



# CAPITAL OUTLAY PROJECT REQUESTS 2023

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WEB REQUESTS AND CAPITAL PROJECT REAUTHORIZATION PROCESS

AUGUST 24, 2022

Capital assets must be owned by the state or a political subdivision of the state.

## Capital Outlay Project Parameters

**The Property Control Act defines a capital outlay project as the acquisition, improvement, alteration, or reconstruction of an asset of a long-term character**

-and further, that a capital outlay project includes all of the proposed expenditures related to the entire undertaking; for example, if you are building a fire station, you can purchase the land, plan, design, construct and equip that station.

## Funding Sources

Severance Tax Bonds

General Obligation Bonds

General Fund

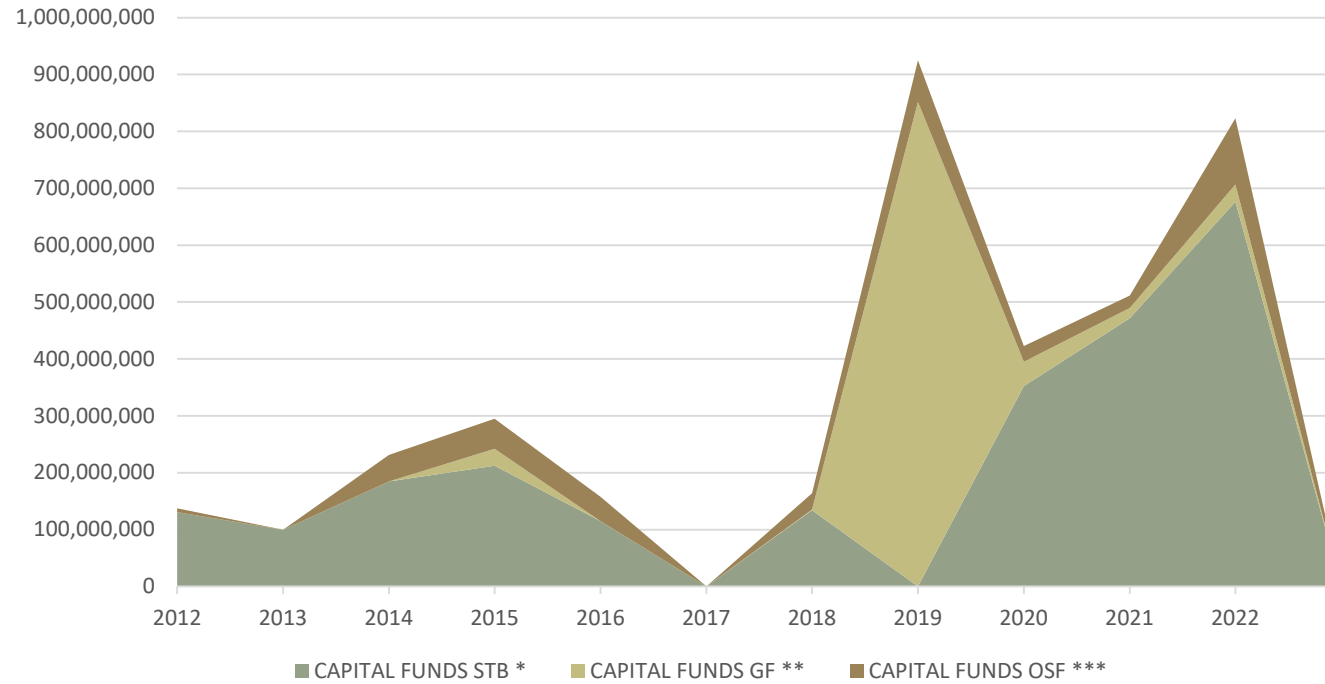
# Capital Outlay Project Request Process

## Overview for 2023

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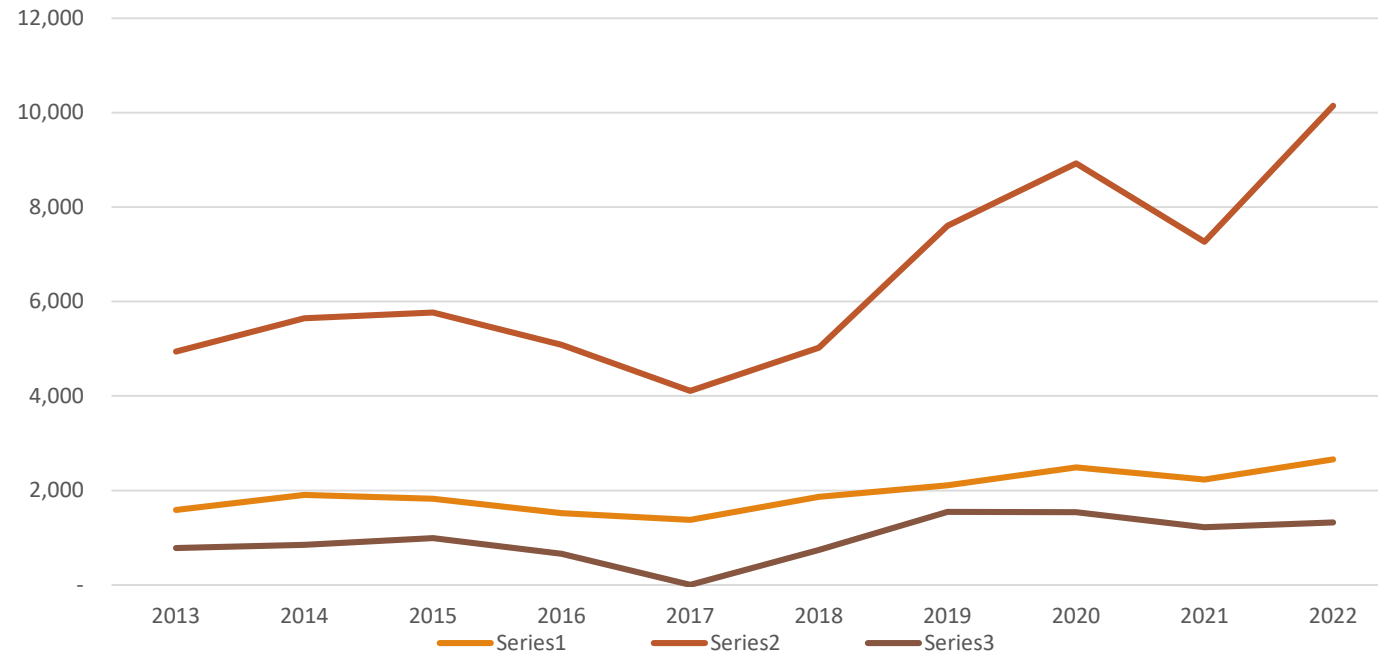
- In order to qualify for capital funding, capital outlay project requests must be submitted online through the LCS website by 3:00 p.m., Thursday, January 12, 2023.
- The site is found here: [www.nmlegis.gov/CapitalOutlayWeb](http://www.nmlegis.gov/CapitalOutlayWeb)
- Requests will be transmitted electronically by the LCS to legislators and the governor.
- Requesters should use the project summary sheet generated through the online information collection process to seek sponsorship for projects.
- Sponsored projects, listed by agency and by county, will be posted online on February 6, 2023. Legislators' final Capital Outlay Requests (CORs) will be posted online after the introduction deadline (February 16, 2023).
- The LCS capital outlay project request site will open on October 19, 2022.
- A search function for submitted capital projects will continue to be available online on the opening page of the website.
- Monitor the legislature's twitter feed for deadline notifications and related capital outlay information.

Capital Outlay Project Funds 2012 - 2022



STB – Severance Tax Bonds  
GF – General Fund  
OSF – Other State Funds

Capital Outlay Projects Funded/Submitted/Requests 2013 - 2022



Series 1 – # of Capital Outlay Projects Processed  
Series 2 - # of Capital Outlay Projects Funded  
Series 3 - # of Requests (Sponsorships) for Processed Projects

# Capital Project Sponsorship and Introduction Procedure

## *1<sup>st</sup> Half of Session*

- Legislators and the governor will receive one list of the capital project requests by January 23, 2023.
- Legislators are asked to return the sponsorship list with their chosen projects by Thursday, February 2, 2023.
- Follow-up with legislators and the governor's office using the project summary sheet generated on the website can be conducted anytime up to the sponsorship deadline.
- Sponsored projects, listed by agency and by county, will be posted online on February 6, 2023. Legislators' final Capital Outlay Requests (CORs) will be posted online after the introduction deadline (February 16, 2023).
- Check the listing for your project online for accuracy and follow up with the LCS Capital Outlay Division if changes are required.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jan 8, 2023	9	10	11	12 3:00 pm - Deadline to submit capital project requests online	13	14
15	16	17 Opening Day	18	19	20	21
22	23 Capital Project Requests list sent to legislators/governor to select sponsored projects	24	25	26	27	28
29	30	31	Feb 1	2 5:00 pm - Deadline for legislators to return sponsored projects list	3	4
5	6 Sponsored projects posted online (by agency and by county)	7 Legislators receive formatted copy of their sponsored projects list	8	9	10 Member/Agency/Executive language revision deadline	11
Feb 12	13 Final COR deadline; Reauthorization request deadline	14	15	16 Introduction Deadline	17	18

# Funding Sponsored Projects/Reporting

## 2<sup>nd</sup> Half of Session/ Post-Session

- Capital outlay projects that have been submitted online, sponsored by legislators and introduced by the introduction deadline are eligible for capital project funding.
- Legislators receive guidelines for project funding and a deadline for submitting their funding requests.
- Funded projects are incorporated into the capital outlay bill, and projects that have been included in the bill are posted online once the bill has been reported out of committee.
- The governor has a twenty-day post-session signing period for bills that pass but are not signed during the session, during which time the governor may choose to veto capital projects. Final lists of the vetoed and approved projects are posted online once the bill has been signed.
- In accordance with legislation passed during the 2021 regular session, the LCS now posts a list of funded capital projects, including information regarding funding sponsors and vetoed projects.



# Submit a Request

Instructions for each item included on the capital project request form are linked to the form.

## START YOUR REQUEST WITH AN ICIP PROJECT NUMBER

Item 1 allows you to enter a 5-digit Infrastructure Capital Improvement Plan (ICIP) project number and populate your form using information included in the ICIP.

Not every field can be populated from the ICIP. Be sure to complete all of the required fields, and provide the total amount requested this session. This amount should reflect the appropriation you are requesting from the legislature as a whole this session.

Budget information, other than the amount requested this session, is drawn from the ICIP and will include the total project cost included in your 5-year ICIP budget, as well as other funding received in prior years as reported in the ICIP. Once you have filled in the budget breakdown for your current year request, you can use the 'calculate totals' tab to complete the budget section. The 'calculate totals' tab won't function if you have not completed all of the required fields up to that point.

## START YOUR REQUEST WITHOUT AN ICIP PROJECT NUMBER

If you do not have an ICIP number, start your request with Item 2. Some of the fields on the form will be populated automatically once you select the fiscal agent for the project.

Be sure to provide up-to-date project contact information and to make sure that you have completed both the budget breakdown, including any other funding committed to the project, and provide the appropriation amount requested this session.

After you have reviewed the information you have provided, you can click on the Submit capital project button to submit your request. If a project summary sheet appears on your screen, your project has been submitted. You can print your project summary sheet, and you can also return to the start page at any time after your project has been submitted and use the search function to view your summary sheet.

# Fiscal Agent/Entity Requesting Funding

- The fiscal agent field will auto-fill from the ICIP data. If you do not have an ICIP number, select the fiscal agent from the drop-down menu.
- The entity requesting funding field will auto-fill as the fiscal agent. You can overwrite the entity requesting funding if the requesting entity is not the fiscal agent. Chapters of the Navajo Nation should select their chapter name as the fiscal agent to help identify their project for sponsors.
- If a capital asset will be leased by or operated by an organization other than the fiscal agent, documentation regarding ownership of the asset will be required prior to the release of funding. Documentation requirements for capital projects are posted on the legislature's website. Documentation should be submitted to the LCS Capital Outlay Division when your project request is completed online.

# Project Description

Some state agencies have preferred 'boilerplate' language for capital projects. For example, the Environment Department prefers broad language that will encompass all aspects of water or wastewater system construction or improvement: "to plan, design and construct a water system in ..." or "to plan, design and construct wastewater system improvements in ...". Similarly, the Department of Transportation prefers broad language for road projects: "to plan, design and construct Harvey road in ..." or "to plan, design and construct improvements to the intersection of Harvey road and Henry road in ...".

- Describe the project in broad terms so as not to limit your options to use any capital funding appropriated for the project.
- Start your project description with a lowercase letter. (This helps us feed the information into the project summary sheet and the bill appropriately.)
- Only proper names should be capitalized in the project description (for example, university of New Mexico).
- Spell out everything in the project description. (For example, use gymnasium instead of gym.)
- Leave off ending punctuation in the project description as the appropriate punctuation will be inserted into both the project summary sheet and the bill language from the management software.

# Budget

## Total Project Cost and Amount Requested this Session

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### Total Project Cost

The total project cost should include all phases of the project, and should reflect any other funds that have been committed to the project. Be sure to include any funding that has been committed to the project at the local level.

List all of the other funding (source and \$ amount) committed to the project. If you have completed an ICIP, this information will be drawn into the form for you. You can add information to that list if necessary. The *total project cost* for some projects will be greater than the *amount requested this session*, particularly if a project has been budgeted in multiple phases over multiple years.

### Amount Requested this Session

The amount requested this session is the amount that you are requesting from the legislature as a whole this legislative session. It doesn't necessarily equate to the total project cost, but in some cases it will.

This year's form asks you to indicate if the amount requested this session will fund a phase of the project (either fully or in part), or if the requested amount will fund the total project cost.

# PROJECT TITLES

## *Naming Conventions/Abbreviations*

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### FACILITIES/EQUIPMENT/VEHICLES

The naming convention for facilities, systems (for example, water systems), equipment and vehicle purchases is three-part:

- 1) fiscal agent (locale)
- 2) description of project (facility or system) /equipment/vehicle
- 3) project type for title

The project title will be generated from the information you provide regarding those items. When completing the requested information to describe your project for the title (Item 24, A or B), don't include information regarding locale or project type. Those parts of the title will be generated automatically from the information that you have already provided. Try to provide a distinctive description of the facility or equipment so that your project can be easily referenced.

### SCHOOLS/ROADS

The naming convention for roads and schools (pre-K – 12 schools only) is two-part:

- 1) School or road name
- 2) Project type for title

Be specific in naming the road or roads included in the project (for example, Five Points Rd, Wagon Trail Blvd Guard Rail, Salem Rd/Menaul Blvd Intersection), etc. Similarly, be specific with school names and use appropriate abbreviations, for example, Sandia High Schl, Madison Mid Schl, Cochiti Elem Schl. The pre-K - 12 school naming convention includes a school project sub-type. If you enter a school name, you will be prompted to select a school project type.

Items 24 A, B, C and D are used to construct a title for your project according to naming convention "maps" that incorporate the various fields as follows:

- A. (Locale) (***name of facility or system***) (Project Type for Title)
- B. (Locale) (***type/description of vehicle/equipment/land***) (Project Type for Title)
- C. (***Name of Road***) (Project Type for Title)
- D. (***Name of Pre-K - 12 School***) (Pre-K - 12 Project Type) (Project Type for Title)

# Capital Outlay Project Reauthorization Requests

*Forms must be signed by a legislator and submitted to the LCS Capital Outlay Division*

- Capital outlay appropriations from previous years may be reauthorized to extend the time of expenditure, to change, clarify or expand the purpose, or to change the administering agency.
- Reauthorization request forms are available online at [www.nmlegis.gov/Publications/Capital Outlay/capital\\_outlay\\_reauth\\_form.pdf](http://www.nmlegis.gov/Publications/Capital%20Outlay/capital_outlay_reauth_form.pdf)
- Hard copies of the form are available from the LCS office.
- Forms require a sponsor's signature.
- The deadline to submit a reauthorization request is 3:00 P.M., Monday, February 13, 2023.
- Bring two copies of the signed form to the LCS Capital Outlay Division. The forms will be date-stamped and one copy will be returned to you.
- The tentative date for circulation of the report showing all reauthorization requests to be included in the bill is Monday, March 6, 2023.

# Deadlines and Reporting Summary

- Deadline to submit a capital project request online: 3:00 p.m., Thursday, January 12, 2023
- Legislators return sponsored project lists: Thursday, February 2, 2023
- Sponsored projects posted online: Monday, February 6, 2023
- Reauthorization request deadline: 5:00 p.m., Monday, February 13, 2023
- Introduction deadline: Thursday, February 16, 2023
- CORs posted online: Friday, February 17, 2023

# Questions?

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Contact the Legislative Council Service at 505-986-4600.

Deadline for submitting a request online is 3:00 P.M., Thursday, January 12, 2023.

Submit online at [www.nmlegis.gov/CapitalOutlayWeb/](http://www.nmlegis.gov/CapitalOutlayWeb/)

Michelle Jaschke [Michelle.Jaschke@nmlegis.gov](mailto:Michelle.Jaschke@nmlegis.gov) 505-986-4652

Sheila Keleher [Sheila.Keleher@nmlegis.gov](mailto:Sheila.Keleher@nmlegis.gov) 505-986-4682