**ALTSD CAPITAL OUTLAY GRANT**

**Notice of Obligation**

**Instructions**

When preparing a Notice of Obligation, ensure that expenditures are only for the intended purpose. Contact ALTSD Capital Projects Bureau (CPB) staff if you have questions about whether an item to be purchased or constructed is an allowable expense. The scope of work that was submitted when you received the Notice of Award Letter is where you will find your original scope of work. THE LANGUAGE ON YOUR GRANT IS WHAT YOU CAN PURCHASE/BUILD. Expenditures must not be made prior to you receiving an approved notice of obligation (signed copy from CPB).

 The Exhibit 1 Monthly/Final Report Form & Request for Payment is a fillable form and can be found at the ALTSD website [www.nmaging.state.nm.us/capital-outlay.aspx](http://www.nmaging.state.nm.us/capital-outlay.aspx). The form must be typed and all computations must be correct or the pay request will be rejected. All Request for Payments must include a copy of the invoice, purchase order(s), cancelled check(s). For vehicle purchases, the grantee must provide a copy of the title and odometer certification with the pay request.

|  |  |  |
| --- | --- | --- |
| 1 | **NOO#** | Number notice of obligation(s) in sequence (NOO #1, NOO #2, NOO#3, NOO#4,....) |
| 2 | **Date** | The date you are submitting the notice of obligation |
| 3 | **To: Dept Rep** | Capital Projects Bureau (if you know the name of person you can put the individual’s name) |
| 4 | **Fr: Grantee** | The name of the entity named in the appropriation language or Fiscal Agent |
| 5 | **Grantee Official Representative** | Your name, phone number and email |
| 6 | **Grant Number** | The number assigned by DFA, which can be found on the grant agreement Article 1 |
| 7 | **Grant termination Date** | The project end date which can be found on the grant agreement Article 1 or Capital Projects Monitoring System (CPMS) |
| 8 | **Grant Number** | The number assigned by DFA, which can be found on the grant agreement Article 1 |
| 9 | **Vendor or Contactor** | The 3rd party, you may submit multiple vendors/contractors on the same Notice of Obligation |
| 10 | **Grant Amount minus AIPP (if applicable)** | Check the grant language in Article 1 as “adjusted Appropriation Amount” it will tell you if AIPP has been taken out |
| 11 | **The Amount of this Notice of Obligation** | 3rd party quote amount, shipping, delivery, gross receipts tax.Less admin fees or indirect cost. See note #19 |
| 12 | **The Total Amount of all Previously Issued NOO’s** | Total dollar amount of all prior issued Notice of Obligations  |
| 13 | **The Total Amount of All Notice of Obligations to Date:** | Total dollar amount of all Notice of Obligations (including this one) |
| 14 | **NOTE:** | Contract Amount may exceed the total grant amount, but the invoices paid by the grant will not exceed the grant amount less 1% AIPP |
| 15 | **Department Rep. Approver** | Capital Outlay Bureau staff |
| 16 | **Title** | Capital Outlay Staff Titles |
| 17 | **Signature**  | Capital Outlay Staff Signature |
| 18 | **Date** | Capital Outlay Staff dates the day they send to Grantee |
| 19 | **NOTE:** | Administrative and/or Indirect Cost- generally, the legislation authorizing the issuance of bonds prohibits the use of its proceeds for the indirect expenses. Such use of bond proceeds shall not be allowed unless specifically authorized by statute |