



Recovery Housing Program (RHP)

FY 2020 *DRAFT* Action Plan



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ACTION PLAN

Grantee: New Mexico

RHP Grant: B-20-RH-35-0001

RHP Grant: B-21-RH-35-0001

LOCCS Authorized Amount:	\$0.00
Grant Award Amount:	FY2020 \$940,000/FY2021 \$902,621
Status:	Original – In Progress
Estimated PI/RL Funds:	\$0.00
Total Budget:	\$1,842,621

FUNDING SOURCES

NARRATIVES

Program Summary:

The Federal Register Notice No. FR-6225-N-01 and updated Program Notice FR-6265-N-01 as authorized under Section 8071 of the SUPPORT for Patients and Communities Act, entitled Pilot Program to Help Individuals in Recovery from a Substance Use Disorder (SUD) become stably housed, herein referred to as the Recovery Housing Program (RHP). The pilot program authorizes assistance to grantees (states) to provide stable, temporary housing to individuals in recovery from a substance use disorder.

The Department of Finance and Administration – Local Government Division (DFA-LGD) is providing authorization to the New Mexico Mortgage Finance Authority (MFA) to serve as administrator of New Mexico's RHP to include development of the RHP action plan and implementation of activities described in the plan.

MFA, as subrecipient of the State of New Mexico's RHP allocations will guide the use of approximately \$940,000 of the FY2020 and \$902,621 of the FY2021 RHP funding received by the State through the U.S. Department of Housing and Urban Development's Community Development Block Grant (CDBG) Program for the period July 1, 2021, through September 1, 2027.

MFA provided notice to potential partners and coordinated working groups to identify areas of immediate need. Based on these meetings, MFA has opted to use the full amount of RHP FY2020 and FY2021 allocation for *Acquisition of Real Property*, giving priority to organizations that demonstrate the greatest need and the ability to deliver effective assistance in a timely manner.

According to a New Mexico Substance Use Disorder Treatment Gap Analysis presented by the New Mexico Department of Health's (NMDOH) Substance use is a significant public health issue in New Mexico.

New Mexico recognizes that treatment is necessary, but accessibility is insufficient for long-term recovery of low- and moderate-income and homeless individuals recovering from SUD, mental health conditions, and criminal justice involvement. Housing stability is fundamental to recovery and a critical factor contributing to positive outcomes. Participants who know they will exit to stable housing are more likely to successfully complete treatment. We know that many who exit treatment will return to homelessness without long-term, affordable housing and comprehensive, evidence-based wrap-around case management services. It is reported that of those exiting treatment for a substance use disorder or mental health condition, only 50% of those in need of

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housing received housing assistance according to the gap analysis. Data also shows that without stable housing, the risk of relapse and inability to maintain abstinence is greatly increased.

MFA notified the public that RHP funding was available by posting a notice on the New Mexico DFA Action Plan Website: <https://www.nmdfa.state.nm.us/local-government/community-development-bureau/new-mexico-action-plan/>. A public notice was posted on August 25, 2021, announcing New Mexico's Action Plan for the FY2020 and FY2021 allocation of RHP funding. The thirty-day public comment period occurred from August 25, 2021 through September 24, 2021. The public hearing was held on September 16, 2021. There were no attendees from the public to provide comment at the hearing and there were no public comments received during the public comment period. The RHP action plan was presented to MFA's Board for approval on September 15, 2021. The RHP Action plan will be submitted via DRGR. The Request for Proposals (RFP) is scheduled to be released on December 30, 2021, pending acceptance of the FY2020/FY2021 Action Plan by HUD.

Resources:

	FY2020	FY2021	Admin Costs	Total
New Mexico RHP Allocation	\$940,000	\$902,621	(\$92,131)*	\$1,750,490

* Administrative costs up to five (5) percent of New Mexico's RHP grant may be used for administrative costs by MFA as subrecipient.

MFA encourages awardees of RHP funds to leverage as many federal, state, and local resources as possible in order to maximize RHP investment.

OTHER FEDERAL RESOURCES

Additional federal resources include:

- HUD's Veterans Housing Rehabilitation Program
- United States Department of Agriculture (USDA) programs
- Federal Housing Administration (FHA) loan programs
- Low Income Housing Tax Credits (LIHTC)
- HOME Investment Partnership Program
- Community Development Block Grant (CDBG)
- Continuum of Care (COC)
- Housing Opportunities People with Aids (HOPWA)
- HUD Housing Trust Fund
- Emergency Shelter Grant (ESG)

STATE RESOURCES

Other nonfederal resources may be available through MFA to include:

- Resources from State legislative allocations
- New Mexico Housing Trust Fund
- MFA's Primero Fund
- New Mexico Affordable Housing Tax Credit

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Many partners also leverage other state resources, such as funding from the New Mexico Human Services Department and the New Mexico Children, Youth & Families Department. Further, local governments may provide resources, and private support may be available from organizations such as the United Way or from developer contributions (land, deferred developer fee, loans) and private donations.

Administration Summary:

NM DFA-LGD will oversee MFA's administration of the entire New Mexico RHP allocations for FY2020 and FY2021 and subsequent allocations. As such, DFA-LGD will provide sub-recipient grant management, monitoring, and ensure environmental review compliance. It will also ensure compliance with residential anti-displacement and relocation assistance plans, following their adoption, and the acquisition and relocation requirements of the Uniform Relocation Act. Oversight will be performed according to the state's CDBG Implementation Manual adjusted for waivers and alternative requirements for the Pilot Recovery Housing Program.

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The sub-recipient will be responsible for administering selected RHP activities in compliance with RHP requirements under the oversight of the DFA.

Theresa Laredo-Garcia will serve as the project manager for New Mexico's Recovery Housing Program with her primary role to ensure coordinated effort and non-duplication of services. Ms. Laredo-Garcia has 37 years of experience in housing programs. She brings this wealth of knowledge and her outcome-driven project management skills to this project.

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NM Mortgage Finance Authority
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Use of Funds - Method of Distribution:

MFA will distribute one hundred percent (100%) of the FY2020 and FY2021 awards of recovery housing funds for the purpose of *Acquisition of Real Property* less eligible administrative costs, to eligible awardees through an RFP process.

An internal review committee, consisting of four individuals from MFA including the RHP Program Development Manager, Assistant Director of Asset Management, Community Development Lead and the Research and Development Manager. The minimum qualifications and RFP scoring criteria were developed to include minimum eligibility requirements and to establish priorities and points criteria for scoring. The scoring committee will review proposals, prioritize projects, and decide which organizations to fund based on results of the review. A copy of this criteria, outlining exactly what proposals would be scored on and the possible points for each section will be provided to all organizations during the RFP process.

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MFA will solicit qualitative and quantitative information from offerors to demonstrate a need for the project being proposed for RHP funding. MFA will consider both the projected demand for the proposed temporary recovery housing units and the financial need for assistance.

EVALUATION OF RFP AND DOCUMENTATION

RFPs will be evaluated by MFA staff using scoring criteria documented by qualified offerors that are in line with RHP requirements. Final selection to be made by MFA pursuant to the delegations of authority adopted by the MFA Board of Directors on April 15, 2020. Staff may contact Offerors for clarification of information provided. MFA shall enter into performance agreements with Offerors selected for awards. The agreements shall include remedies and default provisions in the event of unsatisfactory performance by an awardee.

Use of Funds - Activities Carried Out Directly:

The Department of Finance and Administration – Local Government Division (DFA-LGD) is providing authorization to the New Mexico Mortgage Finance Authority (MFA) to administer one hundred percent (100%) of New Mexico’s RHP allocation for FY2020 and FY2021.

Agencies awarded RHP funds for the *Acquisition of Real Property* will be required to place a Land Use Restriction Agreement (LURA) on each project and/or property purchased with RHP funds for a minimum of 15 years. MFA may require an additional term after the compliance period based on the amount of awarded.

MFA will use up to five percent (5%) of the total RHP allocation for administrative costs incurred by MFA. The remaining funds will be distributed to eligible awardees for Acquisition of Real Property.

	FY2020	FY2021	Total
Total Award	\$940,000	\$902,621	\$1,842,621
Administrative Costs	<u>\$47,000</u>	<u>\$45,131</u>	<u>\$92,131</u>
Acquisition of Real Property	\$893,000	\$857,490	\$1,750,490

Use of Funds - Eligible Subrecipients:

The New Mexico Mortgage Finance Authority (MFA) as New Mexico’s Housing Finance Agency will administer RHP allocation for FY2020 and FY2021 on behalf of The Department of Finance and Administration – Local Government Division (DFA-LGD).

MFA will make awards of RHP funding to local governments, non-profit organizations and Indian tribes who demonstrate the ability to offer recovery housing services.

Use of Funds - Criteria for Evaluation:

Awards will be made for *Acquisition of Real Property* through an RFP process. Offerors must meet the minimum qualifications and requirements established by MFA’s procurement policy outlined in the RHP RFP to be eligible to apply.

Through partner coordination, the demand for acquisition of real property is confirmed by MFA through receipt of four letters of intent outlining projected projects that exceed the FY2020 and FY2021 allocations. Funding for acquisition of real property bridges the gap of financial need for assistance to place their projects in service. MFA will place Land Use Restriction Agreements (LURA) and reporting requirements to ensure the projects are meeting the needs of recovery housing.

Scoring criteria and eligible points are established in the RFP to ensure priority is given to offerors who are able to demonstrate the greatest need and ability to deliver funds in a timely manner.

PROJECT NEED

1. **Project response to documented need/issue:** Applicants must be able to provide documentation confirming understanding the health and social needs of persons with substance use disorders (SUD) and is aware of nationally recognized models and interventions that address those needs. The data or statistics to demonstrate knowledge of population profile (demographics, social and health needs) including program, organizational, city/county, treatment/health system, criminal justice, housing, poverty, overdose, SUD prevalence, homelessness. Program activities including processes, tools, events, technology, and actions that are an intentional part of the program implementation demonstrate the project success to meet the intended program goals or results. Project documentation confirms the project will fulfill a verifiable need in the community with measurable results of projected outcomes including the number of individuals served.
2. **Project response to units near service hub and underserved by Recovery Residences:** Applicants should be responsive to the needs of the populations served and proximity to services. Applicants must provide map to confirm project location and service hubs proximity, other recovery residences within 50 miles and access to transportation, health care services and community-based services available within 10 miles.
3. **Project provides safe, healthy, and sober living environment:** Applicants must provide documentation to confirm house rules and house meeting requirements including current policies and procedures for recovery housing residents. Policies and procedures must outline any drug screening and/or background requirements. Applicants must provide staff job description, staff ratios, staff roles and staff availability. Include current policies and procedures for recovery housing staff. Policies and procedures must outline staff protocol for resident interaction and any drug screening and/or background requirements.
4. **Design of program that provides holistic, wrap around services:** Applicants must provide listing of services to be provided by staff or that may be accessible through other programs or partnerships to the recovery housing residents.
5. **Project leverage of other resources:** Applicants must provide documentation confirming existing program resources or other awards received to leverage the project

PROJECT IMPACT

1. **Low- moderate-income Individuals (LMI) benefit:** Recovery Housing Projects must serve populations at or below the low to moderate income limit. Applicants must provide policies and procedures to ensure LMI compliance and provide references or information to confirm experience calculating household income and compliance with Area Median Income (AMI) Requirements
2. **Readiness to proceed and obligate and expend funds within 4 Months:** Applicants must be prepared to proceed with the project and expend funds promptly after being awarded. Applicants must provide project timeline demonstrating that the purchase or real property will occur within 4 months from the date of the signed agreement.
3. **Community support for recovery housing:** To promote community support applicants should do community outreach and provide letters of support from key stakeholders, evidence of community outreach letters/communications, evidence of community/stakeholder meetings and/or partnerships with community groups addressing this population.
4. **Coordination with state, local or regional service providers:** To promote programmatic success applicants can provide evidence of existing contracts and/or Memorandum of Understanding (MOU) with local and regional entities.

5. **Demonstrated data collection for outcomes:** Applicants should be able to provide data to support the projected outcomes of the project.

PROJECT EFFICIENCY AND FEASIBILITY

1. **Project long term viability (reserves, cash flow coverage):** Applicants must provide evidence or proforma the project costs will be substantially fulfilled by all sources of project funding to projects needs for long term viability. Documentation should include forecasts of costs and expenses incurred of the life of the project through the affordability period.
2. **Project includes trained recovery housing staff (peer to peer):** To ensure adequate staffing to meet the unique demands of a Recovery Housing Project, applicants must provide resumes of management and recovery housing staff.
3. **Demonstrated capacity and experience to carry out the project:** To demonstrate capacity, applicants must provide evidence of years in experience in recovery housing, evidence of established partnerships.
4. **Project cost effectiveness and reasonability:** Applicants must provide appraisal and proposed real property acquisition cost to demonstrate cost effectiveness and reasonability.

Definitions

Individual in Recovery:

A person that is in the process of change to improve their health and wellness, live a self-directed life, and strive to reach their full potential.

Substance Use Disorder

As defined by Substance Abuse and Mental Health Services Administration (SAMHSA) - the recurrent use of alcohol and/or drugs causing clinically significant impairment, including health problems, disability, and failure to meet major responsibilities at work, school, or home.

Recovery Residence

A recovery residence may be a single-family home or apartment that provides a safe, healthy, and substance-free living environment for persons recovering from a substance use disorder. Recovery residences generally provide peer support and a connection to services that promote long-term recovery.

Anticipated Outcomes:

Upon acceptance of the RHP Action Plan, MFA will issue an RFP and conduct a mandatory RHP RFP training for interested agencies. These agencies will have the opportunity to work with an RHP Technical Assistance company to assist each agency to meet minimum qualification and scoring criteria for RHP.

MFA has received four Letters of Intent which are expected to submit RFPs with requests sufficient to meet/exceed the FY2020/FY2021 RHP allocations. Based on these proposed requests, RHP will serve approximately 20-25 individuals directly related to SUD. Additional qualified proposals will increase the number of individuals served. Based on the history of potential partners, fifty to sixty percent of individuals will be successfully transitioned to permanent housing.

Expenditure Plan:

MFA will comply with all RHP guidelines and expend at least 30% of the funds within year one as required. We anticipate spending 100% of the RHP funds within the first year. The need for appropriate recovery housing to fill gaps in New Mexico is substantial and based on the state's capacity and availability of agencies to provide recovery services, we do not anticipate any type of barrier to expending funds expediently and effectively.

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Administrative costs will not exceed the five percent (5%) of New Mexico's RHP allocation. MFA does not anticipate receiving program income for the RHP eligible activities selected.

Citizen Participation Summary:

The RHP Action Plan is subject to MFA's process for substantial amendments in the citizen participation plan (CPP) excerpted below.

There must be reasonable notice of a proposed substantial amendment so that residents of the affected areas of the state will have an opportunity to review it and comment on it. Notice will be made according to the procedures described herein with the addition of the following procedures specifically for substantial amendments:

- Issue a public notice upon release of the proposed substantial amendment announcing a thirty (30) day review and comment period and a public hearing regarding the proposed substantial amendment after the review and comment period. Published notices will be in the Albuquerque Journal, the Santa Fe New Mexican, Las Cruces Sun News and other local newspapers, and on MFA's website (<http://www.housingnm.org/>) and DFA's website (http://nmdfa.state.nm.us/Local_Government.aspx) at least seven (7) days in advance of the hearing.
- Include a section in the final substantial amendment that presents all comments, plus explanations why any comments were not accepted.

MFA published the Pilot Recovery Housing Program Draft Action Plan on August 25, 2021. The public comment period was from August 25, 2021, through September 24, 2021. A public hearing was held on September 16, 2021, at 10:00 am. The notice was published in both English and Spanish in the following newspapers: Albuquerque Journal, Santa Fe New Mexican, Eastern New Mexico News, Farmington Daily Times, Las Cruces Sun News and Roswell Daily Record.

MFA did not receive any responses during the public comment period. There were no attendees at the Public Hearing.

Partner Coordination:

MFA met with community stakeholders and developed contacts through existing partnerships to create a list of prospects. MFA sent two email blasts to all prospects, followed by phone and hosted meetings with all respondents interested in RHP funding. MFA has an extensive history of collaborating with diverse community stakeholders to ensure we meet organizational objectives and participant needs.

Collaboration meetings and contacts were made with:

- New Mexico Supportive Housing Learning Collaborative
- Rio Arriba Board of County Commissioners
- Alianza of New Mexico
- A Peaceful Habitation
- The Fletcher Group
- Silver City Gospel Missions

Outreach was sent via email blasts and phone calls to:

- Albuquerque Health Care for the Homeless, Inc.
- Alianza of New Mexico
- All Faiths Receiving Home

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- Amistad Crisis Shelter – YDI
- Catholic Charities
- Child haven
- City of Espanola
- Community Against Violence, Inc.
- Crisis Center of Northern New Mexico
- Crossroads for Women
- Dream Tree Project
- Eight Northern Indian Pueblos Council
- El Centro Family Health
- El Refugio, Inc.
- Espanola Pathways Shelter
- Families and Youth, Inc.
- Good Shepherd Center
- Heading Home
- Heart of Taos- HEART House
- HELP New Mexico, Inc.
- HopeWorks
- La Casa, Inc.
- New Day Youth and Family Services
- New Mexico AIDS Services
- New Mexico Coalition to End Homelessness
- New Mexico Veterans Integration Center
- Option, Inc.
- People Assisting the Homeless (PATH)
- Pueblo of Santa Clara
- Rio Arriba County
- S.A.F.E. House
- San Juan Catholic Charities
- Santa Clara Pueblo Behavioral Health
- Santa Clara Pueblo Housing Authority
- Santa Fe Recovery Center
- Saranam, LLC
- Silver City Gospel Mission
- St. Elizabeth Shelter
- Steelbridge Ministries
- Susan's Legacy
- The Life Link
- Therapeutic Living Services, Inc.
- Town of Taos
- Valencia Shelter Services
- Women's Housing Coalition
- Youth Development, Inc.
- Youth Shelters & Family Services

Subrecipient Management and Monitoring:

MFA as subgrantee and administrator of New Mexico’s RHP will monitor each agency awarded RHP funds to ensure compliance with RHP requirements and guidelines.

DFA-LGD, as grantee will provide oversight of MFA according to the states CDBG Implementation guide adjusted for waivers and alternative requirements for the Pilot Recovery Housing Program as described in FR-6225-N-01 and FR 6265-N-01.

Pre-Award/Pre-Agreement Costs:

Upon acceptance of the RHP Action Plan by HUD, MFA will collect administrative costs allowable under the RHP guidelines allowing up to five percent of the RHP allocation for FY2020 and FY2021.

Certifications:

MFA certifies the following:

- (1) The grantee certifies that it has in effect and is following a residential anti-displacement and relocation assistance plan in connection with any activity assisted with funding under the RHP program. The grantee certifies that it will comply with the residential anti-displacement and relocation assistance plan, relocation assistance, and one-for-one replacement housing requirements of section 104(d) of the Housing and Community Development Act of 1974, as amended (42 USC § 5304(d)) and implementing regulations at 24 CFR part 42, as applicable, except where waivers or alternative requirements are provided.
- (2) The grantee certifies its compliance with restrictions on lobbying required by 24 CFR part 87, together with disclosure forms, if required by part 87.
- (3) The grantee certifies that the RHP Action Plan is authorized under state and local law (as applicable) and that the grantee, and any entity or entities designated by the grantee, and any contractor, subrecipient, or designated public agency carrying out an activity with RHP funds, possess(es) the legal authority to carry out the program for which it is seeking funding, in accordance with applicable HUD regulations and the grant requirements. The grantee certifies that activities to be undertaken with RHP funds are consistent with its RHP Action Plan.
- (4) The grantee certifies that it will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (42 U.S.C. 4601 et seq.), and implementing regulations at 49 CFR part 24, except where waivers or alternative requirements are provided.
- (5) The grantee certifies that it will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR part 135.

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(6) The grantee certifies that it is following a citizen participation plan adopted pursuant to 24 CFR 91.115 or 91.105 (as imposed in notices for its RHP grant). Also, each unit of general local government receiving RHP assistance from a state must comply with the citizen participation requirements of 24 CFR 570.486(a)(1) through (a)(7) for proposed and actual uses of RHP funding (except as provided in Federal Register notices providing waivers and alternative requirements for the use of RHP funds).

(7) The grantee certifies that it is complying with each of the following criteria: (1) funds will be used solely for allowable activities to provide individuals in recovery from a substance use disorder stable, temporary housing for a period of not more than 2 years or until the individual secures permanent housing, whichever is earlier; (2) with respect to activities expected to be assisted with RHP funds, the RHP Action Plan has been developed so as to give the maximum feasible priority to activities that will benefit low- and moderate-income individuals and families; (3) the aggregate use of RHP funds shall principally benefit low- and moderate-income families in a manner that ensures the grant amount is expended for activities that benefit such persons; and (4) the grantee will not attempt to recover any capital costs of public improvements assisted with RHP grant funds, by assessing any amount against properties owned and occupied by persons of low- and moderate-income, including any fee charged or assessment made as a condition of obtaining access to such public improvements, unless: (a) RHP grant funds are used to pay the proportion of such fee or assessment that relates to the capital costs of such public improvements that are financed from revenue sources other than RHP; or (b) for purposes of assessing any amount against properties owned and occupied by persons of moderate income, the grantee certifies to the Secretary that it lacks sufficient RHP funds (in any form, including program income) to comply with the requirements of clause (a).

(8) The grantee certifies that the grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d), the Fair Housing Act (42 U.S.C. 3601-3619), and implementing regulations, and that it will affirmatively further fair housing.

(9) The grantee certifies that it has adopted and is enforcing the following policies, and, in addition, must certify that it will require local governments that receive grant funds to certify that they have adopted and are enforcing: (1) a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; and (2) a policy of enforcing applicable state and local laws against physically barring entrance to or exit from a facility or location that is the subject of such nonviolent civil rights demonstrations within its jurisdiction.

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(10) The grantee certifies that the grant will be conducted and administered in conformity with the requirements of the Religious Freedom Restoration Act (42 U.S.C. 2000bb) and 24 CFR 5.109, allowing the full and fair participation of faith-based entities.

(11) The grantee certifies that it (and any subrecipient or administering entity) currently has or will develop and maintain the capacity to carry out RHP eligible activities in a timely manner and that the grantee has reviewed the requirements of the grant.

(12) The grantee certifies that its activities concerning lead-based paint will comply with the requirements of HUD's lead-based paint rules (Lead Disclosure; and Lead Safe Housing (24 CFR part 35)), and EPA's lead-based paint rules (e.g., Repair, Renovation and Painting; Pre-Renovation Education; and Lead Training and Certification (40 CFR part 745)).

(13) The grantee certifies that it will comply with environmental review procedures and requirements at 24 CFR part 58.

(14) The grantee certifies that it will comply with applicable laws.