



CAPITAL OUTLAY PROJECT REQUEST PROCESS

February 1, 2021

Request Deadline and Website Access

- ▶ To be considered for funding, capital project requests must be submitted through the Legislative Council Service Capital Outlay Division website by 3:00 p.m. on Monday, February 8, 2021.
- ▶ The deadline for legislators to submit sponsored project requests is 3:00 p.m. on Thursday, February 11, 2021.
- ▶ A link to the website is provided on the capital outlay page on the legislature's website and may be found at www.nmlegis.gov/CapitalOutlayWeb/

1st Half of Session

Capital Project Request Intake Procedure

Prior Years Procedure

- ▶ Paper-based
- ▶ Each request required individual signature for sponsorship.
- ▶ Requests submitted in person to staff on an on-going basis up until the submittal deadline (3 days before the introduction deadline).

2021 Procedure

- ▶ Capital project request form must be submitted online at www.nmlegis.gov/CapitalOutlayWeb/ by 3:00 p.m. on Monday, February 8.
- ▶ A summary sheet may be printed or saved after submitting the request online *but does not require signature*.
- ▶ Capital project requests are transmitted electronically by the LCS to legislators to select their sponsored projects.
- ▶ Deadline for submitting sponsored projects is 3:00 p.m. on Thursday, February 11.

1st Half of Session

Capital Project Sponsorship Procedure

- ▶ Legislators and their legislative aide or secretary receive weekly spreadsheets listing the capital project requests submitted during the specified time period.
- ▶ Sponsorship selections are made by entering the legislator's sponsor code in the space provided on the spreadsheet.
- ▶ Spreadsheets may be filtered by county to focus on a given district, but will include all requested projects submitted during the specified time period.
- ▶ Approved spreadsheet are returned with sponsored project selections to the LCS. Please save the file with the sponsor code at the front of the file name and include the words 'Sponsor Coded' in the subject line of the email.
- ▶ Capital Outlay Division staff record sponsored projects and conform language.

Ongoing Reports

Legislators

- ▶ Sponsored project reports specific to each legislator will be available after sponsored projects are compiled from the spreadsheets.
- ▶ Updated reports may be requested at any time.

Public

- ▶ Sponsored projects are reported on the legislature's website by agency and by county for reference by constituents and the general public.
- ▶ Requesters are encouraged to review their project listings online and to contact the LCS if changes are required.

Session Midpoint

Capital Outlay Request (COR) Introduction

Procedure

- ▶ A final sponsored projects report is provided to legislators for approval, as far in advance of the introduction deadline as possible.
- ▶ The approved final report is used to produce the Capital Outlay Request (COR) that is filed with the chief clerks for introduction in the House or the Senate.
- ▶ Legislators must email the appropriate chief clerk to approve introduction of their COR, noting the date of their approval.

Timing

- ▶ The deadline for legislators to submit sponsored project requests is 3:00 p.m. on February 11.
- ▶ Legislators will receive a final sponsored projects report for approval on February 14, due back on February 15.
- ▶ Each legislator's final Capital Outlay Request will be prepared from the approved final report. The chief clerks must receive notification of approval of the COR well before the introduction deadline at noon, Thurs., February 18.

2nd Half of Session Funding Sponsored Projects

- ▶ Notification of the amount of funding available to each legislator will be provided during the second half of the session.
- ▶ Legislators will receive guidelines for project funding and a deadline for submitting their funding request.
- ▶ A spreadsheet listing all of the legislator's sponsored projects will be provided.
- ▶ Legislators may assign funding on the spreadsheet to chosen projects up to the total amount specified in the funding notification.

Reauthorization Request Procedure 2021

- ▶ The reauthorization request form for 2021 is posted on the New Mexico Legislature's website at:

www.nmlegis.gov/Publications/Capital_Outlay/capital_outlay_reauth_form.pdf

- ▶ Reauthorization requests must be approved by a sponsoring legislator and submitted to the LCS by 3:00 p.m. on Thursday, February 11, 2021. Sponsors can sign and submit the form to the Legislative Council Service (LCS) Capital Outlay Division, or send an email approving the reauthorization request, including the appropriation ID # of the appropriation to be reauthorized, to the LCS at michelle.jaschke@nmlegis.gov
- ▶ *Include the words 'Reauthorization Request' in the subject line of your email.*

Capital Outlay Web Project Summary



LCS PROJECT ID: 324

BERN CO DIST 2 STREET LIGHTS IMPROVE

Total Amount Requested this Legislative Session: \$250,000

Bernalillo County requests \$250,000 for the following project:

plan, design, equip, retrofit, install and purchase equipment to construct street lighting in commission district 2 in Bernalillo county..

Project Location: Bernalillo County

County: Bernalillo

Fiscal Agent: Bernalillo County

Funded to Date/Secured: \$0

Total Project Cost: \$250,000

Project Contact: Antonio Jaramillo

Title: Operations and Maintenance Director

Phone: 505-848-1548

Email: aejaramillo@bemco.gov

ICIP ID: 37570

55TH LEGISLATURE-FIRST SESSION-2021

Confidentiality and Capital Outlay

The LCS is a non-partisan and confidential service. Just as any bill request a legislator makes to the LCS will not be disclosed to anyone outside our office, the sponsorship of any capital outlay request remains confidential until the midpoint of the session. At that time, CORs are published online.

Funding information remains confidential throughout the process. A legislator may give permission to release funding decisions to others, but without that permission the information remains confidential.

House and Senate Rules

The house and senate each have a rule (11-27) that concerns itself with the introduction and processing of capital outlay requests and bills. Basically any request for funding that is capital in nature needs to go through the capital outlay process set in place in the LCS. Capital outlay project appropriations are contained in one capital outlay bill (and in even-numbered years, one general obligation bond bill).

Deadlines

- ▶ Deadline to submit a capital project request online: 3:00 PM, Monday, 2/8
- ▶ Deadline to submit sponsored project requests, 3:00 PM, Thursday, 2/11
- ▶ Deadline to approve final sponsored project report: 3:00 PM, Monday, 2/15
- ▶ Capital Outlay Requests approved by members and notification sent to Chief Clerks: 2/16 - 2/17
- ▶ Introduction Deadline: noon, Thursday, February 18

- ▶ Questions?
- ▶ Contact the LCS Capital Outlay Division at 986-4600
- ▶ Capital Outlay Division Staff
 - ▶ Michelle Jaschke - 986-4652
 - ▶ Sheila Keleher - 986-4682
 - ▶ Kevin Lancaster - 986-4653
 - ▶ Tracey Akers - 986-4637
 - ▶ Emily Thomas - 986-4678