



# New Mexico Board of Finance Submission Requirement Checklist

## EMERGENCY WATER FUND REQUEST

This checklist is intended to assist public entities in complying with SBOF Emergency Funding Policy 11-03 and providing standard information and documentation needed for consideration. Please reference the policy in its entirety along with this checklist to ensure you are following all requirements.

[Click here for the full policy.](#)

### REQUIRED ITEMS

- (1) This checklist once completed
- (2) All items and necessary attachments listed below

### SEND REQUIRED ITEMS AS

One (1) bookmarked PDF file

### To:

[bof.administrator@dfa.nm.gov](mailto:bof.administrator@dfa.nm.gov)

Complete items below, as applicable, and prepare documents as needed.

### ENTITY CONTACT INFORMATION

Submitted by \_\_\_\_\_ Date \_\_\_\_\_

Public Entity \_\_\_\_\_ Email address \_\_\_\_\_ Phone Number \_\_\_\_\_

Presenters \_\_\_\_\_ Title \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### DESCRIPTION OF THE EMERGENCY

1. Nature of emergency, including the governmental services not being delivered and effect of the failure of the service on the public health, safety, and welfare of individuals and/or community: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
2. Explanation of why the situation is an unforeseen circumstance that could not reasonably have been addressed at a past legislative session: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
3. List of all other possible funding sources and austerity measures explored and exhausted: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
4. Reason why the emergency cannot reasonably await funding from the next legislative session: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
5. Number of individuals affected and the nature of the effect: \_\_\_\_\_
6. Description of how the public entity responded to the emergency: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## FUNDING REQUEST

7. The amount of emergency funding requested, with priority given to requests that can be addressed without reasonably restricting the amount of emergency funding available for other potential emergency funding requests that may be made through the remainder of a fiscal year: \_\_\_\_\_
8. Whether the public entity is in compliance with all applicable audit requirements: \_\_\_\_\_
9. Whether the emergency funding is requested as a loan  or a grant
10. If a loan is requested:
  - The proposed timeline for repayment: \_\_\_\_\_
  - Confirmation that the public entity will pledge and encumber funds for repayment each fiscal year that the loan is outstanding, in accordance with the repayment schedule proposed by the public entity: \_\_\_\_\_
  - Listing of the public entity's existing outstanding debt, including bonds, lease purchase agreements and other loans and the debt service schedule associated with such outstanding debt: \_\_\_\_\_
  - Demonstration of a feasible plan and commitment to repay the loan over the timeline proposed in the public entity's repayment schedule: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - Description of the public entity's plan for future financial stability: \_\_\_\_\_  
\_\_\_\_\_
  - When emergency funding is requested in the form of a loan, whether the public entity agrees to pledge its revenues for loan repayment, with priority given to public entities that have taken steps or agree to take steps to pledge revenues for loan repayment: \_\_\_\_\_

## REQUIRED DOCUMENTS

COVER LETTER addressed to the Director of the BOF describing the nature of the emergency, nature of the request, and other pertinent and detailed information that will provide staff a full picture of the request and proposed transaction.

A STATEMENT that the public entity will agree to submit completed quarterly reports on SBOF authorized forms.

RECOMMENDATION from the Environment Department and Office of the State Engineer on the current situation, if applicable.

SIGNED RESOLUTION of the governing body, if applicable, requesting the emergency loan or grant.