**Instructions for Special, Supplemental, and Deficiency Requests**

**Introduction: General Funds for non-recurring appropriations will be extremely scarce this year. Agencies should make every attempt to live within available resources before requesting special or supplemental funding. Generally, only requests based on closing critical gaps in service will be considered for funding during the 2019 legislative session.**

1. Enter information for agency, program and agency contacts. For **Special, Supplemental** and **Deficiency** Requests. Use only one form for each request.
2. Identify the type of request: **Deficiency** (Expenditures exceeded revenues in FY18 or prior year); **Supplemental** (Additional funds needed in FY19 – must be spent by June 30, 2019); **Special** (Funds available for use upon bill signing through 6/30/2020), or **Special (Language Only). Language Only** requests included on this form often relate to extensions of prior appropriations and are generally found in Sections 5 and 6 of the General Appropriation Act.
3. Enter Revenue, Expenditure and FTE Information.
4. Provide language that would need to appear in the bill describing the purpose of the appropriation. (Reference examples from previous General Appropriation Acts and capitalization and format instructions provided below).
5. If a **Special** Appropriation, provide quantitative data regarding the results that you hope to achieve with the appropriation. Please be specific (e.g. to purchase ten vehicles for senior centers; to provide mediation training to 100 agency employees, etc.).
6. Most requests for a Section 5 (Special Appropriation) are for funds to address some non-recurring budget purpose; however, in some cases, all you need is specific language. In these cases, check the **Special (Language Only)** box and enter the requested language in the “Language” section of the form.
7. Complete the five other request justification/program description sections of the form.
8. Follow the capitalization and formatting conventions outline below:
* Most words are not capitalized except at the beginning of a sentence; however, you should capitalize the following: **place names** (e.g. *New Mexico*, *United States*, *Santa Fe* county – note “county” is not capitalized, *Ute* reservoir, *Vaughn* pipeline, etc.); **proper names** (*Vigil-Giron, Gutierrez*, and *Kupfe*r cases); **legislative acts** (*Title IV-E* funds, Section 12 of *Chapter 114 of Laws 2004*, *Indian Education Act,* etc.); ***months of the year*** (*May, June*, etc.), and the **words** “*Indian” and “Native American.”*
* Do **not** capitalize the names of agencies, departments, divisions, programs or funds.
* Clearly and concisely state the purpose of the non-recurring appropriation. See examples below

 *To provide funding to compensate victims of crime.*

 *To provide oversight to regional housing authorities to include travel, audit and*

 *other expenses related to overnight functions.*

 *For arbitration expenses related to tribal gaming.*

1. *Finalized requests for the documentation contained within this memo must be submitted to your Executive Budget Analyst at the State Budget Division, by close of business on* ***Friday, November 2, 2018****. Please deliver two signed copies to the State Budget Division and one signed copy to the Legislative Finance Committee.* ***Also send an electronic copy as an Excel document to Andrew Miner at andrew.miner@state.nm.us and (TBD)specials@nmlegis.gov.***