

## Department of Cultural Affairs Selected Capital Outlay Projects

### Summary

**The Evaluation:** *The LFC evaluation **Department of Cultural Affairs Selected Capital Outlay Projects** (July 2013) reviewed specific capital outlay appropriations – the Ribera Community Center, the AIPP program, and the library bond program – as well as DCA’s overall capital outlay plan and project prioritization process. The report found that the department did not adequately prioritize capital projects, use cost estimates to support expenditures, or spend according to plan. The report also found significant weaknesses in the procurement process used to renovate the planned Ribera Community Center building and a lack of effective tracking, accountability, and transparency in administering the AIPP program.*

The Department of Cultural Affairs (DCA) has implemented or made progress on 12 of 14 LFC recommendations from 2013 related to prioritization, management, and oversight of capital outlay projects.

DCA has implemented procedures to reduce the risk of procurement violations and improve project oversight, and requires competitive bids for projects not using state price agreement vendors, except those under \$5 thousand. DCA has also improved its tracking of art from the Art in Public Places (AIPP) program, with an inventory of its Permanent Collection works; however, it still lacks a comprehensive database to track all AIPP art. The department has taken measures to expedite spending of Library Bond Funds, removing an unnecessary 120-day delay.

DCA still lacks an effective process to prioritize capital projects and estimate project costs. The department relies on staff judgment and does not utilize facility condition assessments that would inform project prioritization. However, capital appropriations to DCA have only met a small portion of the agency’s requests, and the approximately \$350 thousand annual governmental gross receipts tax (GGRT) allocation is not sufficient to cover ongoing repair and maintenance needs. This has led to critical deferred

maintenance issues at sites across the state, and means that state assets – comprising 191 buildings and financially and culturally valuable collections – are not being adequately managed and are at risk of damage or loss.

**Progress Reports** foster accountability by assessing the implementation status of previous program evaluation reports, recommendations and need for further changes.



NEW MEXICO  
LEGISLATIVE  
FINANCE  
COMMITTEE



## DCA lacks a process to prioritize capital needs, but does not receive regular funding for maintenance needs

### DCA does not effectively prioritize capital projects or develop cost estimates.

DCA’s five-year Infrastructure Capital Improvement Plan (ICIP), which the agency submits annually, prioritizes capital projects, repairs, and upgrades, ranking each project by type, from 1 (most important) to 5 (least important), as well as by urgency, where 1 represents immediate needs and 5 represents longer-term needs (Table 1).

**Table 1. DCA ICIP Prioritization Criteria (FY19)**

Project Type	Priority 1	Priority 2	Priority 3	Priority 4	Priority 5
1. Life, Health & Safety (fire, security, hazardous materials mitigation)	<u>Immediate</u>  Critical to operational facility; requires immediate action	<u>Critical</u>  Important to operational facility; requested within next 12 months	<u>Necessary</u>  Not currently required for function or operation; action required within 2-3 years	<u>Recommended</u>  Future item; action needed in 3-5 years	<u>Long range</u>  No action required at this time; action in 5 or more years
2. Climate control					
3. Preservation of Property					
4. Revenue Generation & Program Delivery (theater upgrades, exhibit upgrades, restaurant upgrades, program equipment)					
5. Operability & Accessibility (communications, lifecycle repairs, ADA, general repairs, site improvements)					

Source: DCA

However, the department does not have a formal, written process to prioritize projects. Rather, individual sites communicate project needs to DCA, and DCA staff prioritize projects based on perceived relative need and urgency. The department’s three facilities management personnel visit sites, as feasible, to assess requests.

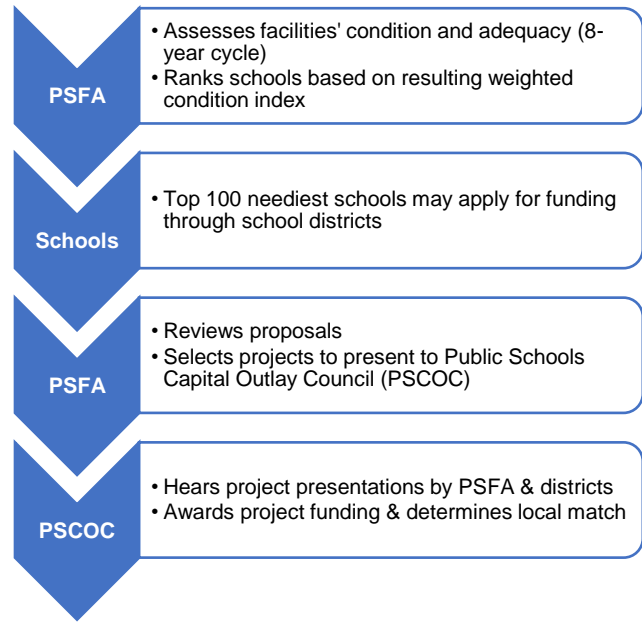
To obtain estimates for project costs, facilities maintenance staff either obtain project estimates from professional contractors, when possible, or develop estimates based on their own experience and knowledge. This process is largely the same as it was in 2013. DCA recently hired a statewide facilities manager, a role that had previously been vacant.

DCA does not perform facility condition assessments that would allow it to prioritize projects based on the condition of its facilities. These assessments measure a building’s condition by dividing the cost of repairs by the replacement cost, with a lower percentage indicating a better condition, and become part of an overall facility condition index (FCI). General Services Department’s (GSD) Facilities Management Division is responsible for conducting assessments for state-owned buildings and leased space, which together comprise over 1,000 properties; however, under statute, GSD does

not have jurisdiction over a number of agencies' properties, including those under the control and management of DCA (Section 15-3B-2 NMSA 1978).

Some state agencies that do not fall under GSD's jurisdiction have developed their own processes to prioritize projects based on FCIs. For example, the Public Schools Facilities Authority (PSFA) assesses the condition and adequacy (i.e. ability to support educational functions) of all school facilities on an eight-year cycle. Based on these factors, PSFA develops a weighted condition index score that also takes into account the severity

**Figure 1. PSFA Capital Project Prioritization**



Source: LFC files

of facility deficiencies. The 100 schools with the highest scores are eligible to apply for funding (Figure 1). PSFA requires districts to maintain a master plan that is updated every five years.

DCA has indicated that it does not have sufficient funding to perform facility condition assessments, and instead relies on senior facilities management staff to prioritize preventative maintenance and life cycle repairs. The department requested funds for this purpose – a 2015 session request of \$750 thousand each for a facilities condition assessment and a statewide facilities assessment master plan, as well as a 2016 session request of \$750 thousand for a facilities condition assessment – but did not receive funding. A 2014 LFC evaluation found that GSD spent \$472.8 thousand in 2009 for a statewide facility assessment (not all state-owned properties are included in each assessment). Capital funds cannot be used for master planning, which includes facility assessments.

The lack of ongoing, comprehensive needs assessment makes it difficult to allocate scarce resources effectively, and also means that 191 state buildings – including 87 on state or federal historic registers – may be at risk of damage or loss.

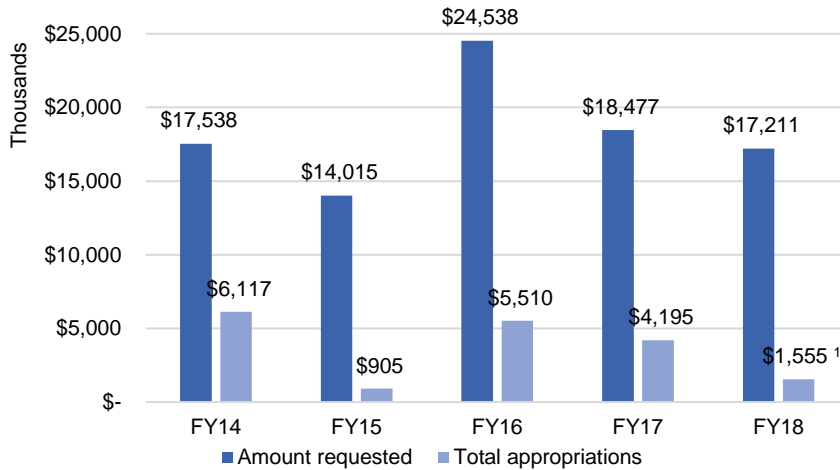
### **DCA has improved tracking of project expenditures**

Following a recommendation from the 2013 evaluation, DCA has dedicated an accounting FTE within its Administrative Services Division (ASD) to track capital outlay expenditures in a more comprehensive and consistent manner. The department's expenditure tracking database details, for each expenditure, a description, project code, as well as the amount allocated, encumbered, and expended, and the balance amount (See Appendix A).

## DCA receives a small portion of what it requests for capital projects; GGRT revenues are not sufficient to address ongoing maintenance and repairs

Between FY14 and FY18, DCA requested a total of \$91.8 million for capital projects, and received 18 percent of that amount, or \$16.7 million (Chart 1). The percent of the department's request that the Legislature appropriated ranged from 35 percent in FY14 to zero percent in FY18 (however, the department received \$1.55 million in FY18 from AIPP funds that were reauthorized for capital projects). Requests have significantly exceeded available revenue.

**Chart 1. DCA Capital Requests and Appropriations, FY14-FY17**

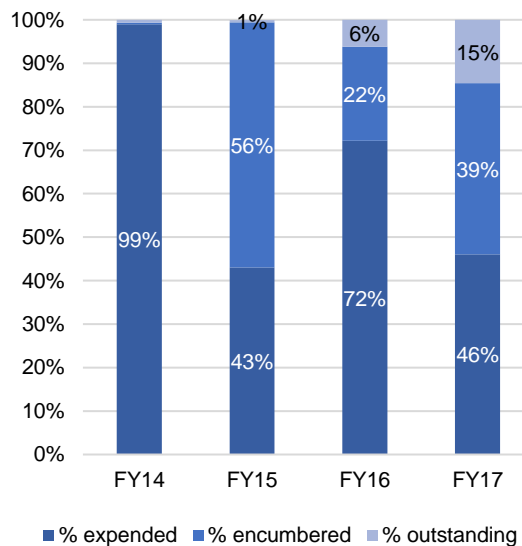


Source: DCA

<sup>1</sup> The FY18 amount consists of AIPP allocations that were reauthorized for capital projects

Of the funds appropriated between FY14 and FY17, DCA has spent or encumbered a total of 94 percent (Chart 2). The relatively lower amount expended in FY15 is driven by the National Hispanic Cultural Center Info & Welcome Center Project. Less than 10 percent of project funds had been spent as of the end of FY17 (although over 90 percent had been encumbered). According to CPMS, project design is complete and an invitation to bid (ITB) is scheduled to be awarded by the end of 2017. Language in legislation authorizing issuance of severance tax bonds requires that agencies spend at least 85 percent of bond proceeds within three years after funds become available.

**Chart 2. Share of Appropriated Capital Funds Expended and Encumbered, FY14-FY17**



Source: CPMS

Between FY14 and FY17, the department carried out seven projects over \$500 thousand. These seven projects totaled \$9.8 million, and as of the end of FY17, DCA had spent or encumbered all but three percent of the funds (Table 2). Two large projects – improvements to Palace of the Governors and the National Hispanic Cultural Center annex – had outstanding fund balances totaling 13 percent and 22 percent, respectively, of appropriated amounts.

**Table 2. Amounts Expended, and Encumbered for Projects Over \$500 Thousand, FY14-17**

Year	Project	Amount appropriated (\$ thousands)	Amount expended (\$ thousands)	Amount encumbered (\$ thousands)	Percent unencumbered and unexpended
FY14	CAD Cultural Facilities Complete & Equip	2,500	2,438.3	21.3	2%
FY14	CAD Museums & Monuments Critical Repairs Statewide	3,000	3,000	-	0%
FY14	Museum of Space History Theater Renovate	500	500	-	0%
FY15	National Hispanic Cultural Ctr Info & Welcome Ctr	564	47.7	510.5	1%
FY16	CAD Preservation & Improvements Statewide	2,000	886.2	1,044.9	3%
FY16	Palace of The Governors Improve	680	340.4	250.9	13%
FY17	National Hispanic Cultural Ctr Annex & Site	639.5	477.9	22	22%
	<b>TOTAL</b>	<b>9,883.5</b>	<b>7,690.8</b>	<b>1,849.6</b>	<b>3%</b>

Source: CPMS

In its FY18 ICIP, DCA requested \$17.2 million for FY19 (Table 3).

**Table 3. DCA Capital Requests in FY18 ICIP**

Priority	Category	Amount requested for FY19	Request includes
1	Life, Health, & Safety	\$1.6 million	<ul style="list-style-type: none"> <li>Fire curtain and theater rigging, National Hispanic Cultural Center (\$171,000)</li> <li>Fire panels, NM History Museum (\$325,000)</li> </ul>
2	Climate Control	\$4.4 million	<ul style="list-style-type: none"> <li>Control panels and humidification systems, National Hispanic Cultural Center (\$456,000)</li> <li>Replacement of climate control system, Space History Museum (\$450,000)</li> </ul>
3	Preservation of Property	\$7.3 million	<ul style="list-style-type: none"> <li>Structural stabilization, Hewett House (\$350,000)</li> <li>Construction of shared collections storage facility at 599 campus (\$2,400,000)</li> </ul>
4	Revenue Generation & Program Delivery	\$2.9 million	<ul style="list-style-type: none"> <li>Statewide ticketing system (\$350,000)</li> <li>Exhibit upgrades, Jemez Historic Site (\$100,000)</li> </ul>
5	Operability & Accessibility	\$1 million	<ul style="list-style-type: none"> <li>Plumbing upgrades, Farm &amp; Ranch Heritage Museum (\$75,000)</li> <li>Lighting upgrades, NM History Museum (\$100,000)</li> </ul>
	<b>TOTAL</b>	<b>\$17.2 million</b>	

Source: DCA

---

In addition to capital appropriations, DCA also receives one percent of GGRT revenues, approximately \$350 thousand annually, for ongoing repairs and maintenance, which the department typically uses to address emergency issues that arise. However, according to DCA, between FY14 and FY17, the department spent an average of almost \$1.1 million annually on emergencies. The lack of adequate repair funding has led to critical deferred maintenance issues. For example, a September 2017 article from the Albuquerque Journal reported that the National Hispanic Cultural Center in Albuquerque – the most visited state museum – is five years behind on fixing critical issues like replacing a fire retardant theater curtain, as well updating fire alarms and smoke detectors, based on DCA’s own assessment.

The department has indicated that failure to keep up with these issues poses significant risks, such as loss of DCA’s accreditation status that allows it to host temporary exhibits from other national and international museums, as well as loss of revenue from facility closures.

Many appropriation requests in the department’s ICIP are for small projects (some under \$15 thousand) such as roof repairs, window replacement, and lighting installation, that would be more appropriate to address using operating funds. However, the department’s operating budget decreased by over ten percent from FY15 to FY17, from \$42.5 million to \$37.9 million, limiting the amount available from this source. Increasing this funding source would allow DCA to better plan for and carry out routine repairs and maintenance.

DCA is seeking to increase its distribution of GGRT to five percent to meet the department’s needs. In addition, the department has submitted a request for funding from the Capitol Buildings Repair Fund, which makes available money for emergencies and small repairs for buildings in Santa Fe. DCA’s request totals just over \$1 million and includes 12 project needs, six of which are not included in the department’s FY18 ICIP request.

DCA also receives some support from foundation partnerships, which provide funding for exhibitions, education programs, financial management, and advocacy. Five foundations provided an estimated \$4.5 million in FY16. The LFC has previously recommended that the agency seek additional foundation funding; however, DCA has indicated that it is difficult to obtain this type of funding for site repairs and maintenance, which foundations typically view as the state’s responsibility.

## **DCA has implemented procedures to reduce the risk of procurement violations and improve project oversight**

DCA has implemented new procedures to reduce the risk of situations like the Ribera Community Center development and sale. Between 2007 and 2012, the state spent nearly \$600 thousand on renovating and preserving an abandoned schoolhouse, and later sold the property for \$39 thousand to the nonprofit group that had donated the property to the state. In addition, DCA contracted with a development company previously convicted of embezzlement, which is a cause for debarment from state contracts. The agency did not require competitive proposals for the work, violating state procurement code.

---

Since 2013, DCA has taken steps to improve adherence to procurement codes and enhance project oversight. Procurement procedures have been clarified and aggregated into a single manual. For general services not employing vendors from GSD's price agreement list, the department's procurement policy requires either written quotes, requests for proposal (RFPs) or ITBs, except for projects under \$20 thousand, in which case quotes may be obtained orally. For professional services, RFPs or letters of interest are required for public works projects; for non-public works projects, written proposals are required (see Appendix B). Public works projects are defined as projects with architect fees over \$50 thousand or landscape architect/engineer fees over \$10 thousand.

DCA's facilities management team, which reports to the Secretary's Office, is responsible for ensuring that procurement code is followed. The team includes three statewide facilities staff, ASD procurement staff, and the DCA legal team.

All projects must be approved in writing by the Director of Facilities Management prior to contacting vendors. Additional approvals are required for certain types of projects – for example, IT approval for technology-related projects, and legal approval for projects that involve RFPs.

DCA has also put in place procedures to ensure that contracted work is completed and contracts are enforced. On-site division directors are required to sign off on all invoice payments to verify that work has been performed before invoices are paid. Payments are approved by the Facilities Manager. However, the department lacks written procedures for verifying completed work.

DCA does not appear to have had any procurement violations since mid-2014, when it was found to have contracted for services worth \$22 thousand without a valid contract in place.

While renovation of the community center still does not appear to be complete – the building has not been painted – and the project website has not been updated since 2015, the center is in use, according to its Facebook page, which lists recent events such as a movie night and a craft fair, as well as yoga and youth art classes. The center is owned by Los Pueblos Community Council, and the state no longer has any involvement with the project.

## **DCA now inventories its AIPP Permanent Collection artwork, but does not have a database to track other AIPP art**

DCA inventories all AIPP artwork that is owned by the department as part of the New Mexico Arts Permanent Collection, as well as artwork on loan. The Permanent Collection features works by significant regional artists that are displayed in public buildings throughout the state, and also made available for five-year loans to facilities in underserved communities.

As of October 2017, DCA included 108 pieces of artwork in an Excel spreadsheet that lists the value of the artwork, as well as its status and location (Table 4). In addition, the department maintains a slideshow with photos of the artwork and details on the artist, dimensions, media, and location (Figure 2).



The department should ensure that these inventories are secure, given that they indicate the location of valuable, unsecured artworks.

**Table 4. Example of DCA AIPP Permanent Collection Inventory**

Artist	Title	Media	Value	Status	Location	Loan Exp
Abeyta, Tony	<i>Ambient Flower Mobs</i>	projection	\$ 31,000	Bataan building	HPD	
Almy, Max & Yarbrow, Teri	<i>Run</i>	oxidized metal large LCD screen	\$ 6,500	Bataan building	DFA/LGD	
Alzamora, Emil	<i>Sleeping Shark</i>	ceramic and automotive paint sculpture	\$ 4,000	Bataan building	NMAD Hallway	
Blaustein, Jonathan	<i>The Value of a Dollar</i>	twenty eight (28) unique portfolio images	\$ 50,000	on loan	PERA, Santa Fe	May-2018

Source: DCA

Currently, DCA only tracks artwork in its Permanent Collection, not pieces purchased by DCA divisions using one percent AIPP funds. It is not clear how many other agencies track their collections. DCA has sent requests to agencies to maintain inventories of the art that they have purchased. Agencies have a statutory responsibility for inventory, maintenance, repair, and security of artwork (Section 13-4A-11 NMSA 1978).

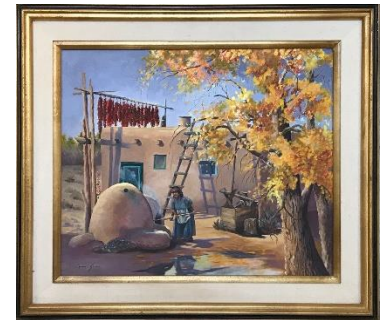
DCA has indicated since 2013 that it plans to develop an AIPP-wide inventory, using a collections management software, which would include art owned by all agencies. This database has not yet been developed, and the agency has indicated that given reduced funding levels, it is not a high priority.

## Spending of library bond funds is faster, but a number of libraries still expend funds slowly

Following a recommendation from the 2013 evaluation, DCA has implemented administrative procedures to expedite the expenditure of library bond funds. The 2013 LFC evaluation found that NMAC included an unnecessary 120-day administrative delay for spending funds after a bond sale, which resulted in slow expenditure of funds by libraries. See Chart 3 for general obligation appropriation amounts for libraries.

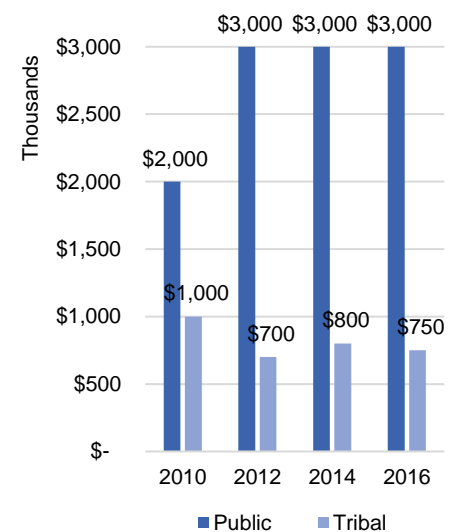
Since 2013, DCA's State Library division has updated its procedures and expedited the expenditure process. Following voter approval in November 2014 of a general obligation bond (GOB), DCA distributed grant agreements to libraries in February 2015, prior to the March 2015 bond sale. Libraries received purchase orders on April 17, 17 days after DCA was notified that bonds had been sold.

**Figure 2. Example of DCA AIPP Inventory Slideshow**



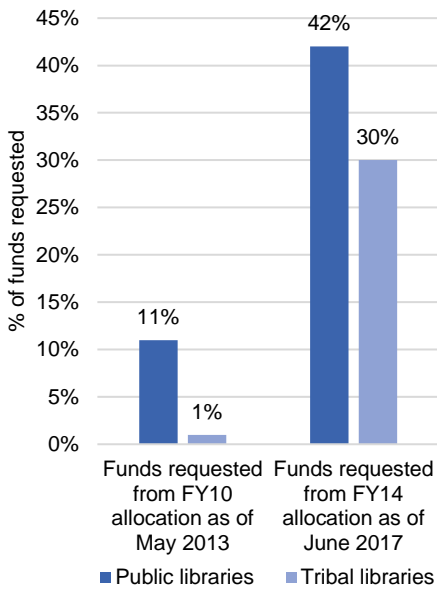
Source: DCA

**Chart 3. GOB Appropriations for Public and Tribal Libraries, 2010-2016**



Source: New Mexico State Library

**Chart 4. Library Bond Fund Requests**



Source: New Mexico State Library

This has allowed libraries to increase the rate at which they spend bond funds. In May 2013 (shortly before the LFC evaluation was released), public libraries had requested reimbursement for 11 percent of funding from FY10 GOBs, and tribal libraries had requested just one percent. As of June 2017, public libraries and tribal libraries had requested reimbursement for 42 percent and 30 percent, respectively, of funds from the FY14 GOB (a similar time period to the earlier spending analysis) (Chart 4). However, there is wide variation in the share of FY14 funds spent – with 21 out of 75 public libraries and four out of 18 tribal libraries having spent zero percent of the FY14 funding as of June 2017.






The State Library Development Bureau indicated in July 2017 that libraries are ahead of schedule in requesting funding reimbursements, and that in the past, libraries have requested approximately 75 percent of their total allocation in the three months prior to the reimbursement deadline (for the 2014 allocation, the deadline will be April 1, 2018).

While State Library has updated its procedures, the NMAC rule has not been revised, and still states that an “[acceptance] agreement must be signed and returned to the state library 120 days before the start of the authorized expenditure period” (NMAC 4.5.8.8(A)). Revisions to this rule will take place in FY18. DCA has developed proposed language for the rule change that removes reference to the 120-day delay (see Appendix C).

## Status of Evaluation Recommendations




### Finding

The Department of Cultural Affairs does not use a credible statewide maintenance and improvement plan to address critical needs.

Recommendation	Status			Comments
	No Action	Progressing	Complete	
Develop a workable capital outlay plan for prioritizing repairs and improvements that would reliably project revenues and expenditures, and plan for any deficits or surpluses.				DCA staff prioritize repairs and maintenance. The department lacks a comprehensive capity outlay plannign process. DCA is requesting a higher GGRT distribution to develop a more consistent source of funding for projects.
Conduct statewide facility condition assessments of all buildings and property under its jurisdiction to determine the most critical needs for repairs and maintenance.				DCA has indicated that it does not have sufficient funds for facility condition assessments, and relies on facilities management staff to prioritize repairs and maintenance.
Develop a repair and maintenance priority list to identify those properties with the most critical needs.				DCA ranks project by importance and urgency, but lacks a robust prioritization process.
Project reliable cost of repairs and improvements, based on estimates.				DCA primarily relies on facilities management staff to develop estimates.
Improve accounting of expenditures tracked by division and property, such as museum or historic site.				






### Finding

The Ribera Community Center capital outlay appropriation was poorly managed and violated the procurement code.

Recommendation	Status			Comments
	No Action	Progressing	Complete	
Follow procurement code and require competitive bids for construction projects and professional services.				
Hold contractors accountable for deliverables as agreed. When deliverables and prices must be materially changed from the agreement, written change orders should be required.				On-site Division Directors must sign off on all invoice payments and confirm that work has been performed; but there are no formal written procedures.
Install policies and procedures to require construction related disbursements to be approved by the facilities manager who is also a professional engineer or consider engaging the services of the General Services Department's Property Control Division.				See above


## Finding

DCA does not effectively track New Mexico's Art in Public Places.

Recommendation	Status			Comments
	No Action	Progressing	Complete	
Prepare an IT plan for the AIPP database and any new IT project, prior to beginning the work.				DCA inventories art in its Permanent Collection, but does not have a formal plan to develop an AIPP-wide database.
Reconcile the AIPP database against SHARE balances.				Outside financial contractors completed reconciliation in 2015. Procedures for identifying AIPP projects and loading into database will be formalized.
Reconcile the comingled auxiliary funds within SHARE.				
Segregate auxiliary funds with a unique accounting string within SHARE.				
Define the auxiliary fund within the NMAC to include the eligible uses of the fund.				Changes to NMAC are planned for FY18.

## Finding

The Department of Cultural Affairs generally administers the library bond program effectively, although is slow to expend funding.

Recommendation	Status			Comments
	No Action	Progressing	Complete	
NMAC includes an unnecessary 120-day administrative delay for spending the funds.				State Library has changed its procedures; changes to NMAC planned for FY18.

## Appendix A

### DCA Project Expenditure Tracking

Description	Sub-Proj #	Allocation	Encumbered	Expended	Balance	Date
MOA Roof Replacement - New Wing	2034.01	87,696.30	-	87,696.30	-	07/08/16
Museum Hill Plaza & Parking Landscape Improve	2034.02	18,516.66	-	18,516.66	-	07/13/16
NMHM groundwater - pump pipe reconfiguration	2034.03	11,130.14	-	11,130.14	-	07/19/16
NMH&S Cooling Tower Replacement	2034.04	41,484.31	-	41,484.31	-	07/19/16
NMSL Bookmobile	2034.05	135,000.00	135,000.00	-	-	07/25/16
NHCC Literary Arts Bldg - Library Roof Repair	2034.06	11,169.00	-	11,169.00	-	08/11/16
NHCC Gas Leak Repairs	2034.07	3,002.20	-	3,002.20	-	08/11/16
Space HVAC Main System Phase I	2034.08	394,291.28	310,036.36	84,254.92	-	08/18/16
Space Hubbard Fire System	2034.09	276,386.15	23,307.13	253,079.02	-	08/19/16
MRD Exhibits Mold Abatement	2034.10	5,052.43	-	5,052.43	-	08/19/16
NMH&S HVAC Controls	2034.11	27,012.64	-	27,012.64	-	08/19/16
NHCC Stucco - Visual Arts & Torreon	2034.12	179,794.41	-	179,794.41	-	08/19/16
MRD Udall Parking Lot Lighting Repairs	2034.13	6,290.14	-	6,290.14	-	04/12/17
Space Sprinkler System Pump Emergency	2034.14	10,000.00	-	2,329.56	7,670.44	01/18/17
MIAC Sump Pump	2034.15	612.45	-	612.45	-	09/02/16
MOIFA Reroof	2034.16	198,994.06	-	198,994.06	-	09/14/16
MOIFA HVAC Motor Replace Conservation	2034.17	1,246.32	-	1,246.32	-	09/23/16
MRD Exhibits Storm Drain Replace	2034.18	8,285.90	-	8,285.90	-	09/27/16
NHCC Gas Leak Repairs Emergency VA Building	2034.19	466.54	-	466.54	-	10/11/16
NMHM Bathroom Flood Repair	2034.20	2,694.09	-	2,694.09	-	10/11/16
NHCC Fence Repair	2034.21	1,535.75	-	1,535.75	-	10/14/16
NMHM Wireless Upgrades	2034.22	10,778.33	-	10,778.33	-	11/22/16
NHCC Museum Entrance Renovation	2034.23	1,429.30	1,429.30	-	-	03/01/17
NMHM Drainage of Esplanade (leaking entry)	2034.24	7,502.78	-	-	7,502.78	02/06/17
NHCC Water leaks - emergency procurement	2034.25	2,466.00	-	2,466.00	-	08/24/16

Source: DCA

## Appendix B

### DCA Procurement Requirements by Project Type

Type of Service	Professional Services		General Service	
	Public Works Project	Non-Public Works Project	State Price Agreement Vendor	Non-State Price Agreement Vendor
Project Amounts and Requirements	<b>\$50,000+</b> RFP required; must be issued through GSD	<b>\$5,000 - \$50,000</b> 3 written proposals required	<b>\$150,000+</b> 3 written quotes required	<b>\$60,000+</b> RFP or ITB required, per GSD guidelines
	<b>\$10,000 - \$50,000</b> RFP or letter of interest required	<b>&lt;\$5,000</b> 1 – 3 written proposals required	<b>&lt;\$150,000</b> 1 – 3 written quotes required	<b>\$20,000 - \$60,000</b> 3 written quotes required
				<b>&lt;\$20,000</b> 3 quotes required, may be obtained orally

Source: DCA Facilities Procurement Manual

## Appendix C

### Current and Proposed NMAC Language on Library Bond Spending

Current NMAC language	Proposed NMAC language
<p>When the library bond program funds are approved by the voters, the state library shall send a letter of notification and acceptance agreement to all public libraries informing them of their eligibility to receive the funds and the amount of funds they are eligible to receive. The <u>agreement must be signed and returned to the state library one-hundred twenty (120) days before the start of the authorized expenditure period.</u> Libraries that do not return the signed agreement within the required time period shall not be eligible to receive funds. Upon receipt of the agreements, the state library shall calculate the final allocation and the libraries shall be notified of any changes within ninety (90) days before the authorized expenditure period.</p>	<p>When such funds are approved by the legislature and the voters in statewide elections, the state library will issue notice through electronic mail of the GO bonds for public libraries. The state library will publish via its website the proposed allocations for each library or library system prior the election; the state library will publish via its website final allocations for each library system following the approval of the library bond program in a statewide election.</p>

Source: DCA