Nonprofit Organization
State Capital Outlay Request Packet
2027 Legislative Session
Required by City of Albuquerque

City of Albuquerque Capital Outlay Initial Request Form

This application packet is required if your organization intends to pursue capital outlay funding from the 2027 New Mexico State Legislature involving the City of Albuquerque (City) as the fiscal agent.

If the City of Albuquerque accepts your application, your organization will need to complete a legislative Capital Outlay Project Request online no later than 3:00 p.m. on Friday, December 11, 2026 (https://www.nmlegis.gov/Legislation/BillFinder/Capital_Outlay/).

Please note: The New Mexico Constitution "anti-donation" clause (Article IX, Section 14) prohibits governments from donating to private parties. To read this legislation, click here.

Complete this packet and submit it by December 9, 2026 by 5:00pm MST to:
Josh Herbert, Department of Municipal Development, City of Albuquerque
P.O. Box 1293, One Civic Plaza NW, Room 7057 Albuquerque, NM 87103
or by email: josh@cabq.gov. Please use Subject Line: 2027-1 FA *(your org name)*

Basic Information

*Organization Name:*_____

*Address:*_____

City/State/Zip: _____

*Primary Contact Name & Title:*_____

*Phone Number:*_____ *E-mail:* _____

*Mission/Purpose/Service Provided:*_____

_____

*Clientele Served:*_____

For COA use ONLY:

Department Director Approval for Fiscal Agency request:

_____ _____

Signature ***Date***

Does the Organization have a current Contract/Agreement(s) with City of Albuquerque? *Yes* ☐ *No* ☐

If you have answered yes, attach a copy of the executed agreement for submittal.

Note that no funds will be directly disbursed to your organization. Funds cannot be used until Organization has a valid City Contract/Agreement.

Does the City of Albuquerque own the property the funds are requested for? *Yes* ☐ *No* ☐

*Per State Law, Capital funds **cannot be used** on/in/for any facility not owned by the City of Albuquerque.*

(Very rare exceptions exist for artwork or loaned/rented exhibits, email josh@cabq.gov if you believe these exceptions apply)

Does this request meet the Anti-Donation Clause for Capital Funds? *Yes* ☐ *No* ☐ *Unsure* ☐

For information regarding this clause, click here.

Has the organization received State of New Mexico Capital Outlay from any of the last three Legislative Sessions (FY 2024, 2025, and/or 2026?) *Yes* ☐ *No* ☐

If you have answered yes, please use the Previous Capital Outlay Identification Form (p5) to complete the required information and attach to this project information form for submittal. Please identify if the capital outlay was a re-appropriation of an earlier grant.

If Capital Outlay funding is awarded, what specifically would you like the City of Albuquerque to purchase for your organization?

Please describe the equipment, furnishings, vehicles, or other items you are requesting the City to purchase if the project is funded. Be as specific as possible, including estimated quantities and costs, if known. _____

_____

_____

Estimated total cost of requested purchase(s): $_____

If the requested funding is less than the total cost of the purchase/project, how will the remaining cost be funded?

Total estimated cost: $_____

Other funding available/anticipated: $_____

Source(s): _____

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Project Information Form

2027 Capital Outlay Request For information regarding Legislative Language, click here.

Amount: $ _____

Project Description and Purpose (legislative language request – project scope): _____

_____

_____

_____

Does capital project have a master plan or cost estimate? Yes ☐ No ☐

The State Board of Finance is currently only approving severable equipment, furnishings, and vehicles for non-profits

Please attach all supporting documentation

Organization's Leadership Signature: _____

Date: _____

For COA Use Only

Department/Division to manage DFA Grant/Project:

Department/Division Project Manager:

_____

Revised or new agreement needed: _____

COA ICIP Project No. (Project must be included on the COA ICIP): _____

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Previous Capital Outlay Identification Form

Please use this Capital Outlay Identification Form to identify all previous Capital Outlay funding requests that have been signed into law by the Governor AND are still in process of being expended or approved. Please do not include any information on projects that are completed. This form must accompany the 2027 State Capital Outlay Request form being submitted to the City of Albuquerque for consideration.

Capital Outlay Item and Fiscal Year of Appropriation	***Capital Outlay Value***	***Has approval by State of NM been received to start the purchase/project implementation? If yes, fill out the next two columns. If no, explain reason and still complete the last column.***	***Expiration Date of Appropriation***	***Amount expended to date***
EX: J2752 – FAMILIES WITHOUT HOMES PRESCHOOL EXPAND	***240,000***	***No, nonprofit is required to meet conditions as set by DFA/Attorney General's Office prior to receiving approval for funds to be dispersed to City.***	***6/30/2029***	***0***

I understand that this form must be submitted with all other required forms for the City of Albuquerque's review process of my organization's request for 2027 New Mexico State Legislative Session - State Capital Outlay funds to be administered by City of Albuquerque where the City will act as the fiscal agent in anticipation of full reimbursement by the State of New Mexico.

PRINT: Name and Title and Organization

Signature **Date Submitted**

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Previous Contract Agreement Form

Please use this previous Contract Agreement Form to identify all current contract/agreement(s) your organization has with the City of Albuquerque. This form must accompany the 2027 State Capital Outlay Request form being submitted to The City of Albuquerque for consideration. Types of agreements/contracts: Services in Lieu of Rent; FY X State Capital Outlay Agreement; Social Services Grant Agreement; Neighborhood Grant Agreement; Facility Use Agreement, Program Services Agreement, etc.)

Contract/Agreement Title	***Contract/Agreement Value***	***Expiration Date***
EX: Social Service Grant for FY 2021 to provide services to homeless youth.	***$10,000***	***6/30/2023***

I understand that this form must be submitted with all other required forms for The City of Albuquerque review process of my organization's request for 2027 New Mexico State Legislative Session - State Capital Outlay funds to be administered by the City of Albuquerque where the City will act as the fiscal agent in anticipation of full reimbursement by the State of New Mexico.

PRINT: Name and Title and Organization

Signature **Date Submitted**

Critical Information:

Even if the bill passes permitting your Organization to receive Capital funding, those funds WILL NOT be available until DFA ensures the project meets State Law.

City Fiscal Agent approval DOES NOT mean that the project is guaranteed, or even necessarily likely, to clear DFA. It is ONLY permission to utilize the City to request such funds. Likewise, being permitted State Capital funding through passage of the funding bill does not obligate the City or its Departments to form a Use Agreement/Contract with your Organization to meet DFA requirements in any way.

DO NOT purchase equipment, order items, sign a purchase agreement, or otherwise commit Capital Outlay funds on behalf of the City. The City cannot reimburse your organization for purchases made independently. All purchases using Capital Outlay funds must be made by the City in accordance with applicable procurement requirements.

All purchases must comply with applicable City and State procurement requirements and the purchasing procedures of the City department administering the grant. The nonprofit organization may not select or commit the City to a particular vendor. The City, not the organization, makes all purchases using Capital Outlay funds.

Capital Outlay funding must be sufficient, together with any other secured funding, to complete the intended purchase or project. An appropriation does not obligate the City to provide additional funding if the appropriation is insufficient to complete the purchase or project.

Using Capital funds for anything outside of the language in the final bill, as signed by the Governor, is a violation of State Law. Note that the scope language of your project MAY change between your entry online and the final bill with neither your approval nor notification.

Your Organization is responsible for understanding the scope the funds may be utilized for, as well as determining and fulfilling all DFA requirements for approval.

City Fiscal Agent approval does not serve as your capital outlay request. After receiving Fiscal Agent Approval, your Organization is responsible for completing a legislative capital outlay request form that is due prior to the beginning of the 2027 legislative session. The deadline for submitting a capital outlay project request online is 3:00 p.m. on Friday, December 11, 2026.

https://www.nmlegis.gov/Legislation/BillFinder/Capital_Outlay/