
Rehab-2-Rental Pilot Program

Notice of Funding Availability



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1 INTRODUCTION

New Mexico Mortgage Finance Authority (Housing New Mexico), in partnership with State of New Mexico Department of Finance and Administration, is pleased to announce the availability of funding under the Rehab-2-Rental program. The goal of the Rehab-2-Rental program is to increase housing stability for tenant-based housing voucher households. To achieve this goal, Rehab-2-Rental's objectives are to expand housing opportunities and enhance the quality of the housing stock for tenant-based housing voucher holders in New Mexico by bringing below-standard rental properties up to housing quality standards. We encourage all eligible entities to apply.

2 PROGRAM OBJECTIVES AND STRUCTURE

This Notice of Funding Availability (NOFA) invites applicants to submit applications to become an approved Service Provider under the Rehab-2-Rental program. Service Providers will be tasked with working with Housing Voucher Administrators to submit rehabilitation projects on behalf of private Landlords. By engaging private Landlords in the program and managing rehabilitation efforts, Service Providers will receive an administrative fee while assisting New Mexico's low-income residents. Rehab-2-Rental will offer forgivable loans of up to \$25,000 per unit to Landlords who currently lease or agrees to lease their properties to housing voucher holders. The loans will facilitate necessary improvements to their rental unit in accordance with defined Housing Quality Standards, e.g., HUD's NSPIRE (National Standards for the Physical Inspection of Real Estate) housing standards. Awarded applicants must collaborate with a Housing Voucher Administrator or be a Housing Voucher Administrator to ensure the timely leasing of rehabilitated properties to housing voucher holders. Service Providers selected through this NOFA will receive funding on a project-by-project basis.

3 AGENCY CONTACTS

Housing New Mexico will be responsible for administering the Rehab-2-Rental program for current and subsequent funding allocations which include but are not limited to fund management and reporting of Rehab-2-Rental activities to ensure program compliance. Program specific questions can be directed to the Rehab-2-Rental point of contact:

Sharlynn Rosales, Research and Development Manager
Policy and Planning Department
Housing New Mexico
7425 Jefferson St. NE, Albuquerque, NM 87109
505) 767-2282
srosales@housingnm.org

4 ELIGIBLE APPLICANTS

Eligible applicants that are applying to become Service Providers under the Rehab-2-Rental program must have experience and/or knowledge of housing assistance and property rehabilitation. Eligible applicants include non-profit organizations, for-profit organizations, Public Housing Authorities (PHA), regional housing authorities, tribal governments, tribal housing agencies, partnerships, joint ventures, or other entities that can assume contractual liability and legal responsibility by entering into one or more written agreements with Housing New Mexico.

4.1 EXISTING AND NEW APPLICANTS

The Threshold requirement to be considered an approved Service Provider must be met by all applicants. To promote participation, Applicants with little experience, may be considered for approval at Housing New Mexico's discretion and will be limited to one project award.

Service Providers currently administering a Housing New Mexico program and who are in good standing are considered a grandfathered participant in the Rehab-2-Rental program and are not required to submit a new application but must complete the Prior Approved Service Provider section of **Exhibit A: Rehab-2-Rental Service Provider Application**.

4.2 PARTNERSHIP WITH HOUSING VOUCHER ADMINISTRATOR

Eligible applicants that do not administer tenant-based housing vouchers must partner with such entities, including, a public or Tribal housing authority, a Linkages service provider, an Emergency Solutions Grant (ESG) service provider, a Housing for People with HIV/AIDs (HOPWA) service provider, municipal or county voucher program administrators, or other tenant-based housing voucher administrators. Eligible applicants that are not a Housing Voucher Administrator must provide evidence of the partnership by both entities signing a **Service Provider and Housing Voucher Administrator Partnership Agreement, Exhibit B**. Housing New Mexico may assist with partnering entities.

5 APPLICATION SUBMISSION AND EVALUATION

5.1 APPLICATION SUBMISSION

Housing New Mexico will accept applications beginning February 24, 2025. Applications received no later than 45 days prior to a regular scheduled meeting of Housing New Mexico Board of Directors will be considered at that meeting. Housing New Mexico holds Board of Directors meetings every third Wednesday of the month. Applications will be reviewed in the order received and evaluated concurrently until Board of Directors meeting has taken place. If sufficient funds are not available to fund all service providers that meet the requirements outlined in this NOFA, Housing New Mexico will notify all applicants on its website at housingnm.org.

MFA staff will evaluate applications using the Threshold Requirements as described in the following sections. MFA will follow its own policies and procedures to obtain the necessary award approvals. MFA reserves the right to make final award decisions at its discretion.

Staff may contact applicants for clarification of the information provided. All awards will include provisions for adequate security against the loss of Rehab-2-Rental funds if a successful applicant abandons or otherwise fails to complete a project and will further include remedies and default provisions in the event of unsatisfactory performance by the Service Provider.

5.2 APPLICATION FORMAT

All applicants must complete **Exhibit A: Rehab-2-Rental Service Provider Application** and provide all required documents.

5.3 THRESHOLD REQUIREMENTS

To be considered for funding, an applicant must first demonstrate experience in meeting the following threshold requirements:

#	Threshold Requirements	Required Supporting Document
1.	The application is complete and legible, including all required documents. Applicant demonstrates sufficient experience in housing assistance programs and home rehabilitation.	<ul style="list-style-type: none"> • Rehab-2-Rental Service Provider Application, including all required signatures.
2.	Partnership with at least one Housing Voucher Administrator, if the applicant itself is not a Housing Voucher Administrator.	<ul style="list-style-type: none"> • Letter of support from one or more Housing Voucher Administrator stating their intent to assist Service Provider.
3.	Organization under state, local, or tribal laws and that the applicant is in good standing.	<ul style="list-style-type: none"> • Applicant’s List of Board of Directors or governing body information • Organization’s Mission Statement • Current Business License
4.	A functioning accounting system that is operated in accordance with Generally Accepted Accounting Principles (GAAP), Government Auditing Standards (GAS) or has designated an entity as their fiscal agent that will maintain such an accounting system consistent with GAAP or GAS.	<ul style="list-style-type: none"> • Current financial audit or audited financial statements conducted in accordance with Government Auditing Standards (GAS) or Generally Accepting Auditing Principles (GAAP). The audit must include the following: <ul style="list-style-type: none"> • Auditor's report on the financial statements • Review of internal control structure disclosing reportable conditions with acknowledgement of material/non-material weaknesses
4a.	No significant financial audit findings, and no significant outstanding or unresolved monitoring findings from any governmental entity, or from Housing New Mexico, or otherwise; or if it has any such findings, it has a certified letter from the auditor, governmental entity, Housing New Mexico, or otherwise, stating that the findings are in the process of being resolved.	

		<ul style="list-style-type: none"> • Report on the Schedule of Federal and Financial Assistance or Federal awards, if applicable • Management letter and agency response to items in the letter. • Report on fraud, abuse or other infraction. <p>If the applicant does not have a financial audit or audited financial statements, Housing New Mexico require a designated fiscal agent be appointed by the applicant in which case, the following must be provided:</p> <ul style="list-style-type: none"> • Financial audit or audited financial statements that contain the items listed above for the fiscal agent. • A contract between the applicant and the fiscal agent that contains the responsibilities of the fiscal agent and the authority to act on behalf of the applicant.
5.	Not having been suspended, debarred or otherwise restricted by any department or agency of the federal government, or any state or local government, or Housing New Mexico from doing business with such department or, agency, or authority because of misconduct or alleged misconduct.	<ul style="list-style-type: none"> • Good standing certification • Reputation certification
Additional Threshold Requirements for Non-Profit Applicants		
6.	501(c)(3) tax status	<ul style="list-style-type: none"> • 501(c)(3) certificate from the IRS
7.	Compliance with the Charitable Solicitations Act NMSA 1978, §57-22-1, et seq. and with the filing requirements by the New Mexico Attorney General’s Office under that Act	<ul style="list-style-type: none"> • New Mexico proof of current registration as a charitable organization by the New Mexico Attorney General’s office
8.	Having no part of its net earnings inuring to the benefit of any member, founder, contributor or individual.	<ul style="list-style-type: none"> • Articles of incorporation or charter with evidence that no part of the nonprofits net earnings inures the benefit of

		any member, founder, contributor or individual.
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Applications received that do not meet the Threshold Requirements will be rejected.

5.4 EVALUATION OF APPLICANTS AND DOCUMENTS

Housing New Mexico will evaluate applications using the threshold requirements and application. Housing New Mexico will follow its own policies and procedures to obtain the necessary award approvals. Upon approval, Housing New Mexico and the Service Provider will enter into a Performance Agreement for a six-year term with an option for renew based on availability of funds.

The Performance Agreement will include provisions of adequate security against the loss of Rehab-2-Rental funds in the event that a successful applicant abandons or otherwise fails to complete a project and further will include remedies and default provisions in the event of the unsatisfactory performance by the successful applicant.

6 AWARD INFORMATION

6.1 AWARD NOTICE

Applicants will submit information to be an approved Service Provider under the Rehab-2-Rental program. Upon approval, Housing New Mexico shall provide electronic notice (e-mail) of award(s) to successful Service Providers within fifteen (15) days of the approval date of the award. The award shall be contingent upon signing final award documents.

6.2 APPROVED PROJECTS

Housing New Mexico's Rehab-2-Rental program allocation is \$656,000. All project submissions will be subject to the availability of funds. Landlords will sign a financial agreement and restrictive covenant agreement for up to \$25,000 per unit. Each project will be submitted to Housing New Mexico for review. Upon approval of the project, funding will be given to the Service Provider to complete all necessary construction and ensure compliance with HUD Housing Quality Standards. The terms and conditions for each project award will be based on the financing needs of each project within the funding source regulations and limitations. Each unit can receive up to \$25,000. Up to five projects may be submitted at a time. A duplex, for example, is eligible for up to a \$50,000 award.

Project awards will be secured by a Restrictive Covenant Agreement recorded against the subject property for the award amount— less the project management fee. The recording of the security instrument will be required for all awards and proof of recording with the county in which the project is located must be provided to Housing New Mexico to secure Housing New Mexico disbursement for eligible costs for completion of the project. The Restrictive Covenant Agreement will be released upon completion of the compliance period. Up to five projects may be submitted at a time, in which approval for any subsequent projects is provided by Housing New Mexico. Service Providers are responsible for monitoring compliance with the Restrictive Convent Agreement after construction is completed.

6.3 ADMINISTRATIVE FEE

Service Providers will receive a project administrative fee of up to 20% of the total project cost. The fee will be paid through a reimbursement process with submission of a project completion form. Upon Housing New Mexico's approval of the Project Completion Form, the final reimbursement request will be processed for payment. For example, if project construction costs for one unit is \$25,000, then the Service Provider is eligible for a \$5,000 fee, disbursed upon project completion. At its discretion, Housing New Mexico may advance a project management fee.

7 FORGIVABLE LOAN TERMS AND RESTRICTIVE COVENANT AGREEMENT

Based on the project's scope of work and all required documentation to be submitted to Housing New Mexico for project approval, a Restrictive Covenant Agreement that includes forgivable loan terms must be signed by Landlord, before release of funds.

7.1 RESTRICTIVE COVENANT AGREEMENT

Service Providers will be responsible working with Landlord to sign a Restrictive Covenant Agreement. This agreement will include project amount, forgivable loan terms, repayment if in noncompliance, monitoring requirements, occupancy requirements, and basis for releasing the property lien once the agreement terms have been fulfilled.

In the event a Landlord does not fulfill the Restrictive Covent Agreement terms within 72 months, Service Providers will be responsible determining the Landlord's repayment obligation beginning within 60 days of noncompliance. Service Providers will collect payment from the Landlord based on the pro-rata rates. If a Landlord fails to pay the obligation, Service Providers must place a lien on the property for the obligation.

7.2 FORGIVABLE LOAN TERMS

The forgivable loan terms made to the Landlord by the Service Provider will be forgiven on a pro-rata basis over 60 months (5 years) at a rate of 1.67% per month, so long as the Landlord rents their property to a housing voucher holder. The Landlord will not be required to rent to the same tenant for the duration of the term if the tenant violates their lease terms. Landlords that rent to a housing voucher holder at the time of lease-up, but whose voucher expires, may continue to occupy the property, will be considered a "compliant month" and count as credit towards the loan forgiveness. Landlords may also receive credit towards forgiveness for up to one month between tenancy.

In the even the tenant decides to leave or is lawfully evicted than Landlord will be required to notify Service Provider. The Landlord will be responsible for leasing to a new tenant in partnership with Service Provider or repay the loan.

8 MONITORING

Service providers will be required to conduct monitoring for all completed properties for up to 72 months after completion of construction. Per the Restrictive Covenant Agreement, Landlords must rent to tenant-based voucher holders for 60 consecutive months, which may include up to 12 months of vacancy between tenants. The overall compliance period including vacancies is 72 months. Service Providers will use a monitoring sheet provided by Housing New Mexico to conduct quarterly reporting that will be submitted to Housing New Mexico. Service Providers will report if the tenants are voucher holders and any noncompliance.

9 SERVICE PROVIDER SCOPE OF WORK

Selected Service Providers will be required to perform the following tasks in administering Rehab-2-Rental:

9.1 LANDLORD OUTREACH AND ENGAGEMENT

Service Providers will be responsible for seeking out Landlords to participate with the assistance of the Housing Voucher Administrator and educate interested Landlords on the program's terms. Service Providers will also develop, accept, and conduct initial Landlord approval. As part of the Landlord application process, Service Providers must verify that the Landlord is the property owner.

9.2 LANDLORD RESTRICTIVE COVENANT AGREEMENT

Service Providers will be responsible for securing Landlord signature on the Restrictive Covenants Agreement, recording the Restrictive Covenants Agreement with the county in which the property is located, and collect on any unpaid obligation.

9.3 CONTRACTORS ENGAGEMENT

Service Providers must determine how to engage contractors with Rehab-2-Rental. Service Providers may elect to allow Landlords to obtain quotes, at least two, and select a contractor based on a Landlord's preference. All participating contractors must be licensed. Landlords may not act as a contractor for their own property.

9.4 UNIT ASSESSMENT AND PROJECT SET-UP

Service Providers, in coordination with contractor and Landlord, will assess the conditions of the property to determine the specific needs for rehabilitation and determine a scope of work within \$25,000 per unit limit that will result in a unit that meets Housing Quality Standards. Once Service Providers complete a unit assessment, the project must be submitted to Housing New Mexico for approval release of funds. Upon Housing New Mexico approval, Service Providers must obtain Landlord signature on the Restrictive Covenants Agreement.

9.5 BUDGET MANAGEMENT

Service Providers will ensure that contractors obtain proper permits, and Landlords prepare tenants for rehabilitation, if the unit is occupied. Throughout the construction process Service Providers will maintain communication with Landlord on the progress of construction. The Service Provider will submit any changes order to Housing New Mexico for approval.

9.6 PROJECT COMPLETION AND DOCUMENTATION

Once a contractor completes the rehabilitation, Service Providers must conduct a unit walk through to ensure the scope of work was fulfilled and the unit is ready to be leased to a housing voucher holder with improvements. Service Provider will submit all required documentation to Housing New Mexico.

9.7 MONITORING

Service Providers are required to monitor assisted property to verify it is occupied by a voucher holder for 60 months. While the months do not need to be cumulative, they must be fulfilled within a 72-month period, beginning one month after the property is rehabilitated. Any “unfilled” months after the 72-month period will be used to determine the amount of the loan that the Landlord must repay.

9.8 PROGRAM DELIVERY STRUCTURE DIAGRAM

Project Phase	Phase Action
Application	<ul style="list-style-type: none"> Eligible applicants submit application to become Service Provider and is approved by Housing New Mexico.
Service Provider Onboarding	<ul style="list-style-type: none"> Agreements are executed outlining responsibilities and partnerships. Service Provider completes training on all required documentation related to program
Landlord Engagement	<ul style="list-style-type: none"> Service Provider invites Landlords to participate in Rehab-2-Rental with assistance of Housing Voucher Administrator. Service Provider educates prospective Landlords on program terms and responsibilities. Once Landlord agrees to terms and responsibilities and Restrictive Covenant Agreement is executed between Service Provider and Landlord. The Landlord understand that any costs incurred by the project from the date of execution of the agreement must be repaid if the Landlord is in violation of the agreement.
Project Assessment and Approval	<ul style="list-style-type: none"> Service Provider works with contractors (who are either procured by the Service Provider or invited by Landlord to provide quotes) to determine a rehabilitation scope of work that will result in a unit that can be leased up to housing voucher holder. Service Provider submits a "project set-up and approval form" to Housing New Mexico to approve and allocate a funding award. Housing New Mexico may approve up to five projects at a time.
Rehabilitation	<ul style="list-style-type: none"> Once funding is allocated to Service Provider, construction starts. All required building permits must be obtained.

<p>Rehabilitation Close-Out</p>	<ul style="list-style-type: none"> • Service Provider collected any inspection or other regulatory documents from the contractor to ensure rehabilitation was properly completed and all is submitted to Housing New Mexico for the release of administrative fee of 20% of total project costs. • Service Provider completes final inspection to ensure that the contractor satisfied the scope of work. • Service Provider and Landlord revise Restrictive Covenants Agreement to reflect the final project cost. • Service Provider records Restrictive Covenants Agreement.
<p>Lease-Up and Monitoring</p>	<ul style="list-style-type: none"> • Service Provider works with Housing Voucher Administrator to lease up and ensure the unit is in compliance for housing voucher holder. • Service Provider works with the Housing Voucher Administrator to ensure that the Landlord fulfills the terms of the Restrictive Covenants Agreement of 60 months of leasing to housing voucher holder.

10 DEFINITIONS

10.1 CONTRACTOR

A company that is hired to manage and perform construction work on a project. This includes overseeing the rehabilitation and/or repairs of buildings according to the contract terms, including managing labor, materials, timelines, and costs.

10.2 TENANT-BASED HOUSING VOUCHER HOLDER

A tenant-based housing voucher holder refers to an individual or family who has been issued a housing voucher under a government assistance program, such as the Section 8 Housing Choice Voucher Program, that provides rental assistance for private housing. The voucher holder can use the voucher to rent a dwelling of their choice in the private rental market if the unit meets certain requirements.

10.3 HOUSING VOUCHER ADMINISTRATOR

An organization or agency responsible for managing and overseeing housing voucher programs. The Housing Voucher Administrator’s role will include ensuring unit and tenant compliance with program rules, unit inspections, and assisting eligible low-income households obtain affordable housing. Housing Voucher Administrators may include public, regional, and Tribal Housing Authorities, Linkages service providers, Emergency Solutions Grant (ESG) service providers, Housing for People with HIV/AIDS, or municipal or county housing voucher programs.

10.4 HOUSING QUALITY STANDARDS

A set of criteria established to ensure that rental housing units meet basic health, safety, and structural requirements. These standards ensure that properties are suitable for occupancy by low-income households and are enforced through regular inspections conducted by Housing Voucher Administrators. If deficiencies are found, the property owner must make repairs or improvements to

bring the property into compliance with Housing Quality Standards, e.g., HUD's NSPIRE (National Standards for the Physical Inspection of Real Estate), Exhibit C.

10.5 LANDLORD

An individual, company, or entity that owns and rents out property to tenants with qualified tenant-based housing vouchers for residential use. Landlords must enter into a lease or rental agreement with tenant-based housing voucher holders, granting them the right to use and occupy the property in exchange for rent payments that includes vouchers. For the Rehab-2-Rental program, participating Landlords must sign a Restrictive Covenant Agreement, under Exhibit D, to rent their property to tenant-based housing voucher holders at a Reasonable Rent for a total of 60 months (5 years). During the 60-month period, Landlords may have up to one-month vacancy between tenants which will not count towards the 60-month of occupancy. Landlords will only be allowed up to one year of total vacancy otherwise the agreement will be terminated. If the length of vacancies between tenants exceeds more than two months, then the agreement will be terminated. Landlords must also commit to meeting HUD's NSPIRE housing quality standards. Failure to meet the Restrictive Covenant Agreement will result in the Landlord repaying the loan at a pro-rata rate.

10.6 PROJECT COMPLETION

The point in time in which all work outlined in the approved scope of work has been finished to the satisfaction of the Landlord, contractor, and Housing Voucher Administrator by meeting all contractual, regulatory, and quality requirements under HUD's NSPIRE housing quality standards. The Service Provider will notify Housing New Mexico of Project Completion by completing the Project Completion Form under Exhibit E.

10.7 PROPERTY

Only properties up to a four-plex may be assisted through the Rehab-2-Rental program. Based on scope of work approved by Housing New Mexico, the completion of each project must result in a unit that is compliant with Housing Quality Standards associated with the housing voucher program of the tenant who will occupy the unit.

10.8 REASONABLE RENT

Rent charged to housing voucher holders must be determined by several factors to ensure the rental unit remains affordable for the tenant, while also being reasonable for the Landlord. Reasonable Rent as defined by the Housing Voucher Administrator, is determined by a combination of Fair Market Rent for the area, the tenant's income (which determines their contribution), and whether the rent is deemed reasonable based on local rental market conditions. The Housing Voucher Administrator will play a key role in ensuring that rents are fair and affordable for the tenant while allowing Landlords to receive appropriate compensation.

10.9 RESTRICTIVE COVENANTS AGREEMENT

An agreement between Service Provider and the Landlord that is a legally binding contract wherein the Landlord agrees to lease the rental property to tenant(s) who possess qualifying housing vouchers, for a minimum, not necessarily consecutive, duration of 60 months (5 years). The agreement ensures that the Landlord will not refuse or discriminate against potential tenants based solely on their use of housing vouchers, thereby promoting equitable access to housing for low-income households. This agreement ensures both parties agree to uphold their participation and responsibilities during the agreement term.

10.10 SERVICE PROVIDER

An organization or entity that collaborates with a Housing Voucher Administrator to rehabilitate residential properties so they can be rented to tenants utilizing housing vouchers. The Service Providers agrees to facilitate program, manage budget, acquire necessary construction contractors, oversee project completion, complete, and maintain all documentation, ensure program timelines are met, work with Landlords, and submit all required documentation to Housing New Mexico. All requirements are specified in Appendix B. Service Providers currently administering a Housing New Mexico program and is in good standard is considered a grandfathered participant in the Rehab-2-Rental program and is not required to submit a new application.

11 INCURRED EXPENSES

Housing New Mexico will not be responsible for any expenses incurred by an applicant in applying for Rehab-2-Rental Program funding. All costs incurred by an applicant in the preparation, transmittal or presentation of any application or material submitted in response to this NOFA will be borne solely by the applicant.

12 APPLICATION CONFIDENTIALITY

Housing New Mexico will not disclose any information regarding a proposed application provided during such inquiries and contacts to any third party, except as may be required under Housing New Mexico's Request to Inspect Documents policy. After the application deadline and until awards are made and notice given to all applicants, Housing New Mexico will not disclose the contents of any application or discuss the contents of any proposal with an applicant or potential applicant, so as to make the contents of any offer available to competing or potential applicants, except as may be required under Housing New Mexico's Request to Inspect Documents policy.

After awards have been made and notice given to all applicants, all applications will be available and open to the public for review.

13 USE OF ELECTRONIC VERSIONS OF THIS NOFA AND ADDENDA

This NOFA and any addenda are only available by electronic means. If accepted by such means, the applicant acknowledges and accepts full responsibility to ensure that no changes are made to the NOFA

or addendum. In the event of a conflict between a version of the NOFA or addendum in the applicant's possession and the version Housing New Mexico maintains, Housing New Mexico's maintained version will govern.

14 FREQUENTLY ASKED QUESTIONS

In an effort to provide clarification or answers to questions about this NOFA and addenda, Housing New Mexico will publish all responses to any inquiries in the "Frequently Asked Questions" section on Housing New Mexico's website at: <https://housingnm.org/rfps/rfps-rfqs>.

15 APPLICATION SUBMISSION

Housing New Mexico must receive applications no later than 45 days prior to a regularly scheduled meeting of the Housing New Mexico Board of Directors to be considered at that meeting. Housing New Mexico holds its Board of Directors meetings every third Wednesday of the month. Housing New Mexico will treat all applications submitted by the deadline for a particular meeting of the Housing New Mexico Board of Directors as one funding round and evaluate concurrently.

Applications submitted for a prior funding round, but which are still pending, will be given priority over new applications. If sufficient funds are not available to fund all projects in a funding round that meet the requirements outlined in this NOFA, Housing New Mexico will recommend the project receiving the highest score to the Board of Directors for approval, followed by the next highest scoring project, etc. until the remaining funds are no longer sufficient to fulfill the next highest scoring project's requested amount. The required application forms will be provided electronically and may be downloaded from Housing New Mexico's website at: <https://housingnm.org/rfps/rfps-rfqs>.

Applications must be submitted via email to srosales@housingnm.org and include "Rehab-2-Rental Application Submission" in the subject line.

16 IRREGULARITIES IN APPLICATIONS

Housing New Mexico may waive technical irregularities in the form of proposal of any applicant selected for award which do not alter the price, quality or quantity of the Services offered.

17 RESPONSIBILITY OF APPLICANTS

If an applicant who otherwise would have been awarded funds is found not to be a responsible applicant, a determination setting forth the basis of the finding will be prepared, and the applicant disqualified from receiving the award.

A responsible applicant means an applicant who submits an application that conforms in all material respects to the requirements of this NOFA and the Housing Innovation Program application and who has furnished, when required, information and data to prove that the applicant's financial resources,

production or Service facilities, personnel, Service reputation and experience are adequate to make satisfactory delivery of the Services described in this NOFA.

18 PROTEST

Any applicant who is aggrieved in connection with this NOFA or the notification of preliminary selection to this NOFA may protest to Housing New Mexico. A protest must be based on an allegation of a failure to adhere to the evaluation process as designated in the NOFA, including Housing New Mexico's evaluation of proposals.

The protest must be delivered to Housing New Mexico via e-mail to srosales@housingnm.org within five business days after the preliminary notice of award. Protests received after the deadline will not be considered. Upon the timely filing of a protest, Housing New Mexico shall give notice of the protest to all applicants who appear to have a substantial and reasonable prospect of being affected by the outcome of the protest. The applicants receiving notice may file responses to the protest within five business days of notice of protest. The protest and responses to the protest shall be reviewed by the Housing New Mexico Policy Committee, the Policy Committee shall make a final determination. The protest is then heard by the applicable Board Committee. The Board Committee's recommendation is then taken to the full Board for approval. Housing New Mexico will issue a notice of determination relating to the protest within a reasonable period of time after submission of the protest. The determination by Housing New Mexico shall be final.

No appeal of the determination shall be allowed. Applicants or their representatives shall not communicate with members of Housing New Mexico's Board of Directors, or any Housing New Mexico staff member regarding any application under consideration, except when specifically permitted to present testimony to the Board. An application will be deemed ineligible if the applicant or any person or entity acting on behalf of the applicant attempts to influence members of the Housing New Mexico Board of Directors or Housing New Mexico staff during any portion of the NOFA review process or does not follow the prescribed application and protest process.

19 CANCELLATION OF NOTICE OF FUNDING AVAILABILITY OR REJECTION OF APPLICATIONS

Housing New Mexico may cancel this NOFA at any time for any reason and may reject all applications (or any application) which are/is not responsive.

20 THIRD-PARTY CODE OF CONDUCT

Applicant will conduct themselves in a manner consistent with Housing New Mexico's Third-Party Code of Conduct which is located on Housing New Mexico's website at:
https://housingnm.org/uploads/documents/Third_Party_Code_of_Conduct.pdf.

February 2025

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

REHAB-2-RENTAL PILOT PROGRAM SERVICE PROVIDER APPLICATION

This application must be used to become an approved Service Provider under the Rehab-2-Rental Pilot Program. Applicants must complete and submit this application form with all required documents included in the Service Provider application checklist. MFA staff will evaluate the application using the Threshold requirements below. Upon approval, Housing New Mexico and the Service Provider will enter into a Performance Agreement for a two-term with an option for additional renewal years based on funding availability. **Upon execution of the Performance Agreement, project applications can be submitted for project awards.**

MFA staff may contact Applicants for clarification of the information provided in the application process.

APPLICANT INFORMATION

Entity name:		
Point of contact:		
Phone number:		
Email address:		
Physical address:		
Mailing address (if different from above):		
Federal tax ID number:		
Website:		
DUNS number (if applicable):		
Organization Type:	<input type="checkbox"/> Non-profit organization <input type="checkbox"/> For-profit organization <input type="checkbox"/> Government housing agency or authority <input type="checkbox"/> Regional housing authority <input type="checkbox"/> Public Housing Authority <input type="checkbox"/> Municipality	<input type="checkbox"/> County <input type="checkbox"/> Other government entity <input type="checkbox"/> Tribal government <input type="checkbox"/> Tribal housing agency or authority <input type="checkbox"/> Joint Venture <input type="checkbox"/> Partnership <input type="checkbox"/> Other:

Name of authorized representative:	
Authorized representative title:	

CURRENT HOUSING NEW MEXICO SERVICE PROVIDERS

1. If your organization is currently administering a Housing New Mexico program and is in good standing, indicate which program and how long your organization has been a service provider.

MINIMUM QUALIFICATIONS AND REQUIREMENTS

2. To be considered for Service Provider approval under the NOFA, Applicants must meet the minimum qualifications listed in the table below.

Current Housing New Mexico service provider Applicants are NOT REQUIRED to complete this section as these qualification and requirements have been met through other funding procurement.

Minimum Qualifications	Required Supporting Documents
1) <input type="checkbox"/> Organized under state, local, or tribal laws and provide proof of such organization and that the applicant is in good standing.	<ul style="list-style-type: none"> • Applicant’s Board of Director’s or governing body information • Organization Mission Statement • Current Business License
2) <input type="checkbox"/> Have a functioning accounting system that is operated in accordance with Generally Accepted Accounting Principles (GAAP), Government Auditing Standards (GAS) or has designated an entity as their fiscal agent that will maintain such an accounting system consistent with GAAP or GAS.	<p>Current financial audit or audited financial statements conducted in accordance with Government Auditing Standards (GAS) or Generally Accepting Auditing Principles (GAAP). The audit must include the following:</p> <ul style="list-style-type: none"> • Auditor's report on the financial statements • Review of internal control structure disclosing reportable conditions with acknowledgement of material/non-material weaknesses • Report on the Schedule of Federal and Financial Assistance or Federal awards, if applicable
a) <input type="checkbox"/> Have no significant financial audit findings, and no significant outstanding or unresolved monitoring findings from any governmental entity, or from Housing New Mexico, or otherwise; or if it has any such findings, it has a certified letter	

Exhibit A: Service Provider Application

<p>from the auditor, governmental entity, Housing New Mexico, or otherwise, stating that the findings are in the process of being resolved.</p>	<ul style="list-style-type: none"> • Management letter and agency response to items in the letter. • Report on fraud, abuse or other infraction.
<p>b) <input type="checkbox"/> Have no significant financial audit findings, and no significant outstanding or unresolved monitoring findings from any governmental entity, or from Housing New Mexico, or otherwise; or if it has any such findings, it has a certified letter from the auditor, governmental entity, Housing New Mexico, or otherwise, stating that the findings are in the process of being resolved.</p>	<p>If the applicant does not have a financial audit or audited financial statements, Housing New Mexico require a designated fiscal agent be appointed by the applicant in which case, the following must be provided:</p> <ul style="list-style-type: none"> • Financial audit or audited financial statements that contain the items listed above for the fiscal agent. • A contract between the applicant and the fiscal agent that contains the responsibilities of the fiscal agent and the authority to act on behalf of the applicant.
<p>3) <input type="checkbox"/> Have not been suspended, debarred or otherwise restricted by any department or agency of the federal government, any state or local government, or Housing New Mexico from doing business with such department, agency, or authority because of misconduct or alleged misconduct.</p>	<ul style="list-style-type: none"> • Good Standing and Reputation Certification and Acknowledgment
<p>a) <input type="checkbox"/> Have not defaulted on any obligation covered by a surety or performance bond.</p>	
<p>Additional Qualification Requirements for Non-Profit Applicants</p>	
<p>4) <input type="checkbox"/> 501(c)(3) tax status;</p>	<ul style="list-style-type: none"> • 501(c)(3) certificate from the IRS
<p>5) <input type="checkbox"/> Compliance with the Charitable Solicitations Act NMSA 1978, §57-22-1, et seq. and with the filing requirements by the New Mexico Attorney General’s Office under that Act; and</p>	<ul style="list-style-type: none"> • New Mexico proof of current registration as a charitable organization by the New Mexico Attorney General’s office
<p>6) <input type="checkbox"/> Having no part of its net earnings inuring to the benefit of any member, founder, contributor or individual.</p>	<ul style="list-style-type: none"> • Articles of incorporation or charter that evidence that no part of the nonprofits net earnings inures to the

	benefit of any member, founder, contributor or individual
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EXPERIENCE

3. Describe your organization's experience with housing assistance or property rehabilitation below, including key projects, and outcomes.

APPLICANT QUESTIONNAIRE

4. Does your organization administer tenant-based housing vouchers?

1) Yes, please specify which housing voucher program you administer (e.g. Section 8 Tenant Based Vouchers, Linkages, Emergency Solutions Grante Homelessness Prevention, etc.)

List housing voucher programs administered below:

List the housing standards for each voucher program administered (e.g. for Section 8 Tenant Based Vouchers that standard is National Standards for the Physical Inspection of Real Estate (NSPIRE)).
For each housing standard, attach an inspection checklist used to assess units.

2) No. To be eligible to administer the Rehab-2-Rental, Service Providers must partner with a Housing Voucher Administrator and provide the following information about the Housing Voucher Administrator partner. Attach the Partnership Agreement (Appendix B) signed by both parties.

Housing Voucher Administrator partner organization name:	
Primary contact name:	
Primary contact phone number:	

<p>Primary contact email address:</p>	
<p>Type(s) of housing vouchers administered (e.g. Section 8 Tenant Based Vouchers, Linkages, Emergency Solutions Grante Homelessness Prevention, etc.):</p>	
<p>List the housing standards for each voucher program administered (e.g. for Section 8 Tenant Based Vouchers that standard is National Standards for the Physical Inspection of Real Estate (NSPIRE).</p>	
<p><i>For each housing standard, attach an inspection checklist used to assess units.</i></p>	

ADMINISTERING THE REHAB-2-RENTAL PROGRAM

<p>5. Describe how your organization intends to engage landlords to participate in the in the Rehab-2-Rental Pilot Program.</p>
<p>6. Describe how your organization intends to monitor properties rehabilitated through the Rehab-2-Rental Pilot Program to ensure fulfillment of the 60-month affordability period.</p>
<p>7. If the Housing Quality Standards your organization is following requires the prioritization of homes based on needs, how would your organization implement that requirement.</p>

PROJECT PROPOSAL INFORMATION

8. Do your organization have a pipeline of rehabilitation projects for Rehab-2-Rental?
3) <input type="checkbox"/> Yes. If yes, for each project/unit provide a preliminary budget, including labor, materials, permits, and any other anticipated costs.
4) <input type="checkbox"/> No.

CONSTRUCTION CONTRACTORS

9. How does your organization intend to engage contractors? (Select all that apply.)	
5) <input type="checkbox"/> We have contractors on staff to carry out rehabilitation. 6) <input type="checkbox"/> We will bid for contractors to “pre-qualify” rehabilitation for multiple projects. 7) <input type="checkbox"/> We will allow homeowners to seek bids from licensed contractors to conduct work on their home. 8) <input type="checkbox"/> We will allow homeowners to seek bids from licensed contractors to conduct work on their home. 9) <input type="checkbox"/> Other:	
10. If your organization has already “pre-qualified” contractors, provide the following information for those contractors:	
Contractor 1:	
Business name:	
Contractor license number:	
Contractor primary contact name:	
Contractor primary contact phone number:	
<ul style="list-style-type: none"> Evidence that the contractor is licensed to do business in New Mexico. 	<input type="checkbox"/> New Mexico Contractors License <input type="checkbox"/> Insurance Bonds <ul style="list-style-type: none"> Evidence that the contractor is properly insured with a commercial general liability insurance policy. Evidence that the Offeror is properly insured with Workers Compensation and Auto Insurance.
<ul style="list-style-type: none"> Evidence that the contractor is properly insured with a commercial general liability insurance policy. Evidence that the Offeror is properly insured with Workers Compensation and Auto Insurance. 	<input type="checkbox"/> Insurance Bonds
<ul style="list-style-type: none"> Evidence of taxpayer identification. 	<input type="checkbox"/> Completed W-9: https://www.irs.gov/pub/irs-pdf/fw9.pdf
Contractor 2 (if applicable):	

Exhibit A: Service Provider Application

Business name:	
Contractor license number:	
Contractor primary contact name:	
Contractor primary contact phone number:	
<ul style="list-style-type: none"> Evidence that the contractor is licensed to do business in New Mexico. 	<input type="checkbox"/> New Mexico Contractors License
<ul style="list-style-type: none"> Evidence that the contractor is properly insured with a commercial general liability insurance policy. Evidence that the Offeror is properly insured with Workers Compensation and Auto Insurance. 	<input type="checkbox"/> Insurance Bonds - commercial general liability insurance policy <input type="checkbox"/> Insurance Bonds - Workers Compensation and Auto Insurance
<ul style="list-style-type: none"> Evidence of taxpayer identification. 	<input type="checkbox"/> Completed W-9: https://www.irs.gov/pub/irs-pdf/fw9.pdf

ATTACHMENTS PROVIDED

Minimum Qualifications and Requirements - Not required for current Housing New Mexico Service Providers	
<input type="checkbox"/> Yes, included <input type="checkbox"/> No, not applicable	Applicant's Board of Director's or governing body information
<input type="checkbox"/> Yes, included <input type="checkbox"/> No, not applicable	Organization Mission Statement
<input type="checkbox"/> Yes, included <input type="checkbox"/> No, not applicable	Current Business License
<input type="checkbox"/> Yes, included <input type="checkbox"/> No, not applicable	Current financial audit or audited financial statements conducted in accordance with Government Auditing Standards (GAS) or Generally Accepting Auditing Principles (GAAP). OR Financial audit or audited financial statements that contain the items listed above for the fiscal agent and; A contract between the applicant and the fiscal agent that contains the responsibilities of the fiscal agent and the authority to act on behalf of the applicant.
<input type="checkbox"/> Yes, included <input type="checkbox"/> No, not applicable	501(c)(3) certificate from the IRS
<input type="checkbox"/> Yes, included <input type="checkbox"/> No, not applicable	New Mexico proof of current registration as a charitable organization by the New Mexico Attorney General's office

Exhibit A: Service Provider Application

<input type="checkbox"/> Yes, included <input type="checkbox"/> No, not applicable	Articles of incorporation or charter that evidence that no part of the nonprofits net earnings inures to the benefit of any member, founder, contributor or individual
Other	
<input type="checkbox"/> Yes, included <input type="checkbox"/> No, not applicable	Exhibit B - Partnership Agreement
<input type="checkbox"/> Yes, included (applicable for all applicants)	Housing standards for each voucher type
<input type="checkbox"/> Yes, included <input type="checkbox"/> No, not applicable	Preliminary budget, including labor, materials, permits, and any other anticipated costs for any projects identified for Rehab-2-Rental
<input type="checkbox"/> Yes, included <input type="checkbox"/> No, not applicable	For any “prequalified” contractors listed in the application <ul style="list-style-type: none"> • New Mexico Contractors License • Insurance Bonds - commercial general liability insurance policy • insurance Bonds - Workers Compensation and Auto Insurance • Completed W-9 form
Additional Supporting Documentation	
<input type="checkbox"/> Yes, included <input type="checkbox"/> No, not applicable	Specify additional documentation included:

GOOD STANDING AND REPUTATION CERTIFICATION AND ACKNOWLEDGEMENT

I certify that <<Entity Name>> (“Applicant”) is in “good standing” with all applicable federal, state, and local and MFA rules and regulations as of the date this application. (Applicant must have no unresolved findings including but not limited to the State of New Mexico, funding sources, partners and MFA. This is not applicable for new agencies.)

Applicant is submitting an application to the Mortgage Finance Authority (“MFA”) to be considered for funding from the Rehab-2-Rental Pilot Program. Applicant certifies that: It will abide by all applicable federal and state of New Mexico laws and all applicable statutory, regulatory, and judicially created rules and guidelines. It understands that MFA will monitor its performance and compliance. It is in good standing with all its funding sources. It complies with MFA’s Third-Party Code of Conduct, Equal Employment Law, and all government regulations regarding nondiscriminatory employment practices. It understands and represents that any performance

agreement it enters into with MFA will be binding in all respects. It is currently registered with the NM Attorney General's Registry of Charitable Organizations, if applicable. This proposal shall be valid until the performance agreement is awarded.

By signing this application, the Applicant agrees to comply with all program requirements, including but not limited to the completion of rehabilitation projects according to housing standards and the execution of a Restrictive Covenant Agreement with the participating Landlord. Applicants understand that failure to comply with program requirements may result in penalties, including repayment of funds. Applicant agree to participate in the Rehab-2-Rental program, should this application be approved, and agree to comply with all program guidelines, reporting requirements, and timelines.

I acknowledge that all information provided in this application is true and accurate and that I have the authority to bind the applicant to the assurances as witness by my signature below.

Authorized representative name:

Authorized representative signature:

Title: _____

Date: _____

APPLICATION SUBMISSION

Submit the completed application via email to:

Sharlynn Rosales

Research and Development Manager

Housing New Mexico

7425 Jefferson St. NE, Albuquerque, NM 87109

Email: srosales@housingnm.org

Phone: (505) 767-2282