

Move In Assistance & Eviction Prevention Program (MIA&EP)

GUIDELINES

Eligibility

- 1. Serious Mental Illness:** Applicant (or household member) must have a diagnosed and documented severe mental illness or co-occurring substance use disorder.
- 2. Behavioral Health Services:** Applicant (or household member) must currently be receiving behavioral health services from a provider/agency within the state of New Mexico.
- 3. Emergency situations:** Grants are for emergency situations related to homelessness, impending homelessness, or utility shut-off.
- 4. Frequency: The maximum amount per grant is \$1,000.** Grants will be awarded to individuals on a basis of one time every 3 years. Each grant is available until the maximum amount of the grant (\$1,000) is expended.
- 5. Housing Stability:** Grants will only be awarded to individuals who are reasonably able and likely to maintain their housing.

Application and Documentation

1. Application:

- Applicants must complete their application with the assistance of a behavioral health or social services provider (e.g. therapist, case manager), or a representative from the agency where they are receiving services.
- Application Approval:** In order to approve and process the application, all sections of the application must be filled out completely (with exception of those sections which don't apply) and all supporting documents must be included ***at time of submission***.

Due to the high volume of MIA&EP inquiries and applications, properly completed application packets will always be prioritized. If the application is incomplete, HopeWorks will provide notification within approximately 3 business days. If applicant does not submit documents to complete the application within 3 business days after being notified, the application will be denied.

*****Applications must be completed properly and with all necessary supporting documents included in order to be reviewed*****

**Please utilize the application instructions to ensure your application is completed properly in order to avoid denial or significant delay in processing.*

- Application Denial:** In the event of application denial, MIA&EP staff will notify applicant—by phone, email, or mailed letter—within 3 business days of application review.

2. Documentation:

- **Verification of diagnosis:** All applicants must provide proof of Severe Mental Illness (SMI) and/or Co-Occurring Substance Use disorder diagnosis.
**“Qualifying Disability & Services Determination” form attached to application, if needed.*
- **Income:** All applicants must provide proof of income *or* complete the “Housing Stability Plan” (Section F of the application).
**Income is not a disqualifying factor*
- **For Move-In Assistance:** Applicant must provide a signed lease agreement when seeking move in assistance.
*** In the event that a signed lease agreement cannot be obtained prior to submission of application:**
 1. Applicant should submit application with all other required documentation.
 2. If applicant is tentatively approved to receive MIA&EP funds, a promissory letter can be provided by HopeWorks to Applicant/Property Manager to assist with securing a signed lease.
 3. Upon receipt of signed lease, HopeWorks will process the application and check request and mail the funds in a check payable to the Landlord/Property Manager.
- **For Eviction Prevention:** Applicant must provide a current eviction notice when seeking eviction prevention funds.
- **For Utility Assistance:** Applicant must provide a shut-off notice when seeking utility assistance [*notice must include applicant’s name, address, and account number*].

**Please note: During the coronavirus pandemic, many landlords and utilities are not issuing evictions or shut-off notices. During this time, documentation of amounts past due is appropriate documentation.*

- **Applications/supporting documents will need to be submitted in one of the following ways:**
 1. Scan and email to mia-ep@hopeworksnm.org
 2. Fax to 505-248-1351 (Attn: MIA&EP)
 3. Hard copies can be dropped off at HopeWorks Behavioral Health (second floor): 1201 Third St. NW, 87102

Also please note: We cannot accept .jpg or .png files, so do not send photos of the application or supporting documents

Other Important Information:

1. Checks: Checks will be made payable directly to the property owner, manager or utility company – *not the applicant.*

**Please note: A W-9 form from the property manager is required in order to process the check request.*

2. Timeframe: Once the application is approved and processed, checks will be issued within approximately 3 business days.

**MIA&EP staff will notify applicant and/or referring provider when checks are mailed, as well as of any unforeseen delays in processing.*