

**REQUEST FOR APPLICATION
(RFA)**

**The City of Santa Fe
AND**

**Office of Affordable Housing
Application for Affordable Housing Trust Funds (AHTF)**



RFA # _____

ISSUE DATE: _____

**DUE DATE: Applications considered on a monthly basis until
funds are fully expended**

I. BACKGROUND INFORMATION

The City's Office of Affordable Housing is seeking applications for Affordable Housing Trust Fund (AHTF) to support housing solutions for people experiencing homelessness, those at risk of homelessness or who are precariously/unsuitably housed, those at risk of losing their housing either because of eviction, foreclosure or safety and condition issues, including homeowners, or renters/homeowners who are heavily cost burdened.

The primary purpose of the Affordable Housing Trust Fund (AHTF), as codified in SFCC 26-3, is to increase and preserve the supply of affordable housing in Santa Fe available to low- and moderate-income residents. The New Mexico Affordable Housing Act determines eligible uses for the fund; eligibility criteria for applicants; and application requirements in order for the disbursement of these funds to be compliant with the State of NM's Anti-Donation Clause. The New Mexico Mortgage Finance Authority (MFA) is responsible for ensuring compliance with the Act through the Affordable Housing Act Rules (the "Rules"). The NM Affordable Housing Act allows the City of Santa Fe to donate, provide, or pay for the costs of the following:

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

All recipients of assistance from AHTF-funded activities must be income-qualified as earning no more than 120% of the area median income (AMI) as determined through a Department of Housing and Urban Development (HUD) approved income certification process. Supportive services, administrative costs and other programming related expenses are not eligible uses for AHTF funds.

Funding is subject to current and future revenues collected into the fund, through identified sources and budget appropriations approved by the City's Governing Body. No guarantee is made or implied by the City for the amount allocated to this RFA which will result in multiple contracts equal to that amount.

II. ELIGIBILITY

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

experience to carry out the activities described in the proposal submitted to receive an AHTF allocation.

The MFA Affordable Housing Act Rules require the City of Santa Fe certifies that the applicant is a “Qualifying Grantee”, as defined by the MFA Housing Act Rules prior to approving an award, based on the Applicant Eligibility and Application requirements described in the Submittal Requirements. Specifically the City will certify that it has completed its review of the application; determined that the application is complete; determined that the requirements listed in this document are met. A “Qualifying Grantee” is defined as:

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

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

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

III. FUNDING/AWARDS

For the FY22 year, a balance of \$3,000,000 in the AHTF is available. Applications will be reviewed and funding recommendations will be made by the City’s Community Development Commission (CDC). Awards will be based on the applicant’s demonstration of how the proposed project meets the City’s priority of preventing homelessness, ending homelessness, and/or stabilizing the housing situations of those who are at risk of losing their housing. This may include the construction, repair, or preservation of housing units or the conversion of structures into affordable housing. The intent is to serve the entire spectrum of housing needs

including those who are currently experiencing homelessness, renters, homebuyers, and homeowners.

The following criteria will be evaluated by the CDC to make funding recommendations:

- Funding: the proposed project budget is realistic, funds are leveraged at a 3:1 ratio from other sources, revenue is sufficient to accomplish the proposed project and matching funds are secured.
- Need/Benefit and Project Feasibility: the proposed project addresses underlying/systemic challenges in the community, is responsive to current/future market demand, and the applicant demonstrates feasibility through site control, if applicable, and provides a realistic timeframe for the completion of proposed activities.
- Affordability: the proposed project effectively meets the income eligibility requirements of the NM Affordable Housing Act, and applicant describes how affordability targets will be achieved and monitored over time for compliance, and how equity will be secured.
- Organizational Capability and Management: the applicant adequately describes its organizational experience, expertise in the proposed type(s) of housing or assistance, and demonstrates financial soundness.

IV. APPLICATION SEQUENCE OF EVENTS

Applications will be accepted on a continuous basis until the balance of funds in the AHTF is expended. The Community Development Commission will meet monthly to hear applicant presentations and consider funding requests. Applications received by the Office of Affordable Housing by the monthly application deadline will be reviewed at the regular Community Development Commission meeting, scheduled for the third Wednesday of every month at 3:30pm. Once staff certifies the completeness of an application, applicants will be invited to make short presentations about their proposed project at the CDC meeting and to answer questions posed by the Commission members. Once the initial funding recommendation is made, the scope of work will be drafted and the funding agreement considered by the City Council Committee process for final approval by the Governing Body.

V. QUESTIONS ABOUT THE APPLICATION PROCESS

All questions must be submitted via email to **Program Manager (Alexandra Ladd), Director, Office of Affordable Housing** at agladd@santafenm.gov. Written responses to written questions will be posted on the City's website:

https://www.santafenm.gov/funding_opportunities for the benefit of all applicants.

A non-binding letter of interest may also be emailed to **Department Procurement Manager Alexandra Ladd, Director, Office of Affordable Housing** at agladd@santafenm.gov. This will ensure that all prospective applicants receive notice of changes to this application process. The letter of interest is a simple note indicating that you intend to apply for funding, a brief description of the proposed project, and contact information for the organization.

VI. PRE-APPLICATION ORIENTATION INFORMATION SESSION

All interested applicants may attend the optional pre-application orientation session via the internet. A Zoom link is provided below. This meeting is to ensure understanding of the application process and requirements for funding. The virtual meeting will take place on _____ from **11am** to **12** pm. Spanish interpretation provided upon request.

Join Zoom Meeting at:

<https://santafenm-gov.zoom.us/j/98217116970?pwd=VDdSaDArSGtSREFMeGt0M2w4YzF3dz09>

Meeting ID: 982 1711 6970

Passcode: 800243

An archived recording of this information session will be made available on the City's website, https://www.santafenm.gov/funding_opportunities, along with a procurement library that contains links to useful resources.

VII. APPLICATION SUBMISSION AND DUE DATE

Complete and signed applications are due to the **Office of Affordable Housing** no later than **5PM MDST/MST on the first Wednesday of each month**. Applications will be electronically submitted via email or Dropbox to: agladd@santafenm.gov; **Attn: Alexandra Ladd, Procurement Manager, Director, Office of Affordable Housing; RFA Name: Application for Affordable Housing Trust Funds (AHTF); RFA Number: ??**

Late and Incomplete submissions will not be accepted.

VIII. APPLICATION FORMAT AND RESPONSE

In accordance with the New Mexico Affordable Housing Act, individual Applicants and all other Applicants wishing to apply for a Housing Assistance Grant or Affordable Housing Trust Funds are also required to submit to the City of Santa Fe the following, as applicable:

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

B. One original Application, together with all required attachments (Attachment 1) which describes the scope of the Affordable Housing Project proposed by the Applicant and for which the Applicant is applying for funds or a grant under the Act, and which describes the type and/or amount of assistance which the Applicant proposes to provide to Persons of Low or Moderate Income. The City of Santa Fe will require that the Applicant provide proof of matching funds, leveraged funds, and/or in-kind donations to the AHTF proposal in connection with the Application for funds under the Act, as per the proposed budget provided in the Application. Nothing contained herein shall prevent or preclude an Applicant from matching or using local, private, or federal funds in connection with a specific Housing Assistance Grant or a grant of Affordable Housing Funds under the Act;

C. Documentation that the Applicant is duly organized in accordance with State or local law and is in good standing with any state authorities such as the Public Regulation Commission (e.g. Articles, Bylaws, and Certificate of Good Standing for a Corporation; Articles, Operating Agreement, and Certificate of Good Standing for a Limited Liability Company; partnership agreement and certificate of limited partnership for a partnership);

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

E. Most recent independent financial audit and financial certifications, as applicable:

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

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

F. Organizational chart, including job titles and qualifications for the Applicant's employees who will be contributing toward or working on the AHTF-funded project as proposed, or as otherwise may be required by the City of Santa Fe and/or the MFA in its discretion. Job descriptions may be submitted as appropriate;

G. For Multi-family Housing Project applications, additional requirements include the following:

1) A verified certificate that identifies every Multi-Family Housing Program, including every assisted or insured project of HUD, RHS, FHA and any other state or local government housing finance agency in which such Applicant has been or is a principal;

2) Except as shown on such certificate, a statement that:

- (a) No mortgage on a project listed on such certificate has ever been in default, assigned to the United States Government or foreclosed, nor has any mortgage relief by the mortgagee been given;
- (b) There has not been a suspension or termination of payments under any HUD assistance contract in which the Applicant has had a legal or beneficial interest;
- (c) Such applicant has not been suspended, debarred or otherwise restricted by any department or agency of the federal government or any state government from doing business with such department or agency because of misconduct or alleged misconduct; and
- (d) The Applicant has not defaulted on an obligation covered by a surety or performance bond.

3) If such Applicant cannot certify to each of the above, such Applicant shall submit a signed statement to explain the facts and circumstances which such Applicant believes will explain the lack of certification. The Governmental Entity and/or the MFA may then determine if such Applicant is or is not qualified.

4) The experience of the Applicant in developing financing and managing Multiple-Family Housing Projects.

5) Whether the Applicant has been found by the United States Equal Employment Opportunity Commission or the New Mexico Human Rights Commission to be in noncompliance with any applicable civil rights laws.

H. If the Applicant is a Mortgage Lender, additional requirements apply including:

1) The financial condition of the Applicant;

2) The terms and conditions of any loans to be made;

3) The aggregate principal balances of any loans to be made;

4) The City of Santa Fe's assessment of the ability of the Applicant or its designated servicer to act as originator and servicer of Mortgage Loans for any Multi-family Housing Programs or other programs to be financed; and

5) Previous participation by the Applicant in the MFA's programs and HUD, FHA, or RHS programs.

APPLICATION EVALUATION FACTORS

The City’s Community Development Commission is designated to make the initial funding recommendation of Affordable Housing Trust Funds (AHTF). At its discretion, the City reserves the right to alter the membership and size of the committee. Scores of the evaluation committee members will be totaled to determine the top rated projects.

CRITERIA	Weighted Value	Evaluation Points (1-5)	Total Points	Max. Score
A. Funding Feasibility <ul style="list-style-type: none"> Budget Narrative Leverage amounts from other sources Operating budget shows evidence of sufficient revenue to administer the proposed program Secured matching resources 	20%			100
B. Need/Benefit & Project Feasibility <ul style="list-style-type: none"> The proposal is responsive to current and future market demand Income mix, if applicable Site control, if applicable Realistic time frame for completion of proposed project/program activities Proposed use of funds addresses underlying/systemic challenges in the community 	50%			250
C. Demonstrated Capability – Organizational Management <ul style="list-style-type: none"> Staff capacity and expertise Organizational experience Expertise in type(s) of housing or service(s) proposed Demonstrated financial soundness 	30%			150
TOTAL:	100%			500

Table 1: Evaluation Point Summary	EVALUATION POINTS:	1 -- Lowest	5 – Highest
Compliance with NM Affordable Housing Act and Leveraging Requirements (Check one)	Pass	Fail	
The proposal effectively meets affordability requirements, serving households earning no more than 120%AMI.			
The Offeror demonstrates appropriate affordability controls to secure long term affordability through the use of funds.			
Project achieves leveraging requirement: \$3 match for every \$1 AHTF			
Note that in order to be considered for AHTF funding, application must “pass” on all criteria			

Appendix A

APPLICATION FOR AHTF FUNDS

**APPLICATION FOR
AFFORDABLE HOUSING TRUST FUND (AHTF)**

Applicant Information

Applicant Name(s): _____
Address: _____
City/State/Zip Code _____
Federal Tax ID #: _____
City of SF Business Reg #: _____
State of NM CRS#: _____
Project Contact: _____
Telephone: _____
Email Address: _____

Amount of Allocation Requested: \$ _____

Type of Applicant (check one):

Partnership Corporation Non-Profit* Other

* Non-profit must provide proof of non-profit status. This proof includes submittal of current registration as charitable organization with the NM Attorney General's Office, covering the most recent Fiscal Year, or proof of exemption. Information can be obtained online at <https://secure.nmag.gov/coros/>. Verification should be in the form of the first page of the "NM Charitable Organization Statement."

Project Name: _____
Project Address (if applicable): _____
City/State/Zip Code: _____

Project Priority

Select one of the categories your project applies to:

- Rental Assistance** - Provide supported rental vouchers to cover housing costs including rent, rental arrears, utilities, utility arrears, deposits, etc. to renters earning less than 60%AMI;
- Emergency Shelters, including permanent supported housing units reserved for formerly homeless renters or other special needs** - Construction, rehabilitation and preservation of shelter/permanent supported rental facilities, including infrastructure improvements;
- Provision of Rental Units to Low-Income (up to 60% AMI) and Extremely Low Income Renters (less than 30% AMI)** - Acquisition, conversion, preservation and new construction of tiered income multi-family rental properties; including infrastructure;
- Down payment Assistance** - Down payment assistance in the form of soft-second mortgage that “buys down” principal amount of loan to lower monthly payment; Acquisition, conversion, preservation and new construction of homeownership housing;
- Provision of Homeownership Units** - Acquisition, conversion, preservation and new construction of homeownership housing;
- Homeowner Rehabilitation Programs, Energy Efficiency Upgrades, Foreclosure Prevention, Accessibility Retrofits** – Repair, rehabilitation and preservation of affordable housing that accommodates the needs of current homeowners, improves quality of life, lowers long term housing/energy costs, prevents foreclosure, and supports wealth building through homeownership.

Project Description

Please provide a narrative of your project, demonstrating how it meets the City’s priority of preventing homelessness, ending homelessness and stabilizing the housing situations of those who are at risk of losing their housing. Specifically identify who will be served, how the services will address systemic challenges in the community, which housing needs are addressed, anticipated outcomes, etc. (As needed, continue on a separate sheet.)

1. Funding

How will the AHTF allocation be used for this project? What additional funding sources are secured or will be secured upon receipt of allocation? The City of Santa Fe requires financing from other sources to be committed prior to the release of funds from the AHTF.

Leveraging/Matching Requirement. For every \$1 allocated through the AHTF, at least \$3 from other sources will be expected (leveraged funds can include long term mortgages, other sources of grants, owner equity, proceeds from Low Income Housing Tax Credits, or the current value of land); organizational resources should be used to provide no more than \$1 of the match.

Briefly describe and/or summarize leveraging ratio:

Project Budget and/or Development Pro-Forma: demonstrate use of leveraged and matching funds as well as evidence that operating budget is sufficient to administer the proposed program/project.

Briefly describe budgetary considerations and cost calculations:

2. Need/Benefit & Project Feasibility

Demonstrate that the proposed project/program and effectively meets identified current and future housing needs, using data-based analysis. Provide narrative and evidence that connects the proposed project with adopted City priority(s).

What is the timeline for the project? Applicant must describe proposed timeline for expending funds, either in terms of steps required to deploy funds or schedules for capital project completion.

Sustainability. The challenges of climate change and urban resiliency are addressed in the City of Santa Fe 25 Year Sustainability Plan, which lists main areas of focus for the City of Santa Fe over the course of the next 25 years. Provide narrative below describing how the proposed project will contribute toward the provision of more sustainable and resilient neighborhood development (use additional sheets as necessary):

Site Information (if applicable)

If your proposed project include acquisition, conversion, preservation and new construction of homeownership or rental housing, please provide the following information.

Site Control. If proposed project is recommended for funding, proof of site control must be provided before funds are disbursed. Site control is or will be in the form of:

Deed Option Lease (Term ____ Years) Purchase Contract

Other (explain): _____

Expiration Date of Contract, Option, or Lease _____ (month/year)

Site Description/Land Use Status

Area of Site: _____ acres or _____ square feet

Is site zoned appropriately for your development? Yes No

If no, is site currently in the process of re-zoning? Yes No

What zoning category is required? _____

When is zoning issue to be resolved? _____ (month/year)

Has the City approved the site plan and/or plat? Yes No

If yes, provide a copy of the site plan/plat.

Are there any other development reviews and approvals required? Yes No

If Yes, please explain: _____

List any required reports or studies underway or completed (such as soils report, environmental assessment, traffic study):

Has the City issued the building permit? Yes No

Are all utilities presently available to the site? Yes No

If no, which utilities need to be brought to the site? _____

Who has responsibility of bringing utilities to site? _____

3. Affordability

As per the NM Affordable Housing Act, the City’s Affordable Housing Trust Fund ordinance limits financial assistance to households earning no more than 120% of HUD’s Area Median Income (AMI) for Santa Fe, (see table below).

2020 AMI*	Family Size							
	1	2	3	4	5	6	7	8
30%	54,750	60,800	65,700	70,550	75,400	80,300	53,250	60,800
50%	21,720	26,200	30,680	35,160	39,640	44,120	42,600	48,650
60%	51,350	57,000	61,600	66,150	70,700	75,300	47,950	54,700
65%	55,600	61,750	66,750	71,650	76,550	81,600	51,950	59,300
80%	68,450	76,000	82,150	88,200	94,250	100,400	63,900	72,960
100%	85,550	95,000	102,700	110,250	117,800	125,500	79,900	91,200
120%	102,650	114,000	123,250	132,300	141,350	150,600	95,900	109,450

*2021 AMI data is not available at this time.

Fill out table, indicating which AMI percentiles will be served by the proposed project and how many beneficiaries per tier are expected to receive assistance. (Note: if project is funded, this proposed number will be used to draft the scope of work in the professional services agreement with the City.)

AMI	Proposed #s to be Served
100% - 120%	
80% - 100%	
65% - 80%	
50% – 65%	
30% - 50%	
Less than 30%AMI	

What is the proposed affordability period for the project, based on the minimum terms provided below?

- Up to \$14,999
- \$15,000 to \$40,000
- \$40,001-\$100,000
- Over \$100,000
- 5 years
- 10 years
- 15 years
- 20 years

Other (please explain): _____

How will the affordability period be enforced and monitored over time for compliance?

If funds are granted directly to income-certified beneficiaries for the purposes of preventing homelessness or stabilizing housing situations, please describe the longer term means of securing the equity or steps taken to ensure that a housing situation is stabilized:

4. Demonstrated Capability/Organizational Capacity/Partnerships

Describe the expertise of your organization and past projects to provide the type of housing or programs proposed for funding (attach additional pages as needed):

Describe your staffing and attach resumes of key personnel (attach additional pages as needed):

Describe community partnerships and collaborations that will be achieved as direct result of this project and how they will strengthen community networking ties and expand and deepen access to the housing/services offered through the project.

REQUIRED ATTACHMENTS to APPLICATION

In addition to the submittal requirements described in the body of the RFP, the following attachments may apply to your application:

- _____ Project Budget or Development ProForma (required)
- _____ Leverage Calculations (required, see Exhibit 1)
- _____ Copy of site plan or plat if project is currently approved by City (not applicable to non-construction projects)
- _____ Work samples, illustrations of past projects, other documentation of community projects and partnerships (optional)

SAMPLE MATCHING AND LEVERAGING

Sample Calculation #1

Funding Sources	Cost per beneficiary	Project Budget for 10 homebuyers	Source of funds
First Mortgage	\$175,000	\$1,750,000	Leverage
Sub-recipient's Amortizing Second Mortgage	\$40,000	\$400,000	Org. Match
Buyer's Cash Contribution	\$6,500	\$65,000	Leverage
Down Payment Assistance Loan	\$10,000	\$100,000	AHTF
Total Home Purchase Financing	\$231,500	\$2,315,000	

AHTF Grant Request	\$100,000	Ratio
Total Leverage (1 st mortgage + buyer's contribution)	\$1,815,000	\$18 to \$1
Total Sub-recipient Match	\$400,000	\$4 to \$1

Sample Calculation #2

Per unit/renter (avg.)	Project Budget for 10 units/renters	Source of fund
Renter's cash contribution (1/3 income) = \$150/mo.	\$150 X 10 = \$1,500 X 12mo = \$18,000	Leverage
\$550/mo. (rental assistance)	\$550 X 10 = \$5,500 X 12mo = \$66,000	AHTF
Support Services (funded from another source) = 100 hrs. counseling & case mgt. (@20/hr) = \$2,000/mo	\$2,000 X 10 = \$20,000 X 12mo = \$240,000	Leverage
40 hrs staff time (@20/hr) = \$800 10% of facility used for this program = \$5,000/mo facility cost (\$500/mo) = \$1,300	\$1,300 X 10 = \$13,000 X 12 = \$156,000	Match
Total cost per renter = \$2,550	Total Project Cost = \$480,000	

AHTF Grant Request	\$66,000	Ratio
Total Leverage (renter's contribution + support services)	\$258,000	\$3.90 to \$1
Total Sub-recipient Match	\$156,000	\$2.36 to \$1

APPENDIX B

CAMPAIGN DISCLOSURE STATEMENT

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to the Procurement Code, Sections 13-1-28, et seq., NMSA 1978 and NMSA 1978, § 13-1-191.1 (2006), as amended by Laws of 2007, Chapter 234, a prospective contractor subject to this section shall disclose all campaign contributions given by the prospective contractor or a family member or representative of the prospective contractor to an applicable public official of the state or a local public body during the two years prior to the date on which a proposal is submitted or, in the case of a sole source or small purchase contract, the two years prior to the date on which the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor or a family member or representative of the prospective contractor to the public official exceeds two hundred fifty dollars (\$250) over the two-year period. A prospective contractor submitting a disclosure statement pursuant to this section who has not contributed to an applicable public official, whose family members have not contributed to an applicable public official or whose representatives have not contributed to an applicable public official shall make a statement that no contribution was made.

A prospective contractor or a family member or representative of the prospective contractor shall not give a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or during the pendency of negotiations for a sole source or small purchase contract.

Furthermore, a solicitation or proposed award for a proposed contract may be canceled pursuant to Section [13-1-181](#) NMSA 1978 or a contract that is executed may be ratified or terminated pursuant to Section [13-1-182](#) NMSA 1978 if a prospective contractor fails to submit a fully completed disclosure statement pursuant to this section; or a prospective contractor or family member or representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process.

The state agency or local public body that procures the services or items of tangible personal property shall indicate on the form the name or names of every applicable public official, if any, for which disclosure is required by a prospective contractor.

THIS FORM MUST BE INCLUDED IN THE REQUEST FOR PROPOSALS AND MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

“Applicable public official” means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

“Campaign Contribution” means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official’s behalf for the purpose of electing the official to statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

“Family member” means a spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law of (a) a prospective contractor, if the prospective contractor is a natural person; or (b) an owner of a prospective contractor;

“Pendency of the procurement process” means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

“Prospective contractor” means a person or business that is subject to the competitive sealed proposal process set forth in the Procurement Code [Sections [13-1-28](#) through [13-1-199](#) NMSA 1978] or is not required to submit a competitive sealed proposal because that person or business qualifies for a sole source or small purchase contract.

“Representative of a prospective contractor” means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

Name(s) of Applicable Public Official(s) if any: _____
(Completed by department)

DISCLOSURE OF CONTRIBUTIONS BY PROSPECTIVE CONTRACTOR:

Contribution Made By: _____

Relation to Prospective Contractor: _____

Date Contribution(s) Made: _____

Amount(s) of Contribution(s) _____

Nature of Contribution(s) _____

Purpose of Contribution(s) _____

(Attach extra pages if necessary)

Signature Date

Title (position)

--OR--

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

Signature Date

Title (Position)