

Capital Outlay Project Request Process

Legislative Council Service (LCS) Presentation

Department of Finance and Administration
Local Government Division Training

November 13, 2025

LCS Capital Outlay Project Request Website:

www.nmlegis.gov/CapitalOutlayWeb

Website opens on November 3, 2025

Website closes at 3:00 p.m. on December 12, 2025

- ❑ Project requests must be submitted by the deadline to be considered for funding.
- ❑ If you are submitting a capital outlay project request to the governor, you must submit a request form to the LCS first and then use the LCS ID number and the LCS project title on the governor's request form. Information on the governor's form can be found at: <https://www.governor.state.nm.us/request-capital-outlay/>.

Capital Outlay Request Form Guidelines - 1

- ❑ **ICIP # auto-fill** - if you have an ICIP number, enter it at the top of the form and it will automatically populate some of the fields. If you do not have an ICIP number, you can just skip over this item.
- ❑ **Contact Information** – please use current contact information, preferably someone who is knowledgeable about the project, such as a project director or manager.
- ❑ **Fiscal Agent** – only the state or a political subdivision of the state is eligible to receive funding. If an entity is not in the fiscal agent dropdown menu, please contact the LCS Capital Outlay Division, and we will work with the DFA to get an entity number. For Navajo Nation chapters, please select the chapter name as the fiscal agent, instead of the Navajo Nation.
- ❑ **Budget Fields** – please provide a complete budget breakdown, including “funded to date” and “not yet funded” to generate a total project cost. Use whole numbers only; do not use decimal points, commas, dollar signs or other punctuation.

Capital Outlay Request Form Guidelines - 2

- ❑ **Project Description** – please use the legislative language so that the project description is clear and concise. In preparation for the capital outlay bill, LCS staff will continue to refine and edit the language once it is pulled from the website and entered into the LCS database.
- ❑ **Project Titles (#25)** – use the exact name of the facility, road, school, etc. The system will generate the fiscal agent or requesting entity at the beginning of the title, as well as the project type at the end of the title. Make sure that the project title matches the project description.
- ❑ **Avoid Project Duplicates** – please make sure to avoid duplicating project requests. If you have inadvertently entered duplicate projects, please contact the LCS Capital Outlay Division for assistance.

Capital Outlay Project Request Summary Sheets

- ❑ Summary sheets are generated from the project information collected online. An LCS ID number can be found at the top right corner. Summary sheets provide a snapshot of the project request, including the description, the total amount requested and the total project cost.
- ❑ Once the project request is submitted, changes cannot be made to the summary sheets. Project information collected online will be going out early to legislative leadership offices.
- ❑ Summary sheets for submitted projects are stored online and can be searched and accessed by the LCS ID number or by a keyword in the project title. Projects can also be searched by municipality or county.

Sample LCS Summary Sheet



LCS WEB ID: 2729

DONA ANA CO RADIUM SPRINGS I-25 POND CONSTRUCT

Dona Ana County requests **\$500,000** To plan, design, acquire and construct a detention pond and channel near I-25 in Radium Springs in Dona Ana County.

Project location: Dona Ana County

County: Dona Ana

Fiscal agent: Dona Ana County

Total amount requested this legislative session: \$500,000

Funded to date/secured: \$560,000

Total project cost: \$1,660,000

Other funding for this project: CAP CAP

☒ **Capital appropriations have been made for this project in previous years.**

☒ **Total project cost estimated by qualified professional(s).**

☒ **Easements, rights of way, land and property have been acquired.**

☒ **Request will fully fund a phase of the project**

☐ **State funds will be used to match federal funds.**

☐ **LEDA Project**

Planning Phase: Planning in process

Project start date: 7/1/25 – 6/30/26 (FY 26)

Project Contact: John Gwynne

Title: Flood Commission Director

Phone: 575-525-5560

Email: johngw@donaanacounty.org

12/3/2024

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Capital Outlay Web



CAPITAL PROJECT REQUEST TERMS AND CONDITIONS

Search by LCS ID:

Search by Title:

[Click here to search submitted projects by title](#)

Please read and acknowledge the following terms and conditions to start your capital project request:

To be considered for funding, your request must be submitted through this website by 3:00 p.m. on Friday, December 12, 2025.

Search function: <https://www.nmlegis.gov/CapitalOutlayWeb/Default>

H 450

HB450 WGA Funded Projects by Sponsor

Search Capital Outlay Project Requests Submitted for 2025

by Entity

by County

Introduced Capital Outlay Projects by Year

2025

Search

Capital Outlay Bills by Year

2025 Regular

Search

Capital Outlay Charts by Year

2025 Regular

Search

Forms

Capital Outlay Request Forms

Request Capital Outlay From The Governor

Capital outlay project requests for the 2026 regular legislative session may be submitted online beginning November 3, 2025.

The deadline for submitting a capital outlay project request online is 3:00 p.m. on Friday, December 12, 2025.

Search: Capital Outlay Project Requests Submitted for 2025

Capital Outlay Project Requests by Receiving Entity

Choose Entity:

Otero County



Go

Capital Outlay Project Requests (Results Page)

Web ID	Project Title	Project Description	Requested 2025	Funded to Date	Total Cost	Prior Capital Funding
2362	OTERO CO 10 YARD DUMP TRUCK PRCHS	to purchase one new 10 yard dump truck with plow and sander in Otero county	\$473,000	\$0	\$473,000	No
2364	OTERO CO COMMAND VEHICLES PRCHS	to purchase four (4) new command vehicles and up-fit them with all emergency response equipment in Otero county	\$345,500	\$0	\$345,500	No
2360	OTERO CO PUBLIC SAFETY FACILITY CONSTRUCT	to design, construct move, and equip a public safety facility for Chaparral in Otero county	\$3,125,000	\$0	\$3,125,000	No
2361	OTERO CO SACRAMENTO RIVER ROAD GUARDRAIL RPLC	to purchase, remove existing and install replacement guardrail for the Sacramento river road in Otero county	\$1,150,000	\$250,000	\$1,400,000	Yes
2363	OTERO CO SHERIFF VEHICLES PRCHS	to purchase equip replace existing sheriff's office vehicles in Otero county	\$450,000	\$0	\$450,000	Yes

Print

Reauthorization Request Forms:

https://www.nmlegis.gov/Publications/Capital_Outlay/Reauth%20Request%20Form%202026.pdf

**Deadline for legislators to submit reauthorization request forms is:
February 1, 2026 (3:00 p.m.)**

Capital outlay project appropriations from previous years can be reauthorized to:

- ☐ extend the time of expenditure;
- ☐ change the administering agency; or
- ☐ change or expand the scope of the project.

Entities seeking to reauthorize an appropriation must complete a reauthorization request form which can be accessed and filled online. The system cannot accept reauthorization forms online. A completed paper reauthorization request form, **signed by a sponsoring legislator**, is required to process the request. Please submit the paper reauthorization request form to the LCS Capital Outlay Division.

LCS Capital Outlay Process Time Line

November 3, 2025	Capital Outlay Request Form website opens
December 12, 2025 (3:00 p.m.)	Capital Outlay Request Form deadline
January 20, 2026	Legislative Session begins
February 1, 2026 (3:00 p.m.)	Reauthorization Request Form deadline
February 4, 2026	Capital Outlay Request (COR) introduction deadline
February 19, 2026 (noon)	Legislative Session ends

Thank you

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