



**NEW MEXICO STATE BOARD OF FINANCE (SBOF) REPORTING  
REQUIREMENT CHECKLIST FOR DEDICATION OF A PORTION OF  
THE STATE'S GROSS RECEIPTS TAX INCREMENT PURSUANT TO  
SECTION 5-15-2(A) NMSA AND 2.61.3.10 NMAC**

District Name: \_\_\_\_\_ Submitted by: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Telephone No: \_\_\_\_\_  
Date Submitted: \_\_\_\_\_ Date Increment Approved: \_\_\_\_\_ Date Construction Began: \_\_\_\_\_

The following checklist is intended to assist Districts in complying with 2.61.3.10 NMAC. Click → [2.61.3.10 NMAC](#) for full requirements. The District **must** provide a detailed letter containing reporting requirements to: **Director, State Board of Finance, 181 Bataan Memorial Building, 407 Galisteo Street, Santa Fe, NM 87501**; 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. Within fourteen (14) business days after a District issues any bonds, the District shall advise the SBOF by letter of the date of issuance, the interest rate and the total aggregate amount of each issue.
- \_\_\_ 2. On or before **June 1** of each year following the issuance of the bonds until bonds are fully defeased, a District that has received a dedication of a portion of the state's increment shall provide to the SBOF employment reports, as available, setting forth in reasonable detail :
  - \_\_\_ A. The numbers and types of jobs created within the District on a full-time equivalent basis during the preceeding twelve (12) month period; and
  - \_\_\_ B. The availability of workforce housing.
- \_\_\_ 3. Within thirty (30) days of submitting any report or data required by the governing body, the New Mexico Finance Authority, the Legislature, or any legislative committee, the District shall transmit copies of these reports or data to the SBOF Economic Analysis Unit.
- \_\_\_ 4. By **November 1** of each year, a District that has an unexpired dedication of a portion of the State's gross receipts tax increment will submit a written report describing updates on the District, including but not limited to:
  - \_\_\_ A. Any changes to the plan that have occurred since SBOF approval of the dedication of a portion of the State's increment;
  - \_\_\_ B. Information on the infrastructure build-out;
  - \_\_\_ C. The numbers and types of jobs created within the District on a full-time and part-time equivalent basis;
  - \_\_\_ D. Employers;
  - \_\_\_ E. Revenues and expenses;
  - \_\_\_ F. Total debt outstanding;
  - \_\_\_ G. Status report of the District's achievements with respect to public facilities and community benefits, such as the provision of schools;
  - \_\_\_ H. Workforce housing; and
  - \_\_\_ I. Any other information the applicant believes may be useful for the SBOF.
- \_\_\_ 5. A District must report any substantive changes to the plan to the SBOF that occur after the dedication of a portion of the state's increment.