

# OFFICE OF THE GOVERNOR

## CAPITAL OUTLAY REQUEST FORM INSTRUCTIONS

### 54TH LEGISLATURE - SECOND SESSION - 2020

Please read the following instructions, terms and conditions to start your capital outlay request.

An eligible entity name is required to submit a request. If you do not know or cannot locate your entity name in the drop-down menu, please contact the Department of Finance & Administration (DFA), Capital Outlay Bureau (COB) at (505) 827-3884 for assistance.

#### **Select Your Entity and Project**

Once you have been directed to the capital outlay request form, select your entity name from the drop-down menu. After you have selected your entity name, a drop-down menu will display the Infrastructure Capital Improvement Plan (ICIP) projects that you have submitted for your entity during the ICIP process. If the project for which you are requesting a capital appropriation has been assigned an ICIP number, you may view the information for that project by selecting the "View" button next to that ICIP number. Once you select your ICIP number using the "View" button, the request form will be populated with the information that you have previously stored for the project in the ICIP. You will then be prompted to complete any other required information. If the project for which you are requesting a capital appropriation is not included in an ICIP, select the "Submit New Project" button at the bottom of the page, and you will be prompted to complete the remainder of the request form.

#### **Submit Your Project**

Once you have completed the form, you will have an option to submit your project information to the Office of the Governor by clicking on **"View Optional DFA Form"** on the bottom right part of the form. The Department of Finance & Administration, Capital Outlay Bureau will share that information with the Office of the Governor. You will also have an option to print a copy of the information that has been submitted for your records. Please note that the Department of Finance & Administration is not bound by the Legislative Council Service confidentiality statute and these requests may be posted on the DFA and Office of the Governor Websites.

To be considered for funding, the capital outlay request must be submitted to Department of Finance & Administration, Capital Outlay Bureau by **5:00 p.m. on Sunday, February 2, 2020.**

#### **Documentation Requirements**

If the capital asset will be leased to another organization, please submit a letter from the fiscal agent identifying the owner of the asset (capital assets must be owned by the state or a political subdivision of the state) and certifying that the asset will be leased at fair market value and appropriately maintained.

If the project is a local economic development project representing a public-private partnership under the Local Economic Development Act, please submit a copy of the project participation agreement between the private entity and the applicable local or regional government, with the signed signature sheet.

These letters and agreements should be sent to the Department of Finance & Administration, Capital Outlay Bureau office at 407 Galisteo Room 194, Santa Fe, NM 87501, along with a copy of the completed Capital Outlay Request Form.