

# 2025 CAPITAL OUTLAY APPLICATION

PRESENTED BY

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### 2 TODAY'S PRESENTATION

- 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

### ALTSD CAPITAL OUTLAY GRANT APPLICATION

### **PURPOSE**

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

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

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

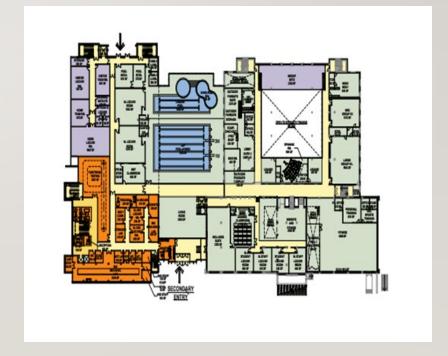
## PROJECT CATEGORIES

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### PLAN AND DESIGN

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.



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## **NEW CONSTRUCTION**

Building a new structure.

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

Demolishing or reconstructing more that 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.

### RENOVATION

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.)



### CODE COMPLIANCE

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.)

### MEALS/OTHER EQUIPMENT

 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)

### **VEHICLES**

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.)

### WHAT DO I NEED TO BEGIN THE PROCESS?

- 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

- 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 <a href="https://aging.nm.gov/for-our-partners/capital-outlay">https://aging.nm.gov/for-our-partners/capital-outlay</a>
- 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.

### WHO SHOULD BE INVOLVED

- 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



### PROJECT DEVELOPMENT TEAM

- 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

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.

### **FACT FINDING TEAM**

- 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**

- 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

- 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

- 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.

### APPLICATION COMPONENTS (CONTINUED)

### **BASIC APPLICATION**

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.



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## APPLICATION COMPONENTS (CONTINUED) REQUEST FORMS FOR:

- I. DESIGN/NEW CONSTRUCTION/RENOVATION/CODE COMPLIANCE 2. MEALS/OTHER EQUIPMENT 3. VEHICLES
- **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)
  - > (Executive Order 2019-003 "On Addressing Climate Change & Energy Waste Prevention"
    - ✓ Issued directive to State Agencies to evaluate impacts
    - ✓ ALTSD incorporated questions into application to address the issues
- Project Budget
- Project Oversight
- Project Timeline

### 23 REQUIRED FORMS

- 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

			SENIOR CENTER ADMINISTRATOR:					MONITOR:		
DATE:INVENTOR	RY TAKEN BY:			BI-ANNUAL OR ANNUAL INVENTORY:						
Kitch en 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	
Stoves										
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										
Microwave Ovens										
Commercial size Microwave Oven (Heavy Duty)										
Commercial size Microwave Oven (single oven)										
Conveyor Toaster										
Convection Ovens										
Convection Oven Single Deck										
Convection Oven Double Decker										

### CO Form 2

### VEHICLE CONDITION INSPECTION CHECK LIST

NAME OF FACILITY:	SENIOR CENTER	R ADMINISTRATOR:	MONITOR:	
<b>2</b> F				
DATE:	VEHICLE INSPECTION BY:	BI-ANNUAL OR A	NNUAL INSPECTION:	

SENIOR CENTER	VEHICLE # 1 & DATE	VEHICLE # 2 & DATE	VEHICLE # 3 & DATE	VEHICLE # 4 & DATE	Comments / Findings  Critical Non Critical No Findings Corrective Action Description
VEHICLE					
ADMINISTRATION RECORDS					
License Plate Number					
Vin Number					
Mileage					
Title Certificate					
Registration Certificate					
Insurance					
Vehicle Maintenance Report					
UNDER HOOD					
Oil Level Full					
Battery Secure & Free Of Corrosion					
Windshield Washer Fluid Full					
Hoses/Belts In Satisfactory Condition					
Coolant Level Satisfactory					
EXTERIOR					
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					

	СО	Form	3
7	6		

### FACILITY CONDITION INSPECTION CHECK LIST

NAME OF FACILITY:		s	SENIOR CEN	TER AD	MINISTRATOR:MONITOR:
DATE: FACILIT	TY INSPECT	ION BY	`		BI-ANNUAL OR ANNUAL INSPECTION:
Area	Outstanding	Good	Satisfactory	Poor	Comments / Findings  Critical Non Critical No Findings  Corrective Action Description
Performance Items					
Roadway\Parking		0	0		
Site Utilities		0			
Recreation Grounds	_				
Site Drainage				0	
Sidewalks		-			
Grounds		0			
Building Exterior					
Windows\Calking	0	0			
Walls/Finishes					
Entry\Exterior doors	-	0			
Roof\Flashing\Gutter		0			
Area	Outstanding	Good	Satisfactory	Poor	
Building Interior					
Walls\Floors\Ceilings		0			
Interior Doors		0			
Restrooms		-			

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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.

Name of Project:	Applicant:					
Project contact name, phone number & email address:						
PROJECT EVALUALTION STAT	EMENTS BY SUBJECT MATTER EXPERT					
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). Please provide a detailed estimate or quote. 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.						
This required attachment is available electronicallhttp://www.nmaging.state.nm.us/capital-outlay.as						
	ease explain why the situation requires immediate action to					
Terribulate the Issue.						
In your expert opinion, verify that the proposed property and/or how steps were taken to prevent,	oject was not a direct cause of poor maintenance or alleviate and or correct the situation.					
Explain how the situation will disrupt a senior centare not corrected in a timely manner.	ter from operating or how failure is imminent if the issues					
Subject matter expert statement and evaluation o	of findings:					
This required attachment is available electronically http://www.nmaging.state.nm.us/capital-outlay.asi  From the subject matter expert's point of view, plearemediate the issue.  In your expert opinion, verify that the proposed proposed proposed proposed; and/or how steps were taken to prevent,  Explain how the situation will disrupt a senior centare not corrected in a timely manner.	ease explain why the situation requires immediate action to roject was not a direct cause of poor maintenance or alleviate and or correct the situation.  ter from operating or how failure is imminent if the issues					

Please note that this is only the top half of the form. SME contact information is inserted on the bottom half of the form.

### Infrastructure Capital Improvement Plan FY 2025-2029 **Project Summary** Total Amount 218 ject Project Not Yet Funded Year Rank Project Title Category to date 2025 2026 2027 2028 2029 Cost Funded Phases? Acoma Senior Center / 33051 38044 2025-001 Replace Doors Facilities - Senior 0 45,000 0 0 45,000 45,000 No Facilities 38043 2025-002 Install Energy Efficient Windows Facilities - Senior 80,000 0 80,000 80,000 No **Facilities** 42093 2025-003 Senior Public Health Complex Facilities - Senior 6,500,000 4,625,000 4,625,000 15,750,000 9,250,000 **Facilities** 38038 2025-004 Handicap Accessible Bus 120,000 Vehicles - Senior 0 120,000 120,000 No Facility Vehicle 38041 2025-005 Rehabilitate Senior Center Building 0 0 Facilities - Senior 2,500,000 2,500,000 2,500,000 Yes Facilities 2025-006 Senior Residential Housing Facilities - Health-Yes 468,000 2,200,000 1,332,000 4,000,000 4,000,000 Related Cap Infrastructure 40772 2025-007 Road Imporvement Project Facilities -1,000,000 0 0 1,000,000 1,000,000 Administrative Facilities Subtotal for Acoma Senior Center 6,500,000 1,332,000 23,495,000 7 projects 8,838,000 6,825,000 0 16,995,000

ICIP Publication | New Mexico Department of Finance and Administration (state.nm.us)

## 29 EXECUTIVE ORDER 2013-006 AGENCY RESPONSIBILITIES

- 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.

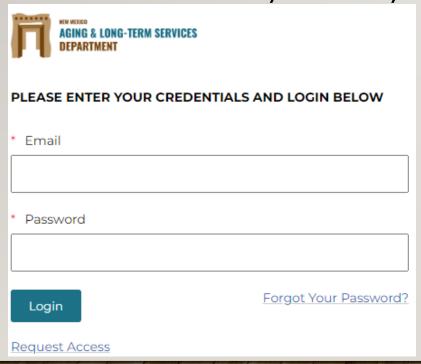
### 30 2025 APPLICATION DATABASE

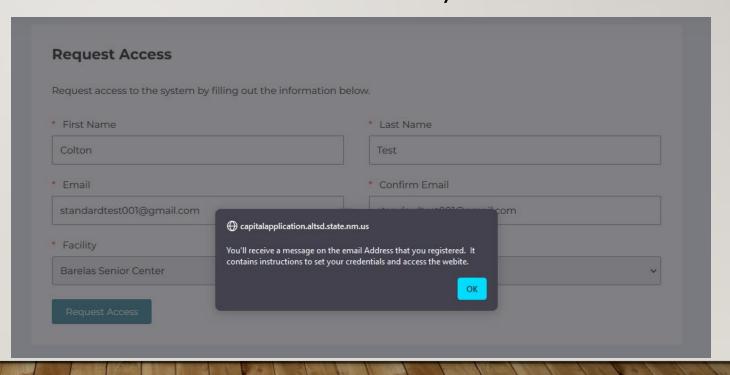
- <a href="https://aging.nm.gov/for-our-partners/capital-outlay">https://aging.nm.gov/for-our-partners/capital-outlay</a>
- A print button is available so you application can be printed and kept on file.
- An authorized signature by the certifying official of the fiscal agent is required. The applicant 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.

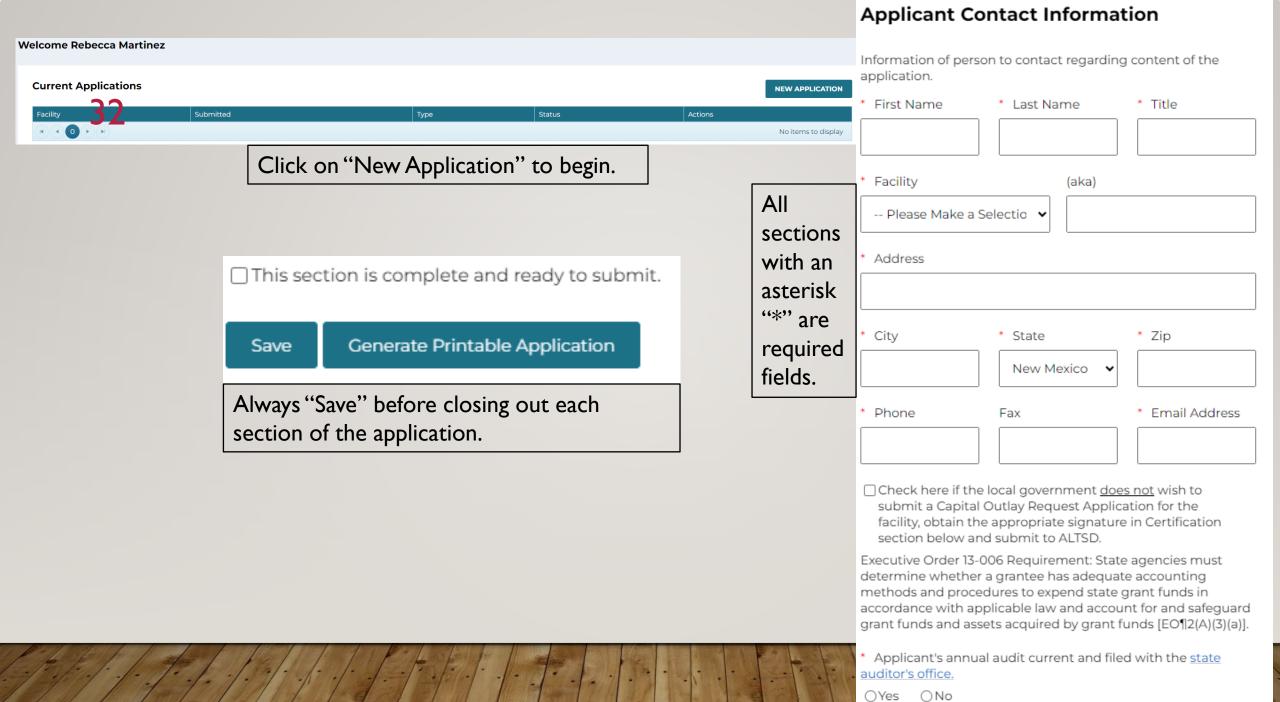
### 3 |

### HOW TO ACCESS THE DATABASE

- Go to the ALTSD Capital Outlay website <a href="https://aging.nm.gov/for-our-partners/capital-outlay">https://aging.nm.gov/for-our-partners/capital-outlay</a>
- 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".







### 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	
<ul> <li>The Project Summary narrative should be at least 50 words and should</li> </ul>	ld 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

- 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 1st 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

- 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

- 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

- 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

### **PROJECT PRIORITIZATION SYSTEM**

20 points
20 points
10 points
10 points
10 points
20 points
10 points

**Total Possible Points 100 points** 

### 39 APPLICATIONS THAT ARE DEEMED INELIGIBLE

- 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

- 175 Applications for funding were received by the 5/31/2023 deadline.
- 62 Applications were incomplete or duplicates.
- I I 3 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)

### QUESTIONS?

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