



**NEW MEXICO ENVIRONMENT DEPARTMENT (NMED)
CONSTRUCTION PROGRAMS BUREAU (CPB)
RURAL INFRASTRUCTURE PROGRAM (RIP)**

Loan Application Checklist

This is a list of items/forms that we require in order to process your loan application. For questions please email at NMENV-cpbinfo@state.nm.us or (505) 827-2806. Please be sure all of the following items/forms have been included in order for your loan application to be processed.

PLEASE NOTE THAT IF YOU DO NOT SEND ORIGINALS, YOU WILL NEED TO SEND A CERTIFIED COPY OF AN ORIGINAL.

1. Please complete the contact information sheet (*form attached*).
2. Please complete the project information sheet (*form attached*).
3. Complete the proposed Project Budget (*form attached*).
4. If this application is not being prepared by a municipality or county, a copy of the Articles of Incorporation and By-laws must be included. These documents are necessary in order to determine the organization's eligibility for RIP funding.
5. If this application is not being prepared by a municipality or county, proof that the organization is in good standing with the Office of the Secretary of State Business Services Division must be provided (<http://portal.sos.state.nm.us>).
6. Please provide a copy of the Resolution or Ordinance that defines public notice requirements for the Open Meetings Act approved by the governing body.
7. Please provide an original signed Resolution or Ordinance (if a Municipality), passed by the governing body which authorizes the RIP loan. **The Resolution or Ordinance should clearly indicate the loan is being applied for from the NMED-CPB's Rural Infrastructure Program, the dollar amount that is being requested and the source of repayment.** (*sample attached*)
8. Enclose a copy of the Notice for Public Meeting where the above Resolution or Ordinance was passed. The public notice should clearly indicate that a loan application with the NMED-CPB's Rural Infrastructure Program will be discussed at the meeting and the dollar amount requested (*sample attached*).
 - Also, provide where and when the notice was posted.
 - Signed copy of the minutes of the meeting must also be included.
9. Please provide a copy of the last three (3) completed years of audited financial statements. If the applicant does not have audited financial statements include
 - Income statement (profit and loss) for three (3) years
 - Balance sheet (assets and liabilities) for three (3) years
 - Three (3) years of bank statements

10. Please provide three years of billings for each customer, and a detailed summary of account delinquencies, both residential and commercial, for the past three (3) years.
11. If this applicant does not have audited financial statements provide outstanding debt schedules
12. Please provide a copy of the user rate schedule(s) for the last five years.
(A) Please provide the resolution authorizing the current rates.
(B) If applicable, provide a copy of proposed changes to the rate schedule, and when the new rates will become effective.
13. Prior to signing the loan agreement, a Signature Authorization Resolution (*sample attached*) must be passed which designates
- (1) An individual to sign the loan agreement
 - (2) The representative who is authorized to submit any documents pertaining to the project and act as the point of contact, and
 - (3) The signatory authority on all disbursement requests and other documents pertaining to the project which require a signature for submittal to NMED.
- Include Current Authorized Signatures form with original signatures of the above individuals (*sample attached*).

CONTACT INFORMATION SHEET

Date: _____

Name of MDWCA, Municipality, etc.: _____

Current President/Mayor/Local Authority Official: _____

Title: _____

Address: _____

Phone #: _____ Fax #: _____

E-mail address: _____

Current Clerk/Treasurer: _____

Address: _____

Phone #: _____ Fax #: _____

E-mail address: _____

Primary Contact Person and Title: _____

Address: _____

Phone #: _____ Fax #: _____

E-mail address: _____

Additional Contact Person and Title: _____

Address: _____

Phone #: _____ Fax #: _____

E-mail address: _____

**RURAL INFRASTRUCTURE PROGRAM (RIP)
APPLICATION FOR
WATER / WASTEWATER / SOLID WASTE
PROJECT INFORMATION**

1. Describe the nature of the problems or inadequacies, and the manner in which they will be addressed in the project.
 - Applicants should describe the existing facilities including size, condition, age, and capacity.
 - The applicant should also state the approximate size, capacity, number of service connections, and the estimated costs of the proposed improvements. Please complete the enclosed project budget form.

2. Which of the following documents have been completed for the proposed project?

Preliminary Engineering Report (PER)

Environmental Information Document (EID)

Plans & Specifications

3. Is the applicant currently out of compliance with any regulation that is eligible under this loan application?

4. Will the funds result in a complete/operational project? If not further clarification of how the project will be completed must be provided.

PROPOSED PROJECT BUDGET

NAME OF GRANTEE:			
CLASSIFICATION	NMED- RIP Program	OTHER FUNDS	TOTAL
Administrative Expenses-NMED	Ineligible	\$	\$
Engineer Fees	\$	\$	\$
Other Professional Service Fees	\$	\$	\$
Inspection Fees	\$	\$	\$
Property Acquisition	\$	\$	\$
Construction Cost	\$	\$	\$
Planning Cost	\$	\$	\$
Equipment	\$	\$	\$
Other Costs (specify)	\$	\$	\$
Contingencies	\$	\$	\$
TOTAL:	\$	\$	\$
Identify sources and amounts of other funds			
Are the other funds committed? (Yes/No)			

(Community Name)

RESOLUTION/ORDINANCE # _____

WHEREAS: IT HAS BECOME NECESSARY FOR THE _____
(Community Name)

TO APPLY FOR A LOAN FROM THE STATE OF NEW MEXICO ENVIRONMENT
DEPARTMENT CONSTRUCTION PROGRAMS BUREAU RURAL INFRASTRUCTURE LOAN
PROGRAM IN THE AMOUNT OF \$_____ FOR THE PURPOSE OF

NOW THEREFORE BE IT RESOLVED THAT: _____
(Mayor, President, Local Authority Official)

IS HEREBY AUTHORIZED BY THE BOARD OF DIRECTORS OF THE

(Community Name) TO FILE AN APPLICATION FOR FINANCIAL

ASSISTANCE FROM THE STATE OF NEW MEXICO ENVIRONMENT DEPARTMENT
CONSTRUCTION PROGRAMS BUREAU IN THE FORM OF LOAN FUNDS FROM THE
RURAL INFRASTRUCTURE LOAN PROGRAM IN THE AMOUNT OF \$_____

PLUS ACCRUED INTEREST IF ANY TO BE PAID BACK SOLELY FROM THE NET
REVENUES DERIVED FROM

_____.

By:

Mayor, President, Local Authority
Official

Date:

ATTEST:

Title

Date _____, 20____

NOTICE OF PUBLIC MEETING

The _____ will consider authorization for a loan
(Community)
application in the amount of \$_____ to the New Mexico Environment
Department Rural Infrastructure Loan Program for the purpose of

The meeting will be held at _____ (a.m./p.m.), _____ 20____, at the

(address)

Attest: _____

Date: _____

Notice posted at:

Ordinance/Resolution Number

The _____, of _____, of the State of New Mexico.

Whereas, a meeting of the _____ was held on _____,

NOW THEREFORE, BE IT RESOLVED by the _____ that:

_____, _____, is authorized to sign the loan agreement for this project, and

_____, _____, or successor and _____, _____, successor as the LOAN REPRESENTATIVE(s) authorized to submit any documents pertaining to the project and act as the single point of contact, and

_____, _____ or successor is authorized to sign reimbursement requests and other documents requiring a signature for submittal to the New Mexico Environment Department.

PASSED, APPROVED, AND ADOPTED: _____.

(Signature)

Date

(SEAL)

ATTEST:

Name, Title

(Signature)

Date

Current Authorized Signatures (submit with Signature Resolution; update when necessary)

Loan Signatory Authority	
Name Title Signature Address E-mail Phone	Name Title Signature Address E-mail Phone
Loan Representative	
Name Title Signature Address E-mail Phone	Name Title Signature Address E-mail Phone
Name Title Signature Address E-mail Phone	Name Title Signature Address E-mail Phone
Disbursement and Document Signatory Authority	
Name Title Signature Address E-mail Phone	Name Title Signature Address E-mail Phone