



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

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 ☐ File Name: Survey Methodology Approval_Municipality/County
- c. **Sample Universe Data**
Yes ☐ No ☐ 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 ☐ File Name: ACS Request_Municipality/County
- i. **DFA-CDBG Approval of ACS Methodology**
Yes ☐ No ☐ 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: LMC 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 proving 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 & Answers for Water Projects**
Yes ☐ No ☐ N/A ☐ File Name: QA 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 & Answers for Wastewater Projects**
Yes ☐ No ☐ N/A ☐ File Name: QA 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 & Answers for Public Facility Projects**
Yes ☐ No ☐ N/A ☐ File Name: QA 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 & Answers for Street/Drainage Projects**
Yes ☐ No ☐ N/A ☐ File Name: QA 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 ☐ File Name: 3-B_Municipality/County
- c. **Contractor-Subcontractor Clearance (Exhibit 1-X) *req'd for administrators incl individuals**
Yes ☐ No ☐ N/A ☐ File Name: 1-X_Administrator
- d. **RFP for Design Services (Exhibit 3-C)**
Yes ☐ No ☐ N/A ☐ File Name: 3-C_Municipality/County
- e. **Contract for Engineering Services (Exhibit 3-D)**
Yes ☐ No ☐ N/A ☐ File Name: 3-D_Municipality/County

- f. **Contract for Architectural Services (Exhibit 3-E)**
Yes ☐ No ☐ N/A ☐ File Name: 3-E_Municipality/County
- g. **Campaign Contribution Form(s)**
Yes ☐ No ☐ File Name: Campaign Contribution_Municipality/County
- h. **Contractor-Subcontractor Clearance (Exhibit 1-X) *required for any other vendors**
Yes ☐ No ☐ File Name: 1-X_Other vendors
- i. **Contractor/subcontractor Activity Report (Exhibit 1-E)**
Yes ☐ No ☐ File Name: 1-E_Municipality/County
- j. **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 (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, 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

c. Preliminary Engineering Report (PER)

Yes ☐ No ☐ N/A ☐ File Name: PER_Municipality/County

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

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