

**LEGISLATIVE COUNCIL SERVICE
50TH LEGISLATURE-SECOND SESSION-2012
CAPITAL OUTLAY REQUEST FORM**

This is the printed version of the legislative council service's capital outlay request form. You may also access and download this form online by going to the legislature's web site (www.nmlegis.gov). The form is available in PDF format or as an editable MS-Word document.

This capital outlay request form is designed to assist you in describing the project for which you are seeking funding. Completing this form is necessary to provide accurate information to the legislative council service for drafting purposes and for legislators to make informed decisions about funding projects. This form must be submitted to the legislative council service capital outlay office **by 5 p.m. on January 29, 2012. ALL CAPITAL OUTLAY REQUESTS MUST BE SIGNED BY THE SPONSORING LEGISLATOR.** If you intend to seek the support of more than one legislator in the funding of a project, a separate, signed form is required for each legislator sponsoring the project. If funding is requested from multiple legislators for the same project, please provide an identical project description for each legislator to sign. The sponsoring legislator must be provided with a copy of this completed form and supporting documentation, so **be sure to keep a copy** for this purpose. Also, be prepared to provide a copy of this form to other legislators and committees.

The legislature intends to fund projects that are well planned and budgeted and that have been deemed important to communities. Additionally, the legislature is trying to fund projects in phases. The legislature has developed a list of criteria for funding needed projects. The criteria list is available at the legislature's web site (www.nmlegis.gov).

Additional Requirements for Nonprofit Entity, Economic Development and Non-ICIP Projects

1. If the capital asset is to be used by a **nonprofit entity**, the requester needs to submit with this form a written commitment from the state or a political subdivision of the state that the state or the political subdivision:
 - A. is or will be the owner of the asset and the fiscal agent for the nonprofit entity;
 - B. will lease the asset to the nonprofit entity at fair market value; and
 - C. will ensure the nonprofit entity maintains the asset.
2. If the project is an **economic development project** that represents a public-private partnership under the Local Economic Development Act, the requester needs to submit with this form the local government's approval of the project, in accordance with its ordinance adopted pursuant to that act, that validates the local government's receipt of state funding for the project.
3. If the project is intended to be for a state agency or a political subdivision of the state, but is **not part of that agency's or subdivision's ICIP**, the state agency or political subdivision must agree, prior to funding, to own, operate and maintain the asset.

**PLEASE REMOVE THIS TOP PAGE BEFORE SUBMITTING THE FOLLOWING COMPLETED
AND SIGNED FORM TO THE CAPITAL OUTLAY OFFICE. BE SURE TO GIVE A COPY
OF THE SIGNED AND COMPLETED FORM TO THE REQUESTING LEGISLATOR.**

**LEGISLATIVE COUNCIL SERVICE
50TH LEGISLATURE-SECOND SESSION-2012
CAPITAL OUTLAY REQUEST FORM**

Legislative Sponsor: Representative Rudolpho "Rudy" S. Martinez

Sponsor's Signature: _____

Project Contact Name: _____ Phone Number: _____

Contact Email: _____

If brought in by legislative staff, please provide:

Secretary's Name: _____ Office Phone Number: _____

PROJECT SPECIFICS NEEDED FOR DRAFTING

1. What is the total amount being requested from the legislature for this project or for this phase of the project?
\$500,000

(The final funded amounts from individual legislators will be determined during the bill production phase.)

2. Brief **project description** (please include action words, such as "to plan and design" or "to design and construct" as well as what the project is, such as "a multipurpose center". Do not include justification for the project, only specifics on what is requested for the project):

To plan, design and renovate the Yucca Lodge at Fort Bayard for use as a veterans' posttraumatic stress disorder clinic.

3. Enter the **city, town, village, school district, chapter or pueblo** in which this project will be located. (If the project is not located in one of these, please leave blank.)

Fort Bayard

4. Enter the **county** in which the project will be located: Grant

5. **What entity is requesting funding** for this project?

Municipality: _____ County: _____

School District: _____ Indian Government: _____

Higher Ed. Institution: _____ Land Grant: _____

Water Association or District: _____ Acequia: _____

Other: Military and Veterans' Affairs Committee

(only political subdivisions of the state are eligible for funding)

6. **What entity will own the project** upon completion?

PROJECT DETAILS TO AID LEGISLATORS IN PRIORITIZING PROJECTS FOR FUNDING

Please answer the following questions related to project cost:

- A. What is the amount needed to complete the project? \$500,000
- B. What is the total estimated cost of the project? \$500,000
- C. To your knowledge, will there be more than one legislative sponsor
on this project? Yes No

If so, who are the project's sponsors? _____

Please provide a breakdown of the total estimated cost of the project, using the most accurate estimate to date, and indicate if that portion of the project has been completed:

	Completed	Not Completed
Planning: <u>\$50,000</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Design: <u>\$50,000</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Construction: <u>\$400,000</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Zoning Approval: _____	<input type="checkbox"/>	<input type="checkbox"/>
Land Purchase: _____	<input type="checkbox"/>	<input type="checkbox"/>
ROW, Easements, Arch. Clearances _____	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Impact Statement _____	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify): _____	<input type="checkbox"/>	<input type="checkbox"/>
Total: _____	<input type="checkbox"/>	<input type="checkbox"/>

Criteria Questionnaire

Need-Based Criteria

- Is project on governmental entity's ICIP? Yes No
- Is project necessary to eliminate potential or actual health or safety hazards or other liability issues? Yes No
- Is project required by federal, state or judicial mandate? Yes No
- Will project prevent deterioration of asset or correct infrastructure problems of asset? Yes No
- Is project necessary to address population or client growth, and if so, will it provide direct services to that population or clientele? Yes No

Planning Criteria

1. Has project been thoroughly planned?

Yes No

2. Is project ready to begin?

Yes No

If not, when can it begin? _____

3. Has project received prior funding?

Yes No

List prior funding sources, dates and amounts: _____

4. Can project be completed with this legislative appropriation?

Yes No

5. Have matching funds or a local share been secured for the project?

Yes No

List other funding sources and amounts: _____

6. Have operational costs for completed project been identified and planned for?

Yes No

7. Has the project had public input and buy-in?

Yes No

8. Has the project been designed to be energy efficient in its operation?

Yes No

9. Can construction of the project be successfully phased, so that each phase will be operational?

Yes No

10. Has the **land** for the project been acquired?

Yes No

What entity will be or is the owner of the land? _____

11. Is the project for a state government agency or state building?

Yes No

A. If yes, is it in one of the following metropolitan areas?

Santa Fe
 Albuquerque, including Los Lunas
 Las Cruces

B. If yes and the project is in one of those metropolitan areas, is it in compliance with the state master plan for those areas? http://www.nmlegis.gov/lcs/cbpc_cbmp_binder_contents62011.aspx Yes No

(Click here for Master Plan Document)

12. Is the project to be constructed on state-owned property, including property having a long-term lease from the state?

Yes No

13. If this project benefits a **nonprofit entity**, please check each question below and attach a written commitment from the state or a political subdivision of the state that the state or political subdivision:

A. is or will be the owner of the asset and the fiscal agent for the nonprofit entity;

Yes No

B. will lease the asset to the nonprofit entity at fair market value;

Yes No

C. will ensure the nonprofit entity maintains the asset.

Yes No

14. If this project is an **economic development project**, have you submitted the local government's approval of the project, in accordance with its ordinance adopted pursuant to the Local Economic Development Act? If you answer "Yes", please attach supporting documentation in the form of a copy of the local government ordinance that approves the project.

Yes No