# Acequia and Community Ditch Infrastructure Fund Application Checklist

The NMAA Infrastructure team is here to assist you through the process of preparing for the application, answering questions and reviewing your application before submission. Please contact vidal@lasacequias.org or call 505-995-9644 for further assistance. We hope this checklist will help you keep track of the required documents.

*Readiness Checklist*

- ☐ 3 commissioners
- ☐ Full compliance with Office of the State Auditor **OSA** - annual tier certs / audits when applicable (DFA Quarterly budget reporting when applicable)
- ☐ Complete the NMAA Infrastructure Survey if you are not already working with us on a project: https://docs.google.com/forms/d/e/1FAIpQLScfketGS1rU-k-vO7K1yQMeZ_bqWPmaFN4hGOas1bZuk8T8WQ/viewform?vc=0&c=0&w=1&flr=0

**ACDIF Application Requirements**
*Be sure to label all exhibits per the instructions*

*Basic Governance*

- ☐ Bylaws updated within last 15 years
- ☐ Acequia name matches on bank account AND bylaws
- ☐ EIN # for Acequia

*Application Specific Requirements*

- ☐ Engineer Stamped Design and Engineering oversight Proposal (for Construction funding)
  OR
  Engineering Services Proposal (Design funding)

- ☐ Easement Agreements for all land accessed / impacted (especially for construction)
- ☐ Permits for state, federal or tribal lands crossed (if applicable)
- ☐ Willingness to proceed Resolution - signed by 3 Commissioners at a duly noticed meeting of the Commission, see your bylaws for notice requirements *(original required)*
- ☐ Completed application form*(signed original required)*
- ☐ Valid Water Rights form completed (and approved by OSE District Office)
- ☐ Quality copy of bank statement
- ☐ Signed letter confirming Office of the State Auditor & if applicable DFA financial compliance
- ☐ NMISC Loan in Good Standing (if applicable)
- ☐ Proof of additional funding (if applicable)

**SUBMIT HARD COPY OF APPLICATION** in person or via mail **BY 3pm**
**Engineering: March 31, 2024**
**Construction: May 9, 2024**

New Mexico Interstate Stream Commission
Attn: Acequia Program Manager
PO Box 25102
407 Galisteo Street
Bataan Memorial Building, Room 101 Santa Fe, NM 87504-5102