2023 Consolidated Annual Performance and Evaluation Report (CAPER)

Housing New Mexico | Mortgage Finance Authority

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New Mexico Department of Finance and Administration

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Contents

CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a) This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

This New Mexico Consolidated Annual Performance and Evaluation Report (CAPER) describes progress on implementation of New Mexico's Consolidated Plan during 2023. The Consolidated Plan covers the use of five formula grant programs: Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), Emergency Solutions Grants (ESG), Housing Opportunities for Persons with AIDS (HOPWA), and Housing Trust Fund (HTF) for the period of July 1, 2023, through June 30, 2024. During 2023, Mortgage Finance Authority (MFA) administered HOME, ESG, HOPWA and HTF. The New Mexico Department of Finance and Administration, Local Government Division, administered CDBG.

HOME Highlights

During 2023, HOME funds were used to meet the following goals:

- Goal 2A: Rehabilitate Owner-Occupied Housing – expected 51 household units; 23 units were rehabilitated in 2023.
- Goal 2B: Increase Homeownership Opportunities – expected 7 household units to be added and 0 household units to be assisted with direct financial assistance; 0 HOME units and financial assistance were completed.
- Goal 2C: Develop Affordable Rental Housing – expected 16 rental household units constructed, and 16 rental household units rehabilitated; 15 rental units were constructed, and 14 rental units were rehabilitated.

ESG Highlights

Serving homeless and special needs populations by expanding housing for targeted populations and increasing services through overnight shelter and homelessness prevention were the focus of MFA's Emergency Housing Assistance Program (EHAP), Continuum of Care Match (CoC), Rapid Rehousing (RRH) and Homeless Prevention (HP)

programs in 2023. MFA funded EHAP, RRH, HP, and CoC agencies without duplicates with regular ESG funding for 3,512 individuals.

ESG funds were used to meet the following goals:

- Goal 4A: Provide Assistance to Reduce Homelessness – expected 294 households assisted through tenant-based rental assistance/Rapid Rehousing and 194 persons assisted through Homelessness Prevention; 250 households were assisted through tenant-based rental assistance/Rapid Rehousing and 198 persons were assisted through Homelessness Prevention.
- Goal 4B: Provide Assistance for Shelters – expected 2,848 persons assisted through homeless person overnight shelters; 3,553 persons were assisted.

HOPWA Highlights

The 2023 goal for the HOPWA program encompassed providing funding for housing operations to 271 individuals. For 2023, a total of 299 HOPWA-eligible individuals were assisted with HOPWA funding for tenant-based rental assistance (TBRA), short-term rent, mortgage, and utilities (STRMU) and permanent housing placement (PHP) or to provide supportive services to client households. HOPWA funds were used to meet the following goals:

Goal 4C: Provide Housing Assistance to Persons with HIV/AIDS expected 117 households assisted through tenant-based rental assistance/Rapid Rehousing and 206 households assisted through Homelessness Prevention; 76 households were assisted through tenant-based rental assistance/Rapid Rehousing and 22 households were assisted through Homelessness Prevention. There were an additional 306 served with STRMU.

CDBG Highlights

The strategic focus of the regular CDBG program for non-entitlement communities is to enhance the quality of New Mexico's community development activities by improving the quality of New Mexico's infrastructure. The Community Development Council (CDC) as part of the Department of Finance and Administration (DFA) was successful in meeting this strategic goal by awarding funds to 17 qualified regular CDBG applications during the 2023 review period. **See Attachment A - 2023 CDBG Applications Funded.** The applications were for infrastructure projects with additional funding set aside for planning and economic development. According to the IDIS PR-23 CDBG Summary of Accomplishments for 2023, CDBG projects assisted a total of 153,038 beneficiaries; 121,169 are from open projects and 31,869 are from completed projects. CV funds were added when funds were made available for new goals to address community needs.

CDBG funds and CV funds were used to meet the following goals:

- Goal 1A: Expand & Improve Public Infrastructure and Facilities – expected 30,353 persons assisted; 31,869 were assisted for public facility or infrastructure activities.
- Goal 3A: Provide Assistance for Job Creation expected – 14 jobs created/retained and 3 businesses assisted; 15 jobs created for economic development and 3 businesses assisted.

HTF Highlights

HTF allocation is used for multifamily rental, new construction, or rehabilitation. Applications are accepted on a rolling basis. These funds were used to meet 2020-2024 Consolidated Plan and 2023 Action Plan goals. In 2023, two projects were completed producing 10 HTF units all leased and occupied. There are an additional nine projects with 31 units with written agreements, and in the construction phase.

HTF funds were used to meet the following goals:

Goal 2D: Develop Housing for vulnerable populations – expected 10 rental units constructed and 10 rental units rehabilitated; 10 rental units were constructed, and 3 rental units were rehabilitated.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

Goal	Source / Amount	Indicator	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
1A Expand/Improve Public Infrastructure/Facilities	CDBG: $53,958,541 CDBG-CV1: $6,802,356	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	162708	268757	165.18%	30353	31854	105.00%
2A. Rehabilitate Owner-Occupied Housing	HOME: $19,007,016 CDBG: $1,627,079	Homeowner Housing Rehabilitated	193	246	127.46%	51	23	45.00%
2B. Increase Homeownership Opportunities	HOME: $1,435,135 CDBG: $1,167,597	Homeowner Housing Added	16	0	0.00%	7	0	0.00%
2B. Increase Homeownership Opportunities		Direct Financial Assistance to Homebuyers	8	0	0.00%	0	0	0.00%
2C. Develop Affordable Rental Housing	CDBG: $1,084,720 HOME: $12,560,715 CDBG-CV3: $4,718,881	Rental units constructed	63	33	52.38%	16	15	94.00%
2C. Develop Affordable Rental Housing		Rental units rehabilitated	67	41	61.19%	16	14	88.00%
2D. Develop Housing for Vulnerable Populations	HTF: $16,830,000	Rental units constructed	28	50	178.57%	10	10	100.00%
2D. Develop Housing for		Rental units rehabilitated	28	19	67.86%	10	3	30.00%

Vulnerable Populations								
3A. Provide Assistance for Job Creation	CDBG: $596,454	Jobs created/retained	17	155	911.76%	14	15	107.00%
3A. Provide Assistance for Job Creation		Businesses assisted	1	5	500.00%	3	3	100.00%
4A. Provide Assistance to Reduce Homelessness	ESG: $2,852,615 CDBG: $1,030,625 CDBG-CV1: $5,528,301 CDBG-CV2: $1,858,323 ESG-CV1: $2,115,107 ESG-CV2: $5,070,622	Tenant-based rental assistance / Rapid Rehousing	3291	911	27.68%	93	100	1.11%
4A. Provide Assistance to Reduce Homelessness		Homelessness Prevention	11456	784	6.84%	301	82	27.2%
4B. Provide Assistance for Shelters	ESG: $3,151,085 ESG-CV1: $2,2025,376 ESG-CV2: $3,725,197	Homeless Person Overnight Shelter	33422	15131	45.27%	5166	2,589	50.11%
4C. Provide Housing Assistance Persons w/ HIV/AIDS	HOPWA: $5,022,065 HOPWA-CV: $146,170	Tenant-based rental assistance / Rapid Rehousing	426	398	93.43%	101	62	75.25%
4C. Provide Housing Assistance Persons w/ HIV/AIDS		Homelessness Prevention	752	601	79.92%	170	231	192.94%

Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

Based upon information reported in the Consolidated Plan, the highest needs were construction and rehabilitation of public facilities and public infrastructure, rehabilitation of owner-occupied single-family housing, new construction of single-family housing for homeownership, provision of down payment assistance, development of affordable rental housing, development of housing for vulnerable populations, which may include special needs housing and housing for persons experiencing homelessness, promote job growth and retention through investment into local economies, and provide assistance to individuals and families experiencing or at-risk of homelessness and persons with HIV/AIDS.

The overall goal of each formula grant program is to provide safe, decent and affordable housing and community development to low-income New Mexicans. Formula grant programs distribute funds and complete projects in a timely manner. The programs are constantly reevaluated to ensure the most efficient operations possible serving the greatest number of New Mexicans with serious needs. All of the formula grant programs work in collaboration with partners statewide, including citizens, local housing providers, units of local government, and the private sector to maximize program accessibility. The information presented above was drawn from goals set during the Consolidated Plan/Action Plan process that have since been updated to reflect the production capacity.

CDBG: DFA's objectives in the distribution of housing and community development resources are to create suitable living environments and to create economic opportunities within the state. The highest priorities for the CDBG program translated into three primary goals: 1) Fund improvements to CDBG non-entitlement area water/wastewater systems and streets, 2) Encourage planning that includes the entities comprehensive plans, asset management, preliminary engineering reports and any other studies, 3) Expand and improve public infrastructure and facilities, 4) Rehabilitate owner-occupied housing, 5) Provide assistance through job creation and 6) provide assistance to reduce homelessness. The source amount for regular CDBG is $11,231,021, CDBG-CV1 is $6,802,356, CDBG-CV2 is $5,528,301, CDBG-CV3 $6,577,204.

ESG: MFA assists the greatest number of people experiencing homelessness through Emergency Housing Assistance Program, funded by ESG and state homeless funding. ESG assistance includes operating and supportive service costs for emergency shelter facilities, rental assistance, housing relocation and stabilization services for people experiencing homelessness and those at imminent risk of homelessness needing to be re-housed. The source amount for regular ESG is $1,208,579.00.

HOME: HOME funding addresses high priority needs of rehabilitation of owner-occupied single-family housing, new construction of single-family housing for homeownership,

provision of down payment assistance, and development of affordable rental housing. The source amount for HOME is $20,104,107.

HOPWA: HOPWA funding is used to address the continuing need for assistance with short term rental, mortgage, utilities and rental assistance to secure permanent housing for clients diagnosed with HIV/AIDS. Additionally, HOPWA was used to provide supportive services for clients. The source amount for regular HOPWA is $1,380,892.

HTF: HTF funding was used to address the priorities of developing housing for vulnerable populations specifically for extremely low-income households whose incomes do not exceed the higher of 30 percent AMI or the federal poverty level. The source amount for HTF is $6,334,434.

CR-10 - Racial and Ethnic Composition of Families Assisted

Describe the families assisted (including the racial and ethnic status of families assisted) 91.520(a)

Table 2 – Table of assistance to racial and ethnic populations by source of funds

	CDBG	HOME	HOPWA	ESG	HTF
White	10,672	13	247	2135	63
Black or African American	133	0	25	339	9
Asian	8	0	1	20	0
American Indian or American Native	7,639	13	8	841	6
Native Hawaiian or Other Pacific Islander		1	0	0	0
Other/Mixed Race/Not Declared	1,708	2	11	177	4
Total	**20,162**	**29**	**292**	**3,512**	**82**
Hispanic	496	9	113	1,371	53
Not Hispanic	19,666	20	168	2,005	29

Other/Mixed Race/Not Declared			11	136	
Total	**20,162**	**29**	**292**	**3,512**	**82**

Narrative

The table above has been modified in the CAPER attachment to include additional definitions of race that were collected by MFA and DFA. Therefore, the CAPER attachment will have totals that reconcile to program reports. CDBG data is for beneficiaries or individuals shown on the PR-23 CDBG Summary of Accomplishments for Program Year 2023. CDBG Beneficiaries by Racial/Ethnic Category, used in the table CR-10, is derived from IDIS report PR-23. The direct beneficiary data for projects completed in 2023 only applies to projects using the LMI methodologies LMC, LMH, and LMJ. Projects qualifying using LMI methodology LMA does not require race and ethnicity data in IDIS thus are not included in the PR- 23. However, this information is kept on file by the state as required by HUD.

HOME data is from IDIS. HOPWA data is extracted from HOPWA program CAPER Grantee Workbook ethnic demographics was not being tracked for the program year. Service providers have since been instructed to track this data moving forward. ESG data is from ESG CAPER reports uploaded into Sage. HTF data is from IDIS.

In addition, MFA has initiated tracking of female and disabled head of households. Within three HOME funded projects a total of 10 female head of households and two disabled households were served. Within HTF two projects a total of nine female head of households and seven disabled households were served.

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Table 3 - Resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	11,363,296	$8,504,394.10
HOME	public - federal	16,031,660	$3,757,907.95

HOPWA	public - federal	$1,380,892	$1,380,892
ESG	public - federal	$1,208,579.00	$1,208,579.00
HTF	public - federal	$3,066,413.00	$892,398.00

Narrative

The amounts expended shown above reflect actual expenditures for eligible activities per IDIS reports.

Identify the geographic distribution and location of investments

Table 4 – Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
COLONIAS NEIGHBORHOOD	10	15%	DFA awarded two CDBG Colonias applicants/projects totaling $1,500,00.00
Statewide	90	87%	The State does not prioritize funds geographically. Funds are available statewide.

Narrative

DFA funded two Colonias projects and will continue to actively promote Colonias projects in the next program year. The Colonias projects were in the communities of Loving and Santa Clara, with combined awards totaling $1,500,000.00. The state does not prioritize funds geographically. Funds are available statewide, awarded $9,303,090.00 (excluding the above Colonias funds).

HOME, ESG, HOPWA and HTF do not prioritize funding geographically.

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

HOME: In 2020 - 2023, New Mexico qualified for a 100 percent match reduction due to the statutory suspension and regulatory waivers available to major disaster areas for the reduction of matching contribution requirement for funds expended.

ESG: Leveraged sources included cash from other federal funds, state government, local government, private sources, fundraising and charitable organizations included in "other" along with in-kind donations such as rent for office space, case management services and volunteer services. ESG Match data for 2023 is $631,842.40 with details contained in **Attachment B - ESG Match Source 2023.**

CDBG: All CDBG infrastructure projects funded by DFA require a minimum cash match by the respective county or municipality. In New Mexico, "rural" communities are required to contribute 5 percent of the CDBG grant award and "non-rural" communities are required to contribute 10 percent of the CDBG grant award. Rural communities are defined as counties with a population less than 25,000 and incorporated municipalities with a population less than 3,000. "Non-rural" communities consist of counties and municipalities with a population greater than the rural definitions. Any additional contribution toward the project in excess of cash match requirement is considered leveraged funding. In 2023, the total project award was $11,231,021.

HOPWA: HOPWA funds can be leveraged with housing assistance through Ryan White funds, or by City of Albuquerque emergency and transitional housing funds. Additional information on these sources can be found in **Attachment I - HOPWA CAPER 2023**.

HTF: HTF funds can be leveraged with HOME and other rental financing sources. There is no match requirement for HTF.

Publicly owned land or property located within the jurisdiction was not used to address the needs identified in the plan during the 2023 program year.

Table 5 – Fiscal Year Summary - HOME Match Report

Fiscal Year Summary – HOME Match	
1. Excess match from prior Federal fiscal year	$8,121,968
2. Match contributed during current Federal fiscal year	0
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	8,121,968
4. Match liability for current Federal fiscal year	0
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	8,121,968

Table 6 – Match Contribution for the Federal Fiscal Year

Match Contribution for the Federal Fiscal Year								
Project No. or Other ID	Date of Contribution	Cash (non-Federal sources)	Foregone Taxes, Fees, Charges	Appraised Land/Real Property	Required Infrastructure	Site Preparation, Construction Materials, Donated labor	Bond Financing	Total Match
n/a	0	0	0	0	0	0	0	0

Table 7 – Program Income

Program Income – Enter the program amounts for the reporting period				
Balance on hand at beginning of reporting period $	Amount received during reporting period $	Total amount expended during reporting period $	Amount expended for TBRA $	Balance on hand at end of reporting period $
6,815,342.44	1,560,599.06	2,000,672.42	0.00	6,375,269.08

HOME MBE/WBE report

Minority Business Enterprises and Women Business Enterprises – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period

Table 8 - Minority Business and Women Business Enterprises

	Total	Minority Business Enterprises				White non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black non-Hispanic	Hispanic	
Contracts						
Dollar Amount	$47,810,603	$402,501	0	0	$2,373,245	$39,341,111
Number	27	1	0	0	7	1
Subcontracts						
Dollar Amount	$29,045,321	0	0	0	$17,948,289	11,097,032

Number	32	0	0	0	12	20

	Total	Women Business Enterprises	Male
Contracts			
Dollar Amount	0	$395,300	1
Number	26	3	$39,341,111
Sub-Contracts			
Dollar Amount	0	$1,549,780	$27,495,541
Number	0	2	30

Minority Owners of Rental Property – Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted

Table 9 – Minority Owners of Rental Property

	Total	Minority Property Owners				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0

Relocation and Real Property Acquisition – Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition

	Number	Cost
Parcels Acquired	2	0
Businesses Displaced	0	0
Nonprofit Organizations Displaced	0	0
Households Temporarily Relocated, not Displaced	17	$25,500

Table 10 – Relocation and Real Property Acquisition

Households Displaced	Total	Minority Property Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Cost	0	0	0	0	0	0

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

Table 11 – Number of Households

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	7	0
Number of Special-Needs households to be provided affordable housing units	0	0
Total	**7**	**0**

Table 12 – Number of Households Supported

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	32	15
Number of households supported through Rehab of Existing Units	51	37
Number of households supported through Acquisition of Existing Units	0	0
Total	**83**	**52**

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

The one-year goals were taken from the 2023 Action Plan and reflect HOME goals.

The actuals represent HOME program completion for 2023 and in include rehabilitation. The units completed under "Number of households supported through Rental Assistance" were rental

rehabilitation and new construction projects, as MFA does not use HOME funds to provide TBRA. "Production of new units" under HOME single family development program was expected to occur through a proposed project that was not awarded due to delays on the part of the project's developer. There are projects under construction but not yet in service. It should be noted that where units didn't meet projections is due to remaining volatility with construction after the pandemic with continued with rising material costs, labor shortages, and project commencement delays.

Discuss how these outcomes will impact future annual action plans.

MFA will evaluate production and adjust goals accordingly. New single family development activity is being implemented including conducting ongoing housing strategy committees. This will include an economic status as to construction readiness.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Table 13 – Number of Households Served

Number of Households Served	CDBG Actual	HOME Actual	HTF Actual
Extremely Low-income	14	5	79
Low-income	14	10	3
Moderate-income	19,475	14	0
Total	**19,503**	**29**	**82**

Narrative Information

CDBG actual numbers of persons served by income was taken from IDIS PR-23 CDBG Summary of Accomplishments for 2023. When census data is used for national benefit qualification, IDIS does not have a screen to populate beneficiary race, ethnicity or LMA income specifics.

HOME numbers are compared against the PR-23 HOME Summary of Accomplishment report for Program Year 2023 along with program data. HOME program numbers and the PR-23 numbers match.

HTF numbers are compared against the PR-110 HTF Production Report for Program Year 2023. HTF program data and PR-110 numbers match. This reflects units in construction but not yet in service.

Discussion: Worst case needs and efforts in meeting needs of persons with disabilities: HOME and HTF funding is primarily used for gap financing for the competitive LIHTC program. As these allocations are used with LIHTC awards, these gap funding projects are designed to be committed as loans. Using these funds to meet worst case needs is unlikely, as the projects cannot take on debt, thus cannot pay the loans back. However, permanent supportive housing has been made a priority, and as such, awarded projects that serve populations experiencing worst case needs utilizing other funding sources such as HOME ARP.

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The New Mexico Coalition to End Homelessness (NMCEH) manages two Coordinated Entry Systems (CES) that cover their respective Continuums of Care (NM-500 and NM-501). CES is a geographical triage system that functions by completing vulnerability assessment for people experiencing homelessness, identifying their needs, and making referrals to the most appropriate housing interventions. CES relies heavily on collaborative work in communities across the state to coordinate support, services, and housing assistance to reduce the time a household will experience homelessness. Since 2014, CES has become a foundational system throughout the state in identifying the needs of all persons seeking assistance or those returning to homelessness from a previously housed destination that is inclusive of veterans, families, youth, and those experiencing chronically homeless. CES uses the Vulnerability Index - Service Prioritization Decision Assistance Tool (VI-SPDAT), which helps to determine each applicant's acuity, relative need for housing and the type of housing that would be most appropriate to assist their needs. The assessments are done at NMCEH as well as CoC and ESG-funded agencies, health centers, veteran programs, correctional facilities and during street outreach. Since its inception, the combined CES has assessed 75,000+ individuals.

Addressing the emergency shelter and transitional housing needs of homeless persons

Through Emergency Housing Assistance Program (EHAP), ESG provides funds for shelter operating costs and eligible essential services to those in shelters. For program year, the NM Homeless Management Information System (HMIS) hosts records for clients in supported EHAP Emergency Shelter and Essential Services projects statewide; including City of Albuquerque EHAP for the same period, there are records hosted for clients in EHAP ES and ESS.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

The State of New Mexico Human Services Department has discharge planning policies in place for people exiting mental health facilities, health care facilities and foster care. In New Mexico MFA works with a network of providers to administer the Rapid Rehousing (RH) and Homeless Prevention (HP) Programs funded with ESG and state funding, which provides short-term rental assistance and other housing assistance for those at risk of homelessness. From July 2022 through June 2023, among 72 Homeless Prevention and/or Rapid Rehousing projects statewide, across several funding sources, a total of 35 persons entered the project from an institutional setting (five from psychiatric settings, twenty-two from substance abuse treatment, four from jail, and four from long-term care/nursing home).

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

CES collects and manages data showing how long people are waiting for housing when they have been placed in housing, and if a person returns to homelessness. In Albuquerque, CES implements a broad network of connectivity, providing people diverse options for housing, support, and services. From inception to date, Albuquerque CES has surveyed over 20,000 duplicated households. From July 2022 through June 2023, the Albuquerque CES identified 8902 persons in 5739 households seeking assistance. Of those, 494 identified as veterans, and 1635 identified as experiencing chronic homelessness. During the same period, ACES has connected 1738 households to housing assistance. This included 232 veterans and 772 persons that were chronically homeless. Furthermore, the average length of time from identification/project entry to residential move-in date in Albuquerque was reduced to 40.5 days systemwide.

In the Balance-of-State CoC (all geographic areas outside Albuquerque), from July 2022 through June 2023, the BOS CES identified 5854 persons in 4196 households seeking assistance. Of those, 262 identified as veterans, and 1283 identified as experiencing chronic homelessness. During the same period, BOS CES has connected 519 households to housing assistance. This included 70 veterans and 121 persons that were chronically homeless. Furthermore, the average length of time from identification/project entry to residential move-in date in Albuquerque was reduced to 22.0 days systemwide.

CR-30 - Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

There are a total of 17 Public Housing Authorities (PHAs) in New Mexico, within the jurisdiction of the State Consolidated Plan. There are three Regional Housing Authorities (RHAs) that serve rural regions of

the state. In 2009, Housing New Mexico | MFA was mandated by the New Mexico legislature to provide oversight for the state's RHAs.

Actions taken to encourage public housing residents to become more involved in management and participate in homeownership

DFA and Housing New Mexico | MFA do not operate public housing or plan resident initiatives. The oversight actions Housing New Mexico is responsible for per statute, include:

1. Review of the RHAs operating budget.
2. Approval of any new member(s) of the RHA's Board of Commissioners
3. Approval of new RHA Executive Directors.
4. Review reports of the creation/dissolution of nonprofit entities of the RHAs.
5. Review and approval of contracts and MOUs with a value greater than $100,000
6. Approval of transfers, sales, or liquidations of any real or personal property with a value greater than $100,000.
7. Review of the RHA's external financial audits.

No funding was appropriated to MFA for the RHA oversight during the 2023 legislative session.

Actions taken to provide assistance to troubled PHAs

Northern Regional Housing Authority is the only PHA in troubled status. NRHA completed FYE June 30, 2021, audit. They received an unmodified opinion with 15 findings. There were four material weaknesses, four significant deficiencies, six non-compliance and one material non-compliance identified.

- NRHA has not completed their Audited Financial Statements for fiscal yearend. The audit is currently in progress.
- As required by audit regulations, findings impacting federal funding have been reported to HUD.
- HUD will schedule another monitoring to evaluate the status of the agency.

Northern Regional Housing Authority currently remains in troubled status, the troubled status ranking will remain until HUD's next review cycle.

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)

The New Mexico State Legislature passed the Affordable Housing Act in 2004 (and amended it in 2015) as an exception to the anti-donation clause in the New Mexico Constitution to allow local governments, municipalities, and school districts to put resources towards affordable housing acquisition, development, financing, maintenance, and operation. Essentially, the Act permits public-private partnerships for affordable housing activities.

By reviewing and approving the affordable housing plans of local governments under the Affordable Housing Act, Housing New Mexico | MFA performs a comprehensive review of community and housing needs, land use policies, zoning, and makes recommendations to the local government for modifying policies to mitigate barriers to affordable housing. Pursuant to the Affordable Housing Act, Housing New Mexico | MFA also supports local governments in drafting and adopting ordinances that maximize contributions to affordable housing development.

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

MFA oversees the Affordable Housing Act and approves affordable housing donations, plans and ordinances that target underserved housing needs. The Affordable Housing Act is pivotal to developing new affordable housing, addressing housing needs of cost-burdened households, and advancing structural rehabilitation and preservation initiatives. MFA provides comprehensive technical training and assistance on an ongoing basis to local governments as needed and collaborates with communities in fostering affordable housing and economic development across New Mexico. To date, 38 local governments have affordable housing ordinances, and 38 have affordable housing plans. As of 6/30/2023, local governments have contributed over $8.9 million to affordable housing development.

DFA recognizes that community development needs far exceed the available resources to address those needs. DFA actively participates in conferences and workshops sponsored and attended by other federal and state agencies and affiliates who also have funding for Colonias, infrastructure and economic development projects. This cross-agency collaboration informs and educates all involved and can be of great benefit to our municipalities. By leveraging multiple funding streams, New Mexico's local government areas can plan and successfully complete large infrastructure projects.

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

Housing New Mexico | MFA continues to set aside a percentage of the state's formula HOME allocation for eligible lead-based paint assessment and remediation activities. In 2023, Housing New Mexico disbursed $5,400.81, for this program. **See Attachment D: HOME - LBP Expended.** The funds for lead hazard remediation and abatement have encouraged businesses and organizations to obtain appropriate training to provide remediation services. Housing New Mexico | MFA encourages service providers and professionals statewide to receive formal training and any applicable lead-based paint certifications to improve the efficiency of rehabilitation services delivery system.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

Having safe and affordable housing is the foundation for reducing poverty. Reducing housing costs gives families more money to spend on necessities like food and medicine as well as providing the security and stability needed to achieve economic wellbeing. Overall, it is an improvement in the quality of life. MFA has allocated the resources below to try to reach those families living below the poverty line:

8. Low-interest mortgages for first-time homebuyers,
9. Pre-purchase housing counseling,
10. Down payment and closing cost assistance,
11. NM Energy$mart Program (weatherization) serving households with incomes below poverty,
12. Additional points in the LIHTC Qualified Allocation Plan (QAP) for projects that house lower-income tenants and special needs households,
13. Collaborative work with other agencies whose goals and objectives support New Mexicans living below the poverty line, such as the New Mexico Coalition to End Homelessness and the Behavioral Health Collaborative,
14. Rehabilitation of owner-occupied homes, and
15. Development of affordable rental units.

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

Housing New Mexico | MFA administers HOME, HOPWA, ESG and HTF programs makes funding available through a Request for Proposal (RFP) and/or Notice Of Funding Application (NOFA) process and manages Integrated Disbursement and Information System (IDIS). Housing New Mexico | MFA develops institutional infrastructure by: utilizing general funds to provide training and technical assistance to grantees; publishing a statewide housing resource directory which includes all housing providers in the state; holding New Mexico's only Housing Summit which provides training, information sharing and networking for housing professionals across the full continuum of housing; creating a housing strategy committee; and providing financial support to the New Mexico Coalition to End Homelessness to administer HMIS data management system. The Housing Summit convened in September 2022 with record attendance. The next is scheduled for September 2025.

DFA is the administering agency for CDBG, the Neighborhood Stabilization Program (NSP), RHP, and legislative capital outlay projects. Some of the capital outlay projects, if appropriate, provide leveraged funds to CDBG projects. DFA provides training and technical assistance, makes CDBG funding available through an application process, provides monitoring and programmatic oversight and manages US Department of Housing and Urban Development (HUD) data systems (IDIS for CDBG and Disaster Recovery Grant Reporting system for NSP and RHP).

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

Many of Housing New Mexico | MFA's programs and projects, including those using HOPWA, ESG, HOME and HTF directly involve social service agencies in assisting residents to obtain and maintain their housing. Social services are provided within the HOPWA program and two homeless prevention

programs that utilize ESG funds (EHAP: Emergency Homeless Assistance Program, Homeless Prevention (HP), and Rapid Rehousing (RH). To the extent HTF and HOME funds are utilized for special needs housing, social and supportive services are often provided on-site for special needs residents. MFA also administers a state-funded voucher program called Linkages, in partnership with the New Mexico Human Services Department (HSD). Sub-grantees that utilize Linkages vouchers are required to have a housing administrator and a qualified services provider because the Linkages program serves persons with severe mental illness who are precariously housed or experiencing homelessness.

Housing New Mexico | MFA is a member of the Behavioral Health Collaborative, which is led by HSD and includes the cabinet secretaries of 15 state agencies and the Governor's office. The Collaborative enables broad, state-level collaboration for behavioral health prevention, treatment, and recovery work to improve mental health and substance abuse issues in New Mexico. Housing New Mexico | MFA also serves on the Colonias Infrastructure Board, is a member of the City of Albuquerque Affordable Housing Committee and participates in numerous initiatives, including HUD initiatives, to enhance coordination among public and private housing entities and social service agencies. Housing New Mexico | MFA also works directly with local communities and agencies to identify new service providers and partners, particularly in rural areas where fewer providers and services exist to gain statewide coverage.

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

The Analysis of Impediments (AI) is fully implemented in operations and is striving to address impediments identified in the analysis. Please note that **Attachment C – Fair Housing Impediments Tasks Accomplished 2023** follows the original list of impediments in the 2020-2024 New Mexico Consolidated Plan.

While Housing New Mexico | MFA and DFA have no enforcement capacity, it is the policy and commitment of MFA to ensure that fair and equal housing opportunities are granted to all persons, in all housing opportunities and development activities funded. Housing New Mexico | MFA has a designated Fair Housing Officer who is responsible for assisting the public with housing complaints, which are referred to the Office of Fair Housing and Equal Opportunity, U.S. Department of Housing and Urban Development. In 2023, two members of the public were referred to the Office of Fair Housing and Equal Opportunity.

Housing New Mexico | MFA requires that Equal Housing Opportunity logos be displayed appropriately at properties and building sites, and on our advertising and marketing materials. Housing New Mexico | MFA distributes fair housing information and ensures that information and resources are available on the website, www.housingnm.org. On an annual basis, funding is provided to New Mexico Legal Aid to print rental guides which direct people to fair housing resources.

Additionally, the Citizen Participation Plan states that "direct efforts will be undertaken to publish and/or post information at locations that will elicit maximum low and moderate income and minority participation." New Mexico published notices of the CAPER in four newspapers, including Albuquerque,

Santa Fe, Las Cruces, and Roswell newspapers to incorporate rural and metro areas and includes outreach to a large number of low and moderate income and minority individuals.

DFA extends affirmative (targeted) marketing to significantly underrepresented groups throughout the year and throughout each individual CDBG project. All CDBG subgrantees are required to adopt plans pertaining to citizen participation, fair housing, Section 3 residential anti-displacement and relocation by resolution on an annual basis. These resolutions require that the subgrantees take actions to affirmatively market to underrepresented groups. In addition to these annual requirements, all subgrantees must conduct an activity to further fair housing and post signage both within their government offices and at the construction sites pertaining to employee rights, workplace heath, equal opportunity, and resources for the public.

CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

Community Development staff conducts contract-based program compliance monitoring for HOME, ESG, HOPWA, DOE, and HSD programs. Housing New Mexico | MFA program managers prepare and use risk assessments at the beginning of every program year as a tool to develop monitoring schedules for the various programs. Asset Management staff conducts long-term compliance monitoring for HOME and HTF funded multifamily rentals in accordance with the guidelines set out in 24 CFR Part 92 and 24 CFR Part 93, including income eligibility, certification, recertification, and habitability.

All regular CDBG service providers are required to be monitored once a year for the life of the project, and each regular CDBG project has two years to be completed. To ensure that all federal and state requirements are being followed, DFA staff conducts both interim monitoring and close-out monitoring using both desk reviews and on-site monitoring reviews.

On the webpage http://www.housingnm.org "Developer" submenu for "Federal Regulations" explains a variety of federal regulations that apply to federal loan programs and direct the attention of the applicant to the listings of forms and reference materials from Environmental Review to Section 3, Affirmative Marketing and Equal Employment Opportunity, along with a Minority Business Directory. To be comprehensive in planning Housing New Mexico | MFA developed a final draw checklist. At final draw all HOME projects go through a performance review to meet data collection and reporting requirements. Information is collected from the developer on minority business enterprises utilized and maintained for reporting standards.

See **Attachment F – Monitoring Process CDD, HOME, and CDBG** for a full explanation of the processes used by MFA and DFA.

Lastly, as required by regulations, MFA provides a certification of compliance with the Consolidated Plan to those public housing authorities (PHAs) who qualify. If the required background information is provided, and in compliance, MFA supplies the signed certification.

See Attachment G – Consolidated Plan Certification of Consistency 2023 for the PHAs qualified list.

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

MFA and DFA invite public comments on all planning and reporting activities pursuant to the New Mexico Citizen Participation Plan. For the 2023 CAPER, the public comment period ran from September 10, 2024, through September 25, 2024. A draft of the 2023 CAPER was made available on MFA's web page on September 10, 2024. The CAPER will remain available on the web page for a minimum of five years. Printed copies of the CAPER are available at MFA's office (7425 Jefferson St NE Albuquerque, NM 87109) upon request.

Public notices in English and Spanish, announcing the public comment period for the CAPER and hybrid virtual public hearing on September 23, 2024, at 11:00am, were placed in Albuquerque, Santa Fe, Las Cruces, and Roswell newspapers to reach rural and metro areas. Copies of those notices are included as

Attachment H - Public Notice Publication Certifications.

The virtual and in-person public hearing is to allow for enhanced participation for those who can attend based on proximity location or those throughout the state can log in virtually. To further enhance participation MFA will accept written comments by email or mail for those who do not have access to virtual platforms for verbal comments or prefer alternative communication methods.

There were no public participants for the September 23, 2024, public hearing. In attendance was MFA employee and presenter. Lastly, no public comments were received during the comment period.

For CDBG, DFA follows a detailed citizen participation plan that provides for and encourages citizen participation. This integral process emphasizes participation by persons of low- and moderate-income, particularly residents of predominantly low- and moderate-income neighborhoods, slum or blighted areas and areas in which DFA proposes to use CDBG funds. The plan provides citizens with the following: reasonable and timely access to local meetings, an opportunity to review proposed activities and program performance, timely written answers to grievances and written complaints and a description of how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate. DFA also requires all grantees seeking CDBG funds to develop and adopt by resolution a Citizen Participation Plan.

MFA and DFA may, at their discretion, actively solicit input on housing and community development issues during the course of the year with regional forums, town hall meetings and other venues, as they may present themselves. Title II of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act prohibits discrimination on the basis of disability in the programs of a public agency.

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

There were no changes in program objectives in 2023. Additional goals were set to address community needs of homelessness and developing affordable housing units specifically to address coronavirus and those awarded projects are ongoing and not yet complete.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

No

Describe accomplishments and program outcomes during the last year.

CR-50 - HOME 24 CFR 91.520(d)

Include the results of on-site inspections of affordable rental housing assisted under the program to determine compliance with housing codes and other applicable regulations

Please list those projects that should have been inspected on-site this program year based upon the schedule in §92.504(d). Indicate which of these were inspected and a summary of issues that were detected during the inspection. For those that were not inspected, please indicate the reason and how you will remedy the situation.

MFA multifamily portfolio encompasses HOME, LIHTC, Risk Sharing, bond funded, Tax Credit Exchange Program, Tax Credit Assistance Program, Resolution Trust Corporation (RTC), Section 811 PRA and Project Based Section 8 properties. In most instances, the monitoring visits are not just for HOME units, but for all funding sources used at a particular property. Asset Management Department completes an annual review of the department work plan to ensure that all required reviews are scheduled and reports the information quarterly to ensure compliance. If for some reason a HOME property was not monitored during the appropriate timeframe, Asset Management Department will immediately schedule a monitoring at the earliest opportunity. See **Attachment E - Asset Management HOME Inspections 2023** for results and issues of compliance inspection monitoring for affordable rental units. Additional specifics regarding physical inspections can be found within individual inspection site files.

Provide an assessment of the jurisdiction's affirmative marketing actions for HOME units. 24 CFR 91.520(e) and 24 CFR 92.351(a)

In accordance with the applicable statutes and regulations pertaining to CAPER, MFA certifies that it does and will affirmatively further fair housing. In 2023 included the following activities:

- Worked with one owner on Affirmative Fair Housing Marketing Plans (AFHMP),
- Conducted reviews and property visits to confirm general FHEO compliance (site signage, FHEO poster, AFHMP) on HOME rental properties.

Refer to IDIS reports to describe the amount and use of program income for projects, including the number of projects and owner and tenant characteristics

The annual performance report for HOME program reflects program income received in 2023 was $1,560,599.06, and the total amount expended was $2,000,672.42. Uses of the program income along with HOME funds include administrative costs, rental acquisition, rehabilitation projects, and homeowner rehabilitation projects. During 2023, three HOME projects for 29 units were completed which include Emli Wells, Copper Terrace, and 550 Paseo. Rental rehabilitation projects will reserve units for households earning no more than 60 percent of area median income. In addition, homeowner rehabilitation projects will assist households earning no more than 60 percent of area median income.

Describe other actions taken to foster and maintain affordable housing. 24 CFR 91.220(k) (STATES ONLY: Including the coordination of LIHTC with the development of affordable housing). 24 CFR 91.320(j)

MFA most competitive program is the nine percent federal Low-Income Housing Tax Credit (LIHTC) program, which has one annual competitive round for new construction and acquisition/rehabilitation of multifamily projects. Many of these projects also receive gap financing in the form of low-interest loans funded through HOME, HTF, USDA, state, local, private and MFA sources. In 2023 MFA awarded nine percent LIHTC's to ten projects throughout New Mexico, for a total of 585 units. These units are reserved for low-income families earning 60 percent AMI or less. MFA also administers the noncompetitive four percent LIHTC program on a rolling basis. Four percent projects may utilize the same types of gap financing as nine percent projects but also include a bond financing component. This was 548 units reserved for 60 percent AMI.

CR-55 - HOPWA 91.520(e)

Identify the number of individuals assisted and the types of assistance provided

Table for report on the one-year goals for the number of households provided housing through the use of HOPWA activities for: short-term rent, mortgage, and utility assistance payments to prevent homelessness of the individual or family; tenant-based rental assistance; and units provided in housing facilities developed, leased, or operated with HOPWA funds.

Table 14 – HOPWA Number of Households Served

Number of Households Served Through:	One-year Goal	Actual
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family	170	231
Tenant-based rental assistance	101	62
Units provided in permanent housing facilities developed, leased, or operated with HOPWA funds	0	0
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds	0	0
Total	**271**	**293**

Narrative

HOPWA short-term rent, mortgage, and utilities (STRMU) and tenant-based rental assistance (TBRA) are used statewide to provide housing assistance for eligible clients. HOPWA service providers continue to prioritize housing stability and will make every effort to increase the number of clients receiving HOPWA TBRA, depending upon funding. Service providers along with the Coalition to End Homelessness implemented new reporting processes and are adjusting to and validating any inconsistencies in data.

See Attachment I - HOPWA CAPER 2023. The HOPWA CAPER will be submitted as per the new system reporting requirements. The HOPWA CAPER will be submitted to HUD HOPWA Headquarters and sent to the local HUD Office in Albuquerque on, or before, the September deadline.

CR-56 - HTF 91.520(h)

Describe the extent to which the grantee complied with its approved HTF allocation plan and the requirements of 24 CFR part 93.

There were two projects completed for 13 HTF units. The 2023 HTF projects completed are:

- 6100 Harper- 3 units
- Ceja Vista- 10 units

There are nine projects that have written executed agreements that have started construction for a total of 31 HTF units:
- Vista de Socorro: NC 32 units of which 3 units were funded by HTF;
- Calle Cuarta: NC 61 units of which 2 units were funded by HTF;
- The Three Sisters: NC 70 units of which 2 units were funded by HTF;
- Felician Villa I: NC 66 units of which 2 units were funded by HTF;

- 120 La Plata: A/R 32 units of which 2 units were funded by HTF;
- 9000 Veranda: A/R 35 units of which 2 units were funded by HTF;
- Felician Villa II: NC 66 units of which 2 units were funded by HTF;
- Pedrena: NC 80 units of which 8 units were funded by HTF;
- La Serena: NC 100 units of which 8 units were funded by HTF;

There were no emergency transfers requested under 24 CFR 5.2005(e) or 24 CFR 92.359.

Table 15 - CR-56 HTF Units in HTF activities completed during the period

Tenure Type	0 – 30% AMI	0% of 30+ to poverty line (when poverty line is higher than 30% AMI)	% of the higher of 30+ AMI or poverty line to 50% AMI	Total Occupied Units	Units Completed, Not Occupied	Total Completed Units
Rental	79	3	0	82	69	13
Homebuyer	0	0	0	0	0	0

CR-58 – Section 3

Identify the number of individuals assisted and the types of assistance provided

Table 15 – Total Labor Hours

Total Labor Hours	CDBG	HOME	ESG	HOPWA	HTF
Total Number of Activities	3	1	0	0	1
Total Labor Hours	0	249,600	0	0	19,966
Total Section 3 Worker Hours	0	67,392	0	0	4,586
Total Targeted Section 3 Worker Hours	0	19,968	0	0	3,321

Table 16 – Qualitative Efforts - Number of Activities by Program

Qualitative Efforts - Number of Activities by Program	CDBG	HOME	ESG	HOPWA	HTF
Outreach efforts to generate job applicants who are Public Housing Targeted Workers	0	0	0	0	0
Outreach efforts to generate job applicants who are Other Funding Targeted Workers.	0	0	0	0	0
Direct, on-the job training (including apprenticeships).	0	0	0	0	0
Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.	0	0	0	0	0
Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).	0	0	0	0	0
Outreach efforts to identify and secure bids from Section 3 business concerns.	0	0	0	0	1
Technical assistance to help Section 3 business concerns understand and bid on contracts.	0	0	0	0	1
Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.	0	0	0	0	0
Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.	0	0	0	0	0
Held one or more job fairs.	0	0	0	0	0
Provided or connected residents with supportive services that can provide direct services or referrals.	0	0	0	0	0
Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.	0	0	0	0	0
Assisted residents with finding child care.	0	0	0	0	0

Assisted residents to apply for, or attend community college or a four year educational institution.	0	0	0	0	0
Assisted residents to apply for, or attend vocational/technical training.	0	0	0	0	0
Assisted residents to obtain financial literacy training and/or coaching.	0	0	0	0	0
Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.	0	0	0	0	0
Provided or connected residents with training on computer use or online technologies.	0	0	0	0	0
Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.	0	0	0	0	0
Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.	0	0	0	0	0
Other.	0	0	0	0	0

Narrative

CDBG, HOME, and HTF data is derived from projects meeting criteria and reflected in Section 3 reports from IDIS. ESG and HOPWA do not meet threshold factors for reporting.

CR-60 - ESG 91.520(g) (ESG Recipients only)

ESG Supplement to the CAPER in *e-snaps*

For Paperwork Reduction Act

1. Recipient Information—All Recipients Complete
Basic Grant Information
   Recipient Name   New Mexico

Organizational DUNS Number   083214742

UEI   F3LNHFKF5UP1

EIN/TIN Number   850252748

Identify the Field Office   ALBUQUERQUE

Identify CoC(s) in which the recipient or subrecipient(s) will provide ESG assistance

<u>**ESG Contact Name**</u>
 Prefix   Ms.

 First Name   Donna

 Middle Name

 Last Name   Maestas-DeVries

 Suffix

 Title   Deputy Director of Programs

<u>**ESG Contact Address**</u>
 Street Address 1   344 4th Street SW

 Street Address 2

 City   Albuquerque

 State   NM

ZIP Code	-
Phone Number	5057672225
Extension	
Fax Number	
Email Address	dmaestas-devries@housingnm.org

ESG Secondary Contact

Prefix	Ms.
First Name	Kellie
Last Name	Tillerson
Suffix	
Title	Director of Community Development
Phone Number	5057672251
Extension	
Email Address	ktillerson@housingnm.org

2. Reporting Period—All Recipients Complete

Program Year Start Date	07/01/2023
Program Year End Date	06/30/2024

3a. Subrecipient Form – Complete one form for each subrecipient

Subrecipient or Contractor Name: THE LIFE LINK
City: Santa Fe
State: NM
Zip Code: 87502, 6094
DUNS Number: 610653909
UEI: RHB5T4LKG9N7
Is subrecipient a victim services provider: N
Subrecipient Organization Type: Other Non-Profit Organization
ESG Subgrant or Contract Award Amount: 0

Subrecipient or Contractor Name: Hopeworks
City: Albuquerque
State: NM
Zip Code: 87102, 1403
DUNS Number:
UEI: VLPNHDWPAGH3
Is subrecipient a victim services provider: N
Subrecipient Organization Type: Other Non-Profit Organization
ESG Subgrant or Contract Award Amount: 0

Subrecipient or Contractor Name: CENTER OF PROTECTIVE ENVIRONMENT (COPE)
City: Alamogordo
State: NM
Zip Code: 88310, 5307
DUNS Number: 182581579
UEI: Y81UQK9JKWT1
Is subrecipient a victim services provider: N
Subrecipient Organization Type: Other Non-Profit Organization
ESG Subgrant or Contract Award Amount: 0

Subrecipient or Contractor Name: ST. ELIZABETH SHELTER
City: Santa Fe
State: NM
Zip Code: 87505, 3040
DUNS Number: 038507351
UEI: ZM9RKSKTCNU6
Is subrecipient a victim services provider: N
Subrecipient Organization Type: Other Non-Profit Organization

ESG Subgrant or Contract Award Amount: 0

Subrecipient or Contractor Name: ALIANZA OF NEW MEXICO
City: Roswell
State: NM
Zip Code: 88201, 4609
DUNS Number: 042644828
UEI: D4XWW95USAH6
Is subrecipient a victim services provider: N
Subrecipient Organization Type: Other Non-Profit Organization
ESG Subgrant or Contract Award Amount: 0

Subrecipient or Contractor Name: El Refugio
City: Silver City
State: NM
Zip Code: 88061, 5284
DUNS Number: 106612260
UEI: V67NXYG4ATU1
Is subrecipient a victim services provider: N
Subrecipient Organization Type: Other Non-Profit Organization
ESG Subgrant or Contract Award Amount: 0

Subrecipient or Contractor Name: Family Crisis Center
City: Farmington
State: NM
Zip Code: 87401, 6904
DUNS Number: 182379107
UEI: Y88DFD3RQAN7
Is subrecipient a victim services provider: N
Subrecipient Organization Type: Other Non-Profit Organization
ESG Subgrant or Contract Award Amount: 0

Subrecipient or Contractor Name: People Assisting the Homeless
City: Farmington
State: NM
Zip Code: 87401, 5961
DUNS Number: 120580753
UEI: KQRGGKPJL4G1
Is subrecipient a victim services provider: N
Subrecipient Organization Type: Other Non-Profit Organization

ESG Subgrant or Contract Award Amount: 0

Subrecipient or Contractor Name: Hartley House
 City: Clovis
 State: NM
 Zip Code: 88102, 1732
 DUNS Number: 165090697
 UEI:
 Is subrecipient a victim services provider: N
 Subrecipient Organization Type: Other Non-Profit Organization
 ESG Subgrant or Contract Award Amount: 0

Subrecipient or Contractor Name: Enlace Comunitario
 City: Albuquerque
 State: NM
 Zip Code: 87198, 8919
 DUNS Number: 801555603
 UEI: NTD1CK8JKPJ5
 Is subrecipient a victim services provider: N
 Subrecipient Organization Type: Other Non-Profit Organization
 ESG Subgrant or Contract Award Amount: 0

Subrecipient or Contractor Name: San Juan County Partnership
 City: Farmington
 State: NM
 Zip Code: 87402, 8820
 DUNS Number: 805200433
 UEI: MGNKJR8U2N37
 Is subrecipient a victim services provider: N
 Subrecipient Organization Type: Other Non-Profit Organization
 ESG Subgrant or Contract Award Amount: 0

Subrecipient or Contractor Name: Catholic Charities
 City: Albuquerque
 State: NM
 Zip Code: 87107, 1965
 DUNS Number: 147263594
 UEI: FYH9RMJLN931

Is subrecipient a victim services provider: N
Subrecipient Organization Type: Other Non-Profit Organization
ESG Subgrant or Contract Award Amount: 0

Subrecipient or Contractor Name: Valencia Shelter Services
City: Los Lunas
State: NM
Zip Code: 87031, 9277
DUNS Number: 611988007
UEI: HK2GWVHRKD93
Is subrecipient a victim services provider: N
Subrecipient Organization Type: Other Non-Profit Organization
ESG Subgrant or Contract Award Amount: 0

Subrecipient or Contractor Name: Barrett Foundation
City: Albuquerque
State: NM
Zip Code: 87112, 5359
DUNS Number: 612415927
UEI: XFJNTARQA857
Is subrecipient a victim services provider: N
Subrecipient Organization Type: Other Non-Profit Organization
ESG Subgrant or Contract Award Amount: 0

Subrecipient or Contractor Name: Heading Home
City: Albuquerque
State: NM
Zip Code: 87107, 2122
DUNS Number: 789188872
UEI:
Is subrecipient a victim services provider: N
Subrecipient Organization Type: Other Non-Profit Organization
ESG Subgrant or Contract Award Amount: 0

Subrecipient or Contractor Name: Community Against Violence
City: Taos
State: NM
Zip Code: 87571, 0169

DUNS Number: 940672629
UEI: D3NJLW6V5XS1
Is subrecipient a victim services provider: N
Subrecipient Organization Type: Other Non-Profit Organization
ESG Subgrant or Contract Award Amount: 0

Subrecipient or Contractor Name: Haven House
City: Rio Rancho
State: NM
Zip Code: 87174, 0611
DUNS Number: 128906877
UEI: XK1JPH3YDSN8
Is subrecipient a victim services provider: N
Subrecipient Organization Type: Other Non-Profit Organization
ESG Subgrant or Contract Award Amount: 0

Subrecipient or Contractor Name: Youth Shelters & Family Services
City: Santa Fe
State: NM
Zip Code: 87592,
DUNS Number: 795320761
UEI: T374ZTKNZCE6
Is subrecipient a victim services provider: N
Subrecipient Organization Type: Other Non-Profit Organization
ESG Subgrant or Contract Award Amount: 0

Subrecipient or Contractor Name: Assurance Home
City: Roswell
State: NM
Zip Code: 88201, 7532
DUNS Number: 182362855
UEI: KK1HQH56WAN6
Is subrecipient a victim services provider: N
Subrecipient Organization Type: Other Non-Profit Organization
ESG Subgrant or Contract Award Amount: 0

Subrecipient or Contractor Name: Mesilla Valley Community of Hope
City: Las Cruces
State: NM
Zip Code: 88005, 2739
DUNS Number: 040944659
UEI: ZNSMG6KNXKQ5
Is subrecipient a victim services provider: N
Subrecipient Organization Type: Other Non-Profit Organization
ESG Subgrant or Contract Award Amount: 0

Subrecipient or Contractor Name: Dream Tree Project, Inc.
City: Taos
State: NM
Zip Code: 87571, 1677
DUNS Number: 004827353
UEI: YZ9TE3GLSRM7
Is subrecipient a victim services provider: N
Subrecipient Organization Type: Other Non-Profit Organization
ESG Subgrant or Contract Award Amount: 0

Subrecipient or Contractor Name: GRAMMY'S HOUSE
City: Artesia
State: NM
Zip Code: 88211, 0654
DUNS Number: 024712072
UEI: HLN4N7E5T1N7
Is subrecipient a victim services provider: N
Subrecipient Organization Type: Other Non-Profit Organization
ESG Subgrant or Contract Award Amount: 0

Subrecipient or Contractor Name: S.A.F.E. HOUSE
City: Albuquerque
State: NM
Zip Code: 87125, 0363
DUNS Number: 602115305
UEI: CL4TS63ZSKK5
Is subrecipient a victim services provider: N
Subrecipient Organization Type: Other Non-Profit Organization
ESG Subgrant or Contract Award Amount: 0

Subrecipient or Contractor Name: Option, INC
City: Hobbs
State: NM
Zip Code: 88240, 8427
DUNS Number:
UEI: SMCVD7VKD2W8
Is subrecipient a victim services provider: N
Subrecipient Organization Type: Other Non-Profit Organization
ESG Subgrant or Contract Award Amount: 0

CR-65 - Persons Assisted

All data in this section is covered in the attached ESG CAPER from SAGE, refer to Attachment J – ESG CAPER 2023 from SAGE.

4. Persons Served

4a. Complete for Homelessness Prevention Activities

Number of Persons in Households	Total
Adults	0
Children	0
Don't Know/Refused/Other	0
Missing Information	0
Total	**0**

Table 16 – Household Information for Homeless Prevention Activities

4b. Complete for Rapid Re-Housing Activities

Number of Persons in Households	Total
Adults	0
Children	0
Don't Know/Refused/Other	0
Missing Information	0
Total	**0**

Table 17 – Household Information for Rapid Re-Housing Activities

4c. Complete for Shelter

Number of Persons in Households	Total
Adults	0

Children	0
Don't Know/Refused/Other	0
Missing Information	0
Total	**0**

Table 18 – Shelter Information

4d. Street Outreach

Number of Persons in Households	**Total**
Adults	0
Children	0
Don't Know/Refused/Other	0
Missing Information	0
Total	**0**

Table 19 – Household Information for Street Outreach

4e. Totals for all Persons Served with ESG

Number of Persons in Households	**Total**
Adults	0
Children	0
Don't Know/Refused/Other	0
Missing Information	0
Total	**0**

Table 20 – Household Information for Persons Served with ESG

5. Gender—Complete for All Activities

	Total

Male	0
Female	0
Transgender	0
Don't Know/Refused/Other	0
Missing Information	0
Total	**0**

Table 21 – Gender Information

6. Age—Complete for All Activities

	Total
Under 18	0
18-24	0
25 and over	0
Don't Know/Refused/Other	0
Missing Information	0
Total	**0**

Table 22 – Age Information

7. Special Populations Served—Complete for All Activities

Number of Persons in Households

Subpopulation	Total	Total Persons Served – Prevention	Total Persons Served – RRH	Total Persons Served in Emergency Shelters
Veterans	0	0	0	0

Victims of Domestic Violence	0	0	0	0
Elderly	0	0	0	0
HIV/AIDS	0	0	0	0
Chronically Homeless	0	0	0	0

Persons with Disabilities:				
Severely Mentally Ill	0	0	0	0
Chronic Substance Abuse	0	0	0	0
Other Disability	0	0	0	0
Total (Unduplicated if possible)	0	0	0	0

Table 23 – Special Population Served

CR-70 – ESG 91.520(g) - Assistance Provided and Outcomes

All data in this section is covered in the attached ESG CAPER from SAGE, refer to Attachment J – ESG CAPER from SAGE 2023

10. Shelter Utilization

Table 24 – Shelter Capacity

Number of New Units – Rehabbed	
Number of New Units – Conversion	
Total Number of bed - nights available	
Total Number of bed - nights provided	
Capacity Utilization	

Table 24 – Shelter Capacity

11. Project Outcomes Data measured under the performance standards developed in consultation with the CoC(s)

CR-75 – Expenditures

All data in this section is covered in the attached ESG CAPER from SAGE, see Attachment J – ESG CAPER 2023 from SAGE

11. Expenditures

11a. ESG Expenditures for Homelessness Prevention

	Dollar Amount of Expenditures in Program Year		
	2021	**2021**	**2023**
Expenditures for Rental Assistance			
Expenditures for Housing Relocation and Stabilization Services - Financial Assistance			
Expenditures for Housing Relocation & Stabilization Services - Services			
Expenditures for Homeless Prevention under Emergency Shelter Grants Program			

Subtotal Homelessness Prevention			

<div align="center">

Table 25 – ESG Expenditures for Homelessness Prevention

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11b. ESG Expenditures for Rapid Re-Housing

	Dollar Amount of Expenditures in Program Year		
	2021	**2022**	**2023**
Expenditures for Rental Assistance			
Expenditures for Housing Relocation and Stabilization Services - Financial Assistance			
Expenditures for Housing Relocation & Stabilization Services - Services			
Expenditures for Homeless Assistance under Emergency Shelter Grants Program			
Subtotal Rapid Re-Housing			

<div align="center">

Table 26 – ESG Expenditures for Rapid Re-Housing

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11c. ESG Expenditures for Emergency Shelter

	Dollar Amount of Expenditures in Program Year		
	2021	**2022**	**2023**
Essential Services			
Operations			
Renovation			
Major Rehab			
Conversion			
Subtotal			

<div align="center">

Table 27 – ESG Expenditures for Emergency Shelter

</div>

11d. Other Grant Expenditures

	Dollar Amount of Expenditures in Program Year		
	2021	**2022**	**2023**

Street Outreach			
HMIS			
Administration			

Table 28 - Other Grant Expenditures

11e. Total ESG Grant Funds

Total ESG Funds Expended	2021	2022	2023

Table 29 - Total ESG Funds Expended

11f. Match Source

	2021	2022	2023
Other Non-ESG HUD Funds			
Other Federal Funds			
State Government			
Local Government			
Private Funds			
Other			
Fees			
Program Income			
Total Match Amount			

Table 30 - Other Funds Expended on Eligible ESG Activities

11g. Total

Total Amount of Funds Expended on ESG Activities	2021	2022	2023

Table 31 - Total Amount of Funds Expended on ESG Activities

Attachment A – 2023 CDBG Applications Funded

	Entity	Project	Funding
		2023 CDBG Allocations CR-15 Table A	
1	Carlsbad	Infrastructure	$ 750,000.00
2	Carrizozo	Water/Wastewater	$ 65,088.00
3	Cimarron	Wastewater	$ 750,000.00
4	Fort Sumner	Wastewater	$ 716,378.00
5	Grants	Wastewater	$ 523,723.00
6	Las Vegas	Street/Drainage	$ 511,600.00
7	Loving	Infrastructure	$ 750,000.00
8	Lovington	Public Facility	$ 749,844.00
9	McKinley County	Public Facility	$ 750,000.00
10	Mora Co	Emergency Facility	$ 532,512.00
11	Pecos	Water	$ 750,000.00
12	San Juan County	Public Facility	$ 745,318.00
13	Santa Clara	Street/ADA	$ 750,000.00
14	Santa Rosa	Water/Wastewater	$ 638,226.00
15	Socorro	Infrastructure	$ 750,000.00
16	Tucumcari	Public Facility	$ 500,000.00
17	Williamsburg	Water/Streets	$ 570,401.00
			$ 10,803,090.00

Target Area	Allocation Percentage	Funding
	Geographic Distribution and location of Investments	
Colonias	15%	$1,500,000.00
Statewide (Non-Colonias	85%	$9,303,090.00

Attachment B – ESG Match Source 2023

Row Labels	Sum of MatchAmount
City of Albuquerque	27264.3
City of Hobbs	35982.85
Donated building rent, City of Alamogordo	42000
Donated building rent, City of Farmington	20203.07
Donations: cash or in-kind	209108.53
Foundations	28119.56
NM Children Youth and Families Department	156297.63
Staff salaries	106561.46
United Way SNM	6125
Volunteer time	180
Grand Total	631842.4

	Other Non-ESG funds
Local Governments	125,450.22
Other	237,408.09
Private Funds	6,125.00
State Governement	262,859.09
Total match Amour	631,842.40

Attachment C – Fair Housing Impediments Tasks Accomplished 2023

Attachment C – Fair Housing Impediments Tasks Accomplished 2023

Goal	Duration	Action Steps	Responsibility	Completion	Ongoing through 2024	Comments
Goal # 1: To Increase Public Awareness of Fair Housing Rights	Mid-term					
		a) Contract with fair housing consultant(s) to educate State residents, tenants, and owners and agents of rental properties regarding fair housing rights	MFA	2024	Contract with fair housing services provider(s) to deliver appropriate training	Provided a Fair Housing Training Summit in September 2022. Lender and Realtor outreach: Developed and promoted two new homebuyer assistance programs, one of which is a $25,000 down payment assistance grant (Down Payment Advantage) for borrowers at or below 80% AMI. The other, (HomeForward), serves both first-time and repeat homebuyers by providing a 3% down payment assistance loan with an affordable repayment term. Programs were promoted to all partner lenders, along with access to program-related educational materials. HomeForward was promoted to 275 rural Realtors, and technical program training was provided to 290 lender employees. Targeted-area information was provided to 100 rural lenders & Realtors. Additionally, 62 lender & Realtor training sessions were held, all of which included information for all available programs and targeted area benefits.

| | | b) Support public awareness of fair housing rights, protected classes and equal access. Provide fair housing resources to the public | MFA | 2024 | Provide educational opportunities for housing providers, fair housing tools and content on MFA's website, and distribute fair housing materials to communities that include guidance on fair housing rights. | Attempts have been undertaken to distribute significant content on social media every quarter, with a particular emphasis in April, to commemorate Fair Housing Month.

MFA maintains a dedicated web page on its website to educate communities about fair housing.

MFA maintains a web page dedicated to fair housing resources and information, including ability to contact a fair housing officer with questions.

MFA assisted two individual members of the public with fair housing resources. |
| | | c) Promote and coordinate expansion of outreach, education and training regarding fair and fair lending | MFA | 2024 | Conduct outreach and provide education to mortgage lenders, service providers, residents, property management companies, and property owners, including Affirmative Fair Housing Marketing Plans (AFHMP) | Utilize lender network and feature bi-annual housing summit;

Provided training to property managers on AFHMP implementation. MFA's bi-annual housing summit commenced September 2022. |

Goal	Duration	Action Steps	Responsibility	Completion	Ongoing through 2024	Comments
Goal # 2: To Address Disproportionate Housing Problems	Short-term					

		Action Steps	Responsibility	Completion	Ongoing through 2024	Comments
		a) Collaborate with stakeholders regarding disproportionate housing needs affecting minorities and persons with disabilities at higher rates than other protected classes	MFA	2024	Obtain stakeholder input related to disproportionate housing problems	Conducted Housing Strategy and ongoing committees for housing input. MFA sent out resident survey for housing needs and currently analyzing data and ways to strategize methods to incentivize affordable housing.
		b) Continue to support and expand development of new affordable housing and preservation of existing affordable housing, which include CDBG, HOME, LIHTC, HTF and other programs	MFA	2024	Meet or exceed affordable housing unit production as outlined in the Action Plan Seek funding to support populations with disproportionate housing problems, as opportunities become available.	LIHTC program provided 12 projects throughout the State with 1551 unit production with both 9% and 4% awards. Obtained reoccurring annual State funding for NMHTF for additional affordable housing resource.
		c) Ensure that property managers follow formal policies and procedures for persons with disabilities to request reasonable accommodations	MFA	2024	Monitor properties for compliance with reasonable accommodations, provide training and technical assistance and support to tenants and owners/agents	Responded to tenant inquiries and owner/agent requests for assistance.
		d) Evaluate and implement (if appropriate) homebuyer education and financial literacy programs	MFA	2024	Evaluate potential programs and opportunities to support homebuyer education and financial literacy	MFA first time homebuyers complete a homebuyer education course. 1,267 homebuyers were counseled.

Goal	Duration	Action Steps	Responsibility	Completion	Ongoing through 2024	Comments
Goal # 3: To Reduce Economic Barriers	Long-term					

| | | a) Educate community stakeholders about the benefits of affordable housing | MFA | 2024 | Perform broad outreach using social media, advertising and marketing, MFA's website, and other opportunities to address negative perceptions of affordable housing and highlight the benefits of affordable, high-quality housing in communities | Attempts have been undertaken to distribute significant content on social media every quarter, with a particular emphasis in May, to commemorate Affordable Housing Awareness Month, including 10 videos feature 12 employees explaining how they help affordable housing in New Mexico.

MFA maintains dedicated web pages on its website to educate communities about:

Fair Housing:
https://housingnm.org/about-mfa/fair-housing

Affordable Housing Act:
https://housingnm.org/about-mfa/affordable-housing-act |
| | | b) Support efforts to increase funding and housing opportunities through local, State and federal initiatives | MFA | 2024 | Conduct outreach and provide training to owners and property managers on effective use of Affirmative Fair Housing Marketing Plans (AFHMPs), conduct outreach to lenders and realtors, seek additional funding for housing development and housing counseling programs | Coordinate efforts between State agencies and private trade groups

MFA staff participates in various ongoing housing related trade association meetings, including NAIOP, GAAR, SNMMLA, NMMLA, Central NM Homebuilders Association SW Regional Task Force and the Gallup Housing Summit. |

						Applied and expended all grant funds from Capital Magnet Fund to use with the HOMENow Program.
		c) Attract affordable housing investment in New Mexico	MFA	2024	Conduct outreach to developers and provide developer incentives in QAP	MFA staff conducted training for Qualified Allocation Plan (QAP) on 10/26/2022 to provide developer incentives for 2023. MFA held LIHTC fundamentals training on 9/21/21 and 10/20/2022, as an introduction to LIHTC with new developers.
					Develop and maintain single family lender relationships	MFA greatly expanded access to manufactured home financing by allowing single-section units. All lenders were provided with information about this change, and a presentation was made to the members of the Manufactured Home Dealers Association. Additionally, 778 potential homebuyers were given Information about available programs, as well as specific instructions about how to find out if they qualify.

Goal	Duration	Action Steps	Responsibility	Completion	Ongoing through 2024	Comments
Goal # 4: Improve Lack of Coordination of Resources	Long-term	a)				
		b) Maintain list of housing resources	MFA	2024	Update housing resources on MFA website	Under "Find Housing and Assistance," the MFA website lists the following resources: Rental Properties; Resident Resources; Specialized Housing; Emergency Shelter; Homelessness Assistance
		c) Support coordination of available resources throughout State, engaging with participating jurisdictions, homelessness and tribal coalitions, service providers, and property management companies.	MFA	2025	Bi-annual housing summit; participate in coalitions that support at-risk populations	MFA's bi-annual housing summit was three full days in September 2022 with record attendance. The next is set for September 2025.

Attachment D – HOME LBP

Report Range: 7/1/2023-6/30/2024					
Contract	IDIS#	DrawDate	Amount	City	County
19-01-MFA-HOR-LEAD	9461	7/5/2023	$ 1,539.00	Ohkay Owingeh Pue	Rio Arriba
18-01-MFA-HOR-LEAD	9512	8/30/2023	$ 1,104.43	Truth or Consequen	Sierra
18-01-MFA-HOR-LEAD	9500	11/1/2023	$ 609.19	Ohkay Owingeh Pue	Rio Arriba
18-01-MFA-HOR-LEAD	9501	11/1/2023	$ 609.19	Ohkay Owingeh Pue	Rio Arriba
19-01-MFA-HOR-LEAD	9463	4/17/2024	$ 1,539.00	Ohkay Owingeh Pue	Rio Arriba
			$ 5,400.81		

Attachment E – Asset Management HOME inspections 2023

Property Name	IDIS #	Next Inspection	Inspection Date	Total # HOME	HOME Units Inspected	Files with Finding	Physical Inspection Rating	Units with Deficiencies	EH&S Deficiencies	Tenant Selection Plan	AFHMP	Review Closed Date	Issues
Andalusia Apartments	8345	2025	8/2/2022	3	3	2	Satisfactory	2	3	no	n/a	3/13/2023	2 Income Calculations; 1 incorrect income limit
Bella Vista Townhomes	6376	2025	12/1/2022	4	4	1	Above Average	0	0	Yes	n/a	2/27/2023	1 Lease Issue
Chaco River I	6395	2025	10/18/2022	5	5	4	Satisfactory	5	5	Yes	Yes	1/10/2023	1 Asset Verifications; 2 TIC Correction; 2 Income Calculation; 3 Lease Issue; 2 Incorrect UA
Chaco River II	6396	2025	10/18/2022	3	2	3	Satisfactory	2	0	Yes	N/A	12/15/2022	1 TIC Correction; 1 Income Limit; 3 Lease Issue
Clayton	3781	2023	2/22/2023	5	5	4	Satisfactory	3	0	No	No	open	2 Asset Verifications; 1 Late Recert; 4 Lease Issue; 2 Income Limit
Cliffside III Apartments	3243	2023	TBD										TBD
Clovis Rental Properties	3993	2022	12/30/2022	5	5	4	Satisfactory	5	0	no	no	4/20/2023	1 Asset Verifications; 2 Late Recert; 2 TIC Correction; 4 Income Calculation; 1 Lease Issue; 4 Application
Drexel House	6592	2022	10/19/2022	2	1	1	Satisfactory	1	0	Yes	N/A	5/19/2023	1 TIC Correction; 2 Lease Issue
Franklin Vista V	3745	2023	12/12/2023										TBD
Homeward Bound (Santa Fe Supportive Housing	4132	2022	11/10/2022	7	5	0	Above Average	2	0	No	No	2/18/2023	N/A
Hope Village	9324	2023	TBD	5									TBD
Hotel Clovis Lofts	7807	2022	8/2/2022	4	2	2	Satisfactory	2	2	No	N/A	3/13/2023	1 Income Calculation; 1 TIC Correction; 1 Lease Addendum
I-Sah'-din'-dii	6565	2022	12/28/2022	3	3	3	Below Average	3	3	No	n/a	2/22/2023	3 Limit; 3 Lease Issue
James K Lyons (Portales Special Needs)	90	2022	TBD	2									TBD
Kristin Park	8662	2022	10/4/2022	3	3	2	Above Average	3	1	Yes	N/A	11/29/2022	2 Lease Issues
La Madrugada (Casa Cerrillos)	841	2022	12/20/2022	9	6	6	Above Average	3	0	No	No	4/21/2023	2 Asset Verifications; 6 TIC Correction; 6 Income Limit; 6 Lease Issue; 6 Student Affidavit
Ladera Village (Regency Terrace)	4200	2023	7/25/2023	7	5	0	Above Average	3	0	Yes	Yes	open	N/A
Las Palomas	5222	2020	10/5/2022	11	5	5	Below Average	5	0	No	Yes	12/1/2022	2 Asset Verifications; 2 TIC Correction; 5 Lease Issues
Lolomas	6464	2024	3/1/2023	5	3	1	Below Average	1	0	No	No	Open	1 TIC Correction
Mesquite Village	3829	2023	TBD	5									TBD
Mountain View Apartments	7664	2022	10/25/2022	5	5	0	Above Average	2	0	Yes	Yes	2/2/2023	N/A
Rio Pecos	2854	2022	11/29/2022	4	4	2	Satisfactory	1	0	Yes	N/A	open	2 Lease Issue
Skyview Terrace	9207	2023	TBD	3									TBD
Solar Villa	8985	2023	5/16/2023	5	5	3	Satisfactory	2	0	No	Yes	Open	1 Asset Verifications; 2 Lease Issue
Spicewood Canyon	5540	2022	9/23/2022	4	4	2	Above Average	1	0	Yes	N/A	11/16/2022	1 Late Recert; 1 Incorrect UA
Sunset View Senior Apts. (Tres Santos)	6077	2022	9/20/2022	8	5	4	Satisfactory	2	0	Yes	Yes	2/1/2023	3 Asset Verifications; 3 Late Recert; 1 TIC Correction; 1 Income Calculation; 1 Lease Issue
Taos Haus	8182	2023	4/25/2023	2	1	0	Satisfactory	1	0	Yes	N/A	Open	N/A
Tierra Encantada	7236	2022	TBD	15									TBD
Valle Verde I	7260	2025	9/29/2022	25	5	3	Satisfactory	4	1	No	No	6/2/2023	1 TIC Correction; 1 Income Calculation; 2 Lease Issues; 1 Late Recert
Valle Verde II	4187	2022	10/20/2022	4	4	3	Satisfactory	3	0	Yes	N/A	1/12/2023	2 Asset Verifications; 3 Late Recert; 1 TIC Correction; 2 Lease Issue
Villa Hermosa	8950	2023	12/6/2022	4	4	4	Above Average	2	0	Yes	N/A	5/22/2023	1 Late Recert; 3 Lease Issue; 3 Income Limit; 3 Application
Village in the Bosque	8344	2022	11/22/2022	4	4	4	Above Average	2	0	Yes	N/A	Open	1 Asset Verifications; 4 Income Limit
Vista Gallinas	6760	2022	8/23/2022	7	5	2	Above Average	2	0	Yes	Yes	5/9/2022	2 Asset Verifications; 2 Lease Issues
Walnut Street Courtyard	3209	2022	11/30/2022	9	5	3	Above Average	1	0	No	No	6/13/2023	3 Asset Verifications; 3 Late Recert; 1 Lease Issue
Washington Place	8812	2023	6/14/2023	5	4	4	Satisfactory	4	0	No	Yes	Open	1 TIC Correction; ; 2 Lease Issue; 4 Student
Willow Bend Villas	5544	2022	TBD	4									TBD

Attachment F – Monitoring Process CDD, HOME, and CDBG

6.   Program Monitoring

Policy:

Funding agencies such as HUD, DOE, and the state require monitoring reviews for programs administered by MFA and each program MFA administers has varying requirements for monitoring. MFA performs annual monitoring of all programs. Every program year, program managers perform risk assessments on each program to determine what level of monitoring is required (high, moderate, or low). New and high-risk agencies require a full on-site program file and financial monitoring. Depending on the results of the risk assessment, some agencies may only require a remote desk audit.

Procedures:

The Community Development Department creates an annual monitoring schedule that determines when each program will be monitored based on a risk assessment tool and the regulatory requirements for each program. Each program manager completes their own monitoring schedule with assistance from the Administrative Assistant, to include the monitoring types and dates for each specific program. The type of monitoring needed by each program will vary depending on the results of the risk assessment. Every program has a specific monitoring tool which varies by program requirements. There also is a general monitoring tool that program managers use that covers requirements at 2 CFR 200, which are required for all HUD funded programs. The monitoring schedule is completed after contracts are fully executed and prior to the first monitoring visit of the year, which is typically no earlier than August of each year.

The Administrative Assistant will enter all the monitoring dates into the Tracker System. Notification letters are prepared by the Administrative Assistant and reviewed by the Program Manager prior to distribution. All notification letters are sent by the Administrative Assistant to the agency being monitored at least thirty days before their scheduled monitoring date. The Administrative Assistant will prepare travel requests for approval and coordinate travel (if needed).

Upon completing monitoring activities, program managers have thirty days to provide the results letter to the sub-recipient. When the letter is complete, the Director/Assistant Director reviewing the onsite monitoring letter will verify that all findings and concerns identified in the monitoring tool are included. The details of the visit must be entered into the Tracker System which automatically keeps an account of dates and the status of the visit.

The subrecipient has thirty days to respond or acknowledge the monitoring letter regardless of whether there are findings or not. This process is not complete until all findings are cleared and updated in the Tracker System.   Tracker will automatically send an "open items" notification email to the Director/Assistant Director if items have not been cleared. When findings are cleared or in the event of no findings, a final letter is sent to the agencies by the Program Manager. All correspondence between MFA and the Sub-grantee, including the back-up information, should be filed in the appropriate Service Provider electronic file.

Included in the monitoring tools are checklists that require service providers to demonstrate compliance by providing certain policies and procedures. The following are important components of monitoring checklists.

3. Evaluation of various outcomes under different assumptions, and under different probabilities that each outcome will take place.
4. Application of qualitative and quantitative techniques to reduce uncertainty of the outcomes and associated costs, liabilities, or losses.

Procedures

Certain factors should be considered when developing Risk Assessment Forms for each activity or program. To determine the risk of an agency the Community Development Department uses a standard risk assessment form that can be located: G:\Department Files\Monitoring Notification Letters & Forms\11_Risk Assessment Templates

In addition, upon completing the risk assessment for each service provider, the program manager must sign, date and forward to the Assistant Director for quality control and approval, complete with signature and date of review/approval.

6.2   Direct and Indirect Costs (Cost Allocation Plan)

The 2 CFR 200 regulations establish principles and standards for determining costs for Federal awards carried out through grants, cost reimbursement contracts, and other agreements with State and local governments and federally recognized Indian Tribal governments (governmental units).

As required by 2 CFR 200, Subpart E 200.416 MFA will monitor to the Cost Allocation Plan requirements. A cost allocation plan or documented methodology of shared cost allocation is needed for agencies that are awarded funding for administrative costs and/or pay expenses from multiple funding sources. The portion of the shared cost billed to MFA must be clearly identified and agree with the established cost allocation plan or documented methodology when applied.

- If a program received funding that does not allow for shared costs, then the agency being monitored does not need to supply the cost allocation plan or a methodology of how the agency approached shared costs.

- If a program receiving funding that does receive administrative fees and/or is billing MFA for shared costs, then during the monitoring the Program Manager will need to obtain a cost allocation plan or a document that details the methodology of how the expenses are being allocated.

- Cost allocation or shared costs methodology plans only need to be updated by an agency once per year, typically at the beginning of each fiscal year.

Direct costs are those that can be identified specifically with a particular final cost objective. Typical direct costs chargeable to federal awards are:

- o Compensation of employees for the time devoted and identified specifically to the performance of those awards,
- o Cost of materials acquired, consumed, or expended specifically for the purpose of those awards,
- o Equipment and other approved capital expenditures,

○   Travel expenses incurred specifically to carry out the award.

○   Any direct cost of a minor amount may be treated as an indirect cost for the reasons of practicality where such accounting treatment for that item of cost is consistently applied to all cost objectives.

Indirect costs are those that are incurred for a common or joint purpose helping more than one cost objective and are not readily transferable to the cost objectives specifically benefited. After direct costs have been determined and assigned directly to federal awards and other activities as appropriate, indirect costs are those remaining to be allocated to benefited cost objectives. Indirect costs are normally charged to federal awards using an indirect cost rate as indicated in the agency's cost allocation plan. Because of the diverse characteristics and accounting practices of non-profit organizations, it is not possible to specify the types of cost which may be classified as indirect cost in all situations. However, typical examples of indirect cost for many non-profit organizations may include depreciation or use allowances on buildings and equipment, the costs of operating and maintaining facilities, and general administration and general expenses, such as the salaries and expenses of executive directors, personnel administration, and accounting.

Basic Considerations:

1. Composition of total costs. The total cost of an award is the sum of the allowable direct and allocable indirect costs less any applicable credits.

2. Factors affecting whether costs are allowable or not. To be allowable under an award, costs must meet the following general criteria:

    a. Be reasonable for the performance of the award and be allocable under these principles.

    b. Conform to any limitations or exclusions set forth in these principles or in the award as to types or amount of cost items.

    c. Be consistent with policies and procedures that apply regularly to both federally financed and other activities of the organization.

    d. Be given consistent treatment.

    e. Be determined in accordance with generally accepted accounting principles (GAAP)

    f. Not be included as a cost or used to meet cost sharing or matching requirements of any other federally financed program in either the current or prior period.

    g. Be adequately documented.

    h. Reasonable cost – is the cost of a type generally recognized as ordinary and necessary for the operation of the organization or the performance of the awards.

Procedures:

Each year monitoring will be based on a risk assessment. If an agency is chosen to be monitored the Program Manager will request a cost allocation plan or methodology of shared expenses document, if applicable. The information that will be requested will include:

•   Is the agency receiving administrative funds or are they billing MFA for shared costs from this MFA award?
(If not, they are not required to provide a CAP, or a methodology of how shared costs are determined. If yes, proceed to the following questions)

- Does the agency have a Board Approved Cost Allocation Plan?
- Is the Cost Allocation Plan dated with 1 year?
- Does it appear that the agency is following their plan?
- Does the agency have a negotiated indirect cost rate?
- If yes, what is the current rate?
- Who is the cognizant agency?
- What is the base?
- Is the base charged to the program or is it absorbed by the agency?
- Does the agency have a documented methodology of how shared costs are being billed to MFA.

If an indirect cost is found to be incorrect, it should be noted in the monitoring tool and in the results letter to the agency, to include a corrective action.

6.3   Fiscal Operations Test

Each Program Manager is required to perform a fiscal operations test during their annual monitoring review. The purpose for this test is to determine the fiscal soundness of a sub-grantee. Primarily, the fiscal operations test will answer the following questions:

Does the agency maintain a grant-based accounting general ledger? (2 CFR 200.302(b)(1) This is required for submitting invoices.

Yes_____ No_____

- Is the Service Provider is submitting their invoices on time?
- Are the funds requested on a reimbursement basis?
- Are the funds being segregated from other funding (funds are grant specific)?
- Are the sub-grantee's general ledgers and bank reconciliations kept current?
- Are there sufficient back-up invoices and copies of canceled checks?
- In reviewing the bank reconciliations, are there excessive overdraft fees?

Procedures:

No less than 30 days before the monitoring date, whether site or desk, the Administrative Assistant will draft the monitoring letter for the Program Manager's review. The Program Manager should review the Requests for Reimbursements in their contract files or client files to pick two months for review. It is preferable that the Program Manager pull two non-consecutive months however if that is not possible, two consecutive months may be reviewed. In all cases, at least one transaction per month must be reviewed.

A standard form is used for the fiscal operations test for all programs: For on-site monitoring the tool used is located at: ..\Monitoring Notification Letters & Forms\General Monitoring Forms\2018 Fiscal Monitoring Tool - On Site.doc For desk monitoring the tool used is located at: ..\Monitoring Notification Letters & Forms\General Monitoring Forms\2018 Desk Monitoring Tool.doc   Link doesn't work

Personnel Service Expenses

All Service Providers using federal funds to pay for compensation must have an agency policy that complies with 2CFR200.430(i).

Criteria for 2CFR200.430(i) details the standards for documentation of personnel expenses and states that charges to federal awards must be based on records that accurately reflect the work performed. These records must:

- Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated.

- Be incorporated into the official records of the Service Provider Agency

- Reasonably reflect the total activity for which the employee is compensated by the nonfederal entity.

Compensation for services provided by MFA sub-recipients includes all compensation, paid currently, or accrued, for services of employees rendered during the period of performance under the Federal award, including but not necessarily limited to wages and salaries. Compensation for personal services may also include fringe benefits which are addressed in Super Circular 200.431 Compensation—fringe benefits.

Charges to Federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must:

- Encompass both federally assisted, and all other activities compensated by the non-Federal entity on an integrated basis but may include the use of subsidiary records as defined in the Service Provider's written policy.

- Support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one Federal award; a federal award and non-Federal award; an indirect cost activity and a direct cost activity; two or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity.

Procedures:

To ensure agencies comply with 2CFR200.430(i) monitoring tools must include a review of the agency's policy and procedure.

If the agency has a satisfactory policy and procedure for documenting personnel expenses, it should be accepted as compliant with the requirement.

If an agency is requesting reimbursement for employment compensation, invoices must include time and date-specific timesheets as back-up and the agency should be informed, in writing, that the only system that will suffice the back-up requirement would be time sheets.

6.4   Grantee Financial Independent Audits

<u>Policy</u>

Per 2 CFR 200.500-520, MFA's Service Providers are required to provide annual Independent Financial Audits to MFA thirty days after the audit has been approved by the agency's Board of Directors and published, and no later than nine months after their fiscal year end. Independent Financial Audits must be conducted in accordance with auditing standards generally accepted in the United States and the standards applicable to financial audits contained in Government Auditing Standards. Those standards require that Certified Public Accountants (CPAs) plan and perform the audit to obtain reasonable assurance that the financial statements are free of material misstatements. An audit also includes assessing the accounting principles used by the sub-recipient as well as evaluating the overall financial fitness of a sub-recipient agency for both the short and long term.

To ensure compliance with 2 CFR 200.500-520, MFA is requiring the following language to be included in Requests for Proposals and Service Provider performance agreements:

1. Agencies must provide either an independent CPA's auditor's report (Audit) or audited financial statements conducted in accordance with Government Auditing Standards (GAS). The GAS Audit or audited financial statements will include an independent auditor's report on the following: 1) financial statements; and 2) Internal Control over financial reporting and compliance. The audit or audited financial statements will also include the auditor's management letter if there is one and the Offeror's response to any audit or audited financial statement findings. Offeror must submit the most recent audit and it should be current to the date of Offeror's response. If Offeror received $750,000 in federal funds a Single Audit is required pursuant to 2 CFR 200 Subpart F. The following types of audits or audited financial findings may disqualify Offeror from funding:

    a. Repeat and unresolved audit findings, as determined by MFA.

    If Offeror has received greater than $750,000 and the single audit did not meet the requirements of the 2 CFR 200 Subpart F:

    b. For Single Audit, no proof of Federal audit clearinghouse submission (FORM SF-SAC).
    c. If Governmental entity, proof is not included of current audit submission to the Office of the New Mexico State Auditor.
    d. If referenced in audit as a separate communication, no submission of Management Response letter and management response to concerns noted in the management letter.
    e. If any findings, no submission of management response to findings.
    f. Local public bodies (housing authorities, local governments) must conduct annual independent financial audits by a certified auditor that has been approved by the New Mexico State Auditor's Office and on the State Auditor's List.
    g. All entities receiving federal or state funding from MFA must provide an annual independent financial audit or audited financial statements from a certified auditor of their choice. Entities must at a minimum procure for auditing firm/services every three

years, through a Request for Proposal ("RFP"). Evidence of the procurement must be provided to MFA at the time of release of the RFP and when selections are completed.

Service providers must procure for auditing firm/services through a Request for Proposal ("RFP"). Evidence of the procurement must be provided to MFA at the time of monitoring.

Service provider financial independent audits with material, substantial and repeat findings must be addressed by the Program Manager and a comprehensive corrective action plan to resolve the findings must be submitted by the service provider.

Procedures:

Independent Financial Audits are typically submitted to MFA during the Community Development Department's annual program Requests for Proposal's, as part of a renewal process or during monitoring visits. Some Service Providers will send financial audits upon agency approval and publication throughout the year.

Service providers are instructed to send their completed audits to the program manager. When the audits are received, the program manager will send the audit by email to the CDD Program Coordinator. The Program Coordinator will log the audit into the Audit Tracker system with the date received then place it into the "Audits in Process" folder in the CDD files. The Program Coordinator will review the audit using the Audit Review Checklist and when the review is complete the Program Coordinator will send the audit to the CDD Assistant Director or the CDD Director using Adobe Sign or DocuSign. The Program Coordinator will update the notes in the Tracker system with the location of the audit. The CDD Assistant Director or CDD Director will review the audit checklist and either approve, reject, or provide conditional approval. The Assistant Director or Director will sign approved audits. Audits that contain findings that are not major deficiencies or material weakness may be approved with consultation from the Accounting Department and audits that are rejected or with conditional approval will be returned to the Program Coordinator. The Program Coordinator will inform the Program Manager to follow up with the service provider. The Assistant Director or Director will update the notes in the Tracker system with the results of their review. The Program Coordinator will prepare and send audit approval letters to the service providers. Once the approval letters are sent, the Program Coordinator will combine the signed checklist, audit, and approval letters into a single PDF. The Program Coordinator will save the audits in the program year folder and upload them into the Audit Tracker system and enter the final notes.
The audit checklist is located at: G:\Department Files\General Forms\Audit Review Checklist - Fillable Template.2018.pdf   Link doesn't work

6.5   Identification of Sub-Recipients Vs. Contractors

Per 2 CFR 200.330(a) a pass-through entity, such as MFA, also known as a participating jurisdiction (PJ) must make case by case determinations whether each agreement it makes for the disbursement of federal program funds casts the party receiving the funds in the role of "sub recipient" or a "contractor".

At the beginning of each program year the program manager must complete an "Identification of Sub-recipients vs. Contractors" form for each sub-recipient receiving federal funds.

Procedure:

Program Manager's must complete the Sub-recipient vs. Contractor form located at G:\Department Files\Monitoring Notification Letters & Forms\General Monitoring Forms\Contractor vs. Subrecipient TEMPLATE.pdf to determine whether an entity is a sub-recipient or contractor.

Upon completion, the form must be given to the Assistant Director and/or Director for review and approval. Upon final review and signature, the forms are returned to the program manager who is responsible for placing in the designated electronic file.

The Assistant Director and/or Director must complete a full list of Service Provider Subrecipients vs. Contractors status and submit it to MFA's Controller. An example is located at: S:\Community Development\Department Files\General Forms\Contractor vs Subrecipient_MASTER.pdf

6.6   FFATA Reporting

Policy:

BACKGROUND

The Federal Funding Accountability and Transparency Act (FFATA or Transparency Act - P.L.109-282, as amended by section 6202(a) of P.L. 110-252) requires the Office of Management and Budget (OMB) to maintain a single, searchable website that contains information on all Federal spending awards. FFATA requires all recipients of federal awards to report purchases of $25,000 and greater under federal contracts. The act requires the reported data be made available to the public via www.USASpending.gov.

MFA requires compliance with FFATA reporting requirements for all first tier subawards (subgrants and subcontracts) related to prime Federal awards. All first-tier sub awardees that are subject to FFATA reporting must have a Unique Entity Identifier (UEI#) and valid registration with the System for Award Management (SAM) in order to enter into the contract or agreement with MFA on federally funded projects.

Procedure:

MFA Community Development Department requires that all subrecipients of federal funds complete the FFATA form every program year and includes it with the program year contracts as Schedule E or C depending on the program. This form requests the required FFATA information from subrecipients for all grants, contracts, and vendor purchases on contracts that meet the FFATA requirements:

- Name and contact information of the person completing the form.
- MFA contract number and effective date
- Contract term
- Amount of award
- Name of agency receiving funding
- Federal Tax ID #
- UEI#
- CCR Registration#
- Location of the entity (including congressional district)
- Place of performance (including congressional district)
- Unique identifier of the entity and its parent (DUNS); and

- Total compensation and names of top five executives (same threshold for prime), if...

When the completed FFATA information is received, the compliance officer is responsible for entering the information on the FSRS website. At that time, it becomes the compliance officer's responsibility to enter the information properly and get information from the program manager or subrecipient as needed.

6.   Program Monitoring

Policy:

Funding agencies such as HUD, DOE, and the state require monitoring reviews for programs administered by MFA and each program MFA administers has varying requirements for monitoring. MFA performs annual monitoring of all programs. Every program year, program managers perform risk assessments on each program to determine what level of monitoring is required (high, moderate, or low). New and high-risk agencies require a full on-site program file and financial monitoring. Depending on the results of the risk assessment, some agencies may only require a remote desk audit.

Procedures:

The Community Development Department creates an annual monitoring schedule that determines when each program will be monitored based on a risk assessment tool and the regulatory requirements for each program.   Each program manager completes their own monitoring schedule with assistance from the Administrative Assistant, to include the monitoring types and dates for each specific program. The type of monitoring needed by each program will vary depending on the results of the risk assessment. Every program has a specific monitoring tool which varies by program requirements. There also is a general monitoring tool that program managers use that covers requirements at 2 CFR 200, which are required for all HUD funded programs. The monitoring schedule is completed after contracts are fully executed and prior to the first monitoring visit of the year, which is typically no earlier than August of each year.

The Administrative Assistant will enter all the monitoring dates into the Tracker System. Notification letters are prepared by the Administrative Assistant and reviewed by the Program Manager prior to distribution. All notification letters are sent by the Administrative Assistant to the agency being monitored at least thirty days before their scheduled monitoring date. The Administrative Assistant will prepare travel requests for approval and coordinate travel (if needed).

Upon completing monitoring activities, program managers have thirty days to provide the results letter to the sub-recipient. When the letter is complete, the Director/Assistant Director reviewing the onsite monitoring letter will verify that all findings and concerns identified in the monitoring tool are included. The details of the visit must be entered into the Tracker System which automatically keeps an account of dates and the status of the visit.

The subrecipient has thirty days to respond or acknowledge the monitoring letter regardless of whether there are findings or not. This process is not complete until all findings are cleared and updated in the Tracker System.   Tracker will automatically send an "open items" notification email to the Director/Assistant Director if items have not been cleared. When findings are cleared or in the event of no findings, a final letter is sent to the agencies by the Program Manager. All correspondence between MFA and the Sub-grantee, including the back-up information, should be filed in the appropriate Service Provider electronic file.

Included in the monitoring tools are checklists that require service providers to demonstrate compliance by providing certain policies and procedures. The following are important components of monitoring checklists.

3. Evaluation of various outcomes under different assumptions, and under different probabilities that each outcome will take place.
4. Application of qualitative and quantitative techniques to reduce uncertainty of the outcomes and associated costs, liabilities, or losses.

Procedures

Certain factors should be considered when developing Risk Assessment Forms for each activity or program. To determine the risk of an agency the Community Development Department uses a standard risk assessment form that can be located: G:\Department Files\Monitoring Notification Letters & Forms\11_Risk Assessment Templates

In addition, upon completing the risk assessment for each service provider, the program manager must sign, date and forward to the Assistant Director for quality control and approval, complete with signature and date of review/approval.

6.2   Direct and Indirect Costs (Cost Allocation Plan)

The 2 CFR 200 regulations establish principles and standards for determining costs for Federal awards carried out through grants, cost reimbursement contracts, and other agreements with State and local governments and federally recognized Indian Tribal governments (governmental units).

As required by 2 CFR 200, Subpart E 200.416 MFA will monitor to the Cost Allocation Plan requirements. A cost allocation plan or documented methodology of shared cost allocation is needed for agencies that are awarded funding for administrative costs and/or pay expenses from multiple funding sources. The portion of the shared cost billed to MFA must be clearly identified and agree with the established cost allocation plan or documented methodology when applied.

- If a program received funding that does not allow for shared costs, then the agency being monitored does not need to supply the cost allocation plan or a methodology of how the agency approached shared costs.

- If a program receiving funding that does receive administrative fees and/or is billing MFA for shared costs, then during the monitoring the Program Manager will need to obtain a cost allocation plan or a document that details the methodology of how the expenses are being allocated.

- Cost allocation or shared costs methodology plans only need to be updated by an agency once per year, typically at the beginning of each fiscal year.

Direct costs are those that can be identified specifically with a particular final cost objective. Typical direct costs chargeable to federal awards are:

- o Compensation of employees for the time devoted and identified specifically to the performance of those awards,
- o Cost of materials acquired, consumed, or expended specifically for the purpose of those awards,
- o Equipment and other approved capital expenditures,

o   Travel expenses incurred specifically to carry out the award.

o   Any direct cost of a minor amount may be treated as an indirect cost for the reasons of practicality where such accounting treatment for that item of cost is consistently applied to all cost objectives.

Indirect costs are those that are incurred for a common or joint purpose helping more than one cost objective and are not readily transferable to the cost objectives specifically benefited. After direct costs have been determined and assigned directly to federal awards and other activities as appropriate, indirect costs are those remaining to be allocated to benefited cost objectives. Indirect costs are normally charged to federal awards using an indirect cost rate as indicated in the agency's cost allocation plan. Because of the diverse characteristics and accounting practices of non-profit organizations, it is not possible to specify the types of cost which may be classified as indirect cost in all situations. However, typical examples of indirect cost for many non-profit organizations may include depreciation or use allowances on buildings and equipment, the costs of operating and maintaining facilities, and general administration and general expenses, such as the salaries and expenses of executive directors, personnel administration, and accounting.

Basic Considerations:

1. Composition of total costs. The total cost of an award is the sum of the allowable direct and allocable indirect costs less any applicable credits.
2. Factors affecting whether costs are allowable or not. To be allowable under an award, costs must meet the following general criteria:
    a. Be reasonable for the performance of the award and be allocable under these principles.
    b. Conform to any limitations or exclusions set forth in these principles or in the award as to types or amount of cost items.
    c. Be consistent with policies and procedures that apply regularly to both federally financed and other activities of the organization.
    d. Be given consistent treatment.
    e. Be determined in accordance with generally accepted accounting principles (GAAP)
    f. Not be included as a cost or used to meet cost sharing or matching requirements of any other federally financed program in either the current or prior period.
    g. Be adequately documented.
    h. Reasonable cost – is the cost of a type generally recognized as ordinary and necessary for the operation of the organization or the performance of the awards.

Procedures:

Each year monitoring will be based on a risk assessment. If an agency is chosen to be monitored the Program Manager will request a cost allocation plan or methodology of shared expenses document, if applicable. The information that will be requested will include:

•   Is the agency receiving administrative funds or are they billing MFA for shared costs from this MFA award?
(If not, they are not required to provide a CAP, or a methodology of how shared costs are determined. If yes, proceed to the following questions)

- Does the agency have a Board Approved Cost Allocation Plan?
- Is the Cost Allocation Plan dated with 1 year?
- Does it appear that the agency is following their plan?
- Does the agency have a negotiated indirect cost rate?
- If yes, what is the current rate?
- Who is the cognizant agency?
- What is the base?
- Is the base charged to the program or is it absorbed by the agency?
- Does the agency have a documented methodology of how shared costs are being billed to MFA.

If an indirect cost is found to be incorrect, it should be noted in the monitoring tool and in the results letter to the agency, to include a corrective action.

6.3   Fiscal Operations Test

Each Program Manager is required to perform a fiscal operations test during their annual monitoring review. The purpose for this test is to determine the fiscal soundness of a sub-grantee. Primarily, the fiscal operations test will answer the following questions:

Does the agency maintain a grant-based accounting general ledger? (2 CFR 200.302(b)(1) This is required for submitting invoices.

Yes_____ No_____

- Is the Service Provider is submitting their invoices on time?
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- Are the funds being segregated from other funding (funds are grant specific)?
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- Are there sufficient back-up invoices and copies of canceled checks?
- In reviewing the bank reconciliations, are there excessive overdraft fees?

Procedures:

No less than 30 days before the monitoring date, whether site or desk, the Administrative Assistant will draft the monitoring letter for the Program Manager's review. The Program Manager should review the Requests for Reimbursements in their contract files or client files to pick two months for review. It is preferable that the Program Manager pull two non-consecutive months however if that is not possible, two consecutive months may be reviewed. In all cases, at least one transaction per month must be reviewed.

A standard form is used for the fiscal operations test for all programs: For on-site monitoring the tool used is located at: ..\Monitoring Notification Letters & Forms\General Monitoring Forms\2018 Fiscal Monitoring Tool - On Site.doc For desk monitoring the tool used is located at: ..\Monitoring Notification Letters & Forms\General Monitoring Forms\2018 Desk Monitoring Tool.doc   Link doesn't work

Personnel Service Expenses

All Service Providers using federal funds to pay for compensation must have an agency policy that complies with 2CFR200.430(i).

Criteria for 2CFR200.430(i) details the standards for documentation of personnel expenses and states that charges to federal awards must be based on records that accurately reflect the work performed. These records must:

- Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated.

- Be incorporated into the official records of the Service Provider Agency

- Reasonably reflect the total activity for which the employee is compensated by the nonfederal entity.

Compensation for services provided by MFA sub-recipients includes all compensation, paid currently, or accrued, for services of employees rendered during the period of performance under the Federal award, including but not necessarily limited to wages and salaries. Compensation for personal services may also include fringe benefits which are addressed in Super Circular 200.431 Compensation—fringe benefits.

Charges to Federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must:

- Encompass both federally assisted, and all other activities compensated by the non-Federal entity on an integrated basis but may include the use of subsidiary records as defined in the Service Provider's written policy.

- Support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one Federal award; a federal award and non-Federal award; an indirect cost activity and a direct cost activity; two or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity.

Procedures:

To ensure agencies comply with 2CFR200.430(i) monitoring tools must include a review of the agency's policy and procedure.

If the agency has a satisfactory policy and procedure for documenting personnel expenses, it should be accepted as compliant with the requirement.

If an agency is requesting reimbursement for employment compensation, invoices must include time and date-specific timesheets as back-up and the agency should be informed, in writing, that the only system that will suffice the back-up requirement would be time sheets.

6.4   Grantee Financial Independent Audits

<u>Policy</u>

Per 2 CFR 200.500-520, MFA's Service Providers are required to provide annual Independent Financial Audits to MFA thirty days after the audit has been approved by the agency's Board of Directors and published, and no later than nine months after their fiscal year end. Independent Financial Audits must be conducted in accordance with auditing standards generally accepted in the United States and the standards applicable to financial audits contained in Government Auditing Standards. Those standards require that Certified Public Accountants (CPAs) plan and perform the audit to obtain reasonable assurance that the financial statements are free of material misstatements. An audit also includes assessing the accounting principles used by the sub-recipient as well as evaluating the overall financial fitness of a sub-recipient agency for both the short and long term.

To ensure compliance with 2 CFR 200.500-520, MFA is requiring the following language to be included in Requests for Proposals and Service Provider performance agreements:

1. Agencies must provide either an independent CPA's auditor's report (Audit) or audited financial statements conducted in accordance with Government Auditing Standards (GAS). The GAS Audit or audited financial statements will include an independent auditor's report on the following: 1) financial statements; and 2) Internal Control over financial reporting and compliance. The audit or audited financial statements will also include the auditor's management letter if there is one and the Offeror's response to any audit or audited financial statement findings. Offeror must submit the most recent audit and it should be current to the date of Offeror's response. If Offeror received $750,000 in federal funds a Single Audit is required pursuant to 2 CFR 200 Subpart F. The following types of audits or audited financial findings may disqualify Offeror from funding:

    a. Repeat and unresolved audit findings, as determined by MFA.

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    b. For Single Audit, no proof of Federal audit clearinghouse submission (FORM SF-SAC).
    c. If Governmental entity, proof is not included of current audit submission to the Office of the New Mexico State Auditor.
    d. If referenced in audit as a separate communication, no submission of Management Response letter and management response to concerns noted in the management letter.
    e. If any findings, no submission of management response to findings.
    f. Local public bodies (housing authorities, local governments) must conduct annual independent financial audits by a certified auditor that has been approved by the New Mexico State Auditor's Office and on the State Auditor's List.
    g. All entities receiving federal or state funding from MFA must provide an annual independent financial audit or audited financial statements from a certified auditor of their choice. Entities must at a minimum procure for auditing firm/services every three

years, through a Request for Proposal ("RFP"). Evidence of the procurement must be provided to MFA at the time of release of the RFP and when selections are completed.

Service providers must procure for auditing firm/services through a Request for Proposal ("RFP"). Evidence of the procurement must be provided to MFA at the time of monitoring.

Service provider financial independent audits with material, substantial and repeat findings must be addressed by the Program Manager and a comprehensive corrective action plan to resolve the findings must be submitted by the service provider.

Procedures:

Independent Financial Audits are typically submitted to MFA during the Community Development Department's annual program Requests for Proposal's, as part of a renewal process or during monitoring visits. Some Service Providers will send financial audits upon agency approval and publication throughout the year.

Service providers are instructed to send their completed audits to the program manager. When the audits are received, the program manager will send the audit by email to the CDD Program Coordinator. The Program Coordinator will log the audit into the Audit Tracker system with the date received then place it into the "Audits in Process" folder in the CDD files. The Program Coordinator will review the audit using the Audit Review Checklist and when the review is complete the Program Coordinator will send the audit to the CDD Assistant Director or the CDD Director using Adobe Sign or DocuSign. The Program Coordinator will update the notes in the Tracker system with the location of the audit. The CDD Assistant Director or CDD Director will review the audit checklist and either approve, reject, or provide conditional approval. The Assistant Director or Director will sign approved audits. Audits that contain findings that are not major deficiencies or material weakness may be approved with consultation from the Accounting Department and audits that are rejected or with conditional approval will be returned to the Program Coordinator. The Program Coordinator will inform the Program Manager to follow up with the service provider. The Assistant Director or Director will update the notes in the Tracker system with the results of their review. The Program Coordinator will prepare and send audit approval letters to the service providers. Once the approval letters are sent, the Program Coordinator will combine the signed checklist, audit, and approval letters into a single PDF. The Program Coordinator will save the audits in the program year folder and upload them into the Audit Tracker system and enter the final notes.
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6.5   Identification of Sub-Recipients Vs. Contractors

Per 2 CFR 200.330(a) a pass-through entity, such as MFA, also known as a participating jurisdiction (PJ) must make case by case determinations whether each agreement it makes for the disbursement of federal program funds casts the party receiving the funds in the role of "sub recipient" or a "contractor".

At the beginning of each program year the program manager must complete an "Identification of Sub-recipients vs. Contractors" form for each sub-recipient receiving federal funds.

Procedure:

Program Manager's must complete the Sub-recipient vs. Contractor form located at G:\Department Files\Monitoring Notification Letters & Forms\General Monitoring Forms\Contractor vs. Subrecipient TEMPLATE.pdf to determine whether an entity is a sub-recipient or contractor.

Upon completion, the form must be given to the Assistant Director and/or Director for review and approval. Upon final review and signature, the forms are returned to the program manager who is responsible for placing in the designated electronic file.

The Assistant Director and/or Director must complete a full list of Service Provider Subrecipients vs. Contractors status and submit it to MFA's Controller. An example is located at: S:\Community Development\Department Files\General Forms\Contractor vs Subrecipient_MASTER.pdf

6.6   FFATA Reporting

Policy:

BACKGROUND

The Federal Funding Accountability and Transparency Act (FFATA or Transparency Act - P.L.109-282, as amended by section 6202(a) of P.L. 110-252) requires the Office of Management and Budget (OMB) to maintain a single, searchable website that contains information on all Federal spending awards. FFATA requires all recipients of federal awards to report purchases of $25,000 and greater under federal contracts. The act requires the reported data be made available to the public via www.USASpending.gov.

MFA requires compliance with FFATA reporting requirements for all first tier subawards (subgrants and subcontracts) related to prime Federal awards. All first-tier sub awardees that are subject to FFATA reporting must have a Unique Entity Identifier (UEI#) and valid registration with the System for Award Management (SAM) in order to enter into the contract or agreement with MFA on federally funded projects.

Procedure:

MFA Community Development Department requires that all subrecipients of federal funds complete the FFATA form every program year and includes it with the program year contracts as Schedule E or C depending on the program. This form requests the required FFATA information from subrecipients for all grants, contracts, and vendor purchases on contracts that meet the FFATA requirements:

- Name and contact information of the person completing the form.
- MFA contract number and effective date
- Contract term
- Amount of award
- Name of agency receiving funding
- Federal Tax ID #
- UEI#
- CCR Registration#
- Location of the entity (including congressional district)
- Place of performance (including congressional district)
- Unique identifier of the entity and its parent (DUNS); and

- Total compensation and names of top five executives (same threshold for prime), if...

When the completed FFATA information is received, the compliance officer is responsible for entering the information on the FSRS website. At that time, it becomes the compliance officer's responsibility to enter the information properly and get information from the program manager or subrecipient as needed.

HUD HOME and HUD National Houisng Trust Fund Monitoring Reviews

MFA representatives will conduct on-site reviews, at least once every three years and their records to evaluate owner compliance with program requirements. The first inspection for a new project will occur within 12 months of completion.

During a review, owner/agents must provide monitoring representatives with access to all documents regarding an owner's continued compliance with the program requirements specified in the Owner's Certification of Program Compliance.

MFA will give owners at least two weeks advance notice prior to conducting an on-site visit. The managing agent and key on-site staff should be present during the review whenever possible.

Noncompliance issues identified and corrected by the owner/agent prior to notification of an upcoming compliance review or inspection by the state agency need not be reported (i.e., the owner is in compliance at the time of the state agency's inspection and/or tenant file review.)

PRIOR TO THE MONITORING REVIEW

At least two weeks prior to a scheduled visit, the owner will receive the visit letter from MFA. Requested documentation will include, but not be limited to:

- ♦ If applicable, a copy of the current and prior year utility allowance schedule, including supporting documentation;
- ♦ A copy of the most recent audited financial statements and operating budget;
- ♦ A copy of the rent roll with the set asides designated;
- ♦ Affirmative Fair Housing Marketing Plan updates and Marketing for the year
- ♦ A copy of the current tenant selection plan

Upon receipt of the notice, owner/agents must review and confirm compliance in HDS Next Gen:

- ♦ Entry of the most recent audited financials; and
- ♦ Entry of the most recent operating budget.

At least twenty-four hours prior to the inspection, owner/agents must notify tenants, in accordance with state and owner's lease requirements, of the physical inspection of their unit by MFA.

MFA will need space review tenant files, preferably in a secure location, in an effort to protect the sensitive information being reviewed. More than one analyst may be attending each review depending on the size of the property. The physical review of the property and units will require site staff to accompany and escort each analyst to open doors and assist with the inspection.

THE MONITORING REVIEW

The monitoring review will cover:

- ♦ A review of the property's audited financial statements and operating budget;
- ♦ A review of documentation demonstrating compliance with special needs and/or social service requirements stipulated in the LURA; and
- ♦ Current and complete entry of all tenant and financial data in HDS Next Gen and WCMS.

TENANT FILE REVIEW

At least 20 percent of the tenant files will be selected by MFA at random. The tenant file review will cover an evaluation of utility allowance schedules and respective implementation deadlines; comparison of rents charged and allowable set aside maximums; and evaluation of household income and the applicable set aside income limit. Documents reviewed will include but not be limited to:

♦ Tenant Income Certification;
♦ Third party verification of income;
♦ Student affidavit;
♦ Asset Verification
♦ Lease including all applicable addenda
♦ Original move-in application;
♦ Initial Inspection; and
♦ All supporting documentation.

PHYSICAL INSPECTION

At least 20 percent of the units will be selected by MFA at random. Compliance monitoring regulations published January 14, 2000, require housing credit agencies to conduct physical inspections consistent with standards governed by HUD's Uniform Physical Conditions Standards.

Notwithstanding inspection areas included below a low-income housing project must continue to satisfy local health, safety and building codes. UPCS requires properties to be in "decent, safe and sanitary condition and in good repair" and requires inspection of the following five major areas:

SITE

The site must be free of health and safety hazards and be in good repair. Areas to be inspected include:

♦ Fencing and retaining walls;
♦ Grounds;
♦ Exterior lighting;
♦ Mailboxes;
♦ Signs (such as those identifying the development or areas of the development);
♦ Parking lots/driveways;
♦ Play areas and equipment;
♦ Refuse disposal;
♦ Roads;
♦ Storm drainage; and
♦ Walkways.

BUILDING EXTERIOR

Each building on the site must be structurally sound, secure, habitable and must be free of health and safety hazards, operable and in good repair. Areas to be inspected include:

♦ Doors;
♦ Fire escapes;
♦ Foundations;
♦ Lighting;
♦ Roofs;

♦ Walls; and

♦ Windows.

BUILDING SYSTEMS

Each building's systems must be free of health and safety hazards, functionally adequate, operable and in good repair. Areas to be inspected include:

♦ Domestic water;

♦ Electrical system;

♦ Elevators;

♦ Emergency power;

♦ Fire protection;

♦ HVAC; and

♦ Sanitary system.

UNITS

Each dwelling unit within a building must be structurally sound, habitable and must be free of health and safety hazards, functionally adequate, operable and in good repair. Areas and aspects of the dwelling unit include:

♦ Bathroom items;

♦ Call-for-aid;

♦ Ceilings/doors;

♦ Electrical systems;

♦ Floors;

♦ Hot water heater;

♦ HVAC (where individual units are provided);

♦ Kitchen items;

♦ Lighting;

♦ Outlets/switches;

♦ Patio/porch/balcony;

♦ Smoke detectors;

♦ Stairs;

♦ Walls;

♦ Windows;

♦ Hot and cold running water; and

♦ At least one battery-operated or hard-wired smoke detector, in proper working condition, on each level of the unit.

COMMON AREAS

The common areas must be structurally sound, secure and functionally adequate for the purposes intended. All common area ceilings, doors, floors, HVAC, lighting, outlets/switches, smoke detectors, stairs, walls and windows, to the extent applicable, must be free of health and safety hazards, operable and in good repair. Common areas to be inspected include:

♦ Basement/garage/carport;

♦ Restrooms;

♦ Closets;

♦ Utility rooms;

- ♦ Mechanical rooms;
- ♦ Community rooms;
- ♦ Day care;
- ♦ Halls/corridors;
- ♦ Stairs;
- ♦ Kitchens;
- ♦ Laundry rooms;
- ♦ Office;
- ♦ Porch;
- ♦ Patio;
- ♦ Balcony; and
- ♦ Trash collection areas.

EXIGENT HEALTH AND SAFETY

All areas and components of the housing must be free of health and safety hazards. Exigent health and safety issues include:

- ♦ Air quality;
- ♦ Electrical hazards;
- ♦ Elevators;
- ♦ Emergency/fire exits;
- ♦ Flammable materials;
- ♦ Garbage and debris;
- ♦ Handrail hazards; and
- ♦ Infestation.

FOLLOW-UP TO THE MONITORING REVIEW

Once the monitoring review is completed, MFA will provide a report to the owner within 30 days of the inspection that details the scope and results of the review as well as any noncompliance items.

When responding to the report and the noncompliance items, the owner/agent's response should be addressed in writing along with backup documentation (copy of work order or necessary document) and provided to MFA within 30 days of the date of the report. Any items corrected without backup documentation will not be considered corrected and will remain in noncompliance until proper documentation is received by MFA.

Comments made on the tenant file review worksheet and comments or findings made in the physical report will need to be addressed in the owner/agent's response include.

ATTACHMENT F: Monitoring Processes

DFA CDBG Monitoring

The purpose of monitoring CDBG grantees is to ensure compliance with all applicable federal and state requirements governing the program, in addition to providing technical assistance. All CDBG grantees are monitored by DFA staff starting on the 1 year anniversary of the grant execution and annually thereafter. CDBG grant agreements are effective for a period of 2 years unless formally amended, thus monitoring generally takes place twice for each grant. The first "interim" monitoring is conducted on or before the anniversary date of the grant execution. The second "closeout" monitoring is conducted on the second anniversary of the grant execution or once the project is once construction is complete, whichever comes first.

DFA staff uses 2 forms of monitoring for compliance with CDBG program requirements, desk audits and on site monitoring reviews. Desk audits consist of reviewing the project files to ensure compliance and identify concerns. Desk audits are typically conducted for interim monitoring of high performing CDBG grantees. Virtual or on site monitoring is generally conducted for closeout reviews to ensure that the project scope of work was completed as awarded and to ensure proper maintenance of the project files. Additionally, virtual or on site monitoring is conducted during the interim reviews on the basis of administrative capacity at the local level and project complexity. Virtual or on site monitoring incorporates everything in a desk audit in addition to providing technical assistance as well as construction site inspections as appropriate.

DFA staff use detailed monitoring checklists to determine if there are any concerns and/or findings that must be addressed by the CDBG grantee to ensure successful project completion. Staff review numerous processes such as the environmental assessment, procurement of professional services and construction contracting, financial management and the timeliness of grant fund utilization. In addition to procedural oversight, staff ensure compliance with federal requirements for Citizen Participation, Section 3, Minority Business Outreach, Fair Housing, Anti-displacement and Relocation, and Equal Employment Opportunity. As part of monitoring, DFA staff also review quarterly progress reports signed by the grantee's local elected official. These progress reports document project accomplishments and are utilized to report updates into the Integrated Disbursement and Information System. Desk audits and on site reviews include a comprehensive monitoring of overall program administration, a review of the project files, and satisfy CDBG monitoring criteria.

DFA staff provides five basic elements to assist in monitoring reviews:
1. Grantees are notified in writing the purpose of the monitoring, date and time the monitoring will take place, as well as all areas to be reviewed. DFA staff are encouraged to assess the project file to assist CDBG grantees in the gathering outstanding documentation (as appropriate) prior to the monitoring review.
2. For on-site reviews, DFA staff schedule an entrance conference with the CDBG grantee's chief elected official or other managing member of the unit of local government to provide a clear understanding of the purpose of the monitoring. *
3. DFA staff will review all necessary documentation using CDBG monitoring checklists. CDBG grantees receive copies of these checklists during the implementation workshop prior to grant execution and utilize them throughout the project. During all monitoring reviews, DFA staff ensure all necessary documents are contained in the project files. Details of the review as well as any findings/concerns are reflected in the monitoring letter. For on-site reviews, DFA staff inspect the CDBG grantee's files, provide technical assistance and construction site inspections as appropriate.

4.   An exit conference is held at the end of the monitoring visit to discuss the results of the monitoring. CDBG grantees are given 10 days from the date of the monitoring (desk audit and on-site) to provide DFA with documentation that may not have been provided during the monitoring visit.

5.   DFA staff will provide CDBG grantees with a letter reflecting the results of the monitoring review and any unresolved issues within 45 days of the review. Unresolved issues that violate program or statutory requirements are classified as concerns or findings. A concern is defined as a deficiency in program performance not based on statutory, regulatory or other program requirements. A finding is defined as a deficiency in program performance based on statutory, regulatory or program requirements for which corrective actions are required. Upon receipt of documentation confirming that corrective action has taken place, DFA staff will clear all findings and concerns.

Depending on the results of the monitoring, DFA takes appropriate actions when performance problems arise. There are three stages of intervention that DFA conducts depending on the seriousness of the problem.

1.   Low-level intervention, DFA may implement all or some of the following items: identify problem areas, which may require corrective actions, plan a strategy with grantees that include technical assistance or training, or require more frequent monitoring.

2.   Moderate-level intervention, DFA may implement all or some of the following items: restrict payment, disallow certain expenses or require repayment of funding, or require probationary status.

3.   High-level intervention, DFA may implement all or some of the following items: temporarily suspend the grantee from participating in the CDBG program, request the community hire a grants administrator, terminate grantee for the current program year and revert funding, or require legal action.

In order to ensure projects are completed according to all CDBG requirements, any findings and concerns identified during monitoring must be cleared by DFA in order for grantee to apply for funds in the future. CDBG grantees are also evaluated on Uniform Grant Guidance (UGG) and assessed about future risk potential based on a variety of factors, one of which is performance during interim and closeout monitoring reviews.

*In person monitoring was not conducted in 2020 and 2021 due to the pandemic. All monitoring was conducted virtually via Microsoft Teams. Virtual monitoring and/or on site monitoring is conducted with open CDBG projects.

HUD HOME and HUD National Houisng Trust Fund Monitoring Reviews

MFA representatives will conduct on-site reviews, at least once every three years and their records to evaluate owner compliance with program requirements. The first inspection for a new project will occur within 12 months of completion.

During a review, owner/agents must provide monitoring representatives with access to all documents regarding an owner's continued compliance with the program requirements specified in the Owner's Certification of Program Compliance.

MFA will give owners at least two weeks advance notice prior to conducting an on-site visit. The managing agent and key on-site staff should be present during the review whenever possible.

Noncompliance issues identified and corrected by the owner/agent prior to notification of an upcoming compliance review or inspection by the state agency need not be reported (i.e., the owner is in compliance at the time of the state agency's inspection and/or tenant file review.)

PRIOR TO THE MONITORING REVIEW

At least two weeks prior to a scheduled visit, the owner will receive the visit letter from MFA. Requested documentation will include, but not be limited to:

- ♦ If applicable, a copy of the current and prior year utility allowance schedule, including supporting documentation;
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Upon receipt of the notice, owner/agents must review and confirm compliance in HDS Next Gen:

- ♦ Entry of the most recent audited financials; and
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At least twenty-four hours prior to the inspection, owner/agents must notify tenants, in accordance with state and owner's lease requirements, of the physical inspection of their unit by MFA.

MFA will need space review tenant files, preferably in a secure location, in an effort to protect the sensitive information being reviewed. More than one analyst may be attending each review depending on the size of the property. The physical review of the property and units will require site staff to accompany and escort each analyst to open doors and assist with the inspection.

THE MONITORING REVIEW

The monitoring review will cover:

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- ♦ Current and complete entry of all tenant and financial data in HDS Next Gen and WCMS.

TENANT FILE REVIEW

At least 20 percent of the tenant files will be selected by MFA at random. The tenant file review will cover an evaluation of utility allowance schedules and respective implementation deadlines; comparison of rents charged and allowable set aside maximums; and evaluation of household income and the applicable set aside income limit. Documents reviewed will include but not be limited to:

- Tenant Income Certification;
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- Original move-in application;
- Initial Inspection; and
- All supporting documentation.

PHYSICAL INSPECTION

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SITE

The site must be free of health and safety hazards and be in good repair. Areas to be inspected include:

- Fencing and retaining walls;
- Grounds;
- Exterior lighting;
- Mailboxes;
- Signs (such as those identifying the development or areas of the development);
- Parking lots/driveways;
- Play areas and equipment;
- Refuse disposal;
- Roads;
- Storm drainage; and
- Walkways.

BUILDING EXTERIOR

Each building on the site must be structurally sound, secure, habitable and must be free of health and safety hazards, operable and in good repair. Areas to be inspected include:

- Doors;
- Fire escapes;
- Foundations;
- Lighting;
- Roofs;

♦ Walls; and

♦ Windows.

BUILDING SYSTEMS

Each building's systems must be free of health and safety hazards, functionally adequate, operable and in good repair. Areas to be inspected include:

♦ Domestic water;

♦ Electrical system;

♦ Elevators;

♦ Emergency power;

♦ Fire protection;

♦ HVAC; and

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UNITS

Each dwelling unit within a building must be structurally sound, habitable and must be free of health and safety hazards, functionally adequate, operable and in good repair. Areas and aspects of the dwelling unit include:

♦ Bathroom items;

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♦ Ceilings/doors;

♦ Electrical systems;

♦ Floors;

♦ Hot water heater;

♦ HVAC (where individual units are provided);

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♦ Outlets/switches;

♦ Patio/porch/balcony;

♦ Smoke detectors;

♦ Stairs;

♦ Walls;

♦ Windows;

♦ Hot and cold running water; and

♦ At least one battery-operated or hard-wired smoke detector, in proper working condition, on each level of the unit.

COMMON AREAS

The common areas must be structurally sound, secure and functionally adequate for the purposes intended. All common area ceilings, doors, floors, HVAC, lighting, outlets/switches, smoke detectors, stairs, walls and windows, to the extent applicable, must be free of health and safety hazards, operable and in good repair. Common areas to be inspected include:

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♦ Restrooms;

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- ♦ Community rooms;
- ♦ Day care;
- ♦ Halls/corridors;
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- ♦ Kitchens;
- ♦ Laundry rooms;
- ♦ Office;
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- ♦ Patio;
- ♦ Balcony; and
- ♦ Trash collection areas.

EXIGENT HEALTH AND SAFETY

All areas and components of the housing must be free of health and safety hazards. Exigent health and safety issues include:

- ♦ Air quality;
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- ♦ Elevators;
- ♦ Emergency/fire exits;
- ♦ Flammable materials;
- ♦ Garbage and debris;
- ♦ Handrail hazards; and
- ♦ Infestation.

FOLLOW-UP TO THE MONITORING REVIEW

Once the monitoring review is completed, MFA will provide a report to the owner within 30 days of the inspection that details the scope and results of the review as well as any noncompliance items.

When responding to the report and the noncompliance items, the owner/agent's response should be addressed in writing along with backup documentation (copy of work order or necessary document) and provided to MFA within 30 days of the date of the report. Any items corrected without backup documentation will not be considered corrected and will remain in noncompliance until proper documentation is received by MFA.

Comments made on the tenant file review worksheet and comments or findings made in the physical report will need to be addressed in the owner/agent's response include.

Attachment G - Consolidated Plan Certifications of Consistency

Consolidated Plan Certifications of Consistency Completed in 2023

Requesting Entity
Bernalillo County Housing Authority
Clovis Housing & Redevelopment Agency Inc.
Eastern Regional Housing Authority
El Camino Real Housing Authority
Mesilla Valley Public Housing Authority
Rio Arriba County Housing Authority
San Miguel County Housing Authority
Western Regional Housing Authority

Attachment H - Public Notice Publication Certifications

Public Notice
Draft 2023 New Mexico Consolidated Annual Performance and Evaluation Report

New Mexico Mortgage Finance Authority (MFA) and the Department of Finance and Administration, Local Government Division (DFA) are seeking public comment on the DRAFT State of New Mexico 2023 Consolidated Annual Performance and Evaluation Report (CAPER). The U.S. Department of Housing and Urban Development (HUD) requires reporting on activities completed during the program year using the state's formula funding allocations. Federal funding includes the following programs: HOME Investment Partnerships (HOME), Community Development Block Grant (CDBG), Emergency Solutions Grants (ESG), Housing Opportunities for Persons with AIDS (HOPWA) and Housing Trust Fund (HTF). HOME, ESG, HOPWA and HTF programs are administered by MFA and CDBG program is administered by DFA.

On September 10th, 2024, a copy of the draft 2023 CAPER will be available on MFA's web page at https://housingnm.org/resources/plans-and-reports/caper and DFA's web page at https://www.nmdfa.state.nm.us/local-government/community-development-bureau/caper. If you are unable to download the CAPER, please contact Mortgage Finance Authority to request a copy (505-843-6880 or toll free 1-800-444-6880). If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service, please contact Heather Stone (contact information below). The draft 2023 CAPER may be provided in alternative accessible formats (i.e., Braille/large print, audio tape) and may also be translated into Spanish for limited English proficient (LEP) Spanish speaking persons upon request. Dial 7-1-1 to use Hamilton Relay in New Mexico or call the toll free numbers: TTY: 800-659-8331, Voice: 800-659-1779, VCO (Voice Carry Over): 877-659-4174, Speech-to-Speech: 888-659-3952, Spanish: 800-327-1857 (Includes Spanish-to-Spanish and translation from English to Spanish). Accommodations can be made with 48 hours notice for non-English speaking participants and individuals with disabilities by calling 505-843-6880. All facilities are wheelchair accessible.

Citizens, interested agencies, and for-profit and non-profit organizations may attend the hybrid virtual public hearing via webcast Meetings & Notices | Housing New Mexico | MFA (housingnm.org) to provide comments and input on September 23rd, 2024, 11:00 a.m. at Homewise, Albuquerque Homeownership Center – Community Room 500 2nd St SW Albuquerque, NM 87102. MFA is in the process of moving offices, comments may be mailed to either location at: 344 4th Street SW, Albuquerque, NM 87102 or 7425 Jefferson Street NE, Albuquerque, NM 87109. Citizens and interested agencies may provide comments during a fifteen-day public comment period, beginning September 10th, 2024 and ending at 5:00 p.m. MST, September 25th, 2024. Written comments and/or questions may be directed to Heather Stone (505) 308-4214; toll free 1-800-444-6880; fax: (505) 243-3289; e-mail: hstone@housingnm.org; or mail: New Mexico Mortgage Finance Authority, 344 Fourth St. SW, Albuquerque, NM 87102 or 7425 Jefferson Street NE, Albuquerque, NM 87109. After receipt of public comments, MFA staff will prepare a summary of all comments received in writing and, in cases where any citizen views are not included, provide reasons for the decision. This documentation will be attached to the CAPER, which will be available to the public and submitted to HUD on or before September 27, 2024.

Aviso Público
Borrador del Informe Anual Consolidado de Desempeño y Evaluación de Nuevo México 2023

La Autoridad de Financiamiento Hipotecario de Nuevo México (MFA) y el Departamento de Finanzas y Administración, División de Gobierno Local (DFA) están buscando comentarios públicos sobre el BORRADOR del Informe Anual Consolidado de Desempeño y Evaluación (CAPER) del Estado de Nuevo México 2022. El Departamento de Vivienda y Desarrollo Urbano de los Estados Unidos (HUD, por sus siglas en inglés) requiere informar sobre las actividades completadas durante el año programático utilizando las asignaciones de fondos de la fórmula estatal. Los fondos federales incluyen los siguientes programas: HOME Investment Partnerships (HOME), Community Development Block Grant (CDBG), Emergency Solutions Grants (ESG), Housing Opportunities for Persons with AIDS (HOPWA) y el Fondo Fiduciario de Vivienda (HTF). Los programas HOME, ESG, HOPWA y HTF son administrados por MFA y el programa CDBG es administrado por DFA.

El 10 de septiembre de 2024, una copia del borrador de CAPER 2023 estará disponible en la página web de MFA en https://housingnm.org/resources/plans-and-reports/caper y en la página web de DFA en https://www.nmdfa.state.nm.us/local-government/community-development-bureau/caper. Si no puede descargar el CAPER, comuníquese con la Autoridad de Financiamiento Hipotecario para solicitar una copia (505-843-6880 o al número gratuito 1-800-444-6880). Si usted es una persona con una discapacidad que necesita un lector, amplificador, intérprete de lenguaje de señas calificado o cualquier otra forma de ayuda o servicio auxiliar, comuníquese con Heather Stone (información de contacto a continuación). El borrador de CAPER 2023 se puede proporcionar en formatos accesibles alternativos (es decir, Braille / letra grande, cinta de audio) y también se puede traducir al español para personas de habla hispana con dominio limitado del inglés (LEP) previa solicitud. Marque 7-1-1 para usar Hamilton Relay en Nuevo México o llame a los números gratuitos: TTY: 800-659-8331, Voz: 800-659-1779, VCO (Transferencia de voz): 877-659-4174, Voz a voz: 888-659-3952, Español: 800-327-1857 (Incluye español a español y traducción del inglés al español). Las adaptaciones se pueden hacer con 48 horas de anticipación para participantes que no hablan inglés y personas con discapacidades llamando al 505-843-6880. Todas las instalaciones son accesibles para sillas de ruedas.

Los ciudadanos, las agencias interesadas y las organizaciones con y sin fines de lucro pueden asistir a la audiencia pública virtual híbrida a través de webcast Meetings & Notices | Housing New Mexico | MFA (housingnm.org) para proporcionar comentarios y aportes el 23 de septiembre de 2024, a las 11:00 a.m. Homewise, Albuquerque Homeownership Center – Sala Comunitaria 500 2nd St SW Albuquerque, NM 87102. Los ciudadanos y las agencias interesadas pueden proporcionar comentarios durante un período de comentarios públicos de quince días, comenzando el 10 de septiembre de 2024 y terminando a las 5:00 p.m. MST, 25 de 2024. Los comentarios y / o preguntas por escrito pueden dirigirse a Heather Stone (505) 308-4214; línea gratuita 1-800-444-6880; fax: (505) 243-3289; correo electrónico: hstone@housingnm.org; o correo postal: New Mexico Mortgage Finance Authority, 344 Fourth St. SW, Albuquerque, NM 87102. Después de recibir los comentarios públicos, el personal de MFA preparará un resumen de todos los comentarios recibidos por escrito y, en los casos en que no se incluyan las opiniones de los ciudadanos, proporcionará las razones de la decisión. Esta documentación se adjuntará al CAPER, que estará disponible para el público y se presentará a HUD en o antes del 27 de septiembre de 2024.

LocaliQ
Texas/New Mexico
GANNETT

Account Number:	1362798
Customer Name:	New Mexico Mortgage Finance authority
Customer Address:	New Mexico Mortgage Finance authority 344 4Th ST SW Albuquerque NM 87102-3206
Contact Name:	New Mexico Mortgage Finance Author
Contact Phone:	
Contact Email:	
PO Number:	

Date:	09/04/2024
Order Number:	10546386
Prepayment Amount:	$ 0.00

Column Count:	1.0000
Line Count:	317.0000
Height in Inches:	0.0000

Print

Product	#Insertions	Start - End	Category
LSN Las Cruces Sun-News	1	09/10/2024 - 09/10/2024	Public Notices
LSN lcsun-news.com	1	09/10/2024 - 09/10/2024	Public Notices

As an incentive for customers, we provide a discount off the total order cost equal to the 3.99% service fee if you pay with Cash/Check/ACH. Pay by Cash/Check/ACH and save!

Total Cash Order Confirmation Amount Due	$333.34
Tax Amount	$26.87
Service Fee 3.99%	$14.37
Cash/Check/ACH Discount	-$14.37
Payment Amount by Cash/Check/ACH	$360.21
Payment Amount by Credit Card	$374.58

Order Confirmation Amount	**$360.21**

Public Notice
Draft 2023 New Mexico Consolidated Annual Performance and Evaluation Report

Proof of Ad 09/03/2024

Account:	**1011094**
Name:	**HOUSING NEW MEXICO**
Company:	**HOUSING NEW MEXICO|MFA**
Address:	**344 4TH ST SW**
	ALBUQUERQUE, NM 87102
Telephone:	**(505)843-6880**

Ad ID:	**101490**
Description:	
Run Dates:	**09/10/2024 - 09/10/2024**
Class:	**3001**
Orig User:	**dmontoya**
Words:	**1066**
Lines:	**134**
Agate Lines:	**382**
Depth:	**13.59**
Blind Box:	

Total Ad Cost $311.07
Amount Paid $0.00

Publication	Start	Stop	Inserts	Cost
Albuquerque Journal	09/10/2024	09/10/2024	1	289.03

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Aviso Público
Borrador del Informe Anual Consolidado de Desempeño y Evaluación de Nuevo México 2023

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Journal: September 10, 2024

Public Notice...

Publish September 10, 2024

Public Notice
Draft 2023 New Mexico Consolidated Annual Performance and Evaluation Report

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Invoice

ROSWELL DAILY RECORD

2301 NORTH MAIN
P.O. BOX 1897
ROSWELL, NM 88202-1897

Phone: 575-622-7710

Fax: 575-625-0421

URL: HTTP://WWW.RDRNEWS.COM

NM MORTGAGE FINANCE AUTHORITY*	Acct #: 03102510
344 4TH ST SW	Phone: (505)843-6880
ALBUQUERQUE, NM 87102	Date: 09/05/2024
	Ad #: 00300583
	Salesperson: 23 Ad Taker: 59

Class: 0000

Ad Notes:

Description	Start	Stop	Ins.	Cost/Day	Extras	Amount
Public Notice (MFA)	09/10/2024	09/10/2024	1	228.04	5.00	228.04

Ad Text:

Payment Reference:

_____

Public Notice...

Publish September 10, 2024

Public Notice
Draft 2023 New Mexico Consolidated Annual Performance and

Total:	228.04
Tax:	18.01
Net:	246.05
Prepaid:	0.00
Total Due	**246.05**

Attachment I – HOPWA CAPER 2023

Housing Opportunities for Persons With AIDS (HOPWA) Program FY 2023

Revised: 08/15/2024

Consolidated APR/CAPER– Grantee Workbook

OMB Number 2506-0133 (Expiration Date: 12/31/2024)

Overview

The public reporting burden for this collection of information is estimated to average 40.0 hours, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

Performance Reports for HOPWA formula grantees and competitive grantees provide HUD with annual information to support program evaluation and measure program beneficiary outcomes related to maintaining housing stability; preventing homelessness; and improving access to care and support. This collection of information consolidates the information in the APR and CAPER reports and clarifies reporting requirements, which will allow HUD's Office of HIV/AIDS Housing to better respond to data calls from Congress and make better program decisions based on more relevant grantee annual data. Reporting is required for all HOPWA grantees pursuant to 42 U.S.C. § 12911; 24 CFR §§ 574.520(a) and (b); 24 CFR § 91.520(f). The information collected regarding grantees, their respective project sponsors, and the identities of HOPWA program participants will remain confidential pursuant to 42 U.S.C. § 12905(e) and 24 § CFR 574.440.

Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to Colette Pollard, Reports Management Officer, Department of Housing and Urban Development, 451 7th Street SW, Room 4176, Washington, DC 20410-5000. When providing comments, please refer to OMB Control No. 2506-0133. HUD may not conduct and sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid OMB Control Number.

HOPWA formula grantees are required to submit a Performance Report demonstrating coordination with other Consolidated Plan resources. HUD uses the Performance Report data to obtain essential information on grant activities, project sponsors, housing sites, units and households, and beneficiaries (which includes racial and ethnic data on program participants). The Consolidated Plan Management Process tool (CPMP) provides an optional tool to integrate the reporting of HOPWA specific activities with other planning and reporting on Consolidated Plan activities.

In addition, grantees must comply with the Federal Funding Accountability and Transparency Act 2006 (Public Law 109-282), which requires grant recipients to provide general information for all entities (including contractors and sub-contractors) receiving $25,000+ in federal funding.

HOPWA competitive grantees are required to submit a Performance Report for each operating year in which HOPWA grant funds were expended. Information on each competitive grant is to be reported in a separate Performance Report. Grantees approved for "Other Activities", as detailed in their grant agreement, are requested to report on their unique program accomplishments.

In addition, grantees must comply with the Federal Funding Accountability and Transparency Act 2006 (Public Law 109-282), which requires grant recipients to provide general information for all entities (including contractors and sub-contractors)

Continued-use Periods. Grantees that used HOPWA funding for new construction, acquisition, or substantial rehabilitation of a building or structure are required to operate the building or structure for HOPWA-eligible beneficiaries for a ten (10) years period. If no further HOPWA funds are used to support the facility, in place of completing the "CAP DEV" tab in the Performance Report Worksheet, the grantee must complete an Annual Report of Continued Project Operation throughout the required use periods. This report is found on the "STEWARD" tab of this workbook. The required use period is three (3) years if the rehabilitation is non-substantial.

Record Keeping. Names and other individual information must be kept confidential, as required by 24 CFR 574.440. However, HUD reserves the right to review the information used to complete this report for grants management oversight purposes, except for recording any names and other identifying information. In the case that HUD must review client-level data, no client names or identifying information will be retained or recorded. Information is reported in aggregate to HUD without personal identification. Do not submit client or personal information in data systems to HUD.

HMIS. In connection with the development of the Department's standards for Homeless Management Information Systems (HMIS), universal data elements are being collected for clients of HOPWA-funded homeless assistance projects. These project sponsor records would include: Name, Social Security Number, Date of Birth, Ethnicity and Race, Gender, Veteran Status, Disabling Conditions, Residence Prior to Program Entry, Zip Code of Last Permanent Address, Housing Status, Program Entry Date, Program Exit Date, Personal Identification Number, and Household Identification Number. These are intended to match the elements under HMIS. The HOPWA program-level data elements include: Income and Sources, Non-Cash Benefits, HIV/AIDS Status, Services Provided, Housing Status or Destination at the end of the operating year, Physical Disability, Developmental Disability, Chronic Health Condition, Mental Health, Substance Abuse, Domestic Violence, Medical Assistance, and T-cell Count. Other HOPWA projects sponsors may also benefit from collecting these data elements. HMIS local data systems must maintain client confidentiality by using a closed system in which medical information and HIV status are only shared with providers that have a direct involvement in the client's case management, treatment and care, in line with the signed release of information from the client.

Formula Operating Year. HOPWA formula grants are annually awarded for a three-year period of performance with three operating years. The information contained in this Performance Report must represent a one-year period of HOPWA program operation that coincides with the grantee's program year; this is the operating year. More than one HOPWA formula grant awarded to the same grantee may be used during an operating year and the Performance Report must capture all formula grant funding used during the operating year. Project sponsor accomplishment information must also coincide with the operating year this Performance Report covers. Any change to the period of performance requires the approval of HUD by amendment, such as an extension for an additional operating year.

Competitive Operating Year. HOPWA competitive grants are awarded for a three-year period of performance with Performance Reports submitted for each of the three operating years. The information contained in this Performance Report should reflect the grantee's operating year with the beginning date determined at the time the grant agreement is signed. Project sponsor accomplishment information must coincide with the operating year this Performance Report covers. Any change to the period of performance requires the approval of HUD by amendment, such as an extension for one additional operating year. A PSH renewal/replacement grant start date would be coordinated with the close out of the existing grant.

Grantees with an approved extension period of less than 6-months must submit the Performance Report for the third year of the grant term at the end of the approved extension period and incorporate data from the additional months. Grantees with an approved extension period of 6-months or more must turn in a Performance Report at the end of the operating year and submit a separate extension Performance Report at the end of the extension period.

Filing Requirements. Within 90 days of the completion of each operating year, grantees must submit their completed Performance Report to the CPD Director in the grantee's State or Local HUD Field Office, and to the HOPWA Program Office: at HOPWAReports@hud.gov. Electronic submission to HOPWA Program office is preferred. If electronic submission is not possible, please send an email to the HOPWA@hud.gov email inbox.

Definitions

Achieved Viral Suppression: When the load or volume of HIV virus present in a person's blood is measured at less than 200 copies per milliliter of blood.

Adjustment for Duplication: Enables the calculation of unduplicated output totals by accounting for the total number of households or units that received more than one type of HOPWA assistance in a given service category such as HOPWA Subsidy Assistance or Supportive Services.

Administrative Costs: Costs for general management, oversight, coordination, evaluation, and reporting. By statute, grantee administrative costs are limited to 3% of the total grant award, to be expended over the life of the grant. Project sponsor administrative costs are limited to 7% of the portion of the grant amount they receive.

Anti-Retroviral Therapy: The combination of drugs used to treat HIV.

Area Median Income: The Department of Housing and Urban Development (HUD) sets income limits that determine eligibility for assisted housing programs including the HOPWA program. HUD develops income limits based on Median Family Income estimates and Fair Market Rent area definitions for each metropolitan area, parts of some metropolitan areas, and each non-metropolitan county. AMI values vary by location and are published at: https://www.huduser.gov/portal/datasets/il.html

Beneficiary(ies): All members of a household (with or without HIV) who benefitted from HOPWA assistance during the operating year, NOT including the HOPWA eligible individual (see definition).

Chronically Homeless Person: An individual or family who is homeless and lives or resides as an individual or family who a) lives or resides in a place not meant for human habitation, a safe haven, or in an emergency shelter; b) has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least one year or on at least four separate occasions in the last three years; and c) has an adult head of household (or a minor head of household if no adult is present in the household) with a diagnosable substance use disorder, serious mental illness, developmental disability (as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (42 U.S.C. 15002), post-traumatic stress disorder, cognitive impairments resulting from a brain injury, or chronic physical illness or disability, including the co-occurrence of two or more of those conditions. Additionally, the statutory definition includes as chronically homeless a person who currently lives or resides in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital or other similar facility, and has resided there for fewer than 90 days if such person met the other criteria for homeless prior to entering that facility. (See 42 U.S.C. 11360(2)) This does not include doubled-up or overcrowding situations.
Disabling Condition: Evidencing a diagnosable substance use disorder, serious mental illness, developmental disability, chronic physical illness, or disability, including the co-occurrence of two or more of these conditions. In addition, a disabling condition may limit an individual's ability to work or perform one or more activities of daily living. An HIV/AIDS diagnosis is considered a disabling condition.
Facility-Based Housing Assistance: All eligible HOPWA Housing expenditures for or associated with supporting facilities including community residences, SRO dwellings, short-term facilities, project-based rental units, master leased units, and other housing facilities approved by HUD.
Faith-Based Organization: Religious organizations of three types: (1) congregations; (2) national networks, which include national denominations, their social service arms (for example, Catholic Charities, Lutheran Social Services), and networks of related organizations (such as YMCA and YWCA); and (3) freestanding religious organizations, which are incorporated separately from congregations and national networks.
Grassroots Organization: An organization headquartered in the local community where it provides services; has a social services budget of $300,000 or less annually, and six or fewer full-time equivalent employees. Local affiliates of national organizations are not considered "grassroots."
HOPWA Eligible Individual: The one (1) low-income person with HIV/AIDS who qualifies a household for HOPWA assistance. This person may be considered "Head of Household." When the Performance Report asks for information on eligible individuals, report on this individual person only. Where there is more than one person with HIV/AIDS in the household, the additional PWH/A(s), would be considered a beneficiary(s).
HOPWA Housing Information Services: Services dedicated to helping persons living with HIV/AIDS and their families to identify, locate, and acquire housing. This may also include fair housing counseling for eligible persons who may encounter discrimination based on race, color, religion, sex, age, national origin, familial status, or handicap/disability.
HOPWA Housing Subsidy Assistance Total: The unduplicated number of households receiving housing subsidies (TBRA, STRMU, Permanent Housing Placement services and Master Leasing) and/or residing in units of facilities dedicated to persons living with HIV/AIDS and their families and supported with HOPWA funds during the operating year.
Household: A single individual or a family composed of two or more persons for which household incomes are used to determine eligibility and for calculation of the resident rent payment. The term is used for collecting data on changes in income, changes in access to services, receipt of housing information services, and outcomes on achieving housing stability. Live-In Aides (see definition for Live-In Aide) and non-beneficiaries (e.g., a shared housing arrangement with a roommate) who resided in the unit are not reported in the Performance Report.
Housing Stability: The degree to which the HOPWA project assisted beneficiaries to remain in stable housing during the operating year.
Improved HIV Viral Load: A reduction in the load or volume of HIV present in the HOPWA eligible individual's blood at the end of the reporting period compared to the beginning of the reporting period. Most PLWHA who are engaged in medical care have routine laboratory tests. The HOPWA eligible individual's latest laboratory report can be used to determine viral load.
In-kind Leveraged Resources: These are additional types of support provided to assist HOPWA beneficiaries such as volunteer services, materials, use of equipment and building space. The actual value of the support can be the contribution of professional services, based on customary rates for this specialized support, or actual costs contributed from other leveraged resources. In determining a rate for the contribution of volunteer time and services, use the criteria described in 2 CFR 200. The value of any donated material, equipment, building, or lease should be based on the fair market value at time of donation. Related documentation can be from recent bills of sales, advertised prices, appraisals, or other information for comparable property similarly situated.

Leveraged Funds: The amount of funds expended during the operating year from non-HOPWA federal, state, local, and private sources by grantees or sponsors in dedicating assistance to this client population. Leveraged funds or other assistance are used directly in or in support of HOPWA program delivery.

Live-In Aide: A person who resides with the HOPWA Eligible Individual and who meets the following criteria: (1) is essential to the care and well-being of the person; (2) is not obligated for the support of the person; and (3) would not be living in the unit except to provide the necessary supportive services. See Code of Federal Regulations Title 24 Part 5.403 and the HOPWA Grantee Oversight Resource Guide for additional reference.

Master Leasing: Applies to a nonprofit or public agency that leases units of housing (scattered-sites or entire buildings) from a landlord and subleases the units to homeless or low-income tenants. By assuming the tenancy burden, the agency facilitates housing of clients who may not be able to maintain a lease on their own due to poor credit, evictions, or lack of sufficient

Medically Assisted Living Facilities: HOPWA facility-based housing that assists residents with most or all activities of daily living, such as meals, bathing, dressing, and toileting. Regular medical care, supervision, and rehabilitation are also often available.

Nonbinary: A gender other than singularly female or male.

Operating Costs: Applies to facility-based housing only, for facilities that are currently open. Operating costs can include day-to-day housing function and operation costs like utilities, maintenance, equipment, insurance, security, furnishings, supplies and salary for staff costs directly related to the housing project but not staff costs for delivering services.

Outcome: The degree to which the HOPWA assisted household has been enabled to establish or maintain a stable living environment in housing that is safe, decent, and sanitary, (per the regulations at 24 CFR 574.310(b)) and to reduce the risks of homelessness and improve access to HIV treatment and other health care and support.

Output: The number of units of housing or households that receive HOPWA assistance during the operating year.

Permanent Housing Placement: A supportive housing service that helps establish the household in the housing unit, including but not limited to reasonable costs for security deposits not to exceed two months of rent costs.

Program Income: Gross income directly generated from the use of HOPWA funds, including repayments. See grant administration requirements on program income at 2 CFR 200.307.

Project-Based Rental Assistance (PBRA): A rental subsidy program that is tied to specific facilities or units owned or controlled by a project sponsor. Assistance is tied directly to the properties and is not portable or transferable.

Project Sponsor Organizations: Per HOPWA regulations at 24 CFR 574.3, any nonprofit organization or governmental housing agency that receives funds under a contract with the grantee to provide eligible housing and other support services or administrative services as defined in 24 CFR 574.300. Project Sponsor organizations are required to provide performance data on households served and funds expended.

SAM: All organizations applying for a Federal award must have a valid registration active at sam.gov. SAM (System for Award Management) registration includes maintaining current information and providing a valid DUNS number.

Short-Term Rent, Mortgage, and Utility (STRMU) Assistance: A time-limited, housing subsidy assistance designed to prevent homelessness and increase housing stability. Grantees may provide assistance for up to 21 weeks in any 52-week period. The amount of assistance varies per client depending on funds available, tenant need and program guidelines.

Stewardship Units: Units developed with HOPWA, where HOPWA funds were used for acquisition, new construction and rehabilitation that no longer receive operating subsidies from HOPWA. Report information for the units is subject to the three-year use agreement if rehabilitation is non-substantial and to the ten-year use agreement if rehabilitation is substantial.

Tenant-Based Rental Assistance (TBRA): TBRA is a rental subsidy program similar to the Housing Choice Voucher program that grantees can provide to help low-income households access affordable housing. The TBRA voucher is not tied to a specific unit, so tenants may move to a different unit without losing their assistance, subject to individual program rules. The subsidy amount is determined in part based on household income and rental costs associated with the tenant's lease.

Transgender: Transgender is defined as a person who identifies with, or presents as, a gender that is different from his/her gender assigned at birth

VAWA Internal Emergency Transfers: Per 24 CFR 5.2005e, an emergency transfer under the VAWA protections refers to an emergency relocation of a tenant to another unit where the tenant would not be categorized as a new applicant; that is, the tenant may reside in the new unit without having to undergo an application process.

VAWA External Emergency Transfers: Per 24 CFR 5.2005e, an emergency transfer under the VAWA protections refers to an emergency relocation of a tenant to another unit where the tenant would be categorized as a new applicant; that is, the tenant must undergo an application process in order to reside in the new unit.

Veteran: A veteran is someone who has served on active duty in the Armed Forces of the United States. This does not include inactive military reserves or the National Guard unless the person was called up to active duty.

Instructions for Completing the HOPWA Grantee Performance Report Workbook

What is the HOPWA Grantee Performance Report Workbook?

This workbook provides information at the Grantee Administration level, including grantee contact information, annual performance report narratives, and stewardship unit information.

This data will be compiled by the HOPWA Formula or Competitive Grantee, as part of providing annual performance reporting to HUD.

Who completes this form?

This workbook will be completed by the HOPWA Formula or Competitive Grantee ONLY.

Reminder: ANY entity that provides DIRECT HOPWA services - including the HOPWA Grantee - must also complete a separate HOPWA Sponsor Performance Report Workbook.

What tabs should be completed for this report?

EVERY GRANTEE USER should complete these tabs:
- ***GRANTEE***
- ***CONTACT***
- ***Narrative***

STEWARD: The Stewardship tab should only be completed if the Grantee is reporting on HOPWA Stewardship Units.

Grantees that used HOPWA funding for new construction, acquisition, or substantial rehabilitation of a building or structure are required to operate the building or structure for HOPWA-eligible beneficiaries for a ten (10) years period.

If no further HOPWA funds are used to support the facility, in place of completing the "CAP DEV" tab in the Sponsor Performance Report workbook, the grantee must complete an Annual Report of Continued Project Operation throughout the required use periods found on the "STEWARD" tab of this workbook. The required use period is three (3) years if the rehabilitation is non-substantial.

Important Information:

To ensure the integrity of this workbook, please to not DELETE or ALTER any rows, columns, tabs, or the NAME of the report.

This workbook requires the entry of data only where applicable, with no other actions required.

1 Enter text in empty cells next to questions.

2 Enter numbers where the entry reads "0" and the answer is an amount.

The workbook MUST be submitted in this Excel format. The Grantee will be unable to submit it to HUD if it has been converted to any other format, such as a Word or PDF file.

HOPWA Grantee Performance Report Submission Instructions:

HOPWA Annual Performance reporting is collected and submitted at both the Grantee and Project Sponsor levels.

HUD or a HUD contractor will provide HOPWA Grantees annually with an advance set of named Grantee and Project Sponsor files, based on Project Sponsor activity logged in HUD's IDIS system relative to the Grantee's Accomplishment Year on which it will be reporting.

Grantees complete this high-level Grantee workbook covering: Grantee organizational information, Grantee contact information, a narrative of all activities provided by the Grantee and its Project Sponsors, and Stewardship Unit information, as applicable.

Project Sponsors (and any Grantee that provides direct HOPWA activities) will complete a separate detailed annual report, called the "Sponsor Performance Report Workbook," with every Project Sponsor completing a workbook and submitting it to the Grantee.

The Grantee will then:
- • Review all Sponsor Performance Report workbooks for accuracy and will request that the Project Sponsor correct any missing or incorrect information.
- • Collect all of the Grantee and Project Sponsor workbooks together.
- • Submit the collection of all separate workbook files in a single transmission to HOPWAReports@HUD.gov.
- • The entire collection of HOPWA workbook files is considered the Grantee's submission of annual performance reporting under its HOPWA grant agreement.
- • Grantees shall submit their annual Performance Report Workbook within 90 days of the completion of their operating (or Accomplishment) year.

Once submitted, the Grantee will receive confirmation regarding the submitted files and may be contacted by HUD or a HUD contractor to confirm or correct reported

For assistance with this process, please submit a query to HOPWAReports@HUD.gov.

Grantee	Grant ID	Sponsor(s)	File ID
NEW MEXICO	FNM66322	S221355A_Alianza of New Mexico	24134_2530309
		S221119A_Southwest CARE Center	24134_253055

GRANTEE SUMMARY	
Complete the chart below to provide more detailed information about the agencies and organizations responsible for the administration and implementation of the HOPWA program.	
Question	Responses
For Competitive Grantees Only	
For Competitive Grantees only, what is the grant number?	
For Competitive Grantees only, which year (1, 2, or 3) of the grant does this report cover?	
Is the Competitive Grantee a nonprofit organization? Yes or No.	
Is the Competitive Grantee a grassroots organization? Yes or No.	
For Competitive Grantees only, how much was expended on an "Other Housing Activity" (as approved in the grant agreement)?	
For All HOPWA Grantees	
What is the name of the Grantee organization?	NM Mortgage Finance Authority
What is the Grantee's Unique Entity Identifier (UEI)?	F3LNHFKF5UP1
What is the Employer ID Number (EIN) or Tax ID Number (TIN) of the Grantee?	85-0252748
For formula grantees only, are there any changes to your program year? Yes or No.	No
Note: HUD must be notified of consolidated program year changes at least two months before the date the program year would have ended if it had not been lengthened, or at least two months before the end of a proposed shortened program year.	
If yes above, what is the revised program start date?	
If yes above, what is the revised program end date?	
What is the street address of the Grantee's office?	344 Fourth St SW
In what city is the Grantee's business address?	Albuquerque
In what county is the Grantee's business address?	Bernalillo
In what state is the Grantee's office located?	New Mexico
What is the zip code for the Grantee's business address?	87102
What is the parent company of the Grantee (if applicable)?	
What department at the Grantee organization administers the grant?	Community Development
What is the Grantee organization's website address?	www.housingnm.org
What is the Facebook name or page of the Grantee?	
What is the Twitter handle of the Grantee?	
What are the cities of the primary service area of the Grantee?	Albuquerque, Las Cruces, Santa Fe, Roswell
What are the counties of the primary service area of the Grantee?	All 33 NM counties
What is the congressional district of the Grantee's business address?	NM1
What is the congressional district of the Grantee's primary service area?	NM1, NM2, NM3
Is there a waiting list(s) for HOPWA Housing Subsidy Assistance Services in the Grantee service area? Yes or No.	No
Is the Grantee's System for Award Management (SAM) status currently active for this report? Yes or No.	Yes
What is the Grantee's SAM registration number for this report?	same as UEI

Does the Grantee provide HOPWA-funded services directly to clients? Yes or No.	No
Does the Grantee take the allowable 3% Grantee Administration allowance? Yes or No.	Yes
How much was expended on Grantee Administration?	$42,708

Contact Information for your Organization

Question	Responses
Contact Information for Authorizing Official	
What is the Authorizing Official contact name?	Donna Maestas-De Vries
What is the Authorizing Official contact title?	Chief Housing Officer
In what department does the Authorizing Official contact work?	
What is the Authorizing Official contact email?	dmaestas-devries@housingnm.org
What is the Authorizing Official contact phone number (including	505-767-2225
What is the Authorizing Official contact fax number?	
Contact Information for Reporting (APR/CAPER) Contact	
What is the Reporting contact name?	Jackie Homet
What is the Reporting contact title?	Program Manager II
In what department does the Reporting contact work?	Community Development
What is the Reporting contact email?	jhomet@housingnm.org
What is the Reporting contact phone number (including extension)?	505-308-4209
What is the Reporting contact fax number?	
Contact Information for HMIS User	
What is the HMIS User contact name?	
What is the HMIS User contact title?	
In what department does the HMIS User contact work?	
What is the HMIS User contact email?	
What is the HMIS User contact phone number (including extension)?	
What is the HMIS User contact fax number?	
Contact Information for IDIS User	
What is the IDIS User contact name?	Matt Smokov
What is the IDIS User contact title?	Senior Accountant
In what department does the IDIS User contact work?	Accounting
What is the IDIS User contact email?	msmokov@housingnm.org
What is the IDIS User contact phone number (including extension)?	505-767-2298
What is the IDIS User contact fax number?	
Contact Information for Primary Program Contact	
What is the Primary Program contact name?	Jackie Homet
What is the Primary Program contact title?	Program Manager II
In what department does the Primary Program contact work?	Community Development
What is the Primary Program contact email?	jhomet@housingnm.org
What is the Primary Program contact phone number (including extension)?	505-308-4209
What is the Primary Program contact fax number?	
Contact Information for Secondary Program Contact	
What is the Secondary Program contact name?	John Garcia
What is the Secondary Program contact title?	Assistant Director
In what department does the Secondary Program contact work?	Community Development
What is the Secondary Program contact email?	jgarcia@housingnm.org
What is the contact Secondary Program phone number (including extension)?	505-767-2252
What is the Secondary Program contact fax number?	
Contact Information for Individuals Seeking Services	

What is the Services contact name?	Jackie Homet
What is the Services contact title?	Program Manager II
In what department does the Services contact work?	Community Development
What is the Services contact email?	jhomet@housingnm.org
What is the Services contact phone number (including extension)?	505-308-4209
What is the Services contact fax number?	

Narrative Questions	Response - Maximum 4,000 characters for each question.	Character Count
Provide a maximum of 4,000 characters narrative summarizing major achievements and highlights that were proposed and completed during the program year. Include a brief description of the grant organization, area of service, the name(s) of the program contact(s), and an overview of the range/type of housing activities provided. This overview may be used for public information, including posting on HUD's website.	**Alianza** - Alianza of New Mexico was formed in 1995 and has provided services across Southern New Mexico since that time. These services span from providing direct services to those living with HIV, housing programs, prevention and harm reduction programs. Alianza works out of two distinct offices and covers over 60,000 square miles.	0
Assess your program's success in enabling HOPWA beneficiaries to establish and/or better maintain a stable living environment in housing that is safe, decent, and sanitary, and improve access to care. Compare current year results to baseline results for clients. Describe how program activities/projects contributed to meeting stated goals. If program did not achieve expected targets, please describe how your program plans to address challenges in program implementation and the steps currently being taken to achieve goals in next operating year. If your program exceeded program targets, please describe strategies the program utilized and how those contributed to program successes.	**Alianza** - This funding has allowed numerous clients to remain stably housed when facing eviction. In addition, several clients were homeless and were able to secure housing through the program activities. During program year 2023-2024, clients worked with case management staff from leveraged programs. During this upcoming program year additional services will be offered through the HOPWA funding. We look forward to dissemination of new data once this case management piece is implemented for the current fiscal year. We hope that this case management piece will eliminate barriers clients face across rural New Mexico. **SWCC** - Southwest CARE's HOPWA program has been very effective in helping our housed clients remain housed and engaged in medical care. We have effectively budgeted in order to be sure to have enough STRMU funds to	0
Describe significant accomplishments or challenges in achieving the number of housing units supported and the number households assisted with HOPWA funds during this operating year compared to plans for this assistance, as approved in the Consolidated Plan/Action Plan. Describe how HOPWA funds were distributed during your operating year among different categories of housing and geographic areas to address needs throughout the grant service area, consistent with approved plans.	**Alianza** - As previously stated, nearly 90 households benefited from the TBRA and STRMU assistance this fiscal year. CHALLENGES: It continues to be to challenging to identify housing that meets requirements for FMR/Rent Reasonableness/Habitability Standards, **and** is managed by landlords who are willing to work with the program and potential clients. Landlords often have requirements such as background checks that may serve as barriers to persons that are otherwise eligible for assistance. Alianza is continuing our efforts to establish (and maintain) connections with clients and landlords alike. **SWCC** - One of our greatest accomplishments has been our ability to substantially increase the number of households served without stretching our budget. This has been	0
Report on program coordination with other mainstream housing and supportive services resources, including the use of committed leveraging from other public and private sources that helped to address needs for eligible persons identified in the Consolidated Plan/Strategic Plan.	**Alianza** - Internally, we have access to a few other housing programs. This has allowed for additional use of funds for clients. By leveraging funds such as Ryan White Part B, this has allowed for more funds to be available for TBRA/STRMU. **SWCC** - Southwest CARE's HOPWA funding is augmented by rental assistance funds from the New Mexico Department of Health's HIV services program. These funds help HOPWA eligible clients cover costs when they've reached the limit of the STRMU eligibility period, or are not able to come up with their portion of TBRA rent. Additionally, we prioritize helping our	0
Describe any program technical assistance needs and how they would benefit program beneficiaries.	**Alianza** - We look forward to the 2024 HOPWA Institute as our greatest current TA need is an overall HOPWA training like the HOPWA institute that occurred years ago. Being a grantee beginning in 2020, we can only view recordings on YouTube. Being able to have a forum from which to learn best practices will benefit our clients through lessons learned from other providers. **SWCC** - We need help making sure that our data entry	0
Describe any barriers (including regulatory and non-regulatory) encountered in the administration or implementation of the HOPWA program, how they affected your program's ability to achieve the objectives and outcomes discussed, and, actions taken in response to barriers, and recommendations for program improvement. Provide an explanation for each barrier selected. Describe any trends in the community that may affect the way in which the needs of persons living with HIV/AIDS are being addressed, and provide any other information important to the future provision of services to this population. Identify any evaluations, studies, or other assessments of the HOPWA program that are available to the public.	**Alianza** - As previously stated, FMR and Rent Reasonableness tend to be our biggest issues. Being in a rural area, this burden often times makes it difficult to identify and secure housing. Having the program be flexible to allow for changes in rural areas would be beneficial to our clients. The two largest towns in the 60,000 square miles we cover are less than 175,000 individuals combined. This make identifying housing very difficult while trying to follow guidelines. **SWCC** - HUD rules stating that we cannot combine PHP and STRMU to create a rapid rehousing program has limited our ability to help our unhoused clients get off the street. It is not financially realistic for us to put every	0

Complete the Annual Report of Continued Usage for HOPWA Facility-Based Stewardship Units, as defined in the Definitions, for EACH Stewardship Facility.				
Question	Facility 1	Facility 2	Facility 3	Facility 4
What is the name of the stewardship facility?				
What is the stewardship year (1-10) for this facility?	0	0	0	0
What date did the facility operations begin?				
How many HOPWA units are supported in this stewardship facility?	0	0	0	0
What is the amount of non-HOPWA funds expended on the stewardship facilities?	0	0	0	0
What is the name of the authorized official that operates the facility?				
What is the name of the primary program contact at the facility?				
What is the email address of the primary program contact at the facility?				
What is the phone number of the primary program contact at the facility?				

Attachment J – ESG CAPER 2023 from SAGE

Sage HMIS REPORTING REPOSITORY

CAPER Aggregator Unsubmitted 2.0

Pre HUD submission report - Aggregates data from subrecipient CAPERS by selected criteria

Instructions: Select an option for each filter. **Aggregate mode** *sums data together from separate CAPERRs and presents the output as the regular CAPER table shell.* **Details mode** *outputs one row for each included CAPER, with a column for each cell of data. Data in Q4 can't be summed, and only outputs in details mode.*

In aggregate mode, numbers in green italics have been recalculated or weighted based on available totals.

If you attempt to pull an entire CAPER, especially aggregating over many recipients, you may have to wait several minutes for the result. Use the "Email me" button to run the report and email you the results when it's complete. You can navigate to other pages in Sage while that's running.

"Year" means the year of the start date for the submission.

This Aggregator uses data from reports with a status of In Progress or Returned.

Report criteria

Year

2023 ⌄

Recipient - ESG Grant
(1 selected)

ESG: New Mexico Nonentitlement - NM

Selected: ESG: New Mexico Nonentitlement - NM

TIP: Hold down the CTRL key on the keyboard and click with the mouse in order to select more than one Recipient - ESG Grant.

CAPER Project Type
TIP: Hold down the CTRL key on the keyboard and click with the mouse in order to select more than one choice.

(all)
Day Shelter
Emergency Shelter - Night-by-Night
Emergency Shelter - Entry Exit
Homelessness Prevention
PH - Rapid Re-Housing
Street Outreach
Transitional Housing
- archived -
Coordinated Assessment
Services Only

View report as ❓　　◉ Aggregate / summary　○ Details / data　○ Both aggregate and details

Grant List

Jurisdiction	Type	Start Date	End Date	Current Status
	CAPER	7/1/2023	6/30/2024	In Progress

Q04a: Project Identifiers in HMIS

ℹ Please select details mode in the filters above to see Q4 information.

CSV uploads containing multiple project rows in Q4 will display as separate rows here using the same value in Project Info Row ID.

Q05a: Report Validations Table

Category	Count of Clients for DQ	Count of Clients
Total Number of Persons Served	4,001	4,001
Number of Adults (Age 18 or Over)	2,705	2,705
Number of Children (Under Age 18)	1,288	1,288
Number of Persons with Unknown Age	8	8
Number of Leavers	3,398	3,398
Number of Adult Leavers	2,325	2,325
Number of Adult and Head of Household Leavers	2,450	2,450
Number of Stayers	603	603
Number of Adult Stayers	380	380
Number of Veterans	119	119
Number of Chronically Homeless Persons	198	198
Number of Youth Under Age 25	342	342
Number of Parenting Youth Under Age 25 with Children	55	55
Number of Adult Heads of Household	2,626	2,626
Number of Child and Unknown-Age Heads of Household	145	145
Heads of Households and Adult Stayers in the Project 365 Days or More	36	36

�душ Effective 1/1/2023, this question includes separate columns for totals relevant to the DQ questions and totals relevant to the entire APR. Data uploaded prior to 1/1/2023 has been bulk updated to use the same totals for both columns in order to support calculations in the Aggregator.

Q06a: Data Quality: Personally Identifying Information

	Client Doesn't Know/Prefers Not to Answer	Information Missing	Data Issues	Total	% of Issue Rate
Name	47	4	3	54	*1.35%*
Social Security Number	452	1,418	3	1,873	*46.81%*
Date of Birth	4	4	5	13	*0.32%*
Race/Ethnicity	29	108	0	137	*3.42%*
Gender	5	4	0	9	*0.22%*
Overall Score	0	0	0	1,917	*47.91%*

New as of 10/1/2023.
Numbers in *green italics* have been recalculated or weighted based on available totals.

Q06b: Data Quality: Universal Data Elements

Data Element	Client Doesn't Know/Prefers Not to Answer	Information Missing	Data Issues	Total	% of Issue Rate
Veteran Status	11	596	3	164	*6.06%*
Project Start Date	0	0	0	0	*0%*
Relationship to Head of Household	36	17	29	40	*1.00%*
Enrollment CoC	13	0	1	14	*0.51%*
Disabling Condition	163	1	0	163	*4.07%*

Numbers in *green italics* have been recalculated or weighted based on available totals.

Q06c: Data Quality: Income and Housing Data Quality

Data Element	Client Doesn't Know/Prefers Not to Answer	Information Missing	Data Issues	Total	% of Error Rate
Destination	233	434	0	667	*19.63%*
Income and Sources at Start	18	59	1	78	*2.74%*
Income and Sources at Annual Assessment	0	4	0	4	*11.11%*
Income and Sources at Exit	11	253	1	265	*10.82%*

Numbers in *green italics* have been recalculated or weighted based on available totals.

Q06d: Data Quality: Chronic Homelessness

Entering into project type	Count of Total Records	Missing Time in Institution	Missing Time in Housing	Approximate Date Started DK/R/missing	Number of Times DK/R/missing	Number of Months DK/R/missing	% of Records Unable to Calculate
ES-EE, ES-NbN, SH, Street Outreach	960	0	0	819	610	630	*89.58%*
TH	0	0	0	0	0	0	*0*
PH (All)	118	0	17	0	0	0	*0*
CE	0	0	0	0	0	0	*0*
SSO, Day Shelter, HP	101	0	0	0	0	0	*0*
Total	1,179	0	0	0	0	0	*72.94%*

Numbers in *green italics* have been recalculated or weighted based on available totals.

Q06e: Data Quality: Timeliness

Time for Record Entry	Number of Project Start Records	Number of Project Exit Records
< 0 days	1	7
0 days	2,046	1,692
1-3 Days	1,323	1,034
4-6 Days	357	376
7-10 Days	109	110
11+ Days	165	164

Q06f: Data Quality: Inactive Records: Street Outreach & Emergency Shelter

Data Element	# of Records	# of Inactive Records	% of Inactive Records
Contact (Adults and Heads of Household in Street Outreach or ES - NbN)	0	0	*0*
Bed Night (All Clients in ES - NbN)	0	0	*0*

Numbers in *green italics* have been recalculated or weighted based on available totals.

Q07a: Number of Persons Served

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Adults	2,705	2,093	612	0	0
Children	1,288	0	1,143	143	2
Client Doesn't Know/Prefers Not to Answer	4	0	0	0	4
Data Not Collected	4	1	2	0	1
Total	4,001	2,094	1,757	143	7
For PSH & RRH – the total persons served who moved into housing	2,000	1,431	428	138	3

Q07b: Point-in-Time Count of Persons on the Last Wednesday

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
January	462	208	235	19	0
April	517	227	277	13	0
July	398	172	210	15	1
October	474	182	276	12	4

Q08a: Households Served

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Total Households	2,771	2,068	560	138	5
For PSH & RRH – the total households served who moved into housing	71	28	43	0	0

Q08b: Point-in-Time Count of Households on the Last Wednesday

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
January	294	205	70	19	0
April	321	221	87	13	0
July	247	167	64	15	1
October	278	178	87	11	2

Q09a: Number of Persons Contacted

Number of Persons Contacted	All Persons Contacted	First contact – NOT staying on the Streets, ES-EE, ES-NbN, or SH	First contact – WAS staying on Streets, ES-EE, ES-NbN, or SH	First contact – Worker unable to determine
Once	0	0	0	0
2-5 Times	0	0	0	0
6-9 Times	0	0	0	0
10+ Times	0	0	0	0
Total Persons Contacted	0	0	0	0

Q09b: Number of Persons Newly Engaged

Number of Persons Engaged	All Persons Contacted	First contact – NOT staying on the Streets, ES-EE, ES-NbN, or SH	First contact – WAS staying on Streets, ES-EE, ES-NbN, or SH	First contact – Worker unable to determine
Once	0	0	0	0
2-5 Contacts	0	0	0	0
6-9 Contacts	0	0	0	0
10+ Contacts	0	0	0	0
Total Persons Engaged	0	0	0	0
Rate of Engagement	*0*	*0*	*0*	*0*

Numbers in *green italics* have been recalculated or weighted based on available totals.

Q10a: Gender

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Woman	1,904	815	1,027	57	5
Man	1,862	1,206	578	77	1
Culturally Specific Identity	1	1	0	0	0
Transgender	10	7	0	3	0
Non-Binary	4	2	1	1	0
Questioning	0	0	0	0	0
Different Identity	0	0	0	0	0
Woman/Man	1	0	0	1	0
Woman/Culturally Specific Identity	0	0	0	0	0
Woman/Transgender	3	3	0	0	0
Woman/Non-Binary	2	0	1	1	0
Woman/Questioning	0	0	0	0	0
Woman/Different Identity	0	0	0	0	0
Man/Culturally Specific Identity	0	0	0	0	0
Man/Transgender	3	1	0	2	0
Man/Non-Binary	0	0	0	0	0
Man/Questioning	0	0	0	0	0
Man/Different Identity	1	1	0	0	0
Culturally Specific Identity/Transgender	0	0	0	0	0
Culturally Specific Identity/Non-Binary	0	0	0	0	0
Culturally Specific Identity/Questioning	0	0	0	0	0
Culturally Specific Identity/Different Identity	0	0	0	0	0
Transgender/Non-Binary	0	0	0	0	0
Transgender/Questioning	0	0	0	0	0
Transgender/Different Identity	0	0	0	0	0
Non-Binary/Questioning	0	0	0	0	0
Non-Binary/Different Identity	0	0	0	0	0
Questioning/Different Identity	1	0	0	1	0
More than 2 Gender Identities Selected	0	0	0	0	0
Client Doesn't Know/Prefers Not to Answer	5	4	0	0	1
Data Not Collected	4	2	2	0	0
Total	4,001	2,094	1,757	143	7

New as of 10/1/2023.

Q10d: Gender by Age Ranges

	Total	Under Age 18	Age 18-24	Age 25-64	Age 65+	Client Doesn't Know/Prefers Not to Answer	Data Not Collected
Woman	1,904	570	146	1,126	59	3	2
Man	1,862	603	69	1,103	87	0	1
Culturally Specific Identity	1	0	1	0	0	0	0
Transgender	10	3	2	4	1	0	0
Non-Binary	4	1	2	1	0	0	0
Questioning	0	0	0	0	0	0	0
Different Identity	0	0	0	0	0	0	0
Woman/Man	1	1	0	0	0	0	0
Woman/Culturally Specific Identity	0	0	0	0	0	0	0
Woman/Transgender	3	0	2	1	0	0	0
Woman/Non-Binary	2	2	0	0	0	0	0
Woman/Questioning	0	0	0	0	0	0	0
Woman/Different Identity	0	0	0	0	0	0	0
Man/Culturally Specific Identity	0	0	0	0	0	0	0
Man/Transgender	3	2	0	1	0	0	0
Man/Non-Binary	0	0	0	0	0	0	0
Man/Questioning	0	0	0	0	0	0	0
Man/Different Identity	1	0	0	1	0	0	0
Culturally Specific Identity/Transgender	0	0	0	0	0	0	0
Culturally Specific Identity/Non-Binary	0	0	0	0	0	0	0
Culturally Specific Identity/Questioning	0	0	0	0	0	0	0
Culturally Specific Identity/Different Identity	0	0	0	0	0	0	0
Transgender/Non-Binary	0	0	0	0	0	0	0
Transgender/Questioning	0	0	0	0	0	0	0
Transgender/Different Identity	0	0	0	0	0	0	0
Non-Binary/Questioning	0	0	0	0	0	0	0
Non-Binary/Different Identity	0	0	0	0	0	0	0
Questioning/Different Identity	1	1	0	0	0	0	0
More than 2 Gender Identities Selected	0	0	0	0	0	0	0
Client Doesn't Know/Prefers Not to Answer	5	0	3	1	0	1	0
Data Not Collected	4	2	0	2	0	0	0
Total	4,001	1,292	236	2,317	152	4	4

New as of 10/1/2023.

Q11: Age

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Under 5	422	0	415	7	0
5-12	557	0	540	17	0
13-17	309	0	188	119	2
18-24	236	158	78	0	0
25-34	675	425	250	0	0
35-44	828	606	222	0	0
45-54	474	422	52	0	0
55-64	340	331	9	0	0
65+	152	151	1	0	0
Client Doesn't Know/Prefers Not to Answer	4	0	0	0	4
Data Not Collected	4	1	2	0	1
Total	4,001	2,094	1,757	143	7

New as of 10/1/2023.

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type

Q12: Race and Ethnicity

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
American Indian, Alaska Native, or Indigenous	758	390	362	6	0
Asian or Asian American	14	10	4	0	0
Black, African American, or African	283	179	94	10	0
Hispanic/Latina/e/o	420	232	173	15	0
Middle Eastern or North African	2	2	0	0	0
Native Hawaiian or Pacific Islander	14	6	8	0	0
White	1,027	676	304	41	6
Asian or Asian American & American Indian, Alaska Native, or Indigenous	0	0	0	0	0
Black, African American, or African & American Indian, Alaska Native, or Indigenous	16	8	7	1	0
Hispanic/Latina/e/o & American Indian, Alaska Native, or Indigenous	80	33	47	0	0
Middle Eastern or North African & American Indian, Alaska Native, or Indigenous	0	0	0	0	0
Native Hawaiian or Pacific Islander & American Indian, Alaska Native, or Indigenous	1	1	0	0	0
White & American Indian, Alaska Native, or Indigenous	25	20	4	1	0
Black, African American, or African & Asian or Asian American	0	0	0	0	0
Hispanic/Latina/e/o & Asian or Asian American	2	2	0	0	0
Middle Eastern or North African & Asian or Asian American	0	0	0	0	0
Native Hawaiian or Pacific Islander & Asian or Asian American	0	0	0	0	0
White & Asian or Asian American	4	1	3	0	0
Hispanic/Latina/e/o & Black, African American, or African	59	22	31	6	0
Middle Eastern or North African & Black, African American, or African	1	1	0	0	0
Native Hawaiian or Pacific Islander & Black, African American, or African	1	1	0	0	0
White & Black, African American, or African	27	6	18	3	0
Middle Eastern or North African & Hispanic/Latina/e/o	0	0	0	0	0
Native Hawaiian or Pacific Islander & Hispanic/Latina/e/o	5	4	0	1	0
White & Hispanic/Latina/e/o	1,036	425	557	54	0
Native Hawaiian or Pacific Islander & Middle Eastern or North African	0	0	0	0	0
White & Middle Eastern or North African	1	1	0	0	0
White & Native Hawaiian or Pacific Islander	4	2	2	0	0
Multiracial – more than 2 races/ethnicity, with one being Hispanic/Latina/e/o	42	17	22	3	0
Multiracial – more than 2 races, where no option is Hispanic/Latina/e/o	1	0	1	0	0
Client Doesn't Know/Prefers Not to Answer	29	24	2	2	1
Data Not Collected	108	22	86	0	0
Total	4,001	2,094	1,757	143	7

New as of 10/1/2023.

Q13a1: Physical and Mental Health Conditions at Start

	Total Persons	Without Children	Adults in HH with Children & Adults	Children in HH with Children & Adults	With Children and Adults ☾	With Only Children	Unknown Household Type
Mental Health Disorder	993	749	137	28	0	77	1
Alcohol Use Disorder	185	177	8	0	0	0	0
Drug Use Disorder	211	187	12	1	0	11	0
Both Alcohol Use and Drug Use Disorders	165	143	17	0	0	5	0
Chronic Health Condition	525	431	57	16	0	21	0
HIV/AIDS	30	27	0	1	0	2	0
Developmental Disability	296	210	24	53	0	9	0
Physical Disability	613	528	60	19	0	6	0

☾ The "With Children and Adults" column is retired as of 10/1/2019 and replaced with the columns "Adults in HH with Children & Adults" and "Children in HH with Children & Adults".

Q13b1: Physical and Mental Health Conditions at Exit

	Total Persons	Without Children	Adults in HH with Children & Adults	Children in HH with Children & Adults	With Children and Adults ☾	With Only Children	Unknown Household Type
Mental Health Disorder	805	623	90	19	0	71	1
Alcohol Use Disorder	157	150	7	0	0	0	0
Drug Use Disorder	206	176	15	3	0	12	0
Both Alcohol Use and Drug Use Disorders	149	134	10	0	0	5	0
Chronic Health Condition	426	363	36	9	0	18	0
HIV/AIDS	29	26	0	1	0	2	0
Developmental Disability	224	170	16	32	0	6	0
Physical Disability	485	426	40	13	0	6	0

☾ The "With Children and Adults" column is retired as of 10/1/2019 and replaced with the columns "Adults in HH with Children & Adults" and "Children in HH with Children & Adults".

Q13c1: Physical and Mental Health Conditions for Stayers

	Total Persons	Without Children	Adults in HH with Children & Adults	Children in HH with Children & Adults	With Children and Adults ☾	With Only Children	Unknown Household Type
Mental Health Disorder	123	76	25	8	0	14	0
Alcohol Use Disorder	21	20	1	0	0	0	0
Drug Use Disorder	17	17	0	0	0	0	0
Both Alcohol Use and Drug Use Disorders	10	9	1	0	0	0	0
Chronic Health Condition	76	59	14	0	0	3	0
HIV/AIDS	1	1	0	0	0	0	0
Developmental Disability	36	24	1	8	0	3	0
Physical Disability	73	59	11	3	0	0	0

☾ The "With Children and Adults" column is retired as of 10/1/2019 and replaced with the columns "Adults in HH with Children & Adults" and "Children in HH with Children & Adults".

Q14a: History of Domestic Violence, Sexual Assault, Dating Violence, Stalking, or Human Trafficking

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Yes	1,414	912	457	44	1
No	1,376	1,139	148	87	2
Client Doesn't Know/Prefers Not to Answer	51	39	4	6	2
Data Not Collected	9	3	5	1	0
Total	2,850	2,093	614	138	5

Q14b: Most recent experience of domestic violence, sexual assault, dating violence, stalking, or human trafficking

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Within the past three months	1,029	643	383	2	1
Three to six months ago	47	24	21	2	0
Six months to one year	42	27	9	6	0
One year ago, or more	279	206	42	31	0
Client Doesn't Know/Prefers Not to Answer	15	12	0	3	0
Data Not Collected	2	0	2	0	0
Total	1,414	912	457	44	1

New as of 10/1/2023.

Q15: Living Situation

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Homeless Situations					
Place not meant for habitation	568	500	53	15	0
Emergency shelter, including hotel or motel paid for with emergency shelter voucher, Host Home shelter	429	333	62	34	0
Safe Haven	40	22	4	14	0
Subtotal - Homeless Situations	1,037	855	119	63	0
Institutional Situations					
Foster care home or foster care group home	29	1	0	28	0
Hospital or other residential non-psychiatric medical facility	128	122	4	2	0
Jail, prison, or juvenile detention facility	65	56	1	8	0
Long-term care facility or nursing home	2	2	0	0	0
Psychiatric hospital or other psychiatric facility	31	24	0	7	0
Substance abuse treatment facility or detox center	90	85	4	1	0
Subtotal - Institutional Situations	345	290	9	46	0
Temporary Situations					
Transitional housing for homeless persons (including homeless youth)	21	15	4	2	0
Residential project or halfway house with no homeless criteria	13	12	0	1	0
Hotel or motel paid for without emergency shelter voucher	135	110	22	2	1
Host Home (non-crisis)	0	0	0	0	0
Staying or living in a friend's room, apartment, or house	168	144	21	3	0
Staying or living in a family member's room, apartment, or house	322	209	92	21	0
Subtotal - Temporary Situations	659	490	139	29	1
Permanent Situations					
Rental by client, no ongoing housing subsidy	187	94	92	0	1
Rental by client, with ongoing housing subsidy	30	15	15	0	0
Owned by client, with ongoing housing subsidy	5	3	2	0	0
Owned by client, no ongoing housing subsidy	30	20	10	0	0
Subtotal - Permanent Situations	252	132	119	0	1
Client Doesn't Know/Prefers Not to Answer	26	21	3	0	2
Data Not Collected	516	292	223	0	1
Subtotal - Other Situations	557	326	228	0	3
TOTAL	2,850	2,093	614	138	5

Updated 10/1/2023: Rows reordered and grouped differently. New "Rental by client, with ongoing housing subsidy" row includes data previously reported under separate subsidy types.

☾ Interim housing is retired as of 10/1/2019.

Q16: Cash Income - Ranges

	Income at Start	Income at Latest Annual Assessment for Stayers	Income at Exit for Leavers
No income	1,562	2	1,120
$1 - $150	14	0	8
$151 - $250	23	0	22
$251 - $500	113	0	95
$501 - $1000	437	1	370
$1,001 - $1,500	204	1	174
$1,501 - $2,000	139	1	142
$2,001+	136	0	130
Client Doesn't Know/Prefers Not to Answer	16	0	9
Data Not Collected	60	0	255
Number of Adult Stayers Not Yet Required to Have an Annual Assessment	0	346	0
Number of Adult Stayers Without Required Annual Assessment	0	29	0
Total Adults	2,705	380	2,325

Q17: Cash Income - Sources

	Income at Start	Income at Latest Annual Assessment for Stayers	Income at Exit for Leavers
Earned Income	485	2	491
Unemployment Insurance	12	0	7
Supplemental Security Income (SSI)	263	1	216
Social Security Disability Insurance (SSDI)	231	1	188
VA Service-Connected Disability Compensation	18	0	15
VA Non-Service Connected Disability Pension	5	0	6
Private Disability Insurance	1	0	1
Worker's Compensation	2	0	1
Temporary Assistance for Needy Families (TANF)	59	2	48
General Assistance (GA)	35	0	29
Retirement Income from Social Security	21	0	14
Pension or retirement income from a former job	9	0	6
Child Support	26	0	15
Alimony and other spousal support	5	0	2
Other Source	36	0	28
Adults with Income Information at Start and Annual Assessment/Exit	0	5	1,691

Q19b: Disabling Conditions and Income for Adults at Exit

	AO: Adult with Disabling Condition	AO: Adult without Disabling Condition	AO: Total Adults	AO: % with Disabling Condition by Source	AC: Adult with Disabling Condition	AC: Adult without Disabling Condition	AC: Total Adults	AC: % with Disabling Condition by Source	UK: Adult with Disabling Condition	UK: Adult without Disabling Condition	UK: Total Adults	UK: % with Disabling Condition by Source
Earned Income	111	217	328	33.84%	31	106	137	22.63%	0	0	0	0
Unemployment Insurance	1	3	4	25.00%	1	1	2	50.00%	0	0	0	0
Supplemental Security Income (SSI)	126	52	178	70.79%	14	11	25	56.00%	0	0	0	0
Social Security Disability Insurance (SSDI)	165	7	172	95.93%	12	1	13	92.31%	0	0	0	0
VA Service-Connected Disability Compensation	14	0	14	100.00%	0	0	0	0	0	0	0	0
VA Non-Service-Connected Disability Pension	6	0	6	100.00%	0	0	0	0	0	0	0	0
Private Disability Insurance	1	0	1	100.00%	0	0	0	0	0	0	0	0
Worker's Compensation	0	0	0	0	1	0	1	100.00%	0	0	0	0
Temporary Assistance for Needy Families (TANF)	5	2	7	71.43%	8	31	39	20.51%	0	0	0	0
General Assistance (GA)	21	2	23	91.30%	0	1	1	0%	0	0	0	0
Retirement Income from Social Security	6	6	12	50.00%	0	0	0	0	0	0	0	0
Pension or retirement income from a former job	5	0	5	100.00%	0	0	0	0	0	0	0	0
Child Support	2	1	3	66.67%	2	7	9	22.22%	0	0	0	0
Alimony and other spousal support	1	1	2	50.00%	0	0	0	0	0	0	0	0
Other source	13	11	24	54.17%	3	5	8	37.50%	0	0	0	0
No Sources	337	483	820	41.10%	32	141	173	18.50%	0	0	0	0
Unduplicated Total Adults	746	779	1,525		92	291	383		0	0	0	

Numbers in *green italics* have been recalculated or weighted based on available totals.

	AO: Adult with Disabling Condition	AO: Adult without Disabling Condition	AO: Total Adults	AO: % with Disabling Condition by Source	AC: Adult with Disabling Condition	AC: Adult without Disabling Condition	AC: Total Adults	AC: % with Disabling Condition by Source	UK: Adult with Disabling Condition	UK: Adult without Disabling Condition	UK: Total Adults	UK: % with Disabling Condition by Source

Q20a: Type of Non-Cash Benefit Sources

	Benefit at Start	Benefit at Latest Annual Assessment for Stayers	Benefit at Exit for Leavers
Supplemental Nutrition Assistance Program (SNAP) (Previously known as Food Stamps)	1,420	3	1,108
Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	34	0	19
TANF Child Care Services	8	0	5
TANF Transportation Services	0	0	0
Other TANF-Funded Services	7	0	2
Other Source	2	1	16

Q21: Health Insurance

	At Start	At Annual Assessment for Stayers	At Exit for Leavers
MEDICAID	2,541	9	1,992
MEDICARE	263	0	212
State Children's Health Insurance Program	14	0	13
Veteran's Health Administration (VHA)	43	0	37
Employer-Provided Health Insurance	20	0	13
Health Insurance obtained through COBRA	3	0	3
Private Pay Health Insurance	18	0	11
State Health Insurance for Adults	24	0	22
Indian Health Services Program	111	1	89
Other	31	0	29
No Health Insurance	660	0	476
Client Doesn't Know/Prefers Not to Answer	55	0	29
Data Not Collected	521	10	719
Number of Stayers Not Yet Required to Have an Annual Assessment	0	222	0
1 Source of Health Insurance	2,541	8	1,997
More than 1 Source of Health Insurance	251	1	200

Q22a2: Length of Participation – ESG Projects

	Total	Leavers	Stayers
0 to 7 days	1,125	1,055	70
8 to 14 days	497	446	51
15 to 21 days	310	261	49
22 to 30 days	334	291	43
31 to 60 days	615	501	114
61 to 90 days	499	415	84
91 to 180 days	382	320	62
181 to 365 days	136	87	49
366 to 730 days (1-2 Yrs)	50	22	28
731 to 1,095 days (2-3 Yrs)	53	0	53
1,096 to 1,460 days (3-4 Yrs)	0	0	0
1,461 to 1,825 days (4-5 Yrs)	0	0	0
More than 1,825 days (> 5 Yrs)	0	0	0
Total	4,001	3,398	603

Q22c: Length of Time between Project Start Date and Housing Move-in Date

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
7 days or less	44	15	29	0	0
8 to 14 days	5	3	2	0	0
15 to 21 days	4	0	4	0	0
22 to 30 days	8	0	8	0	0
31 to 60 days	24	2	22	0	0
61 to 90 days	0	0	0	0	0
91 to 180 days	16	1	15	0	0
181 to 365 days	5	1	4	0	0
366 to 730 days (1-2 Yrs)	0	0	0	0	0
Total (persons moved into housing)	106	22	84	0	0
Average length of time to housing	*38.29*	*25.00*	*41.78*	*0*	*0*
Persons who were exited without move-in	20	2	14	4	0
Total persons	126	24	98	4	0

Numbers in *green italics* have been recalculated or weighted based on available totals.

Q22d: Length of Participation by Household Type

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
7 days or less	1,125	685	402	37	1
8 to 14 days	497	278	193	26	0
15 to 21 days	310	175	122	13	0
22 to 30 days	334	178	146	9	1
31 to 60 days	615	344	246	25	0
61 to 90 days	499	253	229	17	0
91 to 180 days	382	133	231	16	2
181 to 365 days	136	35	99	0	2
366 to 730 days (1-2 Yrs)	50	6	44	0	0
731 days or more	53	7	45	0	1
Total	4,001	2,094	1,757	143	7

Q22f: Length of Time between Project Start Date and Housing Move-in Date by Race and Ethnicity

	American Indian, Alaska Native, or Indigenous	Asian or Asian American	Black, African American, or African	Hispanic/ Latina/e/o	Middle Eastern or North African	Native Hawaiian or Pacific Islander	White	At Least 1 Race and Hispanic/Latina/e/o	Multi-racial (does not include Hispanic/Latina/e/o)	Unknown (Don't Know, Preferred not to Answer, Data not Collected)
Persons Moved Into Housing	11	0	6	24	0	0	12	50	3	0
Persons Exited Without Move-In	0	0	0	0	0	0	0	0	0	0
Average time to Move-In	*54.64*	*0*	*2.33*	*37.04*	*0*	*0*	*52.00*	*38.08*	*9.00*	*0*
Median time to Move-In	*Cannot calculate*	*Cannot calculate*	*Cannot calculate*	*Cannot calculate*	*Cannot calculate*	*Cannot calculate*	*Cannot calculate*	*Cannot calculate*	*Cannot calculate*	*Cannot calculate*

New as of 10/1/2023.

Q22g: Length of Time Prior to Housing by Race and Ethnicity - based on 3.917 Date Homelessness Started

	American Indian, Alaska Native, or Indigenous	Asian or Asian American	Black, African American, or African	Hispanic/ Latina/e/o	Middle Eastern or North African	Native Hawaiian or Pacific Islander	White	At Least 1 Race and Hispanic/Latina/e/o	Multi-racial (does not include Hispanic/Latina/e/o)	Unknown (Don't Know, Preferred not to Answer, Data not Collected)
Persons Moved Into Housing	30	1	21	90	0	0	80	169	4	0
Persons Not Yet Moved Into Housing	5	0	2	7	0	0	4	11	0	1
Average time to Move-In	*392.03*	*0*	*228.76*	*90.32*	*0*	*0*	*50.48*	*154.81*	*97.25*	*0*
Median time to Move-In	*Cannot calculate*	*Cannot calculate*	*Cannot calculate*	*Cannot calculate*	*Cannot calculate*	*Cannot calculate*	*Cannot calculate*	*Cannot calculate*	*Cannot calculate*	*Cannot calculate*

New as of 10/1/2023.

Q23c: Exit Destination

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Homeless Situations					
Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)	98	83	10	5	0
Emergency shelter, including hotel or motel paid for with emergency shelter voucher, Host Home shelter	629	566	37	26	0
Safe Haven	29	6	9	14	0
Subtotal - Homeless Situations	756	655	56	45	0
Institutional Situations					
Foster care home or foster care group home	28	0	0	28	0
Hospital or other residential non-psychiatric medical facility	30	29	0	1	0
Jail, prison, or juvenile detention facility	11	8	1	2	0
Long-term care facility or nursing home	8	8	0	0	0
Psychiatric hospital or other psychiatric facility	11	5	1	5	0
Substance abuse treatment facility or detox center	34	30	3	1	0
Subtotal - Institutional Situations	122	80	5	37	0
Temporary Situations					
Transitional housing for homeless persons (including homeless youth)	89	45	38	6	0
Residential project or halfway house with no homeless criteria	6	6	0	0	0
Hotel or motel paid for without emergency shelter voucher	47	26	20	0	1
Host Home (non-crisis)	10	2	8	0	0
Staying or living with family, temporary tenure (e.g., room, apartment, or house)	203	102	98	3	0
Staying or living with friends, temporary tenure (e.g., room, apartment, or house)	89	57	32	0	0
Moved from one HOPWA funded project to HOPWA TH	0	0	0	0	0
Subtotal - Temporary Situations	444	238	196	9	1
Permanent Situations					
Staying or living with family, permanent tenure	462	165	279	18	0
Staying or living with friends, permanent tenure	59	27	32	0	0
Moved from one HOPWA funded project to HOPWA PH	0	0	0	0	0
Rental by client, no ongoing housing subsidy	437	155	279	0	3
Rental by client, with ongoing housing subsidy	218	68	149	1	0
Owned by client, with ongoing housing subsidy	13	5	8	0	0
Owned by client, no ongoing housing subsidy	25	13	12	0	0
Subtotal - Permanent Situations	1,214	433	759	19	3
Other Situations					
No Exit Interview Completed	434	238	188	8	0
Other	184	71	111	2	0
Deceased	2	2	0	0	0
Client Doesn't Know/Prefers Not to Answer	233	121	106	4	2
Data Not Collected	9	4	3	2	0
Subtotal - Other Situations	862	436	408	16	2
Total	3,398	1,842	1,424	126	6
Total persons exiting to positive housing destinations	1,224	435	767	19	3
Total persons whose destinations excluded them from the calculation	68	39	0	29	0
Percentage	*36.76%*	*24.13%*	*53.86%*	*19.59%*	*50.00%*

Updated 10/1/2023: Rows reordered and grouped differently. Destinations with subsidies are now detailed in Q23d. Existing data has been updated to match new row order and relocated to Q23d as appropriate.

Numbers in *green italics* have been recalculated or weighted based on available totals.

Q23d: Exit Destination – Subsidy Type of Persons Exiting to Rental by Client With An Ongoing Subsidy

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
GPD TIP housing subsidy	0	0	0	0	0
VASH housing subsidy	1	1	0	0	0
RRH or equivalent subsidy	54	7	46	1	0
HCV voucher (tenant or project based) (not dedicated)	16	3	13	0	0
Public housing unit	33	13	20	0	0
Rental by client, with other ongoing housing subsidy	57	21	36	0	0
Housing Stability Voucher	2	2	0	0	0
Family Unification Program Voucher (FUP)	0	0	0	0	0
Foster Youth to Independence Initiative (FYI)	0	0	0	0	0
Permanent Supportive Housing	9	5	4	0	0
Other permanent housing dedicated for formerly homeless persons	12	4	8	0	0
TOTAL	184	56	127	1	0

New as of 10/1/2023: Existing data from Q23c prior to 10/1/2023 has been relocated to Q23d as appropriate.

Q24a: Homelessness Prevention Housing Assessment at Exit

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Able to maintain the housing they had at project start--Without a subsidy	83	15	68	0	0
Able to maintain the housing they had at project start--With the subsidy they had at project start	6	6	0	0	0
Able to maintain the housing they had at project start--With an on-going subsidy acquired since project start	2	2	0	0	0
Able to maintain the housing they had at project start--Only with financial assistance other than a subsidy	0	0	0	0	0
Moved to new housing unit--With on-going subsidy	3	3	0	0	0
Moved to new housing unit--Without an on-going subsidy	0	0	0	0	0
Moved in with family/friends on a temporary basis	0	0	0	0	0
Moved in with family/friends on a permanent basis	1	1	0	0	0
Moved to a transitional or temporary housing facility or program	0	0	0	0	0
Client became homeless – moving to a shelter or other place unfit for human habitation	0	0	0	0	0
Jail/prison	1	1	0	0	0
Deceased	1	1	0	0	0
Client Doesn't Know/Prefers Not to Answer	1	1	0	0	0
Data not collected (no exit interview completed)	11	3	5	0	3
Total	109	33	73	0	3

Q24d: Language of Persons Requiring Translation Assistance

Language Response (Top 20 Languages Selected)	Total Persons Requiring Translation Assistance	Language Name[1]
367	50	*Spanish*
346	2	*Russian*
110	1	*American Sign Language*
171	1	*English*
Different Preferred Language	0	
Total	54	

New as of 10/1/2023.

[1]This lookup is provided by Sage. The CSV upload contains only the response code.

Q25a: Number of Veterans

	Total	Without Children	With Children and Adults	Unknown Household Type
Chronically Homeless Veteran	13	13	0	0
Non-Chronically Homeless Veteran	106	104	2	0
Not a Veteran	2,422	1,881	541	0
Client Doesn't Know/Prefers Not to Answer	11	7	4	0
Data Not Collected	153	88	65	0
Total	2,705	2,093	612	0

Q26b: Number of Chronically Homeless Persons by Household

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Chronically Homeless	198	159	36	3	0
Not Chronically Homeless	2,752	1,639	968	139	6
Client Doesn't Know/Prefers Not to Answer	4	3	1	0	0
Data Not Collected	1,047	293	752	1	1
Total	4,001	2,094	1,757	143	7

Attachment K – CDBG PR-28 Performance & Evaluation (open years 2017 – 2023) and Activity Summary

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Part I: Financial Status

A.　　Sources of State CDBG Funds

1)	State Allocation	$11,231,021.00
2)	Program Income	
3)	Program income receipted in IDIS	$0.00
3 a)	Program income receipted from Section 108 Projects (for SI type)	$0.00
4)	Adjustment to compute total program income	$0.00
5)	Total program income (sum of lines 3 and 4)	$0.00
6)	Section 108 Loan Funds	$0.00
7)	Total State CDBG Resources (sum of lines 1,5 and 6)	$11,231,021.00

B.　　State CDBG Resources by Use

8)	State Allocation	
9)	Obligated to recipients	$11,231,020.63
10)	Adjustment to compute total obligated to recipients	$0.00
11)	Total obligated to recipients (sum of lines 9 and 10)	$11,231,020.63
12)	Set aside for State Administration	$324,620.42
13)	Adjustment to compute total set aside for State Administration	$0.00
14)	Total set aside for State Administration (sum of lines 12 and 13)	$324,620.42
15)	Set aside for Technical Assistance	$112,310.21
16)	Adjustment to compute total set aside for Technical Assistance	$0.00
17)	Total set aside for Technical Assistance (sum of lines 15 and 16)	$112,310.21
18)	State funds set aside for State Administration match	$224,620.42

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19)	Program Income	
20)	Returned to the state and redistributed	
20 a)	Section 108 program income expended for the Section 108 repayment	
21)	Adjustment to compute total redistributed	$0.00
22)	Total redistributed (sum of lines 20 and 21)	$0.00
23)	Returned to the state and not yet redistributed	$0.00
23 a)	Section 108 program income not yet disbursed	$0.00
24)	Adjustment to compute total not yet redistributed	$0.00
25)	Total not yet redistributed (sum of lines 23 and 24)	$0.00
26)	Retained by recipients	$0.00
27)	Adjustment to compute total retained	$0.00
28)	Total retained (sum of lines 26 and 27)	$0.00
C.	Expenditures of State CDBG Resources	
29)	Drawn for State Administration	$197,635.72
30)	Adjustment to amount drawn for State Administration	$0.00
31)	Total drawn for State Administration	$197,635.72
32)	Drawn for Technical Assistance	$0.00
33)	Adjustment to amount drawn for Technical Assistance	$0.00
34)	Total drawn for Technical Assistance	$0.00
35)	Drawn for Section 108 Repayments	$0.00
36)	Adjustment to amount drawn for Section 108 Repayments	$0.00
37)	Total drawn for Section 108 Repayments	$0.00
38)	Drawn for all other activities	$0.00
39)	Adjustment to amount drawn for all other activities	$0.00
40)	Total drawn for all other activities	$0.00

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D.   Compliance with Public Service (PS) Cap

41)	Disbursed in IDIS for PS	$0.00
42)	Adjustment to compute total disbursed for PS	$0.00
43)	Total disbursed for PS (sum of lines 41 and 42)	$0.00
44)	Amount subject to PS cap	
45)	State Allocation (line 1)	$11,231,021.00
46)	Program Income Received (line 5)	$0.00
47)	Adjustment to compute total subject to PS cap	$0.00
48)	Total subject to PS cap (sum of lines 45-47)	$11,231,021.00
49)	Percent of funds disbursed to date for PS (line 43 / line 48)	0.00%

E.   Compliance with Planning and Administration (P/A) Cap

50)	Disbursed in IDIS for P/A from all fund types - Combined	$197,635.72
51)	Adjustment to compute total disbursed for P/A	$0.00
52)	Total disbursed for P/A (sum of lines 50 and 51)	$197,635.72
53)	Amount subject to Combined Expenditure P/A cap	
54)	State Allocation (line 1)	$11,231,021.00
55)	Program Income Received (line 5)	$0.00
56)	Adjustment to compute total subject to P/A cap	$0.00
57)	Total subject to P/A cap (sum of lines 54-56)	$11,231,021.00
58)	Percent of funds disbursed to date for P/A (line 52 / line 57) Combined Cap	1.76%
59)	Disbursed in IDIS for P/A from Annual Grant Only	$197,635.72
60)	Amount subject the Annual Grant P/A cap	
61)	State Allocation	$11,231,021.00
62)	Percent of funds disbursed to date for P/A (line 59 / line 61) Annual Grant Cap	1.76%

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Part II: Compliance with Overall Low and Moderate Income Benefit

63)   Period specified for benefit: grant years ____2022____ − ____2024____

64)   Final PER for compliance with the overall benefit test: [Yes   ]

	Grant Year	2022	2023	2024	Total
65)	Benefit LMI persons and households (1)	52,174.99	0.00	0.00	52,174.99
66)	Benefit LMI, 108 activities	0.00	0.00	0.00	0.00
67)	Benefit LMI, other adjustments	0.00	0.00	0.00	0.00
68)	Total, Benefit LMI (sum of lines 65-67)	52,174.99	0.00	0.00	52,174.99
69)	Prevent/Eliminate Slum/Blight	0.00	0.00	0.00	0.00
70)	Prevent Slum/Blight, 108 activities	0.00	0.00	0.00	0.00
71)	Total, Prevent Slum/Blight (sum of lines 69 and 70)	0.00	0.00	0.00	0.00
72)	Meet Urgent Community Development Needs	0.00	0.00	0.00	0.00
73)	Meet Urgent Needs, 108 activities	0.00	0.00	0.00	0.00
74)	Total, Meet Urgent Needs (sum of lines 72 and 73)	0.00	0.00	0.00	0.00
75)	Acquisition, New Construction, Rehab/Special Areas noncountable	0.00	0.00	0.00	0.00
76)	Total disbursements subject to overall LMI benefit (sum of lines 68, 71, 74, and 75)	52,174.99	0.00	0.00	52,174.99
77)	Low and moderate income benefit (line 68 / line 76)	1.00	0.00	0.00	1.00
78)	Other Disbursements	1.00	1.00	1.00	3.00
79)	State Administration	327,060.19	197,635.72	0.00	524,695.91
80)	Technical Assistance	0.00	0.00	0.00	0.00
81)	Local Administration	59,331.61	0.00	0.00	59,331.61
82)	Section 108 repayments	0.00	0.00	0.00	0.00