

**New Mexico Mortgage Finance Authority (MFA)
Affordable Housing Act & Plan Technical Manual**



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Affordable Housing Act

The New Mexico Affordable Housing Act is enabling legislation that exempts affordable housing from the anti-donation clause of the New Mexico State Constitution. Under the “Act” municipalities or counties wishing to donate, provide, or pay all, or a portion, of the costs of affordable housing (including land, acquisition, renovation, financing, or infrastructure) must have in place an affordable housing plan, or a housing component in their general plan, in addition to an affordable housing ordinance.

Required Affordable Housing Plan Elements

Section 4.2 of the Affordable Housing Act Rules requires that a valid affordable housing plan or housing element of a general plan of a county or municipality contain the following elements:

Community and Housing Profile

- a. Demographic characteristics: race and ethnicity, income, age, employment, population trends;
- b. Household characteristics: the number of existing households and housing units (by tenure);
- c. Housing market analysis: housing costs, rents, vacancy rates, and sales prices.

Housing Needs Assessment

- a. Existing needs: the number of households with a cost burden for housing, living in overcrowded situations, or with special needs (people with disabilities, elderly, large households, female-headed households, homeless, and others), the number of homes needing rehabilitation, or at-risk of no longer being affordable;
- b. Projected needs: identify # of new units needed, by tenure, housing type, and cost to meet current needs and accommodate expected population growth and job generation, determine # of homes to be created through new construction, rehabilitation and preservation.

Land Use and Policy Review

- a. General analysis of land use policies including zoning, subdivision regulations, size and existing use, environmental constraints, availability of infrastructure, entitlement process.
- b. Evaluation of possible site suitability, availability and realistic development capacity of developable sites, including appropriate zoning for special needs housing (for instance: multi-family rental, transitional and homeless shelters, mobile homes, etc.).
- c. Identification of constraints: 1) governmental (for instance: land use controls, codes and enforcement, fees and exactions, processing and permit procedures, on/off site improvements, reasonable accommodation, etc.); 2) non-governmental (availability of financing, price/availability of land, cost of construction, local capacity to assist/finance/manage construction, provide housing support services, administer housing funds/programs).
- d. Minimum density calculations targeted to affordable housing populations.

Goals, Policies, and Quantifiable Objectives

- a. Estimate the number/percentage increase of units, by income level, to be constructed, rehabilitated or conserved over a set period of time;
- b. Identify needed programs and agencies responsible for: constructing new and improving existing housing stock, promoting access to affordable housing (equal housing opportunity), and increasing capacity of residents to lower housing cost burden, build long term equity, stabilize housing situations (through homebuyer training, rental vouchers, assistance for people with disabilities, etc.);
- c. Promote potential regulatory concessions and incentives for removing or mitigating governmental and non-governmental constraints;
- d. Identify potential sources of federal, state and local financing and subsidies to support affordable housing;
- e. Consider all related issues such as public participation, job/housing mix, consistency with existing planning and land use policy, protection of ecological resources, promotion of efficient development patterns and green building.
- f. Establish a timeline for goals (5-10 years). The plan and/or goals maybe updated sooner if there are significant changes to the community.

Affordable Housing Plan Process

MFA Housing Planning Grants

MFA has matching funds available for hiring consultants to develop housing plan that meet the criteria outlined in the Affordable Housing Act Rules. Local governments can receive a grant to assist in the cost of their plan. Total funds may vary from year-to-year, and are available on a first-come, first-served basis.

Requests for Assistance

MFA awards housing planning funds on a first-come, first-served basis, depending upon availability. Communities interested in receiving a planning grant will contact the Program Manager to discuss the availability of funds and should submit a written request for assistance. Letters requesting assistance should specify a desired amount, identify the source(s) of matching funds and in-kind contributions, and indicate a rough timeline for completing the plan.

Funding Match

MFA will award housing planning funds to a community on the condition that the community matches the award 100% with funds and in-kind services. MFA will require that the local government commit at least fifty percent (50%) of the award amount in match funding. The remainder of the match may be

made in-kind, through the contribution of time and/or resources. Local cash and in-kind match must be articulated in the original request letter from the local government.

Other Funding Sources for Housing Plans

There are several sources of matching funds for local governments interested in developing housing plans: MFA Housing Planning Grants, DFA Small Communities Community Development Block Grants, New Mexico Finance Authority Planning Grants, USDA Planning Grants and Colonias Infrastructure Act Fund.

Contracts

Once a community has been awarded funds for a housing plan, a contract must be executed to formalize the agreement. The contract will set the terms of the funding award, identify a disbursement schedule, establish a scope of work, and set a timeline for plan completion.

Timeline

One of the most important details to establish at the beginning of a contract negotiation is the projected timeline for completion of the affordable housing plan. Generally, MFA issues contracts for 6-month terms. However, longer terms may be negotiated on a case-by-case basis. The Program Manager will work with the community contact to establish start and end dates for the contract term.

Disbursement

Disbursement of housing plan funds are aligned with the plan schedule. Thirty percent (30%) of the funds will be released at the submission of the 50% draft. Fifty five (55%) percent of the funds will be released at the submission of the final draft. The remaining fifteen percent (15%) of the funds will be released once MFA approves the final plan. The Program Manager will negotiate a disbursement schedule for each project.

Contract Revisions

Certain details of the Contract Services Agreement may be revised as needed. In particular, the timeline for plan completion may need to be extended as issues arise that may require additional time. Such contract extensions may be achieved through a contract amendment.

Selection of a Planning Consultant

Once a local government or other entity has entered into a contract services agreement with MFA for the award of housing planning funds, a planning consultant may be hired to actually develop the plan. Depending on their procurement protocols, the local government may need to issue a Request for Proposals (RFP) in order to select such a consultant. The Program Manager should offer assistance in preparing an RFP by ensuring that the local official(s) make all candidate consultants aware of a) the various housing plan elements required by the Act, and b) the need to provide MFA opportunities to review the plan in draft form at various stages of its production.

Scope of Work

Any affordable housing plan created subsequent to the November 2007 amendment of the Affordable Housing Act Rules must comply with the requirements set forth in the Rules. *Additionally, all housing plans created prior to November 2007 must, upon amendment, be made to comply with the requirements set forth in the Rules.* In order to easily convey these requirements, MFA has prepared a sample scope of work to be included in RFP documents or any other method of advertising a project funded with housing planning grant funds.

Provisions for MFA Review

In order to effectively provide technical assistance and ensure that the requirements of the Act are met, MFA requires that all consultants or other planners who are preparing affordable housing plans or housing elements of comprehensive plans provide opportunities for MFA's Affordable Housing Review Team to review the plan in draft form at various stages of completion. At a minimum, the consultant(s) will provide drafts for review at the following intervals:

- 1) At the completion of the Community and Housing Profile and the Housing Needs Assessment;
- 2) At the completion of the Land Use and Policy Review and Goals, Policies and Quantifiable Objectives;
- 3) Upon completion of a final draft document; and
- 4) Upon adoption of the final document.

Provisions for MFA Review at these intervals are included in MFA's Contract for Services with the community and should be incorporated into RFPs and other project advertisements to which candidate consultants will respond, in addition to the contract between the community and the consultant.

List of Planning Consultants

In order to facilitate the selection of a qualified planning consultant, MFA maintains a list of planning consultants with whom it has worked to develop housing plans in the past. The Program Manager will provide this list to any community who may benefit from it.

Program Management

MFA shall assign program management responsibilities for each project. The Program Manager shall serve as a single point of contact for the local government and/or consultant, ensuring consistent and effective communication. The Program Manager is responsible for negotiating all contracts and contract amendments, providing technical assistance and other resources as needed, facilitating the review of plan drafts as they are completed, and tracking the progress of each project.

Local Government Housing Review Team

The local government shall create an internal Housing Review Team to collaborate with the consultant writing the Affordable Housing Plan. The Housing Review Team will review and comment on drafts of

the Affordable Housing Plan prior to submittal to MFA. The Housing Review Team will solicit public input on the Plan. The local government must provide MFA with documentation of public input. The Housing Review Team and MFA's Housing Review Team will have a minimum of three (3) meetings during the course of the Plan to discuss comments on the drafts as well as discuss goals and feasible implementation strategies.

MFA Affordable Housing Plan Review Team

Draft reviews shall be conducted by MFA's Affordable Housing Plan Review Team, which is comprised of the Program Manager, the Director of Community Development, the Deputy Director of Programs, MFA's Legal Counsel, and other qualified MFA staff. The Program Manager serves as liaison between the local government and/or consultant and the Review Team.

Review Procedures

A representative of the local government or the consultant for each project will periodically submit plan drafts for review by MFA. Once a draft is submitted, the Program Manager will arrange for MFA's Review Team to meet and review each draft for compliance with the Affordable Housing Act Rules. After these meetings, the Program Manager will compile all Review Team comments and communicate these to the local government and/or the consultant.

In addition to review meetings, the Program Manager will arrange for local government Housing Review Team to meet with the members of the MFA Review Team to discuss comments on the drafts as well as discuss goals and feasible implementation strategies. We highly recommend working on strategies to custom programs for your community. MFA can provide a list of suggested strategies.

MFA's Affordable Housing Review Team should make every effort to approve each plan in a timely manner and ensure each plan contains all elements required by the Affordable Housing Act Rules.

Timeline

Once a draft plan is submitted to MFA, the Program Manager shall respond promptly by scheduling a review of the draft within 2 weeks of its submission and communicating the date of that review to the local government and/or consultant. Once a draft has been reviewed, the Program Manager shall provide the local government and/or consultant with the comments of MFA's Review Team as soon as possible, within 2 weeks of the review. The review process from the time a draft is submitted to MFA for review to the time review comments are provided should take no longer than 30 days.

Plan Approval and Adoption

Once all elements required by the Affordable Housing Act Rules are present in the plan, MFA's Review Team will recommend approval of the plan to the Program Manager. The Program Manager will provide a formal letter to the local government stating that the plan has been approved by MFA.

MFA recommends local governments adopt the Affordable Housing Plan by Resolution. Once the Plan has been finalized and adopted by the local governing body, a letter confirming this adoption should be submitted to MFA, along with a final version of the Plan.

NOTE: MFA may at any time request adopted plans or ordinances for review for compliance with the Act. Upon amendment, each Plan and/or Ordinance must be approved by MFA. Plans may be updated at any time however, they are valid for a maximum of ten (10) years. An update of the plan is required after ten (10) years. Any plan updates or amendments require MFA’s review and approval.

Affordable Housing Ordinances

MFA’s Legal Counsel

An affordable housing ordinance should be developed to assist in implementing the plan. The ordinance may be submitted simultaneously with the plan drafts. Proposed affordable housing ordinances must be submitted to MFA’s Legal Counsel for review to ensure that the ordinance is legal and that the ordinance complies with the requirements of the Affordable Housing Act Rules.

Ordinance Submission

According to the Affordable Housing Act Rules, the proposed ordinance must be provided to MFA, with other required documentation, within the period prescribed by the Rules in Section 5.3(B)(1)(a) for submission to MFA prior to the county’s or the municipality’s provision of a Housing Assistance Grant or Affordable Housing Funds. Failure to provide the ordinance and documentation in a timely manner, or to act in accordance with a determination by MFA that the ordinance is invalid, shall automatically invalidate the ordinance and render invalid any act taken under the ordinance.

The Ordinance may be submitted simultaneously with the Plan. The Ordinance must reflect the Plan’s goals and strategies. The Ordinance must outline donations and/or programs that meet the needs identified in the Plan.

Timeline

Once an ordinance is submitted, MFA is allowed a period of 45 days in which to review it and provide comment, according to Section 5.3(B)(1)(a) of the Affordable Housing Act Rules.

Checklist

MFA’s Legal Counsel will review a local government’s proposed ordinance, utilizing a checklist that includes all ordinance requirements mandated by the Affordable Housing Act Rules. The checklist contains all the elements required of an affordable housing ordinance by the Affordable Housing Act Rules. The local government will need to initially adopt an original ordinance authorizing the local government to make affordable housing donations, and establishing the parameters for such donations. That ordinance must contain all elements required by the Affordable Housing Act Rules as listed in the checklist. Subsequent ordinances, created to authorize and/or implement specific affordable housing programs or projects, may simply incorporate, by reference to the original ordinance, the required ordinance components that have already been included in the original ordinance as applicable to all affordable housing donations.

Review

MFA's Legal Counsel, upon completion of the review of a proposed ordinance, will communicate in writing to the local government any deficiencies identified in the ordinance, and may propose changes to the ordinance to assure its compliance with the Affordable Housing Act Rules. The local government must then correct the stated deficiencies and resubmit the ordinance to MFA for review.

NOTE: MFA may at any time request adopted plans or ordinances for review for compliance with the Act. Upon amendment, each Plan and/or Ordinance must be approved by MFA. Upon amendment, each Plan and/or Ordinance must be approved by MFA.

Ordinance Approval

Upon determining that the proposed ordinance is in compliance with the Affordable Housing Act Rules, MFA's Legal Counsel will provide the local government with a letter stating the MFA's determination of the ordinance's compliance with New Mexico law, and requesting that the local government provide MFA with a signed copy of the ordinance upon its official adoption by the local government. Any amendment to the ordinance, following its adoption, must be submitted to the MFA for review to determine that the ordinance remains in compliance with the Affordable Housing Act Rules.

Technical Guidance on Affordable Housing Plan Required Elements

The technical guidance below outlines the questions that should be answered with each of the Affordable Housing Plan required elements. The guide also identifies data sources and resources that can be used to address each element.

Community and Housing Profile

The first section of the Affordable Housing Plan will outline the local community and housing profile. In each section, compare the city to the county and state of NM. Comparison data will identify unique qualities of the local community. Interview community members to fill in a narrative explanation about the unique demographic elements identified in the demographic section. Summarize the findings from the demographic analysis and expand with the local perspective of the data.

Demographic characteristics: race and ethnicity, income, age, employment, population trends;

Include the following data	Data Source
<p>Population</p> <ul style="list-style-type: none"> • What is the population of the community? • Is the population increasing or decreasing? • Is there in/out migration? If so, why? • What are the current and projected growth rates? • How does growth compare to NM overall? • Provide an analysis of the sections of the population that are increasing or decreasing. How does this affect housing needs? 	<ul style="list-style-type: none"> • US Census • UNM Bureau of Business and Economic Development Research (BBER) Population Projections • Longitudinal Employer Household Dynamics (LEHD) Origin-Destination Employment Statistics
<p>Age</p> <ul style="list-style-type: none"> • What is the median age and age distribution in the community? • Has this changed over time? • How does this compare to NM overall? 	<ul style="list-style-type: none"> • US Census
<p>Race and Ethnicity</p> <ul style="list-style-type: none"> • What are the percentages of people of different races and ethnicities? • Have these percentages changed over time? • How does the breakdown compare to NM overall? 	<ul style="list-style-type: none"> • US Census
<p>Income</p> <ul style="list-style-type: none"> • What is the per capita and median 	

<p>household income?</p> <ul style="list-style-type: none"> • Have income levels changed over time? • How do income levels compare to NM overall? 	<ul style="list-style-type: none"> • US Census • Area Median Income (AMI) by County is updated annually by HUD and is available on MFA's website: http://www.housingnm.org/income-and-rent-limits
<p>Poverty</p> <ul style="list-style-type: none"> • What are the percentages of persons in poverty? • Have these percentages changed over time? • What types of public assistance do people receive? • How do poverty rates and public assistance compare to NM overall? 	<ul style="list-style-type: none"> • US Census • NM State Income Support Division
<p>Employment</p> <ul style="list-style-type: none"> • Who are the major employers and what are the major industries? Have any employers or industries left or been added to the area? • Is the community tied into an economy beyond its geographic borders? • What is the unemployment rate? Has it increased or decreased and how does it compare to NM overall? • Are there any economic development efforts that will affect population growth or decline? Will there be an increase or decrease in employment? • What affect does this have on housing needs? What bedroom sizes are needed? Rental or ownership? 	<ul style="list-style-type: none"> • US Census • BBER • Bureau of Labor Statistics • NM Department of Workforce Solutions • Local Chamber of Commerce (interviews and data) • Local government officials and staff interviews
<p>Special Needs Populations</p> <ul style="list-style-type: none"> • What is the percentage of veterans in the community? How does it compare to NM overall? • What is the percentage of persons with disabilities in the community? How does it compare to NM overall? • What is the percentage of homeless in the community? How does it compare to NM overall? 	<ul style="list-style-type: none"> • US Census • NM Department of Services • NM Coalition of End Homelessness Point-in-Time Count

Household characteristics: the number of existing household and housing units (by tenure);

Include the following data	Data Source
<p>Existing Housing</p> <ul style="list-style-type: none"> • How many household units are in the community? Identify the number of single-family, multi-family, duplex, townhouses, mobile homes, and accessory units. • What is the age of housing units? • What is the housing condition of existing housing? • What is the percentage of renters vs. homeowners? What is the rate of homeownership? What is the rate of renters? • Include the names of subsidized properties in the area of study. • Identify household characteristic trends. What are the historic trends? What are the projected changes? • How does this compare to NM overall? 	<ul style="list-style-type: none"> • US Census • Local survey of realtors, local Planning and Community Development Department • Local building permits by type • Observations of housing conditions by windshield survey • Subsidized properties may be found on MFA website: http://www.housingnm.org/subsidized-rental-properties and http://www.housingnm.org/affordable-housing-county. • HUD and USDA have lists of their subsidized properties. Contact directly.
<p>Housing Size</p> <ul style="list-style-type: none"> • What is the average household size? • What is the percent of single head of households? • How does household size compare to NM overall? • How does household size compare to the existing housing units? 	<ul style="list-style-type: none"> • US Census

Housing market analysis: housing costs, rents, vacancy rates, and sales prices.

Include the following data	Data Source
<p>Housing Cost</p> <ul style="list-style-type: none"> • What is the cost of housing? • What is the cost of rental housing by unit size? • What are the actual and median home sales prices? • How has the cost of housing changed over time? 	<ul style="list-style-type: none"> • HUD HOME Annual Rent Survey • Local Board of Realtors • BBER rent survey • Property owners/managers • MLS • Local newspaper advertisements • Local housing authority • City/county clerk • MFA • USDA

<p>Affordability</p> <ul style="list-style-type: none"> • HUD considers affordable housing costs to be 30% of a household’s income. How does the median income correlate with housing costs (rental and homeownership)? Identify needs. 	<ul style="list-style-type: none"> • Area Median Income (AMI) by County is updated annually by HUD and is available on MFA’s website: http://www.housingnm.org/income-and-rent-limits
<p>Rental Market</p> <ul style="list-style-type: none"> • How many units are currently available in the rental market? What is the size of these units (by bedroom or unit size)? • What are the rental vacancy rates? <i>Note: In general, rental vacancy rates of 5% are healthy. Vacancy rates below indicate a demand for additional rental units.</i> • Are there rent specials offered in the community such as first month free, etc.? 	<ul style="list-style-type: none"> • MLS • Local newspaper and advertisements • Local Board of Realtors interviews • BBER rent survey • Local property owners/managers interviews • Local housing authority interviews
<p>Homeownership Market</p> <ul style="list-style-type: none"> • What is the rate of sales? • What is the rate of time homes are on the market? • What is the historical change of closed sales? • What are the demographics on accepted and denied mortgage loans? • Aggregate county data; are valuations increasing or decreasing? • How many property transactions in the past year? Are they increasing or decreasing? • What is the foreclosure rate? 	<ul style="list-style-type: none"> • MLS • Local newspaper and advertisements • Local realtor interviews • Home Mortgage Disclosure Act (HMDA) • County assessor interview • City/county clerk interview
<p>Housing Cost & Income</p> <ul style="list-style-type: none"> • What is the percentage of cost burdened households? • What is the income needed to afford the existing housing costs? Calculate: Divide AMIs by 12 (months) and multiply by 0.3 (affordability) = monthly housing costs by AMI. Calculate for 30%, 60%, 80% and 100% AMI. • Which households can afford the homes currently for sale, by AMI? <i>Note: Homeownership is most likely for households earning at least 60-80% AMI.</i> 	<ul style="list-style-type: none"> • US Census • Area Median Income (AMI) by County is updated annually by HUD and is available on MFA’s website: http://www.housingnm.org/income-and-rent-limits

<ul style="list-style-type: none"> • How do median incomes correlate with homes for sale? • What are the gaps in income vs. housing cost? 	
<p>Development Market</p> <ul style="list-style-type: none"> • Provide building permit information from the past year (number, type of unit, valuation, number of rehabs). What are the trends? • What information is available on mobile homes, accessory units or other types of informal affordable housing (permits or sales)? • What is the cost of land? • What is the availability of land? Is there land available to purchase? • What does the cost and availability of land indicate about the housing market? • What is the cost of land in relation to the cost of development? What is the ratio? 	<ul style="list-style-type: none"> • Local planning and zoning department or State of NM Construction Industries Division (CID) • MLS • Local builder and developer interviews • Local newspaper and advertisements • Local realtor interviews

Housing Needs Assessment

The second section of the Affordable Housing Plan will outline both existing and future housing needs. Interview community members to fill in a narrative explanation about local housing needs. In rural communities where housing market data is sparse, use regional housing market data.

Existing needs: the number of households with a cost burden for housing, living in overcrowded situations, or with special needs (people with disabilities, elderly, large households, female-headed households, homeless, and others), the number of homes needing rehabilitation, or at-risk of no longer being affordable;

Include the following data	Data Source
<p>Poverty / Cost Burdened Households</p> <ul style="list-style-type: none"> • What is the percentage of persons in poverty? • How many households (number and percentage) are cost burdened? Cost burdened households indicate a need for lower housing costs by AMI. Outline the demographics of cost burdened household by AMI. How many cost burdened owners 	<ul style="list-style-type: none"> • US Census

vs. renters?	
<p>Existing Market Needs</p> <ul style="list-style-type: none"> Rental vacancy rates below 5% indicate a need for additional rental housing. Provide a statement regarding what current vacancy rates indicate about demand. Extrapolate the need for units by bedroom size through an assessment of vacancies in current rental housing. Is there a waitlist at local apartment complexes? How long are the waitlists? What size units are in demand on the waitlist? Provide an analysis of the risk of housing no longer remaining affordable based on the cost of housing, housing cost trends, cost burdened percentage, local survey and an analysis of gentrification. How does this compare to NM overall? 	<ul style="list-style-type: none"> Local interviews of property managers and board of realtors. BBER’s annual apartment survey which includes data on the number of apartments by county, as well as, vacancy rates. HUD’s Fair Market Rent (FMR) Analysis <i>MFA discourages the use of the Census vacancy rates.</i> Local interviews of property managers, housing authorities and subsidized properties.
<p>Condition of Housing</p> <ul style="list-style-type: none"> What is the percentage of households without plumbing, heating, etc.? Does the local (or regional) housing authority have difficulty finding units that will pass Housing Quality Standard (HQS) or Uniform Physical Conditions Standards (UPCS) inspections? What is the number of homes needing rehabilitation, weatherization and minor repair? 	<ul style="list-style-type: none"> US Census Local interview of housing authority, local planning and zoning office, weatherization service provider, windshield survey.
<p>Special Needs</p> <ul style="list-style-type: none"> What is the percentage of households that are cost burdened, households living in overcrowded situations, persons that are disabled, seniors, female-headed households? What is the percentage of persons that are homeless? 	<ul style="list-style-type: none"> US Census If local Census data is not available, extrapolate state data. Interview local organizations that assist homeless, seniors and disabled individuals. New Mexico Coalition to End Homelessness (NMCEH) Point in Time Counts Local survey of shelters, non-profit and faith based organizations that assist homeless.
<p>Existing Housing Need Conclusion</p> <ul style="list-style-type: none"> Provide an analysis of the current housing need for the existing community by AMI, housing type and bedroom size. Identify 	<ul style="list-style-type: none"> Analysis

<p>the households, by AMI, that need housing cost subsidized.</p> <ul style="list-style-type: none"> • How many affordable units are needed to meet the current housing need? 	
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Projected needs: identify # of new units needed, by tenure, housing type, and costs to meet current needs and accommodate expected population growth and job generation, determine # of homes to be created through new construction, rehabilitation and preservation.

Include the following data	Data Source
<p>Projected Housing Needs</p> <ul style="list-style-type: none"> • Provide a projection of future housing needs (5-10 years) by AMI, housing type, bedroom size and local housing preference. • What types of units and general bedroom sizes are needed for the projected growing demographic? For example, if there is growth in families, more 2 or 3 bedroom units will be needed. If the senior population continues to grow, there is a need for more 1 or 2 bedrooms or assisted living. • Based on the difference between population trends and housing production, how many units can be absorbed? • What are the projections for rental development? 	<ul style="list-style-type: none"> • Key indicators of projected housing needs are: <ul style="list-style-type: none"> ○ Demographic and economic trends; ○ Percentage of cost burdened households and; ○ Age of housing stock • Analysis of data. • Interviews of local builders, developers, realtors and planning & zoning staff.
<p>Projected Rehabilitation Needs</p> <ul style="list-style-type: none"> • How many units need to be rehabilitated? Is there existing rental stock that needs preservation? • What is the need for single-family and multi-family rehab? • What is the percentage of low to moderate income households in the community that need rehab? 	<ul style="list-style-type: none"> • US Census • Age of housing stock and • Code enforcement. • Choose a methodology for rehab need, below. • Interview MFA, HUD and USDA about the rehab need for the properties each agency oversees. MFA and USDA have reports available to indicate the number of multi-family units that need rehab. • Extrapolate the need based on substantial rehab permits and use the percentage of total low to moderate income households.

Choose a Methodology for determining the number of units that need rehabilitation:

1. What percentages of permits are for substantial rehab? Create a formula based on the percentage of substantial rehabs. For example, if 10% of the total permits are for substantial rehab then, it may be extrapolated that 10% of the total housing units need rehab; OR
2. Conduct a windshield survey of approximately 10% of the housing units to determine the condition of each area and related rehab need. Survey a percentage of each neighborhood or community, if a county wide plan.

Land Use and Policy Review

The third section of the Affordable Housing Plan will outline an analysis of constraints to affordable housing development in the local land use regulations and development policy. Interview local developers/builders to provide a narrative regarding any existing constraints to housing development. Local governments will be provided with recommendations to facilitate and incentivize affordable housing development. Development costs may be reduced through changes to zoning and subdivision regulations.

General analysis of land use parcels including zoning, size and existing use, environmental constraints, availability of infrastructure.

Include the following data	Data Source
<p>Zoning & Subdivision Regulations</p> <ul style="list-style-type: none"> • Provide an analysis of the zoning and subdivision regulations. Include a zoning map. • What is the allowable density? • What are the setbacks, minimum lot size, maximum height, parking requirements, maximum units per lot, open space requirements, street width, etc.? • Which elements unnecessarily increase the cost of development? • What is the approval process for site development? • Is higher density allowable through zoning or is a special use permit or planned unit development required? Additional processes are a constraint in terms of the time it takes to obtain approval and the political uncertainty of the requirement included with conditional approvals from Planning Commissions or City Councils. • Can a developer build an affordable unit with the current zoning? If so, what densities are needed? 	<ul style="list-style-type: none"> • Local zoning and subdivision regulations • Interview city staff, local builders and developers •

<ul style="list-style-type: none"> • What is the maximum density currently built in the community? Provide a recommendation to increase density that would fit within the current built environment. • How does affordable housing overlap with other land use policies such as the Comprehensive Plan, downtown revitalization, economic development and/or any other community plans? 	
<p>Infrastructure</p> <ul style="list-style-type: none"> • What is the availability of infrastructure? • What is the availability of water? • What are the user / hookup fees? • Are there impact fees? • Is expanding infrastructure an option? • What are the conditions of the current water and sewer systems? • Do the systems need to be expanded? • Do they have capacity for growth? • Is the cost of infrastructure a constraint to affordable housing development? • Does the city allow for cost effective infrastructure design such as dual trenching? 	<ul style="list-style-type: none"> • Interview city engineer, planning & zoning staff, local builders and developers. • Local subdivision regulations.
<p>Environmental Constraints</p> <ul style="list-style-type: none"> • What are the environmental constraints in the area? • Are there flood zones, steep slopes, industrial uses, agricultural uses or previous contamination issues? 	<ul style="list-style-type: none"> • Interview local city engineer, planning & zoning staff, local builders and developers.
<p>Recommendations for Land Use Regulations</p> <ul style="list-style-type: none"> • Analyze what the constraints to affordability are with the current regulations. Provide recommendations of how to change land use, zoning and subdivision regulations to facilitate affordable housing with the following elements: smaller minimum lot sizes, reduce setbacks, reduce parking requirements, reduce street widths, allow for increased densities and increased height limits. 	<ul style="list-style-type: none"> • Refer to <i>Menu of Options for Local Governments</i> in Appendix A.

Evaluation of suitability, availability and realistic development capacity of developable sites, including appropriate zoning for special needs housing (for instance: multi-family rental, transitional and homeless shelters, mobile homes, etc.);

Include the following data	Data Source
<p>Land Availability</p> <ul style="list-style-type: none"> • Where is land available? • Are there any sites that enhance or detract from the city? • What sites are possibly available for affordable housing development? Conduct a site analysis on each site: <ul style="list-style-type: none"> ○ Are there existing buildings on the site(s)? ○ Where is it located? ○ What is the size of the site? ○ What is the zoning? ○ What does the zoning currently allow (density, height, etc.)? ○ Who is the owner? ○ What is located next to the site? ○ What else is in the area? ○ Are there environmental issues or other constraints? ○ Is infrastructure available to this site? ○ Is there transit and services in the neighborhood? ○ Is there neighborhood opposition? ○ What is the cost of land? ○ What are the total development costs? 	<ul style="list-style-type: none"> • Evaluate the zoning map and regulations. • Interview local city staff and manager. • Interview local developers/builders. • Conduct a site analysis.
<p>Housing Sustainability</p> <ul style="list-style-type: none"> • Discuss benefits of sustainability, energy efficiency, reducing operating costs, increasing building longevity, offering health and affordability benefits to residents. • Center for Neighborhood Technology, Housing + Transportation Affordability Index: If data is available for the area, provide H+T Affordability Index map for the area and provide an analysis of the 	<ul style="list-style-type: none"> • Sustainable development practices and various sources. • Center for Neighborhood Technology, Housing + Transportation Affordability Index, Use for the Site or on a Neighborhood Level: http://htaindex.cnt.org/

cost of combining housing and transportation in affordability. Use for the town, neighborhood and possible sites, if applicable.	
Development Capacity <ul style="list-style-type: none"> • Is there a local construction work force? Importing construction workers will increase development cost. • Are there local builders and developers? 	<ul style="list-style-type: none"> • Interview local developers and builders.

Identification of constraints: 1) governmental (for instance: land use controls, codes and enforcement, fees and exactions, processing and permit procedures, on/off site improvements, reasonable accommodation, etc.); 2) non-governmental (availability to financing, price/availability of land, cost of construction, local capacity to assist/finance/manager construction, provide housing support services, administer housing funds/programs).

Include the following data	Data Source
Governmental Constraints <ul style="list-style-type: none"> • What are the constraints to development of residential housing and to affordable housing? • What is the political environment to change zoning and/or subdivision codes? • What is the process to change the zoning on a property? 	<ul style="list-style-type: none"> • Analysis.
Non-Governmental Constraints <ul style="list-style-type: none"> • What are the non-governmental constraints such as cost of land and cost of construction? • What is the availability of labor? 	<ul style="list-style-type: none"> • Analysis.
Financial Constraints <ul style="list-style-type: none"> • What is the availability of construction financing? • What is the availability of MFA homebuyers' loan programs at local banks? • Is there a lack of supportive services such as homebuyer training? 	<ul style="list-style-type: none"> • Interview local builders, developers and banks.

<p>Capacity</p> <ul style="list-style-type: none"> Who will implement and administer the affordable housing plan on behalf of the local government? 	<ul style="list-style-type: none"> Interview local government staff and manager.
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Minimum Density Calculations targeted to affordable housing populations.

The Minimum Density Calculations will demonstrate how increased density and donations affect the total cost of development. It also identifies where additional subsidy is needed to make these projects financially feasible. Refer to the sample and notes regarding how to complete the calculation. Conduct interviews of local developers/builders to obtain accurate development costs for the area of study. Refer to Appendix C.

Include the following data	Data Source
<p>Analysis of the Minimum Density Calculation</p> <ul style="list-style-type: none"> What do current regulations and current market allow (building type, max units per acre, etc)? What is the cost per unit by single-family and multi-family? What can households, by AMI, currently afford? What is the cost of housing? What is the gap? What are the minimum densities (units per acre) needed to achieve sustainability? 	<ul style="list-style-type: none"> Density calculation based on current zoning and a higher density example.

Provide an analysis of the various scenarios. If density alone will not achieve affordability, what other types of regulatory changes or assistance is needed? Include the following Scenarios to analyze what may work to help achieve affordability. Demonstrate how each scenario will reduce the cost of development.

- Donation of infrastructure
- Fee waivers
- Donation of land and/or buildings
- Donation of cash

Goals, Policies and Quantifiable Objectives

The fourth and final section of the Affordable Housing Plan outlines the goals and objectives of the local government. Include the number of units, target AMI and housing type and who is responsible for each goal. These are goals of the local government, not recommendations from the consultant. Include other partners for each goal.

Estimate the number/percentage of units, by income level, to be constructed, rehabilitated or conserved over a set period of time;

Based on the previous sections, what is the local housing need? What are the goals to address those needs? Who will be responsible to implement each goal?

Communities who struggle with affordable housing for-sale or rental housing shortages will be well served to develop aggressive strategies to attract housing developers/builders quickly. Refer to Menu of Options in Appendix A.

Identify needed programs and agencies responsible for: constructing new and improving existing housing stock, promoting access to affordable housing (equal housing opportunity), and increase capacity of residents to lower housing cost burden, build long term equity, stabilize housing situations (though homebuyer training, rental vouchers, assistance for people with disabilities, etc.);

What affordable housing programs are needed? Identify goals for the local government to address affordable housing needs. Who will be responsible to implement each goal? Who are partners for each goal?

Promote potential regulatory concessions and incentives for removing or mitigating governmental and non-governmental constraints;

Based on the constraints that were identified in previous sections, which regulatory and policy changes will be made? Review the Menu of Options in Appendix A, which regulations can be changed immediately? Which regulations can be considered as possible changes in the future?

Identify potential sources of federal, state and local financing and subsidies to support affordable housing.

MFA identified many resources for affordable housing in Appendix D. Include this list along with local government donations and financing available for affordable housing.

Consider all related issues such as public participation, job/housing mix, consistency with existing planning and land use policy, protection of ecological resources, promotion of efficient development patterns and green building.

Incorporate public participation in the creation of the affordable housing plan. Suggestions for public input include, but are not limited to:

- Present demographic and community profile
- Solicit input on housing needs
- Solicit input on perceptions of affordable housing
- Present photos of attractive affordable housing

- Present photos of context appropriate, higher density
- Present findings of the plan and proposed goals

Encourage affordable housing to be located within 1 mile or less of public transit. Encourage affordable housing within downtown areas to support revitalization efforts. Affordable housing should also be incorporated within Redevelopment Areas and economic development efforts.

APPENDIX A: Affordable Housing Act / Plan Menu of Options for Local Governments

Financial Incentives

- **Grant funds** is the most valuable donation to encourage affordable housing development;
- Grant, long term lease or, sale discount of publicly owned property;
- Payment for on and/or off site infrastructure improvements;
- Tax Increment Financing (TIF) or Public Improvement District (PID);
- Provide loans with favorable terms such as:
 - No required payments
 - Repayment subject to cash flow only
 - Residual receipt loans in which the loan has variable payments subject to cash flow
 - Long term loan of 40 years or more
- Guarantee loans;
- Waiving development, permitting fees, utility hookup fees, impact fees; and
- Use bond funds for affordable housing.

Land Use / Zoning / Subdivision Regulations & Approval Process

Reducing land costs are a key factor in creating affordable housing. Increasing density is an important aspect of decreasing costs. Local governments have the influence to reduce development costs through the following methods:

- City allows for higher density (townhouses, multifamily housing) through standard zoning codes rather than special exceptions, PUD or Special Use Permits. Multifamily zoned property should be available in the community
- Allow zero lot lines
- Cluster development (for townhouses, duplexes, etc.)
- Reduce street widths to no more than 20' to 30' in right of way width
 - Allow on-street parking on only one side of the street thereby, reducing the required street width.
- Reduce parking requirements
 - Reduce on-site parking requirements especially when there are connections to transit or major activity centers
 - Reduce parking stall dimensions (8x16)
- Street Design:
 - Instead of cul-de-sacs, use hammer heads

- Reduce required street radius
- Minimize infrastructure trenches by allowing for joint trenching in the street right-of-way
- Reduce minimum lot size (2,000-6,000 sq.ft.)
- Reduce lot frontage requirements (32-60 ft.)
- Reduce minimum lot width
- Maximize lot coverage requirements
- Maximize height requirement
- Encourage accessory dwelling units (second unit on site)
- Incentive zoning

Incentive Zoning. The City can offer density bonuses if a certain percentage of the units are affordable to low and moderate income families. Additional densities are also appropriate when located next to downtowns, neighborhood centers and/or transit stops.

- Provide for an allowance of increased density in exchange for a developer's commitment to provide open space, landscaping and other amenities on the proposed development site.
- Density transfers to allow an exchange of lower density rights on one tract of land for higher density rights on another tract of land, particularly with contiguous parcels.
- Bonus points for affordable housing, at a particular AMI or price point. The bonus points could be applied to items such as higher density, reductions of setbacks, reduction of required parking spaces or other changes that will reduce the builder's cost.

Programs

- Housing Trust Fund. Sources of financing include tax increment financing, private grants, surplus reserve funds from refinancing municipal bond issues, taxes and fees;
- For properties that are abandoned or have unpaid taxes, have tax lien sales through auctions, sell in bulk or transfer to land banks, Community Development Corporations or non-profit housing developers.
- Foreclosure / Condemnation program to rebuild for affordable housing
- Take an active role in buying property, land assembly, land banking and joint venture developments using publicly owned land.
- Streamline the permitting process
- Take an active role in Master Planning infrastructure and zoning
- Bond funds
- Act as a pass through agency for state legislative funds

Tools to keep housing affordable

- Deed restrictions with affordability periods (refer to Affordable Housing Act Rules)
- Land Use Restriction Agreements (LURA)
- Mortgage encumbrance
- Land trust
- Joint tenants in common structure

APPENDIX B: SURVEY

State of New Mexico Health and Human Services, Local Office

What is the housing need in the study area?

What other services are needed in this area?

County Assessor's Office or County Clerk

How many transactions in the last month and last year?

Local Planning & Zoning Official or Engineer

What is the number of homes needing rehabilitation, weatherization and/or minor repair?

Are abandoned homes a concern? If so, why are homes abandoned?

What is the cost for site prep?

What are soil conditions in the area?

What is the cost of infrastructure (on and off site)?

What are the costs of permits, hookup fees and approval fees?

What is the approval process for site development? Is higher density allowable through zoning or is a special use permit or planned unit development required?

What are the environmental constraints in the area? Are there flood zones, steep slopes, industrial uses, agricultural uses or previous contamination issues?

What is the availability of infrastructure? What is the availability of water? What are the user / hookup fees? Are there impact fees? Is expanding infrastructure an option? What are the conditions of the current water and sewer systems? Do the systems need to be expanded? Do they have capacity for growth? Is the cost of infrastructure a constraint?

What are other constraints to affordable housing development?

Is there city or county owned land available for donation towards affordable housing?

Are there existing buildings on the site? Where is it located? What is the size of the site? What is the zoning? What does the zoning currently allow (density, height, etc.)? ? Who is the owner? What is

located next to the site? What else is in the area? Are there environmental issues or other constraints? Is infrastructure available to this site? Is there neighborhood opposition?

Local Property Managers

What is the vacancy rate?

What size bedrooms are most in demand?

Do you have a waitlist? What bedroom sizes are most in demand on the waitlist?

Are you offering incentives to existing or potential renters?

Are there any housing developments in the pipeline (either single family or multifamily)?

Local or Regional Housing Authority

What is the number of subsidized units, rent controlled units or homes with deed restrictions?

What is the waitlist for these units (by bedroom size)?

What are the needs for the Housing Authority units? Approximately, how many units need rehab?

Does the Housing Authority use all of the vouchers that are issued?

Do you have difficulty finding units that will pass Housing Quality Standard (HQS) or Uniform Physical Conditions Standards (UPCS) inspections?

Are there any housing developments in the pipeline (either single family or multifamily)?

Local Board of Realtors

What is the cost of land?

Home sales prices by bedroom size?

How long are homes on the market?

How many transactions in the last month and last year?

Are abandoned homes a concern? If so, why are homes abandoned?

What is the market rent by bedroom size?

What is the current vacancy rate?

What is the absorption rate for new rental housing?

What is the number of homes needing rehabilitation, weatherization and/or minor repair?

Do housing types or size of units match housing needs?

What is the perception of what people could pay vs. what they can afford?

Local Developer/Builder

What is the cost of land?

What is the cost for site prep?

What are soil conditions in the area?

What is the cost of infrastructure (on and off site)?

What are the costs of permits, hookup fees and approval fees?

What is the absorption rate for new rental housing?

What are the constraints of development in the study area?

In the study area, how long does it take to develop affordable housing from concept to completion?

What is the approval process for site development? Is higher density allowable through zoning or is a special use permit or planned unit development required?

What are the constraints in the permitting approval process?

Can a developer build an affordable unit with the current zoning? If so, what densities are needed?

Are there any housing developments in the pipeline (single family and multifamily)?

What are the environmental constraints in the area? Are there flood zones, steep slopes, industrial uses, agricultural uses or previous contamination issues?

Is there neighborhood opposition?

Importing construction workers will increase development cost. Is there a local construction work force?

What incentives would be beneficial to encourage affordable housing in the study area?

Local Banks

What is the foreclosure rate?

Review Home Mortgage Disclosure Act (HMDA) data. Ask how many loans the bank cannot approve. What are the major obstacles?

How do you use Community Reinvestment Act (CRA) Funds in this community?

APPENDIX C: Minimum Density Calculation

Multi-Family Rental

	Low Density	Medium Density	Max Density Target
Parcel Size (acres)	1	1	1
Density per acre	4	8	24
Average Unit Size	850	850	850

Assumptions: raw land, zoned low density residential

average 2 bedroom plus 10% for common open space

Low Density - 1 story		Medium Density - 2 story		High Density - 3 story				
Item	Cost	Item	Cost	Item	Cost			
Units	4	Units	8	Units	24			
Construction		Construction		Construction				
Land (per acre)	\$50,000	Land (per acre)	\$50,000	Land (per acre)	\$50,000			
Site Prep - Average 1 story	\$38,333	Site Prep	\$38,333	Site Prep	\$38,333			
Cost of Infrastructure	\$437,500	Cost of Infrastructure	\$437,500	Cost of Infrastructure	\$437,500			
Cost of Parking	\$6,000	Cost of Parking	\$12,000	Cost of Parking	\$360,000			
Permits / Hook Up Fees	\$2,000	Permits / Hook Up Fees	\$4,000	Permits / Hook Up Fees	\$13,000			
Impact Fees	\$20,000	Impact Fees	\$40,000	Impact Fees	\$120,000			
Cost to Build - Materials*	\$160,000	51.5%	Cost to Build - Materials*	\$319,848	51.5%	Cost to Build - Materials*	\$959,544	51.5%
Cost to Build - Labor*	\$150,532	48.5%	Cost to Build - Labor*	\$301,216	48.5%	Cost to Build - Labor*	\$903,649	48.5%
Total Cost to Build (materials & labor)	\$310,532		Total Cost to Build (materials & labor)	\$621,064		Total Cost to Build (materials & labor)	\$1,863,193	
Soft Costs	\$15,053	Soft Costs	\$30,122	Soft Costs	\$90,365			
Construction Financing*	\$43,000	4.5%	Construction Financing*	\$61,000	4.5%	Construction Financing*	\$145,000	4.5%
Permanent Financing	\$38,000	4.0%	Permanent Financing	\$54,000	4.0%	Permanent Financing	\$129,000	4.0%
Total	\$960,418	Total	\$1,348,019	Total	\$3,246,391			
Cost per Unit	\$240,104.50		Cost per Unit	\$168,502		Cost per Unit	\$135,266	
Market Rent	\$650		Market Rent	\$650		Market Rent	\$650	

* variable with time to build; hard costs increase with time

	Low Density	Medium Density	Max Density Target
Units Square Footage	3,400	6,800	20,400
Total Square Footage	3,740	7,480	22,440
Size of Lot (1 acre)	43,560	43,560	43,560
Floor Area Ratio	0.08	0.17	0.51

Average unit size, 850 X number of units
Unit Square Footage X 10%
Square Footage of footprint / size of lot

Projected Market Rents and Required Subsidies

	Low Density	Medium Density	Max Density Target
Market Rent	\$ 650.00	\$ 650.00	\$ 650.00
Affordable Rent (30% of monthly income for a household of 4)			
120% AMI	\$ 1,313.70		
100% AMI	\$ 1,132.50		
80% AMI	\$ 943.75		
60% AMI	\$ 708.00		
50% AMI	\$ 590.00		
30% AMI	\$ 353.75		
Rent Subsidy Required			
120% AMI	\$ -		
100% AMI	\$ -		
80% AMI	\$ -		
60% AMI	\$ -		
50% AMI	\$ (60.00)		
30% AMI	\$ (296.25)		

Incentives

Definitions / Assumptions:

Based on local survey. Average 4% of total development cost

Based on 2013 RS Means Residential Cost Data. Average 1 story - \$0.88 per/sf of lot size. Cost will vary by soil type, topography and other site issues.

Off-site infrastructure average \$175 per linear foot. Example uses 50' ROW by 50'

Average \$1,500 per surface parking space. Cost includes paving, drainage, marking, signage and lighting. Example assumes 1 parking space per unit. Enter local zoning parking requ

local costs permits include zoning, subdivision, plat and construction permits

local costs; estimating \$5,000 per unit

Stucco on wood frame cost per sq ft = \$83.03. Brick veneer on wood frame cost per sf = \$91.52

Material/Labor ratio = 51.46%/48.54%. Contractor profit 10% average. Increase by 10% if hiring subcontractors.

Project administrative costs including appraisals, cost estimates, project document preparation, staff, overhead, professional services and developer fee.

10% of Labor Cost

4.5% of total development cost, *variable with time

4.0% of total development cost

HOW IS MARKET RENT AFFECTED WHEN DENSITY IS INCREASED AND COST PER UNIT DECREASES?

* Variables that local government has influence to change cost
These costs may be reduced by changes in local government policy, subdivision and/or zoning regulations.

2014 Socorro County HOME Income Limits & Maximum Rents used for Projected Rents & Required Subsidies

	Family of 4
120% AMI	\$ 52,548
100% AMI	\$ 45,300
80% AMI	\$ 37,750
60% AMI	\$ 28,320
50% AMI	\$ 23,600
30% AMI	\$ 14,150

updated 6/4/2014

Single-Family

	Low Density	Medium Density
Parcel Size (acres)	1	1
Density per acre	4	8
Average Unit Size	850	850

Assumptions: raw land, zoned low density residential

Low Density			Medium Density		
Item	Cost		Item	Cost	
Units	4		Units	8	
Construction			Construction		
Land (per acre)	\$50,000		Land (per acre)	\$50,000	
Site Prep - Average 1 story	\$3,291		Site Prep - Average 1 story	\$6,582	
Cost of Infrastructure	\$437,500		Cost of Infrastructure	\$437,500	
Cost of Parking	\$6,000		Cost of Parking	\$12,000	
Permits	\$2,000		Permits	\$4,000	
Impact Fees	\$20,000		Impact Fees	\$40,000	
Cost to Build - Materials*	\$159,800	51.5%	Cost to Build - Materials*	\$319,599	51.5%
Cost to Build - Labor*	\$150,732	48.5%	Cost to Build - Labor*	\$301,465	48.5%
Total Cost to Build (materials & labor)	\$310,532		Total Cost to Build (materials & labor)	\$621,064	
Soft Costs	\$15,073		Soft Costs	\$30,146	
Construction Financing*	\$42,000	4.5%	Construction Financing*	\$59,000	4.5%
Permanent Financing	\$37,000	4.0%	Permanent Financing	\$52,000	4.0%
Total	\$923,396		Total	\$1,312,293	
Cost per Unit	\$230,849		Cost per Unit	\$164,037	
Median Home Price	\$160,000		Median Home Price	\$160,000	

* variable with time to build; hard costs increase with time

	Low Density	Medium Density
Units Square Footage	850	850
Total Square Footage	935	935
Size of Lot (sq ft)	10,890	5,445
Floor Area Ratio	0.08	0.17

Unit Square Footage + 10%
Square Footage of footprint / size of lot

Projected Market Rents and Required Subsidies

	Low Density	Medium Density
Median Home Price	\$160,000	

Affordable Mortgage

120% AMI	\$160,636
100% AMI	\$139,582
80% AMI	\$117,651
60% AMI	\$90,259

Subsidy Required

120% AMI	(\$636)
100% AMI	(\$20,418)
80% AMI	(\$42,349)
60% AMI	(\$69,741)

Incentives

Definitions / Assumptions:

Based on local survey. Average 4% of total development cost
Based on 2013 RS Means Residential Cost Data. Average 1 story - \$0.88 per/sf
Off-site infrastructure average \$175 per linear foot. Example uses 50' ROW by 50'
Average \$1,500 per surface parking space. Cost includes paving, drainage, marking, signage and lighting. Example assumes 1 parking space per unit. Enter local zoning requirement.
local costs permits include zoning, subdivision, plat and construction permits
local costs; estimating \$5,000 per unit
Stucco on wood frame cost per sq ft = \$83.03. Brick veneer on wood frame cost per sf = \$91.52
Material/Labor ratio = 51.46%/48.54%. Contractor profit 10% average; mark up for subcontractor 10% average
Project administrative costs including appraisals, cost estimates, project document preparation, staff, overhead, professional services and developer fee.
10% of construction cost
4.5% of total development cost, * variable with time
4% of total development cost

- * Variables that local government has influence to change cost
These costs may be reduced by changes in local government policy, subdivision and/or zoning regulations.

Income Group	Median Income	Maximum Annual Housing Costs	Maximum Monthly Housing Costs	Equivalent Mortgage ^{1]}
120% AMI	\$ 52,548	\$ 15,764	\$ 1,314	\$ 160,636
100% AMI	\$ 45,300	\$ 13,590	\$ 1,133	\$ 139,582
80% AMI	\$ 37,750	\$ 11,325	\$ 944	\$ 117,651
60% AMI	\$ 28,320	\$ 8,496	\$ 708	\$ 90,259

Assuming a 30 year mortgage at 7%, 1.25% property taxes, 0.5% PMI and \$10,000 down payment.

APPENDIX D: Funding Sources for Affordable Housing

This list includes many current sources funding sources available for (1) Homeownership Programs, (2) Housing Development, (3) Homeless and Rental Assistance Programs, as of August 2014. Local funding is listed under Homeownership and Housing Development. Revise as necessary when developing an affordable housing plan.

Planning

Colonias Infrastructure Funds, administered through New Mexico Finance Authority. The Colonias Infrastructure Board awards funding for infrastructure projects in designated Colonias to improve quality of life and economic development. Colonias Funds are eligible as matching funds to MFA's grant for the cost of creating an Affordable Housing Plan. Match requirement. Open application cycle.

<http://www.nmfa.net/financing/colonias-loans-and-grants/colonias-infrastructure-board/>

Community Development Block Grant (CDBG), administered through State of New Mexico Department of Finance & Administration (DFA). CDBG funds are granted to projects which benefit low to moderate income beneficiaries and improve areas of slum & blight. CDBG includes planning as an eligible activity. The Plan must benefit specific groups including, persons who have been abused, who are elderly, disabled, homeless or persons living with disease. CDBG funding requires citizen participation and matching funds. There is an annual application process.

http://nmdfa.state.nm.us/cdbg_Information_1.aspx

New Mexico Mortgage Finance Authority (MFA)

MFA provides funding to create an Affordable Housing Plan. Match requirement. Contact Affordable Housing Act Program Manager. Open application cycle; first come first serve.

Homeownership Programs

This list does not include specialty mortgage products such as FHA, VA, Freddie Mac, Fannie Mae or Ginnie Mae.

Bank of America Foundation funds programs focused on creating and preserving affordable housing and homeownership opportunities, foreclosure counseling and mitigation, real-estate owned (REO) disposition and programs that help individuals and families create better money habits and become more financially capable. <http://about.bankofamerica.com/en-us/global-impact/charitable-foundation-funding.html>

Bank of the West provides grants that benefit low- to moderate-income individuals and communities. In New Mexico, Bank of the West provides grants that will serve the following counties: Bernalillo, Sandoval, Valencia and Doña Ana. The Charitable Giving Categories include Community and Economic Development category includes the following activities:

- Creation, preservation or rehabilitation of affordable housing
- Homeownership and credit counseling programs for low- to moderate-income individuals
- Financing services and technical assistance programs for small businesses and farms

- Asset creation and preservation programs for low- to moderate-income individuals

<https://www.bankofthewest.com/about-us/community-support.html>

Building Trust, MFA

Below-market rate loans to Native American Families or individuals from federal recognized tribes who have a home site lease on trust land to buy, build or make repairs on existing homes. First-time homebuyer requirements are waived.

Federal Home Loan Bank of Dallas provides grants and low interest loans to low-to-moderate income households. The Affordable Housing Program includes the following homeownership activities:

- Pay closing costs or down payments
- Buy down principal amounts or interest rates
- Refinance an existing loan (provided that the equity proceeds are used for the development of AHP-eligible housing)
- Assist with rehabilitation or construction costs
- Homebuyer education and counseling costs also qualify, if the household purchases an AHP-assisted unit.

Helping Hand, MFA

\$8,000 for down payment and closing cost assistance to low-income families in which one family member has a disability. Helping Hand is a 0% loan due on sale, transfer or refinance of the home. Guidelines may vary by location.

HERO, MFA

The HERO program is a first mortgage loan that includes a 3.5% down payment assistance grant. The grant does not need to be repaid. HERO is available to low-to moderate-income households in which at least one member is a public safety worker, healthcare worker, educational worker or an active or reserve member of the armed forces. The HERO program is a 30-year, fixed-rate, FHA-insured mortgage loan.

HOME Rehabilitation (REHAB), MFA

Assistance for low-income homeowners to make necessary home repairs. MFA selects local housing authorities, community non-profit organizations and local governments to administer the program in communities throughout the state, excluding the Cities of Albuquerque and Las Cruces.

Housing Application Packaging Grants, USDA

Housing Application Packaging Grants provide government funds to tax-exempt public agencies and private non-profit organizations to package applications for submission to Housing and Community Facilities Programs.

Housing Counseling

Pre-purchase housing counseling for prospective buyers funded by U.S. Department of Housing and Urban Development (HUD) grants. Counseling is done by sub-grantees selected by MFA.

Individual Water and Waste Grants, USDA

Individual Water and Waste Water Grants provide Government funds to households residing in an area recognized as a colonia before October 1, 1989.

Mortgage Booster, MFA

A fixed-rate second mortgage that is used in conjunction with either a MortgageSaver or MortgageSaver Zero first mortgage. Mortgage Booster features a 30-year term and a maximum loan amount of \$8,000. Mortgage Booster has a 6% interest rate.

MortgageSaver, MFA

Thirty-year fixed below-market rate mortgage loans priced with 1% discount and 1% origination fee for low to moderate-income first-time homebuyers.

MortgageSaver Plus, MFA

Thirty-year fixed rate mortgage program that includes a 3.5% grant to offset down payment and closing costs for low- to moderate-income first-time homebuyers. MortgageSaver Plus carries a slightly higher interest rate than MortgageSaver and MortgageSaver Zero loan products and features a 0% origination and 0% discount fee.

MortgageSaver Zero, MFA

Thirty-year fixed-rate mortgage loans priced with 0% discount and 0% origination fee for low- to moderate-income first-time homebuyers.

New Mexico EnergySmart (Weatherization), MFA

Assistance for qualified households to improve their homes' energy efficiency and reduce utility expenses by as much as \$500 per year. Homes receive an average of \$5,000 in energy efficiency upgrades through the program, which may include insulation, caulking, new windows and/or new heating systems.

Partners Program, MFA

First mortgages for families earning less than 60% of the area median income. Mortgages are procured through non-profit housing providers.

PaymentSaver, MFA

A second mortgage loan that provides 8% of the sales price of the home (up to \$8,000) for down payment, closing costs, principal reduction and/or interest rate buydown for lower income families in eligible areas of the state. PaymentSaver is a 0% loan due on sale, transfer or refinance, loan due on sale, transfer or refinance of the home.

Public Housing, Homeownership Program, HUD

The Quality Housing and Work Responsibility Act (QHWRA) permits public housing authorities to make public housing dwelling units available for purchase by low-income families as their principal residence through the following eligible activities:

- Sell all or a portion of a public housing development to eligible public or non-public housing residents;
- Provide Capital Fund assistance to public housing families to purchase homes; or,
- Provide Capital Fund assistance to acquire homes that will be sold to low-income families.

Rural Housing Guaranteed Loan, USDA

Applicants for loans may have an income of up to 115% of the median income for the area. Area income limits for this program are here. Families must be without adequate housing, but be able to afford the mortgage payments, including taxes and insurance. In addition, applicants must have reasonable credit histories.

Rural Housing Site Loans, USDA

Rural Housing Site Loans are made to provide financing for the purchase and development of housing sites for low- and moderate-income families.

Rural Repair and Rehabilitation Loan and Grant, USDA

The Very Low-Income Housing Repair program provides loans and grants to very low-income homeowners to repair, improve, or modernize their dwellings or to remove health and safety hazards. Rural Housing Repair and Rehabilitation Grants are funded directly by the Government. A grant is available to dwelling owner/occupant who is 62 years of age or older. Funds may only be used for repairs or improvements to remove health and safety hazards, or to complete repairs to make the dwelling accessible for household members with disabilities.

Section 502 Rural Housing Direct Loan, USDA

Section 502 loans are primarily used to help low-income individuals or households purchase homes in rural areas. Funds can be used to acquire, build (including funds to purchase and prepare sites and to provide water and sewage facilities), repair, renovate or relocate a home.

Section 502 Mutual Self-Help Loans, USDA

The Section 502 Mutual Self-Help Housing Loan program is used primarily to help very low- and low-income households construct their own homes.

Self-Help Technical Assistance Grants, USDA

To provide Self-Help Technical Assistance Grants to provide financial assistance to qualified nonprofit organizations and public bodies that will aid needy very low and low-income individuals and their families to build homes in rural areas by the self help method. Any State, political subdivision, private or public nonprofit corporation is eligible to apply.

Smart Choice, MFA

In areas where the local public housing authority offers the Section 8 Housing Choice Voucher Homeownership program, program participants may be eligible for a Smart Choice down payment and closing costs assistance loan of \$15,000. Smart Choice features a 0% interest rate and is due on the sale, transfer or refinance of the home.

Streamline 203(K), MFA

A 30-year, fixed rate FHA first mortgage that includes up to \$35,000 for home improvements or energy efficiency upgrades. Down payment assistance programs may be used in conjunction with this loan.

Technical and Supervisory Assistance Grants, USDA

To assist low-income rural families in obtaining adequate housing to meet their family's needs and/or to provide the necessary guidance to promote their continued occupancy of already adequate housing. These objectives will be accomplished through the establishment or support of housing delivery and counseling projects run by eligible applicants.

US Bank provides grants to nonprofit organizations. One of the funding priorities is affordable housing. Eligible activities include:

- Organizations that support the preservation, rehabilitation and construction of quality affordable housing that assists low- and moderate-income populations.
- Programs that provide home buyer counseling and related financial education to low- and moderate-income individuals and families.

<https://www.usbank.com/community/charitable-giving.html>

Housing Development

ACCESS Loan, MFA

Streamlined Risk Sharing construction and permanent loans up to \$2 million for small-scale affordable rental housing projects.

Bank of the West provides grants that benefit low- to moderate-income individuals and communities. In New Mexico, Bank of the West provides grants that will serve the following counties: Bernalillo, Sandoval, Valencia and Doña Ana. The Charitable Giving Categories include Community and Economic Development category includes the following activities:

- Creation, preservation or rehabilitation of affordable housing
- Homeownership and credit counseling programs for low- to moderate-income individuals
- Financing services and technical assistance programs for small businesses and farms
- Asset creation and preservation programs for low- to moderate-income individuals

<https://www.bankofthewest.com/about-us/community-support.html>

“Build It!” Loan Guaranty Program, MFA

Up to a 50% guaranty of interim loans used to acquire, build or rehabilitate affordable rental and for-sale housing. Build It! Is available to non-profit organizations, for profit corporations, units of local government, housing authorities and tribal entities.

Calvert Social Investment Foundation lends to established community organizations including, CDFIs, loan funds, microfinance institutions, affordable housing developers and, social enterprises. Funds may be used towards loan capital and pre-development costs. <http://www.calvertfoundation.org/>

Community Housing Development Organization (CHDO) Operating Fund Program, MFA

Operating funds designed to increase production capacity in non-profit organizations that develop affordable housing.

Colonias Infrastructure Funds, administered through New Mexico Finance Authority. The Colonias Infrastructure Board awards funding for infrastructure projects in designated Colonias to improve quality of life and economic development. Public infrastructure, providing access to affordable housing, is an eligible activity. Match requirement. Open application cycle.

<http://www.nmfa.net/financing/colonias-loans-and-grants/colonias-infrastructure-board/>

Community Development Block Grant (CDBG), administered through State of New Mexico Department of Finance & Administration (DFA). CDBG funds are granted to projects which benefit low to moderate income beneficiaries and improve areas of slum & blight. Permanent housing structures are an eligible activity which must benefit specific groups including, persons who have been abused, who are elderly, disabled, homeless or persons living with disease. CDBG funding requires citizen participation and matching funds. There is an annual application process.

http://nmdfa.state.nm.us/cdbg_Information_1.aspx

Farm Labor Housing Loans and Grants, USDA

The Farm Labor Housing Loan and Grant program provides capital financing for the development of housing for domestic farm laborers.

Federal Home Loan Bank of Dallas, Affordable Housing Program provide grants to assist in financing the purchase, construction, and/or rehabilitation of single-family, rental, transitional, and single-room housing in their community. Funds must be used to benefit households with incomes at or below 80 percent of the median income for the area. These funds are typically leveraged with other funding sources. There is an annual application process. <https://www.fhfb.com/community/ahp/>

FDIC, Community Affairs Program (CRA), Dallas Region. Banks develop a CRA strategy based on community needs, public plans and initiatives. CRA investments support activities that revitalize or stabilize the community, including affordable housing. Low-interest loans may be structured for a rehabilitation product for low-moderate income homeowners. Investments may also be made towards the rehabilitation or new construction of multi-family rental.

<http://www.fdic.gov/consumers/community/>

Frost Foundation, funds organizations and programs which can generate change beyond traditional boundaries, to encourage creativity which recognizes emerging needs and to assist with innovation which addresses current urgent problems. Frost Foundation also considers requests for operating funds. Bi-annual application process. <http://www.frostfound.org/index.html>

Guaranteed Rental Housing, USDA

The Rural Housing Programs guarantees loans under the Rural Rental Housing Guaranteed loan program for development of multi-family housing facilities in rural areas of the United States. Loan guarantees are provided for the construction, acquisition, or rehabilitation of rural multi-family housing.

HOME / Rental Loan, MFA

Gap financing loans for the development of affordable rental or special needs housing through either new construction or acquisition and rehabilitation of existing properties.

Home Depot Foundation, *Community Impact Grants Program*, awards up to \$5,000 to registered nonprofit organizations to help fund community projects. ***Framing Hope*** provides a donation of materials to non-profit organizations that focus on affordable housing.

<http://www.homedepotfoundation.org/>

HOPE VI Main Street Funds, HUD

Governments of counties, cities and townships with populations under 50,000 are eligible for grants to replace unused commercial space with affordable housing in historic or traditional central business districts.

Housing Preservation Grants, USDA

The Housing Preservation Grant (HPG) program provides grants to sponsoring organizations for the repair or rehabilitation of low- and very low-income multi-family housing.

Industrial Revenue Bonds (IRB), created by local municipalities and counties. Pursuant to the Industrial Revenue Bond Act, New Mexico municipalities and counties are authorized to issue IRBs to stimulate the expansion and relocation of commercial and industrial projects in the state. IRB financing is available for land, buildings and equipment for headquarter office buildings, warehouses, manufacturing facilities, service-oriented facilities not primarily engaged in the sale of goods and commodities at retail, a 501(c)3 non-profit organization, and all expenses, attorneys', engineering and architects' fees, premiums and commissions that the commission may deem necessary. Approximately 30 communities in New Mexico have issued IRBs. Refer to NM State Statute 4-59 et. al. NMSA.

Local Fees attached to Services. Local municipalities and counties may include fees on applications and/or permits which may be used to fund a local general fund for affordable housing.

Land Title Trust Fund (LTF), MFA

Loans or grants to provide housing for low-income persons whose household income does not exceed 80% of area median income. MFA awards funds quarterly on a competitive basis to eligible applicants that include non-profit organizations, governmental housing agencies, housing authorities, governmental entities, governmental instrumentalities, tribal governments, and tribal housing agencies.

Local Economic Development Act (LEDA) funds, administered through New Mexico Economic Development Department. Similar to the Affordable Housing Act, LEDA allows public resources to be used towards economic development projects. LEDA allows for public/private partnerships to foster local economic development. 83 communities in New Mexico have passed the Local Development Act. Eligible projects must create jobs. Funds may be used towards new construction, rehabilitation, and/or infrastructure. MFA has a Memorandum of Understanding with NM Economic Development Department to allow LEDA funds to be used in mixed-use projects which include affordable housing.

http://gonm.biz/Local_Economic_Development_Act.aspx

Local Funding, Bonds or General Fund. Local municipalities and counties may allocate general funds or issue bonds towards affordable housing which may include financing of acquisition, construction, and/or rehabilitation.

Low Income Housing Tax Credit (LIHTC), MFA

A federal tax-based program that encourages private investment for the construction or rehabilitation of affordable rental housing. Each year, MFA awards funds on a competitive basis, as outlined in the Qualified Allocation Plan.

McCune Charitable Foundation, funds projects that benefit the state of New Mexico in the areas of arts, economic development, education, environment, health, and social services. Grants for specific projects, operating expenses, and capital expenses are considered. Grants can be awarded to qualified 501(c)(3) nonprofit organizations, federally recognized Indian tribes, public schools, and governmental agencies. Annual applications accepted. <http://nmmccune.org/>

Mixed-Finance Public Housing, HUD

HUD allows a mix of public, private, and non-profit funds to develop and operate housing developments. New developments may be made up of a variety of housing types: rental, homeownership, private, subsidized, and public housing. These new communities are built for residents with a wide range of incomes, and are designed to fit into the surrounding community.

Multi-Family Housing Preservation and Revitalization (MPR) Loans and Grants, USDA

The goal of the MPR program is to restructure Rural Rental Housing loans and Off-Farm Labor Housing loans and provide grants to revitalize Multi-Family Housing projects in order to extend the affordable use of these projects without displacing tenants due to increased rents.

New Mexico Affordable Housing Tax Credit Program, MFA

Provides state tax credits to individuals, businesses and local governments that provide donations of land, buildings, materials, cash or services to affordable housing projects approved by MFA or cash donations made to the MFA Charitable Trust. The credit is equal to 50% of the value of the donation. Project sponsors can apply for an eligible affordable housing project designation and for a reservation of credits as outlined in the Notice of Funding Availability.

New Mexico Housing Trust Fund, MFA

Provides financing for affordable housing initiatives targeted primarily to low- to moderate-income households. MFA awards funds on a competitive basis as outlined in the Notice of Funding Availability. Eligible applicants include non-profit and for-profit housing developers and providers, units of local government, housing authorities and tribal entities.

Primero Investment Fund, MFA

Provides loans to meet the financial needs of affordable housing development initiatives that cannot be accommodated with other sources. For-profit and non-profit sponsors, public or government agencies including tribal entities are all eligible to apply. Permanent supportive housing pre-development and development grants are available for projects that set aside units for permanent supportive housing.

Public Housing, Asset Management, Operating Fund, HUD

HUD provides funding for public housing authorities to operate and maintain public housing.

http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/ph

Public Housing, Capital Fund, HUD

HUD provides funding for public housing authorities for development, financing and modernization of public housing development and management improvements.

Public Improvement Districts (PID), created by local municipalities and counties.

A public improvement district (PID) is a legal entity authorized by the New Mexico state legislature which can finance and construct a wide range of public infrastructure and facilities. It has the authority to issue debt in the form of bonds which are repaid over a specified number of years by the residents of the communities in within the PIDs.

Public Project Revolving Fund (PPRF), New Mexico Finance Authority

The New Mexico Finance Authority (NMFA) administers the Public Project Revolving Loan Fund. The NMFA makes low-cost, low-interest rate loans from this fund to local government entities to finance infrastructure projects and capital equipment purchases.

Risk Sharing Loans HUD 542(c) and USDA 538, MFA

Construction and permanent loan programs aimed at the production and preservation of affordable, low-income rental housing units. Both programs require set-asides for a specific number of units to be rented to lower income tenants. These loans are often combined with Federal Low Income Housing Tax Credits and/or HOME Rental loans. Risk Sharing loans can also provide credit enhancements for tax-exempt bond financing.

Rural Housing Site Loans, USDA

Rural Housing Site Loans are made to provide financing for the purchase and development of housing sites for low- and moderate-income families.

Rural Rental Housing, USDA

This program is adaptable for participation by a wide variety of owners. Loans can be made to individuals, trusts, associations, partnerships, limited partnerships, State or local public agencies, consumer cooperatives, and profit or nonprofit corporations.

Tax-Exempt Bonds, MFA

MFA is a qualified issuer of tax-exempt bond financing and 501(C)3 bond financing for multi-family developments throughout the state. Risk Share financing can be utilized for credit enhancement. Federally mandated tenant income restrictions apply.

Tax Increment Financing (TIF), created by local municipalities and counties. Within a designated Tax Increment Development District (TIDD), the increase in tax revenue may be used on roads, water systems or other infrastructure. In New Mexico, the incremental revenues can be from either property tax or gross receipts tax or both.

US Bank provides grants to nonprofit organizations. One of the funding priorities is affordable housing. Eligible activities include:

- Organizations that support the preservation, rehabilitation and construction of quality affordable housing that assists low- and moderate-income populations.
- Programs that provide home buyer counseling and related financial education to low- and moderate-income individuals and families.

<https://www.usbank.com/community/charitable-giving.html>

Wells Fargo Foundation awards grants to nonprofit organizations, including qualified governmental entities. One of the grant priority areas is Community Development which includes building and sustaining affordable housing. https://www.wellsfargo.com/about/charitable/nm_guidelines

W.K. Kellogg Foundation concentrates two-thirds of its grant awards in several priority areas including New Mexico. The Kellogg Foundation concentrates on *“early childhood (prenatal to age 8), within the context of families and communities, offers the best opportunity to dramatically reduce the vulnerability caused by poverty and racial inequity over time.”* Past grantees include affordable housing developers and organizations. <http://www.wkkf.org/>

Homeless & Rental Assistance Programs

Acquired Property Sales for Homeless Providers Program, Veterans Administration, makes all VA foreclosed properties available for sale to homeless provider organizations-at a 20 to 50 percent discount-to shelter homeless Veterans.

Continuum of Care (COC)

A partnership between MFA and the New Mexico Coalition to End Homelessness, this program funds agencies that provide assistance for people experiencing homelessness. Services include prevention, street outreach, emergency shelter, transitional housing and permanent supportive housing.

Daniels Fund awards grants to nonprofit organizations. One of the grant focus areas includes Homeless and Disadvantaged Families & Individuals. Grant funding may be used towards emergency shelter or transitional housing with supportive services. <http://www.danielsfund.org/Grants/index.asp>

Domanica Foundation awards up to \$5,000 to nonprofit organizations to help fund project oriented, educational and social programs including homeless programs. <http://www.domanicafoundation.org/>

Emergency Housing Assistance Program (EHAP), MFA

Support for community non-profits and local governments that provide emergency and transitional housing and supportive services for individuals and families who are experiencing homelessness or at risk of becoming homeless.

Frost Foundation, funds organizations and programs which can generate change beyond traditional boundaries, to encourage creativity which recognizes emerging needs and to assist with innovation which addresses current urgent problems. Frost Foundation also considers requests for operating funds. Bi-annual application process. <http://www.frostfound.org/index.html>

Homeless Providers Grant and Per Diem Program, Veterans Administration, provides grants and per diem payments (as funding is available) to help public and nonprofit organizations establish and operate supportive housing and service centers for homeless Veterans.

Housing Choice Vouchers, HUD

HUD provides Housing Choice Vouchers to public housing authorities to provide rental assistance to low income households.

Housing Opportunity for Persons with AIDS (HOPWA), MFA

Provides supportive housing and case management services to individuals who have been diagnosed with HIV/AIDS to prevent homelessness.

Linkages Program, MFA

A permanent supportive housing voucher program for persons with behavioral health disorders who have experienced long-term homelessness. Services are provided through community partnerships between local or regional public housing authorities and licensed behavior health providers.

McCune Charitable Foundation, funds projects that benefit the state of New Mexico in the areas of arts, economic development, education, environment, health, and social services. Grants for specific projects, operating expenses, and capital expenses are considered. Grants can be awarded to qualified 501(c)(3) nonprofit organizations, federally recognized Indian tribes, public schools, and governmental agencies. Annual applications accepted. <http://nmmccune.org/>

Public Housing, Family Self-Sufficiency (FSS) Program, HUD

The Family Self-Sufficiency (FSS) program enables families assisted through the Housing Choice Voucher (HCV) program, Public Housing (PH) residents, and residents of Native American Housing Assistance and Self-Determination Act-assisted housing to increase their earned income and reduce their dependency on welfare assistance and rental subsidies. Under the FSS program, low-income families are provided opportunities for education, job training, counseling and other forms of social service assistance, while living in assisted housing, so they can obtain skills necessary to achieve self-sufficiency.

http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/hcv/fss

Rental Assistance Program (RAP), MFA

A short and medium term rental assistance program for low-income individuals and families who are experiencing homelessness or who are at risk of becoming homeless. Assistance can include payments for security deposits and utility bills.

Rural Rental Assistance Program, USDA

The Rural Rental Assistance (RA) program provides an additional source of support for households with incomes too low to pay the HCFP subsidized (basic) rent from their own resources.

Supportive Services for Veteran Families (SSVF) Program, Veterans Administration, provides grants and technical assistance to community-based, nonprofit organizations to help Veterans and their families stay in their homes.

VA Supportive Housing (VASH) Program is a joint effort between the Department of Housing and Urban Development and VA. HUD "Housing Choice" Section 8 vouchers allow Veterans and their families to live in market rate rental units while VA provides case management services. A housing subsidy is paid to the landlord on behalf of the participating Veteran. The Veteran then pays the difference between the actual rent charged by the landlord and the amount subsidized by the program.

APPENDIX E: National Affordable Housing Data Sources

AxioMetrics

<http://www.axiometrics.com/>

AxioMetrics is a research company who obtains pricing by floor plan and bedroom size, concessions, and amenities directly from on-site leasing agents. They survey their database of properties every month.

Research services include but are not limited to:

- Feasibility studies
- Specific market trends
- Apartment and commercial loan trends
- Competitive pricing survey

Center for Housing Policy

<http://www.nhc.org/>

The Center for Housing Policy's publications cover a range of topics, programs and policies related to the broad goal of identifying and meeting the nation's housing challenges.

CoreLogic

<http://www.corelogic.com/>

CoreLogic compiles comprehensive property and related financial databases which include data on mortgage- and asset-backed securities information, property taxes, geospatial parcel data, flood and disaster risk, traditional and nontraditional credit information and criminal background records. Reports include but are not limited to:

- Housing & economic data and trends
- Home Price Index
- National Foreclosure Report
- Equity Report

Enterprise Community

<http://www.enterprisecommunity.com/>

Enterprise creates affordable housing through public-private partnerships with financial institutions, governments, community organizations and other partners. Enterprise Annual Report on funding

Federal Deposit Insurance Corporation (FDIC)

<http://www.fdic.gov/bank/analytical/stateprofile/index.html>

The Federal Deposit Insurance Corporation (FDIC) preserves and promotes public confidence in the U.S. financial system by insuring deposits in banks and thrift institutions for at least \$250,000; by identifying, monitoring and addressing risks to the deposit insurance funds; and by limiting the effect on the economy and the financial system when a bank or thrift institution fails. FDIC provides quarterly data on state economic and banking profiles.

Federal Home Loan Bank

<http://www.fhlbanks.com/>

The Federal Home Loan Banks' Affordable Housing Program (AHP) is one of the largest private sources of grant funds for affordable housing in the United States. Reports include but are not limited to:

- Data from the FHLBanks' Combined Financial Reports

- Analysis of mortgage lending

Freddie Mac

<http://www.freddiemac.com/news/finance/>

Freddie Mac stabilizes the nation's residential mortgage markets and expands opportunities for homeownership and affordable rental housing. Our statutory mission is to provide liquidity, stability and affordability to the U.S. housing market. Freddie Mac participates in the secondary mortgage market by purchasing mortgage loans and mortgage-related securities for investment and by issuing guaranteed mortgage-related securities. Reports include various economic and housing data by state, including but not limited to:

- Mortgage rates
- Housing market analysis
- House price index
- Refinance & foreclosure prevention

Housing Assistance Council – Building Rural Communities

<http://www.ruralhome.org/>

The Housing Assistance Council (HAC) helps local organizations build affordable homes in rural America. HAC assists in the development of both single- and multi-family homes and promotes homeownership for working low-income rural families through a self-help, "sweat equity" construction method by emphasizing local solutions, empowerment of the poor, reduced dependence, and self-help strategies. HAC offers services to public, nonprofit, and private organizations throughout the rural United States and maintains a special focus on high-need groups and regions, such as: Indian country, the Mississippi Delta, farmworkers, the Southwest border colonias, and Appalachia. HAC produces the Taking Stock Report which is a rural housing report.

Housing Research & Advisory Service

<http://www.housingadvisor.org/>

Housing Research & Advisory Service provides reports on housing data from the American Community Survey for each state. They also offer customized reports for housing and demographic conditions and trends.

HOME Mortgage Disclosure Act (HMDA)

<http://www.ffiec.gov/hmdaadwebreport/AggWelcome.aspx>

HMDA requires lending institutions to make annual disclosures of their home mortgage and home improvement lending activity. Annual reports include loans approvals and denials by race and income demographics.

ICF Consulting

"Rural Rental Housing: Comprehensive Property Assessment and Portfolio Analysis," Prepared for the U.S. Department of Agriculture, November 2004.

[http://www.rurdev.usda.gov/rhs/mfh/property%20assessment/final%20report%20binder%20--%20appendix%20\(11-18-04\),%20v1.pdf](http://www.rurdev.usda.gov/rhs/mfh/property%20assessment/final%20report%20binder%20--%20appendix%20(11-18-04),%20v1.pdf)

Joint Center for Housing Studies of Harvard University

<http://www.jchs.harvard.edu/>

The Center's signature report is *The State of the Nation's Housing*, which continues to provide a widely-referenced annual assessment of housing markets, homeownership, and affordability challenges. Since 1998, the Center has expanded its programs of research and convening to address emerging issues in remodeling markets, rental housing, and housing finance, and has been at the forefront of national policy discussions concerning mortgage and consumer lending and the foreclosure crisis.

Mortgage Bankers Association

<http://www.mbaa.org/default.htm>

The Mortgage Bankers Association produces reports on comprehensive data and benchmarking tools which cover all real estate business areas - economic forecasting, residential, commercial and multifamily. Reports include but are not limited to:

- Mortgage Credit Availability Index
- Delinquency and foreclosure
- Origination reports

National Association of Home Builders

<http://www.nahb.org/>

The National Association of Home Builders produces reports including but not limited to:

- Housing Market Index Report prepared monthly for the national and by region
- Builder Confidence Report

National Association of Realtors

<http://www.realtor.org/research-and-statistics>

NAR provides indicators of housing market activity, collecting and disseminating timely, accurate, and comprehensive of real estate data and analysis for REALTORS® and consumers. Reports include but are not limited to:

- Current housing market data
- Monthly data on sales, prices, and inventory levels
- Statistics on affordability
- Housing and economic trend reports

National Coalition for the Homeless

<http://www.nationalhomeless.org/>

The National Coalition for the Homeless produce various reports on issues related to homelessness including demographic data and cross-cutting issues such as substance abuse, families with children, veterans, elderly, domestic violence victims and other special need populations.

National Council of State Housing Agencies

<http://www.ncsha.org/>

The National Council of State Housing Agencies (NCSHA) is a nonprofit, nonpartisan organization created by the nation's state Housing Finance Agencies (HFAs) more than 30 years ago to coordinate and leverage their federal advocacy efforts for affordable housing. Various reports on funding for affordable housing, economic and housing market analysis. Reports include but are not limited to:

- Moody's variable rate debt report
- Annual State of Homelessness in America Report
- Standard & Poor's Report Card on HFA Single-Family Programs

- Monthly housing report card
- Advocacy material
- Legislative material

National Low Income Housing Coalition

<http://nlihc.org/>

The National Low Income Housing Coalition (NLIHC) is dedicated solely to achieving socially just public policy that assures people with the lowest incomes in the United States have affordable and decent homes. NLIHC provides various resources and reports including but not limited to:

- National affordable housing preservation database
- Out of Reach Report (compares wages to housing cost by state and county)
- Reports on various housing policy issues

United States Department of Agriculture (USDA) Rural Development

<http://www.rurdev.usda.gov/Home.html>

USDA Rural Development's mission is to improve the quality of life in rural areas by providing loans and grants for housing and community facilities in rural communities. Reports include but are not limited to:

- Annual Rural Development Progress Report
- Rural housing and community development program reports
- Property conditions

APPENDIX F: Selecting & Certifying a Qualifying Grantee

Per Affordable Housing Act Rules.

Section 5.2, Applicant Eligibility

Applicant Eligibility. The following individuals or entities (“Applicants”) are eligible under the Act to apply for Affordable Housing Funds or a Housing Assistance Grant (local funding) to provide housing or related services to Persons of Low or Moderate Income in their community:

1. All individuals who are qualified to receive assistance pursuant to the Act and these Rules.
2. All regional housing authorities, tribal governments, tribal housing agencies, and any governmental housing agencies;
3. All for-profit organizations, including any corporation, limited liability company, partnership, joint venture, syndicate, or association or a nonprofit organization; or,
4. Nonprofit organizations are eligible to apply if the following requirements are met:
 - a. A primary mission of the nonprofit organization must be to provide housing or housing-related services to Persons of Low or Moderate Income; and
 - b. The non-profit organization must have received its 501(c)(3) designation prior to submitting an Application.
 - c. The non-profit organization must have no part of its net earnings inuring to the benefit of any member, founder, contributor, or individual;
5. For any non-individual applicant to be eligible, it must also:
 - a. Be organized under state, local, or tribal laws and can provide proof of such organization;
 - b. Have a functioning accounting system that is operated in accordance with generally accepted accounting principles or has designated an entity that will maintain such an accounting system consistent with generally accepted accounting principles;
 - c. Have among its purposes significant activities related to providing housing or services to Persons or Households of Low or Moderate Income; and
 - d. Evidence or certification that the applicant has no significant outstanding or unresolved monitoring findings from the Governmental Entity, the MFA, or its most recent independent financial audit, or if it has any such findings, it has a certified letter from the Governmental Entity, the MFA, or auditor stating that the findings are in the process of being resolved.

Any eligible applicant may, at any time, submit to the Governmental Entity and/or the MFA the information required by Section 5.3 of these rules, as applicable, in order to pre-qualify as a potential Qualifying Grantee.

The Governmental Entity and/or the MFA will review the information provided by an eligible Applicant and will certify, in writing, to MFA that the applicant is a Qualifying Grantee and meets the following requirements. The Governmental Entity's certification to MFA will be valid for up to one (1) year, provided there have not been any material changes in the information or documentation provided by the Potential Qualifying Grantee. Certification as a Potential Qualifying Grantee does not mean they will be awarded any Affordable Housing Funds or any Housing Assistance Grants.

5.3 Applications

A. Process for Applying

Individual applicants and all other applicants wishing to apply for a Housing Assistance Grant or Affordable Housing Funds to participate in any Affordable Housing Program are also required to submit to the Governmental Entity and/or the MFA the following, as applicable:

_____ 1. One original Application, together with all required schedules, documents, or such other information which may be required by the Governmental Entity and/or the MFA or in any RFP which may have been issued by the Governmental Entity or the MFA, must be included in the completed Application.

_____ 2. A proposal describing the nature and scope of the Affordable Housing Project proposed by the Applicant and for which the Applicant is applying for funds or a grant under the Act, which describes the type and/or amount of assistance which the Applicant proposes to provide to Persons of Low to Moderate Income.

_____ 3. Executive Summary & Project Narrative(s) that addresses the evaluation criteria set forth in any RFP issued by the Governmental Entity or the MFA for the Affordable Housing funds or the Housing Assistance Grant for which the Applicant is applying.

_____ 4. For non-profit organizations, proof of 501(c)(3) tax status

_____ 5. For non-profit organizations, documentation which confirms that no part of its net earnings inures to the benefit of any member, founder, contributor or individual;

_____ 6. Current Annual Budget for the Applicant, including all sources and uses of funds not just those relating to relevant programs and/or a Current Annual Budget only for the program for which the Applicant is applying for a Housing Assistance Grant, or as otherwise may be required by the Governmental Entity and/or the MFA in its discretion;

_____ 7. A proposed budget for the Affordable Housing Project for which the Applicant is applying for Affordable Housing Funds or for a Housing Assistance Grant;

- _____ 8. Approved mission statement that has amount its purposes significant activities related to providing housing or housing-related services to Persons or Households of Low or Moderate Income;
- _____ 9. List of current board members, including designated homeless participation, where required by the Governmental Entity and/or the MFA;
- _____ 10. Current independent financial audit;
- _____ 11. Evidence (or a certification as may be allowed by the Governmental Entity and/or the MFA) that the Applicant has a functioning accounting system that is operated in accordance with generally accepted accounting principals, or has a designated entity that will maintain such an accounting system consistent with generally accepted accounting principals;
- _____ 12. Evidence or certification that the Applicant has no significant outstanding or unresolved monitoring findings from the Governmental Entity, the MFA, or its most recent independent financial audit; or if it has any significant outstanding or unresolved monitoring findings from the Governmental Entity, the MFA, or its most recent independent financial audit, it has a certified letter from Governmental Entity, the MFA or the auditor stating that the findings are in the process of being resolved;
- _____ 13. Organizational chart, including job titles and qualifications for the Applicant's employees or as otherwise may be required by the Governmental Entity and/or the MFA in its discretion. Job descriptions may be submitted as appropriate;
- _____ 14. Documentation that the Applicant is duly organized in accordance with State and local law and is in good standing with any state authorities such as the Public Regulation Commission (e.g. Articles, Bylaws, and Certificate of Good Standing for a Corporation; Articles, Operating Agreement, and Certificate of Good Standing for a Limited Liability Company; partnership agreement and certificate of limited partnership for a partnership);
- _____ 15. Certifications as may be required by the Governmental Entity and/or the MFA signed by Chief Executive Officer, Board President or other authorized official of the Applicant;
- _____ 16. Information as may be required by the Governmental Entity and/or the MFA in order for it to determine the financial and management stability of the Applicant;
- _____ 17. Information as may be required by the Governmental Entity and/or the MFA in order to determine the demonstrated commitment of the Applicant to the community;
- _____ 18. Applicant shall submit adequate information, as required by the Governmental Entity and/or the MFA, of the Affordable Housing Project proposed by the Applicant. The information provided must clearly evidence the need for the subsidy, that the value of the housing assistance grant reduces the housing costs to persons of low or moderate income, and that there is or will be a direct benefit from the project proposed by the Applicant to the community and/or to the purported beneficiaries of the project, consistent with the provisions of the Act;

_____ 19. Applicant shall submit information to the Governmental Entity and/or the MFA supporting the benefits to the community of the Affordable Housing Project proposed by the Applicant;

_____ 20. The Governmental Entity and/or the MFA may require that the Applicant provide proof of substantive or matching funds or contributions and/or in-kind donations to the proposed Affordable Housing Project in connection with the Application for funds under the Act. Nothing contained herein shall prevent or preclude an Applicant from matching or using local, private, or federal funds in connection with a specific Housing Assistance Grant or a grant of Affordable Housing Funds under the Act;

_____ 21. Applicant shall provide the Governmental Entity and/or the MFA with any certifications or other proof which it may require in order for the Governmental Entity and/or the MFA to confirm that the Applicant is in compliance with all applicable federal, state and local laws, rules and ordinances;

_____ 22. For Applicants who are submitting Applications in connection with a Multi-Family Housing Project, the following additional information shall also be required to be submitted by the Applicant to the Governmental Entity and/or the MFA:

_____ a. A verified certificate that:

- (i) Identifies every Multi-Family Housing Program, including every assisted or insured project of HUD, RHS, FHA and any other state or local government housing finance agency in which such Applicant has been or is a principal;
- (ii) No mortgage on a project listed on such certificate has ever been in default, assigned to the United States government or foreclosed, nor has any mortgage relief by the mortgagee been given;
- (iii) There has not been a suspension or termination of payments under any HUD assistance contract in which the Applicant has had a legal or beneficial interest;
- (iv) Such Applicant has never been suspended, debarred or otherwise restricted by any department or agency of the federal government or any state government from doing business with such department or agency because of misconduct or alleged misconduct; and
- (v) The Applicant has not defaulted on an obligation covered by a surety or performance bond.

If the Applicant cannot certify to each of the above, the Applicant shall submit a signed statement to explain the facts and circumstances which the Applicant believes will explain the lack of certification. The Governmental Entity and/or the MFA may then determine if the Applicant is or is not qualified.

_____ b. The experience of the Applicant in developing, financing and managing Multiple-Family Housing Projects.

_____ c. Whether the Applicant has been found by the United States Equal Employment Opportunity Commission or the New Mexico Human Rights Commission to be in noncompliance with any applicable civil rights law.

_____ 23. If the Applicant is a Mortgage Lender, the Governmental Entity and/or the MFA shall consider, among other things:

_____ The financial condition of the applicant

_____ The terms and conditions of any loans to be made

_____ The aggregate principal balances of any loans to be made to each applicant compares with the aggregate principal balances of the loans to be made to all other applicants.

_____ The Governmental Entity and/or the MFA's assessment of the ability of the applicant or its designated servicer to act as originator and servicer of mortgage loans for any multi-family housing programs or other programs to be financed.

_____ Previous participation by the applicant in the MFA's programs and HUD, FHA, or RHS programs.

_____ 24. All applicants shall contain a verification signed by the applicant before a notary public that the information provided, upon penalty of perjury, is true and correct to the best of the applicant's information, knowledge and belief.

B. Submission Procedure

If the Governmental Entity may establish a deadline in the RFP or application. Allow a minimum of 45 days to review applications and determine if an applicant is a Qualified Grantee under the Act and Rules. Ensure timely submission of all information and documentation, as required, timely payment of any fees required to be paid at the time of submission and compliance with program eligibility requirements as set forth in the Act and Rules.

The Governmental Entity will create application forms. The applicants must provide the required application form along with all required attachments and documentation. The Governmental Entity may reject application for incomplete, illegible or inconsistent information. Governmental Entities and/or the MFA reserve the right to request further information from any Applicant so long as the request is done fairly and does not provide any Applicant an undue advantage over another.

C. Review by the Governmental Entity and/or the MFA

On receipt of an application, the Governmental Entity and/or the MFA shall:

_____ 1. Determine whether the application submitted by the Applicant is complete and responsive;

_____ 2. Determine whether the Applicant is a Qualifying Grantee, as defined in Section 5.2, above.

_____ 3. Review and analyze whether the Applicant has shown a demonstrated need for activities to promote and provide affordable housing and related services to Persons of Low or Moderate Income;

_____ 4. Determine whether the Applicant has demonstrated experience related to providing housing or services to Persons of Low or Moderate Income, as well as experience and/or capacity to administer the Affordable Housing Program or Project for which the Applicant has applied;

_____ 5. Determine whether the Applicant's proposal provides a plan for coordinating with other service providers in the community; whether the Applicant's plan addresses how Low Income or Moderate Income individuals or families in need of housing and/or housing related supportive services can receive supportive services and referrals to federal, state and local resources; and, whether the Applicant's plan addresses outreach efforts to reach the population to be served as identified by the Governmental Entity and/or the MFA in any RFP or otherwise;

_____ 6. Determine whether the Applicant has support from "public service agencies," or other support as may be required by the Governmental Entity and/or the MFA in its discretion, for its proposed services in the community. "Public Service Agencies" shall include, but are not limited to, any entities that support Affordable Housing and which believe that the program or project proposed by the Applicant is worthy and advisable, but which are not involved, either directly or indirectly, in the Affordable Housing Program or Project for which the Applicant is applying;

_____ 7. Determine the amount of any matching funds or in-kind services specific to the program which may be utilized by the Applicant in connection with the program;

_____ 8. Determine whether any local, private, or federal funds will be used by the Applicant in connection with the specific grant for which the Applicant is applying;

_____ 9. Determine whether the Applicant has and can demonstrate the capability to manage the implementation of the program for which the Applicant is applying.

_____ 10. If the Applicant is a prior recipient of either a Housing Assistance Grant, Affordable Housing Funds and/or other program funds, confirm that the Applicant has no outstanding findings or matters of non-compliance with program requirements from the Governmental Entity or the MFA, as applicable, or if it has any such findings, it has a certified letter from the Governmental Entity, the MFA, or auditor stating that the findings are in the process of being resolved;

_____ 11. If Applicant is a prior recipient of either a Housing Assistance Grant, Affordable Housing Funds and/or program funds, confirm that the Applicant reasonably committed and expended the funds under the prior program and/or met anticipated production levels as set forth in any contract with the Governmental Entity or the MFA, as applicable, for those prior program funds;

_____ 12. Evaluate the Applicant's proposal in part based upon the Applicant's current financial audit;

_____ 13. Evaluate the Applicant's proposed budget for the project for which the Applicant is applying for Affordable Housing Funds or a Housing Assistance Grant, which proposed budget must be approved

by the Governmental Entity and/or the MFA before Applicant can be approved as a Qualifying Grantee and any expenditure of grant funds under the Act or granted property is transferred to the Applicant;

_____ 14. On receipt of an application from a Builder, the Governmental Entity and/or the MFA will analyze the Builder's ability to construct and sell sufficient Residential Housing units to Persons of Low or Moderate Income within the time or times as may be required by the Governmental Entity.

_____ 15. The Governmental Entity and/or the MFA may consider whatever factors it deems appropriate to ensure a reasonable geographic allocation for all Affordable Housing Programs.

5.4 Certification by the Governmental Entity to the MFA

A. The Governmental Entity shall:

_____ 1. Complete the review of the application;

_____ 2. Determine that the application is complete;

_____ 3. Determine that the requirements of the Affordable Housing Act and Rules are satisfied;

_____ 4. Determine that the Applicant is a Qualifying Grantee shall so certify in writing to the MFA.

B. Review by MFA

The MFA upon its receipt of the certification from the Governmental Entity may, in its discretion, review the application and any of the materials submitted by the Applicant to the Governmental Entity. The MFA may also request any additional information from the Applicant, which it may require in order to determine whether the Applicant is a Qualifying Grantee under the Act and the application is complete. The MFA will then notify the Governmental Entity of its determination of whether or not the application is complete and that the requirements of the Act and these Rules have been satisfied and the Applicant is a Qualifying Grantee. Unless the period is extended for good cause shown, the MFA shall act on an application within forty-five (45) days of its receipt of any application, which the MFA deems to be complete, and, if not acted upon, the application shall be deemed to be approved.

5.5 Notification to Applicant

The Governmental Entity and/or the MFA, upon completion of its review of the application and an evaluation of the criteria for approval of the application, as set forth in the Act, in any applicable ordinance, the Rules and in any RFP issued by the Governmental Entity and/or the MFA and upon its determination that the Applicant is a Qualifying Grantee, and upon its receipt of the notification from the MFA that it agrees that the application is complete and that the act and the Rules have been satisfied and the Applicant is a Qualifying Grantee, by written notice shall notify each Applicant which has submitted an application of the approval or disapproval of its application. Upon approval of its application, the Applicant shall be considered approved to participate in the Affordable Housing Program. The Governmental Entity's and/or the MFA's determination of any application shall be conclusive.

Refer to the Affordable Housing Act Rules for the requirements of the remaining sections:

5.6 Additional Requirements

- A. Contractual Requirements
- B. Security Provisions; Collateral Requirements
- C. Performance Schedule and Criteria
- D. Examination of Books and Records
- E. Cost Reimbursement Contracts
 - 1. Cost Reimbursements
 - 2. Cost Reimbursements for Units of Service
 - 3. Rate at which Cost Incurred
 - 4. Invoices
 - 5. No Dual Application of Costs
 - 6. Prohibition of Substitution of Funds
 - 7. Cost Allocation
- F. Additional Information

5.7 Affordable Housing Requirements

- A. Single Family Property
- B. Multi-Family Property
 - 1. Single Apartment within a Multi-Family Property
 - 2. Multiple Apartments
- C. Non-Residential Property
- D. Housing Assistance Grant Affordability Requirements
- E. Affordability Period Defined

5.8 Consent to Jurisdiction

5.9 Recertification

5.10 Compliance with the Law

5.11 Extension of Affordable Housing Programs

5.12 The Governmental Entity and/or the MFA may hold any award in suspense and shall have oversight over the Qualifying Grantee.

5.13 School District and Post-Secondary Educational Institution Grant Requirements.

5.14 Housing Assistance Grants from the State

Section 6. Discrimination Prohibited

Section 7. Administration