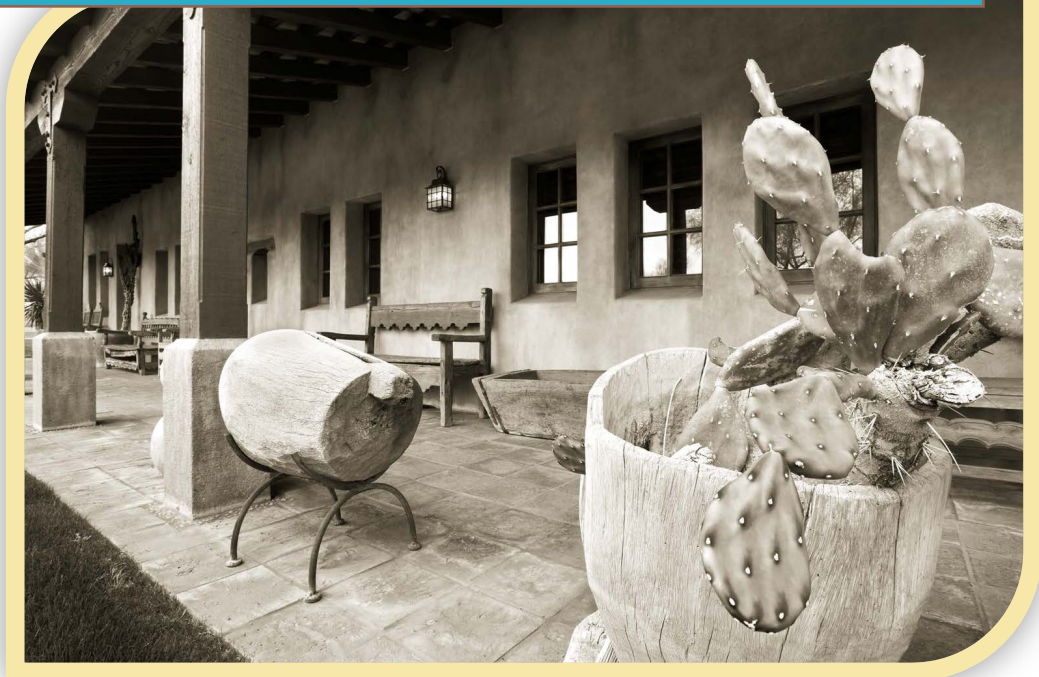


New Mexico 2017 Annual Action Plan



For Program Year 2017 (January 1, 2017 – December 31, 2017)



Alternative accessible formats of this document will be provided upon request. If you need this document in an alternative format such as large print, Braille, audiotape, or computer diskette, please contact Debbie Davis at the New Mexico Mortgage Finance

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(Includes Spanish-to-Spanish and translation from English to Spanish)

Acronyms for 2017 Action Plan	
Admin	Administrative
ADSN	Areas of demonstrated statistical need
AG	Attorney General
AMI	Area Median Income
ARRA	American Recovery and Reinvestment Act
BHSD	Behavioral Health Services Division
BoS	Balance of State
CAPER	Consolidated Annual Performance and Evaluation Report
CDBG	Community Development Block Grants
CFL	Compact fluorescent light bulb
CFR	Code of Federal Regulations
CHDO	Community Housing Development Organization
COC	Continuum of Care
COP	CHDO Operating Funds
DFA	Department of Finance and Administration
DOE	Department of Energy
DPA	Down Payment Assistance
DRGR	Disaster Recovery Grant Reporting
EHAP	Emergency Housing Assistance Program
ESG	Emergency Solutions Grant
FHEO	Fair Housing and Economic Opportunity
HMA	Health Management Alliance (HMA)
HMIS	Homeless Management Information System
HOME	HOME Investment Partnership
HOPWA	Housing Opportunities for Persons with AIDS
HOR	Home Owner Rehab
HTF	Housing Trust Fund
HUD	US Department of Housing and Urban Development
IDIS	Integrated Disbursement and Information System
IRS	Internal Revenue Service
LIHEAP	Low Income Home Energy Assistance Program
LIHTC	Low Income Housing Tax Credits
MBE	Minority Business Enterprise
MFA	New Mexico Mortgage Finance Authority
MRB	Mortgage Revenue Bonds
MSA	Metropolitan Statistical Area
NAHRO	National Association of Housing and Redevelopment Officials
NMCEH	New Mexico Coalition to End Homelessness
NSP	Neighborhood Stabilization Program
PHA	Public Housing Authority
PHP	Permanent Housing Placement

QAP	Qualified Allocation Plan
RAP	Rental Assistance Program
Rehab	Rehabilitation
REN	Rental
RFP	Request for Proposals
S+C	Shelter Plus Care
SFD	Single Family Development
SHP	Supportive Housing Program
STRMU	Short Term Rent, Mortgage and Utilities
T&TA	Training and Technical Assistance
TBRA	Tenant Based Rental Assistance
UPCS	Uniform Physical Condition Standards
VAWA	Violence Against Women Act
WAP	Weatherization Assistance Program
WBE	Women's Business Enterprise

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Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

All sections are marked with the eCon Planning Suite screen number and name, and the report is laid out in the way that it occurs, in order, with regulatory references. The entire template is in this font and in this color.

The 2017 Annual Action Plan is being submitted through the eCon Planning Suite in IDIS on August 14, 2017, pending approval from the MFA Board of Directors.

The 2017 New Mexico Annual Action Plan is the one-year planning document identifying the needs and respective resource investments in addressing the state's housing, homeless, non-homeless special needs populations, community development and economic development needs.

The New Mexico Mortgage Finance Authority (MFA) and Department of Finance Administration (DFA) are implementing the 3rd year of the five year 2015-2019 ConPlan with an estimated \$18.74 million. Those funds include the U.S. Department of Housing and Urban Development's (HUD's) National Housing Trust Fund (NHTF) to provide affordable rental housing units serving households with incomes at or below 30 percent of the area median income. MFA will administer these funds. We will allocate NHTF to eligible applicants pursuant to the State of New Mexico National Housing Trust Fund Allocation Plan.

2. Summarize the objectives and outcomes identified in the plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The goals of MFA and DFA are to provide decent housing, a suitable living environment and expanded economic opportunities for the state's low- and moderate-income residents. MFA and DFA strive to accomplish these goals by maximizing and effectively utilizing all available funding resources to conduct housing and community development activities that will serve the economically disadvantaged residents of the state. By addressing need and creating opportunity at the individual and neighborhood levels, MFA hopes to improve the quality of life for all residents of the state. These goals are further explained as follows:

- *Providing decent housing* means helping homeless persons obtain appropriate housing and assisting those at risk of homelessness; preserving the affordable housing stock; increasing availability of permanent housing that is affordable to low- and moderate-income persons without discrimination; and increasing the supply of supportive housing.
- *Providing a suitable living environment* entails improving the safety and livability of neighborhoods; increasing access to quality facilities and services.
- *Expanding economic opportunities* involves creating jobs that are accessible to low- and moderate-income persons; making mortgage financing available for low- and moderate-income persons at reasonable rates; providing access to credit for development activities that promote long-term economic and social viability of the community; and empowering low-income persons

to achieve self-sufficiency to reduce generational poverty in federally-assisted and public housing.

- Goal 1: Finance multifamily rental new construction: 10 household housing units*(apartments)
- Goal 2: Provide financial assistance to eligible homebuyers: 20 household housing unit (house)
- Goal 3: Provide resources for owner-occupied rehab: 21 household housing units (houses)
- Goal 4: Encourage development of special needs housing: 17 household housing units** (apartments)
- Goal 5: Expand housing for special needs populations: 6 household housing rental units constructed (apartments), 100 Rental Assistance Program (RAP) households assisted with rental assistance (families provided with assistance)
- Goal 6: Finance multifamily rental acquisition and rehab: 10 household housing units (apartments)
- Goal 7: Fund services for persons living with HIV /AIDS: 221 household housing units served with STRMU and/or TBRA (house or apartment)
- Goal 8: Increase services for people experiencing homelessness: 6,300 persons assisted with overnight shelter (emergency shelter), 150 persons assisted with homelessness prevention (house or apartment)
- Goal 9: Increase living environments for homeless persons: 321 beds added for overnight/emergency shelter/transitional housing (shelter beds)
- Goal 10: Enhance infrastructure, public facilities, housing: 43,000 low/moderate individuals assisted with public facilities or infrastructure, 25 jobs created or retained

*Goals shown above are those generated by the eCon Planning Suite in IDIS, so we have provided an explanation in parenthesis. Goals are based on the work to be performed in 2017.

**Units currently in the production pipeline but not necessarily HOME funded.

3. Evaluation of Past Performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The evaluation of past performance on HOME, CDBG, ESG and HOPWA has been completed in a thorough Consolidated Annual Performance and Evaluation Report (CAPER). The 2016 CAPER was approved by HUD on June 27, 2017. That document stated the objectives and outcomes identified in the 2015 Annual Action Plan. The 2017 CAPER is due to HUD in March, 2018. The CAPER includes an evaluation of past performance through measurable goals and objectives compared to actual performance.

This document can be found on MFA's website at <http://www.housingnm.org/resources/caper> and on DFA's website at http://www.nmdfa.state.nm.us/NM_Performance_Evaluation_Report_1.aspx.

4. Summary of Citizen Participation process and consultation process

Summary from citizen participation section of plan.

The State of New Mexico is committed to keeping all interested groups and individuals informed of each phase of the consolidated planning process and of activities being proposed or undertaken under HUD formula grant programs. Opportunities to comment on or participate in planning community development and affordable housing activities and projects will be publicized and disseminated throughout the state.

Public Hearings and Meetings

MFA and DFA, pursuant to their Citizen Participation Plan, published in statewide newspapers of general circulation a *Notice of Public Hearings on the New Mexico DRAFT 2017 Annual Action Plan*, seeking public comment. A thirty day public-examination and comment period began on September 15, 2016 and ended on October 15, 2016. In addition, DFA and MFA conducted two public hearings to obtain citizens' views and to respond to proposals and questions. The hearings took place on the dates and at the locations below, as well as via webcast at www.housingnm.org.

October 5, 2016, 10:00 am, MFA Board Room, 344 4th Street SW, Albuquerque, NM 87102

October 12, 2016, 5:30 pm, MFA Board Room, 344 4th Street SW, Albuquerque, NM 87102

Information about the time, location and subject of each hearing was provided to citizens through the above processes. Notification was also disseminated to local governments and other interested parties via our various e-mail blast listings.

Every effort was made to ensure that public hearings were inclusive. Hearings were held at convenient times and locations and in places where people most affected by the proposed activities could attend. MFA and DFA utilized hearing facilities that are accessible to persons with mobility impairments. If written notice was given at least seven days before a hearing date, MFA provided appropriate materials, equipment and interpreting services to facilitate the participation of non-English speaking persons and persons with visual and/or hearing impairments. Interpreters are provided at public hearings where a significant number of non-English speaking residents could have been reasonably expected to participate. All public hearings and public meetings associated with the consolidated planning process conformed to applicable New Mexico open meetings laws.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

On October 3, 2016, MFA received a letter from the New Mexico Coalition to End Homelessness with comments on the 2017 Action Plan. Each comment and MFA/DFA/s response is set out here.

Comment: The action plan does not address the issues that the domestic violence providers are having with the Osnium comparable database. As you know, we are hoping to get some useful guidance from HUD on this issue. If Osnium cannot be made to work as a comparable database very soon, New Mexico will likely have to look for an alternative way of meeting this requirement.

Response: *MFA can wait until after the November 15 meeting discussing Osnium and eCart reporting and how we will move forward in 2017.*

Comment: The EHAP program should consider adjusting the funding formula to provide sufficient funding to larger shelters so that they can fully participate in HMIS. As the program is now the larger shelters do not receive enough EHAP funding to enter all of the required HMIS data.

Response: *Let's discuss this and how the funding amount for HMIS for each shelter is decided.*

Comment: It is important to note that the lack of funding is a major problem for the Rental Assistance Program (RAP) where demand for both homeless prevention and rapid rehousing are

far greater than the resources available. A related problem is that parts of the state do not participate in the RAP program in part due to lack of funding but also due to a lack of local agencies that can administer the program.

Response: *MFA is limited to the funds allocated by HUD, and by amounts approved by the State Legislature for homeless funding. It is unlikely that HUD's share of the funding will increase by any perceptible percentage. Given the State of New Mexico's financial crisis, it is unlikely that the Legislature will approve any increases in funding for homeless programs.*

The hearing on Wednesday, October 5, 2016 at 10:00 am was held in the MFA Board Room. Four people were in attendance, 3 MFA staff members and a representative of the American Lung Association of New Mexico, Ms. Natalie Peña. Ms. Pena submitted a letter with this comment:

Comment: On behalf of the American Lung Association in New Mexico and our Smoke-Free at HOME NM initiative, I propose that the New Mexico Mortgage Finance Authority add to their PY2017 Annual Action Plan the following Goal in Section 2: Work with Smoke-Free at Home NM to assist properties and residents in adopting smoke-free property policies.

Response: *MFA commits to working with the American Lung Association in New Mexico on the Smoke-Free at HOME NM initiative. As requested, the American Lung Association is being added to the list of agencies consulted for the Action Plan. Please see **AP-10 Consultation** beginning on page 6.*

The second public hearing on Wednesday, October 12, 2016 at 5:30 pm was held in the MFA Board Room. Three people were in attendance, 2 MFA staff members and a representative of New Mexico Legal Aid.

Copies of the both letters referred to above for the 2017 Annual Action Plan are attached to this Plan as **2017 Action Plan Public Comments.pdf**.

6. Summary of comments or views not accepted and the reasons for not accepting them

All comments were accepted.

7. Summary

Pursuant to the Citizen Participation Plan, notices were published in statewide newspapers of general circulation, on both MFA and DFA websites and disseminated through both agencies' e-mail listings. Four comments from two separate agencies were received, and have been incorporated into this 2017 Annual Action Plan.

PR-05 Lead & Responsible Agencies - 91.300(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
Lead Agency	NEW MEXICO	
CDBG Administrator	NEW MEXICO	Community Development Bureau
HOPWA Administrator	NEW MEXICO	Community Development Department
HOME Administrator	NEW MEXICO	Community Development Department
ESG Administrator	NEW MEXICO	Community Development Department
HOPWA-C Administrator	NEW MEXICO	Community Development Department

Table 1 – Responsible Agencies

Narrative

The New Mexico Mortgage Finance Authority (MFA), lead agency for the Consolidated Plan, is responsible for the HOME Investment Partnerships (HOME), the Emergency Solutions Grant (ESG), the Housing Opportunities for Persons with AIDS (HOPWA) programs, and the Housing Trust Fund Program (NHTF). The Department of Finance and Administration (DFA), Local Government Division, is responsible for the Community Development Block Grant program.

Consolidated Plan Public Contact Information

For HOME, ESG, HOPWA, NHTF

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AP-10 Consultation - 91.110, 91.300(b); 91.315(l)

1. Introduction

In developing the Action Plan, MFA and DFA used their Citizen Participation Plans and existing practices of consultation and participation in assessing needs and continuously evaluating their administration of federal programs through public hearings, conventional notices and web availability.

Provide a concise summary of the state's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l)).

MFA and DFA consult with a wide variety of organizations in order to gain understanding of the housing and community development stage. This represents a collective effort from a broad array of entities in New Mexico, ranging from advocacy groups for the disabled to economic development organizations. Private, nonprofit and public organizations, including mayors, county supervisors, county commissioners, county managers, planning and development district administrators, councils of government, persons interested in the CDBG program, persons interested in the HOME program, persons associated with Continuum of Care organizations, and the New Mexico Department of Health were contacted through several means, e-mail correspondence, telephone interviews and face-to-face interactions. These persons were solicited to discuss housing and community development needs in New Mexico, including the ranking of those needs and activities that MFA and DFA might consider in better addressing needs throughout the state. Further, individuals were asked to provide additional insight into prospective barriers and constraints to addressing housing and community development needs in New Mexico.

MFA is a member of the New Mexico Behavioral Health Purchasing Collaborative (BHPC), along with a number of other state agencies. The Collaborative oversees policy and the contract with the statewide entity, Optum that manages the behavioral health system in New Mexico. MFA is also a member of the Housing Leadership Group, a subcommittee of the Collaborative. MFA has a contractual arrangement with the Behavioral Health Services Division (BHSD) through Optum to manage the Linkages Supportive Housing Program, a state funded program that provides case management and rental assistance for clients diagnosed with severe mental illness.

Provide a concise summary of the state's activities to enhance coordination with local jurisdictions serving Colonias and organizations working within Colonias communities.

Input for the Action Plan from the entitlement cities of Las Cruces, Albuquerque, Santa Fe, Farmington and Rio Rancho was solicited in the process through discussion and an invitation to comment on the Plan. As a member of the Colonias Infrastructure Board, MFA assists in the primary purpose of the Colonias Infrastructure Act which is to ensure adequate financial resources for infrastructure development for recognized colonias, to provide for planning and development of infrastructure in an efficient and cost-effective manner, and to develop infrastructure projects to improve quality of life and encourage economic development. Copies of the Draft 2017 Action Plan were sent to each local jurisdiction receiving CDBG or HOME funds throughout the state with comments requested. Additionally, the Draft 2017 Action Plan was sent to the CDBG grantee listing, to the Councils of Government throughout the state, and to the regional housing authorities.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

MFA provides support for activities undertaken by the New Mexico Coalition to End Homelessness (NMCEH) through financial commitments, including resources from its General Fund, and in-kind contributions, such as meeting facilities and technical assistance to its members. NMCEH was founded in 2000 to coordinate statewide efforts to end homelessness. Founded as a partnership between a group of nonprofit agencies and MFA, it has three major areas of operation: to support homeless service agencies in New Mexico, to educate people in New Mexico about homelessness and to advocate for solutions to homelessness at the state Legislature and other government bodies. The mission of NMCEH is to assist communities to create solutions to homelessness from prevention through permanent housing by using action, advocacy and awareness. In addition to administering both Continuums of Care (CoC) in New Mexico, NMCEH also offers training and technical assistance to nonprofit agencies and other groups in New Mexico, partners with other organizations to create supportive housing, manages the New Mexico Homeless Management Information System (HMIS,) and is engaged in campaigns to end veteran homelessness and to adequately fund the national and state housing trust funds. MFA and NMCEH advocacy efforts have rendered additional funding for homeless programs to include match money for CoCs.

Describe consultation with the Continuum(s) of Care that serves the state in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

Under a directive from Congress via HUD, MFA, in conjunction with the City of Albuquerque and NMCEH, developed and implemented the New Mexico HMIS system. The system collects information on persons served, including the number of unduplicated clients, and the kinds and types of services provided, in accordance with the HMIS Data Standards established by HUD. In addition, CoC and MFA personnel meet regularly to address the allocation of ESG funds and evaluating performance. MFA is a part of the HMIS Governing Committee for both the Albuquerque and Balance of State CoCs.

2. Agencies, groups, organizations and others who participated in the process and consultations

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	New Mexico Coalition To End Homelessness
	Agency/Group/Organization Type	Services-homeless
	What section of the plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy HMIS Coordinator
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Plan coordination and review to assist in developing priority needs and strategies.
2	Agency/Group/Organization	Albuquerque
	Agency/Group/Organization Type	Service-Fair Housing Other government - Local
	What section of the plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs HOPWA Strategy Market Analysis Economic Development Anti-poverty Strategy Lead-based paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Plan coordination and review to assist in developing priority needs and strategies.
3	Agency/Group/Organization	Farmington
	Agency/Group/Organization Type	Other government - Local
	What section of the plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Non-Homeless Special Needs Market Analysis Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Plan coordination and review to assist in developing priority needs and strategies.
4	Agency/Group/Organization	Santa Fe
	Agency/Group/Organization Type	Other government - Local

	What section of the plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Non-Homeless Special Needs Market Analysis Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Plan coordination and review to assist in developing priority needs and strategies.
5	Agency/Group/Organization	Rio Rancho
	Agency/Group/Organization Type	Other government - Local
	What section of the plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Non-Homeless Special Needs Market Analysis Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Plan coordination and review to assist in developing priority needs and strategies.
6	Agency/Group/Organization	Las Cruces
	Agency/Group/Organization Type	Other government - Local
	What section of the plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Non-Homeless Special Needs Market Analysis Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Plan coordination and review to assist in developing priority needs and strategies.
7	Agency/Group/Organization	Northwest New Mexico Council Of Governments
	Agency/Group/Organization Type	Regional organization Planning organization
	What section of the plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Market Analysis Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Plan coordination and review to assist in developing priority needs and strategies.
8	Agency/Group/Organization	Navajo Partnership for Housing
	Agency/Group/Organization Type	Housing Services - Housing Services-Elderly Persons
	What section of the plan was addressed by Consultation?	Housing Need Assessment

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Plan coordination and review to assist in developing priority needs and strategies.
9	Agency/Group/Organization	New Mexico NAHRO
	Agency/Group/Organization Type	Housing PHA Services - Housing Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Service-Fair Housing Regional organization Planning organization
	What section of the plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Market Analysis Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Plan coordination and review to assist in developing priority needs and strategies.
10	Agency/Group/Organization	Southwest New Mexico Council of Governments
	Agency/Group/Organization Type	Regional organization Planning organization Organizations Serving Colonias
	What section of the plan was addressed by Consultation?	Homelessness Strategy Non-Homeless Special Needs Market Analysis Colonias Set-aside Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Plan coordination and review to assist in developing priority needs and strategies.
11	Agency/Group/Organization	Apartment Association of New Mexico
	Agency/Group/Organization Type	Housing Service-Fair Housing
	What section of the plan was addressed by Consultation?	Housing Need Assessment Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Plan coordination and review to assist in developing priority needs and strategies.

12	Agency/Group/Organization	Santa Fe County
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Other government - County
	What section of the plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homelessness Strategy Non-Homeless Special Needs Market Analysis Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Plan coordination and review to assist in developing priority needs and strategies.
13	Agency/Group/Organization	Otero County Habitat For Humanity
	Agency/Group/Organization Type	Housing
	What section of the plan was addressed by Consultation?	Housing Need Assessment Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Plan coordination and review to assist in developing priority needs and strategies.
14	Agency/Group/Organization	Supportive Housing Coalition Of New Mexico
	Agency/Group/Organization Type	Housing Services - Housing Services-Persons with Disabilities Services-homeless
	What section of the plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homelessness Strategy Non-Homeless Special Needs Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Plan coordination and review to assist in developing priority needs and strategies.
15	Agency/Group/Organization	Albuquerque Housing Authority
	Agency/Group/Organization Type	Housing PHA Services - Housing Services-Elderly Persons Services-Persons with Disabilities Services-Victims of Domestic Violence Services-homeless

	What section of the plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homelessness Needs - Veterans
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Plan coordination and review to assist in developing priority needs and strategies.
16	Agency/Group/Organization	Bernalillo County Housing Dept
	Agency/Group/Organization Type	Housing PHA Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Service-Fair Housing Other government - County
	What section of the plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Non-Homeless Special Needs Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Plan coordination and review to assist in developing priority needs and strategies.
17	Agency/Group/Organization	Eastern Regional Housing Authority
	Agency/Group/Organization Type	Housing PHA Services - Housing Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Regional organization
	What section of the plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Market Analysis Economic Development Colonias Set-aside Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Plan coordination and review to assist in developing priority needs and strategies.
18	Agency/Group/Organization	Western Regional Housing Authority
	Agency/Group/Organization Type	Housing PHA Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-homeless Regional organization
	What section of the plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Market Analysis Colonias Set-aside Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Plan coordination and review to assist in developing priority needs and strategies.
19	Agency/Group/Organization	New Mexico Department of Health
	Agency/Group/Organization Type	Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Health Health Agency Child Welfare Agency Other - government - State Lead Based Paint Organizations Serving Colonias
	What section of the plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Strategy Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Plan coordination and review to assist in developing priority needs and strategies.

20	Agency/Group/Organization	Behavioral Health Services Division
	Agency/Group/Organization Type	Services-Children Services-Persons with Disabilities Services-Health Health Agency Publicly Funded Institution/System of Care
	What section of the plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The New Mexico Human Services Department, Behavioral Health Services Division's role is to address need, services, planning, monitoring and quality of mental health and substance abuse services statewide. BHSD and MFA are members of the New Mexico Behavioral Health Purchasing Collaborative which establishes policy and the contractual relationship with the Statewide Entity (Optum) to implement strategies to manage the behavioral health system in New Mexico.
21	Agency/Group/Organization	Northern Regional Housing Authority
	Agency/Group/Organization Type	Housing PHA Services - Housing Service-Fair Housing Regional organization
	What section of the plan was addressed by Consultation?	Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Plan coordination and review to assist in developing priority needs and strategies.
22	Agency/Group/Organization	The Loan Fund / North Central NM Economic Development District
	Agency/Group/Organization Type	Regional organization
	What section of the plan was addressed by Consultation?	Market Analysis Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Plan coordination and review to assist in developing priority needs and strategies.
23	Agency/Group/Organization	Southeastern NM Economic Development
	Agency/Group/Organization Type	Regional organization
	What section of the plan was addressed by Consultation?	Market Analysis Economic Development

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Plan coordination and review to assist in developing priority needs and strategies.
24	Agency/Group/Organization	South Central Council Of Governments
	Agency/Group/Organization Type	Regional organization Planning organization Business and Civic Leaders
	What section of the plan was addressed by Consultation?	Market Analysis Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Plan coordination and review to assist in developing priority needs and strategies.
25	Agency/Group/Organization	Eastern Plains Council Of Governments
	Agency/Group/Organization Type	Regional organization Planning organization Business and Civic Leaders
	What section of the plan was addressed by Consultation?	Market Analysis Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Plan coordination and review to assist in developing priority needs and strategies.
26	Agency/Group/Organization	Behavioral Health Collaborative
	Agency/Group/Organization Type	Services-Persons with Disabilities Services-homeless Services-Health Services-Victims
	What section of the plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Plan coordination and review to assist in developing priority needs and strategies.
27	Agency/Group/Organization	NM Department of Transportation
	Agency/Group/Organization Type	Other government-State
	What section of the plan was addressed by Consultation?	Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Plan coordination and review to assist in developing priority needs and strategies.
28	Agency/Group/Organization	NM Environment Department
	Agency/Group/Organization Type	Other government-State

	What section of the plan was addressed by Consultation?	Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Plan coordination and review to assist in developing priority needs and strategies.
29	Agency/Group/Organization	NM Aging and Long-Term Services Department
	Agency/Group/Organization Type	Services-Elderly Persons Other government-State
	What section of the plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Plan coordination and review to assist in developing priority needs and strategies.
30	Agency/Group/Organization	NM State Fire Marshall Division
	Agency/Group/Organization Type	Other government-State
	What section of the plan was addressed by Consultation?	Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Plan coordination and review to assist in developing priority needs and strategies.
31	Agency/Group/Organization	NM Children Youth and Families Department
	Agency/Group/Organization Type	Services-Children Child Welfare Agency Other government-State
	What section of the plan was addressed by Consultation?	Homeless Needs – Chronically Homeless Homeless Needs – Families with children Homelessness Needs – Unaccompanied youth Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Plan coordination and review to assist in developing priority needs and strategies.
32	Agency/Group/Organization	Governor's Commission on Disability
	Agency/Group/Organization Type	Services-Elderly Persons Services-Persons with Disabilities Service-Fair Housing Other government - State
	What section of the plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Plan coordination and review to assist in developing priority needs and strategies.

33	Agency/Group/Organization	New Mexico Finance Authority
	Agency/Group/Organization Type	Other government – State Planning organization Organizations Serving Colonias
	What section of the plan was addressed by Consultation?	Market Analysis Economic Development Anti-poverty Strategy Colonias Set-aside Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Plan coordination and review to assist in developing priority needs and strategies.
34	Agency/Group/Organization	NM Public Regulation Commission
	Agency/Group/Organization Type	Other government-State Business and Civic Leaders
	What section of the plan was addressed by Consultation?	Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Plan coordination and review to assist in developing priority needs and strategies.
35	Agency/Group/Organization	USDA – Rural Development
	Agency/Group/Organization Type	Housing Services – Housing Other government – Federal Organizations Serving Colonias
	What section of the plan was addressed by Consultation?	Housing Needs Assessment Non-Homeless Special Needs Colonias Set-aside Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Plan coordination and review to assist in developing priority needs and strategies.
36	Agency/Group/Organization	American Lung Association in New Mexico
	Agency/Group/Organization Type	Services – Housing Services – Children Services – Elderly Persons Services – Persons with Disabilities Services - Organizations Serving Colonias
	What section of the plan was addressed by Consultation?	Housing Needs Assessment Non-Homeless Special Needs Colonias Set-aside Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Plan coordination and review to assist in developing priority needs and strategies.

Identify any Agency Types not consulted and provide rationale for not consulting

None

Other local/regional/state/federal planning efforts considered when preparing the plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	NMCEH	MFA contributes financial support for the Coalition and in conjunction with the City of Albuquerque and the Coalition, has developed and implemented the New Mexico HMIS system. MFA participates in the CoC steering committee. MFA uses state homeless funding to provide financial support to agencies receiving CoC awards.
2016, 2017 Action Plan	Entitlement Cities	MFA's goals overlap with those of the cities of Albuquerque, Santa Fe, Las Cruces, Rio Rancho and Farmington in providing affordable housing for the citizens of the state of New Mexico.
Low Income Housing Tax Credit Qualified Allocation (QAP)	MFA	The QAP, also prepared by MFA, is well aligned with the goals of the strategic plan to encourage the preservation and creation of affordable rental housing.
Analysis of Impediments to Fair Housing Choice (AI)	MFA	The AI, prepared by MFA, is well aligned with the goals of the strategic plan to encourage the preservation and creation of affordable rental housing.

Table 3 – Other local / regional / federal planning efforts

Narrative

DFA sought and continues to seek input from the Community Development Council (CDC), councils of government, mayors, county commissioners, county managers, grants administrators, other local and county officials, as well as other state agencies on infrastructure, public facilities, planning, economic development, emergency and housing needs across the state. DFA is also in the process of collaborating with other state agencies to streamline the funding, application and program processes across the state. In the future, these efforts will help maximize funding and streamline the grants administration process for all municipalities and counties.

MFA provided information throughout the year to a number of external advisory and oversight committees comprising representatives from various housing-related industries and geographic areas of the state to advise and comment on activities undertaken with federal dollars. These committees include the Mortgage Finance Authority Act Legislative Oversight Committee, the New Mexico Housing Trust Fund Advisory Committee, the Land Title Trust Fund Advisory Committee and the Allocation Review Committee. MFA will continue to work with and consult with these committees regarding activities undertaken or proposed changes in activities to be undertaken throughout the tenure of this Plan. MFA also meets annually with focus groups based upon activities undertaken, i.e., a development focus group, a rehabilitation focus group, and a homeless focus group.

MFA and DFA recognize that many times, the difference between success and failure in a partnership is in the ability to operate with an effective communication system. In an effort to help organizations develop that capacity, MFA and DFA will continue their outreach to a variety of agencies and entities involved with housing and community development activities in New Mexico, including NMCEH, the Behavioral Health Collaborative, Councils of Governments (COG), New Mexico Environment Department

(NMED), New Mexico Department of Transportation (NMDOT), New Mexico Aging and Long-Term Services (ALTSD), New Mexico State Fire Marshal's Office (SFMO), New Mexico Department of Health (NMDOH), New Mexico Children Youth and Families Department (CYFD), New Mexico Governor's Commission on Disability (GCD), New Mexico Office of the State Engineer (OSE), New Mexico Finance Authority (NMFA), and the United States Department of Agriculture (USDA).

AP-12 Participation - 91.115, 91.300(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation

Summarize citizen participation process and how it impacted goal-setting

MFA and DFA conducted two public hearings on housing and community development issues to allow citizens the opportunity to provide input into this current FY 2017 Annual Action Plan. The use of webcasting, regular notices and online publication to solicit feedback for the development of the Annual Action Plan was a key component of our citizen participation strategy.

E-mail blasts were sent upon approval of the draft document to affordable housing developers, public housing agencies, HOME, ESG, HOPWA and CDBG recipients, Councils of Governments, disability advocates and service providers and Providers of housing and services to the homeless. On October 5 and October 12, 2016, MFA and DFA presented the 2017 Action Plan at MFA Board Room and via webcast. The times, location and purpose of the public meeting were advertised in both English and Spanish in the Albuquerque, Santa Fe, Las Cruces, Roswell, Farmington and Clovis newspapers on September 18, 2016 two weeks prior to the meeting. Copies of the 2017 Action Plan were also sent via e-mail to both MFA and DFA contact lists, as noted above. The notice was published on MFA's "NM Annual Action Plan" page and on DFA's web page at http://www.nmdfa.state.nm.us/Local_Government.aspx. Notices were also sent to our nonprofit partners who provide services and programs in Colonias. A total of five (5) people attended the hearings, none of them members of the public.

The goals set forth in this Action Plan are carried forward from the 2015-2019 Consolidated Plans/2015 Action Plan previously approved by HUD. The citizen participation process, including focus groups, surveys and public hearings, during prior plan development was instrumental in determining what federal funding should be applied to what activity.

2. Summary citizen participation process and efforts made to broaden citizen participation in Colonias

The Las Cruces entitlement jurisdiction, the regional Council of Governments and the Regional Housing Authorities were sent copies of the draft 2017 Annual Action Plan and requested to distribute it for comment to their network of contacts.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response /attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Meeting	Minorities Non-English Speaking - Specify other language: Spanish Non-targeted/ broad community	10/5/16: 3 MFA staff members and a representative from the American Lung Association in New Mexico attended. 10/12/16: 3 MFA staff members and a representative from NM Legal Aid attended. NM Coalition to End Homelessness	NM Coalition to End Homelessness pointed out the need to resolve the Osnum comparable database for ESG reporting issues. NMCEH requested more funding for HMIS to larger shelters. They also requested more funding for the RAP program for homeless prevention and rapid rehousing. ALA in NM requested that we add "Work with Smoke-Free at Home NM" to assist properties and residents in adopting smoke free property policies.	All comments were accepted. MFA can wait until after the November 15 meeting discussing Osnum and eCart reporting and how we will move forward in 2017. MFA is limited to the funds allocated by HUD, and by amounts approved by the State Legislature for homeless funding. It is unlikely that HUD's share of the funding will increase by any perceptible percentage. Given the State of New Mexico's financial crisis, it is unlikely that the Legislature will approve any increases in funding for homeless programs.	www.housingnm.org
2	Newspaper Ad	Minorities Non-English Speaking - Specify other language: Spanish	See "All Exhibits Scanned, Part B"	None	N/A	
3	Internet Outreach	Non-English Speaking - Specify other language: Spanish Non-targeted/ broad community	None	None	N/A	http://www.housingnm.org/resources/new-mexico-annual-action-plan ;

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.320(c) (1, 2)

Introduction

The expected resources numbers are based on federal and state allocations and as such are subject to change. HUD's allocations were announced in June.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 3				Expected Amount Available Reminder of ConPlan \$	Narrative Description Funding amounts shown at "0" until FY2017 allocations are distributed.
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	10,344,877	0	0	10,344,877	\$20,689,754	Annual appropriation
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership CHDO	3,554,403	0	\$275,721	3,830,124	7,108,806	Annual appropriation + carry forward
HOPWA	public - federal	Permanent housing in facilities Permanent housing placement Short term or transitional housing facilities STRMU Supportive services TBRA	713,488	0	0	713,488	1,426,976	MFA receives the City of Albuquerque HOPWA allocation as well as the balance of state.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 3				Expected Amount Available Reminder of ConPlan \$	Narrative Description Funding amounts shown at "0" until FY2017 allocations are distributed.
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total \$		
ESG	public - federal	Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	1,122,839	0	0	1,122,839	2,245,678	State of NM ESG Year 3 of the Consolidated Plan
Housing Trust Fund	public - federal	Multifamily rental new construction Multifamily rental rehab	3,000,000	0	3,000,000	6,000,000	6,000,000	National Housing Trust Fund allocation to New Mexico
LIHTC	public - federal	Multifamily rental new construction Multifamily rental rehab	5,156,508	0	0	5,156,508	10,313,016	2017 LIHTC of \$3,199,178 + forward allocation of \$1,957,330 of 2018 credits.
Other	public - state	Homebuyer assistance	0	0	0	\$378,000,000	\$570,000,000	MFA provides low interest mortgages, with down payment assistance and grants, for homebuyers throughout the state
Other	public - state	Overnight shelter Permanent housing placement Rapid re-housing (rental assistance) Supportive services Transitional housing	1, 215,700	0	0	1,215,700	3,647,100	Legislative allocation to fund homeless programs across the state. (Recurring appropriation)

Table 5 - Expected Resources –Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

Federal funds in the programs shown above are leveraged in many ways. CDBG funds are leveraged with appropriations from the state legislature and the local government. HOME funds are leveraged with HUD Risk Sharing, RAD funds, NAHASDA funds, USDA loans and grants, mortgage revenue bonds, Low Income Housing Tax Credits, DOE and state Weatherization funds, and MFA's Housing Opportunity Fund and General Fund. ESG is leveraged with appropriations from the state legislature, and is used in conjunction with funds such as the Continuum of Care and Shelter + Care. HOPWA funds are leveraged with Ryan White funds and state and local appropriations.

Match requirements of the HOME Program will be met by three primary sources: resources committed by grantees and local governments, proceeds from mortgage revenue bonds and MFA general fund interest subsidy. New Mexico qualifies for a 100 percent match reduction granted by HUD for FY 2016. For a state to qualify as distressed based on the personal income growth rate, the state per capital income growth rate must have been less than 3.00 percent which is 75 percent of the average national personal income growth rate of 4.01 percent. New Mexico's income growth rate was 2.28 percent.

The state meets the CDBG match requirement by utilizing an in-kind match of personnel services. The CDBG Bureau Chief and project managers are the only staff that uses CDBG funds to cover a portion of their salaries. However, there are many staff members at DFA that review and process CDBG related documents in which their salaries are paid from the state's General Fund. These additional staff members include upper DFA management, Administrative Services Division management and staff as well as Local Government Division management and staff.

In addition to the in-kind match, all CDBG infrastructure projects funded by DFA require a minimum cash match by the respective county or municipality. For Rural projects, the cash match is 5 percent of the CDBG grant award. For projects in non-rural areas, the cash match requirement is 10 percent of the CDBG grant award.

Match requirements of the ESG Program will be met by sub grantees in an amount at least equal to their approved ESG funding amounts for eligible activities. Matching funds must be contributed to the ESG Program and expended for the recipient's or subrecipient's allowable ESG costs. Matching funds are derived primarily using five sources and will vary depending on the agency: fund raising or cash, in-kind donations, nonprofit grants including the United Way, and other federal funds, which may or may not pass through the State of New Mexico.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

Not applicable because no state-owned land will be used to address the needs identified in the Plan.

Discussion

None

Annual Goals and Objectives

AP-20 Annual Goals and Objectives – 91.320(c)(3)&(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Finance multifamily rental new construction	2015	2019	Affordable Housing	Statewide	Low-moderate income renter households	HOME: \$900K Housing Trust Fund: \$3mm	Rental units constructed: 10 Household Housing Unit *Includes portion of National Housing Trust Fund
2	Provide financial assistance to eligible homebuyer	2015	2019	Affordable Housing	Statewide	Low-moderate income owner households	HOME: \$400K	Homeowner Housing Added: 20 Household Housing Unit
3	Provide resources for owner-occupied rehab	2015	2019	Affordable Housing	Statewide	Low-moderate income owner households	HOME: \$1.14 mm	Homeowner Housing Rehabilitated: 21 Household Housing Unit
4	Encourage the development of special needs housing	2015	2019	Non-Homeless Special Needs	Statewide	Elderly and frail elderly persons with disabilities persons with HIV/AIDS persons with alcohol and other addictions severe mental illness victims of domestic violence	HOME: \$180K NHTF: \$3mm	Housing for Homeless added: 17 Household Housing Unit *Includes HOME MF new construction and portion of National Housing Trust Fund

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
5	Expand housing for special needs populations	2015	2019	Non-Homeless Special Needs	Statewide	Elderly and frail elderly persons with disabilities persons with alcohol and other addictions severe mental illness victims of domestic violence	HOME: \$180K ESG: \$180,697 Housing Trust Fund: \$3mm State Legislative Allocation: \$450,799	Rental units constructed: 6 Household Housing Unit Tenant-based rental assistance /Rapid Rehousing: 100 Households Assisted *Includes portion of National Housing Trust Fund
6	Finance multifamily rental acquisition and rehab	2015	2019	Affordable Housing	Statewide	Low-moderate income renter households	HOME: \$900K	Rental units rehabilitated: 10 Household Housing Unit
7	Fund services for and persons living with HIV/AIDS	2015	2019	Non-Homeless Special Needs	Statewide	Homelessness	HOPWA: \$713K	HIV/AIDS Housing Operations: 221 Household Housing Unit
8	Increase services people experiencing homelessness	2015	2019	Homeless	Statewide	Homelessness	ESG \$: \$716,120 State Legislative allocation: \$352,993	Homeless person Overnight Shelter: 6,300 Persons Assisted Homelessness prevention: 150 Persons Assisted
9	Increase living environments for homeless persons	2015	2019	Homeless	Statewide	Homelessness persons with disabilities	ESG \$811K	Provide individuals or families rent, utility deposits, security deposits, etc.: 654 *Funding overlaps in Goal #5 in units

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
10	Enhance infrastructure, public facilities, housing	2015	2019	Non-Housing Community Development	COLONIAS NEIGHBORHOOD Statewide	Community development needs	CDBG: \$10,344,877	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 43,000 Households Assisted Jobs created/retained: 25 Jobs

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Finance multifamily rental new construction.
	Goal Description	Goal will aid individuals and families to find affordable housing through the construction of new affordable rental units.
2	Goal Name	Provide financial assistance to eligible homebuyer.
	Goal Description	Aid to individuals and families to purchase homes.
3	Goal Name	Provide resources for owner-occupied rehab.
	Goal Description	Provide assistance to individuals and families throughout the state to enable them to rehabilitate their existing homes.
4	Goal Name	Encourage the development of special needs housing.
	Goal Description	Goal will aid individuals and families with special needs to find affordable housing through the construction of new affordable rental units.
5	Goal Name	Expand housing for special needs populations.
	Goal Description	Providing funding for acquisition/rehabilitation or new construction of units for special needs populations, usually through HOME rental development. Goal also includes providing funding for homeless prevention and rapid re-housing with ESG and HOPWA funding.
6	Goal Name	Finance multifamily rental acquisition and rehab.
	Goal Description	Provide gap financing for the acquisition and rehabilitation of existing rental properties throughout the state.
7	Goal Name	Fund services for and persons living with HIV/AIDS.
	Goal Description	Primary goal of the HOPWA program is to provide activities that serve persons with HIV/AIDS throughout New Mexico.

8	Goal Name	Increase services for people experiencing homelessness.
	Goal Description	Provision of services to homeless families and individuals in emergency shelters/transitional housing programs, shelter operations, transitional housing program operations; essential services.
9	Goal Name	Increase living environments for homeless persons.
	Goal Description	Provision of payments for rents and utilities. Assistance may be tenant or project-based. Beneficiaries may include homeless individuals or families or individuals or families at risk of homelessness.
10	Goal Name	Enhance infrastructure, public facilities and housing.
	Goal Description	Goal provides funding to non-entitlement local governments through an annual competition to carry out infrastructure projects, for a wide variety of activities that primarily serve LMI persons throughout the state.

Table 7 – Goal Descriptions

AP-25 Allocation Priorities – 91.320(d)

Introduction

The following section describes the allocation priorities by goals in this plan.

Funding Allocation Priorities

Funding Allocation Priorities

	Finance multifamily rental new construction (%)	Provide financial assistance to eligible homebuyer (%)	Provide resources for owner-occupied rehab (%)	Encourage the development of special needs housing (%)	Expand housing for special needs population (%)	Finance multifamily rental acquisition and rehab (%)	Fund services for persons living with HIV/AIDS (%)	Increase services people experiencing homelessness (%)	Increase living environments for homeless persons (%)	Enhance infrastructure, public facilities, housing (%)	Colonias Set-Aside	Total (%)*
CDBG										90	10	100
HOME	21.5	11.9	34	5.3	5.3	21.5						100
HOPWA							100					100
ESG					23.8			52.2	23.8			100
Housing Trust Fund	50					50						100
LIHTC	50					50						100
Other Mortgage bond and other financing		100										100
Other State Legislative allocation								**	**			

Table 8 – Funding Allocation Priorities

**Homeless funding included in ESG percentages above

Reason for Allocation Priorities

Through experience, data analysis and consultation, the allocation priorities for CDBG and HOME have been identified as noted above. These priorities reflect the estimated amount of funds necessary to meet the goals set forth in this plan and address the priority needs identified by the state. HUD funds are being targeted to priority housing and community development needs, including homebuyer assistance, homeowner rehabilitation, affordable rental housing, homelessness, rapid rehousing and infrastructure needs, specifically those related to water. These funds will be leveraged by other state and federal funds. Additionally, state and federal funds will address foreclosure prevention, homebuyer assistance, and permanent supportive housing needs.

For the state CDBG Program, the allocation percentages are based on totals given the demand-driven nature of the program and HUD regulation. Most CDBG funds are allocated through annual competition. This competitive process prioritizes funding in part to applicants that describe and document significant need. This need-based review prevents DFA from predicting the ultimate geographic distribution of assistance, as areas of need can change over the course of a year. This method of distribution ensures that the funding is allocated to those eligible, non-entitlement low-income areas with demonstrated need and capacity.

HOME funds are allocated to activities as indicated above on an annual basis, after MFA learns the amount of funding from HUD for the upcoming year. Applications for HOME funds for multifamily developments are made through the LIHTC application round on a funds available basis. HOME multifamily funding applications without LIHTC can be submitted at any time. HOME funding for homeowner rehabilitation, or “House by House” is provided on a first-come, first-served basis for as long as funding is available – usually six months. HOME homebuyer assistance, or “Single Family Development,” will be or may be provided on a first-come, first-served basis for as long as funding is available. Tenant Based Rental Assistance, or TBRA, would be provided on a first-come, first-served basis for as long as funding is available.

How will the proposed distribution of funds address the priority needs and specific objectives described in the Consolidated Plan?

Funds are limited and are prioritized to meet the highest needs as identified in the Consolidated Plan. Each program’s parameters and distribution method target the priority needs and objectives.

AP-30 Methods of Distribution – 91.320(d)&(k)

Introduction

This section describes the manner in which federal funding is allocated and distributed across the State of New Mexico

Distribution Methods

Table 9 - Distribution Methods by State Program

1	State Program Name:	Continuum of Care Performance Program
	Funding Sources:	Other – state financing
	Describe the state program addressed by the Method of Distribution.	The Continuum of Care Performance Program (CoC) uses state homeless funds and is operated in conjunction with the local CoC renewal process. Funds are awarded through limited source procurement to agencies renewing CoC awards, based on HUD performance measures and an adjustment factor to transition from the current program structure to the new program structure. State funds to address homelessness are used to provide incentives for agencies to meet and exceed HUD's performance measures for CoC programs, targeting these resources to where they can be most effective. Agencies may use funds for a variety of eligible activities tied to operating a CoC program, including supportive services, operations of supportive housing programs, new construction, and rehabilitation.
	Describe all of the criteria that will be used to select applications and the relative importance of these criteria.	Please see "EHAP Selection Criteria" file in the "All Exhibits Scanned, Part A"
	If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)	N/A
	Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)	N/A
	Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)	N/A
	Describe how resources will be allocated among funding categories.	N/A
	Describe threshold factors and grant size limits.	N/A
	What are the outcome measures expected as a result of the method of distribution?	Number of people assisted
2	State program Name:	DFA Administered CDBG Program
	Funding Sources:	CDBG

Describe the state program addressed by the Method of Distribution.	The Community Development Council (CDC) and DFA have developed rating and ranking criteria for evaluation of CDBG Projects. The selection criteria in the rating and ranking system will give priority to projects that firmly demonstrate the following: need, appropriateness, impact, and benefit to low and moderate income persons. Rating and ranking criteria can be found in Rule 2.110.2 of the New Mexico Administrative Code. See http://164.64.110.239/nmac/parts/title02/02.110.0002.htm
Describe all of the criteria that will be used to select applications and the relative importance of these criteria.	<p>Eligible applicants must meet the following minimum requirements:</p> <ul style="list-style-type: none"> -Projects must be fully functional on a stand-alone basis once awarded funds have been expended. -Projects must be completed within twenty-four (24) months of a fully executed grant agreement. -Application requests are limited to a maximum of \$500,000. All applications must include a full and phased scope of work, including budgets. -A previous year's unfunded CDBG application may be re-submitted if the applicant conducts a required public hearing, and determines that the project is still viable and a priority for the community. - The application must be complete or will be returned to the applicant and not considered for funding. -Applications must include a determination of rural or non-rural status, a project description, project location, including proof of site control. -Prior CDBG projects must be completed and closed consistent with federal requirements, with all findings and concerns resolved and cleared. -Audits must be current, and will be scrutinized to determine fiscal capacity and capability. -Budgets and quarterly and monthly financial reports must be current. -Match, leverage, or other funding commitments must be secured at time of application
If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)	The Department of Finance and Administration, Local Government Division, Community Development Bureau maintains CDBG applications, manuals and other necessary information on their website at http://www.nmdfa.state.nm.us/CDBG_Information_1.aspx
Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)	N/A
Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)	N/A

<p>Describe how resources will be allocated among funding categories.</p>	<p>Under the CDBG program eligible applicants can apply for one of the following categories; contingent on funding availability; community infrastructure, housing, public facility capital outlay, economic development, emergency, colonias, or planning.</p> <p>CDBG community infrastructure funds can be used for eligible activities that may include, but are not limited to, the following: real property acquisition, construction or rehabilitation of the following, water systems, sewer systems, municipal utilities, roads, streets, highways, curbs, gutters, sidewalks, storm sewers, street lighting, traffic control devices, parking facilities or solid waste disposal facilities.</p> <p>CDBG eligible housing activities may include, but are not limited to, the following: real property acquisition; rehabilitation, clearance, demolition and removal of privately-owned or acquired property for use or resale in the provision of assisted housing, provision of public facilities to increase housing opportunities; financing the repair, rehabilitation and in some cases reconstruction of privately-owned residential or other Properties through either loan or grant programs; certain types of housing modernization, temporary relocation assistance; code enforcement; or historic preservation activities not to exceed sixty five thousand dollars (\$65,000) for home rehabilitation/repair activities.</p> <p>CDBG public facility eligible activities may include, but are not limited to, such items as real property acquisition; construction or improvement of community centers, senior citizen centers, nonresidential centers for the handicapped such as sheltered workshops; other community facilities designed to provide health, social, recreational or similar community needs.</p> <p>CDBG economic development funds can be used to assist communities in the promotion of economic development. Eligible economic development activities may include, but are not limited to, acquisition of real property; construction, reconstruction rehabilitation, or installation of public facilities; site improvements; utilities; commercial or industrial buildings or structures; other commercial or industrial real property improvements or planning.</p> <p>CDBG emergency funds provide funding for emergency projects that address life-threatening situations resulting from disasters or imminent threats to health and safety and are of recent origin when other financial resources are not available to meet such needs.</p> <p>CDBG planning funds may include, but are not limited to, items like consolidated plan and special studies such as base mapping, aerial photography, geographic information systems, or global positioning; satellite studies; improvement of infrastructure capital improvement plans and individual project plans; development of codes and ordinances that further refine the implementation of the comprehensive plan; climate change mitigation and adaptation plans; preliminary engineering reports (according to USDA/RUS guidelines); related citizen participation or strategic planning processes; or other functional or comprehensive planning activities; asset management plans or regionalization of infrastructure and service delivery.</p>
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	Describe threshold factors and grant size limits.	<p>Local governments, excluding the entitlement areas can have one open project at any time for up to \$500,000 in CDBG infrastructure funds.</p> <p>Local governments, excluding the entitlement areas can apply throughout the year for up to \$500,000 in housing funds, as long as funds are available.</p> <p>Local governments, excluding the entitlement areas can have one open project at any time for up to \$500,000 for CDBG public facilities.</p> <p>Local governments, excluding the entitlement areas can have one open project at any time for up to \$500,000 for CDBG economic development funds, as long as funds are available.</p> <p>Local governments, excluding the entitlement areas can have one open project at any time for up to \$500,000 for CDBG emergency funds, as long as funds are available.</p> <p>Applicants may apply for up to \$50,000 for CDBG planning funds throughout the year, as long as funds are available.</p>
	What are the outcome measures expected as a result of the method of distribution?	<p>Outcome measures associated with the following goal:</p> <p>Enhance the quality of New Mexico's infrastructure:</p> <p><i>Availability/Accessibility:</i> The number of water or wastewater projects and streets completed; the number of colonias projects completed, by type of project; the number of planning projects that will provide readiness; the number of housing units rehabilitated and/or produced</p> <p><i>Affordability:</i> The number of eligible persons assisted with new water or wastewater systems; the number of persons within colonias assisted with water/wastewater or other infrastructure projects; the number of eligible persons who the improved facilities will serve; the number of persons assisted with housing rehabilitation</p> <p><i>Sustainability:</i> The economic development benefits imparted to each community receiving the enhanced infrastructure investments, including the colonias; the economic development benefits imparted to each community whose public facilities have been improved</p>
3	State program Name:	Emergency Homeless Assistance Program (EHAP)
	Funding Sources:	<p>ESG</p> <p>Other State Funding</p>
	Describe the state program addressed by the Method of Distribution.	<p>MFA administers the Emergency Homeless Assistance Program which is funded through HUD's Emergency Solutions Grant (ESG) Program and an appropriation of the state of New Mexico to the state Homeless Program. This program continues funding for emergency shelter operations and provides certain essential services to individuals with an increased emphasis on local collaboration to maximize all resources, with a federal goal of reducing lengths of homeless episodes and reducing new and return entries into homelessness.</p> <p>Emergency Homeless Assistance uses ESG and state homeless funds for homeless assistance to carry out activities such as emergency shelter operations, essential services and data collection using the Homeless Management Information System (HMIS) or Osnium, a comparable database for domestic violence service providers. Qualifying individuals must meet HUD's definition of homelessness.</p>

<p>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</p>	<p>An RFP is issued for ESG pursuant to MFA's Procurement Policy to solicit proposals from qualified Offerors capable of providing program services for EHAP funding within a particular program year in accordance with 24 CFR 576. Resources are allocated based on criteria in 3 weighted components: Community Need 50 percent; Performance-Housing Placement 15 percent; and Capacity/Experience 35 percent. Offerors must meet each of the following minimum threshold criteria, following deficiency correction, in order to be considered for funding. This includes the minimum criteria outlined below for specific activities and minimum criteria outlined below for agencies not receiving funds in the previous contract year. These criteria must be met by all Offerors to be considered for funding. Waivers to "Minimum Threshold Criteria" may be approved by MFA's Policy Committee.</p> <ol style="list-style-type: none"> 1. Offeror must be one of the following entity types: a. A nonprofit organization with 501(c)(3) status and with a primary mission of providing shelter and services to people who are experiencing homelessness, including people fleeing domestic violence. If a nonprofit, Offeror must submit proof of 501(c)(3). b. A unit of general purpose local government; c. A tribal government. 2. Offeror must submit proof of current registration as charitable organization with the New Mexico Attorney General's Office, covering the fiscal year ending in 2014 or proof of exemption therefrom. Information can be submitted online and verification obtained via https://secure.nmag.gov/coros/. Verification should be in the form of the first page of the "NM Charitable Organization Registration Statement." 3. If an Offeror is a nonprofit, Offeror must submit a Letter of Support from the unit of local government including: A letter supporting the Offeror's proposal to MFA dated no more than 180 days prior to the proposal date; letter signed by a local government official authorized to sign such a letter; from the city, town, village or tribe in which the program activity will take place; for activities that will take place in unincorporated areas, the county is the unit of local government; and the letter must specifically endorse the project/activity proposed in the proposal. 4. Agencies who received any program funds last year must provide an independent CPA's report (Audit), conducted in accordance with Government Auditing Standards (GAS). Offeror will submit the most recent audit available. If Offeror received \$500,000 in federal funds from one or more sources (in the fiscal year ending in 2014, \$750,000 in the fiscal year ending in 2015), a Single Audit is required pursuant to 2 CFR 200 Subpart F. The following types of audit issues may disqualify an Offeror from funding: a. Repeat and unresolved audit findings, as determined by MFA; b. If Offeror has received greater than \$500,000 in funding (in the fiscal year ending in 2014, \$750,000 in the fiscal year ending in 2015) and the single audit did not meet the requirements of the 2 CFR 200 Subpart F; c. For Single Audit, no proof of Federal audit clearinghouse submission (FORM SF-SAC); d. If Governmental entity, proof is not included of current audit submission to the Office of the New Mexico State Auditor; e. If referenced in audit as a separate communication, no submission of Management Response letter and management response to concerns noted in the management letter; f. if any findings, no submission of management response to findings; g. Agency's auditor is not on the state auditor's approved list. <p>PLEASE see "EHAP Selection Criteria Part 2, found at the end of this table.</p>
<p>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</p>	<p>N/A</p>

	Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)	<p>All funds are distributed on a competitive basis to eligible local governments, tribal entities, and nonprofit organizations. Funds will be renewed annually with periodic requests for proposals to identify new providers. Restrictions on funding amounts include:</p> <ul style="list-style-type: none"> -No organization will receive more than 15 percent of the total funds available. -Limits to activities under Emergency Homeless Assistance will be in place. <ul style="list-style-type: none"> • Administrative awards are issued to units of local government including local public Housing Authorities. • Tribal entities and regional housing authorities are not eligible to receive federal ESG funds and will receive only state homeless funds
	Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)	N/A
	Describe how resources will be allocated among funding categories.	Deducted from the total available is 7.5 percent for administrative fees for MFA and \$61,000 for HMIS database management contract.
	Describe threshold factors and grant size limits.	No organization will receive more than 15 percent of the total funds available.
	What are the outcome measures expected as a result of the method of distribution?	<p>Outcome measures associated with the following goals include:</p> <p>Increase the level and range of services provided to people experiencing homelessness: <i>Availability/Accessibility:</i> The number of homeless persons provided with services; the number and types of services provided to persons experiencing homelessness <i>Affordability:</i> The number of persons who gained a stable transitional or permanent housing situation</p> <p>Increase the number of available living environments: <i>Availability/Accessibility:</i> The number of homeless persons going from transitional housing to permanent housing; the number of homeless persons placed in permanent supportive housing units who stay at least 6 months <i>Affordability:</i> The number of transitional housing units created; the number of permanent supportive housing units created <i>Sustainability:</i> The number of previously homeless persons in transitional housing; the number of previously homeless persons placed in permanent supportive housing</p>
4	State program Name:	HOME Rental Development
	Funding Sources:	HOME
	Describe the state program addressed by the Method of Distribution.	<p>Home Rental Developments funds are distributed annually along with LIHTC's. Any funds remaining after the LIHTC round are distributed on a first-come, first-served basis throughout the year.</p> <p>HOME funds will be used to leverage a number of rental development resources by providing gap financing to eligible projects.</p>

<p>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</p>	<p>The priority for multifamily rental financing is for projects that will serve homeless individuals and special needs populations. HOME/Rental Development funds provide gap financing to nonprofit and for-profit developers, public and tribal entities, and CHDOs for construction, acquisition, or acquisition and rehabilitation of affordable rental housing. Units financed with HOME funds must be affordable to households earning at or below 60 percent of the area median income adjusted for family size, and awards may be further restricted by other federal funding limits. HOME funds will be used to fill the gap between the cost of development and other sources of funding. To the extent projects are able to carry senior market-rate debt; HOME dollars will be reduced accordingly to maximize their efficiency. Projects must have demonstrated financing gaps and will be subject to underwriting standards that, among other criteria, verify that HOME funds are needed and will enhance affordability. Market studies, or other evidence of market need, are required at MFA's discretion. MFA accepts and review applications on a continuous basis. Additional CHDO set-aside funds are also available to projects meeting these guidelines and developed, sponsored, or owned by certified CHDOs. MFA sets aside 15 percent of its HOME allocation for CHDO development projects. Applicants are encouraged to produce units that are energy efficient with low water usage. MFA will coordinate with the Department of Energy and Minerals and the Construction Industries Division on ways to ensure energy and water efficiency in new affordable housing developments. MFA will also seek to coordinate funding to promote energy efficient upgrades in affordable housing developments.</p> <p>These awards will be in the form of below-market rate debt. Exceptions may be made for transitional and permanent rental housing, single room occupancy units (SROs) and group homes targeted for populations at or below 30 percent of the area median income. Staff may determine limits on the amount of funds available on an annual basis that will be awarded as grants versus loans. If the majority of HOME/Rental funds are drawn prior to completion and lease-up, guaranties by entities acceptable to MFA are required.</p>
<p>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</p>	<p>N/A</p>
<p>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</p>	<p>N/A</p>
<p>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</p>	<p>N/A</p>

Describe how resources will be allocated among funding categories.	<p>The HOME Rental Development Program includes two components: HOME/LIHTC and HOME/Rental Incentives. HOME/LIHTC funds apply to projects that are simultaneously awarded federal Low Income Housing Tax Credits (LIHTC) for new construction, acquisition and rehabilitation, or refinancing and rehabilitation of affordable rental housing in MFA's annual competitive round. Projects using HOME funds in conjunction with the tax credit program must meet all the conditions and requirements set forth in the applicable Qualified Allocation Plan (QAP). HOME funds will be awarded on the basis of tax credit scoring until all HOME funds allocated for this purpose have been awarded. Based on availability of funds, HOME/Tax Credit awards may not exceed the lesser of (a) \$15,000 per residential rental unit (i.e. manager's units do not count) for CHDOs/\$7,500 for non-CHDOs, (b) \$600,000 per project for CHDOs/\$400,000 for non-CHDOs or (c) 80 percent of the project's total development costs. Award amounts and payment structures will be determined by the debt capacity of the individual project, and underwriting terms used to determine principal and payment amounts will meet the standards adopted for the LIHTC and HOME Programs. Preference will be given to projects having a CHDO as developer, owner or sponsor. A nonprofit cannot partner with another entity and obtain CHDO status. MFA only designates nonprofits as CHDOs if they meet all HOME requirements and qualify for CHDO set-aside funds. See MFA's CHDO Policy for more detail at: http://www.housingnm.org/developers/community-housing-development-organizations-chdo.</p> <p>A separate pool of HOME funds, HOME/Rental Incentives, cannot be used for projects that receive a competitive allocation of tax credits, although projects receiving tax credits associated with private activity bond volume cap (i.e. 4 percent credits) are eligible. Based on availability of funds, HOME/Rental Incentive awards may not exceed the lesser of (a) \$15,000 per residential rental unit (i.e. manager's units do not count) for CHDOs/\$7,500 for non-CHDOs, (b) \$1,000,000 per project for CHDOs/\$800,000 for non-CHDOs, or (c) 80 percent of the project's total development cost. The primary mortgage may be derived from tax-exempt bonds, 501(c)3 bonds, conventional loans or other sources, and award amounts and payment structures will be determined by the debt capacity of the individual project. Applications for these HOME funds will be accepted and reviewed on a continuous basis until all HOME funds allocated for this purpose have been awarded. Preference will be given to projects having a CHDO as developer, owner or sponsor.</p>
Describe threshold factors and grant size limits.	<p>Based on availability of funds, HOME/Tax Credit awards may not exceed the lesser of (a) \$15,000 per unit for CHDOs/\$7,500 for non-CHDOs, (b)\$600,000 per project or (c) 80 percent of the project's total development costs. Award amounts and payment structures will be determined by the debt capacity of the individual project, and underwriting terms used to determine principal and payment amounts will meet the standards adopted for the LIHTC and HOME Programs. Preference will be given to projects having a CHDO as developer, owner or sponsor. A nonprofit cannot partner with another entity and obtain CHDO status. MFA only designates nonprofits as CHDOs if they meet all HOME requirements and qualify for CHDO set-aside funds. See MFA's CHDO Policy for more detail at: http://www.housingnm.org/developers/community-housing-development-organizations-chdo.</p> <p>Based on availability of funds, HOME/Rental Incentive awards may not exceed the lesser of (a) \$15,000 per residential unit for CHDOs/\$7,500 for non-CHDOs, (b) \$1,000,000 per project for CHDOs/\$800,000 for non-CHDOs, or (c) 80 percent of the project's total development cost. A nonprofit cannot partner with another entity and obtain CHDO status. MFA only designates nonprofits as CHDOs if they meet all HOME requirements and qualify for CHDO set-aside funds. See MFA's CHDO Policy for more detail at: http://www.housingnm.org/developers/community-housing-development-organizations-chdo.</p>

	<p>What are the outcome measures expected as a result of the method of distribution?</p>	<p>Finance Multi-family Rental Housing New Construction <i>Availability/Accessibility:</i> The number of eligible households that benefit from new rental construction <i>Affordability:</i> The number of affordable rental housing units that have been financed <i>Sustainability:</i> The number of affordable rental housing units that have been added to the affordable rental housing stock</p> <p>Finance Multi-Family Rental Acquisition and Rehabilitation: <i>Availability/Accessibility:</i> The number of eligible units that have benefited from rental rehabilitation <i>Affordability:</i> The number of rental units that have undergone rehabilitation and remain affordable <i>Sustainability:</i> The number of units that have been rehabilitated and become additions to the affordable rental housing stock</p>
5	State program Name:	HOPWA Program
	Funding Sources:	HOPWA
	Describe the state program addressed by the Method of Distribution.	The objective of the Housing Opportunities for persons with AIDS (HOPWA) formula grant program is to provide housing assistance and related supportive services to low-income persons in New Mexico suffering from immunodeficiency syndrome who may become homeless as a result of their condition. MFA is the state formula grantee for the HUD HOPWA formula grant program, which includes both the City of Albuquerque allocation and the New Mexico nonentitlement allocation.
	Describe all of the criteria that will be used to select applications and the relative importance of these criteria.	Funding under the HOPWA program will be available to units of local government and nonprofit organizations that serve people who are HIV-positive and/or are living with AIDS to provide facility based housing assistance, short-term rent, mortgage and utility payments (STRMU) to prevent the homelessness of the tenant or owner of a dwelling, to provide continued tenant based rental assistance (TBRA) for low income households, permanent housing placement for deposits or to secure permanent housing and to provide supportive services including, case management, drug and alcohol abuse treatment and counseling, day care, personal assistance, nutrition services, intensive care when required, and assistance in gaining access to local, state and federal government benefits and services. Supportive services also include health/medical services such as assistance with medical premiums, medical care while the client is waiting to get on insurance, medical copays, eye exams and glasses and dental treatment for health costs that are not covered under state compensation programs, an insurance policy or federal or state health benefits health benefits program. Health services may only be provided to individuals with AIDS or related diseases and not to their family members.
	If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)	N/A
	Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)	N/A

	Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)	HOPWA funding is allocated to sub-grantees based upon a competitive RFP including a renewal option.
	Describe how resources will be allocated among funding categories.	A percentage of the HOPWA grant is allocated for administrative funds which will be divided between MFA and sub grantees for program administration. The specific allocation is determined annually but will not exceed any statutory limit. HOPWA funding is allocated to sub-grantees based upon a competitive RFP including a renewal option. Funding for HIV/AIDS service provision and delivery is currently allocated to three regional Health Management Alliances (HMAs). The HMA agencies and HOPWA Providers provide a high level of coordinated services. However, they face the obstacle of providing these services across a broad, rural area, where transportation and accessibility of other care is limited.
	Describe threshold factors and grant size limits	N/A
	What are the outcome measures expected as a result of the method of distribution?	Outcome measures associated with the following goals: Fund entities providing housing and related services for HIV-positive persons and persons living with AIDS. <i>Availability/Accessibility:</i> The number of HIV/AIDS households served with housing without related services; the number of HIV/AIDS households served with housing and related services <i>Affordability:</i> The number of HIV/AIDS households that were assisted without services; the number of HIV/AIDS households that were assisted with services <i>Sustainability:</i> The number units that were rehabilitated and/or added to the HIV/AIDS available stock of units
6	State program Name:	National Housing Trust Fund
	Funding Sources:	National Housing Trust Fund
	Describe the state program addressed by the Method of Distribution.	Up to 10 percent of MFA's allocation and of future program income will be used for eligible administrative and planning costs, in accordance with 24 CFR 93.202. MFA will distribute the remaining NHTF funds directly to recipients; no funds will be distributed to sub-grantees. Funds will be distributed in the form of loans and/or grants, in accordance with the guidelines set forth in this plan as well as the Notice of Funding Availability (NOFA) published by MFA that provides further detail on application requirements and selection criteria. Funds will be available statewide.

<p>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</p>	<p>All projects must meet the following threshold criteria:</p> <ul style="list-style-type: none"> • NHTF-assisted units must provide permanent rental housing for ELI families; • NHTF-assisted units must remain affordable to ELI families for at least 30 years; • The applicant must certify that NHTF-assisted units will comply with all NHTF requirements; • The project must be financially feasible; • NHTF-assisted rehabilitation projects must comply with the rehabilitation standards found in Attachment A: National Housing Trust Fund Rehabilitation Standards; and • The project must include at least four (4) units. <p>All projects that meet the threshold criteria will be evaluated according to the following criteria:</p> <ul style="list-style-type: none"> • Geographic diversity; • Duration of the affordability period beyond the required 30 years; • Energy efficiency; • Organization type; • Absence of project-based assistance; • Transit-oriented development; • Rural location; • Creation of new units serving ELI households, through new construction, adaptive reuse or conversion of market rate units; • Applicant's ability to obligate NHTF funds and undertake eligible activities in a timely manner; • Use of state, local and private funding sources; and • Extent to which the project meets any of the following priority housing needs identified in the NM Consolidated Plan: housing for the elderly and frail elderly, housing for persons with severe mental illness, housing for persons with disabilities, housing for persons with alcohol or other addictions, housing for persons with HIV/AIDS, housing for victims of domestic violence, housing for individuals or households experiencing homelessness. <p>Please see Attachment B, National Housing Trust Fund Notice of Funding Availability (NOFA).</p>
<p>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</p>	<p>N/A</p>
<p>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</p>	<p>N/A</p>
<p>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</p>	<p>N/A</p>

	Describe how resources will be allocated among funding categories.	Based on New Mexico's 2017 allocation of \$3 million and the per-unit subsidy limits described in Section 4 above, it is estimated that 2017 NHTF dollars will assist a minimum of 10 units affordable to ELI households (in the unlikely event that the highest per-unit subsidy limits are used), with the possibility of assisting up to 43 units affordable to ELI households if costs are far lower than the subsidy limits.
	Describe threshold factors and grant size limits.	Awards of NHTF funds to projects that receive 9% low-income housing tax credits are limited to \$400,000 per project. Awards of NHTF funds to all other projects are limited only by the maximum per-unit subsidy limits below and by MFA's underwriting guidelines. Projects that will include accommodations for individuals with disabilities are likely to have higher development costs. Projects will be evaluated separately for cost-efficiency. Please see Attachment B, National Housing Trust Fund Notice of Funding Availability (NOFA).
	What are the outcome measures expected as a result of the method of distribution?	<p>Finance Multi-family Rental Housing New Construction</p> <p>Availability/Accessibility: The number of eligible households that benefit from new rental construction</p> <p>Affordability: The number of affordable rental housing units that have been financed</p> <p>Sustainability: The number of affordable rental housing units that have been added to the affordable rental housing stock</p> <p>Finance Multi-Family Rental Acquisition and Rehabilitation:</p> <p>Availability/Accessibility: The number of eligible units that have benefited from rental rehabilitation</p> <p>Affordability: The number of rental units that have undergone rehabilitation and remain affordable</p> <p>Sustainability: The number of units that have been rehabilitated and become additions to the affordable rental housing stock</p>
7	State program Name:	MFA Administered HOME Program
	Funding Sources:	HOME
	Describe the state program addressed by the Method of Distribution.	<p>MFA has updated its set of ranking criteria to reflect the most current data available. Developers of any new construction will be made aware of the construction accessibility requirements of both the federal Fair Housing Act and Section 504 of the Rehabilitation Act of 1973. MFA is not investing HOME funds in ways other than those allowed in 24 CFR 92.205(b).</p> <p>The 2017 Project categories are, or may be:</p> <ul style="list-style-type: none"> • Homebuyer Assistance - first come - first served basis • Owner-Occupied Rehabilitation - Notice of Funding Availability (NOFA) - first come - first served basis • Rental Acquisition and Rehabilitation - with Low Income Housing Tax Credit (LIHTC) applications and continuous applications as long as funding is available • New Rental Construction - same as above • CHDO Operating Funds - with Single Family or Multifamily development project applications (Note: See #4 HOME Rental Development for further information) <p>10 percent of HOME funds are designated for administrative fees, including subgrantee administrative costs for the owner occupied rehab and lead-based paint remediation activities.</p>

Describe all of the criteria that will be used to select applications and the relative importance of these criteria.	<p>HOME funds will be invested, at a minimum, as a 0 percent interest due-on-sale loan for all activities except CHDO operating expenses. Rental projects that provide transitional and permanent rental housing, SROs (Single Resident Occupancy units) and group homes targeted for populations at or below 30 Percent of the area median income may receive a grant instead of a loan.</p> <p>Similar geographically dispersed demands exist when MFA allocates its HOME resources. Some communities have a greater need for new housing development while other communities would best be served by rehabilitation of existing housing. MFA determines areas of statistically demonstrated need, based upon program activity type, on applications for funds, and current ranking criteria in use in the particular program year. For 2017, the ranking criteria were determined only for rental activities, as presented in Appendix B.</p> <p>The selection criteria will vary by project category but the intent is to target and prioritize the highest need, agency capacity, number of individuals served and local government contribution.</p>
If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)	N/A
Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)	N/A
Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)	N/A

	Describe how resources will be allocated among funding categories.	<p>Some communities find that housing preservation is in line with their key housing needs. MFA administered HOME Funds for single family rehabilitation have been used for rehabilitation of owner-occupied housing, reconstruction or replacement where substandard units are in such poor repair that rehabilitation is not appropriate. Substandard units may be replaced with new manufactured housing that is affixed to a permanent foundation or a new site built home.</p> <p>MFA administered HOME funds may be used for new single family development, which includes housing activities that increase the supply of affordable single family units. This represents both new construction and the placement of new manufactured housing installations on permanent foundations. The Down Payment Assistance Program may also be reinstated and would be administered on a first-come, first-served basis</p> <p>Demand exists for MFA HOME resources for the provision of affordable rental units and CHDO set-aside operating funds throughout New Mexico. This includes those activities intended to make existing rental units more affordable and/or improve the quality of the existing affordable rental units as well as new rental construction. New rental construction refers to the development of new multifamily rental units. The need for new multifamily rental units was categorized using a set of criteria indicated by population growth, areas of population concentration and low rental vacancy rates. The thresholds for assigning an area a high priority for new multifamily units included a population growth greater than the states average growth for the past three years; a population larger than 10,000 people in 2015 or the county's inclusion in a Metropolitan Statistical Area, and a rental vacancy rate less than 5.05 percent. Areas were considered to have a medium priority for rental funding if they met the population threshold, had population growth greater than the state's average for the past three years, or have a rental vacancy rate less than 5.05 percent. Areas with slower growth or less population were given a lower priority for multifamily projects.</p>
	Describe threshold factors and grant size limits.	Depends upon activity. Each funding source established threshold factors in their respective RFP, NOFA or other procurement vehicle. In general they all contain minimum threshold and evaluation requirements that are used for scoring and ranking. These factors include, need, capacity, individuals/families served and local contributions.
	What are the outcome measures expected as a result of the method of distribution?	See Goals – Outcome measures are detailed in the goals as described in the executive summary (page 6). Overarching outcome is to increase or improve quality of life for all New Mexico residents.
	8 State program Name:	Rental Assistance Program (RAP)
	Funding Sources:	<p>ESG</p> <p>Other - state financing</p>
	Describe the state program addressed by the Method of Distribution.	<p>ESG funds are distributed via a competitive RFP to eligible local governments, tribal entities, and nonprofit organizations. Tribal entities and regional housing authorities are not eligible to receive federal ESG funds and will receive only state homeless funds.</p> <p>MFA administers the Rental Assistance Program (RAP) which is funded through HUD's Emergency Solutions Grant (ESG) and an appropriation of the state of New Mexico to the state Homeless Program. The Rental Assistance Program (RAP) uses ESG and state homeless funds to carry out activities such as homeless prevention assistance and rapid re-housing assistance which fall within ESG's eligible activities of housing relocation, stabilization services and rental assistance.</p>
	Describe all of the criteria that will be used to select applications and the relative importance of these criteria.	Funds are distributed on a competitive basis to eligible local governments, tribal entities, and nonprofit organizations. Tribal entities and regional housing authorities are not eligible to receive federal ESG funds and will receive only state homeless funds.

If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)	N/A
Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and nonprofit organizations, including community and faith-based organizations. (ESG only)	Qualifying households must be at or below 30 percent AMI, meet HUD's definition of homelessness or be at imminent risk of homelessness, and must have the means to achieve sustainable housing following program assistance as demonstrated through a housing stability plan. The local agency determines the length of assistance to be provided in its jurisdiction; however, ESG rental assistance may not exceed 24 months of assistance within three years.
Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)	N/A
Describe how resources will be allocated among funding categories.	The ESG allocation is limited to 60 percent of the total fiscal ESG grant for shelter operations minus 7.5 percent for state/local government administration. MFA will not award more than 15 percent of available funds to any one offeror.
Describe threshold factors and grant size limits.	<ol style="list-style-type: none"> 1. A minimum award estimated to be \$1,000 which is subject to change at MFA's discretion. 2. A percentage of funds available after the minimum awards are subtracted from total available funds. The percentage for each respondent will be based on the respondent's total score divided by a sum of all of the respondent's scores. 3. Agencies that do not have a sufficient score to obtain a minimum contract of \$10,000 will not be eligible to obtain funding and enter into a performance agreement with MFA. 4. MFA will not award more than 15 percent of available funds to any one offeror. 5. Total contract amounts from funds available under this proposal package may not make up more than 50 percent of any offeror's total budget. 6. Funding is contingent on funds provided by HUD and the State of New Mexico, and the number of successful offerors. 7. Funding is not guaranteed to be consistent from year to year.
What are the outcome measures expected as a result of the method of distribution?	<p>The following outcome measures are expected as a result:</p> <p>The number of persons who gained a stable transitional or permanent housing situation</p>

Discussion

These methods of distribution will allow MFA and DFA to address affordable housing, community development and homeless issues throughout the entire jurisdictional service area. CDBG funds are distributed to non-entitlement jurisdictions on a competitive basis. HOME funds are distributed statewide for Rental Development with LIHTC, through the LIHTC application round. The remaining Rental Development HOME allocations are distributed on a first-come, first-served basis. ESG funds are distributed throughout the state, on a competitive basis, excepting tribal entities and regional housing authorities who are not eligible to receive federal ESG funds and will receive only state homeless funds. HOPWA funds are awarded on a competitive basis, MFA's contract funds in areas outside of Albuquerque, City of Albuquerque funds within the city limits. NHTF funds will be allocated based upon responses to the NOFA published in June 2017.

AP-35 Projects – (Optional)

Introduction

MFA and DFA wait to allocate funding on the project level until after HUD has published the FY formula allocations. When DFA receives notice of the CDBG allocation, they will make their allocation/funding decisions which will be entered into IDIS through the AP-35 screen by DFA. Likewise, MFA will follow their normal allocation/funding decision process after receiving notice from HUD. Those projects will be entered into IDIS through the AP-35 screen by MFA. This is the normal process, and does not cause an amendment to the Action Plan. No further public notice will be required.

#	Project Name

Table 10 -Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

Allocations of funds are based on regulatory requirements, prior year activity, existing pipeline, projected potential and applications for funding received. Lack of sufficient funding is the primary obstacle to meeting needs in the state of New Mexico. The state has many high-poverty, low-employment areas with aging and substandard housing stock. Meeting the needs in the colonias, in particular, is difficult because so many of the colonias are not designated units of local government and, therefore, are ineligible to apply for funds from a variety of funding sources including CDBG. Finally, the lack of capacity or distribution network in many rural New Mexico communities makes it difficult to deliver services where they are needed.

AP-38 Project Summary

Project Summary Information

Table 11 –Project Summary

Project Summary	
Project Name	
Project Number	
Project Manager	
Project Sponsor	
Project Start Date	
Project End Date	
Project Budget	
Project Status	
Project Description	
Project Objectives	
Project Deliverables	
Project Risks	
Project Issues	
Project Communications	
Project Stakeholders	
Project History	
Project Lessons Learned	
Project Next Steps	

AP-40 Section 108 Loan Guarantee – 91.320(k)(1)(ii)

Will the state help non-entitlement units of general local government to apply for Section 108 loan funds?

No

Available Grant Amounts

Not applicable for 2017.

Acceptance process of applications

Not applicable for 2017.

AP-45 Community Revitalization Strategies – 91.320(k)(1)(ii)

Will the state allow units of general local government to carry out community revitalization strategies?

Yes

State's Process and Criteria for approving local government revitalization strategies

The state will allow units of local government (UGLG) to carry out community revitalization strategies as long as the strategy is in accordance with the UGLG's comprehensive plan, Infrastructure Capital Improvement Plan (ICIP), meets the low-to-moderate income requirement and depending upon funding availability and the ability to support their request. The most appropriate avenue for this type of venture would be through a CDBG Economic Development grant.

AP-48 Method of Distribution for Colonias Set-aside – 91.320(d)&(k)

Introduction

Distribution Methods

State program Name	Funding Sources
CDBG	CDBG

Table 12 - Distribution Methods by State program for Colonias Set-aside

State programs Addressed

DFA uses CDBG funds to address local community development needs. DFA members provide assistance and oversight to local officials with the implementation of needed infrastructure, public buildings, housing rehabilitation, economic development, planning and other critical projects. 10 percent of each allocation is set aside for activities in the Colonias.

Criteria and their importance

The Community Development Council (CDC) and DFA have developed rating and ranking criteria for evaluation of CDBG projects. The selection criteria in the rating and ranking system will give priority to projects that firmly demonstrate the following: need, appropriateness, impact, and benefit to low and moderate income persons.

CDBG only: Access of application manuals

The CDBG Implementation manual and other CDBG Application information can be found at http://www.nmdfa.state.nm.us/CDBG_Information_1.aspx

ESG only: Process for awarding funds to state recipients

N/A

HOPWA only: Method of selecting project sponsors

N/A

Resource Allocation among Funding Categories

N/A

Threshold Factors and Grant Size Limits

N/A

Outcome Measures expected as results of Distribution Method

Number of people assisted

Discussion

CDBG will set aside 10 percent of funding for the Colonias. Counties with Colonias can apply for funding to direct to problem areas in the Colonias.

AP-50 Geographic Distribution – 91.320(f)

Description of the geographic areas of the state (including areas of low-income and minority concentration) where assistance will be directed

10 percent of CDBG funds will be allocated for Colonias neighborhoods, with the remainder of the funds spread throughout the state outside of entitlement cities.

MFA funding is spread throughout the state. MFA does not direct funding to any one particular area over another. We depend upon the existing network of subgrantees to allow us to serve as many citizens of the state as funding allows.

Geographic Distribution

Target Area	Percentage of Funds
COLONIAS NEIGHBORHOOD	10
Statewide	90

Table 13 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Colonias have a variety of housing and community development need and offer an opportunity for strategic investment. The direct need served by CDBG in the past has been providing necessary infrastructure in Colonias communities. 10 percent of CDBG funds will be allocated for use in Colonias communities.

According to the US Census, New Mexico has 20.4 percent of its citizens living in poverty. With 68.2 percent of housing units being owner-occupied, the need for rehabilitation of those homes is one of our highest priorities. With that being said, MFA does not allocate any of our investments geographically. If there is capacity to use the program funds and all application requirements are met, MFA will evaluate applications and award those who are eligible.

Discussion

For CDBG, there is a 10 percent setaside targeted for the Colonias. Remaining funding is spread throughout the state. MFA does not target geographical areas for distribution of our funds.

Affordable Housing

AP-55 Affordable Housing – 24 CFR 91.320(g)

Introduction

Affordable housing goals for FY2017 are indicated in the table below for the number of homeless, non-homeless and special needs households. In addition, goals are provided for the number of affordable housing units that will be provided by program type, including production of new units, rehabilitation of existing units or acquisition of existing units. Goals entered for ESG are only for Homeless Prevention and Rapid Re-housing. The HOME and HTF goals include multifamily and single family activities.

One Year Goals for the Number of Households to be Supported	
Homeless	754
Non-Homeless	84
Special-Needs	23
Total	861

Table 14 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	654
Production of New Units	27
Rehab of Existing Units	3
Acquisition of Existing Units	10
Total	694

Table 15 - One Year Goals for Affordable Housing by Support Type

Discussion

Between them, DFA and MFA distribute approximately \$18.74 million in HUD formula grants, \$4,730,000 in LIHTCs, and \$26.69 million for 5,257 Project based Section 8 units. MFA expects to rehabilitate 21 owner occupied units with HOME funds. MFA received \$3,000,000 from the National Housing Trust Fund which will be used for rental project(s).

AP-60 Public Housing - 24 CFR 91.320(j)

Introduction

There are a total of 34 Public Housing Authorities (PHAs) in New Mexico, 29 of which are located outside of metropolitan areas and within the jurisdiction of the State Consolidated Plan. Neither DFA nor MFA operate public housing, therefore neither agency directly plans resident initiatives. Efforts to collaborate more extensively with PHAs are underway through the state's three Regional Housing Authorities (RHAs) which MFA is charged by the state Legislature to oversee for greater financial and operational efficiency.

Actions planned during the next year to address the needs to public housing

To the extent possible, MFA will make HOME funding available to PHAs pursuing the redevelopment of foreclosed and older USDA Rural Development properties.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

Both DFA and MFA remain ready to assist any public Housing Agency in New Mexico with technical assistance and planning to ensure they promote resident involvement and continue to address the needs for public housing in their respective jurisdictions.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

Not applicable

Discussion

Not applicable to State programs covered by this one (1) year Consolidated Action Plan.

AP-65 Homeless and Other Special Needs Activities – 91.320(h)

Introduction

In November of 2012 the NMCEH convened a task force to develop a plan as a basis for NMCEH efforts to end homelessness in New Mexico. The task force included state agency personnel, nonprofit agency personnel, and advocates for the homeless and formerly homeless people. The plan is modeled after the federal plan and has the following overall goals with comments about how they will be implemented in New Mexico:

- Continue to house about 400 chronically homeless people per year with the goal of meeting the HUD goal for ending chronic homelessness by the end of 2017
- Expand the system of coordinated assessment to more access points in order to quickly assess all people who become homeless
- Expand homeless prevention and rapid rehousing programs in order to reduce homelessness among families with children with the goal of being able to house any newly homeless family within 30 days by 2020
- Establish new rapid rehousing programs for homeless youth in communities that lack this service

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

For the CoCs, the one year goal is to continue to house about 400 chronically homeless people per year with the goal of meeting the HUD goal for ending chronic homelessness by end of 2017. Both CoCs, in conjunction with the NMCEH, utilize day services to attract homeless persons. Due to the nature of rural homelessness in New Mexico, many persons cannot be accessed by traditional means, and are therefore brought in through services.

MFA uses ESG funding, along with state legislative allocations throughout the State of New Mexico for shelter operations, essential services, homelessness prevention, rapid re-housing and rental assistance. Our goals are to:

- Serve 321 households with rental assistance
- Serve 6,300 persons with overnight shelter
- Serve 150 people with homelessness prevention
- Serve 654 people with rent, utility deposits, security deposits

In addition, MFA's Low Income Housing Tax Credit Program Qualified Allocation Plan allows for the Eligible Basis attributable to new construction or rehabilitation costs for a project that scores at least 10 points under projects that Benefit the Environment, that has units set-aside for Seniors Households, Households with Children, or Households with Special Needs, and that is not financed with Tax Exempt Bonds may, in MFA's sole discretion based upon a project's financial need, be increased by up to 30 percent for the purpose of calculating Tax Credits. The Eligible Basis attributable to new construction or rehabilitation costs for a Tax Exempt Bond Financed project may be increased by up to 30 percent for the purpose of calculating Tax Credits only if the project is located in a HUD-designated Qualified Census Tract or a HUD-designated Difficult Development Area. In no case will a project's Eligible Basis attributable to the acquisition of an existing building be increased. MFA projects approximately 23 special needs units will be under construction or completed in 2017.

Addressing the emergency shelter and transitional housing needs of homeless persons

Part of the NMCEH's efforts to end homelessness includes increasing access to stable and affordable housing:

- Two common barriers to increased housing access are domestic violence and a history of evictions
- Obtaining more funding to build more supportive housing is crucial for this goal
- For many homeless people to stabilize their lives it is necessary to have supportive services coupled with housing; housing alone is not enough

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

Part of NMCEH's efforts, as described above; include increasing economic security, improving health and stability and rebuilding the homeless crisis response system. These efforts enable service organizations to respond to varying needs of homeless individuals and families in the community.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

The efforts described above include efforts to rebuild the crisis response system that responds to crisis and helps work towards prevention.

Discussion

The need is very high throughout the State of New Mexico for affordable housing and for infrastructure upgrade. MFA and DFA are doing their best to fulfill programmatic requirements and to invest all of the HUD funding received in an efficient and equitable manner. The need grows ever larger as the funding amounts are getting smaller.

AP-70 HOPWA Goals – 91.320(k)(4)

One year goals for the number of households to be provided housing through the use of HOPWA for:	
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family	132
Tenant-based rental assistance	59
Units provided in permanent housing facilities developed, leased, or operated with HOPWA funds	30
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds	0
Total	221

AP-75 Barriers to affordable housing – 91.320(i)

Introduction

Please refer to the Amended State of New Mexico *2015 Analysis of Impediments to Fair Housing Choice* available at <http://www.housingnm.org/resources/analysis-of-impediments-to-fair-housing-choice>.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

Within our limited scope, MFA and the state of New Mexico will take the following actions to remove barriers to affordable housing:

- Strengthen delivery channels and build capacity to develop and rehab housing in underserved areas
- Encourage and support organizations seeking to provide fair housing services
- Encourage and support organizations seeking funding for housing counseling
- Continue to require pre-purchase counseling for first time homebuyers
- Continue to require and review for Americans with Disabilities Act (ADA)/504 compliance for MFA funding

Discussion

New Mexico does not have a human rights law that is substantially equivalent (in the protections it affords) to the federal fair housing laws, which makes the state of New Mexico ineligible to qualify as a Fair Housing Initiatives Program agency; therefore, the state of New Mexico cannot receive Fair Housing funds. This will continue to impact the state's ability to address fair housing initiatives.

AP-80 Colonias Actions – 91.320(j)

Introduction

A qualified colonia is a rural community with a population of 25,000 or less located within 150 miles of the US-Mexico border that has been designated as a Colonia by the county or municipality due to:

- Lack of potable water
- Lack of adequate sewage systems
- Lack of decent, safe and sanitary housing
- Has been in existence as a Colonia prior to November 1990

The Colonias in New Mexico are not units of local government. As such, these communities do not have the capacity to apply for and implement funding on their own accord. County and city governments that contain Colonias communities are able to apply for funding that can be directed towards needs in these communities.

Actions planned to address obstacles to meeting underserved needs

The greatest obstacle to meeting underserved need in the Colonias is the lack of capacity to implement funding. In order to meet the needs of Colonias, the state will call upon Cities and Counties to administer funds. City and County governments will be able to apply for funds that will be directed to serve the needs of Colonias.

Actions the state plans to take to reduce the number of poverty-level families

Colonias communities have a high concentration of low-income households as well as a variety of infrastructure and public service needs. DFA will set aside 10 percent of CDBG funds to commit to Colonias communities to help ensure low income households have access to adequate infrastructure and services.

Actions the state plans to take to develop the institutional structure

In order to facilitate a system that will meet the needs of the Colonias, the state will work with Cities and Counties that contain Colonias communities to administer funding. This will develop the responsiveness of the counties to meet the needs of the Colonias.

Specific actions the state plans to take to enhance coordination between public and private house and social service agencies

Public and private housing and social service agencies that coordinate plans will have preference when funding is awarded.

Discussion

All areas covered above.

AP-85 Other Actions – 91.320(j)

Introduction

The greatest obstacle to meeting underserved needs in New Mexico is the lack of funding. The need is far greater than the supply.

Actions planned to address obstacles to meeting underserved needs

The majority of communities outside of the metro areas of New Mexico lack the local capacity not only to administer the programs, but also to seek out services and funds with which to address their problems. As part of our program management, MFA and DFA will provide training workshops during the year and technical assistance on a one-to-one basis. Additionally, MFA and DFA will use funds, if available, to provide capacity building via training, operational funding and awards of federal funds.

Actions planned to foster and maintain affordable housing

MFA will continue to fund efforts to create and maintain affordable housing through dedicating HOME funds to rental, homebuyer assistance, CHDO operations, rental assistance and rehabilitation of owner-occupied housing.

Actions planned to reduce lead-based paint hazards

MFA will again set aside a portion of the state's formula HOME administrative allocation for eligible lead-based paint assessment and remediation activities. This effort to make available additional funds for lead hazard remediation and abatement has encouraged additional businesses and organizations to receive appropriate training in order to provide these remediation services. Additionally, MFA will continue to train its partners throughout the state in the Lead-Safe Housing Rule and encourage sub-grantees and professionals statewide to receive formal training and any applicable lead-based paint certifications in an effort to improve the efficiency of the rehabilitation services delivery system.

Actions planned to reduce the number of poverty-level families

In creating additional affordable housing options and community development opportunities throughout the State, MFA will be a part of the larger network that supports families on the road to self-sufficiency. The State has a variety of programs available to poverty-level families and the funds administered in this plan will continue to support efforts to create affordable housing, suitable living environments and economic opportunities for those households.

Actions planned to develop institutional structure

While funds will not be dedicated to developing institutional structure, MFA will continue to work closely with outside agencies to develop partnerships and implement this plan effectively.

Actions Planned to enhance coordination between public and private housing and social service agencies

MFA believes that there is effective coordination between public and private housing and social service agencies and has no specific additional actions for FY 2017.

Discussion

N/A

Program Specific Requirements

AP-90 Program Specific Requirements – 91.320(k)(1,2,3)

Introduction

Community Development Block Grant Program (CDBG) Reference 24 CFR 91.320(k)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	0.00%

**HOME Investment Partnership Program (HOME)
Reference 24 CFR 91.320(k)(2)**

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:
HOME funding is not being used for any form of investment other than those identified in Section 92.205.
2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:
MFA's recapture and affordability guidelines are included in Appendix B to this plan and are compliant with the HOME requirements.
3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:
MFA's recapture and affordability guidelines are included in Appendix B to this plan and are compliant with the HOME requirements.
4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:
MFA may, at its discretion, use HOME funds for refinancing only when needed in order to permit or continue affordability of rental units when rehabilitation is the primary activity. MFA's underwriting standards for an initial investment of HOME funds would apply, which include: adequacy of management and owner, feasibility of project to meet operational and debt service requirements, consistency with market, and review of total development costs and sources available to meet these needs. The required period of affordability will be consistent with the HOME regulations based on the activity and the HOME per unit subsidy. This would be available jurisdiction-wide. The HOME funds cannot be used to refinance multifamily loans made or insured by any federal program, including CDBG. Any unpaid balance of these loans is due in full during the period of affordability or upon the sale or transfer to an ineligible party.

Emergency Solutions Grant (ESG)
Reference 24 CFR 91.320(k)(3)

1. **Include written standards for providing ESG assistance (may include as attachment)**
EHAP uses ESG and state homeless funds for homeless assistance to carry out activities such as emergency shelter operations, essential services and data collection using the Homeless Management Information System, or HMIS, except for domestic violence service providers who are currently not using HMIS. Qualifying individuals must meet HUD's definition of homelessness. See http://www.housingnm.org/community_development/emergency-homeless-assistance-program-ehap for more details.
2. **If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.**
New Mexico began operation of its Coordinated Assessment System on June 2, 2014. The system is statewide and incorporates the agencies in the Albuquerque CoC and the New Mexico Balance of State CoC. The New Mexico Coordinated Assessment System uses a common assessment tool the VI/SPDAT (Vulnerability Index/Service Prioritization Decision Tool) to assess the housing needs of homeless people. People can receive the assessment at most agencies that assist homeless people, with more agencies learning how to do the assessments as the system matures. All CoC funded housing agencies are required by the CoC to use the prioritized coordinated assessment list to draw from when filling openings in their housing. A current focus of the project is to locate and house all of the homeless veterans, a goal that is expected to be reached by the end of 2016. The system is also being used to prioritize chronically homeless people with the intent to house all of them by the end of 2017.
3. **Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).**
All funds are distributed on a competitive basis in accordance with MFA Procurement Policies to eligible local governments, tribal entities, and nonprofit organizations. Funds will be renewed annually with periodic requests for proposals to identify new providers. Restrictions on funding amounts include:
 - No organization will receive more than 15 percent of the total funds available
 - Limits to activities under Emergency Homeless Assistance will be in place
 - Administrative awards are issued to units of local government including local Public Housing Authorities
 - Tribal entities and regional housing authorities are not eligible to receive federal ESG funds and will receive only state homeless funds
4. **If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.**
MFA meets the homeless participation requirement in 24 CFR 576.405(a). The Continuum of Care Steering Committee has former homeless individuals as members who participate in policy and funding decisions. In addition, all of MFA's ESG subrecipients have either former homeless individuals as members of their boards, or the subrecipients solicit input from homeless individuals when making decisions on policies and implementation of ESG funding.

5. Describe performance standards for evaluating ESG.

MFA's performance standards include placement of homeless individuals into permanent or transitional housing, services provided, individuals assisted and efficient utilization of funds. MFA staff meets periodically with NMCEH to discuss the performance of activities funded under ESG. Beginning in 2015 the NM Coalition to End Homelessness (HMIS Lead) has been running reports in HMIS to evaluate ESG funded programs primarily looking at how successful the ESG Programs are in placing homeless people into permanent or transitional housing. NMCEH discussed these results with MFA and agreed to continue sharing the analysis with MFA staff. NMCEH noted that the differences in performance among ESG funded programs reflect what is available in the way of housing in various New Mexico Communities and not necessarily the quality of the efforts by shelter staff. General performance standards such as the unduplicated number of persons or households prevented from becoming homeless and the unduplicated number of persons assisted from emergency shelters/streets into permanent housing will be reported.

Discussion

If the State intends to use HOME funds for homebuyer assistance or for rehabilitation of owner-occupied single family housing and does not use the HOME affordable homeownership limits for the area provided by HUD, did it determine 95 percent of the median area purchase price and set forth the information in accordance with 24 CFR 92.254(a)(2)(iii).

MFA may institute a new homebuyer assistance/single family development program within the 2017 program year. Investigations are underway. MFA is considering reinstating the TBRA program.

Attachments

Grantee Unique Appendices

Part A EHAP Selection Criteria

Part B Notice of Public Hearings

Part C Publication Certifications

Part D SF424s and State Certifications

Part E ASDN Chart

Part F Resale and Recapture

Part G 2017 Housing Trust Fund Allocation Plan

Part A

AP-30 Method of Distribution EHAP Program

2.1 Minimum Threshold Criteria

In addition to the general requirements listed above, Offerors must meet each of the following minimum threshold criteria in order to be considered for funding. This includes the minimum criteria outlined below for specific activities and for agencies not receiving funds in the previous contract year. These criteria must be met by all Offerors to be considered for funding.

1. Offeror must be one of the following entity types:
 - a. A nonprofit organization with 501(c)(3) status and with a primary mission of providing shelter and services to people who are experiencing homelessness, including people fleeing domestic violence
 - i. If a nonprofit, Offeror must submit proof of 501(c)(3)
 - b. A unit of general purpose local government
 - c. A tribal government
2. Offeror must submit proof of current registration as a charitable organization with the New Mexico Attorney General's Office, covering the fiscal year ending in 2015 or proof of exemption therefrom. Verification can be obtained via <https://secure.nmag.gov/coros/>. Verification should be in the form of the first page of the "NM Charitable Organization Registration Statement."
3. If an Offeror is a nonprofit, Offeror must submit a letter of support from the unit of local government where the shelter is located. A letter of support should include:
 - a. A letter supporting the Offeror's proposal to MFA
 - b. The letter must be dated no more than 180 days prior to the proposal date
 - c. The letter must be signed by a local government official authorized to sign such a letter from the city, town, village or tribe in which the program activity will take place
 - d. For activities that will take place in unincorporated areas, the county is the unit of local government - the letter must specifically endorse the project/activity proposed in the proposal

MFA will accept proof that certified letters were sent from the Offeror to the unit of local government notifying the city, town or county that EHAP services are proposed to be provided in their community.

4. Agencies must provide either an independent CPA's auditors report (Audit) or audited financial statements conducted in accordance with Government Auditing Standards (GAS). The GAS Audit or audited financial statements will include an independent auditors report on the following: 1) financial statements; 2) internal control over financial reporting and compliance. The audit or audited financial statements will also include the auditor's management letter if there is one and the Offeror's response to any audit or audited financial statement findings. Offeror must submit only the most recent of FY2015 (fiscal year ending on or after 3/30/15) or FY 2016. If Offeror received \$750,000 in federal funds from one or more sources, a Single Audit is required pursuant to 2 CFR 200 Subpart F. The following types of audit or audited financial findings may disqualify Offeror from funding:
 - a. Repeat and unresolved audit findings, as determined by MFA

- b. If Offeror has received greater than \$750,000 in funding and the single audit did not meet the requirements of the 2 CFR 200 Subpart F:
 - c. For single audit, no proof of federal audit clearinghouse submission (FORM SF-SAC)
 - d. If governmental entity, proof is not included of current audit submission to the Office of the New Mexico State Auditor
 - e. If referenced in audit as a separate communication, no submission of management response letter and management response to concerns noted in the management letter
 - f. If any findings, no submission of management response to findings
- 5. Local public bodies (housing authorities, local governments) must conduct annual independent financial audits by a certified auditor that has been approved by the New Mexico State Auditor's Office and on the state auditor's list.
- 6. Offerors that did not receive EHAP funds in PY 2015 must provide either an audit to the above standards or an independent CPA's review of financial statement.
- 7. Offeror must have been operating as an agency for a minimum of one year as of the proposal date, and have one full year of annual financial statements.
- 8. Offeror must be in "good standing" as of the date this RFP was 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. Offeror must provide a print screen from www.sam.gov and https://www5.hud.gov/ecpcis/main/ECPCIS_List.jsp documenting search for Offeror's name and executive director's name, as proof of compliance. The search must be dated within 30 days of the proposal date.
- 9. Offeror must submit proposal as directed in Sections 1.8 Proposal Format and 2.2 Proposal Requirements.
- 10. Offeror must submit Offerors certification signed by authorized official.
- 11. Offeror must submit a chart that demonstrates the administrative and financial management capacity necessary to accept and account for the use of public funds and to provide program services. For the positions of the executive director, financial manager and other key staff, including the staff name, title, years of experience in the position.

Program Staff Name	Title	Yrs. Of Experience	Capacity/Role/Services Offered

- 12. Offeror must submit evidence of coordination with other targeted homeless services in the form of Memorandum of Understanding (MOUs), letters of coordination/agreement and contracts.
- 13. Offeror must submit agency mission statement.

14. Offeror must submit an executive summary (less than one page). Summary includes the following details: what the agency does, primary activities and major funding sources.
15. Offeror must submit documentation of site control of the shelter facility, defined as one of the following:
 - ◆ A current warranty deed in the agency's name
 - ◆ A current mortgage note in the agency's name
 - ◆ A current lease in the agency's name
 - ◆ Other documentation of site control, if deemed acceptable by MFA through the FAQ and/or deficiency correction process
16. Offeror must operate an emergency shelter, defined as any facility with overnight sleeping accommodations, the primary purpose of which is to provide a temporary shelter for the homeless in an emergency situation. The Offeror must have the capacity to shelter and accept inquiries at all hours, and which does not require occupants to sign leases or occupancy agreements. In order to qualify for these funds an agency must be able to:
 - a. Provide safe, decent emergency shelter nightly for the entire year
 - b. Have at least five beds available
 - c. Operate the shelter facility in compliance with all applicable federal, state and local building codes, laws and regulations

17. Offeror must submit bylaws or board resolution requiring board fiscal oversight that demonstrates fiscal integrity. Please provide a listing of your current board members in the following format.

Name	Home Address	Employer	Position on Board	Area of Expertise/Qualification	Years on Board	Term Expire Date

18. Offeror must submit policies and procedures approved by its Board of Directors to demonstrate a sound organizational system of checks and balances (segregation of duties) in fiscal management. The policy must describe separate roles and responsibilities for cash receipts, check requests, check preparation and check signing.

19. Provide a statement disclosing:

- ◆ Any political contribution or gift valued in excess of \$2,500 (singularly or in the aggregate) made by Offeror or on Offeror's behalf to any elected official of the state of New Mexico currently serving or who has served on the MFA Board of Directors in the last three years; and
- ◆ Any current or proposed business transaction between Offeror and any MFA member, officer, employee, their employer or other potential conflict which may give rise to a claim of conflict of interest. Offeror shall warrant that it has no interest, direct or indirect, which would conflict in any manner or degree with the performance of services required under this contract

20. At least one representative from Offeror must attend mandatory RFP training, and provide proof of attendance by enclosing a copy of the Certificate provided at the training. In lieu of a certificate, Offeror

must provide a letter from MFA documenting that the absence was excused. Training will be held on March 24, 2016.

21. Offerors must report any and all funds received from other federal, state, local or tribal government funding sources. Please submit the most current monitoring letter from said entities that Offerors are in good standing with their programs.

22. Offerors must not have any repeat or unresolved MFA monitoring findings, as determined by MFA.

23. Offerors must describe any material, current or pending litigation, administrative proceedings or investigations that could impact the reputation or financial viability of the agency.

Part B

**Notice of Public Hearings
New Mexico DRAFT 2017 Annual Action Plan**

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Such federal funding includes the following programs; HOME Investment Partnerships (HOME), Community Development Block Grant (CDBG), Emergency Solutions Grants (ESG), Housing Opportunities for Persons with AIDS (HOPWA) and the National Housing Trust Fund (NHTF). The 2017 Annual Action Plan outlines one year goals for approximately \$18.74 million of the federal funding, through the five federal programs listed. The HOME, ESG, HOPWA and NHTF programs are administered by the MFA and the CDBG program is administered by DFA.

Citizens, interested agencies, and for-profit and non-profit organizations may attend either of the two (2) Public Hearings at these locations or via webcast at www.housingnm.org to provide their input in person and provide comments.

October 5, 2016, 10:00 am
New Mexico Mortgage Finance Authority (MFA)
Board Room
344 4th Street SW
Albuquerque, NM 87102

October 12, 2016, 5:30 pm
New Mexico Mortgage Finance Authority (MFA)
Board Room
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Albuquerque, NM 87102

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State of New Mexico Department of Finance and Administration
Local Government Division
Bataan Memorial Building, Suite 202
Santa Fe, NM 87501

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Nuevo México PROYECTO Plan de Acción Anual 2017

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Albuquerque, NM 87102

State of New Mexico Department of Finance and Administration
Local Government Division
Bataan Memorial Building, Suite 202
Santa Fe, NM 87501

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Part C Publication Certifications

AFFIDAVIT OF PUBLICATION

STATE OF NEW MEXICO

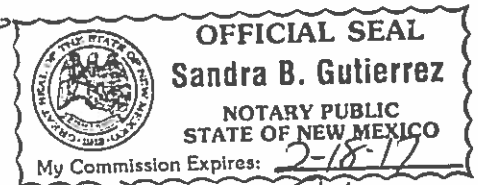
County of Bernalillo

SS

Bernadette Gonzales, the undersigned, on oath states that she is an authorized Representative of The Albuquerque Journal, and that this newspaper is duly qualified to publish legal notices or advertisements within the meaning of Section 3, Chapter 167, Session Laws of 1937, and that payment therefore has been made of assessed as court cost; that the notice, copy of which is hereto attached, was published in said paper in the regular daily edition, for 1 times on the following dates:

September 18, 2016

Sandra B. Gutierrez
Sworn and subscribed before me, a Notary Public, in and for the County of Bernalillo and State of New Mexico this 18 day of September of 2016.



PRICE \$ 325.84

Statement to come at end of month.

CLA-22-A (R-1/93)

ACCOUNT NUMBER 1011094

New Mexico Mortgage Finance Authority (NMFA) Division (DFA) están buscando comentarios públicos sobre el plan preliminar del Plan de Acción Anual 2017 del Estado de Nuevo México. Un período de treinta días de examen público y comentario comenzará el 15 de Septiembre, 2016 y termina el 15 de Octubre de 2016. El Plan de Acción Anual 2017 es el primer plan de acción anual en el marco del Estado de Nuevo México.

**Notice of Public Hearings
New Mexico DRAFT 2017 Annual Action Plan**

NEW MEXICO
ernalillo SS

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Apr 18 2016

October 5, 2016, 10:00 am
New Mexico Mortgage Finance Authority (NIFA)
Board Room
444 4th Street SW
Albuquerque, NM 87102

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scribed before me, a Notary Public, in and
of Bernalillo and State of New Mexico this
21st day of September 2016.

25.84

me at end of month.

IBER



OFFICIAL SEAL
Sandra B. Gutierrez
NOTARY PUBLIC
STATE OF NEW MEXICO

My Commission Expires:

Janche B. Luk

October 12, 2016, 5:30 pm
New Mexico Mortgage Finance Authority (MFA)
Board Room
344 4th Street SW
Albuquerque, NM 87102

My Commission Expires: 2-18-17

Janice B. Jeter

25.84

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IBER 10/1094

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Journal: September 18, 2016

SANTA FE NEW MEXICAN

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NM MORTGAGE FINANCE AUTHORITY.
344 4TH ST SW
ALBUQUERQUE, NM 87102

ACCOUNT: 2041
AD NUMBER: 0000178318
LEGAL NO 81548 P.O. #:
1 TIME(S) 420.00
AFFIDAVIT 10.00
TAX 35.74
TOTAL 465.74

AFFIDAVIT OF PUBLICATION

STATE OF NEW MEXICO
COUNTY OF SANTA FE

I, W. Barnard, being first duly sworn declare and say that I am Legal Advertising Representative of THE SANTA FE NEW MEXICAN, a daily newspaper published in the English language, and having a general circulation in the Counties of Santa Fe, Rio Arriba, San Miguel, and Los Alamos, State of New Mexico and being a newspaper duly qualified to publish legal notices and advertisements under the provisions of Chapter 167 on Session Laws of 1937; that the Legal No 81548 a copy of which is hereto attached was published in said newspaper 1 day(s) between 09/19/2016 and 09/19/2016 and that the notice was published in the newspaper proper and not in any supplement; the first date of publication being on the 19th day of September, 2016 and that the undersigned has personal knowledge of the matter and things set forth in this affidavit.

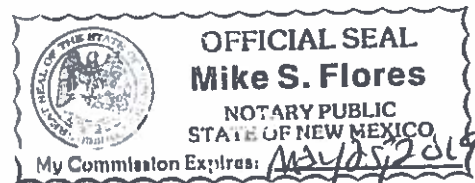
/S/

LEGAL ADVERTISEMENT REPRESENTATIVE

Subscribed and sworn to before me on this 19th day of September, 2016

Notary

Commission Expires: May 25, 2019



SANTA FE NEW MEXICAN

Founded 1849

LEGAL #81548

Notice of Public Hearings New Mexico DRAFT 2017 Annual Action Plan

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Continued...

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Building, Suite 202
Santa Fe, NM 87501

Programas de MFA y DFA se administran de una manera no discriminatoria, de conformidad con la igualdad de oportunidades de empleo, la acción afirmativa, y los requisitos de equidad de vivienda.
Preguntas,

Continued...

Inquietudes, quejas o peticiones de información en formatos alternativos deben ser dirigidas al coordinador de ADA, Debbie Davis, al 800-444-6880, o marque 7-1-1 para utilizar Hamilton Relay en Nuevo México. Los lugares de las audiencias públicas tienen acceso para discapacitados.

Published in the Santa Fe New Mexican on Monday, September 19, 2016.



August 11, 2017

Monica Gonzales, Senior Financial Analyst
Department of Housing and Urban Development
Office of Community Planning and Development
500 Gold Avenue SW
7th Floor, Suite 7301
PO Box 906
Albuquerque, NM 87103-0906

Re: 2017 Action Plan

Dear Ms. Gonzales:

MFA is pleased to deliver the executed SF-424s for the HOME, ESG, HOPWA, NHTF and CDBG Programs. We also include the executed State Certifications. The 2017 Action Plan will be submitted via IDIS on August 16, 2017.

If you have any questions, please contact me at 767-2221.

Sincerely,

A handwritten signature in blue ink that reads "Rose Baca-Quesada". The signature is fluid and cursive, with the first name "Rose" being more prominent.

Rose Baca-Quesada
Director of Community Development

Enclosure

Application for Federal Assistance SF-424

*** 1. Type of Submission:**

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

*** 2. Type of Application:**

- ☒ New
☐ Continuation
☐ Revision

*** If Revision, select appropriate letter(s):**

*** Other (Specify):**

*** 3. Date Received:**

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

*** a. Legal Name:**

State of New Mexico

*** b. Employer/Taxpayer Identification Number (EIN/TIN):**

856000565

*** c. Organizational DUNS:**

8085615670000

d. Address:

*** Street1:**

407 Galisteo Street

Street2:

Bataan Memorial Building Room 202

*** City:**

Santa Fe

County/Parish:

Santa Fe

*** State:**

NM: New Mexico

Province:

*** Country:**

USA: UNITED STATES

*** Zip / Postal Code:**

87501-2646

e. Organizational Unit:

Department Name:

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

*** First Name:**

Jolene

Middle Name:

*** Last Name:**

Slown

Suffix:

Title:

Community Development Bureau Chief

Organizational Affiliation:

*** Telephone Number:**

505-827-4974

Fax Number:

*** Email:**

JoleneM.Slown@state.nm.us

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

A: State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

US Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14-228

CFDA Title:

Community Development Block Grants - States Program

*** 12. Funding Opportunity Number:**

* Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

State of New Mexico 2017 Action Plan, Community Development Block Grant Program

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

NM3

* b. Program/Project

NM1-3

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

01/01/2017

* b. End Date:

12/31/2017

18. Estimated Funding (\$):

* a. Federal

10,344,877.00

* b. Applicant

* c. State

* d. Local

* e. Other

* f. Program Income

* g. TOTAL

10,344,877.00

* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?

☐ a. This application was made available to the State under the Executive Order 12372 Process for review on

☒ b. Program is subject to E.O. 12372 but has not been selected by the State for review.

☐ c. Program is not covered by E.O. 12372.

* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)

☐ Yes

☒ No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix:

* First Name:

Rick

Middle Name:

* Last Name:

Lopez

Suffix:

* Title:

Director, Local Government Division

* Telephone Number:

505-827-8053

Fax Number:

* Email:

Rick.Lopez3@state.nm.us

* Signature of Authorized Representative:

* Date Signed:

7-24-17

Application for Federal Assistance SF-424

* 1. Type of Submission:

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

* 2. Type of Application:

- ☒ New
☐ Continuation
☐ Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name: New Mexico Mortgage Finance Authority

* b. Employer/Taxpayer Identification Number (EIN/TIN):

85-0252748

* c. Organizational DUNS:

0832147420000

d. Address:

* Street1:

344 4th Street SW

Street2:

* City:

Albuquerque

County/Parish:

Bernalillo

* State:

NM: New Mexico

Province:

* Country:

USA: UNITED STATES

* Zip / Postal Code:

87102-3206

e. Organizational Unit:

Department Name:

Community Development

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

* First Name:

Isidoro

Middle Name:

* Last Name:

Hernandez

Suffix:

Title: Deputy Director of Programs

Organizational Affiliation:

* Telephone Number: 505-767-2275

Fax Number: 505-242-2766

* Email: ihernandez@housingnm.org

Application for Federal Assistance SF-424

* 9. Type of Applicant 1: Select Applicant Type:

A: State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

US Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14-275

CFDA Title:

Housing Trust Fund

* 12. Funding Opportunity Number:

n/a

* Title:

n/a

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

* 15. Descriptive Title of Applicant's Project:

State of New Mexico 2017 Action Plan, HTF Program

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424**16. Congressional Districts Of:**

* a. Applicant

NM1

* b. Program/Project

NM1-3

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

01/01/2017

* b. End Date:

12/31/2017

18. Estimated Funding (\$):

* a. Federal	3,000,000.00
* b. Applicant	0.00
* c. State	0.00
* d. Local	0.00
* e. Other	0.00
* f. Program Income	0.00
* g. TOTAL	3,000,000.00

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**☐ a. This application was made available to the State under the Executive Order 12372 Process for review on☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.☒ c. Program is not covered by E.O. 12372.*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes☒ No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

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☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix:

* First Name:

Jay

Middle Name:

* Last Name:

Czar

Suffix:

* Title:

Executive Director

* Telephone Number:

505-843-6880

Fax Number:

* Email:

jczar@housingnm.org

* Signature of Authorized Representative:

* Date Signed:

7/5/17

Application for Federal Assistance SF-424

*** 1. Type of Submission:**

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

*** 2. Type of Application:**

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☐ Continuation
☐ Revision

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5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

*** a. Legal Name:** New Mexico Mortgage Finance Authority

*** b. Employer/Taxpayer Identification Number (EIN/TIN):**

85-0252748

*** c. Organizational DUNS:**

0832147420000

d. Address:

*** Street1:**

344 4th Street SW

Street2:

*** City:**

Albuquerque

County/Parish:

Bernalillo

*** State:**

NM: New Mexico

Province:

*** Country:**

USA: UNITED STATES

*** Zip / Postal Code:**

87102-3206

e. Organizational Unit:

Department Name:

Community Development

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

*** First Name:**

Isidoro

Middle Name:

*** Last Name:**

Hernandez

Suffix:

Title: Deputy Director of Programs

Organizational Affiliation:

*** Telephone Number:** 505-767-2275

Fax Number: 505-242-2766

*** Email:** ihernandez@housingnm.org

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

A: State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

US Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14-241

CFDA Title:

Housing Opportunities for Persons With AIDS (HOPWA)

*** 12. Funding Opportunity Number:**

* Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

State of New Mexico 2017 Action Plan, HOPWA Program

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424**16. Congressional Districts Of:**

* a. Applicant

NM1

* b. Program/Project

NM1-3

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

01/01/2017

* b. End Date:

12/31/2017

18. Estimated Funding (\$):

* a. Federal

713,488.00

* b. Applicant

* c. State

* d. Local

* e. Other

* f. Program Income

* g. TOTAL

713,488.00

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**☐ a. This application was made available to the State under the Executive Order 12372 Process for review on☒ b. Program is subject to E.O. 12372 but has not been selected by the State for review.☐ c. Program is not covered by E.O. 12372.*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes☒ No

If "Yes", provide explanation and attach

Add Attachment

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View Attachment

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Authorized Representative:

Prefix:

* First Name:

Jay

Middle Name:

* Last Name:

Czar

Suffix:

* Title:

Executive Director

* Telephone Number:

505-843-6880

Fax Number:

* Email:

jczar@housingnm.org

* Signature of Authorized Representative:



* Date Signed:

7/5/17

Application for Federal Assistance SF-424

*** 1. Type of Submission:**

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

*** 2. Type of Application:**

- ☒ New
☐ Continuation
☐ Revision

*** If Revision, select appropriate letter(s):**

*** Other (Specify):**

*** 3. Date Received:**

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

*** a. Legal Name:** New Mexico Mortgage Finance Authority

*** b. Employer/Taxpayer Identification Number (EIN/TIN):**

85-0252748

*** c. Organizational DUNS:**

0832147420000

d. Address:

*** Street1:**

344 4th Street SW

Street2:

*** City:**

Albuquerque

County/Parish:

Bernalillo

*** State:**

NM: New Mexico

Province:

*** Country:**

USA: UNITED STATES

*** Zip / Postal Code:**

87102-3206

e. Organizational Unit:

Department Name:

Community Development

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

*** First Name:**

Isidoro

Middle Name:

*** Last Name:**

Hernandez

Suffix:

Title: Deputy Director of Programs

Organizational Affiliation:

*** Telephone Number:** 505-767-2275

Fax Number: 505-242-2766

*** Email:** ihernandez@housingnm.org

Application for Federal Assistance SF-424

* 9. Type of Applicant 1: Select Applicant Type:

A: State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

US Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14-231

CFDA Title:

Emergency Solutions Grants Program

* 12. Funding Opportunity Number:

* Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

* 15. Descriptive Title of Applicant's Project:

State of New Mexico 2017 Action Plan, ESG Program

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424**16. Congressional Districts Of:**

* a. Applicant

NM1

* b. Program/Project

NM1-3

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

01/01/2017

* b. End Date:

12/31/2017

18. Estimated Funding (\$):

* a. Federal

1,122,839.00

* b. Applicant

* c. State

* d. Local

* e. Other

* f. Program Income

* g. TOTAL

1,122,839.00

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**☐

a. This application was made available to the State under the Executive Order 12372 Process for review on

☒

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

☐

c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐

Yes

☒

No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

☒

** I AGREE

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Authorized Representative:

Prefix:

* First Name:

Jay

Middle Name:

* Last Name:

Czar

Suffix:

* Title:

Executive Director

* Telephone Number:

505-843-6880

Fax Number:

* Email:

jczar@housingnm.org

* Signature of Authorized Representative:



* Date Signed:

7/5/17

Application for Federal Assistance SF-424*** 1. Type of Submission:**

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

*** 2. Type of Application:**

- ☒ New
☐ Continuation
☐ Revision

*** If Revision, select appropriate letter(s):***** Other (Specify):***** 3. Date Received:****4. Applicant Identifier:****5a. Federal Entity Identifier:****5b. Federal Award Identifier:****State Use Only:****6. Date Received by State:****7. State Application Identifier:****8. APPLICANT INFORMATION:***** a. Legal Name:** New Mexico Mortgage Finance Authority*** b. Employer/Taxpayer Identification Number (EIN/TIN):**

85-0252748

*** c. Organizational DUNS:**

0832147420000

d. Address:*** Street1:**

344 4th Street SW

Street2:*** City:**

Albuquerque

County/Parish:

Bernalillo

*** State:**

NM: New Mexico

Province:*** Country:**

USA: UNITED STATES

*** Zip / Postal Code:**

87102-3206

e. Organizational Unit:**Department Name:**

Community Development

Division Name:**f. Name and contact information of person to be contacted on matters involving this application:****Prefix:***** First Name:**

Isidoro

Middle Name:*** Last Name:**

Hernandez

Suffix:**Title:** Deputy Director of Programs**Organizational Affiliation:***** Telephone Number:** 505-767-2275**Fax Number:** 505-242-2766*** Email:** ihernandez@housingnm.org

Application for Federal Assistance SF-424

* 9. Type of Applicant 1: Select Applicant Type:

A: State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

US Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14-239

CFDA Title:

HOME Investment Partnerships Program

* 12. Funding Opportunity Number:

* Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

* 15. Descriptive Title of Applicant's Project:

State of New Mexico 2017 Action Plan, HOME Program

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424**16. Congressional Districts Of:**

* a. Applicant

NM1

* b. Program/Project

NM1-3

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

01/01/2017

* b. End Date:

12/31/2017

18. Estimated Funding (\$):

* a. Federal

3,554,403.00

* b. Applicant

* c. State

* d. Local

* e. Other

275,721.00

* f. Program Income

* g. TOTAL

3,830,124.00

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**☐ a. This application was made available to the State under the Executive Order 12372 Process for review on☒ b. Program is subject to E.O. 12372 but has not been selected by the State for review.☐ c. Program is not covered by E.O. 12372.*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes☒ No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix:

* First Name:

Jay

Middle Name:

* Last Name:

Czar

Suffix:

* Title:

Executive Director

* Telephone Number:

505-843-6880

Fax Number:

* Email:

jczar@housingnm.org

* Signature of Authorized Representative:

* Date Signed:

7/5/17

STATE CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the State certifies that:

Affirmatively Further Fair Housing -- The State will affirmatively further fair housing.

Uniform Relocation Act and Anti-displacement and Relocation Plan -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR Part 24. It has in effect and is following a residential anti-displacement and relocation assistance plan required under 24 CFR Part 42 in connection with any activity assisted with funding under the Community Development Block Grant or HOME programs.

Anti-Lobbying --To the best of the State's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraphs 1 and 2 of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of State -- The submission of the consolidated plan is authorized under State law and the State possesses the legal authority to carry out the programs under the consolidated plan for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with plan -- The housing activities to be undertaken with Community Development Block Grant, HOME, Emergency Solutions Grant, and Housing Opportunities for Persons With AIDS funds are consistent with the strategic plan in the State's consolidated plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR Part 135.


Signature of Authorized Official

7/5/17
Date

Executive Director
Title

Specific HOME Certifications

The State certifies that:

Tenant Based Rental Assistance -- If it plans to use HOME funds for tenant-based rental assistance, tenant-based rental assistance is an essential element of the State's consolidated plan.

Eligible Activities and Costs -- It is using and will use HOME funds for eligible activities and costs, as described in 24 CFR §92.205 through §92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in §92.214.

Subsidy Layering -- Before committing any funds to a project, the State or its recipients will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing.



Signature of Authorized Official

2/5/17
Date



Executive Director

Title

Emergency Solutions Grant Certifications

Each State that seeks funding under the Emergency Solutions Grants Program must provide the following certifications:

Matching Funds – The State will obtain any matching amounts required under 24 CFR 576.201 in a manner so that its subrecipients that are least capable of providing matching amounts receive the benefit of the exception under 24 CFR 576.201(a)(2).

Discharge Policy – The State will establish and implement, to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.

Confidentiality – The State will develop and implement procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

The State will ensure that its subrecipients comply with the following criteria:

Major rehabilitation/conversion/renovation – If an emergency shelter's rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the building will be maintained as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation. If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the building will be maintained as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion. In all other cases where ESG funds are used for renovation, the building will be maintained as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation.

Essential Services and Operating Costs – If ESG funds are used for shelter operations or essential services related to street outreach or emergency shelter, the subrecipient will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long the applicant serves the same type of persons (e.g., families with children, unaccompanied youth, veterans, disabled individuals, or victims of domestic violence) or persons in the same geographic area.

Renovation – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

Supportive Services – The subrecipient will assist homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, counseling, supervision, and other services essential for achieving independent living), and other Federal State, local, and private assistance available for such individuals.

Homeless Persons Involvement – To the maximum extent practicable, the subrecipient will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under ESG, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted ESG.

Consolidated Plan – All activities the subrecipient undertakes with assistance under ESG are consistent with the State's current HUD-approved consolidated plan.


Signature of Authorized Official

7/5/17
Date

Executive Director
Title

Housing Opportunities for Persons With AIDS Certifications

The State HOPWA grantee certifies that:

Activities -- Activities funded under the program will meet urgent needs that are not being met by available public and private sources.

Building -- Any building or structure assisted under the program shall be operated for the purpose specified in the consolidated plan:

1. For a period of not less than 10 years, in the case of any building or structure purchased, leased, rehabilitated, renovated, or converted with HOPWA assistance,
2. For a period of not less than 3 years, in the case of assistance involving non-substantial rehabilitation or repair of a building or structure.



Signature of Authorized Official

7/5/07
Date

Executive Director

Title

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING CERTIFICATION:

Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Specific Community Development Block Grant Certifications

The State certifies that:

Citizen Participation -- It is following a detailed citizen participation plan that satisfies the requirements of 24 CFR §91.115 and each unit of general local government that receives assistance from the State is following a detailed citizen participation plan that satisfies the requirements of 24 CFR §570.486.

Consultation with Local Governments --

1. It has consulted with affected units of local government in the nonentitlement area of the State in determining the method of distribution of funding;
2. It engages in or will engage in planning for community development activities;
3. It provides or will provide technical assistance to units of local government in connection with community development programs; and
4. It will not refuse to distribute funds to any unit of general local government on the basis of the particular eligible activity selected by the unit of general local government to meet its community development needs, except that a State is not prevented from establishing priorities in distributing funding on the basis of the activities selected.

Local Needs Identification -- It will require each unit of general local government to be funded to identify its community development and housing needs, including the needs of low-income and moderate-income families, and the activities to be undertaken to meet these needs.

Community Development Plan -- Its consolidated plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that have been developed in accordance with the primary objective of the CDBG program (i.e., the development of viable urban communities, by providing decent housing and expanding economic opportunities, primarily for persons of low and moderate income) and requirements of 24 CFR Parts 91 and 570.

Use of Funds -- It has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available.
2. Overall Benefit. In the aggregate, not less than 70 percent of the CDBG funds, including Section 108 guaranteed loans, received by the State during the following fiscal year(s) 2017-2020 [a-period designated by the State of one, two, or three specific consecutive fiscal year(s)] will be used for activities that benefit persons of low and moderate income.

3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG Funds, including Section 108 loan guaranteed funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

In addition, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

Excessive Force -- It will require units of general local government that receive CDBG funds to certify that they have adopted and are enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

Compliance with Anti-discrimination laws -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations.

Compliance with Laws -- It will comply with applicable laws.



Signature of Authorized Official

7-24-17
Date

Director, Community Development Division
Title

Part E ASDN Chart
2017 Areas of Statistically Demonstrated Need

County	2015 Census Population ^(a)	2010 Census Population ^(a)	Population growth ^(a)	Population Growth > .72% average	Part of MSA or County > 10 K	2016 % Rental Vacancy ^(b)	Rental Vacancy rate below 5.05%	2016 Determined Need (H = High, M = Medium)	2017 Determined Need (H = High, M = Medium)
Bernalillo	676,685	662,564	2.09%	Y	Y	4.6%	Y	M	H
Catron	3,456	3,725	-7.78%	N	N	-	N		
Chaves	65,764	65,645	0.18%	N	Y	3.3%	Y	M	M
Cibola	27,329	27,213	0.42%	N	Y	9.7%	N	H	H*
Colfax	12,414	13,750	-10.76%	N	Y	4.0%	Y	M	M
Curry	50,398	48,376	4.01%	Y	Y	5.4%	N	H	M
De Baca	1,828	2,022	-10.61%	N	N	-	N		
Dona Ana	214,295	209,233	2.36%	Y	Y	6.7%	N		M
Eddy	57,578	53,829	6.51%	Y	Y	3.8%	Y	H	H
Grant	28,609	29,514	-3.16%	N	Y	4.0%	Y	M	M
Guadalupe	4,371	4,687	-7.23%	N	N	4.2%	Y		
Harding	698	695	0.43%	N	N	-	N		
Hidalgo	4,423	4,894	-10.65%	N	N	4.2%	Y		
Lea	71,180	64,727	9.07%	Y	Y	14.3%	N	H	M
Lincoln	19,420	20,497	-5.55%	N	Y	4.6%	Y	M*	M
Los Alamos	17,785	17,950	-0.93%	N	Y	1.3%	Y		M
Luna	24,518	25,095	-2.35%	N	Y	4.1%	Y	M	M
McKinley	76,708	71,492	6.80%	Y	Y	3.1%	Y	M	H
Mora	4,596	4,881	-6.20%	N	N	-	N		
Otero	64,362	63,797	0.88%	Y	Y	3.7%	Y		H
Quay	8,455	9,041	-6.93%	N	N	9.7%	N		
Rio Arriba	39,465	40,246	-1.98%	N	Y	5.8%	N	M	M*
Roosevelt	19,120	19,846	-3.80%	N	Y	3.7%	Y		M
Sandoval**	139,394	131,561	5.62%	Y	Y	2.8%	Y	H	H
San Juan	118,737	130,044	-9.52%	N	Y	8.0%	N	M	M*
San Miguel	27,967	29,393	-5.10%	N	Y	2.1%	Y		M
Santa Fe	148,686	144,170	3.04%	Y	Y	2.7%	Y	H	H
Sierra	11,282	11,988	-6.26%	N	Y	9.7%	N		
Socorro	17,256	17,866	-3.54%	N	Y	1.7%	Y		M
Taos	32,907	32,937	-0.09%	N	Y	5.8%	N	H	H*
Torrance	15,485	16,383	-5.80%	N	Y	4.2%	Y	M*	M
Union	4,201	4,549	-8.28%	N	N	4.2%	Y		
Valencia	75,737	76,569	-1.10%	N	Y	4.9%	Y		M

5.05%

Tier 1 - High

Tier 2 - Medium

*Remains on list for second year

**Vacancy rate for Sandoval County is an average of Rio Rancho (3.5%) and Sandoval (2.2%) data

Counties combined due to limited number of affordable housing developments

N/A - Data not reported

Sources:

(a) U.S. Census Bureau, Annual Estimates of the Resident Population for New Mexico: April 1, 2010 to July 1, 2015 (PEPANNRES)

(b) Vacancy Surveys: (1) Performed by BBER April, 2016, (2) Apartment Market Survey Summary, May 2016, CB Richard Ellis Multi-Housing Group

PART F

MFA RECAPTURE/AFFORDABILITY GUIDELINES

A.1. MFA RESOURCES TO BE APPLIED IN 2017

When necessary, MFA will require repayment of the outstanding amount of HOME funds in the event of noncompliance with HOME affordability requirements. Noncompliance occurs when, if at any time during the period of affordability: 1) the original HOME-assisted homebuyer fails to occupy the unit as the principal residence (i.e., the unit is rented or vacant), or 2) the home is sold and the recapture provisions are not enforced. Affordability is ensured through the recordation of restrictive covenants accompanied by a lien filed on the property.

Maintaining Affordability

In general, all HOME activities require the borrower or beneficiary to execute, at a minimum, a Restrictive Covenants Agreement or Tribal Land Award Agreement. Loans are due upon sale or transfer of the property, with some exceptions in owner-occupied rehabilitation. In the case of the DPA program, mortgage liens are placed in second position behind MFA's first-time homebuyer mortgage backed security (MBS) program loans. In MFA's Owner-Occupied Rehabilitation program, these liens can assume a variety of positions, including first. Finally, in the case of MFA's Rental New Construction and Rehabilitation programs, a Land Use Restriction Agreement is executed along with the note and mortgage to ensure long term compliance with HUD guidelines. All guidelines under which repayment must be made are spelled out in the note, mortgage and/or restrictive covenant documents, depending upon the activity.

MFA ensures long-term affordability of assisted properties as follows:

For homebuyer properties, MFA has chosen the recapture provision over the resale option as discussed in HOME regulations at 24 CFR 92.254(a)(5). This is discussed in more detail in the following subsection.

For Rental Projects, the length of the affordability period is based on the amount of HOME funds invested in the property, as well as on the nature of the activity funded.

RENTAL Activity	Average Per-Unit HOME	Minimum Period	Affordability
Rehabilitation or Acquisition of Existing Housing	<\$15,000 15,000 - \$40,000 >\$40,000	5 years 10 years 15 years	
Refinance of Rehabilitation Project	Any dollar amount	15 years	
New Construction or Acquisition of New Housing	Any dollar amount	20 years	

In the case of foreclosure on the property during the period of affordability, MFA files an answer and monitors the foreclosure. If there are any excess funds at the foreclosure sale, MFA will file a claim for those funds. This demonstrates that MFA has made every effort to recover the HOME funds on behalf of HUD. For all homeowner activities, recapture provisions must be limited to net proceeds, and MFA's repayment obligation is limited to the amount of the HOME subsidy, if any, that it is able to recover. For rental activities, per §92.252(e)(4), the termination of the restrictions on the project does not terminate the participating jurisdiction's repayment obligation under §92.503(b). However, in §92.252(e)(2), though, "the participating jurisdiction may use purchase options, rights of first refusal or other preemptive rights to purchase the housing before foreclosure or deed in lieu of foreclosure in order to preserve affordability." After the period of affordability, MFA files a disclaimer to the property.

In the case of a bankruptcy during the period of affordability, MFA files an answer and proof of claim on the property thus establishing MFA's interest in the property. After the period of affordability, a disclaimer is filed.

Recapture guidelines:

Under the Down Payment Assistance Program, homebuyer projects are subject to a Note and Mortgage with a recapture provision. The length of the affordability period is based on the amount of HOME funds provided as a direct subsidy to the homebuyer, as shown in the table below.

Amount of HOME Subsidy to the Buyer	Minimum Affordability Period
<\$15,000	5 years
15,000 - \$40,000	10 years
>\$40,000	15 years

A direct subsidy is funding that makes a home more affordable to a homebuyer, and includes down payment and closing cost assistance as well as the difference between fair market value and the sale price, or the amount of a soft second mortgage that makes the home affordable to the buyer.

The borrower executes notes and mortgages for these loans as well as a HOME written agreement (i.e. MFA Disclosure to Buyer). The HOME-assisted homebuyer may sell the unit to any person, at any price the market will bear, at any time during the period of affordability. However, if the property is sold or transferred during the period of affordability, these recapture provisions apply:

In the event there are sufficient net proceeds from the sale to repay the total amount of the borrower's initial investment (down payment) and the outstanding HOME balance, then both parties shall recover their investments. The borrower will pay to lender the entire

balance due on the loan. Additional proceeds will be shared between the borrower and the lender.

In the event, however, the net proceeds from the sale or transfer of the property are **not** sufficient for the borrower to recover its initial investment and repay the outstanding HOME loan balance, then MFA will permit the borrower to recover its down payment first, and the remaining amount of net proceeds from the sale will then be recaptured. Upon recapture, the borrower's loan will be considered satisfied. MFA will never recapture more than the amount of net proceeds than are available. If there are no net proceeds from the sale or transfer, then no HOME funds will be recaptured and the loan will be considered satisfied. The term "Net Proceeds" means the sales price of the property, less the amount necessary to repay any loans superior to the HOME mortgage secured by the property, and less any closing costs associated with such sale or transfer. (That is: Net proceeds are defined as: Sales Price - Superior (non-HOME) debt - Closing costs = Net Proceeds). The amount to be recaptured will be limited to the available net proceeds.

Homebuyers must agree to reside in the HOME-assisted property for the duration of the period of affordability, or until there is a sale or other transfer of ownership of the property. MFA will monitor principal residency throughout the period of affordability. First, as a lien holder, MFA will be notified upon a sale of the property, and second, MFA is a loss payee on the hazard insurance and would be advised of any change in the insurance coverage. Should the homebuyer cease to reside in the home as its principal residence by vacating or renting the unit during the period of affordability, then the outstanding amount of the down payment assistance loan will be due and payable immediately, and the lender will take legal action to enforce the residency requirement.

Any variation on this recapture provision must be submitted to the State of New Mexico for review and approval by the State and by HUD.

State of New Mexico National Housing Trust Fund Allocation Plan (DRAFT)

The National Housing Trust Fund (NHTF) was established under Title I of the Housing and Economic Recovery Act of 2008, Section 1131. In December 2014, the Federal Housing Finance Agency directed Fannie Mae and Freddie Mac to begin setting aside and allocating funds to the NHTF. On January 30, 2015, HUD published an interim rule (24 CFR Parts 91 and 93) providing guidelines for states to implement the NHTF. Each state's allocation was published on May 4, 2016, and New Mexico received an allocation of \$3 million. New Mexico Mortgage Finance Authority (MFA) will distribute these funds in accordance with 24 CFR Parts 91 and 93, as well as the following Allocation Plan.

For purposes of the Allocation Plan, MFA Mandatory Design Standards for Multifamily Housing (MFA Design Standards) will mean the MFA Design Standards in effect at the time application requesting NHTF funds is made.

1. Distribution of Funds

Up to 10 percent of MFA's allocation and of future program income will be used for eligible administrative and planning costs, in accordance with 24 CFR 93.202. MFA will distribute the remaining NHTF funds directly to recipients; no funds will be distributed to sub-grantees. Funds will be distributed in the form of loans and/or grants, in accordance with the guidelines set forth in this plan as well as any priority housing needs identified in the State's Consolidated Plan. A Notice of Funding Availability (NOFA) will be published by MFA that will provide further detail on application requirements and selection criteria. Funds will be available statewide.

2. Eligibility Requirements

Eligible activities are the production, preservation and rehabilitation of rental housing projects containing units for extremely low-income (ELI) families, which are defined as those whose annual incomes do not exceed 30% of the Area Median Income as determined by HUD. Projects may include permanent housing for the homeless, Single Room Occupancy (SRO) projects, senior projects and other special needs projects. Dormitories and transient housing (e.g. emergency shelters for homeless persons and families) are ineligible. NHTF funds may be used for new construction or rehabilitation of public housing units only as described in 24 CFR 93.203. Given the high need for rental housing among ELI families and individuals, MFA does not intend to fund any homebuyer activities in the first year of the program but will revisit the feasibility of funding homebuyer activities in the future.

Eligible costs are the following: development hard costs, refinancing costs, acquisition costs, related soft costs, operating cost assistance/reserves and relocation costs, as defined in 24 CFR 93.201.

Eligible recipients include nonprofit entities, for-profit entities, public housing agencies, and tribally designated housing entities. Recipients must have demonstrated experience and capacity to conduct eligible activities and that meet the requirements of 24 CFR 93.2.

3. Application Requirements

Entities seeking NHTF dollars for eligible projects may submit applications for funding to MFA using the application found in the NOFA.

Applications will be accepted on a rolling basis; however, final funding decisions will be made by the MFA Board at regularly scheduled meetings, the dates of which can be found on MFA's website. Applications must be received no later than 45 days prior to a regularly scheduled Board meeting in order to be considered at that meeting.

The NOFA will provide details on the application requirements for NHTF funding. At a minimum, information on the following will be required:

- Applicant's development capacity and experience;
- Applicant's financial condition;
- Capacity and experience of all other members of the development team;
- Development cost budget;
- Proposed sources of financing;
- Unit mix and projected rents;
- Operating cost budget;
- Cash flow projection;
- Narrative description of the project;
- Architectural plans.

4. Selection Criteria

All projects must meet the following threshold criteria:

- NHTF-assisted units must provide permanent rental housing for ELI families;
- NHTF-assisted units must remain affordable to ELI families for at least 30 years;
- The applicant must certify that NHTF-assisted units will comply with all NHTF requirements;
- The project must be financially feasible.

All projects that meet the threshold criteria will be evaluated according to the following criteria, grouped by relative importance as follows:

Low priority:

1. Geographic diversity
 - No other Low Income Housing Tax Credit, public housing, or
 - federally-subsidized housing projects within a 1-mile radius: 5 points;
2. Duration of the affordability period beyond the required 30 years
 - Projects committed to an additional 5 or more years: 5 points;

Medium priority:

1. Green building features
 - Projects achieving a HERS rating lower than required in the MFA Design Standards: 10 points;
2. Developer/general partner is a New Mexico nonprofit organization, a tribally designated housing entity, or a public housing authority: 10 points;
3. Extent to which the project has project-based rental assistance
 - Projects without project-based rental assistance: 10 points;

High priority:

1. Creation of new units serving ELI families, through new construction, adaptive reuse or conversion of market-rate units
 - Each new ELI unit: 3 points capped at 20 points;
2. Applicant's ability to obligate NHTF funds and undertake eligible activities in a timely manner
 - Projects that have (1) evidence of site control, (2) evidence that the current zoning of the proposed site does not prohibit multifamily housing, and (3) commitment letters or letters of interest from all other funding sources: 20 points;
3. Use of state, local, and private funding sources
 - Projects that have funding sources outside of federal funding sources, low-income housing tax credits, and bond financing, matching at least 50% of the NHTF funds requested: 20 points;
4. Extent to which the project meets one of the following priority housing needs identified in the NM Consolidated Plan: housing for the elderly and frail elderly, housing for persons with severe mental illness, housing for persons with disabilities, housing for persons with alcohol and other addictions, housing for persons with HIV/AIDS, housing for victims of domestic violence and housing for homeless persons
 - Projects in which at least 50% of the NHTF-assisted units are targeted toward one of the above priority housing needs: 20 points;

These criteria will be discussed in greater detail in the NOFA and may be modified prior to publication of the NOFA. MFA will also investigate the feasibility of including additional selection criteria in the NOFA.

5. Per-Unit Subsidy Limits

To allow maximum flexibility in the first two years of the program while MFA and its partners gain experience using NHTF to finance rental housing affordable to ELI households, the maximum per-unit subsidy limits for NHTF will be set at HUD's applicable limits for the HOME Program, i.e. the Section 234 Condominium Housing Elevator Limits by bedroom size, multiplied by 240% for Albuquerque and 217% for areas outside of Albuquerque. Currently, these are as follows:

Bedrooms	Per-Unit Subsidy Limit as of Nov. 2015	
	Albuquerque	Outside Albuquerque
0	\$140,107	\$126,680
1	\$160,615	\$145,223
2	\$195,305	\$176,588
3	\$252,662	\$228,449
4+	\$277,344	\$250,765

MFA examined the development cost budgets of recent MFA-funded projects and determined that all were well within these subsidy limits, and that these limits would allow cost premiums that may be necessary in developing housing for certain ELI populations. For example, projects that will include

accommodations for individuals with disabilities are likely to have higher development costs. Projects will be evaluated separately for cost efficiency.

6. Performance Goals and Benchmarks

Based on New Mexico's allocation of \$3 million and the per-unit subsidy limits described in Section 4 above, it is estimated that NHTF dollars will assist a minimum of 10 units affordable to ELI households (in the unlikely event that the highest per-unit subsidy limits are used), with the possibility of assisting up to 38 units affordable to ELI households if costs are far lower than the subsidy limits.

7. Rehabilitation Standards

All NHTF-assisted rehabilitation projects must comply with the rehabilitation standards found in Attachment A: National Housing Trust Fund Rehabilitation Standards.

8. Limitation on Beneficiaries or Preferences

Preferences defined in the Allocation Plan or the NOFA may not violate nondiscrimination requirements in the NHTF interim rule at 24 CFR 93.350. Projects may not limit occupancy to or provide preference to students.

For the NHTF-funded, units, owners of NHTF-assisted projects may (but are not required to) limit occupancy to, or provide preference to, the following populations:

- Homeless families or individuals;
- Individuals with disabilities;
- Individuals with severe mental illnesses;
- Individuals with alcohol and other addictions;
- Individuals with HIV/AIDS;
- Victims of domestic violence;
- Seniors;
- Veterans;
- Individuals on public housing waiting lists;
- Youth transitioning out of foster care;
- Ex-offenders.

Owners of NHTF-assisted projects who limit occupancy or provide preferences to the populations described above must do so in accordance with 24 CFR 93.303(d)(3).

Any limitation or preference must not violate nondiscrimination requirements. Federal fair housing requirements, including the duty to affirmatively further fair housing, are applicable to the NHTF program. A limitation does not violate nondiscrimination requirements if the project also receives funding from a federal program that limits eligibility to a particular segment of the population (e.g. Housing Opportunity for Persons Living with AIDS program, the Section 202 and Section 811 programs) or the Housing for Older Persons Act.

Please note that MFA is not giving preference to these populations except as noted in Section 4 above. Section 8 is intended merely to allow owners of NHTF-assisted projects to limit occupancy or provide preferences to the populations identified within this section.

9. Refinancing Guidelines

MFA may, at its discretion, use NHTF funds for refinancing only when needed in order to permit or continue affordability of rental units when (1) rehabilitation is the primary activity, (2) the use of NHTF funds is proportional to the number of NHTF-assisted units in the project, and (3) the rehabilitation cost attributable to the NHTF units is greater than the amount of debt to be refinanced that is attributable to the NHTF units. MFA's minimum affordability period and underwriting standards for an initial investment of NHTF funds would apply, which include: adequacy of management and owner, feasibility of project to meet operational and debt service requirements, consistency with market, and review of total development costs and sources available to meet these needs.

Attachment A

State of New Mexico National Housing Trust Fund Rehabilitation Standards

I. PURPOSE OF STANDARDS

- A. The National Housing Trust Fund Rehabilitation Standards (known herein as the “NHTF Standards”) are designed to outline the requirements for building rehabilitation for all New Mexico Mortgage Finance Authority (MFA) National Housing Trust Fund (NHTF) funded multifamily housing projects. All renovation activities performed on an NHTF-funded project must conform to these rehabilitation standards.
- B. The goal of the MFA NHTF program is to provide functional, safe, affordable, and durable housing that meets the needs of the tenants and communities in which the housing is located throughout its affordability period.
- C. Through use of the NHTF Standards, all health and safety deficiencies must be addressed and corrected.
- D. If a project is out of compliance with the NHTF Standards, the grantee will bring to the attention of MFA staff the specific portion of the project which does not comply, stating the reasons for non-compliance. MFA staff will make a determination as to whether an exception to the NHTF Standards will be granted.
- E. At the time of publication and adoption of the NHTF Standards, the adopted codes referenced are those in force. Should the referenced adopted codes be modified or updated by the state of New Mexico Construction Industries Division, the newly adopted code standard will apply.
- F. For purposes of the NHTF Standards, MFA Mandatory Design Standards for Multifamily Housing (MFA Design Standards) will mean the MFA Design Standards in effect at the time application requesting NHTF funds is made.

II. QUALITY OF WORK

- A. Quality of Work: Grantees and developers will ensure that all rehabilitation work is completed in a thorough and workmanlike manner in accordance with industry practice and contractually agreed upon plans and specifications, as well as subsequent mutually agreed upon change orders during the construction process. Grantees and developers will employ best practice industry standards relating to quality assurance to verify all work completed.
- B. Project Design Professionals
 - 1. Projects will be designed by licensed professionals per 14.5.2 New Mexico Administrative Codes (NMAC) – Permits.
 - 2. The project developer will formally contract with licensed architectural and engineering design professionals to provide appropriate professional services for each project. It is the responsibility of each licensed professional to assure that the scope of work is done in accordance with the generally accepted practices in their discipline, as well as designing the project to be in full conformance with all the applicable federal, state and local codes. (See Section III below.)
 - 3. In addition, the architect or engineer will provide contract specifications which stipulate quality standards, materials choices, installation methods and standards. Such specifications may reference other appropriate standards set by different trades associations and testing agencies such as ASTM, Underwriters Laboratory (U/L), Tile Council of America, Gypsum National Roofing Contractors Association (NRCA),

Architectural Woodwork Institute (AWI), Sheet Metal and Air Conditioning Contractors' National Association (SMACNA), and AFME.

- C. By meeting the various code requirements as a minimum standard, together with the other standards herein or in attendant MFA policies, each building rehabilitation project is assured to be brought up to an acceptable level of rehabilitation.
- D. Warranties will be required per the standard construction contracts on all materials, equipment and workmanship.

III. CODE COMPLIANCE

- A. All work must comply with all applicable federal, state of New Mexico and local codes, ordinances, and zoning requirements. The NMAC, including Title 14, Housing and Construction, can be found at http://164.64.110.239/nmac/_title14/title14.htm.

Applicable state codes include but are not limited to:

1. 2009 New Mexico Commercial Building Code
2. 2009 New Mexico Residential Building Code
3. 2009 New Mexico Earthen Building Materials Code
4. 2009 New Mexico Non-Load Bearing Baled Straw Construction Building Standards
5. 2009 New Mexico Energy Conservation Code
6. 2009 New Mexico Existing Building Code
7. 2009 New Mexico Historic Earthen Buildings
8. 2012 New Mexico Plumbing Code
9. 2012 New Mexico Swimming Pool, Spa, and Hot Tub Code
10. 2012 New Mexico Mechanical Code
11. 2012 New Mexico Solar Energy Code
12. 2014 New Mexico Electrical Code
13. ANSI A117.1 as adopted by the New Mexico Commercial Building Code

Additionally, the following apply:

1. 2010 ADA Standards for Accessible Design
2. Fair Housing Act
3. Section 504 of the Rehabilitation Act of 1973

The Development Team is responsible to know and meet all accessibility requirements for their project.

- B. All MFA NHTF projects must demonstrate compliance with all applicable federal, state and local codes, standards, and ordinances through an MFA-approved set of permit documents (plans and specifications) prepared by an architect, stamped and signed by the design professional, and approved by the appropriate building officials.
- C. A code review analysis will be provided by the project's design professionals itemizing the applicable codes for each area of discipline.
- D. The NHTF Standards are designed to exceed the Uniform Physical Condition Standards (UPCS) and ensure that upon completion, the NHTF-assisted project and units will be decent, safe, sanitary, and in good repair as described in 24 CFR 5.703. See Appendix A attached hereto for a list of Inspectable Items and Observable Deficiencies, including descriptions of the type and degree of deficiency for each item that any NHTF-assisted project must address, at a minimum.

IV. HEALTH AND SAFETY

- A. If the housing is occupied at the time of rehabilitation, any and all life-threatening deficiencies must be identified and addressed immediately. See Appendix A for a list of Inspectable Items and Observable Deficiencies, including the identification of life-threatening deficiencies (highlighted in orange) for the property site, building exterior, building systems, common areas, and units.

V. SCOPE OF WORK DETERMINATION

- A. In developing scopes of work, grantees and developers will work with MFA staff to ensure that all requirements under the NHTF Standards are satisfied and that the proposed scope of work meets the goals of Part I above. MFA approval of all scopes of work is required.

VI. EXPECTED USEFUL LIFE / REHABILITATION SCOPE & CAPITAL PLANNING

- A. In developing scopes of work on housing rehabilitation projects, MFA NHTF grantees and developers will consider the remaining expected useful life of all building components with regard to building long-term sustainability and performance. Specifically, each building component with a remaining expected useful life of less than the applicable NHTF period of affordability (30 years) will be considered for replacement, repair or otherwise updated. Additionally, new building components with an expected useful life of less than 30 years will be considered for future replacement.
- B. Project CNAs will be required. The industry standard period for CNAs is 20 years; however, project CNAs must be updated every five years during the life of the project to ensure projected capital needs through the 30 year NHTF affordability period are anticipated and planned for. The initial CNA will cover years 1-20. The first five year update will be done in year 5 and cover years 6-25. The second 5-year update will be done in year 10 and will cover years 11-30.
- C. Once a scope of work has been developed by the grantee and their development team, the grantee must also develop a Capital Plan. Whether or not a particular building component has been replaced, repaired or otherwise updated as part of the rehabilitation scope of work, all building components and major systems must demonstrate adequate funding to be viable for at least 20 years, the length of the capital plan, with subsequent updates every five years during the 30-year affordability period.
 - Example #1: Kitchen cabinets with a remaining useful life of eight years may be permitted to be left in place and not included in the rehabilitation scope. However, adequate funding must be demonstrated in the building capital plan to replace those cabinets in year 8 of the post-rehabilitation capital plan.
 - Example #2: If a building component such as a new roof is installed during the rehabilitation and this roof has an expected useful life of 25 years, it will not show up on the initial CNA as needing replacement during that 20-year period. However, since MFA requires updates of CNA's for NHTF projects to be performed every 5 years, it will show up on the next 20-year CNA which will be performed in year 5 of the project and cover years 6 to 25. During these 5-year CNA updates, the project reserve contributions will be reviewed to ensure all future capital expenditures articulated in the CNA are adequately funded through the 30-year affordability period.
- D. Annual replacement reserves contributions of at least \$250 per unit per year (pupy) for senior projects and \$300 pupy for general occupancy projects are required through the 30-year affordability period. If the initial 20-year CNA and capital plan (and/or any subsequent five year updates) indicate that replacement costs for the period exceed the amount generated by the respective pupy contributions, a higher pupy contribution will be required.

- E. Grantees and their development teams should ensure that all building components are analyzed as part of a comprehensive effort to balance rehabilitation scope and capital planning in a way which maximizes long-term building performance as much as possible within the parameters of both development and projected operational funding available.

VII. ENERGY EFFICIENCY

- A. All MFA NHTF-funded projects are subject to the MFA Design Standards. Rehabilitation projects will comply with the “Rehabilitation” section, including the provisions for requiring that a project achieve a maximum post-construction HERS score of 85.
- B. When plumbing fixtures are replaced, NHTF-funded projects will reduce water usage utilize plumbing fixtures with flow rates and flush rates that are less than those required by code.

VIII. DISASTER MITIGATION

- A. To the extent applicable/relevant, the housing must be improved to mitigate the potential impact of potential disasters (e.g. earthquakes, floods, wildfires) in accordance with state or local codes, ordinances and requirements or such other requirements that HUD may establish.
- B. Specifically regarding flood hazards:
 - 1. Projects must meet FEMA federal regulation, and HUD’s floodplain management requirements at 24 CFR 55, including the 8-Step Floodplain Management Process (when applicable) at 24 CFR 55.20.
 - 2. Projects must meet fluvial erosion prevention requirements per local municipality regulations.
- C. Specifically regarding earthquakes:
 - 1. Projects located in earthquake prone regions must be assessed by a registered structural engineer for compliance with Section 707 of the 2009 International Existing Building Code.
 - 2. Projects located in earthquake-prone regions must further complete soils testing and grading of the soils by a registered soils engineer in accordance with the 2009 International Building Code Requirements. Such soils classifications will be used to determine if voluntary improvements of the seismic force-resisting system (Section 707.6 2009 IEBC) will be voluntary or compulsory.
- D. Specifically regarding wildfires:
 - 1. Projects located in wildfire-prone areas or which are located next to large expanses of forest, brush, open fields, or within predominantly natural landscapes will make efforts to reduce exposure to wildfires.
 - 2. Projects located in wildfire-prone areas will utilize best practices to protect the project including readily available information provided through the U.S. Forest Service and NFPA Firewise Community Program. Such efforts toward preparation will include basics of defensible space and sound landscaping techniques. Additional information can be found at www.firewise.org/wildfire-preparedness.aspx.

IX. BIDDING AND PROJECT MANAGEMENT

- A. All projects will be completely bid. Projects may choose to employ Construction Management (CM) and Construction Management Agreement (CMA) contracts to accomplish the work, however, the requirements of bidding will be applicable to all subcontract and trades work. Grantees and developers will submit a project management plan with their application which will outline how the project will be managed (e.g. General Contractor (GC) bid project, CM project or other project management plan). Any changes to project management operational structure which materially varies from the plan provided to MFA at the time the NHTF funding is

awarded requires prior notification to and approval by MFA NHTF staff, which will not be unreasonably withheld.

X. PROJECT ARCHITECTURAL REHABILITATION DESIGN STANDARDS

A. BUILDING OCCUPANCY & CONSTRUCTION TYPE

1. Fire resistance rating separation requirements per code.
2. Must comply with IBC chapters 4, 5, and 6.

B. HISTORIC BUILDINGS

1. Must comply with New Mexico existing building code.
2. Must comply with IBC, chapter 3409.

C. Historic buildings must be rehabilitated in a manner consistent with the requirements of Section 106 of the National Historic Preservation Act and the Secretary of Interior's Standards for Rehabilitation and Guidelines for Rehabilitation of Historic Buildings.

D. ACCESSIBILITY REQUIREMENTS

1. Housing that is rehabilitated with NHTF funds must meet all applicable federal, state, and local regulations regarding accessibility for persons with disabilities. An overview of these requirements is provided below; however, the applicability of these rules is complex and therefore it is recommended that developers seeking NHTF funds consult with a qualified design professional.
2. General Requirements:
 - a. Projects must meet applicable federal, state, and local regulations and rules.
 - b. Projects must provide not less than 5 percent of the total units as accessible Type A units, with at least one of the units providing a roll-in shower.
 - c. Projects must comply with the Americans with Disabilities Act (ADA), Title II (for public entities) and Title III (for places of public accommodations) implemented at 24 CFR parts 35 and 36, and 2010 ADA Standard for Accessible Design and attendant Design Guide, as applicable.
 - d. Projects, if applicable, must comply with the Fair Housing Act, which states in part that covered multifamily dwellings as defined by HUD's implementing regulations at 24 CFR 100.201 must meet the design requirements at 24 CFR 100.205.
 - e. Projects must comply with ANSI A117.1 as adopted by the state of New Mexico building codes.
3. Projects must comply with other standards as may apply or be required by funding sources (i.e. USDA Rural Development, Uniform Federal Accessibility Standards, etc.).
4. Projects, if applicable, must comply with Section 504 of the Rehabilitation Act of 1973 implemented at 24 CFR Part 8.
 - a. For "substantial" rehabilitation (projects with 15 or more total units and the cost of rehabilitation is 75 percent or more of the replacement cost):
 - i. At least 5 percent of the units (1 minimum) must be made fully accessible for persons with mobility impairments as described by ANSI A117.1 Type A requirements.
 - ii. In addition, at least 2 percent of the units (one additional unit minimum) must be made accessible for persons with sensory impairments.
 - iii. Common spaces must be made accessible to the greatest extent feasible.
 - b. For projects with "less-than-substantial" rehabilitation (anything less than "substantial"), the project must be made accessible to the greatest extent feasible until 5 percent of the units are physically accessible and common spaces should be made accessible as much as possible.

E. BUILDING DESIGN

1. The project developers are encouraged to draft an architectural program document outlining the goals for the project.
2. Building access – in general the access to a building will be safe, logical, readily identifiable, sheltered from the weather, and meeting the exit requirements to a public way. Pathways of circulation within a building will also be safe and logical.
3. Means of egress components must be in conformance with Chapter 10 of the IBC, including complete layout of the exits, corridor and stair dimensional requirements and arrangement, doors sizes and swings, door hardware, panic exit devices, door self-closers, interior finishes, walking surfaces, fire separations, stair enclosures, guards and railings, ramps, occupant load calculations, illumination and signage.
4. Design and rehabilitation of the property must be in conformance with MFA Design Standards.
 - a. Building exteriors will be improved to increase curb appeal and provide greater longevity/durability to the existing building.
 - b. Interior finishes will be easily cleanable and durable.
 - c. Kitchens, laundries, and storage areas will be improved for functionality, durability and accessibility.
 - d. Laundry facilities will be provided at properties with more than 20 units at the ratios required by the MFA Design Standards.
 - e. Community spaces and offices will be provided at properties with more than 20 units.
 - f. Recreational areas will be provided for all properties as required by the MFA Design Standards.
5. Apartment Layout:
 - a. Room sizes –minimum in accordance with IBC 1208 and/or local codes.
 - b. Interior environment must comply with Chapter 12 of the IBC.
 - c. Kitchens – in general, for apartment buildings – each unit will have a functional and code-compliant kitchen.
 - i. SROs and other special housing types may be an exception.
 - d. Baths – in general, for apartment buildings – each unit will have a functional and code-compliant bath in accordance with IBC 1210
 - i. SROs and other special housing types may be an exception.
6. Existing outbuildings and utility structures which are being retained will be in sound and serviceable condition, and not create health, safety or undue maintenance issues for the project.

XI. REHABILITATION CONSTRUCTION STANDARDS

A. SITE (CSI DIVISION 2)

1. General:
 - a. Assure that the site is safe, clean and usable and designed with details, assemblies and materials to provide ongoing durability without undue future maintenance.
 - b. Site design and engineering will be by a licensed professional civil engineer or other qualified professional.
 - c. Design and systems will conform to all applicable codes, rules and regulations:
 - i. Local and municipal zoning.
 - ii. Local fire code 2009 International Fire Code.
2. Utility connections, yard lines and laterals in accordance with state utility ordinances.

3. Drainage – assure that the grading surrounding the building will slope away from the building and drain properly, without ponding or erosion.
4. Sewer connections to municipal sewage systems and on-site sewage disposal:
 - a. Existing sewer laterals that are to be reused must be evaluated to assure that they are serviceable and have a remaining useful life of 30 years, or are covered by the 20-year capital plan and/or subsequent five-year updates during the 30-year affordability period.
 - b. New systems will be designed to conform to the state EPA requirements.
5. Water service:
 - a. Existing municipal water supplies to buildings will be evaluated to assure that they are serviceable, of adequate capacity and have a remaining useful life of 30 years, or are covered by the 20-year capital plan and/or subsequent five-year updates during the 30-year affordability period.
 - b. Required new systems will be designed to conform to the state EPA requirements.
6. Vehicular access to public way – site design will conform to local zoning and regulations, as well as be sensible in its layout to maximize vehicular and pedestrian safety.
7. On-site Parking – parking will be adequate for project type, meet local codes and be designed to drain well, with a durable appropriate surface material. Handicapped parking will be provided as required.
8. Pedestrian access and hardscape – In general, paved walkways within the site will be designed to provide sensible pedestrian access from the public way into the site, from parking areas, and provide access to buildings. All walkways should generally conform to applicable codes for width and slopes, and fall protection. Site stairs will be safe and sound, constructed of durable materials, with proper rise and run, and with code-approved railings as required. Accessible routes into buildings will be provided as required by code.
9. Site amenities – site amenities may be provided which enhance the livability of the project including playground areas, seating, benches, patio areas, picnic tables, bike racks, grills and fencing, etc.
10. Mailboxes - Provision will be made for USPS-approved cluster mailbox units if required by the USPS.
11. Landscaping – Required at all properties maximizing existing natural features or otherwise enhancing open spaces. Native, semi-native, or drought-tolerant plants and low water usage irrigation systems will be used.
12. Solid waste collection & storage – if necessary, provision will be made for the outdoor storage and collection of solid waste and recycling materials in receptacles (dumpsters, wheeled trash cans, totes). Enclosures may be provided and should be accessible as required by code. Garbage collection areas must be screened.
13. Site lighting with shielded fixtures may be provided to illuminate parking and pedestrian walkways, and will conform to local zoning.
 - a. Energy efficient lighting will be employed with emphasis on LED fixtures.
14. Underground or overhead utilities – as regulated by code and utility rules.

B. FOUNDATIONS (CSI DIVISION 3)

1. Existing foundations will be examined by qualified professionals.
 - a. Foundations to be adequately sized, free of broken components or deterioration which may compromise the load bearing structural integrity.
 - b. Design and implement structural reinforcements or reconstruction as necessary.
2. Above-grade masonry unit block or brick will be reasonably stable, plumb and sound with no missing units or voids.

3. Pointing of mortar joints will be specified as necessary to assure the continued integrity of the structural assembly.
4. New below-grade structures to conform to Chapter 18 of IBC as appropriate.
5. Basement floors:
 - a. Mechanical rooms - Provide sound concrete floors with raised housekeeping pads for equipment.
 2. Tenant accessed utility spaces (storage, laundry rooms, etc.) – provide sound concrete floors.
6. Moisture mitigation
 - a. Water and damp proofing – where possible and as may be required by existing conditions of groundwater and storm water intrusion into subsurface portions of buildings, provide waterproofing or damp proofing as appropriate.
 - b. Provide vapor barriers covered with a wear layer of pea stone over earthen basement or crawl space floors to remain.
 - c. Ventilation of basements and crawl spaces per IBC, Chapter 1203.

C. MASONRY COMPONENTS (CSI DIVISION 4)

1. Buildings with masonry bearing walls will be examined for their structural integrity. Existing masonry building components will be examined to assure sound condition, and repaired as necessary to provide the load-bearing capacity, resistance to water penetration and aesthetic quality to assure the assemblies will perform for the purpose intended.
 - a. Masonry will be plumb and structurally sound.
2. Repair or replace deteriorated portions or missing units.
 - a. Brick veneer will be sound or repaired to be sound.
3. Masonry mortar joints will be sound, and free of loose or deteriorated mortar, with no voids.
 - a. Pointing of mortar joints will be specified as necessary to assure the continued integrity of the structural assembly, and prevent water intrusion.
4. Historic masonry designated to remain will be restored to sound serviceable condition, and in accordance with Section 106 of National Historic Preservation Act.
 - a. Where masonry is considered historic, repairs will be carried out utilizing the Secretary of the Interior's "Standards of Rehabilitation" and related NPS Preservation Briefs for "Repointing Mortar Joints on Historic Masonry Buildings."
5. Chimneys
 - a. Assure structural integrity, reconstruct and point as necessary.
 - b. If used for fuel heating appliances – provide lining as may be required by code and as prescribed by the heating appliance manufacturer.

D. STRUCTURE

1. A qualified professional will examine each building's load-bearing structure, and assess its existing condition to determine suitability of continued use.
2. In general, structure evaluation and design will be in conformance with IBC, Chapter 16.
 - a. In most residential rehab projects where there is no change in use, it is not expected that the structure will be brought up to new construction standards.
 - b. Consideration will be given if there are any proposed changes in use which would impact the historical loading.
3. Deficiencies identified will be addressed and repairs designed and specified as necessary to correct such conditions:
 - a. Repairs will be made to any deteriorated load-bearing structural elements.

- b. Reinforce, install supplemental, or replace structural members determined to be inadequate for use.

E. ENCLOSURE - SHELL (CSI DIVISION 7)

- 1. Roofing
 - a. Existing
 - i. Examine existing roofing and flashing systems to determine suitability for continued use. Continued life expectancy of existing roofing should be a minimum of 30 years, or covered by the 20-year capital plan and/or subsequent five year updates during the 30-year affordability period.
 - ii. Repair existing roofing as required.
 - b. New Roofing
 - i. New roofing will be installed where existing roofing does not meet requirements for continued use. ii. New roofing system components will be compatible, and include the nail base, the underlayment layer, ice and water shield self-adhesive membrane flashings, metal flashings and roofing.
 - Strip existing roofing and dispose of properly.
 - Examine exposed existing substrate for structural soundness.
 - Install new roofing system per code and per NCRA trade practices and manufacturer specifications.
 - Flashings – deteriorated flashings will be replaced and the weatherproof integrity of the roof system will be assured.
 - c. Ventilation
 - i. Roof assemblies will be properly ventilated in accordance with applicable code requirements, and appropriate building science detailing.
- 2. Exterior Finishes
 - a. Cladding
 - i. Stucco
 - Examine existing stucco for soundness – will be free of major cracks, delamination and other deterioration which may compromise its useful life.
 - Stucco will be free of gaps and holes and provide continuous weatherproof system.
 - Repair or re-stucco as necessary to provide a weather-resistant enclosure.
 - ii. Masonry
 - Masonry bearing walls and veneers will be restored as necessary.
 - 1. Refer to Section XI C – Masonry.
 - 2. Refer also to Section XI F.2.b for insulation requirements.
 - iii. Other existing cladding system types and materials will be repaired and/or restored in-kind with matching or similar materials to provide a durable weather-resistant enclosure.
- 3. Trim – Exterior trim and architectural woodwork
 - a. Existing wood trim:
 - i. Existing trim to remain must be sound, free of defects and deterioration which compromise its use.
 - ii. Repair and restore trim to usable condition. Patch or replace in-kind any deteriorated wood trim components.
 - b. New wood trim will be installed in a workmanlike manner. Reference may be made to AWI standards.

- c. Other trim materials (PVC, cementitious, etc.) which are suitable may be used as appropriate and will be installed per manufacturer's recommendations.
 - d. Trim which is part of the weather-tight enclosure will be flashed or caulked with joint sealers as necessary to prevent water intrusion.
- 4. Paint
 - a. In general, all existing exterior wood surfaces will receive new paint coatings, except as appropriate due to the recent application of paint and/or the sound condition of existing coatings.
 - b. Examine surfaces and apply paint only to sound acceptable materials/surfaces.
 - i. Prepare surfaces properly, removing loose or peeling previous paint.
 - ii. Paint prep will be done in accordance with applicable lead safe standards. (See Section XI N.1.b)
 - c. Before painting, assure that any moisture issues which may compromise the life expectancy of the paint system are remedied.
 - d. Exterior paint systems will be compatible and installed in accordance with manufacturer's specifications.
- 5. Porches, decks and steps
 - a. Existing porches, decks, steps, and railings proposed to remain will be examined and repaired as necessary. Repair and reconstruction will be carried out to assure that they will have a continued useful life of 30 years, or covered by the 20-year capital plan and/or subsequent five year updates during the 30-year affordability period.
 - b. Inspect structure for soundness and reconstruct any deteriorated members as required.
 - c. Install new support piers as may be required.
 - d. Patch existing decking with matching materials, or install new durable decking.
 - e. Railings
 - i. Will be sound and adequately fastened to meet code requirements for structural loading. Repair or replace in-kind as appropriate.
 - ii. Will meet code requirements for height of protective guards, or have supplemental guards installed.
 - f. Steps will be safe and sound and meet applicable codes, with railings as necessary.
 - g. All porch elements will be able to withstand the weather elements to prevent premature deterioration.

F. ENCLOSURE – THERMAL (CSI DIVISION 7)

- 1. Energy Efficiency - In general, most buildings will be rehabbed with a goal of increasing the thermal shell efficiency.
 - a. All MFA NHTF funded projects are subject to the MFA Design Standards. Included in this standard are mandatory requirements to achieve a maximum HERS score of 85. Additionally, water reduction measures are included.
 - b. In both the design and implementation of the project rehabilitation scope of work, particular emphasis should be made to maximize the effectiveness of the energy efficiency related work scopes.
- 2. Insulation
 - a. Insulation levels will conform to the 2009 International Energy Efficiency Code.
 - b. Masonry walls will be insulated utilizing current building science detailing to ensure ongoing integrity of masonry systems.
- 3. Air sealing – comply with HERS requirements for thermal bypass air sealing, and duct sealing.

- a. Attention must be paid to the air barrier of each building and should be well thought out, detailed and carefully executed.
 - b. Blower door testing will be performed to verify compliance and successful execution.
- 4. Indoor air quality
 - a. In general, all thermal upgrades to a building will take into consideration indoor air quality and moisture control/mitigation, and apply the current state of the art building science in this regard. Treatment of existing stone, concrete or masonry basement walls and of existing basement earthen floors or uninsulated basement slabs will be taken into consideration with regard to the need for moisture mitigation.
- 5. Ventilation
 - a. Venting of crawl spaces, attics and sloped ceilings will be per code. b. See Section XI E.1.c for roof assembly ventilation.

G. ACOUSTICAL TREATMENTS

- 1. Dwelling units separated acoustically as per Chapter 1207 of IBC.

H. DOORS (CSI DIVISION 8)

- 1. General
 - a. Doors to meet code requirements IBC Chapter 10.
 - b. Meet egress requirements for dimensions, swing and clearances, and be accessibility-compliant as required.
 - c. Be sound and secure.
 - d. New doors will be installed per manufacturer's recommendations and standard trade practice standards.
 - e. Flash properly, and have shim spaces insulated.
 - f. Existing doors to remain should be examined and determined to be suitable for reuse with a remaining life after restoration of 30 years, or covered by the 20-year capital plan and/or subsequent five year updates during the 30-year affordability period.
 - i. Restore as required to provide useful life.
 - ii. Will be tested and modified as necessary to operate properly.
 - iii. Install new weather-stripping and sweeps to provide seal against weather elements and air infiltration.
 - iv. Historic doors designated to remain will be restored to sound serviceable condition, and in accordance with the Secretary of the Interior's "Standards for Rehabilitation" project requirements.
- 2. Apartment doors
 - a. Apartment unit entry doors will be fire-rated as required by code.
- 3. Other doors – Access doors will meet code requirements for fire rating.
- 4. Door hardware will operate properly, be secure and must meet accessibility standards and NFPA 101, IBC Chapter 10.

I. WINDOWS (CSI DIVISION 8)

- 1. Windows will be of legal egress size when required by code.
- 2. Existing windows to remain
 - a. Examine and determine suitability for reuse with a reasonable remaining life after restoration of 30 years without undue future maintenance, or covered by the 20-year capital plan and/or subsequent 5-year updates during the 30-year affordability period.

- b. Will be capable of providing adequate seal against air infiltration, weather elements, and be determined to be appropriately energy efficient in keeping with the overall energy efficiency strategy of the project.
 - c. Install new weather-stripping to provide seal against weather elements and air infiltration.
 - d. Air seal shim spaces and window weight pockets if possible.
 - e. Restore and modify as required to provide useful life.
 - f. Will be tested and modified as necessary to operate smoothly and properly per code.
 - g. Hardware will be intact and operational, or be replaced with new hardware as required.
3. New Windows
- a. Where existing windows do not meet the standards for egress, condition and/or energy efficiency deemed appropriate to the project, they will be replaced by new windows.
 - b. New windows will be code-compliant and conform to International Energy Code requirements.
 - c. Additionally, new window units should be tested assemblies meeting ASTM standards for water penetration and air leakage.
 - d. All windows will be installed per manufacturer's installation guidelines and specifications, and will incorporate appropriate detail, flashings, joint sealers, and air sealing techniques.

J. INTERIOR FINISHES (CSI DIVISION 9)

1. In general, all interior finishes will be new and installed per manufacturer's recommendations and the standards of quality construction per trade practices and associations related to the particular product or trade.
2. Walls and ceilings
 - a. Where existing finishes are proposed to remain, they will be determined to meet the standard of being sound, durable, lead-safe, and have a remaining useful life of no less than 30 years, or covered by the 20- year capital plan and/or subsequent five year updates during the 30-year affordability period.
 - b. Where existing finishes are proposed to remain as part of a fire-rated assembly, the state DPS will assist in making a determination as to the suitability. Refer to codes as they pertain to archaic materials, and relevant NPS Preservation Briefs.
3. Flooring
 - a. Existing wood flooring in good condition should be repaired, sanded and refinished.
 - b. All new flooring materials (resilient flooring, wood flooring, laminate flooring, carpet, and/or ceramic tile) will be installed over suitable substrates per manufacturer's specs and the trade association practices.
4. Trim - Wood trim and architectural woodwork
 - a. Existing trim will be repaired and restored to usable condition, free of deterioration which compromises its use.
 - b. New wood trim will be installed in a workmanlike manner. Reference may be made to AWI standards.
5. Paint - In general, all interior ceiling, wall, and trim surfaces will receive renewed coatings of paint (or other clear/stain) finishes. Painting will be done in a workmanlike manner and in accordance with the manufacturer's recommendations. All painting, including preparation of existing surfaces, will be done in a lead-safe manner.

K. SPECIALTIES (CSI DIVISION 10)

1. Toilet accessories – each bath will have appropriate accessories such as towel bars, robe hooks, bath tissue holders, etc., installed and securely fastened in place. Accessories will be located per accessibility requirements where necessary.

2. Medicine cabinets and mirrors – install in each unit bath as appropriate.
3. Signage and identification – building signage will be provided as appropriate.
 - a. Building address 911 numbers, unit identifications, building directory, exits, stairways, and common and utility spaces will be in conformance with NFPA 101 Life Safety Code, and be accessibility-compliant and 911-approved.
4. Exit signage will be provided as required by code and be accessibility compliant as required.
5. Fire protection specialties – provide fire extinguishers in buildings, and in units as required by code and/or by state or local fire authorities. Locate as directed by authorities.
6. Shelving – provide durable, cleanable shelving for pantries, linen closets, clothes closets, and other storage as appropriate, securely fastened in place.

L. EQUIPMENT (CSI DIVISION 11)

1. Existing equipment to be retained and continued to be used will be in serviceable condition with an expected useful life of 30 years, or covered by the 20-year capital plan and/or subsequent five year updates during the 30-year affordability period.
2. Kitchen appliances
 - a. When replacing a range and space permits, provide a new, full-size (30," four burner) range.
 - b. Existing appliances to be reused will be in good and serviceable condition.
 - c. Provide other appliances (such as microwaves) as may be appropriate to the project.
 - d. All appliances in accessible apartment units will be accessibility-compliant, and located in an arrangement providing required clear floor spaces.
3. Laundries –where adequate space is available and when appropriate to meet the project goals, washers and dryers may be provided in laundry rooms or in units.
4. Solid waste handling – provide trash and recycling receptacles as appropriate to enable the tenants and property management staff to handle and store solid waste.
5. Playground equipment – provide safe, code-approved new playground equipment if a playground is appropriate, pursuant MFA Design Standards.

M. FURNISHINGS - CASEWORK (CSI DIVISION 12)

1. Kitchen cabinetry and counters
 - a. Existing cabinetry and/or countertops proposed to remain will be in good condition with a remaining useful life of 30 years, or covered by the 20-year capital plan and/or subsequent five year updates during the 30-year affordability period.
 - b. New cabinetry
 - i. Will be of good quality, meeting ANSI/KCMA A161.1-2012 "Performance & Construction Standards for Kitchen Cabinetry and Bath Vanities" standards. Other industry standards for cabinetry may be used as guidelines, such as the Kitchen Cabinet Manufacturer's Association (KCMA) "Severe Use Specification – 2014," or the AWI's Woodwork Standards and Cabinet Fabrication Handbook.
 - ii. New counters will be provided with a cleanable sanitary surface material impervious to water such as high pressure laminate (HPL).
 - Shop fabricated as one-piece assembly where possible. Seal field joints.
 - Installed level and securely fastened to cabinetry.
2. Bath cabinetry and counters – vanity lavatory tops, when used, should be one-piece integral bowl with integral backsplash.

N. SPECIAL CONSTRUCTION (CSI DIVISION 13)

1. Hazardous materials and remediation to be completed in accordance with EPA requirements and best practices.
 - a. Asbestos – project will be assessed for the existence of asbestos-containing building materials by qualified professionals:
 - i. National Emission Standards for Hazardous Air Pollutants (NESHAP) apply.
 - ii. Removal of asbestos must be carried out per federal EPA and state regulations and rules.
 - b. Lead - Health and Safety and Lead Safe Housing:
 - i. Lead-Based Paint
 - Federal and state regulations related to lead-based paint apply to target housing, which is defined as any housing constructed prior to 1978, except housing for the elderly or persons with disabilities (unless a child of less than six years of age resides or is expected to reside in such housing for the elderly or persons with disabilities) or any zero-bedroom dwelling.
 - Rehabilitation of target housing must be completed in a manner which ensures the health and safety of workers and residents, especially children. A number of regulations apply when lead painted surfaces are disturbed in residential properties, primarily requiring the appropriate training of workers and the use of safe work practices. In some cases, use of federal funds for rehabilitation will trigger a higher level of lead paint treatments based on the amount of federal money being used. The following regulations must be adhered to during all rehabilitation of target housing:
 - ii. Federal Regulations:
 - HUD Lead Safe Housing Rule (Title 24, Part 35) requires various levels of evaluation and treatment of lead paint hazards when federal money is used for rehabilitation of target housing. More information is available at: http://portal.hud.gov/hudportal/HUD?src=/program_offices/healthy_homes/enforcement/lshr
 - EPA Renovation Repair and Painting Rule (40 CFR Part 745) – Requires contractors conducting renovation, repair or maintenance that disturbs paint in target housing or child-occupied facilities to be licensed by EPA and use lead-safe work practices to complete the work. Developers must ensure contractors are properly trained and licensed. More information is available at: <http://www2.epa.gov/lead>
 - HUD/EPA Disclosure Regulations (Title 24, Part 35, Subpart A) – Requires owners of target housing to disclose all lead paint records and related information to potential buyers and/or tenants. More information is available at: http://portal.hud.gov/hudportal/documents/huddoc?id=DOC_12347.pdf
 - OSHA Lead in Construction Rule (29 CFR Part 1926.62) - Proscribes personal protection measures to be taken when workers are exposed to any lead during construction projects. More information is available at: https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10641

O. CONVEYANCE SYSTEMS (CSI DIVISION 14)

1. Elevators may be installed when appropriate and possible, when such elevator is part of the project's program goals, or as required by code, as follows:

- a. Installed per code NFPA 101, Chapter 9.4
- b. ASME 17.1 Safety Code for Elevators 2013
- 2. Existing elevators and lifts may be retained if they are appropriate to the use of the building and in serviceable condition with an expected useful life of 30 years, or covered by the 20-year capital plan and/or subsequent 5-year updates during the 30-year affordability period, and approved by agencies having jurisdiction.

P. MECHANICAL (CSI DIVISION 15)

- 1. General:
 - a. All mechanical systems will be designed by a mechanical engineer or other qualified professional.
 - b. Energy efficiency:
 - i. All MFA NHTF funded projects will conform to the MFA Design Standards . Additionally, such projects must also achieve a maximum HERS score of 85.
 - ii. In both the design and implementation of project rehabilitation scopes of work, particular emphasis should be made to maximize the effectiveness of the energy efficiency related work scopes.
 - c. All mechanical systems will meet State of New Mexico Mechanical, Plumbing, and Electrical Codes.
 - i. All mechanical systems will meet the requirements of 2009 International Energy Conservation Code.
 - ii. Plumbing fixtures will be accessibility compliant as required.
- 2. Fire protection
 - a. In general, all buildings assisted with NHTF funds will have automatic fire suppression as required by applicable codes with approved sprinkler systems installed as required by NFPA 13 or 13R.
 - i. Automatic fire suppression systems will be designed by an engineer licensed in the State of New Mexico and installed by an approved licensed contractor.
 - ii. Provide fire pumps, standpipes, and fire department connection as required per NFPA 13, 14 & 25.
 - b. Where possible, piping for the sprinkler system will be concealed.
- 3. Plumbing
 - a. Where existing components of a system are to be reused, they will be examined and determined to be in good condition, code-compliant and have a remaining useful life of a minimum of 30 years, or covered by the 20-year capital plan and/or subsequent five year updates during the 30-year affordability period. Substandard or critical non-code-compliant components must be replaced.
 - b. Use water-saving shower heads and faucet aerators as required by the MFA Design Standards.
 - c. All fixtures, piping fittings and equipment will be lead-free.
 - d. Kitchen fixtures – When existing kitchen fixtures are not reused in accordance with a. above, new sink and faucets, and associated plumbing will be installed in each unit or SRO food prep area.
 - e. Bath fixtures – When existing bath fixtures are not reused in accordance with a. above, new water saving toilets, tubs and tub surrounds, lavatory sinks, and faucets will be installed in each unit or SRO bathroom facility.
 - f. Laundry facilities will be provided in accordance with MFA Design Standards.

- g. Provision for other utility plumbing for janitor sinks, floor drains, outdoor faucets, drains for dehumidification systems, etc., may be made as desired or required.
- 4. Heating
 - a. System design:
 - i. Designed and constructed to conform with MFA Design Standards.
 - ii. Where existing components of a system are proposed to be reused, they will be examined and determined to be in good and serviceable condition, code-compliant and have a remaining useful life of a minimum of 30 years, or covered by the 20-year capital plan and/or subsequent 5-year updates during the 30-year affordability period.
 - b. Temperature control - The temperature in each unit will be individually thermostatically controlled. A waiver may be granted for reuse of existing equipment in accordance with a.ii. above.
 - c. Provide adequate heat in common spaces.
 - d. Install pipe insulation as per code and AHRAE requirements.
- 5. Ventilation
 - a. Code-compliant indoor air quality will be addressed by the installation of either exhaust only or balanced (heat recovery) ventilation systems as required by ASHRAE 62.2.
 - b. Balanced mechanical ventilation systems are encouraged.
 - c. Ventilation controls will be per applicable codes.
- 6. Domestic Hot Water
 - a. Install pipe insulation per code.

Q. ELECTRICAL (CSI DIVISION 16)

- 1. Project electrical design should be done by a licensed electrical engineer, or other qualified professional.
- 2. Project electrical must be installed by a licensed electrician.
- 3. Energy efficiency:
 - a. Electrical and lighting systems will be designed and constructed in accordance with the MFA Design Standards and achieve a maximum HERS score of 85.
- 4. Design will comply with local and state building code.
- 5. In general, the electrical system should be new throughout a building:
 - a. Where existing service entrances, disconnects, meters, distribution wiring, panels, and devices are proposed to remain, they will be examined and determined to be in good condition, code-compliant and have a remaining useful life of a minimum of 30 years, or covered by the 20-year capital plan and/or subsequent 5-year updates during the 30-year affordability period. The designer, in concert with the state electrical inspector, will examine the system and equipment. Existing components of the electrical system may be reused as appropriate. Substandard or critical non-code-compliant components must be replaced.
- 6. Utility connections will be installed per the rules and regulations of the electrical utility.
- 7. Electrical service and metering:
 - a. The service entrance size will be calculated to handle the proposed electrical loads.
 - b. Metering and disconnects will be per code and mounted at approved locations.
- 8. Elevator wiring will conform to the ANSI 17.1.
- 9. Electrical distribution system:
 - a. Lighting and receptacle circuits will be designed per code.
 - b. Locations and layout of devices and lighting to be logical and accessibility-compliant where required.

- c. Provision will be made for the wiring of dedicated equipment circuits and connections for heating, ventilation equipment/exhaust fans, pumps, appliances, etc.
- 10. Artificial lighting will be provided using IBC 1205.
- 11. Site lighting with shielded fixtures may be provided to illuminate parking and pedestrian walkways, and will conform to local zoning.
- 12. Emergency and exit lighting/illuminated signage will be per the NFPA 101, Life Safety Code and IBC Chapter 10.
- 13. Fire detection and alarms:
 - a. Will be installed as required by code: NFPA 101, Chapters 9.6, 30.3.4 and/or 31.3.4, and comply with NFPA 72, and NFPA 1.
 - b. Smoke detectors will be installed per International Fire Code requirements.
 - c. CO detectors will be installed per International Fire Code.
 - d. Where required, system annunciation will be in accordance with International Fire Code.
- 14. Communication low-voltage wiring- provisions for TV, telephone, internet data, security and intercoms should be considered and installed as appropriate to the project's use and livability.
- 15. PV Solar- an optional solar-powered photovoltaic panel system may be installed in accordance with the National Electrical code, state energy code, and the regulations of the governing utility.

MFA NHTF Rehab Standards Appendix A: Uniform Physical Condition Standards for Multi family Housing Rehabilitation - October 2016

NOTE: Deficiencies highlighted in orange are life-threatening and must be addressed immediately, if the housing is occupied.

Requirements for Site		
Inspectible Item	Observable Deficiency	Type and Degree of Deficiency that must be addressed
Fencing and Gates	Damaged/Falling/Leaning	Fence or gate is missing or damaged to the point it does not function as it should
	Holes	Hole in fence or gate is larger than 6 inches by 6 inches
	Missing Sections	An exterior fence, security fence or gate is missing a section which could threaten safety or security
Grounds	Erosion/Rutting Areas	Runoff has extensively displaced soils which has caused visible damage or potential failure to adjoining structures or threatens the safety of pedestrians or makes the grounds unusable
	Overgrown/Penetrating Vegetation	Vegetation has visibly damaged a component, area or system of the property or has made them unusable or unpassable
	Ponding/Site Drainage	There is an accumulation of more than 5 inches deep and/or a large section of the grounds-more than 20%-is unusable for it's intended purpose due to poor drainage or ponding
Health & Safety	Air Quality - Sewer Odor Detected	Sewer odors that could pose a health risk if inhaled for prolonged periods
	Air Quality - Propane/Natural Gas/Methane Gas Detected	Strong propane, natural gas or methane odors that could pose a risk of explosion/ fire and/or pose a health risk if inhaled
	Electrical Hazards - Exposed Wires/Open Panels	Any exposed bare wires or openings in electrical panels (capped wires do not pose a risk)
	Electrical Hazards - Water Leaks on/near Electrical Equipment	Any water leaking, puddling or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion
	Flammable Materials - Improperly Stored	Flammable materials are improperly stored, causing the potential risk of fire or explosion
	Garbage and Debris - Outdoors	Too much garbage has gathered-more than the planned storage capacity, or garbage has gathered in an area not sanctioned for staging or storing garbage or debris
	Hazards - Other	Any general defects or hazards that pose risk of bodily injury
	Hazards - Sharp Edges	Any physical defect that could cause cutting or breaking of human skin or other bodily harm
	Hazards - Tripping	Any physical defect in walkways or other travelled area that poses a tripping risk
	Infestation - Insects	Evidence of infestation of insects-including roaches and ants-throughout a unit or room, food preparation or storage area or other area of building substantial enough to present a health and safety risk
	Infestation - Rats/Mice/Vermin	Evidence of rats or mice--sightings, rat or mouse holes, or droppings substantial enough to present a health and safety risk
Mailboxes/Project Signs	Mailbox Missing/Damaged	Mailbox cannot be locked or is missing
	Signs Damaged	The project sign is not legible or readable because of deterioration or damage
Parking Lots/Driveways/Roads	Cracks	Cracks that are large enough to affect traffic ability over more than 5% of the property's parking lots/driveways/roads or pose a safety hazard
	Ponding	3 inches or more of water has accumulated making 5% or more of a parking lot/driveway unusable or unsafe
	Potholes/Loose Material	Potholes or loose material that have made a parking lot/driveway unusable/unpassable for vehicles and/or pedestrians or could cause tripping or falling
	Settlement/Heaving	Settlement/heaving has made a parking lot/driveway unusable/unpassable or creates unsafe conditions for pedestrians and vehicles
Play Areas and Equipment	Damaged/Broken Equipment	More than 20% of the equipment is broken or does not operate as it should or any item that poses a safety risk
	Deteriorated Play Area Surface	More than 20% of the play surface area shows deterioration or the play surface area could cause tripping or falling and thus poses a safety risk
Refuse Disposal	Broken/Damaged Enclosure-Inadequate Outside Storage Space	A single wall or gate of the enclosure has collapsed or is leaning and in danger of falling or trash cannot be stored in the designated area because it is too small to store refuse until disposal
Retaining Walls	Damaged/Falling/Leaning	A retaining wall is damaged and does not function as it should or is a safety risk
Storm Drainage	Damaged/Obstructed	The system is partially or fully blocked by a large quantity of debris, causing backup into adjacent areas or runoffs into areas where runoff is not intended

Inspectable Item	Observable Deficiency	Type and Degree of Deficiency that must be addressed
Walkways/Steps	Broken/Missing Hand Railing	<i>The hand rail is missing, damaged, loose or otherwise unusable</i>
	Cracks/Settlement/Heaving	<i>Cracks, hinging/tilting or missing sections that affect traffic ability over more than 5% of the property's walkways/steps or any defect that creates a tripping or falling hazard</i>
	Spalling/Exposed rebar	<i>More than 5% of walkways have large areas of spalling--larger than 4 inches by 4 inches--that affects traffic ability</i>
Requirements for Building Exterior		
Inspectable Item	Observable Deficiency	
Doors	Damaged Frames/Threshold/Lintels/Trim	<i>Any door that is not functioning or cannot be locked because of damage to the frame, threshold, lintel or trim</i>
	Damaged Hardware/Locks	<i>Any door that does not function as it should or cannot be locked because of damage to the door's hardware</i>
	Damaged Surface (Holes/Paint/Rusting/Glass)	<i>Any door that has a hole or holes greater than 1 inch in diameter, significant peeling/cracking/no paint or rust that affects the integrity of the door surface, or broken/missing glass</i>
	Damaged/Missing Screen/Storm/Security Door	<i>Any screen door or storm door that is damaged or is missing screens or glass--shown by an empty frame or frames or any security door that is not functioning or is missing</i>
	Deteriorated/Missing Caulking/Seals	<i>The seals/caulking is missing on any entry door, or they are so damaged that they do not function as they should</i>
	Missing Door	<i>Any exterior door that is missing</i>
Fire Escapes	Blocked Egress/Ladders	<i>Stored items or other barriers restrict or block people from exiting</i>
	Visibly Missing Components	<i>Any of the functional components that affect the function of the fire escape--one section of a ladder or railing, for example--are missing</i>
Foundations	Cracks/Gaps	<i>Large cracks in foundation more than 3/8 inches wide by 3/8 inches deep by 6 inches long that present a possible sign of a serious structural problem, or opportunity for water penetration or sections of wall or floor that are broken apart</i>
	Spalling/Exposed Rebar	<i>Significant spalled areas affecting more than 10% of any foundation wall or any exposed reinforcing material--rebar or other</i>
Health and Safety	Electrical Hazards - Exposed Wires/Open Panels	<i>Any exposed bare wires or openings in electrical panels (capped wires do not pose a risk)</i>
	Electrical Hazards - Water Leaks on/near Electrical Equipment	<i>Any water leaking, puddling or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion</i>
	Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable	<i>The exit cannot be used or exit is limited because a door or window is nailed shut, a lock is broken, panic hardware is chained, debris, storage, or other conditions block exit</i>
	Emergency Fire Exits - Missing Exit Signs	<i>Exit signs that clearly identify all emergency exits are missing or there is no illumination in the area of the sign</i>
	Flammable/Combustible Materials - Improperly Stored	<i>Flammable materials are improperly stored, causing the potential risk of fire or explosion</i>
	Garbage and Debris - Outdoors	<i>Too much garbage has gathered--more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris</i>
	Hazards - Other	<i>Any general defects or hazards that pose risk of bodily injury</i>
	Hazards - Sharp Edges	<i>Any physical defect that could cause cutting or breaking of human skin or other bodily harm</i>
	Hazards - Tripping	<i>Any physical defect in walkways or other travelled area that poses a tripping risk</i>
	Infestation - Insects	<i>Evidence of infestation of insects--including roaches and ants--throughout a unit or room, food preparation or storage area or other area of building substantial enough to present a health and safety risk</i>
	Infestation - Rats/Mice/Vermin	<i>Evidence of rats or mice--sightings, rat or mouse holes, or droppings substantial enough to present a health and safety risk</i>
Lighting	Broken Fixtures/Bulbs	<i>10% or more of the lighting fixtures and bulbs surveyed are broken or missing</i>
Roofs	Damaged Soffits/Fascia	<i>Soffits or fascia that should be there are missing or so damaged that water penetration is visibly possible</i>
	Damaged Vents	<i>Vents are missing or so visibly damaged that further roof damage is possible</i>

Inspectable Item	Observable Deficiency	Type and Degree of Deficiency that must be addressed
	Damaged/Clogged Drains	The drain is damaged or partially clogged with debris or the drain no longer functions
	Damaged/Torn Membrane/Missing Ballast	Balast has shifted and no longer functions as it should or there is damage to the roof membrane that may result in water penetration
	Missing/Damaged Components from Downspout/Gutter	Drainage system components are missing or damaged causing visible damage to the roof, structure, exterior wall surface, or interior
	Missing/Damaged Shingles	Roofing shingles are missing or damaged enough to create a risk of water penetration
	Ponding	Evidence of standing water on roof, causing potential or visible damage to roof surface or underlying materials
Walls	Cracks/Gaps	Any large crack or gap that is more than 3/8 inches wide or deep and 6 inches long that presents a possible sign of serious structural problem or opportunity for water penetration
	Damaged Chimneys	Part or all of the chimney has visibly separated from the adjacent wall or there are cracked or missing pieces large enough to present a sign of chimney failure or there is a risk of falling pieces that could create a safety hazard
	Missing/Damaged Caulking/Mortar	Any exterior wall caulking or mortar deterioration that presents a risk of water penetration or risk of structural damage
	Missing Pieces/Holes/Spalling	Any exterior wall deterioration or holes of any size that present a risk of water penetration or risk of structural damage
	Stained/Peeling/Needs Paint	More than 20% of the exterior paint is peeling or paint is missing and siding surface is exposed thereby exposing siding to water penetration and deterioration
Windows	Broken/Missing/Cracked Panes	Any missing panes of glass or cracked panes of glass where the crack is either greater than 4" and/or substantial enough to impact the structural integrity of the window pane
	Damaged Sills/Frames/Lintels/Trim	Sills, frames, lintels, or trim are missing or damaged, exposing the inside of the surrounding walls and compromising its weather tightness
	Damaged/Missing Screens	Missing screens or screens with holes greater than 1 inch by 1 inch or tears greater than 2 inches in length
	Missing/Deteriorated Caulking/Seals/Glazing Compound	There are missing or deteriorated caulk or seals--with evidence of leaks or damage to the window or surrounding structure
	Peeling/Needs Paint	More than 20% of the exterior window paint is peeling or paint is missing and window frame surface is exposed thereby exposing window frame to water penetration and deterioration
	Security Bars Prevent Egress	The ability to exit through egress window is limited by security bars that do not function properly and, therefore, pose safety risks
Requirements for Building Systems		
Inspectable Item	Observable Deficiency	
Domestic Water	Leaking Central Water Supply	Leaking water from water supply line is observed
	Missing Pressure Relief Valve	There is no pressure relief valve or pressure relief valve does not drain down to the floor
	Rust/Corrosion on Heater Chimney	The water heater chimney shows evidence of flaking, discoloration, pitting, or crevices that may create holes that could allow toxic gases to leak from the chimney
	Water Supply Inoperable	There is no running water in any area of the building where there should be
Electrical System	Blocked Access/Improper Storage	One or more fixed items or items of sufficient size and weight impede access to the building system's electrical panel during an emergency
	Burnt Breakers	Carbon residue, melted breakers or arcing scars are evident
	Evidence of Leaks/Corrosion	Any corrosion that affects the condition of the components that carry current or any stains or rust on the interior of electrical enclosures, or any evidence of water leaks in the enclosure or hardware
	Frayed Wiring	Any nicks, abrasion, or fraying of the insulation that exposes any conducting wire
	Missing Breakers/Fuses	Any open and/or exposed breaker port
	Missing Outlet Covers	A cover is missing, which results in exposed visible electrical connections
Elevators	Not Operable	The elevator does not function at all or the elevator doors open when the cab is not there
Emergency Power	Auxiliary Lighting Inoperable (if applicable)	Auxiliary lighting does not function

Inspectable Item	Observable Deficiency	Type and Degree of Deficiency that must be addressed
Fire Protection	Missing Sprinkler Head	Any sprinkler head is missing, visibly disabled, painted over, blocked, or capped
	Missing/Damaged/Expired Extinguishers	There is missing, damaged or expired fire extinguisher in any area of the building where a fire extinguisher is required
Health & Safety	Air Quality - Mold and/or Mildew Observed	Evidence of mold or mildew is observed that is substantial enough to pose a health risk
	Air Quality - Propane/Natural Gas/Methane Gas Detected	Strong propane, natural gas or methane odors that could pose a risk of explosion/fire and/or pose a health risk if inhaled
	Air Quality - Sewer Odor Detected	Sewer odors that could pose a health risk if inhaled for prolonged periods
	Electrical Hazards - Exposed Wires/Open Panels	Any exposed bare wires or openings in electrical panels (capped wires do not pose a risk)
	Electrical Hazards - Water Leaks on/near Electrical Equipment	Any water leaking, puddling or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion
	Elevator - Tripping	An elevator is misaligned with the floor by more than 3/4 of an inch. The elevator does not level as it should, which causes a tripping hazard
	Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable	The exit cannot be used or exit is limited because a door or window is nailed shut, a lock is broken, panic hardware is chained, debris, storage, or other conditions block exit
	Emergency Fire Exits - Missing Exit Signs	Exit signs that clearly identify all emergency exits are missing or there is no illumination in the area of the sign
	Flammable Materials - Improperly Stored	Flammable materials are improperly stored, causing the potential risk of fire or explosion
	Garbage and Debris - Indoors	Too much garbage has gathered--more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris
	Hazards - Other	Any general defects or hazards that pose risk of bodily injury
	Hazards - Sharp Edges	Any physical defect that could cause cutting or breaking of human skin or other bodily harm
	Hazards – Tripping Hazards	Any physical defect in walkways or other travelled area that poses a tripping risk
	Infestation - Insects	Evidence of infestation of insects--including roaches and ants--throughout a unit or room, food preparation or storage area or other area of building substantial enough to present a health and safety risk
	Infestation - Rats/Mice/Vermin	Evidence of rats or mice--sightings, rat or mouse holes, or droppings substantial enough to present a health and safety risk
HVAC	Boiler/Pump Leaks	Evidence of water or steam leaking in piping or pump packing
	Fuel Supply Leaks	Evidence of any amount of fuel leaking from the supply tank or piping
	General Rust/Corrosion	Significant formations of metal oxides, significant flaking, discoloration, or the development of a noticable pit or crevice
	Misaligned Chimney/Ventilation System	A misalignment of an exhaust system on a combustion fuel-fired unit (oil, natural gas, propane, wood pellets etc.) that causes improper or dangerous venting of gases
Roof Exhaust System	Roof Exhaust Fan(s) Inoperable	The roof exhaust fan unit does not function
Sanitary System	Broken/Leaking/Clogged Pipes or Drains	Evidence of active leaks in or around the system components or evidence of standing water, puddles or ponding--a sign of leaks or clogged drains
	Missing Drain/Cleanout/Manhole Covers	A protective cover is missing
Requirements for Common Areas		
Inspectable Item	Observable Deficiency	
Basement/Garage/Carport	Baluster/Side Railings - Damaged	Any damaged or missing balusters or side rails that limit the safe use of an area
Closet/Utility/Mechanical	Cabinets - Missing/Damaged	10% or more of cabinet, doors, or shelves are missing or the laminate is separating
Community Room	Call for Aid - Inoperable	The system does not function as it should
Halls/Corridors/Stairs	Ceiling - Holes/Missing Tiles/Panels/Cracks	Any holes in ceiling, missing tiles or large cracks wider than 1/4 of an inch and greater than 11 inches long
Kitchen	Ceiling - Peeling/Needs Paint	More than 10% of ceiling has peeling paint or is missing paint
Laundry Room	Ceiling - Water Stains/Water Damage/Mold/Mildew	Evidence of a leak, mold or mildew--such as a darkened area--over a ceiling area greater than 1 foot square
Lobby	Countertops - Missing/Damaged	10% or more of the countertop working surface is missing, deteriorated, or damaged below the laminate --- not a sanitary surface to prepare food

Inspectable Item	Observable Deficiency	Type and Degree of Deficiency that must be addressed
Office	Dishwasher/Garbage Disposal - Inoperable	<i>The dishwasher or garbage disposal does not operate as it should</i>
Other Community Spaces	Doors - Damaged Frames/Threshold/Lintels/Trim	<i>Any door that is not functioning or cannot be locked because of damage to the frame, threshold, lintel or trim</i>
Patio/Porch/Balcony	Doors - Damaged Hardware/Locks	<i>Any door that does not function as it should or cannot be locked because of damage to the door's hardware</i>
Restrooms	Doors - Damaged Surface (Holes/Paint/Rust/Glass)	<i>Any door that has a hole or holes greater than 1 inch in diameter, significant peeling/cracking/no paint or rust that affects the integrity of the door surface, or broken/missing glass</i>
Storage	Doors - Damaged/Missing Screen/Storm/Security Door	<i>Any screen door or storm door that is damaged or is missing screens or glass--shown by an empty frame or frames or any security door that is not functioning or is missing</i>
	Doors - Deteriorated/Missing Seals (Entry Only)	<i>The seals/caulking is missing on any entry door, or they are so damaged that they do not function as they should</i>
	Doors - Missing Door	<i>Any door that is missing that is required for the functional use of the space</i>
	Dryer Vent -Missing/Damaged/Inoperable	<i>The dryer vent is missing or it is not functioning because it is blocked. Dryer exhaust is not effectively vented to the outside</i>
	Electrical - Blocked Access to Electrical Panel	<i>One or more fixed items or items of sufficient size and weight impede access to the building system's electrical panel during an emergency</i>
	Electrical - Burnt Breakers	<i>Carbon residue, melted breakers or arcing scars are evident</i>
	Electrical - Evidence of Leaks/Corrosion	<i>Any corrosion that affects the condition of the components that carry current or any stains or rust on the interior of electrical enclosures or any evidence of water leaks in the enclosure or hardware</i>
	Electrical - Frayed Wiring	<i>Any nicks, abrasion, or fraying of the insulation that exposes any conducting wire</i>
	Electrical - Missing Breakers	<i>Any open and/or exposed breaker port</i>
	Electrical - Missing Covers	<i>A cover is missing, which results in exposed visible electrical connections</i>
	Floors - Bulging/Buckling	<i>Any flooring that is bulging, buckling or sagging or a problem with alignment between flooring types</i>
	Floors - Floor Covering Damaged	<i>More than 10% of floor covering has stains, surface burns, shallow cuts, small holes, tears, loose areas or exposed seams.</i>
	Floors - Missing Floor/Tiles	<i>More than 5% of the flooring or tile flooring is missing</i>
	Floors - Peeling/Needs Paint	<i>Any painted flooring that has peeling or missing paint on more than 10% of the surface</i>
	Floors - Rot/Deteriorated Subfloor	<i>Any rotted or deteriorated subflooring greater than 6 inches by 6 inches</i>
	Floors - Water Stains/Water Damage/Mold/Mildew	<i>Evidence of a leak, mold or mildew--such as a darkened area--covering a flooring area greater than 1 foot square</i>
	GFI - Inoperable	<i>The GFI does not function</i>
	Graffiti	<i>Any graffiti on any exposed surface greater than 6 inches by 6 inches</i>
	HVAC - Convection/Radiant Heat System Covers Missing/Damaged	<i>Cover is missing or substantially damaged, allowing contact with heating/surface elements or associated fans</i>
	HVAC - General Rust/Corrosion	<i>Significant formations of metal oxides, flaking, or discoloration--or a pit or crevice</i>
	HVAC - Inoperable	<i>HVAC does not function. It does not provide the heating and cooling it should. The system does not respond when the controls are engaged</i>
	HVAC - Misaligned Chimney/Ventilation System	<i>Any misalignment that may cause improper or dangerous venting of gases</i>
	HVAC - Noisy/Vibrating/Leaking	<i>HVAC system shows signs of abnormal vibrations, other noise, or leaks when engaged</i>
	Lavatory Sink - Damaged/Missing	<i>Sink has extensive discoloration or cracks in over 50% of the basin or the sink or associated hardware have failed or are missing and the sink can't be used</i>
	Lighting - Missing/Damaged/Inoperable Fixture	<i>More than 10% of the permanent lighting fixtures are missing or damaged so they do not function</i>
	Mailbox - Missing/Damaged	<i>The U.S Postal Service mailbox cannot be locked or is missing</i>
	Outlets/Switches/Cover Plates - Missing/Broken	<i>Outlet or switch is missing or a cover plate is missing or broken, resulting in exposed wiring</i>
	Pedestrian/Wheelchair Ramp	<i>A walkway or ramp is damaged and cannot be used by people on foot, in wheelchair, or using walkers</i>

Inspectable Item	Observable Deficiency	Type and Degree of Deficiency that must be addressed
	Plumbing - Clogged Drains	<i>Drain is substantially or completely clogged or has suffered extensive deterioration</i>
	Plumbing - Leaking Faucet/Pipes	<i>A steady leak that is adversely affecting the surrounding area</i>
	Range Hood /Exhaust Fans - Excessive Grease/Inoperable	<i>A substantial accumulation of dirt or grease that threatens the free passage of air</i>
	Range/Stove - Missing/Damaged/Inoperable	<i>One or more burners are not functioning or doors or drawers are impeded or on gas ranges pilot is out and/or flames are not distributed equally or oven not functioning</i>
	Refrigerator - Damaged/Inoperable	<i>The refrigerator has an extensive accumulation of ice or the seals around the doors are deteriorated or is damaged in any way which substantially impacts its performance</i>
	Restroom Cabinet - Damaged/Missing	<i>Damaged or missing shelves, vanity top, drawers, or doors that are not functioning as they should for storage or their intended purpose</i>
	Shower/Tub - Damaged/Missing	<i>Any cracks in tub or shower through which water can pass or extensive discoloration over more than 20% of tub or shower surface or tub or shower is missing</i>
	Sink - Missing/Damaged	<i>Any cracks in sink through which water can pass or extensive discoloration over more than 10% of the sink surface or sink is missing</i>
	Smoke Detector - Missing/Inoperable	<i>Smoke detector is missing or does not function as it should</i>
	Stairs - Broken/Damaged/Missing Steps	<i>A step is missing or broken</i>
	Stairs - Broken/Missing Hand Railing	<i>The hand rail is missing, damaged, loose or otherwise unusable</i>
	Ventilation/Exhaust System - Inoperable	<i>exhaust fan is not functioning or window designed for ventilation does not open</i>
	Walls - Bulging/Buckling	<i>Bulging, buckling or sagging walls or a lack of horizontal alignment</i>
	Walls - Damaged	<i>Any hole in wall greater than 2 inches by 2 inches</i>
	Walls - Damaged/Deteriorated Trim	<i>10% or more of the wall trim is damaged</i>
	Walls - Peeling/Needs Paint	<i>10% or more of interior wall paint is peeling or missing</i>
	Walls - Water Stains/Water Damage/Mold/Mildew	<i>Evidence of a leak, mold or mildew--such as a common area--covering a wall area greater than 1 foot square</i>
	Water Closet/Toilet - Damaged/Clogged/Missing	<i>Fixture elements--seat, flush handle, cover etc.--are missing or damaged or the toilet seat is cracked or has a broken hinge or toilet cannot be flushed</i>
	Windows - Cracked/Broken/Missing Panes	<i>Any missing panes of glass or cracked panes of glass where the crack is either greater than 4" and/or substantial enough to impact the structural integrity of the window pane</i>
	Windows - Damaged Window Sill	<i>The sill is damaged enough to expose the inside of the surrounding walls and compromise its weather tightness</i>
	Windows - Inoperable/Not Lockable	<i>Any window that is not functioning or cannot be secured because lock is broken</i>
	Windows - Missing/Deteriorated Caulking/Seals/Glazing Compound	<i>There are missing or deteriorated caulk or seals--with evidence of leaks or damage to the window or surrounding structure</i>
	Windows - Peeling/Needs Paint	<i>More than 10% of interior window paint is peeling or missing</i>
	Windows - Security Bars Prevent Egress	<i>The ability to exit through the window is limited by security bars that do not function properly and, therefore, pose safety risks</i>
Health & Safety	Air Quality - Mold and/or Mildew Observed	<i>Evidence of mold or mildew is observed that is substantial enough to pose a health risk</i>
	Air Quality - Propane/Natural Gas/Methane Gas Detected	<i>Strong propane, natural gas or methane odors that could pose a risk of explosion/ fire and/or pose a health risk if inhaled</i>
	Air Quality - Sewer Odor Detected	<i>Sewer odors that could pose a health risk if inhaled for prolonged periods</i>
	Electrical Hazards - Exposed Wires/Open Panels	<i>Any exposed bare wires or openings in electrical panels (capped wires do not pose a risk)</i>
	Electrical Hazards - Water Leaks on/near Electrical Equipment	<i>Any water leaking, puddling or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion</i>
	Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable	<i>The exit cannot be used or exit is limited because a door or window is nailed shut, a lock is broken, panic hardware is chained, debris, storage, or other conditions block exit</i>
	Emergency Fire Exits - Missing Exit Signs	<i>Exit signs that clearly identify all emergency exits are missing or there is no illumination in the area of the sign</i>
	Flammable/Combustible Materials - Improperly Stored	<i>Flammable or combustible materials are improperly stored, causing the potential risk of fire or explosion</i>
	Garbage and Debris - Indoors	<i>Too much garbage has gathered-more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris</i>

Inspectable Item	Observable Deficiency	Type and Degree of Deficiency that must be addressed
	Garbage and Debris - Outdoors	Too much garbage has gathered--more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris
	Hazards - Other	Any general defects or hazards that pose risk of bodily injury
	Hazards - Sharp Edges	Any physical defect that could cause cutting or breaking of human skin or other bodily harm
	Hazards - Tripping	Any physical defect in walkways or other travelled area that poses a tripping risk
	Infestation - Insects	Evidence of infestation of insects--including roaches and ants--throughout a unit or room, food preparation or storage area or other area of building substantial enough to present a health and safety risk
	Infestation - Rats/Mice/Vermin	Evidence of rats or mice--sightings, rat or mouse holes, or droppings substantial enough to present a health and safety risk
Pools and Related Structures	Fencing - Damaged/Not Intact	Any damage that could compromise the integrity of the fence
Trash Collection Areas	Chutes - Damaged/Missing Components	Garbage has backed up into chutes, because the collection structure is missing or broken or compactors or components--chute, chute door, and other components--have failed
Requirements for Unit		
Inspectable Item	Observable Deficiency	
Bathroom	Bathroom Cabinets - Damaged/Missing	Damaged or missing shelves, vanity tops, drawers, or doors that are not functioning as they should for storage or their intended purpose
	Lavatory Sink - Damaged/Missing	Any cracks in sink through which water can pass or extensive discoloration over more than 10% of the sink surface or sink is missing
	Plumbing - Clogged Drains, Faucets	Drain or faucet is substantially or completely clogged or has suffered extensive deterioration
	Plumbing - Leaking Faucet/Pipes	A steady leak that is adversely affecting the surrounding area
	Shower/Tub - Damaged/Missing	Any cracks in tub or shower through which water can pass or extensive discoloration over more than 20% of tub or shower surface or tub or shower is missing
	Ventilation/Exhaust System - Absent/Inoperable	exhaust fan is not functioning or window designed for ventilation does not open
	Water Closet/Toilet - Damaged/Clogged/Missing	Fixture elements--seat, flush handle, cover etc.--are missing or damaged or the toilet seat is cracked or has a broken hinge or toilet cannot be flushed
Call-for-Aid (if applicable)	Inoperable	The system does not function as it should
Ceiling	Bulging/Buckling/Leaking	Bulging, buckling or sagging ceiling or problem with alignment
	Holes/Missing Tiles/Panels/Cracks	Any holes in ceiling, missing tiles or large cracks wider than 1/4 of an inch and greater than 6 inches long
	Peeling/Needs Paint	More than 10% of ceiling has peeling paint or is missing paint
	Water Stains/Water Damage/Mold/Mildew	Evidence of a leak, mold or mildew--such as a darkened area--over a ceiling area greater than 1 foot square
Doors	Damaged Frames/Threshold/Lintels/Trim	Any door that is not functioning or cannot be locked because of damage to the frame, threshold, lintel or trim
	Damaged Hardware/Locks	Any door that does not function as it should or cannot be locked because of damage to the door's hardware
	Damaged/Missing Screen/Storm/Security Door	Any screen door or storm door that is damaged or is missing screens or glass--shown by an empty frame or frames or any security door that is not functioning or is missing
	Damaged Surface - Holes/Paint/Rusting/Glass/Rotting	Any door that has a hole or holes greater than 1 inch in diameter, significant peeling/cracking/no paint or rust that affects the integrity of the door surface, or broken/missing glass
	Deteriorated/Missing Seals (Entry Only)	The seals/caulking is missing on any entry door, or they are so damaged that they do not function as they should
	Missing Door	Any door that is required for security (entry) or privacy (Bathroom) that is missing or any other unit door that is missing and is required for proper unit functionality
Electrical System	Blocked Access to Electrical Panel	One or more fixed items or items of sufficient size and weight impede access to the building system's electrical panel during an emergency
	Burnt Breakers	Carbon residue, melted breakers or arcing scars are evident

Inspectable Item	Observable Deficiency	Type and Degree of Deficiency that must be addressed
	Evidence of Leaks/Corrosion	Any corrosion that affects the condition of the components that carry current or any stains or rust on the interior of electrical enclosures or any evidence of water leaks in the enclosure or hardware
	Frayed Wiring	Any nicks, abrasion, or fraying of the insulation that exposes any conducting wire
	GFI - Inoperable	The GFI does not function
	Missing Breakers/Fuses	Any open and/or exposed breaker port
	Missing Covers	A cover is missing, which results in exposed visible electrical connections
Floors	Bulging/Buckling	Any flooring that is bulging, buckling or sagging or a problem with alignment between flooring types
	Floor Covering Damage	More than 10% of floor covering has stains, surface burns, shallow cuts, small holes, tears, loose areas or exposed seams.
	Missing Flooring Tiles	Any flooring or tile flooring that is missing
	Peeling/Needs Paint	Any painted flooring that has peeling or missing paint on more than 10% of the surface
	Rot/Deteriorated Subfloor	Any rotted or deteriorated subflooring greater than 6 inches by 6 inches
	Water Stains/Water Damage/Mold/Mildew	Evidence of a leak, mold or mildew--such as a darkened area--covering a flooring area greater than 1 foot square
Health & Safety	Air Quality - Mold and/or Mildew Observed	Evidence of mold or mildew is observed that is substantial enough to pose a health risk
	Air Quality - Sewer Odor Detected	Sewer odors that could pose a health risk if inhaled for prolonged periods
	Air Quality - Propane/Natural Gas/Methane Gas Detected	Strong propane, natural gas or methane odors that could pose a risk of explosion/ fire and/or pose a health risk if inhaled
	Electrical Hazards - Exposed Wires/Open Panels	Any exposed bare wires or openings in electrical panels (capped wires do not pose a risk)
	Electrical Hazards - Water Leaks on/near Electrical Equipment	Any water leaking, puddling or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion
	Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable	The exit cannot be used or exit is limited because a door or window is nailed shut, a lock is broken, panic hardware is chained, debris, storage, or other conditions block exit
	Emergency Fire Exits - Missing Exit Signs	Exit signs that clearly identify all emergency exits are missing or there is no illumination in the area of the sign
	Flammable Materials - Improperly Stored	Flammable materials are improperly stored, causing the potential risk of fire or explosion
	Garbage and Debris - Indoors	Too much garbage has gathered-more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris
	Garbage and Debris - Outdoors	Too much garbage has gathered-more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris
	Hazards - Other	Any general defects or hazards that pose risk of bodily injury
	Hazards - Sharp Edges	Any physical defect that could cause cutting or breaking of human skin or other bodily harm
	Hazards - Tripping	Any physical defect in walkways or other travelled area that poses a tripping risk
	Infestation - Insects	Evidence of infestation of insects-including roaches and ants-throughout a unit or room, food preparation or storage area or other area of building substantial enough to present a health and safety risk
	Infestation - Rats/Mice/Vermin	Evidence of rats or mice--sightings, rat or mouse holes, or droppings substantial enough to present a health and safety risk
Hot Water Heater	Misaligned Chimney/Ventilation System	Any misalignment that may cause improper or dangerous venting of gases
	Inoperable Unit/Components	Hot water from hot water taps is no warmer than room temperature indicating hot water heater is not functioning properly
	Leaking Valves/Tanks/Pipes	There is evidence of active water leaks from hot water heater or related components
	Pressure Relief Valve Missing	There is no pressure relief valve or pressure relief valve does not drain down to the floor
	Rust/Corrosion	Significant formations of metal oxides, flaking, or discoloration--or a pit or crevice
HVAC System	Convection/Radiant Heat System Covers Missing/Damaged	Cover is missing or substantially damaged, allowing contact with heating/surface elements or associated fans
	Inoperable	HVAC does not function. It does not provide the heating and cooling it should. The system does not respond when the controls are engaged

Inspectable Item	Observable Deficiency	Type and Degree of Deficiency that must be addressed
	Misaligned Chimney/Ventilation System	Any misalignment that may cause improper or dangerous venting of gases
	Noisy/Vibrating/Leaking	The HVAC system shows signs of abnormal vibrations, other noise, or leaks when engaged
	Rust/Corrosion	Deterioration from rust or corrosion on the HVAC system in the dwelling unit
Kitchen	Cabinets - Missing/Damaged	10% or more of cabinet, doors, or shelves are missing or the laminate is separating
	Countertops - Missing/Damaged	10% or more of the countertop working surface is missing, deteriorated, or damaged below the laminate -- not a sanitary surface to prepare food
	Dishwasher/Garbage Disposal - Inoperable	The dishwasher or garbage disposal does not operate as it should
	Plumbing - Clogged Drains	Drain is substantially or completely clogged or has suffered extensive deterioration
	Plumbing - Leaking Faucet/Pipes	A steady leak that is adversely affecting the surrounding area
	Range Hood/Exhaust Fans - Excessive Grease/Inoperable	A substantial accumulation of dirt or grease that threatens the free passage of air
	Range/Stove - Missing/Damaged/Inoperable	One or more burners are not functioning or doors or drawers are impeded or on gas ranges pilot is out and/or flames are not distributed equally or oven not functioning
	Refrigerator-Missing/Damaged/Inoperable	The refrigerator has an extensive accumulation of ice or the seals around the doors are deteriorated or is damaged in any way which substantially impacts its performance
	Sink - Damaged/Missing	Any cracks in sink through which water can pass or extensive discoloration over more than 10% of the sink surface or sink is missing
Laundry Area (Room)	Dryer Vent - Missing/Damaged/Inoperable	The dryer vent is missing or it is not functioning because it is blocked. Dryer exhaust is not effectively vented to the outside
Lighting	Missing/Inoperable Fixture	A permanent light fixture is missing or not functioning, and no other switched light source is functioning in the room
Outlets/Switches	Missing	An outlet or switch is missing
	Missing/Broken Cover Plates	An outlet or switch has a broken cover plate over a junction box or the cover plate is missing
Patio/Porch/Balcony	Baluster/Side Railings Damaged	Any damaged or missing balusters or side rails that limit the safe use of an area
Smoke Detector	Missing/Inoperable	Smoke detector is missing or does not function as it should
Stairs	Broken/Damaged/Missing Steps	A step is missing or broken
	Broken/Missing Hand Railing	The hand rail is missing, damaged, loose or otherwise unusable
Walls	Bulging/Buckling	Bulging, buckling or sagging walls or a lack of horizontal alignment
	Damaged	Any hole in wall greater than 2 inches by 2 inches
	Damaged/Deteriorated Trim	10% or more of the wall trim is damaged
	Peeling/Needs Paint	10% or more of interior wall paint is peeling or missing
	Water Stains/Water Damage/Mold/Mildew	Evidence of a leak, mold or mildew covering a wall area greater than 1 foot square
Windows	Cracked/Broken/Missing Panes	Any missing panes of glass or cracked panes of glass where the crack is either greater than 4" and/or substantial enough to impact the structural integrity of the window pane
	Damaged Window Sill	The sill is damaged enough to expose the inside of the surrounding walls and compromise its weather tightness
	Missing/Deteriorated Caulking/Seals/Glazing Compound	There are missing or deteriorated caulk or seals--with evidence of leaks or damage to the window or surrounding structure
	Inoperable/Not Lockable	Any window that is not functioning or cannot be secured because lock is broken
	Peeling/Needs Paint	More than 10% of interior window paint is peeling or missing
	Security Bars Prevent Egress	The ability to exit through the window is limited by security bars that do not function properly and, therefore, pose safety risks

Attachment B

National Housing Trust Fund

Notice of Funding Availability (NOFA)

Introduction and Background

The National Housing Trust Fund (NHTF) was established under Title I of the Housing and Economic Recovery Act of 2008, Section 1131. In December 2014, the Federal Housing Finance Agency directed Fannie Mae and Freddie Mac to set aside and allocate funds to the NHTF. On January 30, 2015, the U.S. Department of Housing and Urban Development (HUD) published an interim rule (24 CFR Parts 91 and 93) providing guidelines for states to implement the NHTF. Each state's allocation was published on May 4, 2016, and New Mexico received an allocation of \$3 million. New Mexico Mortgage Finance Authority (MFA) will distribute these funds in accordance with 24 CFR Parts 91 and 93.

MFA is a governmental instrumentality separate and apart from the state, created by the New Mexico Mortgage Finance Authority Act for the purpose of financing affordable housing for low- and moderate-income New Mexico residents. The state of New Mexico designated MFA as the administrator of the state's NHTF program. Ten percent of MFA's allocation and of future program income will be used for eligible administrative and planning costs, in accordance with 24 CFR 93.202. MFA will distribute the remaining NHTF funds directly to recipients; no funds will be distributed to sub-grantees. Funds will be distributed in the form of forgivable loans, in accordance with the guidelines set forth in this NOFA, as well as priority housing needs identified in the state's Consolidated Plan.

The purpose of the NHTF is to provide a new affordable housing production program that will complement existing federal, state, and local efforts to increase and preserve the supply of decent, safe, and sanitary affordable housing for households whose incomes do not exceed the greater of 30% of Area Median Income (AMI) or the federal poverty line (hereinafter collectively defined as Extremely Low Income or "ELI" households). One hundred percent of rental units funded by NHTF will be occupied by ELI households.

Contact Person

Applicants are encouraged to direct questions regarding the New Mexico Housing Trust Fund Notice of Funding Availability (NOFA) and Funding Application Guidelines to:

Sabrina Su
New Mexico Mortgage Finance Authority
344 Fourth Street SW
Albuquerque, NM 87102
Phone: (505)767-2249 or toll-free statewide (800) 444-6880
E-mail: ssu@housingnm.org

TTY/Voice: 711, or if no answer, 1-800-659-8331 (English) OR 1-800-327-1857 (Spanish)

Application Submission

Subject to fund availability, final funding decisions will be made by MFA's Board of Directors. MFA will hold an initial funding round for which applications must be received and date-stamped at MFA's office no later than 5 p.m. on October 16, 2017. All applications received by this deadline will be evaluated concurrently. If sufficient funds are not available to fund all applications that meet the requirements outlined in this NOFA, the application receiving the highest score will be recommended to the MFA Board of Directors for approval, followed by the next highest scoring application, etc., until the remaining funds are no longer sufficient to fulfill the next highest scoring application's requested loan amount.

If funds remain following the initial funding round, MFA will post an announcement on its website stating the amount of funds still available to be awarded. Thereafter, applications must be received no later than 60 days prior to a regularly scheduled meeting of the MFA Board of Directors in order to be considered at that meeting. Meetings of the MFA Board of Directors are generally held every third Wednesday of the month. All applications submitted by the deadline for a particular meeting of the MFA Board of Directors will be treated as one funding round and evaluated concurrently. If sufficient funds are not available to fund all projects in a funding round that meets the requirements outlined in this NOFA, the project receiving the highest score will be recommended to the Board 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 loan amount.

Application forms will be provided electronically and may be downloaded from MFA's website at <http://www.housingnm.org/developers>.

Eligible Applicants

Eligible recipients include nonprofit entities, for-profit entities, public housing agencies, and tribally designated housing entities. Participating recipients must be approved by MFA and must have demonstrated experience and capacity to conduct eligible activities that meet the requirements of 24 CFR 93.200. To be eligible to receive NHTF assistance:

- Applicant must not currently be suspended, debarred or otherwise restricted by any department or agency of the federal government or state government from doing business with such department or agency because of misconduct or alleged misconduct.
- Applicant and all members of the development team (developer, general partner, contractor, management company, consultant(s), architect, attorney, and accountant, etc.) of the proposed project must be in good standing with MFA and all other state and federal affordable housing agencies or departments. For example, debarment from HUD, MFA, or other federal housing programs, bankruptcy, criminal indictments or convictions, poor performance on prior MFA or federally-financed projects (for example, late payments within the 18-month period prior to the application deadline, misuse of reserves and/or other project funds, default, fair housing violations, non-compliance (e.g. with the terms of Land Use Restriction Agreements on other projects), or failure to meet development deadlines or documentation requirements) on the part of any proposed development team member or project owner or other principal may result in rejection of an application by MFA.

- If applicant has an audited financial statement, the following types of audit findings may disqualify applicant from funding:
 - Repeat of unresolved audit findings, as determined by MFA;
 - If applicant has received greater than \$750,000 in federal funds in the fiscal year ending in 2016 and its single audit did not meet the requirements of 2 CFR 200 Subpart F;
 - For any such single audit, no proof of Federal Audit Clearinghouse submission (FOR SF-SAC);
 - If referenced in audit as a separate communication, no submission of management; response letter and management response to concerns noted in the management letter; and
 - If any findings, no submission of management response to findings.

Eligible Activities

Eligible activities include the production, preservation and rehabilitation of affordable rental housing units for ELI households. The use of funds for new construction or rehabilitation of public housing must remain within 24 CFR 93.203 guidelines. Projects may include, but are not limited to, permanent rental housing for individuals or households experiencing homelessness, Single Room Occupancy (SRO) projects, senior projects and other special needs projects. Dormitories and transient housing (e.g. emergency shelters for homeless households) are ineligible. Given the high need for rental housing among ELI households, MFA will not fund any homebuyer activities.

MFA may, at its discretion, use NHTF funds for refinancing only when needed in order to permit or continue affordability of rental units when (1) rehabilitation is the primary activity, (2) the use of NHTF funds is proportional to the number of NHTF-assisted units in the project, and (3) the rehabilitation cost attributable to the NHTF units is greater than the amount of debt to be refinanced that is attributed to the NHTF units. MFA's minimum affordability period and underwriting standards for an initial investment of NHTF funds would apply, which include: adequacy of management and owner, feasibility of project to meet operational and debt service requirements, consistency with the market, and review of total development costs and sources available to meet these needs.

Eligible costs are the following: development hard costs, refinancing costs, acquisition costs, related soft costs and relocation costs as defined in 24 CFR 93.201. Up to 10 percent of MFA's allocation and of future program income will be used for eligible administrative and planning costs, in accordance with 24 CFR 93.202. For NHTF-assisted units for which project-based assistance is not available, when necessary and subject to the limitations in 24 CFR 93.200 (a) and in accordance with the requirements found in 24 CFR 93.201 (e), NHTF funds may be available to pay for operating cost assistance and operating cost assistance reserves.

Beneficiary Income Limits and Rent Restrictions

Beneficiaries or occupants of units financed by the NHTF must have incomes at or the NHTF income limits published by HUD, which the applicant shall be required to verify. Rents may not exceed the NHTF rent limits published by HUD.

Affordability Period

The minimum affordability period for NHTF-assisted units is 30 years, as set forth in 24 CFR 93.302(d).

Projects will be subject to an annual Compliance Monitoring Fee of \$45.00 per NHTF unit, paid annually in advance, which must be reflected in the project's operating budget. MFA may establish a minimum annual Compliance Monitoring Fee that is based on the number of NHTF units in the project. This fee may be waived if required under another MFA funding source, as it is MFA's intent to collect one fee per NHTF unit.

Limitation on Beneficiaries or Preferences

Preferences defined in this NOFA may not violate nondiscrimination requirements in the NHTF interim rule at 24 CFR 93.350. Projects may not limit occupancy to or provide preference to students. For NHTF-funded units, owners of NHTF-assisted projects are permitted to limit occupancy to or provide preference to the following populations:

- Households or individuals experiencing homelessness;
- Individuals with disabilities;
- Individuals with severe mental illnesses;
- Individuals with alcohol or other addictions;
- Individuals with HIV/AIDS;
- Victims of domestic violence;
- Senior Housing;
- Veterans;
- Individuals on public housing waiting lists;
- Youth transitioning out of foster care; and
- Ex-offenders.

See the Definitions section at the end of this NOFA. At the applicant's request, MFA may consider alternative definitions on a case-by-case basis.

While not required to limit occupancy or provide preferences to the populations described above, owners of NHTF-assisted projects who do must do so in accordance with 24 CFR 93.303(d). The intent is merely to allow owners of NHTF-assisted projects to limit occupancy to or provide preference to populations identified within this section as well as the priority housing needs identified in the NM Consolidated Plan.

Any limitation or preference must not violate nondiscrimination requirements. Federal fair housing requirements, including the duty to affirmatively further fair housing, are applicable to the NHTF program. A limitation does not violate nondiscrimination requirements if the project also receives funding from a federal program that limits eligibility to a particular segment of the population (e.g. Housing Opportunity for Persons Living with AIDS program, the Section 202 and Section 811 programs or the Housing for Older Persons Act).

Environmental Requirements

New construction and rehabilitation projects funded with NHTF must be assessed in accordance with the NHTF Environmental Provisions described in 24 CFR 93.301(f)(1) and (2) as well as HUD Notice CPD-16-14, "Requirements for Housing Trust Fund Environmental Provisions." Copies of all NHTF Environmental Provisions are posted on MFA website for review at <http://housingnm.org/developers/national-housing-trust-fund-environmental-review>.

Other Federal Requirements

All projects must meet the affirmative marketing, lead-based paint, relocation, conflict of interest, and other federal requirements described in 24 CFR Section 93 Subpart H.

Property Standards

All projects must meet the standards described in 24 CFR 93.301. All rehabilitation projects must meet the requirements found in Attachment A: National Housing Trust Fund Rehabilitation Standards.

In addition, all projects must meet the requirements described in the MFA Mandatory Design Standards for Multifamily Housing in effect at the time of application.

Funding Limits and Restrictions

Awards of NHTF funds are contingent on sufficient appropriations and authorization being made by HUD and the state of New Mexico and are further subject to applicable law. If these are not available, any loan or other agreement between MFA and any successful, eligible applicant shall terminate upon written notice being given by MFA to the applicant. MFA's decision as to whether sufficient appropriations are available or whether NHTF assistance may be awarded subject to applicable law shall be accepted by any applicant and shall be final.

Awards of NHTF funds to projects that receive 9% low-income housing tax credits are limited to \$400,000 per project. Awards of NHTF funds to all other projects are limited only by the maximum per-unit subsidy limits below and by MFA's underwriting guidelines. Projects that will include accommodations for individuals with disabilities are likely to have higher development costs. Projects will be evaluated separately for cost-efficiency.

Maximum Per-Unit Subsidy Limits - To allow maximum flexibility, the maximum per-unit subsidy limits for NHTF will be set at HUD's applicable limits for the HOME Program effective at the time of commitment of NHTF funds. The current limits are as follows:

	Per-Unit Subsidy Limit
Bedrooms	as of May 2017
0	\$126,392
1	\$144,891
2	\$176,186
3	\$227,928
4+	\$250,193

Developer and Consultant Fees - Developer fees, inclusive of consultant fees, are limited to the following percentages of acquisition and site improvements, hard construction costs, professional fees, financing costs, and soft costs, unless further restricted by other funding sources. Exceptions will be allowed in the case of Low Income Housing Tax Credit (LIHTC) projects, in which developer and consultant fees are subject to the limits set forth in the applicable LIHTC Qualified Allocation Plan issued by MFA.

Small project (five or fewer units):	15%
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Standard project (six or more units):	12%
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Builder Fees - “Builder Fees” generally cover builder overhead, profit and general requirements and are limited to 14 percent of site improvements and hard construction costs, unless further restricted by other funding sources.

Project Readiness Standards

MFA intends to make NHTF awards only to projects that are significantly ready to proceed. At the time of application, the project must have all required zoning in place and the applicant should have all significant environmental issues identified with a plan to address such issues. Preference will be given to projects that have all funding commitments, other than MFA resources, in place. The applicant must be able to represent to MFA that there are no unusual circumstances that would delay a loan closing.

Funding Terms and Conditions

All awards will be subject to the availability of funds and applicable laws and regulations. MFA will allocate only the minimum amount of funds that it determines to be necessary for the financial feasibility of a project and its viability throughout the affordability period. Principles of sound underwriting and risk management will be applied when reviewing all applications.

NHTF financing that will be used as a financing resource in a property also allocating LIHTC will be in the form of non-interest-bearing cash flow loans (applicants seeking credits will need to ensure that the proposed loan meets IRS requirements to be included in eligible basis).

NHTF financing that will be used as a financing resource in a property that will **not** use LIHTC will be in the form of a non-interest bearing “compliance loan.” If all of the regulatory and contractual requirements are completed, the loan will be forgiven at the end of the NHTF Period of Affordability, and MFA’s secured interest released. MFA would have the right to foreclose on the security deed in the event of a determination of nonperformance or substantial noncompliance with the NHTF program requirements.

Loans will be secured by mortgages and/or other appropriate liens. Land Use Restriction Agreements (LURAs) will be required for all loans. LURAs will remain in place throughout the required affordability period (30 years) regardless of the status of the loan or changes in ownership, unless equal or more restrictive restrictions are in place from other funding sources or are imposed through permanent affordability mechanisms such as deed restrictions or land trusts.

Evaluation of Applications and Documentation

MFA staff will evaluate applications submitted based on the following Scoring Criteria and all required documentation as outlined in the 2017 Universal Rental Development Application. Staff may contact applicants for clarification of information provided. In the event of a tie score, staff will recommend approval based on financial need and applications that are deemed to be most advantageous to achieving the goals of the NHTF.

Scoring Criteria

All projects must meet the following threshold criteria:

- NHTF-assisted units must provide permanent rental housing for ELI households;
- NHTF-assisted units must remain affordable to ELI households for at least 30 years;
- The applicant must certify that NHTF-assisted units will comply with all NHTF requirements;
- The project must be financially feasible;
- NHTF-assisted rehabilitation projects must comply with the rehabilitation standards found in Attachment A: National Housing Trust Fund Rehabilitation Standards; and
- The project must include at least four (4) rental units.

	Scoring Criteria	Points
	Geographic diversity <i>No other Low Income Housing Tax Credit, public housing, or federally-subsidized housing projects within:</i> <ul style="list-style-type: none">• $\frac{1}{4}$ mile radius = 3 points• $\frac{1}{2}$ mile radius = 5 points	3 or 5
	Duration of the affordability period beyond the required 30 years <i>Projects committed to an additional five or more years</i>	5
	Energy efficiency <i>Projects achieving a HERS rating lower than 75 for rehabilitation projects and 65 for new construction projects</i>	5
	Organization type <i>Developer/general partner is a New Mexico nonprofit organization, a Tribal Designated Housing Entity (TDHE), or a public housing authority</i>	5
	Absence of project-based rental assistance <i>Projects without project-based rental assistance or projects that have or will have project-based rental assistance covering less than or equal to 25% of the total units</i>	5
	Transit-oriented development <i>Projects within 1/2-mile radius of public transportation</i> <i>Public transportation must be established and provided on a fixed route with scheduled service. Alternative forms of transportation may be acceptable, provided sufficient documentation is submitted that establishes the alternative form of transportation is acceptable to MFA. A future promise to provide service does not satisfy this scoring criterion.</i>	10
	Rural location <i>Projects located in cities with populations of 50,000 or less (per latest U.S. Census)</i>	10

	<p>Creation of new units serving ELI households, through new construction, adaptive reuse or conversion of market-rate units</p> <p>Examples:</p> <ul style="list-style-type: none"> • New construction of 4 new units (minimum project size) consisting of 3 market rate units and 1 ELI unit = 1 point • Adaptive reuse of a hotel into 30 units consisting of 10 market rate units, 10 units at 50% AMI, and 10 ELI units = 10 points <p><i>Each new ELI unit = 1 points (Capped at 10 points)</i></p>	Up to 10
	<p>Applicant's ability to obligate NHTF funds and undertake eligible activities in a timely manner</p> <p><i>Projects that have</i></p> <p><i>(1) evidence of site control = 5 points</i></p> <p><i>(2) evidence that the current zoning of the proposed site does not prohibit multifamily housing = 5 points</i></p> <p><i>(3) evidence of all other non-MFA funding sources</i></p> <p><i>a.) letters of interest from all other non-MFA funding = 5 points</i></p> <p><i>b.) commitment letters from all other non-MFA funding sources = 10 points</i></p>	Up to 20
	<p>Use of state, local and private funding sources</p> <p><i>Projects that have funding sources outside of federal funding sources, low-income housing tax credits, bond financing, and MFA funding sources, as follows:</i></p> <p><i>10% of NHTF funds requested = 4 points</i></p> <p><i>20% of NHTF funds requested = 8 points</i></p> <p><i>30% of NHTF funds requested = 12 points</i></p> <p><i>40% of NHTF funds requested = 16 points</i></p> <p><i>50% of NHTF funds requested = 20 points</i></p>	Up to 20
	<p>Extent to which the project meets any of the following priority housing needs identified in the NM Consolidated Plan: housing for the elderly and frail elderly, housing for persons with severe mental illness, housing for persons with disabilities, housing for persons with alcohol or other addictions, housing for persons with HIV/AIDS, housing for victims of domestic violence, housing for individuals or households experiencing homelessness, as follows:</p> <p><i>10% of NHTF units targeted to any priority housing need = 4 points</i></p> <p><i>20% of NHTF units targeted to any priority housing need = 8 points</i></p> <p><i>30% of NHTF units targeted to any priority housing need = 12 points</i></p> <p><i>40% of NHTF units targeted to any priority housing need = 16 points</i></p> <p><i>50% of NHTF units targeted to any priority housing need = 20 points</i></p>	Up to 20
	<p>Total Possible Points = 115</p> <p>Minimum Points Required = 40</p>	

Changes to the application/project after award require MFA's approval and applicant/owner must notify MFA in writing of any changes and include a \$500 Change Fee with the request. If the project received funding under another program that requires payment of the Change Fee, the NHTF Change Fee may be waived. It is the intent of MFA to charge this fee only once per change. Changes to the application/project after award, including changes in funding sources, will result in an additional review against the Scoring Criteria. Changes that impact the initial score can result in the loss or reduction of an NHTF award.

Application Format and Instructions to Applicants

All proposals must include the items requested in the application checklist on MFA's website located at <http://www.housingnm.org/developers>. The checklist includes, but is not limited to, such items as application, schedules, resumes, audits, narrative, certifications and disclosures.

The application fee for NHTF will be \$250.

Incurred Expenses

MFA shall not be responsible for any expenses incurred by an applicant in applying for NHTF 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.

Award Notice

MFA shall provide written notice of the award to all applicants within fifteen (15) days of the date of the award. The award shall be contingent upon meeting all loan closing conditions determined by MFA and execution of all final loan documents.

Application Confidentiality

Prior to the application deadline, MFA encourages inquiries from potential applicants regarding the NOFA. MFA shall not disclose any information regarding a proposed application provided during such inquiries to any third party. After the application deadline and until awards are made and notice given to all applicants, MFA 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.

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

Irregularities in Applications

MFA may waive any technical irregularities in an application selected for award that do not alter the nature or the quality of the services offered. Note especially that the date and time of application submission indicated herein under "Application Submission and Due Date" cannot be waived under any circumstances.

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 shall 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 NHTF application and who has furnished, when

required, information and data to prove that the applicant's financial resources, facilities, personnel, service reputation and experience are adequate to make satisfactory delivery of the services described in this NOFA.

Protest

Any applicant who is aggrieved in connection with this NOFA or the award of a loan agreement pursuant to the NHTF application process may protest to MFA. The protest must be written and addressed to the Contact Person. The protest must be delivered to MFA within five (5) calendar days after the notice of award or decline. Upon the timely filing of a protest, the Contact Person shall give notice of the protest to all applicants who appear to have a reasonable prospect of being affected by the outcome of the protest. The applicants receiving notice may file responses to the protest within five (5) calendar days of notice of protest. A committee appointed by the MFA Board Chair shall review the protest and responses to the protest and shall make a recommendation to the Board of Directors regarding the disposition of the protest.

The Board of Directors shall make a final determination regarding the disposition of the protest. Applicants or their representatives shall not communicate with MFA Board of Directors or staff members regarding any proposal under consideration, except when specifically permitted to present testimony to the committee of the Board of Directors. A proposal will be deemed ineligible if the applicant or any person or entity acting on behalf of applicant attempts to influence members of the Board of Directors or staff during any portion of the review process, or does not follow the prescribed Application and Protest process.

Code of Conduct

Applicant has no current or proposed business transaction with MFA or any of its Board members or employees, nor is aware of any other potential conflict which may give rise to a claim of conflict of interest. Any violation of this provision, as determined by MFA, will render the contract void, unless it is approved by the Board of Directors after full disclosure.

Applicant shall provide a statement disclosing any political contribution or gift valued in excess of \$250 (singularly or in the aggregate) made by Applicant or on Applicant's behalf to any elected official of the State of New Mexico currently serving or who has served on the MFA Board of Directors in the last three (3) years.

Applicant shall warrant that it has no interest, direct or indirect, which would conflict in any manner or degree with the performance of services related to this application. Applicant shall at all times conduct itself in a manner consistent with the MFA Code of Conduct. A copy of the MFA Code of Conduct is posted on the MFA website for review at <http://www.housingnm.org/rfp>. Upon request by MFA, Applicant shall disclose information the MFA may reasonably request relating to conflicts or potential conflicts of interest.

Use of Electronic Versions of this NOFA

This NOFA is being made 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. In the event of conflict between a version of the NOFA in the Applicant's possession and the version maintained by MFA, the version maintained by MFA shall govern.

Definitions

Households or individuals experiencing homelessness – A household or individual is considered homeless when residing in one of the places described below:

- In places not meant for human habitation, such as cars, parks, sidewalks, abandoned buildings (on the street);
- In an emergency shelter;
- In transitional or supportive housing for homeless households/individuals who originally came from the streets or emergency shelters;
- In any of the above places but is spending a short time (up to 30 consecutive days) in a hospital or other institution;
- Is being evicted within a week from a private dwelling unit and no subsequent residence has been identified and the individual/household lacks the resources and support networks needed to obtain housing;
- Is being discharged within a week from an institution, such as a mental health or substance abuse treatment facility or a jail/prison, in which the person has been a resident for more than 30 consecutive days and no subsequent residence has been identified and the person lacks the resources and support networks needed to obtain housing; and/or
- Is fleeing a domestic violence housing situation and no subsequent residence has been identified and the person lacks the resources and support networks needed to obtain housing.

Individuals with disabilities - Any person who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such impairment; or is regarded as having such an impairment. In general, a physical or mental impairment includes hearing, mobility and visual impairments, chronic alcoholism, chronic mental illness, AIDS, AIDS Related Complex and mental retardation that substantially limits one or more major life activities. Major life activities include walking, talking, hearing, seeing, breathing, learning, performing manual tasks and caring for oneself.

Individuals with severe mental illnesses - Serious mental illness (SMI) as defined by the Substance Abuse and Mental Health Services Administration (SAMHSA) - adults aged 18 or older who currently or at any time in the past year have had a diagnosable mental, behavioral, or emotional disorder (excluding developmental and substance use disorders) of sufficient duration to meet diagnostic criteria specified within the 4th edition of the Diagnostic and Statistical Manual of Mental Disorders (DSM-IV) that has resulted in serious functional impairment, which substantially interferes with or limits one or more major life activities. Treatment Severe mental illness is often defined by its length of duration and the disability it produces. These illnesses include disorders that produce psychotic symptoms, such as schizophrenia and schizoaffective disorder and severe forms of other disorders such as major depression and bipolar disorder.

Senior Housing - The Fair Housing Act specifically exempts some senior housing facilities and communities from liability for familial status discrimination. Exempt senior housing facilities or communities can lawfully refuse to sell or rent dwellings to families with minor children. In order to qualify for the "housing for older persons" exemption, a facility or community must prove that its housing is:

- Provided under any State or Federal program that HUD has determined to be specifically designed and operated to assist elderly persons (as defined in the State or Federal program); or
- Intended for, and **solely** occupied by persons 62 years of age or older; or
- Intended and operated for occupancy by persons 55 years of age or older.

In order to qualify for the "55 or older" housing exemption, a facility or community must satisfy each of the following requirements:

- At least 80 percent of the units must have at least one occupant who is 55 years of age or older; and
- The facility or community must publish and adhere to policies and procedures that demonstrate the intent to operate as "55 or older" housing; and
- The facility or community must comply with HUD's regulatory requirements for age verification of residents.