Homeless Assistance Program (EHAP)

Program Years 2025-2030





Welcome and thank you for your interest in Housing New Mexico | MFA's Emergency Homeless Assistance Program (EHAP) Request For Proposal (RFP). Housing New Mexico | 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 Housing New Mexico|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; Q & A information; performance agreement terms; timelines; minimum qualifications; evaluation criteria; program standards and compliance with federal requirements.

NOTE: Offerors are prohibited from approaching members of the Housing New Mexico | MFA Board or Housing New Mexico | 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 Housing New Mexico | MFA's website after the RFP Program Informational Webinar Training has been completed. Please refer to Part II Section 10, Timeline for the training date.

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PART I: GENERAL INFORMATION

1 BACKGROUND INFORMATION

1.1 INTRODUCTION

Housing New Mexico | 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. Housing New Mexico | MFA will endeavor to ensure, in every way possible, that small, 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. Housing New Mexico | MFA will not discriminate against any business on grounds of race, color, religion, gender, national origin, age, or disability. It is Housing New Mexico | 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.

1.2 PURPOSE

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

Pursuant to Housing New Mexico | 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.

2 GENERAL PROPOSAL REQUIREMENTS

2.1 PROPOSAL SUBMISSION

All Offeror proposals must be submitted by e-mail with a subject line of “Proposal to Offer Services – EHAP RFP” to:

Community Development Department Program Coordinator
CDDprogramcoordinator@housingnm.org

2.2 PROPOSAL TENURE

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

2.3 PROPOSAL FORMAT

Only electronic proposals will be accepted. Submissions must be submitted as a single PDF to include all required forms and requested documentation.

- RFP and forms may be downloaded from Housing New Mexico | MFA 's website: housingnm.org under the "Funding Opportunities" tab and "Requests for Proposals, Requests for Qualifications, Notices of Funding Availability" section. Select the RFP for which you are applying.
- Offerors must submit **one electronic copy** of its current agency financial audit, current audited financial statements, or a letter from Housing New Mexico | MFA indicating that we have already received and approved your current audit.
- Offerors must submit **one electronic copy** of the proposal form and all required schedules and attachments.

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

2.4 IRREGULARITIES IN PROPOSALS

Housing New Mexico | 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 date and time of proposal submission as indicated herein, in **Part II Section 10, Timeline**, cannot be waived under any circumstances.

2.5 EVALUATION OF PROPOSALS

Proposals that meet the criteria outlined in Part II, Section 11, Minimum Qualification, and Requirements, will be evaluated by an internal review committee of Housing New Mexico | MFA staff using the criteria as described in Part II Section 12, Evaluation Criteria. The review committee will present award recommendations to Housing New Mexico | MFA management and Housing New Mexico | MFA's Policy Committee as required under Housing New Mexico | MFA's delegations of authority. Final selections will be made and recommendations presented to Housing New Mexico | MFA's Board of Directors at a regularly scheduled monthly meeting.

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

2.6 DEFICIENCY CORRECTION PERIOD

Upon receipt of all timely submitted proposals, Housing New Mexico | MFA staff members will review all proposals to verify that all are complete in accordance with the requirements of this RFP. Should any proposal miss a threshold requirement in the RFP, it will be deemed incomplete. Housing New Mexico | MFA will notify Offerors if any corrections are needed during the deficiency period. The deficiency correction period may not be used to increase the Offeror's score. Items eligible for correction or submission during the deficiency correction period include missing or incomplete items required in the Minimum Qualifications and Requirements section of this proposal.

Housing New Mexico | MFA shall communicate proposal deficiencies to each Offeror's designated contact person within seven calendar days of the RFP proposal submission date via e-mail. Applicants shall have five business days after the date of the e-mail delivery notice to submit the required information. **All items must be submitted no later than 4 p.m. Mountain Time on the due date.** The response due date will be noted on the deficiency notice. If the information requested is not provided within the timeframe provided or is submitted, but remains deficient, the proposal will be rejected without any further review.

Upon expiration of the deficiency correction period, Housing New Mexico | MFA will not accept Offeror's submission of any items still missing from the proposal.

3 RFP STANDARDS

3.1 PROTEST

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

Community Development Department Program Coordinator
CDDprogramcoordinator@housingnm.org
505.767.2219

The protest must be submitted to Housing New Mexico | MFA within (5) five calendar days after the preliminary notice of award. Upon the timely filing of a protest, the Program Coordinator 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 (5) 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/Credit Committee of

Housing New Mexico | MFA's Board of Directors, which shall thereafter make a recommendation to the full Board of Directors regarding the disposition of the protest.

Housing New Mexico | MFA's Board of Directors shall make a final determination regarding the disposition of the protest. Offerors or their representatives shall not communicate with Housing New Mexico | MFA's Board of Directors or any Housing New Mexico | 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 Housing New Mexico | MFA staff during any portion of the RFP review process or does not follow the prescribed proposal and protest process.

3.2 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 Housing New Mexico | MFA's website and via email to each person who attends the RFP and Program Information Training Webinar at the email the Offeror uses to register for the training.

3.3 INCURRED EXPENSES

Housing New Mexico | 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.

3.4 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 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.

3.5 CANCELLATION OF RFP OR 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 Housing New Mexico|MFA. In addition, Housing New Mexico | MFA may reject any or all proposals which are not responsive. Offeror may also cancel their proposal at any time during the proposal process.

3.6 AWARD NOTICE

Housing New Mexico | MFA shall provide written notice of the award to all Offerors within 10 business days of the date of the award. The award shall be contingent upon successful negotiations of a final contract between Housing New Mexico | MFA and the Offeror whose proposal is accepted by Housing New Mexico|MFA.

3.7 PROPOSAL CONFIDENTIALITY

After an award is made by Housing New Mexico | MFA's Policy Committee, Offeror's proposal will be open to the public for inspection and copying pursuant to Housing New Mexico | MFA's Request to Inspect Documents policy.

Offerors must redact all confidential and personal identifier information from Offeror's proposal, if the information is not specifically required by Housing New Mexico|MFA.

3.8 CODE OF CONDUCT

No Board employee or management of Housing New Mexico | 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 Housing New Mexico | 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 Housing New Mexico | MFA and the Offeror for which Housing New Mexico | MFA determines that a conflict of interest exists as herein described, unless that contract is approved by a majority of all the Board of Directors of Housing New Mexico | MFA after full disclosure, in accordance with Housing New Mexico | 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 Housing New Mexico | 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 Housing New Mexico | MFA pursuant to this RFP. Offeror shall at all times conduct itself in a manner consistent with Housing New Mexico | MFA's Third-Party Code of Conduct. A copy of Housing New Mexico | MFA's Third-Party Code of Conduct is included as Exhibit J to this RFP and can also be found at the

Funding Opportunities tab and Requests for Proposals, Requests for Qualifications, Notices of Funding Availability section. Upon request by Housing New Mexico|MFA, Offeror shall disclose information Housing New Mexico | MFA may reasonably request relating to conflicts or potential conflicts of interest.

3.9 CONFIDENTIAL DATA

Offerors may request, in writing, nondisclosure of confidential data. Such data shall accompany the proposal and shall be readily separable from the proposal to facilitate public inspection of non-confidential portions of the proposal. After awards are granted, all proposals and documents pertaining to the proposals will be open to the public. Confidential data is normally restricted to confidential financial information concerning the Offeror's organization and data that qualifies as trade secrets under the Uniform Trade Secrets Act, §57-3A-1 *et seq.* NMSA 1978.

If a citizen of this state requests disclosure of data for which a request for confidentiality is made, Housing New Mexico | MFA shall examine the request for confidentiality and make a written determination that specifies which portions of the proposal should be disclosed and will provide the Offeror with written notice of that determination. Unless the Offeror protests within 10 calendar days of the notice, the proposal will be so disclosed.

PART II: PROGRAM-SPECIFIC CRITERIA

4 PROGRAM BACKGROUND

The U.S. Department of Housing and Urban Development (HUD) Emergency Solutions Grant (ESG) 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**. The 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.

Housing New Mexico | MFA is the state's recipient of the ESG program responsible for administering the state ESG allocation for New Mexico. The ESG allocation is limited to 60 percent of the total fiscal ESG grant for shelter operations minus 7.5 percent for Housing New Mexico | MFA administration.

The Emergency Homeless Assistance Program (EHAP) was established by Housing New Mexico | MFA to provide funding assistance to emergency homeless shelters throughout the state. Housing New Mexico | MFA combines the ESG allocation appropriated by HUD with the New Mexico State Homeless Assistance allocation appropriated by the New Mexico state legislature to establish the EHAP award. Under the *Definition of Homelessness*, as defined by HUD in The Emergency Solutions Grant Program Regulations (**24 CFR Part 576**), this funding is available to existing emergency shelters that serve the following:

1. Individuals and families that lack a fixed, regular, and adequate night-time residence;
2. Individuals and families who will imminently lose their primary night-time residence;
3. Unaccompanied youth under 25 years of age;
4. Individuals or families who are fleeing or are attempting to flee domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions

A more complete description of these categories of homelessness may be found on the HUD Exchange website at www.hudexchange.info/.

5 PURPOSE OF RFP

This Request for Proposal (RFP) is issued pursuant to Housing New Mexico | MFA's Procurement Policy to solicit proposals from qualified Offerors capable of providing Program Services to eligible individuals, according to HUD's *Definition of Homelessness* (**24 CFR Part 576**). Funding will be made through a competitive process to eligible Offerors. Selected Offerors will be eligible to receive this funding for program year 2025-2026, with potential extension through 2030 in accordance with **24 CFR Part 576** and all applicable federal guidelines. Although actual funding levels have not yet been determined and could vary from current year funding levels, the estimated funding for PY 2025-2026 is shown below along with the total percentage to be awarded for each category.

Estimated EHAP funding for 2025-2026: \$934,892	
Shelter Type	% of Total EHAP Award
Domestic Violence	50%
Adult/Family Homeless	25%
Youth Homeless	25%

The addition and/or deletion of Service Providers due to an increase or decrease in funding, non-compliance, other unforeseen circumstances, or as otherwise detailed in Section 8 of this RFP, will be done in accordance with Housing New Mexico | MFA's procurement policies and Delegations of Authority.

Offerors may not obligate funds, incur expenses, or otherwise implement program services prior to execution of a contract with Housing New Mexico | MFA. Funding is anticipated to be available for future program years at similar levels but is subject to change. Funding is not guaranteed to any given Offeror in any given amount.

6 RFP TRAINING

Training for all EHAP RFP applicants will be provided by Webex. It is strongly recommended that all potential Offerors attend this webinar. Pre-registration is required. To register, visit <http://housingnm.org>. After the RFP training, questions will only be answered through the process outlined in **Section 7, RFP Q&A**.

7 RFP Q&A

Questions pertaining to this RFP and application must be submitted via Housing New Mexico | MFA's website at <https://housingnm.org/service-providers/ehap>. Under the "FAQ" heading, select "Post Question Here" to submit a question. Questions will be checked daily. The FAQ will open immediately following the RFP training on March 4, 2025, and will close on March 18, 2025, three days prior to the RFP due date (see **Section 10, Timeline** for further details). To submit your questions, scroll down to the "Ask a Question" section, enter your name, email address, and type your question in the "Question" box. Type the two (2) words in the CAPTCHA box and click on "Send My Question." Answers to all questions will be posted on the three dates listed in **Section 10, Timeline**.

8 PERFORMANCE AGREEMENT TERM

The successful Offeror will enter into a contract with Housing New Mexico | MFA for services to be performed. The term of the contract is July 1, 2025 to June 30, 2026 with potential extension for program years 2026-2027 through 2030-2031, for a total of 5 years. Dates are based on the availability of funds for release from each funding source. Only expenses incurred on or after the effective date of the performance agreement are allowable.

In the event an awardee of this RFP is deemed not qualified to administer the program due to contractual non-compliance, Housing New Mexico | MFA may negotiate with another program awardee without issuing another RFP or re-issue this RFP with changes to the timeline, with Policy Committee approval and notice to the Board of Directors, for the specific area that is being served by the non-compliant Service Provider. Housing New Mexico | MFA may also re-issue this RFP with changes to the timeline, with Policy Committee approval and notice to the Board of Directors, during the Program Years covered under this RFP for any new areas to be served if additional funding becomes available after initial awards are made.

The performance agreements between Housing New Mexico | MFA and successful Offerors shall be for fixed amounts. All payments by Housing New Mexico | MFA shall be made on an actual reimbursement basis.

9 RENEWAL CRITERIA

Annual renewal is contingent upon the following criteria, which may be adjusted at Housing New Mexico | MFA's discretion.

- Funding Availability
- Proof of current registration as a charitable organization (if applicable)
- Annual fiscal audit or audited financial statements
- Does agency have any outstanding findings from any of Housing New Mexico | MFA programs
- Unique Entity Identifier and SAM.gov registration
- Offeror Capacity Form

- Current Organization Chart
- Funders Form
- Offeror Certification Form
- Housing New Mexico | MFA monitoring results
- Any other documentation Housing New Mexico | MFA deems necessary to determine performance and the ability of the awardee to properly administer the program.

10 TIMELINE

Activity	Date
EHAP RFP released	February 19, 2025
RFP Training (Webex)/FAQ opens	March 4, 2025
RFP questions answered	March 4, 2025
RFP questions answered	March 11, 2025
RFP questions answered/FAQ closes	March 18, 2025
RFP Proposals DUE to Housing NM MFA	March 21, 2025
MFA to notify Offerors of Deficiency Items	March 26, 2025
Deadline for Corrections to Deficiency Items	March 31, 2025
Preliminary Award Notification to Offerors	April 9, 2025
Protest Period Begins	April 10, 2025
Protest Period Ends	April 17, 2025
Award Recommendations to Housing NM MFA Board	May 21, 2025
Contracts Sent Out	May 30, 2025

11 MINIMUM QUALIFICATIONS AND REQUIREMENTS

Offeror must meet the basic eligibility criteria specified here in **Section 11, Minimum Qualifications and Requirements** in order to be considered for funding.

1. RFP and forms may be downloaded from Housing New Mexico | MFA 's website: housingnm.org under the "Funding Opportunities" tab and "Requests for Proposals, Requests for Qualifications, Notices of Funding Availability" section. Select the RFP for which you are applying.
2. RFP must be submitted via e-mail, according to the format specifications in Part I, Section 2.3 Proposal Format.
3. Offeror must submit all the required forms as indicated in Part II Section 16, RFP Forms?
 - ✓ Application – DUNS # must be listed on application (Exhibit B)
 - ✓ Offeror's Experience Form (Exhibit C)
 - ✓ Offeror's Capacity Form (Exhibit D)
 - ✓ Offeror's Funders Form (Exhibit E)
 - ✓ Offeror's Certification Form (Exhibit F)
 - ✓ Offeror's Reputation Certification Form (Exhibit G)
 - ✓ Offeror's Accounting Practices Certification Form (Exhibit H)

- ✓ Offeror's Board of Director's Form (Exhibit I)
 - ✓ MFA's Third-Party Code of Conduct Form (Exhibit J)
 - ✓ RFP Webinar Training Affidavit (Exhibit K)
4. Offeror must be one of the following:
 - ✓ A non-profit organization with 501(c)(3) status whose primary mission is to provide assistance and services to individuals and families who are experiencing homelessness; or
 - ✓ A unit of general-purpose local government; or
 - ✓ A tribal government
 5. Offeror must submit proof of current registration (2024) as a charitable organization with the New Mexico Attorney General's Office or proof of exemption therefrom.
 6. Offeror must submit an electronic copy of their fiscal year 2023 or 2024 independent Certified Public Accountant (CPA) auditor's report conducted in accordance with Government Auditing Standards (GAS) or a letter from Housing New Mexico | MFA indicating that we have already received and approved your current audit. The audit must include the following:
 - ✓ Repeat and/or unresolved audit findings or any pending investigations
 - ✓ Management response letter to any finding(s) and corrective action to clear the finding or provide details of the current status of the finding(s)
- Offerors who are a local public body (housing authorities, local governments), must have an audit that was conducted by a certified auditor that has been approved by the New Mexico State Auditor's office and is on the state Auditor's list.
7. Offeror's Business License
 8. Offeror's Mission Statement
 9. Offeror's Executive Summary

12 EVALUATION CRITERIA

Housing New Mexico | MFA will award performance agreements to Offerors whose proposals score the highest with respect to the evaluation criteria. **Applications with an overall score below 60% will not be considered for funding.** Final award decisions will be made by Housing New Mexico | MFA's Board of Directors.

In New Mexico cities with a population below 60,000, the following applies: **For shelters located within 70 miles of another shelter serving a similar category of homelessness, (i.e., domestic violence, adult homeless, or youth homeless), the Offeror with the highest overall score will be funded.**

12.1 SCORING CRITERIA

Category	Maximum Score
Performance – % of Exits to Permanent Housing	35
Agency Experience	25
Fiscal Accountability	20
Agency Capacity	20
Total Points Possible	100

Percentage of Exits to Permanent Housing	Possible Points: 35
<p>Percent of individuals (from total number served) exited to permanent housing between 1/1/2024 and 12/31/2024 -</p> <ul style="list-style-type: none"> • 0 - 25% = 15 points ____ • 26-50% = 25 points ____ • 51% or more = 35 points ____ <p>*Data verified in CAPER Report</p>	Total Points ____
Agency Experience - Exhibit C	Possible Points: 25
<ol style="list-style-type: none"> 1. Experience of management personnel –Submit a one-page detailed account of the experience Offeror’s management staff has had with federal grant-funded programs. (2 points) 2. Provide an organizational chart and up-to-date resume (include each employee’s current position at agency) for each of the key positions listed below. (2 points) <p>Executive Director shelter operations experience- Up to 2 years = 3 points ____ 2 to 5 years = 5 points ____ More than 5 years = 7 points ____</p> <p>Fiscal Manager experience - Up to 2 years = 3 points ____ 2 to 5 years = 5 points ____ More than 5 years = 7 points ____</p> <p>Program Manager experience - Up to 2 years = 3 points ____ 2 to 5 years = 5 points ____ More than 5 years = 7 points ____</p>	Total Points ____
Fiscal Accountability	Possible Points: 20
<p>Findings from the most recent fiscal year’s external audit -</p> <ul style="list-style-type: none"> • Recurring/unresolved findings = 0 points ____ • Cleared findings = 10 points ____ • No findings = 20 points ____ <p>*Audit materials must include management response to any finding(s) along with corrective action taken and current status of finding(s).</p>	Total Points ____

Agency Capacity	Possible Points: 20
<p>Compliance with all funders as shown in the most recent Monitoring Report from each one. (up to 3 points)</p> <ul style="list-style-type: none"> • Recurring/unresolved findings = 0 points _____ • Cleared findings = 1 point _____ • No findings = 3 points _____ <p>*If Monitoring Reports show finding(s), documentation must be provided to show corrective action taken to clear finding(s). (see Section 11, Minimum Qualifications and Requirements)</p>	<p>Total Points _____</p>
<p>Number of years the shelter has been operational. Information taken from Exhibit C – (up to 6 points)</p> <ul style="list-style-type: none"> • Up to 2 years = 2 points _____ • 2 to 5 years = 3 points _____ • More than 5 years = 6 points _____ <p>Letters of collaboration with other organizations (up to 3 points)</p> <ul style="list-style-type: none"> • 1 letter = 1 points _____ • 2 letters = 2 points _____ • 3 letters = 3 points _____ <p>Explanation of how the shelter selects and trains all volunteers and paid staff (1 point)</p> <p>Does your organization conduct background checks on staff who will be working with children? (1 point)</p> <p>Agency policy on the use of possession of alcohol and illegal drugs (1 point)</p> <p>Policy about the possession of weapons (1 point)</p> <p>Certification of staff trained in emergency first aid procedures (1 point)</p> <p>Provide proof of the last HQS/Habitability Inspection of the shelter (1)</p> <p>Shelters emergency plan covering fire, flood, and other disasters (1)</p> <p>Agency grievance policy (1)</p>	<p>Total Points _____</p>

13 PROGRAM STANDARDS

Beneficiary Eligibility

Individuals may be provided shelter only if they meet the *Definition of Homelessness*, as defined by HUD (24 CFR Part 576) and shown in **Section 4, Program Background** (www.hudexchange.info/).

Building Standards

Emergency shelters that receive ESG funds for shelter operations must meet the minimum standards for safety, sanitation, and privacy provided in **24 CFR 576.403(b)**. This includes any state or local government safety and sanitation standards, as applicable. Prior to funding, each shelter building **must be inspected by MFA** to ensure it meets all requirements as outlined in the *ESG Minimum Habitability Standards for Emergency Shelters Checklist*.

14 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)
- ◆ 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)

NOTE: Should any federal regulations be changed during and/or after the release of the RFP, MFA will promptly inform Offeror of those changes and provide a contract amendment.

15 Housing New Mexico | MFA Board Members/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, Raul Torrez, Attorney General
 Ex Officio Member, Laura M. Montoya, State Treasurer
 Member, Rebecca Wurzbarger, Strategic Planning Consultant
 Member, Randy Traynor, Principal, Traynor Associates, LLC

Management

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

16 RFP FORMS

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

- ☐ Application (Exhibit B)
- ☐ Offeror's Experience Form (Exhibit C)
- ☐ Offeror's Capacity Form (Exhibit D)
- ☐ Offeror's Funders Form (Exhibit E)
- ☐ Offeror's Certification Form (Exhibit F)
- ☐ Offeror's Reputation Certification Form (Exhibit G)
- ☐ Offeror's Accounting Practices Certification Form (Exhibit H)
- ☐ Offeror's Board of Directors Form (Exhibit I)
- ☐ Housing New Mexico | MFA's Third-Party Code of Conduct Form (Exhibit J)
- ☐ RFP Webinar Training Affidavit (Exhibit K)

(Only for those who view the training after it is presented)

Proposals and forms may be downloaded from MFA's website. www.housingnm.org/funding-opportunities/rfps-rfqqs

EHAP SUBMISSION CHECKLIST

AGENCY: _____

MINIMUM QUALIFICATIONS AND REQUIREMENTS - Allowable Deficiency

Correction items

MINIMUM THRESHOLD	
	RFP must be submitted via e-mail, according to the format specifications in Part I, Section 2.3 Proposal Format.
	<p>Offeror must submit all the required forms as indicated in Part II Section 16, RFP Forms?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Application – DUNS # must be listed on application (Exhibit B) <input type="checkbox"/> Offeror's Experience Form (Exhibit C) <input type="checkbox"/> Offeror's Capacity Form (Exhibit D) <input type="checkbox"/> Offeror's Funders Form (Exhibit E) <input type="checkbox"/> Offeror's Certification Form (Exhibit F) <input type="checkbox"/> Offeror's Reputation Certification Form (Exhibit G) <input type="checkbox"/> Offeror's Accounting Practices Certification Form (Exhibit H) <input type="checkbox"/> Offeror's Board of Director's Form (Exhibit I) <input type="checkbox"/> MFA's Third-Party Code of Conduct Form (Exhibit J) <input type="checkbox"/> RFP Webinar Training Affidavit (Exhibit K)
	<p>Offeror must be one of the following:</p> <ol style="list-style-type: none"> 1. A non-profit organization with 501(c)(3) status whose primary mission is to provide assistance and services to individuals and families who are experiencing homelessness; or 2. A unit of general-purpose local government; or 3. A tribal government
	Offeror must submit proof of current registration (2024 or 2025) as a charitable organization with the New Mexico Attorney General's Office or proof of exemption therefrom.
	<ul style="list-style-type: none"> ✓ Offeror must submit an electronic copy of their fiscal year 2023 or 2024 independent Certified Public Accountant (CPA) auditor's report conducted in accordance with Government Auditing Standards (GAS) or a letter from Housing New Mexico MFA indicating that we have already received and approved your current audit. The audit must include the following: <ul style="list-style-type: none"> ✓ Repeat and/or unresolved audit findings or any pending investigations ✓ Management response letter to any finding(s) and corrective action to clear the finding or provide details of the current status of the finding(s) ✓ Offerors who are a local public body (housing authorities, local governments), must have an audit that was conducted by a certified auditor that has been approved by the New Mexico State Auditor's office and is on the state Auditor's list.
	Business License
	Offeror Mission Statement
	Offeror Executive Summary

Additional Documents Required for Scoring

Initial	Item Required
	Provide number of individuals (from total number served) who exited to permanent housing opportunities between 1/1/24 to 12/31/24 (data will be verified by CAPER report)
	Provide a one-page detailed account of the experience Offeror's management staff has had with federal grant funded programs.
	Provide current organization chart
	Provide Up-to-date resumes of the Executive Director, Finance Director and/or Fiscal Manager, and Program Manager to demonstrate the administrative and financial management capacity necessary to accept and account for the use of public funds
	Provide memorandums of understanding detailing collaboration with other organizations
	Provide an explanation of how the shelter selects and trains all volunteers and paid staff
	Provide statement as to whether or not your organization conducts background checks on staff who will be working with children
	Provide agency policy on the use and/or possession of alcohol and illegal drugs in the shelter
	Provide agency's policy about how the shelter handles possession of weapons
	Provide certifications of staff trained in emergency first aid procedures
	Provide results of the last HQS/Habitability Inspection of the shelter
	Provide the agency's emergency plan covering fire, flood, and other disasters
	Provide agency's grievance policy
	Provide most recent monitoring reports from all funding sources listed on the Funders Form
	Provide evidence of coordination with other targeted homeless services (MOU, letter of agreement, etc.)

(By initialing this list, Offeror certifies that all items listed above are enclosed, as defined in this RFP.)