



NEW MEXICO DEPARTMENT OF  
FINANCE & ADMINISTRATION

# **FISCAL YEAR 2023 YEAR-END DEADLINES**

**LOCAL GOVERNMENT DIVISION**

# YEAR END DEADLINES NOTIFICATION

- During the month of May, a memo will be sent outlining the upcoming year end deadlines.
- There is an earlier deadline for Severance Tax Bond funds (STB). It is important to be aware of the funding source for your projects.
- It is equally important that you relay information to your project manager at LGD that applies to anticipated late submissions. This helps us to recognize early on that some submissions will be placed on the accrual/accounts payable list.

# YEAR END DEADLINES FOR LEGISLATIVE PROJECTS

Local Government Division's (LGD) deadlines for legislative appropriations established for the Fiscal Year 2023 (FY23) starting July 1, 2022 and ending June 30, 2023.

Qualified FY23 **expenditures** must be incurred and/or received on or before **June 30, 2023**.

## Notice of Obligations - Deadline: June 16, 2023

- For capital outlay projects Notice of Obligations (NOO), Exhibit 2 or Exhibit 3 (for projects established prior to 2020), must be submitted for approval **no later than June 16th on or before 5:00 PM**.
- Once a vendor has been procured in compliance with the State of New Mexico Procurement Code (and local procurement code if applicable), the grantee will submit the NOO for any eligible obligations under NMAC 2.61.6 given the authorizing language of the grant by this deadline. All relevant supporting documentation reflected on the NOO must also accompany this submission.
- The LGD will approve the NOO and encumber funding so it will become available for future reimbursement.

# YEAR END DEADLINES FOR LEGISLATIVE PROJECTS

## Severance Tax Bond Request for Reimbursement - Deadline: July 3, 2023

- All requests for reimbursement for Severance Tax Bond (STB) appropriations, must be submitted to the LGD for approval **no later than July 3rd on or before 5:00 PM** for all eligible FY23 (July 1, 2022-June 30, 2023) expenditures.
- STB appropriations can be identified as "**Fund 89200**" at the top of page 1 of your grant agreement.

## General Fund Request for Reimbursement - Deadline: July 14, 2023

- All requests for reimbursement for General Fund (GF) appropriations, must be submitted to the LGD for approval **no later than July 14th on or before 5:00 PM** for all eligible FY23 (July 1, 2022-June 30, 2023) expenditures.
- GF appropriations can be identified as "**Fund 93100**" at the top of page 1 of your grant agreement.

# YEAR END DEADLINES FOR LEGISLATIVE PROJECTS

## Accounts Payable Request - Deadline: August 4th, 2023

- Any eligible expenditures **incurred during FY23 but unpaid by July 14th**, must be placed on the LGD's accounts payable listing.
- To be eligible for a reimbursement from accounts payable, the grantee must submit an eligible unpaid invoice and an unsigned pay request reflecting the amount to be reimbursed to the LGD for approval **no later than August 4th on or before 5:00 PM.**
- Reimbursements placed on accounts payable will need to be exact and cannot be increased or decreased after the fact.
- Additionally, projects placed on accounts payable may not receive reimbursement within a typical timeframe and could be reimbursed as late as **October 2023.**

# YEAR END DEADLINES FOR GENERAL FUND

## Invoices and Request for Reimbursements - Deadline: July 14, 2023:

- All invoices and requests for reimbursement for expenditures, must be submitted to the LGD for approval no later than July 14th on or before 5:00 PM for all eligible FY23 (July 1, 2022-June 30, 2023) expenditures.

## Accounts Payable Request - Deadline: August 4, 2023:

- Any eligible expenditures incurred during FY23 but unpaid by July 14th, must be placed on the LGD's accounts payable listing.
- To be eligible for payment from accounts payable, the vendor or grantee must submit an eligible invoice and or pay request reflecting the amount to be reimbursed to the LGD for approval no later than August 4th on or before 5:00 PM.
- Amounts placed on accounts payable will need to be exact and cannot be increased or decreased after the fact.
- Additionally, invoices and request for reimbursements placed on accounts payable may not be processed within a typical timeframe and could be paid as late as October 2023.

# YEAR END DEADLINES FOR **GENERAL FUND**

General Funds are also used for:

- Capital Outlay
- Junior Bill Appropriations
- Land Grant Support Funds

# YEAR END DEADLINES FOR CDBG PROJECTS

Local Government Division's (LGD) deadline for CDBG expenditures for the Fiscal Year 2023 (FY23) starting **July 1, 2022 and ending June 30, 2023.**

## **Request for Reimbursements - Deadline: July 14, 2023**

- All documentation pertaining to financial obligations, payments and requests for reimbursement must be submitted on or before their respective FY23 deadlines to ensure timely processing and compliance with Generally Accepted Accounting Principles (GAAP). Qualified FY23 expenditures must be incurred and/or received **on or before June 30, 2023.**
- All requests for reimbursement for CDBG expenditures, must be submitted to the LGD for approval no later than **July 14th on or before 5:00 PM** for all eligible FY23 (July 1, 2022-June 30, 2023) expenditures.



# YEAR END DEADLINES FOR CDBG PROJECTS

## Accounts Payable Request - Deadline: August 4, 2023:

- Any eligible **expenditures incurred during FY23 but unpaid by July 14th**, must be placed on the LGD's accounts payable listing.
- To be eligible for payment from accounts payable, the grantee must submit an eligible pay request reflecting the amount to be reimbursed to the LGD for approval **no later than August 4th on or before 5:00 PM**.
- Reimbursements placed on accounts payable will need to be exact and cannot be increased or decreased after the fact.
- Additionally, invoices and request for reimbursements placed on accounts payable may not be processed within a typical timeframe and could be paid as late as **October 2023**.

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