



New Mexico
Mortgage Finance Authority

Linkages Permanent Supportive
Housing Program

Request for Proposals
Program Year 2009-2010

February 2009

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I. Background & General Information

A. Introduction

The New Mexico Mortgage Finance Authority ("MFA") is a governmental instrumentality, separate and apart from the state, created by the Mortgage Finance Authority Act, N.M. Stat. Ann. Sections 58-18-1, et seq. (1978) for the purpose of financing affordable housing for low- and moderate-income New Mexico residents.

B. Background

The New Mexico Behavioral Health Purchasing Collaborative (the Collaborative) through ValueOptions of New Mexico is funding Linkages, as a state funded program to provide rental subsidies and supportive services to vulnerable populations to link them to affordable quality housing with community-based, individualized services. Linkages will target consumers with demonstrated housing needs prioritizing individuals with serious mental illnesses including Native Americans living off reservation. This initiative is one of the first steps the Collaborative is taking to implement its long range Supportive Housing Plan to create supportive housing for its target population. The Collaborative has made access to available rental units a priority in its Plan recognizing the lack of affordable rental units as an impediment to its priority target populations and has allocated \$300,000 in recurring funds for Linkages beginning in FY 2008. The New Mexico Mortgage Finance Authority (MFA) is a member of the Collaborative and will administer the housing portion of Linkages on behalf of the Collaborative.

C. Purpose

The purpose of this RFP is to solicit a response from qualified entities in three areas of the state to participate in a program with proposals in accordance with MFA procurement policy from qualified Offerors. In each area of the state there will be a housing entity designated as a Housing Provider for the purposes of administering the rental assistance funds and a Service Agency that will oversee the provision of supportive services. The designation of these areas were based on the availability of local housing administrators, the availability of mental health providers and the level of interest expressed by the local communities during the public hearing process conducted by the Behavioral Health Collaborative in 2007.

D. Proposal Submission

An original and three copies of a proposal must be received by MFA no later than Friday, April 17, 2009 at 5:00 p.m. Mountain Time. Proposals shall be in sealed envelopes marked "Response to Linkages RFP" to the attention of:

Shannon Tilseth
New Mexico Mortgage Finance Authority
344 4th Street, SW
Albuquerque, New Mexico 87102

E. Contact Information

Offerors may direct questions regarding this RFP by e-mail only to faqlinkagesrfp@housingnm.org. MFA will post answers to questions on its website –

www.housingnm.org. A concerted effort will be made to post all answers within 48 business hours from receipt of questions. Questions submitted 48 or fewer business hours prior to the due date will not be answered.

F. Proposal Tenure

All proposals shall include a statement that the proposal shall be valid until contract award but no more than 90 calendar days from the proposal due date.

G. RFP Revisions and Supplements

If it becomes necessary to revise any part of this RFP or if additional information is necessary to clarify any provision of this RFP, the revision or additional information will be provided to all Offerors who have responded to the RFP.

H. Incurred Expenses

The MFA shall not be responsible for any expenses incurred by an Offeror in responding to this RFP. All costs incurred by Offerors in the preparation, transmittal or presentation of any proposal or material submitted in response to this RFP will be borne solely by the Offeror.

I. Cancellation of Requests for Proposals or Rejection of Proposals

The MFA may cancel this RFP at any time for any reason and may reject all proposals or any which is not responsive.

J. Evaluation of Proposals

Upon receipt of all timely submitted proposals, MFA staff members will review all proposals to verify that all are complete in accordance with the requirements of this RFP. Should any proposal be missing a threshold requirement in this RFP, it will be deemed incomplete, but subject to correction during the Deficiency Correction Period. MFA shall communicate proposal deficiencies to each Offeror's designated contact person within five (5) business days of the RFP Proposal Submission date, and shall document all communication efforts. Offeror's contact person shall immediately acknowledge in writing that Offeror has received MFA's communication of the deficiency.

MFA will provide a Deficiency Correction Period, if needed, within five business (5) days after the Threshold Review. The Deficiency Correction Period is only to correct Threshold items. Please refer to the section titled Deficiency Correction Items, for full description of deficiency definitions. If the Deficiency Correction Period is used, MFA will provide notice to Applicants having shortcomings in their threshold information via e-mail and U.S. mail and Applicants will have five (5) business days after the date of the e-mail delivery notice to submit additional information regarding threshold. All corrections must be submitted no later than 5:00 PM MT on the fifth business day, following notification on deficiencies requirements. The response due date will be noted on the deficiency notice. Furthermore, the Deficiency Correction Period may not be used by the Applicant to alter the original structure of the Application. If the information requested is not provided within the timeframe provided, or is submitted but remains deficient, the Application will be rejected without any further review if determined to provide insufficient information for a complete review.

Proposals will thereafter be evaluated by an Internal Review Committee of MFA staff using the criteria listed in Part III below. An MFA Board Committee will also review the recommendations and proposals and final selection will be made by the full MFA Board of Directors.

K. Award Notice

MFA shall provide written notice of the award to all Offerors within ten (10) days of the date of the award. The award shall be contingent upon successful negotiations of a final contract between MFA and the Offeror whose proposal is accepted by MFA.

L. Contract Term

The successful Offeror(s) will enter into an annual contract with the MFA for services to be performed. At the discretion of the Board, the contract is subject to annual consideration for renewal, for up to three years, contingent upon: funding availability, Offeror's performance, Offeror's good standing with the Linkages program and other such factors as MFA may determine. The renewal option is in the sole discretion of the MFA

In the event that during the Contract Term an Awardee of this RFP is deemed not qualified to administer the Program, the MFA may negotiate with another Linkages provider without issuing another RFP, and/or may issue an RFP for the area that is being served by the non-qualified agency. The MFA may also issue an RFP during the contract term for any new areas to be served based on the availability of additional funds.

M. Proposal Confidentiality

Except in response to inquiries from the MFA Internal Review Committee or the Contact Person as part of the evaluation process, until the award is made and notice given to all Offerors, no employee, agent, or representative of an Offeror shall make available or discuss its proposal with any officer, member, employee, agent, or representative of the MFA other than the Contact Person.

A proposal will be deemed ineligible if the Offeror or any person or entity acting on behalf of Offeror attempts to influence members of the Board of Directors or staff during any portion of the RFP review process, or does not follow the prescribed Application and Protest process.

Until the award is made and notice given to all Offerors, the MFA will not disclose the contents of any proposal or discuss the contents of any proposal with an Offeror or potential Offeror.

N. Responsibility of Offerors

A Responsible Offeror is defined for the purposes of this RFP as one who submits a proposal that conforms in all material respects to the requirements of this RFP, and who has furnished upon request information and data to prove that the Offeror's financial resources, production or service facilities, personnel, service reputation and experience are adequate to make satisfactory delivery of the services described in this RFP. Upon MFA's determination that an Offeror fails to meet the definition provided above of a Responsible Offeror, that Offeror's proposal will no longer be eligible for consideration for an award pursuant to this RFP.

O. Protest

Any Offeror who is aggrieved in connection with this RFP or the award of a contract pursuant to this RFP may protest to the MFA. The protest must be written and addressed to:

Shannon Tilseth, Administrative Assistant
New Mexico Mortgage Finance Authority
344 4th Street, SW
Albuquerque, NM 87102

The protest must be delivered to the MFA within fifteen (15) calendar days after the notice of award. Upon the timely filing of a protest, the Administrative Assistant shall give notice of the protest to all Offerors who appear to have a substantial and reasonable prospect of being affected by the outcome of the protest. The Offerors receiving notice may file responses to the protest within seven (7) calendar days of notice of protest. The protest process shall be such that the protest will be reviewed by the Contracted Services Committee of MFA's Board of Directors, and that committee shall make a recommendation to the full Board of Directors regarding the disposition of the protest.

The Board of Directors shall make a final determination regarding the disposition of the protest. Offerors or their representatives shall not communicate with MFA Board of Directors or staff members regarding any proposal under consideration, except when specifically permitted to present testimony to the committee of the Board of Directors.

P. Award Amount

Awards will be based on the requirement to serve a minimum of 10 households and the greater of the Payment Standard as set by the local Public Housing Authority or Fair Market Rent for the service area, contingent upon the availability of funds.

II. Minimum Qualifications and Requirements

Offerors that do not meet the minimum qualifications and requirements below will not be considered for funding under this RFP.

A. Offeror Eligibility

All units of local government, including tribal governments, are eligible to apply for funding to serve homeless persons in their community.

Nonprofit organizations are eligible to apply if they meet the following requirements:

- i. The primary mission of the nonprofit organization must be to provide affordable housing
- ii. The nonprofit organization must demonstrate support from the unit of local government it intends to serve; and
- iii. The nonprofit organization must have received its 501(c)(3) IRS determination letter prior to submitting an application.

B. Minimum Threshold

- i. To be eligible for consideration for this RFP, Offerors must have a minimum of two years experience with a voucher based rental assistance program.

- ii. Offerors must be in “good standing” with the Albuquerque HUD Field Office and any other Funding Agency as it relates to funds being utilized for any voucher based rental assistance program, as of the date this RFP is issued. In order to be in good standing, applicants must have corrected all findings older than 60 days and/or “suspended” or “debarred” status conferred upon them by MFA and/or other funding sources.
- iii. Offerors must be willing to enter into a Letter of Agreement as specified by the Collaborative with a Mental Health Services Provider in their area that is in good standing with the Statewide Entity to provide mental health services for targeted population.
- iv. Offeror’s jurisdictional area must be within the pilot project areas of Area 1, Area 2, and Area 3, as described in section C below, in which target population has access to both a qualified housing provider and a qualified mental health service provider.
- v. Offerors must submit the most current copy of the Agency’s financial audit, being an audit of the most recent of the fiscal years ending in 2008 or 2007, including all correspondence referred to within the audit and the management response, sufficient to demonstrate to MFA that the Offeror has no material outstanding independent financial audit findings as determined by MFA.
- vi. Offerors must submit proof of 501(c)(3) or proof of Status as a Government Agency
- vii. Nonprofit organizations must submit proof of current registration as charitable organization with the New Mexico Attorney General’s Office, covering the fiscal year ending in 2007 or 2008 - or proof of exemption therefrom

C. Geographic Area to which this RFP Applies

- i. Area 1: Santa Fe County
- ii. Area 2: Bernalillo County
- iii. Area 3: Catron County, Grant County, Hidalgo County, Luna County

D. Priority Areas and Special Populations

For this pilot initiative, the eligible population is persons with serious mental illness, as defined by the Statewide Entity, who are either homeless or have a demonstrated housing need as defined by the Linkages program. At least 10% of the funded units will be set aside for Native Americans who are living off reservation.

III. Evaluation Criteria

The MFA shall award the contract to up to three Offerors whose proposals are most advantageous to the MFA and the Collaborative. Proposals shall be scored on a scale from 1 to 100 based on the criteria listed below. Please note that a serious deficiency in any one criterion may be grounds for rejection regardless of overall score.

Scoring by criteria:

	Points
Experience with Voucher Based Rental Assistance Programs	50 points
Housing Administration Capacity	30 points
Financial Management	20 points
Total Points	100 points

A. Experience with Voucher Based Rental Assistance Programs

Offerors must indicate the number of voucher type units that agency has administered and over what period of time.

	Points	
# Years of Administering Voucher based Rental Assistance program	From 1 – 3 years	5
	From 3 – 5 years	10
	From 5 – 10 years	15
	10 or more years	25
# Current Voucher Units	From 1 – 10 units	5
	From 10 – 20 units	10
	From 20 – 50 units	15
	50 or more units	25

B. Housing Administration Capacity

Housing Administration history with voucher based programs with the ability of Housing Administrator to provide verification of income eligibility certifications and HUD Certifiable HQS Inspectors for program rental units

	Points	
# of Combined years of experience of Certified Staff to Provide Income Eligibility Certifications and Voucher Management	From 1 to 3 years	5
	From 3 – 5 years	10
	From 5 – 10 years	15
# of Combined years of experience of Certified Staff to Provide HQS Inspections Lease Management	From 1 to 3 years	5
	From 3 – 5 years	10
	From 5 – 10 years	15

C. Financial Management

i. Access to Skilled Individuals:

Points will be awarded based on the current availability (being on the payroll or under contract) of staff or consultants engaged in the jobs listed below.

	Points
# of years of experience for Accountant(s) and/or Bookkeeper(s) in housing related non-profit or government accounting.	
From 1 to 3 years	3
From 3 – 6 years	6
From 6 – 10 years	10

ii. Level of Accounting System:

	Points
Automated Accounting Financial System	10 points
Manual Accounting System	5 points

IV. Proposal Format and Instructions to Offeror

Proposals must include all requested items. Agencies should submit 1 copy of the financial audit & all required attachments, and 1 original and 3 copies of the remaining application package.

A. Deficiency Correction Items

These application items are subject to deficiency correction:

- i. 1 original and 3 copies of application package
- ii. Completed Application Form
- iii. Signature of an official authorized to obligate the Offeror on the Offeror's certification form.
- iv. Offeror's IRS certification as a 501(c)(3) organization or Agency number as a Public Housing Authority.
- v. For nonprofit organizations: confirmation of filing with N.M. Attorney General's Registry of Charitable Organizations.
- vi. Letter of commitment to enter into a contract with a mental health provider in their area, co-signed by the mental health provider.
- vii. Resumes of Staff and Consultants

B. MFA Code of Conduct

No Board member or employee of the MFA shall have any direct financial interest in any contract with the Offeror nor shall any contract exist between Offeror or its affiliate with Board or staff that would give rise to any claim of conflict of interest. Any violation of this provision will render the contract void, unless it is approved by the Board of Directors after full disclosure. Offeror shall warrant that it has no interest, direct or indirect, which would conflict in any manner or degree with the performance of services required under this contract. Offeror shall at all times conduct itself in a manner consistent with the MFA Code of Conduct. A copy of the MFA

Code of Conduct is enclosed for your reference. Upon request by the MFA, Offeror shall disclose information relating to conflicts or potential conflicts of interest.

i. New Mexico Mortgage Finance Authority Board and Staff List

Board Members

Chair Diane D. Denish – Lieutenant Governor, State of New Mexico
 Vice Chair Michael Sivage – STH Investments
 Treasurer Jimmy Daskalos – Atlas Resources, Inc.
 Member Justin Harper – President and CEO, Citizens Bank of Las Cruces
 Member Michael Loftin – Homewise, Inc.
 Member James B. Lewis – Treasurer, State of New Mexico
 Member Gary K. King – Attorney General, State of New Mexico

Management

Jay Czar, Executive Director
 Joseph R. Montoya, Deputy Director of Programs
 Jan Garcia, Human Resources Director

Staff

Al Radicioni	Eunice Mondragon	Marjorie Martin
Andrew Estocin	Felipe Rael	Mercy Castillo
Angel Candelaria	Francina Pacheco	Natalie Zamora
Anita Racicot	Gina Martinez	Pat Rogers
Blanca Vasquez	Graciela Meneses	Patrick Ortiz
Bonnie Brower	Irene Moreno	Patty Balderrama
Carmella Arellano	Isidoro Hernandez	Rebecca Sanchez
Carol Salazar	Jacqueline Boudreaux	Richard Chavez
Catherine Hummel	Jeanne Southward	Roderick Stokes
Christina Gerwin	Jeannette Marquez	Rose Baca-Quesada
Cynthia Marquez	Judy Amador	Sandra Marez
Dana Gohr	Karen Dunning	Shannon Tilseth
Dan Foster	Kathleen Keeler	Stacy Huggins
Daniel Gaillour	Kathy Griego	Stacy Vernon
Daniel Puccetti	Laura Thompson	Suzette Chavez
Debbie Davis	Laurie Linden	Teresa Chiarolanza
Desarey Maldonado	Leann Holt	Teri Baca
Doris Clark	Linda Bridge	Theresa Garcia
Doug Flint	Lionel Holguin	Travis Doyle
Erik Nore	Lisa Romero	Yvonne Segovia
Erin Quinn	Loretta Martinez	

C. Compliance with Other Federal Requirements

Successful Offerors will be required to:

- i. Maintain Standards of Financial Accountability that conform to 24 CFR 84.21 and "Standards for Financial Management Systems;"
- ii. Title VI of the Civil Rights Act of 1964, as amended (42 USC 2000d, *et seq.* and 24 CFR Part 1),
- iii. Fair Housing Act (42 USC 3601-3602),
- iv. Equal Opportunity in Housing (Executive Order 11063, as amended by Executive Order 12259 and 24 CFR Part 107),
- v. Age Discrimination Act of 1975, as amended (42 USC 6101-6107),
- vi. Americans with Disabilities Act (42 USC 12101 *et seq.*),
- vii. Equal Employment Opportunity, Executive Order 11246, as amended, (41 CFR Chapter 60),
- viii. Fair Labor Standards Act of 1938, as amended (29 USC 201, *et seq.*),
- ix. Contract Work Hours and Safety Standards Act, as amended (40 USC 3701 *et seq.*)
- x. The Copeland (Anti-Kickback) Act (41 USC §57),
- xi. Minority/Women's Business Enterprises, Executive Orders 11625, 12432 and 12138,
- xii. Lead Based Paint Poisoning Act (42 U.S.C. § 4822 and 24 CFR Part 35),
- xiii. OMB Circular A-102, 570.307(1), (Executive Order 11625),
- xiv. Property Inspections (Housing Quality Standards of 24 CFR Part 982.401),
- xv. Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended,
- xvi. Debarment & Suspension (Executive Order 12549, 51 Fed. Reg. 6370),
- xvii. Affirmative Marketing (24 CFR Part 92.351),
- xviii. The Uniform Administrative & Program Requirements (24 CFR Part 92.357 and Executive Order 12372) as applicable; and
- xix. Participation in HUD Programs by Faith-Based Organizations (24 CFR Parts 92, 570, 572, 574, 576, 582, 583, and 585).

D. Contract Termination

If the MFA determines that it is in the best interest of the MFA or the Housing Administrator to discontinue the services of the successful Offeror prior to the expiration of the term of the contract, it may do so without liability to the successful Offeror.

E. Confidential Data

Offerors may request nondisclosure of confidential data in writing. Such data will be clearly marked "Confidential", will accompany the proposal, and will be readily separable from the proposal to facilitate public inspection of non-confidential portions of the proposal. After award, all proposals and documents pertaining to the proposals will be open to the public. Confidential data is normally restricted to confidential financial information concerning the Offeror's organization and data that qualifies as a trade secret under the Uniform Trade Secrets Act, Sections 57-3A-1 *et seq.* NMSA 1978. If a citizen of the state requests disclosure of data for which an Offeror has made a written request for confidentiality, the MFA will examine the Offeror's request and make a written determination that specifies which portions of the proposal should be disclosed. Unless the Offeror takes legal action to prevent the disclosure, the proposal will be disclosed. The proposal will be open to public inspection subject to any continuing prohibition on the disclosure of confidential data.

F. Notice

This RFP may be canceled and any and all proposals may be rejected when it is in the best interest of the Statewide Entity and/or the MFA.

V. Application

A. Offeror Information

Organization Name	_____		
Organization Address	_____		
Contact Person	_____	Title	_____
Telephone	_____	Fax	_____
Email	_____		

B. Submission Checklist

- | | |
|--|--------------------------|
| 1 copy: Independent Financial Audit | <input type="checkbox"/> |
| 3 copies of Application Package: | <input type="checkbox"/> |
| • Proof of Non-Profit or Government Status | <input type="checkbox"/> |
| • Letter of Commitment with Mental Health Provider | <input type="checkbox"/> |
| • Completed Application Form | <input type="checkbox"/> |
| • Signed Certifications | <input type="checkbox"/> |
| • Staff & Consultant Resumes | <input type="checkbox"/> |
| • Consultant Contracts, if any | <input type="checkbox"/> |

C. General Qualifications

- a) As of the date of this RFP, does the organization have non-corrected findings conferred by any funding source? _____
If yes, attach list of findings.
- b) As of the date of this RFP, is the organization debarred or suspended by any funding source? _____
- c) Attached audit for the fiscal year ending in: _____
- d) Provide a summary of the auditor’s opinion letter and audit findings, if any, and your actions in response to the findings.
- e) _____ Do organization bylaws require a board of directors’ fiscal oversight committee? _____

D. Experience with Voucher Based Rental Assistance

- i. Number of years the agency has administered voucher based rental assistance: _____
- ii. Number of current vouchers: _____

E. Housing Administration Capacity

- iii. Staffing Schedule: Please provide the number of full-time and part-time staff involved in voucher-based rental assistance in the organization.

Full time staff: _____
 Part time staff: _____

- iv. Relevant Experience: In the table below, please list the names of all staff and consultants under contract performing the jobs listed in the "Job Duties" column. Attach additional sheets if necessary.

Job Duties	Name	Time on Job (yy/mm) (a)	Years Exp. (b)	Cert. Date (mm/yy) (c)	FT / PT / CC (d)
Income Certification & Voucher Management					
Income Certification & Voucher Management					
Income Certification & Voucher Management					
Income Certification & Voucher Management					
Income Certification & Voucher Management					
HQS Inspection & Lease Management					
HQS Inspection & Lease Management					
HQS Inspection & Lease Management					
HQS Inspection & Lease Management					

- (a). Enter the number of years performing the assigned job duties for the organization. Attach resumes of staff and consultants. For consultants, include current contract. If consultants are not currently under contract, attach a memorandum of agreement or letter of commitment.
- (b). Enter the total number of years of experience on the job duties currently assigned.
- (c). Enter the date of the most recent certification.
- (d). Indicate if this is a FT = full time employee; PT = part time employee; CC = contracted consultant

F. Financial Management

i. Access to Skilled Individuals

a) Staffing Schedule: Please provide the number of full-time and part-time staff in the organization involved in financial management.

Full-time staff: _____ Part-time staff: _____

b) Relevant Experience: In the table below, please list the names of all staff and consultants under contract performing the jobs listed in the "Job Duties" column. Attach additional sheets if necessary.

Job Duties	Name	Time on Job (yy/mm) (a)	Years Exp. (b)	FT / PT / CC (c)
Accountant				
Bookkeeper				

(a). Enter the number of years performing the assigned job duties for the organization. Attach resumes of staff and consultants. For consultants, include current contract. If consultants are not currently under contract, attach a memorandum of agreement or letter of commitment.

(b). Enter the total number of years of experience on the job duties currently assigned.

(c). Indicate if this is a FT = full time employee; PT = part time employee; CC = contracted consultant.

ii. Level of Accounting System

a) Is the accounting system automated or manual? _____

VI. Offeror Certification

_____ (“Offeror”) is submitting a proposal to the New Mexico Mortgage Finance Authority (“MFA”) to be a Subgrantee under the Linkages Permanent Supportive Housing Program. Offeror certifies that:

It will abide by all applicable Federal and State of New Mexico laws and all applicable statutory, regulatory and judicially created rules and guidelines.

It warrants that it has not made any political contribution or gift valued in excess of \$2,500 (singularly or in the aggregate) made by Offeror or on Offeror’s behalf to any elected official of the State of New Mexico in the last three (3) years; and

It warrants that it has no current or proposed business transaction with any MFA member, officer, employee or their employer or other potential conflict which may give rise to a claim of conflict of interest. It warrants that it has no interest, direct or indirect, which would conflict in any manner or degree with the performance of services required under this contract.

It warrants that it is an Equal Opportunity Employer, and it complies fully with all government regulations regarding nondiscriminatory employment practices.

It warrants that it is in good standing with all its funding sources.

It understands that MFA will monitor its performance and compliance.

It understands and represents that any contract it enters into with MFA will be binding in all respects.

If a non-profit, it warrants that it is registered with New Mexico Attorney General’s office as a charitable organization. (Proof of Registration is required).

If a Public Housing Authority, it does not have a “Troubled Status” designation according to HUD regulations.

If a non-profit, it warrants that it has no outstanding compliance related issues with any of the current funding sources for the organization.

The proposal will be valid until contract award but no more than 90 calendar days from the proposal due date.

I HEREBY CERTIFY THAT ALL INFORMATION PROVIDED IN THE PROPOSAL IS TRUE AND CORRECT, AND THAT I HAVE THE AUTHORITY TO BIND THE RESPONDENT TO THE ASSURANCES, AS WITNESSED BY MY SIGNATURE BELOW.

By: _____

Date: _____

Title: _____