

**LEGISLATIVE COUNCIL SERVICE
CAPITAL PROJECT REQUEST FORM INSTRUCTIONS**

55TH LEGISLATURE — SECOND SESSION — 2022

To be considered for funding, your capital project request must be submitted through the Legislative Council Service Capital Outlay Division website by 3:00 p.m. on Thursday, January 13, 2022.

Instructions are provided below for each item included on the capital project request form. Please read and follow the instructions carefully.

1. Infrastructure Capital Improvement Plan (ICIP) project identification number (if applicable):

If you do not have an ICIP project number, skip to Item 2 to begin your request.

If your project is part of an ICIP, you may enter your five-digit ICIP project number here, and your request form will be populated from the ICIP. You may update information in any of the fields prior to submitting your request. Not all of the required fields will be populated from the ICIP. Be sure to complete all of the required information.

2. Project contact name:

Enter the primary project contact's full name.

3. Project contact title:

Enter the primary project contact's title or position.

4. Project contact phone number:

Enter the primary project contact's 10-digit phone number. Do not use spaces, dashes or other punctuation.

5. Project contact email address:

Enter the primary project contact's email address.

6. Fiscal agent (entity to receive funding — only the state or political subdivisions of the state are eligible to receive funding):

Select the name of the fiscal agent (entity to receive funding) from the drop-down menu. Municipalities, towns and villages are listed by name only, for example, Albuquerque (*not* City of Albuquerque). Institutions of higher education may be found in the drop-down menu by their

universal abbreviation, for example, ENMU (Eastern New Mexico University). Court listings begin with Court, for example, Court, First Judicial District. If your project is located on the Navajo Nation, please select the name of the chapter requesting funding. Typing in the first few letters of the entity's name or universal abbreviation will assist you in finding the name in the drop-down menu.

7. Entity requesting funding:

This field will autofill with the name of the fiscal agent. Type in the name of the entity requesting funding for the project if different from the fiscal agent.

8. Entity that will own the project upon completion:

This field will autofill with the name of the fiscal agent. Type in the name of the entity that will own the capital asset upon purchase or project completion if different from the fiscal agent.

9. Project location (city, town, district, school district, chapter or pueblo):

This field will autofill with the name of the receiving entity. Select the location from the drop-down menu if different from the receiving entity.

10. County in which the project will be located:

This field will autofill with the name of the county in which the fiscal agent is located. If the project is located in a county other than that in which the fiscal agent is located, select the correct county for the project from the drop-down menu. If the project includes more than one county, select "Multiple Co". If the project is statewide, select "Statewide".

11. Total amount requested this legislative session:

Enter the total amount of the appropriation you are requesting for the project this legislative session in whole, round numbers. Do not use decimal points, dollar signs or commas. *Enter the total amount that you are requesting from the legislature as a whole, **not** the amount that you may be requesting from individual legislators.*

12. BRIEF project description (legislative language):

Please provide a brief project description that broadly describes the intent of your capital project, *for example:* "to renovate a gymnasium in the Holiday community center in Taos in Taos county"; "to design and construct a fire station in Albuquerque in Bernalillo county"; or "to purchase and equip vehicles for the Luna county sheriff's department". (Note that only proper names should be capitalized, that you should NOT use abbreviations in the project description,

that your description should start with a lowercase letter and that no period or other ending punctuation should be included.)

13. Project type for title:

Select the most appropriate project type from the drop-down menu.

14. Project subject:

Select the most appropriate project subject from the drop-down menu. Additional information on the subject categories is provided at www.nmlegis.gov/Legislation/BillFinder/Capital_Outlay and is included on page 7 of these instructions.

Questions 15 through 19: Check the box next to the question if the answer to the question is "yes".

15. Can the project be initiated by 6/30/24?

Bond project proceeds are generally not available until the start of the new fiscal year (July 1). Check the box if the project will be initiated before 6/30/24.

16. Will 5% of the appropriation be expended within six months of funds becoming available?

In order for a state agency to certify the need for the issuance of bonds for a given project, the agency must be reasonably certain that the project is sufficiently developed to obligate at least 5% of the bond proceeds within the first six months of the funding being made available. Check this box if your project is sufficiently planned and developed to meet this requirement.

17. Will 85% of the appropriation be expended within three years* of funds becoming available? (*Funding for vehicle or equipment purchases must be fully expended within two years of funding becoming available.)

In order for a state agency to certify the need for the issuance of bonds for a given project, the agency must be reasonably certain that the project is sufficiently developed to obligate at least 85% of the bond proceeds within three years of the funding being made available. Note that funding that is appropriated for vehicle or equipment purchases is generally authorized for a two-year period and must be expended within that time. Check this box if your project is sufficiently planned and developed to meet this requirement.

18. Are any funding sources other than the state providing support for this project?

Check this box if there are sources other than the state that have provided or are committed to providing funding for the project.

19. Will the requested appropriation be used to match federal funds?

Check this box if the requested funding will be used to match federal funds for the project. If the funding will be a match for federal funds, be sure to note that the requested funds will be used to match federal funds in your project description in order to meet federal matching requirements.

20. Project Budget

Categories	Funded/Secured	Not Yet Funded	Total
Acquisition			
Plan & Design			
Construction			
Equipment/Vehicles			

CALCULATE TOTALS:

Enter your project budget for each category listed above. All of the categories default to "0" initially. If you are *not* requesting funding for a particular category, leave the default "0" or enter "0" in that category. Do not use dollar signs, decimal points, commas or other punctuation. Once you have entered a number for each budget category, you must click on the "Calculate Totals" tab to complete the budget summary. If your project budget has been populated from an ICIP, the budget should and will reflect the total project cost for all of the years included in the ICIP.

Items 21 A, B, C and D are used to construct a title for your project according to naming convention "maps" that incorporate the various fields as follows:

- A. (Fiscal Agent) (name of facility or system) (Project Type for Title)
- B. (Fiscal Agent) (type/description of vehicle/equipment/land) (Project Type for Title)
- C. (Name of Road) (Project Type for Title)
- D. (Name of Pre-K - 12 School) (Pre-K - 12 Project Type) (Project Type for Title)

21. Choose and complete ONE of the following four fields to best describe the focus of your project:

A. Name or description of facility or system:

Be as specific as possible to name or describe the facility or system that is the focus of your project and use standard abbreviations, *for example:* Fire Stn # 12, Water & Wwater Sys, S Valley Pool, Curry Co Cthse, Sabinal Cmty Ctr, Lower Montoyas Arroyo Bank. (Standard and universal abbreviations are provided at www.nmlegis.gov/Legislation/BillFinder/Capital_Outlay and are included on pages 7-10 of these instructions.)

B. Type/description of vehicle/equipment/land to be purchased:

Provide a description of the vehicle, equipment or land that you intend to acquire. Do not use brand names. Use abbreviations if needed. You may choose to provide more specific information on the type of vehicle, equipment or land you intend to acquire in the project description.

C. Name of road:

It is important to accurately name the road, street, highway or county road that is the focus of your project and to use the correct abbreviation, for example: Bridge Blvd, Greenwich Rd, NM Hwy 285 (use "NM Hwy", not "state road" or "state highway"). CR is the abbreviation for County Road, for example, CR 16E. (Abbreviations are provided at www.nmlegis.gov/Legislation/BillFinder/Capital_Outlay and are included at the end of these instructions.)

D. Name of school (Pre-K - 12 SCHOOLS ONLY):

It is important to name the Pre-K - 12 school accurately and to use the universal abbreviations, for example: Madison Mid Schl, Yucca Elem Schl, Capital High Schl. Similarly, charter school names should include the correct name of the school with the universal abbreviations, for example, Tierra Adentro Ch Schl. If the project is for a school district as a whole, enter the name of the school district. District names should also be abbreviated, for example: Las Vegas City PSD, Artesia PSD, Alb PSD. (Standard and universal abbreviations may be found at www.nmlegis.gov/Legislation/BillFinder/Capital_Outlay and are attached to these instructions.)

1. Pre-K - 12 project type:

If this is a public school project, please select the most appropriate project type from the drop-down menu. You may choose to provide more specific information in the project description.

2. If this is a charter school project, please select how the school is chartered: state or district:

Select the appropriate category. If a charter school is district-chartered, its location will be established within that district. State-chartered charter schools will be located within the appropriate city or county.

22. Direct Request:

Select the legislator(s) to whom you wish to submit your request from the drop-down menu. You can also choose to submit your request to the governor from the drop-down menu. *Be selective.* It is important to legislators to fund projects in their districts. Match district requests to the appropriate legislators and/or the governor.

Submit capital project request:

Review the information you have provided for accuracy prior to submitting your request. If your request does not include all of the required information, when you select "Submit capital project request", the fields that lack required information will be highlighted in red. Complete the required information. If you select "Submit capital project request" and you see a project summary sheet, your request has been submitted. You will then have the option to print your project summary sheet. It will be important for future reference to have the Legislative Council Service Web ID number and the project title. ***Do not submit the same project more than once.*** Requests will be transmitted by the Legislative Council Service electronically to the selected legislators and/or the governor. A list of requested projects will be posted on the legislature's website.

Questions may be directed to the Capital Outlay Division of the Legislative Council Service at (505) 986-4600.

CAPITAL PROJECT SUBJECT CODES

- ZA CHILDREN & FAMILY FACILITIES
(domestic violence shelters, housing, daycare facilities, in-home care facilities)
- ZB COMMUNITY FACILITIES
(community centers, youth centers, multipurpose buildings, fire stations, chapter houses, recycling centers, animal shelters)
- ZC CORRECTIONS FACILITIES
(juvenile justice centers, detention centers)
- ZD CULTURAL FACILITIES
(museums, libraries, arts facilities)
- ZE HEALTH FACILITIES
(university health clinics, UNM cancer treatment center)
- ZF HIGHER EDUCATION
(universities, colleges, institutes, community colleges, national cave and karst research institute)
- ZG HIGHWAYS, ROADS & BRIDGES
(streets, overpasses, lighting, mainstreet projects, drainage)
- ZH JUDICIAL FACILITIES
- ZI LAW ENFORCEMENT & PUBLIC SAFETY
(equipment for fire departments, law enforcement speed traps and radar detection. Use ZP for law enforcement and fire vehicles.)
- ZJ MILITARY & VETERANS
(includes veterans' parks)
- ZL PARKS & RECREATION
- ZM PUBLIC BUILDINGS & FACILITIES
(government facilities, fairgrounds, plazas, business incubators, rest areas, cemeteries, complexes. Can include parking lots and outbuildings.)
- ZN SCHOOLS
(education facilities other than higher education, head start)
- ZO SENIOR CITIZENS
(either ZO or ZP can be used for vehicles for senior centers)
- ZP TRANSPORTATION
(vehicles, police cars, fire trucks, ambulances, railroads, airports, spaceports, roadside bus shelters. Either ZO or ZP can be used for vehicles for senior centers.)
- ZQ UTILITY & WASTE
(water systems, sewer, power, landfills, treatment facilities)
- ZR WATER & IRRIGATION
(rivers, dams, acequias, conservation, water wells, fire suppression storage tanks, fire hydrants)
- ZS MISCELLANEOUS
- ZT TELECOMMUNICATIONS

MANDATORY ABBREVIATIONS

(Abbreviations that are universally used)

ADA	Americans with Disabilities Act of 1990
AV	audio-visual
BLVD	boulevard
CO	county
CR	county road
DA	district attorney
INFO TECH	information technology (formerly ED TECH, educational technology)
ELEM	elementary
ELEM SCHL	elementary school
EMS	emergency medical services
EMT	emergency medical technician
FCLTY	facility
HIGH SCHL	high school
HVAC	heating, ventilation and air conditioning
HWY	highway
JUD	judicial
JUD DIST	judicial district
MLTPRPS	multipurpose
MID SCHL	middle school
PSD	public school district
RET	reauthorization
SCHL	school
WWATER	wastewater

Educational institutions

CNMCC	central New Mexico community college, formerly Albuquerque technical-vocational institute
CCC	Clovis community college
ENMU	eastern New Mexico university
LCC	Luna community college
MCC	Mesalands community college
NMHU	New Mexico highlands university
NMIMT	New Mexico institute of mining and technology
NMJC	New Mexico junior college
NMMI	New Mexico military institute
NMSD	New Mexico school for the deaf
NMBVI	New Mexico school for the blind and visually impaired
NMSU	New Mexico state university
NNMSS	northern New Mexico state school
SJC	San Juan college
SFCC	Santa Fe community college
UNM	university of New Mexico
WNMU	western New Mexico university

COMMONLY USED ABBREVIATIONS FOR CAPITAL CHARTS

(Abbreviations incorporate plurals. Do not use periods in abbreviations for project titles.)

4WD	four-wheel drive
&	and
AC	air conditioning
ACCT	account, accounting
ACQ	acquire, acquisition
ADD	addition
ADMIN	administration
AGR	agriculture, agricultural
ALB	Albuquerque
AMER	America, American
ASSESS	assessment
ASSOC	association
ATHL	athletic
AUTH	authority
BATHRM	bathroom
BB	baseball
BERN	Bernalillo
BIO	biology, biological
BIZ	business
BK	book
BLDG	building
BSKB	basketball
CHEM	chemical, chemistry
CHLD	child, children, children's
CHP	chapter
CH SCHL	charter school
CLSRM	classroom
CMPLX	complex
CMPTR	computer
CMTY	community
COM	communications
CONSTRUCT	construction
CT	court
CTHSE	courthouse
CTR	center
DES	design
DIST	district
DISTRIB	distribution
DIV	division
DR	drive, driving

DRAIN	drainage
DVLP	develop, development
EC	economic
ED	education, educational
ELEC	electric, electrical
ENFORCE	enforcement
ENG	engineer, engineering
ENM	eastern New Mexico
EQUIP	equipment, equipping
EXH	exhibit, exhibition
EXPAND	expansion, expanding
EXTEND	extension
FAIRGRNDS	fairgrounds
FARM	farming
FB	football
FEAS	feasibility
FLD	field
FMLY	family
HMLS	homeless
HSE	house
HSING	housing
HTS	heights
IMPROVE	improvement, improving
INFRA	infrastructure
INSTALL	installation
INTRNATL	international
INTRSECT	intersection
JUV	juvenile
LIB	library
LIC	license
LIGHT	lighting
LISTEN	listening
LL	Little League
LNDSCP	landscape, landscaping
LRN	learning
MAINT	maintenance
MED	medical
MEM	memorial
MFG	manufacturing
MGMT	management
MID	middle
MNMT	monument
MTN	mountain
MUNI	municipal

MUS	museum
NATL	national
NBRHD	neighborhood
NNM	northern New Mexico
OFC	office
PAVE	pavement, paving
PE	physical education
PEN	penitentiary
PGRND	playground
PH	phase
PK	park
PKG	parking
POST2ND	postsecondary
PRCHS	purchase
PREVENT	prevention
PRF	performing
PRGM	program
PRJT	project
PROTECT	protection
PRPS	purpose
PUB	public
RANCH	ranching
REALIGN	realignment
RECON	recondition, reconditioning
REF	reference
REHAB	rehabilitation
REMED	remediation
REN	renovate, renovation
RGNL	regional
RM	room
RMDL	remodel
ROOF	roofing
ROW	right of way
RPLC	replace
RR	railroad
RSRC	resource
RSRCH	research
RSURF	resurface
RT	route
SB	softball
SCI	science, scientific
SCRBD	scoreboard
SEAL	sealing
SEC	secondary

SF	Santa Fe
SFTY	safety
SNM	southern New Mexico
ST	street, saint
STA	Santa
STN	station
STRG	storage
STRUCT	structure
SUBDIV	subdivision
SUP	support
SVC	service
SYS	system
TECH	technology
TELECOM	telecommunications
T or C	Truth or Consequences
TRAIN	training
TRTMNT	treatment
UTLTY	utility
VEH	vehicle
VID	video
VOC	vocational
VOL	volunteer
VO-TECH	vocational-technical
VS	valley schools (as in Pojoaque)
WIDEN	widening
WNM	western New Mexico
WREHSE	warehouse
X-ING	crossing