New Mexico
Department *of* **Finance**
and Administration

CDBG Application Checklist (2025)

1. TRANSMITTAL LETTER *(Application Instructions, page 41-42)*
Yes ☐ No ☐ (File Name: Transmittal letter_Municipality/County)

2. CERTIFICATION AND ASSURANCES *(Application Instructions, pages 47-53)*

a. **CDBG Program Requirements**
Yes ☐ No ☐ (File Name: Program requirements_Municipality/County)

b. **HUD Applicant Disclosure Report (Exhibit 1-F)**
Yes ☐ No ☐ (File Name: 1-F_Municipality/County)

c. **Federal Assurances**
Yes ☐ No ☐ (File Name: Federal assurances_Municipality/County)

d. **Certifications**
Yes ☐ No ☐ (File Name: Certifications_Municipality/County)

3. PUBLIC PARTICIPATION *(Application Instructions, pages 8-10)*

a. **Public Participation checklist**
Yes ☐ No ☐ (File Name: Public Participation checklist_Municipality/County)

b. **Public meeting notice - English & Spanish (Exhibit 1-Q)**
Yes ☐ No ☐ (File Name: 1-Q_Municipality/County)

c. **Evidence of posting (Exhibit A),** if applicable
Yes ☐ No ☐ N/A ☐ (File Name: A_Municipality/County)

d. **Affidavit of publication,** if applicable
Yes ☐ No ☐ N/A ☐ (Affidavit_Municipality/County)

e. **Pre-selection public meeting agenda/minutes (Exhibit 1-Q-1)**
Yes ☐ No ☐ (File Name: 1-Q-1_Municipality/County)

f. **Pre-selection sign in sheet(s)**
Yes ☐ No ☐ (File Name: Pre-selection sign-in_Municipality/County)

g. **Post-selection public meeting agenda/minutes (Exhibit 1-Q-2)**
Yes ☐ No ☐ (File Name: 1-Q-2_Municipality/County)

h. **Post-selection sign in sheet(s)**
Yes ☐ No ☐ (File Name: Post-selection sign-in_Municipality/County)

4. **SURVEY/ACS** *(Application Instructions, pages 11-21)*

  a. **Request for Survey Methodology Approval**
  Yes ☐ No ☐ (File Name: Methodology Request_Municipality/County)

  b. **DFA-CDBG Approval of Survey Methodology**
  Yes ☐ No ☐ N/A ☐ (File Name: Survey methodology approval_Municipality/County)

  c. **Sample Universe Data**
  Yes ☐ No ☐ N/A ☐ (File Name: Sample Universe_Municipality/County)

  d. **Completed Survey (Exhibit C)**
  Yes ☐ No ☐ N/A ☐ (File Name: Completed survey_Municipality/County)

  e. **Income Survey Certification (Exhibit D)**
  Yes ☐ No ☐ N/A ☐ (File Name: D_Municipality/County)

  f. **LMI worksheet (Exhibit E)**
  Yes ☐ No ☐ N/A ☐ (File Name: E_Municipality/County)

  g. **Spreadsheet summarizing survey results**
  Yes ☐ No ☐ N/A ☐ (File Name: Spreadsheet summary_Municipality/County)

  h. **Request for ACS Methodology Approval**
  Yes ☐ No ☐ N/A ☐ (File Name: ACS request_Municipality/County)

  i. **DFA-CDBG Approval of ACS Methodology**
  Yes ☐ No ☐ N/A ☐ (File Name: ACS approval_Municipality/County)

  j. **Census data used to meet low/moderate income requirements**
  Yes ☐ No ☐ N/A ☐ (File Name: Census_Municipality/County)

  k. **Correspondence/back up data relevant to the application** (if applicable)
  Yes ☐ No ☐ N/A ☐ (File Name: LMI back up_Municipality/County)

  l. **Request for Limited Clientele methodology approval**
  Yes ☐ No ☐ N/A ☐ (File Name: LMC request_Municipality/County)

  m. **DFA-CDBG Approval of Limited Clientele Methodology**
  Yes ☐ No ☐ N/A ☐ (File Name: LMC approval_Municipality/County)

  n. **Correspondence/back up data relevant to the application**
  Yes ☐ No ☐ N/A ☐ (File Name: LMI back up_Municipality/County)

5. **SITE CONTROL** *(Application Instructions, pages 39-40)*

  a. **CDBG Site Certificate (Exhibit F)**
  Yes ☐ No ☐ (File Name: F_Municipality/County)

  b. **Deed of Trust or other legal document providing ownership, access, right of way**
  Yes ☐ No ☐ N/A ☐ (File Name: Deed of Trust_Municipality/County)

  c. **Maps**
  Yes ☐ No ☐ N/A ☐ (File Name: Map_Municipality/County)

6. APPLICATION FORM *(Application Instructions, pages 51-53)*

    a. **Application Form (Exhibit G)**
       Yes ☐ No ☐ (File Name: Application/Exhibit G_Municipality/County)

7. CASH MATCH/LEVERAGING (Application Instructions, pages 22-24)

    a. **Resolution for Matching Funds (Exhibit H)**
       Yes ☐ No ☐ (File Name: Matching funds resolution_Municipality/County)

    b. **Supporting documentation for proof of cash match**
       Yes ☐ No ☐ (File Name: Cash match_Municipality/County)

    c. **Supporting documentation for proof of leveraging**
       Yes ☐ No ☐ (File Name: Leverage_Municipality/County)

    d. **Supporting documentation for proof of in-kind payment**
       Yes ☐ No ☐ (File Name: In-Kind_Municipality/County)

8. **PROJECT NARRATIVE & SCOPE OF WORK** *(Application Instructions, pages 43-46)*
Project Type: Water, Wastewater, Public Facility, Street/Drainage

    a. **Questions and Answers for Water Projects**
       Yes ☐ No ☐ N/A ☐ (File Name: Q&A for Water_Municipality/County)

    b. **Full scope of work (Exhibit 1-A) for Water Projects**
       Yes ☐ No ☐ N/A ☐ (File Name: Full 1-A_Municipality/County)

    c. **Phased scope of work (Exhibit 1-A) for Water Projects**
       Yes ☐ No ☐ N/A ☐ (File Name: Phased 1-A_Municipality/County)

    d. **Questions and Answers for wastewater projects**
       Yes ☐ No ☐ N/A ☐ (File Name: Q&A for wastewater_Municipality/County)

    e. **Full scope of work (Exhibit 1-A) for wastewater projects**
       Yes ☐ No ☐ N/A ☐ (File Name: Full 1-A_Municipality/County)

    f. **Phased scope of work (Exhibit 1-A) for wastewater projects**
       Yes ☐ No ☐ N/A ☐ (File Name: Phased 1-A_Municipality/County)

    g. **Questions and answers for public facility projects**
       Yes ☐ No ☐ N/A ☐ (File Name: Q&A for public facility_Municipality/County)

    h. **Full scope of work (Exhibit 1-A) for public facility projects**
       Yes ☐ No ☐ N/A ☐ (File Name: Full 1-A_Municipality/County)

    i. **Phased scope of work (Exhibit 1-A) for public facility projects**
       Yes ☐ No ☐ N/A ☐ (File Name: Phased 1-A_Municipality/County)

    j. **Questions and answers for street/drainage projects**
       Yes ☐ No ☐ N/A ☐ (File Name: Q&A for streets_Municipality/County)

    k. **Full scope of work (Exhibit 1-A) for street/drainage projects**
       Yes ☐ No ☐ N/A ☐ (File Name: Full 1-A_Municipality/County)

l. **Phased scope of work (Exhibit 1-A) for street/drainage projects**
Yes ☐ No ☐ N/A ☐ (File Name: Phased 1-A_Municipality/County)

9. **COST ESTIMATES** *(Application Instructions, pages 25-26)*

    a. **Certified cost estimates (for applications exceeding $500,000)**
    Yes ☐ No ☐ N/A ☐ (File Name: Certified costs_Municipality/County)

    b. **Cost estimates (for applications at or below $500,000)**
    Yes ☐ No ☐ N/A ☐ (File Name: Uncertified costs_Municipality/County)

    c. **Project Cost Financing Summary, full project (Exhibit 1-C)**
    Yes ☐ No ☐ (File Name: Full 1-C_Municipality/County)

    d. **Project Cost Financing Summary, phased project (Exhibit 1-C)**
    Yes ☐ No ☐ (File Name: Phased 1-C_Municipality/County)

10. **ASSET MANAGEMENT** *(Application Instructions, pages 27-28)*

    a. **Asset Management Plan**
    Yes ☐ No ☐ (File Name: Asset Management Plan_Municipality/County)

11. **PLANNING**   (Application Instructions, pages 29-30)

    a. **Infrastructure Capital Improvement Plan (ICIP)**
    Yes ☐ No ☐ (File Name: ICIP_Municipality/County)

    b. **Comprehensive Plan**
    Yes ☐ No ☐ (File Name: Comp Plan_Municipality/County)

    c. **Drought Contingency Plan**
    Yes ☐ No ☐ (File Name: Drought Contingency Plan_Municipality/County)

    d. **Resolution to adopt Drought Contingency Plan**
    Yes ☐ No ☐ (File Name: Drought Contingency Resolution_Municipality/County)

    e. **Resolution to adopt Water Conservation**
    Yes ☐ No ☐ (File Name: Water Conservation Resolution_Municipality/County)

    f. **Implementation of at least 2 water conservation efforts**
    Yes ☐ No ☐ (File Name: Water Conservation Implementation_Municipality/County)

    g. **Project Schedule (Exhibit 1-B)**
    Yes ☐ No ☐ (File Name: 1-B_Municipality/County)

12. **PROFESSIONAL SERVICES** *(Application Instructions, pages 31-33)*
    Service Type: Administrative, Design, Engineering, Architectural

    a. **RFP for Administrative Services (Exhibit 3-A)**
    Yes ☐ No ☐ N/A ☐ (File Name: 3-A_Municipality/County)

    b. **Contract for Administrative Services (Exhibit 3-B)**
    Yes ☐ No ☐ N/A ☐ (File Name: 3-B_Municipality/County)

c. **RFP for Design Services (Exhibit 3-C)**
Yes ☐ No ☐ N/A ☐ (File Name: 3-C_Municipality/County)

d. **Contract for Engineering Services (Exhibit 3-D)**
Yes ☐ No ☐ N/A ☐ (File Name: 3-D_Municipality/County)

e. **Contract for Architectural Services (Exhibit 3-E)**
Yes ☐ No ☐ N/A ☐ (File Name: 3-E_Municipality/County)

f. **Campaign Contribution Form(s)**
Yes ☐ No ☐ (File Name: Campaign Contribution_Municipality/County)

g. **Contractor/subcontractor Activity Report (Exhibit 1-E)**
Yes ☐ No ☐ (File Name: 1-E_Municipality/County)

h. **Economic Opportunity for Low Income Persons (Exhibit 1-U - HUD 60002)**
Yes ☐ No ☐ (File Name: 1-U_Municipality/County)

13. **ENVIRONMENTAL REVIEW** *(Application Instructions, pages 34-36)*

a. **Environmental Review Determination (Exhibit 2-A)**
Yes ☐ No ☐ (File Name: 2-A_Municipality/County)

b. **Certifying Official Designation for Environmental Review (Exhibit 2-A-1)**
Yes ☐ No ☐ (File Name: 2-A-1_Municipality/County)

c. **State Historic Preservation Office (SHPO) response (Exhibit 2-J)**
Yes ☐ No ☐ (File Name: 2-J_Municipality/County)

d. **Floodplain Determination (Exhibit 2-F)**
Yes ☐ No ☐ (File Name: 2-F_Municipality/County)

  i. **Floodplain Early Public Review Notice of Explanation - sent to all entities on consultation list (Exhibit 2-G)**
  Yes ☐ No ☐ N/A ☐ (File Name: 2-G_Municipality/County)

  ii. **Affidavit of Publication for Floodplain Early Public Review Notice of Explanation (Exhibit 2-G)**
  Yes ☐ No ☐ N/A ☐ (File Name: 2-G Affidavit_Municipality/County)

  iii. **Floodplain Notice of Explanation (Exhibit 2-H)**
  Yes ☐ No ☐ N/A ☐ (File Name: 2-H_Municipality/County)

  iv. **Affidavit of Publication for Floodplain Notice of Explanation (Exhibit 2-H)**
  Yes ☐ No ☐ N/A ☐ (File Name: 2-H Affidavit_Municipality/County)

e. **All feedback from responsive entities (Exhibit 2-I)**
Yes ☐ No ☐ (File Name: 2-I Responses_Municipality/County)

f. **Certification for all non-responsive entities (Exhibit 2-I-1)**
Yes ☐ No ☐ (File Name: 2-I-1_Municipality/County)

  i. **1st letter sent to non-responsive entities (Exhibit 2-I)**
  Yes ☐ No ☐ (File Name: 1st ltr_Municipality/County)

      ii. **2nd letter sent to non-responsive entities (Exhibit 2-I)**
      Yes ☐ No ☐ (File Name: 2nd ltr_Municipality/County)

  g. **Laws and Authorities Checklist (Exhibit 2-N)**
  Yes ☐ No ☐ (File Name: 2-N_Municipality/County)

  h. **Environmental Assessment Impact Checklist (Exhibit 2-O)**
  Yes ☐ No ☐ (File Name: 2-O_Municipality/County)

14. PLANS, SPECS, BID DOCS, AND PER *(Application Instructions, pages 37-38)*

  a. **Plans and Specifications**
  Yes ☐ No ☐ (File Name: Plans & Specs_Municipality/County)

  b. **Bidding documents (Exhibit 4-A)**
  Yes ☐ No ☐ (File Name: 4-A_Municipality/County)

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* For a comprehensive list of all exhibits and documents, see the CDBG Implementation Manual (2019-2021)

CDBG Website Links

Application Information, Exhibits & Videos ACCESS HERE

Implementation Manual, Exhibits & Videos ACCESS HERE

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