



HOUSING INNOVATION PROGRAM

Application

NEW MEXICO MORTGAGE FINANCE AUTHORITY



APPLICANT INFORMATION

Entity name:		
Point of contact:		
Phone number:		
Email:		
Address:		
Applicant type:	<input type="checkbox"/> Non-profit organization <input type="checkbox"/> County <input type="checkbox"/> For-profit organization <input type="checkbox"/> Other governmental entity <input type="checkbox"/> Government housing agency or authority <input type="checkbox"/> Governmental instrumentality <input type="checkbox"/> Regional housing authority <input type="checkbox"/> Tribal government <input type="checkbox"/> Public housing authority <input type="checkbox"/> Tribal housing agency or authority <input type="checkbox"/> Municipality <input type="checkbox"/> Other:	

PROPOSED PROJECT INFORMATION

Project name:	
Project type:	
Project scope of work:	<input type="checkbox"/> Costs of infrastructure and infrastructure purposes <input type="checkbox"/> Financing in whole or in part through loans or grants, the costs necessary to support or own affordable housing projects <input type="checkbox"/> The acquisition, construction, rehabilitation, renovation, reconstruction, alteration or repair of residential housing, multi-family housing, congregate housing facilities, transitional housing facilities <input type="checkbox"/> Buildings for use as or that will provide affordable housing
Project description: <i>(Narrative detail of the specific activities to be undertaken)</i>	
Award request:	
Anticipated number of beneficiaries: <i>(units/beds/households/individuals)</i>	
Project location or areas served:	

THRESHOLD & RANKING CRITERIA

1. Describe your ability to undertake the project, including detail on experience with affordable housing projects.
2. Describe the health, safety, or housing opportunity concerns the project intends to address.
3. Describe how the project is innovative, sustainable, and scalable.
4. Describe the project's readiness to proceed.
5. Describe the project's financial feasibility, including detail on any match funding.
6. Describe the project's design, include detail on income limits, long-term affordability protection, service delivery structure, and completion schedule.

7. Describe the project’s beneficiaries, including whether the beneficiaries will be residents of rural communities (defined as communities outside the cities of Albuquerque, Las Cruces, Santa Fe, and Farmington) and/or residents of Tribal areas?

*To receive maximum points, applicants are encouraged to review the **Ranking Criteria** outlined in the Notice of Funding Availability (NOFA).*

PROJECT BUDGET

Insert the project’s total budget, including any match funds and administrative expenses.

PROJECT COMPLETION SCHEDULE

Insert the project’s completion schedule.

REQUIRED DOCUMENTS

Applicant Threshold Requirements	Required Supporting Documents
Organized under state, local, or tribal laws and provide proof of such organization and that the applicant is in good standing.	<ul style="list-style-type: none"> • Applicant’s Board of Director’s or governing body information • Organization Mission Statement • Current Business License
<p>A functioning accounting system that is operated in accordance with Generally Accepted Accounting Principles (GAAP), Government Auditing Standards (GAS) or has designated an entity as their fiscal agent that will maintain such an accounting system consistent with GAAP or GAS.</p> <p>No significant financial audit findings, and no significant outstanding or unresolved monitoring findings from any governmental entity, or from Housing New Mexico, or otherwise; or if it has any such findings, it has a certified letter from the auditor, governmental entity, Housing New Mexico, or otherwise, stating that the findings are in the process of being resolved.</p>	<p>Current financial audit or audited financial statements conducted in accordance with Government Auditing Standards (GAS) or Generally Accepting Auditing Principles (GAAP). The audit must include the following:</p> <ul style="list-style-type: none"> • Auditor's report on the financial statements • Review of internal control structure disclosing reportable conditions with acknowledgement of material/non-material weaknesses • Report on the Schedule of Federal and Financial Assistance or Federal awards, if applicable • Management letter and agency response to items in the letter. • Report on fraud, abuse or other infraction. <p>If the applicant does not have a financial audit or audited financial statements, Housing New Mexico require a designated fiscal agent be appointed by the applicant in which case, the following must be provided:</p>

	<ul style="list-style-type: none"> Financial audit or audited financial statements that contain the items listed above for the fiscal agent. A contract between the applicant and the fiscal agent that contains the responsibilities of the fiscal agent and the authority to act on behalf of the applicant.
Not having been suspended, debarred or otherwise restricted by any department or agency of the federal government, any state or local government, or Housing New Mexico from doing business with such department, agency, or authority because of misconduct or alleged misconduct.	<ul style="list-style-type: none"> Good standing certification Reputation certification
Not having defaulted on any obligation covered by a surety or performance bond.	<i>These forms can be downloaded from the Housing Innovation NOFA webpage.</i>
ADDITIONAL THRESHOLD REQUIREMENTS FOR NON-PROFIT APPLICANTS	
501(c)(3) tax status;	<ul style="list-style-type: none"> 501(c)(3) certificate from the IRS
Compliance with the Charitable Solicitations Act NMSA 1978, §57-22-1, et seq. and with the filing requirements by the New Mexico Attorney General's Office under that Act; and	<ul style="list-style-type: none"> New Mexico proof of current registration as a charitable organization by the New Mexico Attorney General's office
Having no part of its net earnings inuring to the benefit of any member, founder, contributor or individual.	<ul style="list-style-type: none"> Articles of incorporation or charter that evidence that no part of the nonprofits net earnings inures to the benefit of any member, founder, contributor or individual

Applications from Applicants that do not meet the Threshold Requirements will be rejected.

APPLICATION CERTIFICATION

I certify that the forms and documents submitted according to this checklist are true and correct.

Applicant Signature