



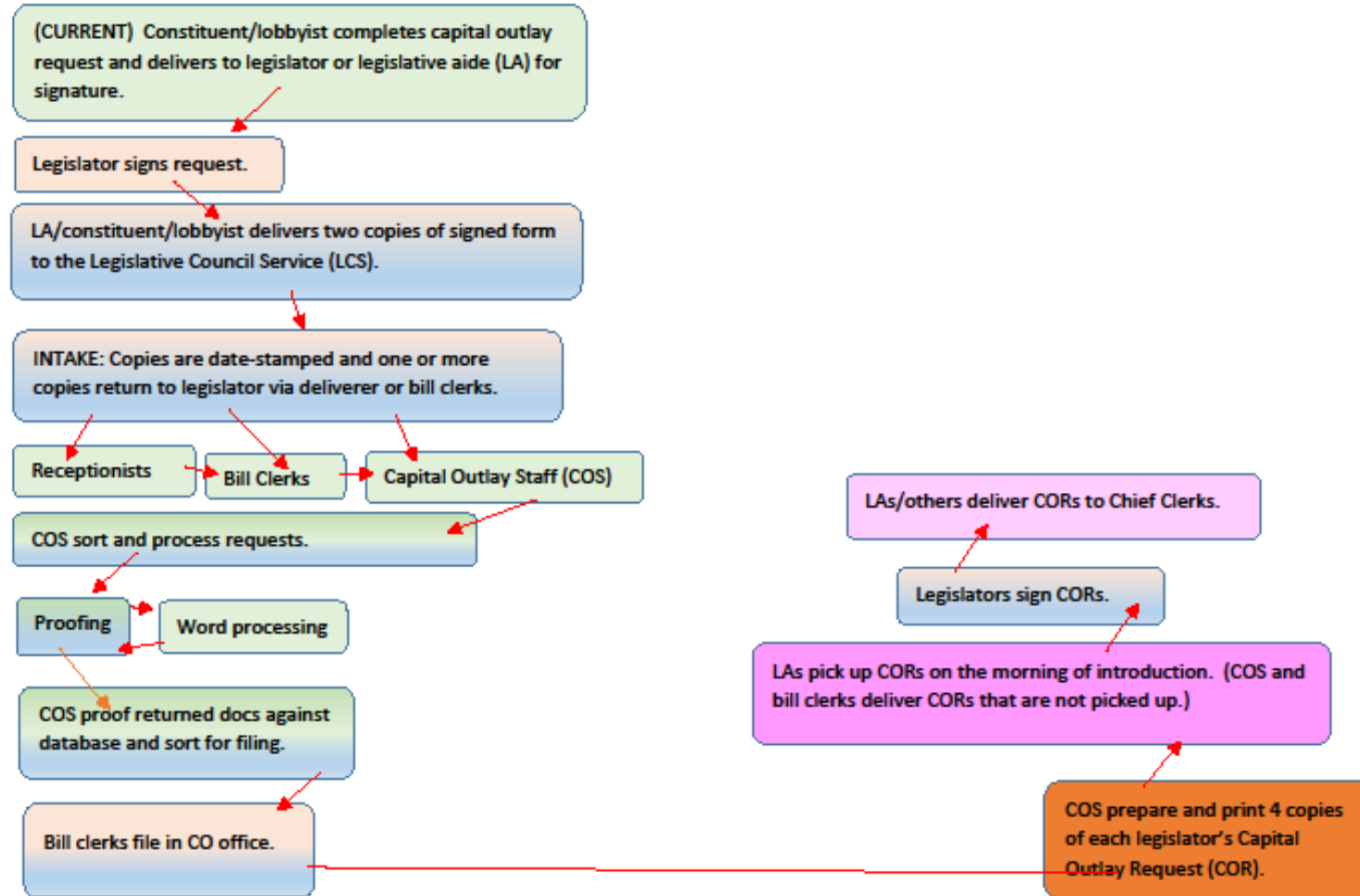
2021 CAPITAL OUTLAY PROJECT REQUEST FORM TRAINING

November 30. 2020

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CAPITAL OUTLAY REQUEST HANDLING

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Request Deadline and Website Access

- ▶ To be considered for funding, your capital project request must be submitted through the Legislative Council Service Capital Outlay Division website by 5:00 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 <https://www.nmlegis.gov/CapitalOutlayWeb/>



CAPITAL OUTLAY PROJECT REQUEST TERMS AND CONDITIONS

Please read and acknowledge the following terms and conditions to start your capital project request:

To be considered for funding, your request must be submitted through this website by 5:00 p.m. on Thursday, February 11, 2021.

Completed requests will be transmitted electronically by the Legislative Council Service (LCS) to legislators for sponsorship. Sponsored requests will be posted on the New Mexico Legislature's website at https://www.nmlegis.gov/Legislation/BillFinder/Capital_Outlay

Postings will be updated as new sponsorship information becomes available.

Capital assets must be owned by the state or a political subdivision of the state. If a capital asset will be leased to another organization, the fiscal agent for the project must submit documentation identifying the owner of the asset and certifying that the asset will be leased at fair market value and appropriately maintained. Documentation should be submitted to the LCS Capital Outlay Division when your project request is completed online.

If the project is a local economic development project representing a public-private partnership under the Local Economic Development Act, a copy of the project participation agreement between the private entity and the applicable local or regional government should be submitted to the LCS Capital Outlay Division when your project request is completed online.

Questions may be directed to the LCS Capital Outlay Division at (505) 986-4600.

I have read and acknowledge the terms and conditions for submitting a capital project request.

If you do not have an ICIP project number, start your request with Item 2.

Item 1 Infrastructure Capital Improvement Plan (ICIP) Project ID

Project information may be imported from the ICIP to populate the request form. That information may then be updated or modified as needed.

Certain items will not be populated from the ICIP:

- ▶ Contact Person Title;
- ▶ Project Type for Title;
- ▶ Subject;
- ▶ Amount Requested this Session;
- ▶ Project Readiness Information; and
- ▶ Project Title Information.

Receiving/Requesting Entities, Ownership and Location

Defaults

- The requesting entity, the project owner, and the location fields will default to the receiving entity entry, as well as the ownership and location fields. You may type in a requesting entity or owner name if different from the receiving entity, and you may select a different location, if applicable, from the dropdown menu.

Dropdown Menus

The fiscal agent (receiving entity) dropdown menu is organized alphabetically and for ease of use.

Location names do not include "city of" or other descriptors.

Community colleges and institutions of higher education are listed by their universal abbreviations, for example, SFCC - Santa Fe Community College.

Total Amount Requested for Project this Legislative Session

- ▶ Enter the total amount requested from the legislature as a whole this legislative session, not the amount you may be requesting from an individual legislator, to avoid overfunding/underfunding issues.
- ▶ When entering numbers (including telephone numbers and budget information), use whole round numbers only, do not use dollar signs, decimal points, commas, or other punctuation.

Capital Bill Organization and Construction

- ▶ SECTION 4. ADMINISTRATIVE OFFICE OF THE COURTS PROJECTS--SEVERANCE TAX BONDS.--Pursuant to the provisions of Section 1 of this act, upon certification by the administrative office of the courts that the need exists for the issuance of the bonds, the following amounts are appropriated to the administrative office of the courts for the following purposes:
 - ▶ 1. one hundred four thousand dollars (\$104,000) to plan, design and construct a magistrate court judicial center in Curry county;
 - ▶ 2. four hundred sixty-nine thousand dollars (\$469,000) to plan, design and construct a magistrate court building in Anthony in Dona Ana county;
 - ▶ 3. four hundred thirty thousand dollars (\$430,000) for planning and design of a new magistrate court in Bernalillo in Sandoval county; and
 - ▶ 4. six hundred seventy-one thousand dollars (\$671,000) to upgrade proprietary security and camera systems to enterprise-class information technology security and camera systems in magistrate courts statewide.

Legislative Language (Project Description) Guidelines

- ▶ Provide a *brief* project description that broadly describes the intent of your capital project, for example, 'to plan design and construct water system improvements'; 'to plan, design and construct road improvements'.
- ▶ Start your description with a lowercase letter and do not include periods or other ending punctuation.
- ▶ Only proper names should be capitalized.
- ▶ Do not use abbreviations in the project description.
- ▶ Quantifying items in your request may limit your ability to carry out your project.
- ▶ Most descriptions should end with the project location, for example, 'in Las Vegas in San Miguel county'.
- ▶ Check your project language after sponsorship.

Project Title Maps

- ▶ Facilities -(fiscal agent) (facility/system description) (project type for title)
- ▶ Equip/Vehicle -(fiscal agent) (equip/vehicle type) (project type for title)
- ▶ Roads - (name of road) (project type for title)
- ▶ Schools - (name of school) (prek-12 project type) (project type for title)
- ▶ Questions? Contact the LCS Capital Outlay Division at 986-4600.