

## **Application Format and Instructions to Applicants**

Applications will NOT be accepted electronically or via facsimile. Applications shall be submitted in a three ring binder with tabbed sections according to the application submission outline below. The application should be sealed and marked "MFA Neighborhood Stabilization Program Application." Applicants must deliver one (1) original of the application. Proposals must include and address the following, pursuant to the NSP Application Package:

1. Completed and executed NSP Single Family and/or Multi Family Application, including all requested and applicable documentation.
2. Schedule H Previous Participation Certificate
3. Resumes or biographical profiles and related information on applicant's development and/or management team and qualifications evidencing ability to manage proposed project
4. Current audit (*i.e.*, no more than 18 months old), if available
5. Internally prepared financial statements (dated within three months of the application) that demonstrate the financial and management stability of the applicant
6. Narrative, supported by the application and schedules, that describes the need for the Neighborhood Stabilization Program award and the benefit to the community and/or beneficiaries of a proposed project. The narrative will include detailed support showing the applicant has the background and resources (including partners) to fully perform the steps which are required in the Statements of Work (Exhibits A and B).
7. Statements addressing each of the Evaluation Criteria in Exhibit C
8. Applicants will submit the addresses and asking prices of foreclosed properties and repair cost estimate to meet at least 50% of the total NSP funds requested. If the request is for one foreclosed property, evidence that the seller is willing to negotiate an acceptable sales price under the NSP guidelines will be included.
9. Single Family Schedules and/or Multi Family Schedules will be completed completely and accurately as limited by the information available.
10. Applicants will identify the portions of the NSP work that they will perform in house and will list employees and qualifications for the listed activities. Applicants will list partners with their employees and qualifications who will complete the work which the applicant is not qualified to perform.

11. Applicant Certification: Signature of an official authorized to obligate the applicant on the applicant's certification form (Exhibit D)
12. Litigation: Please describe any material, current or pending litigation, administrative proceedings or investigations that could impact the reputation or financial viability of applicant.
13. Disclosure: If applicable please provide a statement disclosing:
  - a. any political contribution or gift valued in excess of \$2,500.00 (singularly or in the aggregate) made by applicant or on applicant's behalf to any elected official of the State of New Mexico in the last three years; and
  - b. any current or proposed business transaction between applicant and any MFA member, officer, employee or their employer or other potential conflict which may give rise to a claim of conflict of interest. Applicant shall warrant that it has no interest, direct or indirect, which would conflict in any manner or degree with the performance of services required under any loan agreement that may be awarded as a result of this NOFA.