



EXHIBIT A: APPLICATION

MFA staff may contact Applicants for clarification of the information provided in the application process.

APPLICANT INFORMATION

Entity Type:

- Non-Profit Organization
- For-Profit Organization
- Governmental Housing Agency or Authority
- Governmental Entity
- Governmental Instrumentality
- Regional Housing Authority
- Public Housing Authority
- Tribal Government
- Tribal Housing Agency or Housing Authority
- Other

Applicant _____ Application Date _____

Federal Tax ID _____ UEI # _____

Address _____

City _____ State _____ Zip _____

Contact Person _____ Title _____

E-Mail _____ Phone _____ Fax _____

Applicant's Website _____

AWARD REQUEST

<i>Indicate the award request:</i>	
Project Activity Funding	



Administrative Funding (May not exceed 7.8% of Project Activity Funding)	
Total	

MINIMUM QUALIFICATIONS

Check all applicable statements:

- Applicant is organized under state, local, or tribal laws and can provide proof of such organization and that Applicant is in good standing, as applicable.
- Applicant has a functioning accounting system that is operated in accordance with generally accepted accounting principles or has designated an entity that will maintain such an accounting system consistent with generally accepted accounting principles or has a fiscal agent familiar with affordable housing programs and projects or in lieu of an audit, an independent CPA's review of financial statements, signed by the reviewer.
- Applicant has no significant financial audit findings, and no significant outstanding or unresolved monitoring findings from any governmental entity, or from MFA, or otherwise; or if it has any such findings, it has a certified letter from the governmental entity, MFA, or otherwise stating that the findings are in the process of being resolved.
- Applicant has not been suspended, debarred, or otherwise restricted by any department or agency of the Federal Government or any state government from doing business with such department or agency because of misconduct or alleged misconduct.
- Applicant has not defaulted on any obligation covered by a surety or performance bond.
- Applicant maintains acceptable General Liability Insurance and works with qualified and licensed and bonded contractors.

ADDITIONAL QUALIFICATION FOR NON-PROFIT APPLICANTS:

- Applicant evidences 501(c)(3) tax status;
- Applicant evidences that no part of its net earnings inuring to the benefit of any member, founder, contributor or individual; and
- Applicant is in compliance with the Charitable Solicitations Act, NMSA 1978, §57-22-1 et seq. and with the filing requirements by the New Mexico Attorney General's Office under that Act.

SCORING CRITERIA

The following criteria must be met by all Applicants to be considered an approved Service Provider to receive HOME Rehabilitation Program funding. To assist MFA in the scoring process, applicants must provide all requested documents listed in the Scoring Criteria section. Applicants must score a **minimum of 50 points** of the total points possible.

FINANCIAL STRENGTH – 25 Possible Points

External Audit – 15 Possible Points

Based on the applicant’s most recent independent Certified Public Accountant (CPA)’s auditor’s report (audit) conducted in accordance with Government Auditing Standards (GAS) or a recent MFA approved audit letter, which of the following applies to the applicant:

- Unresolved findings (0 possible points)
- Independent Audit with management letter and auditor-cleared findings (10 possible points)
- Independent Audit with zero findings (15 possible points)

Financial Management – 10 Possible Points

Based on the policy for the applicant’s system of internal controls for fiscal management as documented in a policies and procedure manual approved by the applicant’s Board of Directors/Owner, does the applicant have the following:

- Internal control policy
- Board of Director by-laws showing fiscal oversight

EXPERIENCE – 25 Possible Points

<i>Provide a summary that includes number of combined years’ experience with Construction/Rehabilitation projects (10 possible points).</i>
<i>Provide a summary that includes number of combined years’ experience with affordable housing programs (10 Possible Points)</i>
<i>Provide a summary that includes number of combined years’ experience with federal grant programs (5 Possible Points)</i>

IMPLEMENTATION PLAN – 25 Possible Points

<i>Describe the eligible activities to be provided and counties/jurisdictions that will be served (5 possible points).</i>
<i>Provide a summary of beneficiary outreach and intake process (5 possible points).</i>
<i>Provide a summary of the procurement process for potential contractors (5 possible points).</i>
<i>Provide a quality assurance plan that thoroughly describes how Applicant will ensure the highest level of service (5 possible points).</i>

<i>Provide a schedule of completion (5 possible points).</i>

REQUIRED DOCUMENT CHECKLIST

Check all documents provide with the application:

DOCUMENTS REQUIRED FROM ALL APPLICANTS

- Proof organization is formed under state, local, or tribal laws
- Current Business License
- Organization mission statement
- "Good Standing" Certification from [SAM.gov](https://sam.gov)
- Copy of the most recent independent Certified Public Accountant (CPA)'s auditor's report (audit) conducted in accordance with Government Auditing Standards (GAS) or a recent MFA approved audit letter
- Applicant's Board of Directors or governing body information
- Accounting Practices Certification
- The policy for the Applicant's system of internal controls for fiscal management as documented in a policies and procedures manual approved by the Applicant's Board of Directors/Owner.
- By-laws requiring Board of Director's/Owners fiscal oversight.

ADDITIONAL DOCUMENTS REQUIRED FROM NON-PROFIT APPLICANTS

- A 501 (c)(3) or (4) Certificate from the IRS
- Articles of incorporation or charter that evidence that no part of the non-profit's net earnings inures to the benefit of any member, founder, contributor, or individual
- Proof of current registration as a charitable organization with the New Mexico Attorney General's Office for fiscal year ending in 2022 or proof of exemption therefrom (must include all pages of registration form)