



NEW HOMES FOR NEW MEXICO  
DOWN PAYMENT ASSISTANCE  
PROGRAM APPLICATION

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**PROGRAM BACKGROUND**

The *New Homes for New Mexico* Program provides a funding opportunity to address the shortage of affordable, for-sale starter homes in New Mexico. Funding from the 2026 Regular Legislative Session is being made available to eligible buyers for down payment assistance loans to purchase newly constructed homes through eligible builders that meet the requirements set forth in House Bill 200 and the rules promulgated by Housing New Mexico | MFA.

**Housing New Mexico encourages applicants to discuss proposed projects with the New Homes for New Mexico point of contact prior to submission of an application.**

**Submission method: Applications must be submitted via email to [racuna@housingnm.org](mailto:racuna@housingnm.org) and include “New Homes for New Mexico Program Application Submission” in the subject line.**

**Attach additional sheets if necessary.**

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

**APPLICANT INFORMATION**

Entity name:	
Date of Application:	
Point of contact:	
Phone number:	
Email:	
Address:	
Applicant type:	<input type="checkbox"/> Non-profit builder <input type="checkbox"/> Tribal housing agency or authority <input type="checkbox"/> For-profit builder <input type="checkbox"/> Other:

**PROPOSED PROJECT APPLICATION INFORMATION**

1. Project name:	
2. Project Location (address/city/county):	
3. Project Description:	<input type="checkbox"/> Attach a schedule specifying number of floor plans, square footage, and purchase prices. Include a plat or proposal for lot sizes that meet the program requirements.
4. Reservation Request Amount:	\$_____ (number of homes X \$50,000 or \$75,000 for high-cost counties)
5. Development and/or construction time frames	
6. Schedule of eligible homes (size, price)	
7. Designate Housing New Mexico participating mortgage lenders	
8. Proposed reporting (home sales, construction timelines, entitlement timeline progress)	

<p>9. Describe your ability to undertake the project, including detail on experience with home construction projects. Provide examples of similar projects you have completed</p>	
<p>10. Describe how your proposed project meets the requirements specified in the New Homes for New Mexico NOFA</p>	
<p>11. Provide sufficient evidence that the proposed homes are financially feasible and include a proposed budget and performance schedule for the proposed project</p>	
<p>12. Describe the project's readiness to proceed</p>	
<p>13. Describe the project's design and completion schedule</p>	
<p>14. Describe if this project serves residents in rural communities (defined as communities outside the cities of Albuquerque, Las Cruces, Santa Fe, and Farmington) and/or residents of Tribal areas</p>	
<p>15. Explain your plan to market the proposed homes to eligible buyers with financing through Housing New Mexico approved, participating mortgage lenders. How will you identify qualified buyers and ensure compliance with program requirements?</p>	
<p>16. Describe how will you document to Housing New Mexico that buyers are eligible for the program?</p>	
<p>17. Describe your proposed plan to communicate and report to Housing New Mexico sales, planned</p>	

completion dates, and scheduled closings	
18. Are you a New Mexico Resident Business? What percentage of your employees who would perform services related to the project reside in New Mexico?	

**Individual consumer, owner-builder applicants are not eligible for the New Homes for New Mexico Program.**

### THRESHOLD REQUIREMENTS

To be considered for funding, an applicant must demonstrate that it meets each of the following application and project threshold requirements:

- The application is complete and legible and includes all required documents.
- The application complies with all applicable requirements established in the NOFA, and any applicable addendum.
- Evidence the applicant (builder) is a General Contractor or will utilize a General Contractor, licensed in the State of New Mexico and is in good standing with the Construction Industry Licensing Division of the State of New Mexico.
- Certification and evidence the applicant has not 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.
- Applicant has not defaulted on any obligation covered by a surety or performance bond.

### REQUIRED SUPPORTING DOCUMENTS

<ul style="list-style-type: none"> <li>• Signature Resolution</li> <li>• Evidence of Good Standing with the New Mexico Secretary of State</li> <li>• Copy of current GB – 98 License</li> </ul>
<ul style="list-style-type: none"> <li>• Applicant’s certification of good standing with Federal and State of New Mexico departments and agencies</li> </ul>
<ul style="list-style-type: none"> <li>• Good standing certification</li> <li>• Reputation certification</li> </ul>
<ul style="list-style-type: none"> <li>• Housing New Mexico’s Third-Party Code of Conduct (signed)</li> </ul>

### EVALUATION OF APPLICATIONS AND DOCUMENTATION

An internal review committee will score and recommend approval of proposals meeting minimum threshold for consideration and approval by the Housing New Mexico Board of Directors. Housing New Mexico staff will evaluate applications using the Threshold Requirements and Ranking Criteria as described in the NOFA. Housing New Mexico will follow its own policies and procedures to obtain the necessary reservation approvals. Housing New Mexico reserves the right to make final decisions at its discretion.

Staff may contact applicants for clarification of information provided. Housing New Mexico will enter into fund reservation agreements with the applicants whose applications are deemed to be most advantageous to achieving the goals of the New Homes for New Mexico Program. All agreements will include provisions for remedies and provisions in the event of the unsatisfactory performance by the successful applicant.

#### AWARD NOTICE

Housing New Mexico will provide written notice of the approved reservation to approved applicants within 15 days of the date of the approval. The awarded reservation will be contingent upon signing final reservation and program agreements.

#### APPLICATION CONFIDENTIALITY

Housing New Mexico will not disclose any information regarding this application to any third party prior to consideration by the Housing New Mexico Board of Directors, except as may be required under Housing New Mexico's Request to Inspect Documents policy.

#### THIRD-PARTY CODE OF CONDUCT

Applicant will conduct themselves in a manner consistent with Housing New Mexico's Third-Party Code of Conduct which is located on Housing New Mexico's website at:

[https://housingnm.org/uploads/documents/Third\\_Party\\_Code\\_of\\_Conduct.pdf](https://housingnm.org/uploads/documents/Third_Party_Code_of_Conduct.pdf).

Applicant will promptly disclose information Housing New Mexico may reasonably request relating to conflicts or potential conflicts of interest.

#### NEW HOMES FOR NEW MEXICO POINT OF CONTACT

Applicants should direct questions regarding the New Homes for New Mexico application to:

Rene Acuna, Director of Homeownership  
Housing New Mexico  
7425 Jefferson St. NE  
Albuquerque, NM 87109  
Phone: (505) 532-1786 or toll-free statewide (800) 444-6880  
E-mail: [racuna@housingnm.org](mailto:racuna@housingnm.org)  
TTY/Voice: 711, or if no answer  
1-800-659-8331 (English) OR 1-800-327-1857 (Spanish)

#### APPLICATION CERTIFICATION

*I/we certify that Applicant has read and understands the requirements of the New Homes for New Mexico and the forms and documents submitted with this application are true and correct.*

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Applicant Signature