

Request for Information (RFI)

RFI# 2026-AHA-0140

Affordable Housing Act Administrative Funds

Due Date: November 1, 2026

Housing New Mexico | New Mexico Mortgage Finance Authority (MFA)

7425 Jefferson St. NE, Albuquerque, NM 87109 | *housingnm.org* | 505-843-6880

EQUAL HOUSING OPPORTUNITY

Request for Information
Affordable Housing Act Administrative Funding
Response Deadline: December 31, 2026

RFI Contact

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Purpose

Housing New Mexico | New Mexico Mortgage Finance Authority seeks input from local governments and other interested stakeholders regarding how administrative funds made available under the Affordable Housing Act and HB 0140 appropriating **$500,000 for administration of the Affordable Housing Act** can best be deployed to support the administration and implementation of the Affordable Housing Act statewide.

The purpose of this Request for Information (RFI) is to identify administrative activities, costs, services, and technical assistance needs that local governments currently have or project they may encounter as they attempt to come into compliance with the Affordable Housing Act. Needs occurring during any aspect of Affordable Housing Act activity can be addressed—from passing the Affordable Housing Plan and Ordinance, through implementation, monitoring, reporting, and administration of Affordable Housing Act projects.

Information received through this RFI will inform a future **Notice of Funding Availability (NOFA)** through which funds will be available to eligible local governments for Affordable Housing Act administrative activities in the new year. **This RFI is to gather information and does not constitute a commitment to fund any specific activity or to establish eligibility for future funding.**

Background

The Affordable Housing Act provides funding to support affordable housing activities and requires participating local governments to undertake planning and implementation activities consistent with and in compliance with the Act.

Successful administration of these resources may require local governments to incur costs associated with planning, program development, community engagement, staffing, contracting, compliance, reporting, monitoring, and other administrative functions.

Housing New Mexico is interested in understanding types of administrative activities and associated expenses that would help local governments effectively develop and implement their Affordable Housing Plans, conduct eligible Affordable Housing Act activities, and comply with all associated laws.

Statutory and Program Authority

The Affordable Housing Act is codified at NMSA 1978, Chapter 6, Article 27, §§ 6-27-1 through 6-27-8.

The Act was established to implement Article 9, Sections 14(E) and (F) of the New Mexico Constitution, creating a statutory framework under which the State, counties, municipalities, and Housing New Mexico | New Mexico Mortgage Finance Authority may provide affordable housing assistance consistent with the Act and applicable rules. Housing New Mexico has oversight of the Affordable Housing Act implementation, including approving affordable housing plans and ordinances, technical assistance, and compliance.

Among other provisions, the Act:

- Defines affordable housing, governmental entity, housing assistance grant, qualifying grantee, residential housing, infrastructure, and related terms;
- Authorizes government entities to provide or pay all or a portion of costs associated with land, conversion or renovation of buildings, infrastructure, acquisition, development, construction, financing, operation, or ownership of affordable housing;
- Establishes eligibility requirements for qualifying grantees;
- Provides for housing assistance grants by the State, counties, municipalities, agencies, and instrumentalities of the State, and the Authority;
- Requires counties and municipalities making housing assistance grants under the Act to enact an authorizing ordinance;
- Requires proposed county and municipal ordinances be submitted to the Authority for review and approval before enactment; and
- Directs the Authority to adopt rules governing Affordable Housing Act housing assistance grants and qualifying grantees.

2026 Legislative Appropriation

The **General Appropriation Act of 2026** provides funding for Housing New Mexico to support statewide affordable housing, transitional housing, homelessness initiatives, housing services, down payment assistance, interest-rate buydowns, and specifically includes HB 0140, appropriating $500,000 for administration of the Affordable Housing Act. The appropriation is the funding source associated with this RFI &future NOFA, and is subject to all applicable statutory, regulatory, appropriation, and Housing New Mexico requirements.

Information Requested

Respondents are invited to describe ways they would use administrative funding for Affordable Housing Act activities. Responses may address activities occurring throughout the lifecycle of AHA activity, including **development of the Affordable Housing Plan and Ordinance, through implementation and ongoing administration of Affordable Housing Act activities**.

Housing New Mexico encourages specific examples with anticipated costs and needs. The following categories are examples. Respondents are not limited to these categories. Please complete the RFI response form after reading the full document.

1. Affordable Housing Plan Development
Administrative activities/costs associated with developing an Affordable Housing Plan:

- Data collection, analysis, and housing needs assessments
- Housing market studies and other research
- Mapping, geographic analysis, and development of housing-related data
- Community engagement, public meetings, workshops, and outreach
- Translation, interpretation, accessibility, and community communications
- Consultant or professional services
- Legal or policy analysis

2. Program and Project Development
Administrative activities/costs associated with converting the Affordable Housing Plan into implementable programs and projects:

- Program design and development
- Development of policies, procedures, guidelines, and application materials
- Development or refinement of local housing programs
- Project underwriting and financial analysis
- Development of agreements, contracts, or other program documents
- Coordination among local government departments and external partners
- Establishment of systems for managing applications, projects, funds, and records

3. Technical Assistance and Professional Services
Administrative activities/costs associated with technical assistance or contracted services that would help local governments administer Affordable Housing Act activities:

- Planning and housing expertise fees
- Legal services
- Financial and accounting services
- Grant management assistance
- Procurement assistance
- Compliance assistance
- Data analysis and reporting
- Community engagement support
- Program evaluation
- Information technology or software support

4. Community Engagement and Public Participation

Administrative activities/costs associated with meaningful community participation in the Act:

- Public meetings and hearings
- Community workshops
- Outreach to residents and stakeholders
- Engagement with affordable housing providers and developers
- Engagement with residents who may benefit from or need affordable housing
- Translation and interpretation services
- Accessible materials and accommodations for those with disabilities
- Communications, outreach, and public information activities

5. Predevelopment

Resources and needs around site selection and control, feasibility and due diligence, design and engineering, entitlements, zoning, approvals, financing strategy, or deal structuring.

- Site selection (land or existing buildings)
- Site acquisition, negotiations, purchase options, land contracts, or property purchase
- Environmental Site Assessments (ESA): Phase I or II environmental testing
- Property appraisals: Establishing official market value of the land or building
- Market studies: housing demand, demographic needs, area median income (AMI)
- Engineering & architectural feasibility: site planning, grading studies, utility checks, drawings
- Architectural Design: schematic drawings, floorplans
- Zoning analysis
- Compliance: Satisfying local, state, and federal requirements (NEPA, HUD, HOME, etc)
- Permitting and planning
- Capital stack assembly: Applying for financing sources, including Low-Income Housing Tax Credits (LIHTC), state/local housing trust funds, HOME/CDBG grants, soft loans
- Predevelopment loan management: Securing "soft cost" financing (revolving loan funds, CDFIs, or housing finance agencies) for upfront legal, architectural & application fees
- Tax Credit & funding applications: Preparing applications for government allocations

6. Monitoring and Compliance

Administrative activities/costs to monitor and maintain compliance with the Act:

- Application review and processing
- Project monitoring
- Financial monitoring and reconciliation
- Compliance reviews
- Recordkeeping and document management
- Required donation reporting
- Audits or other oversight activities
- Tracking of outcomes and expenditures

7. Technology, Data, and Administrative Systems

Technology, software, equipment, or data-related needs that would support administration:

- Grant or project management systems
- Housing data systems
- Application portals

- Geographic information systems
- Reporting and performance-tracking tools
- Document management systems
- Fiscal management systems
- Data collection and analysis tool
- Website or public information improvements

8. Training and Capacity Building
Training or capacity-building activities that would help local governments effectively administer Affordable Housing Act funds:

- Staff training
- Financial and grant management training
- Housing program administration
- Compliance training
- Procurement training
- Fair housing or related training
- Technical assistance for developing and implementing Affordable Housing Plans
- Peer learning or regional collaboration

9. Other Administrative Needs
Other administrative activities/costs not described above.

RFI Response Format
Respondents may submit a written response in any form to some or all of the Questions for Respondents. Respondents can copy and paste answers into the body of an email; fill the pdf, save, and email as an attachment to asutton@housingnm.org; or print and mail answers.

Submission Deadline
Responses are encouraged by **December 31, 2026**.

Use of Information
Housing New Mexico will review responses to identify common needs and considerations related to the deployment of Affordable Housing Act administrative funds. Data from the RFI will inform a forthcoming Notice of Funding Availability (NOFA) deploying administrative funds to eligible local governments in 2027. **Submission of a response to the RFI will not guarantee a particular activity will be eligible in the NOFA. The RFI will not result in deployment of funds.**

Important Dates

October 2026	Request for Information released
December 31, 2026	RFI response deadline (rolling)
Early 2027, tentatively	Affordable Housing Act Administrative Funding NOFA issued

Please direct questions regarding this RFI to:
Amanda Sutton, Housing Policy Analyst, at 505-532-1872 or asutton@housingnm.org

EX 1: Questions for Respondents

1. **Name**
2. **Organization/Government**
3. **Contact Information: Phone Email**
4. **Where is your local government currently in the Affordable Housing Act process?**

   No Affordable Housing Plan

   Affordable Housing Plan in development

   Existing Affordable Housing Plan requiring update

   Plan approved

   Ordinance in development

   Ordinance adopted

   Qualifying grantee selection

   Project/program implementation

   Ongoing compliance/monitoring

   Other

5. **What type of staffing, contracted services, or technical assistance would be most useful to you?**

6. **What Affordable Housing Act activities would you most like to use administrative funding for?**

7. **What costs or activities are particularly important during the initial planning phase? What about during phases of implementation and ongoing administration?**

8. **What is the estimated cost or cost range of the needed administrative task(s)?**
9. **What are the estimated staffing or personnel requirements, short and long-term?**

10. **Should the future NOFA establish minimum or maximum award amounts? If so, what amounts would be appropriate and why?**

11. **Would your community prefer a single flexible grant, separate planning and implementation grants, reimbursement-based funding, or another funding structure?**

12. **When would your expenses be incurred (planning, program development, implementation, ongoing administration, or multiple phases)?**

13. **What application requirements would be reasonable for local governments?**

14. **What evaluation criteria should Housing New Mexico use in determining awards?**

15. **Are there administrative activities that are difficult for smaller or resource-constrained local governments to undertake without dedicated funding? Please explain.**

16. **What documentation or reporting requirements would be reasonable for local governments receiving administrative funds?**

17. **Are there other considerations Housing New Mexico should consider when developing the administrative funding component of the forthcoming NOFA?**

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