

Local Government Planning Fund

Application Overview and Frequently Asked Questions

The New Mexico Finance Authority (“NMFA”) administers the Local Government Planning Fund (“LGPF”). The NMFA will adhere to the following application process:

- **Applications will be accepted monthly.**

Upon submission, NMFA staff will review the application for completeness and eligibility using the LGPF approved evaluation criteria. Applicants whose application is determined ineligible or incomplete will be notified in writing that the application will not be moving forward. The following Frequently Asked Questions are provided to help applicants better understand the Program and application process:

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I. Local Government Planning Fund (LGPF) Overview

Q: What is the LGPF?

A: The LGPF provides capital necessary for proper planning of vital public projects, including infrastructure, preliminary engineering reports, long-term master plans, water conservation plans, asset management plans, economic development plans, affordable housing plans, flood inundation maps, archaeological clearances, or energy audits.

Q: What types of projects are eligible for funding?

A: As established in the *Local Government Planning Fund Policies*, the NMFA may give priority in awarding planning grants to those qualified entities seeking funding to develop the following documents:

1. *Preliminary Engineering Reports* to address urgent needs as defined by the Policies
2. *Environmental Information Documents* that are compliant with the State's DWRLF State Environmental Review Process ("SERP")
3. Plans to implement the *Local Economic Development Act*
4. Plans to implement the *Affordable Housing Act*
5. Plans to reduce blight pursuant to the *Metropolitan Redevelopment Act*
6. *Water Conservation Plans*
7. *Flood inundation maps* necessary for emergency action planning
8. *Archaeological clearances* necessary to comply with state rules and regulations
9. *Asset Management Plans*
10. *Long-term Master Plans*
11. *Economic Development Feasibility Studies*
12. *Energy audits*

Q: Who is eligible to apply for funding?

A: Under the *Local Government Planning Fund Rules*, a "Qualified Entity" includes the state or any agency or institution of the state or any county, municipality, school district, special district, community water association or an Indian nation, tribe or pueblo located wholly or partially in New Mexico, including a political subdivision or a wholly owned enterprise of an Indian nation, tribe or pueblo.

Q: What kind of funding is available?

A: LGPF awards are generally comprised of a local match and grant funds that cannot exceed \$100,000. The total amount of Planning Grant funding per entity may not exceed \$100,000 per 24-month period unless the NMFA Board waives either requirement due to additional availability of funds or critical need. Notwithstanding this limit, qualifying entities may receive an additional \$100,000 per 24-month period for funding of *Metropolitan Redevelopment Act* or *Affordable Housing Act Plans*.

Q: How is the grant disbursed?

A: Prior to the disbursement of grant funds, the NMFA will determine that the grantee has met all readiness to proceed requirements including completion and approval of the planning document by the reviewing agency. NMFA will reimburse the grantee or pay the consultant directly for project expenses only after the grant agreement has closed. Furthermore, pursuant to the planning grant agreement, each qualifying entity that receives a planning grant from the Fund shall be required to report at least semi-annually to the Finance Authority on the status of the planning grant.

Q: Is a local match required?

A: Yes, unless the application qualifies for 100% grant funds or the local match requirement is waived per the LGPF Rules and Project Management Policies.

II. Important Dates for applications

Applications will be accepted monthly.

MONTHLY:

First & Second week

Second Wednesday

Third Wednesday

Fourth Thursday

Application Evaluations

NMFA Credit Committee Meeting

NMFA Public Lending Committee Meeting

NMFA Board Meeting, Approval of LGPF awards

III. Application Process

Q: How do we apply for funding?

A: Interested applicants must first complete and submit the [LGPF EnABLE Enrollment Form](#) to receive access to NMFA’s EnABLE™ system in order to complete and submit a LGPF application. Once this form is received, usernames will be created for the Local Administrator (“Primary Contact”) and Technical Assistants (“Consultants”). A new application must be submitted for each proposed project.

Q: Who is the “Primary Contact”?

A: Through the Enrollment Form, the applicant identifies the individual who will be the Primary Contact for submitting the application on behalf of the applicant.

Q: Who can set up other users to assist and access the on-line application?

A: New Mexico Finance Authority staff can enroll other local users to have access to the applicant’s EnABLE account. Through the enrollment form, the applicant may request access for a Secondary Contact and up to two (2) designated consultants who may assist in the application and upload documentation. Access for any additional consultants may be requested through LGPF@nmfa.net.

Q: Application Limitations: Can our entity apply for more than one project? Is there a maximum amount we can apply for?

A: There is no limit to the number of applications a qualified entity may submit. However, an entity may not receive more than \$100,000 per 24-month period unless the Board waives either requirement due to additional availability of funds or critical need. Notwithstanding this limit, qualifying entities may receive an additional \$100,000 per 24-month period for funding of Metropolitan Redevelopment Act or Affordable Housing Act Plans

Q: How long is the application process?

A: The application process usually takes a month, from application submission to funding determination.

Q: Who reviews the applications?

A: The applications are reviewed by the NMFA staff, Credit Committee, and Public Lending Committee. The initial review by NMFA staff determines qualified funding per the LGPF policies. The Credit and Public Lending Committees are tasked with reviewing the technical and financial aspects of the project in accordance with the LGPF established criteria and policies.

Q: Where do we find a copy of the LGPF Policies?

A: The LGPF Policies are available on the NMFA website and by email request to LGPF@nmfa.net.

Q: How is funding determined?

A: The NMFA will analyze the application to determine if the applicant has the financial capacity to fund the planning document from its available financial resources. The amount of the planning document that cannot be cash funded from available financial resources, such as unrestricted cash balances will be considered to be the applicant's Unmet Need for the project.

To determine the base amount of any planning grant award for an applicant, NMFA evaluates:

1. Applicant's Local Median Household Income (MHI)
2. Applicant's Local Burden Ratio based on local water, wastewater, or solid waste utility rates in comparison to the state average.
3. Applicant's relative economic need

Maximum awards are determined using a sliding scale pursuant to the LGPF Project Management Policies. Grant awards may not exceed \$100,000 per planning document.

Q: Is there a waiver of the Local Match Requirement?

A: Yes. Applications for planning documents needed to cure urgent needs, address regulatory compliance issues, economic development or affordable housing needs will be provided with 100% grant funds for the identified project as further provided under the Program's policies.

Q: Can LGPF funded planning documents be considered as "local match" for the Water Trust Board or Colonias Programs?

A: LGPF funded Preliminary Engineering Reports may be considered as "local match" for the Water Trust Board or Colonias Programs if the PER is for the proposed Water Trust Board or Colonias project. Other planning documents, such as Asset Management Plans or Master Plans are not eligible as "local match" for the Water Trust Board or Colonias Programs.

IV. Submittal of Application

Q: How is the application submitted?

A: The application and all required attachments must be completed and submitted through the EnABLE™ system at <https://www.gotoenable.com/NMFAEnable/login.aspx>.

Q: What are the required attachments and how are they submitted?

A: Attachments that are required or that may be applicable to the proposed project will be identified within the application and require the applicant to upload the documents where indicated.

Q: How do I complete the application forms Application Certification?

A: Click on the appropriate attachment to download, complete the form, and then upload the document to the indicated area within the application. Be sure to upload a *signed* Application Certification form.

Q: How will I know if my application has been submitted and received?

A: When the application is complete, the Primary Contact must click the “submit” icon. Only the Primary Contact can “submit” the application. If there are any missing items (e.g., questions not answered, required documents not uploaded), a list of missing information will appear. Once the completed application is submitted, the application status will change from “Started” to “Submitted”

Questions?

Please contact a LGPF Administrator via email at LGPF@nmfa.net or by telephone 1-877-ASK-NMFA or (505) 984-1454.

ENABLE™ ENROLLMENT FORM LOCAL GOVERNMENT PLANNING FUND

This Enrollment Form serves as: i) notification of the Applicant’s desire to apply for Local Government Planning Fund (“LGPF”) grant funding, and ii) the *initial step of the enrollment process* to access the New Mexico Finance Authority’s (“NMFA”) online application system, EnABLE™ (“EnABLE”). Please submit this form to LGPF@nmfa.net to enroll for access to the EnABLE online funding application.

Applications for the LGPF may only be submitted via the New Mexico Finance Authority’s online application and account system. Enrollment involves completing this form to identify the individual who will be the Primary Contact for submitting the application. Through this enrollment form, the applicant may also request access for a Secondary Contact and up to two designated consultants who may assist in the application and upload documentation. Access for any additional secondary contacts or consultants may be requested through LGPF@nmfa.net.

Upon receipt of a properly completed Enrollment Form, the NMFA will send, by email, confirmation of our acceptance of your enrollment, and, if applicable, our acceptance of the enrollment of any additional contacts or consultant to use EnABLE, along with an assigned Username and temporary Password. To access EnABLE, a user will be asked to submit a correct Username and Password, as well as acknowledge certain terms of use.

I. APPLICANT INFORMATION:

Applicant (Name of Legal Entity):		
Applicant Mailing Address:		
Applicant Street Address:		
City:		State:
County:		Zip:
Email:		Phone:

APPLICANT LEGAL ENTITY TYPE (Check One):	
	Authority (specify):
	Municipal or County Government
	Mutual Domestic/Sanitary Projects Act Entity
	Special District (specify):
	Tribe or Pueblo
	Other (specify):

NOTE -- Each Contact must have a separate, unique email address.

APPLICANT PRIMARY CONTACT <i>(Authorized to Submit Application and Request Access for EnABLE users)</i>		
Name:	Title:	
Mailing Address:		
City:	State:	Zip:
Email:	Phone:	

APPLICANT SECONDARY CONTACT <i>(Authorized to Access EnABLE Application System)</i>		
Name:	Title:	
Mailing Address:		
City:	State:	Zip:
Email:	Phone:	

Consultant Authorized to Access EnABLE Application System		
Name:	Title:	
Firm:		
Mailing Address:		
City:	State:	Zip:
Email:	Phone:	

Consultant Authorized to Access EnABLE Application System		
Name:	Title:	
Firm:		
Mailing Address:		
City:	State:	Zip:
Email:	Phone:	

NOTE: Only the Primary Contact designated above can "Submit" the EnABLE online application.

II. PROJECT INFORMATION

Project Type – *Check One That Applies*

- Affordable Housing Act Plan
- Archaeological Clearances
- Asset Management Plan
- Economic Development Feasibility Study
- Energy Audits
- Environmental Information Document
- Flood Inundation Map(s)
- Local Economic Development Act Plans (LEDA)
- Long-term Master Plan
- Metropolitan Redevelopment Act Plan
- Preliminary Engineering Report
- Water Conservation Plan
- Water Development Plan

III. CERTIFICATION

I CERTIFY THAT:

- I have the authority to designate a Primary Contact who will be authorized to submit an application via EnABLE;
- I have the authority to designate local users to access EnABLE;
- I have the authority to designate identified consultants to access EnABLE; and
- To the best of my knowledge, all information contained in this form is valid and accurate.

Signature: _____
Highest Elected Official or Board Officer

Print Title: _____

Print Name: _____

Date: _____