Application

NEW MEXICO Mortgage Finanace Authority

HOusing Innovation Program

# Exhibit 1: Application

## Applicant Information

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

## Proposed Project Information

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

## Project Budeget

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

## Project Completion Schedule

Insert the project’s completion schedule.

# Required Document Checklist

## Documents required from all applicants

Proof organization is formed under state, local, or tribal laws, which may be evidenced by a current business license

Organization mission statement

Copy of the most recent independent Certified Public Accountant (CPA)’s auditor’s report (audit) conducted in accordance with Government Auditing Standards (GAS) or a recent MFA approved audit letter

Organizations Board of Directors or governing body information

Accounting Practices Certification

## Additional documents required from non-profit applicants

A 501 (c)(3) or (4) Certificate from the IRS

Articles of incorporation or charter that evidence that no part of the non-profit’s net earnings inures to the benefit of any member, founder, contributor, or individual

Proof of current registration as a charitable organization with the New Mexico Attorney General’s Office for fiscal year ending in 2022 or proof of exemption therefrom (must include all pages of registration form)

# Application certification

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