

Higher Education Capital Outlay 2021 Training Series

Board of Finance

Draw Requests
April 21, 2021



BOF DRAW PROCESS

- On the 1st and 15th of each month BOF Receives Draw Requests.
- BOF assigns each Draw Request a document number and invoice number.
- BOF enters requests into BOF database and prints out Payment Voucher Backup.
- As BOF enters requests into database they are looking to make sure the request packet has all required fields filled out and the necessary documentation. (Please see next slide)
- Once information is entered into the database and packet is complete, the payment voucher is then entered into the state SHARE financial system.
- The payment voucher then goes through multiple levels of approval at DFA prior to the sending of the ACH or printing of the check.

HEI DRAWS

When reviewing HEI draws, the BOF is looking for the following items:

- Correct Appropriation stated in the top right corner
- Correct Bond Series filled out
- Correct Title to Appropriation
- Draw request amount stated
- Authorizing signature and Notary signature with stamp
- HED Review and Approval
- State BOF Actions (if applicable)

DRAW REQUEST REQUIRED FIELDS

DRAW REQUEST

Date: March 23, 2021

SBOF Project No.: E2857

Department of Finance & Administration
State Board of Finance
Rm. 181 Bataan Memorial Building
Santa Fe, NM 87501
Attn: Draw-Down Administrator

21431441

INV# E185

Re: State of New Mexico **GENERAL OBLIGATION BONDS**, Series _____

☒ Re: State of New Mexico **SEVERANCE TAX BONDS**, Series STB20SA

☐ Re: State of New Mexico **SUPP. SEVERANCE TAX BONDS**, Series _____

Requesting Agency/Institution: New Mexico Highlands University

Recipient (if different from above): _____

Project Title: NMHU ATHLETIC FACILITIES IMPROVE

Project Description (Appropriation language): To plan, design, construct, purchase, equip, repair and renovate and make improvements to athletic facilities.

Chapter 81, Laws 2020, Section 41, Paragraph 1

Reversion Date: 6/30/2024 (See "Capital Projects Search" on BOF website)

Re-Authorization Description (if applicable): _____

Re-Authorization (if applicable) Chapter _____, Laws _____, Section _____, Paragraph _____

Reversion Date: _____ (See "Capital Projects Search" on BOF website)

Amount of Above Designated Bonds Sold for this Project: \$190,000

Amount of this Draw: \$58,400.15

Fiscal Year of Expenditure: 2021

Check One ☒:

☒ Reimbursement to State Agency/Institution

For Reimbursement to State Agency/Institution, include Warrant No. or ACH Reference No.: _____

☐ Direct Payment to Contractor or Other Entity

DRAW REQUEST

Date: March 23, 2021

SBOF Project No.: E2857

Transfer Account Code No.: _____
(Business Unit, Fund Code, Department Code, Account Code, Budget Reference Code, and Class Code)

Subject to the terms, provisions and conditions of this Draw Request, you are requested to have delivered to the Agency or designated payee of the recipient of the bond proceeds the total amount stated above.

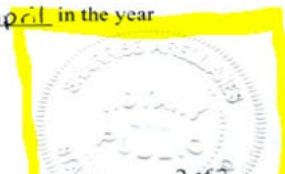
CERTIFICATIONS:

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.

Catherine Diaz
Authorized Signature
Catherine Diaz, Accounting Manager
Type Name and Title

Sworn and subscribed to before me, a notary public, this 1st day of April in the year

2021
[Signature]
Notary Public
My commission expires: April 10, 2022



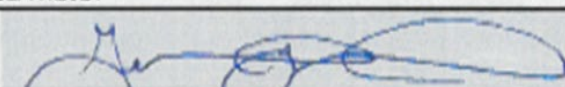
REQUIRED BACKUP DOCUMENTATION

NMHED Project Approval Verification

The following projects are perceived by the Institution to be below the threshold as stated in NMAC 5.3.10.8 for the institution. This Excel form must be submitted to the NMHED Capital Projects Director for review and signature prior to requesting a draw down from DFA. A signed PDF must be sent to the institution and attached to each draw request for the projects listed below. The institution certifies the information below to be accurate.

Person Submitting: Kevin Matthes Date: February 12, 2021

Institution	Project Title Needs to be descriptive. If projects have similar titles or descriptions, please include the legislative appropriation bill	Funding Amount	Funding Type and Number	Total Project Cost	HED Staff Only	
					HED Review Not Required	HED Review Is Required
WNMU	WNMU Felipe De Ortega Y Gasca Cultural Center Renovation. Scope of Work includes A/E eval of ADA issues and access, modify office space, replace wall sections and dry wall, install carpet, and paint.	\$50,000	E2917	\$ 50,000.00	XX	

Comment:
HED Review Date: 02/17/2021
HED Certification: 
Gerald Hoehne, Capital Projects Director doc. DR1021.150710

HED REVIEW NOT REQUIRED

NEW MEXICO HIGHER EDUCATION DEPARTMENT

MICHELLE LUJAN GRISHAM
GOVERNOR



KATE M O'NEILL, ED.D
CABINET SECRETARY

Date: September 20, 2019
To: Kate M. O'Neill, Cabinet Secretary
From: Gerald Hoehne, Capital Projects Director
Subject: NMHED Capital Outlay Committee Recommendation


The following project was submitted to the New Mexico Higher Education Department and reviewed by the Capital Outlay Committee:

**Western New Mexico University – \$600,000
10th Street Improvements and Infrastructure**

The information provided was reviewed for compliance with NMAC 5.3.10, Capital Projects Approval by the New Mexico Higher Education Department; and EO 2006-001, State of New Mexico Energy Efficient Green Building Standards for state buildings. Based on the review, the committee does recommend approval of this project.

Certification:

I have reviewed the above project and committee recommendation. In accordance with NMAC 5.3.10.11D, Approval Process, I hereby:

Approve to proceed to the New Mexico State Board of Finance meeting on XX/XX/XXXX
Initials 
Initials Approve does not require New Mexico State Board of Finance review

Do not approve
Initials

Signature 
Kate M. O'Neill, Ed.D
Cabinet Secretary

2044 Galisteo Street, Suite 4, Santa Fe, NM 87505-2100
Phone: 505-476-8400 Fax: 505-476-8454
www.hed.state.nm.us

HED REVIEW REQUIRED, STATE BOARD OF
FINANCE REVIEW NOT REQUIRED

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CARMEN J. LÓPEZ
DEPUTY CABINET SECRETARY

The following project was submitted to the New Mexico Higher Education Department and reviewed by the Capital Outlay Committee:

The information provided was reviewed for compliance with NMAC 5.3.10, Capital Projects Approval by the New Mexico Higher Education Department; and EO 2006-001, State of New Mexico Energy Efficient Green Building Standards for state buildings. Based on the review, the committee does recommend approval of this project.

I have reviewed the above project and committee recommendation. In accordance with NMAC 5.3.10.11D, Approval Process, I hereby:

Signature CJL
Carmen J. López
Deputy Cabinet Secretary

HED REVIEW REQUIRED AND STATE BOARD OF
FINANCE REVIEW REQUIRED

- ### 23. REPORTED

2.61.6.9 (DISBURSEMENT RULE) PAYMENT OF CAPITAL PROJECT EXPENSES, DRAW REQUEST PROCEDURES

A (1)

- (1) Documentation to support draw requests from agency:
 - (a) one draw request form for each project (1 original and 2 copies);
 - (b) proof of payment - notarized certification from an authorized signatory that expenditures are valid or actual receipts;
 - (c) evidence that **conditions** have been satisfied if applicable;
 - (d) certification that the statements made in the original certification and questionnaire remain true, including use of facility;
 - (e) additional documentation to be submitted for requests by state educational institutions:
 - (i) if the capital project only requires higher education department approval, a higher education department approval letter;
 - (ii) if the capital project requires both higher education department and board approval, a higher education department approval letter and a copy of the board action sheet;
 - (iii) if the capital project does not require higher education department approval, a higher education department project review approval verification.

CONDITIONS MEMO

- During the bond questionnaire review, if a project is determined to have conditions it will be included in this memo at the end of a bond sale.
- The requesting agency will have to provide documentation to the State Board of Finance for review and approval prior to any disbursement of funds.



State of New Mexico
Department of Finance & Administration
Board of Finance
181 Bataan Memorial Building
Santa Fe, NM 87501
(505) 827-4980 Fax (505) 827-3985

Governor Michelle Lujan Grisham
President

Deborah K. Romero
Acting Executive Officer

Lt. Governor Howie Morales
Board Member

Ashley Leach
Director

To: Marcos Trujillo, Deputy Director, State Board of Finance
Antonio Ortiz, Director, Public Education Department
Donnie Quintana, Director, Local Government Division

From: Ashley Leach, Director, State Board of Finance

Date: December 14, 2020

Re: Projects Included in Sale of State of New Mexico Severance Tax Bond, Series 2020A:
Release of Funds Subject to Conditions

Based on the information provided in the project's bond questionnaire, as supplemented by subsequent communications, the following projects have been included in this sale, subject to the conditions set out below. Funds shall **NOT BE DISBURSED** to the recipient **UNLESS** the project is as described in the questionnaire and the appropriate agency, as indicated below, has received documentation showing that the specified conditions have been met:

Public Education Department ("PED")

E2047

thirty eight thousand dollars (\$38,000) to plan, design, construct, renovate, furnish and equip buildings and grounds, including the purchase of activity transportation, information technology and installation of related equipment, fencing, wiring and infrastructure, for La Academia de Esperanza charter school in Bernalillo county: Funds may be released upon receipt of **certification from PED that charter school is in compliance with NMSA 1978, § 22-8B-4.2, relating to charter school facilities standards.**

E4019

Funds previously appropriated pursuant to N.M.

END OF YEAR TIMELINE

▲ **BOARD OF FINANCE**

BOF 1. Draw Down Reimbursement Requests

1. Agencies must send fiscal year 2021 draw requests to Board of Finance (BOF) by 5:00 p.m. on July 16, 2021 to receive final approval by FCD before end of year deadline of July 30, 2021. This deadline will provide the BOF and DFA-ASD adequate time to review and process requests, to comply with 2.61.6 NMAC.

BOF 2. Bond Proceed Reversions

1. Agencies must send fiscal year 2021 severance tax and general obligation bond proceed reversion requests to Board of Finance (BOF) by 5:00 p.m. on September 6, 2021 to receive final approval by FCD before end of year deadline of September 30, 2021. This deadline will provide the BOF and DFA-ASD adequate time to review and process all requests.