NMIAD Funding Portal
Tribal Infrastructure Funding
User Guide

Instructions on how to submit a funding application.

January, 2021

Contents

GENERAL COMMENTS

Requirements

To access the TIF application portal, you will need:

- A computer with access to the internet
- An internet browser, such as Microsoft Internet Explorer, Chrome, or Firefox to access web-based TIF portal
- Adobe Acrobat Reader to view PDF of information submitted.

Workflow
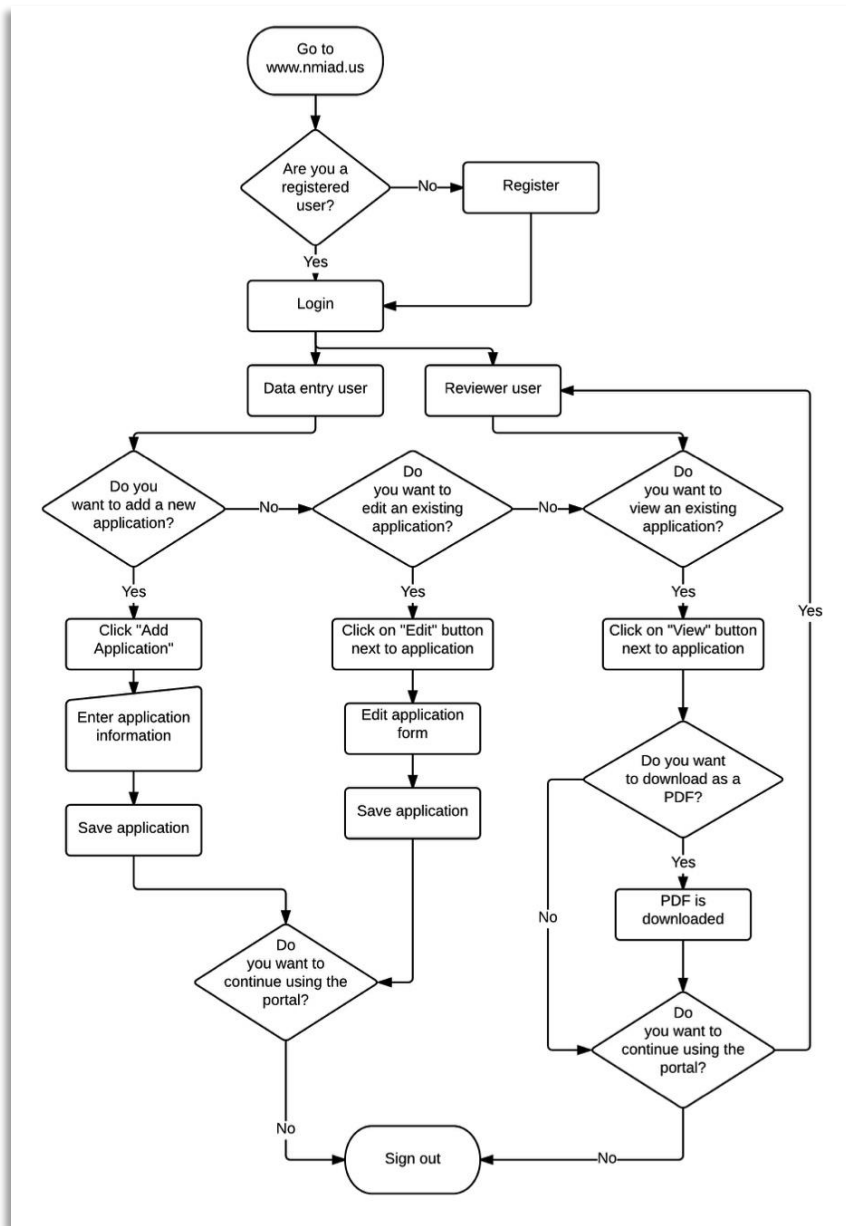
PORTAL INSTRUCTIONS

To access the TIF Application Portal (TAP), enter https://www.nmiad.us/ in the address bar of your internet browser. The letter **A** in the figure below identifies the Internet browser address bar.
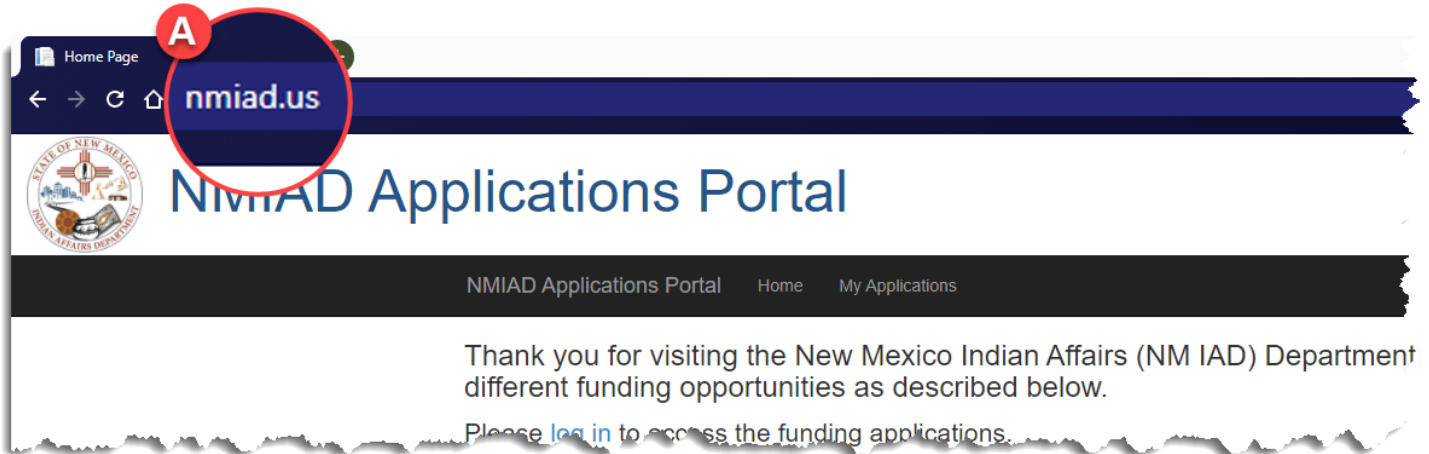
FIRST TIME USERS

As a first-time user of this portal, you will have to register.

To access the registration page, click on **REGISTER** located on the top right area of the screen as identified by the letter **B** in the figure below.
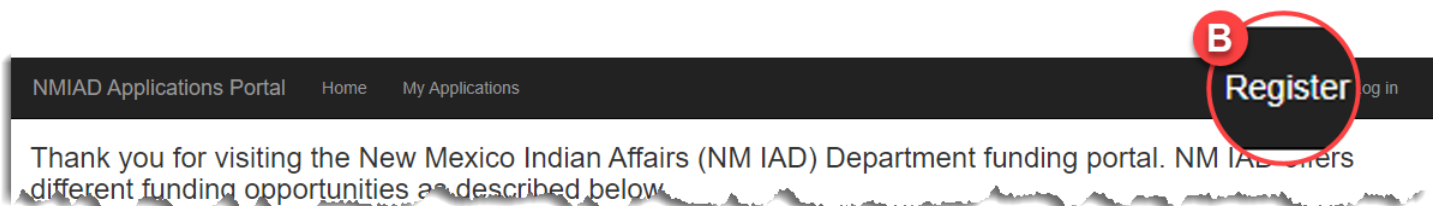
Register

To set up an account on the portal, complete the registration page by entering your name, organization, contact information, email and a password (see form below) then clicking the **REGISTER** button to submit your information. You only need to register only once. After you set up your account you can go directly to the log in screen.

NOTE: Your email address will serve as your portal username.

Register.
Create a new account

First Name

Last Name

Organization

Address

City

State
Select State

Zip Code

Office Telephone

Cell Phone

Email

Password

Confirm password

Register

Logging in to the Portal

Once you have set up an account you can log into the portal.

1. Click **LOG IN** on the top right of the screen, as identified by the letter **C** in the figure below.
2. Enter your username (the email address used to create your account) – letter D
3. Enter your password – letter E
4. Click on the **LOG IN** button to gain access to the portal – letter F

NOTE: For the system to retain your log in information, check the "Remember Me" box – letter **G**.

NMIAD Applications Portal   Home   My Applications   Regist   **C** Log in

Thank you for visiting the New Mexico Indian Affairs (NM IAD) Department funding portal. NM IAD offers different funding opportunities as described below

NMIAD Applications Portal

NMIAD Applications Portal   Home   My Applications

Log in.

Use a local account to log in.

D Email

E Password

☐ Remember me? **G**

F Log in

Register as a new user

Forgot your password?

You are encouraged to download the **Application Questions** as well so you can gather and organize the requested information before entering the information into the portal.

Application Dashboard

Once you log in, you are shown the application dashboard. If this is the first time you are logging on to the system, then there will not be any applications listed. Once you start adding applications, they will be listed on this page.

You can download the TIF Portal User Guide from this page as well by clicking **TIF Portal User Guide** located below the list of applications.

- To start an application, click the link **CLICK HERE TO BEGIN APPLICATION** – letter H

- To edit an existing application, click the edit icon next to the corresponding application you want to edit.

- To download a PDF of the responses you provided, click the PDF icon next to the corresponding application.

- To delete an application, click on the delete icon next to the corresponding application you want to delete.

Starting a New Application

- Click the dropdown next to **START NEW APPLICATION** and select **TIF.**

TIF Application Pages

The application is one continuous form.

General Layout

Each section of the application is identified by a colored bar with the section title. Shown below is the header marking the Project Readiness section of the TIF application.

PROJECT READINESS

Always present on the page is access to the **SAVE APPLICATION** button.

New Mexico Indian Affairs Department
Administrative Services Division
Tribal Infrastructure Fund Application (TIFA)
Please complete this application in its entirety and attach a cover letter signed by your Tribal Leader or organization officer. Press the "Save Application" button at the conclusion of every section to save your application.

Save Application

Save frequently!

Entering information

You will interact with the TIF portal be either entering information into a text box, clicking a check box, selecting from a list, selecting from different options provided, or browsing for a file to upload.

Example of a text box:

To enter information, click in the box below or next to the question.

Describe in detail the health, safety and/or welfare concerns to be addressed with the project, and provide relevant, reliable data in support (0-15 points available):

Example of a check box:

A check box may be located before or after the question. Click the check box if the question applies to your project.

Is the tribal entity currently in compliance with Executive Order 2013-006?
○ Yes   ○ No

Example of a list:

When available, a pre-defined list of options is provided to you. In this example it is the list of counties. Click on the blue button next to the window to view the list.

> i. Select the source of the funding:
>
> | Select a Fund Source | ⌄ |
> | --- | --- |
>
> - Select a Fund Source
> - Bureau of Indian Affairs (BIA)
> - Chapter Funds
> - Continental Divide Electric Company (CDEC)
> - CWSRF (Clean Water State Revolving Fund)
> - Drinking Water State Revolving Loan Fund (DWSRLF)
> - Federal Highway Administration (FHWA)
> - Indian Health Service
> - NASDHA
> - New Mexico Water Trust Board (WTB)
> - NMDOT LGRF (Local Government Road Funds)
> - NMFA LGPF (Local Government Project Funds)
> - Other
> - Tribal Funds
> - Tribal Transportation Funds
> - U.S. Bureau of Reclamation (USBR)
> - USDA-RD

Example of file upload:

When there is opportunity to upload a file, you will see a button to **Choose File**. When you click on that button, a file explorer window will open in which you will locate the file you want to upload. Once you have selected the file, click **Upload File** to add that document to your application. You can upload as many files as you deem necessary. The files can be any format however the PDF file format is recommended.

> Using this upload control, upload the ICIP project summary report as part of the supporting documentation.
>
> | Choose File | No file chosen |
> | --- | --- |
>
> | Upload File |
> | --- |

Example of adding budget or match items:
There are a couple places where you will be required to enter a list of items, e.g., budget components or matching funds. In this case, enter or select the item, enter the corresponding value, then click the button to add to the table. The item will appear on the side of the form.

For cash match:
a. State each source of the cash match:
Please enter each funding source separately after selecting a funding source, entering a date and dollar amount click the "Add to Funding Table" button below.
i. Select the source of the funding:
Select a Fund Source
ii. The date the funds were or will be secured:

Fund Source	Fund Amount	Date Secured	Delete
Tribal Funds	2500	1/4/2021	✖

iii. The dollar amount:

Add to Funding Table

Application Sections

Declaration Section
Only federally recognized Native American entities can submit TIF funding applications. Respond to the items on the declaration page accordingly by clicking on the boxes in front of each declaration and acknowledging your answers by signing with your email address and position.

Once filled out, scroll down to the next section **TRIBE & PROJECT INFO**.

DECLARATION

☐ I declare that we are federally recognized Indian nation, tribe, pueblo, or in the case of the Navajo Nation, a chapter. Check box if applicable.
☐ I declare that the proposed project we are seeking funding for is fully endorsed and supported by the tribal leadership as a current critical infrastructure need and is included in the 2022-2026 ICIP. Check box if applicable.
☐ I declare that we are able to receive and administer TIF grant funds should the project be funded. Check box if applicable.
☐ I, the undersigned, declare that I am authorized to represent the tribe for which the funding application is being submitted. Check box if applicable.

Signed by (enter email):   Position:

Tribe & Project Information
In this section, please provide information about your entity such as entity name, the county the project is located within, and the type of project the TIF funding is to be used for.

Other required information in this page includes the legislative districts (House and Senate) your entity is located within and Executive Order 2013-006 compliance confirmation. In addition, please enter the project title, ICIP number, estimated total project cost and the amount of TIF funding being requested.

Please make sure to upload your ICIP project list as part of your supporting documentation.

Important: At this point you can save what you have entered by clicking the **SAVE** button at the top of the page.

Scroll down to proceed to the next section **CRITICAL NEED**.

New Mexico Indian Affairs Department
Administrative Services Division
Tribal Infrastructure Fund Application (TIFA)
Please complete this application in its entirety and attach a cover letter signed by your Tribal Leader or organization officer. Press the "Save Application" button at the conclusion of every section to save your application.

Save Application

TRIBE & PROJECT INFO

Tribal Entity: Select Tribe ⌄   *If your tribe is not listed, please contact IAD at (505) 476-1600.*
New Mexico county wherein project is located: Select County ⌄
Project Type: Select Project Type ⌄
Legislative District:
View information on legislative districts.
Senate: [ ]   House: [ ]

EXECUTIVE ORDER 2013-006 COMPLIANCE
View Executive Order document
Is the tribal entity currently in compliance with Executive Order 2013-006?
● Yes   ○ No

Project Title (100 characters):
[   ]

Total estimated project cost: [   ]

Total amount of TIF funding requested: [   ]

Provide the 2022-2026 ICIP identification number for the project (20 characters)
[   ]
          (Please note, projects not listed on the ICIP are ineligible for consideration):

If you haven't yet saved your application, please do so NOW.

Using this upload control, upload the ICIP project summary report as part of the supporting documentation.
Choose File   No file chosen
Upload File

Critical Need

In this section, please provide information on what health, safety and welfare concerns will be addressed by the specific infrastructure improvement.

CRITICAL NEED
View information about Critical Need
Describe in detail the health, safety and/or welfare concerns to be addressed with the project, and provide relevant, reliable data in support (0-15 points available):
[   ]

Describe in detail the specific solution(s) to the health, safety and/or welfare concerns articulated above and provide relevant, reliable data in support (0-15 points available):
[   ]

Project Readiness

In this section, please provide information on the planning, design, and/or construction activities that have been completed as they apply to the project. Provide a description of the activities that have been completed, that will be completed, the anticipated timeframe and budgetary requirements.

PROJECT READINESS

View information about Readiness

There are a total of 30 points available for this section.

Select all the components of the project that have already been completed:

Describe in detail all of the components of the project that you have already completed. This may include (but is not limited to) the following (as applicable):

Pre-Planning Activities: Endorsement by tribal leadership, community outreach, preliminary coordination with internal departments and external agencies

Planning: Community input, coordination and collaboration, feasibility studies, preliminary engineering reports, conceptual designs, financial and business feasibility studies

Land Approval: Boundary surveys of required land (for easements, rights of way, or new facilities), documented tribal approval for the land use, documented approval from government agencies for the land use OR state that the project renovates or rehabilitates an existing facility

Surveys, Studies, and Clearances: Topographic surveys, geotechnical studies and reports, environmental studies/reports/clearances, cultural resources studies/reports/ clearances, Clean Water Act and other permits, utility assessments (for new buildings), other necessary permits and licenses

Engineering design: State the percentage of completeness

Construction: Describe any aspects or phases of construction which are already complete

Describe in detail all of the components of the project that you will complete using this funding. This may include (but is not limited to) the following (as applicable):

Pre-Planning Activities: Endorsement by tribal leadership, community outreach, preliminary coordination with internal departments and external agencies

Planning: Community input, coordination and collaboration, feasibility studies, preliminary engineering reports, conceptual designs, financial and business feasibility studies

Land Approval: Boundary surveys of required land (for easements, rights of way, or new facilities), documented tribal approval for the land use, documented approval from government agencies for the land use OR state that the project renovates or rehabilitates an existing facility

Surveys, Studies, and Clearances: Topographic surveys, geotechnical studies and reports, environmental studies/reports/clearances, cultural resources studies/reports/ clearances, Clean Water Act and other permits, utility assessments (for new buildings), other necessary permits and licenses

Engineering design: State the percentages of design that will be completed with this funding

Construction: Describe any phases of construction that will be completed with this funding

Provide a timeline showing the completion of all steps described in the response to question 2:

Detailed budget showing project costs: (Note that expected sources of revenue are described in the budget provided for the "leveraging" question, and should not be included here):

a. Provide a detailed budget that reflects all of the components described in question 2, as well as associated costs such as construction management and project management by entering each budget component separately. After entering a budget component and dollar amount click the "Add to Budget Table" button below.

i. List the budget component:

ii. The dollar amount:

[Add to Budget Table]

b. State who developed the detailed budget:

c. Briefly describe the qualifications of the person or entity that developed the detailed budget:

Capacity Page

Provide the most recent three (3) months of CPMS reports for either active or completed TIF funded projects for the past two (2) years. IAD will provide additional supporting documentation to the project review committee to demonstrate the timely expenditure and compliance with the grant funding requirements.

If the entity has not had any active TIF projects in the past two (2) years, check the box to indicate that.

CAPACITY

There are a total of 25 points available for this section.

Use the upload control below to provide the most recent three (3) months of CPMS reports for active and/or completed TIF funded projects for the past two (2) years.

[Choose File] No file chosen

[Upload File]

Check box if the tribe has not had an active TIF project in the past two (2) years. ☐

Additional expenditure and compliance documentation will be provided to the Project Review Committee by IAD.

Leveraging Page

In this section, please provide information on the sources and amounts of matching funds and in-kind support.

LEVERAGING

View information about Leveraging
There are a total of 15 points available for this section.

For cash match:
a. State each source of the cash match:
Please enter each funding source separately after selecting a funding source, entering a date and dollar amount click the "Add to F   ɔw.
i. Select the source of the funding:
[Select a Fund Source   ⌄]
ii. The date the funds were or will be secured:
[   ]

iii. The dollar amount:
[   ]

[Add to Funding Table]
b. Calculated total of all sources of cash match from above:
c. Percentage of cash match compared to the overall cost of the project (total cash match / overall project cost):

For in-kind support:
a. Describe each:
    i. Source of in-kind support in detail (e.g., staff time for project management, staff time for grant administration, land):

[   ]

    ii. The detailed method by which the dollar amount of this in-kind support was calculated (e.g., 40 hours at $15/hr = $600):

[   ]

b. Enter the total value of all sources of in-kind support:
[   ]

c. Percentage of in-kind support compared to the overall cost of the project (total in-kind support / overall project cost):
d. Percentage cash match plus the percentage in-kind support:

Supporting Documents

In this section, you can upload supporting documents that will support your request for TIF funding. You can upload as many files as you deem necessary, but you can upload only one file at a time. The files can be any format however the PDF file format is recommended.

Finally, to submit your application, click the SUBMIT APPLICATION FOR APPROVAL button.

Submitting the Application

Save your application.

Before submitting your application, download a PDF version and review your responses. To download a PDF, click on **MY APPLICATIONS** on the dark bar along the top.

To download a PDF of the responses you provided, click the PDF icon next to the corresponding application.

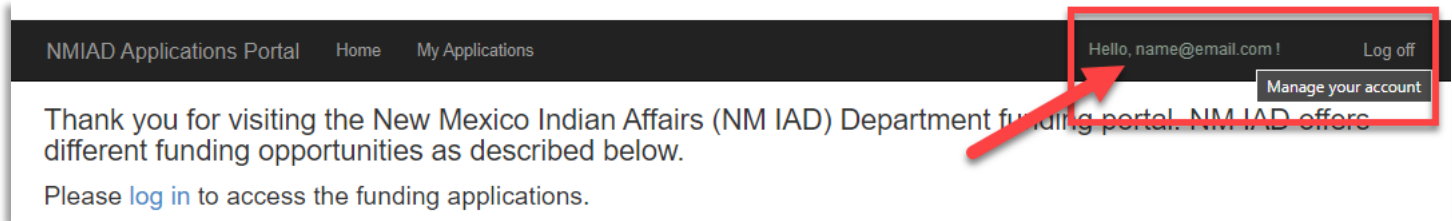When you are ready to submit your application, edit your application and click the **SUBMIT APPLICATION** button.

OTHER PORTAL ELEMENTS

Account Management

After you log in, you can change your password by clicking on **HELLO, <YOUR EMAIL>!** located on the dark bar along the top as shown in the figure below.

To change your password:
1. Click on **[CHANGE]**
2. On the next screen, enter the current password then enter a new password and re-enter for confirmation
3. Click the **CHANGE PASSWORD** button to submit password change

Password Reset

Should you have forgotten your password, you can request a password reset.
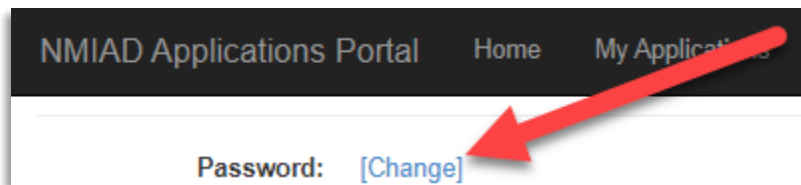
1. Click on **FORGOT YOUR PASSWORD?** - Letter **J**
2. On the password reset page, enter the email address you registered the account under and click **EMAIL LINK**
3. You will receive an email from support@nmiad.us that includes a link to reset your password
4. Click on the link in your email
5. On the Password Reset page, enter your new password, confirm and click **RESET** to reset your password.

Password Reset

Reset Password.

Enter your new password

Email

name@email.com

Password

••••••••••

Confirm password

Reset

TROUBLESHOOTING GUIDE

Data Entry

Issue: Sometimes when I save the portal returns to the login screen.
Answer: For security reasons, after a time of inactivity the system will log you out therefore requiring you to log back in.

Issue: When I save I get an error screen.
Answer: Please take a screen shot or print the screen to PDF and email to support@nmiad.us

Account Issues

Issue: I forgot my password.
Answer: See password reset instructions on the previous page.

Issue: I requested a password reset and I have not received the email from support@nmiad.us.
Answer: Make sure you are using the email address with which you created your TIF portal account.

Issue: I requested as password request and I submitted the email address I used to create my TIF portal account. I still have not received the email from support@nmiad.us.
Answer: Please email support@nmiad.us directly indicating this problem and you will be contacted with further instructions.