

# 3. Capital Appropriations Bond Questionnaire

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Start of Block: Testing

Display This Question:

If If False

Q1 ProjectImportShellResponseID: \${e://Field/ProjectImportShellResponseID}

BoardofFinanceApprovalStatus: \${e://Field/BoardofFinanceApprovalStatus}

BondCounselApprovalStatus: \${e://Field/BondCounselApprovalStatus}

TaxCounselApprovalStatus: \${e://Field/TaxCounselApprovalStatus}

BoardCounselApprovalStatus: \${e://Field/BoardCounselApprovalStatus}

UpdatedBoardofFinanceApprovalStatus: \${e://Field/UpdatedBoardofFinanceApprovalStatus}

UpdatedBondCounselApprovalStatus: \${e://Field/UpdatedBondCounselApprovalStatus}

UpdatedTaxCounselApprovalStatus: \${e://Field/UpdatedTaxCounselApprovalStatus}

UpdatedBoardCounselApprovalStatus: \${e://Field/UpdatedBoardCounselApprovalStatus}

End of Block: Testing

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Start of Block: Intro and Project Manager Info

**Q2 Statements made on this questionnaire are legal certifications and must be true and complete.**

The New Mexico State Board of Finance and Capital Outlay Bureau are preparing to issue Severance Tax bonds and/or notes and General Fund Budget Authority to fund projects that have been authorized by the New Mexico Legislature. The agency/local entity must complete a questionnaire for each project for which it seeks severance tax bond/note or general fund proceeds. The questionnaire is necessary to ensure the agency/local entity's use of such proceeds complies with state and federal law and that the project is ready to receive funding. You must certify the need for funding as well as provide necessary information for each project.

Most projects have two years from the date of appropriation to certify the need for funding. If you are not able to begin your project right now, you can be considered for funding at a future date. The next funding opportunity will be [\\${e://Field/NEXT\\_FUNDING\\_OPPORTUNITY\\_DATE}](#). If that date is within two years of the project appropriation, you can be considered for funding at that time.

**Provide complete, thorough, and accurate answers. Responses that lack sufficient information and detail will delay your funding.**

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Q3

Appropriation ID: [\\${e://Field/AppriID}](#)

**Appropriation ID:** [\\${e://Field/AppriID}](#)

**Appropriation Title:** [\\${e://Field/Appropriation Title}](#)

**Appropriation Amount:** [\\${e://Field/Amount}](#)

**Appropriation Language:** [\\${e://Field/Project%20Description}](#)

**Appropriation Year:** [\\${e://Field/Law}](#)

**Chapter/Section:** [\\${e://Field/Chapter}](#) / [\\${e://Field/Section}](#)

**Local Entity Code:** [\\${e://Field/Entity%20Code}](#)

**Local Entity Name:** [\\${e://Field/Entity%20Name}](#)

**Oversight Agency Code:** [\\${e://Field/AgencyID}](#)

**Oversight Agency Name:** [\\${e://Field/Agency%20Name}](#)

**Fund Type:** [\\${e://Field/Fund Code}](#)

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Q4

Project Manager Information

Name: (1) \_\_\_\_\_

Title: (2) \_\_\_\_\_

Phone: (3) \_\_\_\_\_

Email: (4) \_\_\_\_\_

Secondary Contact Email: (5)  
\_\_\_\_\_



Q5 By submitting this questionnaire, I confirm that I am an authorized officer of the agency/local entity identified above who has knowledge of the representations contained within this questionnaire. I also hereby certify that the information provided is true and correct.

I Confirm and Certify (1)

End of Block: Intro and Project Manager Info

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Start of Block: Approver Comments

*Display This Question:*

*If FinalApprovalComment Is Not Empty*

Q6

Feedback from project approvers:

`#{e://Field/FinalApprovalComment}`

End of Block: Approver Comments

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Start of Block: Testing Shortcut

Display This Question:

If TestingShortcut = YES

Q7 Would you like to skip to the end of the survey for testing?

This question only shows for preview links and will be removed prior to launch

BoardCounselReviewRequired: \${e://Field/BoardCounselReviewRequired}

TaxCounselReviewRequired: \${e://Field/TaxCounselReviewRequired}

Of Course! (1)

No (4)

Skip To: End of Survey If Would you like to skip to the end of the survey for testing? This question only shows for previe... = Of Course!

End of Block: Testing Shortcut

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Start of Block: Amount of Funding Requested

Q8 The appropriation amount for \${e://Field/Appropriation%20Title} is \${e://Field/Amount}. Are you requesting the total amount of the appropriation be funded at this time?

Yes (4)

No (5)

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Page Break

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Display This Question:

If The appropriation amount for  $\{e://Field/Appropriation\%20Title\}$  is  $\{e://Field/Amount\}$ . Are you r...  
= No

Q9 Are you declining funding at this time OR are you requesting less than the  $\{e://Field/Amount\}$ ?

- Declining Funding at this time (4)
- Requesting less than the total appropriation amount (5)

Display This Question:

If Are you declining funding at this time OR are you requesting less than the  $\{e://Field/Amount\}$ ? =  
Declining Funding at this time



Q10 Explain why funding is being declined.

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Display This Question:

If Are you declining funding at this time OR are you requesting less than the  $\{e://Field/Amount\}$ ? =  
Requesting less than the total appropriation amount



Q11 How much of the  $\{e://Field/Amount\}$  are you requesting?

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*Display This Question:*  
*If Are you declining funding at this time OR are you requesting less than the \${e://Field/Amount}? = Requesting less than the total appropriation amount*



Q12 Why are you requesting less than \${e://Field/Amount}?

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End of Block: Amount of Funding Requested

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Start of Block: Funding Request & Public Benefit



Q13 BEFORE YOU ANSWER THIS QUESTION

Describe how you will use the funding provided by this appropriation. Your response **MUST** provide specific details on how the money will be spent.

Even if the appropriation is specific, you will need to provide more detail than the appropriation language provides. Please provide as much detail as possible to allow us to determine whether the proposed use of funds is permissible under state or federal law.

If funding a phase or portion of a larger project, only describe what the appropriation will fund and **NOT** the larger project.

**WARNING:** If the description includes repeated language or summarizes the appropriation language, your project will not be deemed ready for funding until sufficient detail is provided.

I Confirm (4)

*Display This Question:*  
*If BEFORE YOU ANSWER THIS QUESTION Describe how you will use the funding provided by this appropriat... = I Confirm*



Q14 Provide a **DETAILED** description of what the proceeds will be used to fund.

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*Display This Question:*  
*If BEFORE YOU ANSWER THIS QUESTION Describe how you will use the funding provided by this appropriat... = I Confirm*



Q15 Confirm that the project description provides detail on how the funds will be spent and does NOT summarize or repeat the appropriation language.

I Confirm (1)

Page Break

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Q16 Will the funding requested be enough to complete the entire project or well-defined phase of that project?

Yes (1)

No (2)

*Display This Question:*

*If Will the funding requested be enough to complete the entire project or well-defined phase of that... = No*

Q17 Have you secured other funding sources (in addition to this funding) that will allow for completion of at least a well-defined phase of the project?

Yes (1)

No (2)

*Display This Question:*

*If Have you secured other funding sources (in addition to this funding) that will allow for completi... = Yes*



Q18 Enter the alternative funding source(s) information below. Include established and anticipated funds. Provide ALL information requested (leave no column blank).

	Funding Source (Established and Anticipated)	Amount (enter digits only - no\$ or commas)	Amount Secured?	Expended to Date (enter digits only - no \$ or commas)	Date Received or Will Receive (mm/dd/yyyy)
	(1)	(1)		(1)	(1)

(1)			▼ Yes (1 ... No (2)		
(2)			▼ Yes (1 ... No (2)		
(3)			▼ Yes (1 ... No (2)		
(4)			▼ Yes (1 ... No (2)		

*Display This Question:*

*If Have you secured other funding sources (in addition to this funding) that will allow for completi... =  
No*

Q19 Given that the requested amount is not sufficient to complete at least a well-defined phase of the project, can this project reasonably wait six months for funding?

Yes (1)

No (2)

*Display This Question:*

*If Given that the requested amount is not sufficient to complete at least a well-defined phase of th... =  
No*



Q20 How will you expend and/or encumber at least 5 percent of this funding in the next six months?

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*Display This Question:*

*If Given that the requested amount is not sufficient to complete at least a well-defined phase of th... = Yes*



Q21 Confirm that the project can await funding.

I Confirm (1)

*Skip To: End of Survey If Confirm that the project can await funding. = I Confirm*

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Page Break

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Q22 Does the project: (1) benefit the general public; (2) fulfill a governmental function; OR (3) allow general access and use to the public? Your answer to this question should be “yes” if the project fulfills any one of the numbered conditions specified in the previous sentence.

Yes (1)

No (2)

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*Display This Question:*

*If Does the project: (1) benefit the general public; (2) fulfill a governmental function; OR (3) all... = No*

Q23 **Please review your answer.** Some projects may not be open to the public or be used by the public but still fulfill a public function. Examples include: Public safety facilities and equipment, research facilities, public schools, agricultural equipment, senior living centers.

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Page Break

*Display This Question:*  
*If Fund Code = STB*  
*Or Fund Code = STBR*

Q24 Will any of the proceeds be used to purchase equipment or software?

- Yes (1)
- No (2)

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*Display This Question:*  
*If Will any of the proceeds be used to purchase equipment or software? = Yes*



Q25 Describe the equipment or software your agency/local entity will purchase.

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*Display This Question:*  
*If Will any of the proceeds be used to purchase equipment or software? = Yes*

Q26 Will you use the proceeds to purchase a non-standard warranty or separate maintenance or support service agreement?

- Yes (1)
- No (2)

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*Display This Question:*  
*If Will any of the proceeds be used to purchase equipment or software? = Yes*

Q27 Definitions: STANDARD warranties and maintenance and support service agreements are those that are typically included with the purchase of the equipment. NON-STANDARD warranties and maintenance and support service agreements are those that are typically purchased separately from the equipment. This includes extended warranties.

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*Display This Question:*

*If Will you use the proceeds to purchase a non-standard warranty or separate maintenance or support... = Yes*



Q28 Please describe the warranties, maintenance, or support service agreements your agency or local entity will be purchasing.

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Page Break

*Display This Question:*  
*If Fund Code = STB*  
*Or Fund Code = STBR*

Q29 Do you intend to use the proceeds to reimburse your agency/local entity for money it spent prior to receiving the proceeds?

Yes (1)

No (2)

*Display This Question:*  
*If Do you intend to use the proceeds to reimburse your agency/local entity for money it spent prior...*  
*= Yes*



Q30 How much is being reimbursed to your agency/local entity?

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*Display This Question:*  
*If Do you intend to use the proceeds to reimburse your agency/local entity for money it spent prior...*  
*= Yes*



Q31 Describe in detail what previous expenditures are being reimbursed to your agency/local entity and when those expenditures were made.

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*Display This Question:*  
*If Fund Code = STB*  
*Or Fund Code = STBR*

Q32 Will any portion of the proceeds be used to refinance, retire, or repay any prior debt obligation?

Yes (1)

No (2)

*Display This Question:*  
*If Will any portion of the proceeds be used to refinance, retire, or repay any prior debt obligation? = Yes*



Q33 How much is being refinanced, retired, or repaid?

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*Display This Question:*  
*If Will any portion of the proceeds be used to refinance, retire, or repay any prior debt obligation? = Yes*



Q34 Describe in detail the use of the proceeds as they relate to refinancing, retiring, or repaying prior debt. Please describe the chain of financing back to the original expenditures for capital assets.

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*Display This Question:*  
*If Fund Code = STB*  
*Or Fund Code = STBR*

Q35 Are the proceeds replacing another funding source that would otherwise be available to your agency/local entity for this project?

Yes (1)

No (2)

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*Display This Question:*  
*If Fund Code = STB*  
*Or Fund Code = STBR*

Q36 Examples of other funding sources include: operating budget, other bond/note proceeds, federal funds, reserves.

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*Display This Question:*  
*If Are the proceeds replacing another funding source that would otherwise be available to your agenc... = Yes*



Q37 What is the funding source being replaced?

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End of Block: Funding Request & Public Benefit

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Start of Block: Sufficient Funding

Q38 Has the project, or any portion of it, been included in one or more prior State (not local) bond or note sales?

Yes (1)

No (2)

*Display This Question:*  
 If Has the project, or any portion of it, been included in one or more prior State (not local) bond... = Yes



Q39 Provide the information below on past bond/note sales

Type of Bond	Appropriation ID	Reauthorized	Unspent as of Today (enter digits only - no \$ or commas)	Reversion Date (mm/dd/yyyy)	Please explain current status of the project and how multiple bond funds will be spent timely.
	(1)		(1)	(1)	(1)

(1)	▼ GOB (1 ... STB (2)		▼ Yes (1 ... No (2)			
(2)	▼ GOB (1 ... STB (2)		▼ Yes (1 ... No (2)			
(3)	▼ GOB (1 ... STB (2)		▼ Yes (1 ... No (2)			
(4)	▼ GOB (1 ... STB (2)		▼ Yes (1 ... No (2)			

*Display This Question:*

*If Provide the information below on past bond sales Text Response Is Greater Than 0  
 Or Or Provide the information below on past bond sales Text Response Is Greater Than 0  
 Or Or Provide the information below on past bond sales Text Response Is Greater Than 0  
 Or Or Provide the information below on past bond sales Text Response Is Greater Than 0*



Q40 Because you have unexpended proceeds, provide a detailed project timeline indicating the various phases of the project and when unspent proceeds will be expended and when this funding will be expended.

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Q41 **CONFIRM** that your agency/local entity will continue to monitor changes to the intended use and/or disposition of the real property or equipment financed with the proceeds for the entire time the proceeds are outstanding.

I Confirm (1)



Q42 **CONFIRM** that your agency/local entity will immediately inform the State Board of Finance or Capital Outlay Bureau if there is a change in use or disposition.

I Confirm (1)

End of Block: Sufficient Funding

Start of Block: Project Readiness, Priority, Spend-Down of Proceeds, and Contingencies

Q43 The next few questions relate to project readiness. The project may need to be funded in the future if the project is not ready to begin and/or funds cannot be expended within certain time frames. Note that unless the appropriation is expiring, you still have time to receive funds. You must have a high degree of confidence in the readiness of your project to receive proceeds at this time.

Q44 Has the project already begun or has the purchase of real property or equipment already occurred?

Yes (1)

No (2)

*Display This Question:*

*If Has the project already begun or has the purchase of real property or equipment already occurred?*  
= No



Q45 When will the project begin? (mm/dd/yyyy)  
(STB and GOB funded projects should begin after bonds are sold and grant agreements are executed. General Fund projects should begin after grant agreements are executed.)

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*Display This Question:*  
If Has the project already begun or has the purchase of real property or equipment already occurred?  
= Yes



Q46 When did the project begin OR when was the equipment purchased? (mm/dd/yyyy)

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*Display This Question:*  
If Has the project already begun or has the purchase of real property or equipment already occurred?  
= Yes



Q47 Explain the current status of the project.

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*Display This Question:*  
If Has the project already begun or has the purchase of real property or equipment already occurred?  
= Yes

Q48 Provide detail on the current phase of the project and what has occurred to date. (e.g., ready to issue RFP for design, construction documents complete, waiting for permits)

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Page Break

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Q49 Will you enter into one or more contracts with vendors by `#{e://Field/SUPPLIER_CONTRACT_DEADLINE_DATE_INSERT}`, to expend at least 5% of the proceeds?

- Yes (1)
- No (2)

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*Display This Question:*

*If Will you enter into one or more contracts with vendors by ... = Yes*



Q50 Confirm that work on the project will proceed diligently to completion.

- I Confirm (1)

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*Display This Question:*

*If Will you enter into one or more contracts with vendors by ... = No*

Q51 Explain why you won't be able to encumber at least 5% by this date.

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Q52 Will at least 85% of the proceeds be expended by `#{e://Field/85PCT_PROCEEDS_EXPENDED_DEADLINE_DATE_INSERT}`?

- Yes (4)
- No (5)

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Display This Question:

*If Will at least 85% of the proceeds be expended by ... = No*



Q53 Explain in detail why 85 percent cannot be expended by the date.

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Page Break

Q54 Are there any contingencies specified in the legislative appropriation for this project?

Yes (4)

No (5)

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*Display This Question:*

*If Are there any contingencies specified in the legislative appropriation for this project? = Yes*



Q55 Describe the contingencies and include the pertinent legislative language.

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*Display This Question:*

*If Are there any contingencies specified in the legislative appropriation for this project? = Yes*



Q56 How will each contingency be satisfied?

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Display This Question:

If Are there any contingencies specified in the legislative appropriation for this project? = Yes



Q57 When do you expect each contingency to be satisfied? Provide the anticipated month and year.

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Page Break

Q58 Are there any other contingencies or obstacles that need to be addressed for the project to proceed without delay? (e.g., permitting, other financing, construction contracts)

Yes (4)

No (5)

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*Display This Question:*

*If Are there any other contingencies or obstacles that need to be addressed for the project to proce...*  
= Yes



Q59 Describe these contingencies or obstacles:

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*Display This Question:*

*If Are there any other contingencies or obstacles that need to be addressed for the project to proce...*  
= Yes



Q60 How will each contingency or obstacle be satisfied?

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*Display This Question:*  
*If Are there any other contingencies or obstacles that need to be addressed for the project to proce...*  
= Yes



Q61 When do you expect each contingency or obstacle to be satisfied? Provide the anticipated month and year.

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End of Block: Project Readiness, Priority, Spend-Down of Proceeds, and Contingencies

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Start of Block: Ownership, Operation & Use

Q62 The next few questions ask about the ownership and use of the real property or equipment. PLEASE NOTE THAT A PRIVATE OR NONPROFIT ENTITY CANNOT OWN THE REAL PROPERTY OR EQUIPMENT. Ownership by a private or non-profit entity is generally not allowed under the New Mexico constitution. Private entities/nonprofits/federal government can operate, use, manage, and service the real property IF there is a sufficient agreement in place.



Q63 Who owns or will own the property or equipment?

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Q64 Confirm the owner is a governmental entity (i.e., not a private or nonprofit entity or the federal government).

- I Confirm (1)
- Not Confirmed (2)

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*Display This Question:*

*If Confirm the owner is a governmental entity (i.e., not a private or nonprofit entity or the federa... = Not Confirmed*



Q65 **Please review your answer:** Private and nonprofit entities are not allowed to own real property or equipment purchased with proceeds. If the owner is not a governmental entity, funding cannot be provided.

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Page Break

Q66 Will any other entity (besides the owner) operate, use, service, or manage the real property or equipment being funded with these proceeds?

Yes (1)

No (2)

*Skip To: End of Block If Will any other entity (besides the owner) operate, use, service, or manage the real property or e... = No*

*Display This Question:*

*If Will any other entity (besides the owner) operate, use, service, or manage the real property or e... = Yes*



Q67 Who will operate, use, service, or manage the real property or equipment to be funded with these proceeds?

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*Display This Question:*

*If Will any other entity (besides the owner) operate, use, service, or manage the real property or e... = Yes*

Q68 What type of organization is the operator/user/servicer/manager?

Govt. entity (1)

Private Entity (2)

Nonprofit (3)

Federal Govt. (4)

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*Display This Question:*

*If What type of organization is the operator/user/servicer/manager? = Govt. entity*

Q69 What is the governmental entity's role in the project?

- Lease (1)
- Operating (2)
- Management (3)
- Other (4)

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*Display This Question:*

*If What type of organization is the operator/user/servicer/manager? = Govt. entity*



Q70 Explain further the governmental entity's role in the project.

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Page Break

*Display This Question:*

*If What type of organization is the operator/user/servicer/manager? != Govt. entity*

Q71 Identify the organization's role in the project.

- Lease (1)
- Operating (2)
- Management (3)
- Other (4)

*Display This Question:*

*If What type of organization is the operator/user/servicer/manager? != Govt. entity*



Q72 Explain in detail the organization's role in the project.

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*Display This Question:*

*If What type of organization is the operator/user/servicer/manager? != Govt. entity*

Q73 Do you anticipate that the organization will make any payments to the governmental entity for the use of the project, or that the governmental entity will make payments to the organization to manage the project?

- Yes (1)
- No (2)

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*Display This Question:*

*If Do you anticipate that the organization will make any payments to the governmental entity for the...  
= Yes*



Q74 Explain what the payments cover.

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*Display This Question:*

*If What type of organization is the operator/user/servicer/manager? != Govt. entity*

Q75 Do you have an agreement with the organization that governs its operation/management/use of the real property or equipment?

Yes (1)

No (2)

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*Display This Question:*

*If Do you have an agreement with the organization that governs its operation/management/use of the r... = Yes*

Q76 Is the agreement current or does it need to be revised/extended?

Current (1)

Revised/Extended (2)

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*Display This Question:*  
*If Is the agreement current or does it need to be revised/extended? = Revised/Extended*

JS \*

Q77 When will the revised/extended agreement be available? (mm/dd/yyyy)

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*Display This Question:*  
*If Do you have an agreement with the organization that governs its operation/management/use of the r... = Yes*

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Q78 Explain what the agreements govern. (e.g., lease, operations, management, research/testing)

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*Display This Question:*  
*If Do you have an agreement with the organization that governs its operation/management/use of the r... = No*

JS \*

Q79 When do you anticipate entering into agreements (mm/dd/yyyy) related to the organization's operation/use of the property or equipment purchased with proceeds?

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Display This Question:

If Do you have an agreement with the organization that governs its operation/management/use of the r... = No



Q80 Describe the agreements you plan to enter into.

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Display This Question:

If What type of organization is the operator/user/servicer/manager? != Govt. entity  
And Do you have an agreement with the organization that governs its operation/management/use of the r... = No

Q81 **CONFIRM** that you will provide all lease, operating, management, service, or other agreements governing the use or operation of the real property or equipment once executed. (This includes service or management agreements with a 3rd party to operate/manage any portion of the project/equipment.)

**Note: If this project is approved to move forward and executed agreements are NOT received, conditions will be implemented on the appropriation and funding will not be released until those conditions are met.**

- I Confirm (1)
- Not Confirmed (2)

Display This Question:

If Do you have an agreement with the organization that governs its operation/management/use of the r... = Yes

Q104 **Agreement/Supplemental Materials File Upload**

(Note: Only one file can be uploaded, and the file cannot be removed. Click or drop the new file in the grey space to replace the existing file.)

Start of Block: Acknowledgment of Severance Tax Bond Restrictions and Authorized Officer Status

Q82 The legislation authorizing severance tax bonds/notes and general fund includes restrictions, such as deadlines and expenditure controls, which vary based on the year of enactment and timing of bond or note issuance (if funded by bonds/notes).

For example, the 2022 severance tax bond legislation (the “2022 Act”) states that the unexpended balance from the proceeds of severance tax bonds appropriated in this act for a project shall revert to the severance tax bonding fund no later than the following dates: for a project for which severance tax bond proceeds were appropriated to match federal grants, six months after completion of the project; for a project for which severance tax bond proceeds were appropriated to purchase vehicles, including emergency vehicles and other vehicles that require special equipment; heavy equipment; books; educational technology; or other equipment or furniture that is not related to a more inclusive construction or renovation project, at the end of the fiscal year two years following the fiscal year in which the severance tax bond proceeds were made available for the purchase; and for any other project for which severance tax bonds were appropriated, within six months of completion of the project, but no later than the end of fiscal year 2026. Upon expiration of the periods specified in the legislation, all remaining balances from the proceeds of severance tax bonds appropriated for a project in this act shall revert to the severance tax bonding fund three months after the latest reversion date specified for that type of project in Paragraph (1) of this subsection. If you believe that as of the reversion date there are unpaid costs and expense covered by binding written obligations to third parties, you must notify the State Board of Finance no later than ten (10) days after the scheduled reversion date. You will only have three (3) months to pay those unpaid third-party costs and expenses.

For example, the 2024 general fund legislation states the unexpended balance of an appropriation made in this act from the general fund shall revert: (1) no later than September 30 following: the end of fiscal year 2026 for a project for which an appropriation was made to purchase vehicles, including emergency vehicles and other vehicles that require special equipment; heavy equipment; books; educational technology; or other equipment or furniture that is not related to a more inclusive construction or renovation project; or the end of fiscal year 2028 for a project for which an appropriation was made related to an inclusive construction or renovation project; or (2) within six months of completion of the project for any other project for which an appropriation was made, but no later than the end of fiscal year 2028.

Except for appropriations to the capital program fund, money from severance tax bond proceeds provided pursuant to the act shall not be used to pay indirect project costs. For more information regarding eligible use of bond/note proceeds and general fund dollars, please consult the State Board of Finance's Bond Project Disbursement Rule, 2.61.6 NMAC available on the State Board of Finance's website at <https://www.nmdfa.state.nm.us/board-of-finance/capital-projects/bond-project-disbursement-rule/>.

Except for a project that was originally funded using a tax-exempt loan or bond issue, a project involving repayment of debt previously incurred shall be funded through the issuance of taxable severance tax bonds with a term that does not extend beyond the fiscal year in which they are issued.

**"Unexpended balance" means the remainder of an appropriation after reserving for unpaid costs and expenses subject to a binding written agreement with a third party. The Department of Finance and Administration interprets that an "expense" occurs, according to generally accepted accounting principles, at the point in time when goods or services are actually received.**

Failure to complete a questionnaire to the satisfaction of the State Board of Finance or Capital Outlay Bureau may result in a project not being funded at this time. Failure to satisfy any conditions imposed on a project by the State Board of Finance or Capital Outlay Bureau may result in proceeds not being disbursed for the project.

For a local project subject to a grant agreement with a state agency, in general, severance tax bond/note or general fund proceeds cannot be used to reimburse for expenditures made prior to the effective date of the grant agreement.

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**Q83 CONFIRM that the authorized officer acknowledges recognition of these restrictions. If this box is not checked, the State Board of Finance or Capital Outlay Bureau will not authorize funds for the project.**

- I Confirm (1)
- Not Confirmed (2)

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Q84

Authorized Officer

Name: (1) \_\_\_\_\_

Title: (2) \_\_\_\_\_

Phone: (3) \_\_\_\_\_

Email: (4) \_\_\_\_\_

End of Block: Acknowledgment of Severance Tax Bond Restrictions and Authorized Officer Status

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Start of Block: Additional Notes & Comments

*Display This Question:*

*If Q\_R Is Not Empty*

Q85 STOP: This section is reserved for notes and comments in response to emails from Board of Finance or Capital Outlay Bureau staff asking questions about the project or this questionnaire. Please leave blank unless and until you are responding to questions.

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*Display This Question:*

*If Q\_R Is Not Empty*

Q86 Notes and comments in response to emails:

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End of Block: Additional Notes & Comments

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