



CAPITAL OUTLAY FUNDING CHECK LIST

FINANCIAL COMPLIANCE AND CERTIFICATION FORMS

- Complete Certification forms and submit to Office of State Auditor (OSA) for 2010, 2011, 2012.
 - One copy to OSA: for more information contact Lori Narvaiz at (505) 476-3822. Fax number is (505) 827-3512.
 - Submit second copy of the Certification Forms to the Department of Finance and Administration (DFA). Contact Connie Dorn at (505) 827-8065. Her Fax number is (505) 827-4340.
 - Submit annual budget, and subsequent quarterly budget reports, for approval to the Department of Finance and Administration (DFA). Contact Connie Dorn at (505) 827-8065. Her Fax number is (505) 827-4340.

ICIP

- Prepare ICIP – not required but highly recommended. Some legislators are requiring that Capital Outlay applicants prepare an ICIP.
- ICIP web based system opens in July and deadline is end of September. Contact NMAA for free assistance with completing the on-line ICIP.

CAPITAL OUTLAY

- Prior to or at the beginning of the Legislative Session complete Capital Outlay Forms and get them signed by your legislators and submitted to the Legislative Council Service by the deadline (February 2, 2014).
- Make sure your legislators Secretaries have a copy of the request and that you keep a copy of the signed and stamped Capital Outlay Form for your records.
- Contact your legislators and remind them of your project and the importance of it.
- Call the Governor at the end of the session when the Capital Outlay Bill is on her desk and let her know about your request and the importance of the project.
- After the Capital Outlay Bill is signed by the Governor the Interstate Stream Commission (ISC) will administer the funding and advise you on following procurement procedures.
- Complete the online Capital Outlay Questionnaire.
<http://www.surveygizmo.com/s3/1487804/Department-of-Finance-and-Administration-Capital-Outlay-Bureau-COB-Capital-Outlay-Questionnaire>

CONTACT NMAA AT (505) 995-9644 to answer questions and for assistance.