



New Mexico Homeowner Assistance Fund Program Manual and Term Sheets



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Section 1 - Introduction

American Rescue Plan Act

On January 21, 2020, the Centers for Disease Control and Prevention (CDC) confirmed the first case in the United States of a coronavirus known commonly referred to as COVID-19. The nation continues to face significant public health and economic challenges related to COVID-19.

The U.S. Department of the Treasury (Treasury) Homeowner Assistance Fund (HAF) was established under section 3206 of the American Rescue Plan Act of 2021 to mitigate financial hardships associated with the coronavirus pandemic by providing funds to eligible entities for the purpose of preventing homeowner mortgage delinquencies, defaults, foreclosures, and displacements of homeowners experiencing financial hardship after January 21, 2020, through qualified expenses related to mortgages and housing.

The State of New Mexico received an allocation in the amount of \$55,772,684 under the Homeowner Assistance Fund. MFA has been contracted by the State to administer housing cost assistance programs which will assist homeowners with housing related costs including loan reinstatement, monthly payment assistance, homeowner taxes and homeowner insurance. The State of New Mexico is providing utility assistance with HAF funding under a separate program¹.

New Mexico Homeowner Assistance Fund

The New Mexico Homeowner Assistance Fund (HAF) provides housing grants to income-eligible households experiencing financial hardship associated with the COVID-19 health crisis.

These grants are housing assistance payments made on behalf of income-eligible homeowners up to \$20,000 per household, to maintain housing and/or to reduce housing cost delinquency associated with the COVID-19 health crisis. Award amount is based off the actual costs not to exceed the household maximum.

HAF funds will be used for housing assistance payments on behalf of income-eligible homeowners whose households have experienced financial hardship associated with the COVID-19 health crisis. Qualified expenses are for the purpose of preventing homeowner mortgage delinquencies, homeowner mortgage defaults, homeowner mortgage foreclosures, and displacements of homeowners experiencing financial hardship.

Section 2 - Eligible Use of Funds

The HAF program allows for the following eligible uses of funds. Eligible use of funds include reinstatement, loss mitigation assistance, monthly payment assistance, delinquent property tax assistance, and delinquent homeowner insurance assistance as described below and in the program Term Sheets.

Reinstatement and Loss Mitigation

The Homeownership Loan Reinstatement Program will provide up \$20,000 per household to reduce or eliminate homeownership cost delinquencies.

HAF Funds may be used to bring the account fully current, with no remaining delinquent amounts, and to repay amounts advanced by the lender or servicer on the borrower's behalf for property charges, including property taxes, hazard insurance premiums, flood or wind insurance premiums, ground rents, condominium fees, cooperative maintenance fees, planned unit development fees, homeowners' association fees or utilities that the servicer advanced to protect lien position. Payment may also include any reasonably required legal fees. HAF Funds may be used for a partial reinstatement if the full reinstatement amount exceeds the household maximum.

Homeowners who are working with their loan servicer to complete loss mitigation will have the opportunity to incorporate HAF into their default resolution as allowed by servicer procedures and investor guidelines. Funds

¹ For assistance with utility payments, visit www.renthelpnm.org.

can be applied to a lump sum reinstatement or for principal reduction. HAF funds may be used to reimburse partial claim liens after loss mitigation, as allowed for by servicer and investor guidelines.

Assistance will be available for households without access to loss mitigation or that have already exhausted loss mitigation. HAF funds may also be used prior to or during the loss mitigation process.

Payment Assistance

The Homeownership Loan Payment Assistance program will provide payment assistance to homeowner households struggling to make mortgage or homeownership loan payments due to financial hardship associated with the Coronavirus pandemic.

Housing Cost Assistance Taxes

The Property Charge Default Resolution (Taxes) program will provide up to \$20,000 per household to resolve delinquent property taxes that threatens a homeowner's ability to sustain ownership of the property. This program is intended to assist with property taxes outside of a homeownership loan escrow or not covered under the Homeownership Loan Reinstatement program or Homeownership Loan Payment Assistance program (which will also pay property charges associated with homeownership loan escrows).

Each household may receive funding for up to three years of delinquent taxes. Funds may also be used to pay property taxes coming due in the 90 days following household application approval.

Housing Cost Assistance Insurance

The Property Charge Default Resolution (Insurance) program will provide up to \$20,000 per household to resolve property charge default that threatens a homeowner's ability to sustain ownership of the property. This program is intended to assist with property insurance charges outside of a homeownership loan escrow or not covered under the Homeownership Loan Reinstatement program or Homeownership Loan Payment Assistance program (which will also pay property charges associated with homeownership loan escrows).

HAF Funds may be used to pay past due property insurance premiums that threaten sustained ownership of the property and must be brought current by program assistance or resolved concurrently with the program design element providing assistance.

Each household may receive funding for up to three years for insurance premiums including force placed insurance. Funds may also be used to pay property insurance charges coming due in the 90 days following household application approval.

Section 3 - Program Marketing and Outreach

MFA will engage in outreach through partnerships with organizations that focus primarily on serving homeowners earning incomes below 100% of area median income or socially disadvantaged individuals and that have the capacity to engage targeted communities in a culturally and linguistically relevant manner to encourage the submission of applications for HAF resources from targeted populations.

The HAF outreach and marketing campaign will include both traditional media and grassroots marketing efforts. The traditional media arm of the campaign will serve as a mechanism to spread awareness around HAF and the available funds/resources for New Mexico families. Traditional media includes, but is not limited to, broadcast and cable television, digital marketing, social media, and print advertising (newspaper, magazine).

The media campaign will utilize data to regularly adapt campaign messages, placement, and tactics to ensure it is effectively reaching target audiences and implementing appropriate technologies and findings. The campaign will optimize towards highest performing audience segmentation, creative messaging, and tactical approaches. On an ongoing basis, the campaign will: 1) review applicants' demographic characteristics and areas of residence to determine whether applicants are representative of eligible populations and 2) employ new outreach and marketing strategies as necessary.

A non-paid grassroots outreach campaign and community engagement actions will be vital tactics in prompting applicants to start and complete the HAF application process. MFA will cultivate and resource trusted messengers in local, nonprofit, and civic organizations to engage and support applicants in the application process.

Additionally, through a series of training sessions, the campaign will establish partnerships with housing agencies, legal aid organizations, and educational organizations to utilize trusted messengers to spread awareness and support applicants in the housing assistance process. These tactics will expand the reach of the campaign, while concurrently shortening the distance between potential participants and trusted messengers.

While all eligible homeowners will be encouraged to apply, the campaign will leverage centralized outreach sources where many households can be reached with existing communications. This includes those homeowners who have mortgages through existing State, Federal, and local programs that target low- and moderate -income borrowers. The campaign will provide custom materials for their specific outreach needs.

All associated marketing and outreach efforts will be conducted in both English and Spanish. Some outreach support will be provided in less frequent but present languages such as Vietnamese.

Section 4 - General Eligibility Requirements

Applicant's eligibility for the homeowner assistance programs shall be determined upon submission of a completed Program Application with all required information and documents. In order to generate an application, households must meet the following General Eligibility Requirements. Each program element is administered independently and may have additional program specific eligibility criteria.

COVID 19 Impact

To be eligible for assistance, each applicant must attest that their household experienced a financial hardship after January 21, 2020 associated with the COVID-19 pandemic such as:

- a. Job loss;
- b. Job furlough;
- c. Closure of place of employment;
- d. Wage reduction;
- e. Reduction in self-employment compensation;
- f. Job loss and/or wage reduction due to requirement to be quarantined based on a diagnosis of COVID-19;
- g. Increased expenditures associated with the COVID-19 health crisis; or
- h. Other pertinent circumstances leading to financial hardship. Determination of other pertinent circumstances of financial hardship will be made by program staff.

Income Requirements

To be eligible for assistance, each applicant must provide income documentation and have incomes equal to or less than 150% of the area median income or 100% of the median income for the United States, whichever is greater.

Household income eligibility is based on the following:

- a. The total number of people in the household; and
- b. The total amount of current annual household income as stated in the Program Application and confirmed by supporting documentation.

Annual income means all amounts, monetary or not, which:

1. Go to, or on behalf of, the family head or spouse (even if temporarily absent) or to any other family member; or
2. Are anticipated to be received from a source outside the family during the 12-month period following admission or annual reexamination effective date; and
3. Which are not specifically excluded below.

4. Annual income also means amounts derived (during the 12-month period) from assets to which any member of the family has access.

Annual income includes, but is not limited to:

1. The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services;
2. The net income from the operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the family;
3. Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness shall not be used as deductions in determining net income. Any withdrawal of cash or assets from an investment will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the family. Where the family has net family assets in excess of \$5,000, annual income shall include the greater of the actual income derived from all net family assets or a percentage of the value of such assets based on the current passbook savings rate, as determined by HUD;
4. The full amount of periodic amounts received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts, including a lump-sum amount or prospective monthly amounts for the delayed start of a periodic amount (except as provided in paragraph (c)(14) of this section);
5. Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay (except as provided in paragraph (c)(3) of this section);
6. Welfare assistance payments made under the Temporary Assistance for Needy Families (TANF) program are included in annual income only to the extent such payments:
 - a. Qualify as assistance under the TANF program definition at 45 CFR 260.31; and
 - b. Are not otherwise excluded below.
 - c. If the welfare assistance payment includes an amount specifically designated for shelter and utilities that is subject to adjustment by the welfare assistance agency in accordance with the actual cost of shelter and utilities, the amount of welfare assistance income to be included as income shall consist of:
 - The amount of the allowance or grant exclusive of the amount specifically designated for shelter or utilities; plus
 - The maximum amount that the welfare assistance agency could in fact allow the family for shelter and utilities. If the family's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this paragraph shall be the amount resulting from one application of the percentage.
7. Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from organizations or from persons not residing in the dwelling;
8. All regular pay, special pay and allowances of a member of the Armed Forces (except as excluded in number 6 below).

Annual income does not include the following:

1. Income from employment of children (including foster children) under the age of 18 years;
2. Payments received for the care of foster children or foster adults (usually persons with disabilities, unrelated to the tenant family, who are unable to live alone);
3. Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains and settlement for personal or property losses (except as provided in paragraph (b)(5) of this section);

4. Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member;
5. Income of a live-in aide, as defined in § 5.403;
6. The special pay to a family member serving in the Armed Forces who is exposed to hostile fire;
7. Amounts received under training programs funded by HUD;
8. Amounts received by a person with a disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS);
9. Amounts received by a participant in other publicly assisted programs which are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and which are made solely to allow participation in a specific program; (iv) Amounts received under a resident service stipend. A resident service stipend is a modest amount (not to exceed \$200 per month) received by a resident for performing a service for the PHA or owner, on a part-time basis, that enhances the quality of life in the development. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, resident initiatives coordination, and serving as a member of the PHA's governing board. No resident may receive more than one such stipend during the same period of time;
10. Incremental earnings and benefits resulting to any family member from participation in qualifying State or local employment training programs (including training programs not affiliated with a local government) and training of a family member as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives, and are excluded only for the period during which the family member participates in the employment training program; (9) Temporary, nonrecurring or sporadic income (including gifts);
11. Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era;
12. Earnings in excess of \$480 for each full-time student 18 years old or older (excluding the head of household and spouse);
13. Adoption assistance payments in excess of \$480 per adopted child;
14. Deferred periodic amounts from supplemental security income and Social Security benefits that are received in a lump sum amount or in prospective monthly amounts, or any deferred Department of Veterans Affairs disability benefits that are received in a lump sum amount or in prospective monthly amounts.
15. Amounts received by the family in the form of refunds or rebates under State or local law for property taxes paid on the dwelling unit;
16. Amounts paid by a State agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home; or
17. Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under any program to which the exclusions set forth in 24 CFR 5.609(c) apply. A notice will be published in the Federal Register and distributed to PHAs and housing owners identifying the benefits that qualify for this exclusion. Updates will be published and distributed when necessary.

Annualization of income: If it is not feasible to anticipate a level of income over a 12-month period (e.g., seasonal or cyclic income), or MFA believes that past income is the best available indicator of expected future income, MFA may annualize the income anticipated for a shorter period, subject to a redetermination at the end of the shorter period.

New Mexico Residency

Applicants requesting housing cost assistance from this program must own and occupy a primary residence in the state of New Mexico. For homeowner residents of tribal lands, staff will verify if a HAF allocation was made to the Tribe or Tribally Designated Housing Entity and, if not, MFA will continue processing the application in

accordance with this guide. In cases where an applicant is a resident of a Tribe which has received or will receive a HAF allocation, the homeowner will be required to seek funding from the Tribe and will not be eligible for this program.

Housing Costs and Delinquency

The applicant must be able to provide evidence of their current housing cost balance due, broken down by month. Late fees for any delinquent months are eligible. Exceptions for other contractual fees may be considered for certain types of housing contracts. The maximum total award amount to any applicant for all forms of assistance payments is \$20,000. Certain other costs may be eligible, including but not limited to servicer advances for taxes and insurance, non-escrowed homeowner's insurance dues, and non-escrowed property taxes. Funds should be applied in accordance with applicable law and/or regulation to achieve the maximum benefit for the applicant. Amounts received by a servicer that are less than a full payment should be applied to the loan balance.

Conforming Loan Limits

At the time of origination, mortgages must not be more than the conforming loan limit. For purposes of this definition, the conforming loan limit means the applicable limitation governing the maximum original principal obligation of a mortgage secured by a single-family residence, a mortgage secured by a two-family residence, a mortgage secured by a three-family residence, or a mortgage secured by a four-family residence, as determined and adjusted annually under section 302(b)(2) of the Federal National Mortgage Association Charter Act (12 U.S.C. 1717(b)(2)) and section 305(a)(2) of the Federal Home Loan Mortgage Corporation Act (12 U.S.C. 1454(a)(2)). Mortgages greater than \$2,200 per month will require additional verification to confirm the original principal balance.

Section 5 - Additional Eligibility Requirements

To be eligible for assistance under each program element, applicants must meet the General Eligibility Requirements and also meet the additional program guidelines and requirements listed below.

Each household will be eligible for up to \$20,000 of HAF funding with respect to the applicant's primary residence.

If a household is requesting assistance for multiple eligible housing costs such as property taxes or annual homeowner's insurance premiums, whether in conjunction with delinquent payment assistance or separate and apart from a monthly homeownership payment structure, and/or is requesting assistance through other program design elements, the per household award shall not exceed \$20,000. Any amounts awarded to a household under the HAF Pilot Program administered from May 18, 2021 through August 16, 2021 and/or the Homeowner Assistance Interim Program from October 15, 2021 through January 4, 2022 will be included in the household maximum benefit and the total benefit shall not exceed \$20,000.

Reinstatement and Loss Mitigation Assistance

To be eligible for reinstatement assistance, the applicant(s) will provide a self-attestation that the household is able to resume the monthly housing payment following receiving assistance. Reinstatement assistance is limited to a one-time benefit per household but can be applied in combination to provide the maximum benefit to the homeowner.

If a household has received a one-time benefit through the Reinstatement Assistance program and subsequently re-defaults and becomes delinquent, they will be referred to the Foreclosure Prevention and Defense Program and will be required to complete approved housing counseling to receive any remaining amounts for which the household may be eligible. If the housing counselor recommends that additional HAF funds should be used to complete loss mitigation, MFA in its sole discretion may award an amount that was not previously expended up to the household maximum. Homeowners who decline to work with a housing counselor will not be eligible for additional reinstatement assistance.

To be eligible for an award for principal reduction, applicants must be approved by and provide evidence from their loan servicer for a principal reduction solution and be able to resume payments following assistance. For assistance with partial claim reimbursement, the applicant or servicer will be required to provide evidence of a completed partial claim.

Where loss mitigation is available, HAF funds may be used to supplement other forms of loss mitigation. Assistance will be available for households without access to loss mitigation or that have already exhausted loss mitigation. HAF funds may also be used prior to or during the loss mitigation process.

Applicants who have more than \$20,000 of delinquent housing payments and who need additional assistance to resolve their delinquency are eligible to receive housing counseling services through a HUD certified housing counseling agency² (HCA) or agency approved by a Tribal government HCA. Housing counselors can evaluate loss mitigation options including reduction in the unpaid principal balance, payment deferral options, and options offered by servicers that modify the principal and interest payment.

Loans that are already in foreclosure are only eligible for a full reinstatement. A HAF award less than the full reinstatement amount may be considered if additional funding has been secured by the applicant to meet the funding shortfall.

Payment Assistance

Households who meet all eligibility requirements can receive up to \$20,000 of assistance up to twelve (12) monthly payments through the monthly assistance program. Applicants who are eligible for monthly payment assistance are also eligible to receive free of charge housing counseling through an eligible HCA.

For households to receive monthly housing payments due within a 12-month period following the initial date of approval of the application, the household must meet general eligibility requirements and meet the following criteria:

- The household will provide a self-attestation that the household is struggling to sustain their housing payments due to unemployment.
- The household's contractual homeownership loan payment(s) exceed(s) 40% of the household's gross income.
- One or more household members is unemployed and receiving unemployment benefits.

Initial applications determined to be eligible for \$20,000 of monthly payment assistance will be awarded the maximum of \$20,000 in the initial and only payment through this program. Applicants will be referred to an HCA who will be available to assist homeowners resolve additional delinquency.

MFA will allocate funding on a first come, first served basis, and will not reserve the entire household maximum for each approved application.

Ongoing monthly assistance will be available as described as long as funding is available and may be awarded for up to three (3) months in advance and paid monthly on or around the due date.

Applicants will be required to recertify and document their unemployment status and household income every 90 days during the 12-month period. In cases where the applicant returns to work during their eligibility period, MFA will fund for the recertification period but no longer be eligible after the recertification period ends. To the extent the Common Data File (CDF) is implemented by a servicer, the Participant will utilize the process to verify ongoing loss mitigation activity and to facilitate monthly payment assistance.

² HUD certified housing counseling is available for all New Mexico households. More information can be found at <https://apps.hud.gov/offices/hsg/sfh/hcc/hcs.cfm>.

Section 6 - Income Eligibility

When using the term “household”, MFA will be referring to the definition of “family” as defined at 24 CFR 5.403. A household includes, but is not limited to, the following regardless of actual or perceived sexual orientation, gender identity, or marital status:

1. A single person, who may be an elderly person, displaced person, disabled person, near-elderly person, or any other single person; or
2. A group of persons residing together, and such group includes, but is not limited to:
 - a. A household with or without children (a child who is temporarily away from the home because of placement in foster care is considered a member of the household);
 - b. An elderly household;
 - c. A near-elderly household;
 - d. A disabled household;
 - e. A displaced household; and
 - f. The remaining member of a household.

To determine household income for all applicants, MFA will use the annual income definition as defined by HUD at 24 CFR 5.609 (commonly referred to as Part 5). MFA will use the Part 5 method to calculate the annual income by projecting the prevailing rate of income of the household for the next 12-month period as measured from the date that MFA performs the income determination.

Annual Income Limits

The income limits for this program are limited to incomes equal to or less than 150% of the area median income or 100% of the median income for the United States, whichever is greater.

The Secretary of Housing and Urban Development determines each of these income calculations.

100% of the median income for the United States means the median income of the United States (FY2021 \$79,900), as published by HUD for purposes of the HAF. <https://www.huduser.gov/portal/datasets/il/il21/HUD-sec236-2021.pdf>

150% of the area median income for a household means three times the income limit for very-low income families, for the relevant household size, as published by HUD in accordance with 42 U.S.C. 1437a(b)(2) for purposes of the HAF. <https://www.huduser.gov/portal/datasets/il/il21/State-Incomelimits-Report-FY21.pdf>

Breakdown by State/County/Household Size

https://www.huduser.gov/portal/datasets/il/il2021/select_Geography_haf.odn

Section 7 - Required Documentation

All applicants must complete the program application online or in paper format. Applicants must supply all required documentation to verify program eligibility, household income and need for housing cost assistance. Documentation to confirm payee and amount will also be required. Eligible applicants who do not provide all required documentation within the required time frames may not be awarded assistance.

- Household member information must include, at a minimum, the following:
- Full names and dates of birth of all household members living in the residence
- Household contact information
- Household income information
- Household COVID-19 impact attestation
- Owner occupied primary residence in New Mexico

- Social security number (SSN) of the borrower, all co-borrowers and all household members with social security numbers already assigned³.
- Signature/e-signature of the head of household who must be age 18 or over and/or all borrowers and co-borrowers, certifying that the information provided related to household composition, annual household income, financial hardship associated with COVID-19 and need for assistance with housing costs is correct.

Applicants will be asked to provide demographic data on the gender, race and ethnicity of all household members for reporting purposes only. Demographic information will be used in aggregate and is strictly confidential. The applicant decision to provide or not to provide demographic information does not impact application approval.

Household Income Documentation

Current proof from all sources of household income including but not limited to:

<i>Income Source</i>	<i>Acceptable Documentation</i>
Employment wages	<ul style="list-style-type: none"> • Three current paycheck stubs or • Employer-signed form or letter confirming wages or • Verification of Income or Reduction of Hours/Pay form
Self-employment	<ul style="list-style-type: none"> • Profit and loss statement(s) for the three most recent months or • Most recent years tax return/filing
Net rental income, income from interest bearing assets, royalty income, interest from estates and trusts	<ul style="list-style-type: none"> • Most recent statement
Social Security, pensions, retirement, annuities, disability, death benefits	<ul style="list-style-type: none"> • Current benefits letter
Unemployment insurance, worker's compensation, severance compensation	<ul style="list-style-type: none"> • Payment history reflecting gross benefit amount, deductions and recent payments
Any public assistance (General Assistance or TANF) payments from state or local income support office	<ul style="list-style-type: none"> • Current benefits letter
Child support, family support, alimony	<ul style="list-style-type: none"> • Current benefits letter
Armed forces pay	<ul style="list-style-type: none"> • Two current statements

If needed, the **Verification of Income and/or Reduction of Hours/Pay** is Exhibit 2.

Residency Documentation

Verification that the residence is located within the state of New Mexico will be made by program staff.

Housing Cost Assistance Need Documentation

Applicants must provide documentation and verification for housing costs as it applies to their housing situation:

³ In order to ensure that household size is accurately captured in the application, program staff will have discretion to override this requirement.

<i>Assistance Type</i>	<i>Required Documentation</i>
Mortgage/homeownership loan assistance	<ul style="list-style-type: none"> • Evidence of total balance due, broken down by month: • Current unredacted loan statement; or • Current unredacted past-due notice from servicer
Real estate contract assistance	<ul style="list-style-type: none"> • Evidence of total balance due, broken down by month: • Current escrow payment statement; or • Balance due notice
Mobile or manufactured home loan assistance	<ul style="list-style-type: none"> • Evidence of total balance due, broken down by month: • Current mobile or manufactured home loan statement;
Mobile or manufactured land loan assistance	<ul style="list-style-type: none"> • Evidence of total balance due, broken down by month: • Current mobile or manufactured home loan statement
Property taxes	<ul style="list-style-type: none"> • Evidence of total balance due: • Current property tax bill
Homeowner's insurance	<ul style="list-style-type: none"> • Evidence of total balance due: • Account ledger; or • Current notice of payment amount and balance due

Third Party phone verification

During the application review process, the reviewer shall have the discretion to collect or verify housing cost assistance information through third party phone verification. Any verification made by reviewer must be documented in the activity log.

Documentation from Private Housing Providers

Following initial review of applications where a private contract is in place, the contractual seller will be required to provide the following:

1. Program Participation-Payment Acceptance form completed by the seller
2. W-9 form completed by the seller
3. Proof of purchase agreement or contract

If assistance is awarded and the W9 form received is verified by an individual tax identification number (ITIN), the seller will be provided with an IRS 1099 form at the end of the year for tax reporting purposes.

Acceptable Documentation for extenuating circumstances

At the discretion of the assigned program management staff, the following documentation may be accepted: W2s or other wage statements, IRS Form 1099s, tax filings, depository institution statements demonstrating regular income, or an attestation from an employer.

Section 8 - Duplication of Benefits

All applicants shall certify on the Program Application under penalty of perjury and under the laws of the State of New Mexico, that they are not able to receive, have not received other federal or non-federal benefits or assistance for the same housing costs for the same period of time for which assistance is being requested, and that if they do receive such a duplication of benefits, they will repay duplicated funds to MFA.

Section 9 - Application Processing and Selection

This section describes the process in which applications will be accepted, selected for review and reviewed.

Intake and Assessment Process

Funding is limited. Applications will be funded in order of date and time of receipt. Applicants are encouraged to use the information and sample forms posted at <https://housingnm.org/homeowners/homeowner-assistance-fund> as resources to submit complete applications. Failure to provide all eligibility documentation may result in denial.

Program staff will review applications and begin providing responses as soon as possible. If a submitted application does not contain complete documentation to confirm eligibility, the applicant shall be notified and given 10 calendar days after the date of the first notification by email or the date of the letter to submit the information. Applicants who fail to respond within ten (10) calendar days shall be denied assistance. However, exceptions may be made at MFA's discretion. Applicants who are denied due to failure to respond within ten (10) calendar days may reapply if funds are available.

Application documents shall not be returned. Applicants are cautioned not to submit original documents and to only submit copies.

Availability of Applications

Application submissions will be accepted in two formats: online electronic submission and paper submission. Online applications may be submitted at: <https://housingnm.org/homeowners/homeowner-assistance-fund>. Paper applications may be mailed, hand-delivered, faxed or emailed to the following addresses and fax number:

New Mexico Mortgage Finance Authority
344 4th St SW
Albuquerque, NM 87102

New Mexico Mortgage Finance Authority
Attn: New Mexico Homeowner Assistance Fund
505-242-2766

COVID Assistance General Inbox
housingassistance@housingnm.org

Applications may be submitted beginning at 8:00 AM on February 28, 2022 through a public announcement of program closure. All supporting documentation to confirm and verify eligibility must accompany the application for all submission methods. To request a paper application be mailed directly to you please contact: (505) 308-4206 or 866-488-0498. Alternatively, paper applications are available for download on MFA's website.

Application ranking

All applications submitted within the application window will be ranked according to the criteria listed below. If sufficient funds are available, all eligible applications will be funded, regardless of ranking.

Application Date/Time

The ranking criterion for all applications is the date and time of submission. Date and time of submission of an application for assistance through the online system will be logged electronically. Paper applications submitted by mail will be logged according to the postmark date, with a time stamp of 8:00 am. If the postmark date is prior to the start of the application window, the application will be logged according to the first date of the application window, with a time stamp of 8:00 am. If the application is submitted in-person at a drop off location, the date and time of submission will be recorded on the paper application and logged accordingly. If a paper application is faxed, the application will be logged according to the date and time the fax was received. If a paper application is e-mailed, the application will be logged according to the date and time the e-mail was received. Applications will be ranked by order of submission. If an application is incomplete, applicants will be notified and given a minimum of ten calendar days to submit missing documentation as described above in Section 7. During this window, the applicant will maintain their application date/time ranking.

Income Targeting

Not less than 60% of amounts made available to each HAF participant must be used for qualified expenses that assist homeowners having incomes equal to or less than 100% of the area median income or equal to or less than 100% of the median income for the United States, whichever is greater. Any amount not made available to homeowners that meet this income-targeting requirement must be prioritized for assistance to socially disadvantaged individuals, with funds remaining after such prioritization being made available for other eligible homeowners.

Socially Disadvantaged Individuals

1. member of a group that has been subjected to racial or ethnic prejudice or cultural bias within American society;
2. resident of a majority-minority Census tract;
3. individual with limited English proficiency;
4. resident of a U.S. territory, Indian reservation, or Hawaiian Home Lands; or
5. individual who lives in a persistent-poverty county, meaning any county that has had 20% or more of its population living in poverty over the past 30 years as measured by the three most recent decennial censuses.

In addition, an individual may be determined to be a socially disadvantaged individual in accordance with a process developed by a HAF participant for determining whether a homeowner is a socially disadvantaged individual in accordance with applicable law, which may reasonably rely on self-attestations.

Appeals

Applicants may appeal denials made based on applicant eligibility. If the application was denied for failure to provide all eligibility documentation, the applicant has seven (7) calendar days of the date of the application denial letter to provide the missing documentation. After which time, the applicant must reapply. Appeals must be mailed to the assistant director of asset management at 344 Fourth Street, Albuquerque, NM 87102 or e-mailed to housingassistance@housingnm.org within seven (7) calendar days of the date of the application denial letter. However, exceptions may be made at MFA's discretion. The written appeal must state the reason(s) why the applicant believes the application denial was in error and must include any additional documentation necessary to support the applicant's assertion of same. The appeal will be reviewed by the assistant director of asset management or a designated program staff member other than the reviewer who issued the denial. The decision regarding the appeal will be issued in writing and shall be final.

Section 10 - Additional Program Guidelines and Requirements

Recertification Process for Ongoing Payment Assistance

To be eligible for payment assistance, the household must meet the following criteria:

- provide updated household income documentation for all household members;
- provide evidence of the total balance due;
- provide a self-attestation that the household is struggling to sustain their housing payments due to unemployment;
- have contractual homeownership loan payment(s) exceed(s) 40% of the household's gross income; and
- have one or more household members is unemployed and receiving unemployment benefits and be able to provide current unemployment income documentation.

Households are eligible for ongoing assistance up to a 12-month period following the initial date of approval of the application or the program maximum of \$20,000 whichever comes first. The total program award will include funds received in the Pilot program, the Interim program and any funding awards in this program. The award

amount is based off the applicant's actual eligible costs and the maximum award of \$20,000 will not be paid on the initial payment if actual costs are verified less than the program maximum.

Applicants will be required to provide recertification documentation every 90 days while receiving assistance which will include a current mortgage statement, current household income documentation, and documentation of current unemployment status.

Eligibility to apply for payment assistance does not guarantee approval. Recertification requests are processed in the order received and are funded in the order received depending on the availability of funding.

False Claims

Applicants shall certify on the Program Application that the information provided on this form is subject to verification by MFA, the Department of Finance and Administration (DFA) or the Treasury at any time, or any employee of MFA, DFA, or Treasury may be subject to penalties for unauthorized disclosures or improper use of information collected based on the consent form. Use of the information collected based on this verification form is restricted to the purposes cited above. Any person who knowingly or willingly requests, obtains or discloses any information under false pretenses concerning an applicant or participant may result in legal action. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages, and seek other relief, as may be appropriate.

Applicant Confidentiality

Employees and agents of MFA will not disclose any applicant's personal confidential information as part of the program, with the following exception: only MFA's compliance officer may provide such information to authorized representatives of programs providing similar assistance, at their request and when such request is made with the express purpose of preventing or correcting any duplication of benefits. All confidential information of applicants will be kept in a locked secured storage facility or password protected electronic files and unavailable to persons outside of the program. At all times, MFA will abide by all requirements stated within the Privacy Act of 1974 as amended. If MFA receives a request for public records related to the program, only non-confidential information, as verified by MFA, will be provided.

Nondiscrimination

The New Mexico Homeowner Assistance Fund shall be implemented consistent with MFA's commitment to state and federal equal opportunity laws. No person shall be excluded from participation in, denied the benefit of, or be subjected to discrimination under any program or activity funded in whole or in part with HAF program funds on the basis of their disability, familial status, national origin, race, color, religion, sex, spousal affiliation, ancestry, sexual orientation or gender identity.

MFA will provide reasonable accommodations and/ or modifications or provide language assistance to individuals requesting such assistance to benefit from the services provided by the New Mexico Homeowner Assistance Fund.

Conflict of Interest

No member, management or employee shall take any official act which may directly or indirectly benefit his/her or a family member's position or financial interests. Program staff must report conflicts of interest to the assistant director and team lead of asset management. The program staff member will be recused from involvement on the file processing.

Program Guidelines Changes or Modifications

Minor changes to these New Mexico Homeowner Assistance Fund Program Manual involving administrative procedures or accommodations to adapt to unique applicant situations or to regulatory changes may be performed with the approval the assistant director of asset management. Any major changes to program policies or procedures must be approved by the executive director of MFA.

Federal regulatory requirements for the HAF programs are not subject to modification or revision, except when Treasury issues guidance superseding prior regulatory requirements.

Exhibit 1 – Term Sheets

(attached)

Homeownership Loan Reinstatement/Loss Mitigation Program

New Mexico Homeowner Assistance Fund – Homeownership Loan Reinstatement/Loss Mitigation Program

<u>Criteria</u>	<u>Program Terms</u>
<u>Brief description</u>	<p>The Homeownership Loan Reinstatement/ Loss Mitigation Program will provide up to \$20,000 per household to eliminate delinquencies, reinstate a homeownership loan, including the current month (delinquency plus one month) and/or provide funds which will assist homeowners achieve housing cost affordability through principal reduction or post-loss mitigation lien extinguishment.</p> <p>HAF Funds may be used to bring the account fully current, with no remaining delinquent amounts, and to repay amounts advanced by the lender or servicer on the borrower’s behalf for property charges, including property taxes, hazard insurance premiums, flood or wind insurance premiums, ground rents, condominium fees, cooperative maintenance fees, planned unit development fees, homeowners’ association fees or utilities that the servicer advanced to protect lien position. Payment may also include any reasonably required legal fees. HAF Funds may be used for a partial reinstatement if the full reinstatement amount exceeds the household maximum.</p> <p>Homeowner households who are working with their homeownership loan servicer to complete loss mitigation will have the opportunity to incorporate HAF into their default resolution as allowed by servicer procedures and investor guidelines. Servicers should inform the homeowner households who are in default of the availability of the funds and should encourage homeowner households to apply for funding to assist with lump sum reinstatement or for principal reduction through the loss mitigation process. HAF funds may be used to reimburse partial claim liens after loss mitigation, as allowed for by servicer and investor guidelines.</p> <p>Assistance will be available for households without access to loss mitigation or that have already exhausted loss mitigation. HAF funds may also be used prior to or during the loss mitigation process. To the extent the Common Data File (CDF) is implemented by a servicer, the Participant will utilize the process to verify ongoing loss mitigation activity and to facilitate assistance.</p>
<u>Maximum amount of assistance per homeowner</u>	<p>Each household will be eligible for up to \$20,000 of HAF funding to be used only for the homeowner’s primary residence.</p> <p>If a household is requesting assistance for multiple eligible housing costs such as property taxes or annual homeowner’s insurance premiums, whether in conjunction with delinquent payment assistance or separate and apart from a monthly homeownership payment structure, and/or is requesting assistance through other program design elements (with the exception of the utility assistance program design element), the per household award shall not exceed \$20,000. Utility assistance has a separate</p>

	household maximum and is excluded from the \$20,000 household maximum benefit available for the pilot, homeownership loan reinstatement/loss mitigation, homeownership loan payment, property charge (insurance) default resolution and property charge (taxes) default resolution program design elements.
<u>Homeowner eligibility criteria and documentation requirements</u>	<p>Households are eligible to receive loan reinstatement/loss mitigation assistance if they (1) attest that they experienced a financial hardship after January 21, 2020 associated with the COVID-19 health crisis, (2) provide income documentation and have incomes equal to or less than 150% of the area median income or 100% of the median income for the United States, whichever is greater, and (3) currently own and occupy a primary residence in New Mexico.</p> <p>To be eligible for reinstatement and/or loss mitigation assistance, the applicant(s) will provide a self-attestation that the household is able to resume the monthly housing payment following receiving assistance. Assistance is limited to a one-time benefit per household but can be applied in combination to provide the maximum benefit to the homeowner.</p> <p>To be eligible for an award for principal reduction, applicants must be working with their loan servicer independently or with the assistance of a housing counselor to explore available loss mitigation and be approved by their loan servicer for a principal reduction solution and be able to resume payments following assistance. For assistance with partial claim reimbursement, the applicant or servicer will be required to provide evidence of a completed partial claim.</p> <p>Where loss mitigation is available, HAF funds may be used to supplement other forms of loss mitigation. Assistance will be available for households without access to loss mitigation or that have already exhausted loss mitigation. HAF funds may also be used prior to or during the loss mitigation process.</p> <p>Indicate documentation requirements listed here:</p> <p>Documentation requirements include a legally issued form of identification, documents needed to verify household income, and documentation needed to verify the reinstatement amount such as a current homeownership loan statement or reinstatement quote, or other evidence of housing cost delinquency and/or a partial claim. In some instances, evidence of a valid loss mitigation offer from a loan servicer may be required to evidence principal reduction amounts.</p> <p>To the extent the Common Data File (CDF) is implemented by a servicer, the Participant will utilize the process to verify reinstatement/loss mitigation amounts through the servicer.</p>
<u>Loan eligibility criteria specific to the program</u>	<p>For reinstatement and principal reduction, the loan must be delinquent by at least one payment, including any payments during a forbearance period, or, in the case of a reverse mortgage, has outstanding property charges whether in default or in a repayment plan. A payment will be considered delinquent one (1) day following the due date.</p> <p>Eligible loans include a mortgage, deed of trust, or other consensual security interest on a principal residence and homeowners with consensual contractual agreements on a principal residence such as real estate contracts, lease-purchase contracts, mobile/manufactured home loans, chattel loans and/or land contracts.</p>

	<p>Eligible properties include single-family residential properties, condominiums and townhomes, manufactured homes permanently affixed to real property and taxed as real estate, and mobile homes not permanently affixed to real property.</p> <p>Home Equity Line of Credit (HELOC) loans are ineligible.</p>
<p>Form _____ of assistance</p>	<p>Assistance will be structured as a non-recourse grant. Assistance is not required to be repaid and the Participant will not collect or issue taxable income documentation such as W-9 or 1099 forms, except in cases where the funds are be paid directly to an individual lienholder without an LLC or LLC. This may include private lienholders of homeownership contracts, lease to own contracts, manufactured home land/lot contracts, etc. Private contract lienholders will be required to opt into the program and provide their social security number or taxpayer identification number.</p>
<p><u>Payment requirements</u></p>	<p>MFA will disburse HAF assistance directly via check or electronic funds transfer to the homeownership loan lender/servicer, land contract holder, manufactured/mobile home lender, and/or other housing provider as appropriate.</p>

Homeownership Loan Payment Assistance

New Mexico Homeowner Assistance Fund – Homeownership Loan Payment Assistance

<u>Criteria</u>	<u>Program Terms</u>
<u>Brief description</u>	<p>The Homeownership Loan Payment Assistance program design element will provide payment assistance to homeowner households unable to make mortgage or homeownership loan payments due to financial hardship associated with the COVID-19 health crisis.</p> <p>HAF funds may be used to reduce a homeowner’s mortgage/homeownership loan payments for monthly housing payments due within a 12-month period following the initial date of approval of the application. The Participant will allocate funding on a first come, first served basis, and will not reserve the entire household maximum for each approved application. Ongoing monthly assistance will be available as described as long as funding is available.</p> <p>Where loss mitigation is available, HAF funds may be used to supplement loss mitigation. Assistance will be available for households without access to loss mitigation or that have already exhausted loss mitigation. HAF funds may also be used prior to or during the loss mitigation process. To the extent the Common Data File (CDF) is implemented by a servicer, the Participant will utilize the process to verify ongoing loss mitigation activity and to facilitate monthly payment assistance.</p>
<u>Maximum amount of assistance per homeowner</u>	<p>Each household will be eligible for up to \$20,000 of HAF funding, to be used only for the homeowner household’s primary residence.</p> <p>If a household is requesting assistance for multiple eligible housing costs such as property taxes or annual homeowner’s insurance premiums, whether in conjunction with delinquent payment assistance or separate and apart from a monthly homeownership payment structure, and/or is requesting assistance through other program design elements (with the exception of the utility assistance program design element), the per household award shall not exceed \$20,000. Utility assistance has a separate household maximum and is excluded from the \$20,000 household maximum benefit available for the pilot, homeownership loan reinstatement/loss mitigation, homeownership loan payment, property charge (insurance) default resolution and property charge (taxes) default resolution program design elements.</p>

<p><u>Homeowner eligibility criteria and documentation requirements</u></p>	<p>Homeowner households are eligible to receive assistance under the mortgage payment assistance program design element if they (1) attest that they experienced a financial hardship after January 21, 2020 associated with the COVID-19 health crisis, (2) provide income documentation and have incomes equal to or less than 150% of the area median income or 100% of the median income for the United States, whichever is greater, and (3) currently own and occupy a primary residence in New Mexico.</p> <p>Where loss mitigation is available, HAF funds may be used to supplement loss mitigation. Assistance will be available for households without access to loss mitigation or that have already exhausted loss mitigation. HAF funds may also be used prior to or during the loss mitigation process.</p> <p>In order for homeowner households to receive monthly housing payments due within a 12-month period following the initial date of approval of the application, the household must also meet the following criteria:</p> <p>The household will provide a self-attestation that the household is struggling to sustain their housing payments due to unemployment or zero income.</p> <p>The household’s contractual homeownership loan payment(s) exceed(s) 40% of the household’s gross income, if any.</p> <p>One or more household members is unemployed and receiving unemployment benefits.</p> <p>Indicate documentation requirements:</p> <p>Documentation requirements include a legally issued form of identification, documents needed to verify household income, and documentation needed to verify past due amounts, if applicable, and/or the contractual monthly payment such as a homeownership loan statement or other evidence of housing cost delinquency. Documentation evidencing unemployment, such as unemployment benefits or affidavit of zero income. Documentation may be required to recertify income and eligibility status every three (3) months of assistance.</p>
<p><u>Loan eligibility criteria specific to the program</u></p>	<p>Delinquent by at least one payment, including any payments during a forbearance period. A payment will be considered delinquent one (1) day following the due date.</p> <p>Eligible loans include those with a mortgage, deed of trust, or other consensual security interest on a principal residence and homeowners with consensual contractual agreements on a principal residence such as real estate contracts, lease-purchase contracts, mobile/manufactured home loans, chattel loans and/or land contracts.</p> <p>Eligible properties include single-family residential properties, condominiums and townhomes, manufactured homes permanently affixed to real property and taxed as real estate, and mobile homes not permanently affixed to real property.</p> <p>Home Equity Line of Credit (HELOC) loans are ineligible.</p>
<p><u>Form of Assistance</u></p>	<p>Assistance will be structured as a non-recourse grant. Assistance is not required to be repaid and the Participant will not collect or issue taxable income documentation such as W-9 or 1099 forms, except in case where the funds are be paid directly to an individual lienholder without an LLC or LLC. This may include private lienholders of homeownership contracts, lease to own contracts, manufactured home land/lot contracts, etc. Private contract lienholders will be required to opt into the program and provide their social security number or taxpayer identification number.</p>

**Payment
requirements**

MFA will disburse HAF assistance directly via check or electronic funds transfer to the mortgage lender/servicer, land contract holder, manufactured/mobile home lender and/or other housing provider as appropriate.

Property Charge Default Resolution (Insurance)

New Mexico Homeowner Assistance Fund – Property Charge Default Resolution (Insurance)

<u>Criteria</u>	<u>Program Terms</u>
<u>Brief description</u>	<p>The Property Charge Default Resolution (Insurance) program design element will provide up to \$20,000 per household to resolve any property charge default that threatens a homeowner’s ability to sustain ownership of the property. This program design element is intended to assist with property charges outside of a homeownership loan escrow or not covered under the Homeownership Loan reinstatement/loss mitigation or Homeownership Loan Payment Assistance program design elements (which will also pay property charges associated with homeownership loan escrows).</p> <p>HAF Funds may be used to pay past due property insurance premiums that threaten sustained ownership of the property and must be brought current by program assistance or resolved concurrently with the program design element providing assistance.</p> <p>Each household may receive funding for up to three years for insurance premiums including force placed insurance. Funds may also be used to pay property charges coming due in the 90 days following household application approval.</p>
<u>Maximum amount of assistance per homeowner</u>	<p>Each household will be eligible for up to \$20,000 of HAF funding with respect to the applicant’s primary residence. Each household may receive funding for up to three years of premiums, including force placed insurance. Funds may also be used to pay property charges coming due in the 90 days following household application approval.</p> <p>If a household is requesting assistance for multiple eligible housing costs such as property taxes or annual homeowner’s insurance premiums, whether in conjunction with delinquent payment assistance or separate and apart from a monthly homeownership payment structure, and/or is requesting assistance through other program design elements (with the exception of the utility assistance program design element), the per household award shall not exceed \$20,000. Utility assistance has a separate household maximum and is excluded from the \$20,000 household maximum benefit available for the pilot, homeownership loan reinstatement/loss mitigation, homeownership loan payment, property charge (insurance) default resolution and property charge (taxes) default resolution program design elements.</p>

<p><u>Homeowner eligibility criteria and documentation requirements</u></p>	<p>Homeowner households are eligible to receive property charge assistance under the NMHAF if they (1) attest that they experienced a financial hardship after January 21, 2020 associated with the COVID-19 health crisis, (2) provide income documentation and have incomes equal to or less than 150% of the area median income or 100% of the median income for the United States, whichever is greater, and (3) currently own and occupy a primary residence in New Mexico.</p> <p>In order to receive assistance, the applicant(s) will provide a self-attestation that the household is able to resume the monthly housing payment (where applicable) following receiving assistance.</p> <p>Homeowner household is at least one installment payment in arrears on one or more property charges including:</p> <p>Insurance: homeowner, hazard, flood, wind premiums</p> <p>Indicate documentation requirements:</p> <p>Documentation requirements include a legally issued form of identification, documents needed to verify household income, and documentation needed to verify property charge delinquency such as an invoice or other evidence of property charges delinquency.</p>
<p><u>Loan eligibility criteria specific to the program</u></p>	<p>N/A</p>
<p><u>Form of assistance</u></p>	<p>Assistance will be structured as a non-recourse grant. Assistance is not required to be repaid and the Participant will not collect or issue taxable income documentation such as W-9 or 1099 forms.</p>
<p><u>Payment requirements</u></p>	<p>MFA will disburse HAF assistance via check or electronic funds transfer directly to the eligible entity to which the housing cost is due.</p>

Property Charge Default Resolution (Taxes)

New Mexico Homeowner Assistance Fund – Property Charge Default Resolution (Taxes)

<u>Criteria</u>	<u>Program Terms</u>
<u>Brief description</u>	<p>The Property Charge Default Resolution (Taxes) program design element will provide up to \$20,000 per household to resolve any property charge default that threatens a homeowner’s ability to sustain ownership of the property. This program design element is intended to assist with property charges outside of a homeownership loan escrow or not covered under the Homeownership Loan reinstatement/loss mitigation or Homeownership Loan Payment Assistance program design elements (which will also pay property charges associated with homeownership loan escrows).</p> <p>HAF Funds may be used to pay past due property taxes that threaten sustained ownership of the property and must be brought current by program assistance or resolved concurrently with the program design element providing assistance.</p> <p>Each household may receive funding for up to three years of delinquent taxes. Funds may also be used to pay property charges coming due in the 90 days following household application approval.</p>
<u>Maximum amount of assistance per homeowner</u>	<p>Each household will be eligible for up to \$20,000 of HAF funding with respect to the applicant’s primary residence. Each household may receive funding for up to three years of delinquent taxes. Funds may also be used to pay property charges coming due in the 90 days following household application approval.</p> <p>If a household is requesting assistance for multiple eligible housing costs such as property taxes or annual homeowner’s insurance premiums, whether in conjunction with delinquent payment assistance or separate and apart from a monthly homeownership payment structure, and/or is requesting assistance through other program design elements (with the exception of the utility assistance program design element), the per household award shall not exceed \$20,000. Utility assistance has a separate household maximum and is excluded from the \$20,000 household maximum benefit available for the pilot, homeownership loan reinstatement/loss mitigation, homeownership loan payment, property charge (insurance) default resolution and property charge (taxes) default resolution program design elements.</p>

<p><u>Homeowner eligibility criteria and documentation requirements</u></p>	<p>Homeowner households are eligible to receive property charge assistance under the NMHAF if they (1) attest that they experienced a financial hardship after January 21, 2020 associated with the COVID-19 health crisis, (2) provide income documentation and have incomes equal to or less than 150% of the area median income or 100% of the median income for the United States, whichever is greater, and (3) currently own and occupy a primary residence in New Mexico.</p> <p>In order to receive assistance, the applicant(s) will provide a self-attestation that the household is able to resume the monthly housing payment (where applicable) following receiving assistance.</p> <p>Homeowner household is at least one installment payment in arrears on one or more property charges including:</p> <p>Property taxes</p> <p>Indicate documentation requirements:</p> <p>Documentation requirements include a legally issued form of identification, documents needed to verify household income, and documentation needed to verify property charge delinquency such as a tax statement, invoice, or other evidence of property charges delinquency.</p>
<p><u>Loan eligibility criteria specific to the program</u></p>	<p>N/A</p>
<p><u>Form of assistance</u></p>	<p>Assistance will be structured as a non-recourse grant. Assistance is not required to be repaid and the Participant will not collect or issue taxable income documentation such as W-9 or 1099 forms.</p>
<p><u>Payment requirements</u></p>	<p>MFA will disburse HAF assistance via check or electronic funds transfer directly to the eligible entity to which the housing cost is due.</p>

Exhibit 2 - Paper Application

(Attached)

PROGRAM APPLICATION

OFFICE USE ONLY

Application Postmark/Dropoff Date: _____

Application Time: _____

Received by Initials: _____

A. GENERAL QUALIFICATIONS AND CONDITIONS AND DOCUMENTATION REQUIREMENTS

I / we understand the following qualifications, conditions, and documentation requirements for this program:

- The New Mexico Homeowner Assistance Fund provides housing cost assistance to households residing in New Mexico who are experiencing financial hardship associated with the COVID-19 health crisis and who are at risk of losing their housing.
- The maximum amount of assistance is limited to \$20,000 per household, based on actual need and program eligibility.
- The form of assistance is a grant paid directly to the housing provider, e.g. servicer, escrow company, seller, lot owner/manager, etc.
- Eligible expenses that can be paid with grant funds include monthly, delinquent taxes, homeowner's insurance and housing cost payments as evidenced by a consensual homeownership contract or agreement (e.g. mortgage loan, real estate contract, private lease to own agreement, manufactured/mobile home loan or other documented, consensual private financing arrangements), late fees, and reasonable escrow advances as evidenced by a loan statement.
- To qualify, the total annual household income for all household members in the county in which the applicant residents cannot exceed the limits listed in Exhibit 6.
- To qualify, gross household⁴ income will include all income from all persons over 18 years of age as well as all unearned income of minors.
- To qualify, the household must certify that it has experienced financial hardship since January 21, 2020 associated with the COVID-19 health crisis. Situations causing financial hardship include, but are not limited to, loss of employment, reduction of work hours, reduced wages and increased expenses.
- To qualify, the household must not be receiving housing assistance from another program that covers the full cost of their housing payment.
- Applications will be received until further notice.
- The application must be filled out completely and include all required supporting documents.
- Program staff will review applications in the order in which they are received. If an application is complete but missing all required documents to process for eligibility, the applicant will be given 10 calendar days to submit the missing documentation.
- Program staff determines the eligibility of applicants to the program and reserves the right to deny requests in specific instances where applications/applicants do not conform to these or other program guidelines.

⁴ When using the term "household" in the manual, MFA will be referring to the definition of "family" as defined at 24 CFR 5.403 and further used in 24 CFR 570.3 and 24 CFR 570.483(b)(2)(ii)(B).

APPLICANT CONTACT INFORMATION

First Name: _____ Last Name: _____

Property Address: _____

City: _____ State: _____ Zip Code: _____

County: _____

Primary Phone: _____ Other Phone: _____

Email address: _____

Is this property address also your mailing address? ☐ Yes ☐ No**Property Type**
☐ 2 or more Units ☐ Condo ☐ Manufactured Home Permanently Affixed ☐ Mobile/Manufactured Home Not Permanently Affixed ☐ Single Family Residence ☐ Townhome

Are you in active Bankruptcy?

☐ Yes ☐ No

If yes, please provide the following information:

Date filed: _____ Chapter: ☐ 7 ☐ 13 ☐ 11

Date discharged, if applicable: _____

HOUSEHOLD COMPOSITION

List the name of each individual living in the housing unit, starting with the head of household:

Use Number from list below

No.	Name	Date of Birth	Social Security Number	Gender*	Ethnicity*	Race*
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

1-Male
 2-Female
 3-Other
 4-Prefer not to say

1-Hispanic or Latino
 2-Not Hispanic or Latino

1 -American Indian / Alaska Native
 2-Asian
 3-Black / African American
 4-Native Hawaiian/Other Pacific Islander
 6-White
 7 - I do not wish to furnish this information.

Is your household a single-headed household?* ☐ Yes ☐ No ☐ Prefer not to say

Is English the primary language spoken in your home?

☐ Yes ☐ No, If no, please provide the primary language spoken: _____

*This information is strictly confidential and will be used in the aggregate for federal reporting purposes only.

Tribal land

Are you a resident of tribal land?

☐ Yes ☐ No If yes, please list the tribe: _____

HOUSING INFORMATION

Providing the following information does not disqualify your application.

Is this loan in default?

☐ Yes ☐ No

Have you received a foreclosure notice?

☐ Yes ☐ No

If yes, provide the date the Complaint for Foreclosure was filed: _____

Have you received a Notice of Foreclosure Sale?

☐ Yes ☐ No If yes, provide the Date of Sale: _____

Has your loan been in forbearance?

☐ Yes ☐ No

Was a FHA HUD claim filed due to pandemic delinquency?

☐ Yes ☐ No

Loss Mitigation

How many times has your mortgage been previously refinanced or modified? _____

Are you in the process of a loan modification?

☐ Yes ☐ No

Have you been offered a loan modification within the past 12 months?

☐ Yes ☐ No

Has your household received housing cost assistance since January 21, 2020 and/or will it receive such assistance? ☐ Yes ☐ No

If yes, provide the name of the organization administering the assistance, amount, and period of time for which the assistance was and/or will be received.

In addition, **provide documentation showing the amount of assistance received/awarded (such as an award letter.)**

Have you previously received assistance from the MFA COVID-19 Housing Cost Assistance Program/Homeowner Assistance Pilot or Interim Programs? **Answering yes to this question does not disqualify application to the MFA NM Homeowner Assistance Fund Program.**

☐ Yes ☐ No

For each type of assistance requested, complete the information below about your housing provider. Your housing provider is the payee that typically receives your payments, such as your landlord, loan servicer, escrow company, seller, or lot owner/manager. **This information will be used to disburse any approved assistance to your housing provider(s).** **For each type of assistance requested, submit the relevant documents indicated on the Application Documentation Checklist.**

Housing Provider #1:

- | | |
|--|---|
| <input type="checkbox"/> Mortgages | <input type="checkbox"/> Private financing |
| <input type="checkbox"/> Real estate contract payments | <input type="checkbox"/> Mobile or manufactured home loan |
| <input type="checkbox"/> Mobile or manufactured home land loan | <input type="checkbox"/> Property taxes |
| <input type="checkbox"/> Homeowner Insurances | |

Lien Position: _____

Name of Housing Provider: _____

Contact Name for Housing Provider: _____

Housing Provider Address: _____

Housing Provider City: _____ State: _____ Zip Code: _____

Housing Provider Phone Number: _____

Housing Provider Email Address: _____

Account Number: _____

Monthly Payment Amount: _____ Past Due Amount: _____

Housing Provider #2:

- | | |
|--|---|
| <input type="checkbox"/> Mortgages | <input type="checkbox"/> Private financing |
| <input type="checkbox"/> Real estate contract payments | <input type="checkbox"/> Mobile or manufactured home loan |
| <input type="checkbox"/> Mobile or manufactured home land loan | <input type="checkbox"/> Property taxes |
| <input type="checkbox"/> Homeowner Insurances | |

Lien Position: _____

Name of Housing Provider: _____

Contact Name for Housing Provider: _____

Housing Provider Address: _____

Housing Provider City: _____ State: _____ Zip Code: _____

Housing Provider Phone Number: _____

Housing Provider Email address: _____

Account Number: _____

Monthly Payment Amount _____ Past Due Amount: _____

ASSISTANCE

List all of the following programs are you applying for assistance. (Your application will be reviewed on a program basis. You might be approved for assistance through one or multiple of these programs but not others).

☐ **Monthly Payment Assistance**

The monthly loan payment assistance program is only available for households where one or more homeowners are currently receiving unemployment benefits and will fund past due payments or monthly payments up to \$20,000 per household.

☐ **Reinstatement**

The Homeownership Loan Reinstatement and Loss Mitigation Program will provide a one-time reinstatement benefit of up to \$20,000 per household to eliminate past due payments including payments in forbearance. The program can also assist homeowners achieve housing cost affordability through principal reduction or post-loss mitigation lien extinguishment.

☐ **Insurance Assistance**

The Insurance Assistance Program will provide assistance to homeowners in paying their insurance bills. Including homeowner insurance, flood insurance, and mortgage insurance.

☐ **Property Tax Assistance**

The Property Tax Assistance Program will provide assistance to homeowners with delinquent property taxes, to prevent homeowner tax foreclosures.

☐ **Housing Counseling**

I would like to speak with a HUD approved housing counselor regarding my current financial situation.

ANNUAL HOUSEHOLD INCOME INFORMATION

Current Monthly Income: Include all sources of household income for the applicant and any household member over the age of 18. Include only the unearned income of household members under the age of 18. Only include current income. **For each income source, submit the relevant documents indicated on the Application Documentation Checklist beginning on p. 9.**

Income Source	Household Member Name and Income Source	Total Monthly
Wages, salary, commissions, bonuses, or tips from all jobs. Report amount before deductions for taxes, bonds, dues, or other items.		
Net income from the operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions. Report all income and withdrawal (except when reimbursement of cash or assets invested in the operation by the household).		
Interest, dividends, net rental income, royalty income, or income from any interest-bearing accounts, estates, trusts, etc. Report even small amounts credited to account.		
Social Security, annuities, insurance policies, retirement funds, pensions, disability benefits, death benefits or other types of similar periodic receipts. Report total amount received.		
Payments in lieu of earnings such as unemployment, disability, worker's, and severance compensation. Report total amount received.		
Any public assistance (TANF or General Assistance) payments from state or local income support office. Report amount received.		
Periodic and determinable allowances such as alimony and child support payments and regular contributions or gifts received from organizations or persons not residing in the dwelling. Report total amount received.		
All regular pay, special pay, and allowance of a member of the Armed Forces except special pay for a household member who is exposed to hostile fire. Report total amount received.		
Total Present Gross Monthly Income		A \$
Multiply by 12 months in a year		B X12
A times B is equal to TOTAL ANNUAL INCOME		C \$

COVID-19 FINANCIAL HARDSHIP:

Have you or anyone in your household experienced financial hardship since January 21, 2020 associated with the COVID-19 health crisis? ☐Yes ☐No

If yes, mark all selections that reflect your household's financial hardship caused by an increase of expenses or decrease in income greater than 10% associated with the COVID-19 health crisis.:

- ☐ Job loss;
- ☐ Job furlough;
- ☐ Temporary or permanent closure of place of employment;
- ☐ Wage reduction;
- ☐ Reduction in self-employment compensation;
- ☐ Job loss and/or wage reduction due to requirement to be quarantined based on a diagnosis of COVID-19;
- ☐ Increased expenditures associated with the COVID-19 health crisis; or
- ☐ Other pertinent circumstances leading to financial hardship (please describe below)

PROGRAM PARTICIPATION AGREEMENT/CERTIFICATION:

I/We undersigned hereby authorize inquiry and verification to release without liability, information regarding housing, income and assets to MFA for purposes of verifying information on my/our application.

I/We understand that previous or current information regarding me/us may be needed. Verifications and inquiries that may be requested include, but are not limited to personal identity, employment, income, assets and housing. I/We understand that this authorization cannot be used to obtain any information about me/us that is not pertinent to my eligibility for and continued participation as a qualified applicant.

I/We certify that this information is complete and accurate and have provided supporting documentation as part of this application.

I/We certify that the information provided related to household composition, annual household income and assets, financial hardship associated with the COVID-19 health crisis and need for assistance with housing costs is correct.

I/We certify that the dwelling for which I/we am/are requesting assistance is my/our principal residence.

I/We certify that I/we do not occupy the same dwelling as the housing provider(s) listed in the agreement(s).

I/We certify that I am providing accurate and current documentation of the total and current balance due. I am unable to pay make the payment confirmed on the documentation provided.

I/We certify that I/we am/are not able to receive, and have not received, other federal or non-federal benefits or assistance for the same housing costs for the same period of time for which assistance is being requested, and that if I/we do receive such assistance, I/we will repay any duplicated funds to MFA.

I/We understand that it is the intent of MFA's New Mexico Homeowner Assistance Fund to disburse funding to housing providers on behalf of applicants. However, MFA is not responsible for regulating how providers apply payments. I/we also understand that MFA assumes no responsibility for the application of payments by housing providers, including but not limited to, mortgage servicers, lienholders, or mobile home park managers, except to confirm the total benefit amount was applied.

I/We have read and understand the foregoing general qualification and condition statements. I/We further understand that any omission, misrepresentation, misstatements, deletions, falsifications, or other actions that result in my/our not conforming to the requirements of the program will subject my/our application to immediate cancellation and cause any disbursed funds to be immediately due and payable and may cause further legal action if warranted.

CERTIFICATION AND DUPLICATION OF BENEFITS SUBROGATION AGREEMENT:

I/We further certify under penalty of perjury, under the laws of the State of New Mexico, that I/we are not able to receive, and have not received, duplicated benefits, defined as other federal or non-federal benefits or assistance for the same housing costs for the same period of time for which assistance is being requested or received. In the event that I/we do receive such duplicated assistance, I/we agree to immediately notify MFA of such additional amounts and understand that MFA, in its sole discretion, shall determine if such additional amounts constitute a duplication of benefits that shall be repaid to MFA. I/We hereby assign to MFA all of my/our future rights to reimbursement and all payments received from any grant, subsidized loan, or assistance under any housing assistance programs that are determined in the sole discretion of MFA to be a duplication of benefits. I/We further certify that I/we will not, subsequent to award of MFA housing assistance, pursue other federal or non-federal benefits for the same housing costs for the same period of time for which assistance is to be awarded. I/We agree to execute further and additional documents and instruments as required by MFA to further and better assign to MFA any amounts received that are determined by MFA to constitute a duplication of benefits. I/We explicitly allow MFA to request of any organization with which I/we have applied for or am/are receiving assistance, any non-public or confidential information determined to be reasonably necessary by MFA to monitor and enforce its interest in the rights assigned to it under this Certification and Duplication of Benefits Agreement and give my/our consent to such company or organization to release said information to MFA.

I/We understand that information collected about me/my household could be shared with government entities and others, including MFA; the New Mexico Department of Finance and Administration; community agencies funded from state, federal, and local resources that help provide housing assistance; my/our housing provider; and others with whom MFA deems it necessary to share information in order to effectively manage and evaluate the program's effectiveness. I/We understand that this information could also be shared upon court order or

request under the New Mexico Inspection of Public Records Act or be provided to an auditor. I/We understand that I/we am/are not legally required to provide any of the requested information but that if I/we do not provide requested information, I/we may not be able to receive housing assistance.

I/We further understand that the information provided on this form is subject to verification by MFA, the Department of Finance and Administration (DFA) or the Treasury at any time, and any employee of MFA, DFA, or Treasury may be subject to penalties for unauthorized disclosures or improper use of information collected based on the consent form. Use of the information collected based on this verification form is restricted to the purposes cited above. Any person who knowingly or willingly requests, obtains or discloses any information under false pretenses concerning an applicant or participant may result in legal action. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages, and seek other relief, as may be appropriate.

I/we understand that if I/we are approved for monthly payment assistance the household is attesting that the household is struggling to sustain their housing payments due to unemployment or zero income.

I/we understand that if I/we are approved for monthly payment assistance, I/we are attesting that the household is struggling to sustain their housing payments due to unemployment.

I/we understand that if I/we are approved for reinstatement assistance, I/we are attesting that the household is able to resume the monthly housing payment following receiving assistance.

Applicant Signature, Printed Name and Date		
Signature	Printed Name	Date
Signature	Printed Name	Date
Signature	Printed Name	Date
Signature	Printed Name	Date

APPLICATION DOCUMENTATION CHECKLIST

DOCUMENTATION REQUIREMENTS:

The following documents must be photocopied and attached to your application. Do not submit originals. No documents will be returned.

Proof of Identity Documentation:

Please provide the requested documentation below for at least one household member listed on the housing.

	<i>Acceptable Documentation</i>
Proof of Identity	<ul style="list-style-type: none"> • Driver's License or • State issued Identification card or • Passport

Household Income Documentation:

Please provide the requested items below, if applicable to your household for all household members. For each adult in the household 18 years or older, submit the supporting documentation appropriate for each type of income indicated in the program application. If needed, the **Verification of Income or Reduction of Hours/Pay** form can be found in Appendix A (p. 11-12).

<i>Income Source</i>	<i>Acceptable Documentation</i>
Employment wages	<ul style="list-style-type: none"> • Three current paycheck stubs or • Employer-signed form or letter confirming wages or • Verification of Income or Reduction of Hours/Pay form
Self-employment	<ul style="list-style-type: none"> • Profit and loss statement(s) for the three most recent months
Net rental income, income from interest bearing assets, royalty income, interest from estates and trusts	<ul style="list-style-type: none"> • Most recent statement
Social Security, pensions, retirement, annuities, disability, death benefits	<ul style="list-style-type: none"> • Current benefits letter
Unemployment insurance, worker's compensation, severance compensation	<ul style="list-style-type: none"> • Payment history reflecting gross benefit amount, deductions and recent payments
Any public assistance (General Assistance or TANF) payments from state or local income support office	<ul style="list-style-type: none"> • Current benefits letter
Child support, family support, alimony	<ul style="list-style-type: none"> • Current benefits letter
Armed forces pay	<ul style="list-style-type: none"> • Two current statements

Housing Cost Assistance Documents

Provide only the documentation that applies to the type of housing cost assistance being requested.

<i>Assistance Type</i>	<i>Required Documentation</i>
Private Financing assistance	<ul style="list-style-type: none"> • Evidence of total balance due, broken down by month: <ul style="list-style-type: none"> ○ Current unredacted loan statement; or ○ Current unredacted past-due notice from servicer; or ○ Current unredacted reinstatement quote from servicer
Real estate contract assistance	<ul style="list-style-type: none"> • Evidence of total balance due, broken down by month: <ul style="list-style-type: none"> ○ Current escrow payment statement; or

	<ul style="list-style-type: none"> ○ Balance due notice; or ○ Current unredacted reinstatement quote from escrow company or seller
Mobile or manufactured home loan assistance	<ul style="list-style-type: none"> ● Evidence of total balance due, broken down by month: <ul style="list-style-type: none"> ○ Current mobile or manufactured home loan statement; or ○ Current unredacted reinstatement quote
Mobile or manufactured land loan assistance	<ul style="list-style-type: none"> ● Evidence of total balance due, broken down by month: <ul style="list-style-type: none"> ○ Current mobile or manufactured home loan statement; or ○ Current unredacted reinstatement quote
Mobile or manufactured home lot/land payment assistance	<ul style="list-style-type: none"> ● Evidence of total balance due, broken down by month: <ul style="list-style-type: none"> ○ Resident ledger; or ○ Notice of non-payment of rent; or ○ Current notice of payment amount and balance due; or ○ Current unredacted reinstatement quote

If you have any questions about the application requirements, please call 505.308.4206 or 866.488.0498.

Completed applications may be **mailed to or dropped off at:**

New Mexico Mortgage Finance Authority
344 4th St SW
Albuquerque, NM 87102

Completed applications may be **faxed to:**

New Mexico Mortgage Finance Authority
Attn: New Mexico Housing Assistance Interim Program
Fax: 505-242-2766

Exhibit 3 - Program Participation-Payment Acceptance Agreement

(Attached)

New Mexico Homeowner Assistance Fund
Program Participation-Payment Acceptance Agreement

I _____ would like to participate in the New Mexico Homeowner Assistance Fund. To receive payment, I will provide this signed agreement and a W-9 Request for Taxpayer Identification Number and Certification.

Tenant Name(s):		Tenant Case ID #:	
Tenant Address:			
Address Owner/Manager Receives Payments:			
Rent Due Date	Rent Due	Late Fee	Monthly Total
Total for All Months			

I CERTIFY THAT:

- I am the landlord, property manager or other landlord representative and/or agent for the above-named tenant(s), who currently reside(s) at the above-listed tenant address, and I have a legal right to accept housing payments from the above-named tenant(s) for the tenant property address described above; and
- The housing payments listed above represent the entirety of the current outstanding amounts, and the late fees comply with New Mexico state law; and
- I have not received other federal or non-federal benefits or assistance for the total monthly rent owed by the tenant named above for the same period of time for which assistance is being requested. In no case am I entitled to a payment for a month that the tenant does not reside at my property. If I receive a direct rent payment for a month that the tenant did not reside at my property, I shall remit to MFA an amount that represents the overpaid rent. To return such amounts or payments, I shall call MFA at (505) 308-4206 and mail payment to MFA at 344 Fourth Street SW, Albuquerque, NM 87102. I must not cash a direct rent payment if the tenant has moved. I may be prosecuted if I commit fraud or knowingly assist a tenant to commit fraud. If I am found guilty of committing fraud, I will no longer be entitled to receive direct rent payments. I may not acquire rights to sue [MFA] for payment of rent or for a breach of any obligations by the tenant. I also understand and certify that I receive no other subsidy and/or assistance from or on behalf of this tenant for full or partial monthly rental payment. Housing cost assistance is limited, and the duration of assistance as stated in Section 1 of this agreement. MFA will make every effort to make housing cost assistance payments as required by the lease agreement but will only be responsible for late fees due to administrative errors by MFA staff. I understand that assistance may be terminated if a participant is determined to be no longer eligible, was never eligible, has not been fully engaged in the program, and/or has not been fully compliant with program requirements as determined by MFA. Examples non-compliance include failure to return phone calls or e-mails and failure to disclose all income or expenses.
- In addition, I understand and agree that during the term of this agreement, I must give MFA a copy of any notice to the program participant to vacate the housing unit, or any complaint used under state or local law to commence an eviction action against the program participant.

The information provided on this form is subject to verification by MFA, the Department of Finance and Administration (DFA) or the Treasury at any time, and any employee of MFA, DFA, or Treasury may be subject to penalties for unauthorized disclosures or improper use of information collected based on the consent form. Use of the information collected based on this verification form is restricted to the purposes cited above. Any person who knowingly or willingly requests, obtains or discloses any information under false pretenses concerning an applicant or participant may result in legal action. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages, and seek other relief, as may be appropriate.

Owner/Manager

Signature: _____ **Date:** _____

Printed Name: _____ **Phone Number:** _____

Address: _____ **City:** _____

State: _____ **Zip:** _____

Exhibit 4 - Verification of Income and/or Reduction of Hours/Pay Form

(Attached)

New Mexico Homeowner Assistance Fund

VERIFICATION OF INCOME AND/OR REDUCTION OF HOURS/PAY

To Employer: _____ Date: _____

From Applicant: _____

Applicant's Address: _____

I have applied to the New Mexico Homeowner Assistance Fund. I have authorized the program to obtain a verification of my income (and/or) reduction of hours and/or pay due to COVID-19 health crisis from you. In order for my eligibility to be determined, MFA must verify all of my income. The requested information is for the confidential use of MFA program and the U.S. Department of Housing and Urban Development only.

I/we further understand that the information provided on this form is subject to verification by MFA, the Department of Finance and Administration (DFA) or the Treasury at any time, and any employee of MFA, DFA, or Treasury may be subject to penalties for unauthorized disclosures or improper use of information collected based on the consent form. Use of the information collected based on this verification form is restricted to the purposes cited above. Any person who knowingly or willingly requests, obtains or discloses any information under false pretenses concerning an applicant or participant may result in legal action. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages, and seek other relief, as may be appropriate.

Signature of Applicant

Date

EMPLOYER'S VERIFICATION

Please answer all questions below. If you do not answer all questions, further clarification will be required.

Employee's Name: _____ Position Held: _____

Dates of Employment: From _____ To _____

Type of Employment: ☐ Permanent ☐ Temporary ☐ Seasonal ☐ Intermittent

Probability of Continued Employment: _____

CURRENT RATE OF PAY:

Estimated, if not actually paid on hourly, monthly or annual basis:

Hourly \$ _____; Monthly \$ _____; or Annually \$ _____

Additional compensation: (actual amounts received in past 12 months)

Overtime: \$ _____ per _____; Tips \$ _____ per _____;

Commissions, bonuses: \$ _____ per _____;

Signature

Date

Printed Name

Title

Exhibit 5 - Authorization to Release Information to Third Party

(attached)

HOMEOWNER ASSISTANCE FUND

Third Party Authorization

“I” and “My” means and refers to individually and collectively the undersigned Owner and Co-Owner (if any), and any non-owner borrower identified below.

“Servicer” means the first mortgage lender/servicer identified below.

“Third Party” means individually and collectively the third parties (including their employees, contractors, subcontractors, agents, successor, and assigns) identified below.

I authorize the Servicer and any Third Party to obtain, share, release, discuss, and otherwise provide to, and with each other, information with my public and non-public personal information contained, related to my mortgage loans, insurance policies and associated premiums, tax and homeowner payment obligations. This information may include (but is not limited to) the name, address, telephone number, social security number, credit score, credit report, income, government monitoring information, loss mitigation application status, account balances, program eligibility, and payment activity of the Owner and non-owner borrower. I also understand and consent to the disclosure of my personal information and the terms of any applications, agreements, or other communications under any Homeowner Assistance Fund Program operated by Servicer or MFA to the U.S. Department of the Treasury or their agents in connection with their responsibilities under the American Rescue Plan Act of 2021.

The Servicer and any Third Party is authorized to take such steps as it may deem reasonable to verify the identity of a Third Party, but has no responsibility or liability to verify the identity of such Third Party. The Servicer also has no responsibility or liability for what a Third Party does with such information.

Before signing this Third Party Authorization, beware of foreclosure rescue scams!

- A HUD-approved housing counselor, HFA representative or other authorized third party may work directly with the Owner’s lender/mortgage servicer.
- The Owner can visit <https://www.hud.gov/findacounselor> to identify a HUD-approved housing counseling agency.
- Beware of anyone who asks for a fee in exchange for a counseling service or modification of a delinquent loan.

All Owners and non-owner borrowers should sign this Third Party Authorization. This Third Party Authorization is not revocable except as otherwise required by applicable law.

First Mortgage Lender/Servicer Name

[Account][Loan] Number

Property Address: _____

THIRD PARTIES:

[Counseling Agency]

[Agency Contact Name and Phone Number]

[State HFA Entity]

[State HFA Contact Name and Phone Number]

[Other Third Party]

[Third Party Contact Name and Phone Number]

The following are optional:

Second Mortgage Lender/Servicer Name: _____

Phone Number: _____

Hazard Insurance Company: _____

Policy Number: _____

Phone Number: _____

Condominium Association (if applicable): _____
Phone Number: _____

City/Town/County Taxing Authorities: _____
Phone Number _____

Name of Owner: _____ Employer: _____
Phone Number _____

Name of Owner: _____ Employer: _____
Phone Number _____

Name of Non-Owner Borrower: _____ Employer: _____
Phone Number _____

Name of Non-Owner Borrower: _____ Employer: _____
Phone Number _____

Owner's Attorney: _____
Phone Number: _____

Other Designated Representative(s) authorized to act on behalf of Owner:
Name(s) and Telephone Number(s): _____ Relationship: _____
_____ Relationship: _____
_____ Relationship: _____

Other

I UNDERSTAND AND AGREE WITH THE TERMS OF THIS THIRD-PARTY AUTHORIZATION:

Owner

Printed Name

Signature

Date

Additional Co-Owner

Printed Name

Signature

Date

Non-Owner Borrower

Printed Name

Co-Owner

Printed Name

Signature

Date

Additional Co-Owner

Printed Name

Signature

Date

Additional Non-Owner Borrower

Printed Name

Signature

Date

Rev. 7/7/2021

Signature

Date

Exhibit 6 – Income Limits

(Attached)

FY2021 Homeowner Assistance Fund Income Limits

County	Category	1-Person	2-Person	3-Person	4-Person	5-Person	6-Person	7-Person	8-Person
Bernalillo County, NM / Albuquerque, NM MSA	Greater of 100% AMI or 100% U.S. Median Income	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$83,700	\$89,100
	Greater of 150% AMI or 100% of U.S. Median Income	\$79,900	\$81,000	\$91,150	\$101,250	\$109,350	\$117,450	\$125,550	\$133,650
Catron County, NM	Greater of 100% AMI or 100% U.S. Median Income	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900
	Greater of 150% AMI or 100% of U.S. Median Income	\$79,900	\$79,900	\$79,900	\$81,900	\$88,500	\$95,050	\$101,600	\$108,150
Chaves County, NM	Greater of 100% AMI or 100% U.S. Median Income	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900
	Greater of 150% AMI or 100% of U.S. Median Income	\$79,900	\$79,900	\$79,900	\$81,900	\$88,500	\$95,050	\$101,600	\$108,150
Cibola County, NM	Greater of 100% AMI or 100% U.S. Median Income	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900
	Greater of 150% AMI or 100% of U.S. Median Income	\$79,900	\$79,900	\$79,900	\$81,900	\$88,500	\$95,050	\$101,600	\$108,150

County	Category	1-Person	2-Person	3-Person	4-Person	5-Person	6-Person	7-Person	8-Person
Colfax County, NM	Greater of 100% AMI or 100% U.S. Median Income	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900
	Greater of 150% AMI or 100% of U.S. Median Income	\$79,900	\$79,900	\$79,900	\$81,900	\$88,500	\$95,050	\$101,600	\$108,150
Curry County, NM	Greater of 100% AMI or 100% U.S. Median Income	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900
	Greater of 150% AMI or 100% of U.S. Median Income	\$79,900	\$79,900	\$79,900	\$81,900	\$88,500	\$95,050	\$101,600	\$108,150
De Baca County, NM	Greater of 100% AMI or 100% U.S. Median Income	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900
	Greater of 150% AMI or 100% of U.S. Median Income	\$79,900	\$79,900	\$79,900	\$86,400	\$93,350	\$100,250	\$107,150	\$114,050
Dona Ana County, NM Las Cruces, NM MSA	Greater of 100% AMI or 100% U.S. Median Income	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900
	Greater of 150% AMI or 100% of U.S. Median Income	\$79,900	\$79,900	\$79,900	\$81,900	\$88,500	\$95,050	\$101,600	\$108,150

County	Category	1-Person	2-Person	3-Person	4-Person	5-Person	6-Person	7-Person	8-Person
Eddy County, NM	Greater of 100% AMI or 100% U.S. Median Income	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900
	Greater of 150% AMI or 100% of U.S. Median Income	\$79,900	\$87,500	\$98,450	\$109,350	\$118,100	\$126,850	\$135,600	\$144,350
Grant County, NM	Greater of 100% AMI or 100% U.S. Median Income	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900
	Greater of 150% AMI or 100% of U.S. Median Income	\$79,900	\$79,900	\$79,900	\$82,650	\$89,300	\$95,900	\$102,500	\$109,100
Guadalupe County, NM	Greater of 100% AMI or 100% U.S. Median Income	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900
	Greater of 150% AMI or 100% of U.S. Median Income	\$79,900	\$79,900	\$79,900	\$81,900	\$88,500	\$95,050	\$101,600	\$108,150
Harding County, NM	Greater of 100% AMI or 100% U.S. Median Income	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900
	Greater of 150% AMI or 100% of U.S. Median Income	\$79,900	\$79,900	\$79,900	\$81,900	\$88,500	\$95,050	\$101,600	\$108,150

County	Category	1-Person	2-Person	3-Person	4-Person	5-Person	6-Person	7-Person	8-Person
Hidalgo County, NM	Greater of 100% AMI or 100% U.S. Median Income	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900
	Greater of 150% AMI or 100% of U.S. Median Income	\$79,900	\$79,900	\$79,900	\$79,900	\$88,500	\$95,050	\$101,600	\$108,150
Lea County, NM	Greater of 100% AMI or 100% U.S. Median Income	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900
	Greater of 150% AMI or 100% of U.S. Median Income	\$79,900	\$79,900	\$83,200	\$92,400	\$99,800	\$107,200	\$114,600	\$122,000
Lincoln County, NM	Greater of 100% AMI or 100% U.S. Median Income	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900
	Greater of 150% AMI or 100% of U.S. Median Income	\$79,900	\$79,900	\$80,600	\$89,550	\$96,750	\$103,900	\$111,050	\$118,250
Los Alamos County, NM	Greater of 100% AMI or 100% U.S. Median Income	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900
	Greater of 150% AMI or 100% of U.S. Median Income	\$134,200	\$153,400	\$172,550	\$191,700	\$207,050	\$222,400	\$237,750	\$253,050

County	Category	1-Person	2-Person	3-Person	4-Person	5-Person	6-Person	7-Person	8-Person
Luna County, NM	Greater of 100% AMI or 100% U.S. Median Income	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900
	Greater of 150% AMI or 100% of U.S. Median Income	\$79,900	\$79,900	\$79,900	\$81,900	\$88,500	\$95,050	\$101,600	\$108,150
Luna County, NM	Greater of 100% AMI or 100% U.S. Median Income	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900
	Greater of 150% AMI or 100% of U.S. Median Income	\$79,900	\$79,900	\$79,900	\$81,900	\$88,500	\$95,050	\$101,600	\$108,150
McKinley County, NM	Greater of 100% AMI or 100% U.S. Median Income	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900
	Greater of 150% AMI or 100% of U.S. Median Income	\$79,900	\$79,900	\$79,900	\$81,900	\$88,500	\$95,050	\$101,600	\$108,150
Mora County, NM	Greater of 100% AMI or 100% U.S. Median Income	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900
	Greater of 150% AMI or 100% of U.S. Median Income	\$79,900	\$79,900	\$79,900	\$81,900	\$88,500	\$95,050	\$101,600	\$108,150

County	Category	1-Person	2-Person	3-Person	4-Person	5-Person	6-Person	7-Person	8-Person
Otero County, NM	Greater of 100% AMI or 100% U.S. Median Income	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900
	Greater of 150% AMI or 100% of U.S. Median Income	\$79,900	\$79,900	\$79,900	\$81,900	\$88,500	\$95,050	\$101,600	\$108,150
Quay County, NM	Greater of 100% AMI or 100% U.S. Median Income	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900
	Greater of 150% AMI or 100% of U.S. Median Income	\$79,900	\$79,900	\$79,900	\$81,900	\$88,500	\$95,050	\$101,600	\$108,150
Rio Arriba County, NM	Greater of 100% AMI or 100% U.S. Median Income	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900
	Greater of 150% AMI or 100% of U.S. Median Income	\$79,900	\$79,900	\$79,900	\$81,900	\$88,500	\$95,050	\$101,600	\$108,150
Roosevelt County, NM	Greater of 100% AMI or 100% U.S. Median Income	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900
	Greater of 150% AMI or 100% of U.S. Median Income	\$79,900	\$79,900	\$79,900	\$83,100	\$89,750	\$96,400	\$103,050	\$109,700

County	Category	1-Person	2-Person	3-Person	4-Person	5-Person	6-Person	7-Person	8-Person
San Juan County, NM / Farmington, NM MSA	Greater of 100% AMI or 100% U.S. Median Income	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900
	Greater of 150% AMI or 100% of U.S. Median Income	\$79,900	\$79,900	\$80,600	\$89,550	\$96,750	\$103,900	\$111,050	\$118,250
San Miguel County, NM	Greater of 100% AMI or 100% U.S. Median Income	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900
	Greater of 150% AMI or 100% of U.S. Median Income	\$79,900	\$79,900	\$79,900	\$81,900	\$88,500	\$95,050	\$101,600	\$108,150
Sandoval County, NM	Greater of 100% AMI or 100% U.S. Median Income	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900
	Greater of 150% AMI or 100% of U.S. Median Income	\$79,900	\$81,000	\$91,150	\$101,250	\$109,350	\$117,450	\$125,550	\$133,650
Santa Fe County, NM	Greater of 100% AMI or 100% U.S. Median Income	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900
	Greater of 150% AMI or 100% of U.S. Median Income	\$79,900	\$87,600	\$98,550	\$109,500	\$118,300	\$127,050	\$135,800	\$144,550

County	Category	1-Person	2-Person	3-Person	4-Person	5-Person	6-Person	7-Person	8-Person
Sierra County, NM	Greater of 100% AMI or 100% U.S. Median Income	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900
	Greater of 150% AMI or 100% of U.S. Median Income	\$79,900	\$79,900	\$79,900	\$81,900	\$88,500	\$95,050	\$101,600	\$108,150
Socorro County, NM	Greater of 100% AMI or 100% U.S. Median Income	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900
	Greater of 150% AMI or 100% of U.S. Median Income	\$79,900	\$79,900	\$79,900	\$81,900	\$88,500	\$95,050	\$101,600	\$108,150
Taos County, NM	Greater of 100% AMI or 100% U.S. Median Income	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900
	Greater of 150% AMI or 100% of U.S. Median Income	\$79,900	\$79,900	\$79,900	\$81,900	\$88,500	\$95,050	\$101,600	\$108,150
Torrance County, NM	Greater of 100% AMI or 100% U.S. Median Income	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900
	Greater of 150% AMI or 100% of U.S. Median Income	\$79,900	\$81,000	\$91,150	\$101,250	\$109,350	\$117,450	\$125,550	\$133,650

County	Category	1-Person	2-Person	3-Person	4-Person	5-Person	6-Person	7-Person	8-Person
Union County, NM	Greater of 100% AMI or 100% U.S. Median Income	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900
	Greater of 150% AMI or 100% of U.S. Median Income	\$79,900	\$79,900	\$79,900	\$82,950	\$89,600	\$96,250	\$102,900	\$109,500
Valencia County, NM / Albuquerque, NM MSA	Greater of 100% AMI or 100% U.S. Median Income	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900
	Greater of 150% AMI or 100% of U.S. Median Income	\$79,900	\$81,000	\$91,150	\$101,250	\$109,350	\$117,450	\$125,550	\$133,650