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## **DISTRICT PRESENTATIONS TO THE PUBLIC SCHOOL CAPITAL OUTLAY COUNCIL FOR STANDARDS-BASED OR PRE-K FUNDING**

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### **OVERVIEW:**

The New Mexico public school capital outlay application process includes an opportunity for the district to present to the Public School Capital Outlay Council (PSCOC) to explain the request and need, and to advocate the benefits the project would have on the school facility and the district.

Below is a suggested approach to presenting an application to the PSCOC.

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### **PRESENTATION PROCEDURES:**

- Total presentation time is limited to 15 minutes per application, followed by PSCOC questions to the district.
- District presentations should consist of a PDF presentation, submitted to the PSFA prior to the PSCOC meeting to include in the PSCOC notebooks. Audio/visual projections are not permitted.
- Please limit your materials to a maximum of 25 pages, per application.
- Presentations should generally be led by the district superintendent or district representative, and can include district facility, financial staff, school board members, the district bond advisor and the school principal.
- Please plan to arrive an hour before your district's presentation is scheduled, since there is usually some unavoidable variance in the day's itinerary.

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Contact the PSFA Programs Team for additional assistance:

[programs@nmpsfa.org](mailto:programs@nmpsfa.org)



## **POTENTIAL PRESENTATION OUTLINE (suggested information to include):**

Given time the constraints at PSCOC meetings, presentations should concisely outline the request and pertinent information in a manner that allows the PSCOC members to quickly scan and understand the information.

### **1. Requested Project Description:**

- **Request** - provide an explanation of the request and quantifying why the project is necessary
- **Project / School Location** - a map of the school district, identify the locations of all schools and the location of the specific school/project for which funding is being requested
- **Existing Building Information** - age of the school buildings, condition of building systems and components, and issues that the district is having with particular buildings, systems or components
- **Connection to Facilities Master Plan (FMP)** - confirm if this project request aligned with the FMP prioritized capital projects
- **Enrollment** - enrollment history (10 years minimum) and 5 year enrollment projections

### **2. Summary of Successful PSCOC Award History within the District (if applicable) -** provide an update / status on previous / existing PSCOC funded projects, evidence of the district's expeditious and prudent use of those funds,

### **3. District Financial Summary** - Demonstrate availability of local match requirements, and any other funding sources (it will strengthen your district's application if evidence can be provided that the district has already raised its local match)

- District's Local Capacity (sources to be used for the project)
- Timing of Bond Sales, Mill levy elections, other key financial considerations to accommodate the local match
- Available cash balance, and percent of cash balance vs operational budget
- Most recent audit summary (findings and resolution of the findings)

