

NMFA Use Only:	
App. #:	-PG
LO assigned:	

NEW MEXICO FINANCE AUTHORITY
LOCAL GOVERNMENT PLANNING FUND APPLICATION

I. GENERAL INFORMATION

A. APPLICANT /ENTITY

Application Date:	
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Applicant/Entity:			
Address:			
County		Census Tract:	
Federal Employer Identification Number (EIN) as issued by the IRS:			
Legislative District:	Senate:		House:
Phone:		Fax:	
Email Address:			
Individual Completing Application:			
Address:			
Phone:		Fax:	
Email Address:			

B. CONSULTING PROFESSIONALS (Legal Counsel, Architect, Engineer, Planner etc.), if available:

Firm:			
Contact:			
Address:			
Phone:		Fax:	
Email Address:			

C. PRIMARY CONTACT PERSON:

Name:			
Contact:			
Address:			
Phone:		Fax:	
Email Address:			

D. Organizational Readiness-to-proceed (Municipalities & Counties Skip to II)

1. Are you formally organized? Yes No

2. Do you have formally adopted by-laws? Yes No

If yes, please provide a copy.

3. Are you incorporated? Yes No

If yes, please provide a copy of your Articles of Incorporation.

4. Do you have regular board meetings? Yes No

If yes, please identify when and how often.

5. Do you keep formalized records of your Board meetings? Yes No

6. Do you have written Board rules and regulations? Yes No

If yes, please provide a copy.

II. PROJECT SUMMARY

A. Project Description. Complete the following information, use additional paper if necessary. Include any additional documents that may be useful in reviewing this project, i.e. architectural designs, feasibility studies, business plan, etc.

1. Type of Project

- Preliminary Engineering Report (PER)
- Environmental Information Document
- Local Economic Development Act plan & Comprehensive Economic Development plan
- Water Conservation Plan
- Comprehensive Plan
- Infrastructure Plan for project identified on the ICIP
- Economic Development Feasibility Study
- Asset Management Plan
- Water Master Plan
- Wastewater Master Plan
- Energy Audit

2. Please include a detailed description of the scope of the proposed plan to be funded. Attach additional pages as needed.

B. Sources of Funding

NMFA Planning Funds Requested _____

Non-NMFA Funds (specify source & terms) _____

III. Water & Wastewater System Rates & Information (if applicable)

- A. 1. List the current residential water or wastewater;

	Wastewater Rate per 6000 Gallons	Water Rate per 6,000 Gallons	Last Adjusted
Residential			
I			

- . Is the water system metered? Yes No

If yes, what percentage? _____

3. Is the wastewater system metered? Yes No

If yes, what percentage? _____

4. How many connections? _____

5. How many certified operators? _____

IV. READINESS TO PROCEED ITEMS

- A. **The following items must accompany this application in order for this application to be considered complete:**

- Map of service area, including census tract information
- 3 years of most recently completed fiscal year audit reports or unaudited financials
- Current unaudited financials
- Current fiscal year budget
- NMFA Application Resolution
- By-laws (if applicable)

- Articles of incorporation (if applicable)
- Board rules and regulations (if applicable)
- Open Meetings Act Resolution
- Documentation that each non-NMFA project funding source has been approved, or is in the process of being approved (if applicable)
- Joint Powers Agreement (if applicable)
- Administrative Order (if applicable)

Please Note: All water and wastewater planning documents must conform to Rural Utilities Services (RUS) Guidelines which is available from NMFA upon request. The scope and writer of any economic development feasibility study must be approved in advance by the Economic Development Department. A copy of any final report must be submitted to and accepted by the NMFA prior to disbursement of NMFA funds. NMFA may consult with the Departments of Environment, Economic Development or Finance & Administration in determining acceptability of any report.

V. CERTIFICATION

I certify that:

We will comply with all applicable state and federal regulations and requirements.

To the best of my knowledge all information contained in this application is valid and accurate and the submission of this application has been authorized by the governing body of the undersigned jurisdiction.

Signature:

Title:

(highest elected official)

Jurisdiction:

Print Name:

Date:

Signature:

Date:

Finance Officer/Director:
