

BLOCK 4



Draw Requests



Draw Requests

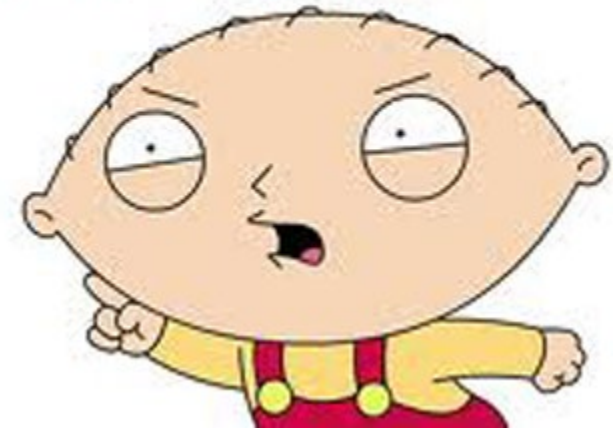




Draw Requests

- 2 Types of Draw Requests
 - Appropriations made to the NMHED
 - Direct appropriations to the HEI

**WHERE IS MY MONEY MAN?!!
WHERE IS MY MONEY?!**





What is needed as part of the draw request?

- NMHED Draw Request Procedures
- Grant Agreement



NEW MEXICO HIGHER EDUCATION DEPARTMENT

MICHELLE LUJAN GRISHAM
GOVERNOR



STEPHANIE RODRIGUEZ
ACTING CABINET SECRETARY

DRAW REQUEST PROCEDURES

The New Mexico Higher Education Department, being the named intermediate agency of certain capital outlay appropriations, is responsible for the reimbursement of allowable expenditures. The following draw request procedures outline the process for higher education institutions to follow when requesting a draw down from the agency:

1. A grant agreement for the capital outlay appropriation must be executed.
2. An active Notice of Obligation must be in place before expenditures can be made. The only exception to this requirement is Academic Library expenditures.
3. Draw requests are to be submitted to the NMHED in accordance with Article IX. Request for Payment Procedures and Deadlines of the executed grant agreement and must include the following:
 - a. Original completed and signed NMHED Draw Request Form and Certification;
 - b. Copy of General Ledger Check Detail and/or Program Detail report;
 - c. Copy of itemized list of expenditures which ties to each invoice and receipt to include: date, amount, vendor name, voucher or check number, invoice number, and a total of all amounts. This itemized list of expenditures needs to total the amount of the draw request;
 - d. Copies of invoices and receipts that show item being purchased, date purchased or invoiced, and amount; and,
 - e. Proof of payment (Copy of warrant, P-Card transaction, etc.)
 - f. Print Screen from CPMS verifying monthly update
4. The NMHED, per 2.61.6 NMAC, will make a draw request to the State Board of Finance by 3:00 p.m. on the 1st and 15th day of each month or by 9:00 a.m. the next business day if the 1st or 15th falls on a weekend or holiday. The minimum draw request amount per project shall be \$1,500 unless it is the final draw request of the fiscal year or of the appropriation.
5. Submit all draw requests and required supporting documentation to the following email addresses: Gerald.Hoehne@state.nm.us and Loretta.Marquez@state.nm.us.
6. The original completed and signed NMHED Draw Request Form and Certification must be mailed to the NMHED offices in Santa Fe.

REV. 01/27/2021

ARTICLE IX. REQUEST FOR PAYMENT PROCEDURES AND DEADLINES

A. The Grantee shall request payment by submitting a Request for Payment, in the form attached hereto as Exhibit 1. Payment requests are subject to the following procedures:

- (i) The Grantee must submit a Request for Payment; and
- (ii) Each Request for Payment must contain proof of payment by the Grantee or liabilities incurred by the Grantee showing that the expenditures are valid or are liabilities incurred by the Grantee in the form of actual unpaid invoices received by the Grantee for services rendered by a third party or items of tangible personal property received by the Grantee for the implementation of the Project; provided, however, that the Grantee may be reimbursed for unpaid liabilities only if the Department, in its sole and absolute discretion, agrees to do so and in accordance with any special conditions imposed by the Department.
- (iii) In cases where the Grantee is submitting a Request for Payment to the Department based upon invoices received, but not yet paid, by the Grantee from a third party contractor or vendor, if the invoices comply with the provisions of this Agreement and are a valid liability of the Grantee, the Grantee shall make payment to those contractors or vendors within five (5) business days from the date of receiving reimbursement from the Department or such shorter period of time as the Department may prescribe in writing. The Grantee is required to certify to the Department proof of payment to the third party contractor or vendor within ten (10) business days from the date of receiving reimbursement from the Department.

B. The Grantee must obligate 5% of the Adjusted Appropriation Amount within six months of acceptance of the grant agreement and must have expended no less than 85% of the Adjusted Appropriation Amount six months prior to the reversion date.

Grant Agreement

C. Deadlines

Requests for Payments shall be submitted by Grantee to the Department on the earlier of:

- (i) Immediately as they are received by the Grantee but at a minimum thirty (30) days from when the expenditure was incurred or liability of the Grantee was approved as evidenced by an unpaid invoice received by the Grantee from a third party contractor or vendor; or
- (ii) July 15 of each year for all unreimbursed expenditures incurred during the previous fiscal year; or
- (iii) Twenty (20) days from date of Early Termination; or
- (iv) Twenty (20) days from the Reversion Date.

Date: _____		
To: New Mexico Higher Education Department 2044 Galisteo Street, Suite B, Santa Fe, NM 87505-2100		
From: _____		
Re: Draw Request # _____		
Type of Bonds/Series or Gen.Fund Apprpr: _____		
Project Title: _____		
DFA Project Number: _____		
Institution Project No. (optional): _____		
Chapter and Laws: _____		
Reversion Date: _____		
Expenditure Date Range:* _____		
Budget Summary:		Comments:
Original amount of apppr. for this project	_____	
AIPP amount (if applicable) 1% of original amount	_____	
Total amount available after AIPP	_____	
Less amount of this draw request	_____	
Less pending draw request(s)	_____	
Less approved draw request(s)	_____	
Total amount for draws to date	_____	
Available balance for this project	_____	

Subject to the terms, provisions and conditions of this draw request, you are requested to have delivered to the Institution or designated payee of the recipient on the bond proceeds the total amount stated above.

None of the obligations for which payment is hereby requested has formed the basis for any payment previously made; and, each of the obligations for which payment is requested is or was necessary or appropriate in connection with the project and is a proper charge against the project account. The Institution acknowledges that, in general, the interest on the bonds may not be excluded from gross income for federal income tax purposes if more than five percent (5%) of the bond proceeds are to be used directly or indirectly by any person other than a governmental unit ("Private Person") in any business or commercial activity other than use as a member of the general public and the Private Person makes payment for the use of such property (whether or not such payments are made to the state) which exceed the principal of or interest on more than 5% of the proceeds on the bonds.

I certify that this request complies with the policies of the State Board of Finance and is consistent with the reasonable expectations set forth in the Tax Compliance Certificate signed by the Institution in connection with the issuance of the bonds. If this request is for a reimbursement, I certify that money of the recipient of proceeds from this draw request equal to or greater than the amount reimbursed has been paid for project purposes.

Wire Transfer Information:	
Payor:	New Mexico State Treasurer
Institution:	_____
Amount due:	_____
Institution Account No:	_____
Receiving Bank/Location:	_____
Bank Transit No (9 digits):	_____
Authorized Signature	Type Name and Title

NMHED Approval:		
\$		
Amount approved	Signature	Date

CERTIFICATIONS:

1. Under New Mexico law, expenditures shall not be made for purposes other than those specified in an appropriation. The Agency has considered the appropriation language (listed on Page 1 under Project Description) and certifies that the proceeds requested will be applied to a permissible purpose within the Project Description.
2. None of the obligations for which payment is requested has formed the basis for any payment previously made; and, each of the obligations for which payment is requested is or was necessary or appropriate in connection with the project and is a proper charge against the project account.
3. The Agency certifies that the stated expenditures have been incurred and paid, or, in the case of direct payment to vendors, incurred, relative to the said project, the stated severance tax, supplemental severance tax, or general obligation bond series and prior to the reversion date on page 1.
4. If this request is for reimbursement, the Agency certifies that money of the recipient of proceeds of this draw request equal to or greater than the amount reimbursed has been paid for project purposes.
5. The Agency certifies that according to its accounting records for this project, there is a sufficient account balance available on this project to cover this request. The Agency certifies that to the best of the Agency's knowledge, the above representations with respect to the project balance and distributions to date are accurate.

Authorized Signature

Type Name and Title

Sworn and subscribed to before me, a notary public, this ____ day of _____ in the year _____.

Notary Public

My commission expires: _____

Date:

To:

New Mexico Higher Education Department

2044 Galisteo Street, Suite B, Santa Fe, NM 87505-2100

From:

Re:

Draw Request #

Type of Bonds/Series or Gen.Fund Appropri:

Project Title:

DFA Project Number:

Institution Project No. (optional):

Chapter and Laws:

Reversion Date:

Expenditure Date Range:*

Budget Summary:

Original amount of appropr. for this project

AIPP amount (if applicable) 1% of original amount

Total amount available after AIPP

Capital Appropriations

Appropriation ID: A5121

A5121 - Higher Education Department - Dept Code:A16A5121 - Class Code:A5121

Year	2016
Appropriation Title	NAVAJO TECH UNIV LEARNING INNOVATION CTR
Fund Code	GENERAL OBLIGATION BONDS
EO 2013-006 Eligibility	
Bond Sale Date	8/1/2017
Bond Series Number	GOB17
Amount of Bond Sale	\$850,000
Category	HED
Subcategory	Higher Education
County	McKinley
State Amount	\$850,000
Chapter/Section	82 / 10/C/ 2
Reversion Date	6/30/2021

SHARE/BOF Data

Expended Amount (SHARE)	\$0
Appropriation Balance (SHARE)	\$841,500
Expended Amount (BOF)	\$0
AIPP Amount (BOF)	\$8,500
Reversion Amount (BOF)	\$0
Appropriation Balance (BOF)	\$841,500
Last Update (SHARE/BOF)	2/11/2019

State Agency Data



Important Point!

- Academic Library Appropriations for all higher education institutions must be submitted to the NMHED for reimbursement.
- Academic Library Appropriations do not need:
 - › Notice of Obligation
 - › CPMS reporting by HEI





Academic Library Guidelines



General Guidelines for Expenditures of Library GO Bond Funds

<i>Content: (e.g. Books)</i>	<i>Equipment:</i>	<i>Electronic Resources:</i>	<i>Technology Projects:</i>
<ul style="list-style-type: none">- Books- Journals- Databases, indexes- Microforms- Media (e.g. streaming, DVD, CD, film)- Maps- Models and kits- Art Collection	<ul style="list-style-type: none">- Scanners, printers- Microform readers/printers- Computers, laptops, tablets- Large screen televisions, projectors or displays- Specialized library furnishings (e.g. cabinets, workstations)- Self-check stations	<ul style="list-style-type: none">- Depository accounts (e.g. OCLC, Amigos)- Interlibrary Loan Services (e.g. OCLC, ILLiad, Copyright Clearance Center)- Integrated library systems (e.g. WorldShare, Alma)- Electronic resource management systems (e.g. Serials Solutions, EBSCO)	<ul style="list-style-type: none">- Electronic pathfinders (e.g. LibGuides)- Software for digital repository (e.g. ContentDM, ArchivesSpace)- Wireless Internet access- Authentication systems- Servers (e.g. EZproxy, Open Athens)

Note: Typically, Library GO Bond funds cannot be used to purchase general library supplies such as tattle tape, paper, and toner cartridges.

The above list serves only as a general guide for acceptable library acquisitions in spending general obligation (GO) library bond funds. However, please note that the primary intent of the GO bond funds is to supplement existing library acquisitions budgets and not to replace them. Our major focus should be for expending funds to improve patron service. All items purchased through this bond must be housed within the library and be available for general patron use. All expenditures must be initiated and approved by the Library Dean or Director.



Academic Library Guidelines



NEW MEXICO
CONSORTIUM OF ACADEMIC LIBRARIES

General Guidelines for Expenditures of Library GO Bond Funds

The categories in the General Guidelines above reflect language in the GO Bond that is as follows:

Content (e.g. Books)—*Self explanatory*

Equipment—defined as mechanical, technological or recreational items necessary in the use of the building for its intended purpose

Electronic Resources—defined as any information source that a library provides access to in an electronic format

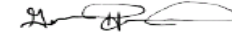
Collaborative Library Resources - This is the collaborative project information

Technology Projects—defined as hardware, software when the software is needed for the intended use of the facility and is a one-time expense, wiring, cooling (where necessary) and related costs, but does not include remodeling, space dividers, or other furniture; does not include consumables such as toner, batteries, CD-ROMs, etc., unless included as part of the package or otherwise allowed.


Submitted by:


Gilda Baeza-Ortego, NMCAL President

Accepted by:

DocuSigned by:

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Gerald Hoehne, NMHED Capital Projects Director

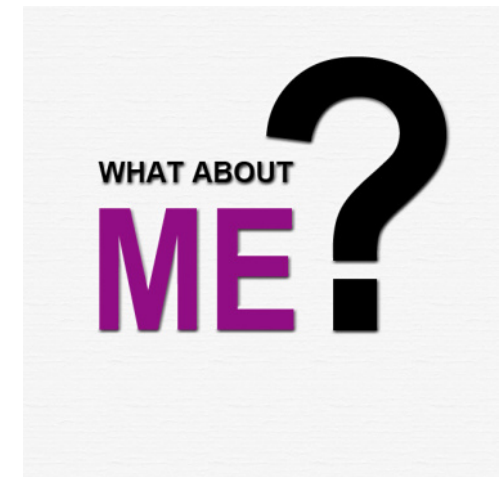
Approved by:

DocuSigned by:

12/14/2020
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Stephanie Rodriguez, NMHED Acting Cabinet Secretary



Research and Comprehensive HEI's

- How do you submit a draw request?
- What is needed as part of the draw request?





See separate SBOF Draw Presentation





Resources

Draw Requests

<https://hed.state.nm.us/resources-for-schools/capital-projects/resources>

Training

<https://hed.state.nm.us/resources-for-schools/capital-projects/training>



NMHED Contact Information



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