

SUBJECT MATTER EXPERT FORM

CAPITAL OUTLAY REQUEST APPLICATION (REQUIRED ATTACHMENT)

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

<i>Name of Project:</i>	<i>Applicant:</i>
-------------------------	-------------------

Project contact name, phone number & email address:

PROJECT EVALUATION STATEMENTS BY SUBJECT MATTER EXPERT

The subject matter expert must have thoroughly evaluated the proposed project and provide an unbiased statement specifically addressing the issue(s). Please attach a detailed cost estimate or quote and provide a budget breakdown for the total project costs. 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 electronically on the ALTSD website:
<http://www.nmaging.state.nm.us/capital-outlay.aspx>

From the subject matter expert's point of view, please explain why the situation requires immediate action to remediate the issue.

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.

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.

Subject matter expert statement and evaluation of findings:

Provide budget a breakdown for the total project cost. <i>Attach a copy of the cost estimate/quote.</i>	Total Project Cost

<i>Subject Matter Expert Signature:</i>	<i>Date:</i>	<i>Print Name:</i>
<i>Company Name:</i>		<i>Work Number:</i>
<i>Address:</i>		<i>Cell Number:</i>
<i>Email Address:</i>		<i>Website Address</i>

***Estimates/quotes submitted by the Subject Matter Expert do not guarantee the award of project to vendor.**