



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

All items/forms must be completed and submitted along with the Loan Application

1. Contact information sheet (*form attached*).
2. Project information sheet (*form attached*).
3. Site Certificate (*form attached*).
4. Proposed Project Budget (*form attached*).
5. 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.
6. If this application is not being prepared by a municipality or county, proof that the organization is in good standing with the Public Regulation Commission must be provided (<http://portal.sos.state.nm.us>).
7. Provide a copy of Resolution or Ordinance that defines public notice requirements for the Open Meetings Act approved by the governing body.
8. Provide an original signed Resolution or Ordinance (if a Municipality), passed by the governing body which authorized 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 method in which the loan is to be repaid.** (*sample attached*)
9. Enclose a copy of the Notice of 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. If applicable, include a copy of the advertisement. Original signed copy of the minutes of the meeting must also be included.
10. Provide a copy of the last three (3) completed years audited financial statements. If the applicant is not a municipality or county and does not have audited financial statements include three (3) years of bank statements and two years of billings for each customer.
11. Provide a summary of account delinquencies, both residential and commercial for the past three (3) years.
12. Provide a copy of current user rate schedule and resolution authorizing current rates. 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 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 signature authority on all disbursement requests and other documents pertaining to the project which require a signature for submittal to NMED (*sample attached*). Include current signature attachment with original signatures of the above individuals (*sample attached*).

CONTACT INFORMATION SHEET

Date:

Project # (if available):

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. Will additional property need to be acquired for the proposed project? If so, will RIP funds be used to purchase the land or easements?

If the property or easements / right-of-way are in place, the attached site certificate must be completed.

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

Preliminary Engineering Report (PER)

Environmental Information Document (EID)

Plans & Specifications

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

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

SITE CERTIFICATE
New Mexico Environment Department
Construction Programs Bureau

This is to certify that the **(Legal Name of Applicant, i.e., City, District, etc.)** has now acquired all property (sites, easements, right-of-way, or specific use permits) necessary for construction, operation and maintenance of the project described as **(Proposed Contract No. and Description)**

Any deeds or documents required to be recorded to protect the title(s) held have been recorded or filed for record wherever necessary.

In the event of conflicts with existing underground utilities or to preserve unknown cultural or historic resources, the **(Name of Applicant)** has the right of eminent domain and will take condemnation action, if necessary, to acquire any sites, easements or rights-of-way which may be required to change the location of any of the facilities described above; and upon acquisition of the rights-of-way and recording of documents, will submit another site certificate to that effect.

EXECUTED this **Day of Month, Year.**

(Signature)

(Print Name & Title)¹

¹ **NOTE:** This certificate **MUST BE EXECUTED BY AN ATTORNEY OR AN ABTRACTOR** qualified to evaluate the Applicant's interest in the site and make such a determination.

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	\$	\$	\$
Equipment	\$	\$	\$
Other Costs (specify)	\$	\$	\$
Contingencies	\$	\$	\$
TOTAL:	\$	\$	\$
Identify Sources of Other Funds			
Are the other funds committed? (Yes/No)			

{ S A M P L E }

(Community Name)

RESOLUTION

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

{ S A M P L E }

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.), _____ 20XX, at the

(address)

Attest: _____

Date: _____

Notice posted at:

Resolution Resolution Number

Project No. Project Number

The Community Name, of County Name, of the State of New Mexico.

Whereas, a meeting of the Governing Body was held on Date,

NOW THEREFORE, BE IT RESOLVED by the Governing Body that:

Representative Name, Representative Title, is authorized to sign the loan agreement for this project, and

Representative Name, Representative Title, or his/her successor and Representative Name, Representative Title, or his/her successor as the LOAN REPRESENTATIVE(s) authorized to submit any documents pertaining to the project and act as the single point of contact, and

Representative Name, Representative Title, or his/her successor, as the LOAN SIGNATORY AUTHORITY(s) authorized to sign reimbursement requests and other documents requiring a signature for submittal to the New Mexico Environment Department.

PASSED, APPROVED, AND ADOPTED: Date.

Name, Title, Community Name

(Signature)

Date

(SEAL)

ATTEST:

Name, Title

(Signature)

Date

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

Project Name Project Name

Project No. Project Number

Loan Representative(s)	
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	_____

Loan Signatory Authority(ies)	
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	_____