

## Exhibit A – Minimum Threshold Requirements & Documentation Checklist

Minimum Threshold Requirements: Only Offeror’s who meet the minimum threshold requirements will be scored. Missing items from the checklist, Exhibit A, will be communicated to the contact person and the alternate person designated on the NOFA application, via e-mail, based on the Activity Timeline in the NOFA. NOFA’s will not be scored until all Minimum Threshold items are received.

Offeror must submit this checklist with all of the forementioned documents.

Offeror \_\_\_\_\_

MINIMUM THRESHOLD	
	NOFA must be submitted via e-mail, according to the format specifications in Section I, 2.3 Proposal Format.
	Offerors who have surrendered MFA funding in the past two years due to capacity, compliance and/or programmatic issues are ineligible. This determination will be made based on the history provided by the MFA Program Manager.
	Offerors must have a minimum of two years of demonstrated experience providing services of any kind to those that are experiencing homelessness. This will be determined from the Experience Form and/or history administering MFA programs.
	Offeror must be one of the following: <ul style="list-style-type: none"> <li>• 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</li> <li>• A unit of general-purpose local government; or</li> <li>• A tribal government</li> </ul>
	Offeror must submit proof of current registration (2021) as a charitable organization with the New Mexico Attorney General’s Office or proof of exemption therefrom.
	Offeror must include their Unique Entity Identifier number on the application and be in “good standing” as of the date this NOFA was issued. In order to be in good standing, Offeror must not have “suspended,” “debarred” or HUD’s Limited Denial of Participation status conferred upon it by MFA and/or other funding sources.
	Offeror must submit an electronic copy of their current independent Certified Public Accountant (CPA) auditor’s report conducted in accordance with Government Auditing Standards (GAS) or current audited financial statements that include a <b>management results letter</b> and also includes the following: <ul style="list-style-type: none"> <li>• Repeat and/or unresolved audit findings or any pending investigations</li> <li>• Management response letter to any finding(s) and corrective action to clear the finding <b>or</b> provide details of the current status of the finding(s)</li> </ul> <p>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.</p>
	Offeror must submit all of the required forms as indicated in the Section II Part 12, NOFA Forms
	Business License, if applicable
	Offeror Mission Statement
	Offeror Current Organizational Chart
	Offeror Executive Summary
	Current Resumes for Key Staff Members – Executive Director, Fiscal Office, Program Manager, Housing Stability Case Manager
	Most recent monitoring reports from all funding sources listed on the Funders Form
	Signed Exhibit A – Minimum Threshold Requirements and Documentation Checklist

	<b>FORMS</b>
	Application (Exhibit B)
	Offeror Experience Form (Exhibit C)
	Offeror Capacity Form (Exhibit D)
	Offeror Funders Form (Exhibit E)
	Offeror Certification Form (Exhibit F)
	Offeror Reputation Certification Form (Exhibit G)
	Offeror Accounting Practices Certification Form (Exhibit H)
	Offeror Board of Directors Form (Exhibit I)
	MFA's Third-Party Code of Conduct Form (Exhibit J)
	NOFA Webinar Training Affidavit (only for those that watched the NOFA training recording - Exhibit K)

I certify that all information provided in this NOFA application is true and correct, and that I have the authority to bind the Offeror to the assurances, as witnessed by my signature below.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date