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Frequently Asked Questions - HPRP RFP

Homelessness Prevention and Rapid Re-Housing Program

[Where can I view this RFP: Homelessness Prevention and Rapid Re-Housing Program?](#)

This RFP is now closed. A copy of the RFP for reference purposes is available at <http://www.housingnm.org/hprp-planning-and-rfp-process-documents>.

8/28/09

[What options can a collaborating partner pursue if the agency is unsure of whether a lead agency is available?](#)

What options can a collaborating partner pursue if unsure of whether a lead agency is available, and concerned that funding will not be available in the community as a result? What if the issue at stake for a potential lead agency is lack of staff?

Any agency which has signed on to be a collaborating partner and wants to explore the options for potential lead agencies, should contact: the local unit of government, any agency in the area (including neighboring counties) which provides housing, and Hank Hughes or Mark Oldknow at the New Mexico Coalition to End Homelessness, at (505) 982-9000, for additional information on potential lead agencies in the area.

HPRP includes program funding for staff costs of running the program, including: outreach, intake, determination of eligibility, inspection, etc.

6/17/09

[Please inform us about the ability to serve immigrant families with these funds.](#)

Please inform us about the ability to serve immigrant families with these funds, specifically, are we able to serve families with parents who have no papers, but the children were born here? How about those families where no one was born here?

Guidance has not yet been issued from HUD regarding immigration status and HPRP. At a recent training (June 4), HUD headquarters staff announced that they have been working with their legal counsel on this issue, and will post guidance to www.hudhre.info/HPRP/.

Other current HUD programs for providing emergency and/or short-term services & housing to people experiencing homelessness allow for such housing & services to be provided regardless of immigration status.

6/15/09

[In Section B\(i\) Financial Information, do we summarize in narrative form the results of the audit?](#)

In Section B(i) Financial Information, do we summarize in narrative form the results of the audit or can we just say "refer to audit as attached"?

Please summarize the audit results as a short answer - if no findings, put "no findings". If there were findings, please note them & any actions that have been taken to resolve them.

6/12/09

[What documentation is required as proof of 2 years of voucher based rental assistance experience?](#)

Please provide a brief written statement of experience. Please note the funding source(s), award date(s), and duration. If multiple programs will be counted, please note each program.

6/12/09

[Do we use the FMR or the local payment standard to calculate the rent?](#)

Unit rents are not subject to FMR or local payment standards, but are subject to rent reasonableness. The rent reasonableness checklist will take into account the FMR and local payment standard.

6/12/09

[Is there a budget required and if so is there a budget form?](#)

No, a budget is not required with the RFP response.

6/12/09

[What is to be included in the executive summary and is there a maximum length for submission?](#)

The executive summary should explain the business model of your agency. (e.g., how do you stay open for business?). It should be no more than 1 page if possible.

6/12/09

[Are there any resources to locate other potential collaborative partners?](#)

Please see the [section of the MFA website on Emergency Housing](#) for a list of 2008-2009 MFA Partner Agencies, including agencies providing services to persons fleeing domestic violence and services to persons with HIV/AIDS.

6/11/09

[Part of minimum threshold is that a troubled agency cannot be a lead agency; can a troubled agency be a collaborative partner?](#)

Yes.

6/11/09

[For scoring on the number of voucher units, what programs can be counted?](#)

Units of any qualifying program can be counted. This includes the following programs (as listed in the RFP & on the application):

Supportive Housing Program (SHP) leasing

Shelter Plus Care (S+C) leasing

Housing for Persons with AIDS (HOPWA) TBRA

HOME TBRA, Section 8/Housing Choice Voucher
Public Housing
Linkages Housing Vouchers
other housing program following the Section 8 rent calculation formula

6/11/09

[For scoring on years of staff experience for HQS Inspections & Rent Calculations, must the staff be certified?](#)

No; experience is counted based on the number of years the staff persons has been conducting those activities. Certification date is requested for information only.

6/11/09

[Our agency oversees an agency which administers a qualifying housing program. Does this count as two years of experience?](#)

No.

6/10/09

[What are the responsibilities that go along with being a lead agency?](#)

The lead agency's main responsibilities are determining potential tenant eligibility, conducting unit inspections, calculating rent, and issuing payments.

Secondarily, the lead agency will be responsible for either having staff and/or other agencies provide HPRP tenants with assistance in locating housing, resolving any housing-related barriers, and referring tenants to appropriate other agencies to deal with any other issues. There are reporting requirements for all program activities.

All of the costs of the above responsibilities, including staff costs, are payable out of program funds. All lead agencies will be provided thorough program training and technical assistance prior to the start of the program.

6/10/09

[When calculating the years of experience for the Rent and for HQS inspections, is credit only given for current agency staff?](#)

When calculating the years of experience for the Rent and for HQS inspections, is credit in years only given to those who work at the agency currently? What about the years of another staff person who worked prior to the current staff person?

Years of experience may only be counted for current staff and/or subcontractors/consultants. Experience that these staff and/or subcontractor/consultants have from other/previous employers may be counted.

6/9/09

[Our agency is applying, and another agency we plan to contract with... \(see answer for full question\)](#)

Our agency is applying, and another agency we plan to contract with has the necessary experience to get the 51 points and meet the minimum qualifications. I have heard and read that we either need to have a letter of agreement/MOU, or that we need to have a signed contract. Which of these is true?

Per the FAQ & response on 5/26/09, neither form of documentation would be sufficient: "The Offeror may not use a subcontracting agency or co-applicant agency to meet threshold requirements."

6/8/09

[Does 811 housing count for years of experience and number of vouchers?](#)

Yes, 811 housing follows the Section 8 rent calculation formula and therefore qualifies.

5/28/09

[For the Evaluation Criteria on the number of vouchers, what types of vouchers qualify, and is the number per month or per year?](#)

Vouchers of any program following the Section 8/Housing Choice Voucher calculation formula will qualify, including: Supportive Housing Program (SHP) leasing, Shelter Plus Care (S+C) leasing, Housing for Persons with AIDS (HOPWA) TBRA, HOME TBRA, Section 8/Housing Choice Voucher, Public Housing, or Linkages Housing Vouchers.

The number of vouchers should be the number of vouchers per year, with one household = one voucher.

5/28/09

[What is the format for a letter of agreement from the local provider? \(click for full answer\)](#)

The letter of agreement from the local provider should:

- identify the population the provider serves and the services currently provided
- include what activities related to HPRP the provider anticipates conducting (outreach, intake, referrals, housing services, financial assistance, data collection and evaluation, etc.)
- specifically reference Homelessness Prevention and Rapid Re-Housing Program
- be signed by someone authorized to make commitments for the provider agency (example: Executive Director)
- be on the provider's letterhead
- be dated within 90 days of the application due date
- be no more than 1 page if possible

The letter of a agreement is an initial, proposed commitment. Once awards are made, letters of agreement will be superceded by memorandums of understanding and/or subcontracts, which would contain more detail and would be legally binding.

5/28/09

[May additional counties proposed be served by subcontractors?](#)

Yes. Any use of subcontracting should be identified and included in the narrative portion of the application.

5/26/09

[May experience of staff on contract or working as consultants for the Offeror be counted for scoring?](#)

Yes. As noted in the application, staff experience of contractors/consultants may be counted for scoring ---- resumes of each person must be submitted, as well as copies of current contracts and/or memorandums of agreement.

5/26/09

[Are subcontractors/coapplicants acceptable for meeting threshold?](#)

The agency applying ("Offeror") must itself meet all threshold requirements. The Offeror may not be a co-applicant. The Offeror may not use a subcontracting agency or co-applicant agency to meet threshold requirements.

5/26/09

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