

Water Trust Board 2016 Application Overview and Frequently Asked Questions

The New Mexico Finance Authority (“NMFA”) administers the application process on behalf of the Water Trust Board (“WTB”). For the 2016 Application Cycle, the NMFA will adhere to the following application process:

- **Notice of Intent due (via email at WTBAAdmin@NMFA.net) on November 6, 2015** which will be used by the NMFA to help order and prioritize the applicant presentations now expected to be held on December 2nd and 3rd, 2015
- **Project Application**, due November 23, 2015, which may be submitted via email or submitted on a compact disc and will be evaluated by the WTB’s Project Management Team and used by the WTB in determining which projects to present to the Legislature for its authorization, and
- **Readiness Application and Compliance Review Period**, which opens immediately after the WTB approves a recommended list of projects (now expected to occur at its January 7, 2016 Board Meeting) and will run through February 5, 2016. Information collected in the Readiness Application and Compliance Review will be evaluated on a pass/fail basis.

Upon submission, the **Project Application** will be reviewed for application completeness and eligibility. Complete applications submitted by qualified entities for qualified projects will be distributed to designated reviewers on the WTB’s Project Management Team using WTB-approved evaluation criteria. Applicants whose applications are determined ineligible or incomplete will be notified in writing that the applications will not be moving forward.

Applicants submitting eligible and complete applications will be invited to make a brief presentation before the Water Trust Board at a meeting or meetings now expected to be held on December 2nd and/or December 3rd, 2015. In January 2016, the Water Trust Board is scheduled to approve a list of projects to recommend to the Legislature for authorization. Applicants appearing on the WTB’s list of recommended projects will be invited to submit a Readiness Application which will evidence project readiness. At this time, applicants appearing on the project list recommended for legislative authorization will also be instructed to work directly with regulatory agencies that will certify the applicants’ compliance with all relevant regulations.

The following Frequently Asked Questions are provided to help applicants understand better the application process:

I. Water Trust Board Overview

What is the Water Trust Board?

What types of projects are eligible for funding?

Who is eligible to apply for funding?

What kind of funding is available?

Is a local match required?

What if we don't have a match?

II. Important Dates for the 2016 Applications

List of important dates

Will these dates change?

III. Application Process

How do we apply for funding?

What is new for the 2016 Application Cycle?

What planning documents must be submitted as part of the Project Application for a Water Storage, Conveyance and Delivery Project?

What planning documents must be submitted as part of the Project Application for an Acequia Project?

What planning documents must be submitted as part of the Project Application for a Water Conservation or Treatment, Recycling or Reuse Project?

What planning documents must be submitted as part of the Project Application for a Watershed Restoration and Management Project?

What planning documents must be submitted as part of the Project Application for an Endangered Species Act Project?

What planning documents must be submitted as part of the Project Application for Flood Prevention Project?

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

Must we submit a new application even if our project received legislative authorization previously?

How long is the application process?

Who reviews the applications?

What happens if our application does not pass the Legal Review?

Which agencies make up the Project Management Team?

What do the Project Application criteria measure?

Where do we find a copy of the Project Management Policies?

IV. Regulatory Compliance

Will all applications be reviewed for Regulatory Compliance?

Who are the regulatory agencies and when should we contact them?

Our project doesn't require water rights; do we still have to complete the OSE Water Rights Questionnaire?

Our project isn't a conservation project; do we still have to submit a Water Conservation Plan?

How does the Readiness Application differ from the Compliance Review?

What happens if our application does not pass any one of these certifications?

Which sections of the Project Application is most commonly overlooked and may impact our Project Application's qualification?

Which section of Readiness Application is most commonly overlooked and may impact our application's ability to receive WTB awards?

How do applicants know if they comply with the Project Continuations Policy?

How do we seek a waiver to the Project Continuations Policy or any other policy item, including a regulatory deficiency?

Does the Water Trust Board funding require compliance with Governor Martinez's Executive Order 2013-006?

V. Asset Management Plans

We have not completed our Asset Management Plan. Can we still apply for funding from the Water Trust Board?

We applied in the 2015 application cycle and did not get funded, should we follow the WTB guidelines for first year submission or second year submission?

We completed the first year submission of the Asset Management Plan for the 2015 cycle, do we need to resubmit it?

We completed our Asset Management Plan and submitted it with our 2015 application. Do we need to resubmit it?

VI. Application Readiness

What is submitted as part of the Readiness Application?

VII. Submittal of Application

[In prior years, the application was filed on-line. Is it the same for 2016?](#)

[Is the 2016 Application different than the 2015 application?](#)

[If the project consists of more than one project type \(eg. Water Storage and Water Conservation\), do I need to complete two separate applications?](#)

Questions? Please contact a Water Trust Board Administrator at (505) 984-1454 or at WTBAdmin@nmfa.net.

I. Water Trust Board Overview

Q. What is the Water Trust Board?

- A. The Water Trust Board is a diverse 16-member board that recommends projects to be funded from the Water Project Fund pursuant to the Water Project Finance Act, Section 72-4A-1 NMSA 1978.

Q. What types of projects are eligible for funding?

- A. Under the Water Project Finance Act, five types of projects are eligible for funding:
1. storage, conveyance or delivery of water to end users (“Water Storage”);
 2. implementation of federal Endangered Species Act (“ESA”) of 1973 collaborative programs;
 3. restoration and management of watersheds (“Watershed”);
 4. flood prevention (“Flood Prevention”); and
 5. water conservation or recycling, treatment or reuse of water as provided by law (“Water Conservation”).

Q. Who is eligible to apply for funding?

- A. Under the Water Project Finance Act, eligible entities include:
1. state agencies;
 2. intercommunity water or natural gas supply associations or corporations organized under Chapter 3, Article 28 NMSA 1978;
 3. recognized Indian nations, tribes or pueblos, the boundaries of which are located wholly or partially in New Mexico, or an association of such entities created pursuant to the Joint Powers Agreements Act or other authorizing legislation for the exercise of their common powers; and
 4. political subdivisions
 - a) municipalities;
 - b) counties;
 - c) land grant-merced lands controlled and governed pursuant to Sections 49-1-1 through 49-1-18 or 49-4-1 through 49-4-21 NMSA 1978;
 - d) regional or local public water utility authorities created by statute;
 - e) irrigation districts;
 - f) conservancy districts;
 - g) special districts;

- h) acequias;
- i) soil and water conservation districts;
- j) water and sanitation districts; and
- k) associations organized and existing pursuant to the Sanitary Projects Act

Q. What kind of funding is available?

A: The Water Trust Board primarily recommends awards in loan/grant combinations. NMFA determines the amount of the loan based upon an Applicant’s historic revenues available to pay debt. Currently the loan amount ranges in size from a minimum 10% of the Water Project Fund award to a maximum of 40%, in increments of 10%. Tribal applicants and applicants not supported by a rate-paying constituency, such as watershed projects and ESA projects, are able to substitute the required loan with an additional local match. Loans to applicants not supported by rate paying constituency but that chose to undertake the loan rather than substitute an additional match, are for ten (10) years and loans to all other projects are for twenty (20) years. Loan payments are due on June 1st of each year and are structured using 0% interest rate, with a modest .25% administrative fee. Beginning with projects approved in 2016, the NMFA will structure its Water Project Fund loans with construction periods which allow the borrower to not begin making principal payments until after the project is complete. During the 24-month construction period, the borrower will pay a .25% administrative fee on the loan amounts drawn. Following the 24-month construction period, the loan will convert to a permanent loan and principal payments will begin.

Q. Is a local match required?

A: Yes. All projects must provide a local match in addition to the loan requirement described above. The match may come from loans from public sources, such as the NMFA or the New Mexico Environment Department, but it may not come from Severance Tax Bond funds such as Capital Outlay, Tribal Infrastructure Funds, or Colonias Infrastructure Funds.

The amount of the match will be determined by the type and scale of a project as well as the applicant’s Median Household Income (MHI) relative to the State’s MHI, as outlined in the WTB Project Management Policy and as shown below:

Category I represents applicants with an MHI equal to or greater than the State MHI.

Category II represents applicants with an MHI equal to or greater than 75% of the State MHI, but less than the State’s MHI.

Category III represents applicants with an MHI less than 75% of the State’s MHI.

<u>Project Type</u>	<u>Scale of Project (in thousands)</u>	<u>Match Required (Based Upon MHI)</u>		
		<u>Category I</u>	<u>Category II</u>	<u>Category III</u>
Water Storage	\$1,000 or larger	20%	15%	10%

Water Storage	\$500 to \$999	15%	10%	5%
Water Storage	Less than \$500	10%	5%	0%
Water Conservation	\$1,000 or larger	20%	15%	10%
Water Conservation	\$500 to \$999	15%	10%	5%
Water Conservation	Less than \$500	10%	5%	0%
Watershed Management	\$500 or larger	15%	10%	5%
Watershed Management	Less than \$500	10%	5%	0%
Endangered Species Act	\$500 or larger	15%	10%	5%
Endangered Species Act	Less than \$500	10%	5%	0%
Flood Prevention	\$500 or larger	15%	10%	5%
Flood Prevention	Less than \$500	10%	5%	0%

Q. What if we don't have a match?

A: Applicants supported by a rate-paying constituency may choose to take on an additional loan in lieu of the match component. Loans undertaken in lieu of a match will not count as additional leverage under the WTB's criteria.

II. Important Dates

November 6, 2015	Notice of Intent is due
November 23, 2015	Project Application is due
Nov 23-Dec 18, 2015	Application Evaluations (legal and application review)
December 2, 2015	Water Trust Board Meeting for Project Presentations
January 7, 2016	WTB's Approval of Projects Recommended for legislative authorization. Notification of applicants moving forward to Readiness Application and Compliance Review
January 7, 2016	Readiness Application phase opens for projects recommended by the Water Trust Board to the Legislature for authorization
February 4, 2016	Readiness Application & Compliance documents due
February 8, 2016	Compliance Certifications provided to NMFA staff
March 7, 2016	Applicants notified of items of Non-Compliance (pass/fail)
March 18, 2016	Final Compliance Certifications provided to NMFA staff
March 18, 2016	Entities seeking a waiver to the Project Management Policies, including regulatory compliance, must submit a letter asking for a policy waiver and providing justification for the waiver request. The request will be reviewed first by the WTB Project

	Management Team and a recommendation on the policy waiver will be made to the WTB and its Project Review Committee.
April 13, 2016	Water Trust Board Meeting – First review of fundable priority list and decision on Policy Waiver Requests
May 11, 2016	Water Trust Board funding recommendations to NMFA
May 26, 2016	NMFA Meeting – Final approval of Water Trust Board awards

Q: Will these dates change?

A: These dates are subject to change if the Water Trust Board is unable to achieve a quorum or if some unanticipated event causes a change to the schedule. The NMFA will notify all applicants that have submitted a Notice of Intent to File an Application of any changes to the date and will post the change on its website.

III. Application Process

Q: How do we apply for funding?

A: For the 2016 Application cycle, a Project Application form specific to the type of water project will need to be completed and submitted either electronically at WTBAdmin@nmfa.net or on a CD delivered to the NMFA by close of business on November 23, 2015. The application forms can be accessed on the NMFA website at www.NMFA.net.

Q. What is new for the 2016 Application Cycle?

A: Applications will be fully evaluated prior to the WTB recommending a project list to the Legislature. Only applicants recommended by the Water Trust Board for legislative authorization will move forward to the Readiness Application and Compliance Review.

The Readiness Application and Compliance Review period (January 7, 2016 to February 5, 2016) will be evaluated on a pass/fail basis only. In addition to current regulatory compliance, applicants must submit evidence of project readiness. For instance, if an applicant is seeking funds solely for construction, then an executed engineering contract would be required to be submitted during the timeframe.

Q: What planning documents must be submitted as part of the Project Application for a Water Storage, Conveyance and Delivery Project?

A. Applicants are required to submit planning and feasibility documents for the proposed project, unless funding has been requested for planning. Water Storage applicants must

submit a Preliminary Engineering Report (“PER”) that conforms to USDA-approved formats. PERs older than two years must be accompanied by updated cost estimates. In no instance will PERs older than five years be accepted without concurrence from NMED’s Construction Programs Bureau. Projects involving the acquisition of and installation of equipment and/or those projects involving the minor/non-complex rehabilitation or replacement of infrastructure may submit a Design Analysis Report prepared by a New Mexico licensed engineer that establishes the basis of design for the scope of the work and provides preliminary cost estimates. The report must include, at a minimum, a life cycle cost analysis, design analysis, a description of the population to be served, and a list of permits necessary to complete the project.

Q: What planning documents must be submitted as part of the Project Application for an Acequia Project?

- A. Requests from acequias for the repair, replacement or construction of new infrastructure will require an assessment performed by a licensed contractor or licensed engineer that establishes the nature and scope of the necessary work and provides preliminary cost estimates. The assessment should also indicate whether a design for construction is necessary prior to project initiation.

Q: What planning documents must be submitted as part of the Project Application for a Water Conservation or Treatment, Recycling or Reuse Project?

- A. Applicants are required to submit planning and feasibility documents for the proposed project, unless funding has been requested for planning. Water Conservation applicants must submit a Preliminary Engineering Report (“PER”) that conforms to USDA-approved formats. PERs older than two years must be accompanied by updated cost estimates. In no instance will PERs older than five years be accepted without concurrence from NMED’s Construction Programs Bureau. Projects involving the acquisition of and installation of equipment and/or those projects involving the minor/non-complex rehabilitation or replacement of infrastructure may submit a Design Analysis Report prepared by a New Mexico licensed engineer that establishes the basis of design for the scope of the work and provides preliminary cost estimates. The report must include, at a minimum, a life cycle cost analysis, design analysis, a description of the population to be served, and a list of permits necessary to complete the project.

Q: What planning documents must be submitted as part of the Project Application for a Watershed Restoration and Management Project?

- A. Planning documents must demonstrate how the project relates to the State Water Policy and Plan, the New Mexico Non-Native Phreatophyte and Watershed Management Plan (NNPP), New Mexico Forest Action Plan, watershed-based plans to improve water quality, the State Wildlife Action Plan or other wildlife management plans, or other watershed or forest planning documents, as appropriate. Projects shall follow or comply with

requirements of those plans, as applicable (i.e., Non-Native Phreatophyte Projects would be required to comply with the Templates and Protocols found in the NNPP.)

In addition to other considerations discussed in this planning document, watershed projects should include stakeholder and community support and a commitment from partners to assist in implementation as well as a monitoring and reporting plan to document the project's progress in meeting its stated goals. In situations where an applicant was funded previously by the Water Trust Board for a similar project, technical documentation that the previously implemented project met or is meeting its intended goals and objectives should be provided.

Q: What planning documents must be submitted as part of the Project Application for an Endangered Species Act Project?

- A.** Species management plans as approved by the appropriate State or Federal entity and other wildlife management, watershed, or forest planning documents, as appropriate. Projects shall follow or comply with requirements of those plans, as applicable. Plans must include evidence of stakeholder and community support and a commitment from partners to assist in implementation.

Q: What planning documents must be submitted as part of the Project Application for Flood Prevention Project?

- A.** The following documents are required for consideration of a Flood Prevention Project:
- a. Complete flood control plan, including map(s) of the impact area;
 - b. Preliminary engineering report or design analysis report as appropriate for the level of complexity of the project;
 - c. Emergency Action Plans - Including Inundation Maps; and
 - d. Operation and Maintenance Plans for dam projects.

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

- A:** Currently there are no limitations on the number of applications a qualified entity may submit, nor is there a maximum on the amount of funding that can be requested. However, under its current policies, the Water Trust Board may not award more than 15% of the annual available funds to any one project. The annual amount is determined each spring.

Q: Must we submit a new application even if our project received legislative authorization previously?

A: Yes. Applications must be submitted each year even if the project was previously authorized, regardless of whether or not it received funding.

Q. How long is the application process?

A: The 2016 application cycle runs from November through May. Applicants whose projects are recommended for funding should expect a final answer by June 2016 and funding is typically secured within 3-6 months following the final approval of the project.

Q: Who reviews the applications?

A: The Project Application is reviewed by the Legal Team and the Project Management Team. The Legal review will ensure that applicants and projects are eligible under the Water Project Finance Act. Eligible applications are then reviewed by a multi-agency team called the Project Management Team. This interdisciplinary team is tasked with reviewing the technical, managerial, financial aspects of the project and the Applicant on the Water Trust Board's established criteria and further guided by the Project Management Policies.

Q. What happens if our application does not pass the Legal Review?

A: If a project or Applicant is deemed ineligible, the Applicant will be notified in writing of the determination and will not be able to proceed any further in the 2016 Application Cycle.

Q. Which agencies make up the Project Management Team?

A: The Project Management Team is comprised of representatives from NMFA, New Mexico Environment Department, Department of Finance & Administration, Energy, Minerals & Natural Resources Department, the Department of Agriculture, the Department of Game & Fish, and the Office of the State Engineer.

Q. What do the Project Application criteria measure?

- A:** The established criteria used by the Project Management Team evaluate:
- Local Contribution;
 - Regional Nature of Projects;
 - Leveraging of Funds;
 - Contribution to Water Quality/Watershed Improvement;
 - Attention to Human Health and Safety; and
 - Other relevant factors for each specific project type.

Please refer to the WTB Project Management Policies for specific criteria and weighting.

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

A: The policies are available on line at <http://www.nmfa.net/water-project-fund> and through e-mail at WTBAdmin@nmfa.net.

Part IV Regulatory Compliance

Q: Will all applications be reviewed for Regulatory Compliance?

A: No, only those projects that are recommended by the Water Trust Board for authorization by the Legislature will be screened for regulatory compliance. Applicants will be notified of their inclusion on the list of recommended projects and these applicants will be directed to begin contacting relevant regulators. All documents required by the regulators, including water rights forms, audits, budget and debt documentation, must be submitted to the relevant regulators for their review by February 5, 2016.

Q: Who are the regulatory agencies and when should we contact them?

A: All applicants will be required to submit financial information to the NMFA. Depending on the project type, compliance may also include determinations by the NM Environment Department, Office of the State Engineer, State Forestry, Game & Fish and asset management plan review by the NMFA. Because regulatory compliance will not be reviewed unless a project has been included by the WTB on a legislative authorization list, applicants should not contact relevant regulators until after the WTB has approved the recommended list, now expected to occur at the January 7, 2016 WTB meeting. Following the WTB's recommendation of projects, the NMFA staff will provide those applicants that were recommended by the Water Trust Board for legislative authorization with the names and contacts for the relevant regulators. The deadline for submitting the required materials is February 5, 2016.

Q: Our project doesn't require water rights; do we still have to complete the OSE Water Rights Questionnaire?

A: No. Applicants must submit an OSE request form only if their applications involve the storage, diversion or carriage of water. The OSE has statutory and regulatory requirements for dams, ponds, well and all structures to divert water from springs, streams, rivers, or underground waters.

- Flood prevention projects do not require verification, unless they include jurisdictional dams or storage facilities.
- Watershed restoration and Endangered Species Act collaborative programs do not involve water right issues, so a questionnaire is not required.

Q: Our project isn't a conservation project; do we still have to submit a Water Conservation Plan?

A: Water systems that divert more than 500 acre-feet of water per year are required to submit a Conservation Plan to OSE per §72-14-3.2 NMSA 1978. Please note that the plan should be prepared in accordance with *New Mexico's Water Conservation Planning Guide for Public Water Suppliers – Technical Report 53* and must include the gallon per capita calculator and water audit.

Q: How does the Readiness Application differ from the Compliance Review?

A: The Readiness Application asks for specific information which updates the status of permits, procurement and other readiness factors. The Compliance Review will also require certain submittals, but the interaction is between the applicant and the regulator. The time allotted to the completion of the Readiness Application and Compliance Review is from January 7, 2016 – February 5, 2016. The Readiness Application will be made available in mid-December. However, they will not be accepted until after the Water Trust Board approves a list of projects to recommend to the Legislature for authorization. This is expected to occur on January 7, 2016.

Q. What happens if our application does not pass any one of these certifications?

A: Applications that have been recommended by the WTB to the Legislature for authorization and have outstanding regulatory or policy compliance issues will be notified in writing by March 7, 2016. Applicants will be given until March 16th to substantiate compliance with the noted policy or regulation. Regulators will provide their final certifications to the WTB on March 18, 2016. Applicants unable to meet the demonstrate compliance with all relevant regulations and WTB policies must submit waiver requests by March 18, 2016 to be considered for funding.

Q: Which sections of the Project Application are most commonly overlooked and may impact our Project Application's qualification?

A: In 2013, the Water Trust Board revised its policies to require that beginning with the 2015 application cycle, planning documents be submitted with applications. However, many applicants did not submit these required documents and while it negatively impacted their application evaluations and prioritization scores, non-submittal of a planning document did not disqualify an application from consideration. **For the 2016 Project Applications submitted without the required planning document will be considered incomplete and applications will not be able to move forward for funding consideration.**

Q. Which section of Readiness Application is most commonly overlooked and may impact our application's ability to receive WTB awards?

The Project Continuations Policy (Section 2.4), which results in a project not getting funded when not compliant and when a waiver is not granted, may impact your application's qualification. This policy requires the sum of any existing balances of older awards to be less than 5% of the awarded total.

Q: How do Applicants know if they comply with the Project Continuations Policy?

A: Applicants not meeting the Project Continuations Policy by February 5, 2016, will be notified on February 10, 2016, and given until March 7, 2016 to submit either sufficient funding requisitions to become compliant or to submit waiver requests in order for the 2016 applications to be considered for funding.

Q: How do we seek a waiver to the Project Continuations Policy or any other policy item, including a regulatory deficiency?

A: Applicants seeking any waivers of any policy should submit requests on their letterhead outlining the waivers sought and the justifications for the requests. The letters may be submitted via email to WTBAdmin@nmfa.net and are due by March 18th, 2016. All requests received will be reviewed by the Project Management Team which will make a recommendation to the Water Trust Board for its final consideration and determination at its April 13, 2016 meeting.

Q: Does the Water Trust Board funding require compliance with Governor Martinez's Executive Order 2013-006?

A: Yes, compliance with the Executive Order is determined both at the time the Water Trust Board certifies a list of projects to the State Board of Finance and at closing. Neither the NMFA nor the WTB has the ability to grant waivers from the Executive Order.

Part V Asset Management Plans

Q: We have not completed our Asset Management Plan. Can we still apply for funding from the Water Trust Board?

A: Yes. The required Asset Management Plan submittals are due as part of the Readiness Application (January 7, 2016 – February 5, 2016). Water Storage and Water Conservation applicants moving on to the Readiness Application will be required to submit asset management plans that follows the State adopted report outline and include, at a minimum, the following for the first year:

1. a resolution committing to the implementation of an Asset Management Plan that incorporates the five core components;
2. identification of an Asset Management Plan Implementation Team;
3. a completed Asset Management Plan IQ test; and

4. a schedule of events proposed to implement the Asset Management Plan.

Q: We applied in the 2015 application cycle and did not get funded. Should we follow the WTB guidelines for first year submission or second year submission?

A: Water Storage and Water Conservation applicants that submitted applications as part of the 2015 WTB application cycle and that have been invited to submit a 2016 cycle Readiness Application will be required to evidence by February 5th that they have completed at least the second year's Asset Management Plan requirements outlined in the WTB Project Management Policies. The second year requirements include submitting a recently completed *A.M. Kan Work IQ test* and provide an update on progress made towards the completion of the Asset Management Plan, including any third party deliverables, if applicable. Indicate where third party support is needed, why it is needed, how it will be funded and how it will be incorporated in the internal implementation of Asset Management.

Q: We completed the first year submission of the Asset Management Plan for the 2015 cycle, do we need to resubmit it?

A: No. As part of the second year's submission, applicants will be required to submit a recent *A.M. Kan Work IQ test* and provide an update on progress made towards the completion of the AMP, including any third party deliverable, if applicable.

Q: We completed our Asset Management Plan and submitted it with our 2015 application. Do we need to resubmit it?

A: If no changes have been made to the document, then it does not need to be submitted. However, pursuant to the WTB Project Management Policies, you will have to be able to demonstrate that the governing body of the applicant has reviewed the Asset Management Plan at least annually and determined through resolution that no changes were necessary.

For additional information on the Asset Management Plan requirements, please see the Water Trust Board Project Management Policies.

Part VI Readiness Application

Q: What is submitted as part of the Readiness Application?

A: The Project Readiness application will vary based upon the type of projects, however, in general, applicants will need to provide documents related to:

- Status of funding secured for the projects;
- List of all permits, licenses and authorization needed to complete project and the status of securing these items;

- List of all easements, Rights of Way and/or Landowner Agreements needed for project and a status of securing these items;
- Compliance with relevant regulations, such as water rights;
- Financial documents, including audits, budgets and existing debt documentation; and
- Status of any pending litigation.

Part VII. Submittal of Application

Q: In prior years, the application was filed on-line. Is it the same for 2016?

A: No, the 2016 application cycle uses a form that requires applicants to provide high level overview of project impacts and directs reviewers to specific sections of the required planning document for additional information. Projects that are recommended by the WTB to the Legislature for authorization will be directed to complete a Readiness Questionnaire which captures additional information which is used in recommendation for appropriate sizing and scope.

If you are submitting the application via email (to WTBAAdmin@nmfa.net), please be certain that your email doesn't exceed 20MB. Your application submittal may be separated into several emails. Please note in the email the number of emails that make up the entire application and attachments.

Q: Is the 2016 Application different than the 2015 application?

A: Yes, several questions that were asked in previous applications are no longer necessary because the information is contained in the required submittals or they are due to the Regulatory Agencies after as part of the Readiness Application.

Q: If the project consists of more than one project type (eg. Water Storage and Water Conservation), do I need to complete two separate applications?

A: Your application will be evaluated using only one set of criteria. As a result, you must determine which aspect of the project is the primary purpose of the project. For example, if your project involves the treatment and storage of water, you must decide whether treatment is the primary purpose of the project or if it is secondary. If both elements of the projects carry equal weight, then you must separate your project into two separate applications and file them separately. In that instance, it is possible that only one of the projects will be funded.

**Questions? Please phone a Water Trust Board Administrator at
877-ASK-NMFA or (505) 984-1454 or e-mail
WTBAAdmin@NMFA.net**