



# HOW TO SUBMIT A CAPITAL OUTLAY PROJECT REAUTHORIZATION REQUEST 2024

Legislative Council Service (LCS)

Presentation for the Local Government Division

Department of Finance and Administration

December 6, 2023



# WHICH CAPITAL PROJECT APPROPRIATIONS QUALIFY FOR REAUTHORIZATION?

Reauthorization requests can be submitted for capital outlay project appropriations that were made in previous years to extend the time of expenditure; change, clarify or expand the scope of the project; or change the administering agency.

Projects that require a time extension are reauthorized for a two-year period.

The general guideline for reauthorization requests is that appropriations may only be reauthorized twice.



# WHERE AND HOW TO COMPLETE A REQUEST

Reauthorization request forms are available online

here: [https://www.nmlegis.gov/Publications/Capital\\_Outlay/capital\\_outlay\\_reauth\\_form.pdf](https://www.nmlegis.gov/Publications/Capital_Outlay/capital_outlay_reauth_form.pdf).

The deadline to submit a reauthorization request is 3:00 p.m., Sunday, January 28, 2024.

Reauthorization request forms require a sponsor's signature and must be submitted to the LCS by the deadline.

Bring two copies of the signed form to the LCS (if you require a stamped copy for your records).



# COMPLETING THE REQUEST FORM

## APPROPRIATION ID

Provide the most current appropriation ID number for the appropriation and document any prior appropriation IDs and citations.

## CHANGE OF AGENCY

Be sure to note if the project changes that you are requesting require a change of agency.

## LANGUAGE CHANGE

If you are not requesting a language change (i.e., a change in the scope of the project), please state “no language change requested, time extension only” in the appropriate field (item 6).

# WHERE TO FIND SPONSORSHIP AND CITATION INFORMATION

## SPONSORSHIP 2021-2023

[www.nmlegis.gov/Legislation/BillFinder/Capital\\_Outlay](http://www.nmlegis.gov/Legislation/BillFinder/Capital_Outlay)

## CITATIONS

[cpms.dfa.state.nm.us/](http://cpms.dfa.state.nm.us/)

or

[nmonesource.com/nmos/en/nav.do](http://nmonesource.com/nmos/en/nav.do)



# OF NOTE FOR 2024

Capital outlay project appropriations from 2020 have been subject to numerous outside factors that hampered or delayed their completion. The capital projects that were authorized for a four-year period in 2020 will be reverting on June 30, 2024.

If your 2020 project requires a time extension, try to submit your request as early as possible to ensure that it can be included in the reauthorization bill.



# THANK YOU

Legislative Council Service

[nmlegis.gov](http://nmlegis.gov)

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