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CAPITAL OUTLAY PROCESS

-ISSUES-

- The entire capital outlay process is extremely cumbersome. There are no written guidelines for necessary documentation on reimbursements. A “Helpful Hints” section would be useful especially for someone who has not gone through this process before. There is a potential staff turnover in our municipalities every two years.
- Unforeseen health and safety issues (i.e. Arsenic) encountered during the process should be taken into consideration regarding the timeframe for completion of the project.
- NMED and DFA have slow turnaround times for processes that need to be completed.
- The allocation and award process takes too long. Though the Capital Outlay Bill is adopted by the Legislature and signed by the Governor in early spring, the actual Agreements/Grants generally are not executed till late fall. It takes approximately 9 to 12 months of project time that is lost.
- There is a great deal of duplication of the information compiled into the reporting forms used by various agencies – for example:

-DFA/LGD ICIP Form – Due Sept 1

-DFA Capital Outlay Legislative Capital Outlay Request Form – Due January 31 (or before)

-Executive Capital Outlay Survey/Questionnaire Form due before the end of the Legislature.

-Bond Project Questionnaire Form (Information is used when a project is selected for funding for the sale of the bonds)

-OVER-

-RECOMMENDATIONS-

- Each of the forms used to report capital outlay to each of the state agencies essentially requires the same information, but are shown in a different format. It would seem a common form could be developed that could be utilized by every agency as opposed to the same information being requested in a different format. In other words a universal form developed to be used by all the agencies.
- The schedule for local governments to complete the project should begin upon the receipt of the completed Capital Outlay Grant Agreements in lieu of the present schedule that starts when the legislation is signed by the Governor.
- Written guidelines for completion of necessary documentation would be extremely helpful for local governments. Guidelines may indeed cut down the time spent by state agencies and local governments clarifying deadlines.