



## Lot Activation Overview

### Supporting Community Use of City-Owned Lots

The City of Albuquerque's Metropolitan Redevelopment Agency (MRA) has initiated a new program designed to enhance awareness of vacant lots owned by MRA. This initiative aims to activate underutilized spaces, increase pedestrian traffic, and inspire local entrepreneurs to engage with empty lots meaningfully. By facilitating the activation of these sites, the program seeks to cultivate a sense of respect for property, heighten community awareness, and support overall economic development efforts within the district. Through this engagement, the MRA aims to transform vacant lots into dynamic areas that contribute positively to the local economy and community culture.

**Applications accepted on a rolling basis.**

#### Eligibility

- Applicants must provide programming or entertainment services at no cost or at a discounted rate equivalent to a signed lease agreement.
- Applicants acknowledge that the designated lot is currently inactive and that no site modifications (landscaping, facilities, or infrastructure) will be made during the lease term.
- Applicants are responsible for maintaining the lot throughout the lease term, including cleaning, waste removal, and addressing safety concerns.

[View the Lot Activation Flyer \(PDF - Exhibit A\)](#)

#### Available Lots

See what's available! Browse properties ready for activation [\[HERE\]](#).

*Note: All properties listed are unimproved and primarily consist of vacant lots. These lots do not provide access to power, water sources, restrooms, or washing facilities. No financial assistance or support will be available for the improvement or modification of these vacant lots. Event design and scheduling must duly consider these limitations. All properties associated with the Lot Activation initiative are designated for future redevelopment, and applicants must acknowledge that they will be required to discontinue their activities and return the parcels to their original state by a date that is mutually agreed upon. Additionally, applicants are obligated to complete the required event permitting processes and adhere to all relevant laws and regulations.*

#### Application Requirements

All applications must be submitted online and include:

1. **Online Application Form;**
2. **Project Scope, Schedule, and Timeline:** Applicants must provide detailed information about their proposal, including the type of event (such as a concert, conference, or festival), the specific dates, operating hours, and overall duration. Additionally, it is essential to include information about prior experience in managing similar events, highlighting relevant achievements and any challenges faced. The Project

Schedule must outline all tasks that need to be completed before the event, including planning, logistics, marketing, and post-event assessments. This schedule should also demonstrate a clear understanding of the necessary permitting and review processes, specifying the required permits, the relevant authorities, and the expected timelines for obtaining these approvals. The Project Timeline should clearly identify critical deadlines, including application submission dates, the start of ticket sales, and final confirmations. Providing this clarity will ensure that all stakeholders are aware of the overall timeline, facilitating efficient planning and execution of the event;

3. **Costs:** Include a cost estimate that encompasses labor, materials, implementation, and necessary permits;
4. **Insurance:** Proposers must demonstrate proof of liability insurance commensurate with the type of event(s) proposed; and
5. **City of Albuquerque Modified W-9 Form:** [Instructions linked below.](#)

**Note:** Applications will not be accepted via mail, email, or in person. Incomplete applications will not be reviewed or scored.

## How Applications Are Scored

A minimum of 75 points is required for consideration, with a maximum award of 150 points. Applications are evaluated by a 3-person committee based on the following criteria:

1. Quality of submission (5 Points);
2. Experience (10 Points);
3. Proposal readiness (10 Points);
4. Quality and quantity of free entertainment, programming, services, events, or festivals (20 Points); and
5. Proposals that uplift neglected neighborhoods and/or projects that support overlooked entrepreneurs or small businesses (5 Points).

Additionally, applications can receive extra points for the following:

1. Past performance (5 Points)

## If Selected

- Successful applicants will be required to execute a Redevelopment Agreement with the MRA, and the resulting projects will be subject to the terms of the Redevelopment Agreement.
- Applicants will be notified via email of approved or rejected projects. Proposals will be reviewed on a rolling basis, and parcels will be allocated for use on a first-come, first-served basis. Selected applicants will be notified if the preferred lot is already taken for the proposed dates. In this case, applicants will be invited to either select another lot or different dates.
- Applicants are responsible for securing necessary permits and complying with all local, state, and federal laws.

## Contact Information for Additional Questions

For application questions:

- MRA Project Manager, Mara Salcido: [msalcido@cabq.gov](mailto:msalcido@cabq.gov), (505) 549-0542

Vacant city-owned lots don't have to sit empty! Together, we can bring these spaces to life with markets, art, and events that energize our neighborhoods.



Available  
**LOTS**  
& More Info!



## What We Offer:

A vacant lot at **NO COST!**

A low-risk way to test your big ideas

A blank canvas to bring your vision to life

## SUPPORTING COMMUNITY USE OF CITY-OWNED LOTS



### CONTACT:

MARA SALCIDO

Project Manager

[msalcido@cabq.gov](mailto:msalcido@cabq.gov)



**CITY OF ALBUQUERQUE  
MODIFIED W-9 INSTRUCTIONS  
STEP-BY-STEP**

To register as a supplier with the City of Albuquerque, you must complete the City's modified W-9 form using the instructions below. This version of the form is required for entry into our procurement system.

Please follow the steps outlined below carefully.

**STEP 1:**

Scan the QR code or click on the link below to access the Modified W-9 Form on DocuSign.



← **SCAN**  
or  
**CLICK** → [DocuSign Modified W-9](#)

**STEP 2:**

The screenshot shows the DocuSign interface for the Modified W-9 form. The header includes the City of Albuquerque logo and a 'Begin Signing' button. The main content area is titled 'PowerForm Signer Information' and contains the following text: 'This link allows you to send an electronically signed W9 to the City of Albuquerque's Supplier Setup. Please enter your name and email to begin the signing process.' Below this is a 'Supplier' section with two required fields: 'Your Name: \*' and 'Your Email: \*'. The 'City of Albuquerque Department Contact' section is circled in red and contains two required fields: 'Name: \*' and 'Email: \*'. At the bottom, there is a 'Begin Signing' button. Three numbered callouts provide instructions: 1. 'INSERT YOUR FULL NAME AND EMAIL ADDRESS HERE' points to the 'Your Name' and 'Your Email' fields. 2. 'INSERT Name: Sarah Supple Email: ssupple@cabq.gov' points to the 'City of Albuquerque Department Contact' section. 3. 'CLICK HERE' points to the 'Begin Signing' button.

STEP 3:

1

CLICK HERE

City of Albuquerque

Please read the [Electronic Record and Signature Disclosure](#).

I agree to use electronic records and signatures. \*

Change Language - English (US) ▾

Other Options ▾ **Continue**

2

CLICK HERE

STEP 4:

DocuSign Envelope ID: 1DE5827F-8D70-40E7-86DE-D6556C8D24EE

ONE ALBUQUERQUE

Request for Supplier Information

Substitute Form **W9**  
Department of Finance and Administrative Services

Start

**SECTION 1: CONTACT INFORMATION AND TAXPAYER IDENTIFICATION NUMBER**

NAME (as shown on your income tax return). Please be prepared on this line - do not leave this line blank.

BUSINESS NAME (if separate entity name. If different from above.)

PRIMARY ADDRESS (number, street, and apt or suite no.)

REMITTANCE ADDRESS (number, street, and apt or suite no.)

CITY, STATE, and ZIP CODE

REMITTANCE CITY, STATE, and ZIP CODE

PHONE

EMAIL ADDRESS

SOCIAL SECURITY NUMBER OR EMPLOYER IDENTIFICATION NUMBER New Mexico CRS TAX ID (if applicable)

TAX CLASSIFICATION (check only one)

INDIVIDUAL/SOLE PROPRIETOR or single-member LLC  C CORPORATION  S CORPORATION

PARTNERSHIP  TRUST/ESTATE

LIMITED LIABILITY COMPANY-- Enter the tax classification (C=C Corporation, S=S Corporation, P=Partnership)

501(C)(3)/NON-PROFIT ORGANIZATION  OTHER (SEE INSTRUCTIONS)

EXEMPTIONS (codes apply to certain entities, not individuals; see instructions)

EXEMPT PAYEE CODE (if any)

EXEMPTION FROM FATCA REPORTING CODE (if any)

**SECTION 2: BUSINESS DEMOGRAPHICS (CHECK ALL THAT APPLY)**

Local Business - Headquartered and maintains its principal office and place of business within the Greater Albuquerque Metropolitan Area (City of Albuquerque or Bernalillo County).

Doing Business Locally - Either not headquartered or does not maintain its principal office and place of business here, but maintains a storefront in the Greater Albuquerque Metropolitan Area and employs one or more City of Albuquerque or Bernalillo County residents.

Woman Owned Business - At least 51% owned and controlled by one or more women, in the case of a publicly-owned business, at least 51% of the stock of which is owned by one or more women.

Minority Business Enterprise (MBE) Owned - At least 51% owned and controlled by one or more racial/ethnic minorities or, in the case of a publicly-owned business, at least 51% of the stock of which is owned by one or more racial/ethnic minorities. Please specify the race/ethnicity of minority owners (question to the right).

LGBTQ+ Owned Business - At least 51% owned and controlled by one or more LGBTQ+ individuals, in the case of a publicly-owned business, at least 51% of the stock of which is owned by one or more LGBTQ+ individuals.

None of the Above Categories Apply

If your business is MBE-owned, please specify the race/ethnicity of minority owner(s). Check all that apply:

Hispanic American

Native American

Black or African American

Asian-Indian American

Asian-Pacific American

**SECTION 3: PURCHASE ORDERS (COMPLETE ONLY IF YOU ACCEPT POs)**

ELECTRONIC POs AND INVOICES (select one)

Transcepta (preferred method)

Email

PO CONTACT INFORMATION

FULL NAME

EMAIL ADDRESS

**SECTION 4: CERTIFICATION**

SELECT A TAX CLASSIFICATION

NAME AS SHOWN ON YOUR INCOME TAX RETURN MUST BE EXACTLY AS LISTED WITH THE IRS.

PRIMARY ADDRESS IS YOUR PHYSICAL LOCATION.

REMITTANCE ADDRESS IS YOUR MAILING ADDRESS.

PLEASE FILL OUT THE ENTIRE ADDRESS IN BOTH SECTIONS, EVEN IF IT IS THE SAME.

INSERT SOCIAL SECURITY NUMBER OR EMPLOYER IDENTIFICATION NUMBER

STEP 5:

Substitute Form **W9**  
Department of Finance and Administrative Services

**FINISH**

CLICK FINISH WHEN FORM IS COMPLETE!

---

## Content Collection Checklist

Please gather and submit the following materials to help the City showcase your lot activation and its impact on the community.

### Photos (5–10 images)

Capture a variety of moments that highlight the energy and engagement of your event:

- Wide shot of the space (before and during the event)
- Community members enjoying activities (games, music, food, etc.)
- Candid interactions (neighbors talking, kids playing, volunteers helping)
- Portrait of a key organizer or partner
- Close-up details of booths, signage, decorations, or unique elements
- One or two images with extra space (for future social media text overlays)

### Video (Optional but encouraged)

Consider capturing the excitement and spirit of your event with:

- A 10–30 second horizontal video clip (pan the party, performances, etc.)
- A short testimonial from an organizer, participant, or neighbor
- “Why was this block party meaningful to you or your neighborhood?”

### Time-lapse or walk-through (if feasible)

### Quote/Testimonial

Provide 1–2 short quotes (1–2 sentences each) that highlight the block party’s impact.

Please include:

- Full name
- Title or affiliation (e.g., neighborhood group, business owner, resident)
- Permission to publish

### Logos & Branding (if applicable)

If applicable, include:

- High-quality PNG logo of your organization (transparent background preferred)
- Any branding guidelines or colors to follow for future promotion

### Event Info

Please share:

- Event name & brief description (1–2 sentences)
- Date of the event
- Any notable stats (e.g., # of attendees, # of vendors or partners, activities offered)
- Social media handles or hashtags we can use to tag you

### Submission Format

Email all materials to Mara Salcido at [msalcido@cabq.gov](mailto:msalcido@cabq.gov).

Name files clearly (e.g., “LotActivation\_YourOrg\_Photo1.jpg”)