Application Form

State and Local Fiscal Recovery Fund & New Mexico Housing Trust Fund

*MFA may require additional information from applicants beyond what this application solicits.*

# Applicant Information

Applicant Name:

Applicant Type:

Non-profit organization

For-profit organization

Governmental housing agency or authority

Regional housing authority

Public housing authority

Governmental entity

Governmental instrumentality

Tribal government

Tribal housing agency or authority

Applicant Address:

Street

City

State

Zip code

Applicant Point of Contact:

Name

Title

Phone number

Email

# Project Information

Project name:

Project description:

Beneficiary type:

Household

Individual

Other:

Estimated number of beneficiaries to be served:

Describe the extent to which the project need is unmet by other resources:

Describe how the project addresses health, safety, or housing stability concerns:

Describe how the project addresses housing needs of vulnerable or underserved populations:

Describe how the project addresses an identified, unmet housing need:

Describe how the project proposes an innovated and scalable housing solution:

Describe the project’s readiness to proceed:

Describe the project’s financial feasibility and sustainability:

Describe the applicant’s ability to undertake and complete the proposal:

Project Design and Implementation Plan

Describe how outreach to prospective beneficiaries will be completed:

Describe how beneficiaries will be assessed for eligibility, including income qualification:

Describe how the project will be carried out:

Funding Source Requirements

Does the applicant entity have a primary mission to provide housing or housing related services to persons of low- or moderate- income?

Yes

No

Describe how the project will result in the production or preservation of “energy efficient affordable housing” or otherwise contribute to “energy efficient affordable housing”:

Budget

Provide the project budget:

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Budget** | | | |
| Project Cost Activity | Housing Innovation Program Award | Leverage Funding  (if applicable) | Total |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total** |  |  |  |

Optional budget narrative:

Completion Schedule

Provide the project completion schedule:

|  |  |
| --- | --- |
| **Project Budget** | |
| Project Activity | Completion Date (month/year) |
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Optional schedule completion narrative:

Required Documents Checklist

State and Local Fiscal Recovery Fund & New Mexico Housing Trust Fund

*All applications must be submitted with the required documents listed below. Additional documents are required for non-profit applicants. MFA may require additional documentation from applicants beyond what this application solicits.*

# Required Documents for All Applicants

Articles of incorporation to evidence the applicant is organized under State or local laws

A notarized statement from the organization; documentation from a Certified Public Accountant; **OR** an approved audit summary that evidences the applicant has sound financial and management stability with no significant outstanding or unresolved monitoring findings or its most recent independent financial audit

If applicable:

Articles of incorporation, charter, by-laws, OR resolution that evidences the applicant has among its purposes the provision of decent housing that is affordable to low- and moderate-income people

A summary of projects and/or statements that describe key projects within the last 5 years, **OR** a contract(s) with a consultant firms or individuals that have benefited the community that evidences the applicant has a has demonstrated commitment of the entity to affordable housing and the community.

# Additional Required Documents for Non-profit Applicants

A 501 (c)(3) or (4) Certificate from the IRS **OR** a group exemption letter from the IRS that includes the CHDO that evidences the applicant is classified as a subordinate of a central organization non-profit under Section 905 of the Internal Revenue Code.

Articles of incorporation **OR** charter that evidence that no part of the non-profits net earnings inure to the benefit of any member, founder, contributor, or individual.

Other Documents to be Submitted if Applicable

Evidence of Site Control

Financing Commitment Letter(s) or Agreement(s)