



# CAPITAL OUTLAY PROJECT REQUEST PROCESS

## COMMITTEE AIDE AND LEGISLATIVE AIDE TRAINING 2022

January 18, 2022

# Capital Outlay Projects

## ▶ What qualifies?

The property control act defines a capital outlay project as the acquisition, improvement, alteration, or reconstruction of an asset of a long term character

-and further, that a capital outlay project includes all of the proposed expenditures related to the entire undertaking, for example, if you are building a fire station you can purchase the land, plan, design, construct and equip that station.

## ▶ Funding Sources

- ▶ Severance Tax Bonds
- ▶ General Obligation Bonds
- ▶ General Fund

# Capital Outlay Project Request Process

## Highlights for 2022

- ▶ The deadline to submit a capital outlay project request online was January 13, 2022.
- ▶ Requesters were asked to direct their requests to the appropriate legislators and/or the governor through the LCS online request site.
- ▶ Search for submitted projects by LCS ID# or keyword in title at [www.nmlegis.gov/CapitalOutlayWeb](http://www.nmlegis.gov/CapitalOutlayWeb)

# *Sponsorship for Capital Outlay Requests*

## Procedure for 2022 Session

### 1<sup>st</sup> Half of Session

- ▶ One list of requested projects will be provided to legislators and their aides during the first week of the session and legislators will select their sponsored projects from that list.
- ▶ The list will be provided as an alphabetical listing of projects in the traditional report format, and as a spreadsheet.
- ▶ The traditional report format will be used to indicate the sponsored projects and legislators will submit a signed copy of their report to the LCS.
- ▶ The deadline to submit the sponsored projects list is 5:00 p.m., Sunday, January 30, 2022. This is also the deadline to submit reauthorization requests.
- ▶ Project summary sheets may be used by requesters to follow up with legislators, *but do not require a legislator's signature*

# Reports

## Ongoing

- ▶ Requested projects will be posted on the legislature's website by agency and by county.
- ▶ Requesters are encouraged to view their projects online to verify project details.
- ▶ A Capital Outlay Request (COR) including all of a legislator's sponsored projects will be posted online shortly after the introduction deadline.

# INTRODUCTION

## Mid Point of Session

- ▶ Capital outlay staff will prepare a COR for each legislator from their sponsored projects list.
- ▶ Legislators will receive an electronic copy of their COR from the LCS and must email their approval of the COR to the chief clerk by the morning of the introduction deadline.
- ▶ The office of the chief clerk must be notified of the approval **before noon** on the day of the introduction deadline.
- ▶ The introduction deadline is noon on Wednesday, February 2, 2022.

# 2<sup>nd</sup> Half of Session/ Post-Session

## Funding Sponsored Projects

- ▶ Legislators receive forms and guidelines for project funding and a deadline for submitting their funding requests.
- ▶ Funded projects are incorporated into the capital outlay bill and projects that have been included in the bill are posted online once the bill has been reported out of committee.
- ▶ The governor has a twenty-day post-session signing period for bills that pass but are not signed during the session, during which time the governor may choose to veto capital projects.
- ▶ Final lists of the vetoed and approved projects are posted online once the bill has been signed.

# Reauthorizations

- ▶ Reauthorization request forms are available online at [https://www.nmlegis.gov/Publications/Capital\\_Outlay/capital\\_outlay\\_reauth\\_form.pdf](https://www.nmlegis.gov/Publications/Capital_Outlay/capital_outlay_reauth_form.pdf)
- ▶ Legislators will receive a report showing appropriations in their district that will revert in 2022.
- ▶ Hard copies of the form are available from the LCS office.
- ▶ Forms require a sponsor's signature, or an emailed approval.
- ▶ Deadline to submit a reauthorization request is 5:00 P.M., January 30, 2022.
- ▶ Submit early.



# Questions?

- ▶ Contact the Legislative Council Service at 986-4600.
- ▶ Deadline for submitting Capital Outlay Requests (CORs or sponsored project lists) and reauthorization requests is 5:00 p.m., Sunday, January 30, 2022.
- ▶ Deadline for introduction of CORs is noon, Wednesday, February 2, 2022.

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