



New Mexico
Department of Finance
and Administration

407 Galisteo St,
Santa Fe, NM 87501
(505) 827-4985

Governor Michelle Lujan Grisham
Cabinet Secretary Wayne Propst

Local Government Division
Division Director Cecilia Mavrommatis

TO: All Local Government Grantees

FROM: Cecilia Mavrommatis, Director Initial
CM
Local Government Division

DATE: April 28, 2025

SUBJECT: Fiscal Year 2025 Year End Deadlines for Legislative Appropriations

This memo serves to inform all Department of Finance and Administration (DFA), Local Government Division's (LGD) grantees of deadlines for legislative appropriations established for the Fiscal Year 2025 (FY25) beginning July 1, 2024, and ending June 30, 2025. All documentation pertaining to financial obligations and requests for payment must be submitted on or before their respective FY25 deadline as described below.

Qualified FY25 expenditures must be incurred and/or received on or before June 30, 2025.

May 2, 2025 – Request for Payment Packet for Reauthorized Projects

Requests for Payment for FY25 expenditures that have an approved Notice of Obligation from LGD must be submitted to your designated LGD representative **AND** to the LGD payables inbox at DFALGD.Payables@dfa.nm.gov no later than 5:00pm on May 2, 2025. Request for Payment Packets must include:

- Completed Request for Payment form;
- Invoice(s) from the third-party obligation; and
- Proof of payment made by the Grantee to the third-party obligation (canceled check or bank statement).

June 16, 2025 – Notice of Obligation Packet

Notice of Obligations for FY25 expenditures must be submitted to your designated LGD representative **AND** to the LGD payables inbox at DFALGD.Payables@dfa.nm.gov no later than 5:00pm on June 16, 2025. Notice of Obligation Packets must include:

- Completed Notice of Obligation to Reimburse Grantee form; and
- Quote or contract from a third-party vendor.

July 15, 2025 – Request for Payment Packet

Requests for Payment for FY25 expenditures must be submitted to your designated LGD representative **AND** to the LGD payables inbox at DFALGD.Payables@dfa.nm.gov no later than 5:00pm on July 15, 2025. Request for Payment Packets must include:

- Completed Request for Payment form;
- Invoice(s) from the third-party obligation; and
- Proof of payment made by the Grantee to the third-party obligation (canceled check or bank statement).



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Reversion Amounts for Projects Expiring June 30, 2025.

Any unexpended balance remaining on a grant agreement must be identified on the final Request for Payment. Any balance remaining on a grant agreement after June 30, 2025, will revert to its original funding source.

Requests for Payment for projects expiring June 30, 2025, received after July 15, 2025, will not be paid.

The LGD is responsible only for those agreements we administer, and we appreciate your adherence to the deadlines delineated above. Remember to follow the instructions provided to you by other state agencies for agreements they administer. If you have any questions or concerns regarding any open agreements, please do not hesitate to contact your LGD representative at any time. Staff contact information can be found here: <https://www.nmdfa.state.nm.us/local-government/community-development-bureau/>