STATE OF NEW MEXICO

COMPLETE CATALOG

OF

LOCAL PUBLIC ASSISTANCE PROGRAMS

September 2017

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http://nmdfa.state.nm.us/Capital_Outlay_Bureau.aspx
TABLE OF CONTENTS

TABLE OF CONTENTS ..................................................................................................................................... 2
INTRODUCTION ............................................................................................................................................. 8
HOW TO USE THIS CATALOG ..................................................................................................................... 8
ADDITIONAL INFORMATION ........................................................................................................................ 11
AGING AND LONG-TERM SERVICES DEPARTMENT ..................................................................................... 12
  CAPITAL IMPROVEMENTS PROGRAM ........................................................................................................ 12
  SENIOR PROGRAMS TITLE III .................................................................................................................... 15
  SENIOR VOLUNTEER PROGRAMS: FOSTER GRANDPARENT PROGRAM, SENIOR COMPANION PROGRAM, AND RETIRED SENIOR VOLUNTEER PROGRAM .................................................................... 17
NEW MEXICO DEPARTMENT OF AGRICULTURE ......................................................................................... 19
  ACEQUIA AND COMMUNITY DITCH FUND ............................................................................................... 19
  WATER QUALITY AND CONSERVATION GRANT .................................................................................... 21
CHILDREN, YOUTH & FAMILIES DEPARTMENT ........................................................................................... 23
  CHILDREN’S JUSTICE ACT ........................................................................................................................ 23
  JUVENILE JUSTICE AND DELINQUENCY PREVENTION PROGRAM ......................................................... 26
  SUMMER FOOD SERVICE PROGRAM (SFSP) ............................................................................................ 28
DEPARTMENT OF CULTURAL AFFAIRS (DCA) .............................................................................................. 30
  ARTS ORGANIZATIONS AND ARTS SERVICES ....................................................................................... 30
  HISTORIC PRESERVATION DIVISION ....................................................................................................... 33
  GRANTS TO CERTIFIED LOCAL GOVERNMENTS PROGRAM .................................................................. 33
  HISTORIC PRESERVATION DIVISION ....................................................................................................... 35
  HISTORIC PRESERVATION GRANTS PROGRAM ...................................................................................... 35
  PUBLIC ART PROGRAM ............................................................................................................................ 37
  STATE GRANTS-IN-AID TO PUBLIC LIBRARIES ...................................................................................... 40
ECONOMIC DEVELOPMENT DEPARTMENT ................................................................................................. 42
  NEW MEXICO ANGEL INVESTMENT TAX CREDIT PROGRAM ................................................................ 42
  NEW MEXICO BUSINESS INCUBATOR PROGRAM.................................................................................... 46
  JOB TRAINING INCENTIVE PROGRAM (JTIP) ............................................................................................ 48
  LOCAL ECONOMIC DEVELOPMENT ACT (LEDA) .................................................................................... 52
  MAINSTREET .......................................................................................................................................... 56
  SBA STATE TRADE EXPANSION PROGRAM ............................................................................................ 58
ENERGY, MINERALS AND NATURAL RESOURCES DEPARTMENT .............................................................. 61
SCHOOL BASED HEALTH CENTER PROGRAM ................................................................. 126
SEXUAL VIOLENCE SERVICES AND PREVENTION .................................................. 129
TOBACCO USE PREVENTION AND CONTROL (TUPAC) PROGRAM ....................... 131
YOUTH SUICIDE PREVENTION PROGRAM HEALTH SYSTEMS BUREAU OFFICE OF SCHOOL & ADOLESCENT HEALTH ........................................................................................................................... 133
DEPARTMENT OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT (DHSEM) .......................................................... 135
DISASTER ASSISTANCE PROGRAM ............................................................................ 135
FIRE MANAGEMENT ASSISTANCE GRANT (FMAG) .................................................. 137
INDIVIDUAL ASSISTANCE .......................................................................................... 139
PUBLIC ASSISTANCE .................................................................................................. 141
HUMAN SERVICES DEPARTMENT (HSD) ................................................................... 143
CHILD SUPPORT ENFORCEMENT DIVISION (CSED) .............................................. 143
COMMUNITY SERVICES BLOCK GRANT .................................................................. 145
INCOME SUPPORT DIVISION GENERAL ASSISTANCE .......................................... 148
HOMELESS MEALS PROGRAM .................................................................................... 151
LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP) ...................... 153
REFUGEE RESETTLEMENT SOCIAL SERVICES PROGRAM ........................................ 156
INCOME SUPPORT DIVISION ..................................................................................... 159
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM .......................................... 159
INCOME SUPPORT DIVISION ..................................................................................... 163
TEMPORARY ASSISTANCE FOR NEEDY FAMILIES .................................................. 163
THE EMERGENCY FOOD ASSISTANCE PROGRAM ................................................. 166
THE FOOD DISTRIBUTION PROGRAM FOR SCHOOL BREAKFAST PROGRAM (SBP) NATIONAL SCHOOL LUNCH PROGRAM (NSLP) SEAMLESS SUMMER OPTION (SSO) AND SUMMER FOOD SERVICE PROGRAM (SFSP) ................................................................................................................ 168
INDIAN AFFAIRS DEPARTMENT .................................................................................. 171
FUNDS FOR TOBACCO CESSATION & PREVENTION PROGRAMS ......................... 171
TRIBAL INFRASTRUCTURE FUND (TIF) .................................................................... 175
NEW MEXICO FINANCE AUTHORITY (NMFA) ......................................................... 178
BEHAVIORAL HEALTH CAPITAL FUND ..................................................................... 178
COLONIAS INFRASTRUCTURE PROJECT FUND ...................................................... 180
DRINKING WATER STATE REVOLVING LOAN FUND (DWRLF) .............................. 185
ECONOMIC DEVELOPMENT REVOLVING FUND .................................................... 188
SMART MONEY LOAN PARTICIPATION PROGRAM .................................................. 188
COMMUNITY DRIVING WHILE IMPAIRED PREVENTION PROGRAM ..................................................... 267
COOPERATIVE AGREEMENT PROGRAM (COOP) ................................................................. 270
COUNTY ARTERIAL PROGRAM (CAP) ...................................................................................... 272
FEDERAL TRANSIT ADMINISTRATION (FTA) SECTIONS 5303, 5304 AND 5305 METROPOLITAN AND
STATEWIDE PLANNING ........................................................................................................... 274
FEDERAL TRANSIT ADMINISTRATION (FTA) SECTION 5307 URBANIZED AREA FORMULA PROGRAM. 276
FEDERAL TRANSIT ADMINISTRATION (FTA) SECTION 5310 ENHANCED MOBILITY OF SENIORS AND
INDIVIDUALS WITH DISABILITIES ...................................................................................... 279
FEDERAL TRANSIT ADMINISTRATION (FTA) SECTION 5311 FORMULA GRANTS FOR RURAL AREAS.... 282
FEDERAL TRANSIT ADMINISTRATION (FTA) SECTION 5337 STATE OF GOOD REPAIR ................. 285
FEDERAL TRANSIT ADMINISTRATION (FTA) SECTION 5339 CAPITAL ASSISTANCE FOR BUS AND BUS
FACILITIES .................................................................................................................................. 287
HIGHWAY SAFETY 402 PROGRAM .......................................................................................... 290
HIGHWAY SAFETY IMPROVEMENT PROGRAM (HSIP) ............................................................ 293
LOCAL TECHNICAL ASSISTANCE PROGRAM ......................................................................... 295
MUNICIPAL ARTERIAL PROGRAM (MAP) .................................................................................. 297
STATE INFRASTRUCTURE BANK (SIB) ..................................................................................... 299
RECREATIONAL TRAILS PROGRAM (RTP) .............................................................................. 302
SCHOOL BUS ROUTES PROGRAM (SBR) .................................................................................. 306
TRANSPORTATION ALTERNATIVES PROGRAM (TAP) ............................................................. 308
TRAFFIC SAFETY EDUCATION AND ENFORCEMENT PROGRAM ........................................... 312
DEPARTMENT OF VETERAN SERVICES ..................................................................................... 315
VETERAN BUSINESS OPPORTUNITY CENTER ................................................................. 315
WARTIME VETERAN SCHOLARSHIP ....................................................................................... 317
BORDER ENVIRONMENT COOPERATION COMMISSION (BECC) ........................................... 319
BORDER 2020 PROGRAM ......................................................................................................... 319
TECHNICAL ASSISTANCE .......................................................................................................... 322
PROJECT DEVELOPMENT ASSISTANCE PROGRAM (PDAP) ..................................................... 325
NORTH AMERICAN DEVELOPMENT BANK ............................................................................. 328
TECHNICAL ASSISTANCE PROGRAM ........................................................................................ 328
RURAL COMMUNITY ASSISTANCE CORPORATION (RCAC) ..................................................... 331
ENVIRONMENTAL INFRASTRUCTURE LOAN PROGRAM .......................................................... 331
US ARMY CORPS OF ENGINEERS ........................................................................................... 334
CIVIL WORKS ......................................................................................................................... 334
INTRODUCTION

The Capital Outlay Bureau of the Department of Finance and Administration is pleased to offer the "Catalog of Local Assistance Programs". This edition of the catalog contains programs administered by the State of New Mexico and the United States Federal Government; it is intended to assist local entities by way of matching their unique needs and goals with available resources. For additional program assistance, state and federal contact information is provided.

The catalog was originally designed for use specifically by municipalities, counties and other local government entities such as irrigation and water districts. However, the catalog includes a number of programs relevant to Indian tribes, pueblos, non-profits, school districts, special districts, private businesses, and individuals. Although comprehensive, we do not promise the catalog is all-inclusive; therefore, you should inquire with each individual agency regarding changes or the addition of new programs.

Programs vary widely in terms of availability of funds. For example, it is not uncommon for a program to have a fund surplus. This may be due to a lack of program awareness or difficulty meeting program requirements. Some programs provide annual grants to all eligible entities whereas others are highly competitive in granting awards. Loan and grant requirements are under the direction of the agency listed as administering the program. For the purpose of brevity, such requirements are only highlighted in this catalog. Once the reader locates a program that appears to be appropriate to local needs, the administering agency should be contacted for the latest information.

We hope the information provided in this catalog will assist you in selecting a program that will meet your entity’s needs. Good luck with your search and program application.

HOW TO USE THIS CATALOG

A. Structure of the Catalog

The catalog is organized in alphabetical order by state agencies then federal agencies with tabs dividing each agency. Within each agency section there is a description of the individual programs administered by that particular agency. The individual program description is intended to give you enough information to decide if you should apply for this program or perhaps request additional information. The program descriptions are separated by the following headings: program purpose, eligibility, special conditions, and use of funds, funding availability, application process, authorization, related programs, contact information, and an “At a Glance” box. An explanation of the material found under each of these headings is
described below. Keep in mind the program descriptions are not intended to replace the specific information provided by the administering agency such as Request for Proposals, application forms, and administrative guidelines; therefore, you should contact the administering agency for the latest information.

B. Structure of the Program Descriptions

**Title**
The title is that given by the administering agency.

"**At a Glance**"
Within the bordered "box" is a summary of all the basic program information including fund availability - approximate total amount available and the approximate maximum and minimum amount awarded, the deadline to apply, eligibility - the type of local entities that may apply is indicated with an “X”, and type of aid – also indicated with an “X”. The “At a Glance” box is a brief overview and conditions are described more fully in the subsequent text.

**Program Purpose**
At the beginning of each program description is a summary of the purpose or goals of the program. If the goals correspond with your local goals or intentions, you may want to read further to determine if you are able to meet the conditions of the program.

**Eligibility**
This section lists the types of agencies and institutions that may apply for the particular program. If there is a population limit, such as for rural programs, this is stated. Occasionally, an agency will use the inclusive term, local governments, which refers to general purpose units of government such as counties and municipalities or the term "all political subdivisions of the State". The latter also includes special districts and the like incorporated under the applicable state statutes and school districts. “Special districts” includes acequia associations and community ditch associations, irrigation and water districts and the like. "Other governmental units" may include school districts, units of state government, council of governments and so on. Public non-profit organizations, such as some fire departments, are not distinguished from private non-profit corporations in the "At a Glance" section but when such entities are specifically eligible it will be mentioned in this section describing eligibility.

**Special Conditions**
A local entity may be eligible for a program and find there are special conditions to be met such as a match of local funds. Other examples of conditions highlighted are requirements that a local program confirm with a broader state plan, local citizen involvement in a planning process and whether the funds are made available at the start of a project or on a reimbursement basis. It is also clarified here whether or not a project can be locally
determined or if the local applicant is actually acting as a contractor for specified services to be delivered by the state.

**Use of Funds**
This section provides more detail on the objectives of the program and the particular types of costs that can be charged to the grant or loan funds.

**Funding Availability**
Some programs allocate funds on a formula basis to all eligible applicants or to previously designated local entities whereas others require a competitive application for a limited number of dollars.

- **Range of Awards**
  This section either gives the dollar range of awards that can be expected or gives the factors such as population considered in awards made by formula.

- **Funding Cycle – Duration**
  Most grants are authorized for one year with funds made available at the start of the state fiscal year (SFY), if it is a state program, or near the start of the federal fiscal year (FFY), if it is a federal program. Often there is a three- to six-month delay with federally funded programs before the funds are actually available to the locality. This section gives a picture as to when contracts are executed and how long the grantee or loan recipient has to expend the funds.

- **Source of Funds**
  Some programs are federally funded; however, the funds must pass through the State before a portion is distributed to local entities. Other programs are funded by either the State Legislature or by a special on-going fund or bond set up by state statute. In a few cases, there is funding at the state level for state-wide activities that benefit local entities through direct technical or other assistance even if the funds are not or cannot be sub-granted.

**Application Process**
This section clarifies if the program requires a specific application process and the timing between applications and notification of awards.

- **Deadline**
  Specific deadlines may change each year but are generally in the same month or season as indicated here.

- **How to Apply**
  Customarily, specific application forms and guidelines are obtained by the agency. When public hearings or other steps are required, they are listed if known.

- **Selection Criteria & Decision Authority**
  This section is specifically relevant to competitive discretionary grants. Most agencies have a system of criteria that must be met and points to be awarded so that the best
applications are funded. The role of staff and advisory committees or commissions in making funding decisions is also mentioned.

**Authorization**
Federal and state legislative citations that created or funded the program are given here.

**Related Programs**
This section is to help readers locate other programs for the same or related purpose by name, administering agency and code number. In this way, local entities can find the more appropriate resource or perhaps combine resources from different agencies.

**Contact(s) Information**
Additional information on the program should be obtained from the contact persons and agency offices listed here. Telephone numbers, mailing addresses, and street addresses are given. Although the specific contact person may change, the office will likely remain consistent.

**F.A.Q.**
Many agencies receive duplicate questions about a program that is not contained in the description. Some agencies provided frequently asked questions and answers as they pertain to the program.

**ADDITIONAL INFORMATION**
It is often difficult to select and apply for appropriate funding sources unless the community or organization first has a firm strategic plan of how the project fits into community goals. This requires some preliminary technical work and cost estimates on the project. We are aware that many communities are small and may lack staff or contract funds for such work. As a result, many opportunities are missed on fully utilizing these funding sources.

On the other hand, many of the agencies have technical assistance and staff available or can locate other resources for you. Although this is not universally true, we encourage you to ask before submitting an application. By working with the agencies in advance, one can often create a project concept that may have possibilities for seeking funding assistance.
## AGING AND LONG-TERM SERVICES DEPARTMENT
### CAPITAL IMPROVEMENTS PROGRAM

### At a Glance

<table>
<thead>
<tr>
<th>Fund Availability</th>
<th>Type of Aid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Variable</td>
<td>Grant</td>
</tr>
</tbody>
</table>

### Eligibility

- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c)3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias
- State Agencies
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe

### Deadline to Apply

April for the following state fiscal year.

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### Program Purpose

The ALTSD Capital Projects Bureau (CPB) is responsible for the administration of the capital outlay program under the statutory authority of the ALTSD. Capital outlay appropriations are made to ALTSD to fund aging network capital projects statewide. Such projects include those awarded to county, municipal and tribal government providers for construction and renovation projects, for the purchase of transport vehicles and meal delivery trucks, and large commercial kitchen equipment. CPB staff work closely with area agencies, aging network providers, and county, municipal and tribal governments to prepare an annual capital outlay legislative request for aging network projects. The CPB is responsible for contracting with the funded entities, and must provide assurances to the Department of Finance and Administration (DFA) that the entities are in compliance with Federal Tax Laws, NMAC 2.61.6 Bond Disbursement Rule, Executive Order 2013-006 and DFA State Board of Finance Release of Funds Conditions (Anti-donation Clause of NM Constitution, Art. IX, Sec.14). ALTSD will consider only critical and high need project applications which address an urgent need or high need situations that immediately endanger occupants of the premises or create a serious threat to the health and/or safety of citizens. These include:

- Situations in which immediate action is necessary;
• The situation would disrupt a senior center from operating or failure is imminent if not corrected in a timely manner;
• The threat can be supported by a subject matter expert;
• The situation was not a direct cause of poor maintenance or neglect and steps were taken to prevent, alleviate and/or correct the situation; and
• The resources required to correct the situation were unavailable.

Eligibility
County, municipal, and tribal governments, may receive capital appropriations for aging network providers. Non-profit corporations and medical service organizations serving as providers, must apply through their local government. Grantees receive capital appropriations for their senior centers through an intergovernmental grant agreement with the Aging and Long Term Services Department. Funding for program services is allocated through the Area Agency on Aging. The Area Agencies on Aging are: North Central New Mexico Economic Development District, City of Albuquerque/Bernalillo County AAA, Navajo AAA, and the Indian Area on Aging.

Special Conditions
After appropriations are made, contracts are negotiated with county, municipality or tribal government on behalf of the provider.

Use of Funds
Uses must meet the objectives of the senior programs. Appropriations may be used for designated purposes such as renovation, construction, equipment, and vehicles. The funds are intended to supplement existing funding for capital assets.

Funding Availability
Funding Potential for Award: Variable
Range of Awards: Awards may vary depending on priorities and availability of funds.
Funding Cycle –Duration: Funds are made available after the bonds are approved and sold. Funds are distributed as work is completed. The terms of the contracts are for two or four years, depending on the type of project and source of funds.
Source of Funds: Severance Tax Bonds (STB) are typically available during odd numbered years and there is a minimal amount of funding availability for senior center project emergency needs. General Obligation Bonds (GOB) funding is available during even numbered years and the funding recommendation must go to the electorate to be voted on during the November election.

Application Process
Deadline: April for the following state fiscal year.
How to Apply: Interested applicants should contact the Aging and Long Term Services Department/ Capital Projects Bureau for more information about the application process, or visit the website at http://www.nmaging.state.nm.us/capital-outlay.aspx. Applications are submitted to both the Aging and Long Term Services Department and the respective Area Agency on Aging.
Selection Criteria & Decision Authority: All applications are prioritized by the Project Review Team comprised of staff from State Agencies. Decisions are based on criticality of need, other funding available to the project, readiness to proceed, project oversight, cost benefit and history of project management for other capital appropriations. Subject Matter Expert Certification is required for all proposed projects. This form is certified by a subject matter expert who has evaluated the project, documented the criticality of need, and provided an accurate cost estimate to remediate the issue. The subject matter exert may be a vendor, contractor, engineer or facilities manager. Funding recommendations are submitted to the New Mexico Department of Finance and Administration for consideration and then submitted to the Governor for final review.

Authorization
New Mexico Aging and Long Term Services Department regulations.

Related Programs
5310: Enhanced Mobility of Seniors & Individuals with Disabilities Transportation Services administered by the New Mexico Department of Transportation; Community Development Block Grants; Tribal Infrastructure Funds; New Mexico Finance Authority.

Information Contact
Rebecca S. Martinez, Capital Projects Bureau Chief
Aging and Long Term Services Department
P.O. Box 27118
2550 Cerrillos Road
Santa Fe, NM  87502
(505)476-4768     fax: (505)476-4836
Email: rebeccas.martinez@state.nm.us
Website:  http://www.nmaging.state.nm.us/capital-outlay.aspx
At a Glance

**Fund Availability**
Based on federal appropriation.

**Eligibility**
- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c)3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias
- State Agencies

**Type of Aid**
- Grant
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe

**Deadline to Apply**
The ALTSD awards funds directly to designated area agencies on aging based upon a federally approved interstate funding formula. Local applications must be submitted to area agencies on aging, which set their own deadlines.

**Program Purpose**
To develop and implement a comprehensive and coordinated system to serve older individuals by entering into cooperative arrangements for the planning and provision of supportive services.

**Eligibility**
Municipalities, counties, tribal governments, non-profit corporations, and others may receive funds from designated area agencies on aging. Two of New Mexico’s area agencies receive federal funds from the ALTSD; these are the North Central New Mexico Economic Development District Non-Metro Area Agency on Aging and the City of Albuquerque/Bernalillo County Area Agency on Aging.

**Special Conditions**
Municipalities, counties, tribal governments, non-profit corporations, and others must contract with a designated area agency on aging for funds.

**Use of Funds**
Funds are used to provide an effective, efficient, comprehensive and coordinated service delivery system for older individuals, their families and caregivers. Services funded include, but are not limited to, congregate meals, home delivered meals, transportation, homemaker services, adult day care, respite care, and health promotion.

**Funding Availability**

**Funding Potential for Award** Set annually by the US Department of Health and Human Services, Administration for Community Living, and Administration on Aging.

**Range of Awards Funds** Awards range from $20,000 to $3 million.

**Funding Cycle** The ALTSD is awarded funds each federal fiscal year (October 1 through September 30). The ALTSD awards contracts to area agencies each state fiscal year (July 1 through June 30).

**Source of Funds** US Department of Health and Human Services, Administration for Community Living, Administration on Aging.

**Application Process**

**Deadline** Determined by each area agency.

**How to Apply** Determined by each area agency.

**Selection Criteria & Decision Authority** Determined by each area agency.

**Authorization**

The U.S. Older Americans Act of 1965, as amended; New Mexico General Appropriations Act; ALTSD NMAC Rules.

**Related Programs**

Other programs serving older New Mexicans and caregivers administered by the Aging and Long-Term Services Department.

**Information Contact**

Miguel Ulibarri, Bureau Chief, Senior Services Bureau
Aging Network Division
Aging and Long-Term Services Department
PO Box 27118; 2550 Cerrillos Road
Santa Fe, NM 87502
(505) 476-4983
Email: miguel.ulibarri@state.nm.us
Website: [www.nmaging.state.nm.us](http://www.nmaging.state.nm.us)
SENIOR VOLUNTEER PROGRAMS: FOSTER GRANDPARENT PROGRAM, SENIOR COMPANION PROGRAM, AND RETIRED SENIOR VOLUNTEER PROGRAM
AGING AND LONG-TERM SERVICES DEPARTMENT

At a Glance

Fund Availability
Based on state legislative appropriation.

Eligibility

<table>
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<tr>
<th>Type of Aid</th>
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<tbody>
<tr>
<td>Grant</td>
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<tr>
<td></td>
<td>State Agencies</td>
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</tbody>
</table>

Deadline to Apply
Varies, based on Request for Proposals (RFP); proposals submitted to the Aging and Long Term Services Department

Program Purpose
To develop and support a network of programs which utilize the experience, skills, and talents of older adults to meet community challenges. The Foster Grandparent Program provides older adults with low incomes stipends to render supportive person-to-person services to children with special or exceptional needs. The Senior Companion Program provides older adults with low incomes stipends to provide supportive person-to-person services to frail elders with health and functional limitations to enable them to remain as independent as possible in their own homes. The Retired Senior Volunteer Program provides opportunities for older adults to engage in volunteer activities designed to meet critical community needs.

Eligibility
The Aging and Long Term Services Department contracts with municipalities, counties, Indian Tribes, non-profit organizations, universities and other community organizations to coordinate volunteer services throughout the state. Contractors are sanctioned as sponsors of the programs through the federal Corporation for National and Community Services (CNCS).

Special Conditions
Potential offerors must respond to a RFP.

**Use of Funds**
Funds can be used to recruit, train, and place volunteers to provide in-home and community services with a priority on areas identified by CNCS. Income-eligible Foster Grandparents and Senior Companions are provided with hourly stipends.

**Funding Availability**
**Funding Potential for Award** The total state funding available to administer the programs is dependent upon NM legislative appropriations.
**Range of Awards**—Awards range between $10,000 and $300,000.
**Funding Cycle – Duration** Four-year cycle with contracts awarded each state fiscal year (July 1-June 30).
**Source of Funds** State funds.

**Application Process**
**Deadline** Detailed in the RFP.
**How to Apply** Detailed in the RFP.
**Selection Criteria & Decision Authority** Detailed in the RFP.

**Authorization**
Domestic Volunteer Service Act of 1973, as amended; NM General Appropriations Act; ALTSD NMAC Rules.

**Related Programs**
Other programs serving older New Mexicans and caregivers administered by the Aging and Long-Term Services Department.

**Information Contact**
Miguel Ulibarri, Bureau Chief, Senior Services Bureau
Aging Network Division
Aging and Long-Term Services Department
PO Box 27118; 2550 Cerrillos Road
Santa Fe, NM  87502
(505) 476-4983
Email:  miguel.ulibarri@state.nm.us  Website:  www.nmaging.state.nm.us
NEW MEXICO DEPARTMENT OF AGRICULTURE
ACEQUIA AND COMMUNITY DITCH FUND

At a Glance

<table>
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<th>Fund Availability</th>
<th>Type of Aid</th>
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<tr>
<td>Determined by State Legislature, FY17 amount available was $602,663.00</td>
<td>Grant</td>
</tr>
</tbody>
</table>

Eligibility

- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c)3
- Individual
- Private Business
- School Districts
- Mutual Domestic
- Acequias
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe

Deadline to Apply

Varies, but usually April or May annually

Program Purpose

The purpose of the Acequia and Community Ditch Fund is “to provide financial assistance to acequias and community ditch systems to develop hydrological studies, acquire technical and legal research and other information and services necessary to conserve and protect water for New Mexico’s future through the adjudication of water rights.” NMSA 1978, § 73-2A-2.

Eligibility

To qualify for funding under the Acequia and Community Ditch Fund Act, an applicant must comprise “a majority of acequias or ditches within an adjudication suit or separately administered potion of an adjudication suit.” NMSA 1978, § 73-2A-3(A). Applicants must be associations of acequias and community ditches that qualify as political subdivisions of the state under § 73-2-28. To be a legal acequia or community ditch under § 73-2-27, the ditch may not be private, may not be incorporated under New Mexico or other state laws, and must be held by more than two owners as tenants in common, or joint tenants.

Special Conditions

Funds may be utilized only for adjudication-related expenses and become available at the beginning of the fiscal year. Funds are disbursed on a reimbursement basis.
Use of Funds
Funds may be used to satisfy costs and expenses incurred by eligible acequia and community ditch associations for “historical studies, economic impact reports, expert witness fees, legal fees and other technical services related to the adjudication process.” NMSA 1978, § 73-2A-3(A).

Funding Availability
Funding Potential for Award The total annual funding is determined by the State Legislature. In FY17, the amount available for distribution was $602,663.00
Range of Awards No more than one-fourth of the money allocated from the acequia and Community Ditch Fund shall be allocated to one acequia association, provided, that at least the eight most qualified applicant associations may be considered to receive money in the fund and available for any given fiscal year. NMSA 1978, § 73-2A-3(B).
Funding Cycle – Duration Contracts are executed annually after July 1, following the end of the Legislative session. Funds do not revert back to the general fund at the end of the fiscal year and “may be expended to carry out the purposes of the Acequia and Community Ditch Fund Act.” NMSA 1978, § 73-2A-3(B).
Source of Funds Grants are funded by the New Mexico State Legislature.

Application Process
Deadline The deadline varies but is usually April or May annually.
How to Apply Applications may be obtained from the New Mexico Department of Agriculture, Agricultural Programs and Resources Division.
Selection Criteria & Decision Authority A three-person committee consisting of the director of the New Mexico Department of Agriculture, the chairman of the Interstate Stream Commission, and a representative from the New Mexico Acequia Commission determines how to distribute available funds among the applicants. The committee must consider the financial need of each applicant, the progress of the adjudication, and the trial schedule, but the committee is not limited to these factors in awarding grant agreements. The committee must also consider the state engineer’s report on the eligibility and priority of applicants for funds. NMSA 1978, § 73-2A-3(B).

Authorization

Related Programs
N/A

Information Contact
Patricia Depner
New Mexico Department of Agriculture, Agricultural Programs and Resources Division
MSC APR, P.O. Box 30005, Las Cruces, New Mexico 88003
(575) 646-2642 FAX: (575) 646-1540
pdepner@nmda.nmsu.edu
http://www.nmda.nmsu.edu/
WATER QUALITY AND CONSERVATION GRANT
AGRICULTURAL PROGRAMS AND RESOURCES

At a Glance

Fund Availability
In FY15, there was $123,420 available for award.

Eligibility

☐ Counties
☐ Municipalities
☒ Special Districts
☐ Indian Tribes & Pueblos
☐ Other Local Governmental Units
☐ Non-profit 501(c )3
☐ Individual
☐ Private Business
☐ School Districts
☐ Mutual Domestics
☐ Acequias

Type of Aid
☒ Grant
☐ Cooperative Agreement
☐ Service Contract
☐ Loan
☐ Technical Assistance
☐ Other - describe

Deadline to Apply
Varies, usually April

Program Purpose
The goal of the grant program is to promote the health of New Mexico's watersheds and conserve the water resources they produce.

Eligibility
The Soil and Water Conservation Districts, political subdivisions of the state (each with a board of locally elected district supervisors) are eligible.

Special Conditions
Projects must address a natural resource conservation issue and provide a public benefit. Funds become available at the beginning of the fiscal year, and are distributed to selected projects at their inception.

Use of Funds
Soil and Water Conservation Districts may use these funds for projects pertaining to one or more of the following topics:

1. Watershed Improvement/Management
2. Irrigation Efficiency
3. Riparian Restoration
4. Natural Resource Information and Education
5. Ground Water Protection/Conservation
6. Noxious Weeds

**Funding Availability**

**Funding Potential for Award** FY17 $114,400.00

**Range of Awards** No minimum or maximum award has been set. The number of awards has ranged from three to over twelve projects per year.

**Funding Cycle – Duration** State fiscal year

**Source of Funds** General Fund

**Application Process**

**Deadline** It varies, but usually in April.

**How to Apply** A request for proposals is mailed to each soil and water conservation district in New Mexico. Instructions and forms for application are included in that mailing.

**Selection Criteria & Decision Authority** A committee appointed by the Soil and Water Conservation Commission reviews the submitted proposals and makes recommendations to the commission. Final decision authority rests with the commission.

**Authorization**

NM House Bill 2, General Appropriation Act

**Related Programs**

A committee appointed by the Soil and Water Conservation Commission reviews the submitted proposals and makes recommendations to the commission. Final decision authority rests with the commission.

**Information Contact**

Patricia Depner
Division of Agricultural Programs and Resources
New Mexico Department of Agriculture
MSC APR, P.O. Box 30005
Las Cruces, New Mexico 88003
(575) 646-2642 FAX: (575) 646-1540
Email: pdepner@nmda.nmsu.edu
Website: [http://www.nmda.nmsu.edu/](http://www.nmda.nmsu.edu/)
At a Glance

Fund Availability
$132,800; agreements range from $5,000-$49,000

Eligibility
- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c)3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias
- State Agencies

Type of Aid
- Grant
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe

Deadline to Apply
When an RFA is issued, it will have a proposal due date.

Program Purpose
To improve the investigation, prosecution and judicial handling of child abuse and neglect cases while minimizing additional trauma to the child victim and their family.

Eligibility
Eligible applicants include municipalities, counties, Indian pueblos and tribes, non-profit corporations and state and local agencies.

Special Conditions
Funds may not be used for prevention or treatment programs.

Use of Funds
The focus varies with each Request for Application (RFA) and are based on the three year policy and training recommendations for CJA funding. The FFY2016 – FFY2019 priorities for policy and training recommendations are as follows:
- Specialized training focused on investigating and prosecuting child abuse and neglect cases
• Skills development through training on and implementation of best practices pertaining to child abuse and neglect
• Develop forensic interviewing capacity for child abuse and neglect cases
• Development & enhancement of law enforcement and responders’ skills for investigating child abuse and neglect cases
• Improve coordination of investigations and judicial processing of child abuse and neglect cases
• Support, enhance and expand educational and training opportunities for professionals providing services to child victims of sexual abuse and their families
• Improve the prompt and successful resolution of child abuse and neglect proceedings
• Improve the legal representation of children and parents in court proceedings involving child abuse and neglect.
• Support reform to state statutes that enhance the wellbeing of victims of child abuse and neglect.
• Clarify the New Mexico children’s code for ease of interpretation for child abuse and neglect cases.

Funding Availability
Funding Potential for Award  $132,800
Range of Awards  Grants range from $5,000 - $49,000
Funding Cycle – Duration  Funds are on a federal fiscal year basis for a twelve month period.
Source of Funds  Federal Funds from the Department of Health and Human Services, which are passed through the state before being distributed locally.

Application Process
Deadline -- An RFA is issued and the RFA indicates the proposal due date.
How to Apply -- The department published and distributes a Request for Application outlining eligibility and requirements. Proposals must describe the program and applicant’s expertise, the serve population, the methodology, and budget. The process takes up to 90 days.
Selection Criteria & Decision Authority -- Proposals are evaluated according to criteria and numerical ratings stated in each RFA. General criteria:
  a) Project Scope/impact on the problem
  b) Methodology/program design
  c) Agency qualifications
  d) Budget

Applications are reviewed and recommended by the Children’s Justice Act Advisory Group.

Authorization
Child Abuse Prevention and Treatment, 42 USC 5101.

Related Programs
Children’s Trust Fund, also administered by CYFD.
Information Contact
Emily Martin
Children, Youth and Families Department
P.O. Drawer 5160
Santa Fe, NM  87502
(505) 827-8400  Fax: (505) 476-5490
emily.martin@state.nm.us
www.cyfd.org
At a Glance

Fund Availability
The current formula awards New Mexico approximately $400,000, as authorized by the JJDP Act of 1974.

Eligibility
- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c )3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias
- State Agencies

Type of Aid
- Grant
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe

Deadline to Apply
Contact the Juvenile Justice Advisory Committee (JJAC) Unit at janet.musolf@state.nm.us for the current grant application calendar.

Program Purpose
This program supports state and local efforts to plan, establish, operate, coordinate, and evaluate projects directly or through grants and contracts with public and private entities for the development of more effective education, training, prevention, diversion, treatment, and rehabilitation programs in the area of juvenile delinquency and programs to improve the juvenile justice system.

These funds also sustain compliance with the core requirements of the Juvenile Justice and Delinquency Prevention Act of 1974. Priority is given to the areas of alternatives to detention, compliance monitoring, deinstitutionalization of status offenders, disproportionate minority contact, jail removal, and separation of juveniles from adult inmates. Priority is also given to support state compliance with the final Prison Rape Elimination Act standards, effective August 20, 2012.

Eligibility
Eligible applicants include municipalities, counties, Indian pueblos and tribes, and private entities that provide services meeting the above referenced priority areas.
**Special Conditions**
The CYFD uses state, local and community data to prioritize funding assistance and uses multi-year funding to ensure progress. Funds required a forty (40) percent match.

**Use of Funds**
These funds may be used to provide a number of services, such as early intervention and prevention, essential treatment, home detention, shelter care, intensive supervision, temporary detention in a non-secure facility, and transition to other facilities.

**Funding Availability**
**Funding Potential for Award** Approximately $400,000 of federal funds are allocated under Title II of the JJDP Act.
**Range of Awards** Grants may vary between $50,000 and $200,000.
**Funding Cycle – Duration** Funds are contracted on a twelve-month period.
**Source of Funds** The funds are allocated to the State of New Mexico and then passed-through to contracted entities.

**Application Process**
**Deadline** Grant applications are released annually with the deadline stated in the application.
**How to Apply** Please contact the JJAC Unit for details regarding the application process.
**Selection Criteria & Decision Authority** Applications are reviewed by the JJAC Grant-Subcommittee who make funding recommendations to be presented to the full JJAC Board for approval. The Board’s approved recommendations are then submitted to the CYFD Cabinet Secretary for final approval.

**Authorization**
The funds are authorized under Section 221-223 of the Juvenile Justice and Delinquency Act of 1974, as amended, 42 USC §§ 5631-5633.

**Related Programs**
None

**Information Contact**
Janet M. Musolf
Children, Youth and Families Department
PO Drawer 5160, Room 542
Santa Fe, NM  87502
505-827-4497
janet.musolf@state.nm.us
www.cyfd.org/special-programs
SUMMER FOOD SERVICE PROGRAM (SFSP)
CHILDREN, YOUTH, & FAMILIES DEPARTMENT

At a Glance

Fund Availability
Approximately $6.1 million annually

Eligibility
- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c)3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias
- State Agencies

Type of Aid
- Grant
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe

Deadlines to Apply
State deadline – April 14, 2017, Federal deadline – June 15, 2017

Program Purpose
The primary purpose of the Program is to provide food service to children from needy areas during periods when area schools are closed for vacation. This federally funded food service program helps needy children receive the same high quality breakfasts and lunches during the summer as they get during the school year.

Eligibility
Organizations eligible to participate in the Program are: public or nonprofit private school food authorities; public or nonprofit private residential summer camps; units of local, municipal, county, state, and Tribal governments, and private nonprofit 505(c)(3) organizations.

Special Conditions
The program is administrated at various meal sites statewide to children in areas where at least 50 percent of the kids living in the area, qualify for free or reduced price lunches at school. Approved organizations (Sponsors) are required to advertise their respective sponsorship, and availability of the Program, and to document meal production, allowable Program costs and meals served on a daily basis.

Use of Funds
The State agency receives funds from USDA, and reimburses Sponsors for the meals they serve. Reimbursement is made on a per meal basis. Sponsors can use SFSP funds to pay for the salaries of the staff that will coordinate, prepare and serve meals to the children of New Mexico.

**Funding Availability**

**Funding Potential for Award**  Available funding depends on annual appropriation by the USDA, approximately $6.1 million annually.

**Range of Awards**  Each fiscal year the State agency submits a Program Management and Administration Plan. The approval of the Plan is conducted by USDA. SFSP funds are calculated by way of a formula applied to preceding fiscal year participation data and projected expenses for the current fiscal year.

**Funding Cycle – Duration**  Funds are provided for one Federal fiscal year

**Source of Funds**  Federal – 100%

**Application Process**

**Deadline**  Applications to participate in the Program must be submitted to the State usually by April 15; however, sponsors may submit applications to participate through June 15.

**How to Apply**  The State agency advertises the availability of the Program, statewide, by February 1. Notice of electronic application availability is provided to all potential Sponsors and all Sponsors that participated the previous year. The applications must meet all established procedures and criteria before being approved to commence Program operations. Program training is a requirement prior to application approval. State agency workshops are scheduled to provide organizations with Program knowledge and technical assistance. Notices of application approval are mailed to the sponsor. Outreach efforts and technical assistance are an ongoing process.

**Selection Criteria & Decision Authority**  The application proposals are evaluated according to an established set of Federal regulations and State policies. Eligible Sponsors must have attended the state agency training; show full and final financial, and administrative responsibility, maintain adequate Program records; demonstrate the ability to follow program regulations, contractual agreements, and Civil Rights requirements; maintain direct operational control over all sites where meals are served; serve meals that meet USDA standards for quality and nutrition; monitor the meal sites on a regular basis, and hire and train enough personnel to operate and manage each feeding site. The Agreement to participate in the Program is made between CYFD and the authorizing official of the Sponsoring organization. Each Program is reviewed, and evaluated for efficiency and compliance.

**Authorization**

Summer Food Service Program, Food and Nutrition Service, United State Department of Agriculture, 7 CFR Part 225; Code of Federal Regulations

**Related Programs**

None

**Information Contact**

Reagan Smetak, Bureau Chief
Family Nutrition Bureau, Children, Youth & Families Department
P.O. Drawer 5160
Santa Fe, NM  87502-5160
(505) 827-9961 FAX (505) 827-9957
Reagan.smetak@state.nm.us
http://summerfoodnm.org/
DEPARTMENT OF CULTURAL AFFAIRS (DCA)
ARTS ORGANIZATIONS AND ARTS SERVICES

At a Glance

Fund Availability
Variable

Eligibility
- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c)3
- Individual – Folk Art Apprenticeship only
- Private Business
- School Districts
- Mutual Domestics
- Acequias
- State Agencies

Type of Aid
- Grant
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe

Deadline to Apply
October for new applicants and previous applicants who haven’t applied in 2 years.
Final application deadline December.

Program Purpose
To support the development and work of non-profit organizations, local art agencies, educational institutions, and city, county or tribal governments to provide arts services (theater, visual art, dance, music, media arts) to New Mexicans and help provide access to the arts for all residents.

Eligibility
Non-profit organizations, municipalities, counties, Indian Tribes and Pueblos, educational institutions, and state agencies apply directly. Organizations that are not designated non-profits may apply with a fiscal agent. There must be a 50% match, half of which can be in cash and half in-kind.

Special Conditions
Please contact New Mexico Arts regarding any special conditions. Grant guidelines can be found at http://www.nmarts.org/guidelines-and-app/.

Use of Funds
Funds may be used to support arts in education activities, folk art projects, folk arts apprenticeships, community arts development, local arts council programs, multi-disciplinary arts projects, arts in social service, community arts trails, and economic and entrepreneurial development. General operating support is available in some categories.

**Funding Availability**

**Funding Potential for Award** Funding is annual and on-going.

**Range of Awards** Funding awards range from $2,000 to $10,000 depending on total funding available, number of applicants, amount requested, and panel score.

**Funding Cycle – Duration** Awards are from July 1 to June 30. Most projects typically happen August through May.

**Source of Funds** National Endowment for the Arts and the New Mexico State Legislature.

**Application Process**

**Deadline** Early December annually. New applicants and returning applicants who haven’t applied in two years must complete an advance review application due in October.

**How to Apply** Guidelines and application become available in September. All applications, excluding Folk Art Apprenticeships, are submitted using the online grant application system. Folk Art Apprenticeship applications are submitted by hard copy in December and are not subject to the advance review requirement.

**Selection Criteria & Decision Authority** Applications are reviewed by peer panelists who use criteria and scoring criteria for each funding category. Panel review rubrics are available at [http://www.nmarts.org/guidelines-and-app/](http://www.nmarts.org/guidelines-and-app/). Funding recommendations are made by the Planning and Budgeting Committee of the New Mexico Arts Commission and are finalized by the full Commission.

**Authorization**

National Foundation on the Arts and Humanities Act of 1965.

NMSA Sections 18-5-1 through 18-5-7.

**Related Programs**

New Mexico Art in Public Places, also administered by the Department of Cultural Affairs, New Mexico Arts.

**Information Contact**

Jenice Gharib
New Mexico Arts
Department of Cultural Affairs
407 Galisteo, Ste. 270
505-827-6490 or (800) 879-4278 (instate only)
Fax 505-827-6043
JeniceE.Gharib@state.nm.us
www.nmarts.org
F.A.Q.
Please see our website for answers to Frequently Asked Questions.
http://www.nmarts.org/frequently-asked-questions/
### HISTORIC PRESERVATION DIVISION
GRANTS TO CERTIFIED LOCAL GOVERNMENTS PROGRAM
DEPARTMENT OF CULTURAL AFFAIRS (DCA)

<table>
<thead>
<tr>
<th>At a Glance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fund Availability</strong></td>
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<tr>
<td>Federal law requires the State Historic Preservation Division to allocate a minimum of 10 percent of its federal historic preservation funds to the certified local governments program. This amounts to approximately $75,000 annually.</td>
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</tbody>
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<table>
<thead>
<tr>
<th><strong>Eligibility</strong></th>
<th><strong>Type of Aid</strong></th>
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</thead>
<tbody>
<tr>
<td>☑ Counties</td>
<td>☑ Grant</td>
</tr>
<tr>
<td>☑ Municipalities</td>
<td>☑ Cooperative Agreement</td>
</tr>
<tr>
<td>☐ Special Districts</td>
<td>☐ Service Contract</td>
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<tr>
<td>☐ Indian Tribes &amp; Pueblos</td>
<td>☐ Loan</td>
</tr>
<tr>
<td>☐ Other Local Governmental Units</td>
<td>☑ Technical Assistance</td>
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<td>☐ Non-profit 501(c)3</td>
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<td>The state agency publishes an RFP between September and December. Applications are due within five weeks and the review process takes thirty (30) days.</td>
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**Program Purpose**
To provide financial assistance to local governments who have been certified by the National Park Service (NPS) for preservation activities. The State carries out national historic preservation goals and this program extends that partnership to the local level.

**Eligibility**
The program is available to municipalities and counties who have been certified by the National Park Service for preservation activities. The Historic Preservation Division will assist local governments to obtain such certification upon request of the local government.

**Special Conditions**
There is a minimum 50 percent local match required for grants. Program administration must comply with federal and state rules and regulations.

**Use of Funds**
Funds may be used to identify and document historic and archaeological sites, preserve sites, design preservation ordinances and programs, pay for training of local boards or commissions, provide materials for public information and education, and other preservation-related efforts. Also eligible are the costs involved in nominating sites to the National Register of Historic Places.

**Funding Availability**
**Funding Potential for Award**  Federal law requires the State Historic Preservation Division to allocate a minimum of ten percent of its federal historic preservation funds from the NPS to the local government program. This amounts to approximately $75,000 annually.

**Range of Awards**  Local grant amounts range widely, from approximately $5,000 to $49,999.

**Funding Cycle – Duration**  Funds are allocated between January and March for a grant cycle ending by September 30. Grant funds are reimbursable.

**Source of Funds**  Federal, State, Local Government.

**Application Process**
**Deadline**  The Historic Preservation Division publishes an RFP between September and December. Applications are due within five weeks and the review process takes thirty (30) days.

**How to Apply**  There are only eight CLG Communities in New Mexico: Albuquerque, Columbus, Deming, Las Vegas, Lincoln County, Santa Fe, Silver City, and Taos. The Division is actively encouraging new applicants. Interested applicants may apply at any time to become Certified Local Governments (CLGs) by contacting the Division and complying with basic program requirements. However, grant funds are awarded only once each year according to the regular grant cycle.

**Selection Criteria & Decision Authority**  Applications are reviewed by the staff. Final decisions are by the Division Director and are subject to the approval of the National Park Service.

**Authorization**

**Related Programs**
Historic Preservation Grants Program

**Information Contact**
Karla K. McWilliams, CLG & Grants Coordinator
Historic Preservation Division
Department of Cultural Affairs
407 Galisteo Street, Suite 236
Santa Fe, NM 87501
(505) 827-4451
karla.mcwilliams@state.nm.us
www.nmhistoricpreservation.org
**HISTORIC PRESERVATION DIVISION**  
**HISTORIC PRESERVATION GRANTS PROGRAM**  
**DEPARTMENT OF CULTURAL AFFAIRS (DCA)**

### At a Glance

**Fund Availability**  
Legislature may appropriate funds for a particular project or a block of funds to the Historic Preservation Division for distribution through a request for proposals. There is no funding limit in the legislation. Presently, there are no available funds for the program.

**Eligibility**  
- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c )3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias
- State Agencies

**Type of Aid**  
- Grant
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe

### Deadline to Apply

The state agency publishes an RFP between September and December. Applications are due within five weeks and the review process takes thirty (30) days. Funding for the Historic Preservation Grants Program is due to vacancy savings and subject to federal appropriations.

### Program Purpose

To provide financial assistance to any local government, unit of state government, non-profit organization, or individual for preservation activities.

### Eligibility

Funds available to state agencies, local governments, nonprofit preservation organizations and individuals.

### Special Conditions

N/A

### Use of Funds

Funds may be used to identify and document historic and archaeological sites, preserve sites, design preservation ordinances and programs, pay for training of local boards or commissions, provide materials for public information and education, and other preservation-related efforts.
Also eligible are the costs involved in nominating sites to the National Register of Historic Places (NRHP) and conducting bricks and mortar construction on sites listed in the NRHP.

**Funding Availability**

**Funding Potential for Award** Funds may be appropriated by either federal or state governments for this purpose.

**Range of Awards** Local grant amounts range from approximately $5,000 to $49,999.

**Funding Cycle – Duration** Funds are allocated between January and March for a grant cycle ending by September 30. Grant funds are reimbursable.

**Source of Funds** Federal.

**Application Process**

**Deadline** The state agency publishes an RFP between September and December. Applications are due within five weeks and the review process takes thirty (30) days. Funding for the Historic Preservation Grants Program is due to vacancy savings and subject to federal appropriations.

**How to Apply** Send inquiry to Historic Preservation Division to be included in future funding requests.

**Selection Criteria & Decision Authority** Historic Preservation Division according to established criteria.

**Authorization**

Federal Historic Preservation Fund, CFDA #15-904, NMAC Title 4 Chapter 10, Part 10

**Related Programs**

Historic Preservation Certified Local Governments Program.

**Information Contact**

Karla K. McWilliams, CLG & Grants Coordinator
Historic Preservation Division
Department of Cultural Affairs
407 Galisteo Street, Suite 236
Santa Fe, NM 87501
(505) 827-4451
karla.mcwilliams@state.nm.us
www.nmhistoricpreservation.org
**PUBLIC ART PROGRAM**  
**DEPARTMENT OF CULTURAL AFFAIRS (DCA)**

### At a Glance

**Fund Availability**  
The Art in Public Places Act requires one percent of construction and renovation costs of public buildings for administration of public art projects by New Mexico Arts, Art in Public Places program. Potential is directly dependent on the state capital construction and renovation costs in public building as appropriated by the Legislature and the eligibility of those projects.

### Eligibility

- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c )3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias
- State Agencies

### Type of Aid

- Grant
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe

### Deadline to Apply

Specific to each project

### Program Purpose

To administer the Art in Public Places Act, which required that one percent of capital outlay for construction and renovation costs be spent on the acquisition of art for those buildings through a public and open process; and to develop, document and promote a statewide public art collection. The Art in Public Places Program enriches New Mexico's public spaces through an innovative and diverse public art collection while reflecting the cultural, ethnic and artistic diversity of New Mexico.

### Eligibility

All state appropriated capital improvement or new construction projects in excess of $100,000 are subject to the 1 percent Art in Public Places Act. All agencies shall allocate, as a nondeductible item, an amount of money equal to one percent, or $200,000 whichever is less, to be expended for the acquisition and installation of works of art for the new building to be constructed or the building in which the renovation is to occur.
**Special Conditions**
The selection of artists for the commissioning of artwork, the selection of artwork for purchase, the execution, placement and acceptance of public artwork shall comply with the rules and regulations of New Mexico Arts, Art in Public Places Program policies and procedures. These procedures must be in compliance with the State Purchasing regulations and shall be a fair and open competition.

**Use of Funds**
The funds derived from the Art in Public Places act shall be administered by the NM Arts, Art in Public Places program and shall be used to contract with artists and place public art at those sites identified as eligible. Public artworks may be an integral part of the building, attached to the building, detached within or outside the structure or placed on public lands, part of a temporary exhibit or loaned or exhibited by the agency in other public facilities.

**Funding Availability**
**Funding Potential for Award** The Art in Public Places Act requires one percent of construction and renovation costs of public buildings for administration of public art projects by New Mexico Arts, Art in Public Places program. Potential is directly dependent on the state capital construction and renovation costs in public building as appropriated by the Legislature and the eligibility of those projects.

**Range of Awards** Art in Public Places projects are determined by the total amount appropriated for new construction or renovation at a specific public building.

**Funding Cycle – Duration** The administration of the Art in Public Places funds are on-going and year round.

**Source of Funds** Funded by the state

**Application Process**
**Deadline** Each project will have a deadline specific to that project.

**How to Apply** The Art in Public Places program uses the CaFE electronic application and selection process online at http://www.callforentry.org. There is no application fee for the project or to create an account on the system. Please note all materials must be submitted according to the specifications outlined on the CaFE website.

**Selection Criteria & Decision Authority** All Art in Public Places Program Project awards shall be made in accordance with NM Arts’ Art in Public Place program selection process guidelines. The process shall provide for participation by representatives of the owner agency, user agency, an arts professional, an artist, a member of the community and in cases where the commissioning of artwork involves the physical structure of the facility or site, the project architect/engineer.

**Authorization**
New Mexico Art in Public Place Act, Section 13-4A-l et seq., NMSA 1978.

**Related Programs**
New Mexico Arts (DCA) awards for Arts Organizations and Arts Services.

**Information Contact**
Michelle Laflamme-Childs  
Public Art Manager  
New Mexico Arts  
Department of Cultural Affairs  
407 Galisteo, Ste. 270  
505-827-6490 or (800) 879-4278 (instate only)  
Fax 505-827-6043  
michelle.laflamme-c@state.nm.us  
www.nmarts.org
STATE GRANTS-IN-AID TO PUBLIC LIBRARIES
DEPARTMENT OF CULTURAL AFFAIRS (DCA)

At a Glance

Fund Availability:
$790,000

Eligibility
☒ Counties
☒ Municipalities
☐ Special Districts
☒ Indian Tribes & Pueblos
☐ Other Local Governmental Units
☒ Non-profit 501(c)3
☐ Individual
☐ Private Business
☐ School Districts
☐ Mutual Domestics
☐ Acequias
☐ State Agencies

Type of Aid
☒ Grant
☐ Cooperative Agreement
☐ Service Contract
☐ Loan
☐ Technical Assistance
☐ Other - describe

Deadline to Apply
Varies yearly, but due in first quarter of each fiscal year

Program Purpose
State grants-in-aid provide financial assistance that encourages and supports public library service by public and developing public libraries. The state aid program is intended to be supplemental and encourage local effort in providing local library service.

Eligibility
The program is for recognized local public and developing public libraries as defined in NMAC 4.5.2. To meet eligibility, recognized public and developing public libraries must submit an approved annual report and meet all other requirements specified in NMAC 4.5.2. Tribal public libraries and public libraries operated by non-profit organizations are also eligible if they meet the requirements specified in NMAC 4.5.2 and submit an approved annual report.

Special Conditions
This is a formula grant for any recognized public library that has been in continuous operation for at least one year, or any recognized developing public library that has been in continuous operation for at least nine months. Each recognized public and developing public library must be open to the public, offer free basic library services, and operate a minimum number of hours. Available legislative appropriations are divided equally among the eligible public and developing
public libraries that submit an approved annual report each year and meet all other requirements specified in NMAC 4.5.2.

**Use of Funds**
State grants-in-aid funds may be used for library collections; library staff salaries; library staff professional development; library equipment; or other operational expenditures associated with delivery of library services.

**Funding Availability**
**Funding Potential for Award** Available funds are dependent on annual legislative appropriations. Approximately $790,000 was available in FY2016.
**Range of Awards** $3,000 - $73,000
**Funding Cycle – Duration** Awards are made in the second quarter of the state fiscal year for a period of one fiscal year.
**Source of Funds** Funding originates at the state level and are distributed to local entities.

**Application Process**
**Deadline** Recognized public and developing public libraries must submit an approved annual report according to the deadline publicized each year by the New Mexico State Library. Annual reports are due on a specified date in the first quarter of each fiscal year.
**How to Apply** Annual reports are submitted electronically to the New Mexico State Library via [http://collect.btol.com](http://collect.btol.com). This is a password protected site. Each recognized public and developing public library has its own username and password.
**Selection Criteria & Decision Authority** Public and developing public libraries must submit an approved annual report and must meet all other requirements specified in NMAC 4.5.2.

**Authorization**
NMSA 1978 18-2-4B (Duties of the State Librarian)

**Related Programs**
The Library Development Services Bureau staff provides library consulting.

**Information Contact**
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New Mexico State Library
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Santa Fe, NM 87507
505-476-9740
Carmelita.Aragon@state.nm.us
www.nmstatelibrary.org
ECONOMIC DEVELOPMENT DEPARTMENT
NEW MEXICO ANGEL INVESTMENT TAX CREDIT PROGRAM

At a Glance

Fund Availability
The angel investment credit shall not exceed $25,000 for each qualified investment by the taxpayer.

Eligibility
- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c )3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias
- State Agencies

Type of Aid
- Grant
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe

Tax credit that may be deducted from the taxpayer’s income tax liability.

Deadline to Apply
A taxpayer may claim the angel investment credit no later than one year following the end of the calendar year in which the qualified investment was made.

Program Purpose
New Mexico Angel Investment Tax Credit Program gives incentives to investors and helps support startup companies by encouraging Angel Investment into startup businesses in order to encourage economic growth and development in New Mexico. Angel Tax Credits provide an incentive to increase early stage investment in high growth potential new ventures. This in turn should lead to the creation of higher paying knowledge-based jobs.

Eligibility
A taxpayer who files a New Mexico income tax return, is not a dependent of another taxpayer, is an accredited investor* and makes a qualified investment* may claim a credit for 25% of the qualifying investment in a high-technology or manufacturing business. The maximum investment for which a credit will be allowed credits for two qualifying investments annually, provided that each investment is in a different qualified business. Any angel investment credits may be carried forward for three consecutive years.

To qualify a taxpayer must apply for a certificate of eligibility for the credit to the Economic Development Department (EDD). Please note that the qualified business must submit or have on file an Angel Investment Qualified Business Application form identifying the name of qualified
investors and the amounts invested, at the Economic Development Department. Applications will be considered in the order received. Once the Economic development Department receives both the investor and business applications, and also determines that the taxpayer is an accredited investor and that the investment is a qualified investment, then a dated certificate of eligibility will be issued to the taxpayer.

**Special Conditions**
The New Mexico Economic Development Department may not issue a certificate of eligibility for an angel investment credit once the total amount of credit exceeds $750,000 in a calendar year because of this limit may be certified in subsequent calendar years. Applications for credit will be reviewed and if approved, issued in the order the applications were received.

**Use of Funds**
N/A

**Funding Availability**

**Funding Potential for Award**

**Range of Awards** The angel investment credit shall not exceed twenty-five thousand dollars ($25,000) for each qualified investment by the taxpayer.

**Funding Cycle – Duration**

**Source of Funds**

**Application Process**

**Deadline** A taxpayer may claim the angel investment credit no later than one year following the end of the calendar year in which the qualified investment was made; provided that a claim for the credit may not be made or allowed with respect to any investment made after December 31, 2016

**How to Apply** Applications can be found online at: [www.gonm.biz](http://gonm.biz) choose the investor or business application form as appropriate. You can also find Angel Investment Tax Credit instructions and the Angel Investment Credit Claim Form that will be required by the New Mexico Tax and Revenue Department once you have received your certificate of eligibility from the Economic Development Department.


**Selection Criteria & Decision Authority**
New Mexico Economic Development Department will issue a Certificate of Eligibility for the Angel Investment Tax Credit in the order that they are received. The economic development department may issue a certificate of eligibility pursuant to Subsection D of this section only if the total amount of angel investment credits represented by certificates of eligibility issued by the economic development department in any calendar year will not exceed seven hundred fifty thousand dollars ($750,000). If the applications for certificates of eligibility for angel investment credits represent an aggregate amount exceeding seven hundred fifty thousand dollars
($750,000) for any calendar year, certificates shall be issued in the order that the applications were received. The excess applications that would have been certified, but for the limit imposed by this subsection, shall be certified, subject to the same limit, in subsequent calendar years if the Economic Development Department determines that the taxpayer is an accredited investor and sub

**Authorization**
Laws 2007, Chapter 172, Section 1 and **7-2-18.17. Angel investment credit.**
History: Laws 2007, Ch. 172, § 1; 2012, Ch. 38, § 1.

**Related Programs**
Unknown

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Or
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**F.A.Q.**
*Definitions:
(1) "accredited investor" means a person who is an accredited investor within the meaning of Rule 501 issued by the federal securities and exchange commission pursuant to the federal Securities Act of 1933, as amended;
(2) "business" means a corporation, general partnership, limited partnership, limited liability company or other similar entity, but excludes an entity that is a government or a nonprofit organization designated as such by the federal government or any state;
(3) "equity" means common or preferred stock of a corporation, a partnership interest in a limited partnership or a membership interest in a limited liability company, including debt subject to an option in favor of the creditor to convert the debt into common or preferred stock, a partnership interest or a membership interest;
(4) "high-technology research" means research:
(a) that is undertaken for the purpose of discovering information that is technological in nature and the application of which is intended to be useful in the development of a new or improved business component of the qualified business; and
(b) substantially all of the activities of which constitute elements of a process or experimentation related to a new or improved function, performance, reliability or quality, but not related to style, taste or cosmetic or seasonal design factors;
(5) "manufacturing" means combining or processing components or materials to increase their value for sale in the ordinary course of business, but does not include:
(a) construction;
(b) farming;
(c) processing natural resources, including hydrocarbons; or
(d) preparing meals for immediate consumption, on- or off-premises;
(6) "qualified business" means a business that:
(a) maintains its principal place of business in New Mexico;
(b) engages in high-technology research or manufacturing activities in New Mexico;
(c) is not primarily engaged in or is not primarily organized as any of the following types of businesses: credit or finance services, including banks, savings and loan associations, credit unions, small loan companies or title loan companies; financial brokering or investment; professional services, including accounting, legal services, engineering and any other service the practice of which requires a license; insurance; real estate; construction or construction contracting; consulting or brokering; mining; wholesale or retail trade; providing utility service, including water, sewerage, electricity, natural gas, propane or butane; publishing, including publishing newspapers or other periodicals; broadcasting; or providing internet operating services;
(d) has not issued securities registered pursuant to Section 6 of the federal Securities Act of 1933, as amended; has not issued securities traded on a national securities exchange; is not subject to reporting requirements of the federal Securities Exchange Act of 1934, as amended; and is not registered pursuant to the federal Investment Company Act of 1940, as amended, at the time of the investment;
(e) has one hundred or fewer employees calculated on a full-time-equivalent basis at the time of the investment; and
(f) has not had gross revenues in excess of five million dollars ($5,000,000) in any fiscal year ending on or before the date of the investment; and
(7) "qualified investment" means a cash investment in a qualified business for equity, but does not include an investment by a taxpayer if the taxpayer, a member of the taxpayer's immediate family or an entity affiliated with the taxpayer receives compensation from the qualified business in exchange for services provided to the qualified business within one year of investment in the qualified business.
NEW MEXICO BUSINESS INCUBATOR PROGRAM
NEW MEXICO ECONOMIC DEVELOPMENT DEPARTMENT (EDD)

At a Glance

Fund Availability
Depending on budget reductions

*Eligibility
- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c )3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias
- State Agencies

Type of Aid
- Grant
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe

Deadline to Apply
No application process

Program Purpose
The program was created in statute in 2005 and provides a process to certify business incubator facilities in order to receive state support. The primary goal of each incubator is to mentor early stage businesses, provide training, and a space/location at below-market cost to ensure the sustainability and prosperity of these new businesses.

*Eligibility
Eligible applicants are entities that (1) have been certified by the Economic Development Department as meeting the requirements for a business incubator facility, (2) are owned by a nonprofit organization, governmental or tribal entity, and (3) provide services to their clients which contribute to their success and allow them to grow out of the incubator to job-creating New Mexico businesses.

Special Conditions
The incubators report the number of clients they serve, describe the services provided to their clients, report their clients progress including estimated employment and sales revenue, and
report on how they have mentored at least one rural community or program during the time frame of the contract.

**Use of Funds**
Funds are provided to the incubators to support their client businesses and entrepreneurs in creating new jobs and wealth in the region by providing an ongoing business assistance program that includes technical assistance and consulting; coaching and mentoring, business training workshops and seminars; marketing assistance; and assistance in obtaining financing.

**Funding Availability**
**Funding Potential for Award** -- A total of $130,000 distributed to seven certified business incubators, listed below.
- South Valley Economic Development Center
- WESST Enterprise Center
- Santa Fe Business Incubator
- Enterprise Center at San Juan College
- NMSU Arrowhead Technology Incubator
- Taos County Economic Development Center
- Navajo Tech Innovation Center
**Range of Awards** $90,000 to $130,000/7
**Funding Cycle – Duration**
**Source of Funds**--General fund – recurring appropriation

**Application Process**
N/A

**Authorization**
New Mexico Economic Development Department, NMSA 1978, § 9-15-34.1, NM ST § 9-15-34.1

**Related Programs**
Two certified business incubators are also commercial kitchens. Funding has been provided to both programs by EDD, total kitchen funding was $98,300 in FY15. $130,000 was provided to five certified business incubators (including two commercial kitchens that received a portion of the $98,300.

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**JOB TRAINING INCENTIVE PROGRAM (JTIP)**
**NEW MEXICO ECONOMIC DEVELOPMENT DEPARTMENT (EDD)**

### At a Glance

<table>
<thead>
<tr>
<th><strong>Fund Availability</strong></th>
<th><strong>Type of Aid</strong></th>
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</thead>
<tbody>
<tr>
<td>$12M for the remainder of FY17 and FY18</td>
<td>Grant</td>
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<tr>
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<th><strong>Special Conditions</strong></th>
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</thead>
<tbody>
<tr>
<td>Counties</td>
<td>Other - NM Higher Education Institutions conducting customized workforce training on behalf of a participating JTIP company.</td>
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<td>Municipalities</td>
<td></td>
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<td>Special Districts</td>
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### Deadline to Apply

Proposals are due to the JTIP staff in Economic Development one month prior to the board meeting. Board meetings are held the second Friday of every month.

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**Program Purpose**

Support New Mexico business expansion and relocation of business to New Mexico by reimbursing qualified companies for a significant portion of training costs associated with job creation.

**Eligibility**

Two categories of businesses are eligible for consideration: 1) companies that manufacture or produce a product in NM, and 2) non-retail service companies which export a substantial percentage of services out of state (at least 50% of revenues and/or customer base). The one exception to the out-of-state revenue and export requirement for business service providers is companies which meet JTIP criteria for green industries. Companies must be financially viable and must be creating new jobs as a result of expansion or relocation to the State of New Mexico.

**Special Conditions**

Position Eligibility: Positions must be newly created, year-round, full time and directly related to the creation of the product or the delivery of the service. Positions not directly related to the creation of the product or the delivery of the service are eligible, but are limited to 20% of the
total number of jobs applied for in the proposal, and may include non-executive professional support positions.

Trainee Eligibility: To be eligible for funding, trainees must be: 1) new hires to the company, and 2) residents of NM for at least one year at any time in their lives prior to employment. There is an exception to the one-year residency requirement. If the trainee has been hired into a position with a salary of at least $60,000 in an urban location or at least $40,000 in a rural location, then the requirement is that the trainee must have lived in NM for at least one day at any time prior to employment.

Reimbursement: Companies are reimbursed upon successful completion of the training hours and after a compliance audit has been conducted. In order to close out a project and receive final reimbursement, the company is required to undergo a final auditor’s review by an approved third-party accounting or audit firm.

Use of Funds
JTIP funds two types of costs: 1) classroom training at a public educational institution ($35/hour/trainee up to a limit of $1,000 per trainee) and 2) structured on-the-job training (OJT), and a combination of classroom training and OJT. The program reimburses employee base wages while in training from 50-75 percent depending on the location of the business. The length of training for which reimbursement is given varies depending on the complexity of the job. The maximum number of hours of reimbursement is 1040.

Funding Availability
Funding Potential for Award $12M for the remainder of FY17 and FY18.
Range of Awards The company location determines the reimbursement percentage. Urban companies receive up to 50 percent reimbursement. Companies in rural areas are reimbursed up to 65 percent. Companies in frontier areas, economically disadvantaged locations and on tribal lands are reimbursed up to 75 percent. The award is based on the number of trainees, the hours of training allowed, the hourly wage, and the percentage of wage reimbursement. There is opportunity for additional reimbursement above the standard rates, up to 10%, if certain criteria are met.
Funding Cycle – Duration The term of the contract is one year from the board approval date. The company has six months to complete the hiring. After the six months, funds not utilized and related to the positions not yet hired revert back to the program. Training is to be completed within the one-year contract period. Companies are reimbursed after completion of the training hours and the compliance process has been conducted.
Source of Funds General fund - funded by the New Mexico State Legislature on a yearly basis.

Application Process
Deadline The JTIP board meets the second Friday of every month. Each company which requests funds from the Job Training Incentive Program (JTIP) must submit a written proposal. Proposals are due to the JTIP staff in Economic Development one month before the board meeting at which funding is requested. A company must receive board approval PRIOR to hiring those individuals for which the company seeks reimbursement.
**How to Apply**  The JTIP Policies and Procedures Manual is available online at [www.goNM.biz](http://www.goNM.biz). A JTIP online application and proposal guide is available from the JTIP staff in the NM Economic Development Department. Once the JTIP staff determines the company’s eligibility for the program, the company is given login access to the JTIP online application. The online application and supporting documentation are what make up the complete JTIP proposal, which is what is presented to the board for their consideration at the board meeting.

**Selection Criteria & Decision Authority** The JTIP Board is responsible for establishing policies and guidelines related to the management of the program and makes funding decisions. The board shall ensure that the projects will generate business activity and will assist a particular area or community within the state to become more competitive economically.

**Authorization**
New Mexico Statutes - 21-19-7 NMSA 1978 - Annotated

**Related Programs**
Federal Workforce Innovation and Opportunity Act programs (formerly Workforce Investment Act) available through the New Mexico Workforce Connection.

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**F.A.Q.**

1. **Is there a limit to the amount of JTIP funding a company can request?**
   Funding requests are based on projected expenses for participants hired in a six-month period. No limit is set arbitrarily. There is no minimum requirement.

2. **Can a company apply for JTIP funds more than once?**
   A company can apply for JTIP funds as long as the company is in compliance with all established operating requirements and closeout procedures and the business continues to expand. Subsequent proposals must include information on the status of trainees funded under previous contracts.

3. **Can employees hired prior to the JTIP Board’s approval for funding be included?**
Only trainees hired after the JTIP Board approves the company project may be eligible for funding.

4. **How long does it take to get approval for JTIP?**
   Companies must submit a proposal to JTIP staff one month before the board meeting at which funding will be considered by the JTIP Board. Once the board approves a project, companies are free to begin hiring under the program.

5. **Does JTIP restrict who I can hire?**
   Hiring employees is the sole responsibility of the company, which is encouraged to hire the most qualified candidates. In order to be claimed under JTIP, the employee must be hired into an approved position and meet eligibility requirements.

6. **What are the administrative requirements?**
   A member of JTIP staff meets with each company after the proposal is approved to explain the simple online record keeping and compliance requirements.

7. **When can I apply for reimbursement?**
   Companies can submit claims for reimbursement after each trainee completes the approved training hours. Reimbursement checks are generally available two to three weeks after the compliance review has been completed and the claim is submitted.
LOCAL ECONOMIC DEVELOPMENT ACT (LEDA)
NEW MEXICO ECONOMIC DEVELOPMENT DEPARTMENT (EDD)

At a Glance

Fund Availability
Currently $50,000,000

Eligibility
☐ Counties
☐ Municipalities
☐ Special Districts
☐ Indian Tribes & Pueblos
☐ Other Local Governmental Units
☐ Non-profit 501(c )3
☐ Individual
☒ Private Business
☐ School Districts
☐ Mutual Domestics
☐ Acequias
☐ State Agencies

Type of Aid
☒ Grant
☐ Cooperative Agreement
☐ Service Contract
☐ Loan
☐ Technical Assistance
☐ Other - describe

Deadline to Apply
Ongoing

Program Purpose
The purpose of the Local Economic Development Act is to implement the provisions of the 1994 constitutional amendment to Article 9, Section 14 of the Constitution of New Mexico to allow public support of economic development to foster, promote and enhance local economic development efforts while continuing to protect against the unauthorized use of public money and other public resources. Further, the purpose of that act is to allow municipalities and counties to enter into joint powers agreements to plan and support regional economic development projects, including investments in arts and cultural districts created pursuant to the Arts and Cultural District Act [15-5A-1 to 15-5A-7 NMSA 1978].

Eligibility
A "qualifying entity" (QE) includes a corporation, limited liability company, partnership, joint venture, syndicate, association or other person that is one or a combination of two or more of the following:
(1) an industry for the manufacturing, processing or assembling of agricultural or manufactured products;
(2) a commercial enterprise for storing, warehousing, distributing or selling products of agriculture, mining or industry, not including public utilities or retail unless retail meets the definition set forth below in (9);
(3) a business in which all or part of the activities of the business involves the supplying of services to the general public or to governmental agencies or to a specific industry or customer, not including businesses primarily engaged in the sale of goods or commodities at retail;
(4) an Indian nation, tribe or pueblo or a federally chartered tribal corporation;
(5) a telecommunications sales enterprise that makes the majority of its sales to persons outside New Mexico;
(6) a facility for the direct sales by growers of agricultural products, commonly known as farmers' markets;
(7) a business that is the developer of a metropolitan redevelopment project;
(8) a cultural facility; and
(9) a retail business defined as a business that is primarily engaged in the sale of goods or commodities at retail and that is located in a municipality with a population of ten thousand or less

**Special Conditions**
Funding is for use by a qualified entity (QE) for qualified uses, identified below, that provides significant public benefits such as permanent full time job creation, increased gross revenue taxes and other benefits as identified by the community. The Economic Development Secretary will make final award decisions. The community must be prepared to act as fiscal agent for the project and must have passed its master LEDA Ordinance and must be in compliance with Governors Executive Order 2013-006 on compliance with the Audit Act. Funding is on a reimbursement basis with proof of expenditure provided and contingent on the QE completing a LEDA application and providing security in an equal amount of the funding allocated for the life of the project. Funding must be requested by the local government who will act as fiscal agent and enters into a Project Participation Agreement (PPA) with the QE that outlines the project scope of work identifying the public benefit and establishing funds claw back provisions in the event of non-performance. The State will then enter into an Intergovernmental Agreement (IGA) that contains the terms and conditions of funding. Projects must be approved by Ordinance.

**Use of Funds**
"economic development project" or "project" means the provision of direct or indirect assistance to a qualifying entity by a local or regional government and includes the purchase, lease, grant, construction, reconstruction, improvement or other acquisition or conveyance of land, buildings or other infrastructure; public works improvements essential to the location or expansion of a qualifying entity; payments for professional services contracts necessary for local or regional governments to implement a plan or project; the provision of direct loans or grants for land, buildings or infrastructure; technical assistance to cultural facilities; loan guarantees securing the cost of land, buildings or infrastructure in an amount not to exceed the revenue that may be derived from the municipal infrastructure gross receipts tax or the county infrastructure gross receipts tax; grants for public works infrastructure improvements essential to the location or expansion of a qualifying entity; grants or subsidies to cultural facilities;
purchase of land for a publicly held industrial park or a publicly owned cultural facility; and the construction of a building for use by a qualifying entity;

**Funding Availability**

**Funding Potential for Award**—Currently, we have an allocation of $56,000,000

**Range of Awards**—Various dollar amounts will be allocated depending on project scope, job creation, local economic conditions, industry cluster and other criteria as identified.

**Funding Cycle – Duration**—Once is project is selected, a Notice of Funding Allocation (NOFA) is issued to the community outlining the steps required. Funding is on a reimbursement basis after the Project Ordinance is passed by the local community (fiscal agent) and will vary based on the life of the project as identified in the Project Participation Agreement, which is an exhibit to the Ordinance.

**Source of Funds**—Funds were allocated by the legislature and approved by the Governor through the Capital Outlay process in the regular legislative session annually.

**Application Process**

**Deadline**—Ongoing basis until funds are expended.

**How to Apply**—Application is made through the local government entity that is prepared to act as fiscal agent and can demonstrate they have passed the local master LEDA Ordinance and are in compliance with Executive Order on Audit findings. Requests for project funding consideration is made by way of a formal letter to the Economic Development Secretary outlining the project scope of work, job creation component, and identifying the significant public benefit to the community for consideration of funding the project. An online application, including financial statements and analysis, signed release, economic impact analysis and other due diligence documents will be required prior to funding.

**Selection Criteria & Decision Authority**—Private sector Job creation must be demonstrated and shown to be significant based on the number of jobs to be produced; wages paid in relation to area median; Private capital investment identified in the project as a proportion of funding requested; Local Economic conditions; any extenuating circumstances or additional public benefits that is wished to be considered.

Staff will make recommendations to the Secretary based on the above criteria. The Economic Development Department Secretary will make the final funding decision in consultation local officials and the Governor.

**Authorization**

5-10-1 to 5-10-13 NMSA 1978, may be cited as the "Local Economic Development Act"

**Related Programs**

N/A

**Information Contact**

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www.gonm.biz
At a Glance

Fund Availability
None

Eligibility
- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c )3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias
- State Agencies

Type of Aid
- Grant
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe

Deadline to Apply
Applications usually accepted in the fall; however, none will be accepted this year. Please check www.goNM.biz for updates.

Program Purpose
The New Mexico MainStreet Program is an asset-based, community economic development program of the National Main Street Center, Inc. (NMSC). The Economic Development Department is annually licensed and accredited to run the program. The program provides community economic development technical assistance and services to local affiliates to revitalize and redevelop historic and traditional town centers.

Eligibility
When funding is made available by the NM State Legislature an application process is opened. There is currently no new funding so no new application rounds are anticipated. The program is a public-private economic development partnership program requiring a group of stakeholders (property-owners, business people, residents, schools, civic organization leaders, etc.) in partnership with their governing body to apply. The application is a self-assessment tool requiring the stakeholder group to address issues comprehensively around the “Main Street Four Point Approach”® (Design, Organization, Economic Development, and Promotion.)
Special Conditions
The stakeholder group must incorporate as a 501c3. Municipalities are required to develop an economic services contract with the 501c3. Affiliates must adopt a downtown Master/MRA Plan that clearly establishes economic goals of the partnership. Affiliates must hire a full time Executive Director to implement Economic Development projects. Affiliates report quarterly on economic progress goals to the legislature and annually to the NMSC.

Use of Funds
There are no funds associated with the program. There is professional technical assistance provided around the Main Street Four Point Approach. Technical assistance is provided based on the Master Plan, the annual work plan and through a service request form by the local affiliate.

Funding Availability
Funding Cycle – Duration--Frontier Program is a one year program; MainStreet funding cycle is for as long as the community wishes to participate in the program.
Source of Funds--Operational funding comes through an annual appropriation of the state legislature as approved by the Governor

Application Process
Deadline--Applications usually accepted in the fall; however, no applications are currently being accepted
How to Apply—Please see www.goNM.biz for directions.
Selection Criteria & Decision Authority--An agency team will evaluate and rank each application based on certain criteria such as tourism, historic preservation, public art, architecture, and planning.

Authorization
ARTICLE 60B Main Street Act

Related Programs
None

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1100 St. Francis Drive, Santa Fe
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F.A.Q.
Please contact the program manager at EDD with questions.
# SBA State Trade Expansion Program

## New Mexico Economic Development Department (EDD)

### At a Glance

**Fund Availability**

Varies

<table>
<thead>
<tr>
<th>Eligibility</th>
<th>Type of Aid</th>
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<td>Special Districts</td>
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<td>Other Local Governmental Units</td>
<td>Technical Assistance</td>
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<td>Non-profit 501(c)3</td>
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**Deadline to Apply**

May, annually.

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## Program Purpose

To assist New Mexico companies compete in the international marketplace and market their goods abroad. The program goals are to promote exports abroad of US goods and services. The program goals are to have companies that are New to Export (Exporting abroad for the first time) and Market Expansion (currently exporting abroad, but broadening their market by expanding to other countries). Purpose is to encourage US companies to sell their goods abroad thereby creating job opportunities in the US and reducing the trade deficits.

## Eligibility

Only companies that are self-certified as eligible small business concerns or ESBCs by the Small Business Association (SBA) may participate in the program. Companies must have at least one year of operations and be currently operating profitably.

## Special Conditions

Funds may be disbursed at the start of the program or attendance at a trade show or the company may submit an invoice for reimbursement under the State Trade and Export Program (STEP) Grant program. The STEP Grant pays only for booth space and or fees related to a Gold
Key Service (GKS) matchmaker arranged by the US Department of Commerce where EDD will pay the participation fee on their behalf and also pay for booth interpreter/translators/assistants during the event. Companies are required to pay for their own airfare, meals, lodging and local transportation. Companies must be pre-approved for the overseas event or activity and submit a budget estimate prior to their participation in an event overseas.

**Use of Funds**

SBA STEP Grant funds may be used to pay for booth space at major trade shows and exhibitions to promote NM goods and services. STEP Grant funds may also be used to pay for shipment of goods to demo at major trade shows with a cap of $500 per company. Additionally, funding under STEP may be used to purchase US Department of Commerce Services including Gold Key Services and other international matchmaking services. Funding under STEP also provides export counseling seminars and workshops open to New Mexico businesses to learn about exporting. There is no charge to participate in seminars and workshops. Funds also may be utilized to assist NM businesses to translate their website to a foreign language to serve foreign importers and clientele. Funding for website translation is capped at $1,200 per company.

**Funding Availability**

**Funding Potential for Award** – Funding of $200,000.00 was approved for 2016 federal fiscal year from October 01, 2016 to September 29, 2017. The SBA requires that over 85% of funds be earmarked to go directly to Eligible Small Business Concerns or ESBCs, the remainder might be used to fund use of Contractors, Supplies, Shipping Costs, Administrator Travel Costs.

**Range of Awards** --Typically there is no specific range for the awards, but booth space rentals typically average from $5,000 up to $9,000 for some of the better established events. Awards are based on the number of ESBCs requesting support and special efforts are made to include as many ESBCs as possible.

**Funding Cycle – Duration** --Reimbursement is issued immediately upon completion of the event and demonstrated receipts showing funds were expended for that purpose. In the case of thinly capitalized companies, the Economic Development Department will prepay for their booth space in advance.

**Source of Funds**--Federa lly funded and passed through the state before being distributed locally. The EDD pays for the booth space and services and then submits quarterly reports to the SBA for reimbursement. The funding is subject to a state match in kind, typically the Office of International Trade Director’s annual salary.

**Application Process**

**Deadline** --Typically the application deadline is around May 20 provided that funding is provided by US Congress to the SBA for funding the program.

**How to Apply** --States must submit a complete application process providing Tax ID, a letter of support from the Governor, Certifications of Drug Free Work Environment, Certification of Controls against corruption, Audited Statements, Guidelines for State Accounting, Budget of Activities, Technical Proposal, CFO statement specifying the state match. The complete application package including the guidelines for the program are sent out to state governments
approximately two months prior to the deadline for submission. Around late March or early April a complete package listing the forms, documents, and letters is provided along with guidelines. **Selection Criteria & Decision Authority** --Typically all applications and proposals are reviewed by a panel including the SBA and the US Department of Commerce and tested for completeness, the overall design and the benefit to NM companies and evaluating special outreach efforts to underserved, minority owned businesses.

**Authorization**
The program was initiated by the President and given to the US Small Business Administration to administer.

**Related Programs**
US Department of Commerce - Market Development Cooperator Program (MDCP).

**Contact Information**
Edward R. Herrera  
NM Economic Development Department  
Joseph Montoya Building, 1100 S. St. Francis Drive, Santa Fe, NM 87505  
Telephone (505) 827-0315 / Fax (505) 827-0407  
Edward.Herrera@state.nm.us  
www.GONM.biz
ENERGY, MINERALS AND NATURAL RESOURCES DEPARTMENT
CLEAN ENERGY PROJECTS PROGRAM

At a Glance

Fund Availability
Variable: Dependent on Federal, State and private funding
Maximum/minimum awards specified in solicitation

Eligibility
☑ Counties
☑ Municipalities
☐ Special Districts
☐ Indian Tribes & Pueblos
☐ Other Local Governmental Units
☐ Non-profit 501(c )3
☐ Individual
☐ Private Business
☑ School Districts
☑ Mutual Domestics
☐ Acequias
☑ State Agencies

Type of Aid
☐ Grant
☐ Cooperative Agreement
☐ Service Contract
☐ Loan
☑ Technical Assistance
☐ Other - describe

Deadline to Apply
Specified in individual solicitation. Information also can be found at www.cleanenergynm.org

Program Purpose
Provide technical assistance to identify and finance promising high-quality renewable energy, energy efficiency and alternative transportation/fuels projects. Program goals: support the use of energy audits to identify energy conservation and renewable energy opportunities; identify public and private financial resources to implement the opportunities; demonstrate clean energy technologies in diverse applications; reduced energy consumption, fuel bills, and carbon emissions; improve the working environmental; increase transportation efficiency and diversity; increase and promote the use of transportation related alternative fuels; and increase the development of transportation related alternative fueling infrastructure.

Eligibility
School districts, state agencies, counties and municipalities are eligible to apply for energy audit services. School districts and state agencies are eligible to apply under the Energy Efficiency and Renewable Energy Bonding Act. They, along with counties and municipalities, are eligible to apply under the Public Facility Energy Efficiency and Water Conservation Act. These financing resources
may be used to implement energy efficiency measures and renewable energy measures
identified in the energy audits.

**Special Conditions**
School districts, state agencies, counties and municipalities that apply for energy audit services
commit to identifying funding for project implementation. Minimum match requirements vary
when federal funds are used for project implementation and can be cash and/or in-kind
contribution. Governmental services or memorandum of agreement to be executed between
EMNRD and each entity whose project is identified for technical assistance.

**Use of Funds**
Specified in project guidance and solicitation. In general, technical assistance may be used for
energy auditing, capital equipment, labor and project monitoring, evaluation and reporting.

**Funding Availability**

*Funding Potential for Award* Variable: dependent on federal, state and private funding.
*Range of Awards* Variable, depending on project facility evaluation.
*Funding Cycle – Duration* Variable
*Source of Funds* -- Federal: U.S. Department of Energy; State Energy Program; Qualified Energy
Conservation Bonds – U.S. Department of Treasury; U.S. Environmental Protection Agency
State: General Fund – New Mexico State Legislature; Public Project Revolving Loan Fund – New
Mexico Finance Authority

**Application Process**
*Deadline* -- Specified in individual solicitation. Information can be found at
[www.cleanenergynm.org](http://www.cleanenergynm.org)
*How to Apply* -- See “Information Contacts” below
*Selection Criteria & Decision Authority* -- Specified in the solicitation found on website:
[www.cleanenergynm.org](http://www.cleanenergynm.org)

**Authorization**
I) Energy Efficiency and Renewable Energy Bonding Act; II) Public Facility Energy Efficiency and

**Related Programs**
Tax credit incentives for energy efficiency and renewable energy initiatives. Information can be
found at [www.cleanenergynm.org](http://www.cleanenergynm.org).

**Information Contact**
Louise Martinez, Division Director
EMNRD - Energy Conservation and Management Division
1220 St. Francis Drive
Santa Fe, New Mexico 87505
505-476-3315 fax: 505-476-3322
Email: louise.n.martinez@state.nm.us
Website: www.cleanenergynm.org
ENDANGERED PLANT SPECIES PROGRAM
ENERGY, MINERALS & NATURAL RESOURCES DEPARTMENT (EMNRD)

At a Glance

Fund Availability
Varies

Eligibility
- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c)3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias
- State Agencies

Type of Aid
- Grant
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe

Deadline to Apply
N/A

PROGRAM PURPOSE:
EMNRD-Forestry Division employs a botanist to conduct research and recovery activities on the rare and endangered plant species of New Mexico. This botanist can provide recommendations on project plans, which could impact endangered plants and their habitats. In some cases, specific actions are taken to recover, or mitigate impacts to, endangered plant species.

Eligibility
Technical Assistance
Any political subdivision of the state, federal agency, tribe, or private consultants and researchers may request technical assistance in dealing with endangered plant species.

Special Conditions
The New Mexico Endangered Plant Species Act requires a permit to collect listed plant species. Unauthorized collection or sale of state-listed plants is illegal. Permits for scientific or recovery collections may be obtained from EMNRD-Forestry Division.

Use of Funds
No grant or loan funds are provided. EMNRD-Forestry Division provides direct technical assistance and may occasionally contract for scientific studies.

**Funding Availability**

**Funding Potential for Award** -- Technical assistance is provided with funding from the U.S. Fish & Wildlife Service (USFWS).

**Range of Awards** -- N/A

**Technical Assistance Cycle - Duration** -- All Year

**Source of Funds**

Funding for the position that provides the technical assistance is USFWS = 75 percent; State of NM = 25 percent

**Application Process**

**Deadline**
N/A

**How to Apply**

Use Contact Information Below

**Selection Criteria & Decision Authority**

N/A

**Authorization**

New Mexico Endangered Plant Species Act, NMSA 1978, Section 75-6-1 et seq.

**Related Programs**

None.

**Information Contact**

Daniela Roth, Botanist
EMNRD Forestry Division
1220 S. St. Francis Drive
Santa Fe, NM 87504
(505) 478-3347 Fax: (505) 478-3330
Email: Daniela.roth@state.nm.us
Websites: [http://www.emnrd.state.nm.us/SFD/ForestMgt/Endangered.html](http://www.emnrd.state.nm.us/SFD/ForestMgt/Endangered.html) and [http://www.emnrd.state.nm.us](http://www.emnrd.state.nm.us)
FOREST HEALTH INITIATIVE
ENERGY, MINERALS & NATURAL RESOURCES DEPARTMENT (EMNRD)

At a Glance

**Fund Availability**
Varies; maximum award is $100,000

**Eligibility**
- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c)(3)
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias
- State Agencies

**Type of Aid**
- Grant
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe

**Deadline to Apply**
Contact EMNRD – Forestry Division for deadline.

**Program Purpose**
This program provides cost-share funds for up to 70% of costs for the reduction of insect infestations and pathogen infections through forest improvement. The objective is to improve degraded (e.g., excess competition from overcrowding and/or high pest pressures) forested land to a healthy, more resilient condition.

**Eligibility**
Projects must be located on non-federal land.

**Special Conditions**
Landowners must provide a 30% match to receive funding assistance.

**Use of Funds**
Landowners must have more than ten acres of land in New Mexico. A stewardship plan must be in place (funds are available to write plans). Funds are not to be used for WUI, primarily as a fuel reduction treatment, or as a subsidy for economic benefit. Eligible applicants include private or state and local government forest or woodland owners.
Funding Availability
Funding Potential for Award --Funding depends on federal budget allocation. Funds are available to landowners for one year.
Range of Awards --Maximum award is $100,000.
Technical Assistance Duration -- Continuous
Source of Funds -- Congress funds the Western Bark Beetle Initiative, a USDA – Forest Service program. A portion of these funds are diverted to the EMNRD – Forestry Division for FHI program implementation.

Application Process
Deadline -- Use contact information below.
How to Apply -- Use contact information below.
Selection Criteria & Decision Authority -- Project locations vary depending on the New Mexico Forest Action Plan and landowner interest throughout the state. Applications specifying the desired treatment practices and the benefits to the forest are submitted for batching. Applications are batched by the forest health program manager and district staff.

Authorization
Cooperative Forestry Assistance Act of 1978, 16 USC & 210S.

Related Programs
None

Information Contacts
Tom Zegler, Forest Health Program Manager
EMNRD – Forestry Division
1220 South Saint Francis Drive
Santa Fe, NM  87505
Phone: (505) 476-3351; Fax: (505) 476-3330
Email: tomj.zegler@state.nm.us
Website: www.emnrd.state.nm.us/SFD/
KIDS ‘N’ PARKS TRANSPORTATION GRANTS
ENERGY, MINERALS & NATURAL RESOURCES DEPARTMENT (EMNRD)

At a Glance

Fund Availability
Total funding is $10,000 per year. Awards range from $200 - $1,500 per grant.

Eligibility
Type of Aid
- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c)3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias
- State Agencies
- Grant
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe

Deadline to Apply
Typically by September 30. This fiscal year, the deadline was October 24, 2014 due to contracting issues.

Program Purpose
The Kids ‘n Parks Transportation Grant program provides transportation grants for teachers to bring their students to NM State Parks for hands-on, standards-based programs to reinforce classroom learning.

Eligibility
Applicant must be a teacher/representative of a public or public charter-school within a recognized NM school district; grades K-12 are eligible; the field trip must correlate to classroom study and must meet one or more performance standards from at least two benchmarks; and trips must be completed by the end of the school year.

Special Conditions
None

Use of Funds
Funds must be used for transportation to a State Park.
**Funding Availability**

**Funding Potential for Award** -- Total funding is $10,000 per year

**Range of Awards** -- Awards range from $200-$1,500 per grant

**Funding Cycle – Duration** -- Between September and May each year

**Source of Funds** -- Funds are from a Personal Income Tax voluntary contribution designated as the “Kids in Parks Education Program.” NM Taxation and Revenue performs an operating transfer of the funds to EMNRD each month.

**Application Process**

**Deadline** -- The application deadline is three weeks from issuance of the request for proposals.

**How to Apply** -- Teachers must complete the Kids ‘n Parks Transportation Grant application form; contact the State Park that they would like to visit; and obtain a quote from the transportation provider.

**Selection Criteria & Decision Authority** -- Awardees are selected by: the quality of the grant applications to include the description of the program; standards and benchmarks targeted; how the program will fit within classroom study; and method used to evaluate student benefit. State Parks establishes a selection committee consisting of one State Park staff member, a teacher, an educator from a sister state agency, and an environmental educator to make decisions. EMNRD is the final decision authority.

**Authorization**

NM Taxation and Revenue disburses the funds as per accordance to the Tax Refund Intercept Program Act [Chapter 7, Article 2C NMSA 1978].

**Related Programs**

N/A

**Information Contact**

Christy Tafoya
State Parks Division, EMNRD
1220 South Saint Francis Drive, Santa Fe, NM 87505
505-476-3384; 505-476-3361
christy.tafoya@state.nm.us
www.nmparks.com

**F.A.Q.**

Can a Kids ‘n Parks fieldtrip be to a location other than a NM State Park? No, due to the nature of the funding, the trip must be to a NM State Park.

Are private schools eligible for this funding? Only public and charter schools are eligible.

Can multiple fieldtrips be considered? Yes.
RE-LEAF PROGRAM
ENERGY, MINERALS & NATURAL RESOURCES DEPARTMENT (EMNRD)

At a Glance

Fund Availability
Varies year-to-year; grants issued up to $6,000

Eligibility
- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c)3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias
- State Agencies

Type of Aid
- Grant
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe

Deadline to Apply
October

Program Purpose
Grant emphasis is on tree-planting projects with a public education component.

Eligibility
Projects are on public land only and must show substantial public benefit. Grants can be used for partial funding of larger projects but cannot be used to maintain existing projects. The Forestry Division reserves the right to require easements or leases to ensure public access. All proposals must be reviewed and approved by a local Soil and Water Conservation District (SWCD).

Special Conditions
Grantees need high quality proposals that address tree species, planting methods, irrigation, long-term maintenance, and public education methods. Grantees must provide a 20% in-kind match for the grant funds of purchased/donated supplies and/or labor.

Use of Funds
Street plantings, school plantings, park plantings, windbreaks, living snow fences, riparian rehabilitation, energy conservation, community green belts, wetland rehabilitation, reforestation, and erosion control.

**Funding Availability**

**Funding Potential for Award** -- Varies year-to-year  
**Range of Awards** -- Grants up to $6,000  
**Funding Cycle – Duration** -- Through fiscal year (end of June)  
**Source of Funds** -- Funded entirely through private donations to the program.

**Application Process**

**Deadline** -- October  
**How to Apply** -- During the formal request for proposals, the request is published statewide and appears on our Division website, www.nmforestry.com. The request for proposals is a guideline for establishing a qualifying proposal.  
**Selection Criteria & Decision Authority** -- All proposals must meet minimum requirements specified in the request for proposals. All qualifying proposals are reviewed with rating criteria, which is included in the request for proposals.

**Authorization**

New Mexico Forest Re-Leaf Act 19-68-2-29 NMSA 1978

**Related Programs**

New Mexico Seedling Distribution Program & Urban & Community Forestry. Both related programs are described on our Division website [www.nmforestry.com](http://www.nmforestry.com)

**Information Contacts**

Jennifer Dann: New Mexico Urban & Community Forester  
Energy, Minerals & Natural Resources Department, Forestry Division  
1220 S. St. Francis Dr. (87505)  
(505) 345-2200 X104 Fax: (505) 345-1392  
Email: jenniferl.dann@state.nm.us  
Website: www.nmforestry.com
URBAN & COMMUNITY FORESTRY PROGRAM
ENERGY, MINERALS & NATURAL RESOURCES DEPARTMENT (EMNRD)

At a Glance

Fund Availability
Varies, with average of $80,000 annually

Eligibility
☑ Counties
☑ Municipalities
☑ Special Districts
☑ Indian Tribes & Pueblos
☑ Other Local Governmental Units
☑ Non-profit 501(c)3
☐ Individual
☐ Private Business
☐ School Districts
☐ Mutual Domestics
☐ Acequias
☐ State Agencies

Type of Aid
☐ Grant
☑ Cooperative Agreement
☐ Service Contract
☐ Loan
☐ Technical Assistance
☐ Other - describe

Deadline to Apply
Typically June, on a two-year cycle.

Program Purpose
The Urban & Community Forestry Program assists New Mexico's communities with improving the quality and sustainability of local urban and community forestry programs. Citizen participation and education are key elements of the program. The Program administers cost-share funds to support projects that emphasize tangible development or improvement of community forestry programs, community forestry education and professional development of local staff and citizen organizations, maintenance and establishment of forest cover and trees in communities, and volunteer/partnership coordination.

Eligibility
Fund recipients may be local units of government, approved organizations that meet the requirements of Section 501(c)(3) of the Internal Revenue Code of 1986, or other local community tree volunteer groups, accomplishing urban and community forestry projects.

Special Conditions
The agreement funds require a 100 percent, or dollar for dollar match. Funds awarded may not be used for construction.
Use of Funds
Projects and efforts that develop and manage sustainable urban and community forestry programs and statewide volunteer/partnership coordination.

Funding Availability
Funding Potential for Award -- Varies, but on average $80,000 annually. Approximately half is used for volunteer/partnership coordination, and half is directed to individual community projects.
Range of Awards -- During the multi-year contract funding is limited to between $40,000 and $80,000 annually. Individual community awards range from $2,000 - $15,000. If federal support becomes insufficient, it is possible funds would not be available.
Funding Cycle – Duration -- Funding is on a two-year contract cycle.
Source of Funds -- Congress funds the National Urban & Community Forestry Program. The funds are channeled through the Department of Agriculture, United States Forest Service. The funds in tum pass through the EMNRD, Forestry Division for program implementation.

Application Process
Deadline -- Typically June, with a two-year funding cycle.
How to Apply -- During the formal request for proposals, the request is published statewide and appears on our Division website, www.nmforestry.com. The request for proposals is a guideline for establishing a qualifying proposal.
Selection Criteria & Decision Authority -- All proposals must meet minimum requirements specified in the request for proposals. All qualifying proposals are reviewed with rating criteria, which is included in the request for proposals.

Authorization
Cooperative Forestry Assistance Act of 1978, 16 USC & 210S.

Related Programs
New Mexico Seedling Distribution Program & New Mexico Forest Re-Leaf Program. Both related programs are described on our Division website www.nmforestry.com

Information Contacts
Jennifer Dann: New Mexico Urban & Community Forester
Energy, Minerals & Natural Resources Department, Forestry Division
1220 S. St. Francis Dr.
Santa Fe, NM 87505
(505) 345-2200 x104 Fax: (505) 345-1392
Email: jenniferl.dann@state.nm.us
Website: www.nmforestry.com
VOLUNTEER FIRE ASSISTANCE
ENERGY, MINERALS & NATURAL RESOURCES DEPARTMENT (EMNRD)

At a Glance

Fund Availability
Approximately $100,000 per federal fiscal year; for equipment grants, up to $20,000 per department

Eligibility
- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c)3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias
- State Agencies

Type of Aid
- Grant
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe

Deadline to Apply
Middle of November yearly

Program Purpose
The purpose of the Volunteer Fire Assistance (VFA) Program is to provide financial, technical, and other assistance to States to organize, train, and equip fire departments in rural areas and rural communities to prevent and suppress fires.

Eligibility
The Program defines a rural community as having 10,000 or less population. This 10,000 population limit for participation in the VFA Program facilitates distribution of available VFA funding to the rural fire departments.

Special Conditions
The grantee must provide a match of at least 10 percent from non-federal funds.

Use of Funds
Only wildland firefighting or personal protective equipment with an individual cost of less than $5,000.00 is eligible to be purchased.
**Funding Availability**

**Funding Potential for Award** -- The grant total varies, normally the amount available is $100,000 per federal fiscal year.

**Range of Awards** -- For equipment grants they will not exceed $20,000.00 per department

**Funding Cycle – Duration** -- The funding cycle begins at the beginning of the federal fiscal year (October 1) and funding must be expended within the year.

**Source of Funds** -- All funds are provided by the USDA-Forest Service

**Application Process**

**Deadline** -- Middle of November of each year

**How to Apply** -- Applications notices are emailed out to all fire departments in the state. Applications can also be downloaded at: [www.nmforestry.com](http://www.nmforestry.com).

**Selection Criteria & Decision Authority** -- Each application is scored by eligibility, project description, fire department description and budget.

**Authorization**

Authorization for this is the 2008 Farm Bill, Section 10(b) 3 of the Cooperative Forestry Assistance Act of 1978

**Related Programs**

This program is very similar to the Department of Interior, Rural Fire Assistance (RFA) program.

**Information Contact**

Brian Filip  
EMNRD - Forestry  
1220 S. St Francis  
Santa Fe, NM 87505  
505-476-3350 Fax: 505-476-3330  
Email: Brian.filip@state.nm.us  
Website: [www.nmforestry.com](http://www.nmforestry.com)
NEW MEXICO ENVIRONMENT DEPARTMENT
CLEAN WATER STATE REVOLVING LOAN FUND

At a Glance

**Fund Availability**
Total program funding available is approximately $90 million.

**Eligibility**
- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c )3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias
- State Agencies (Effective FY19)

**Type of Aid**
- Grant
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe

When loan subsidy is available, the CWSRF can provide grant funding along with a loan portion.

**Deadline to Apply**
Applications are solicited on an annual basis each spring. Applicants typically have 3 to 4 weeks to apply.

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**Program Purpose**
To provide local authorities in New Mexico with low-cost financial assistance for a wide range of wastewater and storm water drainage projects that protect surface and ground water.

**Eligibility**
Municipalities, counties, water and sanitation districts, Mutual Domestics, Indian Tribes, Nations, and Pueblos.

**Special Conditions**
Applicants must appear on the current priority list at the time of the financial assistance award. Plans and specifications for construction projects shall be approved by the New Mexico Environment Department before loan disbursements are made. Funds are available on a reimbursement basis.

**Use of Funds**
Funds may be used for the planning, designing, and construction of publicly owned treatment works as defined in section 212 of the Clean Water Act; for the implementation of a management program established under section 319 of the Clean Water Act; for the construction, repair, or
replacement of decentralized wastewater treatment systems that treat municipal wastewater or
domestic sewage; for measures to manage, reduce, treat, or recapture storm water or subsurface
drainage water; for measures to reduce the demand for publicly owned treatment works capacity
through water conservation, efficiency, or reuse; for the development and implementation of
watershed projects meeting the criteria set forth in section 122; for measures to reduce the
energy consumption needs for publicly owned treatment works; for reusing or recycling
wastewater, storm water, or subsurface drainage water; for measures to increase the security of
publicly owned treatment works; to plan, develop, and obtain financing for eligible projects,
including planning, design, and associated preconstruction activities; and to assist such treatment
works in achieving compliance with the Clean Water Act.

Funding Availability
Funding Potential for Award – The total amount available in the revolving loan fund fluctuates
but is approximately $90 million.
Range of Awards - There is no limit to award amounts if funds are available. The interest rate is
0% to 2.375% with determination based on socio-economic factors.
Funding Cycle Duration – Applicants are eligible for funding after placement on the annual
priority list. Loan recipients typically have 1-3 years to expend the loan funds.
Source of Funds – The loan program is funded through the US Environmental Protection Agency
federal capitalization grants, repayment of current loan obligations, and interest earnings on the
fund. The capitalization grants require a 20 percent state match. The state match is typically
provided through a NM state legislative appropriation.

Application Process
Deadline – Applications are typically accepted for 3-4 weeks annually, usually late March and
early April.
How to Apply- Applications are available at https://www.env.nm.gov/cpb/CWSRFPage.htm.
Assistance with applications is available.
Selection Criteria & Decision Authority – All applications are subject to the Priority Ranking
2014.pdf. Once ranked, offers are made in order of ranking. Compliance with federal and state
guidelines is required.

Authorization
The general laws of the State, including the Wastewater Facility Construction Loan Act at Sections
74-6A-1 to 74-6A-15 NMSA 1978, as amended, the Federal Clean Water Act, as amended, Title
VI; and the National Environmental Policy Act.

Related Programs
• Rural Infrastructure Loan Program (RIP) – NMED Construction Programs Bureau;
• Community Development Revolving Loan Fund – Economic Development Department;
• Small Cities Community Block Grant Program – Department of Finance and
Administration (DFA);
• New Mexico Finance Authority (NMFA) Programs; and
• U.S. Department of Agriculture Rural Development
• Special appropriations through the legislature.

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New Mexico Environment Department/ Construction Programs Bureau
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Website: http://www.nmenv.state.nm.us/cpb/CWSRFPage.htm

F.A.Q.
Question – When is the first payment due?
Answer – One year after completion of the project and annually thereafter.
Question – What is the term?
Answer – Maximum of 30 years for construction loans with consideration of the useful life of the project; maximum of 5 years for a planning loans.
At a Glance

**Fund Availability**
Approximately $500,000 annually; project budgets range between $50,000 and $300,000

**Eligibility**  
☑ Counties  
☑ Municipalities  
☑ Special Districts  
☑ Indian Tribes & Pueblos  
☑ Other Local Governmental Units  
☑ Non-profit 501(c)3  
☑ Individual  
☑ Private Business  
☑ School Districts  
☑ Mutual Domestics  
☑ Acequias

**Type of Aid**
☐ Grant  
☑ Cooperative Agreement  
☐ Service Contract  
☐ Loan  
☐ Technical Assistance  
☐ Other – specify

**Deadline to Apply**
Proposals are solicited approximately once every other year.

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**Program Purpose**
The overall long-term goal of the Nonpoint Source Management Program is to implement an adaptive watershed-based restoration and protection program with the active assistance of stakeholders, for all watersheds within New Mexico, to meet and maintain water quality standards and designated uses of surface water and ground water resources. These projects are also known as “319 projects”. The program supports two kinds of projects: watershed-based planning projects and projects that implement watershed-based plans.

**Eligibility**
Citizen watershed groups, non-profit organizations, for-profit organizations, individuals, and federal, state and local agencies (including those of Indian Nations, Pueblos, and Tribes) are all eligible for these projects. Only watersheds with one or more water quality impairments recognized in the current Clean Water Act Section 305(b)/303(d) Integrated Report, and which have been described with at least one total maximum daily load, plus a limited category of streams thought to impaired by low flow (Category 4C streams) are eligible for watershed-based-planning projects. Only watersheds with watershed-based plans are eligible for on-the-ground implementation projects. [www.env.nm.gov/swqb/wps/WBP/Accepted](http://www.env.nm.gov/swqb/wps/WBP/Accepted)
Special Conditions
Funds are available on a reimbursement basis. All projects require, at a minimum, a non-federal match of 40% of the total project cost, consisting of cash and/or in-kind services.

Use of Funds
Watershed-based planning projects provide as their main deliverable plans which contain all nine planning elements identified in EPA’s Nonpoint Source Program and Grants Guidelines for States and Territories (https://www.epa.gov/nps/319-grant-current-guidance).

Implementation projects implement watershed-based plans. New Mexico’s accepted watershed based plans are available at https://www.env.nm.gov/swqb/wps/WBP/Accepted/index.html.

Funding Availability
Funding Potential for Award -- Approximately $500,000 is available annually, depending on the United States Congress and EPA’s approval of New Mexico’s nonpoint source implementation grants (also known as Section 319 grants).
Range of Awards -- Project budgets typically range between $50,000 and $300,000.
Funding Cycle – Duration -- Requests for proposals are normally conducted approximately every other year. Project terms normally range between one year and three years, and may be extended to four years.
Source of Funds -- The source of funding is the Clean Water Act Section 319 grants awarded to the New Mexico Environment Department (NMED) by the US Environmental Protection Agency. The funds are contingent on the federal budget passed by the US Congress.

Application Process
Deadline -- Requests for proposals are normally conducted approximately every other year.
How to Apply -- The NMED’s Surface Water Quality Bureau (SWQB) announces this solicitation to subscribers to the SWQB email. An announcement about how to apply can be found on the SWQB website. For more information, and to subscribe to the mailing list please see SQWB’s website at https://www.env.nm.gov/swqb/.
Past RFPs may be downloaded at www.generalservices.state.nm.us/statepurchasing.
Selection Criteria & Decision Authority -- Proposals are evaluated by an evaluation committee of five staff from within NMED and normally at least one other state or federal agency. Proposals are scored against several sub factors: program alignment, technical strength, organizational strength, and value. In the case of projects implemented by public agencies and Indian Nations, Pueblos, and Tribes, decision authority (i.e., authority to approve interagency agreements) is held by the NMED Cabinet Secretary. In the case of private (for-profit and not-for-profit) entities, authority to approve services contracts is held by the NMED Cabinet Secretary and the State Purchasing Agent.

Authorization
The program is authorized by the New Mexico Water Quality Act (NMSA 1978, 74-6-1, et. seq.).

Related Programs
The River Stewardship Program funds similar on-the-ground stream restoration projects.

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https://www.env.nm.gov/swqb/wps/
RIVER STEWARDSHIP PROGRAM
NEW MEXICO ENVIRONMENT DEPARTMENT (NMED)

At a Glance

Fund Availability
Average project amount has been about $180,000; the range is between $37,000 and $518,000.

Eligibility

<table>
<thead>
<tr>
<th>Type of Aid</th>
<th>Counties</th>
<th>Municipalities</th>
<th>Special Districts</th>
<th>Indian Tribes &amp; Pueblos</th>
<th>Other Local Governmental Units</th>
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</table>

Deadline to Apply
RFP issued annually in the summer with a submission deadline in July; contracts or interagency agreements should be finalized by December 31

Program Purpose
The River Stewardship Program has the overall goal of addressing the root causes of poor water quality and stream habitat. Objectives of the River Stewardship Program include: restoring or maintaining hydrology of streams and rivers to better handle overbank flows and thus reduce flooding downstream; enhancing economic benefits of healthy river systems such as improved opportunities to hunt, fish, float or view wildlife; and providing state matching funds required for federal Clean Water Act grants.

Eligibility
Towns, cities, counties, state agencies, soil and water conservation districts, irrigation districts, for-profit and not-for profit organizations, Indian Nations, Pueblos and Tribes are all eligible for these projects.

Special Conditions
Funds are available on a reimbursement basis. The source of the funding for the River Stewardship Program is a legislative appropriation. The use of the funding is subject to the legislation and may be subject to other rules (e.g., Bond Project Disbursement, 2.61.6 NMAC).
Successful River Stewardship Program proposals will:

a. Describe projects located instream, on the banks, on the flood plain, and/or within riparian areas along streams and rivers that improve surface water quality and/or stream habitat;

b. Demonstrate a clear need for restoration action based on a local, regional or state planning document;

c. Demonstrate the support and commitment of the community and applicable stakeholders such as local governments, natural resource agencies and landowners/land managers;

d. Describe a scientifically sound and sustainable project;

e. Provide clear, measurable, achievable objectives; and

f. Propose a budget that is justified, fair and provides good value for project work.

Use of Funds

Funds may be used for the following:

a. Itemized hourly wages for work on the project, supplies that are permanently affixed to the project, equipment rental, administrative costs, travel, and subcontractor services as approved in project work plans.

b. Implementation of on-the-ground measures to improve surface water quality and wildlife habitat as approved in project work plans, e.g. earthmoving, construction, non-native plant removal, planting, fencing.

c. Planning and partner coordination exclusively within the context of the project, as approved in project work plans.

d. Pre-implementation surveys of on-site conditions.

e. Post-construction verification of completion and validation of environmental results within the agreement/contract period, as approved in project work plans.

f. Costs to prepare permit applications, clearances and surveys that are required by law.

g. Contractor and subcontractor rates must reflect current fair market rates.

h. Gross receipts tax.

Funding Availability

Funding Potential for Award -- NMED annually requests $1,500,000 from the New Mexico Legislature for River Stewardship Program projects to be funded.

Range of Awards -- With prior state river restoration funding, the average project amount was $180,000 with a range of $37,000 to $518,000. In the most recent three years, the average project amount was $185,000 with a range of $50,000 to $338,000.

Funding Cycle – Duration -- Contingent on funding from the New Mexico Legislature, a request for proposals will be conducted in summer, and contracts or interagency agreements are expected to be finalized by December 31. Also contingent on the specifics of the legislation, the date by which projects must be complete is expected to be four years from the date of the appropriation.

Source of Funds -- The source of the funding for the River Stewardship Program is a legislative appropriation. The use of the funding is subject to legislation and may be subject to other rules (e.g., Bond Project Disbursement, 2.61.6 NMAC).
Application Process
Deadline -- Contingent on approval by the New Mexico Legislature, a request for proposals will be conducted in the summer (with a deadline for proposal submission in July), and contracts or interagency agreements are expected to be finalized by December 31.

How to Apply -- Detailed instructions are found within requests for proposals (RFPs). Current and past RFPs may be downloaded at www.generalservices.state.nm.us/statepurchasing.

Selection Criteria & Decision Authority -- Proposals are evaluated by an evaluation committee of at least five staff from within NMED and normally at least one other state or federal agency. Proposals are scored against several sub factors: program alignment, technical strength, organizational strength, and value. In the case of projects implemented by public agencies and Indian Nations, Pueblos, and Tribes, decision authority (i.e., authority to approve interagency agreements) is held by the NMED Cabinet Secretary. In the case of private (i.e., for-profit and not-for-profit) entities, authority to approve services contracts is held by the NMED Cabinet Secretary and the State Purchasing Agent.

Authorization
The 2017 New Mexico Legislature did not appropriate funding to the New Mexico Environment Department (NMED) for River Stewardship Program Projects. Therefore, NMED will not be issuing an RFP in 2017 through this program.

Related Programs
The Nonpoint Source Management Program funds similar on-the-ground stream restoration projects (also known as Clean Water Act Section 319 projects).

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**RURAL INFRASTRUCTURE REVOLVING LOAN PROGRAM**
**NEW MEXICO ENVIRONMENT DEPARTMENT (NMED)**

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### At a Glance

**Fund Availability**
As a revolving loan fund, the total amount available for funding varies, contact the Construction Programs Bureau for up-to-date information. Maximum amount: $2,000,000 per entity per year with an interest rate of 2.375%

**Eligibility**
- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c)3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias

**Type of Aid**
- Grant
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe

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### Deadline to Apply

The application cycle is open year round.

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### Program Purpose

The goals of the program are:
- Making publicly funded loans available to New Mexico local governments;
- Managing the timely construction and administrative completion of publicly funded water, wastewater, and solid waste projects; and
- Ensuring that projects are environmentally sound, of high quality, and free of waste, fraud, and abuse.

The purpose of the Rural Infrastructure Loan Program is to provide financial assistance to local authorities for planning, design, and construction or modification of water, wastewater, and solid waste facilities.

### Eligibility

Any incorporated City, Town, Village, Mutual Domestic Association, or Water and Sanitation District that serves a population of less than 20 thousand or a County that serves a population of less than 200 thousand.

The following types of projects can be financed through RIP:
• Eligible water, wastewater and water pollution control projects
• Water pipelines
• New sewer interceptors and collectors
• Infiltration/inflow correction
• Water and sewer system rehabilitation
• Treatment plant improvements
• Non-point source projects (i.e. septic tanks)
• Cost of water rights acquisition
• Eligible solid waste facilities including collection, disposal, storage and recycling
• Engineering Studies and design
• Project inspection
• Easements and rights-of-way
• Project legal costs
• Purchase of equipment

Special Conditions
Plans and specifications for construction projects shall be approved by the New Mexico Environment Department before loan disbursements are made. Funds are available on a reimbursement basis.

Use of Funds
Loan Funds can be used for up to 100 percent of the costs of construction or modification of eligible projects including, but not restricted to, the costs of engineering feasibility reports, design, construction inspection, archaeological surveys, contracted construction, and special engineering services. Loan funds can be used for land and water rights, easements, and legal fees. Administrative costs are not eligible.

Funding Availability
Funding Potential for Award – As a revolving loan fund, the total amount available varies.
Range of Awards – The maximum loan amount is $2,000,000 per entity per year. The interest rate is 2.375%.
Funding Cycle Duration – The loan agreement is in effect once the Secretary of the Environment Department signs the loan agreement. Loan recipients typically have 1-3 years to expend the funds. Disbursements are based on approved, invoiced costs. The repayment period is up to 20 years. Repayments are typically made on an annual basis, and the schedule is amortized upon completion of construction.
Source of Funds – The sources of the RIP program funds include: an initial state legislative appropriation in 1995, principal and interest payments on current loans, and interest earnings on the fund.

Application Process
Deadline – None, there is an open application cycle.
How to Apply – Contact the Construction Programs Bureau at 505-827-2806 or email NMENV-cpbinfo@state.nm.gov or go to https://www.env.nm.gov/cpb/RIPProgram.htm to download an application.

Selection Criteria & Decision Authority
Applications can be processed and funded within eight to twelve weeks, depending on the information provided by the entity to determine financial capability to repay the loan and the availability of funds.

Authorization
New Mexico Rural Infrastructure Act, Section 75-1-1 et seq., NMSA 1978; and administered according to regulations of the New Mexico Environment Department 20.7.2 NMAC.

Related Programs
- Small Cities Community Development Block Grant program - Department of Finance and Administration
- Community Development Revolving Loan Fund- Economic Development Department
- New Mexico Finance Authority Programs
- U.S. Department of Agriculture Rural Development
- Special Appropriations through the Legislature
- New Mexico Clean Water State Revolving Fund

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Website: https://www.env.nm.gov/cpb/cpbtop.html

F.A.Q.
Question - When is the first payment due?
Answer – One year after the completion of the project.
**DEPARTMENT OF FINANCE & ADMINISTRATION**

**CIVIL LEGAL SERVICES**

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### At a Glance

**Fund Availability**
Total program funding available: $4 million

**Eligibility**
- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c)3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias
- State Agencies

**Type of Aid**
- Grant
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe

**Deadline to Apply**
May 2015

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**Program Purpose**
To provide a range of free civil legal services for low income persons living in New Mexico.

**Eligibility**
501(c)3 Non-profit organizations.

**Special Conditions**
No special conditions apply.

**Use of Funds**
Provide civil legal services for low income persons.

**Funding Availability**
- **Funding Potential for Award** -- $4,000,000
- **Range of Awards** -- Awards may range from $20,000 to $1,000,000
- **Funding Cycle – Duration** -- Contracts are for a four-year RFP cycle and are executed in July, at the beginning of the state fiscal year.
Source of Funds -- A portion of magistrate, metropolitan and district court docket fees and NM Legislative General Fund appropriation finance the fund.

Application Process
Deadline -- Next RFP funding cycle would be May 2018
How to Apply -- See contact information below.
Selection Criteria & Decision Authority -- An evaluation committee appointed by the Civil Legal Services Commission will perform the evaluation of proposals and make selections.

Authorization
The 2001 New Mexico Legislature enacted laws creating the Civil Legal Services Fund and the Civil Legal Services Commission (NMSA 1978, 34-14-1).

Related Programs
N/A

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ENHANCED 911 PROGRAM
DEPARTMENT OF FINANCE & ADMINISTRATION

At a Glance

Fund Availability
The E911 fund generates approximately $11.5 million per year.

Eligibility
- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c )3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias
- State Agencies

Type of Aid
- Grant
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe

Deadline to Apply
Open application cycle.

Program Purpose
To protect the safety, health and welfare of New Mexico residents and visitors by enabling the development, installation and operation of enhanced 911 emergency reporting systems to be operated under local governmental management and control.

Eligibility
Any municipality or county acting as the fiscal agent for a Public Safety Answering Point (PSAP) operated in compliance with the 911 statute and rule is an eligible applicant. Indian pueblos and tribes may participate through agreements with municipalities and counties.

Special Conditions
This is a grant program intended to provide Enhanced 911 service statewide. Before grants are awarded, local governments must meet consolidation requirements, establish an emergency dispatch plan, and if appropriate develop formal agreements with appropriate neighboring jurisdictions. In addition, applicants must pass a resolution to participate in the program and operate a 24 hour, 7 day a week PSAP.
**Use of Funds**
Equipment funds may be used to purchase, lease, install and maintain necessary PSAP equipment to locate callers. Funds may be used for monthly network and database costs.

**Funding Availability**

**Funding Potential for Award** -- The E911 program is funded through a $0.51 surcharge on monthly communication services for wireline and wireless telephone service. Beginning in FY18 the surcharge will also apply to pre-paid wireless and Voice over Internet Protocol (VoIP). The surcharge currently generates around $11 million in revenue per year. As of FY18 the surcharge should generate $13-$14 million annually.

**Range of Awards -- Funding Cycle -- Duration**
Contracts and purchase orders are authorized to purchase equipment and services and remain in place for a designated period to include maintenance during that period. Funds must be expended as approved and budgeted. All agreements with cooperating jurisdictions must be maintained. Grantees submit invoices from vendors to the division, who pays each vendor on behalf of all grantees.

**Source of Funds** -- The program is funded through a $0.51 surcharge on monthly communication services.

**Grant Process**
Funding is available for E-911 call taking equipment, network and database. Several detailed steps are required in preparing a grant. First, the local government must organize a committee of all public safety personnel and organizations in the area. Second, agreements are developed and a lead grantee is designated for all participants. A map and plan of response areas is developed and a dispatch system staffed and operated 24 hours per day prior to grant awards. The LGD staff work closely with applicants on each of these steps. Requests for new PSAPs must adhere to the consolidation requirement set forth in 10.6.2 NMAC.

**Selection Criteria & Decision Authority**
E911 Grants are approved and recommended by the Director of Local Government Division when all the requirements are met. Once these requirements are met, DFA/LGD submit all requests to the State of New Mexico’s Board of Finance for budget approval. DFA and LGD require consolidation of city and county PSAPs to cut costs and improve efficiency in handling requests for emergency services.

**Authorization**
Enhanced 911 Act, Sections 63-9D-1 et seq., NMSA 1978.

**Related Programs**
Emergency Medical Services are funded by the Health Department; Radio equipment is funded by local governments through various funding sources.

**Information Contact**
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Email: michaelf.mariano@state.nm.us
Web Address: http://www.nmdfa.state.nm.us/Enhanced_911_Program.aspx
LOCAL DWI GRANT & DISTRIBUTION PROGRAM
DEPARTMENT OF FINANCE & ADMINISTRATION

At a Glance

Fund Availability
Approximately $4.7 million annually for grants and $15 million for distribution based on a legislative formula

Eligibility
- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c)3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias
- State Agencies

Type of Aid
- Grant
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Distribution funds

Deadline to Apply
February

Program Purpose
The Local DWI Grant Fund is established to support programs, services, or activities to prevent or reduce the incidence of DWI. The funding will support new, innovative or model programs. The goal of this grant program is to decrease the number of injuries and fatalities in New Mexico caused by alcohol impaired drivers.

Eligibility
Counties and incorporated municipalities, who make an application for distribution and for grant funding through their county, are eligible under the local grant program. Pueblos, tribal governments and non-profit agencies can also participate through sub-contract arrangements with the fiscal agent for their county area. A county DWI plan must be established and approved by the Human Services Department prior to grant application. Multi-county applications are allowable with a lead entity identified to administer the program.

Special Conditions
The county DWI Planning Council must determine the gaps and needs in the county; the county commission must approve the application; grant funds are reimbursement basis; distribution funds are released quarterly to counties based on formula established in statute; a minimum of 10% county match.

**Use of Funds**
New or existing innovative or model programs, services or activities of any kind designed to prevent or reduce the incidence of DWI, whether related to alcoholism or alcohol abuse and programs designed to reduce alcohol related domestic violence are funded. Programs can include but are not limited to prevention, public information and education, DWI enforcement, screening, compliance monitoring/tracking and specialized offender and alternative sentencing programs.
Existing community-based programs, services or facilities for prevention, screening and treatment of alcoholism and alcohol abuse, demonstrating effective approaches for prevention and/or reduction of DWI and alcohol related domestic violence are funded.

**Funding Availability**
**Funding Potential for Award** -- There is approximately $4.7 million annually for grants and $15.2 million for distribution based on a legislative formula.
**Range of Awards** -- Distribution amounts are determined in accordance with the formula in Section 11-6A-6(B) NMSA, 1978 as amended. Competitive grant amounts are tied to scope of work, gaps in services and clearly demonstrated need.
**Funding Cycle – Duration** -- Distribution applications are approved and grant funds allocated for a July 1 through June 30 program cycle. Grant allocations and distribution approvals are for one year.
**Source of Funds** -- Funded by the New Mexico State Legislature.

**Application Process**
**Deadline** -- Applications for distribution and grant funding are submitted in February with awards and approvals made in the spring.
**How to Apply** -- The Local Government Division holds an annual application workshop for the distribution and grant funding in the fall. Applications are due in February.
**Selection Criteria & Decision Authority** -- Applications are initially rated and reviewed by the Local Government Division staff with recommendations from an interagency work group of program professionals. Ratings are based on the following criteria: a) the statistical analysis of gaps/need; b) discussion around the focus of the project, reason for selection of components and description of components; c) budgets; d) past performance; e) community participation, collaboration and planning; f) leveraging; and g) the extent to which the proposal is for new, innovative or model programs, services or activities. Final funding decisions for grants and approvals for distributions are made by the DWI Grant Council which includes the Secretary of the Department of Health, the Traffic Safety Bureau Chief of the NM Department of Transportation, the President of the Municipal League; the Secretary of the Dept. of Finance and
Administration or their designees; and two members appointed by the governor from local governments.

**Authorization**
New Mexico Local DWI Grant Program Act, Section 11-6A-1 through 11-6A-6 NMSA, 1978, as amended.

**Related Programs**

**Information Contact**
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Email:  rick.lopez3@state.nm.us
Website:  http://nmdfa.state.nm.us/ldwi-home.aspx
## At a Glance

### Fund Availability

<table>
<thead>
<tr>
<th>Eligibility</th>
<th>Type of Aid</th>
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<tbody>
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### Deadline to Apply

July 1 – State Agencies; Special Districts – June 15th; Tribal Governments – July 15th; Counties and Municipalities -- September 1st; and Senior Citizen Facilities – September 15th. (If the deadline falls on a weekend or holiday, the ICIP will be due the following business day.)

### Program Purpose

The local Infrastructure Capital Improvement Plan (ICIP) is a plan that establishes planning priorities for anticipated capital projects. The need for this kind of planning has reached critical proportions in New Mexico, where local governments are faced with pressing demands for multiple capital improvements and limited funding to support them. The state-coordinated local ICIP process encourages entities to plan for the development of capital improvements so that they do not find themselves in emergency situations, but can plan for, fund, and develop infrastructure at a pace that sustains their activities.

### Eligibility

The ICIP is not an application. All local government entities are highly encouraged to participate. Participants include Counties, Municipalities, Tribal Governments, Special Districts, and Senior Citizen Facilities.

### Special Conditions

No specific conditions apply.

### Use of Funds
Funding Availability

Funding Potential for Award: N/A
Range of Awards: N/A
Funding Cycle – Duration: N/A
Source of Funds: N/A

Application Process
Deadline: July 1 – State Agencies; Special Districts – June 15th; Tribal Governments – July 15th; Counties and Municipalities -- September 1st; and Senior Citizen Facilities – September 15th. (If the deadline falls on a weekend or holiday, the ICIP will be due the following business day.)

How to Apply: Each participating entity must update their project information in the database. Submission requirements are available the ICIP Guidelines in Appendix V, located on the ICIP website at http://nmdfa.state.nm.us/ICIP.aspx. The ICIP is not an application, but is an excellent tool to use when applying for funding.

Selection Criteria & Decision Authority: The submitted ICIP projects are reviewed by the DFA/LGD staff. The final ICIP report is available to view on the DFA/LGD website at http://nmdfa.state.nm.us/ICIP.aspx for the NM State Governor, Tribal governments, legislators, local elected officials, local entities, and funding agency use.

Authorization
NMSA 1978, Sections 5-8-6A, 6-6-2J, 6-6-4, 9-6-5.1, 11-6-2, 11-6-3, 11-6-4.1, 11-6-5, and 11-6-5.1

Related Programs
N/A

Information Contact
ICIP Help Desk
Local Government Division
Department of Finance & Administration
407 Galisteo, Bataan Memorial Building, Room 200
Santa Fe NM 87504
Phone: 505-827-4950 Fax: 505-827-4948
Email: ICIP.LGD@state.nm.us
Website: http://nmdfa.state.nm.us/ICIP.aspx

F.A.Q.
Where can the ICIP guidelines be found? Guidelines and Data Entry instructions for entering data on the website are available on the DFA/LGD web site at: http://www.nmdfa.state.nm.us/ICIP.aspx.
When are the ICIP Local Government ICIP training workshops? Information regarding Local Government training workshops is available on the DFA/LGD web site at: http://www.nmdfa.state.nm.us/ICIP.aspx.

How can an entity code/password be obtained? Entry into the website requires a code and a password. For new local government entities and special districts, send an email to ICIP Help Desk at ICIP.LGD@state.nm.us to request an entity code and password.


What are the delivery specifications for submitting the ICIP? Please refer to Appendix V in the ICIP Guidelines located on the ICIP web site at: http://www.nmdfa.state.nm.us/ICIP.aspx.
At a Glance

Fund Availability
Approximately $190,000 annually

Eligibility
- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c)3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias
- State Agencies

Type of Aid
- Grant
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other -

Deadline to Apply
April

Program Purpose
The Juvenile Adjudication Fund was established to fund programs that provide an alternative adjudication process for juveniles charged with traffic offenses and other misdemeanors, such as teen courts.

Eligibility
Counties and incorporated municipalities are eligible to apply for grants. Pueblos, tribal governments and non-profit agencies are not eligible to apply directly for grants. These organizations may receive funds from grantees as sub grantees.

Special Conditions
A minimum of 10% county/municipality match.

Use of Funds
Funds are used in support for the operation of alternative juvenile adjudication programs.

Funding Availability
**Funding Potential for Award** -- There is approximately $160,000 available annually statewide.

**Range of Awards** -- Awards from $5,000 to $25,000 as supplemental funding for established programs.

**Funding Cycle – Duration** -- Funds are available on a state fiscal year basis.

**Source of Funds** -- Funded by the New Mexico State Legislature.

**Application Process**

**Deadline** -- Applications for the JAF funds are submitted in April with awards and approvals made in the spring for the following fiscal year.

**How to Apply** -- Complete application for funding by April deadline. Application available on website.

**Selection Criteria & Decision Authority** -- Applications are rated and reviewed by the Local Government Division staff based on the following criteria: a) overall quality of the program; b) financial need of the program; c) number of clients to be served; d) number and quality of components to be provided to clients; e) past performance; f) leveraging; and g) expenditure rates.

**Authorization**
Section 34-16-1 NMSA, 1978, as amended.

**Related Programs**
The Department of Finance and Administration through the LDWI Program, the Children, Youth and Families Department and the Administrative Office of the Courts also provide funding for alternative adjudication programs such as teen courts.

**Information Contact**
Rick Lopez, Division Director
Local Government Division
NM Department of Finance and Administration
Bataan Memorial Building, Suite 201
Santa Fe, NM 87501
(505) 827-8053 (505) 827-4950
Fax: (505) 827-4948
Email: rick.lopez3@state.nm.us
Website: [http://nmdfa.state.nm.us/ldwi-home.aspx](http://nmdfa.state.nm.us/ldwi-home.aspx)
LAND GRANT SUPPORT FUND
DEPARTMENT OF FINANCE & ADMINISTRATION

At a Glance

Fund Availability
The available program funding amount is determined each fiscal year by the Council.

Eligibility
☐ Counties
☐ Municipalities
☐ Special Districts
☐ Indian Tribes & Pueblos
☒ Other Local Governmental Units
☐ Non-profit 501(c )3
☐ Individual
☐ Private Business
☐ School Districts
☐ Mutual Domestics
☐ Acequias
☐ State Agencies

Type of Aid
☐ Grant
☐ Cooperative Agreement
☒ Service Contract
☐ Loan
☐ Technical Assistance
☐ Other - describe

Deadline to Apply
Deadlines vary each fiscal year. Contact the Council for more information.

Program Purpose
The purpose of the program is to provide funding assistance to Spanish and Mexican Community Land Grants-Mercedes in New Mexico as outlined in the application.

Eligibility
Land Grants-Mercedes that are eligible to apply for funding are those organized as Political Subdivisions of the State in accordance with the Land Grant General Provisions, NMSA 1978, Section 49-1-1 through 49-1-23, and that meet all application submittal requirements.

Special Conditions
No special conditions apply.

Use of Funds
Funding categories include but are not limited to: legal representation, community and economic development, coordination of services, land acquisition services, land planning and zoning, common land management services, historic and cultural preservation, and outreach and community education. Use of funds are subject to state law, rules, and regulations.
Funding Availability
Funding Potential for Award -- N/A
Range of Awards -- N/A
Funding Cycle – Duration -- Upon contract execution through the end of the State’s fiscal year.
Source of Funds -- New Mexico Legislative General Fund appropriation.

Application Process
Deadline -- Deadlines vary each fiscal year. Contact the Council for more information.
How to Apply -- Visit the New Mexico Land Grant Council website at www.nmlandgrantcouncil.org or contact the Council for information on how to apply.
Selection Criteria & Decision Authority -- Applications received will be reviewed by the Council at a regular scheduled meeting.

Authorization
New Mexico Land Grant Support Act (NMSA 1978, 49-11-1)

Related Programs
N/A

Information Contact
New Mexico Land Grant Council
C/O UNM Southwest Hispanic Research Institute
1829 Sigma Chi Road, NE
Albuquerque, NM 87106
(505) 249-6759
www.nmlandgrantcouncil.org
LAW ENFORCEMENT PROTECTION FUND
DEPARTMENT OF FINANCE & ADMINISTRATION

At a Glance

**Fund Availability**
Varies

**Eligibility**
- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c)3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias
- State Agencies

**Type of Aid**
- ☒ Grant
- ☐ Cooperative Agreement
- ☐ Service Contract
- ☐ Loan
- ☐ Technical Assistance
- ☐ Other - describe

**Deadline to Apply**
March 31 of each calendar year

**Program Purpose**
To provide equitable distribution of money to municipal police, university police, tribal police and county sheriff departments to enhance the efficiency and effectiveness of law enforcement services and to sustain at a reasonable level the payments available from the Peace Officer Survivors’ Fund to surviving eligible family members of a peace officer killed in the line of duty. Effective July 1, 2017, the program was expanded to include the funding of hands-on tourniquet and trauma kits training to law enforcement officers by the New Mexico law enforcement academy and certified regional law enforcement training facilities.

**Eligibility**
County and municipalities:

Class 1 departments (population of 0 to 20,000) are entitled to a base amount of $20,000

Class 2 departments (population of 20,001 to 160,000) are entitled to a base amount of $30,000

Class 3 departments (population of 160,001 to 1,280,000) are entitled to a base amount of $40,000
Additional $600 per certified officer (LGD verifies employment status and certification with the Department of Public Safety (DPS) based on the March 31st DPS Registry. It is critical that the local law enforcement agency keep the DPS Registry updated.

Universities:

Entitled to a base amount of $17,000 plus an additional $600 per certified officer (LGD verifies employment status and certification with the Department of Public Safety). Must be a 4 year institution.

Tribal police departments:

Entitled to $600 per commissioned peace officer (LGD verifies employment status and certification with the Department of Public Safety). To be counted for funding, a commissioned peace officer must have been assigned to duty and worked in New Mexico no fewer than 200 days in the calendar year immediately prior to the date of payment. The tribe may not cite or try non-tribal citizens in tribal court. (LGD verifies this information with the Department of Public Safety).

New Mexico Law Enforcement Academy:

Entitled to $24,500 to provide hands-on tourniquet and trauma kits training to law enforcement officers.

Special Conditions

LGD must be notified in writing (letter or e-mail) of any adjustments needed to the budget that was presented on the LEPF application. For example, money may need to be moved from “equipment” to “law enforcement training”. Adjustment request should state amount and what it will be used for.

Pursuant to 2.110.3.10C, “The distributions from the fund are to be used, not accumulated. Fund balances may be carried over to a succeeding fiscal year only with prior written approval from the local government division.” As part of the operating budget approval process for counties and municipalities, LGD requires a carryover request form by July 31st stating the LEPF cash balance amount to be carried over and an explanation of what the carryover balance will be used for. Any carryovers approved by LGD should be included in the local entity’s operating budget under the LEPF (DFA Fund 211). Tribes and universities must also submit a carryover request form for LGD approval if they are carrying over any LEPF cash balances.

Pursuant to 2.110.3.10E, “Any item purchased with monies from the fund that is disposed of and monies are received shall revert to the fund and be budgeted for the succeeding fiscal year.” A governing body approved resolution authorizing the disposition of the property must be sent to LGD for approval. Furthermore, a governing body approved resolution increasing the entity’s LEPF budget by the amount of the proceeds from the sale of property must be sent to LGD for approval.
A local entity may pledge LEPF distributions to make payments on a vehicle loan. Typically, the loan payments will be intercepted by the New Mexico Finance Authority (NMFA) through the distribution process. Around May 1st, LGD receives a spreadsheet from NMFA with intercept amounts to be paid directly to NMFA by LGD. If an entity has an NMFA loan, they will then receive the LEPF distribution amount that remains after the NMFA intercept.

**Use of Funds**

**Pursuant to 2.110.3.8A NMAC:**

1) The repair and purchase of law enforcement apparatus and equipment, including financing and refinancing thereof, which meet minimum nationally recognized standards;

2) Expenses associated with advanced law enforcement planning and training;

3) Complying with match or contribution requirements for the receipt of federal funds relating to criminal justice programs;

4) No more than fifty percent of the replacement salaries of municipal and county law enforcement personnel of municipalities and counties rated as Class 1 in Paragraph (1) of Subsection B of Section 29-13-4 NMSA 1978 participating in basic law enforcement training.

Refer to 2.110.3.8B for examples of eligible expenditures and 2.110.3.8C for examples of ineligible expenditures.

Pursuant to 29-13-9B, NMSA 1978, “Any person who expends or directs or permits the expenditure of any money distributed from the fund for purposes other than those expressly authorized by the Law Enforcement Protection Fund Act [29-13-1 NMSA 1978] shall be personally liable to the state for the amount of money wrongfully expended and interest and costs.”

**Funding Availability**

**Funding Potential for Award** -- Varies based on revenue collections posted to the LEPF

At the end of the fiscal year, uncommitted LEPF cash balances over $100,000 revert to the state General Fund.

**Range of Awards** -- Varies based on number of certified officers

**Funding Cycle – Duration** -- 1 year

**Source of Funds** -- Ten percent of all money received for fees, licenses, penalties and taxes from life, general casualty and title insurance business (except for money received from health insurance) collected by the New Mexico Public Regulation Commission is deposited into the LEPF.

**Application Process**

**Deadline**

March 31 of each calendar year
How to Apply
LEPF distributions are made annually by the Department of Finance and Administration (DFA), Local Government Division (LGD), based on an application process. DFA/LGD mails out application packets to eligible law enforcement applicants by early February and applications are due back to LGD by March 31st. LGD will mail out an initial distribution spreadsheet to applicants by May 1st and applicants may file an appeal with the DFA Cabinet Secretary by May 15th if they do not agree with LGD’s funding determination. The final distribution spreadsheet, which includes appeal determinations and the most current information on loan intercept payments made directly to the New Mexico Finance Authority, is disseminated on or before May 31st. Actual distributions are made after July 1st. Beginning in FY2018, distributions will be made on a periodic allotment basis as approved and certified by DFA/LGD [this is pursuant to HB4 enacted during the 2017 regular legislative session.] Information on the periodic allotment determination will be disseminated with the final distribution spreadsheet sent on or before May 31st.

Selection Criteria & Decision Authority

Authorization
Law Enforcement Protection Fund (LEPF) Act, 29-13 NMSA 1978 and LEPF Rule, 2 NMAC 110.3

Related Programs
Homeland Security Grant Program (Susan Walker 505-476-9640)
Operation Stonegarden (Only Border Counties Eligible) (Susan Walker 505-476-9640)

Information Contact
Brenda L. Suazo-Giles
Department of Finance and Administration/Local Government Division
407 Galisteo Santa Fe, NM 87502
(505) 827-4933; (505) 827-4140
BrendaL.Suazo-Giles@state.nm.us

F.A.Q.
February
Mail out from Local Government Division (LGD) to all local law enforcement agencies (LEA’s) – counties, municipalities, tribal police and university police. Package includes: cover letter from LGD Director, application and instructions.

March 31
Deadline for applications to be returned to LGD.

March 31
Date of Department of Public Safety (DPS) Registry used for funding purposes. 
(NOTE: In order for an officer to be counted for funding, officer must appear on the March 31 DPS Registry)

April
LGD reconciles officers listed on LEPF applications to officers listed on DPS Registry. Applicant may receive a call from LGD if there are discrepancies between the application and the DPS Registry. It is the responsibility of the local law
enforcement agency to file all required paperwork with DPS on a timely manner in order to keep the Registry updated.

May 1 A letter and distribution spreadsheet with LGD’s initial determination is mailed out to applicants. Cover letter includes information on the appeal process.

May 15 Deadline for appeals to be postmarked to the Department of Finance and Administration Secretary.

May 31 A letter and distribution spreadsheet with LGD’s final determination and frequency of the periodic allotment is mailed out to applicants. Final distribution will include the results of appeals and intercepts to the New Mexico Finance Authority, if applicable.

July – June (throughout fiscal year for which funding was received)
Notify LGD in writing (letter or e-mail) of any adjustments needed to the budget section of the application. For example, money may need to be moved from “equipment” to “law enforcement training”.

July 31 Carryover request forms should be included with the operating budget submission. Carryover amounts should match the beginning cash balance on the budget document (this is also the June 30th balance) for the entity’s LEPF fund. However, if other donations or contributions are included in cash balance, provide LGD with an explanation of the sources that make up the cash balance.
LEASEHOLD COMMUNITY ASSISTANCE FUND
DEPARTMENT OF FINANCE & ADMINISTRATION

At a Glance

**Fund Availability**
Funds must be approved annually by the Legislature. Historically between $60,000 and $150,000 has been appropriated.

<table>
<thead>
<tr>
<th>Eligibility</th>
<th>Type of Aid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counties</td>
<td>Grant</td>
</tr>
<tr>
<td>Municipalities</td>
<td>Cooperative Agreement</td>
</tr>
<tr>
<td>Special Districts</td>
<td>Service Contract</td>
</tr>
<tr>
<td>Indian Tribes &amp; Pueblos</td>
<td>Loan</td>
</tr>
<tr>
<td>Other Local Governmental Units</td>
<td>Technical Assistance</td>
</tr>
<tr>
<td>Non-profit 501(c)3</td>
<td>Other - describe</td>
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<td>Individual</td>
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<td>Private Business</td>
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<td>School Districts</td>
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<td>Mutual Domestics</td>
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<td>Acequias</td>
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<td>State Agencies</td>
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**Deadline to Apply**
N/A

**Program Purpose**
To provide financial assistance to communities established on Indian reservations that have no tax base.

**Eligibility**
Eligible communities are those located on Indian pueblo lands leased from that pueblo, are chartered by the pueblo, have a mayor-council form of government and contain leased land and improvements with a net property value of at least $5 million. To date, only the Town of Cochiti Lake has met eligibility criteria.

**Special Conditions**
A leasehold community shall agree to be bound by such rules and regulations as are promulgated by DFA, Local Government Division.

**Use of Funds**
Funds must be used for basic governmental operations.
**Funding Availability**

**Funding Potential for Award** -- Funds must be approved annually by the Legislature. Historically between $60,000 and $150,000 has been appropriated.

**Range of Awards** -- DFA/LGD calculates funds according to the applicable statute using the base of communities of similar size.

**Funding Cycle – Duration** -- Funds are available on a state fiscal year basis.

**Source of Funds** -- State

**Application Process**

**Deadline** -- N/A

**How to Apply** -- The community follows DFA/LGD requirements for submitting operating budgets and requests payment semi-annually.

**Selection Criteria & Decision Authority** -- DFA/LGD has a statutory duty to provide eligible communities.

**Authorization**

Leasehold Community Assistance Fund Section 6-6A-5, NMSA 1978

**Related Programs**

Small Cities Assistance Fund is the equivalent program for other municipalities.

**Information Contact**

Brenda Suazo-Giles  
Local Government Division  
NM Department of Finance & Administration  
Bataan Memorial Building, Ste. 201  
Santa Fe, NM  87503  
(505) 827-4964; Fax (505) 827-4340  
BrendaL.Suazo-Giles@state.nm.us  
[http://www.nmdfa.state.nm.us/Local_Government.aspx](http://www.nmdfa.state.nm.us/Local_Government.aspx)

**F.A.Q.**

Please contact DFA – LGD with program questions.
SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG)
DEPARTMENT OF FINANCE & ADMINISTRATION

At a Glance

Fund Availability
Total funding available: between $12 - $16 million is usually available from HUD. The grant amount is limited to $500,000 per applicant. Planning grant limit is $50,000.

Eligibility
- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c)3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias

Type of Aid
- Grant
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe

Deadline to Apply
December

Program Purpose
To provide assistance to counties and smaller municipalities in their community development efforts to provide a suitable living environment, decent housing, essential community facilities and expanded economic opportunities, principally for persons of low and moderate income.

Eligibility
All counties, incorporated municipalities, and New Mexico Mortgage Finance Authority (MFA) are eligible to apply except: the City of Albuquerque, the City of Farmington, the City of Las Cruces, the City of Santa Fe, and the City of Rio Rancho who cannot apply since they receive funding directly from the Department of Housing and Urban Development HUD (Title I, Section 106) as entitlement cities.

- Other entities such as water associations, sanitation districts, land grants, public nonprofit groups, council of governments, mutual domestic water consumer associates, etc., cannot apply directly for assistance, other than planning grants.
- However, these entities may be involved in the execution of an approved CDBG project if the eligible applicant chooses to operate the program through such an entity under a contractual agreement.
Indian pueblos and tribes receive funding directly from HUD (Title I, Section 107). Native American tribes are encouraged to submit applications to the Albuquerque HUD Office of Native American Programs, 201 3rd Street NW, Ste. 1830, Albuquerque, NM  87102-3368, (505) 346-6923.

**Special Conditions**
All project funds must meet CDBG National Objectives which are listed below. New Mexico CDBG funding priorities are identified in the NM Annual Action Plan:

a) Benefit principally to low and moderate income families;

b) Meet other community development needs which are urgent because existing conditions pose a threat to the health and welfare of the community and where there are no other financial resources to meet needs.

Public participation in project planning is required by law, and applicants must conduct public hearings within the area served by the eligible applicant.

**Use of Funds**
Use of Funds
- Housing
- Public facility capital outlay
- Economic development
- Emergency
- Infrastructure
- Planning

**Funding Availability**
**Funding Potential for Award** -- Between $10 - $12 million is available annually for funding under this program.

**Range of Awards** -- There is a $750,000 grant limit per applicant with certified cost estimates and $500,000 without certified cost estimates. Planning grants are limited to $50,000.

**Funding Cycle – Duration** --
The program operates on the federal fiscal year. Applications are accepted traditionally in the spring. Allocations by the Community Development Council (CDC) are announced in the summer/fall.

**Source of Funds** -- Federally funded and passes through the state before being distributed locally. Community Development Council is appointed by the Governor. They allocate the CDBG funds.

**Application Process**
**Deadline** Emergency, planning, housing and economic development applications are accepted throughout the year.

**How to Apply** In the spring of each year, a CDBG application workshop is held. Attendance is mandatory for those entities wanting to apply for CDBG funding since the latest rules and regulations are discussed. Applications are due in the spring/summer with awards being done in the summer. A schedule of CDBG dates is posted on the DFA/LGD website.
Selection Criteria & Decision Authority
Applications are ranked by the Local Government Division staff on the point structure identified in NMAC 2.110.2

Authorization
The Housing and Community Development Act of 1974, as amended, Title I (PL 100-242) The New Mexico Community Assistance Act, Sections 11-6-1 through 11-6-9, NMSA 1978.

Related Programs
Infrastructure projects are also funded by the Environment Department, NM Finance Authority and Department of Highways and Transportation. Low and moderate income housing projects are also funded by the New Mexico Mortgage Finance Authority and economic development projects by the Economic Development Department.

Information Contact
Jolene Slowen, Bureau Chief
Department of Finance and Administration Local Government Division
Bataan Memorial Building Rm 202, Santa Fe, NM  87501
(505) 827-4974; (505) 827-4948
jolenem.slowen@state.nm.us
http://www.state.nm.us/CDBG_Information_1

F.A.Q.
Please call DFA Local Government Division with questions.
SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
COLONIAS SET-ASIDE  
DEPARTMENT OF FINANCE & ADMINISTRATION

At a Glance

Fund Availability
Total program funding available: $1.5 million
Maximum amount awarded: $500,000

Eligibility
- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c)3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias

Type of Aid
- Grant
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe

Deadline to Apply
November

Program Purpose
To provide assistance to rural communities within 150 miles of the U.S. – Mexico border that have inadequate water and sewer facilities and inadequate and unsafe housing conditions.

Eligibility
The colonias category is established in the amount of the 10% of the annual CDBG allocation for specific activities including water, sewer and housing improvements, which are the three conditions which qualify communities for designation to be carried out in areas along the U.S. – Mexican border.

- Eligible applicants for the colonias set aside are municipalities and counties located within 150 miles of the U.S. – Mexico border.
- Colonias must be designated by the municipality or county in which it is located. The designation must be on the basis of objective criteria, including:
  a) Lack of potable water supply; or
  b) Lack of adequate sewage systems; or
c) Lack of decent, safe and sanitary housing; and
d) Must have been in existence as a colonia prior to November, 1990.

- Appropriate documentation to substantiate these conditions must be provided along with the application for funding.

**Special Conditions**
All colonias project funds must meet CDBG National Objectives which are listed below. CDBG funding priorities are identified in the NM Annual Action Plan:

a) Benefit principally to low and moderate income families;
b) Aid in the prevention or elimination of blight; or
c) Meet other community development needs which are urgent because existing conditions pose a threat to the health and welfare of the community and where there are no other financial resources to meet needs.

Public participation in project planning is required by law, and applicants must conduct public hearings within the area served by the eligible applicant.

**Use of Funds**
Colonias set-aside funds must be used for construction of improvements of water/wastewater systems, housing rehabilitation and property acquisition.

**Funding Availability**
**Funding Potential for Award** -- Up to ten percent of the CDBG annual funding is set-aside for colonias. Based on the $10-$12 million, the colonias set-aside would be $1 million to $1.2 million.

**Range of Awards** -- There is a $750,000 grant limit per applicant with certified cost estimates and $500,000 without certified cost estimates.

**Funding Cycle – Duration** -- The program operates on the federal fiscal year. Applications are accepted traditionally in the spring/summer. Allocations by the Community Development Council (CDC) are announced in the fall.

**Source of Funds** -- Federally funded and passes through the state before being distributed locally. Community Development Council is appointed by the Governor. They allocate the CDBG funds.

**Application Process**
**Deadline** -- Emergency, planning, housing and economic development applications are accepted throughout the year depending on available funding.

**How to Apply** -- In the spring of each year, a CDBG application workshop is held. Attendance is mandatory for those entities wanting to apply for CDBG funding since the latest rules and regulations are discussed. Applications are due in the spring with awards being done in the summer. A schedule of CDBG dates is posted on the DFA/LGD website.

**Selection Criteria & Decision Authority** -- Applications are ranked by the Local Government Division staff on the point structure identified in NMAC 2.110.2

**Authorization**
The Housing and Community Development Act of 1974, as amended, Title I (PL 100-242) The New Mexico Community Assistance Act, Sections 11-6-1 through 11-6-9, NMSA 1978.

Related Programs
Colonias Waste Water Grant Program, NM Environment Department
Colonias Severance Tax Bond set-aside, New Mexico Finance Authority
Water and Waste Disposal Colonias Grant Program, USDA

Information Contact
Jolene Slowen, Bureau Chief
Department of Finance and Administration Local Government Division
Bataan Memorial Building Rm 202, Santa Fe, NM 87501
(505) 827-4974; (505) 827-4948
jolenem.slowen@state.nm.us
http://www.state.nm.us/CDBG_Information_1

F.A.Q.
Please call with questions.
EMERGENCY WATER SUPPLY FUND
DEPARTMENT OF FINANCE & ADMINISTRATION

At a Glance

Fund Availability
$118,100 per year

Eligibility
- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c)3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias

Type of Aid
- Grant
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe

Deadline to Apply
Applications are due monthly per the schedule established on the Board of Finance website, 
http://nmdfa.state.nm.us/meetings.aspx.

Program Purpose
The State Board of Finance may approve loans and grants from the emergency water supply fund after determining that an emergency exists that requires the expenditure from the fund in order to provide an adequate and safe drinking water supply for residents of any community of less than 5,000 population in New Mexico using a drinking water supply system in common.

Eligibility
Public bodies representing residents of any community of less than 5,000 population using a drinking water supply system in common.

Special Conditions
NA

Use of Funds
The emergency drinking water supply fund’s purpose is to provide an adequate and safe drinking water supply for small communities.
**Funding Availability**

**Funding Potential for Award** -- $118,100 per year, subject to legislative appropriation

**Range of Awards** -- Up to $118,100.

**Funding Cycle – Duration** -- Requests for loans and grants may be considered monthly.

**Source of Funds** -- Funds are appropriated annually by the legislature from the general fund to the emergency water supply fund for allocation by the State Board of Finance.

**Application Process**

**Deadline** -- Submissions are due monthly, as indicated on the Board of Finance website, [http://nmdfa.state.nm.us/meetings.aspx](http://nmdfa.state.nm.us/meetings.aspx).

**How to Apply** -- Submission requirements are listed on the Board of Finance website, [http://nmdfa.state.nm.us/Submission_Requirements.aspx](http://nmdfa.state.nm.us/Submission_Requirements.aspx).

**Selection Criteria & Decision Authority** -- The State Board of Finance reviews each request for a loan or grant to determine if an emergency exists that requires expenditure from the emergency water supply fund.

**Authorization**


**Related Programs**

Certain emergencies may also qualify for funding from the State Board of Finance emergency fund (Section 6-1-2 NMSA).

**Information Contact**

Leila Burrows Kleats, Director
Department of Finance and Administration, Board of Finance Division
181 Bataan Memorial Building, Santa Fe, NM 87501
(505) 827-4377 / Fax: (505) 827-3985
Leilak.Burrows@state.nm.us
[http://nmdfa.state.nm.us](http://nmdfa.state.nm.us/Board_Of_Finance.aspx)

**F.A.Q.**

Please contact the State Board of Finance with questions.
STATE BOARD OF FINANCE EMERGENCY FUND
DEPARTMENT OF FINANCE & ADMINISTRATION

At a Glance

Fund Availability
$2,000,000 per year; however, the amount awarded per emergency varies.

Eligibility

☐ Counties
☐ Municipalities
☐ Special Districts
☐ Indian Tribes & Pueblos
☐ Other Local Governmental Units
☐ Non-profit 501(c )3
☐ Individual
☐ Private Business
☐ School Districts
☐ Mutual Domestics
☐ Acequias

Type of Aid

☐ Grant
☐ Cooperative Agreement
☐ Service Contract
☐ Loan
☐ Technical Assistance
☐ Other - describe

Deadline to Apply
Applications are due monthly per the schedule established on the Board of Finance website, http://nmdfa.state.nm.us/meetings.aspx.

Program Purpose
The State Board of Finance may approve loans and grants from the operating reserve fund when an emergency exists that is an unforeseen occurrence or circumstance severely affecting the quality of government services and requiring the immediate expenditure of money that is not within the available resources of the public entity, and, if subject to appropriation, cannot reasonably await appropriation by the next regular session of the legislature.

Eligibility
State agencies, boards, commissions, municipal corporation or other political subdivision organized under the laws of the state or any Indian nation, tribe or pueblo located in whole or in part in New Mexico.

Special Conditions
Situations must meet the definition of an emergency noted above.

Use of Funds
To meet emergencies as noted above.

**Funding Availability**

**Funding Potential for Award** -- $2,000,000 per year, subject to legislative appropriation  
**Range of Awards** -- Up to $2,000,000; however, the State Board of Finance is unlikely to award this much to any one emergency.  
**Funding Cycle – Duration** -- Requests for loans and grants may be considered monthly.  
**Source of Funds** -- Funds are appropriated annually by the legislature from the operating reserve fund for allocation by the State Board of Finance.

**Application Process**

**Deadline** -- Submissions are due monthly, as indicated on the Board of Finance website, http://nmdfa.state.nm.us/meetings.aspx.  
**How to Apply** -- Submission requirements are listed on the board of finance website, http://nmdfa.state.nm.us/Submission_Requirements.aspx.  
**Selection Criteria & Decision Authority** -- The state board of finance reviews each request for a loan or grant to determine if an emergency exists that requires the expenditure.

**Authorization**


**Related Programs**

Certain emergencies related to the provision of adequate and safe drinking water in small communities may also qualify for funding from the State Board of Finance emergency water supply fund (Section 3-27-9 NMSA).

**Information Contact**

Leila Burrows Kleats, Director  
Department of Finance and Administration, Board of Finance Division  
181 Bataan Memorial Building, Santa Fe, NM 87501  
(505) 827-4377 / Fax: (505) 827-3985  
LeilaK.Burrows@state.nm.us  
http://nmdfa.state.nm.us/Board_of_Finance.aspx

**F.A.Q.** Please contact the State Board of Finance with questions.
GENERAL SERVICES DEPARTMENT
THE NEW MEXICO STATE AGENCY FOR SURPLUS PROPERTY
(NMSASP)

At a Glance

Fund Availability
N/A

Eligibility
- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c)3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias
- State Agencies

Type of Aid
- Grant
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe

Deadline to Apply
N/A

Program Purpose
The purpose of the program is to help New Mexico public entities and qualified non-profit organizations acquire tangible surplus property from State and Federal Agencies.

Eligibility
Organizations should apply to the NMSASP for certification of eligibility. Some of the organizations that are eligible include but are not limited to, Public agencies, non-profits, homeless organizations, municipalities, counties, state agencies, councils of governments, economic development and conservancy districts, water and sewer associations, acequia associations, volunteer fire departments, law enforcement, public schools, public libraries, state supported institutions of higher education, hospitals and medical institutions, veterans’ organizations.

Special Conditions
Those entities receiving items of federal tangible personal surplus property are considered Donees and those entities receiving items of state tangible personal surplus property are
considered customers. The customer/Donees must comply with a number of federal/state restrictions and federal/state laws including Section VI of the Federal Property and Administrative Services Act of 1949, as amended and State Statute Chapter 13 Article 6 NMSA1978. Heavy equipment, machinery, motor vehicles and items with an original acquisition cost of $5,000 or more are under NMSASP compliance restrictions and must be used for a minimum of 18 months. Time restrictions vary with the item but all items must be put into use for the purpose acquired within one year. Reports from the Donee/customer to the NMSASP will be required.

Use of Funds
N/A

Property Availability
Federal property is acquired on an as needed basis although we do keep a few items in the yard typically a customer makes a request for property via a want list and at that point we conduct a nationwide search for the property needed. When State property comes in it is offered to the public agencies for the first 45 days then it is available to qualified non-profits as well as public agencies for an additional 45 days after the 90 day cycle is complete the property may then be offered to the general public at the NMSASP storefront operation or sent to auction.

Source of Property: All property is acquired through either the State or Federal Government.

Application Process
Organizations wishing to apply can contact our office for an application of eligibility.

Authorization
Federal Property and Administrative Services Act of 1949, as amended.
New Mexico State Statute Chapter 13 Article 6 NMSA 1978

Related Programs
N/A

Information Contact
Chris M. Barela, Bureau Chief
NM State Agency for Surplus Property, GSD
1990 Siringo Road, Santa Fe NM, 87505
Office: (505) 476-1949 Fax: (505) 476-1905
Email: Christopher.Barela@state.nm.us
Website: http://www.generalservices.state.nm.us/transportationservices/Surplus_Property_Bureau.aspx
### At a Glance

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<thead>
<tr>
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**Deadline to Apply**
Third week of January annually

### Program Purpose
The purpose of the Emergency Medical Services Fund Act [24-10A-1 NMSA 1978] is to make money available to municipalities and counties for use in the establishment and enhancement of local emergency medical services, statewide emergency medical services and trauma services in order to reduce injury and loss of life.

### Eligibility
This money is be distributed to municipalities and counties on behalf of eligible local recipients, which are the local Emergency Medical Service agencies (i.e. ambulance and rescue services).

### Special Conditions
The local recipients are ambulance services, medical rescue services, fire department rescue services, publicly owned or contracted air ambulance services or other prehospital care provider that routinely responds to an individual's need for immediate medical care in order to prevent loss of life or aggravation of physical or psychological illness or injury; whose application for
funding through the Emergency Medical Services Fund Act is sponsored by a municipality or county; and that meets department guidelines concerning personnel training, use of bureau-approved run forms, participation in mutual aid agreements and medical control. Additionally, a portion of the fund is designated for “special projects” such as ambulance purchases, educational programs, and other projects that serve the local or statewide EMS system.

**Use of Funds**
The monies are used for:
(1) Establishment or enhancement of local emergency medical services, including the use of advanced technology equipment;
(2) Operational costs other than salaries and benefits of local emergency medical services personnel;
(3) Purchase, repair and maintenance of emergency medical services vehicles, equipment and supplies, including the use of advanced technology equipment; and
(4) Training and licensing of local emergency medical services personnel.

**Funding Availability**
**Funding Potential for Award** -- $2,821,900 (FY18);
**Range of Awards** -- $1500 – $20,000 (maximum) per local recipient
**Funding Cycle – Duration** -- August 30 through the end of Fiscal Year
**Source of Funds** -- New Mexico Legislature through Department of Health

**Application Process**
**Deadline** -- Jan 20, 2017 (FY18 Fund)
**How to Apply** -- Applications are available November 1 of each year at www.nmems.org
**Selection Criteria & Decision Authority** -- Local system funds are distributed based on eligibility, and assurances from county or municipality regarding accepting funds on behalf of local recipient. Distribution is made by formula after this assurance. Special project funds are distributed by the DOH based on a competitive review of the applications.

**Authorization**
Emergency Medical Service Fund Act; 24-10A NMSA

**Related Programs**
None

**Information Contact**
Ann Martinez
Emergency Medical Systems Bureau, NM DOH
1301 Siler Road, Bldg. F, Santa Fe, NM  87507
505 476-8233; 505 471-2122
Ann.Martinez1@state.nm.us  **Website:**  www.nmems.org

**F.A.Q.**  Please contact the Emergency Medical Systems Bureau with questions.
# RURAL PRIMARY HEALTH CARE ACT (RPHCA)
## DEPARTMENT OF HEALTH

### At a Glance

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### Deadline to Apply

The next RPHCA RPF will be issued in Spring 2019 for Fiscal year 2020.

---

## Program Purpose

Provide financial assistance to ensure primary health care services through eligible programs in underserved areas of the state, in order to better serve the health needs of New Mexicans.

## Eligibility

Applicants must be a New Mexico non-profit organization with federal IRS 501 c (3) tax exempt status, a local government or tribal government which provides or commits to provide primary health care services to residents of a health care underserved area (HCUA) designated for primary health care needs. They must have a governing board generally representative of its service area; must have policies and procedures assuring no one is denied services because of inability to pay; and policies and procedures that maximize patient collections.

## Special Conditions

Funds cannot be used for the purchase of land, construction or renovation, debt amortization, EMS, home health or visiting nurse services, school nursing, inpatient and non-primary care, specialty care, political activity or lobbying.
Use of Funds
Funds may be used for salaries and benefits, purchase of necessary medical and dental equipment and supplies, in-state travel for training, general operating expenses and contracts for medical, dental, behavioral health services.

Funding Availability
Funding Potential -- No application information available at this time.
Range of Awards -- No application information available at this time.
Funding Cycle -- Duration -- Successful applicants for the Spring 2019 RPHCA Request for Proposals will receive 4 year contracts (FY20-FY23). Contractors are subject to annual continuation review and approval.
Source of Funds -- Funded by the New Mexico Legislature through the General Fund and the County Supported Medicaid Fund.

Application Process
Deadline -- No application information available at this time.
How to Apply -- No application information available at this time.
Selection Criteria & Decision Authority -- Selection criteria include relative need for financial assistance to sustain or provide services; relative need of the area served by the applicant; and the degree to which the applicant has adequate structure and procedures to deliver services. A review panel makes funding recommendations to the Public Health Division Director.

Authorization
Rural Primary Health Care Act (Section 24-1 A-3.1  NMSA 1978)

Related Programs
N/A

Information Contact
LeeAnn Roberts, RPHCA Program Manager
Department of Health/Public Health Division/
Health Systems Bureau/Office of Primary Care and Rural Health
300 San Mateo Blvd. NE, Ste. 900
Albuquerque, NM  87108
Phone: 505-383-0123
Fax: 505-222-8675
E-mail: LeeAnn.Roberts@state.nm.us Website: www.health.state.nm.us
HEALTH SYSTEMS BUREAU OFFICE OF SCHOOL & ADOLESCENT HEALTH
SCHOOL BASED HEALTH CENTER PROGRAM
DEPARTMENT OF HEALTH

At a Glance

Fund Availability
Approximately $3.5 million is available for the SBHC Program annually

Eligibility

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Deadline to Apply
Ongoing as funds are available, current RFP is in year 2 of a four-year cycle.

Program Purpose
New Mexico’s school-based health centers (SBHCs) provide comprehensive physical, behavioral
and preventative health services to children and adolescents in their school. SBHCs are staffed
like a pediatric or family practice office and are designed to be youth friendly and accessible to
encourage students to drop by when they need medical attention or want to learn more about a
health issue. SBHCs support positive outcomes for schools, including increased class time and
fewer absences, positive effects on academics and positive health outcomes.

Eligibility
Eligible entities includes agencies and organizations with capacity to administer a medical
operation, including capacity to successfully recruit and retain primary care and behavior health
providers, experience with Medicaid manage care systems to support provider credentialing and
compliance with federal and state policies and procedures related to medical operations. Entities
traditionally receiving awards under this program includes, community health centers, local non-
profit entities such as community mental health agencies, community foundations and family
support organizations, tribal and pueblo governments as well as Regional Educational Cooperatives are also eligible.

**Special Conditions**

Applicants must work in partnership with local school districts to secure a facility located on school campuses. School District support is required for in-kind support such as maintenance, janitorial services, IT support (phone and computer access).

**Use of Funds**

Funds administered through this program can be used to purchase direct services delivered by licensed medical/behavioral health professionals, as well as oral health, as well as medical supplies needed to implement activities. Funds are also directed for operational costs associated with organizing and implementing the program, such as a program coordinator, youth and family engagement. Funds cannot be used for capital outlay (building renovations, medical equipment, etc.).

**Funding Availability**

**Funding Potential for Award** -- Approximately $3.5 million is available for the SBHC Program annually

**Range of Awards** -- Awards range from $25,000 to $100,000 per SBHC Location

**Funding Cycle – Duration** -- Funding cycles are four years

**Source of Funds** -- General Funds and other state funds are used to support the program

**Application Process**

**Deadline** -- Current RFP due to expire in June 2019

**How to Apply** -- Applicants are required to submit an application following state procurement guidelines issued through the NMDOH – Office of School and Adolescent Health. RFP announced through NMDOH

**Selection Criteria & Decision Authority** -- Independent review committee is organized and facilitated through NMDOH/OSAH. Funding recommendations are submitted to NMDOH Public Health Division for review and approval

**Authorization**

N/A

**Related Programs**

None

**Information Contact**

Jim Farmer
NMDOH – Office of School and Adolescent Health
300 San Mateo Blvd, NE Suite 902, Albuquerque, NM 87108
(505) 222-8682 or Fax (505) 222-8675
james.farmer@state.nm.us
F.A.Q.

- In FY ‘17 there were 52 school-based health centers operating with funding from NMDOH/OSAH.
- In FY ‘16, over 16,900 youth received 48,200 visits of care through a school based health center.
- Of services delivered, 60% were for primary care, 40% were for behavioral health.
- Over 25% of youth seen received their annual well-child visit at their school based health center.
**SEXUAL VIOLENCE SERVICES AND PREVENTION**  
**DEPARTMENT OF HEALTH**

**At a Glance**

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**Deadline to Apply**
April 9, 2015

**Program Purpose**
Sexual Violence-related services and prevention

**Eligibility**
Statewide and local non-profit organizations that can demonstrate their capacity to provide sexual violence-related services and successfully be funded pursuant to a Request for Proposals process.

**Special Conditions**
Funds are available after deliverables (activities) are completed. Monthly payments are made for completed activities.

**Use of Funds**
Sexual violence crisis services, sexual assault nurse examiner services, surveillance services, training for mental health, child welfare, law enforcement, and parents of children with disabilities, and sexual violence prevention services.

**Funding Availability**
**Funding Potential for Award** -- A total of approximately $3,000,000 may be available annually for services for several types of services:

- Community-based rape crisis centers: $770,000 (8 awards)
- Children and Adolescent Sexual Assault/Abuse Examination Services: $350,000 (1 award)
- Sexual Assault and Violence Statewide Infrastructure: $1,100,000 (1 award)
- Surveillance for Sexual Violence and Assault: $40,000 (1 award)
- Specialized training: $164,000 (1 or 2 awards)
- Sexual Assault & Violence Primary Prevention: $570,000 (5-6 awards)

**Range of Awards** -- Please see Funding Availability, above

**Funding Cycle – Duration** -- Contracts are executed annually, effective July 1 of each year.

**Source of Funds** -- Appropriations made by the NM State Legislature and federal (Centers for Disease Control and Prevention) funds.

**Application Process**

**Deadline** -- Four-year proposals are due April 9, 2015.

**Authorization**

NM General Appropriation Act of 2015 and likely future state legislative sessions, and Federal Rape Prevention and Education Grant; (CFDA #93.136) and Federal Prevention and Services Block Grant (CFDA #93.758).

**Related Programs**

**Information Contact**

Toby Rosenblatt  
New Mexico Department of Health  
P.O. Box 26110 Santa Fe, NM 87502  
Number & Fax: (505) 827-0017; Fax: (505) 827-2796  
Email: toby.rosenblatt@state.nm.us Website: New Mexico Department of Health

**F.A.Q.**

Contact Toby Rosenblatt with questions.
TOBACCO USE PREVENTION AND CONTROL (TUPAC) PROGRAM
DEPARTMENT OF HEALTH

At a Glance

Fund Availability
Total program funds available: $5 million, estimated
Maximum amount awarded: To be determined at next Request For Proposal (RFP) cycle in 2019 and 2020.
Minimum amount awarded: $50,000

Eligibility
- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c )3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias
- State Agencies

Type of Aid
- Grant
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe

Deadline to Apply
To be determined at next RFP cycle in 2019 and 2020.

Program Purpose
1. Prevent initiation of tobacco use.
2. Promote quitting among youth and adults.
3. Eliminate exposure to secondhand smoke.
4. Identify and eliminate tobacco-related health disparities.

Eligibility
Eligibility is described in the RFP.

Special Conditions
To be determined at next RFP cycle.

Use of Funds
Prevent initiation of tobacco use.
Promote quitting among youth and adults. Eliminate exposure to secondhand smoke. Identify and eliminate tobacco-related health disparities. Contracts are deliverables-based, vendors are paid for deliverables described in the contract.

**Funding Availability**

**Funding Potential for Award** -- $5 million estimated

**Range of Awards** -- To be determined at next RFP cycle in 2019 and 2020.

**Funding Cycle – Duration** -- Four year funding cycle; yearly renewal.

**Source of Funds** -- Funded by the New Mexico State Legislature.

**Application Process**

**Deadline** -- To be determined at next RFP cycle in 2019 and 2020.

**How to Apply** -- Request for proposals (RFP) is announced in the legal section of the Albuquerque Journal and Department of Health website. Application details are provided in the RFP.

**Selection Criteria and Decision Authority** -- Proposals are evaluated by an independent panel established to review proposals based on the weighted evaluation factors described in the RFP.

**Authorization**

P.L.92-218 National Cancer Act

**Related Programs**

None noted.

**Information Contact**

Benjamín Jáquez
Department of Health/Public Health Division
5301 Central Avenue NE, Suite 800
Albuquerque, NM 87108
(505) 222-8618 Fax: (505) 841-5865
Email: Benjamin.jacquez@state.nm.us
Website: [http://www.nmtupac.com](http://www.nmtupac.com)
YOUTH SUICIDE PREVENTION PROGRAM
HEALTH SYSTEMS BUREAU OFFICE OF SCHOOL & ADOLESCENT HEALTH
DEPARTMENT OF HEALTH

At a Glance

Fund Availability
Approximately $475,000.00 is available for the Youth Suicide Prevention Program annually

Eligibility
- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c )3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias
- State Agencies

Type of Aid
- Grant
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe

Deadline to Apply
Ongoing, although an RFP process for most of the funds occurs once every four years.

Program Purpose
New Mexico’s Youth Suicide Prevention Program strives to increase knowledge and awareness of the risk factors and warning signs of suicide and to provide training for intervention prior to a crisis situation. Training is provided for the general public, youth, adults who interact with youth such as parents, teachers, medical and behavioral health providers, faith-based personnel, and first responders.

Eligibility
Eligible entities includes agencies and organizations with capacity and certification to offer training on best practice programs for various groups of people, including youth. Entities traditionally receiving awards under this program includes, community health centers, local non-profit entities, community foundations and family support organizations, tribal and pueblo governments and schools.

Special Conditions
None

Use of Funds
Funds are directed for operational costs associated with organizing and implementing programs, such as program coordination, training materials and supplies, and travel. Funds cannot be used for capital outlay (building renovations, medical equipment, etc....)

Funding Availability
Funding Potential for Award -- Approximately $475,000.00 is available for the Youth Suicide Prevention Program annually
Range of Awards -- Awards range from $5,000 to $100,000 per contractor
Funding Cycle – Duration -- Funding cycles are four years
Source of Funds -- General Funds and federal grants are used to support the program

Application Process
Deadline -- Current 4-year funding cycle underway, but there may be additional funds available with no deadline to apply
How to Apply -- Applicants are required to submit an application following state procurement guidelines issued through the NMDOH – Office of School and Adolescent Health. RFP announced through NMDOH
Selection Criteria & Decision Authority -- Independent review committee is organized and facilitated through NMDOH/OSAH. Funding recommendations are submitted to NMDOH Public Health Division for review and approval

Authorization
N/A

Related Programs
None

Information Contact
Jim Farmer
NMDOH – Office of School and Adolescent Health
300 San Mateo Blvd, NE Suite 902, Albuquerque, NM 87108
(505) 222-8682 or Fax (505) 222-8675
james.farmer@state.nm.us

F.A.Q.
- Behavioral health services for youth through SBHCs. In 2016, over 2,700 students received over 15,700 visits for behavioral health services through SBHCs. Behavioral health accounted for over one-third of all visits to SBHCs.
  Coordination of the NM Crisis Line Network, (NM toll-free line available 24/7 working in partnership with the National Lifeline.) 29,850 calls and chats were answered by crisis response workers in 2016.
DEPARTMENT OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT (DHSEM)
DISASTER ASSISTANCE PROGRAM

At a Glance

Fund Availability
75% of eligible damages from a declared event up to $750,000 per applicant

Type of Aid
☐ Grant
☐ Cooperative Agreement
☐ Service Contract
☐ Loan
☐ Technical Assistance
☐ Other - describe

Eligibility
☒ Counties
☒ Municipalities
☒ Special Districts
☒ Indian Tribes & Pueblos
☒ Other Local Governmental Units
☒ Non-profit 501(c)3
☐ Individual
☐ Private Business
☒ School Districts
☒ Mutual Domestics
☒ Acequias

Deadline to Apply
Within 30 days of Governor’s Executive Order

Program Purpose
The goal of the Disaster Assistance Program is to assist communities and other eligible applicant with recovery from natural and man-made disasters/emergencies.

Eligibility
Governmental entries and certain private non-profits

Special Conditions
Eligibility is determined by financial need as determined by DFA.

Use of Funds
Eligible costs include debris removal, emergency protective measures, road and bridge repair, water control facility repair (including acequias), utility repair, buildings and equipment and repair to parks and recreation facilities damaged by declared events.

Funding Availability
Funding Potential for Award -- Determined by Governor’s Executive Order
Range of Awards -- $1,000 min. project up to $750,000
Funding Cycle – Duration -- 12 month project completion deadline, extensions possible.
Source of Funds -- Governor’s Executive Order authorizes use of funds from the State

Application Process
Deadline -- Within 30 days of declared event
How to Apply -- Notify local Emergency Manager that damages have occurred, they in turn need to request local declaration and notify State Emergency Operations Center within 72 hrs. Applicants accepted by NM DHSEM Recovery Unit.
Selection Criteria & Decision Authority -- Grants available based on financial need and available funding.

Authorization
All Hazard Emergency Management Act [12-10-1NMSA 1978]

Related Programs
FEMA PA Assistance program

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Website: www.nmdhsem.org

F.A.Q.
Please contact Brian Williams at NMDHSEM with questions.
FIRE MANAGEMENT ASSISTANCE GRANT (FMAG)
DEPARTMENT OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT

At a Glance

Fund Availability
Funding is based upon actual eligible costs as determined by FEMA. There is no maximum or minimum.

Eligibility

- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c)3
- Individual
- Private Business
- State Agencies
- Mutual Domestics
- Acequias

Type of Aid

- Grant
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe

Deadline to Apply
Thirty days after the end of the incident period of a declared fire.

Program Purpose
To fund fire suppression and emergency management activities by state agencies and local governments for wildfires that threaten to become major disasters; fires must be declared eligible by the Federal Emergency Management Agency (FEMA) during the incident period of the fire.

Eligibility
Counties, municipalities, tribal governments, state agencies

Special Conditions
Funding is 75 percent Federal, 25 percent non-Federal. Local match may not be federal funds. This is a reimbursement grant.

Use of Funds
For eligible fire suppression activities that are not funded from any other source for declared fires only. With certain exceptions, costs must be incurred during the incident period.

Funding Availability
**Funding Potential for Award** -- There is no annual allocation. Funding is based upon actual costs following the occurrence of a declared fire.

**Range of Awards** -- Awards are not made by formula. Awards have been from a few thousand dollars to over $6 million.

**Funding Cycle – Duration** -- Funding cycle is not related to the Fiscal Year. With certain exceptions, costs are complete by the end of the incident period.

**Source of Funds** -- Funds are Federal, flowing from FEMA, through the state, to grant recipients.

**Application Process**

**Deadline** -- Deadline to being the application process is 30 days from the end of the incident period.

**How to Apply** -- Contact DHSEM for details.

**Selection Criteria & Decision Authority** -- Applicants that meet eligibility requirements will be funded. The decision rests with FEMA.

**Authorization**

Robert T. Stafford Disaster Relief and Emergency Assistance Act, P.L. 100-107, CFR 44 as amended.

**Related Programs**

Similar to the FEMA Public Assistance Program, but only for fire suppression on declared fires.

**Information Contact**

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**F.A.Q.**

Please contact DHSEM with questions.
INDIVIDUAL ASSISTANCE
DEPARTMENT OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT

At a Glance

**Fund Availability**
Funding is 75 percent federal, 25 percent state. Funding is determined by the Federal Emergency Management Agency (FEMA) following a Federal Disaster Declaration in which IA has been activated. Typical funding would be in the range of $3000 to $5000. Applicants must meet financial eligibility criteria established by FEMA.

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<thead>
<tr>
<th>Eligibility</th>
<th>Type of Aid</th>
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<tbody>
<tr>
<td>Counties</td>
<td>Grant</td>
</tr>
<tr>
<td>Municipalities</td>
<td>Cooperative Agreement</td>
</tr>
<tr>
<td>Special Districts</td>
<td>Service Contract</td>
</tr>
<tr>
<td>Indian Tribes &amp; Pueblos</td>
<td>Loan</td>
</tr>
<tr>
<td>Other Local Governmental Units</td>
<td>Technical Assistance</td>
</tr>
<tr>
<td>Non-profit 501(c)3</td>
<td>Other - describe</td>
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<td>Individual</td>
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<tr>
<td>State Agencies</td>
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<td>Mutual Domestics</td>
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<td>Acequias</td>
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**Deadline to Apply**
Applicants must submit their request for Individual Assistance within the timeframe established by FEMA. That timeframe will be widely publicized. Applications are made by calling a toll-free telephone number.

**Program Purpose**
To fund basic living costs and minimal home repairs for private citizens following a Federal Disaster Declaration in which the Individual Assistance (IA) Program has been activated.

**Eligibility**
Private individuals and households within the declared counties and within counties contiguous to the declared counties.

**Special Conditions**
There is no applicant share. Some program elements are 100% federally funded, and some are 75% federally funded with a 25% state match.

**Use of Funds**
Funds can be used for replacement or repair of disaster-damaged housing, furniture, appliances, personal effects, clothing, food, and similar items.
**Funding Availability**

**Funding Potential for Award** -- There is not annual allocation. Funding is determined following the occurrence of a Federal Disaster Declaration.

**Range of Awards** -- Awards are not made by formula. There is no minimum award. There is a maximum award for all categories of assistance. The maximum is adjusted annually and will be stated for a given disaster. FEMA determines the awarding of funds.

**Funding Cycle – Duration** -- Funding cycle is not related to the fiscal year.

**Source of Funds** -- Funds are Federal, flowing from FEMA directly to grant recipients.

**Application Process**

**Deadline** -- No established deadline. Availability of assistance will be widely publicized following a qualifying disaster. Each applicant must call the toll-free telephone number to apply.

**How to Apply** -- Applicants are instructed to call the toll-free telephone number, and FEMA will guide applicants through the process from there.

**Selection Criteria & Decision Authority** -- FEMA approves grant requests according to their established criteria. FEMA has final authority in matters of applicant eligibility, qualifications of damaged facilities, and funding levels.

**Authorization**

Robert T. Stafford Disaster Relief and Emergency Assistance Act, P.L. 100-107, CFR 44 as amended.

**Related Programs**

Most Federal Disaster Declarations will authorize the Public Assistance Program, which makes funds available to public-sector applicants for repairs to infrastructure and certain other costs. The Small Business Administration (SBA) may activate its Disaster Program if their qualifications and requirements are met. SBA assistance is for private losses to homes and businesses.

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**F.A.Q.**

Please contact DHSEM with questions.
PUBLIC ASSISTANCE
DEPARTMENT OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT

At a Glance

Fund Availability
Funding is 75 percent federal, 25 percent non-federal. A portion of the non-federal share may be contributed by the state, or it may be all paid by the applicant. Funding is determined by the Federal Emergency Management Agency (FEMA) following the Federal Disaster Declaration. Minimum damage per applicant is $3,100. States and counties must meet financial eligibility criteria established by FEMA.

Eligibility
- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c)3
- Individual
- State Agencies
- School Districts
- Mutual Domestics
- Acequias

Type of Aid
- Grant
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe

Deadline to Apply
Applicants must submit their request for Public Assistance within 30 days of the Federal Disaster Declaration.

Program Purpose
To fund emergency protective measures, debris removal, and permanent repairs of eligible damaged public facilities following a Federal Disaster or Emergency Declaration.

Eligibility
Counties, municipalities, special districts, public irrigation ditch associations, Tribal governments, state agencies, and private non-profit organizations that serve a governmental function (such as utilities).

Special Conditions
Funding is 75 percent federal, 25 percent non-federal. The state may share in the non-federal match. Local match may not be federal funds. This is a reimbursement grant.

Use of Funds
Funds can only be sued for specific projects identified by FEMA on Project Worksheets. Typical projects are for debris removal, emergency protective measures, road and bridge repairs, repair
of water control facilities, repair or replacement of buildings, vehicles, repair of utilities, and repair of parks and recreational facilities. Funds may not be used on private property unless specifically authorized.

**Funding Availability**

**Funding Potential for Award** -- There is not annual allocation. Funding is determined following the occurrence of a Federal Disaster in which Public Assistance was activated.

**Range of Awards** -- Awards are not made by formula. Minimum award is $1000 per applicant. There is no maximum award. FEMA determines the awarding of funds.

**Funding Cycle – Duration** -- Funding cycle is not related to the fiscal year. Projects must be completed within 30 months of approval. Time extensions are possible if justified and approved by FEMA.

**Source of Funds** -- Funds are federal, flowing from FEMA, through the state, to grant recipients.

**Application Process**

**Deadline** -- No established deadline. Applications will be solicited following a qualifying disaster. Each applicant must submit a Request for Public Assistance within 30 days of the date of the Federal Disaster Declaration.

**How to Apply** -- Contact DHSEM for details.

**Selection Criteria & Decision Authority** -- Projects are determined by FEMA, working together with the applicant and the state. FEMA has final authority in matters of applicant eligibility, qualifications of damaged facilities, and funding levels.

**Authorization**

Robert T. Stafford Disaster Relief and Emergency Assistance Act, P.L. 100-107, CFR 44 as amended.

**Related Programs**

Some Federal Disaster Declarations will authorize the Individual Assistance Program (IA), which makes funds available to private citizens for their losses. FEMA administers that program. The Small Business Administration (SBA) may activate its Disaster Program if their qualifications and requirements are met. SBA assistance is for private losses to homes and businesses.

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**F.A.Q.**

Please contact DHSEM with questions.
HUMAN SERVICES DEPARTMENT (HSD)
CHILD SUPPORT ENFORCEMENT DIVISION (CSED)

At a Glance

**Fund Availability**
The CSED program budget is funded by State appropriations (34%) and federal match/participation (66%).

**Eligibility**
- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c)3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias
- State Agencies

**Type of Aid**
- Grant
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe

**Deadline to Apply**
Custodial parties (or legal guardians) and non-custodial parents may apply for services at any time. Vendors may solicit business at any time pursuant to the NM State Procurement Code. NM Indian Tribes and Pueblos may apply for technical and enforcement assistance at any time.

**Program Purpose**
New Mexico’s Child Support Enforcement Division program is directed through NMSA 1978, Sections 27-1-8 through 27-1-14, and 27-2-27, which designates the NM Human Services Department as the single agency for the enforcement of support obligations pursuant to the Social Security Act (42 USC, Sec. 651 – 669(b)). The Department’s Child Support Enforcement Division administers the program for the State of New Mexico. The purpose of the program is to ensure that assistance in obtaining support, both financial and medical, is available to the children of New Mexico. This is done through establishing parentage and support obligations, and monitoring and enforcing those obligations. CSED’s primary mission is to maximize the collection of support for all New Mexico children, and thus break the cycle of dependency on public assistance programs.

**Eligibility**
Custodial parties (or legal guardians) and non-custodial parents may apply for services at any time. Vendors may solicit business at any time pursuant to the NM State Procurement Code. NM Indian Tribes and Pueblos may apply for technical and enforcement assistance at any time.
**Special Conditions**
New Mexico’s child support program is directed through NMSA 1978, Sections 27-1-8 through 27-1-14, and 27-2-27, in conjunction with the Federal Social Security Act (42 USC, Sec. 651 – 669(b)). Funding is restricted to the requirements under 45 CFR 304.

**Use of Funds**
The use of funds is restricted to the federal requirements set forth in 45 CFR 304.

**Funding Availability**
**Funding Potential for Award**–The CSED program budget is funded by state appropriations (34%), and federal participation (66%).
**Range of Awards**–Federal funds are awarded based on a reimbursement basis up to 66% above State appropriations.
**Funding Cycle – Duration**–State funds are allocated from July 1 to June 30 each year. Federal funds are allocated from October 1 to September 30 each year.
**Source of Funds**–The CSED program budget is funded by State appropriations (34%), and federal match/participation (66%).

**Application Process**
**Deadline**–Custodial parties (or legal guardians) and non-custodial parents may apply for services at any time. Vendors may solicit business at any time pursuant to the NM State Procurement Code. NM Indian Tribes and Pueblos may apply for technical and enforcement assistance at any time.
**How to Apply**–Custodial parents (or legal guardians) and non-custodial parents may apply for CSED services at any NM CSED office, or by submit an online application. Vendors and NM Indian Tribes and Pueblos may contact the office of the Director of CSED, or the Secretary of HSD.
**Selection Criteria & Decision Authority**–There are no restrictions on applicants.

**Authorization**
New Mexico’s child support program is directed through NMSA 1978, Sections 27-1-8 through 27-1-14, and 27-2-27, in conjunction with the Federal Social Security Act (42 USC, Sec. 651 – 669(b)). Funding is restricted to the requirements under 45 CFR 304.

**Related Programs**
N/A

**Information Contact**
Child Support Enforcement Division (CSED)
Human Services Department (HSD)
P.O. Box 25110, Santa Fe, NM 87502
In-State (800) 288-7207; Out-of-State (800) 585-7631; Fax (505) 476-7045
http://www.hsd.state.nm.us/
COMMUNITY SERVICES BLOCK GRANT
HUMAN SERVICES DEPARTMENT (HSD)

At a Glance

Fund Availability
The FFY 17 grant to HSD totaled $3,902,416.

Eligibility

- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c )3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias
- State Agencies

Type of Aid

- Grant
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe

Deadline to Apply
HSD's next CSBG application is due 9/1/17.

Program Purpose
According to the federal statute, the purposes of CSBG are to provide assistance to states and local communities, working through a network of Community Action Agencies (CAAs), for the reduction of poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals in rural and urban areas to become fully self-sufficient (particularly families who are attempting to transition off a State program carried out under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.).

Eligibility
The federal statute authorizes CSBG funding to States, recognized tribal entities and U.S. Territories. The state statute designates HSD to administer CSBG in New Mexico. Tribal entities receive funding directly from OCS. The federal and state statutes identify CAAs as eligible to receive CSBG funds. In New Mexico, six nonprofit agencies are designated as CAAs: Community Action Agency of Southern New Mexico, Eastern Plains Community Action Agency, Economic Council Helping Others (ECHO), HELP New Mexico, Mid-West NM Community Action Program, and Southeast NM Community Action Corporation.

Special Conditions
The federal statute requires that the CAAs receive no less than 90% of the total funds awarded to HSD. Sole source professional services contracts are executed with the CAAs. Compensation is determined on a “base plus formula” basis. Contingent on the availability of federal funds, quarterly advance payments are issued to the CAAs during the state fiscal year.

**Use of Funds**

CAAs use CSBG funds to provide place-based services, including emergency assistance (food and food vouchers, payment assistance for utilities, rent, and prescriptions), employment and training, and income management services directly to individuals and families. CAAs also use CSBG funds for the administrative support of programs and services funded by other federal, state, and local such as: pre-school; day care; USDA and FEMA programs; home repair and rehabilitation; housing; senior programs; and seasonal farmworker services. Other program costs include salaries, benefits, equipment and training. Federally established cost principles for nonprofit organizations are applicable to CSBG.

The federal statute limits a state’s administrative expenses to no more than 5% of the total grant. HSD allocates 5 percent of the annual grant for administrative costs, including monitoring activities.

The remaining 5 percent of the annual grant, commonly referred to as discretionary funds, may be used for one or more of eight activities specified in the federal statute, such as training and technical assistance, support for innovative programs, and coordination of statewide programs.

**Funding Availability**

**Funding Potential for Award**--The total FFY 17 grant is $3,902,416

- 90% (as noted above, CAAs must receive not less than 90% of the total grant): $3,512,174.00
- 5% state administrative costs: $195,120.80
- 5% available for discretionary funds: $1,951,208.00

**Range of Awards**--For SFY 17 the contract compensation amounts are as follows:
- Community Action Agency of Southern New Mexico $631,871
- Economic Council Helping Others (ECHO) $245,049
- Eastern Plains Community Action Agency $191,793
- HELP New Mexico $1,550,198
- Mid-West NM Community Action Program $423,148
- Southeast NM Community Action Corporation $466,988

**Funding Cycle – Duration**--CSBG grants are awarded annually. Each annual grant has a two year expenditure period. The FFY 17 grant expenditure period is 10/1/16 through 9/30/18. The funding potential percentages above apply to this two year period.

**Source of Funds**--CSBG is a federal block grant from the US Department of Health and Human Services. Funding is passed through HSD before being distributed locally.

**Application Process**

**Deadline**--HSD’s next application deadline is 9/1/17.

**How to Apply**--The U.S. Department of Health and Human Services (HHS) /Administration for Children and Families/Office of Community Services (OCS) requires States to submit an annual or biennial State Plan using an OCS developed template. HSD submits a biennial State Plan.
The CAAs submit an application packet for funding to HSD/Income Support Division, Work and Family Support Bureau. The application packet includes a line item budget with justification, scope of work/outcome plan, community needs assessment and community action plan, organizational and governance documents.

**Selection Criteria & Decision Authority**—Eligibility for HSD funding is contingent on OCS acceptance of the State Plan. Eligibility for CAA funding is contingent on Work and Family Support Bureau acceptance of the CAA’s application.

**Authorization**
The federal CSBG Act, 42 U.S.C. § 9901 et seq, provides the statutory authority for the block grant. The Community Action Act § 27-8-1 et seq. NMSA 1978, provides the statutory basis for CSBG in New Mexico.

**Related Programs**
None

**Information Contact**
Arleen Martinez, Bureau Chief, 505.827.7227; Arleen.Martinez@state.nm.us
Anita Medina, Program Manager, 505.827.7251; Anita.Medina@state.nm.us
HSD/Income Support Division/ Work and Family Support Bureau
PO Box 2348 (87504)
2009 S Pacheco St (87505)
Santa Fe, NM
www.hsd.state.nm.us
Program Purpose
The General Assistance Program provides limited state-funded cash assistance to adults (without dependent children) who are determined disabled and who are not eligible for assistance under a federally matched cash assistance program, such as Supplemental Security Income (SSI). General Assistance also provides limited state-funded cash assistance to children residing in the homes of unrelated adult caretakers who are not eligible for assistance under a federally matched cash assistance program, such as TANF.

Eligibility
- Live in New Mexico
- Citizenship or Qualified Legal Immigrant Status
- Social Security Number
- Be below income and resource limits set for the program

Special Conditions
A determination of disability by the Incapacity Review Unit as supported by medical/mental health records and reports.
Dependent needy child or children living in the home of a caretaker or caretakers who are not related within the 5th degree or relationship. The child must be ineligible for NMW (TANF).

**Use of Funds**
100 percent of the funds used for this program are disbursed as care and support and issued as a case benefit via Electronic Benefit Transfer.

**Funding Availability**
FY17 funds are $10,300,300

**Funding Potential for Award**—Funding is allocated annually by the legislature.

**Funding Cycle – Duration**—1 year

**Source of Funds**—This program is state funded. HSD is reimbursed through the Interim Authorization Reimbursement (IAR) process with federal funds for GA recipients who are approved for retroactive SSI benefits.

**Application Process**
**Deadline**—No deadlines, individuals can apply based on need.

**How to Apply:**
- **Online**
  To apply online, please visit the YES New Mexico online application portal.
  https://www.yes.state.nm.us/yesnm/home/index;jsessionid=E90B9DE6CBC6A12378D4895CBD8F3BFF
- **In Person**
  Visit Income Support Division Office
  http://www.hsd.state.nm.us/LookingForAssistance/Field_Offices_1.aspx

**Selection Criteria & Decision Authority**—Eligibility for all programs is based, partially, on an individual's or a family's countable household income. These levels vary for different categories of eligibility but all are based on a percentage of the Federal Poverty Guidelines (FPL) as set by the United States Department of Health and Human Services.

**Authorization**
New Mexico Statutes Annotated 1978 (Chapter 27, Articles 1 and 2) authorize the state to administer the aid to families with dependent children (AFDC), general assistance (GA), shelter care supplement, the burial assistance programs and such other public welfare functions as may be assumed by the state.

**Related Programs**
N/A

**Information Contact**
Samuel Peinado, Bureau Chief
Policy & Program Development Bureau/Income Support Division
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Email: Samuel.Peinado@state.nm.us
HOMELESS MEALS PROGRAM
HUMAN SERVICES DEPARTMENT (HSD)

At a Glance

Fund Availability
Varies

Eligibility
☐ Counties
☐ Municipalities
☐ Special Districts
☐ Indian Tribes & Pueblos
☐ Other Local Governmental Units
☒ Non-profit 501(c )3
☐ Individual
☐ Private Business
☐ School Districts
☐ Mutual Domestics
☐ Acequias
☐ State Agencies

Type of Aid
☐ Grant
☐ Cooperative Agreement
☒ Service Contract
☐ Loan
☐ Technical Assistance
☐ Other - describe

Deadline to Apply
N/A

Program Purpose
The Homeless Meals Program provides funding for congregate meals to homeless people and homeless shelters.

Eligibility
501(c)(3) non-profit Homeless Shelters, Soup Kitchens and Domestic Violence Shelters that are TEFAP agencies.

Special Conditions
Provides meals to homeless clients that visit or stay at the shelter. Builds partnerships to expand resources and opportunities for homeless individuals and families.

Use of Funds
Full or part time salaries, food, and kitchen supplies.

Funding Availability
Funding Potential for Award--State funds appropriated by the state legislature.
Range of Awards--$15,000 – $55,000
**Funding Cycle – Duration**--Contracts are executed in July of each year and must be expended by the end of the state fiscal year.

**Source of Funds**--Funded by the New Mexico State Legislature.

**Application Process**

**Deadline**--N/A

**How to Apply**--Six homeless shelters are receiving these funds each year.

**Selection Criteria & Decision Authority**--Selections were made by RFP and are recurring.

**Authorization**
Recurring funds available within HSD budget.

**Related Programs**
N/A

**Information Contact**
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NM Human Services Department
ISD/Food and Nutrition Services Bureau
1425 William SE
Albuquerque, NM 87102-4661
Phone: (505)841-2625 Fax: (505)841-2691
LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP)  
HUMAN SERVICES DEPARTMENT (HSD)

At a Glance

Fund Availability
Funding varies, in FFY17, HSD received $15,680,222 in regular block grant.

Eligibility

- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c )3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias
- State Agencies

Type of Aid

- Grant
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe

Deadline to Apply
Applications are accepted by the Human Services Department October 1 through September 30.

Program Purpose
LIHEAP is a federally funded block grant from the U.S. Department of Health and Human Services (HHS) that helps eligible low-income households meet their home heating or cooling needs one time per program year.

Eligibility
Households residing in New Mexico who have an energy expense and whose income is at or below 150 percent of federal poverty guidelines may be eligible to receive a benefit. Points are allotted to an individual based on their household size, income, energy burden, and vulnerable members. A benefit is based on $35 per point and the benefit level ranges from $70 to $490.

Special Conditions
Households whose income exceeds income guidelines and are in a crisis situation may provide proof of emergency expenses paid in the past 30 days. If the income minus emergency expenses is at or below income guidelines, the household may be eligible to receive a benefit.

Use of Funds
In most cases, HSD sends payments on behalf of the eligible households directly to utility and fuel vendors to be credited to the client’s accounts. States may use a portion of the funding to weatherize home. HSD currently has a contract with New Mexico Mortgage Finance Authority (NMMFA) to provide weatherization to low-income households that qualify.

**Funding Availability**

**Funding Potential for Award**—In FFY17, HSD received $15,680,222 in regular block grant. Native American tribes may apply to administer their own program. In New Mexico ten tribal entities, consisting of the Five Sandoval (Cochiti, Jemez, Sandia, Santa Ana, and Zia), Navajo Nation, Jicarilla Apache, Laguna, Nambe, and Zuni administer their own LIHEAP.

**Range of Awards**—The formulas for distributing LIHEAP are set by Congress. The law requires that funds be distributed taking into consideration the states’ current and historic shares of home energy expenditures by low-income households. The factors that are incorporated in the formula include changes in temperature, fuel source, prices, and the number of low-income households in each state. Each year, these factors are determined based on recent data available and, thus, a state’s share of funding can change modestly from year to year. HSD received $17,800,142 in FFY16, $16,941,365 in FFY15 and $15,454,004 in FFY14 in regular block grant.

**Funding Cycle – Duration**—LIHEAP block grant funding is allocated for a two year federal fiscal year period starting in October. Ten percent of the funds may be carried over to the second year. Funds in excess of ten percent must be obligated by the end of the fiscal year or returned to HHS.

**Source of Funds**—LIHEAP is federally funded.

**Application Process**

**Deadline**—Applications from households are accepted from October 1 through September 30 annually.

**How to Apply**—Applications are available at every HSD Income Support Division office and on the HSD website. Applications can be downloaded and mailed or submitted in person. Clients can also apply via YES New Mexico at https://www.yes.state.nm.us.

**Selection Criteria & Decision Authority**—N/A

**Authorization**


**Related Programs**

The Weatherization Assistance Program is funded by the US Department of Energy and administered by the NM Mortgage Finance Authority. HSD also maintains an annual contract with MFA to provide weatherization to low-income households.

**Information Contact**

Arleen Martínez, Bureau Chief
Human Services Department
Work and Family Support Bureau
2009 S. Pacheco
F.A.Q.
Please contact HSD, Work and Family Support Bureau with questions.
REFUGEE RESETTLEMENT SOCIAL SERVICES PROGRAM
HUMAN SERVICES DEPARTMENT (HSD)

At a Glance

Fund Availability
To Date: FFY17 $250,161.00

Eligibility
- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c)3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias
- State Agencies

Type of Aid
- Grant
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe

Deadline to Apply
This grant is formula funded by the Office of Refugee Resettlement to HSD based upon the state’s designation as a state administered resettlement site.

Program Purpose
The objective of the Refugee Social Services Program is to assist refugees to become self-sufficient by providing supportive services to ensure the effective resettlement of refugees in the state of New Mexico through programs designed to assist with integration and promotion of economic self-sufficiency. HSD has agreed to administer this program subject to the receipt of federal funds. Under the RRP, sponsors(s) and VOLAGs work closely with the federal government to coordinate support services authorized under the program.

Eligibility
To be eligible for program services, an individual must have resided in the U.S. for 60 months or fewer and provide proof of one of the following statuses:
(a) Paroled as a refugee or Asylee under section 212(d)(5) of INA; or
(b) Admitted as a refugee under section 207 of the INA; or
(c) Granted asylum under section 208 of the INA; or
(d) Cuban and Haitian entrants including:
   (i) any individual granted parole status as a Cuban/Haitian entrant (status pending)
or granted any other special status subsequently established under the
immigration laws for nationals of Cuba or Haiti, regardless of the status of the individual at the time assistance or services are provided; and (ii) any other national of Cuba or Haiti who was paroled into the U.S. and has not acquired any other status under the INA; is the subject of exclusion or deportation proceedings under the INA; or has an application for asylum pending with the INS; and with respect to whom a final, non-appealable, and legally enforceable order of deportation or exclusion has not been entered; or (e) certain Amerasians from Vietnam who are admitted to the U.S. as immigrants pursuant to section 584 of the Foreign Operations, Export Financing, and Related Programs Appropriations Act, 1988 (as contained in section 101(e) of the 9th proviso under Migration and Refugee Assistance in title II of the Foreign Operations, Export Financing, and Related Programs Appropriations Acts 1989 (Public Law 100-461 as amended); or (f) Admitted for permanent residence, provided the individual previously held one of the statuses identified above.

**Special Conditions**
Currently two resettlement agencies are approved by the Department of State to provide resettlement services in New Mexico. Both agencies are located in Albuquerque and Albuquerque is considered the resettlement site within the state. Most program services are provided in Albuquerque. In certain circumstances refugees may arrive, or choose to live, in other cities. The Refugee Social Services Program will provide services state-wide, to the fullest extent feasible, to refugees residing outside of the primary resettlement site.

**Use of Funds**
Funds may be used to provide the following services as allowable under 45 CFR400.154 and 400.155:

- a. Employment services
- b. Employability assessment services
- c. On-the-job training
- d. English language instruction
- e. Vocational training
- f. Skills re-certification
- g. Assistance obtaining day care for children
- h. Transportation
- i. Translation and Interpreter services
- j. Assistance in obtaining Employment Authorization Documents (EAD’s) – if the contractor applies a charge for such services to the recipient the Contractor must first notify HSD of such charges and such charges must first be approved by HSD.
- k. Case Management, information, referral and outreach service, and
- l. Social adjustment services
Funding Availability
Funding Potential for Award--Congress appropriates funds for ORR each year. ORR allocates the funding to states using a formula that takes into consideration the number of new arrivals states receive each year. ORR is currently operating under a continuing budget resolution for FFY 2017.
Range of Awards--Funding is subject to ORR budget and awarded to states using a formula.
Funding Cycle – Duration--Funds are provided based on the Federal Fiscal Year and have a two year project period.
Source of Funds--Administration for Children and Families (ACF) Office of Refugee Resettlement (ORR)

Application Process
Although the NM Human Services Department, Income Support Division is designated as the State Partner through the US Department of Health and Human Services, in order for New Mexico to receive refugee resettlement funds, it must submit a plan that meets the requirements of title IV of the Refugee Act and 45 CFR Part 400.00. While there is no program change, there are changes pertaining to plan format, structure, and submission date. The new State Plan must adhere to the OMB approved format outlined

Deadline
August 15 preceding federal fiscal year

How to Apply
New Mexico must submit by August 15 each year, a new or amended State Plan for the next Federal fiscal year. Review of the State Plan and budget estimate will enable ORR to conduct better analysis and make better planning projections. The plan assures ORR that the State is capable of administering refugee assistance and coordinating employment and other social services eligible caseloads in conformity with specific requirements.

Selection Criteria & Decision Authority

Authorization
This program is authorized by Congress through the Refugee Act of 1980, P.L. 96-212

Related Programs
None

Information Contact
Name: Marilyn Newton-Wright, State Refugee Coordinator
Agency: Work and Family Support Bureau
Address: P.O. 2348, Santa Fe, NM 87504
Number: (505) 827-7266
Email: marilyn.wright@state.nm.us
Website: http://www.hsd.state.nm.us/
INCOME SUPPORT DIVISION
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM
HUMAN SERVICES DEPARTMENT (HSD)

At a Glance

Fund Availability
Varies; FY17 $682,000,000.00

Eligibility

- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c)3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias
- State Agencies

Type of Aid

- Grant
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe

Deadline to Apply
Open Application Cycle

Program Purpose

Supplemental Nutrition Assistance Program (SNAP) offers nutrition assistance to millions of eligible, low-income individuals and families and provides economic benefits to communities. SNAP is the largest program in the domestic hunger safety net. The Food and Nutrition Service works with State agencies, nutrition educators, and neighborhood and faith-based organizations to ensure that those eligible for nutrition assistance can make informed decisions about applying for the program and can access benefits. FNS also works with State partners and the retail community to improve program administration and ensure program integrity. The mission of FNS is to provide children and needy families better access to food and a more healthful diet through its food assistance programs, such as SNAP, and comprehensive nutrition education efforts.

Eligibility

- Live in New Mexico
- Income and resource below Federal set limits for the program
- Provide initial and ongoing information on monthly income, monthly expenses and household circumstances
- If an immigrant or a non-citizen, meet the eligibility requirements
• If required, complete all general work requirements
• If required, complete Employment and Training program

**Special Conditions**
N/A

**Use of Funds**
SNAP provides food-purchasing assistance for low- and no-income people living in New Mexico. The amount of SNAP a household gets depends on the household's size, income, and expenses. The benefits are administered through a debit card system known as Electronic Benefit Transfer (EBT). Households may use EBT to pay for food at supermarkets, convenience stores, and other food retailers, including certain farmers' markets.

SNAP is also part of the Nutrition Title of the Farm Bill. Under SNAP, Employment and Training (E&T) Programs were created to help SNAP recipients gain skills, training, or experience and increase their ability to obtain regular employment. SNAP E&T funds can be used to provide enhanced individualized services to program participants and are a potential SNAP outreach tool for low-income working families. Under the 1996 Personal Responsibility and Work Opportunity Reconciliation Act, Congress established additional general work requirements and time limits for individuals identified as Able-Bodied Adults with Dependents (ABAWDs). NM HSD is required to operate a SNAP E&T program, in the design and scope of their programs. Services that are funded under the program must include one or more of the following components:

- Job Search activities;
- Job Search training, including skills assessments, job finding clubs, training in employability techniques, and job placement services;
- Workfare programs;
- Programs designed to improve the employability of eligible individuals through actual work experience, training, or both;
- Educational programs to improve basic skills and literacy or;
- Other employment, educational, or training programs approved the Secretary of Agriculture or the state.

**Funding Availability**

**Funding Potential for Award**—Total 100 percent Federal E&T Grant: $1,006,044.00
Total ABAWD Grant (if applicable): $0
Total 50 percent Reimbursement Grant (50/50 Federal Grant): $674,574.00

**Funding Cycle – Duration**—Each Federal Fiscal Year

**Source of Funds**
- 100 percent Federal E&T Grant (federal): $1,006,044.00 will be used to fund the SNAP E&T program; this funding will be used for the planning, implementation and operation of the E&T program; administrative costs.
• 50 percent Reimbursement Grant (federal/state): $674,574.00 will be used to fund administrative expenses and participant transportation reimbursements for the E&T program that are directly related to participation in the Employment and Training (E&T).

• ABAWD Grants (federal): $0 will be used to offer and provide a qualifying work or training opportunity, including education, training, or workfare opportunities for ABAWDs entering their third and final month of SNAP eligibility.

Application Process
Deadline--No deadlines, individuals can apply based on need.

How to Apply
➢ Online--
  To apply online, please visit the YES New Mexico online application portal. https://www.yes.state.nm.us/yesnm/home/index;jsessionid=E90B9DE6CBC6A12378D4895CBD8F3BFF

➢ In Person
  Visit Income Support Division Office
  http://www.hsd.state.nm.us/LookingForAssistance/Field_Offices_1.aspx

➢ By mail and fax
  Call the Customer Service Center to request the application at 1-800-283-4465

Selection Criteria & Decision Authority--Eligibility for all programs is based, partially, on an individual's or a family's countable household income. These levels vary for different categories of eligibility but all are based on a percentage of the Federal Poverty Guidelines (FPL) as set by the United States Department of Health and Human Services. Eligibility Guidelines for programs, SNAP and TANF. http://www.hsd.state.nm.us/uploads/FileLinks/26463f122f47474487faee4922e09ce8/ISD_017_FPG_Guidelines_English_version_2016_2017_1.pdf

Authorization
The HSD works in partnership with FNS to administer SNAP and the E&T program as directed by the Farm Bill (Agriculture Act of 2014), the Work Opportunity Reconciliation Act, the Work Opportunity Reconciliation Act of 1996 (PRWORA); and New Mexico Administrative Code (NMAC). Services provided under the E&T program must comply with Federal and State regulations for SNAP E & T programs. HSD reserves the right to amend its E&T program in response to federal and/or state legislative changes. http://www.nmcp.state.nm.us/nmac/_title08/T08C102.htm http://www.fns.usda.gov/

Related Programs
N/A

Information Contact
Samuel Peinado, Bureau Chief
INCOME SUPPORT DIVISION
TEMPORARY ASSISTANCE FOR NEEDY FAMILIES
HUMAN SERVICES DEPARTMENT (HSD)

At a Glance

Fund Availability

Eligibility
- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c)3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias
- State Agencies

Type of Aid
- Grant
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe

Deadline to Apply
Open application cycle, individuals may apply based on need.

Program Purpose
Temporary Assistance for Needy Families (TANF) or NM Works began in 1997, replacing other financial aid programs in existence since the Great Depression. TANF provides families with dependent children cash assistance and a host of other employment related support services to enable families to become self-sufficient. Case Management, Job Development, Work Activities placement and Support Services are provided state-wide through contracts with SL Start, the NM Works service providers. Childcare, transportation support and work-related supports are also provided through contracts. TANF cash assistance is capped at a lifetime limit of 60-months, but some families may qualify to receive cash assistance beyond the 60 months lifetime limit. Cash assistance recipients have participation standards, depending on each family's situation, which they must meet in order to continue to receive benefits. For example, a single parent with a dependent child age 6 or older has a 30-hour per week work participation requirement, while a parent with a dependent child under 6 years old has a 20-hour per week work participation requirement.

Eligibility
- Live in New Mexico
• Be below income and resource limits set for the program
• Have dependent children age 18 or younger who are citizens or have immigrant alien status
• If children are 18, they must be a full-time high school student expected to graduate before the end of the month in which they become 19
• Provide information on monthly income

**Special Conditions**
N/A

**Use of Funds**
In defining the goals and objectives of the New Mexico TANF plan, the state takes into account the Deficit Reduction Act of 2005, TANF legislation and the New Mexico Works Act of 1998, as amended. It is the goal of the NMW program to:
1. Develop a program focus and environment that supports self-reliance and personal responsibility;
2. Provide assistance to needy families so that children may be cared for in their own homes;
3. End family dependence on public benefits by promoting work;
4. Prevent and reduce the incidence of out-of-wedlock pregnancies;
5. Encourage the formation and maintenance of two-parent families;
6. Increase the number of TANF recipients engaged in work activities by increasing engagement in suitable job-readiness programs for participants that are state-defined exempt through limited work participation activities;
7. Require the NM Works services contractor to secure contracted services that promote work activities;
8. Ensure participants engaged in work activity have access to work support services through collaborations with private and public sector entities;
9. Foster an environment of self-sufficiency and work participation for clients that are about to be sanctioned; and
10. Review hardship extensions of participants that are motivated to be self-sufficient and encourage them to fully participate in work activities.

**Funding Availability**
**Funding Potential for Award**—Total Federal Block Grant – $110,578,100
In New Mexico, TANF funds are appropriated by the Legislature.

**Funding Cycle – Duration–Source of Funds**—$6,751.0 will be used to fund a Transitional Employment Program through a contract amendment with SL Start with no GF impact. The Transitional Employment Program will allow TANF recipients to participate in a 6 month subsidized employment program in private and community-based settings.

**Application Process**
**Deadline**—No deadlines, individuals can apply based on need.

**How to Apply**
- Online
To apply online, please visit the YES New Mexico online application portal.  
https://www.yes.state.nm.us/yesnm/home/index;jsessionid=E90B9DE6CBC6A12378D4895CBD8F3BFF

➢ In Person  
Visit Income Support Division Office  
http://www.hsd.state.nm.us/LookingForAssistance/Field_Offices_1.aspx

Selection Criteria & Decision Authority—Eligibility for all programs is based, partially, on an individual's or a family's countable household income. These levels vary for different categories of eligibility but all are based on a percentage of the Federal Poverty Guidelines (FPL) as set by the United States Department of Health and Human Services.  
Eligibility Guidelines for programs, SNAP and TANF.  

Authorization  
The HSD is authorized to operate the TANF/NMW Program by the Federal Social Security Act, Titles IV-A and IV-F, as amended by the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA); and by the NMW Act and the New Mexico Administrative Code (NMAC). Services provided under this Scope of Work must comply with Federal and State regulations for TANF, other cash assistance and SNAP E & T programs.  
HSD reserves the right to amend its scope of work in response to federal and/or state legislative changes to TANF and/or the NMW Act.  
http://www.conwaygreene.com/nmsu/lpext.dll?f=templates&fn=main-h.htm&2.0  
http://www.nmcpr.state.nm.us/nmac/_title08/T08C102.htm

Related Programs  
N/A

Information Contact  
Samuel Peinado, Bureau Chief  
Policy & Program Development Bureau/Income Support Division  
Office: (505) 827-7219  
Fax: (505) 827-7259  
Email: Samuel.Peinado@state.nm.us  
http://www.hsd.state.nm.us/LookingForAssistance/Temporary_Assistance_for_Needy_Families.aspx
### THE EMERGENCY FOOD ASSISTANCE PROGRAM

**HUMAN SERVICES DEPARTMENT (HSD)**

#### At a Glance

**Fund Availability**
- $686,449 available in SFY17
- $712,000 awarded to five (5) regional food banks

**Eligibility**
- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c)3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias
- State Agencies

**Type of Aid**
- Grant
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe

**Deadline to Apply** - NA

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**Program Purpose**

The *Emergency Food Assistance Program* (TEFAP) is a Federal program that helps supplement the diets of low-income Americans, including elderly people, by providing them with emergency food and nutrition assistance at no cost. It provides food and administrative funds to States to supplement the diets of these groups.

**Eligibility**

Foods are distributed through regional food banks to non-profit agencies to households at or below 185% of the federal poverty level and residing in the agency’s service area. Soup kitchens and charitable institutions receive food for distribution and congregate feeding. All nonprofits that provide emergency food may apply for this program through their regional food bank.

**Special Conditions**

Funds are available on a reimbursement basis.

**Use of Funds**
Funds are used to offset allowable costs incurred and directly related to the receipt, storage and distribution of USDA TEFAP Foods.

**Funding Availability**
Grants were awarded by RFP in SFY16. Next RFP will be issued for SFY20.

**Funding Potential for Award**—In FFY17, New Mexico received $4,242,351 in entitlement and bonus foods.

**Range of Awards**—Administrative Funding to Regional Food Banks ranged from $27,156 to $510,953 in SFY17.

**Funding Cycle – Duration**—October 1 – September 30 each year

**Source of Funds**—This program is federally funded through USDA and passed through the state before being distributed locally.

**Application Process:**
**Deadline**—N/A
**How to Apply**—N/A
**Selection Criteria & Decision Authority**—N/A

**Authorization**
Agriculture Appropriations Bill

**Related Programs**
The Commodities Supplemental Food Program (CSFP) was transferred by USDA to the NM Human Services Department, ISD/Food and Nutrition Services Bureau from the NM Department of Health.

**Information Contact**
Laura Perea, Program Manager
NM Human Services Department
ISD Food and Nutrition Services Bureau
1425 William SE
Albuquerque, NM  87102-4661
1-800-648-7167 or 505-841-2625
Fax: 505-841-2691
THE FOOD DISTRIBUTION PROGRAM FOR SCHOOL BREAKFAST PROGRAM (SBP) NATIONAL SCHOOL LUNCH PROGRAM (NSLP) SEAMLESS SUMMER OPTION (SSO) AND SUMMER FOOD SERVICE PROGRAM (SFSP) HUMAN SERVICES DEPARTMENT (HSD)

At a Glance

**Fund Availability**
USDA is ordered against NM entitlement which was $11,289,930 in NM FY16. Any school food authority who participates in the National School Lunch Program, School Breakfast Program or Seamless Summer Option through PED is eligible to receive USDA Foods. Any school food authority or non-profit 501(c)3 who participates in the Summer Food Service Program through CYFD is eligible to receive USDA Foods.

**Eligibility**
- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c)3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias
- State Agencies

**Type of Aid**
- Grant
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other – USDA Foods

**Deadline to Apply**
PED Application deadline – June 30; CYFD application – April 15; Request to receive USDA Foods deadline – November 30

*Eligible for Bureau of Indian Education (NSLP, SBP, SSO and SFSP); Other Local Government Units (NSLP, SBP, SSO and SFSP); School Districts – public, private and charter (NSLP, SBP, SSO and SFSP); Non-profit 501(c)3 (SFSP)

**Program Purpose**
To provide USDA Foods to recipient agencies to supplement their child nutrition programs and summer feeding programs.

**Special Conditions**
Entitlement Funds are earmarked for the purchase of USDA foods. USDA food options include ready-to-use brown box items, Department of Defense fresh fruits and vegetables, and processed...
bulk items. (Processed bulk items incur additional fees which are charged to and paid for by the school food authority. Entitlement cannot be used to pay additional fees incurred by processing USDA foods.)

**Use of Funds**
USDA foods may only be used in student nutrition programs. Funds can be used to supplement breakfast, lunch, snack, supper and summer feeding programs. USDA foods may potentially be used for congregate feeding, during declared state and national emergencies. This directive must come from the USDA.

**Funding Availability**
State Agency received $230,660 in FFY16 to administer the program.

**Range of Awards**
Recipient agencies receive entitlement funding based on their total lunches served. PED provides the information for recipient agencies participating in NSLP, SBP and SSO. CYFD provides the ADA (average daily attendance) for recipient agencies participating in SFSP. Each recipient agency receives a “fair share” allocation of the funds. In SFY16 $11,289,930 was allocated for NSLP, SBP and SSO and $30,608 was allocated for SFSP.

**Funding Cycle- Duration**
Funding is effective from July 1 to June 30 for NSLP, SBP and SSO. SFSP funding is provided during the month of June each year.

**Source of Funds**
This program is federally funded and passed through the state before being distributed locally.

**Application Process**

**Deadline**
Recipient agencies must be approved by PED to participate in NSLP, SBP and SSO. Recipient agencies must be approved by CYFD to participate in SFSP. Once approved by the respective state agency (PED or CYFD) they are eligible to request to receive USDA Foods. Requests to receive USDA Foods must be made by November 30 to the State Distribution Agency. All recipient agencies must complete and sign a Food Distribution Agreement in order to receive USDA Foods.

**How to Apply**
Once approved by the respective state agency (PED or CYFD), submit a request to receive USDA Foods to the State Distribution Agency by November 30.

**Selection Criteria & Decision Authority**
Decision authority: PED and CYFD

**Authorization**
National School Lunch Act and the Agriculture Appropriations Bill

**Related Programs**
N/A

**Information Contacts**
Noelle Sanchez, Staff Manager
Steven Chavez, Bureau Chef
Food and Nutrition Services Bureau
NM HSD, Income Support Division
1425 William SE, Albuquerque, NM 87102
1-800-648-7167 or 505-841-2602 or Fax: 505-841-2691
Email: NoelleA.Sanchez@state.nm.us or Steven.Chavez@state.nm.us
Website: http://www.fns.usda.gov/fdd/food-distribution-programs
INDIAN AFFAIRS DEPARTMENT
FUNDS FOR TOBACCO CESSTATION & PREVENTION PROGRAMS

At a Glance

Fund Availability
The total funding pool is equal to $249,300. The Indian Affairs Department capped individual grant applications at $40,000.

Eligibility
☐ Counties
☐ Municipalities
☐ Special Districts
☒ Indian Tribes & Pueblos
☐ Other Local Governmental Units
☒ Non-profit 501(c )3
☐ Individual
☐ Private Business
☐ School Districts
☐ Mutual Domestics
☐ Acequias
☐ State Agencies

Type of Aid
☒ Grant
☐ Cooperative Agreement
☐ Service Contract
☐ Loan
☒ Technical Assistance
☐ Other - describe

Deadline to Apply
May 30, 2014

Program Purpose
The State of New Mexico Indian Affairs Department (Department) is focused on building tribal capacity to implement culturally appropriate tobacco cessation and prevention initiatives that recognize the unique ceremonial uses of tobacco while reducing the use of commercial tobacco use and its harmful effects.

Eligibility
All 22 New Mexico tribes, nations and pueblos – and tribal-serving organizations –are eligible to respond to this competitive grant program. The Department utilizes a competitive grant process, awarding funding to applicant programs that:
1) Best demonstrate a thorough understanding of the population to be served;
2) Demonstrate an organized plan to implement a commercial tobacco prevention and/or cessation program that utilizes the Centers for Disease Control and Prevention Best Practices for Comprehensive Tobacco Control Programs and best meets the needs of the tribal community served;
3) Demonstrate a reasonable budget with sufficient justification of costs;
4) Demonstrate a favorable record of performance implementing commercial tobacco control programs and/or behavioral health programs; and
5) Provide a shared interest in the proposed program through supplemental financial support and/or in-kind contributions.

Special Conditions
Project funds are available on a reimbursement basis. All awarded grants must demonstrate a project plan that incorporates Centers for Disease Control and Prevention Best Practices in Comprehensive Tobacco Control strategies. Grant applications received evaluation points for in-kind donations or services rendered to the proposed project.

Use of Funds
As many tribal programs in tobacco control are emerging or undeveloped, the funding allows awardees to develop, plan, and implement a culturally sensitive tobacco cessation and/or prevention program that aligns with the Centers for Disease Control and Prevention Best Practices for Comprehensive Tobacco Control Programs and best meets the needs of the tribal community. Recognizing that each tribal community has individual needs, tobacco prevention and cessation program budgets were developed to uniquely address tobacco use and prevention. Salary and wages, consultant fees, cessation supplies, education materials, training and conference attendance, travel reimbursement, and administrative fees are all allowable with these funds.

Funding Availability
Funding Potential for Award--The total funding pool is equal to $249,300 and is allocated through the Tobacco Settlement Revenue Oversight Committee. The Indian Affairs Department capped individual grant applications at $40,000.
Range of Awards--The Department exercises a funding ceiling of $40,000 per program award.
FY2017 program awards were as follows:

<table>
<thead>
<tr>
<th>FY17 IGA/PSC Recipients</th>
<th>Funded Amount</th>
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</thead>
<tbody>
<tr>
<td>Albuquerque Area Indian Health Board</td>
<td>$33,412.00</td>
</tr>
<tr>
<td>Isleta Pueblo</td>
<td>$22,845.00</td>
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<tr>
<td>Oso Vista Ranch Project</td>
<td>$35,945.00</td>
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<td>Sandia Pueblo</td>
<td>$33,998.00</td>
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<tr>
<td>Kewa Pueblo</td>
<td>$21,100.00</td>
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<tr>
<td>Capacity Builders</td>
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<tr>
<td>Pojoaque Pueblo</td>
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<tr>
<td>Mescalero Apache Tribe</td>
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<tr>
<td>Acoma Pueblo</td>
<td>$16,000.00</td>
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<td>Five Sandoval Indian Pueblos, Inc.</td>
<td>$16,000.00</td>
</tr>
<tr>
<td>Nambe Pueblo</td>
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</tbody>
</table>

Funding Cycle – Duration--The funds are allocated on an annual basis, and thus the Tobacco Cessation and Prevention Program administered by the Indian Affairs Department is an annual grant. The Department issues Professional Service Agreements (with non-tribal entities) and Intergovernmental Agreements (with tribal entities), which require signature from the grantee,
IAD leadership, Department of Taxation and Revenue, and Department of Finance and Administration. Duration of contract execution varies by grantee. For FY17, most grantees were funded in late 2016. All grant recipients must conclude their grant by June 30, 2017.

Source of Funds The program is funded through the New Mexico State Legislature – with recommendations from the Tobacco Settlement Revenue Oversight Committee. Funds are allocated to IAD’s general fund and dispersed to awarded grants on a reimbursable basis.

Application Process
Deadline--June 9, 2016
How to Apply
Application forms are mailed to all tribal leaders representing New Mexico’s 22 tribes; emailed to tribal representatives responsible for grants of this nature; and posted to the Indian Affairs Department website. In order to ensure a consistent response from applicants and assist with the objective review of applications, the Department developed an application template that each applicant populated and submitted by the deadline.

Selection Criteria & Decision Authority
The following presents evaluation factors with point value assigned to each. These weighted factors were used in the evaluation of all proposals. The Department through a two-person committee assigns points based on each evaluation factor and made awards to the highest-ranking respondents.

- General Quality of Proposal: 5 points
- Shared Interest: 5 points
- Leadership Endorsement: 5 points
- Understanding of Program Audience: 10 points
- Program Plan: 30 points
- Costs: 15 points
- Performance Measures: 20 points
- Past Performance: 10 points

Authorization
Pursuant to 6-4-10 NMSA 1978 regarding the Tobacco Settlement Program Fund, the State of New Mexico may appropriate the Tobacco Settlement Program Fund for health and educational purposes. In Fiscal Year 2017, with recommendation from the Tobacco Settlement Revenue Oversight Committee, the NM Indian Affairs Department was appropriated $249,300. Annual authorizations and recommendations are made by the NM Tobacco Settlement Revenue Oversight Committee.

Related Programs
The Department notifies grantees whenever funding opportunities become available with related programs. Examples of related funding agencies include:
• U.S. Food and Drug Administration, Commercial Tobacco Retail Compliance Inspections contracts
• Con Alma Health Foundation, Health Education Programs in Tribal Communities grants
• Wells Fargo Bank, Health Education Programs and Quality Health Care grants
• Campaign for Tobacco Free Kids, Kick Butts Day mini-grants
• NM Department of Health, Tobacco Use Prevention and Control Program
• Indian Health Service, Health Promotion & Disease Prevention
• CDC funding form the Office of Smoking and Health State-Based Tobacco Control Programs
• Albuquerque Area Southwest Tribal Epidemiology Center (AASTEC), Albuquerque Area Indian Health Board, Inc. (AAIHB), “culturally-relevant interventions at the policy, health system and environmental level”

Information Contact
Suzette Shije, Deputy Cabinet Secretary
New Mexico Indian Affairs Department
1220 South St. Francis Drive, Santa Fe, NM
Phone: (505) 476-1600    Fax: (505) 476-1601
Suzette.shije@state.nm.us
www.iad.state.nm.us
TRIBAL INFRASTRUCTURE FUND (TIF)
INDIAN AFFAIRS DEPARTMENT

At a Glance

Fund Availability
Funding varies yearly with planning project awards ranging from $30,000 - $200,000; design project awards ranging from $50,000 to $400,000; and construction project awards range from $75,000 to $1.6 million.

Eligibility
- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c)3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias

Type of Aid
- Grant
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe

Deadline to Apply
February 6th, 2017 (this year, the application portal has not open pending legislative outcomes)

Program Purpose
The purpose of the program is to ensure adequate financial resources for infrastructure development along with providing for the planning and development of infrastructure in tribal communities to improve the quality of life and encourage economic development.

Eligibility
Federally recognized Indian nations, tribes or pueblos located wholly or partially in New Mexico or any of their governmental entities or subdivisions is eligible to apply for funding.

Special Conditions
Each applying entity must demonstrate compliance with Executive Order 2013-006. A funded planning and design project must be completed within 24 months or less from the date of the execution of the Intergovernmental Agreement (IGA). A funded construction project must be completed with 30 months or less from the date of the execution of the Intergovernmental Agreement (IGA). Only direct project costs are allowable expenses for qualified projects to the extent that TIF funding is limited by the Severance Tax Bonding Act and the SBOF Bond Disbursement Rule. TIF funds shall not be used to pay indirect project costs. The cost of the
proposed project must be within the following established caps: Planning- No cap; Design- No cap; Construction- 15% of the total TIF allocation available. Tribal entities awarded TIF funding are required to attend a TIF Implementation Workshop.

**Use of Funds**
Funds may be utilized for a qualified project under the Tribal Infrastructure Act. The Tribal Infrastructure Board has established three categories of qualified projects. These include:

1. Planning.
2. Design.
3. Construction.

**Funding Availability**
Pursuant to the Severance Tax Bonding Act, Section 7-27-10.1(C), funding is available on an annual basis. The board of finance division allocates five percent (5%) of the estimated senior severance tax bonding capacity each year for tribal infrastructure projects, and the state board of finance issues severance tax bonds in the annually allocated amount for use by the Tribal Infrastructure Board to fund tribal infrastructure projects. The amount of funding available annually typically ranges from $13-16million.

**Range of Awards**
Planning project awards typically range from $30,000 to $200,000. Design projects range from $50,000 to $400,000. Construction projects range from $75,000 to $1.6 million.

  Application Review Period – February – May 2017
  Grant Award Decision - June 2017

**Source of Funds**
The Tribal Infrastructure Fund is a state sponsored tribal infrastructure development program. The state allocates 4.5% of the estimated senior severance tax bonding capacity each year for vital tribal infrastructure projects, and the state board of finance issues severance tax bonds in the annually allocated amount for use by the Tribal Infrastructure Board to fund critical tribal infrastructure projects.

**Application Process** – On-line, web-based application process

**Deadline** February 6th, 2017

**How to Apply** Grant applications should be submitted at www.NMIAD.US

**Selection Criteria & Decision Authority** – In evaluating Tribal Infrastructure Fund applications priority is given to:

1. Projects that demonstrate a high degree of critical need with an emphasis on addressing specific health and safety issues.
2. Projects with a high priority listing in the tribal entity’s most recent Infrastructure Capital Improvement Plan (ICIP) submitted to DFA.
3. Projects with a high percentage of matching funds in relation to the amount of TIF funding requested for the proposed project.
4. Projects that demonstrate a high degree of benefit in relation to the TIF funding requested for the proposed project.
5. Viable, fundable and ready-to-proceed operable phases of a project

The TIF Board votes on grant awards at a regular meeting of the Board. The ability of the Board to make awards of grants under the Act is contingent upon the existence of sufficient funds in the Project Fund. The Board’s decision as to TIF project awards shall be accepted by the applying entity and shall be final.

Authorization
The Tribal Infrastructure Act (Act) which was signed into law (§6-29-1 to §6-29-9 NMSA 1978) in 2005 is the authorization for the program.

Related Programs
For water related infrastructure needs the Water Trust Board administered by the New Mexico Finance Authority.

Information Contact
Lawrence John
Indian Affairs Department
Wendell Chino Building, 2nd Floor
1220 S. St. Francis Drive
Santa Fe, NM 87505
(505) 476-1600
(505) 476-1601
lawrence.john@state.nm.us
www.iad.state.nm.us
NEW MEXICO FINANCE AUTHORITY (NMFA)
BEHAVIORAL HEALTH CAPITAL FUND

At a Glance

Fund Availability
Varies

Eligibility
- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c )3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias
- State Agencies

Type of Aid
- Grant
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe

Deadline to Apply
Applications accepted on a first-come, first served basis and considered monthly.

Program Purpose
Tailored after the successful Primary Care Capital Fund, the Behavioral Health Care Fund provides low cost capital to small behavioral health clinics in rural and underserved areas of the state. Capitalized by the Authority with $2.5 million, this small loan program provides 3 percent loans to non-profit behavioral health care providers. The NMFA jointly administers this program with the Department of Human Services.

Eligibility
Non-profit primary care clinics are eligible to apply.

Special Conditions
All loans will be subject to a Contract-for-Services whereby the borrower agrees to provide free or reduced price services to the sick and medically indigent. The contract will be monitored quarterly for performance. Successful performance under this contract will result in 20% of the annual principal and interest payments being forgiven.

Use of Funds
Funds may be used for the construction or improvement of primary care clinics, including purchase of equipment. Funds may not be used for operations.

**Funding Availability**

**Funding Potential for Award**—Amounts will vary based upon fund availability and demonstrated capacity for the borrower to repay the loan.

**Range of Awards**—Loan sizes are based upon need, revenue stream available to repay the loan and funding availability.

**Funding Cycle – Duration**—Borrowers have up to one year to fully expend the funds. After that time, the final loan funds are fixed and a debt service schedule is set.

**Source of Funds**—The Fund was capitalized by $2.5 million in bonds issued by the New Mexico Finance Authority.

**Application Process**

**Deadline**—Open application cycle, monthly deadlines may apply.

**How to Apply**—Completed applications should be directed to business@nmfa.net

**Selection Criteria & Decision Authority**—Projects selected for funding must fill a medical need as determined by the Department of Human Services and must be able to repay the requested loan from excess operational cash flow as determined by the NMFA.

**Authorization**

Behavioral Health Capital Funding Act, Section 6-26-1 et. seq., NMFA 1978 and NMSA 7.20.4. Policies governing this program can be found at [www.NMFA.net](http://www.NMFA.net).

**Related Programs**

NMFA administers the Primary Care Capital Fund, a similar program that funds small, non-profit behavioral health clinics.

**Information Contact**

Director of Commercial Lending
New Mexico Finance Authority
207 Shelby Street, Santa Fe, NM 87501
505-984-1454
[business@nmfa.net](mailto:business@nmfa.net)
505-992-9635
[www.NMFA.net](http://www.NMFA.net)

**F.A.Q.** Please contact [business@nmfa.net](mailto:business@nmfa.net) for additional information.
**COLONIAS INFRASTRUCTURE PROJECT FUND**  
NEW MEXICO FINANCE AUTHORITY (NMFA)

### At a Glance

<table>
<thead>
<tr>
<th>Fund Availability</th>
<th>Type of Aid</th>
</tr>
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<td>Fluctuates annually.</td>
<td>Grant</td>
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</table>

**Eligibility**

- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c )3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias

- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe

**Deadline to Apply**

Annually as set by the Colonias Infrastructure Board, typically beginning in the fall and due in the winter.

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**Program Purpose**

The purpose is to ensure adequate financial resources for infrastructure development for colonia recognized communities that lack basic infrastructure for water and wastewater systems, solid waste disposal facilities, flood and drainage control, roads and housing infrastructure.

**Eligibility**

Eligible entities include incorporated municipalities, counties, mutual domestic water consumers associations and other local governments that are located within 150 miles of the United States-Mexican Border that have areas designated as Colonias prior to November 1990.

**Special Conditions**

Projects funded must be recommended by the Colonias Infrastructure Board prior to final approval by the New Mexico Finance Authority. Funds are currently awarded as 10% loan / 90% grant, with the ability to substitute additional local match for the loan portion in certain circumstances. Funds are provided on a reimbursement basis and currently require a local match.

**Use of Funds**
The Colonias Project Fund provides critical funding for the planning and development of infrastructure in an efficient and cost-effective manner, and develops infrastructure projects to improve quality of life and encourage economic development. The following items are eligible under the program:

1) Planning, design, construction, improvement or expansion of a qualified project
2) Acquisition of land, water rights, easements or rights of way
3) Engineering services, including feasibility reports for qualified projects, construction inspection services
4) Environmental assessments or archaeological clearances and other surveys for qualified projects; and
5) Professional services, including legal fees and fiscal agent fees, associated with the development of qualified projects

**Funding Availability**

**Funding Potential for Award**--The amount available fluctuates annually.

**Range of Awards**--Under current Colonias Board policies, the maximum award for any single project is equal to 15% of the available funds in any given funding cycle, with no single benefiting entity receiving more than 20% of the available fund in any given funding cycle. All awards within a county may not receive, in the aggregate, more than 50% of the available funds in any funding cycle.

**Funding Cycle – Duration**--Colonias Project Fund agreements allow up to two years to fully expend awards.

**Source of Funds**--The Colonias Project Fund currently receives 4.5% of the senior Severance Tax Bond proceeds annually.

**Application Process**

**Deadline:** Annually as set by the Colonias Infrastructure Board, typically beginning in the fall and due in the winter

**How to Apply**--On-line applications are available once application cycle opens.

**Selection Criteria & Decision Authority**--The Colonias Infrastructure Board evaluates applications using Board-established criteria, which is available on the NMFA website.

**Authorization**

The Colonias Infrastructure Act (ACT) was adopted in 2010 (laws 2010, Chapter 10, Section 1, effective July 1, 2011; codified at §§ 6-30-through 6-30-8, NMSA 1978, as may be amended from time to time.

**Related Programs**

Colonias Infrastructure Funds may be combined with federal and state sources to complete eligible projects.

**Information Contact**

Colonias Program Administrator
New Mexico Finance Authority
F.A.Q.
Q: How are you going to determine if the mutual domestic has the ability to finance a project?
A: The initial analysis of each application will include a financial review of the entity applying for funding and a determination of financial capacity will be made at that time.
Q: If someone applies for funding through the Water Trust Board (WTB), can they also apply for funding through the Colonias Infrastructure Project Fund?
A: Yes.
Q: For purposes of regionalization, if a Colonia works with a county, will it be considered a collaborative effort toward that goal?
A: As defined in CIF policies-regionalization is a process through which multiple communities or existing systems collaborate to consolidate physical infrastructure and/or management and operations, including other shared resources to achieve efficiency and economies of scale.
Q: There are people who have summer homes and the census is not truly accurate. Can the water meters be used to accurately determine the number of residents?
A: Yes, the best method to capture the true cost benefit should be used and documented on the application.
Q: Can GIS data be used to determine the number of residents and households?
A: Yes, the best method to acquire population data for your cost benefit analysis should be used.
Q: Should the cost benefit be determined based on the phasing of the project?
A: No, the cost benefit analysis must be calculated on the “TOTAL” amount of the project. If that amount is not known, then your best estimate based on your PER or other documents.
Q: Are comprehensive plans considered an overall plan that defines the managerial capacity to manage the project? What about an asset management plan?
A: Yes, if the topic is adequately covered in the comprehensive plan. An asset management plan is also acceptable if the specific project is outlined in the plan.
Q: Does the 10% match apply to the entire project?
A: The 10% match applies to the amount of the award.
Q: If the project receives funds from another agency, can that be accepted as a required match?
A: The match as defined in CIF policy can be provided in the form of non-Board loans; non-STB appropriations/awards; local cash; private donations or federal funds.
Q: If an association already has funds, can they be used for the match?
A: Yes. The Colonias Infrastructure Board (CIB) encourages entities to apply their funds to the project whenever possible.
Q: If you have a project in the development stage (i.e. plan or design) should the monies already spent be included and can it be part of the match?
A: Yes, the “TOTAL” amount of the project must be documented in Section II, A (2). Monies previously expended on the project may be used for the required match.
Q: Does the 10% match only apply to construction or does it include the planning?
A: The 10% match applies to all components of the award.
Q: Is a resolution required as notification to the public? Can one public hearing for multiple entities work as public participation or is a resolution required for each entity?
A: A resolution is not required to prove public participation. Multiple entities can be part of a larger public hearing for a region, if feasible.
Q: Are there any other “project” categories that can be included?
A: The statute that created the Colonias Infrastructure Project Fund is very clear on the definition of eligible projects. Water, wastewater, solid waste disposal, roads, housing infrastructure, and flood and drainage control projects are the only eligible projects identified in the statute.
Q: Will an environmental review report be funded?
A: Yes, this is considered a planning document.
Q: Is there a reversion time limit on the project completion timing?
A: Yes, each phase funded has a time of completion limit of two (2) years.
Q: Can you get extensions on the timelines? (rights of ways easements, permits are different documents and some can take a long time).
A: The current application process reviews project timelines. If a project doesn't have the required permits and/or easements, they may not be ready for funding.
Q: How does a request for a waiver on the loan component work?
A: Per CIF policy, if awarded, the required funding package contains a loan component equal to 10% of the awarded amount. Waiver requests for the loan component are permitted for entities with a Median Household Income (MHI), based on the most recent 5 year average of MHI from census data at or below 75% of the New Mexico MHI or with a demonstrated hardship as determined by New Mexico Finance Authority.
Q: What if the audit hasn’t been released?
A: As a regulatory requirement, an applicant must be compliant with financial and administrative laws, specifically: Executive Order 2013-006, the Audit Act, and Budget Rules at time of award. If the audit hasn’t been released, the applicant must verify compliance (i.e. -Attach a letter from your CPA or accountant to verify an audit has been or will be completed).
Q: Is there a limit on the amount of applications an entity can submit?
A: There is no limit on the number of applications a single entity can submit, however no single benefiting entity may receive more than 20% of the available funds in any given funding cycle.
Q: What if there’s an urgent need for the project?
A: Section 1.3, A of the Project Selection and Management Policies covers the urgent needs definition. It should be documented as an urgent need and any supporting documentation must be attached to the application.
Q: Can the funding be used for administrative expenses?
A: No, funds cannot be used for administrative expenses.

Q: If a project received money under the DFA colonias initiative, can that money be used as a match?
A: If the funding is non-STB funds and were directly used for the current proposed project (not a previous phase), yes.

Q: Are the applicants capped or is the county capped on the amount of money they can request?
A: There is no cap on the amount of the request, however there is a cap on the amount of award. Please refer to Section 2.4, D of the Project Selection and Management Policies.

Q: If a project is being developed and pledging the GRT is difficult or not feasible, however there are other funds available such as net system revenues, can they pledge those funds?
A: Yes. Most entities will pledge the net system revenues from a water or wastewater system that has an adequate rate structure.

Q: If you are developing or currently working on a regional project, do we have to prove designation for all the colonias involved?
A: Yes, if there is a direct impact on each Colonia. However, if this is a regional project that crosses non-designated colonias to get to another designated colonia, the cost of the infrastructure can be determined to be allowable.
DRINKING WATER STATE REVOLVING LOAN FUND (DWRLF)
NEW MEXICO FINANCE AUTHORITY (NMFA)

At a Glance

Fund Availability
Annual capitalization grants fluctuate but average $8 million per year

Eligibility
- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c )3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias

Type of Aid
- Grant
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other – describe
  - Loans with
  - Principal
  - Forgiveness
  - subject to funding
  - availability

Deadline to Apply
Applications must be submitted within the first 45 days of a quarter.

Program Purpose
Low cost financial assistance to the construction and improvement of drinking water quality projects.

Eligibility
As defined under the Federal Safe Drinking Water Act, eligible entities include community water supply systems, either publicly or privately owned, that provide water for human consumption to at least 15 service connections or regularly serve at least 25 individuals. Systems must demonstrate adequate technical, managerial and financial capacity.

Special Conditions
Public water supply systems must first be prioritized on a Comprehensive Priority List maintained by the Drinking Water Bureau of the New Mexico Environment Department. Projects deemed ready to move forward and able to undertake a loan for the project may be moved to the Fundable Priority List. Applications are accepted in the order in which they are prioritized on the Fundable Priority List. Projects must complete an environmental information document or be deemed categorically excluded from further environmental review in order to proceed with loan funding.
Use of Funds
Use of DWRLF proceeds are intended to improve and protect drinking water quality and public health through construction and rehabilitation of necessary drinking water facilities. As such, proceeds can be used for construction and all professional costs associated with the project. DWRLF proceeds cannot be used for dams or rehabilitation of dams; water rights; reservoirs or rehabilitation of reservoirs; projects needed primarily for fire protection; projects needed primarily to serve future population growth; and projects that have received assistance from the national set-aside for Indian Tribes and Alaska Native Villages under section 1452(i) of the Act.

NMED Drinking Water Bureau provides technical assistance to systems through the allowable set-aside funds from the capitalization grant.

Funding Availability
Funding Potential for Award--Annual capitalization grants fluctuate but average $8 million per year.
Range of Awards--Award sizes are based upon the available debt capacity of the applicant and the project’s ranking on the Fundable Priority List.
Funding Cycle – Duration--Loan agreements provide applicants up to two years to complete the construction of the project during which time borrowers pay interest only on the amounts drawn. After project completion, the loan is put on an amortization schedule of 20 years (30 years for those borrowers deemed “severely disadvantaged.”)
Source of Funds--Federal capitalization grants from the U.S. Environmental Protection Agency, matched 20% by the State.

Application Process
Deadline--Currently, applications are accepted on an on-going basis, but are ranked three times per year.
How to Apply--Applicants listed on a Fundable Priority List can contact the NMFA directly for an application. Water Systems not yet on a Priority List, must contact the Drinking Water Bureau for a technical, managerial and financial assessment.
Selection Criteria & Decision Authority--The prioritization factors are outlined in the State’s Annual Intended Use Plan that is available on both the New Mexico Environment Department’s website and the NMFA’s website.

Authorization

Related Programs
The Local Government Planning Fund may provide assistance in funding a Preliminary Engineering Report or Environmental Information Document necessary for the DWRLF application process.
**Information Contact**
Todd Johansen, Senior Program Administrator
New Mexico Finance Authority
207 Shelby Street, Santa Fe, NM 87501
505-984-1454 (p) and 505-992-9635 (f)
DW@nmfa.net
www.nmfa.net

Karen Torres
New Mexico Environment Department - Drinking Water Bureau
Runnels Building, 1190 St. Francis Dr. Suite S-2050, Santa Fe, NM 87505
505-827-0027 (p) and 505) 476-8656 (f)
karenm.torres@state.nm.us
www.env.nm.gov

**F.A.Q.**
Questions regarding the program are thoroughly covered in the Intended Use Plan published annually for the program which can be found on the NMFA and NMED websites.
## ECONOMIC DEVELOPMENT REVOLVING FUND
### SMART MONEY LOAN PARTICIPATION PROGRAM
#### NEW MEXICO FINANCE AUTHORITY (NMFA)

### At a Glance

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### Deadline to Apply

Applications are accepted from Originating Lenders on a first-come, first served basis. Monthly applications deadlines apply.

### Program Purpose
The Economic Development Revolving Fund successfully houses a separate loan participation program that is state funded which provide greater access to capital throughout rural and underserved areas of New Mexico.

### Eligibility
A wide variety of community and economic development projects are eligible. Projects must be owner-occupied; housing projects are not eligible.

### Special Conditions
After July 1, 2019, projects funded must first receive legislative authorization, which happens through an annual authorization bill. Funding is provided on a reimbursement basis. Borrowers are required to create at least one job per $50,000 of Smart Money funding invested a project. The job creation will be added as a condition in the loan agreement.

### Use of Funds
Loan participation funds can be used for working capital, construction loans and equipment purchases as well as land, building and infrastructure.

**Funding Availability**

**Funding Potential for Award**—The amount of NMFA participation will vary based upon the location of the business, the term of the loan and the collateral position offered NMFA. Maximum participation under Smart Money is 49%. **Range of Awards**

Loans will typically not exceed $2 million.

**Funding Cycle – Duration**—The funding timelines are decided by the originating bank that closes and services the loan.

**Source of Funds**—To date, the Legislature has appropriated a net total of $5.1 million for the Smart Money loan participation program.

**Application Process**

**Deadline**—Open application cycle, monthly deadlines may apply.

**How to Apply**—Applications are made by the participating bank on behalf of the qualified businesses. The originating lender underwrites, closes and services the loan as it otherwise would. NMFA signs a participation agreement with the originating lender which gives NMFA an interest in the revenues and collateral.

**Selection Criteria & Decision Authority**—Successful projects must serve an economic development purpose and be suitable for funding as determined by the New Mexico Economic Development Department. Loans selected must be able to demonstrate an ability to repay the loan from excess cash flows arising from operations as determined by the NMFA. All loans must be fully secured.

**Authorization**

State authority exists is Statewide Economic Development Finance Act, Sections 6-25-1 through 6-25-29, NMSA 1978. Rules and policies governing the programs can be found at [www.NMFA.net](http://www.NMFA.net).

**Related Programs**

Collateral Support Participation Program is no longer accepting applications due to lack of funds.

**Information Contact**

Director of Commercial Lending
New Mexico Finance Authority
207 Shelby Street, Santa Fe, NM 87501
(505) 984-1454; Fax (505) 992-9635
business@nmfa.net
www.NMFA.net

**F.A.Q.**

Questions regarding project eligibility should be directed to business@nmfa.net.
LOCAL GOVERNMENT PLANNING FUND
NEW MEXICO FINANCE AUTHORITY (NMFA)

At a Glance

Fund Availability
$1 million – 2 million annually, subject to annual appropriation by the Legislature

Eligibility
- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c )3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias

Type of Aid
- Grant
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe

Deadline to Apply
Open application cycle with monthly deadlines, subject to funding availability.

Program Purpose
The Local Government Planning Fund was created to provide funding for critical planning documents.

Eligibility

Special Conditions
Awards are determined using a sliding scale. Documents must conform to NMFA-approved Guidance Document formats. Funding is disbursed after the document is deemed acceptable by the NMFA.

Use of Funds
Funds may be used only to pay for eligible planning documents.

Funding Availability
**Funding Potential for Award**—Subject to annual appropriation by the Legislature which has ranged between $1 million - $2 million annually.

**Range of Awards**—Are determined using a sliding scale, largely based upon the Median Household Income of the applicant, with a maximum of $50,000 per planning document. The LGPF Rules set forth the criteria for awards. Applicants not qualifying for 100% grant must provide evidence that they have secured a “local match” for the remaining portion of the project. Waivers for “local match” are available for emergency projects, for certain small communities facing economic decline and for plans to enact provisions of the Local Economic Development Act or Metropolitan Redevelopment Act provisions.

**Funding Cycle – Duration**—Applicants have one year from the date of approval to procure a contractor and complete the plan. Grant agreements are drafted after the plan is complete.

**Source of Funds**—The primary source of funding for this program is appropriations from the Public Project Revolving Fund as authorized by the Legislature.

**Application Process**

**Deadline**—Open application cycle, subject to monthly approvals.

**How to Apply**—Application forms may be downloaded from the NMFA Website or by contacting a Water Resources Administrator at the NMFA. Completed applications and a current budget must be submitted to an NMFA Water Resources Administrator approximately one month before the grant is expected to be approved. Applications for planning documents must include a detailed project description and/or scope of work to be completed with LGPF grant funds. Applications and associated materials may be emailed. Grants are awarded monthly while funding is available.

**Selection Criteria & Decision Authority**—Pursuant to the LGPF rules, the NMFA awards grants equal to 25%, 50%, 75% or 100% of the cost of the planning document that the applicant cannot afford to pay from unrestricted operating funds, with a maximum grant of $50,000 per planning document. Additional consideration is given to utility-backed projects and Economic Development Feasibility Studies. Applicants are limited to $100,000 in funding per 24-month period and an additional $50,000 per 24-month period for Metropolitan Redevelopment Act plans.

**Authorization**

New Mexico Finance Authority Act, Sections 6-21-6.4, NMSA 1978. Rules and policies governing this program can be found at www.NMFA.net.

**Related Programs**

LGPF-funded documents may be considered as “local match” for Water Trust Board programs.

**Information Contact**

Water Resources Administrator
New Mexico Finance Authority
207 Shelby Street, Santa Fe, NM 87501
505-984-1454
505-992-9635
F.A.Q.
Q: Where do I find a list of the approved NMFA Guidance Documents?
A: Approved Guidance Documents are listed in the back of NMFA’s Local Government Planning Fund Project Management Policies.

Q: Can LGPF dollars be used to purchase Asset Management Software?
A: No. Software is not an eligible cost.

Q: Do we have to complete an Asset Management Plan before we can close on a LGPF grant to pay our engineer or other third-party contractor?
A: No, the Guidance Document and prescribed steps for Asset Management Plan development allows for third party contractors performing certain discrete units of work towards an Asset Management Plan to be paid before the entire Asset Management Plan document is completed.

Q: Can my planning document still be considered even if the NMFA Board hasn’t yet adopted a “Guidance Document” for my type of project?
A: Yes. Applications for projects not contemplated in the approved list of Guidance Document should include a detailed scope of work for consideration by the NMFA Board.
NEW MARKETS TAX CREDITS
FINANCE NEW MEXICO, LLC (NEW MEXICO FINANCE AUTHORITY)

At a Glance

Fund Availability
Approximately $50 million

Eligibility

- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c )3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias
- State Agencies

Type of Aid

- Grant
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe

7-year interest only loans with highly flexible loan structures, including the ability to not repay a portion of the borrowed funds.

Deadline to Apply
Applications are typically offered quarterly, while credits are available.

Program Purpose
Finance New Mexico’s NMTC program provides supplemental funding to high community impact projects located in federally qualified census tracts.

Eligibility
A variety of community and economic development projects requiring at least $5 million in capital and located in federally qualified low-income census tracts that have at least 20% of the population living below the federal poverty line.

Special Conditions
Projects applying for NMTC funding must first secure a funding commitment from a lender willing to provide approximately 75% of the requested loan. Below market interest-only loans for seven years; no pre-payments during the seven-year compliance period.

Use of Funds
Funds may be used for land, building, equipment and reasonable working capital. Funds are disbursed on a reimbursement basis.
**Funding Availability**

**Funding Potential for Award**--The federal New Markets Tax Credits are awarded on a competitive basis as authorized by congress. To date, Finance New Mexico, LLC has been successful in securing $246 million through these applications. As of April 2017, Finance New Mexico has approximately $67.5 million in available credits, which $22.5 million must be invested in eligible census tracts in non-metropolitan communities.

**Range of Awards**--Projects range from approximately $5 million to $15 million.

**Funding Cycle – Duration**--Successful applicants are given approximately one year to fully draw down the project funds for eligible uses. From application to closing takes approximately 6 – 8 months.

**Source of Funds**--The New Mexico Finance Authority, as member manager for Finance New Mexico, LLC, makes loans to community and economic development projects in federally qualified low-income census tracts using private dollars earned from the sale of federal tax credits.

**Application Process**

**Deadline**--NMFA opens periodically opens competitive urban application cycles for approximately one month. Open rural application cycle, monthly deadlines may apply for rural applications.

**How to Apply**--Applications must be submitted on the NMTC application form and must be accompanied by a commitment letter from a lender willing to provide approximately 75% of the requested loan. Applicants must also be able to evidence site control at the time of application.

**Selection Criteria & Decision Authority**--Applications are evaluated using NMFA Board established NMTC Economic Impact Criteria. Projects receiving a score of at least 60 points (out of 100) and a determination of ‘moderate readiness’ are underwritten in the order prioritized. Successful applicants will be required to contract for community and economic development criteria outlined in their applications.

**Authorization**

The New Mexico Finance Authority participates in the federal NMTC program (created in Internal Revenue Code 45D and administered by the Community Development Financial Institutions Fund bureau of the US Department of Treasury) through a for-profit subsidiary called Finance New Mexico, LLC, which was created explicitly for the NMTC program.

**Related Programs**

None.

**Information Contact**

Director of Commercial Lending
New Mexico Finance Authority
207 Shelby Street, Santa Fe, NM 87501
505-984-1454
NTMC@nmfa.net
505-992-9635
Website: www.NMFA.net

**F.A.Q.**  
Questions regarding project eligibility should be directed to NMTC@nmfa.net.
At a Glance

Fund Availability
Varies

Eligibility

- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c)3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias
- State Agencies

Type of Aid

- Grant
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe

Deadline to Apply
Applications accepted on a first-come, first served basis and considered monthly.

Program Purpose
The Primary Care Capital Fund was created by the 1994 Legislature with an initial appropriation of $5 million to be used as a revolving fund. The revolving fund provides financial assistance to small primary care health clinics for infrastructure, construction and capital equipment purchases with a useful life of more than 3 years.

Eligibility
Non-profit primary care clinics are eligible to apply.

Special Conditions
All loans will be subject to a Contract-for-Services whereby the borrower agrees to provide free or reduced price services to the sick and medically indigent. The contract will be monitored quarterly for performance. Successful performance under this contract will result in 20% of the annual principal and interest payments being forgiven.

Use of Funds
Funds may be used for the construction or improvement of primary care clinics, including purchase of equipment. Funds may not be used for operations.
**Funding Availability**

**Funding Potential for Award**—Amounts will vary based upon fund availability and demonstrated capacity for the borrower to repay the loan.

**Range of Awards**—Loan sizes are based upon need, revenue stream available to repay the loan and funding availability.

**Funding Cycle – Duration**—Borrowers have up to one year to fully expend the funds. After that time, the final loan funds are fixed and a debt service schedule is set.

**Source of Funds**—The Fund received a $5 million special appropriation in 1994. Currently the NMFA loans out recaptured principal and interest payments.

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**Application Process**

**Deadline**—Open application cycle, monthly deadlines may apply.

**How to Apply**—Completed applications should be directed to business@nmfa.net

**Selection Criteria & Decision Authority**—Projects selected for funding must fill a medical need as determined by the Department of Health and must be able to repay the requested loan from excess operational cash flows as determined by the New Mexico Finance Authority.

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**Authorization**

Primary Care Capital Funding Act, section 24-1C-6 NMSA 1978 and NMAC 7.24.4. Policies governing this program can be found at www.NMFA.net.

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**Related Programs**

NMFA administers the Behavioral Health Capital Fund, a similar program that funds small, non-profit behavioral health clinics

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**Information Contact**

Director of Commercial Lending
New Mexico Finance Authority
207 Shelby Street, Santa Fe, NM 87501
505-984-1454
business@nmfa.net
505-992-9635
www.NMFA.net

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**F.A.Q.**

Please contact business@nmfa.net for additional information.
At a Glance

Fund Availability
Annual estimated capacity of $200 million

Eligibility
- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c )3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias

Type of Aid
- Grant
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe

Deadline to Apply
Open application cycle subject to monthly deadlines

Program Purpose
The PPRF was established to provide low-cost financial assistance to a variety of local governments.

Eligibility
Applicant must meet the statutory definition for “qualified entity” and the project must meet the definition of “qualified project.” Loans to applicants with Median Household Incomes (“MHI”) below the State’s may qualify for funding with subsidized interest rates (see Range of Awards), all other loans will carry a fixed interest rate that is equivalent to what the NMFA is charged for its ‘AAA’ rated bonds.

Special Conditions
All loans greater than $1 million must first be authorized by the Legislature which occurs through an annual authorization bill. Funds are disbursed on a reimbursement basis.

Use of Funds
Qualified projects include a variety of infrastructure and building projects, such as roadways, water treatment facilities and construction of school improvements, as well as equipment
projects with a useful life of at least three years. Certain professional fees, such as engineering, legal services and financial advisory services, may be included in the loan amount. Loan refinancing may also qualify for low-cost loans.

**Funding Availability**

**Funding Potential for Award**—The PPRF capacity is based upon the annual receipts of Governmental Gross Receipts Taxes and the quality of the underlying loans. Currently, the PPRF has an annual estimated capacity of $200 million. The PPRF is regularly replenished through the issuance of bonds and additional funding may be available.

**Range of Awards**—Loan sizes are based upon need and sufficiency of revenue stream to repay the loan. Entities with MHI below the State’s may qualify for subsidized interest rates of 0% (for entities with MHIs of less than 75% of the State’s MHI) or 2% (for entities with MHIs of between 75% and 100% of the State’s MHI). Disadvantaged Entity Funding is limited to $150,000 per equipment loan and $500,000 per infrastructure loan, with no entity receiving more than $500,000 per fiscal year. Funding needed in excess of that cap is available at low-cost market interest rates.

**Funding Cycle – Duration**—Applicants have 90 days from the date of approval to close a loan and three years from the date of loan closing to fully expend the funds.

**Source of Funds**—The PPRF is funded through an annual distribution of Governmental Gross Receipts Tax and loan repayments.

**Application Process**

**Deadline**—Open application cycle, subject to monthly approvals

**How to Apply**—Application forms may be downloaded from NMFA Website or by contacting a Public Lending Officer at the NMFA. Completed applications, recent audits and existing debt documents must be submitted to an NMFA Public Lending Officer approximately one month before the loan is expected to be approved. Applications and associated materials may be emailed. Loans are awarded monthly.

**Selection Criteria & Decision Authority**—Applications are analyzed to determine the capacity of the revenue stream pledged to repay the loan. Loan structuring (terms, coverage, payment frequency, etc.) is guided by the PPRF Loan Management Policies (available at www.NMFA.net)

**Authorization**

New Mexico Finance Authority Act, section 6-21-6, et. Seq., NMSA 1978. Rules and policies for the PPRF can be found at www.NMFA.net.

**Related Programs**

The PPRF may be leveraged with other sources of low-cost funding to complete projects and may be used as a “local match” for the Water Trust Board programs.

**Information Contact**

**Name:** Public Lending Officer

New Mexico Finance Authority

207 Shelby Street, Santa Fe, NM 87501
Q: Are current audits required?
A: Applicants must demonstrate compliance with the State Audit Act and the State Budget Rules. Exceptions for projects related to health, safety and welfare may be made.

Q: Are there any grant funds available through the PPRF?
A: No, pursuant to state statute, the PPRF can only make loans.

Q: What are the PPRF interest rates?
A: PPRF loans are structured as Serial Bonds and each maturity will carry a different interest rate. The NMFA uses its high bond ratings to secure interest rates that are among the best in the municipal market.

Q: Other than low interest rates, what benefits to using the PPRF?
A: Yes. In addition to beneficial interest rates, borrowers using the PPRF do not need to hire a bond counsel, a financial advisor or an underwriter. Additionally, the NMFA requisition process ensures compliance with regulatory guidance.
WATER PROJECT FUND
NEW MEXICO FINANCE AUTHORITY (NMFA)

At a Glance

Fund Availability
Approximately $13 Million

Eligibility
- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c)3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias

Type of Aid
- Grant
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe Loan/Grant awards

Deadline to Apply
Annual cycle. Application start and end dates are set annually by the Water Trust Board.

Program Purpose
Provide grant and low cost loan funding to critical water projects that improve water quantity and quality from the water source to its use.

Eligibility
The Water Project Finance Act authorizes funding for the following project types:
1) water treatment and conservation, recycling and reuse
2) flood prevention
3) Endangered Species Act collaborative projects
4) water storage, conveyance and delivery infrastructure improvements
5) watershed restoration and management initiatives

Special Conditions
Projects funded must be recommended by the Water Trust Board and authorized by the New Mexico Legislature prior to final approval by the New Mexico Finance Authority. Applicants must agree to maintain the project for its useful life, which shall not be less than 20 years. Plans and specifications must be approved by the New Mexico Environment Department as a condition of funding. Funds are provided on a reimbursement basis and require a local match.
**Use of Funds**
Pursuant to the Water Project Finance Act, Water Project Funds may be used for the following purposes:

1) Planning and design, including construction oversight, special engineering services and environmental or archaeological surveys

2) Construction

3) Land acquisition

4) Easements and rights of way; and

5) Legal costs and fiscal agent fees

**Funding Availability**

**Funding Potential for Award**--The amount available fluctuates annually.

**Range of Awards**--Under current Water Trust Board policies, the maximum award for any single project is equal to 15% of the available funds in any given year.

**Funding Cycle – Duration**--Water Project Fund agreements allow up to two years to fully expend the award.

**Source of Funds**--The Water Project Fund receives a percentage of the senior Severance Tax Bond proceeds annually, as well as a distribution from the Water Trust Fund. Additionally, repaid Water Project Fund loans may be re-awarded.

**Application Process**

**Deadline:** Annual Cycle; application start and end dates are set annually by the Water Trust Board.

**How to Apply**--The New Mexico Finance Authority accepts applications on behalf of the Water Trust Board. Typically the on-line applications open in the fall. Contact WTBAadmin@nmfa.net for the timing of the next application cycle.

**Selection Criteria & Decision Authority**--Using Board-established criteria, a seven-agency team evaluates the applications and recommends funding priorities to the Board. The Water Trust Board reviews these recommendations and annually recommends to the Legislature a list of projects eligible for funding from the Water Project Fund. Final funding decisions are made each spring.

**Authorization**

Water Project Finance Act 72-4A through 72-4A-10 and 19.25.10 NMAC. Policies governing the program can be found at www.NMFA.net.

**Related Programs**

Local Government Planning Fund provides grants for Preliminary Engineering Reports, Feasibility Studies, and Asset Management Plans required for Water Trust Board applications.

**Information Contact**

Water Trust Board Administrator
New Mexico Finance Authority
F.A.Q.
FAQs for the Water Trust Board can be found at www.NMFA.net
MORTGAGE FINANCE AUTHORITY (MFA)
CONTINUUM OF CARE PROGRAM (COC)

At a Glance

**Fund Availability**
Total program funds available: $460,675

**Eligibility**
- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c)3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias
- State Agencies

**Type of Aid**
- Grant
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe

**Deadline to Apply**
April of each year

**Program Purpose**
The purpose of these activities is to provide support to agencies statewide which have received HUD Continuum of Care funding through either the Albuquerque or Balance of State applications to HUD; this also assists those agencies with match requirements for the Continuum of Care. The “CoC” Program is designed to assist individuals (including unaccompanied youth) and families experiencing homelessness and to provide the services needed to help such individuals move into transitional and permanent housing, with the goal of long-term stability.

**Eligibility**
The prerequisite for receiving this funding is a HUD Continuum of Care award and executed grant agreement.

**Use of Funds**
There are 3 programs under the Continuum of Care (CoC):
- Permanent Housing (PH) – Permanent housing is community based housing, the purpose of which is to provide housing without a designated length of stay.
• Transitional Housing (TH) – Transitional housing facilitates the movement of homeless individuals and families to PH within 24 months of entering TH.
• Supportive Services Only (SSO) – Provides services necessary to assist program participants obtain and maintain housing. This also includes street outreach.

**Funding Availability**
**Funding Potential for Award**—Varies.
**Range of Awards**—Varies.
**Funding Cycle – Duration**—The funding cycle is one year (MFA’s program year July 1st to June 30th)
**Source of Funds**—State Homeless funds

**Application Process**
**How to Apply**—The MFA receives a list of all agencies and their HUD CoC awards from the Balance of State CoC and the Albuquerque CoC. All agencies on the lists are mailed an application to apply for MFA CoC funds.

**Authorization**
The MFA is a quasi-state entity that acts as the pass through agent for state and federal homeless funds to homeless and domestic violence agencies statewide.

**Related Programs**
The MFA has another program that provides awards to homeless and domestic violence agencies throughout the state with federal and state homeless funds, the EHAP program information can be found on the website [www.housingnm.org](http://www.housingnm.org)

**Information Contact**
Natalie Michelback
NM Mortgage Finance Authority (MFA)
344 Fourth Street SW, Albuquerque, NM 87102
(505) 843-6880
[www.housingnm.org](http://www.housingnm.org)
EMERGENCY SOLUTIONS GRANT
MORTGAGE FINANCE AUTHORITY

At a Glance

Fund Availability
Varies from year to year

Eligibility
- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c)3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias
- State Agencies

Type of Aid
- Grant
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe

Deadline to Apply
When Requests for Proposals are issued, typically in January/February for the Program Year beginning July 1, the deadline to apply is usually in March.

Program Purpose
The Emergency Solutions Grant funding (ESG) supports the Emergency Homeless Assistance Program (EHAP) and the Rental Assistance Program (RAP). EHAP is designed to help improve the quality of existing emergency shelters for the homeless by offsetting the operating costs for emergency shelters serving individuals and families experiencing homelessness. The Rental Assistance Program is designed to help individuals who are experiencing homelessness or those who are at risk of becoming homeless with short and medium term rental assistance in order to quickly regain stability in permanent housing.

Eligibility
For EHAP, persons or households who are experiencing homelessness (as defined by HUD), fleeing a domestic violence situation or youths under age 18 are eligible for shelter assistance or essential services.
For RAP, applicants experiencing homelessness (as defined by HUD) or are at risk of becoming homeless (also defined by HUD) are eligible. Income guidelines also apply. Applicant’s gross annual income may not exceed the ESG 30% Area Median Income for the county in which they reside for those at risk of becoming homeless.
Additional information for both EHAP and RAP can be found on MFA’s website, http://housingnm.org/community_development/community-development
NM ENERGY$MART PROGRAM
MORTGAGE FINANCE AUTHORITY

At a Glance

A new RFP will not be released until the fall of 2019 for the program year that will begin in July 2020. The RFP deadline is typically in the fall.

Program Purpose
The NM Energy$mart Program helps New Mexicans save money on utility bills by making their homes more energy efficient. Homeowners and renters who qualify for the program may receive up to $6,000 in weatherization services.

Eligibility
Households can apply for weatherization whether they own or rent a house, apartment or mobile home. Weatherization is a free program however Households cannot earn more than 200% of poverty income guidelines.

People over age 60, people with disability, and families with children are given priority. Households receiving SSI or TANF qualify for NM Energy$mart

Special Conditions
Funds are available on a reimbursement basis.

Use of Funds
The program collects energy efficiency data about the home and enters it into an energy modeling software. The software determines the highest priorities to reduce energy use in a
home lowering utility bills. After the energy audit, the auditor will explain the work that will be
done in the home to the client.

The below measures are typical upgrades that can be installed in a home as long as they receive
a Savings to Investment Ratio of 1 or higher:

- **Air Sealing**
  - Windows are doors are sealed and sometimes replaced
  - High air leaks near ceilings are sealed
  - Low air leaks around baseboards and under sinks are sealed
  - Large holes such as broken glass are repaired

- **Insulation**
  - Attic insulation is installed
  - Wall insulation is installed
  - Floor insulation is installed

- **Heating and Cooling where energy audit shows SIR of 1 or more**
  - Tune up and repair of furnaces
  - Tune up and repair of other heating units
  - Tune up and repair of cooling equipment and evaporative cooling where climate
    permits
  - Cooling and heating system replacement
  - Thermostat replacement

- **Baseload Measures**
  - Water heater and hot water pipes are insulated
  - Incandescent bulbs are replaced with CFL’s
  - Inefficient refrigerators are replaced with Energy Star efficient models
  - Low-flow showerheads and aerators are installed to save both water and energy

- **Energy-savings and health and safety tips before, during, and after the work is complete
  are provided.**

The program also installs health and safety measures such as the ones listed below. Health and
Safety tips are provided before, during and after the work is complete.

- Smoke and Carbon Monoxide Alarms
- Replacement of furnaces and heating units where existing units are dangerous
- Replacement of water heaters where existing units are dangerous
- Ventilation fans
- Repair of furnaces, heating units, and water heaters where existing units are dangerous
- Other health and safety measures as spelled out in our State Plan

**Administrative expenses:**
- 5 percent for the grantee (MFA)
- 5 percent for the Service Provider (Service Provider/non-profit agency)

**Funding Availability**
**Funding Potential for Award**--The total annual funding available for distribution in program year 2015-16 is approximately $5,343,805.

**Range of Awards**--Awards are based on statewide need by county and pueblo. Funding is distributed statewide through a formula that is based on the estimated number of households below 200% of poverty, the percentage of household with 1 or more people under 18 years of age, households with 1 or more people 65 years and over, the estimated number of individuals with disabilities and heating degree days in the county. The awards are distributed to two Service Providers. Central NM Housing Corporation serves the northern part of the state and SW Regional Housing serves the southern part of the state.

**Funding Cycle – Duration**--MFA’s contract year is July 1 to June 30. Beginning July 1, 2015, the NM Energy$mart program funds are available for 2 years with the option of 3 (1) year renewals.

**Source of Funds**--Funding for the NM Energy$mart program come from several funding sources. All funds pass through MFA before being distributed to the NM Energy$mart Service Providers.

- Department of Energy $1,475,444
- LIHEAP $2,100,000
- NM Gas $1,577,861
- PNM $138,000
- Central Valley Electric Co-op $35,000
- Columbus Electric Co-op $7,500
- Xcel Energy $188,429
- Raton Natural Gas $14,000

**Application Process Deadline**
A new RFP will not be released until the fall of 2019 for the program year that will begin in July 2020. The Request for Proposal (RFP) deadline is typically in the fall.

**How to Apply**--MFA issues a Request for Proposal (RFP) for NM Energy$mart funds. The RFP is advertised in all New Mexico newspaper and we make it available on MFA’s website: [http://www.housingnm.org/community_development/rfp](http://www.housingnm.org/community_development/rfp)

**Selection Criteria & Decision Authority**--Responses will be evaluated by an Internal Review Committee of MFA staff using the Evaluation Criteria. Waivers to “Minimum Threshold Criteria” and “Proposal Requirements” may be approved by MFA’s Policy Committee. Award recommendations will be reviewed by MFA management and by an MFA Board Committee. Final selection will be made by the MFA Board of Directors.

**Authorization**
The MFA is the state formula grantee for the Department of Energy (DOE) Weatherization Program 10CFR 440.

**Related Programs**
In conjunction with the DOE weatherization program, MFA leverages DOE and LIHEAP funding with energy efficiency programs for NM Gas Company, Public Service Company of New Mexico, Xcel Energy, Central Valley Electric Coop and Columbus Electric Coop.
Information Contact
Gina Bell
New Mexico Mortgage Finance Authority
344 4th Street SW, Albuquerque, NM 87102
(505) 843-6880
gbell@housingnm.org
www.housingnm.org
HOME PROGRAM (HOME)
MORTGAGE FINANCE AUTHORITY

At a Glance

Fund Availability
Total program funds available: Approximately $2 billion nationwide
Maximum amount awarded: varying
Minimum amount awarded: varying

Eligibility
- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c )3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias
- State Agencies

Type of Aid
- Grant
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe

Deadline to Apply
Depends on when HUD receives the budget from Congress, when contracts are signed by the Governor, and when they are sent to MFA.

Program Purpose
HOME provides formula grants to States and localities that communities use—often in partnership with local nonprofit groups—to fund a wide range of activities that build, buy, and/or rehabilitate affordable housing for rent or homeownership or provide direct rental assistance to low-income people.

Eligibility
States and local governments use, often in partnership with local nonprofit groups, to fund a wide range of activities that build, buy, and/or rehabilitate affordable housing for rent or homeownership or provide direct rental assistance to low-income people.

Special Conditions
HOME’s requirement that participating jurisdictions (PJs) match 25 cents of every dollar in program funds mobilizes community resources in support of affordable housing. (NOTE: New Mexico has received a waiver of the match requirements for the last several years. We received 100% in 2013, 50% in 2014, 100% in 2015, and 100% in 2016.) It is also required that HOME funds
are committed when the participating jurisdiction has executed a legally binding written agreement (that includes the date of the signature of each person signing the agreement) a subrecipient or a contractor to use a specific amount of HOME funds to produce affordable housing, provide down payment assistance, or provide tenant-based rental assistance.

**Use of Funds**

HOME funds are awarded annually as formula grants to participating jurisdictions. HUD establishes HOME Investment Trust Funds for each grantee, providing a line of credit that the jurisdiction may draw upon as needed. The program’s flexibility allows States and local governments to use HOME funds for grants, direct loans, loan guarantees or other form of credit enhancement, or rental assistance or security deposits.

The program was designed to reinforce several important values and principles of community development:

- HOME’s flexibility empowers people and communities to design and implement strategies tailored to their own needs and priorities.
- HOME’s emphasis on consolidated planning expands and strengthens partnerships among all levels of government and the private sector in the development of affordable housing.
- HOME’s technical assistance activities and set-aside for qualified community-based nonprofit housing groups builds the capacity of these partners.
- Up to 10 percent of the PJ’s annual allocation may be used for program planning and administration.

The MFA HOME project categories are:

- Owner-Occupied Rehabilitation
- Rental Acquisition and Rehabilitation
- New Rental Construction
- CHDO Operating Funds

Ten percent of HOME funds are designated for administrative fees, including subgrantee administrative costs for the owner occupied rehab and lead-based paint remediation activities.

**Funding Availability**

**Funding Potential for Award**--$2 billion nationwide.

**Range of Awards**--States are automatically eligible for HOME funds and receive either their formula allocation or $3 million, whichever is greater. Local jurisdictions eligible for at least $500,000 under the formula ($335,000 in years when Congress appropriates less than $1.5 billion for HOME) also can receive an allocation.

**Funding Cycle – Duration**--Funding is awarded annually. Once funding is awarded the grantee has 24 months to commit funds and must spend the funds within 5 years.

**Source of Funds**--Federally funded through the US Department of Housing and Urban Development.
**Application Process**
**Deadline**--Varying.

**How to Apply**--Program funds are allocated to units of general local government on the basis of a formula that considers the relative inadequacy of each jurisdiction’s housing supply, its incidence of poverty, its fiscal distress, and other factors. Shortly after HOME funds become available each year; HUD informs eligible jurisdictions of the amounts earmarked for them. Participating jurisdictions must have a current and approved Consolidated Plan, which will include an annual action plan that describes how the jurisdiction will use its HOME funds. A newly eligible jurisdiction also must formally notify HUD of its intent to participate in the program.

**Selection Criteria & Decision Authority**--HOME funds are allocated using a formula designed to reflect relative housing needs. Forty percent of the funds are allocated to states, and sixty percent is allocated to units of general local government.

**Authorization**
Title II of the Cranston-Gonzales National Affordable Housing Act, as amended. Program regulations are at 24 CFR Part 92.

**Related Programs**
N/A

**Information Contact**
Isidoro Hernandez, Deputy Director of Programs  
New Mexico Mortgage Finance Authority  
344 4th Street SW, Albuquerque, NM 87102  
(505) 767-2275, fax (505) 242-2766  
ihernandez@housingnm.org  
www.housingnm.org

**F.A.Q.**
Please contact MFA with program questions.
HOUSING PEOPLE WITH AIDS (HOPWA)
MORTGAGE FINANCE AUTHORITY

At a Glance

**Fund Availability**
$607,374.23

**Eligibility**
- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c )3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias
- State Agencies

**Type of Aid**
- Grant
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe

**Deadline to Apply**
Annually in April

Program Purpose
The State of New Mexico HOPWA grant is a formula grant program based on a renewable funding source pursuant to the number of AIDS diagnoses as reported to the CDC (Center for Disease Control) by the State of New Mexico. There are two (2) HOPWA formula grants: (1) Balance of State and (2) City of Albuquerque. The HOPWA grant allocation is based on the prior year’s AIDS diagnoses in the state and the amount of the President’s approved budget.

HOPWA funds are used to assist those who are infected or affected by HIV/AIDS. HUD’s primary goals for HOPWA are:
- housing stability
- reducing the risk of homelessness
- increased access to HIV treatment and other healthcare.

HOPWA funds are intended to be used in conjunction with other resources, including programs involving health care and supportive services for person with HIV/AIDS under the Ryan White CARE Act and other Federal, State, local and private sources.
Eligibility
Individuals meeting the following criteria are eligible for program activities as indicated here:

1. A person with acquired immunodeficiency syndrome or related diseases who is a low-income individual, as defined in section 853(3) of the AIDS Housing Opportunity Act (42 US Sec. 12902), is eligible for all program activities. An individual or family is low-income if their incomes do not exceed 80 percent of the median income for the area as determined by the Secretary of Housing and Urban Development;

2. The eligible person’s family is eligible for program activities except for health services. Family means a household composed of two or more related persons. The term family also includes one or more eligible persons living with another person or persons who are determined to be important to their care or well-being, and the surviving member or members of any family described in this definition who were living in housing assisted under the HOPWA program with the person with HIV or AIDS at the time of his/her death;

3. A person with AIDS or related diseases or a family member regardless of income is eligible to receive housing information services;

4. Any person with AIDS or related diseases living in proximity to a service provider is eligible to participate in that service providers outreach and educational activities regarding AIDS or related diseases.

Special Conditions
Funds are available to grantees on a reimbursement basis.

Use of Funds
HOPWA funds may be used to assist all forms of housing designed to prevent homelessness including emergency housing, apartments, single room occupancy (SRO) dwellings, and community residences. Eligible activities include the following:

Housing Assistance Activities:
- Tenant-based rental assistance (TBRA)
- Short-term rent, mortgage, and utility (STRMU) payments to prevent homelessness
- Permanent Housing Placement (deposits)
- All housing assistance activities may be reimbursed as direct costs and service delivery costs. Direct costs include actual housing assistance. Service delivery costs include the costs associated with processing housing assistance such as staff time, postage for rent payments, etc.

Supportive Services Activities:
- Supportive services including, but not limited to, case management, day care, drug and alcohol abuse treatment and counseling
- Housing information services
- Resource identification to coordinate housing assistance resources
- Health, medical, intensive care (if approved by MFA and HUD)

Other Eligible Activities:
- New construction for single room occupancy dwellings and community residences
• Acquisition, rehabilitation, conversion, lease and repair of facilities to provide housing and services
• Operating costs for housing including maintenance, operation and furnishings
• Technical assistance in establishing an community residence

Administrative expenses:
• 3 percent for the grantee (MFA)
• 7 percent for the project sponsor (Project Sponsor/non-profit agency)

Funding Availability
Funding Potential for Award--The total annual funding available for distribution in program year 2016-17 was approximately $325,843.37 for the City of Albuquerque and $281,530.86 for Balance of State for a total of $607,374.23.

Range of Awards--Awards are based on need for housing services, as demonstrated by persons with HIV/AIDS whose income is below the Federal Poverty Level. These levels are determined by region through the New Mexico Department of Health HIV Services Program CAREWare Database. The table below outlines the awards for program year 2016-17. The final awards are based on funding availability, pending the final allocation amount from HUD. Final awards may be adjusted proportionally.

<table>
<thead>
<tr>
<th>Agency</th>
<th>Region</th>
<th>HOPWA Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Mexico AIDS Services</td>
<td>City of Albuquerque</td>
<td>$325,843.37</td>
</tr>
<tr>
<td>New Mexico AIDS Services</td>
<td>Area I (Farmington &amp; NW)</td>
<td>$61,936.79</td>
</tr>
<tr>
<td>Southwest CARE Center</td>
<td>Area II (Santa Fe &amp; NE)</td>
<td>$123,873.58</td>
</tr>
<tr>
<td>Southwest CARE Center</td>
<td>Area III (Socorro, Las Cruces &amp; SW)</td>
<td>$61,936.79</td>
</tr>
<tr>
<td>Southwest CARE Center</td>
<td>Area IV (Roswell and SE)</td>
<td>$33,783.70</td>
</tr>
</tbody>
</table>

Funding Cycle – Duration--MFA’s contract year is July 1 to June 30. The HOPWA program funds are available for 3 years.

Source of Funds--The funding source for HOPWA is federally funded by the U.S. Department of Housing and Urban Development (HUD). HOPWA funds are passed through MFA before being distributed locally.

Application Process
Deadline--The Request for Proposal (RFP) deadline is annually in March. This year is the last year of the 3 year contract with 2 year renewal.

How to Apply--MFA issues a Request for Proposal (RFP) for HOPWA funds. The RFP is available on MFA’s website: http://www.housingnm.org/community_development/rfp

Selection Criteria & Decision Authority--Responses will be evaluated by an Internal Review Committee of MFA staff using the Evaluation Criteria. Waivers to “Minimum Threshold Criteria” and “Proposal Requirements” may be approved by MFA’s Policy Committee. Award recommendations will be reviewed by MFA management and by an MFA Board Committee. Final selection will be made by the MFA Board of Directors.

Authorization
The MFA is the state formula grantee for the HUD Housing Opportunity for Persons with AIDS (HOPWA) Formula Grant Program governed by the AIDS Housing Opportunities Act, 42 USC Sec. 12910 et. Seq. (the Act); HOPWA Program rule, 24 CFR 574 as amended, and the Consolidated Plan rule, 24 CFR 91 as amended (the Regulations). The MFA has also been designated by the City of Albuquerque as the administering agency for the HOPWA funds awarded to the City of Albuquerque.

**Related Programs**
Grant seekers may find other rental assistant programs through MFA. Link to MFA’s rental assistance program: [http://www.housingnm.org/community_development/rental-assistance-programs-rap](http://www.housingnm.org/community_development/rental-assistance-programs-rap)

**Information Contact**
Natalie Michelback
New Mexico Mortgage Finance Authority
344 4th Street SW, Albuquerque, NM 87102
505-843-6880
nmichelback@housingnm.org
www.housingnm.org
NM INTERSTATE STREAM COMMISSION/OFFICE OF THE STATE ENGINEER
ACEQUIA REHABILITATION GRANT PROGRAM

At a Glance

Fund Availability
Total program funds available: $1,600,000 state funding.
Maximum amount awarded: $150,000 per acequia each year.
Minimum amount awarded: No minimum.

Eligibility
- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c )3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias

Type of Aid
- Grant
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe

Deadline to Apply
April 30th for upcoming fiscal year funding.

Program Purpose
Assist acequias/community ditch associations improve irrigation and water delivery systems, provide flood protection, and conserve water through grants for the repair and rehabilitation of acequia projects.

Eligibility
Associations which are operating as acequias/community ditches under state statute and have by-laws approved by the Office of the State Engineer are eligible for funding.

Special Conditions
Acequias/Community ditches receive funds up to ninety percent (90%) from the State up to a maximum of $150,000 per acequia each year. The remaining ten percent (10%) must be provided as a local match by the acequia. This ten percent (10%) cost share may be loaned to the acequia by the Interstate Stream Commission with a typical ten (10) year payback period at two and a half percent (2.5%) interest.
Use of Funds
For repairs, rehabilitation and new construction of water delivery systems and infrastructure. Funds may not be used for periodic cleaning and maintenance tasks.

Funding Availability
Funding Potential for Award--The Legislature generally appropriates approximately $1,900,000 each fiscal year.
Range of Awards--The maximum state grant is approximately $166,666 per acequia ($150,000 state, $16,666 in local match).
Funding Cycle – Duration--Grant agreements are issued to acequias at beginning of fiscal year and projects must be completed end of the fiscal year (June 30).
Source of Funds--Funds appropriated by the New Mexico State Legislature.

Application Process
Deadline--Applications are accepted throughout the year. Acequias should submit a letter of request along with approved design plans by April 30th to be considered for the upcoming fiscal year.
How to Apply--Applicants first seek technical assistance from the Natural Resources Conservation Service (NRCS), New Mexico Association of Soil and Water Conservation Districts, or a private engineering firm. Plans and specifications are sent for approval to the Interstate Stream Commission. If approved, a grant agreement to cost share is prepared and signed by all parties.
Selection Criteria & Decision Authority--Funding is by need and administered on a first-come, first-served basis.

Authorization
Annual appropriation. Irrigation Works Construction Fund by the Legislature to the Office of the State Engineer/Interstate Stream Commission.

Related Programs
N/A

Information Contact
Jonathan Martinez
NM Interstate Stream Commission
Bataan Memorial Building, Suite 101
PO Box 25102
Santa Fe, NM  87504-5102
(505) 827-6160 Fax: (505) 827-6188
JonathanC.Martinez@state.nm.us
www.ose.state.nm.us/Acequias/isc_acequias.php
PUBLIC EDUCATION DEPARTMENT
21st CENTURY COMMUNITY LEARNING CENTERS

At a Glance

Fund Availability
The program is funded through an annual federal grant provided to the New Mexico Public Education Department (PED) from the United States Department of Education. The Fiscal Year (FY) 17 amount totals $9,094,016.00.

Eligibility

<table>
<thead>
<tr>
<th>Type of Aid</th>
<th>Counties</th>
<th>Grant</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Municipalities</td>
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<td>Loan</td>
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<td></td>
<td>Other Local Governmental Units</td>
<td>Technical Assistance</td>
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<tr>
<td></td>
<td>Non-profit 501(c)3</td>
<td>Other - describe</td>
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<tr>
<td></td>
<td>Individual</td>
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<td></td>
<td>Private Business</td>
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<td>Mutual Domestics</td>
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<td></td>
<td>Acequias</td>
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<td></td>
<td>State Agencies</td>
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</tbody>
</table>

Deadline to Apply
The Request for Proposal (RFP) is issued once every four years. The next RFP will be released in early 2020 with applications due approximately 30 days following release of the RFP.

Program Purpose
21st Century Community Learning Centers (CCLC) exist to establish or expand out-of-school time (OST) learning opportunities for students and families in order to help close the opportunity gap in New Mexico. 21st CCLC programs offer academic support, additional health and nutrition sessions, college and career connections, STEM activities, as well as cultural enrichment opportunities.

Eligibility
Any public or private organization is eligible to apply for a 21st CCLC grant. Examples of eligible agencies and organizations include: non-profit agencies (community based organizations), city or county government agencies, faith based organizations, institutions of higher education and for-profit corporations.

Special Conditions
21st CCLC funding is awarded primarily to districts/organizations that will provide program opportunities for underserved communities within Title I school districts.
Use of Funds
Each successfully funded subgrantee may use grant funding to facilitate OST learning opportunities. These services can be offered before school, after school, or during the summer.

Funding Availability
Funding Potential for Award--During FY17, New Mexico (NM) will receive $9,094,016.00 to disburse among thirteen (13) 21st CCLC subgrantees.
Range of Awards--Minimum allowable award is $50,000.00.
Funding Cycle – Duration--Depending upon continuing congressional appropriations, a subgrantee may receive 21st CCLC funding support for five consecutive years. NM’s RFP process, per state procurement guidelines, provides awards to successful applicants for four consecutive years, contingent upon available funding. An additional criterion for continued funding includes demonstration of successful program implementation, as outlined in the submitted, selected proposal. Currently, NM 21st CCLC subgrantees are transitioning into the second year of a four year funding cycle. The new RFP will be released in early 2020 and will award funds to successful applicants from FY21 - FY24. All annual award amounts to 21st CCLC subgrantees in NM must be expended within the fiscal year.
Source of Funds--The 21st (CCLC) program is a federal competitive sub grant program authorized under Title IV, Part B, of the Elementary and Secondary Education Act, as amended by the No Child Left Behind Act of 2001.

Application Process
Deadline--The RFP is issued once every four years. The next RFP will be released in early 2020 with applications due approximately 30 days following release of the RFP.
How to Apply--The PED issues a 21st CCLC RFP that includes detailed information on how to apply.
Selection Criteria & Decision Authority--Applications are evaluated according to the Application Evaluation Process and Scoring Rubric provided with the RFP. A statewide independent peer review process is used for evaluation.

Authorization
Title IV, Part B, of the Elementary and Secondary Education Act, as amended by the No Child Left Behind Act of 2001.

Related Programs
Support for out of school time programming is currently available through a state legislative appropriation (Afterschool and Summer Enrichment Program). The most recent Request for Applications (RFA# 17-92400-00001) was released on April 21, 2016 with submission of applications due May 20, 2016.
Afterschool and summer enrichment legislative funding is on a year-by-year basis and contingent upon legislative and governor approval.

Information Contact
Michelle Vignery
21st CCLC Program Coordinator
Coordinated School Health and Wellness Bureau
120 S. Federal Place, Room 206
Office: (505) 827-1592
Michelle.Vignery@state.nm.us
http://ped.state.nm.us/ped/index.html

F.A.Q.
Please contact the PED with program questions.
ADVANCED PLACEMENT – TEST FEE REDUCTION
PUBLIC EDUCATION DEPARTMENT

At a Glance

<table>
<thead>
<tr>
<th>Eligibility</th>
<th>Type of Aid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counties</td>
<td>☒ Grant</td>
</tr>
<tr>
<td>Municipalities</td>
<td>☐ Cooperative Agreement</td>
</tr>
<tr>
<td>Special Districts</td>
<td>☐ Service Contract</td>
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<tr>
<td>Indian Tribes &amp; Pueblos</td>
<td>☐ Loan</td>
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<tr>
<td>Other Local Governmental Units</td>
<td>☐ Technical Assistance</td>
</tr>
<tr>
<td>Non-profit 501(c )3</td>
<td>☐ Other – describe</td>
</tr>
<tr>
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<td>Private Business</td>
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<td>☒ School Districts</td>
<td></td>
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<tr>
<td>Mutual Domestics</td>
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<tr>
<td>Acequias</td>
<td></td>
</tr>
<tr>
<td>State Agencies</td>
<td></td>
</tr>
</tbody>
</table>

Deadline to Apply
Typically in September to November

Program Purpose
The Advanced Placement (AP) Program sponsored by the College Board and administered by Educational Testing Service (ETS), offers secondary school students the opportunity to participate in challenging college-level course work while still in high school. Students can receive credit, advanced placement, or both from over 2,800 colleges and universities that participate in the AP Program. Twenty-nine AP courses and their corresponding examinations, developed by national development committees of college professors and secondary school teachers in each discipline, are prepared annually. Each course is described in detail in the Advanced Placement Course Descriptions at: https://apstudent.collegeboard.org/apcourse.

The AP Test Fee Program awards grants to eligible state educational agencies (SEAs) in order to enable them to pay all or a portion of advanced placement test fees on behalf of eligible low income students who: (1) are enrolled in an advanced placement course; and (2) plan to take an advanced placement exam. The program is designed to increase the number of low income students who take advanced placement tests and receive scores for which college academic credit is awarded. Schools can access test fee waivers for their students through AP New Mexico at: http://www.apnewmexico.com/fee_reduction_program.

Eligibility
The AP Test Fee Program awards grants to eligible state educational agencies (SEAs). The federal award is administered by the Public Education Department and is made available to low income youth determined by free or reduced price lunch status. A student is eligible for free or reduced price lunches if his or her family's income is at or below 185 percent of the poverty level issued annually by the U.S. Department of Health and Human Services. Alternatively, schools could also determine student eligibility through any of the following criteria:

- The student's family's income is at or below the Census Bureau's "poverty threshold." The Census "poverty threshold" varies by family size and the ages of family members, but it is not adjusted for differences in the cost of living, including the higher costs of living in Alaska and Hawaii. If a school chooses to use the Census Bureau's "poverty threshold" to determine a student's low income status and eligibility, it should use the 2011 "poverty threshold" information available at the U.S. Census Bureau website.
- The student's family receives assistance under part A of Title IV of the Social Security Act.
- The student is eligible to receive medical assistance through the Medicaid program under Title XIX of the Social Security Act.

Special Conditions
The AP Test Fee Program grant requires matching state funds which are provided by the NM Highlands University through a state appropriation for AP New Mexico. The grant is only able to cover direct costs of the AP exam.

Use of Funds
Any grant funds awarded under the AP Test Fee Program can only be used to cover a portion of the cost of each approved advanced placement exam taken by low income students.

Funding Availability
Funding Potential for Award--This amount varies based on the number of anticipated examinations taken by low income youth. For FY15, the estimated cost will reach approximately $160,000.00
Range of Awards--Only one award is made by the Public Education Department to NM Highlands University's AP New Mexico program office. All participating school districts submit an invoice to AP New Mexico for qualifying examinations.
Funding Cycle – Duration--An Intergovernmental Agreement (IGA) is established annually with NM Highlands University for the coordination, procurement and liquidation of the AP Test Fee Program. Such IGA commences in August to September and terminates the subsequent June at the conclusion of the state fiscal year.
Source of Funds--AP test fees for low income youth are offset by multiple funding sources.

<table>
<thead>
<tr>
<th>Cost Per Exam</th>
<th>$93.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Board Fee Waiver</td>
<td>-$31.00</td>
</tr>
<tr>
<td>Exam Cost</td>
<td>$53.00</td>
</tr>
<tr>
<td>School foregoes administration fee (suggested)</td>
<td>-$9.00</td>
</tr>
<tr>
<td>State Fee Subsidy (dependent upon appropriation)</td>
<td>$50.00</td>
</tr>
<tr>
<td><strong>Project Cost to Student</strong></td>
<td><strong>$3.00</strong></td>
</tr>
</tbody>
</table>

Application Process
Deadline--May of each year. Specific deadlines are posted annually at:
How to Apply—The U.S. Department of Education, Office of Elementary of Secondary Education, Academic Improvement and Teacher Quality Programs, posts the SEA’s grant application in the Federal Register each year (timing varies – undetermined schedule). Schools annually apply for test fee waivers through NM Highlands University’s AP New Mexico. Instructions are posted at http://www.apnewmexico.com/fee_reduction_program each February.

Selection Criteria & Decision Authority—The Public Education Department administers the AP Test Fee Program grant. Exam pricing is determined by the College Board. The federal awarding agency determines allowable use of funds. AP New Mexico publishes and facilitates the process.

Authorization

Related Programs
Name--AP Professional Development for teachers and counselors
Administering agency--Public Education Department, Region IX Educational Cooperative and AP New Mexico
Code number--none
Websites:  http://ped.state.nm.us/ped/AdvancedPlacement.html
          http://www.rec9nm.org/index.cfm?pID=5365#ad-image-0
          http://www.apnewmexico.com/

Information Contact
Elaine, Perea, Ph.D., Director
College and Career Readiness Bureau, Public Education Department
300 Don Gaspar Ave
505-827-6420
elaine.perea.@state.nm.us
http://www.ped.state.nm.us/ped/CCR_programs_AdvPlacement.html

F.A.Q.
Q. How do I access the test fee waiver for my students?
   A. http://www.apnewmexico.com/fee_reduction_program
Q. Where do I find professional development for my teachers?
   A. http://www.apnewmexico.com/summer_institutes
Q. How do I start an AP program?
   A. Contact the College Board (Edwina Henslee) at 575-369-9702 or ehenslee@collegeboard.org.
CARL D. PERKINS CAREER AND TECHNICAL EDUCATION
PUBLIC EDUCATION DEPARTMENT

At a Glance

Fund Availability
About $8 million

Eligibility
- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c )3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias
- State Agencies

Type of Aid
- Grant
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other – 2-year colleges and 4-year colleges issuing associate degrees in career and technical education.

Deadline to Apply
State to Federal: March (day varies)
Local to State: April 1

Program Purpose
The Carl D. Perkins Career and Technical Education Act (Perkins) was most recently reauthorized in August 2006. The purpose of Perkins is to provide individuals with the academic and technical skills needed to succeed in a knowledge- and skills-based economy. Perkins supports career and technical education that prepares its students both for postsecondary education and the careers of their choice. Federal resources help ensure that career and technical programs are academically rigorous and up-to-date with the needs of business and industry. The federal contribution to New Mexico’s career and technical education system is about $8 million annually, and supports innovation and expands access to quality programs. Local funding supports the career and technical education infrastructure and pays teachers' salaries and other operating expenses. Federal Perkins funds provide the principal source for innovation and program improvement by aligning career and technical education programs of study to labor market needs aligned to high wage, high skill, high demand occupations.

Eligibility
Perkins is an entitlement grant to states. State awards are based on multiple factors and includes weighted considerations for the states 15 to 19, 20 to 24, 25 to 65 year-old populations. Though the state’s allocation, secondary awards are based on weighted considerations for individuals aged 5 through 17 years of age, and the number/proportion of those identified as living in poverty. The
postsecondary awards are based on the number of individuals participating in eligible career and technical education programs in the institution, and are receiving the federal Pell Grant or assistance from the Bureau of Indian Affairs. See the special conditions noted next section for minimum allocation requirements.

To access funding the state must submit an application with yearly revisions to the U.S. Department of Education’s Office of Career and Adult Education (OCATE). In like manner, local school districts and postsecondary institutions must submit an application with yearly revisions to the Public Education Department’s College and Career Readiness Bureau.

**Special Conditions**

The Perkins Act requires that administrative expenditures are matched from non-federal sources, on a dollar-for-dollar basis. Additionally, pursuant the approved state plan, such match must also serve as the state’s maintenance of effort. There is no maintenance of effort provision applied to local school districts or colleges receiving a Perkins grant. Of the state leadership dollars made available by the Act, the state must spend at least one dollar on support for state institutions, and at least $60,000 to support non-traditional participation and completion efforts. NM supports state institutions in the amount of $10,000, and non-traditional programs in the amount $70,000. Secondary school districts must yield a $15,000 minimum allocation (pursuant to a formula) to be eligible for an award; postsecondary institutions must yield a $50,000 minimum. To access finding, sub-grantees of the state must submit an application.

**Use of Funds**

Perkins basic state grant funds are provided to states that, in turn, allocate funds by formula to secondary school districts and postsecondary institutions. States have control over the split of funds between secondary and postsecondary levels (NM applies a 50/50 split pursuant to state plan). NM distributes funds to local programs using the needs-based formula included in the Act. NM applies up ten percent for leadership activities and five percent for administrative activities. As proved in the Act, NM exercises the reserve set-aside which is used to fund special activities at the secondary level. Five percent of the award to the state is used for state level administration to cover staff salaries and general operating and monitoring expenses.

**Funding Availability**

**Funding Potential for Award**—NM anticipates receiving an FY16 Perkins award in the amount of $8,028,679. While NM’s annual award varies slightly, it is generally slightly over $8 million.

**Range of Awards**—NM’s award has remained stable for the last several years. Local school districts awards ranged from $17,745 to $961,520. Postsecondary awards ranged from $56,741 to $1.1 million. In FY 16, 20 secondary and 13 postsecondary awards were made.

**Funding Cycle — Duration**—Each March, the state must submit to OACTE an annual revision to its state plan. In like manner, each April, sub-grantees of the state must submit an annual application revision. The state receives allocations for a 27 month period. Sub-grantees receive an allocation for a 12 month period. Any funds remaining at the end of the 12 month period are swept by the state and reallocated for the subsequent 15 month period to the sub-grantees via the formula.

Application Process

Deadline--The state must submit an annual revision to its state plan each spring, typically in March. Sub-grantees of the state’s award must submit an annual revision to its local application by April 1 through a portal provided at: https://score.ped.state.nm.us/.

How to Apply--On an annual basis, OCATE provides the state with written information and a web link to submit its revision to the state plan. All eligible sub-grantees are notified of an annual application workshop held each January where specific directions for applying are provide. Whether or not an institution attends the workshop, they can submit an application anytime between mid-January to April 1 at: https://score.ped.state.nm.us/.

Selection Criteria & Decision Authority--The NM Public Education Commission is the authorized agent to receive the state’s Perkins award and delegates the administrative responsibility to the Public Education Department. Since the Perkins grant is an entitlement program, the College and Career Readiness Bureau works with each eligible entity to achieve a fundable application.

Authorization

Related Programs
None

Information Contact
Dr. Elaine Perea
College and Career Readiness Bureau, Public Education Department
300 Don Gaspar Ave
505-827-6715
elaine.perea@state.nm.us
http://ped.state.nm.us/ped/index.html

F.A.Q.
Q. What if my school does not meet the eligibility threshold for an allocation?
A. The entity can apply in consortia with another eligible entity to yield the minimum allocation together.

Q. I am a local charter school, do I qualify?
A. Locally chartered schools can coordinate with the authorizing district to be included in the district application.

Q. Can a school apply for the grant, or does it have to be a district?
A. A school district is the eligible entity that can submit an application. Therefore, the school must be included in the district application.

Q. Can a postsecondary institution and a secondary school district submit a joint application?
A. Each entity must submit a separate application to be eligible. However, common activities such as career counseling or professional development for teachers can be cost-pooled.

Q. Can a state authorized charter school apply for a grant on their own?
A. Yes, a state authorized school district must submit an applicant in like manner of a school district, and all eligibility criteria apply.
Q. How are state leadership and reserve funds allocated?
A. The state leadership funds are awarded in accordance with the activities described in the state plan.
Q. Where can I obtain a copy of the state plan?
A. The state Perkins plan can be accessed at: http://www.ped.state.nm.us/ped/CCR_index.html.
PUBLIC REGULATION COMMISSION
FIRE PROTECTION FUND

At a Glance

**Fund Availability**
Approximately $55 million is available for FY 2018.
The maximum amount awarded depends on the department’s ISO classification and fire station status.

**Eligibility**
- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c )3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias
- State Agencies

**Type of Aid**
- Grant
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe

Annual distribution to all certified fire districts and fire department created by local Municipal and County Governments.

**Deadline to Apply**
April 30th of each year

**Program Purpose**
Distributes fire protection funds to municipal and county fire departments for use in operation, maintenance and betterment, to the end that the hazard of loss by fire and fire insurance rates may be reduced and the public safety thereby promoted.

**Eligibility**
All municipal and county fire departments are eligible to participate.

**Special Conditions**
State Fire Marshal makes appropriations in accordance with statutory authority.

**Use of Funds**
Funds shall be expended only for the maintenance of the fire department and the purchase, construction, maintenance, repair and operation of fire stations, substations, fire apparatus and equipment, payment of insurance premiums on buildings and equipment, and insurance premiums for injuries or death of firefighters as otherwise provided by law.
Funding Availability

Funding Potential for Award--Funding is available on an on-going basis from the insurance department suspense fund (59A-6-5C). The total amount available for distribution for Fy’2018 is $55 million.

Range of Awards--Varies according to insurance rating classification and number of certified qualifiers of each fire department (59A-53-4).

Funding Cycle – Duration--Annual state fiscal year distribution will be made periodically based on collection of premium tax.

Source of Funds--Fire Protection Fund is derived from 3% premium tax on residential, commercial building and vehicle insurance premiums.

Application Process

Deadline--April 30th of each year.

How to Apply--Fire Departments must apply through their local government on application forms provided by the State Fire Marshal.

Selection Criteria & Decision Authority--As per the funding formula (59A-53 “Fire Protection Fund Act”).

Authorization


Related Programs

None

Information Contact

Vernon Muller, Deputy State Fire Marshal
Public Regulation Commission
P.O. Box 1269
Santa Fe, NM 87504-1269
(505) 827-0165 or 1-800-244-6702; Fax (505) 476-0100
Email: vernon.muller@state.nm.us
Website: http://www.nmprc.state.nm.us/

F.A.Q.

Please contact the State Fire Marshal with questions.
**FIRE PROTECTION GRANT FUND**
**FIRE MARSHAL DIVISION**
**PUBLIC REGULATION COMMISSION**

### At a Glance

#### Fund Availability
Varying, this past funding cycle $10 million.

#### Eligibility
- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c )3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias
- State Agencies

#### Type of Aid
- Grant
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe

#### Deadline to Apply
Decided by the Fire Grant Council, usually in September
HB4 suspended Fire Protection Grant Cycle for Fy’18. Fire Protection Grant Cycle is scheduled to resume availability in FY 19.

### Program Purpose
Money in the fund is appropriated to the fire protection grant council for the purposes of making distributions approved by the council for the critical needs of municipal fire departments and county fire districts.

### Eligibility
Municipal and County Fire Departments certified by the State Fire Marshal Division.

### Special Conditions
Set by the Fire Grant Council in accordance with statutory authority.

### Use of Funds
For all purposes as listed by the Fire Protection Fund and for additional fire department requirements as set by statute and limited by the Fire Grant Council each year.

### Funding Availability
Varying, this past funding cycle $10 million.

**Range of Awards**--The maximum amount awarded to a single applicant will not exceed $100,000, with a minimum matching funds commitment from the department of 20%. Costs exceeding the grant amount shall be the responsibility of the local government. State fire funds may be used for this purpose with proper approval from the New Mexico State Fire Marshal’s Office. The fire chief and the fiscal agent for the local government must sign the application; in addition the fiscal agent must sign the Fiscal Agent Commitment Statement indicating a commitment of these funds for the awarded project and a commitment of the 20% matching funds.

**Funding Cycle**--Funding cycle is within the fiscal year of award. The Fire Protection Grant Council has established specification requirements and encumbrance deadline. Details of established deadlines are outlined in the award letter to successful applicants.

**Source of Funds**--Fire Protection Fund is derived from surcharges on home and vehicle insurance premiums.

**Application Process**

**Deadline**--Yearly in September as set by the Fire Protection Grant Council

**How to Apply**--A web-application has been developed and is available on the PRC website at [http://www.nmprc.state.nm.us/state-firemarshal/fire-grant-council.html](http://www.nmprc.state.nm.us/state-firemarshal/fire-grant-council.html).

Certified Fire Departments are required to submit the application on the web site and include fire chief and fiscal agent’s signatures no later than the time and date listed on notification letter and application. A confirmation number will be automatically issued at the time of submittal. Only one grant application per certified fire department may be submitted.

**Selection Criteria & Decision Authority**--As determined by the Fire Grant Council

**Authorization**
Fire Protection Fund Act

**Related Programs**
None

**Information Contact**
Vernon Muller, Deputy State Fire Marshal
Public Regulation Commission
State Fire Marshal Division
P.O. Box 1269
Santa Fe, NM  87504-1269
(505) 476-0165
Email:  vernon.muller@state.nm.us
Website:  [http://www.nmprc.state.nm.us/](http://www.nmprc.state.nm.us/)

**F.A.Q.**
Please contact the State Fire Marshal with questions.
NEW MEXICO DEPARTMENT OF PUBLIC SAFETY
EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT
(JAG) PROGRAM

At a Glance

Fund Availability
JAG requires that states pass through a predetermined percentage (variable pass-through) of funds to units of local government, such as a city, county, township, or town. Calculated by BJS, this percentage is established by assessing the total criminal justice expenditures by the state and units of local government. The minimum of 48.8% must be passed through to local units of government.

Eligibility
- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c )3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias
- State Agencies

Type of Aid
- Grant
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe

Deadline to Apply

Program Purpose
The “Law Enforcement” program purpose area is intended to sustain evidence-based, intelligence-driven multi-jurisdictional drug trafficking enforcement, highway interdiction initiatives, and criminal gang activity suppression. It includes 1) prevention and education activities related to teaching the community to identify gang activity within their communities and discourage youth involvement with gangs, and 2) support for statewide multi-jurisdictional task forces aimed at apprehending violent criminal and felony offenders, and reducing gun violence.

Eligibility
Eligible applicants are limited to state agencies and local units of government. A unit of local government is: a town, township, village, parish, city, county, or other general purpose political subdivision of a state; any law enforcement district or judicial enforcement district that is established under applicable state law and has authority to, in a manner independent of other state entities, establish a budget and impose taxes; or federally recognized Indian tribe or Alaskan native organization that performs law enforcement functions as determined by the secretary of the interior. State institutions of higher learning are considered to be “state agencies” for eligibility purposes.

Special Conditions

SUB-GRANTEE DUTIES AND RESPONSIBILITIES

Sub-grantee must adhere to the following duties and responsibilities, and other terms and conditions under this Agreement in order to receive the compensation described in Section Five.

1. Act in the capacity as fiscal agent and fiduciary for this Program.
2. Include the Agreement Number on all correspondence and submittals to the Bureau.
4. Have the program commenced and operational within ninety (90) days of the last signatory executing this Agreement. If the Sub-grantee’s program has not commenced or is not operational within ninety (90) days, the Sub-grantee must report in writing to the Bureau the steps taken to initiate the program, the reasons for delay, and the expected starting date prior to the end of the ninety (90) days. Additionally, Sub-grantee must obtain an extension, in writing, from the Bureau prior to the end of the ninety (90) days. If an extension is not obtained prior to the ninety (90) days, the Sub-grantee’s program, at the Bureau’s discretion, may be terminated and, if the Program is terminated, the BJA funds allocated to that program will be redistributed to fund other BJA programs.
5. Submit all program-related contracts, subcontracts, agreements, and subsequent amendments to the Bureau for review and approval prior to execution.
6. Provide the Bureau for its review for compliance and approval in writing, prior to any overtime being reimbursed, the overtime policy for all participating agency(s), if applicable.
7. Pay all expenditures made by Sub-grantee in completion of this Agreement up front. The Bureau will reimburse for all allowable expenditures after receiving a Request for Reimbursement (RFR).
8. Retain all records that pertain to the amount and disposition of the funds from all sources budgeted for the Agreement period, descriptions of all expenditures made, the reason the expenditure was made, and the benefit received by the Sub-grantee for the expenditure, the amount and nature of all contributions from other sources, and such other records as the Bureau shall prescribe. Such records shall be preserved for a period of not less than six (6) years following completion of the Agreement.
9. Understand and agree that the Bureau, Department of Justice (DOJ) (including OJP and the Office of the Inspector General (OIG)) and its representatives, and the Government
Accountability Office (GAO), shall have access to and the right to examine all records (including, but not limited to, books, papers, and documents in any form) related to this award, including such records of any Sub-grantee, contractor, or sub-contractor.

10. Understand and agree that the Bureau, DOJ, and the GAO are authorized to interview any officer or employee of the Sub-grantee (or of any contractor or sub-contractor) regarding transactions related to this award.

11. Have both fiscal and programmatic personnel attend trainings when provided by the Bureau.

12. The Sub-grantee agrees they will submit to the Bureau for review and approval any curricula, training materials, or other written materials that will be published, including web-based materials and web site content, or any publications (written, visual, or audio, but excluding press releases, notices, newsletters, and issue analyses) issued by the Sub-grantee describing programs funded in whole or in part by this agreement. The Sub-grantee shall submit the above-stated material to the Bureau at least forty-five (45) working days prior to the targeted dissemination date or public release.

13. Have a representative attend quarterly Drug Enforcement Advisory Council (DEAC) meetings and provide a report on program progress if requested.

14. All payments shall be made on an actual cost reimbursement basis. The Sub-grantee shall submit a completed Request for Reimbursement Form along with all appropriate supporting documentation.
   a. Request for Reimbursement (RFR) forms (found at http://www.dps.state.nm.us/index.php/grants-management/) shall be submitted to the Bureau for review and approval no later than fifteen (15) days after the end of each month in which there were grant expenditures.
   b. A Final RFR must be submitted to the Bureau for review and approval no later than fifteen (15) days following the termination date of this Agreement. Failure by the Sub-grantee to timely submit the final RFR, including all supporting backup documentation, may result in an Administrative Closeout by the Bureau. If an Administrative Closeout takes place, any remaining expenditures may not be reimbursed, which may have a negative effect on Sub-grantee’s ability to obtain funding in the future.

15. If no expenditures were made during the prior month, an email communication with the Bureau is required to confirm that an RFR is not necessary for that month.

16. Reimbursement of travel expenses, if applicable, will be governed by the New Mexico State Per Diem and Mileage Act (10-8-1 through 10-8-8 NMSA 1978), or Sub-grantee’s approved policy.

17. The funds set forth in Paragraph 1 of this Section shall constitute full and complete payment of funds to be received by the Sub-grantee from the Bureau under this grant.

18. Any funds remaining at the end of the grant term shall be reverted to the New Mexico Department of Public Safety.

19. No RFR will be processed if, in the judgment of the Bureau, the Sub-grantee is in violation of any section of this Sub-grant Agreement.

20. No matching requirement exists for this program.
**Use of Funds**

Applicants must submit their application based on the true needs of their program and in consideration of all funding sources. Funds available for this year’s award total 90% of last year’s award. Applicants from last year should be mindful of this reduction in their request. Applicants funded in prior years are not specifically limited by a maximum request ceiling. However, any requests above last year’s funding must be supported by a detailed description of the need for a program expansion or new funding gaps that are anticipated as well as specific increased program outcomes/activities that result from the increased funding.

**Eligible Activities and Cost Items**

A. Personnel and fringe benefits (cap of $60,000 for coordinator salary)
   1. Personnel costs, including overtime, will only be paid for the provision of services that are directly in support of the JAG approved program activities and that are for the purpose of directly implementing the program and its approved objectives. Personnel costs that are for the purpose of administering the grant funds will not be reimbursed. Applicants requesting funds to pay personnel that are not performing field duties (e.g., coordinator, administrative assistant) are required to complete a Job Duties Questionnaire with their application to document the nature of the duties being performed.

B. Contractual costs – Note: non-field personnel paid out of contractual services must also complete a Job Duties Questionnaire to document the nature of the services being provided.

C. Other Costs, including
   1. Travel
   2. Equipment
   3. Supplies
   4. Confidential Funds: Expenditures for purchase of services, evidence, and information. Formula grant funds may be used for confidential expenditures used for the purchase of services, physical evidence, or information, including buy money, flash rolls, etc. In accordance with the OJP financial guidelines, confidential funds should only be allocated when 1) the merit of a program or investigation warrants the expenditures of these funds, and 2) you are unable to obtain these funds from other sources.
   5. Other Costs by major type, such as telecommunication, vehicle maintenance, equipment maintenance, janitorial or security services, and registration fees.

**Ineligible Activities and Cost Items**

Ineligible activities and cost items include, but are not necessarily limited to, the following:

1. Sub-grantees may not pay overtime solely because they are using federal funds. The employing agency must allow for the payment of overtime out of non-federal funds as a matter of policy. Overtime policies shall be approved in advance by DPS-GMB.
2. Expenses for non-JAG activities (e.g., JAG cannot fund a coordinator to perform HIDTA activities).
3. Expenses related to administering the grant funds.
4. Land Acquisition
5. Infrastructure
6. Compensation of Federal Employees
7. Travel of Federal Employees
8. Clothing/Uniform Stipends
9. Bonuses or Commissions
10. Military-Type Equipment
11. Lobbying or Fundraising
12. First Class Travel  Luxury Items
13. Purchase of Canines (expenses for maintenance of canines are allowable)
14. Conference food and beverage
15. Entertainment Expenses
16. Tips/gratuities  Bar Charges/Alcoholic Beverages
17. Purchase of Vehicles, vessels, or aircraft (except for police units)
18. Indirect costs – all costs associated with funding requests shall be clearly identified.

**Supplanting**

Federal funds shall be used to **supplement existing funds** for program activities and **cannot replace** (or supplant) those funds that have been appropriated for the same purpose. JAG funds shall be used to fund new programs or expand/enhance existing programs. A Sub-grantee **shall not use federal grant funds to pay for programs or expenses that the recipient already is obligated to pay or has funded in previous years.** Supplanting will be reviewed during the application process as well as during post-award monitoring.

**Funding Availability**

**Funding Potential for Award**—State Fiscal Year 2016 has been allocated $$1,649,109 for the New Mexico Department of Public Safety

**Range of Awards**—$0 up to $760,000

**Funding Cycle – Duration**—Each Federal formula award to the State will be for (4) four years (August 01, 2013 – September 30, 2017).

Each sub-recipient generally will receive a sub-grant award for one full federal fiscal year (October 1- September 30)

**Source of Funds**—United States Department of Justice, Office of Justice Programs, Bureau of Justice Assistance

**Application Process**

**Deadline**—Approximately every August depending on available funds

**How to Apply**—Please see below NMAC Rule:

**TITLE 10** PUBLIC SAFETY AND LAW ENFORCEMENT  
**CHAPTER 10** DRUG CONTROL PROGRAMS  
**PART 3** APPLICATION PROCEDURES GOVERNING THE EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT PROGRAM

10.10.3.1 ISSUING AGENCY: Department of Public Safety  
[10.10.3.1 NMAC - Rp, 10.10.3.1 NMAC, 3/29/2013]
10.10.3.2 SCOPE: All eligible Edward Byrne Justice Assistance Grant Program (JAG) applicants.
[10.10.3.2 NMAC - Rp, 10.10.3.2 NMAC, 3/29/2013]

[10.10.3.3 NMAC - Rp, 10.10.3.3 NMAC, 3/29/2013]

10.10.3.4 DURATION: Subject to award by federal agency.
[10.10.3.4 NMAC - Rp, 10.10.3.4 NMAC, March 29, 2013]

10.10.3.5 EFFECTIVE DATE: March 29, 2013, unless a later date is cited at the end of a section.
[10.10.3.5 NMAC - Rp, 10.10.3.5 NMAC, 3/29/2013]

10.10.3.6 OBJECTIVE:
A. The U.S. department of justice, bureau of justice assistance (BJA), under the Consolidated Appropriations Act, 2005, Public Law 108-447 provides states and units of local government with funds to provide additional personnel, equipment, supplies, contractual support, training, technical assistance, and information systems for criminal justice.
B. This initiative is intended to add to, augment or supplement, not replace, resources already committed to the drug and violent crime control effort.
[10.10.3.6 NMAC - Rp, 10.10.3.6 NMAC, 3/29/2013]

10.10.3.7 DEFINITIONS: [Reserved]
[10.10.3.7 NMAC - Rp, 10.10.3.7 NMAC, 3/29/2013]

10.10.3.8 ELIGIBLE APPLICANTS:
A. Eligible applicants are limited to state agencies and local units of government. A unit of local government is: a town, township, village, parish, city, county, or other general purpose political subdivision of a state; any law enforcement district or judicial enforcement district that is established under applicable state law and has authority to, in a manner independent of other state entities, establish a budget and impose taxes; or federally recognized Indian tribe or Alaskan native organization that performs law enforcement functions as determined by the secretary of the interior. State institutions of higher learning are considered to be “state agencies” for eligibility purposes.
B. Previous program recipients shall be in compliance with the stipulations of all previous awards in order to continue to be eligible.
C. Additionally, all applicants shall be in compliance with the required uniform crime reporting requirements under 29-3-11 NMSA.
[10.10.3.8 NMAC - Rp, 10.10.3.8 NMAC, 3/29/2013]

10.10.3.9 HOW TO APPLY: To obtain an application packet in either electronic form or hard copy, contact: the grants management bureau, department of public safety, 4491 Cerrillos Road,
10.10.3.10 DISTRIBUTION OF FUNDS: Amounts of pass-through funding will be provided in the notice of funding availability and application packet and shall be as set forth by the U.S. department of justice – bureau of justice assistance. New Mexico may exceed the minimum pass-through amount as set forth by U.S. department of justice – bureau of justice assistance, by providing funds not used at the state level to local units of government.

10.10.3.11 AUTHORIZED PROJECTS/PROGRAM AREAS: Authorized purpose areas and programs eligible for funding will be further described in the notice of funding availability and application packet.

10.10.3.12 APPLICATION REQUIREMENTS: All applicants for funding under the JAG grant program must adhere to the following procedures.

A. Application deadline: All application packets must be received at the grants management bureau, department of public safety no later than the time and date stated in the application packet. It is the responsibility of the applicant to ensure that the application is received by the grants management bureau, department of public safety. Any application not received by the deadline will not be considered.

B. Each applicant shall forward one original hard copy and an electronic copy of the application to the grants management bureau, 4491 Cerrillos Road, Post Office Box 1628, Santa Fe, New Mexico 87504-1628, phone number (505) 827-3347.

C. Single purpose area rule: Only applications proposing to carry out a project in one single program area will be accepted for funding consideration projects with multiple purpose areas will not be considered.

D. Proposed project term: The term of the project proposed in the application shall follow the state of New Mexico’s fiscal year.

E. Certification requirements: All applicants must adhere to all of DOJ’s and NMDPS’s certification application requirements, and any other requirements that may be imposed by DOJ.

F. Disclosure of federal participation requirement: Section 8136 of the Department of Defense Appropriations Act (Stevens Amendment) enacted in October 1988, requires that when issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with federal money, all grantees receiving federal funds, including but not limited to state and local governments, shall clearly state (1) the percentage of the total cost of the program or project which will be financed with federal money, and (2) the dollar amount of federal funds for the project or program. This applies only to partners who receive $500,000 or more in the aggregate during a single funding year.
G. General financial requirements: grants funded under the formula grant program are governed by the provisions of 28 CFR Part 66, Common Rule, Uniform Administrative Requirements for Grants and Cooperative to financial assistance. These circulars along with additional information and guidance contained in “OJP financial guide for grants” (current edition), are available from OJP and from the grants management bureau. This guideline manual provides information on allowable costs, methods of payment, audits, accounting systems, and financial records.

H. Audit requirement: Agencies applying for federal funds must assure that they will comply with the appropriate audit requirement. Partners expending $500,000 or more in a fiscal year in all sources of federal funding shall have a single-organization wide audit conducted in accordance with OMB circular A-133, as amended.

I. Confidential funds requirement: State agencies and local units of government may apply for and receive grants to conduct law enforcement undercover operations. Each agency must certify that it will develop policies and procedures to protect the confidentiality of the operations.

J. Civil rights requirement: The applicant certifies that it will comply with the non-discrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended; Title II of the Americans With Disabilities Act of 1990 42 U.S.C. 12131; Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973, as amended; title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; the Department of Justice Nondiscrimination Regulations 28 CFR part 35 and 42, Subparts C, D, E and G; and Executive Order 11246, as amended by Executive Order 11375, and their implementing regulations. This applicant further certifies that if a federal or state court or the administrative agency makes a finding of discrimination, it will immediately forward a copy of the finding to the grantor agency, for submission to the office of civil rights, office of justice programs, U.S. department of justice within 30 days of receipt.

[10.10.3.12 NMAC - Rp, 10.10.3.12 NMAC, 3/29/2013]

10.10.3.13 APPLICATION FORMAT: Upon approval of the notice of funding availability (NOFA) and application packet by New Mexico’s drug enforcement advisory council, the GMB may release the NOFA and application. Upon release, all applications must follow the format outlined in the current notice of funding availability provided by the New Mexico department of public safety.

[10.10.3.13 NMAC - Rp, 10.10.3.14 NMAC, 3/29/2013]

10.10.3.14 ALLOWABLE/UNALLOWABLE EXPENSES: In order to ensure the most efficient and effective use of grant funds, applicants must adhere to the following: All allowable and unallowable expenses will be clearly defined in the notice of funding availability and application packet and shall be in accordance with the current edition of the office of justice programs financial guidelines.

[10.10.3.14 NMAC - Rp, 10.10.3.15 NMAC, 3/29/2013]
10.10.15 SUPPLANTING: Federal funds must be used to supplement existing funds for program activities and cannot replace or supplant nonfederal funds that have been appropriated for the same purpose.
[10.10.3.15 NMAC - N, 3/29/2013]

10.10.3.16 REPORTING AND OTHER REQUIREMENTS:
A. Accountability and transparency: a strong emphasis will be placed on accountability and transparency, it is essential that all funds be tracked, accounted for, and reported. Sub-recipients must be prepared to track and report on the specific outcomes and benefits attributable. Each sub-recipient will be responsible for having completed reports sent to the grants management bureau by the prescribed schedule included within the NOFA, Application, and any subsequent sub-grant agreement. Each recipient that receives JAG funds shall submit a report to the grants management bureau that contains, at a minimum:
   (1) the total amount of JAG funds received;
   (2) the amount of JAG funds that was expended or obligated;
   (3) a detailed list of all projects or activities for which JAG funds were expended or obligated;
      (a) the name of the project or activity;
      (b) a description of the project or activity;
      (c) an evaluation of the completion status of the project or activity.
B. Detailed information to include the data elements required to comply with the Federal Funding Accountability and Transparency Act of 2006 (Public Law 109-282), allowing aggregate reporting on awards below $25,000 or to individuals, as prescribed by the director to the office of management and budget.
C. To assist in fulfilling the accountability objectives, as well as the department’s responsibilities under the Government Performance and Results Act of 1993 (GPRA), (Public Law 103-62), applicants who receive funding under this solicitation must provide data that measures the result of their work.
D. In accordance with 2 CFR Chapter 1, Part 170 REPORTING SUB-AWARD AND EXECUTIVE COMPENSATION INFORMATION, applicants should anticipate that all recipients (other than individuals) of awards of $25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), will be required to report award information on awards totaling $25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient.
E. Recipients shall also be required to submit quarterly progress reports. The department of public safety may withhold the reimbursement of funds if any award recipient is delinquent in submitting the required progress reports. Sub-grantees are required to submit any additional requirements as set forth by DOJ and NM DPS.
F. Financial requirements: Recipient agrees to comply with the financial and administrative requirements set forth in the current edition of the office of justice programs (OJP) financial guide.
G. Audit requirements: The recipient agrees to comply with the organizational audit of OMB circular A-133, audit of states, local government, and non-profit organizations, as further described in the current edition of the OJP financial guide, chapter 19.

10.10.3.17 RATING CRITERIA: The rating criteria will be as set forth in the notice of funding of availability and application packet.

10.10.3.19 SUSPENSION AND TERMINATION OF FUNDING: The state may, after reasonable notice and informal efforts to effect resolution, suspend, in whole or in part, funding for program or project which fails to conform to the requirements of the program or financial regulations and policies or the terms and conditions of its grant award.

A. All successful applicants shall be required to expend at least thirty-five percent of their award by the end of the second quarter and at least seventy percent of their award by the end of the third quarter, of any award period.

B. If a successful applicant fails to expend their funds in accordance with the above-cited requirements, the difference between the actual expenditures and the required expenditures shall be reverted at the end of each milestone/benchmark accordingly.

C. If extenuating circumstances exist, applicants may petition the drug enforcement advisory council through its budget and funding subcommittee for relief of the reversion of unexpended funds.

D. Upon review and analysis of the petition, the budget and funding subcommittee through the grants management bureau, shall forward their recommendation to the secretary of the department for disposition.

E. The cabinet secretary of the department of public safety has the final authority in determining if the reversion shall occur.

HISTORY OF 10.10.3 NMAC:

HISTORY OF REPEALED MATERIAL:

Selection Criteria & Decision Authority

10.10.3.18 SELECTION PROCESS: The department of public safety, in conjunction with the drug enforcement advisory council (DEAC), will make a decision on each complete application. The failure of an application to conform to state program priorities, as outlined in the notice of funding availability and application packet, may deem the application ineligible. The selection process is as follows.

A. Upon receipt, the grants management bureau staff will review the applications for completeness and conduct an internal evaluation, review and ranking of each application.
B. Complete applications will be forwarded to the drug enforcement advisory council (DEAC) budget sub-committee for review and rating. The subcommittee, through the grants management bureau, will submit their recommendations to DEAC for ratification.

C. The final recommendations will be forwarded to the cabinet secretary of the department of public safety.

D. The cabinet secretary of the department of public safety has the final authority in the awarding of grants.

E. All applicants will be notified in writing of the outcome of their application no later than 30 days after the application deadline.

F. Unsuccessful applicants may appeal if the applicant believes any federal or state regulation involving selection was violated. Appeals must be received by the New Mexico department of public safety, grants management bureau within 15 calendar days of receipt of the outcome notification. A three-member appeal panel shall review the alleged violation, decide on its validity, and make a recommendation to the cabinet secretary of the department of public safety. If an appeal is received by the department of public safety all funding decisions will be delayed until the appeal has been reviewed and a final decision has been made by the cabinet secretary. The cabinet secretary’s decision shall be final.

G. The New Mexico department of public safety reserves the right to reduce or deny any request based on funding availability and other factors as determined by the New Mexico department of public safety.

[10.10.3.18 NMAC - Rp, 10.10.3.18 NMAC, 3/29/2013]

**Authorization**

The U.S. department of justice, bureau of justice assistance (BJA), under the Consolidated Appropriations Act, 2005, Public Law 108-447 provides states and units of local government with funds to provide additional personnel, equipment, supplies, contractual support, training, technical assistance, and information systems for criminal justice.

**Related Programs**

Project Safe Neighborhoods (PSN) Bulletproof Vest Program (BPV), Residential Substance Abuse Treatment (RSAT) program, Paul Coverdell, DNA Backlog and Adam Walsh Act.

**Information Contact**

Sylvia Serna
Grants Management Bureau
New Mexico Department of Public Safety
4491 Cerrillos Road
P.O. Box 1628
Santa Fe, NM 87504-2628
(505) 827-3347
SylviaM.Serna@state.nm.us
http://www.dps.state.nm.us
**PUBLIC SCHOOL FACILITIES AUTHORITY**

**PUBLIC SCHOOL CAPITAL OUTLAY**

### At a Glance

**Fund Availability**
Total program funds available: Varies by year.

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<thead>
<tr>
<th>Eligibility</th>
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**Deadline to Apply**
The application deadline varies by funding program and by year. Please see PSFA's website at www.nmpsfa.org for this information.

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**Program Purpose**
The purpose of this program is to assist school districts and charter schools to provide safe and effective learning environments for their K-12 public schools, and to assure that all New Mexico communities, regardless of their level of resources, are able to have access to educationally-adequate school buildings. There are a variety of grant and matching funding programs which provide state assistance in building/renovating schools, facility master plan development/renewals, fund school facility leasing, etc.

**Eligibility**
School districts and charter schools.

**Special Conditions**
Our primary funding programs, Standards-Based Funding and Systems-Based Funding, provide matching funds to schools. There are requirements for community involvement, that the applicant have a current five year district or charter facilities master plan, a current preventive maintenance plan, and there may be contingencies related to specific projects. Other PSCOC
award programs may have requirements specific to that program. Please see PSFA’s website at www.nmpsfa.org for this information.

**Use of Funds**
This varies somewhat by the specific funding program; but in general, funds may be used to bring the funded facility up to "adequacy." Adequacy is determined by New Mexico’s state K-12 facilities adequacy standards—please see PSFA’s website www.nmpsfa.org for this information. Specific funding award programs, like facility master plan development/renewals or lease reimbursements will have requirements specific to that program.

**Funding Availability**
**Funding Potential for Award**—Awards are funded by severance tax revenue on oil and gas extractions, so can vary widely by award year. Over the past five years, annual awards have ranged from about $115 million to about $250 million. The future trend is closer to the lower end of the range.

**Range of Awards**—The majority of funds under PSCOC programs are awarded in an objective, standards-based manner to school districts and charter schools which apply for funding, and which have projects near the top of the New Mexico’s ranked list of all public school facilities need—generally, the 100 school projects at the top of the list represent the high priority applicant pool each year, although ANY school, regardless of its rank on the list of greatest needs, can apply for funding.

**Funding Cycle—Duration**—Awards are made by construction stage via “just in time” funding. The expectation is that schools will apply for a design award, or a phased funding award very near to when the funds can be used. About 75 percent of all funds awarded are spent within fifteen months of project inceptions—this is considerably faster than the norm within the public sector.

**Source of Funds**—The New Mexico Public School Capital Outlay Fund, which in turn gains its funds from severance tax on oil and gas extraction revenues.

**Application Process**
**Deadline**—Deadlines vary by program. Please see PSFA's website at www.nmpsfa.org.

**How to Apply**—Funding applications are web-based. Please see PSFA's website at www.nmpsfa.org.

**Selection Criteria & Decision Authority**—Varies by funding program. For our main Standards-Based and Systems-Based awards, school districts or state-chartered charter schools fill out an application, and then present the funding request in person before the PSCOC.

**Authorization**
Primarily, the Public School Capital Outlay Act, the Public School Capital Improvements Act, and the Severance Tax Bonding Act.

**Related Programs**
Direct legislative appropriations may be available to fund portions of facilities at schools.

**Information Contact**
TAXATION AND REVENUE DEPARTMENT
COUNTY (GROSS RECEIPTS) EQUALIZATION DISTRIBUTION

At a Glance

**Fund Availability**
Total available funding: funding is not limited by source: FY2016 distributions totaled more than $18.8 million.
Maximum amount awarded in FY2016: $3,175,511
Minimum amount awarded in FY2016: $1,351

**Eligibility**
- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c)3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias
- State Agencies

**Type of Aid**
- Grant
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe

**Deadline to Apply**
Taxation and Revenue Department calculates the distribution each year in September. No formal application is required.

**Program Purpose**
Assists counties with a smaller than average per capita share of the gross receipts tax base, guaranteeing an “equalized” revenue yield to counties imposing a county gross receipts tax.

**Eligibility**
Counties which impose a gross receipts tax and have a smaller than average revenue yield from the tax on a per capita basis.

**Special Conditions**
None.

**Use of Funds**
Funds may be used for general government purposes.

**Funding Availability**
Funding Potential for Award--Not limited by source.
Range of Awards--FY2016 distributions ranged from $1,351 to $3,175,511. Twenty-nine counties received some distribution, while four counties did not qualify.
Funding Cycle – Duration--Distributions are made in September of each year.
Source of Funds--Distributions are funded from the State share of the gross receipts tax.

Application Process
Deadline--No application is required.
How to Apply--No application is required.
Selection Criteria & Decision Authority--Taxation and Revenue Department calculates the distribution amounts using formulas specified in section 7-1-1.16 NMSA 1978.

Authorization
County Equalization Distribution, Section 7-1-6.16 NMSA 1978.

Related Programs
None.

Information Contact
JoAnn Chavez, Financial Distributions Bureau Chief
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Joseph Montoya Building
1100 S. St. Francis Dr.
Santa Fe, NM 87509
(505) 827-0332 Fax: (505) 827-2165
Email: JoAnn.Chavez@state.nm.us

F.A.Q.
Please contact JoAnn Chavez with questions.
## PROPERTY TAX ADMINISTRATION LOANS

**TAXATION & REVENUE DEPARTMENT**

### At a Glance

**Fund Availability**
Current cash balance is $426,887

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<tr>
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**Deadline to Apply**
There is no formal deadline or application process.

### Program Purpose
Assist counties in upgrading the county administration of property tax programs by providing loans for the improvement of appraisal and valuation systems.

### Eligibility
County assessor’s offices are eligible for this program.

### Special Conditions
Monitoring the use of funds is by the Property Tax Division staff as part of regular duties.

### Use of Funds
Loan provisions and uses of funds are negotiated between the department and the county depending on local needs and circumstances. Generally, loans are used for reappraisal and valuation maintenance activities and to improve property tax administration.

### Funding Availability
**Funding Potential for Award**—Available funding depends on the unencumbered balance in the Property Valuation Fund at any time. The original appropriation was from the general fund but no new revenues are dedicated at this time. Current cash balance in the fund is $426,887.

**Range of Awards**—There is a great deal of negotiation between the individual counties and the Property Tax Division as to the loan amounts and accountability of uses.

**Funding Cycle – Duration**—Repayment terms vary. Factors include the loan amount, the county’s financial ability and the increase, if any, resulting from increased valuations. Generally loans are for 3-5 years at 0 percent interest.

**Source of Funds**—The Property Valuation Fund

**Application Process**

**Deadline**—There is no formal deadline or application process.

**How to Apply**—Counties in need of assistance should contact the Property Tax Division to discuss needs. Individualized contracts are drawn up.

**Selection Criteria & Decision Authority**—The program has served all requests. Local plans are examined to determine feasibility for pay back and for intended results. The Property Tax Division makes recommendations for loans to the Secretary of the Taxation and Revenue Department with final decisions made by the State Board of Finance.

**Authorization**

Section 7-35-3, NMSA 1978

**Related Programs**

None

**Information Contact**

Michael O’Melia, Deputy Directory
Property Tax Division, TRD
1220 S. St. Francis Drive
PO Box 25126
Santa Fe, NM 87504-5126
(505) 827-0876; Fax: (505) 827-0782
Email: Michael.o’melia@state.nm.us

**F.A.Q.**

Please contact TRD with program questions.
**SMALL CITIES ASSISTANCE FUND**  
**TAXATION & REVENUE DEPARTMENT**

### At a Glance

**Fund Availability**  
Total available funding: 15 percent of compensating tax collections; approximately $10.4 million in FY2017.  
Maximum amount awarded in FY2017: $177,449  
Minimum amount awarded in FY2017: $90,000

**Eligibility**

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**Deadline to Apply**  
Taxation and Revenue Department calculates the distribution each year in February. No formal application is required.

**Program Purpose**  
The program assists municipalities with populations below 10,000 to pay for basic operating costs of government.

**Eligibility**  
Municipalities meeting the following criteria are eligible:

1. Population below 10,000 that has enacted on or before the last day of the preceding fiscal year an ordinance or ordinances imposing a municipal gross receipts tax pursuant to Section 7-190-9 NMSA 1978 at a rate of one-fourth of one percent of more.

**Special Conditions**  
None.

**Use of Funds**  
Funds may be used for general government purposes.
**Funding Availability**

**Funding Potential for Award**--Fifteen percent of compensating tax collections; range $3.9 to $20 million per year.

**Range of Awards**--Distributions range from $90,000 to $177,449.

**Funding Cycle – Duration**--Distributions are made each February.

**Source of Funds**--Fifteen percent of compensating tax collections.

**Application Process**

**Deadline**--No application is required. Each year, the Bureau of Business and Economic Research located at the University of New Mexico certifies the population of each municipality to Taxation and Revenue who performs the distribution calculations.

**How to Apply**--No application is required.

**Selection Criteria & Decision Authority**--Taxation and Revenue Department calculates the distribution amounts using formulas specified in section 3-37A-1 et seq. NMSA 1978.

**Authorization**

Small Cities Assistance Fund, Section 3-37A-1 et seq. NMSA 1978.

**Related Programs**

Small Counties Assistance Fund.

**Information Contact**

JoAnn Chavez, Financial Distributions Bureau Chief
NM Taxation and Revenue Department
Joseph Montoya Building
1100 S. St. Francis Dr.
Santa Fe, NM  87509
(505) 827-0332 Fax: (505) 827-2165
Email:  JoAnn.Chavez@state.nm.us

**F.A.Q.**

Please contact JoAnn Chavez with questions.
TOURISM DEPARTMENT
COOPERATIVE MARKETING GRANT PROGRAM

At a Glance

Fund Availability
$500,000

Eligibility

- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c )3

Type of Aid

- Grant
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe

Deadline to Apply
Application cycle opens in the spring and submission is due within 30 days.
Visit www.newmexico.org/industry/work-together/grants/ for the most current information.

Program Purpose
The mission of the New Mexico Tourism Department (Department) is to make New Mexico a primary destination for venturesome travelers. The Cooperative Marketing Grant Program (Co-Op) offers an avenue for tourism-related, New Mexico non-profit organizations, local and tribal governments to attract visitors to their destinations, assets and events through advertising. Co-Op allows the aforementioned entities to align with New Mexico True, leveraging the success of the brand and its media buys and building on millions of cumulative brand impressions. Award funds can be used toward direct marketing costs such as print, digital, outdoor, broadcast and radio advertising, website development, enhancement and search engine optimization (SEO).

Eligibility
Legal, non-profit tourism related organizations; as designated by the Internal Revenue Service (IRS), and municipalities, counties and tribal governments within the State of New Mexico that promote New Mexico as a visitor destination are eligible to apply.

Not Eligible: Institutions of higher education, private sector or for-profit entities and non-profit organizations with missions unrelated to tourism and Department goals or whose designation is determined solely by the New Mexico Corporation Commission. Designation must be from the
IRS with a 501(c) status.

**Special Conditions**

**Match Requirement**  A dollar-to-dollar match will be paid to media sources on grant recipient’s behalf (or directly to entity in the event reimbursement is appropriate) for documented, eligible, verifiable cash expenditures up to the total grant award.

**Eligible Expenses**

Direct marketing costs include but are not limited to: media placement, website development, enhancements and SEO, influencer projects and tradeshow-related expenses. Any expenses matched fully or partially by the Department must incorporate New Mexico True branding and design elements as defined in the brand book guidelines available in the Asset Library at [media.nmtourism.org](http://media.nmtourism.org) and must be submitted for review and gain approval prior to placement. All media must reach beyond a 60-mile radius of the primary applicant’s location. Please refer to the Cooperative Marketing page of the Work Together section of the Department’s Industry Partners website at [newmexico.org/industry](http://newmexico.org/industry) for supporting documents including FAQ’s, requirements, eligible/ineligible expenses.

**Range of Awards**—Eligible entities are encouraged to collaborate with other entities and leverage funds from private sector partnerships. Applicants may apply for up to $50,000 in matching grant funds. Actual awards may not meet requested amounts. Individual items listed on the expenditure section may be specifically identified for funding while others may be eliminated in part or entirely at the discretion of the evaluation committee. Several factors are used in determining the final award amount to each applicant; not every applicant will be funded. Factors include but are not limited to: available funding, scale and scope of campaign, relevance to the Department’s mission and the evaluation score of the proposal submitted.

**Funding Cycle – Duration**—The intent of the program is to have all agreements effective July 1 and terminate June 30 of the following year. To be eligible for reimbursement, commitments and eligible expenses must occur only after the agreement has been fully executed and its effective date, and prior to May 31 of the termination year.

**Source of Funds**—Funding for the Cooperative Marketing Grant Program is contingent upon annual budgetary approval made by the New Mexico State Legislature and is subject to change at any time.

**Application Process**

**Deadline**—Application cycle opens each spring. Workshop(s), virtual or in-person, are held in conjunction with the opening date. Submission deadline is usually within 30 days of opening.

**How to Apply**—Visit the Cooperative Marketing page on our Industry Partners website: [https://www.newmexico.org/industry/work-together/grants/co-op-marketing](https://www.newmexico.org/industry/work-together/grants/co-op-marketing). Interested parties should ensure eligibility status, thoroughly read the guidelines and all requirements prior to actually beginning the application process. Guidelines are revised annually. The online application can be reached from the Department’s Industry Partners website.

**Selection Criteria & Decision Authority**—Proposal details: The proposal process is conducted online; paper submissions will not be considered. The online proposal should clearly bring to life the New Mexico True brand essence of “Adventure steeped in culture.” Evaluation criteria
may include but are not limited to factors such as campaign goals, target market, call to action, brand integration, tactics and strategies, details of budgeted investment plans and measurement tools.

**Related Programs**
Organizations are encouraged to research their respective lodgers’ tax organizations to request funding for promotion and advertising efforts on behalf of their communities. They are also encouraged to seek out, collaborate and partner with established national, state, local and private organizations, for example community-based Keep American Beautiful affiliate programs, Arts and Cultural Districts, Arts Councils, and Community Foundation entities. The New Mexico Economic Development Department and the Department of Cultural Affairs currently operate these and other programs that may be leveraged for mutual support and greater success.

**Information Contact**
Andrea Lawrence
New Mexico Tourism Department
491 Old Santa Fe Trail, Santa Fe, New Mexico 87501
505-795-0108
andrea.lawrence@state.nm.us
NewMexico.org, NewMexico.org/Industry and Media.NMtourism.org

**Definitions**
The following is a list of terms and clarifications solely for the purpose of this solicitation.  
**Adventure Steeped in Culture – The Brand Essence of New Mexico True...**
The underlying theme that drives every effort of the Tourism Department underscores every aspect of travel in New Mexico as a cultural adventure, whether related to visual or performing arts, tasting local flavors, participating in an event, striking out on an outdoor adventure, or any of the myriad other opportunities our state has to offer.

Multiculturalism defines adventures here. For example, our venturesome travelers visit Native pueblos and interact with residents; attend Hispanic events, see traditional *santero* artwork and foods being made; explore ghost towns and working ranches; learn about adobe, territorial and Earthship architecture; seek tranquility and wellbeing. All of these cultural activities fit into the boundaries of our state and offer more complex adventures than visitors find elsewhere. The Land of Enchantment boasts some of nature’s most beautiful natural phenomena, like White Sands National Monument, the Taos Gorge and Carlsbad Caverns National Park, and three World UNESCO Heritage Sites.

The Department challenges its Cooperative Marketing grant recipients to evaluate their assets in relation to our brand essence and create marketing messages with arresting images, thought provoking language and irresistible appeal that motivates potential visitors, showing them New Mexico is about more than what they can see, it’s about taking sightseeing to the next level by encouraging and offering “sight-doing” and memorable experiences.
Asset Library Brand assets such as logos, templates, images, fonts and colors found at media.nmtourism.org and made available for entity use. Ad Focus Form and Ad Submittal process are also accessed here.

Collaborative Effort A complementary campaign between two or more entities within a geographic area/region, industry or theme agreeing to cooperatively advertise, market, or promote an area, activity(ies) or event(s).

Creative Requirements Grant recipients must utilize an established, approved template for an “eligible cost” to be matched. All creative MUST be submitted to the asset library and approved PRIOR to placement. The final product MUST meet or exceed the creative requirements detailed within the Ad Builder Guidebook found at media.nmtourism.org. The approval date and associated identification number will be referenced and verified. If the approval process was not followed correctly, done after the fact, or deemed unsatisfactory in any other way, the expense will not be considered eligible for matching funds.

Destination An established location or venue, open to the public on a continuous basis

Eligible Costs Direct Marketing costs including but not limited to: media placement, influencer campaigns, website development and optimization. All media must reach beyond a 60-mile radius of the primary applicant’s location. Refer to the Eligible/Ineligible cost list found online at newmexico.org/industry. Please contact the NM Tourism Department’s Cooperative Marketing Grant Program directly if further clarification is needed.

Entity Non-profit tourism related organizations, local and tribal governments located in New Mexico. Legally designated non-profit tourism related organizations. State of New Mexico designation is not acceptable. Proof of non-profit designation is required; provide a copy of the status letter from the IRS with the submitted application. The applying entity MUST have the objective of marketing their destination, assets, attractions and events to bring visitors from beyond a 60-mile radius of their primary location.

Event An organized function open to the public.

Fiscal Agent One entity participating in the collaboration must serve as the financial source and liaison in the proposal process as well as in the subsequent agreement process. The fiscal agent will be the entity with which the Department enters into an agreement and ultimately the party responsible for expending award funds and submitting proper and complete documentation that supports its eligible, approved, verified expenses.

Fully executed agreement One that has been signed by an authorized representative of the awarded entity, the NM Taxation and Revenue Department and by the NM Tourism Department. Management of the signature process is the responsibility of the Tourism Department. The agreement is fully in effect and binding to the terms and conditions indicated within.

Marketing Plan A document (or collection of) that identifies the mission, goals and objectives of the applying entity along with its defined target market(s), advertising goals and objectives and implementation methods defining how the target market(s) will be reached and success measured.
**Match Requirement**  All grant recipients will be matched for eligible cash expenditures at 50% up to the total grant award. For example, if this entity is awarded $2,000 the entity agrees to expend a minimum of $4,000 cash in defined eligible costs. For every $1 awarded, the entity agrees to expend 2x the awarded amount in eligible costs resulting in a 2:1 match.

**New Mexico True** The brand of New Mexico. Its brand essence, “Adventure steeped in culture,” mission, strategic planks and marketing plan along with industry research are used to evaluate opportunities and guide decision-making processes.

**Partnerships** Entities including, but not limited to local government, civic and private entities that will assist in achieving the mission, goals and objectives of the applicant. Partners may contribute financially, in-kind or through other means. A list of partners is requested in the application and may evolve. Applicants are highly encouraged to collaborate and partner with established national, state and local organizations such as Keep American Beautiful affiliate programs, Arts and Cultural Districts, Arts Councils, local New Mexico MainStreet and Historic Preservation entities through New Mexico Economic Development Department and the Department of Cultural Affairs.

**Payments** Department will disburse grant recipients’ award funds only after the following conditions have been met: funds awarded, agreements fully executed, proof of ad approval and placement, and where necessary, proof of payment.

**Projected Expenditures** All costs anticipated with implementing the promotional effort. The list must contain all eligible costs expected to be submitted and may contain additional costs above and beyond what the entity plans to claim as part of its grant award funds. Note that individual items listed on the expenditure table may be identified for funding and separated from other line items that may be eliminated from funding at the discretion of the evaluation committee. Projected expenditures listed must total at least twice the amount requested to reflect the 50% match requirement.

**Sponsored Entity** One that is submitting a proposal through the use of a fiscal agent, utilizing their eligibility and/or non-profit status.

**Tourism Umbrella Organization** An established organization that meets eligibility requirements of this grant and represents an established group of entities in the tourism sector, representing, for example, a specific industry or geographic area. Examples of this type of organization are: Ski New Mexico, New Mexico Bed and Breakfast Association or Old Town Merchants Association. The proposed marketing effort must be focused on an event or destination advertising, NOT on promoting the umbrella organization.

**Tracking and Impact Report** A mandatory end of year summary detailing where awarded grant funds were spent, quantitative information demonstrating success or progress made toward reaching previously stated goals. Data may be shared in part or in aggregate as a means to generate a cost/benefit analysis. A complete Tracking and Impact Report must be submitted within ten days of the close of the fiscal year for entity to remain in good standing. Failure to submit the report may impact future proposals.

**Venturesome Traveler** The psychographic profile of the Department’s target market: those who have an adventurous spirit and a thirst for authenticity

**Visitor** Someone who travels greater than 60 miles to the destination (attraction or event).
W9 DFA Substitute Form  Issued by the New Mexico Department of Finance and Administration, the “Substitute W9 Form” form MUST be uploaded with all applications. The form is used to create or update a vendor file unique to each awarded entity. This form must be submitted for any entity that is not a current vendor with the State of New Mexico. Use of any other W9 form is NOT acceptable and will deem the application unacceptable.
EVENT SPONSORSHIP PROGRAM
TOURISM DEPARTMENT

At a Glance

Fund Availability:
0,000

Eligibility

☒ Counties
☒ Municipalities
☐ Special Districts
☒ Indian Tribes & Pueblos
☒ Other Local Governmental Units
☒ Non-profit 501(c)3
☒ Individual
☒ Private Business
☐ School Districts
☐ Mutual Domestics
☐ Acequias
☐ State Agencies

Type of Aid

☒ Grant
☐ Cooperative Agreement
☐ Service Contract
☐ Loan
☐ Technical Assistance
☐ Other - describe

Deadline to Apply:
This program has been suspended for FY18. It is yet to be determined if the program will be revitalized in future fiscal years.

Additional opportunities to partner with the New Mexico Tourism Department can be found at https://www.newmexico.org/industry/work-together/

The information below is for historical reference ONLY.

Program Purpose
The Event Sponsorship Program provides opportunities for supporting both new and existing events throughout New Mexico. Generally, this program is designed to foster the creation of new events and to improve the performance of existing events through targeted financial investments.

Eligibility
IRS designated nonprofit organizations; local and tribal governments in the State of New Mexico; and New Mexico businesses considered to be in good standing by the New Mexico Secretary of State’s Corporations Bureau.

Special Conditions
Sponsorships awarded with respect to their ability to return NMTD’s investment with respect to the following deliverables:

1. Economic impact for New Mexico:
   - Increase in participants and attendees
   - Growth of out-of-state visitation
   - Increase in hotel room nights

2. Sponsorship package (the advertising value that you will return to the Tourism Department)
   - Paid and earned media
   - Integration of New Mexico True in advertising and promotional efforts
   - Event exposure (i.e. banners, signage, etc.)

3. Community Support:
   - Other sponsors of event
   - Partner organizations
   - Hotel partnerships

4. Event Potential - Incremental Growth:
   - What is the goal of the event? How will a sponsorship add value to that goal?
   - How will the event grow with sponsorship?
   - What is the long-term strategic plan of the event?

5. Event Potential – Brand Alignment:
   - How is your event unique?
   - How does your event deliver on the New Mexico True promise: adventure steeped in culture?

**Use of Funds**
Sponsorships will be paid to awardees upon satisfactory completion of deliverables as provided in a final report submitted to NMTD.

**Funding Availability**

**Funding Potential for Award**—$400,000, annually

**Range of Awards**—Funding levels for sponsorships will be assigned tiers based on the total cost of the event (e.g. marketing, space, permits, cost of speakers/presenters, cost of musicians, etc.) and then awarded at gold, silver, and bronze levels. The general classification of sponsorship types is as follows:

**Large Events: events costing more than $80,000**
- Gold Sponsorship: Maximum of $40,000
- Silver Sponsorship: Maximum of $20,000
- Bronze Sponsorship: Maximum of $10,000

**Medium Events: events costing between $40,000 and $80,000**
- Gold Sponsorship: Maximum of $20,000
- Silver Sponsorship: Maximum of $10,000
Bronze Sponsorship: Maximum of $5,000
**Small Events: events costing less than $40,000**
Gold Sponsorship: Maximum of $10,000
Silver Sponsorship: Maximum of $5,000
Bronze Sponsorship: Maximum of $2,500

**Funding Cycle – Duration:**
Events that Occur July through December of 2015
Open Application – February 2, 2015
Close Application – March 2, 2015
Announce Recipients – May 2015

Events that Occur January through June 2016
Open Application – September 2015
Close Application – October 2015
Announce Recipients – December 2015

**Source of Funds**—General Fund

**Application Process**
**Deadline**—(see funding cycle)
**How to Apply**—Application can be accessed at nmtourism.org
**Selection Criteria**—(See Special Conditions)
**Decision Authority**—Awards will be determined by an Evaluation Committee composed of a team of individuals appointed by the Secretary.

**Authorization**
TITLE 12 TRADE, COMMERCE AND BANKING
CHAPTER 21 COMMUNITY REVITALIZATION AND DEVELOPMENT
PART 4 EVENT SPONSORSHIP COOPERATIVE PROGRAM

**Related Programs**
Cooperative Marketing Program
Clean and Beautiful Program

**Information Contact**
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NEW MEXICO CLEAN & BEAUTIFUL GRANT
TOURISM DEPARTMENT

**At a Glance**

**Fund Availability**

$700,000

**Eligibility**

- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c) 3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias
- State Agencies

**Type of Aid**

- Grant
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe

**Deadline to Apply**

Due in the spring of each year. Applications for FY18 were due May 1, 2017.

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**Grant Purpose**

As the New Mexico Tourism Department (NMTD) continues to advocate for New Mexico, within and beyond our borders, the Keep New Mexico True (KNMT) program aims to ignite resident pride and provide opportunities for citizens to protect and serve their communities. Through education, outreach, and the New Mexico Clean and Beautiful grant (NMCB), there is a profound, positive impact to enhance the lives of New Mexicans by creating socially connected, ecologically sustainable, and economically sound environments that are great places to live and visit.

The KNMT program efficiently and effectively administers the NMCB grant through the protocol set forth in the Litter Control and Beautification Act. In collaboration with Keep America Beautiful and its affiliate network, the NMCB grant provides compelling reasons and ample opportunities for New Mexicans to participate in local events and projects that focus on litter reduction, recycling initiatives, and beautification efforts. The NMCB grant supports local and tribal communities in identifying projects and events that lend themselves to a more pristine and environmentally friendly state, which is accomplished through matching grant funds.

**Eligibility**

Eligible entities fit into one of the following categories as defined by the Litter Control and Beautification Act:
Section 8 Eligibility: Those localities as defined under Section 6, Definitions, 6.10.

Section 6.10 Locality: All 33 New Mexico counties, all incorporated towns, all incorporated cities and New Mexico Indian nation, tribe or pueblo government.

Section 12.A.6: Adopt rules to enter into contracts for making either direct or matching grants with other state agencies, cities or counties or with an Indian nation, tribe or pueblo government for the purpose of promoting local Keep America Beautiful system programs.

Special Conditions
The program is a reimbursement-based, matching grant. Awardees are required to match grant funds with at least an additional 25% of cash and in-kind donations contributed by public and private entities. Hard costs eligible for reimbursement must be fully absorbed by the grant holder prior to reimbursement, which is paid based on actual expenses submitted with appropriate documentation.

Use of Funds
The purpose of the "New Mexico Litter Control and Beautification Act," NMSA § 67-16-1 et. Seq. (1978) is to control litter by authorizing the Department to eliminate litter from New Mexico to the maximum practical extent through a state-coordinated plan of education, control, prevention, and elimination." To this end, eligible entities around the state work with the Department to develop and sustain Keep America Beautiful programs that curb litter and reduce blight, support beautification, recycling and education initiatives and efforts.

Funding Availability
Funding Potential for Award--$700,000

Range of Awards--As with the Cooperative Marketing (CoOp) grant, there is no maximum amount for requested funding. Awards are based on the overall budget and evaluation criteria. In previous years, award amounts have ranged from $1,000 -- $80,000. The award process is competitive and not all eligible applicants are funded. NMTD offers multiple tools including online resources and an annual grant writing workshop that provide guidance toward submitting a successful application. Traditionally, applicants have been awarded less than their requests due to a large applicant pool and the discrepancy between available and requested funds.

Funding Cycle -- Duration--Agreements are effective July 1 of every year and all funds must be expended when they terminate on June 30 of the following year, a state fiscal year.

Source of Funds--The program is funded by the motor vehicle registration fee and receives $0.50 from each registration.

Application Process
Deadline--Applications are normally due in the spring of each year. For FY18, applications were due May 1, 2017.
How to Apply--The request for proposal and the application form are released annually. Information is available at https://www.newmexico.org/industry/work-together/grants/clean-and-beautiful/ and at https://nmtourism.gosmart.org/.

Selection Criteria & Decision Authority--NMTD staff members evaluate the proposals and score the applications based on published criteria found on the Clean and Beautiful Resources page. Subsequently, NMTD staff members will make recommendations to the Cabinet Secretary. Upon the Secretary’s approval, awards are made and contracts are initiated and implemented.

Authorization
New Mexico Litter Control and Beautification Act, NMSA § 67-16-1

Related Programs
Applicants may request and receive additional monetary funding or in-kind donations from organizations including, but not limited to, Keep America Beautiful, Keep New Mexico Beautiful, and the New Mexico Environment Department.

Information Contact
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New Mexico Clean & Beautiful Grant Administrator
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NEW MEXICO DEPARTMENT OF TRANSPORTATION
COMMUNITY DRIVING WHILE IMPAIRED PREVENTION
PROGRAM
TRAFFIC SAFETY DIVISION

At a Glance

Fund Availability

<table>
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<td>State Agencies</td>
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Deadline to Apply
The application deadline is specified in the Traffic Safety Division’s CDWI Program manual. The deadline is determined by TSD, prior to the start of the state fiscal year.

Program Purpose
The Community Driving While Impaired Program (CDWI) is administered by the New Mexico Department of Transportation, Traffic Safety Division utilizing several key approaches to reduce alcohol impaired driving crashes and consequences. The program utilizes four (4) key strategies which are: (1) Enforcement; (2) Prevention; (3) Public Information and Education; (4) Offender Programs. Programs overall center on deterrence whereas program dollars are used to enact, publicize, enforce, and educate people so that they choose not to drink and drive. Enforcement strategies include sobriety checkpoints and direct patrols to identify and apprehend drunk drivers. Prevention and intervention strategies aim to reduce drinking and keep persons from drinking and driving include underage individuals. The public information and education programs are designed to inform the public of the dangers of impaired driving and to establish positive social norms that make impaired driving unacceptable. Offender programs are centered on community-based education, alternative sentencing programs, and compliance.

Eligibility
Under the CDWI program, municipalities and counties are eligible to receive these grants from the Traffic Safety Division. Funding is based on the amount of funds collected according to 31-12-7 B, which is a $75 fee to fund comprehensive community programs for the prevention of driving while under the influence of intoxicating liquor or drugs and the other traffic safety purposes. Fees are distributed in proportion to the fees collected from the convicted offenders by the municipality’s courts.

**Special Conditions**
Funds can be used to improve the four core programs listed above for DWI prevention activities. The community must have a CDWI coordinator to manage grant funds and activities must be driven by a local task force comprised of several community representatives and stakeholders. Funds are available on a reimbursement basis.

**Use of Funds**
Grant funds can be used for (1) Enforcement; (2) Prevention; (3) Public Information and Education; (4) Offender Programs.

**Funding Availability**
**Funding Potential for Award**--In state fiscal year 2017, the Traffic Safety Division awarded approximately $320,000 to local programs.

**Range of Awards**--Funding awards are determined by the number of DWI convictions based on 66-8-102 NMSA 1978 or a violation of a municipal ordinance that prohibits driving while under the influence of intoxicating liquor or drugs. The offender shall be assessed by the court a fee of $75.

**Funding Cycle – Duration**--Program duration is federal fiscal year beginning October 1 and ending September 30 of the following year.

**Source of Funds**--$75.00 fee imposed on convicted drunk drivers, as allowed by NMSA 1978, Section 31-12-7(B), and NMAC 18.20.6.

**Application Process**
**Deadline**--The application deadline is specified in the Traffic Safety Division’s CDWI Program Manual. The deadline is determined by the Department.

**How to Apply**--To apply for the funding, the community must establish a task force as specified in the CDWI Program guidelines. The task force evaluates the DWI problem and prevention programs and develops a comprehensive program to meet the needs. The State provides a workbook and forms for the application. The proposal must include strategies, a comprehensive community program plan, and must be approved by the official governing body within that community.

**Selection Criteria & Decision Authority**--This is a formula grant based on a state-approved plan as described above. The Traffic Safety Division approves the plan and then authorizes funding on a cost reimbursement basis.

**Authorization**
The funding for this CDWI project comes from a $75.00 fee imposed on convicted drunk drivers as allowed by New Mexico Statute 13-12-7, B., and DOT regulation Title 18, Chapter 20, Part 6.

**Related Programs**
Local DWI Program administered by the Department of Finance and Administration.

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Program Manager
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Fax: 505-989-4983
Email: carmelita.chavez@state.nm.us

**F.A.Q.**
Please contact DOT with program questions.
COOPERATIVE AGREEMENT PROGRAM (COOP)
NM DEPARTMENT OF TRANSPORTATION

At a Glance

<table>
<thead>
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<td>Other - describe</td>
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</table>

Deadline to Apply
March 15th

Program Purpose
The Cooperative Agreement Program was created to provide funds to Municipalities for projects where Local Entities take the lead in developing and contracting construction and maintenance projects. The program is based on the following allocations:
• Thirty-three (33) percent for agreements entered into with counties;
• Forty-nine (49) percent for agreements entered into with municipalities;
• Fourteen (14) percent for agreements entered into with school districts;
• Four (4) percent for agreements entered into with other entities;

Eligibility
Counties, Municipalities and School Districts. Indian Tribes, Pueblos and Higher Education facilities can apply for the 4% allocated to other entities

Special Conditions
The Local Government Road Fund will provide 75% of the project cost. The entity must provide a 25% match. This is a disbursement program, an entity can request the disbursement of funds once construction of a project has commenced.

Use of Funds
Funding can be used for project development, construction, reconstruction, improvement, maintenance or repair of public highways, streets and public school parking lots, acquisition of right-of-way, and in place material for construction or improvement.

**Funding Availability**

**Funding Potential for Award**—Approximately 8 million is available annually  
**Range of Awards**—$50,000.00 to $300,000.00  
**Funding Cycle – Duration**—The expiration of these funds are 18 months from the fiscal year start. Example FY 16 awards expire on December 30, 2017.  
**Source of Funds**—Local Government Road Fund

**Application Process**

**Deadline**—Project proposals must be received by March 15th of each year  
**How to Apply**—Local Entities shall submit a complete project proposal addressed to the District Engineer containing the following:

- Letter of intent from governing body or agency head. Must list scope, termini & reference estimated project cost.
- Location of proposed project including route designation & termini – include a map showing the location.
- Scope of work to be performed.
- Project estimate, including the amount of State participation requested.
- Justification for project construction.
- Certification that proposed work is on a public highway and necessary for the public good and convenience and to serve the public of the municipality, county and/or school district.

**Selection Criteria & Decision Authority**—Each District will review the project proposal and assure that the project qualifies for the funding. When awarding funds they take into account past awards and proposed project cost.

**Authorization**  
NMSA 1978 67.3.28  
NMSA 1978 67.3.28.2

**Related Programs**

**Information Contact**  
Clarissa Martinez, Statewide LGRF Coordinator  
NMDOT  
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Clarissa.Martinez@state.nm.us  
www.dot.state.nm.us  
Sean Sandoval  
Sean.Sandoval@state.nm.us
# COUNTY ARTERIAL PROGRAM (CAP)
## NM DEPARTMENT OF TRANSPORTATION

## At a Glance

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<td>Approximately $5 million is available annually.</td>
<td>Grant</td>
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### Eligibility
- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c)3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias
- State Agencies

### Type of Aid
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe

### Deadline to Apply
March 15th

---

**Program Purpose**
The County Arterial Program was created to provide funds to Counties for projects where Local Entities take the lead in developing and contracting construction and maintenance projects.

**Eligibility**
Counties

**Special Conditions**
The Local Government Road Fund will provide 75% of the project cost. The entity must provide a 25% match. This is a disbursement program, an entity can request the disbursement of funds once construction of a project has commenced.

**Use of Funds**
Funding can be used for project development, construction, reconstruction, improvement, maintenance or repair of public highways, streets and public school parking lots, acquisition of right-of-way, and in place material for construction or improvement.

**Funding Availability**
Funding Potential for Award--Approximately 5 million is available annually
Range of Awards--$50,000.00 to $300,000.00
Funding Cycle – Duration--The expiration of these funds are 18 months from the fiscal year start.
Example FY 16 awards expire on December 30, 2017.
Source of Funds--Local Government Road Fund

Application Process
Deadline Project proposals must be received by March 15th of each year
How to Apply Local Entities shall submit a complete project proposal addressed to the District Engineer containing the following:
- Letter of intent from governing body or agency head. Must list scope, termini & reference estimated project cost.
- Location of proposed project including route designation & termini – include a map showing the location.
- Scope of work to be performed.
- Project estimate, including the amount of State participation requested.
- Justification for project construction.
- Certification that proposed work is on a public highway and necessary for the public good and convenience and to serve the public of the municipality, county and/or school district.

Selection Criteria & Decision Authority
Each District will review the project proposal and assure that the project qualifies for the funding. When awarding funds they take into account past awards and proposed project cost.

Authorization
NMSA 1978 67.3.28
NMSA 1978 67.3.28.2

Related Programs

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Clarissa.Martinez@state.nm.us
www.dot.state.nm.us
Other Inquiries: Sean Sandoval
Sean.Sandoval@state.nm.us
FEDERAL TRANSIT ADMINISTRATION (FTA) SECTIONS 5303, 5304 AND 5305 METROPOLITAN AND STATEWIDE PLANNING
NM DEPARTMENT OF TRANSPORTATION

At a Glance

Fund Availability
Awards to the Metropolitan Planning Organizations (MPOs) are based on a population formula. The total program funding available is approximately $425,000 per the annual apportionment for MPOs and $110,000 for NMDOT.

Eligibility
- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c )3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias
- State Agencies

Type of Aid
- Grant
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe

Deadline to Apply
No application process, the funds are distributed by the New Mexico Department of Transportation (NMDOT) the year following the annual appropriations by FTA (date varies). The MPO must have an approved Unified Planning Work Program.

Program Purpose
Provides funding and procedural requirements for multimodal transportation planning in metropolitan areas and states that is cooperative, continuous, and comprehensive, resulting in long-range plans and short-range programs of transportation investments priorities. The planning programs are jointly administered by FTA and the Federal Highway Administration (FHWA), which provides additional funding.

Eligibility
State Departments of Transportation (DOTs) and Metropolitan Planning Organizations (MPOs). Federal planning funds are first apportioned to State DOTs. State DOTs then allocate planning funding to MPOs. Governmental entities that are designated as Metropolitan Planning Organizations (MPOs) – responsible for transportation planning for urbanized areas with a greater than 50,000 population are eligible. Albuquerque (including the Los Lunas urbanized area), Santa Fe, Farmington, and Las Cruces areas are currently served.
**Special Conditions**
A 20% Local match is required. The planning process must include all modes of transportation. Approval of other program categories will be based on the metropolitan plan.

**Use of Funds**
Federal share is 80% formula-based with a required 20% local match. The planning process must include all modes of transportation. Approval of other program categories will be based on the metropolitan plan.

**Funding Availability**
**Funding Potential for Award**—Annual program funding is approximately $425,000 to the MPOs and $110,000 to the NMDOT. It requires a local match of 20%.
**Range of Awards**—Funding is based on a population formula. Awards are only made to the MPOs.
**Funding Cycle – Duration**—Projects are funded annually based on the Federal Fiscal Year.
**Source of Funds**—Federally Funded through the Federal Transit Administration (FTA).

**Application Process**
**Deadline**—There is no deadline, however, projects must be included in the MPOs Unified Planning Work Program (UPWP), which is submitted to the State annually. Funds are distributed the year following they are appropriated by FTA.
**How to Apply**—The MPO has an approved task in its UPWP.
**Selection Criteria & Decision Authority**—This is a formula program, not a competitive program. Final decisions rest with the US Department of Transportation, FTA, and NMDOT. Projects must be included in the MPOs Unified Planning Work Program (UPWP), which is submitted to the State annually.

**Authorization**
49 U.S.C. Section 5303/MAP-21 Section 20005-Metropolitan Transportation Planning
49 U.S.C. Section 5304/MAP-21 Section 20006-Statewide and Nonmetropolitan Transportation Planning
49 U.S.C. Section 5305 – Planning Programs

**Related Programs**
FTA Sections 5307 & 5311

**Information Contact**
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Website: [http://dot.state.nm.us/content/nmdot/en/Transit_Rail.html](http://dot.state.nm.us/content/nmdot/en/Transit_Rail.html)
FEDERAL TRANSIT ADMINISTRATION (FTA) SECTION 5307
URBANIZED AREA FORMULA PROGRAM
NM DEPARTMENT OF TRANSPORTATION

At a Glance

Fund Availability
Varies from year to year and is determined with Annual Federal Transit Administration Apportionments.

Eligibility

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- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias
- State Agencies

Deadline to Apply
Direct/Designated Recipients in the cities of Albuquerque, Santa Fe, Las Cruces, Los Lunas and Farmington annually apply directly to FTA once the apportionment is published. They will work with their MPOs to obligate the funding through the Transportation Improvement Program.

Program Purpose
This program provides grants to the Urbanized Areas (UZA) of Albuquerque, Santa Fe, Las Cruces, Los Lunas and Farmington. For public transportation capital, planning, as well as operating expenses in certain circumstances. The funds constitute a core investment in the enhancement and revitalization of public transportation systems in these urbanized areas, which depend on public transportation to improve mobility and reduce congestion.

Funding is apportioned on the basis of legislative formulas. For areas of 50,000 to 199,999 in population (Santa Fe, Las Cruces, Los Lunas and Farmington), the formula is based on population and population density. Service providers in these areas are Santa Fe Trails (Santa Fe), Road Runner Transit (Las Cruces), Rio Metro Regional Transit District (Los Lunas), and Red Apple Transit (Farmington). For areas with populations of 200,000 and more (Albuquerque), the formula is based on a combination of bus revenue vehicle miles, bus passenger miles, fixed guide way revenue vehicle miles, and fixed guide way route miles as well as population and population density. Service providers in this area are ABQ Ride and Rio Metro Regional Transit District.
Eligibility
Municipalities defined by the U.S. Census as urbanized areas (greater than 50,000 population) are eligible to apply through their Metropolitan Transportation Planning Organization (MPOs) project selection process.

Special Conditions
The applicant must be in an urbanizing area and be included in the MPOs Planning Process (comprehensive, continuing, and cooperative).

Use of Funds
For all urban providers, capital is an eligible activity at a local match rate of 20%. The eligible activities include planning, engineering design and evaluation of transit projects and other technical transportation-related studies; capital investments in bus and bus–related activities such as replacement of buses, overhaul of buses, rebuilding of buses, crime prevention and security equipment and construction of maintenance and passenger facilities; capital investments in new and existing fixed guide way systems including rolling stock, overhaul and rebuilding of vehicles, track, signals, communications, and computer hardware and software. All preventative maintenance and some Americans with Disabilities Act complementary paratransit service costs are considered capital costs. For Santa Fe, Las Cruces, Los Lunas and Farmington, operating assistance is also an eligible expense. For Capital investments, planning, and administration the local match is 20% for operational costs it is 50%.

Funding Availability
Funding Potential for Award--Funding levels for the State’s urban transit providers are based on urbanized population figures. The MPOs and State DOT must have the federal funds in their respective approved Transportation Improvement Program (TIP) and State Transportation Improvement Program (STIP).
Range of Awards--Funding levels to each MPO are determined by a formula agreed to by the regional organizations and the State. Funding to MPOs with populations between 50,000 and 200,000 is tied to population. Those MPOs with populations greater than 200,000 receive funds based on both population and ridership.
Funding Cycle – Duration--Funds are available the year appropriated plus three years (total of four years).
Source of Funds--Federally Funded through the Federal Transit Administration (FTA).

Application Process
Deadline--The MPOs and State DOT must have the federal funds in their respective approved Transportation Improvement Program (TIP) and State Transportation Improvement Program (STIP). Timeline of the appropriation of the funds by Congress and the FTA varies annually.
How to Apply--Urban transit providers need to be part of their respective MPO planning process.
Selection Criteria & Decision Authority--The MPO places the local urban projects from urban transit providers in their TIP and the project is referenced in the NM Transportation Commission
approved STIP. The projects are then applied for directly by the urban transit providers to FTA and endorsed by NMDOT. FTA makes the final execution of the grant.

**Authorization**
49 U.S.C. Sections 5307/Map-21 Sections 20007/20026

**Related Programs**
FTA Sections 5303

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davidc.harris@state.nm.us

[http://dot.state.nm.us/content/nmdot/en/Transit_Rail.html](http://dot.state.nm.us/content/nmdot/en/Transit_Rail.html)
FEDERAL TRANSIT ADMINISTRATION (FTA) SECTION 5310
ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES
NM DEPARTMENT OF TRANSPORTATION

At a Glance

Fund Availability
The total program funding available is approximately $1,500,000 based on the annual apportionment, $750,000 for Large Urban, $400,000 for Small Urban and $400,000 for Rural.

<table>
<thead>
<tr>
<th>Eligibility</th>
<th>Type of Aid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counties</td>
<td>Grant</td>
</tr>
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<tr>
<td>Other Local Governmental Units</td>
<td>Technical Assistance</td>
</tr>
<tr>
<td>Non-profit 501(c)3</td>
<td>Other - describe</td>
</tr>
</tbody>
</table>

Eligibility
In the State of New Mexico private nonprofit agencies, tribes and public bodies are eligible for Section 5310 funding. For a list of current providers please visit the following website http://dot.state.nm.us/content/nmdot/en/Transit_Rail.html.

Special Conditions
Federal Funding legislation requires that local governments and the general public provide input into the planning process. New Mexico Department of Transportation (NMDOT) has seven
Regional Transportation Planning Organizations (RTPO) to assist with this process. Recipients must certify that projects selected are included in a locally developed, coordinated public transit-human services transportation plan. The plan must undergo a development and approval process that includes seniors and people with disabilities, transportation providers, among others and is coordinated to the maximum extent possible with transportation services assisted by other federal departments and agencies.

Use of Funds
In New Mexico, funds may generally only be used for capital costs such as buses, vans, radios, ADA equipment and installation. Special exceptions may apply for special projects.

Funding Availability
Funding Potential for Award--Annual program funding is approximately $1,500,000 and requires a 20% local match.
Range of Awards--Grant amounts depend on the needs of the eligible entity and amount of available funding. The average cost of a vehicle is between $40,000 and $55,000 and typically an entity gets one vehicle, however larger agencies may receive more.
Funding Cycle – Duration--Application process customarily begins April/May – 18 months prior to the program funding year which runs on a federal fiscal year (Oct.-Sept.).
Source of Funds--Federally Funded through the Federal Transit Administration (FTA).

Application Process
Deadline--The application process begins in April/May with a letter of intent to apply for the funds by the sub-grantee. The applications are typically due in September, and reviewed by staff in September and October. The RPOs prioritize the applications from October through January, and the awards are announced in April. A copy of the most recent application is located at the following website: http://dot.state.nm.us/content/nmdot/en/Transit_Rail.html.
How to Apply--In April/May of each year the DOTs Transit and Rail Division places a “Public Notice” in newspapers, and e-mails a description of the application process to all local governments, stat agencies, Tribal organizations, and private non-profit corporations on our email list. Potential grantees submit a letter of intent to apply for the funds. An application workshop is held, and the application is due in September. The sub-grantee must present their application to their respective RTPO for prioritization, and then the Transit and Rail staff provides awards based on the needs of the entities and the available funding. Please contact the NMDOT Transit and Rail Division to be placed on the distribution list for funding notices.
Selection Criteria & Decision Authority--This is a formula grant program. Decision, fiduciary, and regulatory compliance authority resides with the NMDOT Transit and Rail Division. Assessment of the request is made by the RTPOs based on regional need and reviewed by the NMDOT who have the technical and financial expertise to recommend an award. The criteria used by the RTPOs is planning and coordination, regional need and justification, and maintenance, safety and ADA. A template for the criteria can be found at the following website: http://dot.state.nm.us/content/nmdot/en/Transit_Rail.html.
Section 5310 funding awards can be found for the most recent program year at the following website: [http://dot.state.nm.us/content/nmdot/en/Transit_Rail.html](http://dot.state.nm.us/content/nmdot/en/Transit_Rail.html).

**Authorization**
49 U.S.C. Section 5310/MAP-21 Section 20009

**Related Programs**
FTA Section 5311

**Information Contact**
David Harris, Director
Transit and Rail Division, NM Department of Transportation
P.O. Box 1149
Santa Fe, NM 87504-1149
505-827-5420(Office) 505-827-5642(Fax)
davidc.harris@state.nm.us
At a Glance

Fund Availability
The total program funding available is approximately $9,500,000 per annual apportionment. Grant amounts depend on service provider needs and the amount of available funding.

Eligibility
- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c)3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias
- State Agencies

Type of Aid
- Grant
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe

Deadline to Apply
Application process customarily begins April/May – 18 months prior to the program funding year which runs on a federal fiscal year (Oct.-Sept.).

Program Purpose
This program provides capital, planning, and operating assistance to the Department of Transportation to support public transportation in rural areas with populations less than 50,000, where many residents often rely on public transit to reach their destinations. The goal of the program is to enhance the access of people in non-urbanized areas to health care, shopping, education, employment, public services, and recreation; Assist in the maintenance, development, improvement, and use of public transportation systems in non-urbanized areas; Encourage and facilitate the most efficient use of all transportation funds used to provide passenger transportation in non-urbanized areas through the coordination of programs and services; Assist in the development and support of intercity bus transportation; and provide for the participation of private transportation providers in non-urbanized transportation. Eligible activities are for Capital, Operating and Administrative expenses for public transportation projects that meet the needs of rural communities. Examples of eligible activities include: capital projects; operating costs of equipment and facilities for use in public transportation; and the acquisition of public transportation services including service agreements with private providers.
of public transportation services. At the national level, funds are apportioned annually and distributed through a population formula based on current census data, 83.15% of apportioned funds in the funding formula are based on land area and population in rural areas, and 16.85% of the funding formula is based on land area, revenue-vehicle miles, and low-income individuals in rural areas.

**Eligibility**
In the State of New Mexico private, nonprofit agencies, tribes and public bodies are eligible for Section 5311 funding. A copy of the current list of providers can be found at the following website: [http://dot.state.nm.us/content/nmdot/en/Transit_Rail.html](http://dot.state.nm.us/content/nmdot/en/Transit_Rail.html).

**Special Conditions**
Federal Funding legislation requires that local governments and the general public provide input into the planning process. New Mexico Department of Transportation has seven Regional Transportation Planning Organizations (RTPO) to assist with this process.

**Use of Funds**
Eligible activities are for capital, operating and administrative expenses for public transportation projects.

**Funding Availability**
**Funding Potential for Award**—The total program funding available is approximately $9,500,000, and requires a local match of 20% for capital and administration and 50% for operating.

**Range of Awards**—Grant amounts depend on the available funding. The grants range from $90,000 to $1,100,000.

**Funding Cycle – Duration**—Funding is available to the subgrantee for the federal fiscal year (Oct.-Sept.). All unexpended funds revert back to the NMDOT Transit and Rail Division. Section 5311 funds are available to the States during the Fiscal Year of apportionment plus two additional years (total of three years).

**Source of Funds**—Federally Funded through the Federal Transit Administration (FTA).

**Application Process**
The application process begins in April/May with a letter of intent to apply for the funds by the subgrantee. The applications are typically due in September, and reviewed by staff in September and October. The RPOs prioritize the applications from October through January, and the awards are announced in April. A copy of the FFY 2016 application is located at the following website: [http://dot.state.nm.us/content/nmdot/en/Transit_Rail.html](http://dot.state.nm.us/content/nmdot/en/Transit_Rail.html).

**How to Apply**—In April/May of each year the DOTs Transit and Rail Division places a “Public Notice” in newspapers, and e-mails a description of the application process to all local governments, stat agencies, Tribal organizations, and private non-profit corporations on our email list. Potential grantees submit a letter of intent to apply for the funds. An application workshop is held, and the application is due in September. The subgrantee must present their application to their respective RTPO for prioritization, and then the Transit and Rail staff provides awards based on the needs of the entities and the available funding.
Selection Criteria & Decision Authority--This is a formula grant program. Decision, fiduciary, and regulatory compliance authority resides with the NMDOT Transit and Rail Division. Assessment of the request is made by the RTPOs based on regional need and reviewed by the NMDOT who have the technical and financial expertise to recommend an award. The criteria used by the RTPOs is planning and coordination, regional need and justification, Marketing and increased Ridership potential. A template for the criteria can be found at the following website: [http://dot.state.nm.us/content/nmdot/en/Transit_Rail.html](http://dot.state.nm.us/content/nmdot/en/Transit_Rail.html).

A Section 5311 funding distribution index is utilized as a tool to distribute funds to Section 5311 subgrantees and can be found in the FY 2015 federal transit grant awards packet at the following website: [http://dot.state.nm.us/content/nmdot/en/Transit_Rail.html](http://dot.state.nm.us/content/nmdot/en/Transit_Rail.html).

Authorization
49 U.S.C. Section 5311/MAP-21 Section 20010

Related Programs
FTA Sections 5303, 5310, & 5339

Information Contact
David Harris, Director
Transit and Rail Division, NM Department of Transportation
P.O. Box 1149
Santa Fe, NM 87504-1149
505-827-5420(Office) 505-827-5642(Fax)
davidc.harris@state.nm.us
[http://dot.state.nm.us/content/nmdot/en/Transit_Rail.html](http://dot.state.nm.us/content/nmdot/en/Transit_Rail.html)
### Program Purpose
A formula-based State of Good Repair program is FTA’s first stand-alone initiative written into law that is dedicated to repairing and upgrading the nation’s rail transit systems along with high-intensity motor bus systems that use high-occupancy vehicle lanes, including bus rapid transit (BRT). These funds reflect a commitment to ensuring that public transit operates safely, efficiently, reliably, and sustainably so that communities can offer balanced transportation choices that help to improve mobility, reduce congestion, and encourage economic development.

### Eligibility
State and local government authorities in urbanized areas with fixed guideway public transportation facilities operating for at least seven years.

### Special Conditions
A 20% local match is required.
Use of Funds
Eligible projects include capital projects to maintain a system in a state of good repair, including projects to replace and rehabilitate: rolling stock; track; line equipment and structures; signals and communications; power equipment and substations passenger stations and terminals; security equipment and systems; maintenance facilities and equipment; and operational support equipment, including computer and hardware and software, and Transit Asset Management Plan development and implementation. This program provides formula funding to Rio Metro for the operation of the New Mexico Rail Runner.

Funding Availability
Funding Potential for Award--Approximately $4-5 Million is available and distributed to the Rio Metro Regional Transit District.
Range of Awards--Varies from year to year and is determined with Annual Federal Transit Administration Apportionments.
Funding Cycle – Duration--Funds are available the year appropriated plus three years (total of four years).
Source of Funds--Federally Funded through the Federal Transit Administration (FTA).

Application Process
Deadline--Funds are apportioned annually.
How to Apply Selection Criteria & Decision Authority--FTA allocates the program funds according to the formula.

Authorization
49 U.S.C. SECTION 5337/MAP-21 SECTION 20027

Related Programs
FTA Section 5339

Information Contact
David Harris, Director
Transit and Rail Division, NM Department of Transportation
P.O. Box 1149
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505-827-5420(Office) 505-827-5642(Fax)
davidc.harris@state.nm.us
http://dot.state.nm.us/content/nmdot/en/Transit_Rail.html
FEDERAL TRANSIT ADMINISTRATION (FTA) SECTION 5339  
CAPITAL ASSISTANCE FOR BUS AND BUS FACILITIES  
NM DEPARTMENT OF TRANSPORTATION

At a Glance

Fund Availability
Funds are apportioned annually FTA and distributed to the New Mexico Department of Transportation (NMDOT) through a population formula. The total program funding available is approximately $1.75 million which $1.25 million is distributed to Rural transit providers and $500,000 for Small Urban transit providers. The City of Albuquerque – ABQ Ride - receives approximately $1.1 million directly from FTA.

Eligibility
- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c )3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias
- State Agencies

Type of Aid
- Grant
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe

Deadline to Apply
Requests for funding for rural transit providers are submitted as part of the annual 5311 Grant Application. Application process customarily begins April/May – 18 months prior to the program funding year which runs on a federal fiscal year (Oct.-Sept.). For small urban transit providers, the funds are distributed based on population of the urbanized area, similar to the distribution of FTA Section 5303 funds.

Program Purpose
Provides capital funding to replace, rehabilitate and purchase buses and related equipment and to construct bus related facilities.

Eligibility
States and local governments, as well as subrecipients, such as public agencies, private companies engaged in public transportation and private non-profit organizations.

Special Conditions
There is a required local match of 20%.
Use of Funds
Eligible capital projects include the purchasing of buses for fleet and service expansion, bus maintenance and administrative facilities, transfer facilities, bus malls, transportation centers, intermodal terminals, park-and-ride stations, acquisition of replacement vehicles, bus rebuilds, bus preventative miscellaneous equipment such as mobile radio units, supervisory vehicles, fare boxes, computers and shop and garage equipment.

Funding Availability
Funding Potential for Award--The total program funding available is approximately $1.75 million which $1.25 million is distributed to rural transit providers and $500,000 for Small Urban transit providers. The City of Albuquerque – ABQ Ride - receives approximately $1.1 million directly from FTA.
Range of Awards--Grant amounts depend on the available funding. The grants can range from $20,000 to $300,000.
Funding Cycle – Duration--Funds remain available for obligation for four fiscal years. This includes the fiscal year in which the amount is made available or appropriated plus three additional years.
Source of Funds--Federally Funded through the Federal Transit Administration (FTA).

Application Process
The application process begins in April/May with a letter of intent to apply for the funds by the subgrantee. The applications are typically due in September, and reviewed by staff in September and October. The RPOs prioritize the applications from October through January, and the awards are announced in April. A copy of the FFY 2016 application is located at the following website: http://dot.state.nm.us/content/nmdot/en/Transit_Rail.html.

How to Apply--Requests for funding for the Bus and Bus Facilities should be submitted as part of the Annual Section 5311 Grant Application. In April/May of each year the DOTs Transit and Rail Division places a “Public Notice” in newspapers, and e-mails a description of the application process to all local governments, stat agencies, Tribal organizations, and private non-profit corporations on our email list. Potential grantees submit a letter of intent to apply for the funds. An application workshop is held, and the application is due in September. The subgrantee must present their application to their respective RTPO for prioritization, and then the Transit and Rail staff provides awards based on the needs of the entities and the available funding.

Selection Criteria & Decision Authority
This is a formula grant program. Decision, fiduciary, and regulatory compliance authority resides with the NMDOT Transit and Rail Division. Assessment of the request is made by the RTPOs based on regional need and reviewed by the NMDOT who have the technical and financial expertise to recommend an award. The criteria used by the RTPOs is planning and coordination, regional need and justification, Marketing and increased Ridership potential. A template for the criteria can be found at the following website: http://dot.state.nm.us/content/nmdot/en/Transit_Rail.html.
The FY 2015 federal transit grant awards packet which includes Section 5339 funding can be found at the following website: http://dot.state.nm.us/content/nmdot/en/Transit_Rail.html.
Authorization
49 U.S.C. Section 5339/MAP-21 Section 20029

Related Programs
FTA Sections 5307 & 5311

Information Contact
David Harris, Director
Transit and Rail Division, NM Department of Transportation
P.O. Box 1149
Santa Fe, NM 87504-1149
505-827-5420(Office) 505-827-5642(Fax)
davidc.harris@state.nm.us
http://dot.state.nm.us/content/nmdot/en/Transit_Rail.html
HIGHWAY SAFETY 402 PROGRAM
NM DEPARTMENT OF TRANSPORTATION
TRAFFIC SAFETY DIVISION

At a Glance

Fund Availability

Eligibility
- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c)3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias
- State Agencies

Type of Aid
- Grant
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe

Deadline to Apply
The application deadline is September 30th of each year.

Program Purpose
Under uniform guidelines, to provide for data-driven traffic safety programs to reduce traffic crashes and the resulting deaths, injuries and property damage from those crashes in the areas of impaired driving, seatbelt and child restraint use, motorcyclist safety, pedestrian and bicyclist safety, driver education, law enforcement training, speeding or aggressive driving, and distracted driving. The overall program must seek to change driver behavior.

Eligibility
Governmental agencies that have jurisdiction over a state-identified problem area are eligible to apply for these funds. Recently most awards have been to regional or statewide efforts, but local applications with statewide demonstration value are also accepted.

Special Conditions
In proposing data-driven programs or projects, applicants are encouraged to develop effective, evidence-based strategies and countermeasures for identified problem areas. Outcomes must be identified and follow federal uniform standards and performance criteria for highway safety programs.
Effective countermeasures and relevant data may be accessed through the following:
https://www.nhtsa.gov/highway-safety-grants-program/resources-guide
http://tru.unm.edu/index.html

There are specific traffic enforcement guidelines grantees must adhere to, and grantees must adhere to all code of federal regulations regarding traffic safety programs.

**Use of Funds**
Federal law stipulates that funds be used to implement state highway safety plans. Funds may be used for programs or projects that address the goals and objectives, as outlined in the State’s Highway Safety Plan.

**Funding Availability**
**Funding Potential for Award**—A minimum of 40 percent of federal 402 funds received by the state must be expended by or for the benefit of political subdivisions of the state.
**Range of Awards**—Awards range widely depending on the program objectives.
**Funding Cycle – Duration**—The project period is for the federal fiscal year, October 1 through September 30. Projects may be planned for a multi-year period, but each grant period will not exceed 12 months. Funds are distributed on a cost reimbursement basis.
**Source of Funds**—Section 402 federal funding is provided to states each year by NHTSA.

**Application Process**
**Deadline**—September 30th each year
**How to Apply**—Grant proposals must be submitted to the Traffic Safety Division by September 30. The proposal must include a data-driven problem identification section, a detailed proposed project description, time-specific performance measures and targets, a breakdown of costs, and all supporting documentation.
**Selection Criteria & Decision Authority**—Projects are selected in accordance with the following criteria:
1) The project must be data-driven and adhere to the national priority areas as determined by NHTSA and the State of New Mexico;
2) The project must fit the criteria of the federal funding category;
3) The project must be identified through problem identification and should be measurable and outcome-based;
4) Must be listed in the Department’s Highway Safety Plan; and
5) Projects are reviewed each year for performance to determine project outcomes.

**Authorization**
U.S.C. Title 23 Section 402

**Related Programs**
The Traffic Safety Education and Enforcement Program, and all other state and federal programs administered by the Division.

**Information Contact**
Paul A. Montoya, Division Director
New Mexico Department of Transportation
Traffic Safety Division
P.O. Box 1149
Santa Fe, New Mexico 87504
Phone 505-231-1403
Fax: 505-989-4983
Paul.Montoya12@state.nm.us
http://dot.state.nm.us/content/nmdot/en/Traffic_Safety.html
HIGHWAY SAFETY IMPROVEMENT PROGRAM (HSIP)
NM DEPARTMENT OF TRANSPORTATION

At a Glance

**Fund Availability**
Approximately $22,000,000 per federal fiscal year
Typical project costs range from $50,000 to $2,000,000

**Eligibility**
- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c)3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias
- State Agencies

**Type of Aid**
- Grant
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe

**Deadline to Apply**
None at this time

**Program Purpose**
The goal of the program is to achieve a significant reduction in traffic fatalities and serious injuries on all public roads, including non-State-owned public roads and roads on tribal lands. The HSIP requires a data-driven, strategic approach to improving highway safety on all public roads that focuses on performance.

**Eligibility**
NMDOT Districts, Counties, Municipalities, Indian Tribes & Pueblos

**Special Conditions**
NMDOT is revising the program.

**Use of Funds**
Transportation safety improvement projects and safety programs whose fundamental purpose is to reduce the traffic trip risk of serious injuries or fatalities for any surface transportation mode of travel. Road Safety Audits/Assessments are also eligible and often required to identify needed safety projects.
**Funding Availability**

**Funding Potential for Award**--Approximately $22,000,000 per federal fiscal year; funding is based on scope of project proposed in the application.

**Range of Awards**--Typical project costs range from $50,000 to $2,000,000

**Funding Cycle – Duration**--Varies Federal fiscal year

**Source of Funds**--HSIP funds are federal funds administered through the NMDOT. The funds are awarded based on the application process and programmed through the MP/RTPO planning process. When a Tribal/Local Public Agency project is selected, the Tribal/Local Public Agency must enter into a Cooperative Project Agreement as noted in the NMDOT Tribal/Local Public Agency Handbook.

**Application Process**

**Deadline**--No deadline at this time.

**How to Apply**--Calls for applications are issued through the MPOs and RTPOs.

**Selection Criteria & Decision Authority**--(Describe the selection and decision making process.)

**Authorization**

MAP21

**Related Programs**

(Assist grant seekers in locating other programs for the same or related purpose. Provide the name, administering agency, and code number. This will help grant seekers find more appropriate resources or combine resources from different agencies.)

**Information Contact**

Jessica Griffin
Government to Government Unit Supervisor/Interim HSIP Coordinator
NM Department of Transportation
PO Box 1149
Santa Fe, NM 87504
Office: (505) 476-2155; Fax: (505) 231-7769
Email: Jessica.Griffin@state.nm.us
# LOCAL TECHNICAL ASSISTANCE PROGRAM
## NM DEPARTMENT OF TRANSPORTATION

### At a Glance

<table>
<thead>
<tr>
<th>Fund Availability</th>
<th>None</th>
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</table>
| Training Availability | 1. Type of Training  
  2. Dependent on state and federal funding |
| Eligibility | Type of Aid |
| COUNTIES | GRANT |
| MUNICIPALITIES | COOPERATIVE AGREEMENT |
| SPECIAL DISTRICTS | SERVICE CONTRACT |
| INDIAN TRIBES & PUEBLOS | LOAN |
| OTHER LOCAL GOVERNMENTAL UNITS | TECHNICAL ASSISTANCE |
| NON-PROFIT 501(c)3 | OTHER – TRAINING |
| INDIVIDUAL | |
| PRIVATE BUSINESS | |
| SCHOOL DISTRICTS | |
| MUTUAL DOMESTICS | |
| ACEQUIAS | |
| STATE AGENCIES | |
| DEADLINE TO APPLY | None. Training requests subject to program mandates and funding. |

### Program Purpose

Provide local and tribal agencies with information, technology transfer, and training programs to address the maintenance of local and tribal roadways and bridges in partnership with NMDOT and FHWA. Program Goals: To enhance the safety, workforce development, technical, and infrastructure management skills of local and tribal agencies so they can use resources more efficiently and effectively.

### Eligibility

Counties, municipalities, special districts, Indian tribes & pueblos, other local governmental units, state agencies, federal agencies

### Special Conditions

None. Training requests subject to program mandates and funding.

### Use of Funds

None. Program pays for training.
**Funding Availability**

- **Funding Potential for Award**--None.
- **Range of Awards**--Not applicable.
- **Funding Cycle – Duration**--Not applicable.
- **Source of Funds**--Not applicable.

**Application Process**

- **Deadline**--None.
- **How to Apply**--Contact Gregory Rowangould, Acting Program Director.
- **Selection Criteria & Decision Authority**--Trainings determined by funding and that enhance the safety, workforce development, technical, and infrastructure management skills of eligible clients address the maintenance of local and tribal.

**Authorization**

The Federal Highway Administration created the Local Technical Assistance Program (LTAP) in 1982 to provide local agencies with information and training programs to address the maintenance of local and tribal roadways and bridges.

**Related Programs**

Tribal Technical Assistance Program – Focus on tribal only needs.

**Information Contact**

Gregory Rowangould, PhD  
Assistant Professor  
Department of Civil Engineering  
University of New Mexico  
Tel: **(505) 277-1973**  
rowangould@unm.edu  
http://www.unm.edu/~rowangould

**F.A.Q.**

Please contact DOT with program questions.
## Program Purpose
The Municipal Arterial Program was created to provide funds to Municipalities for projects where Local Entities take the lead in developing and contracting construction and maintenance projects.

### Eligibility
Municipalities

### Special Conditions
The Local Government Road Fund will provide 75% of the project cost. The entity must provide a 25% match. This is a disbursement program, an entity can request the disbursement of funds once construction of a project has commenced.

### Use of Funds
Funding can be used for project development, construction, reconstruction, improvement, maintenance or repair of public highways, streets and public school parking lots, acquisition of right-of-way, and in place material for construction or improvement.

### Funding Availability

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**At a Glance**

**Fund Availability**
Approximately $5 million is available annually.

**Deadline to Apply**
March 15th
Funding Potential for Award--Approximately 5 million is available annually
Range of Awards--$50,000.00 to $500,000.00
Funding Cycle – Duration--The expiration of these funds is 24 months from the fiscal year start. Example FY 16 awards expire on June 30, 2018.
Source of Funds--Local Government Road Fund

Application Process
Deadline Project proposals must be received by March 15th of each year
How to Apply Local Entities shall submit a complete project proposal addressed to the Statewide LGRF Coordinator containing the following:

- A map of the project limits, including route and termini.
- The scope of work to be performed, including proposed typical section, drainage improvements, geometric improvements, light or signal improvements, etc.
- Project estimate, including amount of state participation requested.
- Letter of Intent from municipality governing body supporting the project
- If applicable, a copy of an executed Road Exchange Agreement.

Selection Criteria & Decision Authority Each District will review the project proposal assure that the project qualifies for the funding. When awarding funds they take into account past awards and proposed project cost.

Authorization
NMSA 1978 67.3.28
NMSA 1978 67.3.28.2

Related Programs

Information Contact
Clarissa Martinez, Statewide LGRF Coordinator
NMDOT
1120 Cerrillos Rd, Santa Fe, NM, 87504
505-827-5647, fax 505-827-5640
Clarissa.Martinez@state.nm.us
www.dot.state.nm.us
Other Inquiries: Sean Sandoval
Sean.Sandoval@state.nm.us
STATE INFRASTRUCTURE BANK (SIB)
NM DEPARTMENT OF TRANSPORTATION

At a Glance

Fund Availability
Total funds available as of June 30, 2016 are $19,120,728.

Eligibility
- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c)3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias
- State Agencies

Type of Aid
- Grant
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe

Deadline to Apply
Applications may be made at any time during the year.

Program Purpose
The SIB is a revolving state loan fund that was established by the National Highway System Act of 1995 to offer assistance in the form of loans and credit enhancement to help project sponsors pay for U.S. Title 23-eligible transportation projects. The purpose of the SIB is to encourage economic development and public investment in public transportation facilities that contribute to the multi-modal and intermodal transportation capabilities of New Mexico, develop a variety of financing techniques to expand the availability of funding resources, reduce direct state costs, maximize local participation in financing projects, and improve the efficiency of New Mexico’s state transportation system by using and developing the advantages of each transportation mode to the fullest extent. Assistance shall be in the form of loans and interest rate subsidies approved by the Cabinet Secretary and the State Transportation Commission.

Eligibility
Project sponsors are typically local governments but private parties and non-profits with local government sponsors are also eligible. The project must be part of the STIP to be eligible.

Special Conditions
All projects must be fully described in the State Transportation Improvement Plan (STIP) as amended. For public roadway projects, the application must be accompanied by a preliminary design study which includes an initial route and potential route alignments, termini, length and junctions, any necessary utility relocation, the location of all r/w, facilities and equipment to make the project functional. Required studies include analyzing the impact of the project including environmental and archaeological studies when applicable. Studies should include how project will be consistent with STIP and a binding commitment that the environmental consequences of the proposed project will be fully considered and that the proposed project will comply with all applicable local, state and federal environmental laws. Appropriate documentary evidence of community involvement in the development of the proposed project.

**Use of Funds**
Qualified projects include public transportation projects including without limitation, construction, reconstruction, resurfacing, restoring, rehabilitation, or replacement of public transportation facilities within the state, any highway or other transportation project eligible for financing or aid under any federal act or program, and any project involving the maintenance, repair, improvement, or construction of a public highway, road, street, or parkway, any related right-of-way, bridges, tunnels, drainage structure, signs, guardrails or protective structures. Preliminary engineering and design, environmental studies and major investment studies are eligible.

**Funding Availability**

**Funding Potential for Award**—The amount of funding is limited to current unobligated balances. Currently, as of June 30, 2016, there is a current unobligated balance of $19,120,728. In addition, projects funded with federal funds and listed in the STIP will be limited to the amount approved in the STIP. The Department may elect to finance up to 100 percent of the project using State Infrastructure funds as the local match.

**Range of Awards**—Variable, competitive selection statewide.

**Funding Cycle – Duration**—Loan applications can be made at any time during the year. Construction project applications must follow the normal STIP development process. Repayments on the loan must commence not later than 5 years after the project has been completed. The maximum term for a SIB loan administered by the Department will be 10 years. The borrower will have one year after the project completion date cited in the loan agreement to withdraw the approved loan amount.

**Source of Funds**—Initial capitalization of the SIB was 80 percent federal and 20 percent state. Funds pass through the state before being distributed locally.

**Application Process**

**Deadline**—Project applications are accepted any time during the year.

**How to Apply**—Typically, an entity contacts the District/RPO/GO Planning section or SIB Administrator (Michael S. Friel, CFO) and fills out a SIB application. The District and entity work with the Department’s CFO, SIB Loan Committee, GO Planning Office, Budget Office, Office of General Counsel and Local Government Offices to ensure funding is available, to negotiate terms,
to draft loan and cooperative agreements, and to submit to the Cabinet Secretary for recommendation and Commission for approval.

**Selection Criteria & Decision Authority**--Projects loans are based on the following criteria:

- The transportation problem the proposed project addresses;
- Impact of the proposed project on public mobility and safety;
- Ability to leverage new funding sources;
- Ability to accelerate completion of a high priority transportation project;
- Technical and financial strength of the proposed project sponsor and the viability of the proposed financial plan; and
- Status of necessary environmental and construction approvals.

**USC Title 23 eligible**

**Authorization**

State enabling legislation authorizes a SIB (or SIB equivalent) under NMSA 1978, Sections 61-21-5 and 67-3-65, to be held by the State Treasurer or the NMFA as custodian, and administered by the NMDOT and NMFA. The SIB is revolving state loan fund that was established by Section 350 of the National Highway System Act of 1995 to offer assistance in the form of loans and credit enhancement to help project sponsors pay for U.S. Title 23-eligible transportation projects.

**Related Programs**

N/A

**Information Contact**

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(505) 827-5108 or (505) 670-0875 (cell)
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**F.A.Q.**

What are eligibility requirements?
What are the loan terms?
What types of projects are eligible for financial assistance?
Are there minimum/maximum loan amounts?
Are there matching requirements for loans?
What repayment structures have been established?
## RECREATIONAL TRAILS PROGRAM (RTP)
### NM DEPARTMENT OF TRANSPORTATION

### At a Glance

<table>
<thead>
<tr>
<th>Fund Availability</th>
<th>Type of Aid</th>
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</thead>
<tbody>
<tr>
<td>Approximately $1,429,831</td>
<td>Grant (reimbursement)</td>
</tr>
</tbody>
</table>

#### Eligibility
- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c)3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Federal Agencies
- State Agencies

#### Type of Aid
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe

### Deadline to Apply:
The next anticipated call for applications will be in summer of 2018 for funding in federal fiscal years (FFY) 2020 and 2021.

### Program Purpose
The Recreational Trails Program (RTP) provides federal funding to eligible entities within New Mexico to develop and maintain recreational trails and trail-related facilities for both non-motorized and motorized uses. These Federal transportation funds benefit recreationists who enjoy hiking, bicycling, in-line skating, equestrianism, cross-country skiing, snowmobiling, off-road motorcycling, all-terrain vehicle riding, and off-road four-wheel driving.

The goals of the NM RTP are to:
- Improve the health and quality of life for New Mexicans by increasing trail-related recreational opportunities within and around communities.
- Provide funding through a transparent, accessible program to communities and government agencies for the development of recreational trails and related educational programs for a variety of users.
- Fund projects that result in “on-the-ground” benefits to users.
- Meet the federal requirements regarding expenditure of 30% of funds on non-motorized trails, 30% on motorized trails and 40% on diversified trails.

### Eligibility
The following entities are considered eligible project sponsors under the RTP:

- Local governments;
- Transit agencies;
- State and Federal natural resource or public land agencies;
- Public education institutions, such as school districts;
- Tribal governments;
- NMDOT; and

States are encouraged to use qualified youth conservation or service corps for construction and maintenance of recreational trails under this program. See www.emnrd.state.nm.us/YCC/ for more information on the New Mexico Youth Conservation Corps program.

**Special Conditions**

The Federal Highway Administration (FHWA) requires that each state Governor designate an agency to administer the program. Governor Susana Martinez designated the NMDOT to administer the program beginning January 1, 2014. Prior to that date, the Energy Minerals and Natural Resources Department administered the program and continues to oversee some projects funded in previous years.

RTP requires a local match of 14.56% of the total project cost. Tribal entities may use Tribal Transportation Program (TTP) funds for their local match. A federal agency project sponsor may provide matching funds by using other federal funds apportioned to that agency. However, the combined federal funds shall not exceed 95% of the total project cost.

The RTP is a cost-reimbursement program. If your agency’s application is selected for funding, the agency will enter into a Grant Agreement with NMDOT and serve as the sponsoring agency. As the sponsoring agency, your agency will be responsible for paying all costs up front and requesting quarterly (at a minimum) reimbursement from NMDOT by submitting an invoice and proof of payment. All costs submitted for reimbursement are subject to Federal and State eligibility requirements.

**Use of Funds**

The Federal Highway Administration (FHWA) defines a recreational trail as a thoroughfare or track across land or snow, used for recreational transportation purposes such as pedestrian activities (including wheelchair use), skating and skateboarding, equestrian activities (including carriage driving), non-motorized snow trail activities (including skiing), bicycling or use of other human powered vehicles, aquatic or water activities, and motorized off-road vehicular activities (including all-terrain vehicle riding, motorcycling, snowmobiling, use of off-road light trucks, or use of other off-road motorized vehicles).

Projects eligible for RTP funding include:

- Maintenance and restoration of existing trails to include any kind of trail maintenance, restoration, rehabilitation, or relocation, provided the work is completed within the time period outlined in the Cooperative Project Agreement.
- Development and rehabilitation of trailside, trailhead facilities, and trail linkages (including but not limited to drainage, crossings, stabilization, parking, benches, signage, traffic controls, water, sanitation, and access facilities). Rehabilitation can include
extensive repair needed to bring a facility up to standards suitable for public use (not routine maintenance). Trailside and trailhead facilities should have a direct relationship with a recreational trail; a highway rest area or visitor center is not an eligible project.

- Lease of trail construction and maintenance equipment to construct and maintain recreational trails during the time period outlined in the Cooperative Project Agreement.
- Construction of new trails on allowable federal, state, county, municipal, and private lands, where a recreational need for such construction is shown.
- Construction of rail trails on abandoned railroad corridors,
- Construction of “rails with trails,” provided that trails do not place trail users on or between actively used railroad tracks, except for purposes of an authorized railroad crossing (applicants must take adequate safety measures in consultation with the railroad owner, operator, and state agency with jurisdiction over railroads).
- Improvements to roads and/or bridges specifically designated for recreational trail use by the man-aging agency (RTP funds may not be used for improvements to roads/bridges intended to be generally accessible by low clearance vehicles, i.e. regular passenger cars). Eligible high clearance primitive roads/bridges may include old county, town, or township rights-of-way no longer maintained for general passenger vehicle traffic, provided the project does not open the road to general passenger vehicle traffic.
- Planning, design, certifications, and documentation specific to a project. NMDOT reserves the right to deny requests for planning, design, and certifications from State or Federal natural resource or public land agencies.
- Operation of educational programs to promote safety and environmental protection related to the use of recreational trails (NMDOT may use up to 5% of the total annual apportionment for educational programs, per Federal guidelines).

**Funding Availability**

**Funding Potential for Award**—In New Mexico, the estimated annual apportionment of RTP funds on an annual basis is $1,429,831. This amount is subject to change and must be divided among motorized, non-motorized, and diverse-use projects at a ratio of 30/30/40.

**Funding Cycle – Duration**—NMDOT will issue calls for RTP applications on a two-year cycle. The next anticipated call for applications will be in the summer of 2018 for funding in federal fiscal years (FFY) 2020 and 2021.

**Source of Funds**—RTP funding comes from the Federal Highway Administration (FHWA) and is administered by the New Mexico Department of Transportation in New Mexico.

**Application Process**

**Deadline**—The next anticipated call for applications will be in the summer of 2018 for funding in federal fiscal years (FFY) 2020 and 2021.

**How to Apply**—Applications from Tribal/Local Public Agencies (T/LPAs) are submitted through the appropriate Metropolitan Planning Organization (MPO) or Regional Transportation Planning Organization (RTPO). State and Federal land management and natural resource agencies may
submit applications directly to NMDOT by contacting the RTP coordinator. To stay abreast of the application cycle, work with your MPO/RTPO to ensure your agency is on their distribution lists.

**Authorization**

**Related Programs**
The New Mexico Department of Transportation (NMDOT) is also responsible for administering the Transportation Alternatives Program (TAP). The TAP is administered separately, but the application processes run concurrently.

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SCHOOL BUS ROUTES PROGRAM (SBR)
NM DEPARTMENT OF TRANSPORTATION

At a Glance

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Deadline to Apply
March 15th

Program Purpose
The School Bus Route Program was created to provide funds to Municipalities for projects where the School District will work with the counties developing and contracting construction and maintenance projects.

Eligibility
Counties, School Districts

Special Conditions
The Local Government Road Fund will provide 75% of the project cost. The entity must provide a 25% match. This is a disbursement program, an entity can request the disbursement of funds once construction of a project has commenced.

Use of Funds
Funding can be used for acquiring rights of way and constructing, maintaining, repairing, improving and paving school bus routes and public school parking lots

Funding Availability
Funding Potential for Award- Approximately 3 million is available annually
**Range of Awards** $50,000.00 to $300,000.00

**Funding Cycle – Duration** – The expiration of these funds are 18 months from the fiscal year start. Example FY 16 awards expire on December 30, 2017.

**Source of Funds** – Local Government Road Fund

**Application Process**

**Deadline** Project proposals must be received by March 15th of each year

**How to Apply** Local Entities shall submit a complete project proposal addressed to the District Engineer containing the following:

- **Letter of intent** from governing body or agency head. Must list scope, termini & reference estimated project cost.
- **Location** of proposed project including route designation & termini – include a map showing the location.
- **Scope of work** to be performed.
- **Project estimate**, including the amount of State participation requested.
- **Justification** for project construction.
- **Certification** that proposed work is on a public highway and necessary for the public good and convenience and to serve the public of the municipality, county and/or school district.

**Selection Criteria & Decision Authority** Each District will review the project proposal and assure that the project qualifies for the funding. When awarding funds they take into account past awards and proposed project cost.

**Authorization**

NMSA 1978 67.3.28
NMSA 1978 67.3.28.2

**Related Programs**

**Information Contact**
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Clarissa.Martinez@state.nm.us
www.dot.state.nm.us

**Other Inquiries:** Sean Sandoval
Sean.Sandoval@state.nm.us
TRANSPORTATION ALTERNATIVES PROGRAM (TAP)  
NM DEPARTMENT OF TRANSPORTATION

At a Glance

**Fund Availability**
Approximately $6 million

**Eligibility**
- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c )3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Federal Agencies
- State Agencies

**Type of Aid**
- Grant (reimbursement)
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe

**Deadline to Apply:**
The next anticipated call for applications will be in the summer of 2018 for funding in federal fiscal years (FFY) 2020 and 2021.

**Program Purpose**
Transportation Alternatives Program (TAP) projects are Federally-funded, community-based projects that expand travel choices and improve the transportation experience for all users by integrating modes and improving the cultural, historic, and environmental aspects of our transportation infrastructure.

The goals of the NM TAP are:
- The programs vision, goals, solicitation, and selection processes are clear, understandable, reliable, and documented.
- The program’s vision, goals, solicitation, evaluation, and selection processes are easily accessible by the public and supported by strong education and outreach efforts.
- The operation of the program and the decision-making process are transparent and reliable.

**Eligibility**
The following entities are considered eligible project sponsors under TAP funding:
- local governments;
- transit agencies;
- state and federal natural resource or public land agencies;
• school districts, local education agencies, or schools;
• tribal governments;
• non-profits, NMDOT and MPOs and RTPOs only if partnered with an eligible entity project sponsor; and
• any other local or regional governmental entity with responsibility for oversight of transportation or recreational trails (other than an MPO or a State agency) that the State determines to be eligible, consistent with the goals of Subsection (c) of Section 213 of Title 23.

**Special Conditions**

TAP is a cost-reimbursement program. If your agency’s application is selected for funding, the agency will enter into a Cooperative Project Agreement with NMDOT and serve as the sponsoring agency. As the sponsoring agency, your agency will be responsible for paying all costs up front and requesting reimbursement from NMDOT by submitting (at least) quarterly invoices and proof of payment. All costs submitted for reimbursement are subject to Federal and State eligibility requirements.

Please note that any work completed before receipt of a Notice to Proceed (triggered by execution of the Cooperative Project Agreement and the generation of a purchase order) is not eligible for reimbursement. For example, you cannot be reimbursed for costs associated with completing an application or for engineering/design work completed before a Cooperative Project Agreement is executed. Sponsoring agencies are responsible for any costs exceeding the award amount.

**Use of Funds**

Eligible projects and activities under the TAP program include:

• Planning, design, and construction of on-road and off-road trail facilities for pedestrian, bicyclists and other non-motorized forms of transportation, including sidewalks, bicycle infrastructure, pedestrian and bicycle signals, traffic calming techniques, lighting and other safety-related infrastructure, and transportation projects to achieve compliance with the Public Rights-of-Way Accessibility Guidelines (PROWAG).
• Reconstruction and rehabilitation activities that are not considered routine maintenance and either increase capacity of an existing non-motorized facility and/or improve the functional condition of a non-motorized system. Examples include resurfacing AND widening an existing trail or reconstructing sidewalks to meet PROWAG requirements.
• Planning, design, and construction of infrastructure-related projects and systems that will provide safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs.
• Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other non-motorized transportation users.
• Construction of turnouts, overlooks, and viewing areas.
• Community improvement activities, which include but are not limited to:
  o Inventory, control, or removal of outdoor advertising;
  o Historic preservation and rehabilitation of historic transportation facilities;
Vegetation management practices in transportation rights-of-way to improve roadway safety, prevent against invasive species, and provide erosion control; and Archaeological activities relating to impacts from implementation of a transportation project eligible under this title.

- Any environmental mitigation activity, including pollution prevention and pollution abatement activities and mitigation to:
  - Address stormwater management, control, and water pollution prevention or abatement related to highway construction or due to highway runoff, including activities described in Sections 133(b)(11), 328(a), and 329 of title 23; or,
  - Reduce vehicle-caused wildlife mortality or to restore and maintain connectivity among terrestrial or aquatic habitats.

In addition to the above, the following projects and activities that meet the Safe Routes to School (SRTS) program requirements of Section 1404 of the SAFETEA-LU (http://www.fhwa.dot.gov/environment/safe_routes_to_school/guidance/) are considered eligible for TAP funding:

- Planning, design, and construction of infrastructure projects on any public road or any bicycle or pedestrian pathway or trail within two miles of a kindergarten through 8th (K-8) grade school that will substantially improve the ability of students to walk and bicycle to school, including sidewalk improvements, traffic calming and speed reduction improvements, pedestrian and bicycle crossing improvements, on-street bicycle facilities, off-street bicycle and pedestrian facilities, secure bicycle parking facilities, and traffic diversion improvements in the vicinity of schools.
- Non-infrastructure activities to encourage walking and bicycling to school, including public awareness campaigns and outreach to press and community leaders, traffic education and enforcement in the vicinity of schools, student sessions on bicycle and pedestrian safety, health, and environment, and funding for training, volunteers, and managers of safe routes to school programs.
- Safe Routes to School coordinators or champions.

Funding Availability

Funding Potential for Award--Per MAP-21, and continued under FAST Act legislation, 50% of NM’s TAP apportionment (estimated at $3,009,709 in FFY18) is suballocated to areas based on their relative share of the total State population with the remaining 50% (estimated at $3,009,709 in FFY18) available for use in any area of the State. The suballocation of TAP funds is made in the same manner as for Surface Transportation Program funds. Suballocated funds are divided into three categories:

A. Urbanized Areas with population 200,000+
B. Areas with population 5,001 to 200,000
C. Areas with population 5,000 or less

These are special census designations related to population density and do not correspond with city or town boundaries. The resulting distribution estimates for FFY18 and FFY19 TAP funds by
population is as follows for each year. (*These amounts do not include the State’s obligation limitation.*)

**Total TAP Funds $6,019,418**
- A. Areas over 200K $1,128,404
- B. 5K < Areas < 200K $1,149,550
- C. Areas < 5K $731,755
- D. Available for any Area $3,009,709

**Funding Cycle – Duration**—NMDOT will issue calls for TAP applications on a two-year cycle. The next anticipated call for applications will be in the summer of 2018 for funding in federal fiscal years (FFY) 2020 and 2021.

**Source of Funds**—TAP funding comes from the Federal Highway Administration (FHWA) and is administrated by the New Mexico Department of Transportation in New Mexico.

**Application Process**

**Deadline**—The next anticipated call for applications will be in the summer of 2018 for funding in federal fiscal years (FFY) 2020 and 2021.

**How to Apply**—Applications from Tribal/Local Public Agencies (T/LPAs), as well as State and Federal land management and natural resource agencies, are submitted through the appropriate Metropolitan Planning Organization (MPO) or Regional Transportation Planning Organization (RTPO). To stay abreast of the application cycle, work with your MPO/RTPO to ensure your agency is on their distribution lists.

**Authorization**
The Transportation Alternatives Program (TAP) is a Federal reimbursement program originally authorized under section 1122 of the Federal transportation act, Moving Ahead for Progress in the 21st Century (MAP-21). TAP was reauthorized as a set-aside of the Surface Transportation Block Grant (STBG) program in section 1109 of the Fixing America’s Surface Transportation Act (FAST Act)—signed into law in December of 2015. Although TAP is not explicitly mentioned in the FAST Act, all of TAP’s eligibilities have been preserved and are now codified under Title 23 of the United States Code, sections 133(h)(3) and 101(a)(29). *For simplicity and consistency, NMDOT will continue to refer to the program as TAP.*

**Related Programs**
The New Mexico Department of Transportation (NMDOT) is also responsible for administering the Recreational Trails Program (RTP), Congestion Mitigation and Air Quality (CMAQ) program, and the Highway Safety Improvement Program (HSIP). These programs are administered separately and have their own eligibility requirements and application processes.

**Information Contact**

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daniel.watts@state.nm.us  Website: [http://dot.state.nm.us/en/Planning.html](http://dot.state.nm.us/en/Planning.html)
TRAFFIC SAFETY EDUCATION AND ENFORCEMENT PROGRAM
NEW MEXICO DEPARTMENT OF TRANSPORTATION
TRAFFIC SAFETY DIVISION

At a Glance

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Deadline to Apply
Applications must be received by September 30th of each year.

Program Purpose
The traffic safety education and enforcement fund shall be used to institute and promote a statewide program of traffic safety through education and enforcement to reduce serious and fatal traffic accidents and to provide for the purchase of equipment and support services as are necessary to establish and maintain the program.

Eligibility
All law enforcement agencies that write traffic citations for violations of the State Motor Vehicle Code are eligible. Special demonstration multi-agency, county, municipal, non-profit, and school district projects may also receive special funding.

Special Conditions
This is a formula grant based on the number of convictions for moving violations resulting from citations by each applicant agency. State law requires that at least 50 percent of the fund shall be allocated to the law enforcement agency that issued the citation, 20 percent of the funds must
pay for traffic safety education programs. The balance of the fund shall be allocated to existing traffic safety programs.

**Use of Funds**
Funds may be used for education and enforcement programs that have a clear and measurable effect on the reduction of motor vehicle crashes, deaths and injuries. Funds are used for many activities such as providing school curricula and materials, developing community safety forums, training police to teach bicycle and pedestrian safety, purchasing equipment and upgrading police crash investigation skills.

**Funding Availability**
**Funding Potential for Award**—In state fiscal year 2017 approximately $355,000 was awarded in grants and local grants are based on transfer of funds balances.  
**Range of Awards**—Basic local grants are calculated according to revenue received on convictions from citations issued in the previous year by the grantee agency. Police agencies are entitled to apply for grants amounting to fifty percent of the revenue.  
**Funding Cycle – Duration**—Projects begin October 1st and continue through September 30th. Funds are distributed on a cost reimbursement basis.  
**Source of Funds**—$3.00 dollar fee imposed on traffic citations as allowed by NMSA 1978, Section 66-7-512.

**Application Process**
**Deadline**—Applications must be received by September 30th of each year.  
**How to Apply**—Localities must have state-approved education and enforcement plans and must submit a specific program application form supplied in guidelines distributed by the Traffic Safety Division. The objectives of the application must address the objectives of the New Mexico Traffic Safety Annual Plan.  
**Selection Criteria & Decision Authority**—This grant is non-competitive. Funding decisions are made by the Traffic Safety Division Staff.

**Authorization**
State funds, state statute, Section 66-7-512, NMSA 1978.

**Related Programs**
The Community Driving While Impaired Program (CDWI) relates to this program. The Selective Traffic Enforcement Programs relates to this program but funding is from the federal governments.

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Fax: 505-989-4983
Email: carmelita.chavez@state.nm.us
Website: http://dot.state.nm.us/en/Traffic_Safety.html
DEPARTMENT OF VETERAN SERVICES
VETERAN BUSINESS OPPORTUNITY CENTER

At a Glance

Fund Availability
Not applicable, technical assistance

Eligibility
- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c)3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias
- State Agencies

Type of Aid
- Grant
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe

Deadline to Apply
Open application cycle

Program Purpose
The Veteran Business Outreach Program is designed to provide entrepreneurial development services such as business training, counseling, and mentoring and referrals for eligible veterans owning or considering starting a small business.

Eligibility
Transitioning service members of all branches, veterans and spouses are eligible for services.

Special Conditions
None

Use of Funds
The VBOC does not provide funding but will assist veterans with referrals to participating funding organizations and non-profits.

Funding Availability
See above
**Application Process**

**Deadline**--Program is on-going/open application cycle

**How to Apply**--Contact the New Mexico Veteran Business Opportunity Center telephonically or through the website.

**Selection Criteria & Decision Authority**
None.

**Authorization**

**Related Programs**

**Information Contact**
Richard Coffel, Director
NMDVS
5201 Eagle Rock Ave NE, Albuquerque, NM 87113
505-383-2403
richardl.coffel@state.nm.us
www.nmvboc.org

**F.A.Q.**
Please contact NMDVS with program questions.
WARTIME VETERAN SCHOLARSHIP
DEPARTMENT OF VETERAN SERVICES

At a Glance

Fund Availability
$30,000 on a first come first served basis

Eligibility

☐ Counties
☐ Municipalities
☐ Special Districts
☐ Indian Tribes & Pueblos
☐ Other Local Governmental Units
☐ Non-profit 501(c )3
☐ Individual
☐ Private Business
☐ School Districts
☐ Mutual Domestics
☐ Acequias
☐ State Agencies

Type of Aid

☐ Grant
☐ Cooperative Agreement
☐ Service Contract
☐ Loan
☐ Technical Assistance
☐ Other
  A full Scholarship for a New Mexico Public Institution of Higher Learning

Deadline to Apply
September for the fall semester; December for the spring semester; April for the summer semester

Program Purpose
Allows for veterans who served in a combat zone and have exhausted their federal education benefits to attend a New Mexico Public College or University.

Eligibility
Any veteran who served in a combat zone, has been a resident of New Mexico for 10 consecutive years, and no longer has any federal education benefits available.

Special Conditions
Veteran must have received a combat or service medal and must be attending a New Mexico Public college or university.

Use of Funds
Scholarship pays tuition capped at $2,920.00 and necessary books.

Funding Availability
Funding Potential for Award--$30,000 available for scholarships on a first come first served basis.
Range of Awards--Scholarship pays tuition capped at $2,920.00 and books.
Funding Cycle – Duration--Scholarship will pay up to a Doctor’s Degree or equivalent Source of Funds--Funds provided by the New Mexico State Legislature through General Fund appropriation to the New Mexico Department of Higher Education.

Application Process
Deadline--September for the Fall Semester, December for the Spring Semester and April for the Summer Semester
How to Apply--Applications provided by DVS
Selection Criteria & Decision Authority--DVS will approve applications on a first come first served basis while funding is available.

Authorization
NMSA 21-21E-3 Wartime Veteran Scholarship

Related Programs

Information Contact
Dale Movius
NMDVS
407 Galisteo St., Room 142, Santa Fe, NM 87501
(505)827-6374 ofc. (505)827-6372 fax
Dalej.movius@state.nm.us
www.dvs.state.nm.us

F.A.Q.
Please contact NMDVS with program questions.
BORDER ENVIRONMENT COOPERATION COMMISSION (BECC)

BORDER 2020 PROGRAM

At a Glance

Fund Availability
Contingent on the cost of the project and funds available in the cooperative agreement; no more than $100,000 per eligible project; proposals requesting more than $100,000 will not be considered for funding; average project funding is expected to be $50,000

Eligibility

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<thead>
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<td>Other – describe:</td>
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<td>Acequias</td>
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Deadline to Apply
The BECC, in coordination with the Environmental Protection Agency (EPA), issues a Region 6 border wide Request for Proposals on the average every two years. Applications are only accepted via the RFP.

Program Purpose
The Border 2020 Program is a bi-national collaborative effort whose mission is to protect human health and the environment in the U.S.-Mexico border region. The Border 2020 Program continues to target and focus on underserved communities that may be disproportionately impacted by environmental risks. BECC is an international organization established for the purpose of preserving, protecting, and enhancing the environment in the U.S. – Mexico border region. The BECC and the EPA have established a partnership wherein the BECC will administer the RFP, oversee the receipt and review of proposals, coordinate project selection, monitor project performance, and manage the EPA Border 2020 Program funds. The EPA will provide the funds selected projects for the BECC to award, administer, and manage the implementation of projects in the New Mexico-Texas-Chihuahua and Texas-Coahuila-Nuevo Leon-Tamaulipas regions. The US-Mexico border region is defined as 62.5 miles (100KM) north and south of the border.

Eligibility
Below are the general eligibility requirements for the B2020 Program. However, the specific requirements under an RFP may vary.

Project proposal applicants must meet the following threshold eligibility criteria to be considered:

A. The following groups may apply for funding:
   - U.S. and Mexican non-governmental organizations;
   - U.S. and Mexican local and state governmental agencies;
   - Industry associations, and universities;
   - U.S. tribes; and
   - Mexican indigenous communities

*For-profit entities will not be considered for funding.

B. The Border Program’s contribution will be no more than $100,000 per eligible project. Proposals that request more than $100,000 will not be considered for funding (in general, the average project funding is expected to be $50,000).

C. Projects must be completed within 18 months or less of signature of the Technical Assistance Agreement (TAA) or they will not be considered.

D. EPA encourages binational partner participation in all project proposals.

**Special Conditions**
Please refer to the specific RFP for any special conditions.

**Use of Funds**
Any project must fall under one of the five goals of the B2020 Program, or a Fundamental Strategy of the Program, such as Promoting Environmental Health. Below are the five goals:

- Goal #1 Reduce Air Pollution
- Goal #2 Improve Access to Clean and Safe Water
- Goal #3 Promote Materials and Waste Management and Clean Sites
- Goal #4 Enhance Joint Preparedness for Environmental Response
- Goal #5 Compliance Assurance and Environmental Stewardship

For information of the specific project types south for under these Goals please refer to the RFP.

**Funding Availability**

**Funding Potential for Award / Range of Awards**—This is contingent on the cost of the project and funds available in the cooperative agreement.

**Funding Cycle – Duration**—For selected projects the sponsor has a maximum of 18 months to conclude the planning phase of their project.

**Source of Funds**—The sources of funds for BECC financed projects under the Border 2020 Program are EPA federal funds. They do not pass through the state before being distributed.

**Application Process**
Deadline--EPA and BECC announce a border wide Request for Proposals on the average every two years.

How to Apply--The specific application guidelines are published once a Border 2020 Program RFP is announced.

Selection Criteria & Decision Authority--Applications are ranked according to criteria that are established in the RFP.

Authorization
- Assistance Program: 66.931 International Finance Assistance
- Regulatory Authority: 40 CFR Part 30

Related Programs
Unknown

Information Contact
Javier Torres, Technical Assistance Manager
Border Environment Cooperation Commission
P.O. Box 221648, El Paso, TX 79913
1-877-277-1703 (phone) / 915-975-8280
jtorres@cocef.org
www.cocef.org

F.A.Q.
Please contact Javier Torres with questions.
TECHNICAL ASSISTANCE
BORDER ENVIRONMENT COOPERATION COMMISSION (BECC)

At a Glance

Fund Availability
Grants will be awarded in amounts up to $50,000 per eligible concept and a maximum of $200,000 per project sponsor.

Eligibility
- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c)3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias

Type of Aid
- Grant
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe

Deadline to Apply
There is no deadline.

Program Purpose
The Border Environment Cooperation Commission (BECC) is an international organization created by the Governments of the United States and Mexico with the purpose of helping to preserve, protect and enhance the environment of the U.S-Mexico border region. To achieve this purpose, the BECC provides assistance for the development of environmental infrastructure projects and certifies such projects so they may be eligible to receive funding from the North American Development Bank (NADB) or from other financing sources that require such certification.

Eligibility
1. Sponsor Type. Public sponsors of environmental infrastructure projects are eligible to receive technical assistance resources from the program. Applications presented by private sector sponsors will be considered on a case-by-case basis, provided they involve projects that will result in a broader environmental or human health benefit for the community.
2. **Project Location.** Projects must be located in the U.S-Mexico border region, defined as the area encompassed between 100 kilometers north and 300 kilometers south of the international boundary between both countries.

3. **Project Type.** Projects must involve community infrastructure and address a human health or environmental issue. The following types of projects are eligible to receive technical assistance resources: Non-PDAP recipient water and wastewater projects; solid waste projects; water conservation; air quality; hazardous waste; clean and efficient energy; public transportation; and municipal planning and development.

4. **Eligible Concepts.** Studies and concepts eligible for technical assistance must be related to the advancement of a capital improvement project and may include, but not be limited to:

<table>
<thead>
<tr>
<th>• Technical Diagnostics</th>
<th>• Master plans/Needs Assessments</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Facility Planning</td>
<td>• Financial analysis</td>
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<tr>
<td>• Environmental assessments</td>
<td>• Preliminary and Final design</td>
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<tr>
<td>• Public participation activities</td>
<td>• Sustainable Development Activities¹</td>
</tr>
</tbody>
</table>

**Special Conditions**
The Technical Assistance granted will potentially lead to a project certified by BECC and financed by NADB or other sources. Appropriate determination will be made regarding any obligation of fund reimbursement. Also, the preference is for a project identified as a priority based on community, regional, state and especially strategic planning efforts.

**Use of Funds**
The purpose of this technical assistance program is to assist project sponsors with the planning, development and design of their environmental infrastructure projects. Accordingly, the program is aimed at helping projects to obtain funding and achieve implementation.

**Funding Availability**

**Funding Potential for Award / Range of Awards**
- Grants will be awarded in amounts of up to US$50,000 per eligible concept and a maximum of $200,000 per project sponsor.
- The grant amount and any matching contribution requirements will be determined based on financial need of the community and in accordance with a standard evaluation methodology developed for this program.

**Funding Cycle – Duration**—The funding cycle is yearly under a yearly project development plan. There is no limit to the duration of a project but reasonable development time frames are expected.

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¹ Sustainable Development activities may include the analysis of improving institutional/operational efficiencies in efforts to prepare for the implementation of a capital improvement project; the feasibility analysis of implementing sustainable development capital investments such as water conservation initiatives, water reuse opportunities, by-product recycling, renewable energy sources, or other; or other activities promoting environmental stewardship or sustainability.
Source of Funds--TA funds are allocated by BECC as a public international organization.

Application Process--There is no deadline. TA depends on funding availability.

How to Apply--Submit a letter of interest for TA to the General Manager.

Selection Criteria & Decision Authority--The selection of projects is based on a strategic TA plan for the border. Projects that are co-funded with the NADB also fall into this category.

Authorization
Funds are allocated by BECC as a public international organization governed by a binational Board of Directors.

Related Programs
All state grant programs that can accept a match from a public international organization whose operating funds are from the US and Mexican federal governments.

Information Contact
Javier Torres, Technical Assistance Manager
Border Environment Cooperation Commission
P.O. Box 221648, El Paso, TX 79913
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jtorres@cocef.org
www.cocef.org

F.A.Q.
Please contact Javier Torres with questions.
PROJECT DEVELOPMENT ASSISTANCE PROGRAM (PDAP)
BORDER ENVIRONMENT COOPERATION COMMISSION (BECC)

At a Glance

**Fund Availability**
Contingent on the cost of the project and funds available; PDAP can only pay 50% of the cost of the design, up to $500,000 maximum, sponsor must secure the remaining match.

**Eligibility**

- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c)3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias

**Type of Aid**

- Grant
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe

**Deadline to Apply**
The BECC, in coordination with the Environmental Protection Agency (EPA), issues and border wide Request for Proposals on the average every two years. Applications are only accepted via the RFP.

**Program Purpose**
The **Project Development Assistance Program (PDAP)**, for project development and design, and the Border Environment Infrastructure Fund (BEIF), for construction, are programs funded by the U.S. Congress through EPA and are administered by the BECC and the North American Development Bank (NADB), respectively.

The PDAP grant funds, supported by EPA’s US-Mexico Border Program are available for public water and wastewater infrastructure projects identified through a program-specific prioritization process.

**Eligibility**
Projects must:
- Be within 100 km on either side of the border that address priority human health and/or ecological issues.
- Have U.S. side benefits.
- Be affordable and have financing from other sources besides BEIF that is mandatory to complete financing of the project.
• Make provisions for planning, operations and maintenance, and pretreatment, prior to receiving PDAP or BEIF for detailed design and construction.
• Be for community (or public) drinking water or wastewater infrastructure only. Individual or private facilities and systems are not eligible.
• Be for infrastructure restricted to drinking water quality only, and not associated to raw water supply. Only drinking water treatment plants and distribution systems are eligible.
• **For Mexican Projects:**
  • Target U.S. norms for ambient water quality if the discharge is directly or indirectly into U.S. waters. Infrastructure development may be phased overtime. Non-discharging reduction alternatives must not threaten U.S. or shared ecosystems.
• **For US projects:** Colonias are excluded unless there are enforceable local ordinances or zoning rules that prevent further development, where infrastructure is lacking. Provide ordinance or applicable zoning rules.

**Special Conditions**
Fund can be reimbursed. BECC performs an evaluation of the procurement process to make sure it complies with federal and/or state requirements for procuring federal funds. There is a match requirement for final design funding. PDAP can only pay 50% of the cost of the design, up to $500,000 maximum. The sponsor must secure the remaining match.

There are technical, environmental and financial criteria that must be complied with by the sponsor to be certified by BECC and become eligible for construction funding from NADB. These can be found in the BECC homepage: [www.cocef.org](http://www.cocef.org).

**Use of Funds**
The objectives are to address human and environmental infrastructure needs related water and wastewater in border communities. Resources can be used to fund facility planning, environmental information documents, final design and other planning related studies need to certify a project.

**Funding Availability**
**Funding Potential for Award / Range of Awards**—This is contingent on the cost of the project and funds available.
**Funding Cycle – Duration**—For selected projects the sponsor has 2.5 years to conclude the planning phase of their project.
**Source of Funds**—The sources of funds for BECC financed projects under the PDAP program are EPA federal funds. They do not pass through the state before being distributed.

**Application Process**
**Deadline**—EPA and BECC announce a **Prioritization Process** and issue and border wide Request for Proposals on the average every two years.
**How to Apply**—The specific application guidelines are published once a Prioritization Process is announced.

**Selection Criteria & Decision Authority**—Applications are ranked according to criteria that are established in the Prioritization Process RFP.

**Authorization**
- Regulatory Authority: 40 CFR Part 30

**Related Programs**
- New Mexico Environment Department
- New Mexico Finance Authority
- USDA-Rural Development - New Mexico

**Information Contact**
Javier Torres, Technical Assistance Manager
Border Environment Cooperation Commission
P.O. Box 221648, El Paso, TX 79913
1-877-277-1703 (phone) / 915-975-8280
jtorres@cocef.org
www.cocef.org

**F.A.Q.**
Please contact Javier Torres with questions.
# NORTH AMERICAN DEVELOPMENT BANK
## TECHNICAL ASSISTANCE PROGRAM

### At a Glance

<table>
<thead>
<tr>
<th>Fund Availability</th>
<th>Technical Assistance, funding varies</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Eligibility</strong></td>
<td></td>
</tr>
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### Deadline to Apply
Open Application Cycle

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**Program Purpose**
NADB uses a small portion of its retained earnings to provide technical assistance to project sponsors for the purpose of strengthening their financial performance and ensuring the long-term sustainability of their infrastructure.

**Eligibility**
Technical assistance grants are available to support utilities, state and local governments and their agencies, and other sponsors of projects that have been certified by the BECC or sponsors who are actively developing specific projects for certification by BECC and financing by NADB.

Projects must be located within 100 kilometers north of the international border in boundary in the four U.S. states of Texas, New Mexico, Arizona and California and within 300 kilometers (about 186 miles) south of the border in the six Mexican states of Tamaulipas, Nuevo Leon, Coahuila, Chihuahua, Sonora, and Baja California.

**Special Conditions**
A cash contribution of at least 25% of the cost of the work being funded by the TAP award must be provided by the project sponsor or other project partner.
In accordance with standard banking practices, TAP assistance may be subject to reimbursement, partially or fully, as part of a NADB lending package. In the event that a project does not obtain loan financing from NADB, the entire TAP grant shall be reimbursed by the sponsor, except in the case of poor communities. If the project is financed with a loan, the entire TAP grant will not be reimbursed.

All private-sector project sponsors, without exception, must agree to reimburse the funds within a timeframe established by NADB at the time of funding.

**Use of Funds**
Technical assistance may be used for studies related to the design and implementation of environmental infrastructure projects, as well as for capacity-building measures aimed at achieving effective and efficient operation of public services. These activities include:

- **Project design and related development studies**: This area includes, among others, needs assessments, feasibility studies, facility plans, financial analyses, environmental assessments, preliminary design, final design, preparation of bid documents and preparation of BECC certification documents. Public participation activities necessary for BECC certification may also be eligible for funding.

- **Financial Studies**: This area includes user fees and rate structures, as well as development of user registries, credit ratings, socioeconomic studies and financial analyses.

- **Analyses of administrative operations**: This area includes business systems and delinquent account recovery studies, management studies, billing and collection studies, development and review of operation manuals and procedures, reviews of conservation policies and procedures, audits, evaluations of commercial, administrative and operational performance, and public outreach efforts regarding the benefits of fee for service and other issues of importance to the financial health of a project sponsor.

- **Analyses of technical operations**: This area includes regional planning studies, water loss audits, system sectionalization and modeling, line surveys, mapping, urban cadastral system studies related to municipal planning reforms, technical diagnostic studies, energy audits, clean energy resource assessments and evaluations, urban public transportation planning, urban public transportation demand studies, and evaluations of electromechanical equipment.

- **Legal and regulatory analyses**: This area includes the review of legal and regulatory frameworks, land use policy studies, and analyses of the privatization process.

- **Information and management system studies**: Ordinarily, TAP funds will not be used to purchase software and equipment related to a TAP study. However, the purchase of such software or equipment may be approved when a project sponsor commits and provides 30% of the cost of such software or equipment and the training necessary to utilize it.

**Funding Availability**
Since 2003, NADB has disbursed US$187,327 for technical assistance projects in New Mexico.
**Application Process**
Prior to submitting an application for technical assistance, we recommend contacting NADB to discuss your specific needs and assess the best options available to you under the program.

When applying, be prepared to provide the following information:

Name or brief description of the infrastructure project under development for which technical assistance is needed, including the status of BECC certification.
A brief description of the study or activity for which assistance is being requested
Estimated cost of the study or activity
Amount of NADB participation requested
Identification of other funding sources for the study

**Authorization**

**Related Programs**
NADB Community Assistance Program.

**Information Contact**
Jorge Silva
North American Development Bank
203 S St. Mary’s St, San Antonio, TX 78205
(210) 231-8000, (210) 231-6232
JSilva@nadb.org
www.nadbank.org
RURAL COMMUNITY ASSISTANCE CORPORATION (RCAC)
ENVIRONMENTAL INFRASTRUCTURE LOAN PROGRAM

At a Glance

Fund Availability
RCAC operates a $75 million loan fund. Loan sizes may range from $10,000 to $5,000,000.

Eligibility

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</table>

Deadline to Apply
Anytime

Program Purpose
RCAC offers technical assistance and financing helps create, improve or expand the supply of safe drinking water, waste disposal systems and other facilities that serve communities in the rural western United States.

Eligibility

Eligible Applicants: Non-profit organizations, public agencies and tribal governments.

Eligible Areas: Projects must be located in rural areas with a population of 50,000 or less. Community size is limited to 10,000 for long-term USDA guaranteed loans and short-term loans for which USDA is the long-term lender.

Eligible Projects: Eligible projects include water, wastewater, solid waste and storm water facilities that primarily serve low-income rural communities.

Special Conditions
RCAC intends to serve low-income rural communities. The Median Household Income (MHI) of the system’s service area must be less than the County or State MHI, whichever the greater.
Use of Funds
RCAC’s loan programs provide the early funds small rural communities need to determine feasibility (Preliminary Engineering Reports, environmental reports) and pay pre-development costs (engineering, legal, bond counsel expenses) prior to receiving state or federal program financing. RCAC also may provide interim construction financing, as well as intermediate and long term financing for system improvements.

Funding Availability
Funding Potential for Award: $75 million
Range of Awards: Loans may range from $10,000 to $5,000,000.
Funding Cycle – Duration Anytime. Funds may be disbursed as determined by the term of the loan with no limit on spending the funds.
Source of Funds
This really doesn’t apply to RCAC as a non-profit lender. Our fund is made up of investments from government, banks, foundations, religious institutions, etc.

Application Process
Deadline—Applications are taken any time.
How to Apply—Applications may be found online at: http://www.rcac.org/pages/126
Contact: Josh Griff
Loan Officer
jgriff@rcac.org
(720) 951-2163

Selection Criteria & Decision Authority
Loan determinations are made based on the repayment ability of the applicant and capacity to develop the project as proposed. Loans under $350,000 may be approved internally. Loans in excess of $350,000 must be approved by RCAC’s Loan Committee.

Authorization
Community Development Financial Institution (CDFI). A certified Community Development Financial Institution (CDFI) is a specialized financial institution that works in market niches that are underserved by traditional financial institutions. CDFIs provide a unique range of financial products and services in economically distressed target markets, such as mortgage financing for low-income and first-time homebuyers and not-for-profit developers, flexible underwriting and risk capital for needed community facilities, and technical assistance, commercial loans and investments to small start-up or expanding businesses in low-income areas. CDFIs include regulated institutions such as community development banks and credit unions, and non-regulated institutions such as loan and venture capital funds.
CDFI certification is a designation conferred by the CDFI Fund (the Treasury Department) and is a requirement for accessing financial and technical award assistance from the CDFI Fund through the CDFI Program, Native American CDFI Assistance Program, and certain benefits under the BEA Program to support an organization’s established community development financing programs

Related Programs
Information Contact
Josh Griff
RCAC
1031 33rd Street, Suite 270, Denver, CO 80205
720-951-2163
jgriff@rcac.org
www.rcac.org
US ARMY CORPS OF ENGINEERS
CIVIL WORKS

At a Glance

Fund Availability
Total program funds available: Dependent on Federal Budget

Eligibility

- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c )3
- Individual
- Private Business
- School Districts
- State Agencies
- Acequias

Type of Aid

- Grant
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe

Deadline to Apply

N/A

Program Purpose
The U.S. Army Corps of Engineers (Corps) is the Federal government’s largest water resources development and management agency, representing Federal interests in commercial navigation, flood damage reduction, ecosystem restoration, and a variety of other resource needs. As a major command of the U.S. Army in the Executive Branch of the Federal Government, the Corps has both a military mission, to provide engineering services to the Army and Air Force, and a civil works mission, to assist in the development and management of the Nation’s water resources. It is the civil works mission that provides local communities and sponsors with opportunities to meet water resource needs where there is both a local and national interest.

Eligibility
Sponsors are state, tribal, county or local governments, or agencies which are interested in joining with the Corps to participate in civil works projects. The Corps works hand-in-hand with sponsors throughout the country to investigate water resources and related land problems and opportunities and, if warranted, develop projects that would otherwise be beyond the capability of the sponsor itself. Corps water resources activities are initiated by sponsors or potential sponsors, authorized by Congress, funded by Federal and non-Federal sponsors, and constructed by private contractors supervised by the Corps under the civil works program.
**Special Conditions**
N/A

**Use of Funds**
Types of water resource problems include: Navigation Improvements, Flood Damage Reduction, Ecosystem Restoration, Hurricane and Storm Damage Reduction, Water Supply, Hydroelectric Power, Outdoor Recreation, Water Quality Control.

**Funding Availability**
**Funding Potential for Award**--N/A
**Range of Awards**--N/A
**Funding Cycle -- Duration**--N/A
**Source of Funds**--Federal Energy and Water Development Appropriations Act

**Application Process**
**Deadline**--N/A
**How to Apply**--Contact your local Army Corps of Engineers district staff and Congressional delegate.
**Selection Criteria & Decision Authority**--Dependent on Army Corp of Engineers review on existing and appropriate Congressional study authority and/or on Congressional authorization requested by your Congressional delegate.

**Authorization**

**Related Programs**
N/A

**Information Contact**
US Army Corps of Engineers
Albuquerque District
4101 Jefferson Plaza NE
Albuquerque, NM 87109
Phone (505) 342-3171
Website: [http://www.usace.army.mil/Pages/default.aspx](http://www.usace.army.mil/Pages/default.aspx)

**F.A.Q.**
Please contact the U. S. Army Corps of Engineers with questions.
US DEPARTMENT OF AGRICULTURE (USDA) and DEPARTMENT OF ENERGY (DOE)  
USDA-NATIONAL INSTITUTE OF FOOD AND AGRICULTURE  
DOE-BIOENERGY TECHNOLOGY OFFICE  
BIOMASS RESEARCH AND DEVELOPMENT INITIATIVE

At a Glance

<table>
<thead>
<tr>
<th>Fund Availability</th>
<th>Type of Aid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to $9 Million combined</td>
<td>Grant</td>
</tr>
</tbody>
</table>

Eligibility

- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c)3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias
- State Agencies

Type of Aid

- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe

Deadline to Apply
TBD

Program Purpose
Finance the research and development of bio-mass based products, bio-energy, bio-fuels, and related processes.

Eligibility
Institutions of higher education, national laboratories, federal or state research agencies, private sector, entities, and non-profit organizations.

Special Conditions
No population restriction.

Use of Funds
Research and development of bio-mass based products, bio-energy, bio-fuels, and related processes.

**Funding Availability**
**Funding Potential for Award**—Up to $6 Million from USDA and $3 Million from DOE
**Range of Awards**—In FY 2015, grants ranged from $500,000 to $2.5 Million.
**Funding Cycle – Duration**—Grant life is for 3 to 5 years.
**Source of Funds**—USDA funds are provided through the Farm Bill-Section 9008. DOE funds are discretionary.

**Application Process**
**Deadline**—TBD; late spring 2017.
**How to Apply**—Apply to Department of Energy BETO
**Selection Criteria & Decision Authority**—Applicants must meet specific selection criteria. Grants are awarded on a competitive basis. A minimum of 20 percent cost sharing requirements apply, and may be up to 50 percent depending on nature of project. Cost share must come from non-federal sources. Pre-application is required.

**Authorization**
2014 Farm Bill Section 9008

**Related Programs**
Assist grant seekers in locating other programs for the same or related purpose. Provide the name, administering agency, and code number. This will help grant seekers find more appropriate resources or combine resources from different agencies. USDA NIFA Agriculture and Food Research Initiative, Biodiesel Fuel Education Initiative, Joint USDA-DOE Biorefinery Optimization Initiative

**Information Contact**
National Program Leader: Dr. P. Daniel Cassidy
USDA-NIFA
Phone: 202-401-6444
Email: dcassidy@nifa.usda.gov
Website: www.nifa.usda.gov

**F.A.Q.**
FAQ is on the website.
At a Glance

**Fund Availability**
Funding availability is pending the congressional budget of FY 2017.

**Eligibility**
- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c)3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias
- State Agencies

**Type of Aid**
- Grant
- Cooperative Agreement
- Service Contract
- Direct Loans
- Technical Assistance
- Other - describe

**Deadline to Apply**

**Program Purpose**
This grant program offers financial assistance to eligible applicants that will provide, on a community-oriented connectivity basis, broadband service that fosters economic growth and delivers enhanced educational, health care, and public safety services.

**Eligibility**
- State or local governments
- Federally-recognized Tribes
- Non-profit organizations
- For-profit corporations

**Special Conditions**
This grant program is intended to benefit rural areas, which have populations of 20,000 or less, that do have access to broadband service as defined in the latest publication in the Federal Register.

Applicants must provide matching contributions in cash of at least 15 percent of the total amount of financial assistance requested.

**Use of Funds**

This program provides grant funding for the following:

- The construction, acquisition, or leasing of facilities, spectrum, land or buildings used to deploy broadband service for all residential, business, and critical community facility customers located in the proposed area. Critical community facilities include public schools, libraries, and public safety stations.
- The provision of broadband service free of charge to the critical community facilities for 2 years.
- The improvement, expansion, construction, or acquisition of a community center that provides online access to the public (up to 10 percent of the grant funds).

**Funding Availability**

**Funding Potential for Award**—Funding availability is pending the congressional budget of FY 2017.

**Range of Awards**—The minimum grant amount is $100,000 and a maximum grant amount is $3,000,000.

**Funding Cycle – Duration**—The grantee has three (3) years to expend the award funds.

**Source of Funds**—This program is federally funded.

**Application Process**

**Deadline**—The application window for FY 2017 closed on March 13, 2017.

**How to Apply**—Submit completed paper or electronic applications to the RUS Telecommunications Program. If paper submission, mail the application package to: Telecommunications Program, RUS, U.S. Department of Agriculture, 1400 Independence Ave., SW, Room 2844, STOP 1597, Washington, DC 20250-1597. Applications should be marked, “Attention: Deputy Assistant Administrator, Office of Loan Origination and Approval.” If electronic submission, submit through the Federal government’s Grants.gov initiative at http://www.grants.gov/.

**Selection Criteria & Decision Authority**—Grants applications are scored competitively. See the NOSA and 7 CFR 1739.17 for more information on the scoring criteria.

**Authorization**

Title III, Pub. L. 108-199, 118 Stat. 3; 7 CFR 1739

**Related Programs**

- Telecommunications Loans and Loan Guarantees Program, administered by the USDA Rural Utilities Service
• Rural Broadband Access Loans and Loan Guarantees Program, administered by the USDA Rural Utilities Service
• Community Facilities Direct Loan and Grant Program, administered by the USDA Rural Development State Offices
• Rural Business Development Grants, administered by the USDA Rural Development State Offices

**Information Contact**
Program details may change over time. Before you begin an application, please confirm that you have the most up-to-date program information by contacting the General Field Representative who serves your area.

Email: community.connect@wdc.usda.gov
Website: [https://www.rd.usda.gov/programs-services/community-connect-grants](https://www.rd.usda.gov/programs-services/community-connect-grants)

**F.A.Q.**

- Can an application propose to use grant funds in more than one service area?
  No. Applicants must define a single contiguous geographic area within an eligible Rural Area with a population of 20,000 or less. See 7 CFR 1739, the NOFA, and the FY 2017 Application Guide for more information.

- What is the difference between Minimum Broadband Service and Minimum Broadband Grant Speed?
  Minimum Broadband Service is the measurement that RUS uses to determine whether a proposed funded service area is served or unserved. RUS will determine that Broadband Service does not exist for areas with no broadband service or whose access is less than the standard most recently published in the Federal Register. Minimum Broadband Grant Speed is the minimum bandwidth that an applicant must propose to deliver to every customer in the proposed funded service area. This speed is identified in the Federal Register.
COMMUNITY FACILITIES DIRECT LOAN AND GRANT PROGRAM
US DEPARTMENT OF AGRICULTURE (USDA)
RURAL DEVELOPMENT

At a Glance

<table>
<thead>
<tr>
<th>Fund Availability</th>
<th>Varies</th>
</tr>
</thead>
</table>

**Eligibility**
- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c )3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias
- State Agencies

**Type of Aid**
- Grant
- Cooperative Agreement
- Service Contract
- Direct Loan/Loan Guarantee
- Technical Assistance
- Other - describe

**Deadline to Apply**
Accept applications year round

**Program Purpose**
Provide essential community facilities for rural communities.

**Eligibility**
Public bodies, counties, non-profit organizations, and Native American tribes.

**Special Conditions**
Rural areas, cities, and towns with up to 20,000 population.

**Use of Funds**
Build facilities and purchase equipment for fire and rescue, telecommunications, schools, libraries, hospitals, etc.

**Funding Availability**
**Funding Potential for Award**—Funding is based on budget. Each state receives allocations. No minimum or maximum
Range of Awards--Amount will be determined during underwriting process
Funding Cycle – Duration--Once project has been obligated, borrower has 5 years to exhaust all funds
Source of Funds--Federal allocation

Application Process
Deadline--Applications accepted year round
How to Apply--Apply through Rural Development
Selection Criteria & Decision Authority--Up to 100 percent of market value. Up to 40 years or life of security. Grand funds may be available.

Authorization
Federal programs are funded by congress and administered according to federal regulations

Related Programs
USDA programs are standalone programs; however, encourage leveraging with any other funding source

Information Contact
USDA Community Programs
Director: Kathy Pfiffner
Phone: 505-761-4963
Email: kathy.pfiffner@nm.usda.gov Website: www.rurdev.usda.gov
DISTANCE LEARNING AND TELEMEDICINE GRANTS
US DEPARTMENT OF AGRICULTURE (USDA)
RURAL DEVELOPMENT

At a Glance

**Fund Availability**
Funding availability is pending the congressional budget of FY 2017.

**Eligibility**
- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c )3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias
- State Agencies

**Type of Aid**
- Grant
- Cooperative Agreement
- Service Contract
- Direct Loans
- Technical Assistance
- Other - describe

**Deadline to Apply**
See the latest publication in the Federal Register.

**Program Purpose**
This grant program helps rural communities acquire the technology and training necessary to connect educational and medical professionals with the teachers and medical providers who serve rural residents at the local level.

**Eligibility**
- State and local governmental entities
- Federally recognized Tribes
- Nonprofit organizations
- For-profit businesses
- Consortia of eligible entities

**Special Conditions**
This grant program is intended to benefit rural areas, which have populations of 20,000 or less. However, if the project proposes to serve end users located in more urbanized areas, then the Agency will evaluate the application based on its analysis of the project’s benefit to the rural areas.

Applicants must provide matching contributions of at least 15 percent of the total amount of financial assistance requested.

Use of Funds
This program provides grant funding for the following:

- Acquisition of eligible capital assets, such as:
  - Audio, video and interactive video equipment
  - Terminal and data terminal equipment
  - Computer hardware, network components and software
  - Inside wiring and similar infrastructure that further DLT services
- Acquisition of instructional programming
- Acquisition of technical assistance and instruction for using eligible equipment

Funding Availability
Funding Potential for Award--Funding availability is pending the congressional budget of FY 2017.

Range of Awards--The minimum grant amount is $50,000 and the maximum grant amount is $500,000.

Funding Cycle – Duration--The grantee has three (3) years to expend the award funds.

Source of Funds--This program is federally funded.

Application Process
Deadline--The application deadline will be announced in the forthcoming NOSA.

How to Apply--Submit completed paper or electronic applications to the RUS Telecommunications Program. If paper submission, mail the application package to: Telecommunications Program, RUS, U.S. Department of Agriculture, 1400 Independence Ave., SW, Room 2844, STOP 1597, Washington, DC 20250-1597. Applications should be marked, “Attention: Deputy Assistant Administrator, Office of Loan Origination and Approval.” If electronic submission, submit through the Federal government’s Grants.gov initiative at http://www.grants.gov/.

Selection Criteria & Decision Authority--Grants applications are scored competitively. See the NOSA, 7 CFR 1703.126, and the FY 2017 Application Guide for more information on the scoring criteria.

Authorization
7 U.S.C. 901 et seq. and 950aaa et seq.; 7 CFR 1703, Subparts D through G

Related Programs
• Community Connect Grant Program, administered by the USDA Rural Utilities Service
• Community Facilities Direct Loan and Grant Program, administered by the USDA Rural Development State Offices
• Rural Business Development Grants, administered by the USDA Rural Development State Offices

**Information Contact**

Program details may change over time. Before you begin an application, please confirm that you have the most up-to-date program information by contacting the **General Field Representative** who serves your area.

Email: [dltinfo@wdc.usda.gov](mailto:dltinfo@wdc.usda.gov)
Website: [https://www.rd.usda.gov/programs-services/distance-learning-telemedicine-grants](https://www.rd.usda.gov/programs-services/distance-learning-telemedicine-grants)

**F.A.Q.**

- Does this program offer special consideration to applications?

  Yes, RUS will offer special consideration to applications that contain at least one end-user site within a trust area or a tribal jurisdictional area, a “Strike Force” area or a “Promise Zone.”

  For those applications that propose end-user sites in a trust area or a tribal jurisdictional area, the applicant will also need to submit evidence indicating that the area where the end-user site is located is a trust area or a tribal jurisdictional area.


  For more information on Promise Zones, go to: [http://www.rd.usda.gov/about-rd/initiatives/promise-zones](http://www.rd.usda.gov/about-rd/initiatives/promise-zones)

- Is rurality determined by the locations of **End-user Sites** or the **Hub Sites**?

  For fixed site projects, the populations of the communities where the end-user sites are located determine rurality. For non-fixed site projects and projects which contain non-fixed components, rurality is based on the population of the Hub site. In some projects, the end-user site and the hub site may be combined. See the FY 2017 Application Guide for more information.

- Are cash and in-kind matching contributions acceptable?

  Yes. See 7 CFR 1703.122 and the FY 2017 Application Guide for more information.
At a Glance

Fund Availability
Funding provided on a Fiscal Year (FY) basis in accordance with the NOSA.

Eligibility
- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c )3
- Private Business
- School Districts
- Mutual Domestics
- Acequias
- State Agencies

Type of Aid
- Grant
- Cooperative Agreement
- Service Contract
- Direct Loan
- Technical Assistance
- Other - describe

Program Purpose
Safe, well-built, affordable rental housing for occupancy by farm workers.

Eligibility
Individuals, public, private non-profit, Tribes and association of farmers/ cooperatives.

Special Conditions
No population restriction.

Use of Funds
New construction or substantial rehabilitation of rental housing.

Funding Availability
Varies by FY--(Specify the total annual funding available for distribution.)
$2MM
(Enumerate the dollar range of awards that can be expected or give the factors such as population considered in awards made by formula.)

**Two Years**—(Note when contracts are executed and how long the grantee or loan recipient has to expend the funds.)

**Federal Funds**—(Identify the funding source, indicate if programs are federally funded and pass through the state before being distributed locally, funded by the New Mexico State Legislature, funded by a special on-going fund, or funded from bonds.)

**Application Process**

[Listed in the NOSA]—(Cite the application deadline.)

**How to Apply**—Apply to Rural Development.

**Selection Criteria & Decision Authority**—Application accepted under a NOFA. Can finance up to 100% of total development cost (TDC) to non-profit or 95% to limited partnerships w/low income housing tax credits. Term 33 years at 1 percent interest. Grants up to 90% of TDC available only to non-profits.

**7 CFR 3560**

(List the federal and state legislative citation that created or funded the program.)

**None**

(Assist grant seekers in locating other programs for the same or related purpose. Provide the name, administering agency, and code number. This will help grant seekers find more appropriate resources or combine resources from different agencies.)

**Information Contact**

Rural Housing Programs
Director: Arthur Garcia
USDA
Phone: 505-761-4973
Email: Arthur.garcia@nm.usda.gov
Website: www.rurdev.gov
RURAL BUSINESS DEVELOPMENT GRANT
US DEPARTMENT OF AGRICULTURE (USDA)
RURAL DEVELOPMENT
(Replaces the following former grant programs: Rural Business Opportunity Grant and Rural Business Enterprise Grant)

At a Glance
Fund Availability: Approximately $200,000 for state allocation; there is a Native American set-aside through national competition

<table>
<thead>
<tr>
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<th>Type of Aid</th>
</tr>
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<tr>
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</tr>
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<td>Municipalities</td>
<td>Cooperative Agreement</td>
</tr>
<tr>
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<td>Service Contract</td>
</tr>
<tr>
<td>Indian Tribes &amp; Pueblos</td>
<td>Loan Guarantee</td>
</tr>
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<td>Other Local Governmental Units</td>
<td>Technical Assistance</td>
</tr>
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<td>Non-profit</td>
<td>Other - describe</td>
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<tr>
<td>Individuals</td>
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<td>Acequias</td>
<td></td>
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<tr>
<td>State Agencies</td>
<td></td>
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</tbody>
</table>

Deadline to Apply: Yearly cycle. FY2017 deadline: April 28.

Program Purpose
A competitive grant designed to support targeted technical assistance, training and other activities leading to the development or expansion of small and emerging private businesses in rural areas that have fewer than 50 employees and less than $1 million in gross revenues. Can also support economic development plans that are limited to consideration of businesses.

Eligibility
Public entities, non-profit entities, and federally recognized Native American tribal groups. In New Mexico this would include subdivisions of the state such as acequias. Other public entities include towns, state agencies, authorities, institutions of higher education.

Special Conditions
Funds must be directed for projects benefitting rural area or towns outside the urbanized periphery of any city with a population of 50,000 or more.

**Use of Funds**
Enterprise type project can include: Buy and develop land, establish a revolving loan fund, construct buildings and plants, purchase equipment, access streets and roads, develop parking areas, utility and service extensions, and rural distance learning networks. Opportunity type projects can include: Technical assistance, leadership training, establishment of business support centers, and economic development plans.

**Funding Availability**
Funding Potential for Award--Approximately $200,000 for state allocation; there is a Native American set-aside through national competition
Range of Awards--Not set requirement. More points in scoring is application is under $100,000. State encourages smaller requests as funds are limited.
Funding Cycle – Duration--One year
Source of Funds--Funds originate from US Department of Agriculture and are obligated to the grantee; disbursement is on a reimbursement basis

**Application Process**
Deadline--FY 2017: Friday, April 28
How to Apply--Apply to Rural Development (see contact information below; location for application delivery can change from year to year, so contact RD to determine delivery location)
Selection Criteria & Decision Authority--Specific general criteria are available through USDA-RD, see contact below. When grant funds are used for revolving loan fund (RLF), the intermediary makes loans to businesses from its RLF on terms consistent with security offered.

**Authorization**
7 CFR 4280, subpart E

**Information Contact**
USDA Rural Development
USDA State Office
6200 Jefferson NE
Albuquerque, NM  87109
Phone:  505.761.4953
Website  www.usda.gov
RURAL COOPERATIVE DEVELOPMENT GRANTS
US DEPARTMENT OF AGRICULTURE (USDA)
RURAL DEVELOPMENT

At a Glance

Fund Availability
Yearly cycle, date TBD. Amount varies from year to year

Eligibility
- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c)3
- Individual
- Institutions of Higher Education
- School Districts
- Mutual Domestics
- Acequias

Type of Aid
- ☑ Grant
- ☐ Cooperative Agreement
- ☐ Service Contract
- ☐ Loan
- ☐ Technical Assistance
- ☐ Other - describe

Deadline to Apply
Yearly cycle, date for 2017: May 26, 2017 for electronic applications (through grants.gov) and June 2, 2017 for paper applications

Program Purpose
Establish and operate centers for cooperative development to improve the economic condition of rural areas by assisting individuals or entities in the startup, expansion or operational improvement of rural cooperatives and other business entities. Grants are awarded competitively on an annual basis to Rural Cooperative Development Centers who in turn provide technical assistance to individuals and entities.

Eligibility
Non-profit corporations and institutions of higher education. Please note that public bodies and individuals are not eligible to apply for the RCDG program.

Special Conditions
Activities must take place in a rural area. Nationwide competition.

Use of Funds
Establish operating centers for development of rural cooperatives.
**Funding Availability**

**Range of Awards:** Maximum grant amount: $200,000. Cost sharing requirement: 25% of the total project cost (5% for 1994 Institutions)

**Funding Cycle – Duration** – Grants shall be for one year or less.

**Source of Funds:** Federally funded through the US Department of Agriculture – Rural Development

**Application Process**

**Deadline:** Yearly; date TBD each year; for FY 2017: May 26, 2017 for electronic applications (through grants.gov) and June 2, 2017 for paper applications.

**How to Apply**

You are encouraged to contact the State Office (contact below) to discuss your application. Applications are available by contacting the State Office or the National Office website at [http://www.rurdev.usda.gov/BCP_RCDG.html](http://www.rurdev.usda.gov/BCP_RCDG.html). Check with the State Office as to application delivery location as the location has changed from year to year.

**Selection Criteria & Decision Authority**

Applicants must meet specific selection criteria including a minimum 25 percent fund match. Grants are awarded on a competitive basis. Some funds are reserved for applicants that focus on assistance to small, minority producers through their cooperative businesses (governing board or membership at least 75 percent minority).

**Authorization**

7 CFR 4284 Subpart B

**Information Contact**

USDA Rural Development
USDA State Office
6200 Jefferson NE
Albuquerque, NM 87109
Phone: 505.761.4953
[www.usda.gov](http://www.usda.gov)
RURAL ECONOMIC DEVELOPMENT LOANS AND GRANTS
US DEPARTMENT OF AGRICULTURE (USDA)
RURAL DEVELOPMENT

At a Glance

Fund Availability
Funds are allocated on a Fiscal Year (FY) basis.

Eligibility
- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c)3
- Individual
  - Rural Utilities Services (financed electric & telephone utilities)
- School Districts
- Mutual Domestics
- Acequias

Type of Aid
- Grant
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe

Deadline to Apply
No deadline dates, applications are accepted anytime

Program Purpose
Finance economic development and job creation in rural areas.

Eligibility
Rural Utilities Services – financed electric and telephone utilities.

Special Conditions
Rural areas and places with populations of less than 2,500 or less.

Use of Funds
Business startups or expansion projects that create rural jobs.

Funding Availability
Funding Potential for Award--Funds are allocated on a Fiscal Year (FY) basis.
Range of Awards--Max loan amount is $1 Million, Grant amount is $300,000.
Funding Cycle – Duration--Within one year under normal circumstances
Source of Funds--Federally funded
**Application Process**

**Deadline**--No deadline dates, applications are accepted anytime

**How to Apply**--Apply to Rural Development

**Selection Criteria & Decision Authority**--The intermediary (electric or telephone utility) makes loans to profit or non-profit business and public bodies for rural economic development and/or job creation projects. Loans are 0 percent for 10 years.

**Authorization**
RD Instruction 4280-A, “Rural Economic Development Loan and Grant Program”

**Related Programs**
Intermediary Relending Program and the Rural Business Development Grant

**Information Contact**
Agency USDA Rural Development
6200 Jefferson St, NE Room 255
Albuquerque, NM 87109
(505)761-4957
Website [www.usda.gov](http://www.usda.gov)
SINGLE FAMILY HOME LOAN GUARANTEE (SECTION 502)
US DEPARTMENT OF AGRICULTURE (USDA)
RURAL DEVELOPMENT

At a Glance

Fund Availability
Varies

Eligibility
☐ Counties
☐ Municipalities
☐ Special Districts
☒ Indian Tribes & Pueblos
☐ Other Local Governmental Units
☐ Non-profit 501(c)3
☒ Individuals
☐ Private Business
☐ School Districts
☐ Mutual Domestics
☐ Acequias
☐ State Agencies

Type of Aid
☐ Grant
☐ Cooperative Agreement
☐ Service Contract
☒ Loan Guarantee
☐ Technical Assistance
☐ Other - describe

Deadline to Apply
Open application cycle

Program Purpose
Program assists approved lenders in providing low and moderate income households the opportunity to own adequate, modest, decent, safe and sanitary dwellings as their primary residence in eligible rural areas.

Eligibility
Individuals

Special Conditions
Rural communities with populations of 10,000 or less.

Use of Funds
- New or Existing Residential Property
- New Manufactured Home
- Town Homes
- Condominiums
- Repairs & Rehabilitation when purchasing an existing home
- Refinancing of eligible Loans

**Funding Availability**

**Funding Potential for Award**—Varies

**Range of Awards**

**Funding Cycle – Duration**—Ongoing

**Source of Funds**—Approved Lender guaranteed by USDA

**Application Process**

**Deadline**—Open application cycle

**How to Apply**—Apply to an approved lender

**Selection Criteria & Decision Authority**

**Authorization**

**Related Programs**

**Information Contact**

Guaranteed Loan Program

Loan Specialist: Christine Griego

USDA

Phone: 505-761-4944

Email: rd.grh@nm.usda.gov

Website: www.rurdev.usda.gov

**F.A.Q.**

Please contact USDA with program questions.
**Program Purpose**
Assists low- and very-low-income applicants obtain decent, safe and sanitary housing in eligible rural areas.

**Eligibility**
Families/individuals apply to Rural Development. Loan applications are processed on an individual basis for each participating family. At a minimum, applicants interested in obtaining a direct loan must have an adjusted income that is at or below the applicable low-income limit for the area where they wish to buy a house and they must demonstrate a willingness and ability to repay debt.

**Special Conditions**
Rural communities with populations of 10,000 or less.

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**At a Glance**

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<td>Technical Assistance</td>
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<tr>
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</tr>
</tbody>
</table>

- **Fund Availability**: Varies
- **Eligibility**: Counties, Municipalities, Special Districts, Indian Tribes & Pueblos, Other Local Governmental Units, Non-profit 501(c)3, Individuals/Families, Private Business, School Districts, Mutual Domestics, Acequias, State Agencies
- **Deadline to Apply**: None
Use of Funds
Loan funds may be used to help low-income individuals or households purchase homes in rural areas.

Funding Availability
Funding Potential for Award--Varies
Range of Awards--Up to $200,000 depending on the location of the home
Funding Cycle – Duration--Ongoing
Source of Funds--Federal

Application Process
Deadline--None
How to Apply--Apply with your local Rural Development Office.
Selection Criteria & Decision Authority--Individual families receive a direct home loan from Rural Development.

Authorization
Federal

Related Programs
USDA Rural Development 502 Direct Loan

Information Contact
Rural Housing Programs
Loan Specialist: Samantha Martinez
USDA
Phone: 505-761-4941
Email: Samantha.Martinez@nm.usda.gov
Website: www.rurdev.usda.gov

F.A.Q.
Please contact your local USDA Rural Development Office with questions.
At a Glance

**Fund Availability**
Determined when the budget is approved by Congress

**Eligibility**
- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c)3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias

**Type of Aid**
- Grant
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe

**Deadline to Apply**
Applications are accepted from October 1 to December 31 of each year.

**Program Purpose**
Provide technical assistance and/or training to help communities reduce the solid waste in streams and the earth.

**Eligibility**
Non-profit organizations, public entities and counties.

**Special Conditions**
Rural areas, cities, and towns with up to 10,000 population

**Use of Funds**
Provide technical assistance and training to reduce pollution of water resources and improve management of solid waste facilities; reduce solid waste in streams.

**Funding Availability**
**Funding Potential for Award**—Determined when the budget is approved by Congress
**Range of Awards**—Based on a scoring system
**Funding Cycle – Duration**—3 years from obligation
Source of Funds Program is Federally Funded

Application Process
Deadline--Applications are accepted from October 1 to December 31 of each year.  
How to Apply--Apply to Rural Development.  
Selection Criteria & Decision Authority--Projects are funded based on selection at the national level. Applications are accepted from October 1 to December 31 of each year.

Authorization
Federal programs are funded by congress and administered according to federal regulations

Related Programs
Our programs are standalone programs; however, encourage to be leveraged with any other funding source

Information Contact
Kathy Pfiffner
USDA Rural Development
6200 Jefferson Street NE, Room 255, Albuquerque, NM 87109
Kathy.pfiffner@nm.usda.gov Website www.usda.gov
Telecommunications Infrastructure Loans and Guarantees
At a Glance

Fund Availability
Funding availability is pending the congressional budget of FY2017

Eligibility
- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c)3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias
- State Agencies

Type of Aid
- Grant
- Cooperative Agreement
- Service Contract
- Direct Loans/Loan Guarantees
- Technical Assistance
- Other - describe

Deadline to Apply
Applications for this program are accepted all year-round.

Program Purpose
This loan and loan guarantee program offers financial assistance to eligible service providers that will construct, improve, or expand telephone and broadband networks in rural areas.

Eligibility
- Public bodies providing telephone service in rural areas as of October 28, 1949
- Cooperative, nonprofit, limited dividend or mutual associations
- State or local governments
- Federally recognized Tribes
- An emergency communications equipment provider

Special Conditions
This loan program is intended to benefit rural areas, which have populations of 5,000 or less. However, in some cases, loans may also serve non-rural subscribers. For additional detail, see the Code of Federal Regulations, 7 CFR 1735.

**Use of Funds**

This program provides funding for the following:

- New construction
- Improvements
- Expansions
- Acquisitions (the cost of acquisition must be incidental to the cost of improvements)
- Refinancing (the amount requested for refinancing cannot exceed 40 percent of loan amount)

**Funding Availability**

**Funding Potential for Award**—Funding availability is pending the congressional budget of FY 2017.

**Range of Awards**—There is no maximum limit on loans beyond the approved congressional budget. The loan awards in FY 2016 ranged from $1.2 million to $40.3 million.

**Funding Cycle – Duration**—Standard loan terms include:

- Five (5) year window for construction following the issue of a contract
- Two (2) years of principal deferral
- Interest rates at the cost-of-money
- Loan maturities of the life of the assets plus three (3) years

**Source of Funds**—This program is federally funded.

**Application Process**

**Deadline**—Applications for this program are accepted all year-round.

**How to Apply**—Applications must be submitted through the Agency’s online application system located at [http://www.rd.usda.gov/programs-services/rd-apply](http://www.rd.usda.gov/programs-services/rd-apply). All materials required for completing an application are included in the online system. For assistance, contact the General Field Representative who serves your area.

**Selection Criteria & Decision Authority**—Applications are reviewed for loan feasibility and security, coverage of the service area(s), and non-duplication of service. See 7 CFR 1735 Subpart E and 7 CFR 1737 Subparts F-J for more information.

**Authorization**

7 U.S.C. 901 et seq., 1921 et seq., and 6941 et seq.; 7 CFR 1735 and 1737

**Related Programs**

- Rural Broadband Access Loans and Loan Guarantees Program, administered by the USDA Rural Utilities Service
- Community Connect Grant Program, administered by the USDA Rural Utilities Service
Information Contact
Program details may change over time. Before you begin an application, please confirm you have the most up-to-date program information by contacting the General Field Representative who serves your area.

Website: https://www.rd.usda.gov/programs-services/telecommunications-infrastructure-loans-loan-guarantees
VALUE-ADDED PRODUCER GRANT (VAPG)
US DEPARTMENT OF AGRICULTURE (USDA)
RURAL DEVELOPMENT

At a Glance

Fund Availability
Yearly cycle, date TBD. Amount varies from year to year; FY2016: $44 million

Eligibility
- Counties
- Municipalities
- Acequias
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c)3
- Independent Producers
- Farmer and Rancher Cooperatives
- Agricultural Producer Groups
- Mutual Domestics
- Majority-controlled, producer-based business ventures

Type of Aid
- Grant
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe

Deadline to Apply
Yearly cycle, date TBD

Program Purpose
To assist agricultural producers to enter into value-added activities related to the processing and/or marketing of agricultural commodities, where half of one of the ingredients in the product was raised by the grantee. Grant can also assists in funding the marketing of raw agricultural product if it is a food for human consumption that will be marketed within 400 miles of the farm or in the state of New Mexico. Generating new products, creating and expanding marketing opportunities, and increasing producer income are the end goals of this program.

Eligibility
Independent producers, farmer and rancher cooperatives, agricultural producer groups, and majority-controlled, producer-based business ventures.

Special Conditions
No population restriction. Statewide; need not be in a rural area. Nationwide competition. You may receive priority if you are a beginning farmer or rancher, a socially-disadvantaged farmer or rancher, a small or medium-sized farm or ranch structured as a family farm, a farmer or
rancher cooperative, veteran, or are proposing a mid-tier value chain, as defined in the Program Regulation.

**Use of Funds**
Grant and matching funds can be used for planning activities or for working capital expenses related to producing and marketing a value-added agricultural product. Examples of planning activities include conducting feasibility studies and developing business plans for processing and marketing the proposed value-added product. Examples of working capital expenses include: processing costs; marketing and advertising expenses; some inventory and salary expenses.

**Funding Availability**
**Funding Potential for Award: FY 2017:** TBD.
**Range of Past Awards:** Maximum grant: $250,000 for working capital; $75,000 for planning grants. No minimum.
**Funding Cycle – Duration** – The term of the grant shall not exceed 3 years.
**Source of Funds:** Federally funded through the US Department of Agriculture – Rural Development

**Application Process**
**Deadline:** Yearly, date TBD
**How to Apply**– Applicants are encouraged to contact the State Office to discuss their application. Applications are available by contacting the State Office (see contact below) or the National Office website at [http://www.rurdev.usda.gov/BCP_VAPG.html](http://www.rurdev.usda.gov/BCP_VAPG.html). Check with the State Office as to application delivery location as the location has changed from year to year.

**Selection Criteria & Decision Authority**– Applicants must meet specific selection criteria. Grants awarded on a competitive basis. Funds cannot be used to build facilities or purchase equipment. Grant does not fund agricultural production; it only funds post-harvest activities. Funds must be matched on a dollar-for-dollar basis.

**Authorization**
7 CFR 4284 subpart J

**Information Contact**
USDA Rural Development
USDA State Office
6200 Jefferson NE
Albuquerque, NM 87109
Phone: 505.761.4953
Website [www.usda.gov](http://www.usda.gov)
WATER AND WASTE DISPOSAL LOAN GUARANTEES
US DEPARTMENT OF AGRICULTURE (USDA)
RURAL DEVELOPMENT

At a Glance

Fund Availability
Determined when the budget is approved by Congress

Eligibility
- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c)3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias

Type of Aid
- Grant
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe

Deadline to Apply
Determined when the budget is approved by Congress

Program Purpose
Provide infrastructure for rural areas.

Eligibility
Public entities, counties, Native American tribes, and non-profit corporations

Special Conditions
Rural areas, and cities and towns with up to 10,000 population

Use of Funds
Construct, repair, modify, expand, and improve water supply and distribution systems, waste water collection and treatment systems, solid waste disposal systems, and storm water systems. Also finance other related costs.

Funding Availability
Funding Potential for Award no minimum/maximum
Range of Awards Determined by the financial institution. USDA will cover up to 90% of the loan
Funding Cycle – Duration Once project has been obligated, borrower has 5 years to exhaust all funds

Source of Funds Program is Federally Funded

Application Process
Deadline None
How to Apply--Apply to Rural Development.
Selection Criteria & Decision Authority--Eligible leaders obtain up to a 90 percent guarantee on loans they make and service. Lenders should contact Rural Development Area or State Office.

Authorization
Federal programs are funded by congress and administered according to federal regulations

Related Programs
Our programs are standalone programs; however, encourage to be leveraged with any other funding source

Information Contact
Kathy Pfiffner
USDA Rural Development
6200 Jefferson Street NE, Room 255, Albuquerque, NM 87109
Kathy.pfiffner@nm.usda.gov Website www.usda.gov
At a Glance

Fund Availability
Total program funds available: Dependent on appropriations, historically around $4 million available nationally.
Maximum amount award: $360,000 per project
Minimum amount awarded: N/A

Eligibility
- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c)3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias
- State Agencies

Type of Aid
- Grant
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe

Deadline to Apply
Late January

Program Purpose
The purposes of the grants are: to promote healthy watersheds and reduce the threat of large, high intensity wildfires, insect infestation, and disease in the forests in New Mexico; to improve the functioning of forest ecosystems and enhance plant and wildlife biodiversity by reducing the unnaturally high number and density of small diameter trees on Federal, Tribal, State, County and Municipal forest lands; to improve communication and join problem solving among individuals and groups who are interested in restoring the diversity and productivity of forested watersheds in New Mexico; to improve the use of, or add value to, small diameter trees; to encourage sustainable communities and sustainable forests through collaborative partnerships, whose objectives are forest restoration; and to develop, demonstrate, and evaluate ecologically sound forest restoration techniques.

Eligibility
Local and tribal governments, educational institutions, landowners, conservation organizations, and other interested public and private entities. Grant proponents must include a diverse and
balanced group of stakeholders as well as appropriate Federal, Tribal, State, County, and Municipal government representatives in the design and implementation of the project. The projects may be entirely on, or on any combination of, Federal, Tribal State, County, or Municipal forest lands. Processing facilities may be located on private land if they are associated with restoration activities on public land.

**Special Conditions**
The Federal share of an individual project cost shall not exceed 80 percent of the total cost. The 20 percent matching may be in the form of cash or in-kind contribution.

**Use of Funds**
Funding may be allocated for such things as technical assistance, training and education, equipment, marketing, and all costs associated with making these services available to tribal governments, educational institutions, landowners, and other interested public and private entities.

**Funding Availability**

**Funding Potential for Award**--Subject to appropriations, funding for the Collaborative Forest Restoration Program is around $4 million per year.

**Range of Awards**--Projects cannot exceed a total annual cost of $150,000, with the Federal portion not exceeding $120,000 annually, nor exceed a total cost of $450,000 for the project, with the Federal portion of the total cost not exceeding $360,000. Individual award amounts typically range from $120,000 to $360,000.

**Funding Cycle – Duration**--Projects may not exceed 4 years in length. Assistance will be provided by no more than monthly payments.

**Source of Funds**--Federally funded program, based on annual appropriations from Congress.

**Application Process**

**Deadline**--Applications are usually due in late January.

**How to Apply**--Applicants are required to submit form SF-424, SF-424(a), SF-424(b), AD 1047, AD 1049, and other information described in the Request for Proposals. Proposals should be sent to: CFRP Program, Cooperative and International Forestry, USDA Forest Service, Room 329, 333 Broadway SE, Albuquerque, NM 87102. Application instructions can be found on the website listed below.

**Selection Criteria & Decision Authority**--The Collaborative Forest Restoration Program Technical Advisory Panel evaluates the proposals and provides recommendations to the Forest Service on which ones best meet the purposes, objectives, and administrative requirements of the program. The panel also evaluates the effect of each proposal on long-term forest management. The Forest Service Southwestern Regional Forester selects proposals for final award.

**Authorization**
Secure Rural Schools and Community Self-Determination Act of 2000, Title VI-Community Forest Restoration, Public Law 106-393, Section 605, Establishment of Program.
Related Programs
N/A

Information Contact
Walter Dunn, Program Manager
USDA Forest Service, Southwestern Region
333 Broadway Blvd SE
Albuquerque, NM  87504-1948
Phone:  (505) 842-3425
Fax:  (505) 842-3165
Email:  wdunn@fs.fed.us
Website:  http://www.fs.fed.us/r3/spf/cfrp/
**FOREST LEGACY PROGRAM**  
**USDA, US FOREST SERVICE &**  
**EMNRD - NEW MEXICO STATE FORESTRY DIVISION**

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**At a Glance**

**Funding Availability**
The total amount of available federal funds for the Forest Legacy Program (FLP) depends on appropriations from Congress on a year-to-year basis. Historically, annual funding for the entire program has stayed within the $50 - $70 million range, with a $7 million maximum amount an individual project can receive; however, there is no minimum amount.

**Eligibility**

- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c)3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias
- State Agencies

**Type of Aid**

- Grant
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe

**Deadline to Apply**
States can submit up to three projects for final review by Congress no later than the end of November for funding consideration the following fiscal year.

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**Program Purpose**
The Forest Legacy Program (FLP) is a federally funded program and supports State efforts to protect environmentally sensitive forest lands. Program funding is dependent on annual appropriations from Congress and works in partnership with private landowners living in most of the lower 48 states, Alaska, Hawaii, Guam, America Samoa, the Federated State of Micronesia, and various other Pacific islands.

**Eligibility**
The FLP is open to private forest landowners on a volunteer basis only.
To qualify, a property must be 75% forested with timber or riparian woodland species and must meet certain eligibility criteria. Properties less than 40 acres in size generally will not be considered unless they contain significant features such as endangered species habitat or rare types of forest.
Use of Funds
The use of funds is to ascertain and permanently protect privately owned, environmentally important forested areas that are threatened by conversion to non-forest uses. The FLP seeks to promote forestland protection and other conservation opportunities such as important scenic open space, fish, fauna, flora, soil, watershed, and riparian areas, recreational resources, cultural artifacts, and other ecological values. Additionally, traditional forest uses are also protected and include timber management, hunting, fishing, hiking, and similar recreational uses which are consistent with the purposes of the FLP. Both purchased and donated lands, along with interests in lands through the use of conservation easements and fee-simple purchase, are used to acquire forested land that meets the goals of the Program from willing sellers or donors.

Funding Availability
Funding Potential for Award--The federal government may fund up to 75% of project costs, with at least 25% coming from private, State, or local sources. In addition to gains associated with the sale, donation, or property rights, many landowners also benefit from reduced taxes associated with limits placed on land use. Funding for the Forest Legacy Program has ranged from $50 - 70 million per year in the past, but most recently decreased to a maximum amount of $50 - 60 million in annual funding.

Range of Awards--For fiscal year 2014, funding averaged $3,711,428 per project with a range of $595,000 to $6,975,000.

Funding Cycle – Duration--Funds are granted for the purchase of conservation easements or fee acquisition of forest lands for permanent conservation on an annual basis with a five year maximum amount of time to complete a project.

Application Process
Landowners are required to complete an application which can be obtained from the New Mexico Forest Legacy Coordinator for the property they would like to conserve. In addition, applicants are encouraged to attach a multiple resource management plan to the application for review. If their project is chosen and receives funding, the plan will ultimately become part of the conservation easement acquisition.

Application Deadlines
Applications are accepted by the State’s Forest Stewardship Coordinating Committee (SFSCC) throughout the year for their initial review and ranking. Up to three applications will be chosen by the SFSCC in early fall and ultimately ranked against all participating landowners for funding consideration in the next fiscal year.

Selection Criteria and Decision Authority--All FLP project applications go through a rigorous selection process.

1. Each participating (SFSCC) evaluates and prioritizes all of the applications received for funding consideration in the next fiscal year.
2. Once prioritized, each state submits up to three of their top projects to a regional review panel who will rank them in order of environmental importance.
3. Each region then submits their ranked project list to Congress where they will be reviewed and ranked again based on national core criteria (importance, threatened, and strategic). In addition, other items such as project readiness, State priority, and State caseload and backlog will also be considered.

4. Once the final ranking is complete, Congress will submit the list to the United States Office of Management and Budget for final consideration by the Senate, who will determine which projects receive funding and for what amount.

5. When the President’s budget is finalized for the following fiscal year, a list is sent to the United States Forest Service with the names and award amounts of each FLP project that was submitted. Projects will be funded in order of where they fall on the list beginning with number one until the amount of available money is gone. Projects that do not receive funding can reapply for the next funding cycle and the process begins again.

**Authorization**
The Cooperative Forestry Assistance Act (CFAA) of 1978, as amended, (16 U.S.C. 2101 et. seq.) provides authority for the U.S. Secretary of Agriculture (Secretary) to provide financial, technical, educational, and related assistance to States, communities, and private forest landowners. Section 1217 of Title XII of the Food, Agriculture, Conservation and Trade Act of 1990 (P.L. 101-624: 104 stat.3359; 16 U.S.C. 2103c), also referred to as the 1990 Farm Bill, amended the CFAA and directs the Secretary to establish the FLP to protect environmentally important forest areas that are threatened by conversion to non-forest uses. This authority continues indefinitely. Through the 1996 Farm Bill (Federal Agricultural Improvement and Reform Act of 1996; P.L. 104-127; Title III – Conservation; Subtitle G – Forestry; Section 374, Optional State Grants for Forest Legacy Program), the Secretary is authorized, at the request of a participating State, to make a grant to the State to carry out the FLP in that State, including the acquisition by the State of lands and interests in lands.

**Related Programs**
Land Conservation Incentives Act: http://www.emnrd.state.nm.us/FD/Regulations/NMSFRegulations.htm

Natural Heritage Conservation Act: http://164.64.110.239/nmregister/xxi/xxi14/19.1.3new.htm

**Information Contact**
Rhonda C. Fitzgerald
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New Mexico State Forestry Division
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# WOODY BIOMASS UTILIZATION GRANT PROGRAM
## USDA & US FOREST SERVICE

### At a Glance

<table>
<thead>
<tr>
<th>Fund Availability</th>
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<tbody>
<tr>
<td>Total program funds available: Dependent on appropriations, historically around $4 million available nationally.</td>
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<tr>
<td>Maximum amount award: $350,000 per project</td>
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<td>Minimum amount awarded: $50,000</td>
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<table>
<thead>
<tr>
<th>Eligibility</th>
<th>Type of Aid</th>
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<tr>
<td>Counties</td>
<td>Grant</td>
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<tr>
<td>Municipalities</td>
<td>Cooperative Agreement</td>
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<tr>
<td>Special Districts</td>
<td>Service Contract</td>
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<tr>
<td>Indian Tribes &amp; Pueblos</td>
<td>Loan</td>
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<td>Other Local Governmental Units</td>
<td>Technical Assistance</td>
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<td>Non-profit 501(c )3</td>
<td>Other - describe</td>
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<td>Individual</td>
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<td>State Agencies</td>
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### Deadline to Apply
Pre-applications are usually due in November

### Program Purpose
Reduce forest management costs by increasing the value of biomass and other forest products generated from hazardous fuels reduction and forest health activities. Create incentives and/or reduce business risk for increased use of woody biomass from priority forestlands identified either by the Forest Service or through local Community Wildfire Protection Plans (or equivalent documents) as forestlands and other areas at high risk from wildfires and in need of hazardous fuels reduction work. Implement projects that target and help remove economic and market barriers to using small-diameter trees and woody biomass. Produce renewable energy from woody biomass, including the use of new technologies. Expand working relationships between local forest products businesses and Forest Service offices.

### Eligibility
Entities eligible include: Non-profits, local, state, and Tribal governments, business, companies, corporation, (for profit), special purpose districts, (public utilities districts, fire districts,
conservation districts, or port). Land treatment must be adjacent to National Forest System lands and may include other lands as part of the treatment activities.

**Special Conditions**
Applicants must demonstrate a 20 percent cost share from non-Federal sources, which can include in-kind contributions. In-kind, or non-cash contributions, must be reasonable, allowable, and the recipient must be able to demonstrate in the application that all costs can be shown as actual costs to the recipient in performing the project. i.) All unit costs must be clearly identified in the budget justification and must be allowable, reasonable, and auditable. ii.) funds paid by the Federal government under another award, unless authorized by Federal statute, may not be used for cost sharing or matching. Construction projects involving a permanent building or infrastructure item, such as roads, are not allowed with these federal funds; however, construction funds can be part of the non-federal cost share. Proposals should not include the use of this grant funding to prepare bids for U.S. Forest Service contracts or agreements.

**Use of Funds**
The hazardous fuels woody biomass utilization grant program is intended to help improve forest restoration activities by using and creating markets for low-valued material and woody biomass removed from forest restoration activities on both public and private forestlands. These funds are targeted to help communities, entrepreneurs, and others turn residues from hazardous fuel reduction and forest health activities into marketable forest products and/or energy products.

**Funding Availability**
**Funding Potential for Award**—National funding for the Woody Biomass Utilization Grant Program has been around from $4 million per year.
**Range of Awards**—Individual grants will be not less than $50,000 or more than $350,000. Grant funding will be divided into two parts. Half of the funds will be allocated for projects on U.S. Forest Service National Forest (NF) priority forestlands. The remaining funds will be allocated for projects on non-priority NF lands and other eligible lands.
**Funding Cycle – Duration**—As determined by project, no longer than 3 years.
**Source of Funds**—Federally funded program, based on annual appropriations from Congress.

**Application Process**
**Deadline**—Pre-applications are usually due in November.
**How to Apply**—Directions may be found at [www.fpl.fs.fed.us/tmu](http://www.fpl.fs.fed.us/tmu) under Hazardous Fuels Woody Biomass Grants.
**Selection Criteria & Decision Authority**—Grants are approved on the basis of a nationwide review and are based on technical and financial merits of the project as evaluated by a panel of Federal, State, and local business experts and peers. Criteria include showing a demonstrated ability to use biomass from hazardous fuels reduction/treatment projects on and near National Forest lands.

**Authorization**
To address the goals of Public Law 110-234, Food, Conservation, and Energy Act of 2008, Rural Revitalization Technologies (7 U.S.C. 6601)

**Related Programs**
N/A

**Information Contact**
Jerry Payne, Biomass Coordinator
USDA Forest Service, Southwestern Region
333 Broadway Blvd SE
Albuquerque, NM 87504-1948
Phone: (505) 842-3391
Fax: (505) 842-3165
Email: jpayne01@fs.fed.us
Website: [http://www.fpl.fs.fed.us/tmu](http://www.fpl.fs.fed.us/tmu)

**F.A.Q.**
Please contact Biomass Coordinator with questions.
AGRICULTURAL CONSERVATION EASEMENT PROGRAM
USDA NATURAL RESOURCES CONSERVATION SERVICE (NRCS)

At a Glance

Fund Availability
Total program funds available: Approximately $20,000,000 in new contracts each year
Maximum amount awarded: no limit; typical contracts are $100,000 to $1,000,000.
Minimum amount awarded: No minimum

Eligibility
- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c)3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias
- State Agencies

Type of Aid
- Grant
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe

Direct payments to eligible land owners to provide long term protection for wetlands; assistance to entities with established conservation easement programs to protect productive agricultural lands.

Program Purpose
The Agricultural Conservation Easement Program helps protect wetlands (ACEP WRE) and agricultural lands (ACEP ALE), via voluntary conservation easement acquisition on wetlands (via ACEP WRE) or via assistance to eligible entities in acquiring voluntary conservation easements on agricultural lands (via ACEP ALE).

Eligibility
ACEP WRE: Individuals, businesses, NGO’s and tribal governments with eligible wetland properties.
ACEP ALE: Eligible entities with established conservation easement programs.
ACEP WREP: State and Local Government, NGO’s and tribal governments who provide financial and technical assistance to enroll wetlands into easements and conduct wetland restoration.

Special Conditions
Contact NRCS for additional information.
**Use of Funds**
Limited to easement acquisition and wetland restoration in ACEP WRE and ACEP WREP; easement acquisition only in ACEP ALE.

**Funding Availability**

**Funding Potential for Award**--Determined annually.

**Range of Awards**--ACEP WRE: capped at the lesser of 90% of diminution attributable to conservation easement, $5,000/acre (for a perpetual easement) or land owner offer.
ACEP WREP: Financial Assistance agreements require that partners provide 25% match (cash and/or in-kind) of restoration cost; Technical Assistance agreements require that partners must provide 50% match (cash and/or in-kind) to facilitate easement enrollment and wetland restoration.
ACEP ALE: generally limited to 50% of diminution attributable to easement, with remaining funds to be provided by eligible entity.

**Funding Cycle – Duration**--To be determined.

**Source of Funds**--This is a federally funded program managed by the USDA-Natural Resources Conservation Service (NRCS).

**Application Process**

**Deadline**--Determined each year, usually late winter to early spring

**How to Apply**--Visit the New Mexico NRCS website http://www.nm.nrcs.usda.gov/programs or contact a local NRCS field office.

**Selection Criteria & Decision Authority**--Applications are evaluated and ranked at the State level. Selections are based on the ranking score and fund availability.

**Authorization**
Agricultural Act of 2014

**Related Programs**
Environmental Quality Incentives Program
Conservation Stewardship Program

**Information Contact**
Kristin Graham Chavez
USDA NRCS
6200 Jefferson St NE, Ste. 305
Albuquerque, NM  87109
Phone: (505) 761-4404
Email: Kristin.grahamchavez@nm.usda.gov
Website: http://www.nm.nrcs.usda.gov or http://www.nrcs.usda.gov

**F.A.Q.**
Please contact the USDA NRCS with questions.
CONSERVATION INNOVATION GRANTS
USDA NATURAL RESOURCES CONSERVATION SERVICE (NRCS)

At a Glance

**Fund Availability**
Total program funds available: approximately $75,000 annually
Maximum amount awarded: approximately $75,000 annually
Minimum amount awarded: NA

**Eligibility**
- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c)3
- Individual
- Private Business
- School Districts
- State Agencies
- Acequias

**Type of Aid**
- Grant
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe

**Deadline to Apply**
Determined annually.

**Program Purpose**
Help foster adoption of innovative agricultural conservation technologies.

**Eligibility**
Applicants planning to demonstrate innovative agricultural conservation technologies may apply. Projects must have a direct benefit to agricultural producers meeting eligibility requirements of the Environmental Quality Incentives Program (EQIP).

**Special Conditions**
Program generally requires 50% non-federal match from cash and/or in kind sources.

**Use of Funds**
Program funds should be used to acquire and install technologies “on-the-ground.” Limited administrative costs are eligible.

**Funding Availability**
**Funding Potential for Award**--$75,000 limit per applicant.
**Range of Awards**--No lower limit imposed by rule.
Funding Cycle – Duration--Successful applicants are expected to complete projects within 36 months of award.
Source of Funds--Federal funds.

Application Process
Deadline--Determined annually.
How to Apply--See http://www.nm.nrcs.usda.gov/programs/

Selection Criteria & Decision Authority --Ranking factors are updated annually, depending on national guidance, and State Technical Committee input.

Authorization
7 CFR Part 1466

Related Programs
http://www.nm.nrcs.usda.gov/programs/

Information Contact
Kristin Graham Chavez
USDA NRCS
6200 Jefferson St NE, Ste. 305
Albuquerque, NM  87109
Phone:  (505) 761-4404
Email: Kristin.grahamchavez@nm.usda.gov
Website:  http://www.nm.nrcs.usda.gov or http://www.nrcs.usda.gov

F.A.Q.
Please contact the USDA NRCS with questions.
CONSERVATION STEWARDSHIP PROGRAM
USDA NATURAL RESOURCES CONSERVATION SERVICE (NRCS)

At a Glance

**Fund Availability**
Total program funds available: Approximately $2,000,000 in new contracts each year for New Mexico. Maximum amount awarded: $200,000; partnerships and joint ventures can receive up to $400,000; no limit for Tribes. Contracts provide an annual payment for 5 years. Minimum amount awarded: $7,500

**Eligibility**
- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c )3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias
- State Agencies

**Type of Aid**
- Grant
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe

Direct payments to eligible land operators to implement conservation on eligible private land.

**Deadline to Apply**
February 3, 2017

**Program Purpose**
The Conservation Stewardship Program (CSP) helps land managers with conservation activities to promote the long term sustainability of agricultural production and provide environmental benefits, such as, habitat for wildlife and improved water quality.

**Eligibility**
Individuals, businesses, and NGO’s who are within the limits of the USDA Adjusted Gross Income requirement, are in compliance with USDA Highly Erodible Land and Wetland requirements, and have control of the land for 5 years. Tribal governments are also eligible.

**Special Conditions**
Contact NRCS for additional information.

**Use of Funds**
Contract participants must maintain baseline conditions of the land at the time of application and implement the conservation activities that are agreed to in the Conservation Plan developed with NRCS.

**Funding Availability**

**Funding Potential for Award**--Determined annually.

**Range of Awards**--Each state is provided a maximum amount of acres that can be enrolled in the program each year. For New Mexico this varies between 300,000-600,000 acres.

**Funding Cycle – Duration**--Contracts are in place for 5 years and participants have the option to renew for another 5 years.

**Source of Funds**--This is a federally funded program managed by the USDA-Natural Resources Conservation Service (NRCS).

**Application Process**

**Deadline**--Determined each year usually in early spring.

**How to Apply**--Visit the New Mexico NRCS website http://www.nm.nrcs.usda.gov/programs or contact a local NRCS field office.

**Selection Criteria & Decision Authority**--Applications are evaluated and ranked at the State level. Selections are based on the ranking score and fund availability.

**Authorization**

Agricultural Act of 2014

**Related Programs**

Environmental Quality Incentive Program

**Information Contact**

Kristin Graham Chavez
USDA NRCS
6200 Jefferson St NE, Ste. 305
Albuquerque, NM 87109
Phone: (505) 761-4404
Email: Kristin.grahamchavez@nm.usda.gov

**F.A.Q.** Please contact the USDA NRCS with questions.
ENVIRONMENTAL QUALITY INCENTIVES PROGRAM
USDA NATURAL RESOURCES CONSERVATION SEVICE (NRCS)

At a Glance

Fund Availability
Total Program funds available: $18,000,000
Maximum amount awarded: $450,000 per farm bill. Typical contracts are $5,000 to $75,000
Minimum amount awarded: no minimum

Eligibility

<table>
<thead>
<tr>
<th>Type of Aid</th>
<th>Eligibility</th>
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<tbody>
<tr>
<td>Grant</td>
<td>Counties</td>
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<td>Cooperative Agreement</td>
<td>Municipalities</td>
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<td>Mutual Domestics</td>
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<td>Acequias</td>
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Deadline to Apply
December 16, 2016 For FY 2017 funding, date subject to change each year. FY 2018 funding TBA

Program Purpose
The Environmental Quality Incentives Program (EQIP) is intended to provide technical and financial assistance to individuals, businesses, non-governmental organizations (NGO’s) and tribes engaged in agricultural production to implement NRCS approved conservation practices to mitigate natural resource concerns such as soil erosion, water quality, wildlife habitat, water quantity, air quality, plant condition, etc.

Eligibility
Individuals, businesses, NGO’s and tribes engaged in agricultural production.

Special Conditions
Technical and financial assistance funds available to individuals, businesses, NGO’s or tribes

Use of Funds
Technical and financial assistance to implement a wide range of conservation practices on agricultural lands to mitigate natural resource concerns e.g. soil erosion, water quality, etc.
**Funding Availability**

**Funding Potential for Award**--Approximately $18,000,000 in New Mexico

**Range of Awards**--Contracts range up to a maximum of $450,000 per farm bill.

**Funding Cycle – Duration**--For FY 2017 contracts will be selected by mid-June, 2017. Contract lengths are 1-10 years. Emphasis is placed on shorter term contracts, 1-3 years.

**Source of Funds**--This is a federally funded program managed by the USDA-Natural Resources Conservation Service (NRCS).

**Application Process**

**Deadline**--December 16, 2016 is the deadline for applications to be considered for funding in FY 2017. Deadlines for FY 2018 funding is TBA

**How to Apply**--Visit the New Mexico NRCS website [http://www.nm.nrcs.usda.gov/programs/eqip](http://www.nm.nrcs.usda.gov/programs/eqip) or contact a local NRCS field office.

**Selection Criteria & Decision Authority**--Applications are evaluated and ranked at the local level. Selections are based on the ranking score and fund availability.

**Authorization**

Agricultural Act of 2014

**Related Programs**

Conservation Stewardship Program

**Information Contact**

Kristin Graham Chavez  
USDA NRCS  
6200 Jefferson St NE, Ste. 305  
Albuquerque, NM  87109  
Phone:  (505) 761-4404  
Email: Kristin.grahamchavez@nm.usda.gov  

**F.A.Q.**

Please contact the USDA NRCS with questions.
DEPARTMENT OF THE INTERIOR (DOI)/BUREAU OF LAND MANAGEMENT (BLM)
RURAL FIRE ASSISTANCE GRANT PROGRAM (RFA)

At a Glance

Fund Availability
Total program funds available: Funding varies year to year.
Maximum amount awarded: A maximum of $20,000 in assistance per rural fire department has been set by the Department of Interior for the Rural Fire Assistance grant program.
Minimum amount awarded: N/A

<table>
<thead>
<tr>
<th>Eligibility</th>
<th>Type of Aid</th>
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<tbody>
<tr>
<td>Counties</td>
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<td>Acequias</td>
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Deadline to Apply
April 2nd of each year

Program Purpose
The Rural Fire Assistance grant program is designed to support the immediate wildland fire needs of rural fire departments and is meant to improve the departments’ capability for initial and extended attack of wildland fires. The grants focus on four primary fire management activities: training, equipping, organizing rural fire departments, and fire prevention.

Eligibility
1. Applicants must have a statewide agreement with the State Forester who maintains cooperative agreements with the rural fire departments or volunteer fire departments; or, absent that, a cooperative fire agreement with an agency in the DOI.
2. The rural fire department must serve a community with a population of less than 10,000.
3. Applicants may only use funding for basic wildland fire equipment.
4. The local department must have the capability to share a minimum of 10 percent of the total cost. Applicants may include in-kind goods or services as part of the cost-sharing.
5. The local department must serve a community in the “Wildland-Urban Interface,” which is where development occurs near federal land that is vulnerable to wildfire.

**Special Conditions**

Each recipient of the RFA grants must provide a cost share of 10 percent. In-kind goods and services may be included as part of the cost sharing. The general rate of $20.25 per hour shall be applied to staff and volunteer time. All projects must be completed and funds expended within 12 months of the signed agreement. The RFA program will not fund positions, or acquisition of “fixed assets” such as hydrant or sprinkler systems, building construction, alarm systems or other improvements which increase the value of real property; or items such as ATV’s, walkie-talkies, non-P25 compliant radios, boots, vehicle tires, turnout gear for structural firefighting, Self-Contained Breathing Apparatus, or non-Nomex PPE.

**Use of Funds**

Products and services that qualify for funding include:

- Equipment
- Basic Tools/Supplies – shovels, Pulaski axes, hose, nozzles
- New generation fire shelters
- Wildland Safety/Personal Protective Equipment (PPE) – Nomex apparel, fire shelters, personal line packs
- Communications – RFA funding guidelines only allow acquisition of P-25 compliant, narrowband digital handheld or mobile radios

**Funding Availability**

**Funding Potential for Award**--Funding varies from year to year.
**Range of Awards**--The DOI has set a maximum of $20,000 per RFA grant.
**Funding Cycle – Duration**--Funds are usually allocated by winter of each fiscal year.
**Source of Funds**--Monies are allocated through the National Fire Plan to the Department of the Interior by Congress.

**Application Process**

**Deadline**--April 2

**How to Apply**--Visit [www.nmforestry.com](http://www.nmforestry.com) to download an application.

**Selection Criteria & Decision Authority**--A panel of Department of Interior agency representatives convene to review the applications. The Bureau of Land Management considers proximity to BLM land and eligibility factors to determine grant funding.

**Authorization**

The RFA grant program was authorized by the 2001 National Fire Plan.

**Related Programs**

The State of New Mexico has a similar program, the Volunteer Fire Assistance (VFA) program administered by the Energy, Minerals and Natural Resources Department (EMNRD), Forestry Division. For more information, visit [www.nmforestry.com](http://www.nmforestry.com).
**Information Contact**
Lisa Bye  
BLM New Mexico Fire Division  
BLM New Mexico State Office  
301 Dinosaur Trail  
Santa Fe, NM  87508  
(505) 954-2191; (505) 954-2194  
lbye@blm.gov  
www.blm.gov/nm

**NOTE**
Per BLM, this program has not been funded in at least three years and is not expected to receive funding in the near future.
### WILDFIRE RISK REDUCTION GRANT PROGRAM

**ADMINISTERED BY:** The New Mexico Association of Counties  
**US DEPARTMENT OF THE INTERIOR/BUREAU OF LAND MANAGEMENT**

#### At a Glance

**Fund Availability**  
Estimated funds are $280,000; projects range from $10,000 - $50,000

**Eligibility**

- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c)3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias

**Type of Aid**

- Grant
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe

**Deadline to Apply**

Applications open in January of 2018, deadline TBD (March 2018)

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**Program Purpose**

The Wildfire Risk Reduction Grant Program targets at-risk communities by offering seed money to help defray the costs of reducing wildland fire risk on non-federal lands in WUI areas throughout New Mexico. The program is only applicable to the Wildland Urban Interface (WUI). WUI is defined as identified in an approved Community Wildfire Protection Plan (CWPP). Funding for this grant program is intended to directly benefit communities that may be impacted by wildland fire initiating from or spreading to BLM public land.

**Eligibility**

Eligible applicants must meet the following minimum requirements:

- Be a County Government or Municipality, a 501(c)(3) organization in the State of New Mexico, a statutorily recognized political subdivision such as a Soil & Water Conservation District, or a Native American tribe working on behalf of one or more communities at risk of wildfires in the State of New Mexico; AND
- Contribute at least 10% cost share to the project that can include “in-kind” services. In-kind services may be comprised of labor, staff work, or any other non-federal agency participation costs: AND
Have their local BLM Fire/Fuels Management Officer review and sign off on the application for evaluation, which could lead to funding. Additional signatures are needed for Hazardous Fuels Treatments.

Special Conditions
Funding priority is given to applicants who request funding for outreach and education projects (i.e. Fire Adaptive Communities, Firewise, Ready, Set, Go) that encourage reducing wildfire risk on private lands and can show a direct benefit to BLM lands. The program is also encouraging CWPP updates for plans that are more than three years old. CWPP updates are included with the program information. A limited number of hazardous fuel reduction projects will also be considered and should focus on treatments to private lands with a direct benefit to BLM lands. Applicants may apply for complimentary projects with no more than one per category (1 Fuel Treatment, 1 Education, Prevention and Outreach, 1 CWPP Update). Each project must be submitted on a different application.

A completed and approved CWPP is a pre-requisite for funding through this program.

All project proposals require a minimum 10% cost share. Cost share can be in the form of cash or in-kind contributions. Funded projects must be completed within 12 months of award acceptance.

It is the responsibility of the grantee to assure that if their project is selected for funding through the Wildfire Risk Reduction Program that it complies with applicable local, state, and federal laws. Applicants who receive more than $500,000 annually from federal sources will be required to submit a copy of their audit to NMAC.

All funds must be expended within 12 months of award acceptance. Funds cannot be used to attempt to influence legislation or the outcome of any public election.

Prescribed burning of any type including, but not limited to, broadcast burns, pile burns, understory burns, etc. is explicitly excluded as an approved practice through this grant program.

Endangered Species & Cultural/Historic Preservation Requirements
All projects that include ground-disturbing activities such as thinning or other forms of fuel reduction require compliance with both endangered species and cultural/historic preservation laws. Photographs of the area where fuel treatment projects are proposed are required to assist with determining clearance requirements. Applicants are encouraged to review the Biological Assessment and U.S. Fish and Wildlife Service Consultation guidance documents provided on the NMAC website under Funding Opportunities/Public Safety/Fire. Applicants are encouraged to incorporate the following “best practices” in the implementation of fuel reduction projects in order to limit requirements for clearance approval:

a) Do not use off road vehicles during the project.
b) Do not drag slash into piles; rather hand carry or move with wheeled carts.
c) Do not use mechanical thinning equipment. Hand-thin with chain-saws.
d) Use general best management practices to prevent soil erosion. NMAC will review all Hazardous Fuel Reduction funding requests to determine appropriate compliance requirements. NMAC will then assist successful applicants through the compliance process, which in some sensitive areas may require changing the season, scope or type of work proposed, conducting cultural or species surveys, and/or consulting with state and/or federal agencies.

**Letters of Commitment**

Letters from committed partners must identify roles, responsibilities, and cost sharing arrangement for the specified project. Form letters will not be considered. Each letter must be submitted on the committed partners letterhead and include a current date. General letters of support should not be included. **A letter from the local BLM Fire/Fuel Management Officer (FMO) or District Fuels Specialist from the area BLM office is required and contact should be made no later than the specific March deadline provided during the application process. This will give the staff enough time to do a site visit and help with any adjustments.**

**Mapping Requirements**

Applicants for Hazardous Fuel Treatment funding must include a United States Geological Survey (USGS) 7.5-minute topographical map of the project footprint. Information regarding these maps can be obtained through the USGS website at [http://topomaps.usgs.gov/](http://topomaps.usgs.gov/). These maps will be required for cultural and endangered species review of all Hazardous Fuel Treatment project applications. Fuel Treatment applications are also required to provide photographs of project area vegetation.

**Use of Funds**

All projects for hazardous fuel reduction and wildfire education, prevention and outreach must be identified in a CWPP. Applicants may request funding for no more than one project in each of the following categories:

1. **Hazardous Fuel Reduction** - Fuel reduction projects and vegetation treatments remove or modify fuels in the wildland urban interface (WUI) to reduce potential wildfires. The goal is to modify or break up the fuels in such a way that lessens catastrophic fires and their threats to public and firefighter safety and reduces damage to property. Examples include fuel breaks, thinning, pruning, and landscape modifications. **Prescribed burning of any type including, but not limited to, broadcast burns, pile burns, understory burns, etc. is explicitly excluded as an approved practice through this grant program.** Biomass utilization is encouraged as a beneficial alternative for all Hazardous Fuel Reduction projects and will receive special consideration. Projects must be identified in a CWPP to be eligible for funding and must include a map showing exactly where the project will take place and the footprint of the project.

Please Note: Applicants requesting funding for Hazardous Fuel Reduction projects should thoroughly review the Endangered Species & Cultural/Historic Preservation Requirements
included with this documentation and the application. Additional questions should be referred directly to the Grant Program Administrator.

2. **Wildland Fire Education, Prevention, & Outreach Activities** - Homeowners and communities have a responsibility to create “fire safe” conditions in and around structures that will limit the transmission of fire from wildlands to property and property to wildlands. Grants for wildland fire education, prevention and outreach activities should support implementation of an applicable CWPP through the development of educational products, community outreach events, data collection, home evaluations, media and public information events, and training residents. Topics for these activities may include, but are not limited to, structural ignitability, Firewise, defensible space, fire ecology, restoring fire to the environment, homeowner responsibility, etc.

3. **Community Wildfire Protection Plan Updates (CWPP)** - A completed CWPP is required before other activities can be funded through this program. CWPP’s are community-based fire planning efforts that have been collaboratively developed and identify prioritized areas for hazardous fuel reduction treatments. CWPP core groups may request funding to address broader WUI definitions or other updates to their previously approved CWPPs in order to address community specific actions, strategies, or treatments. Requests for CWPP updating funds should be considered complimentary funding to Hazardous Fuel Reduction or Education, Prevention, and Outreach projects and may not exceed $15,000.

**Funding Availability**

**Funding Potential for Award**—Anticipated funding for the 2018-2019 Wildfire Risk Reduction Grant Program is approximately $280,000.00

**Range of Awards**

1. Grants for **Hazardous Fuel Reduction** projects on non-federal lands are anticipated to be up to $50,000/project.
2. Grants for **Wildland Fire Education, Prevention and Outreach Activities** that support implementation of an applicable CWPP are anticipated to be up to $10,000/project.
3. Grants for **CWPP Updates** to address broader WUI definitions or other modifications to previously approved CWPPs in order to address community specific actions, strategies, or treatments are anticipated to be up to $15,000/project. If you are considering updating your CWPP or WUI definition please reference the attached list of requirements.

**Funding Cycle – Duration**

<table>
<thead>
<tr>
<th>January 2018</th>
<th>Release of Application for Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 2018</td>
<td>Application deadline - no late or incomplete applications accepted</td>
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<tr>
<td>April 2018</td>
<td>Selection committee reviews project proposals</td>
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<tr>
<td>May 2018</td>
<td>NMAC Board reviews and approves committee recommendations</td>
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<tr>
<td>June 2018</td>
<td>Successful grant recipients are notified</td>
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</tbody>
</table>
Source of Funds—The Wildfire Risk Reduction Program for Rural Communities was established in 2005 under the National Fire Plan to assist communities throughout New Mexico in reducing their risk from wildland fire on non-federal lands. The New Mexico Association of Counties (NMAC), a nonprofit community foundation, has partnered with the Bureau of Land Management (BLM) to administer the program and distribute awards.

Grant awards will primarily be disbursed through quarterly reimbursement installments throughout the course of the 12-month grant period (i.e. personnel costs). Projects that require funds for a one-time task (i.e. equipment purchase) may be approved for a one time distribution. All grant recipients will be required to submit biannual progress reports to the New Mexico Association of Counties. A template has been provided with the program release and reports will include examples of news articles/press releases about your project, copies of any educational products developed, as well as photographs of your project’s progress if applicable. Before and after photographs will be required for fuel treatment projects. If selected to receive a grant, organizations will be notified about progress report deadlines.

Upon completion of the grant, all grant recipients will be required to submit an executive summary of the project to the New Mexico Association of Counties.

Application Process
Deadline--The specific deadline for applications has not yet been determined, but will be in March 2018.

How to Apply--Application forms will be posted to the New Mexico Association of Counties website in January 2018. Applicants should submit one complete copy of the application including maps and letters of specific commitment – BY THE IDENTIFIED DEADLINE. Submit to the New Mexico Association of Counties, Attn: Wildfire Risk Reduction Program, 444 Galisteo Street, Santa Fe, NM 87501. Applications may also be submitted electronically to Katelyn Quiroz at kquiroz@nmcounties.org. No late or incomplete applications will be accepted or considered for funding.

Selection Criteria & Decision Authority--Funding for this grant program is intended to directly benefit communities that may be impacted by wildland fire originating on or spreading to BLM public land. As a result, the following criteria will be considered when your project is evaluated.

Projects must demonstrate that:

- The area impacted by the project (s) is at risk to fire originating on or spreading to BLM public land.
- The area impacted by the project is in the wildland urban interface (WUI) as defined by the applicable CWPP for the project.

Special consideration will be given to projects that:
- Are for Hazardous Fuel Reduction and can demonstrate appropriate mitigation measures for cultural and endangered species impacts
- Are directly adjacent to BLM public land
- Include an Education, Prevention, and Outreach activity that compliments a requested Hazardous Fuel Reduction project
- Provides greater than the minimum 10% cost share
- Develop National Fire Plan – Community Capacity (ECO Friendly, Landscape Scale Projects)
- Compliments existing or ongoing projects
- Utilizes Biomass from Hazardous Fuel Reduction projects
- Can demonstrate a cost-effective approach to treating hazardous fuels
- Develops sustainable education projects such as Train-the-Trainer
- Provides a benefit to multiple communities identified by the New Mexico Communities at Risk Assessment Plan
- Does not needlessly duplicate similar efforts in the community

A Selection Committee comprised of wildland fire experts, federal, state and local government officials will review all project proposals and make funding recommendations. The New Mexico Association of Counties Board of Directors will have final approval of these recommendations.

**Authorization**
The Wildfire Risk Reduction Program for Rural Communities was established in 2005 under the National Fire Plan to assist communities throughout New Mexico in reducing their risk from wildland fire on non-federal lands. The New Mexico Association of Counties (NMAC), a nonprofit community foundation, has partnered with the Bureau of Land Management (BLM) to administer the program and distribute awards.

This grant program is only applicable to the Wildland Urban Interface (WUI). WUI is defined as identified in an approved Community Wildfire Protection Plan (CWPP). A completed and approved CWPP is a pre-requisite for funding through this program. The program targets at-risk communities by offering seed money to help defray the costs of reducing wildland fire risk on non-federal lands in WUI areas throughout New Mexico. Funding for this grant program is intended to directly benefit communities that may be impacted by wildland fire initiating from or spreading to BLM public land.

**Related Programs (N/A)**
(Assist grant seekers in locating other programs for the same or related purpose. Provide the name, administering agency, and code number. This will help grant seekers find more appropriate resources or combine resources from different agencies.)

**Information Contact**
Joy Esparsen
New Mexico Association of Counties
444 Galisteo St., Santa Fe, NM 87501
(505) 820-8111 or (505) 983-4396 jesparsen@nmcounties.org www.nmcounties.org
US SMALL BUSINESS ASSOCIATION (SCORE)
FOR THE LIFE OF YOUR BUSINESS

At a Glance

Fund Availability
Total program funds available: SBA’s primary business loan and equity financing programs include: the 7(a) Loan Program, the Certified Development Company or 504 Loan Program, the Microloan Program and the Small Business Investment Company Program.
Maximum amount awarded: N/A
Minimum amount awarded: N/A

Eligibility
- Counties
- Municipalities
- Special Districts
- Indian Tribes & Pueblos
- Other Local Governmental Units
- Non-profit 501(c )3
- Individual
- Private Business
- School Districts
- Mutual Domestics
- Acequias
- State Agencies

Type of Aid
- Grant
- Cooperative Agreement
- Service Contract
- Loan
- Technical Assistance
- Other - describe

Deadline to Apply

Program Purpose
SCORE is a national non-profit organization consisting of over 10,000 volunteers, both retired and active business professionals and entrepreneurs, who are dedicated to assisting new and emerging small businesses, as well as non-profits, with their business issues. The Albuquerque Chapter is one of 315 chapters nationally and consists of 27 members with widely varying business backgrounds, ranging from engineering to accounting and personnel specialists to marketers, along with many entrepreneurs who have successfully started, grown and sold their businesses. They provide business assistance through no-cost mentoring and Roundtables as well as low-cost workshops and seminars. The Albuquerque Chapter assisted over 500 clients last year and is increasing their level of assistance this year. Client services provided are described in detail on its web site, albuquerque.score.org.

Details
The local Albuquerque Chapter of SCORE, active since 1974, assists its small and medium size business clients using three primary services:

1. **No-cost mentoring** with a certified SCORE mentor best suited by background to respond to the needs of the client. This is arranged by contacting our office (248-8232) and setting up a one-hour appointment or going to our website, albuquerque.score.org and requesting a meeting. The mentoring session is normally in our offices which are next door to the US SBA at 500 Gold Ave. SW, Suite 11409. Clients are invited to come back to continue the no-cost mentoring with that mentor or any other mentor for as long as they wish – hence, our tag line, “For the life of your business.” There is never a charge for mentoring.

2. **A low-cost workshop series**, Essentials for Starting a New Business, for anyone considering getting into business or who has just started a business. SCORE volunteers, supplemented from time to time by experts from the community and representatives from the SBA, provide information that is critical to starting a business. A thick notebook of information is provided to each attendee. Registration can be arranged on our website, albuquerque.score.org. Low cost Seminars are also provided to assist clients who are in business and would like to augment their understanding in specific areas. Recent offerings include: How to use QuickBooks Effectively in Your Business, Using Social Media to Advance Your Business and Tax Planning for Business Owners. See our website, albuquerque.score.org for upcoming seminars.

3. **Business Roundtables**, facilitated by SCORE mentors, are long-term support groups of business peers. Members meet monthly with the SCORE facilitator to prepare presentations about their business initiatives. They meet monthly as a group to provide comment on each member’s presentation. The Roundtables meet for 1 ½ hours and are used by attendees as their trusted “Board of Advisors.” Currently there are four Roundtable groups of SCORE clients. The Chapter continues to offer to facilitate a Roundtable with any organized business group that would like to start such an arrangement for their members.

**Information Contact**
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Website www.sba.gov/nm

**F.A.Q.**
Please contact SBA with program questions.
At a Glance

Fund Availability
Total program funds available: SBA’s primary business loan and equity financing programs include: the 7(a) Loan Program, the Certified Development Company or 504 Loan Program, the Microloan Program and the Small Business Investment Company Program.
Maximum amount awarded: N/A
Minimum amount awarded: N/A

Eligibility
☐ Counties
☐ Municipalities
☐ Special Districts
☒ Indian Tribes & Pueblos
☐ Other Local Governmental Units
☐ Non-profit 501(c)3
☐ Individual
☒ Private Business
☐ School Districts
☐ Mutual Domestics
☐ Acequias
☐ State Agencies

Type of Aid
☐ Grant
☐ Cooperative Agreement
☐ Service Contract
☒ Loan
☒ Technical Assistance
☐ Other - describe

Deadline to Apply
N/A

Program Purpose
The SBA New Mexico District Office is responsible for the delivery of the SBA’s many programs and services:

Technical Assistance (Training & Counseling) – Entrepreneurial Development; Office of Entrepreneurship Education; Native American Affairs; SBDCs; SCORE; Small Business Training Network; Women’s Business Ownership; International Trade.

Financial Assistance – Loan Programs; Specialty Loan Programs; Financial Assistance; Investment Division; Surety Guarantees; International Trade.

Contracting Assistance – Government Contracting/BD; Government Contracting; Size Standards; Surety Guarantees; Technology (SBIR/STTR).
Disaster Assistance Recovery – Disaster Assistance.
Special Interest – Women; Veterans; Native Americans; Opportunity Gaps; Young Entrepreneurs; International Trade.
Advocacy, Laws & Regulations – Advocacy; Ombudsman.
Civil Rights Compliance (CRC) – English; En Español.

The SBA provides financial, management and technical and procurement assistance to existing and potential small business owners. The SBA and its nationwide network of resource partners help millions of potential and current small business owners start, grow and succeed.

Eligibility
Main eligibility factors for the SBA loans are:
- Size of business (as all loan recipients must be classified as “small” by SBA)
- Type of business (For profit; some franchises are eligible: check www.franchiseregistry.com or call district office for assistance; mostly owner-occupied; non-speculative, non-investment; not illegal, no gambling, no lending activities, no pyramids)
- Purpose of loan: most business activities, except speculative activities and/or R&D
  Contact the SBA office to obtain the additional information on requirements and eligibility criteria.

Special Conditions
The distinguishing features for SBA loan programs are the total dollar amounts that can be borrowed, the type of lenders who can provide these various types of loans, the uses for the loan proceeds, and the terms placed on the borrower. The business loans that SBA guarantees do not come from the agency, but rather from banks and other approved lenders. SBA works with these lenders to make available loans to small business owners who meet the eligibility criteria and requirements of the programs. Whether your target market is global or just your neighborhood, SBA and its resource partners can help at every stage of turning your entrepreneurial dream into a thriving business. If you are just starting, SBA and its resources can help you with loans and business management skills. If you are already in business, you can use SBA’s resources to help manage and expand your business, obtain government contracts, recover from disaster, find foreign markets, and make your voice heard in the federal government.

Use of Funds
Proceeds can be used to purchase machinery, equipment, fixtures, supplies, leasehold improvements, as well as land and/or buildings that will be occupied by the business borrower. Proceeds can also be used to:
- Expand or renovate facilities
- Finance receivables and augment working capital;
- Finance seasonal lines of credit;
- Construct commercial buildings; and
- Refinance existing debt under certain conditions.

Funding Availability

396
Funding Potential for Award--The business loans that SBA guarantees do not come from the agency, but rather from banks and other approved lenders. SBA guarantees a portion of any particular loan so each loan will also have an unguaranteed portion giving the lender a certain amount of exposure and risk on each loan. The maximum SBA loan amount in the 7(a) program is $5 million and the maximum project size for the 504 program is approximately $12.5 million, it can vary based on how long the company has been in business and use of proceeds. Contact the SBA office for the detail information and criteria for each type of loan program.

Range of Awards--N/A

Funding Cycle – Duration--Contact the SBA office for information on SBA eligibility, requirements and criteria for the various available programs.

Source of Funds--Loans are made by banks and approved lenders through the SBA guaranty program. Contact the SBA office for information on the available programs and services.

Application Process

Deadline--None

How to Apply--The business owner or potential business owner should have a business plan prepared when applying for a loan. The plan should explain what resources will be needed to accomplish the desired business purpose including the initial cost outlay, the applicant’s contribution, use of loan proceeds, collateral, and most important, an explanation of how the business will be able to repay the loan in a timely manner. The individual applies directly with the lender of their choice and presents their business plan and loan proposal.

Selection Criteria & Decision Authority--N/A

Authorization

Federal agency/created by Congress to provide assistance to the small business community.

Related Programs

SBA’s resource partners, SCORE – Counselors to America’s Small Business, Small Business Development Centers (SBDCs), and Women’s Business Centers (WBCs) provide confidential one-on-one counseling and training on various business topics. The management and technical assistance counseling guidance is offered free of charge by SCORE and the SBDCs and is offered at a minimal, low cost fee or at no cost by the WBCs. The WBC in New Mexico is WESST (The Women’s Economic Self Sufficiency Team). To locate a resource partner office in your area visit the following websites, contact the SBA NM District office at (505) 248-8828, or visit the SBA website at www.sba.gov/nm.

- SBDCs – www.nmsbdc.org or call 1 (800) 281-7232
- WBCs (JWESST) www.wesst.org or call (505) 246-6900 (Headquarters office)

Information Contact

John C. Woosley, District Director
U.S. Small Business Administration, NM District Office
625 Silver Avenue, S.W., Ste. 320
F.A.Q.
Please contact SBA with program questions.