

## Local Government Division Community Development Bureau

### Instructions to submit Pay Requests and Notice of Obligation

1. Submit all reimbursement requests, pay requests, and obligation forms via email to [DFALGD.Payables@dfa.nm.gov](mailto:DFALGD.Payables@dfa.nm.gov)
2. Copy your designated project manager. This will further assure that your request will be processed in a timely manner.
3. Properly identify in Subject Line, i.e., Happy Town 23-H2516-X NOO4; or Happy Town 23-H2516-X PR2
4. Notice of Obligation/Reimbursement/Pay Requests will require the following: (utilize fillable forms)
  - Pay Request Form – completed, signed and dated
    - Provide backup to include invoice(s), proof of payment, copy of executed Notice of Obligation (NOO) and/or all back up related to the request for payment being submitted.
  - Notice of Obligation (NOO)
    - Completed NOO form. Use multi-vendor form if more than two vendors
    - Quote from vendor selected. Include PO if applicable.
    - If requesting a rescind/de-obligation, provide a memo explaining why the rescind is required.

As always, we appreciate your support and cooperation in this new process. If you have any questions, please contact your assigned Project Manager or LGD Bureau Chief.

## **Legislative Submission Checklist and Naming Conventions**

### **1. Capital Outlay Notice of Obligation (NOO)**

- Subject line to read: Entity Name, Grant ID# and NOO# (example: Anytown 20-X1234 NOO1)

NOO Checklist:

1. NOO form (completed and numbered in sequential order)
2. Copies of Quotes or Estimates

(If responding to a requested correction, please add word 'correction' to the Subject line, i.e., Correction - Anytown 20-X1234 NOO1)

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### **2. Capital Outlay Pay Request (PR)**

- Subject line to read: Entity Name, Grant ID#, PR # (example: Anytown 20-X1234 PR1)

PR Checklist:

1. PR form (completed and numbered in sequential order)
2. Copies of Invoices
3. Proof of Payment (canceled checks or bank statements)
4. Copy of approved NOO

(If responding to a requested correction, please add word 'correction' to the Subject line, i.e., Correction - Anytown 20-X1234 PR1)

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### **3. CDBG Pay Request**

- Subject line to read: Entity Name, Grant ID#, PR# (Anytown 20-C-10 PR1)

CDBG PR Checklist:

1. PR form (1-M) (completed and numbered in sequential order)
2. Copies of Invoices or required backup
3. Copies of Match/Leveraging backup (if applicable)
- Proof of Payment (canceled checks or bank statements)

(If responding to a requested correction, please add word 'correction' to the Subject line, i.e., Correction - Anytown 20-C-10 PR1)

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