



NEW MEXICO STATE BOARD OF FINANCE (SBOF) SUBMISSION REQUIREMENT CHECKLIST FOR APPROVAL OF LOANS AND GRANTS TO PUBLIC ENTITIES FROM THE EMERGENCY FUND PURSUANT TO SECTION 6-1-2 NMSA AND EMERGENCY FUNDING POLICY 11-03

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_
Public Entity: \_\_\_\_\_ Address: \_\_\_\_\_
Email Address: \_\_\_\_\_ Telephone No.: \_\_\_\_\_
Presenter(s): \_\_\_\_\_ Title: \_\_\_\_\_ Email: \_\_\_\_\_

The following checklist is intended to assist applicants in complying with SBOF Emergency Funding Policy 11-03. Click -> Emergency Funding Policy 11-03 for full requirements. The applicant must provide with a detailed cover letter one (1) original hard copy to: Director, State Board of Finance, 181 Bataan Memorial Building, 407 Galisteo Street, Santa Fe, NM 87501; and one (1) identical bookmarked PDF file on CD or flash drive delivered with the hard copy or via email to bof.administrator@state.nm.us, (SBOF Contact: 505-827-4980). Check off items from the list below, complete as applicable and prepare attachments as needed.

- 1. List of all other possible funding sources and austerity measures explored and exhausted:
2. Nature of emergency, including the governmental services not being delivered and effect of the failure of the service on the public health, safety and welfare of individuals and/or community:
3. Explanation of why the situation is an unforeseen circumstance that could not reasonably have been addressed at a past legislative session:
4. Reason why the emergency cannot reasonably await funding from the next legislative session:
5. Number of individuals affected and the nature of the effect:
6. Description of how the public entity responded to the emergency:
7. Whether the emergency funding is requested as a loan or a grant
8. The amount of emergency funding requested, with priority given to requests that can be addressed without unreasonably restricting the amount of emergency funding available for other potential emergency funding requests that may be made through the remainder of a fiscal year:
9. Whether the public Entity is in compliance with all applicable audit requirements:
10. If a loan is requested:
- The proposed timeline for repayment:
- Confirmation that the public entity will pledge and encumber funds for repayment each fiscal year that the loan is outstanding, in accordance with the repayment schedule proposed by the public entity:
- Listing of the public entity's existing outstanding debt, including bonds, lease purchase agreements and other loans and the debt service schedule associated with such outstanding debt:
- Demonstration of a feasible plan and commitment to repay the loan over the timeline proposed in the public entity's repayment schedule:
- Description of the public entity's plan for future financial stability:
- When emergency funding is requested in the form of a loan, whether the public entity agrees to pledge its revenues for loan repayment, with priority given to public entities that have taken steps or agree to take steps to pledge revenues for loan repayment:
11. A statement that the public entity will agree to submit completed quarterly reports on SBOF authorized forms.
12. Recommendation from the Environment Department and Office of the State Engineer on the current situation, if applicable.
13. Resolution of the governing body, if applicable, requesting the emergency loan or grant.