CDBG Application Resources

DFA Project Manager

DFA Webpages (DFA-IPDD-CDBG)

- Application Instructions
- Application Checklist
- Application Exhibits (forms)
- Implementation Manual
- Implementation Exhibits (forms)
- Training Videos

Councils of Government (COGs)

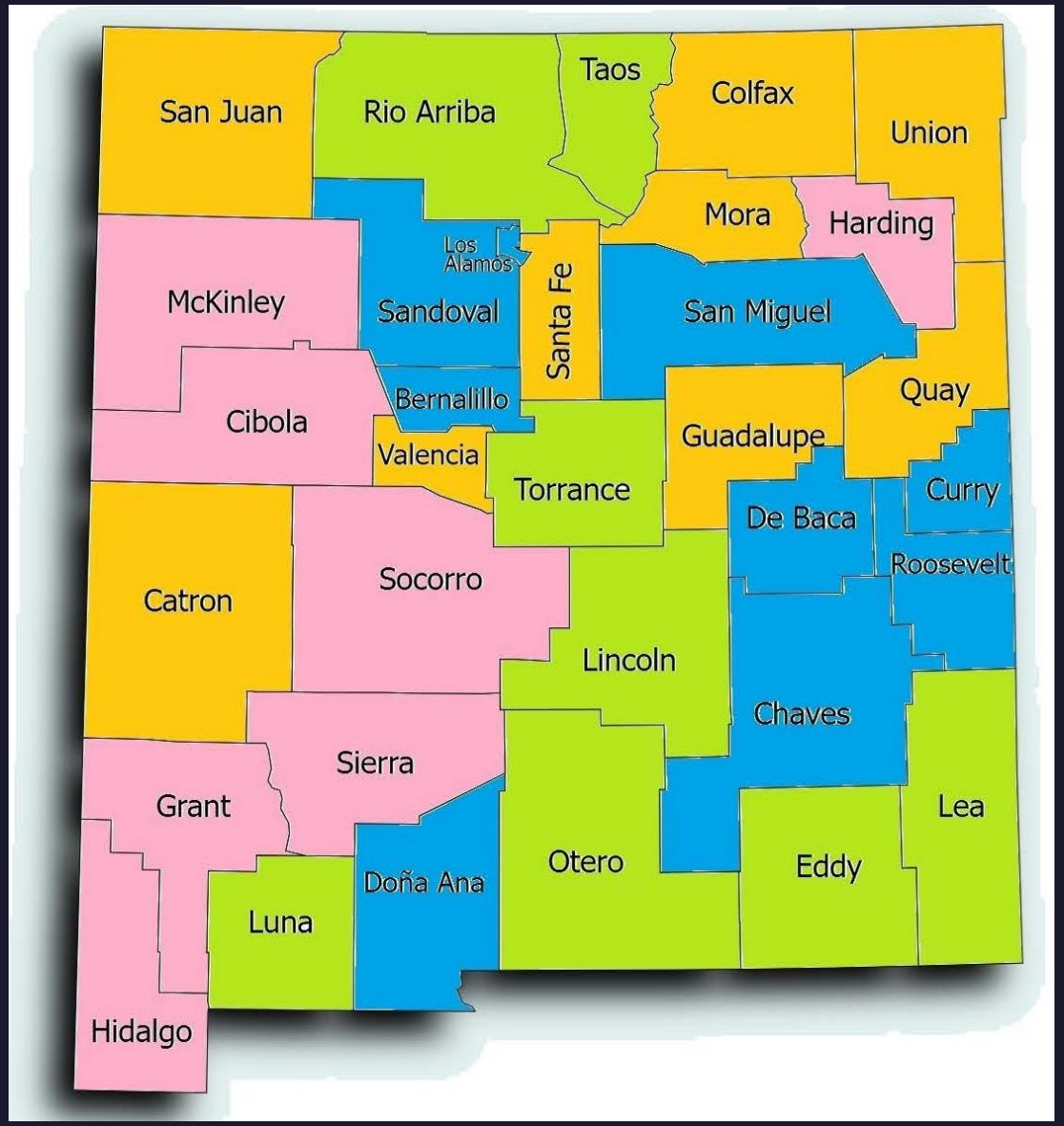
New Mexico Department of Finance and Administration

CDBG Project Manager

- ✓ Technical assistance
- ✓ Exhibits (forms)
- ✓ Reviews & deadlines
  - Low-to-Moderate Income (LMI)
  - Procurement
  - Environmental
- ✓ Advocate and ally

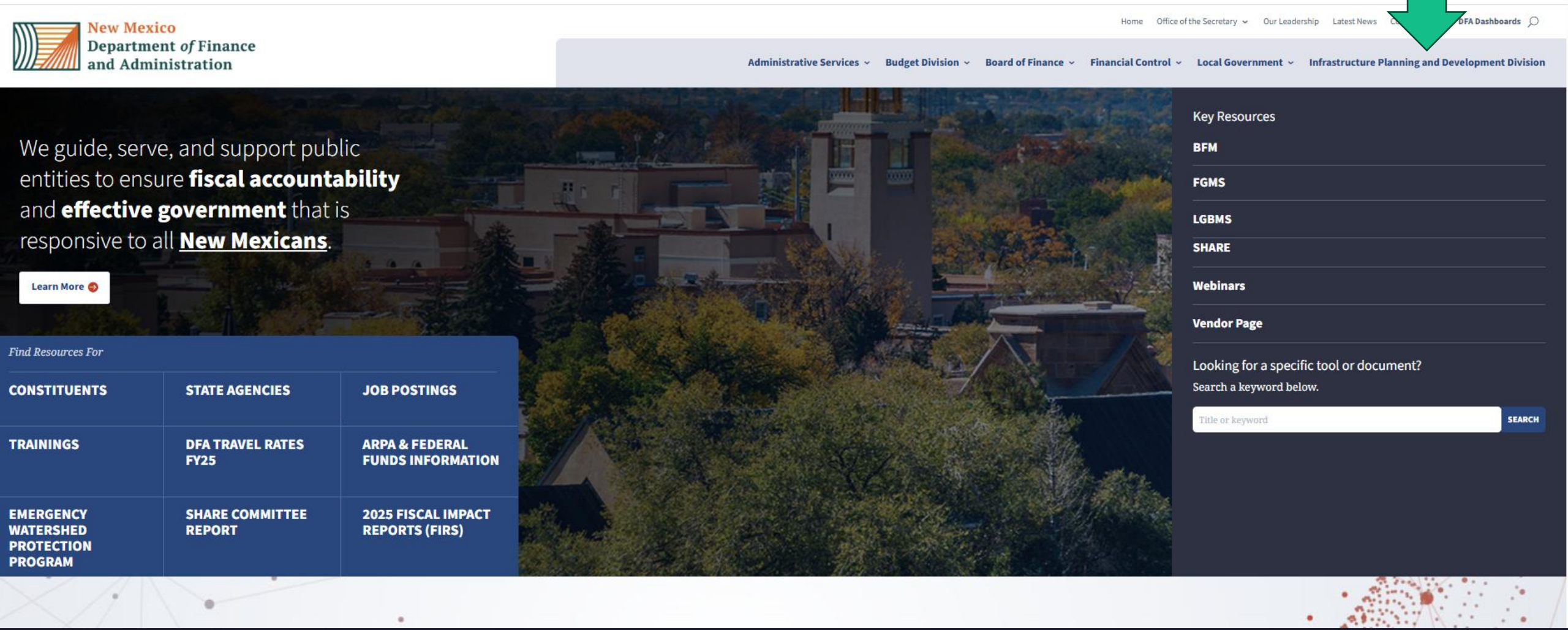
County Assignments 2025

- Charles
- Stephanie
- Cristina
- Jaelynn

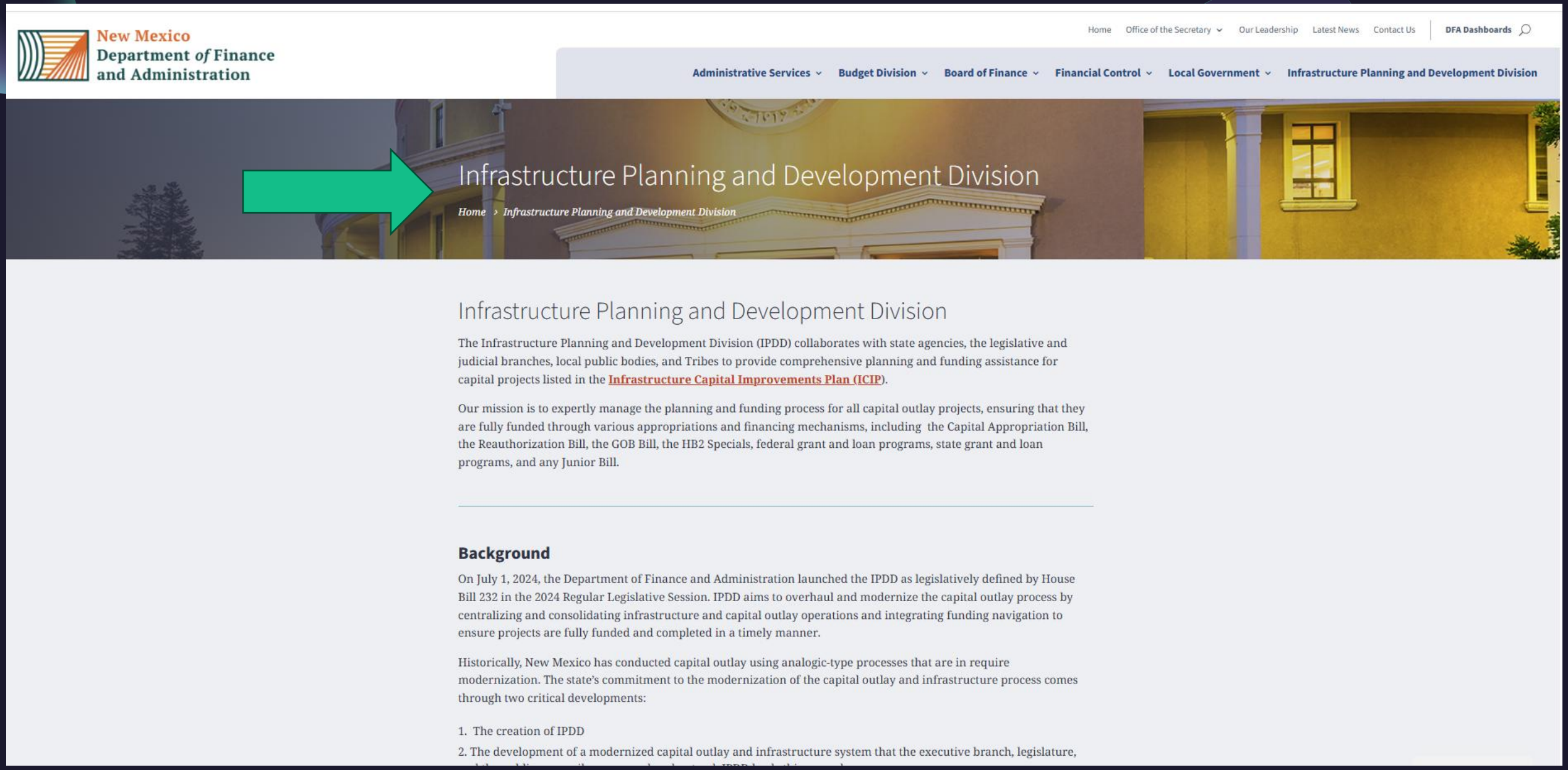


2025 CDBG Application Information https://www.nmdfa.state.nm.us/infrastructure-planning-and-development-division/cdbg-information/

DFA Website https://www.nmdfa.state.nm.us/



IPDD Main Page https://www.nmdfa.state.nm.us/infrastructure-planning-and-development-division/

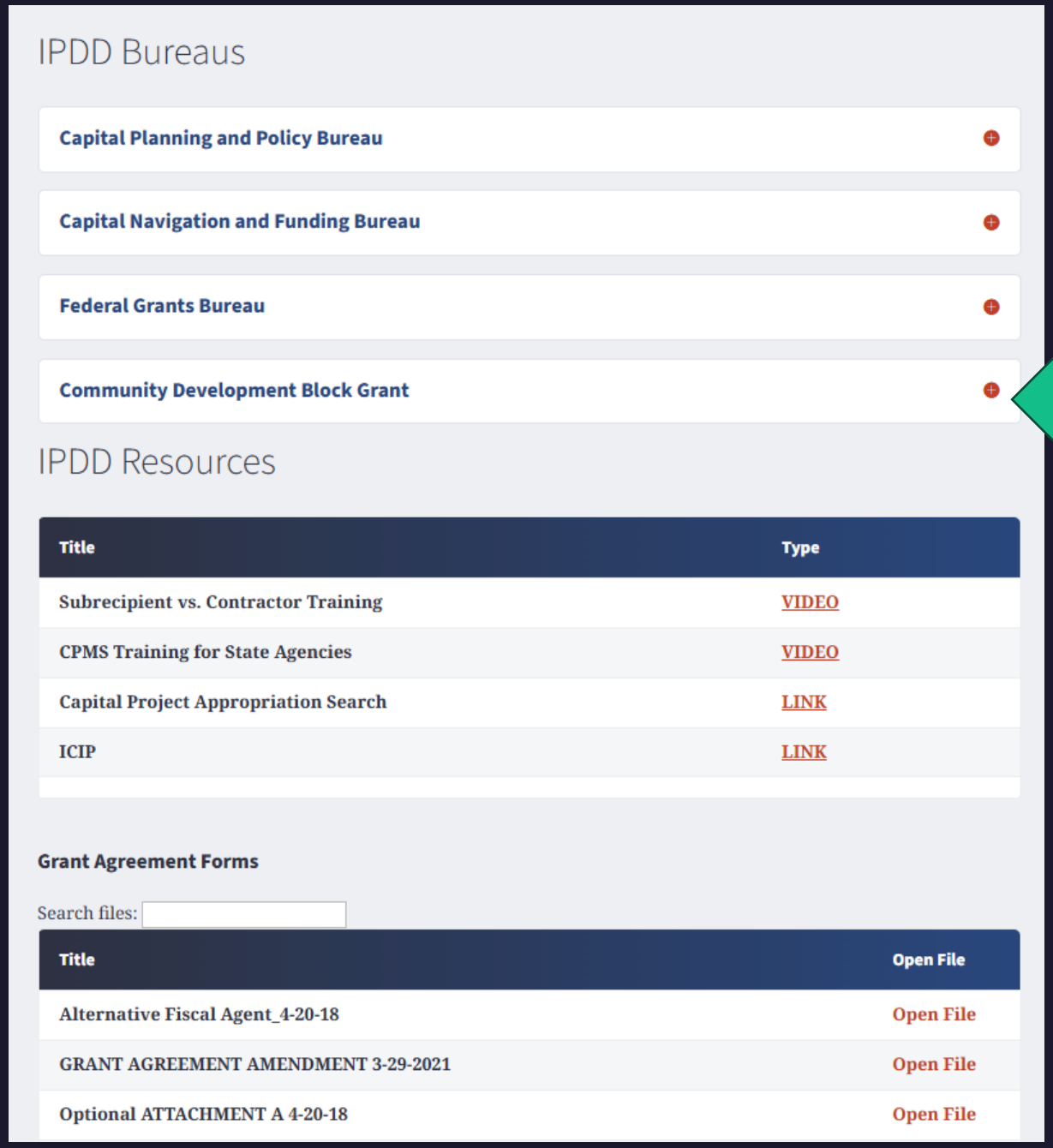


CDBG Contacts

The IPDD Team

Staff	Job Title	Phone
Wesley Billingsley	Division Director	505-819-1915
Hallie Brown	Deputy Director	505-500-9355
Scott Wright	Deputy Director	505-919-9038
LeAndra Garcia	Federal Grants Management Supervisor	505-469-2729
Anna Naruta-Moya	Federal Grants Acquisition Supervisor	505-470-7935
Michael Gilmore	Rural and Frontier Equity Ombud	505-623-1082
Jason Quintana	Rural and Frontier Equity Ombud	505-469-9239
Lauren McAllister	Funding Assistance Navigator	505-618-0224
Mary Ann Maestas	Local ICIP Coordinator	505-487-3523
Ryan Serrano	State ICIP Coordinator	505-819-1568
Mariah Baca	Office Manager	505-637-1379
Donna Stewart	CDBG Program Manager	505-231-2993
Stephanie Kramer	CDBG Project Manager	505-690-4621
Cristina Caltagirone	CDBG Project Manager	505-470-0977
Charles Dobey	CDBG Project Manager	505-538-5667
Jaelynn Narvaiz	CDBG Project Manager	505-690-5313

Scroll down to bottom https://www.nmdfa.state.nm.us/infrastructure-planning-and-development-division/



IPDD Bureaus

Community Development Block Grant (CDBG)

Scroll down on IPDD main page

https://www.nmdfa.state.nm.us/infrastructure-planning-and-development-division/

CDBG pages

https://www.nmdfa.state.nm.us/infrastructure-planning-and-development-division

IPDD Bureaus

Capital Planning and Policy Bureau

Capital Navigation and Funding Bureau

Federal Grants Bureau

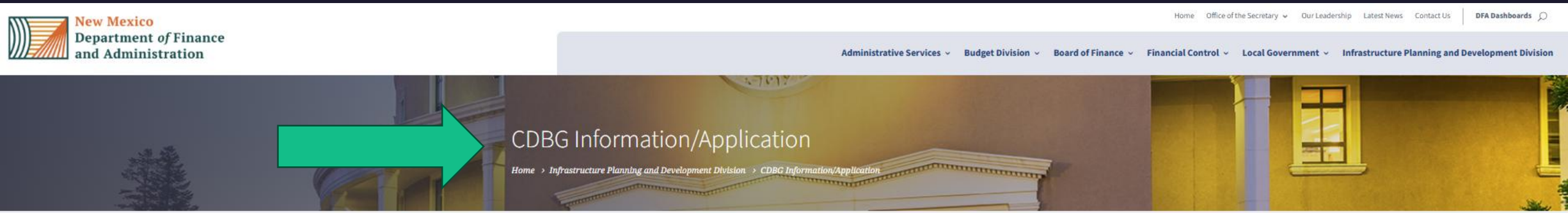
Community Development Block Grant

Community Development Block Grants (CDBG) is funded by the U.S. Department of Housing and Urban Development ("HUD") annually on a formula basis. The New Mexico State CDBG program provides funding for infrastructure projects to small cities and non-entitlement communities in New Mexico. The Community Development Council (CDC) selects grantees for funding in annual allocation meetings.

CDBG Information

CDBG Implementation

CDBG Info/Application https://www.nmdfa.state.nm.us/infrastructure-planning-and-development-division/cdbg-information/



2025 CDBG Application Information

Title	File Type
2024 ACS Summary LMI	PDF
2025 Community Development Block Grant Schedule	PDF
CDBG 2025 Application Instructions	PDF
CDBG Project Manager Map	PDF
County assignments	XLS

NMAC Rule Amendment Information

https://www.srca.nm.gov/nmac/nmregister/xxxvi/DFAnotice_xxxvi08.html

https://www.srca.nm.gov/nmac/nmregister/xxxvi/DFAnotice_xxxvi08.pdf

CDC 2024 CDBG Allocation Hearing

Search files:

Title	Open File
CDC 2024 CDBG Allocation Hearing Draft Agenda 11.15.2024	Open File

CDBG 2025 Application

CDBG Information/Application

Home › Infrastructure Planning and Development Division › CDBG Information/Application

2025 CDBG Application Information

Title	File Type
2024 ACS Summary LMI	PDF
2025 Community Development Block Grant Schedule	PDF
CDBG 2025 Application Instructions	PDF
CDBG 2025 Application (Exihibit G)	PDF
CDBG 2025 Application Checklist	PDF
CDBG Project Manager Map	PDF
County assignments	XLS

NMAC Rule Amendment Information

https://www.srca.nm.gov/nmac/nmregister/xxxvi/DFAnotice_xxxvi08.html

https://www.srca.nm.gov/nmac/nmregister/xxxvi/DFAnotice_xxxvi08.pdf

CDC 2024 CDBG Allocation Hearing

Search files:

Title	Open File
CDC 2024 CDBG Allocation Hearing Draft Agenda 11.15.2024	Open File

Top of the page https://www.nmdfa.state.nm.us/infrastructure-planning-and-development-division/cdbg-information/

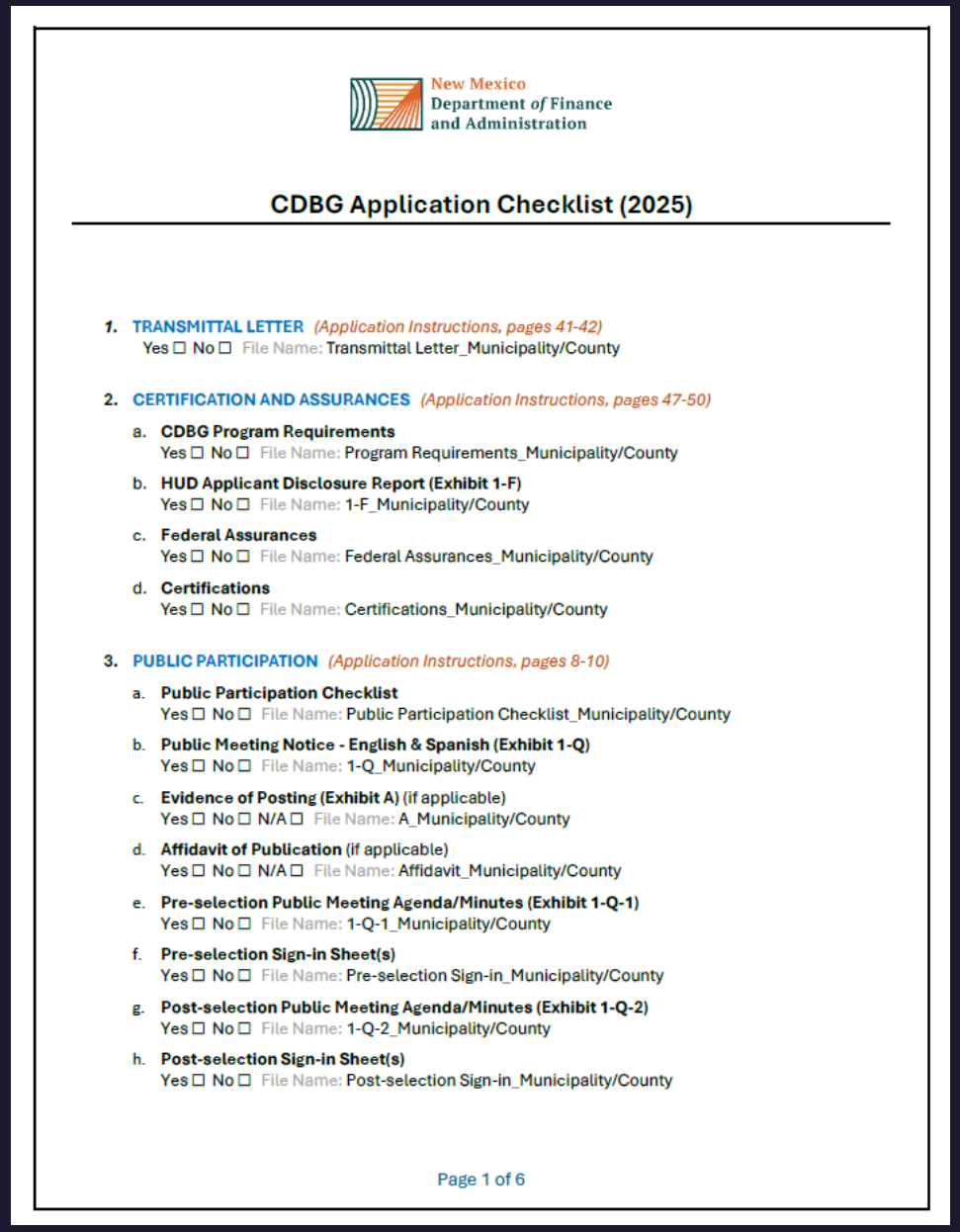
General Application Information

2025 CDBG Application Information

Title	File Type
2024 ACS Summary LMI	PDF
2025 Community Development Block Grant Schedule	PDF
CDBG 2025 Application Instructions	PDF
CDBG 2025 Application (Exihibit G)	PDF
CDBG 2025 Application Checklist	PDF
CDBG Project Manager Map	PDF
County assignments	XLS

- ✓ Schedule & deadlines
- ✓ Instructions
- ✓ Application Form (Exhibit G)
- ✓ Checklist
- ✓ Project Managers

Top of the page https://www.nmdfa.state.nm.us/infrastructure-planning-and-development-division/cdbg-information/



New Mexico Department of Finance and Administration

CDBG Application Checklist (2025)

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

2. **CERTIFICATION AND ASSURANCES** *(Application Instructions, pages 47-50)*
   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 ☐ File Name: 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

Page 1 of 6

Application Checklist

- ✓ Preparing application exhibits
- ✓ Tracking completed tasks & materials
- ✓ Naming files correctly
- ✓ Organizing & saving files to USB

Top of the page, 5th document listed https://www.nmdfa.state.nm.us/infrastructure-planning-and-development-division/cdbg-information/

Exhibits

CDBG Application Exhibits Table

Search files:

Title	Open File
Exhibit 1-F HUD Applicant Disclosure Report	Open File
Exhibit 1-Q-1 Meeting minutes and agenda for pre-project selection	Open File
Exhibit 1-Q-2 Meeting minutes and agenda for post-project selection	Open File
Exhibit 1-Q Public meeting notice English & Spanish	Open File
Exhibit A - Evidence of Posting Notices	Open File
Exhibit B - 2024 Section 8 Income Limits	Open File
Exhibit C - Sample Surveys in English and Spanish	Open File
Exhibit D - Income Survey Certification	Open File
Exhibit E - Low to Moderate Income Worksheet	Open File
Exhibit F - CDBG Site Certificate	Open File
Exhibit G - Application Form	Open File
Exhibit H - Matching Funds Resolution	Open File

Scroll down https://www.nmdfa.state.nm.us/infrastructure-planning-and-development-division/cdbg-information/

Videos

2023 CDBG Application Training Series

CDBG Application Virtual Series Training Modules & Application

The Department of Finance & Administration, Local Government Division is proud to bring to you the first ever CDBG Application Virtual Series. The Community Development Bureau (CDB) team have created the CDBG Application training modules for eligible local governments via our website. This will allow local governments who may be planning to apply for the 2023 CDBG funds an opportunity to review at your convenience throughout the application process. Note: If you are planning on applying for CDBG funds, it is required to review all modules.

After reviewing the training modules, please complete the Confirmation Form below, which will provide us proof that you completed the viewing requirement. If you have any questions, please include in the form below, or you can contact your Project Manager.

Title	
Module 1 2023 CDBG Application Series – CDBG	VIDEO
Module 2 2023 CDBG Application Series – Citizen Participation	VIDEO
Module 3 2023 CDBG Application Series – LMI Methodology & Calculation	VIDEO
Module 4 2023 CDBG Application Series – Completing Your CDBG Application	VIDEO
Module 5 2023 CDBG Application Series – Getting Ahead	VIDEO
2023 CDBG Application Training Confirmation Form	FORM
2023 CDBG Application	PDF

CDBG Application Guidance

https://www.nmdfa.state.nm.us/infrastructure-planning-and-development-division/cdbg-information/

Videos

CDBG Implementation Guidance

- ✓ Environmental
- ✓ Federal Requirements
- ✓ Professional Services

CDBG Implementation Training Series

CDBG Implementation Training Modules	
Introduction to CDBG Implementation Training	VIDEO
Module 1: Life of a CDBG Project	VIDEO
Module 2: Getting a Grant Agreement	VIDEO
Module 3: Finance and Accounting	VIDEO
Module 4: Environment	VIDEO
Module 5: Federal Requirements	VIDEO
Module 6: Professional Services	VIDEO
Module 7: Monitoring	VIDEO
Module 8: Bid Docs	VIDEO
Module 9: Preparing for Construction	VIDEO
Module 10: Payroll	VIDEO
Module 11: Closeout	VIDEO

https://www.nmdfa.state.nm.us/infrastructure-planning-and-development-division/cdbg-implementation-manual/

Implementation Manual (IM)

- ✓ Use 2019-2021 = the most updated version (443 pgs)

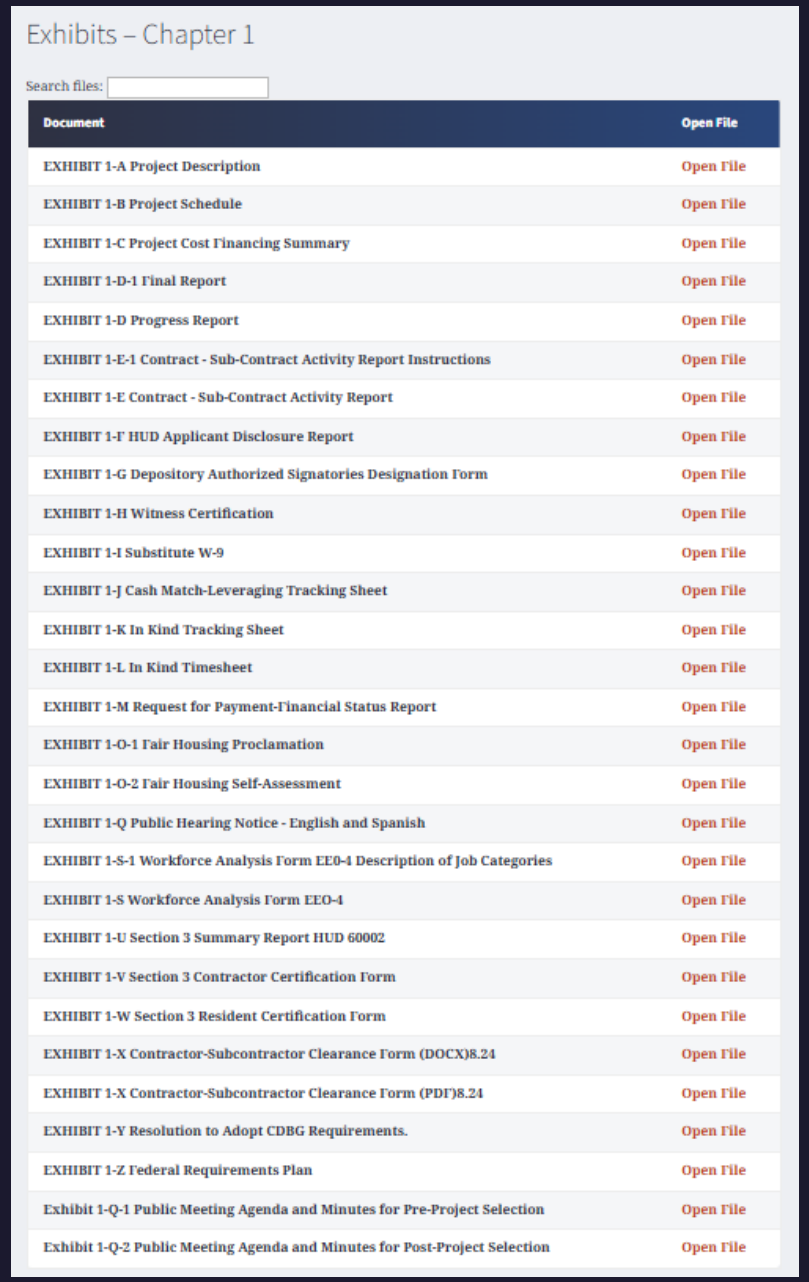
  The IM provides detailed guidance on CDBG including:
  - *federal regulations*
  - *DFA policy requirements*
  - *key tasks*
  - *instructions & where/how to use the exhibits*

- ✓ Exhibits (forms) – organized by chapter (1-5)
  download these individually from the "Exhibits" tables online

  DO NOT USE exhibits from the IM, some are outdated.

- ✓ Training videos – include both application & implementation
  Some information and tasks are for post award only.
  Discuss with your CDBG PM if unsure.

IM 2019-21 at the top of the page https://www.nmdfa.state.nm.us/infrastructure-planning-and-development-division/cdbg-implementation-manual/



Exhibits – Chapter 1

Search files:

Document	Open File
EXHIBIT 1-A Project Description	Open File
EXHIBIT 1-B Project Schedule	Open File
EXHIBIT 1-C Project Cost Financing Summary	Open File
EXHIBIT 1-D-1 Final Report	Open File
EXHIBIT 1-D Progress Report	Open File
EXHIBIT 1-E-1 Contract - Sub-Contract Activity Report Instructions	Open File
EXHIBIT 1-E Contract - Sub-Contract Activity Report	Open File
EXHIBIT 1-F HUD Applicant Disclosure Report	Open File
EXHIBIT 1-G Depository Authorized Signatories Designation Form	Open File
EXHIBIT 1-H Witness Certification	Open File
EXHIBIT 1-I Substitute W-9	Open File
EXHIBIT 1-J Cash Match-Leveraging Tracking Sheet	Open File
EXHIBIT 1-K In Kind Tracking Sheet	Open File
EXHIBIT 1-L In Kind Timesheet	Open File
EXHIBIT 1-M Request for Payment-Financial Status Report	Open File
EXHIBIT 1-O-1 Fair Housing Proclamation	Open File
EXHIBIT 1-O-2 Fair Housing Self-Assessment	Open File
EXHIBIT 1-Q Public Hearing Notice - English and Spanish	Open File
EXHIBIT 1-S-1 Workforce Analysis Form EE0-4 Description of Job Categories	Open File
EXHIBIT 1-S Workforce Analysis Form EEO-4	Open File
EXHIBIT 1-U Section 3 Summary Report HUD 60002	Open File
EXHIBIT 1-V Section 3 Contractor Certification Form	Open File
EXHIBIT 1-W Section 3 Resident Certification Form	Open File
EXHIBIT 1-X Contractor-Subcontractor Clearance Form (DOCX)8.24	Open File
EXHIBIT 1-X Contractor-Subcontractor Clearance Form (PDF)8.24	Open File
EXHIBIT 1-Y Resolution to Adopt CDBG Requirements.	Open File
EXHIBIT 1-Z Federal Requirements Plan	Open File
Exhibit 1-Q-1 Public Meeting Agenda and Minutes for Pre-Project Selection	Open File
Exhibit 1-Q-2 Public Meeting Agenda and Minutes for Post-Project Selection	Open File

CDBG Exhibits (forms)

- ✓ Exhibits (forms) – download these individually, any updates to exhibits will always be posted here.

- ✓ Chapter 1 = Project Administration
- ✓ Chapter 2 = Environmental Review
- ✓ Chapter 3 = Procurement of Professional Services
- ✓ Chapter 4 = Construction Contracts & Labor Standards
- ✓ Chapter 5 = CDBG Monitoring Checklists

Some IM exhibits are outdated, DO NOT USE

Scroll down for Exhibits – Chapters 1-5 https://www.nmdfa.state.nm.us/infrastructure-planning-and-development-division/cdbg-implementation-manual/

Chapter 2 = Environmental Review

Exhibits – Chapter 2

Search files:

Document	Open File
Exhibit 2-A-1 Certifying Official Designation	Open File
Exhibit 2-A Environmental Assessment Determination	Open File
Exhibit 2-B-1 Certification of Exemption for CDBG Funded Projects	Open File
Exhibit 2-B-2 Compliance Documentation Checklist	Open File
Exhibit 2-B Transmittal Letter for Finding of Exempt Projects	Open File
Exhibit 2-C-1 Certification of Categorial Exclusion Subject to 24 CFR Part 58.5	Open File
Exhibit 2-C-2 Certification of Categorical Exclusion not subject to 24 CFR Part 58.5	Open File
Exhibit 2-C Sample finding of Categorical Exclusion	Open File
Exhibit 2-D Transmittal Letter for Categorical Exclusion	Open File
Exhibit 2-E Minimum Required Contact Distribution List	Open File
Exhibit 2-F-1 Insurance Coverage	Open File
Exhibit 2-F Example Letter for Floodplain Determination	Open File
Exhibit 2-G Floodplain and Wetlands Early Public Review Notice	Open File
Exhibit 2-H Sample Floodplains and Wetlands Notice of Explanation	Open File
Exhibit 2-I-1 Agency Response Letter Certification	Open File
Exhibit 2-I Sample Agency Consultation Notice	Open File
Exhibit 2-J Sample Historic Preservation Notice	Open File
Exhibit 2-K Sample NOI RROF	Open File
Exhibit 2-L Request for Release of Funds	Open File
Exhibit 2-M Evidence of Posting Notices	Open File
Exhibit 2-N Laws and Authorities Checklist for all projects not exempt	Open File
Exhibit 2-O Environmental Assessment Impact Checklist	Open File
Exhibit 2-P Combined Notice of FONSI and NOI RROF	Open File
Exhibit 2-Q Authority to Use Grant Funds	Open File
Exhibit 2-R Transmittal Letter for Environmental Assessment	Open File
Exhibit 2-S Native American Consultations Contact List	Open File

Exhibits – Chapter 3

Search files:

Document	Open File
Exhibit 3-A RFP for Administrative Services non-fillable	Open File
Exhibit 3-B Contract for Administrative Services	Open File
Exhibit 3-C RFP for Design Professional Services	Open File
Exhibit 3-D Agreement Between Owner and Engineer	Open File
Exhibit 3-E Agreement Between Owner and Architect	Open File
Exhibit 3-F RFP for Planning Professional Services	Open File
Exhibit 3-G - Agreement Between Owner and Planner	Open File

Exhibits – Chapter 4

Search files:

Document	Open File
EXHIBIT 4 - A - Bidding and Contract Documents with BAP	Open File
EXHIBIT 4 - B - through 4 - U	Open File
EXHIBIT 4 - C Initial 10 Day call Request for Federal Wage Rate Determinations (DOCX)8.24.docx	Open File
EXHIBIT 4 - C - Initial 10 Day call Request for Federal Wage Rate Determinations (PDF)8.24	Open File
EXHIBIT 4 - L - Pre-Construction Minutes	Open File
EXHIBIT 4 - P - CDBG Certified Payroll	Open File
EXHIBIT 4 - V	Open File

Exhibits – Chapter 5

Search files:

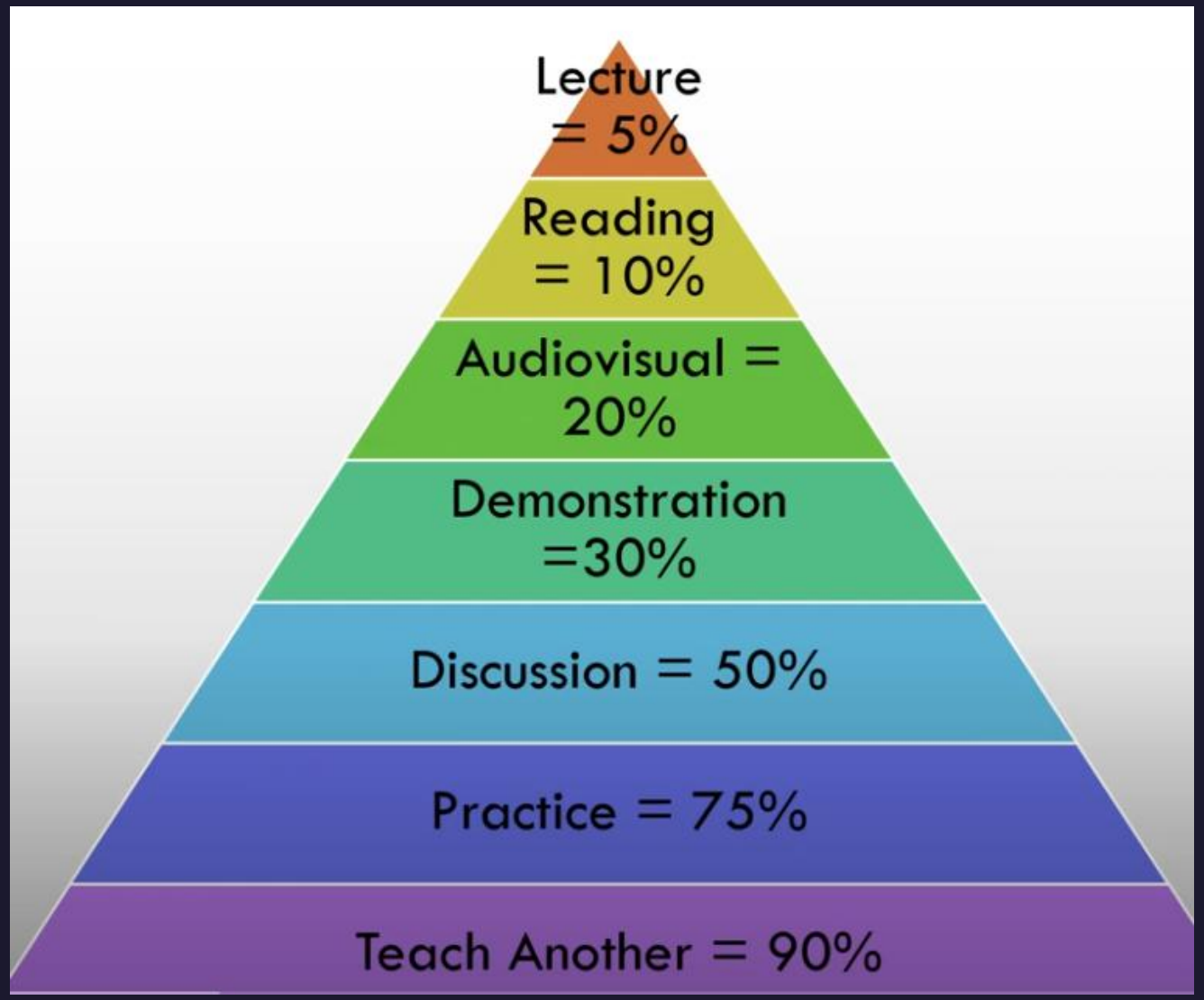
Document	Open File
Checklists for Monitoring CDBG Projects	Open File

- ✓ Chapter 3 = Procurement
- ✓ Chapter 4 = Construction
- ✓ Chapter 5 = Monitoring

Scroll down for Exhibits – Chapters 1-5 https://www.nmdfa.state.nm.us/infrastructure-planning-and-development-division/cdbg-implementation-manual/

Communication is

How we learn...


Lecture
= 5%
Reading
= 10%
Audiovisual =
20%
Demonstration
=30%
Discussion = 50%
Practice = 75%
Teach Another = 90%

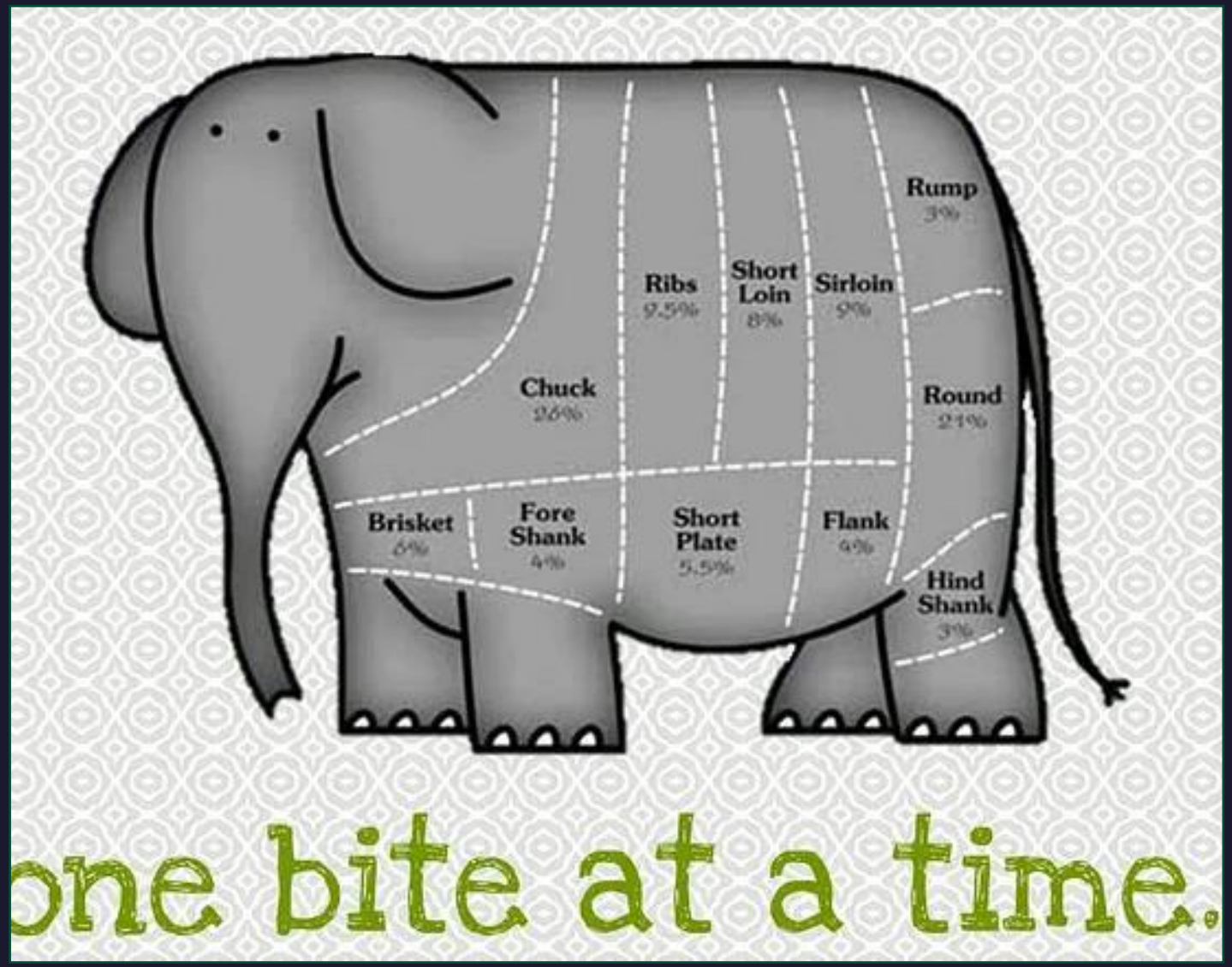
Overcoming

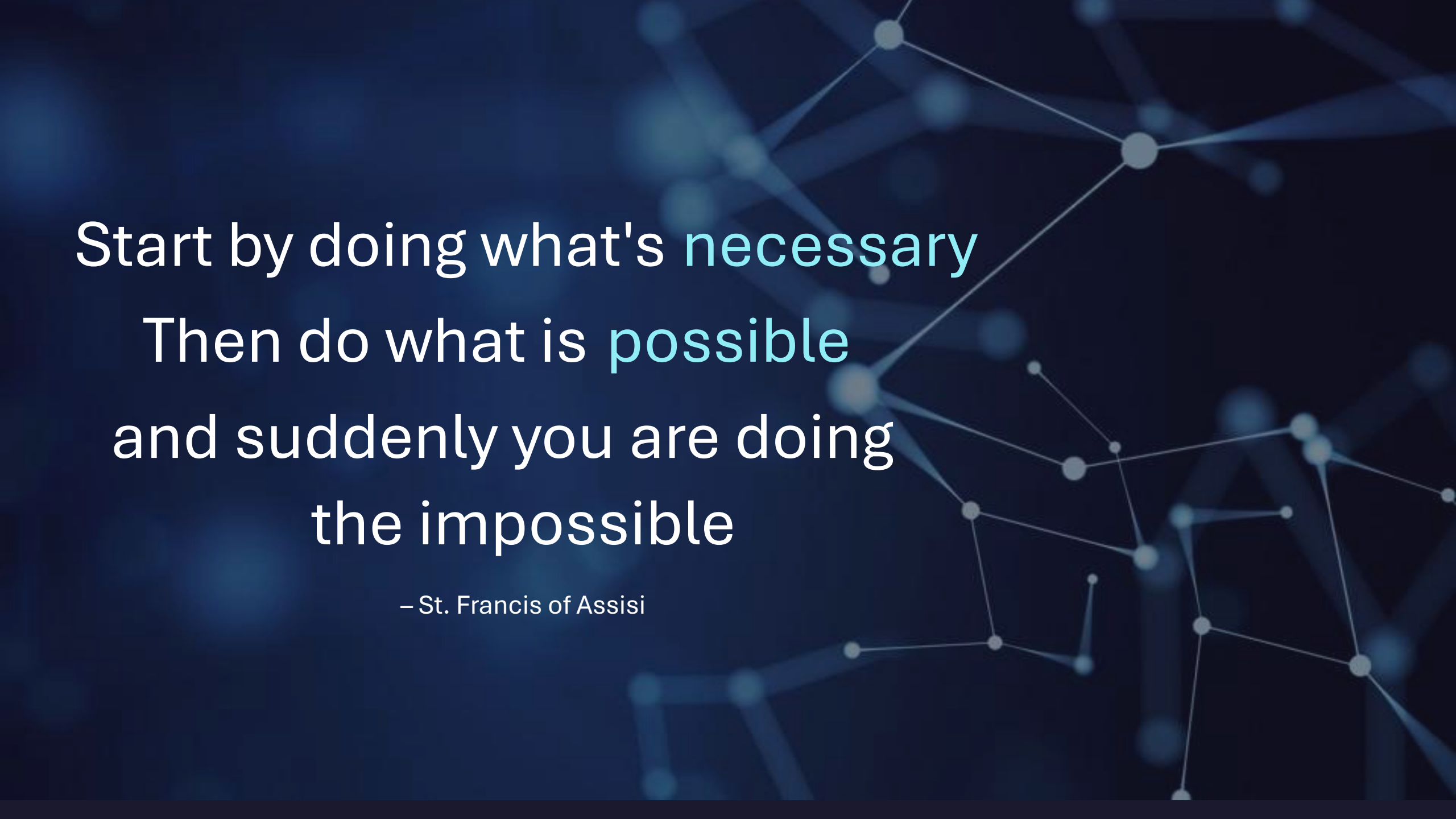
...challenges

...delays

...revisions

...roadblocks




Start by doing what's necessary
Then do what is possible
and suddenly you are doing
the impossible
– St. Francis of Assisi