

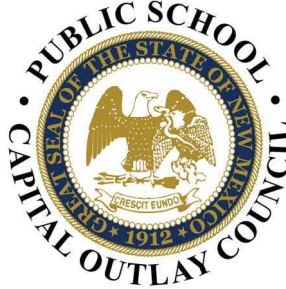
State of New Mexico
Public School Capital Outlay Council

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Charles Sallee, *LFC*
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Public School Facilities Authority

Marcos Trujillo | Executive Director
Larry Tillotson | Deputy Director of Operations, Outreach, &
Quality Assurance
Sean Murray | Deputy Director of Capital Operations

1312 Basehart SE, Suite 200
Albuquerque, NM 87106

(505) 843-6272

<https://www.nmpsfa.org/>

December 15, 2025

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

RE: FY26 Public School Capital Outlay (PSCOC) Lease Assistance; Declaration of Award

Dear Jennifer Mercer:

At the December 11, 2025, 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 **\$285,345** for FY26 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 January 15, 2026.

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, 2025; October 1 through December 31, 2025; January 1 through March 31, 2026; and April 1 through June 30, 2026.
- 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, 2026**) may result in a loss of an award disbursement. Lease Assistance Awards are not retroactive.
- The Public Education Department (PED) requires the following:
 - Districts or charter schools to submit a Budget Adjustment Request (BAR) to their PED Budget Analyst for budget authority for 2025-2026.

- PED also requires that districts or charter schools use fund **31200**, revenue code **43209**, and object code **54610** for rental/land and buildings (lease assistance), or **54640** rental/lease to purchase (lease purchase agreements), which are specifically designated for the PSCOC Lease Assistance Awards.
- Should you have any questions concerning PED's requirements, please contact your PED Budget Analyst.

Please note, awards are subject to reduction or suspension upon written certification from PED indicating that a condition exists that warrants either an award adjustment or suspension. These conditions may include school closure, charter revocation, financial violations or irregularities, adjustments to certified attendance numbers (MEM counts), lease termination, or lease amendments.

The PSCOC and PSFA extends its congratulations and looks forward to working with you on behalf of the children of New Mexico.

Sincerely,

PUBLIC SCHOOL CAPITAL OUTLAY COUNCIL

Joe Guillen Digitally signed by Joe Guillen
Date: 2025.12.15 15:44:24
-07'00'

Joe Guillen, PSCOC Chair

cc: Marcos Trujillo, Executive Director, PSFA

DECLARATION OF AWARD ACCEPTANCE:

The undersigned hereby certifies that the FY26 Lease Assistance Award to
El Camino Real Academy
is accepted and that all PSFA and PED requirements are understood and accepted.

ACCEPTED BY:

Print name of Current Administrator / Director / Principal

Date

Signature of Current Administrator / Director / Principal

DISTRICT SUPERINTENDENT (if applicable):

Print name of District Superintendent

Date

Signature of District Superintendent