

HOUSING NEW MEXICO | MFA

NOTICE OF FUNDING AVAILABILITY

HOME Investment Partnerships American Rescue Plan Program
Supportive Services

October 22, 2024





Welcome and thank you for your interest in responding to the HOME Investment Partnerships American Rescue Plan (HOME-ARP) Rapid Rehousing and Homeless Prevention Program Notice of Funds Availability “NOFA.” 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 NOFA provides background information about Housing New Mexico | MFA, general proposal requirements and NOFA standards.

Part II – Program-Specific Criteria

Part II of the NOFA requires responses from the Offeror. It is designed to provide program-specific criteria such as program background, purpose of the NOFA, NOFA training, Ask A Question information, performance agreement terms, timelines, minimum qualifications and requirements, 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 NOFA. 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 NOFA, an Ask a Question link will be available on Housing New Mexico|MFA’s website after the NOFA Program Informational Webinar Training has been completed. Please refer to Part II Section 22, NOFA Timeline and Ask a Question.

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PART I: GENERAL INFORMATION

BACKGROUND INFORMATION

1 INTRODUCTION

New Mexico Mortgage Finance Authority (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”) for the purpose of financing affordable housing for low- and moderate-income New Mexico residents. MFA will endeavor to ensure, in every way possible, that small and minority businesses, 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. MFA will not discriminate against any business on grounds of race, color, religion, gender, national origin, age, or disability. It is 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.

2 PURPOSE

The purpose of this Notice of Funding Availability “NOFA” is to solicit proposals, in accordance with Housing New Mexico|MFA’s Procurement Policy, from qualified Offerors, 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.

GENERAL PURPOSE REQUIREMENTS

3 PROPOSAL SUBMISSION

All Offeror proposals must be submitted by e-mail with a subject line of “Proposal to Offer Services – HOME ARP Supportive Services NOFA” to:

Community Development Department Program Coordinator
CDDprogramcoordinator@housingnm.org
505.767.2219

Proposals will be accepted until the remaining funding balance is \$500,000 but no later than September 30, 2029, whichever comes first.

4 PROPOSAL TENURE

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

5 PROPOSAL FORMAT

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

- NOFA 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 NOFA 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.

6 IRREGULARITIES IN PROPOSALS

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

Housing New Mexico|MFA may waive technical irregularities in the form of proposal of any Offeror selected for award, which does not alter the price, quality or quantity of the services offered.

7 EVALUATION OF PROPOSALS

Proposals that meet the criteria outlined in Part II, Section 23, Minimum Qualifications 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 24, 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 by Housing New Mexico|MFA's Policy Committee at a regularly scheduled weekly meeting.

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

8 DEFICIENCY CORRECTION PERIOD

Upon receipt of all submitted proposals, Housing New Mexico|MFA staff members will review the proposal to verify that it is complete in accordance with the requirements of this NOFA. Should any proposal be missing an item required under Part II Section 23, Minimum Qualifications and Requirements, it will be deemed incomplete. Housing New Mexico|MFA will notify the Offeror if any information is required for Offeror to correct a deficiency related to an item required under Part II Section 23, Minimum Qualifications and Requirements. The deficient items must be submitted before the NOFA can be scored. The deficiency may not be used to increase the score. Items eligible for correction or submission include only 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 and alternate contact person via email. If the information requested is not provided, the NOFA application will not be scored until all documents are received.

NOFA STANDARDS

9 PROTEST

Any Offeror who is aggrieved in connection with this NOFA or the notification of preliminary selection under this NOFA 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 NOFA. 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 to the contact person listed above within (5) five business days after the preliminary notice of award. Upon the timely filing of a protest, Housing New Mexico|MFA’s contact person shall give notice of the protest to all Offerors who **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 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. No appeal of the determination of the protest shall be allowed. 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 NOFA review process or does not follow the prescribed proposal and protest process.

10 NOFA REVISIONS AND SUPPLEMENTS

Should revisions or additional information be necessary to clarify any provision of this NOFA, 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 NOFA and Program Informational Training Webinar at the email that the Offeror uses to register for the training.

11 INCURRED EXPENSES

Housing New Mexico|MFA will not be responsible for any expenses incurred by an Offeror in responding to this NOFA. All costs incurred by the Offeror in the preparation, transmittal or presentation of any

proposal or material submitted in response to this NOFA will be borne solely by the Offeror.

12 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 NOFA 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 NOFA. 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 terms and conditions of which will be determined by Housing New Mexico | MFA in its sole discretion, and which shall comply with and require Offeror's compliance with all federal requirements of the Program.

13 CANCELLATION OF NOFA REJECTION OF PROPOSALS

This NOFA 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.

14 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 approval by Housing New Mexico | MFA's Policy Committee. The award shall be contingent upon successful negotiations of a final performance agreement between Housing New Mexico | MFA and the Offeror whose proposal is accepted by Housing New Mexico | MFA.

15 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.

16 CODE OF CONDUCT

No board member, 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 NOFA. 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 NOFA 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.

After awards, all proposals and documents pertaining to the proposals will be open to the public for inspection and copying pursuant to Housing New Mexico|MFA's Request to Inspect Documents policy.

PART II: PROGRAM-SPECIFIC CRITERIA

17 PROGRAM BACKGROUND

Housing New Mexico|MFA is the state's recipient of the HOME Investment Partnerships American Rescue Plan "HOME-ARP" funding and is responsible for administering and overseeing the funding. Housing New Mexico|MFA received the funding on September 22, 2021. Funding allocated specifically for HOME-ARP Supportive Service was awarded to subrecipients in New Mexico who were administering the Emergency Solutions Grant Rapid Rehousing and Homeless Prevention Program due to the program similarities.

The purpose of this NOFA is primarily to obtain additional subrecipients especially in areas of New Mexico that are either unserved or underserved.

The HOME-ARP Supportive Services Program follows the regulations under CPD Notice 21-10 combined with ESG regulations under 24 CFR Part 576. All subrecipients are required to follow the HOME-ARP Regulations, Housing New Mexico|MFA's HOME-ARP Written Standards, Federal 2 CFR 200 Regulations, and all contractual requirements.

As of the date of the NOFA release, the amount of funding available is \$4,795,593.86.

18 SCOPE OF WORK

The Rapid Rehousing and Homeless Prevention components of the program are designed to identify sheltered and unsheltered homeless persons, as well as those at risk of homelessness, and provide the

services necessary to help those persons quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness.

HOME-ARP Supportive Services assistance is not intended to provide long-term support for program participants, nor will it be able to address all the financial and supportive services needs of the household that affect housing stability. Assistance should be focused on housing stabilization, linking program participants to community resources and mainstream benefits, and helping them develop a plan for preventing future housing instability. The HOME-ARP Homelessness Prevention component of the program is intended to provide rental assistance, and housing relocation and stabilization services necessary to prevent an individual or family from moving into an emergency shelter, the streets, or a place not meant for human habitation. This program is not intended to be an eviction prevention program.

The term of the performance agreement will begin within 90 days from the time the award is approved by Housing New Mexico|MFA's Policy Committee. The initial agreement will be for a period of 18 months, in the amount of \$100,000. After that time, agreements may be extended and additional funds will be awarded through a draw down request only to subrecipients who meet Housing New Mexico|MFA's annual renewal criteria outlined in Section II, Part 21, Renewal Criteria.

Successful Offerors will be required to report all clients in the Homeless Management Information System "HMIS" that is managed by the New Mexico Coalition to End Homelessness. Subrecipients will also be required to report expenditures and number of participants and households assisted by county, and participant exit destinations monthly.

19 NOFA TRAINING AND ASK-A-QUESTION

Housing New Mexico|MFA will conduct an initial NOFA and Program Information Webinar for all Offerors by video conference on November 6, 2024, at 10:30 am. Mountain Time. MFA strongly recommends that all potential Offerors attend this webinar. Pre-registration is required. To register, visit <https://housing-nm.webex.com/weblink/register/r89f840cdb8c66f64050d5179e306ffb7>. Offerors who are unable to attend the webinar may view it on Housing New Mexico|MFA's website at <https://housingnm.org/funding-opportunities/rfps-rfq>. The webinar will be available until the NOFA submission expiration date or until funding falls below \$500,000. Points are awarded for those that attend or provide an affidavit (Exhibit K) verifying that they watched the webinar via the website. After the NOFA and Program Information Webinar, questions will only be answered through the Ask a Question "AAQ" at housingnm.org in the NOFA section of Housing New Mexico|MFA's website, housingnm.org. Questions will be answered within two business days from the time of submission. All questions and responses will be posted to ensure consistency.

20 PERFORMANCE AGREEMENT TERM

Successful Offerors will enter into a performance agreement with Housing New Mexico|MFA for services to be performed once approved by Housing New Mexico|MFA's Policy Committee. Offerors selected through this NOFA will receive an initial award of \$100,000. All subrecipients of Housing New Mexico|MFA funds are required to meet the annual renewal criteria set by Housing New Mexico|MFA, as outlined in Section II Part 21, Renewal Criteria. Only expenses incurred on or after the effective date of the performance agreement are allowable. If the subrecipient does not expend 75% of the initial award of \$100,000 within the first 12 months of the performance agreement, Housing New Mexico|MFA reserves the right to reallocate the funds to another subrecipient.

If an awardee of this NOFA is deemed not qualified to administer the program due to non-compliance or inability to properly administer the program, Housing New Mexico | MFA reserves the right to terminate the performance agreement and reallocate the funding to another subrecipient based on the availability of additional funds.

The performance agreement between Housing New Mexico | MFA and successful Offerors shall be for a fixed amount. All payments by Housing New Mexico | MFA shall be made on a reimbursement basis.

21 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
- Unique Entity Identifier and SAM.gov registration
- Offeror Capacity Form
- Current Organization Chart
- Funders Form
- Offeror Certification Form
- County Service Area Form
- Housing New Mexico | MFA Program Awards Form
- Any other documentation Housing New Mexico | MFA deems necessary

Annual renewals are based on performance, monitoring results, and the ability of the awardee to properly administer the program.

22 NOFA TIMELINE

Housing New Mexico|MFA will adhere to the following timeline:

Timeline/Activity
Release NOFA – October 22, 2024
NOFA & Program Information Webinar - November 6, 2024
Ask A Question Submission – Answered within 2 business days
NOFA Submissions – Accepted until 9/30/2029 or until funding available is below \$500,000
Deficiency Correction Notifications – within 1 week of submission
Housing New Mexico MFA Review Team Scoring – within 3 weeks of submission
Preliminary Award/Denial Letters to Offerors – within 1 week of finalized scoring
Protest Period Begins – upon receipt of Preliminary Award Notifications
Protest Period Deadline – within 5 days from the Preliminary Award Notifications
Award Recommendations to Housing New Mexico MFA Policy Committee
Issue Performance Agreements
Schedule Training

23 MINIMUM QUALIFICATIONS AND REQUIREMENTS

Offeror must meet the basic eligibility criteria specified in Part II Section 23, Minimum Qualifications and Requirements, to be considered for funding.

Offerors must submit all requested documentation according to the checklist provided, Exhibit A, Minimum Threshold Requirements & Documentation Checklist.

1. Offeror must submit a single PDF of its proposal including all required schedules and attachments as outlined in Part I Section 5, Proposal Format.
2. Offerors who have received funding from Housing New Mexico|MFA but discontinued providing any program within the past two years due to capacity, compliance and/or programmatic issues are ineligible.
3. Offeror must have a minimum of two years of demonstrated experience providing housing services to those that are experiencing homelessness and/or who are at risk of homelessness.
4. Offeror must be one of the following:
 - A nonprofit organization with 501(c)(3) status, (provide proof), with a primary mission of providing shelter and/or services to individuals who are experiencing homelessness, or are at risk of homelessness, including those fleeing domestic violence; or
 - A unit of general-purpose local government; or
 - A tribal government
5. Offeror Business License, if applicable
6. If Offeror is a nonprofit organization, Offeror must submit proof of current registration as a charitable organization with the New Mexico Attorney General's Office or proof of exemption therefrom. Registration/verification may be obtained at <https://secure.nmag.gov/coros/>. Verification should be in the form of the first page of the "NM Charitable Organization Registration Statement."
7. Offeror must be in "good standing" as of the date this NOFA was issued. To be in good standing, Offeror must not have been "suspended," "debarred" or had HUD's Limited Denial of Participation status conferred upon it by Housing New Mexico|MFA and/or other funding sources. Offeror must provide their UEI number on the application, Exhibit B.
8. Offeror must provide one electronic copy of their current fiscal year independent Certified Public Accountant (CPA) auditor's report (audit) conducted in accordance with Government Auditing Standards (GAS). The GAS audit will include an independent auditor's report on the following: 1) financial statements; and 2) internal control over financial reporting and compliance. If Offeror receives \$750,000 in federal funds, a Single Audit is required pursuant to 2 CFR 200. The following types of audit findings **may disqualify Offeror from funding**:

- Repeat and unresolved audit findings or any pending investigations.
- If Offeror has received greater than \$750,000 in funding and the single audit did not meet the requirements of 2 CFR 200.500-520.
- For Single Audit, no proof of federal audit clearinghouse submission (FORM SF-SAC) and, if governmental entity, proof is not included of current audit submission to the Office of the New Mexico State Auditor.
- If referenced in audit as a separate communication, no submission of management response letter and/or management response to concerns noted in the management letter.
- If any findings, no submission of management response to findings.

Local public bodies (housing authorities, local governments) must conduct annual independent financial audits by a certified auditor that has been approved by the New Mexico State Auditor’s Office and is on the State Auditor’s list.

9. Offeror must provide proof of insurance coverage, through a Commercial General Liability Insurance policy **upon contract execution.**
10. Offerors Certification must be signed by an authorized official (form provided, Part II Section 29, NOFA Forms) and submitted with application.
11. Offerors Reputation Certification must be submitted in which Offerors must describe any material, current or pending litigation, administrative proceedings or investigations that could impact the reputation or financial viability of the Offeror (form provided, Part II Section 29, NOFA Forms).
12. Offeror must provide a copy of the Housing New Mexico|MFA’s Third-Party Code of Conduct, signed by an authorized official (form provided, Part II Section 29, NOFA Forms).
13. Offeror must list all funding sources, to include the amounts received from each entity, for the last two years (form provided, Part II Section 29, NOFA Forms)
14. Offeror must provide their most recent monitoring reports from all funding sources verifying that Offeror is in good standing with all funders.
15. Offeror must provide an Executive Summary with the application (not to exceed 2 pages).
16. Offeror must provide their agency’s Mission Statement with the application (not to exceed 1 page).

24 EVALUATION CRITERIA

Housing New Mexico|MFA will award a performance agreements to Offerors whose proposals score at least 57 points with respect to the evaluation criteria. Applications with an overall score that is at or below 70% of the total possible points will not be considered for funding. Final award decisions will be made by Housing New Mexico|MFA’s Policy Committee.

Scoring will be based on the following categories:

- Offeror Experience and Capacity
- Finance

Housing New Mexico|MFA will use the following checklist to score Offerors who meet the minimum threshold requirements of the NOFA.

Experience & Capacity		Score – 72 possible points
Did the Offeror attend the NOFA & Program Information Webinar or submit the affidavit (Exhibit K) verifying that they watched the webinar via the website.	Yes +5 pts. No 0 pts.	5
What populations does your organization primarily serve (select all that apply, you cannot score more than 10 points total): <ul style="list-style-type: none"> .. Individuals Only (1pts) .. Families Only (2 pts) .. Individuals and Families (5 pts) .. Domestic Violence Survivors (1 pts) .. Unaccompanied Youth (1 pts) .. Other (specify) _____ 	10 pts. maximum Total _____	10
Experience of management and key personnel - Outline the experience in housing and services for those experiencing homelessness or at risk of experiencing homelessness for each key staff member listed below: Less than 2 years (1 point) 2-5 years (3 points) 5+ years (5 points) <ul style="list-style-type: none"> • Executive Director _____ • Program Manager _____ • Fiscal Manager _____ • Housing Stability Case Manager _____ 	20 pts. maximum Total _____	20
Experience in the following areas: 2 points each unless otherwise noted. <ol style="list-style-type: none"> 1. Administering federal grants specifically intended to house those experiencing homelessness or those most at-risk of homelessness (5 pts.) 2. Housing stability case management (targeted to the homeless) 3. Supportive services 4. Housing search & placement 5. Landlord/tenant relationships & recruitment 6. Income calculation training 7. Rent calculation (based on income) 8. Landlord/Tenant rights 9. Lead-based paint requirements 10. Unit inspections – habitability, HQS or other (specify) _____ 		37

<ul style="list-style-type: none"> 11. Coordinated Entry System 12. Homeless Management Information Systems “HMIS” or Osniium databases 13. Fair Market Rent 14. Rent Reasonableness 15. Scattered-site delivery 16. Housing First Model 17. Experience working with the local Continuum of Care 		
Finance		Score – 10 possible points
<p>External Audit Points will be awarded based on the results of the Offeror’s independent audit or audited financial statements for their most recently completed fiscal year not ending earlier than 2023.</p> <p>Audit materials must include management response to any finding(s) and corrective action to clear the finding or provide details of the status of the finding(s).</p> <ul style="list-style-type: none"> • Unresolved Findings 0 pts.* • Cleared Findings +5 pts. • No Findings +10 pts. <p>* If the audit submitted contains unresolved findings, Offeror shall submit to Housing New Mexico MFA management’s response to the findings and the timeline/plan for taking corrective action needed to clear the finding. Housing New Mexico MFA may reject Offeror’s application where the following types of audits or audited financial findings are present:</p> <ol style="list-style-type: none"> 1) Repeat and unresolved audit findings, as determined by Housing New Mexico MFA. 2) If Offeror has received greater than \$750,000 in the prior fiscal year and the single audit did not meet the requirements of the 2 CFR 200 Subpart F: <ol style="list-style-type: none"> a. For Single Audit, no proof of Federal Audit Clearinghouse submission (FORM SF-SAC). b. If Governmental entity, proof is not included of current audit submission to the Office of the New Mexico State Auditor. c. If referenced in audit as a separate communication, no submission of management response letter and management response to concerns noted in the management letter. d. If any findings, no submission of management response to findings. 	<p>10 pts. maximum</p> <p>Total _____</p>	

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25 AWARD DETERMINATIONS

Funding for first-time Housing New Mexico | MFA subrecipients will be capped at \$100,000.00. Successful subrecipients will be allowed to request additional funding once they have expended 75% of the grant or \$75,000.00. The first award request after the initial \$100,000 will be capped at \$200,000.00. All requests thereafter can be up to \$400,000.00. Only subrecipients who show evidence through monitoring that they are proficient in understanding the eligibility requirements of the program and are not on a corrective action plan will be allowed to request additional funds beyond the initial \$100,000.00. Administrative awards for this grant are capped at 10%. Subrecipients will be limited to serving two counties for the first year. After that time, if the subrecipient has the capacity and has successfully administered the program as evidenced through monitoring, they may request to serve additional counties. Funding is awarded on a first come, first served basis.

26 PROGRAM STANDARDS

HOME-ARP Supportive Services funding is used to assist individuals/households to quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness. The program is intended to be used for the most vulnerable populations who meet the eligibility criteria as outlined in CPD Notice 10-21 Section IV “Qualifying Populations”. Only households who meet HUD’s definition of homelessness, imminent risk of homelessness, Fleeing or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking, or at-risk of homelessness can be considered for this program. The purpose of the program is to rapidly re-house homeless individuals and families and prevent individuals and families from becoming homeless.

Eligible costs by category:

- Rental Assistance: rental assistance and rental arrears
- Financial Assistance: rental application fees, security & utility deposits, utility payments, utility arrears, last month’s rent, moving costs
- Services: housing search and placement, housing stability case management, landlord-tenant mediation, tenant legal services, credit repair

Eligible program participants for homeless prevention: Individuals and families who meet the criteria under the “at risk of homeless definition” or who meet the criteria in paragraph 2, 3 or 4 of the homeless definition in CPD Notice 21-10 Section IV and have an annual income below 30 percent of median family income for the area, as determined by HUD, Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking, or at Greatest Risk of Housing Instability.

Eligible program participants for Rapid Rehousing: Individuals and families who meet the criteria under paragraph 1 of the “homeless” definition in CPD Notice 21-10 Section IV or who meet the criteria under Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking and live in an emergency shelter or other place described in paragraph 1 of the “homeless” definition.

HOME-American Rescue Plan Supportive Services Rapid Rehousing Program Regulations

The HOME-ARP Supportive Services Program follows the regulations under CPD Notice 21-10. Additionally, all subrecipients are required to follow Housing New Mexico|MFA's ESG/HOME-ARP Written Standards, ESG Regulations under 24 CFR Part 576, federal regulations under 2 CFR 200, and all contractual requirements. The following is a list of the main program requirements:

- All beneficiaries (participants) must meet the minimum eligibility requirements; Homeless Prevention CPD Notice 21-10 Section VI.D.3.b. , Rapid Rehousing CPD Notice 21-10 Section VI.D.3.a.
- All rental units must meet the Fair Market Rent and Rent Reasonableness requirements under 24 CFR 888, 24CFR, 982.503 & 24 CFR 982.507
- Funds cannot be used to help a beneficiary remain in or move into housing that does not meet the Minimum Habitability Standards under 24 CFR 576.403(c)
- All participants must be provided with supportive services, housing stability case management, connection to other mainstream financial and/or supportive services, and housing search and placement assistance
- All HUD-funded housing units occupied by program participants are required to incorporate lead-based paint remediation and disclosure requirements under CPD Notice 21-10 Section VII.E.
- Service Provider must choose between using Coordinated Entry or selecting qualified applicants from an activity-specific waiting list in chronological order to the extent practicable. Service Providers must clearly define their chosen method in their written policies and procedures manual and/or desktop manual. All subrecipients are required to assist all Rapid Rehousing program participants requesting assistance through the New Mexico Coordinated Entry System
- All subrecipients are required to use the NM Homeless Management Information System "HMIS" for reporting
- Subrecipients are required to attend all applicable trainings provided by Housing New Mexico|MFA, HUD and/or any other training deemed necessary by Housing New Mexico|MFA to administer this program

Other Program Information

- Funds cannot be used for households that already receive the same type of assistance through other federally funded programs
- Beneficiaries must be literally homeless, at imminent risk of homelessness or at-risk of homelessness (those who would otherwise be homeless but for the assistance) according to HUD's definitions
- Documentation must be maintained in the participant files according to the program regulations

27 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), as implemented pursuant to Housing New Mexico | MFA's HUD Section 3, Economic Opportunity Compliance Policy
- 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)

28 Housing New Mexico | MFA BOARD MEMBERS AND MANAGEMENT

Board Members

Chair, Angel Reyes - President, Centinel Bank of 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

Housing New Mexico | MFA 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

29 NOFA FORMS

As outlined in Part I Section 5, Proposal Format, the following NOFA-specific forms must be included with the proposal. No substitutions will be accepted.

- Exhibit A - NOFA Checklist
- Exhibit B - NOFA Application
- Exhibit C - Offeror Experience
- Exhibit D - Offeror Capacity
- Exhibit E - Offeror Funders
- Exhibit F - Offeror Certification
- Exhibit G - Offeror Reputation Certification
- Exhibit H - Offeror Certification of Accounting Practices
- Exhibit I - Offeror Board of Directors
- Exhibit J - Offeror Third-Party Code of Conduct
- Exhibit K - NOFA Training Webinar Affidavit, if applicable

Proposals and forms may be downloaded from Housing New Mexico | MFA's website, housingnm.org in the Funding Opportunities tab and Requests for Proposals, Requests for Qualifications, Notices of Funding Availability section.