



MFA

Housing New Mexico

Request For Proposal

Homeless and At-Risk of Homelessness Rental Housing Program





Welcome and thank you for your interest in responding to MFA’s Homeless and at Risk of Homelessness Rental Housing Program RFP. 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 RFP provides background information about MFA, general proposal requirements and RFP standards.

Part II – Program-Specific Criteria

Part II of the RFP requires responses from the Offeror. It is designed to provide program-specific criteria such as program background; purpose of the RFP; Q & A information; grant 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 MFA Board or MFA Employees regarding this RFP. Attempts by Offerors to contact any of the listed party’s may result in the rejection of their proposal.

In an effort to provide clarification or answers to questions in this RFP, an FAQ link will be available on MFA’s website. Please refer to **Part II Section 8, Timeline** for dates.

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PART I: GENERAL INFORMATION

1 BACKGROUND INFORMATION

1.1 INTRODUCTION

The 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”) and pursuant to the Affordable Housing Act, NMSA 1978, §6-27-1 et seq. (the “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.

1.2 PURPOSE

The purpose of this Request for Proposal (RFP) is to solicit proposals, in accordance with MFA’s Procurement Policy, from qualified applicants, which by reason of their skill, knowledge, and experience are able to furnish services for MFA in connection with the program for which they are applying (“Offerors”).

Pursuant to 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.

2 GENERAL PURPOSE REQUIREMENTS

2.1 PROPOSAL SUBMISSION

All Offeror proposals must be received for review and evaluation by MFA by 4 p.m. Mountain Time on the deadline of the proposal outlined in **Part II Section 8, Timeline** of the RFP. Proposals shall be sent by email to kturner@housingnm.org with a subject line of “Submission for Homeless and at Risk of Homelessness Rental Housing Program RFP.”

2.2 PROPOSAL TENURE

All proposals shall include a statement that the proposal shall be valid until grant agreement award, but no more than 90 calendar days from the proposal due date.

2.3 PROPOSAL FORMAT

Electronic proposals should be submitted as a single PDF file, sized to print on standard 8 ½ x 11 paper, **with tabs/bookmarks** identifying each Minimum Qualifications and Requirements item and evaluation criteria item within the PDF.

- ◆ Proposals (RFP) and forms may be downloaded from MFA’s website: <https://housingnm.org/rfps/rfps-rfqs>
- ◆ Offeror(s) must submit **one copy** of its most recent agency financial audit or a letter from MFA indicating that we have already received and approved your audit.
- ◆ Offeror(s) must submit **one electronic copy** of the proposal form and all required schedules and attachments.

2.4 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.**

MFA may waive technical irregularities in the form of proposal of any Offeror selected for award, which do not alter the price, quality or quantity of the services offered. Note that the required date and time of proposal submission as indicated herein, in **Part II Section 8, Timeline**, cannot be waived under any circumstances.

2.5 EVALUATION OF PROPOSALS

Proposals that meet the Minimum Qualifications and Requirements eligibility criteria outlined in **Part II Section 9**, will be evaluated by an internal review committee of MFA staff using the scoring criteria as described in **Part II Section 10, Evaluation Criteria**. The review committee will present award recommendations to MFA management and MFA’s Board as required under MFA’s Delegations of Authority. Final selection will be made by MFA’s Board of Directors at the regularly scheduled monthly meeting.

MFA does not guarantee and is not obligated to make an award. Awards will be based on availability of funds, Offeror’s demonstrated need, Offeror’s score on the scoring criteria and for any of the other reasons set forth herein.

2.6 DEFICIENCY CORRECTION PERIOD

Upon receipt of all timely submitted proposals, MFA staff members will review all proposals to verify that all are complete in accordance with the requirements of this RFP. Should any proposal be missing an item required under **Part II Section 9, Minimum Qualifications and Requirements**, it will be deemed incomplete. MFA will notify Offerors at the outset of the deficiency correction period if any information is required for Offeror to correct a deficiency related to an item required under **Part II Section 9, Minimum Qualifications and Requirements**. The deficiency correction period may not be used to increase the Offeror’s score. Items eligible for correction or submission during the deficiency correction period include only missing or incomplete items required in the **Minimum Qualifications and Requirements** section of this proposal.

MFA shall communicate proposal deficiencies to each Offeror’s designated contact person via email pursuant to the timeline outlined in **Part II Section 8, Timeline** of this RFP. Applicants must correct all deficiencies within the

deficiency correction period outlined in **Part II, Section 8, Timeline** of this RFP. **All items must be submitted no later than 4 p.m. Mountain Time on the due date.** If the information requested is not provided within the timeframe provided or is submitted, but remains deficient, the proposal will be rejected without any further review.

Upon expiration of the deficiency correction period, MFA will not accept Offeror's submission of any items still missing from the proposal.

3 RFP STANDARDS

3.1 PROTEST

Any Offeror who is aggrieved in connection with this RFP or the notification of preliminary selection under this RFP may protest to MFA. A protest must be based on an allegation of the failure of MFA to adhere to the evaluation process as designated in the RFP. The protest must be written and addressed to MFA's contact person shown below:

Housing Development Department
Kathryn Turner, Assistant Director
New Mexico Mortgage Finance Authority
344 Fourth Street, SW
Albuquerque, NM 87102

The protest must be delivered to MFA within five business days after the preliminary notice of award. Upon the timely filing of a protest, MFA's contact person shall give notice of the protest to all Offerors who appear to 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 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/Credit Committee of MFA's Board of Directors, which shall thereafter make a recommendation to the full Board of Directors regarding the disposition of the protest.

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 MFA's Board of Directors or any 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 MFA staff during any portion of the RFP review process or does not follow the prescribed proposal and protest process.

3.2 RFP REVISIONS AND SUPPLEMENTS

Should revisions or additional information be necessary to clarify any provision of this RFP, a notice of revisions or request for additional information, as applicable, will be provided to all Offerors via MFA's website.

3.3 INCURRED EXPENSES

MFA will not be responsible for any expenses incurred by an Offeror in responding to this RFP. All costs incurred by Offerors in the preparation, transmittal or presentation of any proposal or material submitted in response to this RFP will be borne solely by the Offeror.

3.4 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 RFP and who has furnished, when required, information and data to prove that the Offeror's financial resources, production or service facilities, personnel, service reputation and experience are adequate to make satisfactory delivery of the services described in this RFP. The 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 Offeror(s) will be required to enter into a grant agreement in substantially the form found at <https://housingnm.org/rfps/rfps-rfq>, provided however, that MFA reserves the right to make any changes it deems necessary, in its sole discretion, to the form of grant agreement found at the above referenced link.

3.5 CANCELLATION OF RFP REJECTION OF PROPOSALS

This RFP 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 MFA. In addition, MFA may reject any or all proposals which are not responsive. Offeror may also cancel their proposal at any time during the proposal process.

3.6 AWARD NOTICE

MFA shall provide written notice of the award to all Offerors within 10 business days of the date of the award. The award shall be contingent upon successful negotiations of a final grant agreement between MFA and the Offeror whose proposal is accepted by MFA.

3.7 PROPOSAL CONFIDENTIALITY

Until awards are determined and notice given to all Offerors, MFA will not disclose the contents of any proposal or discuss the contents of any proposal with an Offeror or potential Offeror, to ensure the information does not become available to competing or potential Offerors. After award all proposals will be open to the public for inspection and copying pursuant to MFA's Request to Inspect Documents policy. Offeror must redact all confidential and personal identifier information from proposal if not specifically required by MFA.

3.8 CODE OF CONDUCT

No Board member or employee or management of 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 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 MFA and the Offeror for which MFA determines that a conflict of interest exists as herein described, unless that contract is approved by a disinterested majority of all the Board of Directors of MFA after full disclosure, in

accordance with 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 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 grant agreement entered into with MFA pursuant to this RFP. Offeror shall at all times conduct itself in a manner consistent with MFA's Third-Party Code of Conduct. A copy of MFA's Third-Party Code of Conduct is posted on MFA's website for review at <https://housingnm.org/rfps/rfps-rfq>. Upon request by MFA, Offeror shall disclose information MFA may reasonably request relating to conflicts or potential conflicts of interest.

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

If MFA receives a request for inspection of its records which would require the disclosure of information identified by Offeror as confidential information, MFA will examine the Offerors' request for confidentiality and make a written determination that specifies which portions of the proposal, including any information identified by Offeror as confidential information shall be disclosed. MFA will provide the Offeror with a written notice of determination which details which information MFA intends to disclose and the date it shall disclose such information.

PART II: PROGRAM-SPECIFIC CRITERIA

4 PROGRAM BACKGROUND

To address the need for homelessness assistance and supportive services, Congress appropriated ARP funds to be administered through HOME to perform activities that must primarily benefit qualifying individuals and families who are homeless, at risk of homelessness, or in other vulnerable populations. These activities include the development and support of affordable housing.

Affordable housing development projects for qualifying populations reduces overcrowding and habitation in substandard dwellings. These housing condition issues are associated with coronavirus spread and more severe coronavirus disease. Further, due to the income level or lack of stable housing, the qualifying population experienced, or were at risk of experiencing, displacement from housing during the pandemic period. HOME-ARP housing developments are an opportunity to respond the housing insecurity that beneficiaries have faced.

Funds may be used for acquisition, construction, and rehabilitation of affordable rental housing, including reconstruction. Acquisition of vacant land or demolition may be undertaken only with respect to a project for which construction is expected to start within 12 months of commitment.

Eligible Costs: funds may pay for up to 100 percent of the following eligible costs associated with funded rental units:

- Development hard costs include the actual cost of constructing and rehabilitating housing including site improvements, utility connections and costs to construct or rehabilitate laundry and community facilities located within the same building as the rental housing
- Acquisition costs of improved or unimproved real property
- Related soft costs including reasonable and necessary costs incurred by the project owner associated with the financing, development, acquisition, or rehabilitation of rental housing
- Relocation costs
- Operating cost assistance, through a capitalized operating reserve or ongoing operating cost payments, for units restricted for occupancy by qualifying households.

No less than 70 percent of affordable rental housing units acquired, rehabilitated, or constructed with HOME-ARP funds must be occupied by households in the qualifying populations. Units that are not restricted to occupancy by qualifying populations are subject to income targeting and rent requirements established under the HOME-ARP Rental Program Rules and are only permitted in projects with rental units restricted for occupancy by qualifying populations.

Funds must primarily benefit individuals and families who are homeless, or at risk of homelessness, as defined in *CPD Notice: Requirements for the Use of Funds in the HOME-American Rescue Plan Program*:

A. Homeless as defined in [24 CFR 91.5](#)

B. At the risk of homelessness as defined in [24 CFR 91.5](#):

(1) An individual or family who:

(i) Has an annual income below 30 percent of median family income for the area, as determined by HUD;

(ii) Does not have sufficient resources or support networks, e.g., family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the “Homeless” definition in this section; and

(iii) Meets one of the following conditions:

(A) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;

(B) Is living in the home of another because of economic hardship;

(C) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance;

(D) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by federal, State, or local government programs for low-income individuals;

(E) Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 people per room, as defined by the U.S. Census Bureau;

(F) Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or

(G) Otherwise lives in housing that has characteristics associated with instability and an

increased risk of homelessness, as identified in the recipient's approved consolidated plan;
(2) A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 387(3) of the Runaway and Homeless Youth Act (42 U.S.C. 5732a(3)), section 637(11) of the Head Start Act (42 U.S.C. 9832(11)), section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), section 330(h)(5)(A) of the Public Health Service Act (42 U.S.C. 254b(h)(5)(A)), section 3(m) of the Food and Nutrition Act of 2008 (7 U.S.C. 2012(m)), or section 17(b)(15) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)(15)); or

(3) A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)), and the parent(s) or guardian(s) of that child or youth if living with her or him.

- C. Fleeing, or attempting to flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking, as defined by HUD
- D. Domestic Violence, Dating Violence, Sexual Assault, and Stalking as defined in [24 CFR 5.2003](#)
- E. Human Trafficking includes both sex and labor trafficking as defined in the [Trafficking Victims Protection Act](#)
- F. Other Populations where providing supportive services or assistance would prevent the family’s homelessness or would serve those with the greater risk of housing instability. This includes:
 - 1. Other families requiring services or housing assistance to prevent homelessness
 - 2. At greatest risk of housing instability
 - 3. Veterans and families that include a Veteran family member that meets the criteria for one of the qualifying populations.

Not more than 30 percent of the total number of rental units assisted with funds may be occupied by low-income households (families) as defined in 24 CFR 92.2:

Low-income families means families whose annual incomes do not exceed 80 percent of the median income for the area, as determined by HUD, with adjustments for smaller and larger families, except that HUD may establish income ceilings higher or lower than 80 percent of the median for the area on the basis of HUD findings that such variations are necessary because of prevailing levels of construction costs or fair market rents, or unusually high or low family incomes. An individual does not qualify as a low-income family if the individual is a student who is not eligible to receive Section 8 assistance under 24 CFR 5.612.

Funded rental units must comply with the rental requirements for a minimum of 15 years, irrespective of the amount of funds invested in the project or the activity undertaken.

5 PURPOSE OF RFP

This Request for Proposal (RFP) is issued pursuant to MFA’s Procurement Policy to solicit proposals from qualified Offerors capable of providing Rental Housing to eligible individuals and families who are homeless or at risk of homelessness as defined in *CPD Notice: Requirements for the Use of Funds in the HOME-American Rescue Plan Program*. Funding will be made through a competitive process to eligible Offerors.

If other funds become available to MFA during the program year for activities similar to the work performed under the Program, this funding may be offered to the successful Offeror(s) hereunder without a new RFP. MFA retains sole discretion to make this judgment as well as determining the possible need for additional RFPs.

Except as specifically authorized under the *American Rescue Plan*, Offerors may not obligate funds, incur expenses, or otherwise implement program activities prior to execution of a grant agreement with MFA. Funding is not guaranteed to any given Offeror in any given amount.

6 RFP FAQ

Questions pertaining to this RFP and Offeror proposals must be submitted via MFA’s website at <https://housingnm.org/rfps/rfps-rfq>. Select the RFP being applied for. Questions will be checked daily. The FAQ will open immediately on May 23, 2022, and will close on June 16, 2022 four days prior to the RFP due date (see **Part II Section 8, Timeline** for further details). To submit your questions, scroll down to the “Ask a Question” section, enter your name, email address, and type your question in the “Question” box. Click on “Submit.” Answers to all questions will be posted in the same location within 3 business days of submission.

7 GRANT AGREEMENT TERM

The successful Offeror will enter into a grant agreement with MFA. The term of the grant will be 15 years from the execution of the grant agreement.

In the event an awardee of this RFP is deemed not qualified to administer the program due to contractual non-compliance, MFA may negotiate with another program awardee without issuing another RFP or issue an RFP for the specific area that is being served by the non-qualified agency.

The grant agreement(s) between MFA and successful Offeror(s) shall be for fixed amounts. All draw requests for payment of eligible costs will be disbursed as needed, and as allowed under the *American Rescue Plan Act*.

8 RFP TIMELINE

MFA will adhere to the following timeline:

Activity	Date
Release RFP upon Board approval	May 20, 2022
RFP FAQ opens	May 23, 2022
RFP FAQ closes	June 16, 2022
RFP Submission Deadline	June 21, 2022
Deficiency Correction Notifications	June 27, 2022
Deficiency Correction Deadline	July 5, 2022
Preliminary Award/Denial Letters to Offerors	July 19, 2022
Protest Period Begins (5 business days)	July 20, 2022
Protest Period Deadline	July 28, 2022
Award Recommendations to MFA Board of Directors	August 17, 2022
Final Notification of Awards (Upon Board Approval)	August 24, 2022
Issue Grant Agreements	September 23, 2022

9 MINIMUM QUALIFICATIONS AND REQUIREMENTS

Offeror must meet the basic eligibility criteria specified here in **Part II Section 9, Minimum Qualifications and Requirements** in order to be considered for funding.

1. Offeror must upload a single PDF of its proposal including all required schedules and attachments as outlined in **Part I Section 2.3, Proposal Format.**
2. Offeror must be **one** of the following entities:
 - a. A nonprofit organization with 501(c)(3) status, (provide proof), with a primary mission of providing shelter and services to individuals who are experiencing homelessness, including those fleeing domestic violence; or those at risk of homelessness.
 - b. A housing developer with MOUs in place with a nonprofit organization with 501(c)(3) status, (must provide proof), with a primary mission of providing shelter and services to individuals who are experiencing homelessness, including those fleeing domestic violence; or those at risk of homelessness.
 - c. A unit of general-purpose local government;
 - d. A tribal government;
 - e. A New Mexico Housing Authority (NMHA), local Tribally Designated Housing Entity (TDHE), or Tribal Housing Authority (THA).
3. Offeror must have in place a Development Team which shall include a property management company, service provider, and developer/owner. An MOU or other document outlining responsibilities among the Development Team must be supplied at application.
4. If Offeror (or partner of the Offeror within the Development Team) 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".
5. Offeror and all members of the Development Team must be in "good standing" as of the date this RFP 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 provide a print screen from www.sam.gov and https://www5.hud.gov/ecpcis/main/ECPCIS_List.jsp documenting search for Offeror's name **and** executive director's name, as proof of compliance. The search must be dated within 30 days of the proposal date.
6. Offeror must provide one copy of an independent Certified Public Accountant (CPA)'s 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.
6. 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.
 7. Offeror must provide information and data to prove that the Offeror’s financial resources, are adequate to allow for full and satisfactory completion of the Project described in this RFP.
 8. **Offeror’s Certification** must be signed by an authorized official from each member of the Development Team (form provided, **Part II Section 14, RFP Forms**) and submitted with application.
 9. **Offeror’s Reputation Certification** must be submitted in which Offerors and members of the Development Team must describe any material, current or pending litigation, administrative proceedings or investigations that could impact the reputation or financial viability of the Offeror or Development Team members (form provided, **Part II Section 14, RFP Forms**).
 10. **New Mexico Mortgage Authority’s Third-Party Code of Conduct** must be signed by an authorized official from each Development Team member (form provided, **Part II Section 14, RFP Forms**) and submitted with application.
 11. Offeror must provide an Executive Summary with application (not to exceed 2 pages).

10 EVALUATION CRITERIA

MFA will award funding to Offerors whose proposals score the highest with respect to the evaluation criteria. **Applications with an overall score below 60% will not be considered for funding.** Final award decisions will be made by MFA’s Board of Directors.

Category	Maximum Score
Readiness to proceed	30
Team Experience	30
Units produced	20
Financial capacity	10
Sustainability	10
Total Points Possible	100

READINESS TO PROCEED	Possible Points: 30
<p>Submit a detailed narrative about the project’s readiness to proceed. Answer the following questions:</p> <ul style="list-style-type: none"> • Does the project have site control? • Are there zoning issues? • If there is other financing available, is it fully secured? • Has a contractor been identified? • Is construction and other traditional permanent financing (if applicable) lined up? (LOIs should be provided) • Are there other impediments to starting construction? 	<p style="text-align: right;">_____ Total Points</p>
TEAM EXPERIENCE	Possible Points: 30
<p>1. Experience of Development Team –</p> <p>Submit a detailed account of the experience Offeror’s development staff has had with affordable housing development using federal funds. (form provided via website, Part II Section 14, RFP Forms) (up to 10 points)</p> <p>2. Experience of service provision team –</p> <p>Submit a detailed account of the experience Offeror’s service delivery staff has had with the homeless or at risk of homelessness populations. (up to 10 points)</p> <p>3. Experience of management team –</p> <p>Submit a detailed account of the experience Offeror’s management staff has had with the homeless or at risk of homelessness populations. (form provided via website, Part II Section 14, RFP Forms) (up to 10 points)</p>	<p style="text-align: right;">_____ Total Points</p>
UNITS PRODUCED	Possible Points: 20
$\frac{\text{\# units serving homeless or at risk of homeless}}{\text{\$ amount of funding requested}} = \text{ratio of units to request}$	<p style="text-align: right;">_____ Total Points</p>

FINANCIAL CAPACITY	Possible Points: 10
<p>Those Offerors in a primary (51% or more) ownership role that demonstrate financial capacity by having net worth/net assets of at least \$1,000,000 will qualify for ten points.</p> <p>Those Offerors in a primary (51% or more) ownership role that demonstrate financial capacity by having net worth/net assets of at least \$500,000 will qualify for five points.</p>	____ Total Points
SUSTAINABILITY	Possible Points: 10
<p>1. Financial -</p> <p>Project must show ongoing operating and debt coverage obligations are able to be met for 15 years of operations.</p> <p>This could be through anticipated income from project-based voucher contracts, referrals for tenant-based voucher holding residents, structure of income targeting and rent levels that cover costs while serving the required target population, or other operational subsidies. Points will be awarded based on the method of coverage and the financial security produced. (5 points available)</p> <p>2. Housing and services sustainability –</p> <p>Project must show ability and interest in maintaining quality supportive housing. The PSH Certification of Quality (form provided, Part II Section 14, RFP Forms) is the standard to which MFA will assess quality. Points will be awarded based on whether the project shows the ability to meet or exceed the items on that Certification of Quality form. (5 points available)</p>	____ Total Points

11 PROGRAM STANDARDS

11.1 BENEFICIARY ELIGIBILITY

Funds must primarily benefit individuals and families that meet one of the qualifying populations defined in the Notice. However, not more than 30 percent of the total number of rental units assisted with funds may be occupied by low-income households as defined in 24 CFR 92.2.

- *Household Income*: The following income requirements apply to funded units:
 - *Qualifying Households*: At initial occupancy and each subsequent year during the minimum 15-year compliance period, the PJ must use the definition of annual income at 24 CFR 5.609 and the process described in the Notice to determine the household’s contribution to rent.
 - *Low-Income Households*: The PJ must use the definition of annual income at 24 CFR 5.609 and the process described in the Notice to examine the household’s income at initial occupancy and each subsequent year during the minimum 15-year compliance period to determine the household’s ongoing income eligibility and applicable contribution to rent.
- *Tenant Contribution to Rent*: A qualifying household may not contribute to rent more than is affordable based on the PJ’s determination of the household’s income.

11.2 BUILDING STANDARDS

Projects that receive funding through this RFP must meet MFA’s *Mandatory Design Standards for Multifamily Rental Housing*, which can be found at <https://housingnm.org/forms/developer-forms>.

12 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 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)

13 MFA BOARD MEMBERS AND MANAGEMENT

Board Members

Chair, Angel Reyes - President, Centinel Bank, Taos

Vice Chair, Derek Valdo - Chief Executive Officer, AMERIND Risk Management

Ex Officio Member, Howie Morales - Lieutenant Governor

Ex Officio Member, Hector Balderas - Attorney General

Ex Officio Member, Tim Eichenberg - State Treasurer

Member, Rebecca Wurzbarger - W2 Construction Management LLC

Member, Patricia Sullivan, Associate Dean - NM State University College of Engineering

MFA Management

Executive Director/Chief Executive Officer, Isidoro Hernandez

Chief Housing Officer, Donna Maestas-De Vries

Chief Financial Officer, Lizzy Ratnaraj

Chief Lending Officer, Jeff Payne

14 RFP FORMS

As outlined in **PART I Section 2.3, Proposal Format**, the following program-specific forms must be included with the proposal. **No substitutions will be accepted.**

- RFP Submission Checklist
- Completed Tabs 2 through 6b of the Universal Rental Housing Development Application
- Offeror and Development Team Certifications
- Offeror and Development Team Reputation Certifications
- PSH Certification of Quality Document
- Board of Directors (of any non-profit member of the Development Team)
- New Mexico Mortgage Finance Authority Third-Party Code of Conduct

Application materials and forms may be downloaded from MFA's website. <https://housingnm.org/rfps/rfps-rfq>

**HOMELESS AND AT-RISK OF HOMELESSNESS RENTAL HOUSING PROGRAM
SUBMISSION CHECKLIST**

AGENCY: _____

MINIMUM QUALIFICATIONS AND REQUIREMENTS

Initial	Item Required
	Executive Summary (not to exceed 5 pages). Summary must show service coordination plan and plan for sustainable service delivery and quality housing for at least 15 years.
	Completed Tabs 2 through 6b of the MFA Universal Rental Housing Development Application (visit https://housingnm.org/rfps/rfps-rfq to download Application)
	Offeror and Development Team members must be in “good standing” as of the date this RFP is issued. In order to be in good standing, Offeror and Development Team members 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 provide print screens from www.sam.gov within 30 days of the application date.
	One copy of the Offeror’s most recent fiscal year’s external, financial audit
	Offeror and Development Team Certifications signed by authorized officials (Form provided.)
	Offeror and Development Team Reputation Certifications in which Offeror and Development Team members must describe any material, current or pending litigation, administrative proceedings or investigations that could impact the reputation or financial viability of the agency. (Form provided.)
	Evidence of coordination among developer/owner, management agent, and service provider (MOU, letter of agreement, etc.)
	PSH Certification of Quality Document (Form provided, to be resubmitted annually upon award)
	Offeror and Development Team member Organization Charts
	Each Offeror and Development Team Organizational Documents (e.g. – Articles of Incorporation/Organization, Statement of Partnership Authority, Certificate of Incorporation/Organization, Certificate of Limited Partnership, By Laws/Operating Agreement/Partnership Agreement, Certificate of Good Standing/Certificate of Existence, and if a non-profit proof that the organization is in compliance with N.M. Charitable Solicitations reporting requirements.)
	List of Board of Directors (for non-profit member(s) of the Development Team). (Form provided.)
	Submit a detailed narrative about the project’s readiness to proceed (see Part II Section 10, Evaluation Criteria for more details)
	Development Experience form (visit https://housingnm.org/rfps/rfps-rfq to download form.
	Management Experience form (visit https://housingnm.org/rfps/rfps-rfq to download form.
	Submit a detailed account of the experience Offeror’s service delivery staff has had with the homeless or at risk of homelessness populations.
	New Mexico Mortgage Finance Authority Third-Party Code of Conduct signed by an authorized official from each Development Team member (Form provided)

(By initialing this list, Offeror certifies that all items listed above are enclosed, as defined in this RFP)

OFFERER AND DEVELOPMENT TEAM MEMBER CERTIFICATION

_____ (“Offeror” or “Development Team member”) is submitting a proposal to the Mortgage Finance Authority (“MFA”) to be considered for funding from Homeless and at Risk of Homelessness Rental Housing Program.

Offeror (or Development Team member) certifies that:

It will abide by all applicable federal and state of New Mexico laws and all applicable statutory, regulatory, and judicially created rules and guidelines.

It will abide by MFA’s HUD Section 3 Economic Opportunity Compliance Policy, which can be found at <https://housingnm.org/forms/developer-forms>.

It understands that MFA will monitor its performance and compliance.

It is in good standing with all its funding sources.

It complies with MFA’s Third-Party Code of Conduct, Equal Employment Law and all government regulations regarding nondiscriminatory employment practices.

It understands and represents that any grant agreement it enters into with MFA will be binding in all respects.

It is currently registered with the NM Attorney General’s Registry of Charitable Organizations (if applicable).

This proposal shall be valid until grant agreement award or 90 calendar days from the proposal due date, whichever is longer.

I HEREBY CERTIFY THAT ALL INFORMATION PROVIDED IN THE PROPOSAL IS TRUE AND CORRECT, AND THAT I HAVE THE AUTHORITY TO BIND THE OFFEROR/DEVELOPMENT TEAM MEMBER TO THE ASSURANCES, AS WITNESSED BY MY SIGNATURE BELOW.

Printed Name _____

Signature _____

Title _____

Date _____

BOARD OF DIRECTORS

Name	
Home Address	
Employer	
Position on Board	
Area of Expertise/Qualification	
Years on Board	
Term Expiration Date	
Name	
Home Address	
Employer	
Position on Board	
Area of Expertise/Qualification	
Years on Board	
Term Expiration Date	
Name	
Home Address	
Employer	
Position on Board	
Area of Expertise/Qualification	
Years on Board	
Term Expiration Date	
Name	
Home Address	
Employer	
Position on Board	
Area of Expertise/Qualification	
Years on Board	
Term Expiration Date	
Name	
Home Address	
Employer	
Position on Board	
Area of Expertise/Qualification	
Years on Board	
Term Expiration Date	

(Use additional pages if necessary.)

OFFEROR AND DEVELOPMENT TEAM MEMBER REPUTATION CERTIFICATION

Offeror or Development Team member: _____

Describe any current or pending litigation, allegations, administrative proceedings or investigations by any party, including any regulatory agency or funding entity, which could potentially impact the reputation or financial viability of the Offeror or Development Team member. *(If none, write "None")*

I HEREBY CERTIFY THAT ALL INFORMATION PROVIDED ABOVE IS TRUE AND CORRECT, AND THAT I HAVE DISCLOSED ANY ISSUES THAT COULD IMPACT THE REPUTATION OF THE OFFEROR OR DEVELOPMENT TEAM MEMBER.

Printed Name _____

Signature _____

Title _____

Date _____

NEW MEXICO MORTGAGE FINANCE AUTHORITY THIRD-PARTY CODE OF CONDUCT

- A. Preamble. The New Mexico Mortgage Finance Authority (“MFA”), an instrumentality of the state government, exists to serve the citizens of the State of New Mexico. To maintain the respect, trust, and confidence of the public, and consistent with MFA’s commitment to conduct its business in an ethical and legal manner, MFA requires that all Third Parties doing business with MFA comply with this Third-Party Code of Conduct and otherwise uphold the highest standards of ethics and behavior.
- B. Purpose. The purpose of this Code of Conduct is to provide general guidelines and a minimum standard of conduct for Third Parties doing business with MFA.

- C. Definitions. For the purpose of this Third-Party Code of Conduct, the following words and phrases shall have the following meanings:

"MFA Employee" means any person employed directly by MFA and any person employed through a staffing agency or by contract and for whom MFA has the right to direct and control the work performed.

"MFA Member" means a Member, and with respect to an ex-officio Member, his or her proxy, of the Board of Directors of the MFA.

"MFA Management" means the Executive Director/Chief Executive Officer, Chief Housing Officer, Chief Financial Officer, Chief Lending Officer and Director of Human Resources employed by the MFA.

"Transaction" means any transaction including, but not limited to any sale, purchase, or exchange of tangible or intangible property or services; any loan, loan commitment or loan guarantee; any sale, purchase, or exchange of mortgage loans, notes, or bonds; or any other business arrangement or contract therefor.

- D. Conflicts of Interest. Third Parties should avoid engaging in any activity that would conflict, interfere, or even create the appearance of a conflict with their business with MFA. Third Parties must disclose any potential conflicts to MFA in writing as soon as practicable upon discovery or recognition. Examples of potential conflicts include, but are not limited to:
- Engaging in a conflict-of-interest transaction prohibited by Section F of MFA’s Code of Conduct, which can be found at: <https://housingnm.org/rfps/rfps-rfq>
 - Providing gifts and entertainment to any MFA Employee, MFA Management or MFA Member in an attempt to improperly influence MFA business decisions.

MFA shall not enter into any Transaction with a former MFA Member or former MFA Management for a period of one (1) year after such person ceases to be an MFA Member or MFA Management, except with prior approval of a disinterested majority of all current MFA Members.

To the extent applicable, Third-Party shall disclose conflicts of interest required pursuant to state or federal law, including but not limited to 2 CFR 200.112.

- E. Anti-Discrimination and Anti-Harassment Policy. MFA is committed to maintaining an employment environment in which all individuals are treated with respect and dignity and expects the same from Third Parties doing business with MFA. MFA expects that Third Parties will maintain a workplace where employment-related decisions are based on performance, ability, or other legitimate, non-discriminatory bases and are never based on race, color, national origin, ancestry, citizenship status, religion, sex, sexual orientation, gender identity, age, physical or mental disability, serious medical condition, marital status, status with regard to public assistance, veteran status, or any other legally

protected status. MFA also maintains and expects Third Parties to maintain a workplace that is free of unlawful harassment. This includes harassment based upon any of the above legally protected status (such as age, sex, religion, national origin, etc.) and which creates an intimidating, hostile, or offensive working environment. This also includes sexual harassment which is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidated, hostile, or offensive working environment. MFA will also not tolerate any form of unlawful discrimination or harassment of an MFA Employee by any Third-Party including by its employees, owners, managers, members, directors, agents, or representatives

- F. Confidential Information and Intellectual Property. Third Parties doing business with MFA must protect any confidential or proprietary information that belongs either to MFA or any other third-party with whom MFA does business, if such other third-party has provided MFA with confidential or proprietary information. Confidential or proprietary information includes, but is not limited to, any non-public financial information, business processes and systems, intellectual property, personally identifiable information of MFA's customers, and personally identifiable or private information about any MFA Employee, MFA Member, MFA Management, third-party, or customer, such as identity, medical, employment, or financial information. To the extent necessary for a Third-Party to share MFA's confidential or proprietary information with a sub-contractor, MFA expects the Third-Party to implement adequate controls at a level no less than those set forth in this Third-Party Code of Conduct with such sub-contractor. Third Parties must not infringe upon the intellectual property rights of other companies or organizations. Third Parties must return all confidential and proprietary information in their possession to MFA when the contractual relationship between MFA and the Third-Party has terminated, unless otherwise specified by contract. The obligation to protect MFA's confidential and proprietary information continues even after any business relationship between MFA and the Third-Party ends. MFA may require that Third Parties sign a separate confidentiality and non-disclosure agreement.
- G. Onsite Visitor Requirements. While on MFA's premises, Third Parties must comply with all MFA rules and procedures, including security measures and requests. These may include but are not limited to:
 - Registering with reception.
 - Accessing only authorized areas unless accompanied by an MFA Employee.
 - Promptly reporting known security violations and property loss or damage.
 - Complying with all MFA facility requirements, including maintaining a substance-free and violence-free workplace.
 - Any public health and safety policies in effect, including wearing a face mask.
- H. Compliance with Laws, Regulations, Policies and Procedures and Contracts. All Third Parties must comply with all applicable state and federal laws, codes, and regulations and MFA's policies and procedures to the extent applicable to the Third-Party and must not violate any terms and conditions established by contract with MFA.
- I. Business Integrity. Any and all forms of illegal or inappropriate activity by a Third-Party doing business with MFA, including, but not limited to, corruption, misrepresentation, extortion, embezzlement, or bribery, are strictly prohibited and may result in termination of any or all agreements with MFA.

OFFEROR/DEVELOPMENT TEAM MEMBER ACKNOWLEDGMENT

By: NAME Date Signature

2022 MFA UNIVERSAL RENTAL DEVELOPMENT APPLICATION
Permanent Supportive Housing Certification of Quality

In completing the PSH Certification of Quality the signatory affirms that the project has been explained to each partner named in the Universal Rental Development Application and that they understand and commit to the Quality Standards marked Yes.

Indicator	Certification of Quality	Verifiable Quality Measures in Pre-Development and Program Planning
Resident Centered		
Resident-Driven Planning	<input type="checkbox"/> Yes <input type="checkbox"/> No	During the project planning process, individuals representing the priority target population have been involved, either through at least one individual meeting with the supportive housing project team and/or at least one focus group with members of the targeted tenancy.
	<input type="checkbox"/> Yes <input type="checkbox"/> No	There are multiple documented plans of how resident feedback is and will continue to be incorporated into the supportive housing project.
Commitment to Supportive Housing Goals	<input type="checkbox"/> Yes <input type="checkbox"/> No	There are written goals and/or targeted resident outcomes for the supportive housing project.
	<input type="checkbox"/> Yes <input type="checkbox"/> No	The project will have a reliable method for collecting and reviewing data on the targeted resident outcomes (such as housing retention, income, changes in health outcomes, employment, social connectedness).
Privacy & Living Space (Necessary Amenities)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Based on the household composition of the planned priority population, there will be an adequate number of bedrooms per unit.
	<input type="checkbox"/> Yes <input type="checkbox"/> No	Sharing of bedrooms by non-related, single, adult residents will not be required.
Resident Education	<input type="checkbox"/> Yes <input type="checkbox"/> No	The Property Management plan will require the management company to provide residents an orientation introducing them to their apartment and neighborhood, and their rights and responsibilities as leaseholders as part of the move-in process.
	<input type="checkbox"/> Yes <input type="checkbox"/> No	The Services Plan will include an adequate level of on-site tenancy supports (caseloads of 1:10-1:25) and opportunities for residents to build their skills through on-site workshops/ or outside linkages.
Resident Feedback	<input type="checkbox"/> Yes <input type="checkbox"/> No	The Property Management and/or Services Plan will indicate that a resident satisfaction survey will be administered on an annual basis. There will be a written description of the system for reviewing survey results and responding to resident feedback.
	<input type="checkbox"/> Yes <input type="checkbox"/> No	The Property Management or Services Plan indicates that there will be a resident council, focus group or another resident-led group that meets regularly with the supportive housing project partners. There will be a written description of the system for reviewing and responding to resident feedback.
Services Design	<input type="checkbox"/> Yes <input type="checkbox"/> No	The services plan demonstrates that participation in services is voluntary, meaning that residents can choose whether to participate and select the services they prefer.

Accessible

Location	<input type="checkbox"/> Yes <input type="checkbox"/> No	Residents can easily access a wide array of amenities on their own (public transportation, grocery stores, community centers, health clinics, etc.) that reflect local community standards.
	<input type="checkbox"/> Yes <input type="checkbox"/> No	In locations where this is not feasible, the project will have a plan to assist residents in accessing needed resources.
Physical Accessibility	<input type="checkbox"/> Yes <input type="checkbox"/> No	There will be a system in place to ensure that any needed accommodations are requested and completed prior to resident move-in.
Housing First	<input type="checkbox"/> Yes <input type="checkbox"/> No	The Resident Selection Plan and all written policy and procedures will state that the eligibility criteria for the supportive housing meet the minimum that the funder(s) or landlord requires (without additional criteria imposed). (I.e. The project minimizes barriers to entry to ensure that its targets residents can quickly and easily access the supportive housing.)
	<input type="checkbox"/> Yes <input type="checkbox"/> No	The Resident Selection Plan and all written policy and procedures will not require sobriety as an eligibility requirement to enter the supportive housing.
	<input type="checkbox"/> Yes <input type="checkbox"/> No	The Resident Selection Plan and all written policy and procedures will not require medication compliance as an eligibility requirement to enter the supportive housing.
	<input type="checkbox"/> Yes <input type="checkbox"/> No	The Resident Selection Plan and all written policy and procedures will not require participants to participate in services as an eligibility requirement to enter the supportive housing.
	<input type="checkbox"/> Yes <input type="checkbox"/> No	The Resident Selection Plan and all written policy and procedures will not require a minimum income as an eligibility requirement to enter the supportive housing.
Application Process	<input type="checkbox"/> Yes <input type="checkbox"/> No	There are (existing, or plans for) outreach protocols and designated staff assigned to find households after receiving referrals.
	<input type="checkbox"/> Yes <input type="checkbox"/> No	The housing application and screening processes will be fully accessible to persons with disabilities.
	<input type="checkbox"/> Yes <input type="checkbox"/> No	Appropriate, reasonable accommodations and necessary supports will be provided, as needed, during the application and screening processes.
	<input type="checkbox"/> Yes <input type="checkbox"/> No	The housing application will be separate from any service needs assessment and will not request detailed clinical information.
	<input type="checkbox"/> Yes <input type="checkbox"/> No	There will be a timely and clearly stated process for the approval or denial of housing applications and appeals.
	<input type="checkbox"/> Yes <input type="checkbox"/> No	There will be an established system for staff to communicate with residents and referral sources during the application process and to track and retain documentation.
	<input type="checkbox"/> Yes <input type="checkbox"/> No	The supportive housing application and intake processes will ONLY include the minimum number of questions needed to determine resident eligibility, such as those required by funders.

Availability of Services	<input type="checkbox"/> Yes <input type="checkbox"/> No	The services plan outlines responsibility of services staff to ensure that residents are aware of available services, can modify their services at any time, and that service hours and locations are convenient (including outside of normal business hours and in crisis situations).
Coordinated		
Roles and Responsibilities	<input type="checkbox"/> Yes <input type="checkbox"/> No	There are written descriptions of each supportive housing partner's role, including, at minimum, the project sponsor, housing and/or property manager and supportive services provider. These descriptions detail the responsibilities of each partner.
	<input type="checkbox"/> Yes <input type="checkbox"/> No	Written descriptions will be reviewed and revised annually by all partners.
Communication	<input type="checkbox"/> Yes <input type="checkbox"/> No	There are forums for all partners to discuss the status of the project, their roles and the coordination of their efforts on a regular basis.
	<input type="checkbox"/> Yes <input type="checkbox"/> No	There are established procedures for communication between scheduled meetings.
Coordinating Property/ Housing Management & Supportive Services	<input type="checkbox"/> Yes <input type="checkbox"/> No	Both the service provider AND property management group (if project based) or housing management office (if scattered site) are committed to developing an eviction prevention plan and a rent repayment plan template. (This commitment can be included in MOUs outlining roles or demonstrated in meeting minutes)
Connections with Mainstream and Community-Based Service Providers	<input type="checkbox"/> Yes <input type="checkbox"/> No	Supportive Housing Service Plan and/or the MOU with the service provider includes serving as a coordinator with other mainstream service providers. (The primary service provider facilitates residents' connections to resources and supportive services in the community, particularly behavioral healthcare, primary healthcare, substance use treatment and support, and employment.)
Integrated		
Community Dialogue	<input type="checkbox"/> Yes <input type="checkbox"/> No	The supportive housing project partners have <u>identified a lead partner</u> who will be active in ongoing community dialogue and activities (including participating in community improvement activities, soliciting neighborhood input on design, development and operating plans, identifying neighborhood needs or preferences for the design, receiving and responding to community concerns, and providing regular updates on the development process).
Housing Unit Choice	<input type="checkbox"/> Yes <input type="checkbox"/> No	Supportive housing partners have a clear understanding of and written description of <u>which partner</u> will work with residents to: <ol style="list-style-type: none"> 1) Develop an understanding of their needs and wants from a housing unit and 2) Search for and select a housing unit that meets their needs, including any accessibility needs and reasonable accommodations requests.

Leases and Resident Rights	<input type="checkbox"/> Yes <input type="checkbox"/> No	All supportive housing residents will be provided with leases or subleases identical to non-supportive housing residents — without service participation requirements or limits on length of stay (as long as lease terms are met).
	<input type="checkbox"/> Yes <input type="checkbox"/> No	The project has procedures in place to ensure that residents are provided with a copy of their lease and have a clear understanding of their rights and responsibilities as residents.
Community Connections	<input type="checkbox"/> Yes <input type="checkbox"/> No	The primary service provider is committed to working with residents to 1) identify community opportunities, resources and relationships to support community connection, and to 2) ensure that residents have the support and access to resources needed to pursue these connections.
Sustainable		
Operating Funding	<input type="checkbox"/> Yes <input type="checkbox"/> No	The operating budget includes long-term operating subsidies or a rent reserve sufficient to meet operational costs for the supportive housing units while maintaining affordable resident rents.
	<input type="checkbox"/> Yes <input type="checkbox"/> No	The operating budget will include a recurring contribution to a replacement reserve to repair/replace major systems that is consistent with MFA standards.
Housing Maintenance	<input type="checkbox"/> Yes <input type="checkbox"/> No	Property management staff has a comprehensive, written plan and schedule for inspections, pest control, routine maintenance and replacement activities designed to sustain the quality of the physical environment.

I hereby certify that the information indicated above is true and accurate. I understand that in affirming our commitment to quality supportive housing this project and its supporting documentation may be subject to review for verification of the certification of quality standards.

Signature: _____ Printed Name: _____

Title: _____ Date: _____