

State of New Mexico
Public School Capital Outlay Council

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Larry Tillotson | Deputy Director of Operations & Outreach

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November 13, 2024

Jennifer Mercer
El Camino Real Academy
3713 Isleta Blvd. SW
Albuquerque, NM 87105

RE: FY25 Public School Capital Outlay (PSCOC) Lease Assistance; Declaration of Award

Dear Jennifer Mercer:

At the November 12, 2024, PSCOC meeting, the PSCOC approved Lease Assistance Awards from the Public School Capital Outlay Fund (PSCOF). We are pleased to inform you that the PSCOC approved an award in the amount of **\$263,439** for FY25 to **El Camino Real Academy**. The Public School Facilities Authority (PSFA) will disburse the award, on a quarterly reimbursement basis, payable to the school.

Return Declaration of Award Acceptance:

To accept the Lease Assistance Award, please submit this letter, with the Declaration of Award Acceptance section signed by the designated authority of the school, via email to: leaseassistance@nmpsfa.org.

Deadline for the acceptance of this award is December 14, 2024.

Important Disbursement Information:

- Disbursements cannot be made without a completed Declaration of Award Acceptance.
- Disbursements require the submittal of an invoice and proof of the lease payment to PSFA.
 - Proof of payment may be a copy of the check issued to the leasing entity, or an official payment voucher issued for that purpose, signed by the fiscal officer of the charter entity, or the school district's central purchasing agent.
- **Disbursement requests shall be submitted within the month following each quarter:** July 1 through September 30, 2024; October 1 through December 31, 2024; January 1 through March 31, 2025; and April 1 through June 30, 2025.
- Please submit your reimbursement request in a timely manner to ensure timely payment.
- Failure to submit a disbursement request within the awarded fiscal year (**by June 30, 2025**) may result in a loss of an award disbursement. Lease Assistance Awards are not retroactive.