



**NEW MEXICO STATE BOARD OF FINANCE (SBOF) SUBMISSION  
 REQUIREMENT CHECKLIST FOR APPROVAL OF LOANS AND GRANTS  
 FROM THE EMERGENCY WATER FUND PURSUANT TO SECTION  
 3-27-9 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](mailto: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. Demonstration that the current system is unable to provide adequate and safe drinking water (no septic, wastewater, grey  
 water, recycled): \_\_\_\_\_  
 \_\_\_\_\_
- \_\_\_ 4. Confirmation that the population of the community is less than 5,000: \_\_\_\_\_
- \_\_\_ 5. Confirmation that the community is using a drinking water supply system in common: \_\_\_\_\_
- \_\_\_ 6. Number of individuals affected and the nature of the effect: \_\_\_\_\_
- \_\_\_ 7. Description of how the public entity responded to the emergency: \_\_\_\_\_  
 \_\_\_\_\_
- \_\_\_ 8. Whether the emergency funding is requested as a loan or a grant
- \_\_\_ 9. 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: \_\_\_\_\_
- \_\_\_ 10. Whether the public entity is in compliance with all applicable audit requirements: \_\_\_\_\_  
 \_\_\_\_\_
- \_\_\_ 11. 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: \_\_\_\_\_
- \_\_\_ 12. A statement that the public entity will agree to submit completed quarterly reports on SBOF authorized forms.
- \_\_\_ 13. Recommendation from the Environment Department and Office of the State Engineer on the current situation, if applicable.
- \_\_\_ 14. Resolution of the governing body, if applicable, requesting the emergency loan or grant.