



CAPITAL OUTLAY PROJECT REQUEST PROCESS

ONLINE REQUEST FORM 2022

September 28, 2021

Capital Outlay Projects

▶ What qualifies?

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 Highlights for 2022

- ▶ The Legislative Council Service (LCS) will continue to collect capital outlay project requests online for the 2022 regular legislative session. The following modifications have been made to the online system:
 - ▶ The deadline for submitting requests online has been moved to a pre-session deadline (1/13/22).
 - ▶ Requesters are asked to direct their request to the appropriate legislators and/or the Governor through the LCS online request site.
 - ▶ The site will open on October 7, 2021.
 - ▶ Summary sheets for requested capital projects will be accessible online.

Pre-Session Deadline

Online Capital Project Requests

Procedure for 2022 Session

- ▶ Capital project request forms must be submitted online at www.nmlegis.gov/CapitalOutlayWeb/
- ▶ The deadline for submitting a request online is 3:00 P.M., Thursday, January 13, 2022.
- ▶ A project summary sheet with your project information can be printed or saved when your request is submitted, *but does not require a legislator's signature.*
- ▶ Capital project requests will be transmitted electronically by the LCS to legislators and the Governor to select their sponsored projects.

1st Half of Session

Capital Project Sponsorship Procedure

- ▶ Legislators and the Governor will receive one capital projects request report including all of the projects that have been directed to them from the online site at the start of the session.
- ▶ Projects that have been submitted through the online system will be posted on the legislature's website as requested projects at the start of the session.
- ▶ Follow-up with legislators and their legislative aides or secretaries will be important as the legislators make their final sponsorship decisions.
- ▶ Project summary sheets will be useful to follow up with legislators and the Governor so that they have the project title, LCS Web ID #, and project details.

Ongoing Reports

- ▶ Requested projects will be posted on the legislature's website by agency and by county.
- ▶ Requesters are encouraged to review the online listings to ensure that the language reflects the intent of the project, and that the project details are correct.
- ▶ A Capital Outlay Request (COR) including all of a legislator's sponsored projects will be posted online shortly after the introduction deadline.

2nd Half of Session/ Post-Session Funding Sponsored Projects

- ▶ 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.

Submit a Request

Instructions

- ▶ Instructions for each item included on the capital project request form are linked to the form.
- ▶ www.nmlegis.gov/CapitalOutlayWeb/

Tips

- ▶ Starting your Request
- ▶ Fiscal Agent/Entity Requesting Funding
- ▶ Amount Requested this Session
- ▶ Project Description
- ▶ Project Budget
- ▶ Project Title
- ▶ Directing your Request

PROJECT DESCRIPTIONS

DO:

- ▶ Do start your project description with a lowercase letter
- ▶ Capitalize proper names only
- ▶ Focus your description on the broad intent of the project

DON'T:

- ▶ Don't abbreviate - spell everything out in the project description
- ▶ Don't use any ending punctuation

PROJECT TITLES

- ▶ Items 21 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. (Fiscal Agent) (name of facility or system) (Project Type for Title)
- ▶ B. (Fiscal Agent) (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)

Reauthorizations

- ▶ Reauthorization request forms are available online at https://www.nmlegis.gov/Publications/Capital_Outlay/capital_outlay_reauth_form.pdf
- ▶ Hard copies of the form are available from the LCS office.
- ▶ Forms require a sponsor's signature.
- ▶ Deadline to submit a reauthorization request is 3:00 P.M., January 30, 2022.
- ▶ Submit early.

Questions?

- ▶ Contact the Legislative Council Service at 986-4600.
- ▶ Deadline for submitting a request online is 3:00 P.M., Thursday, January 13, 2022.
- ▶ Submit online at www.nmlegis.gov/CapitalOutlayWeb/

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