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Date: August 15, 2022

To: LGD - Local Government Grantees

From: Donnie Quintana, Director *Donnie Quintana*

Re: New Payment/Reimbursement Request Submission Process

In our efforts to administer, manage and properly track all pay requests and other documents, i.e., Notice of Obligations (NOOs), submitted to the DFA-Local Government Division, beginning immediately please follow the new submission process. This will include all Legislative, CDBG, LDWI, and other special programs. It is imperative that all grantees utilize this new process to avoid any delays.

Instructions: (See attached checklist)

1. Submit all reimbursement requests, pay requests, and obligation forms via email to [DFALGD.Payables@state.nm.us](mailto:DFALGD.Payables@state.nm.us)
2. Copy your designated project manager. This will further assure that your request will be processed in a timely manner.
3. Properly identify in Subject Line, i.e., Happy Town 22-Gxxxx NOO4; or Happy Town 21-Fxxxx PR2
4. Notice of Obligation/Reimbursement/Pay Requests will require the following: (utilize fillable forms)
  - Pay Request Form – completed, signed and dated
    - Provide backup to include invoice(s), proof of payment, copy of executed Notice of Obligation (NOO) applicable for all Legislative grants, and/or all back up related to the request for payment being submitted.
  - Notice of Obligation (NOO) – Legislative grants only
    - Completed NOO form. Use multi-vendor form is more than two vendors
    - Quote from vendor selected. Include PO if applicable.
    - If requesting a rescind/de-obligation, provide a memo explaining why the rescind is required.

As always, we appreciate your support and cooperation in this new process. If you have any questions, please contact your assigned Project Manager or LGD Bureau Chief.

## **Legislative Submission Checklist and Naming Conventions**

### **1. Capital Outlay Notice of Obligation (NOO)**

- Subject line to read: Entity Name, Grant ID# and NOO# (example: Anytown 20-X1234 NOO1)

NOO Checklist:

1. NOO form (completed and numbered in sequential order)
2. Copies of Quotes or Estimates

(If responding to a requested correction, please add word 'correction' to the Subject line, i.e.,  
Correction - Anytown 20-X1234 NOO1)

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### **2. Capital Outlay Pay Request (PR)**

- Subject line to read: Entity Name, Grant ID#, PR # (example: Anytown 20-X1234 PR1)

PR Checklist:

1. PR form (completed and numbered in sequential order)
2. Copies of Invoices
3. Proof of Payment (canceled checks or bank statements)
4. Copy of approved NOO

(If responding to a requested correction, please add word 'correction' to the Subject line, i.e.,  
Correction - Anytown 20-X1234 PR1)

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### **3. CDBG Pay Request**

- Subject line to read: Entity Name, Grant ID#, PR# (Anytown 20-C-10 PR1)

CDBG PR Checklist:

1. PR form (1-M) (completed and numbered in sequential order)
2. Copies of Invoices or required backup
3. Copies of Match/Leveraging backup (if applicable)
- Proof of Payment (canceled checks or bank statements)

(If responding to a requested correction, please add word 'correction' to the Subject line, i.e.,  
Correction - Anytown 20-C-10 PR1)

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