**TORRANCE COUNTY**

**PROJECT FUNDING REQUEST FORM**

 This form is designed to assist you in describing your proposed project. Please provide complete and accurate information. You may be asked to provide copies of the request form with supporting documentation to other sponsors and committees.

EACH PROJECT REQUEST MUST BE SIGNED BY THE COUNTY COMMISIONER IN WHOSE DISTRICT THE PROJECT WILL OCCUR. IF THE PROPOSED PROJECT WILL OCCUR IN MORE THAN ONE DISTRICT, THEN ONLY ONE COMMISSIONER MUST SIGN.

Forms must be submitted to the Torrance County Manager’s Office by:

*5:30 PM, Thursday, July 6, 2017.*

 In May 2013, Governor Susana Martinez issued Executive Order 2013-006 requiring state agencies and other public bodies to have complete audits pursuant to the Audit Act and establishing uniform funding criteria before an entity can receive capital outlay funding. In November 2013, Attorney-General Gary K. King issued an opinion (13-03) on the matter and stated that the governor is not permitted under current law and the constitutional separation of powers doctrine to unilaterally withhold capital outlay funds properly appropriated by the legislature.

DOCUMENTATION REQUIREMENTS

**Capital assets must be owned by the county or a political subdivision of the state**. If the asset will be leased to another organization, the owner will be asked to certify that the item is leased at fair market value and that the asset will be properly maintained *prior to the release of funding*.

**Economic development projects** that represent a public-private partnership under the Local Economic Development Act (LEDA) require local or regional government approval and a project participation agreement in accordance with ordinances adopted pursuant to the LEDA.

REMEMBER TO GIVE A COPY OF THE COMPLETED REQUEST TO EACH SPONSOR AND

*RETAIN A COPY FOR YOUR FILES.*

This form may be copied or downloaded from the legislature's website (www.nmlegis.gov).

The form is available in PDF format or as an editable MS-Word document.

PLEASE REMOVE THIS PAGE BEFORE SUBMITTING YOUR REQUEST.

**TORRANCE COUNTY**

**PROJECT FUNDING REQUEST FORM**

**County Commissioner Sponsor**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Impacted Commission District (s):**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Commissioners Contact Information (District map is located on TC website www.torrancecountynm.org)

Comm. District 1- Jim Frost (505)934-2942

Comm. District 2- Julia DuCharme (505) 920-0817

Comm. District 3- Javier Sanchez (505) 297-6737

**\*Please Note: The Commissioner who represents the impacted District must sign as the sponsoring Commissioner. If the proposed project will impact more than one District, then only one Commissioner must sign.**

**Sponsoring Commissioner's Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROJECT DESCRIPTION**

1. What is the *TOTAL cost* for the project or this phase of the project? : $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Brief *project description* (please specify the proposed use of funds, such as "to plan, design and

construct a multipurpose center"; "to design and construct a dam"; or "to purchase and equip a vehicle"):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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3. *Location* of this project (city, town, school district, chapter, pueblo):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. *Entity requesting funding* for this project:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. *Fiscal agent (entity to receive funding)* for this project. *(Only the county or political subdivisions of the*

*State are eligible to receive funding.):*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. *Entity that will own the project* upon completion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. *Entity that will be responsible for maintenance of the project* upon completion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. Is this a public school project that is included in a **Facilities Master Plan (FMP)**? : \_\_\_ \_\_\_ \_\_\_

9. Is this a local government project that is included in the local **lnfrastructure Capital Improvement Plan** **(lClP)**? : \_\_\_ \_\_\_ \_\_\_

If the project is included in the lClP, please provide the lClP identification #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10. Geographic area to be served by the project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROJECT BUDGET**

Please provide a breakdown of the total estimated project cost, including completed phases of the project:

COMPLETED UNCOMPLETED TOTAL

*Planning:* $\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_

*Design (Architectural/Engineering):* $\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_

*Construction:* $\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_

*Land Purchase:* $\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_

*Equipment:* $\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_

*Rights of Way/Easements:* $\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_

*Other (specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_):* $\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_

*Other (specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_):* $\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_

*Other (specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_):* $\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_

**Total Estimated Cost: $\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_**

Please list **PRIOR FUNDING SOURCES** for the project: YEAR AMOUNT

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_

Please list any **MATCHING FUNDS** secured for the project: AMOUNT

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_

**OTHER INFORMATION**

*Will the project:* YES NO N/A

Eliminate health or safety hazards or other liability issues? \_\_\_ \_\_\_ \_\_\_

Address federal, state or local judicial mandates or requirements? \_\_\_ \_\_\_ \_\_\_

Prevent or correct deterioration of capital asset(s)? \_\_\_ \_\_\_ \_\_\_

Address issues of population or client growth? \_\_\_ \_\_\_ \_\_\_

Be constructed on county-owned property? \_\_\_ \_\_\_ \_\_\_

*Has the project:* YES NO N/A

Been designed to be energy efficient? \_\_\_ \_\_\_ \_\_\_

Received public input and endorsement? \_\_\_ \_\_\_ \_\_\_

Planned for future operational costs? \_\_\_ \_\_\_ \_\_\_

Acquired land for the project? (landowner): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) \_\_\_ \_\_\_ \_\_\_

*Can the project:* YES NO N/A

Be successfully phased, so that each phase will be operational? \_\_\_ \_\_\_ \_\_\_

Be completed with this county appropriation? \_\_\_ \_\_\_ \_\_\_

*Proposed project start date:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*If the capital asset will be leased to another organization,* please submit a letter from the fiscal agent identifying the owner of the asset (capital assets must be owned by the county or a political subdivision of the state) and certifying that the asset will be leased at fair market value and appropriately maintained.

*If the project is a local economic development project* representing a public-private partnership under the Local Economic Development Act, please submit a copy of the project participation agreement between the private entity and the applicable local or regional government.

*\*Additional documentation may be attached to this form.*