



# 2025 CAPITAL OUTLAY APPLICATION

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PRESENTED BY

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## 2 TODAY'S PRESENTATION

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- ALTSD Capital Outlay Grant Application – Purpose
- Allowable Project Categories
- Preparation for Submitting Applications
- Application Components and Required Forms
- Application Timeline & Database
- 2024 Capital Outlay Recommendation

# ALTSO CAPITAL OUTLAY GRANT APPLICATION

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### PURPOSE

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The Aging and Long-Term Services Department will only consider projects that rise to a critical status which will address an urgent need or emergency situation that immediately endangers occupants of the premises or creates a serious threat to the health and/or safety of citizens. This includes:

- Situations in which immediate action is necessary.
- A situation that would disrupt a senior center from operating or failure is imminent if not corrected in a timely manner.
- The situation was not a direct cause of poor maintenance or neglect, and steps were taken to prevent, alleviate and or correct the situation.
- The resources required to correct the situation were unavailable in the senior center's budget.
- The need to correct the situation must be supported by a subject matter expert.



## 4 ALTSD CAPITAL OUTLAY GRANT APPLICATION

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Applications must address the following issues:

- Critical Need
- How the safety of the clients served is endangered by the situation.
- Urgency and why immediate action is necessary.
- Verify that it is project ready.
- The project must be realistic.

# 5 ALLOWABLE PROJECT CATEGORIES

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- Plan and Design
- New Construction
- Renovation
- Code Compliance
- Meals or Other Equipment
- Vehicles

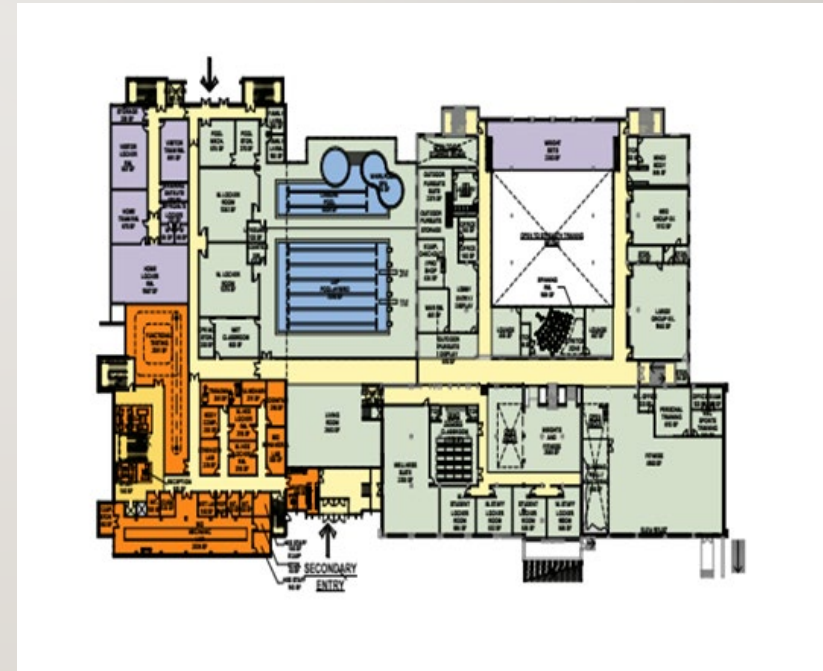
# PROJECT CATEGORIES

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## PLAN AND DESIGN

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A plan, blueprint or drawing made to scale to show the look and function or working of a building or other object before it's made.



# PROJECT CATEGORIES (CONTINUED)

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## NEW CONSTRUCTION

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Building a new structure.

Increasing the square footage by more than 35% of its footprint.

Demolishing or reconstructing more than 35% of the exterior walls or structural members of a building\*.



\*if you intend on including demolition as part of the project cost, it must be documented so this activity can be included in the appropriation language.

# PROJECT CATEGORIES (CONTINUED)

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## RENOVATION

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Restoring a building to an earlier condition by repairing or remodeling.

Making improvements to something already in existence.

(Renovation of privately-owned facilities is prohibited by the New Mexico Constitution. Privately-owned is defined as facilities owned by private individuals, corporations or other organizations, including non-profit organizations and religious entities.)





# PROJECT CATEGORIES (CONTINUED)

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## CODE COMPLIANCE

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Complying with regulations such as land use and zoning ordinances.

Health and housing codes.

Uniform building standards and fire codes.

Protecting the environment.

Complying with the Americans with Disabilities Act (ADA).



(Code compliance, renovation, and improvements projects requests must be detailed and document the specific issue(s) being addressed. Describe how the issue was identified and how the renovation will address the issue. The request must include documentation in support of the request, such as letters from State Fire Marshall's Office, Environment Department, Department of Health, Office of Environmental Health, or other oversight agencies. )

# PROJECT CATEGORIES (CONTINUED)

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## MEALS/OTHER EQUIPMENT

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- Machinery or components and any other articles for use in preparing, cooking and serving a meal.
- Machinery or components and any other equipment to make an action, operation, or activity easier.



(Equipment must have a useful life of at least 7-10 years and be valued at \$10,000 or more. Do not include consumable supplies or other non-capital items, such as pots, pans, utensils, or trays)

# PROJECT CATEGORIES (CONTINUED)



## VEHICLES

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Vehicle for transporting people and or goods.

50% of the vehicles in a fleet must be accessible for person with disabilities.

To replace vehicles that have met its useful life.



(Vehicles must have over 100,000 miles and be more than 7-10 years old or provide documentation that the vehicle is in disrepair or no longer meets the needs of the center.)

# PREPARATION

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## WHAT DO I NEED TO BEGIN THE PROCESS?

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- The land or property for the facility should already be acquired and owned by the local government to be eligible to proceed with application for funding.
- A copy of Use and or Operating agreement must be valid if working with a non-profit or for-profit provider for services.
- Asset inventory listings must be completed and submitted with the application.
- Senior Facility Infrastructure Capital Improvement Plan 2025-2029 must be current and submitted with application.
- Certification and support from the local government or fiscal agent who will be administering the project.

# 13 PREPARATION CHECKLIST

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- Gather and complete the asset inventory listings. These forms are available on the website.
- Meet with your fiscal agent, council, and/or committee members to discuss needs and priorities.
- Create the application by visiting our website <https://aging.nm.gov/for-our-partners/capital-outlay>
- Contact subject matter experts to evaluate project and provide documentation in support of the need for the project.
- Gather quotes/cost estimates for the project.
- Set up project team meetings – divide up tasks.
- Schedule a visit with AAA or COG to help review the application.
- Determine if this project is critical or if it can wait until the next application cycle.

# PREPARATION (CONTINUED)

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## WHO SHOULD BE INVOLVED

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- Project Development Team
  - Present needs and assess priorities
  - Determine if the project can be phased
  - Look for other funding sources
- Fact Finding Team
  - Solicit professional guidance i.e. Construction Project Manager who will serve as the Subject Matter Expert
  - Organize and pull together cost estimates
  - Develop timelines
- Action Team
  - Staff responsible to prepare and submit application
  - Staff responsible to prepare and update asset management plans



# PREPARATION (CONTINUED)

15

## PROJECT DEVELOPMENT TEAM

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- Needs
- How did we determine the urgency?
- Can we pay for the project?
- Is it a major project or can it be phased?
- Are they critical in nature?
  - What is the effect on the clients served
- Asset management listings
  - Code compliance issue
  - Professional opinion
- Do we have any O & M funds available?
- Is there a need to phase the project.
- Can we meet the obligation requirements as required by the State Board of Finance?

# 16 STATE BOARD OF FINANCE OBLIGATION REQUIREMENTS FOR STB FUNDING

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17 C. Before an agency may certify for the need of  
18 severance tax bond proceeds, the project must be developed  
19 sufficiently so that the agency reasonably expects to:  
20 (1) incur within six months after the  
21 applicable bond proceeds are available for the project a  
22 substantial binding obligation to a third party to expend at  
23 least five percent of the bond proceeds for the project; and  
24 (2) spend at least eighty-five percent of the  
25 bond proceeds within three years after the applicable bond

For GOB funded projects, you must spend at least 85% of the bond proceeds within 18 months.



# PREPARATION (CONTINUED)

## FACT FINDING TEAM

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- Solicit professional opinions from facilities management staff, construction project managers, or contractors.
- Determine preliminary cost estimates
- Develop Timeline
- What type of professional do we need
  - Roofing, flooring, structural, plumbing
- Obtain a cost proposal or estimate from one or more professionals
  - Better to get a couple to compare
- Develop a realistic timeline
  - Determine if project needs to be phased
  - If phased a working phase must be complete

## PREPARATION (CONTINUED)

### ACTION TEAM

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- Identify the lead person who will be responsible for completing the application
- How much time should we dedicate
- What to expect after submission
- Mayor, finance director, grant writer, senior center director, etc.
- Plan on this taking around 2 months to complete the process
  - Schedule professionals at the start
  - Hold routine meetings to assure completion by the application deadline.
- Do we call the agency or do you notify us?

## 19 APPLICATION TIMELINE

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- Applications will be due May 15, 2024 by 5:00 p.m.
- Project Review Team will begin application review mid-May through mid-June.
- Capital Projects Bureau will submit the recommendation to ALTSD Cabinet Secretary by June 17.
- ALTSD will submit final recommendation of its Agency ICIP to DFA by July 1<sup>st</sup> deadline.
- DFA & LFC Capital Outlay Hearings are conducted in October and November to consider requests.
- If successful, a bill is passed authorizing the recommended projects (STB and GF projects will fund in July 2025).

# APPLICATION COMPONENTS

## APPLICANT INFORMATION AND CERTIFICATION

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- Applicant contact information – should be the person completing the application who has knowledge of the project and facility.
- Check the box if the local government does not wish to submit a 2025 application.
- Executive Order 13-006 compliance:
  - Fiscal agent must have a current annual audit.
  - Approved annual budget from DFA/Local Government Division (LGD).
  - Fiscal agent must be compliant with the submission of quarterly financial reports
- Attach the Senior Facility Infrastructure Capital Improvement Plan (ICIP) 2025-2029
- Certification from fiscal agent's chief elected official (or designee). If unable to sign the actual application, a memo or letter from the official documenting that the application is supported by the local governing body may be attached.

## 21

# APPLICATION COMPONENTS (CONTINUED)

## BASIC APPLICATION

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Used by the ALTSD and Project Review Team to gather important information about each facility.


- Ownership
- Condition and age of the facility
- Uses, size, location and days of operation
- Types and number of participants for each service provided
- Operations, maintenance and staffing requirements
- Documented repairs to the facility in the past 5 years.
- All other pertinent information that would provide insight as to the current and future capital outlay needs of the facility.
- Complete one basic application per facility.



# APPLICATION COMPONENTS (CONTINUED)

## REQUEST FORMS FOR:

1. DESIGN/NEW CONSTRUCTION/RENOVATION/CODE COMPLIANCE
  2. MEALS/OTHER EQUIPMENT
  3. VEHICLES
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- **Project Summary** – include the amount of funding requested; describe project goals and how the goals will be measured; describe what improved services will be delivered as a result of the project; provide evidence that the problem exists and how the proposed project will contribute to the solution; describe the outcome of not receiving the funds.
  - **Health and Safety**
  - **Project Readiness**
  - **Energy Efficiency and Sustainability (i)**
  - **Project Budget**
  - **Project Oversight**
  - **Project Timeline**
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## 23 REQUIRED FORMS

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- Completed application form(s) that properly certified by chief official
- Asset Management Forms
  - Facility and Fixture
  - Meals/other equipment
  - Vehicle
- Project Evaluation Form (Subject Matter Expert)
- Quotes or Cost Estimates
- Schematic Design – construction or renovation project
- Operating and Use agreements
- Infrastructure Capital Improvement Plan (ICIP)

# APPLICATION COMPONENTS (CONTINUED)

## ASSET MANAGEMENT FORMS

### Asset Management Form

#### MEALS EQUIPMENT / OTHER EQUIPMENT INVENTORY LISTING

NAME OF FACILITY: \_\_\_\_\_ SENIOR CENTER ADMINISTRATOR: \_\_\_\_\_ MONITOR: \_\_\_\_\_  
 DATE: \_\_\_\_\_ INVENTORY TAKEN BY: \_\_\_\_\_ BI-ANNUAL OR ANNUAL INVENTORY: \_\_\_\_\_

Kitchen Equipment	Purchase Date	Purchase Amount (original)	Serial Number	Senior Center Tag Number	Condition Good, fair, poor	Meets the Need of the Center	Meet Safety Standards (yes or no)	Replacement Recommended	Comments
<b>Stoves</b>									
6 Burner Gas Range w\Griddle\Broiler 2 ovens									
10 Burner Gas Range w 2 ovens									
6 Burner Gas Range \2 Ovens									
4 Burner Gas Range 1 Oven									
<b>Microwave Ovens</b>									
Commercial size Microwave Oven (Heavy Duty)									
Commercial size Microwave Oven (single oven)									
Conveyor Toaster									
<b>Convection Ovens</b>									
Convection Oven Single Deck									
Convection Oven Double Decker									





# CO Form 2

## VEHICLE CONDITION INSPECTION CHECK LIST

NAME OF FACILITY: \_\_\_\_\_ SENIOR CENTER ADMINISTRATOR: \_\_\_\_\_ MONITOR: \_\_\_\_\_

25 DATE: \_\_\_\_\_ VEHICLE INSPECTION BY: \_\_\_\_\_ BI-ANNUAL OR ANNUAL INSPECTION: \_\_\_\_\_

SENIOR CENTER	VEHICLE # 1 & DATE	VEHICLE # 2 & DATE	VEHICLE # 3 & DATE	VEHICLE # 4 & DATE	Comments / Findings <input type="checkbox"/> Critical <input type="checkbox"/> Non Critical <input type="checkbox"/> No Findings Corrective Action Description
<b>VEHICLE ADMINISTRATION RECORDS</b>					
License Plate Number					
Vin Number					
Mileage					
Title Certificate					
Registration Certificate					
Insurance					
Vehicle Maintenance Report					
<b>UNDER HOOD</b>					
Oil Level Full					
Battery Secure & Free Of Corrosion					
Windshield Washer Fluid Full					
Hoses/Belts In Satisfactory Condition					
Coolant Level Satisfactory					
<b>EXTERIOR</b>					
Tires in Good Condition; 1/8" Minimum Tread					
Windows Free of Cracks					
Windows Clean and Visibility Satisfactory					
Headlights Working Properly					
Windshield Wipers Working Properly					
Windshield Wipers in Good Condition					
Rear Wipers Working Properly					
Rear Wipers in Good Condition					
Mirrors Free of Cracks					
Taillights Working Properly					
Signal Lights Working Properly					
Brake Lights Working Properly					

**CO Form 3**

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**FACILITY CONDITION INSPECTION CHECK LIST**

NAME OF FACILITY: \_\_\_\_\_ SENIOR CENTER ADMINISTRATOR: \_\_\_\_\_ MONITOR: \_\_\_\_\_

DATE: \_\_\_\_\_ FACILITY INSPECTION BY: \_\_\_\_\_ BI-ANNUAL OR ANNUAL INSPECTION: \_\_\_\_\_

Area	Outstanding	Good	Satisfactory	Poor	Comments / Findings
					<input type="checkbox"/> Critical <input type="checkbox"/> Non Critical <input type="checkbox"/> No Findings Corrective Action Description
<b>Performance Items</b>					
Roadway\Parking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Site Utilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Recreation Grounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Site Drainage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sidewalks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Grounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Building Exterior</b>					
Windows\Calking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Walls/Finishes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Entry\Exterior doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Roof\Flashing\Gutter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Area</b>	<b>Outstanding</b>	<b>Good</b>	<b>Satisfactory</b>	<b>Poor</b>	
<b>Building Interior</b>					
Walls\Floors\Ceilings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Interior Doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Restrooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

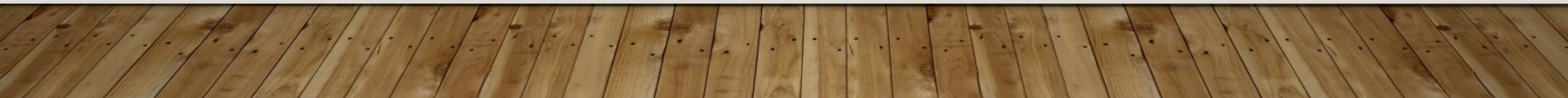
NEW MEXICO AGING & LONG-TERM SERVICES DEPARTMENT – CAPITAL PROJECTS BUREAU  
**PROJECT EVALUATION – STATEMENTS BY SUBJECT MATTER EXPERT**

**CAPITAL OUTLAY REQUEST APPLICATION (REQUIRED ATTACHMENT)**

The Aging and Long Term Services Department will consider only high and critical need projects which address an urgent or emergency situation that may endanger occupants of the premises or create a serious threat to the health and/or safety of citizens.

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<i>Name of Project:</i>	<i>Applicant:</i>
<i>Project contact name, phone number &amp; email address:</i>	
<b>PROJECT EVALUATION STATEMENTS BY SUBJECT MATTER EXPERT</b>	
<p>Review the list of eligible project categories for the 2018 ALTSD Capital Outlay Request Application and provide a project evaluation to support the application being submitted. The subject matter expert must have thoroughly evaluated the proposed project and provide an unbiased statement specifically addressing the issue(s). <u>Please provide a detailed estimate or quote.</u> Subject matter experts may include State Fire Marshall's Office, Environment Department, Department of Health, Office of Environmental Health, facility managers/engineers, nutrition experts, vendors, or other independent contractors.</p> <p>This required attachment is available electronically on the ALTSD website: <a href="http://www.nmaging.state.nm.us/capital-outlay.aspx">http://www.nmaging.state.nm.us/capital-outlay.aspx</a></p> <p>From the subject matter expert's point of view, please explain why the situation requires immediate action to remediate the issue.</p> <p>In your expert opinion, verify that the proposed project was not a direct cause of poor maintenance or neglect; and/or how steps were taken to prevent, alleviate and or correct the situation.</p> <p>Explain how the situation will disrupt a senior center from operating or how failure is imminent if the issues are not corrected in a timely manner.</p> <p>Subject matter expert statement and evaluation of findings:</p>	



## Infrastructure Capital Improvement Plan FY 2025-2029

### Project Summary

28  
Project

Project ID	Year Rank	Project Title	Category	Funded to date	2025	2026	2027	2028	2029	Total Project Cost	Amount Not Yet Funded	Phases?
<b>Acoma Senior Center / 33051</b>												
38044	2025-001	Replace Doors	Facilities - Senior Facilities	0	45,000	0	0	0	0	45,000	45,000	No
38043	2025-002	Install Energy Efficient Windows	Facilities - Senior Facilities	0	80,000	0	0	0	0	80,000	80,000	No
42093	2025-003	Senior Public Health Complex	Facilities - Senior Facilities	6,500,000	4,625,000	4,625,000	0	0	0	15,750,000	9,250,000	Yes
38038	2025-004	Handicap Accessible Bus	Vehicles - Senior Facility Vehicle	0	120,000	0	0	0	0	120,000	120,000	No
38041	2025-005	Rehabilitate Senior Center Building	Facilities - Senior Facilities	0	2,500,000	0	0	0	0	2,500,000	2,500,000	Yes
38047	2025-006	Senior Residential Housing	Facilities - Health-Related Cap Infrastructure	0	468,000	2,200,000	1,332,000	0	0	4,000,000	4,000,000	Yes
40772	2025-007	Road Imporvement Project	Facilities - Administrative Facilities	0	1,000,000	0	0	0	0	1,000,000	1,000,000	No
<b>Subtotal for Acoma Senior Center</b>			<b>7 projects</b>	<b>6,500,000</b>	<b>8,838,000</b>	<b>6,825,000</b>	<b>1,332,000</b>	<b>0</b>	<b>0</b>	<b>23,495,000</b>	<b>16,995,000</b>	

[ICIP Publication | New Mexico Department of Finance and Administration \(state.nm.us\)](https://state.nm.us)

## 29 EXECUTIVE ORDER 2013-006 AGENCY RESPONSIBILITIES

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- The NM Department of Finance and Administration has designated seven lead Agencies to be responsible for completing a Uniform Funding Criteria for each fiscal agent receiving appropriations.
- The fiscal agent's audit is reviewed for deficiencies identified in the opinion letter, financial statements, management discussion and analysis, and supplemental information, internal control, schedule of findings and questioned costs, summary of prior year findings and implement special conditions as part of the grant agreement
  - Check for deficiencies. 5 special conditions (Budget, Capital Asset, Travel & Per Diem, Late Audit and Cash management)
- A determination of whether the grantee has the resources to implement the grant agreement is made; if not then a suitable fiscal agent must be recommended.
- It is critical that the grantee meets the requirements of the UFC before and Intergovernmental Grant Agreement (IGA) is fully executed.
- This form is incorporated into the IGA.

## 30 2025 APPLICATION DATABASE

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- <https://aging.nm.gov/for-our-partners/capital-outlay>
- A print button is available so your application can be printed and kept on file.
- An authorized signature by the certifying official of the fiscal agent is required. The applicant may attach a memo or letter signed by the official stating that they authorize the application submittal.
- All sections with an asterisk “\*” must be answered or the system will not allow you to submit the application.
- The 2025 application database has been revised to consolidate “New Construction/Renovation/Code Compliance/ Plan & Design” into one application and questions referencing other funding sources have been removed.

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## HOW TO ACCESS THE DATABASE

- Go to the ALTSD Capital Outlay website <https://aging.nm.gov/for-our-partners/capital-outlay>
- Users will request access through the Capital Outlay Portal. Users must fill out the Request Access form online.
- The system will respond saying, **“You’ll receive a message on the email Address that you registered. It contains instructions to set your credentials and access the website.”** Click **“OK”** and then check your email for further instructions.
- NOTE: The username will always be the email address of the user.
- NOTE: If the name of your “Facility” is not contained on our list, select “Other Facility”.

**NEW MEXICO**  
**AGING & LONG-TERM SERVICES**  
**DEPARTMENT**

**PLEASE ENTER YOUR CREDENTIALS AND LOGIN BELOW**

\* Email

\* Password

Login

[Forgot Your Password?](#)

[Request Access](#)

**Request Access**

Request access to the system by filling out the information below.

\* First Name: Colton

\* Last Name: Test

\* Email: standardtest001@gmail.com

\* Confirm Email: standardtest001@gmail.com

\* Facility: Barelas Senior Center

Request Access

capitalapplication.altsd.state.nm.us

You'll receive a message on the email Address that you registered. It contains instructions to set your credentials and access the website.

OK

Current Applications

Facility	Submitted	Type	Status	Actions
32				

No items to display

NEW APPLICATION

Click on "New Application" to begin.

This section is complete and ready to submit.

**Save** **Generate Printable Application**

Always "Save" before closing out each section of the application.

All sections with an asterisk "\*" are required fields.

## Applicant Contact Information

Information of person to contact regarding content of the application.

\* First Name \* Last Name \* Title

\* Facility (aka)

-- Please Make a Selectio

\* Address

\* City \* State \* Zip

New Mexico

\* Phone Fax \* Email Address

Check here if the local government does not wish to submit a Capital Outlay Request Application for the facility, obtain the appropriate signature in Certification section below and submit to ALTSD.

Executive Order 13-006 Requirement: State agencies must determine whether a grantee has adequate accounting methods and procedures to expend state grant funds in accordance with applicable law and account for and safeguard grant funds and assets acquired by grant funds [EO 12(A)(3)(a)].

\* Applicant's annual audit current and filed with the [state auditor's office](#).

Yes  No



## Design/ New Construction/Renovation/Code Compliance Form

Project Summary and Narrative - The Project Summary Narrative should include the amount of funding requested. The description should explain the goals of the project and how the goals should be measured. What improved services will be delivered as a result of the project? It should provide evidence that the problem exists as well as information on how the proposed project will contribute to a solution. Describe the outcome of not receiving and how it affects the beneficiaries

### Project Summary

\* *The Project Summary narrative should be at least 50 words and should include the amount of funding requested. Please give a general description of how the funds will be used.*

- Is this project related to Code Compliance?.
- Is this project related to New construction?.
- Is this project related to Plan & Design?.
- Is this project related to Renovation?.

\* Total Project Cost \$

\* Amount of Request \$

Will plan and design be required for this project? Please explain

## 34 APPLICATION TIMELINE

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- Application database was released on March 1, 2024
- Applications will be due May 15, 2024 by 5:00 p.m.
- Project Review Team will begin application review mid-May through mid-June
- Capital Projects Bureau will submit the recommendation to ALTSD Cabinet Secretary by June 17
- ALTSD will submit final recommendation to DFA Agency ICIP by July 1<sup>st</sup> deadline
- DFA & LFC Capital Outlay Hearings are conducted in October and November to consider request
- If successful, a bill is passed authorizing the recommended projects (STB and GF projects will fund in July 2025; GOB projects will fund Spring 2026).

## 35 ENSURING A GOOD APPLICATION

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- All questions must be addressed, no blanks, give a n/a and provide some type justification at a minimum.
- Detail all pertinent information relating to the critical need and/or urgency of the project.
- Include any details to document past efforts on the applicant's part made towards the project.
- Provide a detailed project description and background that documents the milestones and anticipated commencement and end date as justification to assist us in determining the critical need of the project.
- Provide supporting documentation (evaluation form, quotes, bids, plans and specs, cost estimates, letters of support, ownership, match or leverage documents etc.).

## 36 THINGS TO CONSIDER

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- What is the need? Is it critical? Can you justify?
- Is the facility code compliant? Does the equipment meet safety standards?
- Is the facility or equipment in disrepair, non-operable, or require extensive repair?
- Is the facility or equipment not functional for the needs of the seniors?
- Is it an urgent issue?(risk to senior)
- Has the project been supported by a Subject Matter Expert?
- Is there a plan for operating and maintenance? Do you conduct routine maintenance?
- Do you have support from the community and the governing body?
- Are you able to provide a detailed project description?
- Will the item have a useful life of 7 to 10 years
- Have you sought out other funding sources?

## 37 PROJECTS THAT ARE FUNDED

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- You will receive a bond project questionnaire from SBOF – complete timely and submit.
- Bonds will be sold about a month later.
- Once bonds are sold, DFA will prepare budgets and notify Agency when complete.
- Agency reviews compliance requirements with Executive Order 2013-006.
- ALTSD will prepare Notice of Grant Award requesting compliance with special conditions (if applicable) and request a scope of work (SOW).
- Upon receipt of the SOW, ALTSD will review documentation and then initiate the Intergovernmental Grant Agreement.

# 38 SCORING CRITERIA

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## PROJECT PRIORITIZATION SYSTEM

- |   |           |
|---|-----------|
| 1. Application Narrative Summary & Background | 20 points |
| 2. Health & Safety                            | 20 points |
| 3. Project Readiness                          | 10 points |
| 3. Energy Efficiency & Sustainability         | 10 points |
| 4. Project Budget                             | 10 points |
| 5. Project Oversight                          | 20 points |
| 6. Project Management                         | 10 points |

**Total Possible Points 100 points**



## 39 APPLICATIONS THAT ARE DEEMED INELIGIBLE

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- Application is not signed by a Chief Elected Official.
- Applicant did not provide mandatory forms.
- Applicant did not provide mandatory quotes, cost estimates.
- Applicant did not provide sufficient justification of critical need.
- Project is not eligible for funding.
- Cannot comply with NM Constitution “Anti-Donation” clause.
- Project was funded in a prior year (duplicate).

## 40 2024 CAPITAL OUTLAY RECOMMENDATION

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- 175 Applications for funding were received by the 5/31/2023 deadline.
- 62 Applications were incomplete or duplicates.
- 113 applications that were fully completed and considered totaling \$41,088,500
- 104 projects recommended totalling \$29,801,893 (91%)
- 9 projects were not recommended totaling \$9,460,801
- 2024 Legislative Session approved:
  - 98 GOB (HB308) projects totaling \$30,436,000
  - 16 GF (SB275) projects totaling \$4,350,883 (which includes \$1 million for emergency requests)



41

## QUESTIONS?

CONSUELO HOLDRIDGE-MONTOYA  
[CONSUELO.HOLDRIDGE@ALTSD.NM.GOV](mailto:CONSUELO.HOLDRIDGE@ALTSD.NM.GOV)  
505-910-1365

REBECCA MARTINEZ  
[REBECCA.MARTINEZ@ALTSD.NM.GOV](mailto:REBECCA.MARTINEZ@ALTSD.NM.GOV)  
505-3775792