

## **WATER TRUST BOARD & COLONIAS INFRASTRUCTURE BOARD**

### **2019 AWARD TRAINING – WHAT’S NEXT?**

Presented by:  
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- ▶ May 23, 2019, the New Mexico Finance Authority Board of Directors approved the financial structure for awards made by the Colonias Infrastructure Board (April 30, 2019) and the Water Trust Board (May 8, 2019)
- ▶ Award letters:
  - ▶ Financial structure
  - ▶ Conditional award
  - ▶ Readiness to Proceed requirements
  - ▶ NMED Project Manager Oversight
  - ▶ Deadline

## FINANCIAL STRUCTURE

As identified within Colonias and WTB policy, in addition to the local contribution funding match requirement, the funding shall contain a loan component.

**Colonias:** 10% loan

**WTB:** Minimum of 10% loan with a maximum of 40% in increments of 10%.

Differential Options: Additional loan in lieu of the match component

## CONDITIONAL AWARD

The award decisions are based on review according to established criteria and project compliance of proposals submitted 4 to 5 months earlier.

- Project updates
- Staff turnover
- Changes in Administrative Directives
- Financial Capacity
- Readiness to Proceed Items

## READINESS TO PROCEED

Readiness to Proceed (“RTP”) items required in order to secure the funding:

- Current Open Meetings Act Resolution
- Updated Project Description
- Monthly Drawdown Schedule (month, year and amount)
- Final Approval on Plans/Specifications (Construction projects\*)
  - \*Final approval of Plans/Specifications prior to disbursement of construction funds (Design/Construct projects)
- Consent to Additional Debt by Other Funders (USDA, NMED-RIP)
- Verification of Right-of-Way and Easements/Landowner Agreements

## READINESS TO PROCEED (CONTINUED)

- Updated Financial Plan
- Verification of Required Match
- Verification Loan Pledge
- Compliance Verification
- Regulatory Agency Compliance Updates
- Deadline to provide all RTP items SEPTEMBER 10, 2019



**Don't Wait!**

## NMED PROJECT MANAGER OVERSIGHT

As part of the technical oversight of projects receiving State Funds and granted by the Colonias and WTB Board, the NMFA partnered with NMED-Construction Programs Bureau to:

- Ensure that projects are completed in accordance with applicable laws and regulations
- Projects are cost effective
- Design elements include available technologies and operational design for efficiency
- Design elements are incorporated into the plans and specifications for each project
- The above approvals are carried through in the construction and completion of the project.

## DEADLINE TO SUBMIT RTP ITEMS

\*September 10, 2019 is the deadline to submit RTP items identified in the award letter. Once RTP items are received and reviewed:

- NMFA's outside counsel will contact the entity directly
- Financial Schedule/Timetable will be created
  - Submission of draft documents
  - Notice of resolution publication
  - Adoption of resolution
  - Public comment period
  - Submission of final documents.
- Draft Close-out Documents submitted for review to all parties
- Final Close-out Documents submitted for final signatures
- Executed Funding Agreement

\**Submit RTP items if funding is required sooner*

## LET'S BEGIN



- Executed Funding Agreement
- NMED-CPB Project Manager
- [Colonias@nmfa.net](mailto:Colonias@nmfa.net)
- [WTBAdmin@nmfa.net](mailto:WTBAdmin@nmfa.net)

## EXECUTED FUNDING AGREEMENT

- Requirements
  - Reporting
  - Match
- Authorized Officers
- Exhibits
  - Term Sheet
  - Requisition form
  - Quarterly Project Status Report
  - Final Report
  - Certificate of Completion

## REPORTING

*"The Borrower/Grantee shall provide the Lender/Grantor with a quarterly written report substantially in the form of "Exhibit D"..., or other report format as designated by the Finance Authority, and signed by an Authorized Officer of the Borrower/Grantee."*

Reports shall be due on each March 31, June 30, September 30 and December 31 thereafter until the report date next following final distribution of the Loan/Grant funds.

*\*First report follows next quarterly date after closing date.*

## MATCH

In addition to any required loan component, Applicants must demonstrate project commitment in the form of minimum local matches:

- *Local match – resolution committing to the match; budget line item*
  - *Hard match – actual dollars expended on the proposed project*
  - *Soft match – in-kind equipment and/or labor for the scope of work on the proposed project*
- *Federal funds – funding agreement (should include project description and amount)*
- *Cost of PER, design – paid by applicant (approved by NMED-if applicable)*

## AUTHORIZED OFFICERS

- ▶ **Identified within the Funding Agreement (Chair, Executive Director, President, County/City Manager, Clerk, Finance Director, etc.)**
  - Quarterly/final Project Status Reports
  - Certificate of Completion
  - Reimbursement Requests
  - Changes to the Funding Agreement and/or awarded project

## EXHIBIT "A" – TERM SHEET

- Project Description (summary)
- Grant Amount
- Loan Amount
- Pledged Revenues
- Outstanding Debt
- Additional Funding Amount (Match)
- Closing Date

## EXHIBIT "B" – PAYMENT PROVISIONS OF THE LOAN

Debt Service Schedule (Interim) – \*Construction loan structure, allows completion of project within 2 years from the closing date before the first loan payment is due.

Loan Amount and Administrative Fee (if applicable) in twenty (20) annual installments.

*\*Final Debt Service Schedule once project has been certified complete*

Loan Component (LOAN)

Period Ending	Principal	Coupon	Interest	Debt Service
06/01/2022	3,006	0.250%	427.50	3,523.50
06/01/2023	3,369	0.250%	163.26	3,523.26
06/01/2024	3,369	0.250%	154.86	3,523.86
06/01/2025	3,377	0.250%	146.44	3,523.44
06/01/2026	3,386	0.250%	138.00	3,524.00
06/01/2027	3,394	0.250%	129.54	3,523.54
06/01/2028	3,403	0.250%	121.04	3,524.04
06/01/2029	3,411	0.250%	112.54	3,523.54
06/01/2030	3,420	0.250%	104.02	3,524.02
06/01/2031	3,428	0.250%	95.46	3,523.46
06/01/2032	3,437	0.250%	86.90	3,523.90
06/01/2033	3,445	0.250%	78.30	3,523.30
06/01/2034	3,454	0.250%	69.68	3,523.68
06/01/2035	3,462	0.250%	61.06	3,523.06
06/01/2036	3,471	0.250%	52.40	3,523.40
06/01/2037	3,480	0.250%	43.72	3,523.72
06/01/2038	3,489	0.250%	35.02	3,524.02
06/01/2039	3,497	0.250%	26.30	3,523.30
06/01/2040	3,506	0.250%	17.56	3,523.56
06/01/2041	3,515	0.250%	8.78	3,523.78
	68,400		2,072.38	70,472.38

## EXHIBIT "C" – FORM OF REQUISITION

- Requisitions are processed on the 1<sup>st</sup> and 15<sup>th</sup> of each month (SBOF)
- All requisitions must be signed by an authorized officer
- All requisitions must be submitted with appropriate backup documentation
  - Reimbursement to entity: invoices of work completed and cancelled checks and/or documentation verifying that contractor has been paid
  - Direct payment to contractor: invoices of work completed
- Requisitions should be submitted a few days prior to the deadline date (1<sup>st</sup> or 15<sup>th</sup> of each month) to allow time for review and approval
- Minimum amount of \$1,500 on any requisition with the exception of the final requisition
- Final requisitions should include (but not limited to) final report, certificate of completion, verification of match
  - Final requisition must be received prior to expiration/closing date

*\*Any deviation from required documents and/or procedures may delay the processing of requisitions.*

## EXHIBIT "C" FORM OF REQUISITION (continued)

- Verification of Match component – typically, the match is submitted with the requisition and should include:
  - Documents clearly identifying "MATCH" with verification that the match has been expended (cancelled checks, etc.)
  - Match must be expended prior to the final draw of the awarded funds
- Signed requisitions with appropriate backup documentation must be submitted via email only to:
  - [Colonias@nmfa.net](mailto:Colonias@nmfa.net) for all Colonias awards
  - [WTBAdmin@nmfa.net](mailto:WTBAdmin@nmfa.net) for all WTB awards

*\*Any deviation from required documents and/or procedures may delay the processing of requisitions.*



**EXHIBIT "C" – FORM OF REQUISITION (continued)**

**I. PAYMENT INFORMATION**

REQUISITION NO. \_\_\_\_\_ PAYMENT AMOUNT: \$ \_\_\_\_\_  
 PAYEE'S NAME: \_\_\_\_\_  
 PAYEE'S ADDRESS: \_\_\_\_\_

Payment Information

- > Requisition Number begins with 1 (first drawdown) and so on
- > Payment Amount: what you are requesting for reimbursement from the fund
- > Name and Address of Payee - who the reimbursement will be wired to

**II. REQUISITION INFORMATION (complete for all payments)**

- Attach proof of expenditures (cancelled check, wire transfer receipt, bank ledger, etc.)
- List all Vendors, Payment Purposes, or Eligible Item Categories below or attach separate page or spreadsheets if needed.

Vendor Name \_\_\_\_\_  
 Total Amount \$ \_\_\_\_\_ Invoice No.(s) \_\_\_\_\_  
 Purpose of Payment \_\_\_\_\_  
 Eligible Item Category \_\_\_\_\_

Vendor Name \_\_\_\_\_  
 Total Amount \$ \_\_\_\_\_ Invoice No.(s) \_\_\_\_\_  
 Purpose of Payment \_\_\_\_\_  
 Eligible Item Category \_\_\_\_\_

Vendor Name \_\_\_\_\_  
 Total Amount \$ \_\_\_\_\_ Invoice No.(s) \_\_\_\_\_  
 Purpose of Payment \_\_\_\_\_  
 Eligible Item Category \_\_\_\_\_

Requisition Information

- > Attach Proof of Expenditures if Reimbursement to Entity or Third Party
- > Vendor Name (if reimbursement to entity, itemize for multiple vendors)
- > Total Amount to be reimbursed
- > Invoice No.
- > Purpose of Payment – (design, project management, construction, etc.)
- > Eligible Item Category – reference #'s from 2nd page

**EXHIBIT "C" – FORM OF REQUISITION (continued)**

**III. WIRING INFORMATION:**

BANK NAME:	_____
ROUTING NUMBER:	_____
ACCOUNT NUMBER:	_____

Wiring Information of the Payee

**IV. MATCH INFORMATION**

AMOUNT OF LOCAL MATCH EXPENDED SINCE LAST REQUISITION: \$ \_\_\_\_\_  
*Attach proof of expenditures for hard match (detailed invoices, cancelled checks, wire transfer receipt, bank statement, etc.) and written certification of type and value of any soft match.*

AMOUNT OF LOCAL MATCH EXPENDED TO DATE: \$ \_\_\_\_\_  
 TOTAL REQUIRED MATCH: \$ \_\_\_\_\_

Match Information

- > What has been expended "with current requisition"
- > What has been expended to date "including current"
- > Total Required Match

**V. VERIFICATION AND AUTHORIZATION**

Each obligation, item of cost or expense mentioned herein is for a loan grant made by the Lender/Grantor pursuant to the Water Project Finance Act to the Borrower/Grantee within the State of New Mexico, is due and payable, has not been the subject of any previous requisition, and is a proper charge against the Project Account. All representations contained in the Agreement and the related closing documents remain true and correct, and the Borrower/Grantee is not in breach of any of the covenants contained therein.

The proceeds of the Loan Grant are to be used to pay the costs of Eligible Items, as defined in the Agreement. Eligible Items include (1) planning, designing, construction, improving or expanding a qualified project; (2) developing engineering feasibility reports for Qualified Projects; (3) inspecting construction of Qualified Projects; (4) providing professional services; (5) completing environmental assessments or archeological clearances and other surveys for Qualified Projects; (6) acquiring land, water rights, easements or rights of way; (7) eligible legal costs and eligible fiscal agent fees associated with development of Qualified Projects, within limits set forth in the Loan Grant Agreement.

All construction and all installation of equipment with proceeds of the Loan Grant has or will be used in accordance with plans and/or specifications approved on behalf of the New Mexico Finance Authority by the New Mexico Environment Department and/or the Office of the State Engineer, has or will be acquired in compliance with applicable procurement laws and regulations, and has or will be inspected and approved in accordance with applicable laws and regulations.

Capitalized terms used herein, are used as defined or used in the Loan Grant Agreement.

DATE: \_\_\_\_\_  
 AUTHORIZED OFFICER  
 (As Provided in the Loan Grant Agreement)  
 Print Name: \_\_\_\_\_  
 Print Title: \_\_\_\_\_

Verification and Authorization

- > Eligible Items\*
- > Authorized Officer: Only those identified as "authorized officers" can sign.
- > Signature and Title should be legible (Print name and title)

\*eligible items vs eligible scope awarded

## EXHIBIT "D" – PROJECT STATUS REPORT

*"The Borrower/Grantee shall provide the Lender/Grantor with a quarterly written report substantially in the form of "Exhibit "D"...or other report format as designated by the Finance Authority, and signed by an Authorized Officer of the Borrower/Grantee."*

- Requirement of the administration of the Funding Agreement
- Requirement as part of the project oversight
- Provides information to the respective Boards
- Provides information to the New Mexico Legislature
  - Annual reporting
  - NMFA Legislative Oversight Committee
- Assists in forecasting for future funding cycles

## EXHIBIT "D" – PROJECT STATUS REPORT (continued)

Fund Recipient: _____	Project Number: _____				
Contact Name: _____	Project Name: _____				
Title: _____	Project Type: _____				
Email Address: _____					
Reporting Period: From _____ To _____					
<input type="checkbox"/> Quarterly Project Report: <input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> <input type="checkbox"/> 4 <sup>th</sup>					
<input type="checkbox"/> Final Project Report <input type="checkbox"/> Other _____					
CIF Funding Expiration: _____					
<table style="width: 100%; border: none;"> <tr> <td style="border: 1px solid black; padding: 2px;">Total CIF Award: \$ _____</td> <td style="border: 1px solid black; padding: 2px;">Current Balance: \$ _____</td> </tr> <tr> <td style="padding: 2px;">Loan _____ % Grant _____ % Match \$ _____</td> <td></td> </tr> </table>		Total CIF Award: \$ _____	Current Balance: \$ _____	Loan _____ % Grant _____ % Match \$ _____	
Total CIF Award: \$ _____	Current Balance: \$ _____				
Loan _____ % Grant _____ % Match \$ _____					
Expected CIF Award Expenditure Next Quarter: \$ _____					
Local Match Expenditure: To Date \$ _____ Next Quarter \$ _____					
Project Phase: <input type="checkbox"/> Planning <input type="checkbox"/> Design <input type="checkbox"/> Construction					

- Contact Information
- Project Information (auto-populated)
- Quarterly or Final (choose one)
- Reporting Timeline (quarterly dates)
- Award Expiration (WTB/CIF Award expenditure deadline)
- Award and Balance (loan/grant/match-auto-populated)
- Expected expenditure for next Quarter
- Local match to date
- Expected Local match for next Quarter
- Project Phase (Choose all that are applicable)

## EXHIBIT "D" – PROJECT STATUS REPORT (continued)

PROJECT COMPLETION: Original Date _____ Current Date _____	
_____ % Complete Days Remaining to Complete _____ On Schedule? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Briefly Describe Project Progress During This Reporting Period:	
Issues Addressed During This Reporting Period, including any current or anticipated issues that remain unresolved:	
Goals/Milestones, With Timeline or Dates, For The Next Reporting Period:	
Authorized Officer	PRINT NAME: _____
	PRINT TITLE: _____
SIGNATURE: _____	Date: _____

### Project Timeline

- Original Completion Date (Project)
- Current Completion Date (Project)
- % complete and Days Remaining for Completion (Project)
- On schedule?

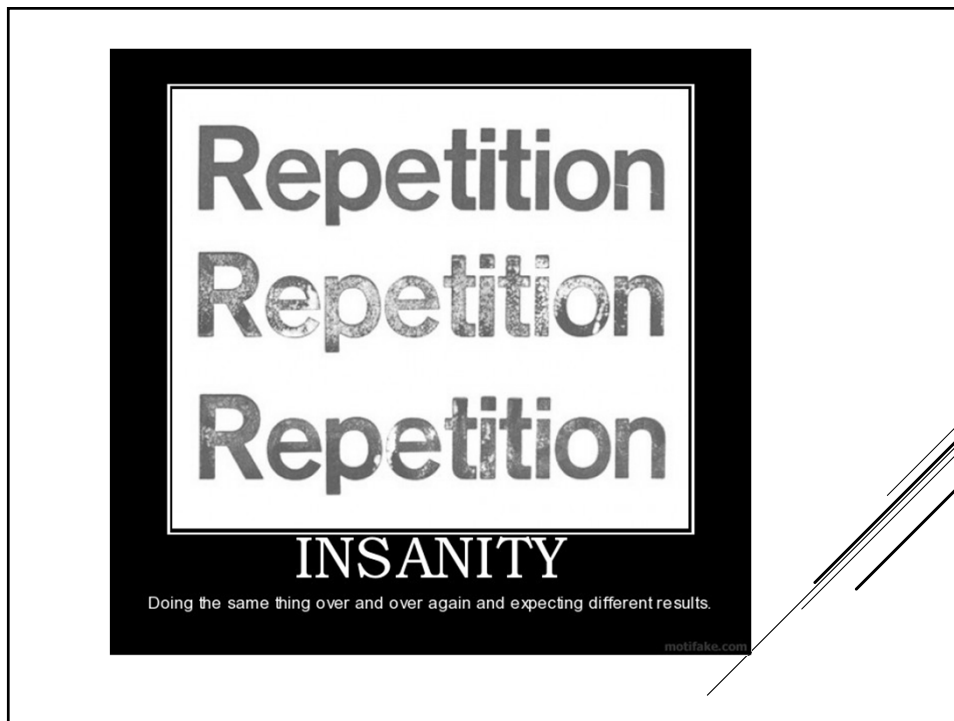
### Summary of Progress

### Issues

### Expected Goals/Milestones for next quarter

### Authorized Representative

- Print Name and Title
- Signature



## EXHIBIT "E" – CERTIFICATE OF COMPLETION

**EXHIBIT "E"**  
**FORM OF CERTIFICATE OF COMPLETION**

RE: \$ \_\_\_\_\_ Loan/Great Agreement by and between the Finance Authority, as Lender/Grantor, and the \_\_\_\_\_ as Borrower/Grantee (the "Loan/Great Agreement")

Loan/Great No. \_\_\_\_\_ WTBC/CF

Closing Date: \_\_\_\_\_

TO: NEW MEXICO FINANCE AUTHORITY

I, \_\_\_\_\_, the \_\_\_\_\_ of the \_\_\_\_\_ (Name) (Title or position)

Borrower/Grantee, hereby certify as follows:

1. The project described in the Loan/Great Agreement (the "Project"), or the applicable phase of the project if funding was for a phased Project, was completed and placed in service on \_\_\_\_\_, 20\_\_\_\_.
2. The total cost of the Project was \$ \_\_\_\_\_.
3. Cost of the Project paid from the Loan/Great Amount was \$ \_\_\_\_\_.
4. Cost of the Project paid from the Additional Funding Amount was \$ \_\_\_\_\_.
5. The portion of Loan/Great Amount unexpended for the Project is \$ \_\_\_\_\_.
6. The Project was completed and is and shall be used consistent with the subject to the covenants set forth in the Loan/Great Agreement.

This certificate shall not be deemed to prejudice or affect any rights of or against third parties which exist at the date of this certificate or which may subsequently come into being.

\_\_\_\_\_  
Borrower/Grantee Name  
BY: \_\_\_\_\_  
In: \_\_\_\_\_

Certificate of Completion submitted when project is complete:

- Funds have been completely expended (Program & Match)
- Remaining balance will not be expended
- All other funds have been or will be expended

## NMED PROJECT MANAGER OVERSIGHT

For all WTBC projects, a NMED-Construction Programs Bureau ("CPB") project manager will be assigned as the technical oversight staff on behalf of the NMFA.

For all Colonias projects, with the exception of "road projects", a NMED-CPB project manager will be assigned as the technical oversight staff on behalf of the NMFA.

Oversight of projects includes, but is not limited to:

- Review of plans/specs
- Review/concurrence of design, engineering and construction contracts
- Review/approval of drawdown requisitions<sup>^</sup>
- Review/approval of change orders
- Review of procurement processes
- Site visits, including attendance at bid opening meetings
- Review/approval of close-out documents

\*It is recommended that you contact the assigned project manager prior to starting the project to prevent possible delays affecting the progress of the awarded project. (construction only projects required NMED-CPB approval of plans/specs as part of RTP requirements)

\*NMED-CPB staff will inform you of any additional documentation/requirements needed.

<sup>^</sup>ALL drawdown requisitions must be submitted directly to: [WTBAdmin@nmfa.net](mailto:WTBAdmin@nmfa.net) or [Colonias@nmfa.net](mailto:Colonias@nmfa.net). Do not submit drawdown requisitions to NMED-CPB project manager.



## SUBMISSION OF CORRESPONDENCE/DOCUMENTS

All correspondence and documents\* must be submitted to the following:

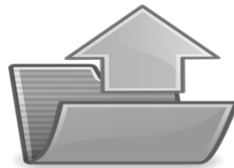
\* (reports, drawdown requisitions, questions related to funds, changes in scope and/or project budget, etc.)

For Colonias

[Colonias@nmfa.net](mailto:Colonias@nmfa.net)

For Water Trust Board

[WTBAdmin@nmfa.net](mailto:WTBAdmin@nmfa.net)

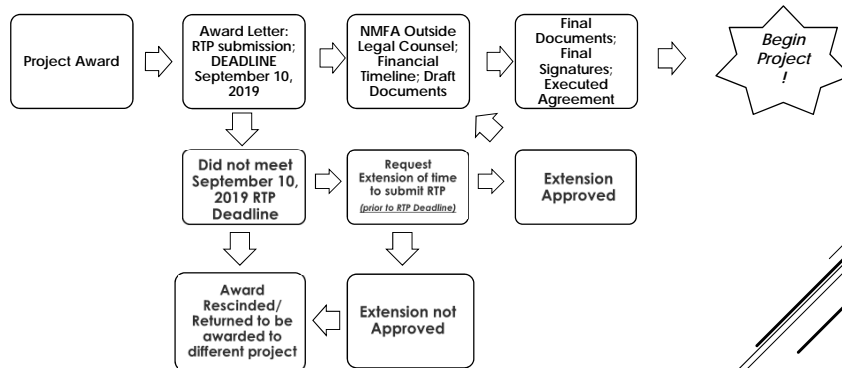


## SUMMARY/PROCESSES

- Closing the Funding Agreement (securing the funding)
- Submittal of Drawdown Requisitions (reimbursement requests)
- Verification of Match
- Completion of Project



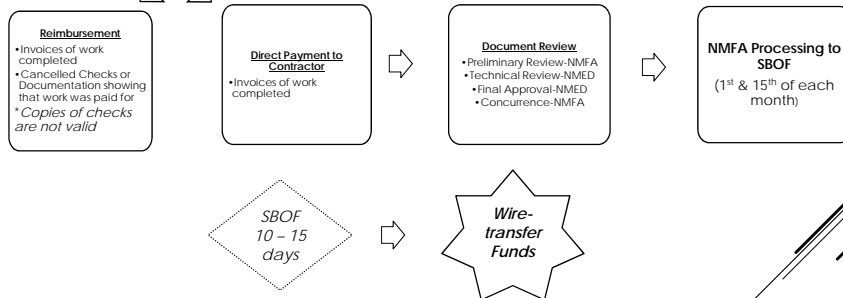
## CLOSING OF THE FUNDING AGREEMENT (AKA -SECURING FUNDS)



## SUBMITTAL OF REQUISITIONS (DRAWDOWNS)

Complete Exhibit "C" and submit to  
 • WTBAdmin@nmfa.net  
 or  
 • Colonias@nmfa.net

*Requisitions are processed twice monthly (typically the 1<sup>st</sup> and 15<sup>th</sup> of each month) to NM State Board of Finance*



## SUBMITTAL OF REQUISITIONS (DRAWDOWNS) DELAYS/TIMING

- Submitting the day before or on the day of deadline
- Requisition not submitted directly to Program Email ([WIBAdmin@nmfa.net](mailto:WIBAdmin@nmfa.net) or [Colonias@nmfa.net](mailto:Colonias@nmfa.net))
- Unauthorized signature
- Incomplete and/or illegible documents:
  - Invoices that do not define work completed;
  - Partial invoices
- Incorrect documents, forms, scopes, amounts, etc.
  - Copy of checks vs. Copy of cancelled checks
  - Verification of 3<sup>rd</sup> party invoices/payments
- Non-approval/changes in contractors (NMED oversight)
- Expired agreement – *“No portion of the Loan/Grant Amount shall be disbursed after the expiration of the Interim Period” (Interim Period is defined as 24 months from the closing date)*



## VERIFICATION OF MATCH

“Local Match”\*\* means the amount determined pursuant to the Policies to be provided by the Borrower/Grantee, which includes the total value of the soft and/or hard match (each as defined in the Policies) and, in combination with the Loan/Grant Amount and other monies available to the Borrower/Grantee, is sufficient to complete the Project.

\*Match provided within application that was reviewed and scored accordingly

- Typically, the match should be expended in concert with the awarded funds (especially with construction scopes).
- When match is the cost of the PER or Design – provide documents of cost (including cancelled checks) that verify PER/Design is complete and has not been paid with state funds.
- Soft match (equipment and/or labor) – documents include timesheets that clearly identify project, date, time and hours worked. (annual leave, holiday time, sick time, etc. not eligible)
- Match documents “package” – must include a summary page (cross-reference).
- Match must clearly be identified\*.
- Final draw request may not be processed if required match has not been met.





## VERIFICATION OF MATCH – IDENTIFYING THE MATCH WITHIN REQUISITION

### Requisition #1

#### IV. MATCH INFORMATION

AMOUNT OF LOCAL MATCH EXPENDED SINCE LAST REQUISITION: \$ 3,500  
*Attach proof of expenditures for hard match (detailed invoices, cancelled checks, wire transfer receipt, bank statement, etc.) and written certification of type and value of any soft match.*

AMOUNT OF LOCAL MATCH EXPENDED TO DATE: \$ 3,500

TOTAL REQUIRED MATCH: \$ 10,000

### Requisition #2

#### IV. MATCH INFORMATION

AMOUNT OF LOCAL MATCH EXPENDED SINCE LAST REQUISITION: \$ 1,500  
*Attach proof of expenditures for hard match (detailed invoices, cancelled checks, wire transfer receipt, bank statement, etc.) and written certification of type and value of any soft match.*

AMOUNT OF LOCAL MATCH EXPENDED TO DATE: \$ 5,000

TOTAL REQUIRED MATCH: \$ 10,000

## COMPLETION OF PROJECT

*"2 YEARS (24 MONTHS) FROM CLOSING"*

*THINGS TO CONSIDER.....*

- Weather;
- NMED Project Oversight/input/approval;
- Change in personnel/administration;
- Change in priorities/direction;
- READINESS



## COMPLETION OF PROJECT

*"2 YEARS (24 MONTHS) FROM CLOSING"*

- Timing
- Final Drawdown
- Verification that required match has been met
- Final close-out documents
- Final Report
- Certificate of Completion



## 2019 WTB & COLONIAS AWARD TRAINING

For further information and/or assistance please contact Staff  
at:

[WTBAdmin@nmfa.net](mailto:WTBAdmin@nmfa.net)

[Colonias@nmfa.net](mailto:Colonias@nmfa.net)

**EXHIBIT "B"**

**FORM OF REQUISITION  
(Colonias Infrastructure Project Fund)**

RE: \$ \_\_\_\_\_ Loan/Grant Agreement by and between the Colonias Infrastructure Board and the New Mexico Finance Authority, as Lender/Grantor, and \_\_\_\_\_ as Borrower/Grantee (the "Agreement").

Loan/Grant No.: \_\_\_\_\_ Closing Date: \_\_\_\_\_

TO: NEW MEXICO FINANCE AUTHORITY

You are hereby authorized to disburse from the Project Account – \_\_\_\_\_ with regard to the above-referenced Agreement, the following:

**I. PAYMENT INFORMATION**

REQUISITION NO. \_\_\_\_\_ PAYMENT AMOUNT: \$ \_\_\_\_\_

PAYEE'S NAME: \_\_\_\_\_

PAYEE'S ADDRESS: \_\_\_\_\_

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**II. REQUISITION INFORMATION (complete for all payments)**

- *Attach proof of expenditures (cancelled check, wire transfer receipt, bank ledger, etc.).*
- *List all Vendors, Payment Purposes, or Eligible Item Categories below or attach separate page or spreadsheet if needed.*

Vendor Name \_\_\_\_\_

Total Amount \$ \_\_\_\_\_ Invoice No.(s) \_\_\_\_\_

Purpose of Payment \_\_\_\_\_

Eligible Item Category \_\_\_\_\_

Vendor Name \_\_\_\_\_

Total Amount \$ \_\_\_\_\_ Invoice No.(s) \_\_\_\_\_

Purpose of Payment \_\_\_\_\_

Eligible Item Category \_\_\_\_\_

Vendor Name \_\_\_\_\_

Total Amount \$ \_\_\_\_\_ Invoice No.(s) \_\_\_\_\_

Purpose of Payment \_\_\_\_\_

Eligible Item Category \_\_\_\_\_

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**III. WIRING INFORMATION:**

BANK NAME:	
ROUTING NUMBER:	
ACCOUNT NUMBER:	

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**IV. MATCH INFORMATION**

AMOUNT OF LOCAL MATCH EXPENDED SINCE LAST REQUISITION: \$\_\_\_\_\_ *Attach proof of expenditures for hard match (detailed invoices, cancelled checks, wire transfer receipt, bank statement, etc.) and written certification of type and value of any soft match.*

AMOUNT OF LOCAL MATCH EXPENDED TO DATE: \$\_\_\_\_\_

TOTAL REQUIRED MATCH: \$\_\_\_\_\_

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**V. VERIFICATION AND AUTHORIZATION**

Each obligation, item of cost or expense mentioned herein is for a loan/grant made by the Lender/Grantor pursuant to the Colonias Infrastructure Act to the Borrower/Grantee within the State of New Mexico, is due and payable, has not been the subject of any previous requisition and is a proper charge against the Project Account –\_\_\_\_\_. All representations contained in the Agreement, the related closing documents remain true and correct, and the Borrower/Grantee is not in breach of any of the covenants contained therein.

The proceeds of the Loan/Grant are to be used to pay the costs of Eligible Items, as defined in the Agreement. Eligible Items include (1) planning, designing, construction, improving or expanding a qualified project; (2) developing engineering feasibility reports for Qualified Projects; (3) inspecting construction of Qualified Projects; (4) providing professional services; (5) completing environmental assessments or archeological clearances and other surveys for Qualified Projects; (6) acquiring land, water rights, easements or rights of way; (7) eligible legal costs and eligible fiscal agent fees associated with development of Qualified Projects, within limits set by the Colonias Infrastructure Board (“CIB”).

All construction and all installation of equipment with proceeds of the Loan/Grant has or will be used in accordance with plans and/or specifications approved by all entities required by the CIB and the New Mexico Finance Authority in their sole discretion to approve such plans and specifications, has or will be acquired in compliance with applicable procurement laws and regulations and has or will be inspected and approved in accordance with applicable laws and regulations.

Capitalized terms used herein, are used as defined or used in the Loan/Grant Agreement.

**DATE:** \_\_\_\_\_

\_\_\_\_\_  
**AUTHORIZED OFFICER**  
(As Provided in the Loan/Grant Agreement)  
Print Name: \_\_\_\_\_  
Print Title: \_\_\_\_\_

**EXHIBIT "B"**

**FORM OF REQUISITION  
(Water Trust Board Projects)**

RE: \$ \_\_\_\_\_ Loan/Grant Agreement by and between the New Mexico Finance Authority, as Lender/Grantor, and \_\_\_\_\_ as Borrower/Grantee (the "Agreement").

Loan/Grant No.: \_\_\_\_\_ Closing Date: \_\_\_\_\_

TO: NEW MEXICO FINANCE AUTHORITY

You are hereby authorized to disburse from the Project Account with regard to the above-referenced Agreement, the following:

**I. PAYMENT INFORMATION**

REQUISITION NO. \_\_\_\_\_ PAYMENT AMOUNT: \$ \_\_\_\_\_

PAYEE'S NAME: \_\_\_\_\_

PAYEE'S ADDRESS: \_\_\_\_\_

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**II. REQUISITION INFORMATION (complete for all payments)**

- *Attach proof of expenditures (cancelled check, wire transfer receipt, bank ledger, etc.).*
- *List all Vendors, Payment Purposes, or Eligible Item Categories below or attach separate page or spreadsheet if needed.*

Vendor Name \_\_\_\_\_

Total Amount \$ \_\_\_\_\_ Invoice No.(s) \_\_\_\_\_

Purpose of Payment \_\_\_\_\_

Eligible Item Category \_\_\_\_\_

Vendor Name \_\_\_\_\_

Total Amount \$ \_\_\_\_\_ Invoice No.(s) \_\_\_\_\_

Purpose of Payment \_\_\_\_\_

Eligible Item Category \_\_\_\_\_

Vendor Name \_\_\_\_\_

Total Amount \$ \_\_\_\_\_ Invoice No.(s) \_\_\_\_\_

Purpose of Payment \_\_\_\_\_

Eligible Item Category \_\_\_\_\_

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**III. WIRING INFORMATION:**

BANK NAME:	
ROUTING NUMBER:	
ACCOUNT NUMBER:	

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**IV. MATCH INFORMATION**

AMOUNT OF LOCAL MATCH EXPENDED SINCE LAST REQUISITION: \$\_\_\_\_\_ *Attach proof of expenditures for hard match (detailed invoices, cancelled checks, wire transfer receipt, bank statement, etc.) and written certification of type and value of any soft match.*

AMOUNT OF LOCAL MATCH EXPENDED TO DATE: \$\_\_\_\_\_

TOTAL REQUIRED MATCH: \$\_\_\_\_\_

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**V. VERIFICATION AND AUTHORIZATION**

Each obligation, item of cost or expense mentioned herein is for a loan/grant made by the Lender/Grantor pursuant to the Water Project Finance Act to the Borrower/Grantee within the State of New Mexico, is due and payable, has not been the subject of any previous requisition, and is a proper charge against the Project Account. All representations contained in the Agreement and the related closing documents remain true and correct, and the Borrower/Grantee is not in breach of any of the covenants contained therein.

The proceeds of the Loan/Grant are to be used to pay the costs of Eligible Items, as defined in the Agreement. Eligible Items include (1) planning, designing, construction, improving or expanding a qualified project; (2) developing engineering feasibility reports for Qualified Projects; (3) inspecting construction of Qualified Projects; (4) providing professional services; (5) completing environmental assessments or archeological clearances and other surveys for Qualified Projects; (6) acquiring land, water rights, easements or rights of way; (7) eligible legal costs and eligible fiscal agent fees associated with development of Qualified Projects, within limits set forth in the Loan/Grant Agreement.

All construction and all installation of equipment with proceeds of the Loan/Grant has or will be used in accordance with plans and/or specifications approved on behalf of the New Mexico Finance Authority by the New Mexico Environment Department and/or the Office of the State Engineer, has or will be acquired in compliance with applicable procurement laws and regulations, and has or will be inspected and approved in accordance with applicable laws and regulations.

Capitalized terms used herein, are used as defined or used in the Loan/Grant Agreement.

DATE: \_\_\_\_\_

\_\_\_\_\_  
**AUTHORIZED OFFICER**  
(As Provided in the Loan/Grant Agreement)  
Print Name: \_\_\_\_\_  
Print Title: \_\_\_\_\_

**EXHIBIT "D"**

**COLONIAS INFRASTRUCTURE PROJECT FUND  
STATUS REPORT  
PREPARED FOR THE NEW MEXICO FINANCE AUTHORITY**

<b>Fund Recipient:</b>  <b>Contact Name:</b> <b>Title:</b> <b>Email Address:</b>	<b>Project Number:</b> <b>Project Name:</b> <b>Project Type:</b>
<b>Reporting Period: From</b> _____ <b>To</b> _____ <input type="checkbox"/> Quarterly Project Report: <input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> <input type="checkbox"/> 4 <sup>th</sup> <input type="checkbox"/> Final Project Report <input type="checkbox"/> Other _____	
<b>CIF Funding Expiration:</b> _____ <b>Total CIF Award:</b> \$ _____ <b>Current Balance:</b> \$ _____ Loan _____% Grant _____% Match \$ _____ <b>Expected CIF Award Expenditure Next Quarter:</b> \$ _____ <b>Local Match Expenditure: To Date</b> \$ _____ <b>Next Quarter</b> \$ _____	
<b>Project Phase:</b> <input type="checkbox"/> Planning <input type="checkbox"/> Design <input type="checkbox"/> Construction	
<b>PROJECT COMPLETION:</b> Original Date _____ Current Date _____ _____ % Complete Days Remaining to Complete _____ On Schedule? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Briefly Describe Project Progress During This Reporting Period:</b>  	
<b>Issues Addressed During This Reporting Period, including any current or anticipated issues that remain unresolved:</b>  	
<b>Goals/Milestones, With Timeline or Dates, For The Next Reporting Period:</b>  	
<b>Authorized Officer</b> PRINT NAME: _____ PRINT TITLE: _____	
<b>SIGNATURE:</b> _____	<b>Date:</b> _____

***\*All fields must be completed.***





**EXHIBIT "D"**

**WATER PROJECT FUND  
STATUS REPORT  
PREPARED FOR THE NEW MEXICO FINANCE AUTHORITY**

<b>Fund Recipient:</b>  <b>Contact Name:</b> <b>Title:</b> <b>Email Address:</b>	<b>Project Number:</b> <b>Project Name:</b> <b>Project Type:</b>
<b>Reporting Period: From</b> _____ <b>To</b> _____ <input type="checkbox"/> Quarterly Project Report: <input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> <input type="checkbox"/> 4 <sup>th</sup> <input type="checkbox"/> Final Project Report <input type="checkbox"/> Other _____	
<b>WPF Funding Expiration:</b> _____ <b>Total WPF Award:</b> \$ _____ <b>Current Balance:</b> \$ _____ Loan _____% Grant _____% Match \$ _____ <b>Expected WPF Award Expenditure Next Quarter:</b> \$ _____ <b>Local Match Expenditure: To Date</b> \$ _____ <b>Next Quarter</b> \$ _____	
<b>Project Phase:</b> <input type="checkbox"/> Planning <input type="checkbox"/> Design <input type="checkbox"/> Construction	
<b>PROJECT COMPLETION:</b> Original Date _____ Current Date _____ _____ % Complete Days Remaining to Complete _____ On Schedule? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Briefly Describe Project Progress During This Reporting Period:</b>  	
<b>Issues Addressed During This Reporting Period, including any current or anticipated issues that remain unresolved:</b>  	
<b>Goals/Milestones, With Timeline or Dates, For The Next Reporting Period:</b>  	
<b>Authorized Officer</b> PRINT NAME: _____ PRINT TITLE: _____	
<b>SIGNATURE:</b> _____	<b>Date:</b> _____

***\*All fields must be completed.***