

**LEGISLATIVE COUNCIL SERVICE**  
**48TH LEGISLATURE-SECOND SESSION-2008**  
**CAPITAL OUTLAY REQUEST FORM**  
Revised 1/03/08

This is the electronic version of the legislative council service's capital outlay request form. You may also access and download this form online by going to the legislature's web site ([www.legis.state.nm.us](http://www.legis.state.nm.us)). The form is available in PDF format or as an editable MS-Word document.

This capital outlay request form is designed to assist you in describing the project for which you are seeking funding. Completing this form is necessary to provide accurate information to the legislative council service for drafting purposes and for legislators to make informed decisions about funding projects. Submit this form to the legislative council service capital outlay office. **ALL CAPITAL OUTLAY REQUESTS MUST BE SIGNED BY THE SPONSORING LEGISLATOR.** If you intend to seek the support of more than one legislator in the funding of a project, a separate, signed form is required for each legislator sponsoring the project. If funding is requested from multiple legislators for the same project, please provide an identical project description for each legislator to sign. The sponsoring legislator must be provided with a copy of this completed form and supporting documentation, so **be sure to keep a copy** for this purpose. Also, be prepared to provide a copy of this form to other legislators and committees.

The legislature intends to fund projects that are well planned and budgeted and that have been deemed important to communities. Additionally, the legislature is trying to fund projects in phases. The legislature has developed a list of criteria for funding needed projects. The criteria list is available at the legislature's web site ([www.legis.state.nm.us](http://www.legis.state.nm.us)).

Additional Requirements for Nonprofit Entity, Economic Development and Non-ICIP Projects

1. If the capital asset is to be used by a **nonprofit entity**, the requester needs to submit with this form a written commitment from the state or a political subdivision of the state that the state or the political subdivision:
  - A. is or will be the owner of the asset and the fiscal agent for the nonprofit entity;
  - B. will lease the asset to the nonprofit entity at fair market value; and
  - C. will ensure the nonprofit entity maintains the asset.
2. If the project is an **economic development project** that represents a public-private partnership under the Local Economic Development Act, the requester needs to submit with this form the local government's approval of the project, in accordance with its ordinance adopted pursuant to that act, that validates the local government's receipt of state funding for the project.
3. If the project is intended to be for a state agency or a political subdivision of the state, but is **not part of that agency's or subdivision's ICIP**, the state agency or political subdivision must agree, prior to funding, to own, operate and maintain the asset.

**PLEASE REMOVE THIS TOP PAGE BEFORE SUBMITTING THE FOLLOWING COMPLETED  
AND SIGNED FORM TO THE CAPITAL OUTLAY OFFICE. BE SURE TO GIVE A COPY  
OF THE SIGNED AND COMPLETED FORM TO THE REQUESTING LEGISLATOR.**

**LEGISLATIVE COUNCIL SERVICE  
48TH LEGISLATURE-SECOND SESSION-2008  
CAPITAL OUTLAY REQUEST FORM**

**Legislative Sponsor:** \_\_\_\_\_

**Sponsor's Signature:** \_\_\_\_\_

If brought in by legislative staff, please provide:

Secretary's Name: \_\_\_\_\_ Office Phone Number: \_\_\_\_\_

Always provide:

Project Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Contact Email: \_\_\_\_\_

**PROJECT SPECIFICS NEEDED FOR DRAFTING**

1. What is the **amount you are requesting** for the project? \_\_\_\_\_  
*(This amount is the individual legislator's requested amount, which may or may not be the same as the total cost of the project. Please answer further cost questions on the next page of this form as well.)*

2. Brief **project description** (please include action words, such as "to plan and design" or "to design and construct" as well as what the project is, such as "a multipurpose center". Do not include justification for the project, only specifics on what is requested for the project):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Enter the **city, town, village, school district, chapter or pueblo** in which this project will be located. (If the project is not located in one of these, please leave blank.)

4. Enter the **county** in which the project will be located: \_\_\_\_\_

5. **What entity is requesting funding** for this project?

Municipality: \_\_\_\_\_ County: \_\_\_\_\_

School District: \_\_\_\_\_ Indian Government: \_\_\_\_\_

Higher Ed. Institution: \_\_\_\_\_ Other: \_\_\_\_\_

Water Association or District: \_\_\_\_\_ Acequia: \_\_\_\_\_

Other: \_\_\_\_\_

(only political subdivisions of the state are eligible for funding)

6. **What entity will own the project** upon completion?

\_\_\_\_\_

**PROJECT DETAILS TO AID LEGISLATORS IN PRIORITIZING PROJECTS FOR FUNDING**

**Please answer the following questions related to project cost:**

- A. What is the amount needed to complete the project? \_\_\_\_\_
- B. What is the total estimated cost of the project? \_\_\_\_\_
- C. To your knowledge, will there be more than one legislative sponsor  
 on this project? Yes  No
- If so, who are the project's sponsors?

Please provide a breakdown of the total estimated cost of the project, using the most accurate estimate to date, and indicate if that portion of the project has been completed:

	Completed	Not Completed
Planning: _____	<input type="checkbox"/>	<input type="checkbox"/>
Design: _____	<input type="checkbox"/>	<input type="checkbox"/>
Construction: _____	<input type="checkbox"/>	<input type="checkbox"/>
Zoning Approval: _____	<input type="checkbox"/>	<input type="checkbox"/>
Land Purchase: _____	<input type="checkbox"/>	<input type="checkbox"/>
ROW, Easements, Arch. Clearances: _____	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Impact Statement: _____	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____	<input type="checkbox"/>	<input type="checkbox"/>
Total: _____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>

**Criteria Questionnaire**

Need-Based Criteria

- Is project on governmental entity's ICIP? Yes  No
- Is project necessary to eliminate potential or actual health or safety hazards or other liability issues? Yes  No
- Is project required by federal, state or judicial mandate? Yes  No
- Will project prevent deterioration of asset or correct infrastructure problems of asset? Yes  No
- Is project necessary to address population or client growth, and if so, will it provide direct services to that population or clientele? Yes  No

Planning Criteria

- Has project been thoroughly planned? Yes  No
- Is project ready to begin? Yes  No   
 If not, when can it begin? \_\_\_\_\_
- Has project received prior funding? Yes  No   
 List prior funding sources, dates and amounts: \_\_\_\_\_

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4. Can project be completed with this legislative appropriation? Yes  No
5. Have matching funds or a local share been secured for the project? Yes  No

List other funding sources and amounts: \_\_\_\_\_

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6. Have operational costs for completed project been identified and planned for? Yes  No
7. Has the project had public input and buy-in? Yes  No
8. Has the project been designed to be energy efficient in its operation? Yes  No
9. Can construction of the project be successfully phased, so that each phase will be operational? Yes  No
10. Has the **land** for the project been acquired? Yes  No

What entity will be or is the owner of the land? \_\_\_\_\_

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11. Is the project for a state government agency or state building? Yes  No
- A. If yes, is it in one of the following metropolitan areas?  Santa Fe  
 Albuquerque, including Los Lunas  
 Las Cruces
- B. If the project is in one of those metropolitan areas, is it in compliance with the state master plan for those areas? Yes  No

12. Is the project to be constructed on state-owned property, including property having a long-term lease from the state? Yes  No

13. If this project benefits a **nonprofit entity**, please check each question below and attach a written commitment from the state or a political subdivision of the state that the state or political subdivision:

- A. is or will be the owner of the asset and the fiscal agent for the nonprofit entity; Yes  No
- B. will lease the asset to the nonprofit entity at fair market value; Yes  No
- C. will ensure the nonprofit entity maintains the asset. Yes  No

14. If this project is an **economic development** project, have you submitted the local government's approval of the project, in accordance with its ordinance adopted pursuant to the Local Economic Development Act? If you answer "Yes", please attach supporting documentation in the form of a copy of the local government ordinance that approves the project Yes  No