

**REQUEST FOR APPLICATION  
(RFA)**

**The City of Santa Fe**

**AND**

**Office of Affordable Housing  
Application for State Capital Appropriation Project**



**RFA # 23/62/R**

**ISSUE DATE: April 3, 2023**

**DUE DATE: May 1, 2023**

**ELECTRONIC-ONLY APPLICATION SUBMISSION**

## I. BACKGROUND INFORMATION

On June 9, 2021, the Santa Fe City Council approved a State Capital Outlay Grant Agreement between the City of Santa Fe and the State of New Mexico Department of Finance and Administration Local Government Division. The appropriation is described as follows: ***to plan, design, construct and renovate a facility for homeless and below-market renters, including housing and services in Santa Fe.***

The City's Office of Affordable Housing is seeking applications for State Capital Outlay funds to carry out the project description detailed in the appropriation.

The New Mexico Affordable Housing Act determines eligible uses for these funds; eligibility criteria for applicants; and application requirements in order for the disbursement of these funds to be compliant with the State of NM's Anti-Donation Clause. The New Mexico Mortgage Finance Authority (MFA) is responsible for ensuring compliance with the Act through the Affordable Housing Act Rules (the "Rules"). The NM Affordable Housing Act allows the City of Santa Fe to donate, provide, or pay for the costs of the following:

- An existing building that will be renovated, converted, or demolished and reconstructed as affordable housing;
- The costs of development, construction, financing, and operating or owning affordable housing; or
- The costs of financing or infrastructure necessary to support affordable housing.

**Additionally, the use of these funds is subject to terms outlined by the State of NM Department of Finance and Administration Fund 89200 Capital Appropriation Project, which states the funds shall be used to plan, design, construct and renovate a facility for homeless and below-market renters, including housing and services, in Santa Fe in Santa Fe County.**

## II. ELIGIBILITY

Funding is available to developers and sponsors of affordable housing, including partnerships, corporations, limited liability companies, joint ventures, public/private partnerships and non-profit organizations that are organized under state, local, or tribal laws and can provide proof of such organization. Eligible applicants must have proven financial capacity and organizational experience to carry out the activities described in the application submitted to receive this funding.

The MFA Affordable Housing Act Rules require the City of Santa Fe certifies that the applicant is a "Qualifying Grantee", as defined by the MFA Housing Act Rules prior to approving an award, based on the Applicant Eligibility and Application requirements described in the Submittal

Requirements. Specifically, the City will certify that it has completed its review of the application; determined that the application is complete; determined that the requirements listed in this document are met. A “Qualifying Grantee” is defined as:

A. An individual who is qualified to receive assistance pursuant to the Act and is approved by the City of Santa Fe; and

B. A governmental housing agency, regional housing authority, tribal housing agency, corporation, limited liability company, partnership, joint venture, syndicate, association or a nonprofit organization that:

- Is organized under State, local, or tribal laws and can provide proof of such organization; and
- Has 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; and
- Has among its purposes significant activities related to providing housing or services to persons of low-to-moderate income; and
- Has no significant outstanding or unresolved monitoring findings from the City of Santa Fe, the MFA, HUD, or its most recent independent financial audit, or if it has any such findings, it has a certified letter from the City of Santa Fe, the MFA, HUD, or auditor stating that the findings are in the process of being resolved; and
- If a non-profit organization, has no part of its net earnings inuring to the benefit of any member, founder, contributor, or individual; and
- Is approved by the City of Santa Fe as a “Qualified Grantee” as determined by the submittal of materials required in this solicitation.

### III. FUNDING/AWARDS

A balance of \$844,470 is available. The entirety of the available funds must be allocated to a single project ***to plan, design, construct and renovate a facility for homeless and below-market renters, including housing and services in Santa Fe***. Funds must be spent by the **June 30, 2024** reversion date listed on the appropriation.

Applications will be reviewed, and the funding recommendation will be made by the City’s Community Development Commission (CDC) for final approval by the City of Santa Fe’s Governing Body. The following criteria will be evaluated by the CDC to make funding recommendations:

- Timing: the applicant can demonstrate beyond doubt that the work will be completed by the reversion date identified in the appropriation of June 30, 2024. Site control details and/or ownership status will be considered in this criteria.
- Need/Benefit and Project Feasibility: the proposed project addresses underlying/systemic challenges in the community, is responsive to current/future market demand, and the applicant demonstrates feasibility and provides a realistic timeframe for the completion of proposed activities to be funded through the appropriation.
- Affordability: the proposed project effectively meets the income eligibility requirements of the NM Affordable Housing Act or proposes to meet the needs of an indigent population, and applicant describes how affordability targets will be achieved, target populations will be served and how outcomes will be monitored over time for compliance. Applicant must also describe how equity will be secured to ensure long term affordability.
- Organizational Capability and Management: the applicant adequately describes its organizational experience, expertise in the proposed type(s) of housing or assistance, and financial soundness.

#### IV. APPLICATION SEQUENCE OF EVENTS

Once staff certifies the completeness of an application, applicants will be invited to make short presentations about their proposed project at a Community Development Commission meeting on May 17, 2023 and to answer questions posed by the Commission members. Once the initial funding recommendation is made, the scope of work will be drafted and the funding agreement considered through the City Council Committee process for final approval by the Governing Body.

#### V. QUESTIONS ABOUT THE APPLICATION PROCESS

All questions must be submitted via email to **Cody Minnich, Project Manager, Office of Affordable Housing** at [cjminnich@santafenm.gov](mailto:cjminnich@santafenm.gov). Written responses to written questions will be posted on the City's website: [https://www.santafenm.gov/funding\\_opportunities](https://www.santafenm.gov/funding_opportunities) for the benefit of all applicants.

A non-binding letter of interest may also be emailed to **Cody Minnich, Office of Affordable Housing** at [cjminnich@santafenm.gov](mailto:cjminnich@santafenm.gov). This will ensure that all prospective applicants receive notice of changes to this application process. The letter of interest is a simple note indicating

that you intend to apply for funding, a brief description of the proposed project, and contact information for the organization.

## **VI. APPLICATION SUBMISSION AND DUE DATE**

Complete and signed applications are due to the **Office of Affordable Housing** no later than **5PM MDST/MST on May 1, 2023**. Applications will be electronically submitted via email or Dropbox to: [cjminnich@santafenm.gov](mailto:cjminnich@santafenm.gov); **Attn: Cody Minnich, Housing Grant Manager, Office of Affordable Housing; RFA Name: Application for State Capital Outlay Funds; RFA Number: 23/62/R.**

**Late and incomplete submissions will not be accepted.**

## **VII. APPLICATION FORMAT AND RESPONSE**

In accordance with the New Mexico Affordable Housing Act, individual Applicants and all other Applicants wishing to apply for State Capital Outlay funds are also required to submit to the City of Santa Fe the following, as applicable:

A. All Applications shall contain a cover letter signed by the person who is empowered by the organization's governing body to make application for funds stating that the information provided is true and correct to the best of the Applicant's information, knowledge, and behalf. The letter must provide the contact name and information for the person responsible for the Application, the name of the Project and the amount of funds requested;

B. One original Application, together with all required attachments which describes the 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, and which describes the type and/or amount of assistance which the Applicant proposes to provide to populations defined as indigent or homeless. The City of Santa Fe will require that the Applicant provide proof of matching funds, leveraged funds, and/or in-kind donations, as per the proposed budget provided in the Application.

C. Campaign Contribution Disclosure Form signed by person authorized to submit this Application on behalf of the organization.

D. Documentation that the Applicant is duly organized in accordance with State or 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);

E. For non-profit organizations, proof of 501(c) (3) tax status and list of current board members;

F. Most recent independent financial audit and financial certifications, as follows, if applicable:

1) Evidence that the Applicant has a functioning accounting system that is operated in accordance with generally accepted accounting principles, or has a designated entity that will maintain such an accounting system consistent with generally accepted accounting principles;

2) Evidence or certification that the Applicant has no significant outstanding or unresolved monitoring findings from the City of Santa Fe, the MFA, the State of New Mexico or its most recent independent financial audit; or if it has any significant outstanding or unresolved monitoring findings from the City of Santa Fe, the MFA, the State of New Mexico or its most recent independent financial audit, it has a certified letter from the City of Santa Fe, the MFA, or the auditor stating that the findings are in the process of being resolved;

G. Organizational chart, including job titles and qualifications for the Applicant's employees who will be contributing toward or working on the project as proposed. Job descriptions may be submitted as appropriate;

CRITERIA	Weighted Value	Evaluation Points (1-5)	Total Points	Max. Score
<b>A. Timing</b> <ul style="list-style-type: none"> <li>Applicant owns or has site control of project site</li> <li>Applicant demonstrates the project will expend all of the appropriated funds by the reversion date of June 30, 2024</li> </ul>	35%			175
<b>B. Funding Feasibility</b> <ul style="list-style-type: none"> <li>Budget Narrative</li> <li>Leverage amounts from other sources</li> <li>Operating budget shows evidence of sufficient revenue to administer the proposed program</li> <li>Secured matching resources</li> </ul>	20%			100
<b>C. Need/Benefit &amp; Project Feasibility</b> <ul style="list-style-type: none"> <li>The proposal is responsive to current and future market demand</li> <li>Income mix, if applicable</li> <li>Site control, if applicable</li> <li>Realistic time frame for completion of proposed project/program activities</li> <li>Proposed use of funds addresses underlying/systemic challenges in the community</li> </ul>	20%			100
<b>D. Demonstrated Capability – Org Management</b> <ul style="list-style-type: none"> <li>Staff capacity and expertise</li> <li>Organizational experience</li> <li>Expertise in type(s) of housing or service(s) proposed</li> <li>Demonstrated financial soundness</li> </ul>	25%			125
<b>TOTAL:</b>	<b>100%</b>			<b>500</b>
Table 1: Evaluation Point Summary				
		<b>EVALUATION POINTS:</b>	<b>1 -- Lowest</b>	<b>5 – Highest</b>
		<b>Pass</b>	<b>Fail</b>	
<ul style="list-style-type: none"> <li>Proposed project meets intent of appropriation language as described in this solicitation.</li> </ul>				

**Appendix A**

**APPLICATION FOR STATE CAPITAL OUTLAY FUNDS**



**APPENDIX B**

**CAMPAIGN DISCLOSURE STATEMENT**