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## **Instructions for School District Presentations to the Public School Capital Outlay Council (PSCOC)**

**Overview:** The New Mexico public school capital outlay application process includes an opportunity for each applying school district to make a brief presentation to the PSCOC. The presentation allows the district to explain its proposal and describe the anticipated impact of the project on its school(s) and community. See “Guidelines for Developing Your Slide Deck” for more information on how to develop your presentation.

**Submission Deadline and Procedure:** You must submit a PDF of your presentation to [programs@nmpsfa.org](mailto:programs@nmpsfa.org) by March 31, 2026, at 5:00 p.m. We cannot accept late submittals. Please include the following information in the subject line: “FY26 Award Cycle: Presentation PDF from <Name of School District>”.

**Page Count Limit:** You must limit your PDF submission to a maximum of 12 pages, including the cover page. If your district has applied for more than one school, you may include up to 2 extra pages for each additional school.

**Presentation Cover Page:** The cover page of your presentation must clearly display the following information in a clean, professional format consistent with the rest of your slide deck: district name; project and school name(s); presentation title, including “FY26 Funding Award Proposal”; presentation date; name of presenter; and district contact information. Ensure the layout is clear and easy to read, as this slide will serve as the introduction to your proposal.

**Format and Procedure:** Your PDF is the only format you may use for your presentation to Council. You may not use any other materials or approach. We will include your PDF in the Council packet. During the meeting, PSFA staff will display your slides in the order you submitted them. You will indicate when you are ready to advance to the next slide by saying, “Next slide, please.”

**Purpose:** The purpose of your presentation is to highlight a Standards-Based or Pre-K proposal. PSCOC will not have time to hear presentations on Systems-Based awards unless they are connected to a Standards-Based application. If your district applied for multiple types of awards, you may briefly mention all of them, but must focus your presentation on the Standards-Based and/or Pre-K components.



**Content:** You must present information only on schools ranked 1–100 in the wNMCI. Only those schools qualify for FY26 Standards-Based awards. Do not include schools ranked above 100 in your presentation.

**Time Limit:** PSFA staff will apply a strict time limit on your presentation. You will have up to 8 minutes for the first school in your application. If your district applied for a second school, you may add 4 more minutes. If your district applied for a third school, you may add 3 more minutes. (Time for PSCOC member questions and your responses is in addition to these limits.)

**Participants:** Your presentation should be delivered by a single individual – e.g., the district superintendent or a designated district representative. You may bring other district personnel to the meeting, such as district facility staff, district financial staff, school board members, the district bond advisor, and school principals. However, it is best to have a single primary presenter, with others available only to respond to questions from Council members.

**Arrival Time:** Be sure to arrive at least one hour before your scheduled presentation time. Be aware that the schedule may change during the day. Districts that are not present when called will be moved to the end of the agenda.

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## Guidelines for Developing Your Slide Deck

### Section 1 – Suggested Presentation Content (Overview)

Because PSCOC meetings operate under strict time limits, structure your presentation so that you can describe your request and key information concisely. Council members must be able to review and understand your proposal quickly.

Focus on the following key areas:

- **Project Request:** Explain the request, state the funding amount needed, and describe why the project is necessary. Include the school(s) location(s).
- **Connection to FMP:** Confirm that the request aligns with your district Facilities Master Plan (FMP) prioritized capital projects.
- **Existing Buildings:** Provide the age of the buildings, describe the condition of systems and components, and identify any significant issues affecting the project.
- **Enrollment:** Include at least 10 years of historical enrollment, projections for five years, and explain how the project may impact enrollment at the school and nearby schools, including students who homeschool or attend charter schools.



- PSCOC Award History (if applicable): Summarize prior awards and how funds were used responsibly.
- District Financial Summary: Explain your district’s financial situation, including whether you can fully or partially meet local match requirements. Identify available local funding and other sources, note timing of bond sales or mill levies, provide available cash balance relative to operational budget, and summarize recent audit findings and resolutions.

## **Section 2 – Example Slide Deck Structure**

### Slide 1 – Cover Slide

- District name
- Project/school name(s)
- Presentation title: “FY26 Funding Award Proposal”
- Date and contact information

### Slide 2 – Project Request (Overview)

- Total funding requested (per school, if you are applying for more than one)
- Purpose and need for each project (concise bullets)

### Slide 3 – Project / School Location

- District map showing all schools
- Indicate the location of schools for which funding is requested

### Slide 4 – Existing Building Information

- Existing conditions, which may include building systems, educational adequacy, and/or impact on learning and operations
- Use photos to tell your story and illustrate conditions
- Keep the text a bare minimum

### Slide 5 – Existing Building Information

- Existing conditions, which may include building systems, educational adequacy, and/or impact on learning and operations
- Use photos to tell your story and illustrate conditions
- Keep the text a bare minimum

### Slide 6 – Existing Building Information

- Existing conditions, which may include building systems, educational adequacy, and/or impact on learning and operations
- Use photos to tell your story and illustrate conditions
- Keep the text a bare minimum



Slide 7 – Connection to FMP

- Confirm project aligns with district FMP priorities
- Optional visual showing project within FMP priorities

Slide 8 – Enrollment

- 10-year enrollment history
- 5-year enrollment projections
- Explain potential impacts on enrollment at the school and nearby schools, including students who homeschool or attend charter schools

Slide 9 – PSCOC Award History (if applicable)

- Summary of previous or current PSCOC-funded projects
- Evidence of responsible and expeditious use of funds

Slide 10 – District Financial Summary (Part 1)

- District financial situation for this project
- Total Project Cost (TPC), State Share, and Local Share.
- Local match status (full, partial, or waiver) and explanation if partial
- Available local funding and other sources

Slide 11 – District Financial Summary (Part 2)

- Timing of bond sales, mill levy elections, or other key considerations
- Available cash balance and percentage relative to operational budget
- Summary of most recent audit and resolution of findings

Slide 12 – Back Cover Slide

- Contact information for follow-up
- Optional district logo or tagline
- Invitation for PSCOC members to ask questions

Notes:

- Repeat slides 2–10 for each additional school
- Page limits: 12 pages for one school, +2 pages per additional school
- Clearly label each slide with the school name

**Section 3 – Guidance for Writing Slides**

- Keep slides concise; use bullets, not paragraphs
- Focus on key facts and visuals (charts, maps, tables)
- Let pictures tell your story as much as possible
- Limit text to what is necessary
- Use consistent fonts, headings, and bullet styles
- Include one clear point per bullet and no more than one or two visuals per slide
- Label charts, graphs, and maps clearly
- Indicate the school name on slides covering individual projects



**For additional information, please contact: [programs@nmpsfa.org](mailto:programs@nmpsfa.org)**

*Recommended Format for Your Email:*

- *Subject Line: “Question about School District Presentations - <Your School District Name>”*
- *Attention FY26 Award Cycle Team:*
  - *Claude Morelli, AICP, PSFA Planning and Design Manager*
  - *Jillian Pappan, PSFA Programs Manager*
  - *Amy Smith, PSFA Programs Analyst*

