**RECOVERY HOUSING PROGRAM (RHP) SUBMISSION CHECKLIST**

AGENCY

**MINIMUM QUALIFICATIONS AND REQUIREMENTS**

|  |  |  |
| --- | --- | --- |
| **Initial** | **Item Required** |  |
|  | Completed Offeror Proposal |  |
|  | Electronic Proposal – submitted as a **single** PDF file sized to be printable on standard 8 ½ x 11 paper **with tabs/bookmarks** identifying each Minimum Qualification and Requirements item and evaluation criteria item within the PDF |  |
|  | Proof of 501(c)(3) status, by letter of support, or proof of status as a government agency |  |
|  | Proof of current registration as a charitable organization with the NM Attorney General’s Office |  |
|  | Offeror must be in “good standing” as of the date this RFP is issued. In order to be in good standing, Offeror must not have “suspended,” “debarred” or HUD’s Limited Denial of Participation status conferred upon it by MFA and/or other funding sources. If Applicable, Offeror must provide a print screen from [www.sam.gov](http://www.sam.gov/) within 30 days of the application date. |  |
|  | One copy of the agency’s most recent fiscal agency financial audit FY2020 or a letter from MFA indicating that we have already received and approved your audit. |  |
|  | Offeror’s Certification signed by authorized official (Form provided) |  |
|  | Offeror’s Reputation Certification in which Offeror must describe any material, current or pending litigation, administrative proceedings or investigations that could impact the reputation  or financial viability of the agency. (Form provided) |  |
|  | Complete list of current funding sources, with amounts from each entity, for last two years |  |
|  | Most recent monitoring letters from all funders’ showing Offeror is in good standing |  |
|  | Evidence of coordination with other targeted recovery housing services (MOU, letter of agreement, etc.) |  |
|  | Executive Summary (not to exceed 2 pages) |  |
|  | Offeror’s Mission Statement (not to exceed 1 page) |  |
|  | Up-to-date resumes of the Executive Director, Finance Director and Program Manager to demonstrate the administrative and financial management capacity necessary to accept and  account for the use of public funds |  |
|  | Description of Offeror’s organizational and management structure (less than two pages) |  |
|  | Offeror’s Organization Chart |  |
|  | Board-approved *Fiscal Policies and Procedures Manual* showing internal control for financial  Management |  |
|  | Offeror bylaws, including policy showing the board’s responsibility for financial oversight |  |
|  | Offeror’s Board structure (Form provided) |  |

(By initialing this list, Offeror certifies that all items listed above are enclosed, as defined in this RFP.)