

# AGING AND LONG-TERM SERVICES DEPARTMENT

## FY26 CAPITAL OUTLAY APPLICATION TRAINING

PLANNING AND DESIGN  
NEW CONSTRUCTION  
RENOVATION, CODE COMPLIANCE, ADDITION

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**Tasha Martinez**  
ALTSD Capital Outlay Bureau Chief

**Christy Tafoya Consulting, LLC**





# THE AGING AND LONG-TERM SERVICES DEPT (ALTSB) CAPITAL OUTLAY BUREAU (COB)

The COB is responsible for coordinating funding and administering capital projects for senior centers statewide to include:

- Providing planning and outreach
- Capturing requests from senior centers regarding capital needs
- Providing eligible funding information to the state legislature
- Coordinating emergency funding requests for senior facilities



# COB STAFF

**The Capital Outlay Bureau (COB)** is your connection to the capital outlay application, funding and reporting process. The following are friendly staff to assist you:

- Tasha Martinez, Capital Projects Bureau Chief (PSA 1)  
505-316-8900 [tasha.martinez@altsd.nm.gov](mailto:tasha.martinez@altsd.nm.gov)
- Steven Lacy, Capital Projects Coordinator (PSA 2 & 3)  
505-372-9136 [steven.lacy@altsd.nm.gov](mailto:steven.lacy@altsd.nm.gov)
- Lori Zuniga, Capital Projects Coordinator (PSA 4)  
505-221-9446 [gloria.zuniga@altsd.nm.gov](mailto:gloria.zuniga@altsd.nm.gov)
- Consuelo Montoya, Capital Projects Coordinator (PSAs 5 & 6)  
505-309-2492 [consuelo.holdridge@altsd.nm.gov](mailto:consuelo.holdridge@altsd.nm.gov)



# PRESENTATION OVERVIEW

This presentation will provide context regarding capital outlay programs available to senior centers and facilities statewide to include providing information on:

- The ALTSD New Application Portal (Bonfire)
- Fiscal and Facility Information Steps
- Planning and Design
- New Construction
- Renovation, Code Compliance and Addition

# APPLICATIONS SHOULD IDENTIFY:



Planning  
Process



Need for  
Immediate Action



Safety or Code  
Compliance



Need for  
Funding



Project  
Readiness



Ability to Complete  
Project

# CRITERIA FOR SELECTION

The COB enlists a qualified team to assist with selection of eligible senior center projects.

**Complete, well-detailed applications that clearly show a need rate the highest.**

## A strong application has:

- **Complete information** regarding applicant, facility, owners and funding history
- **A strong *project narrative*** with clear details
- **A project plan**
- **Timelines** for completion and ability to complete project
  - Past history will be taken into consideration
- Uploaded **quotes and required documents**



# ALTSD CAPITAL APPLICATION CATEGORIES



Planning &  
Design



New  
Construction



Code  
Compliance  
Renovation  
Addition



Vehicles &  
Equipment



Meals &  
Equipment





# CATEGORY DETAILS

## Planning and Design:

- Project pathways, timelines, maps and drawings

## New Construction:

- New buildings and facilities
- Equipment and furnishings

## Renovation/Code Compliance/Addition:

- Remodels
- Code Compliance projects
- Regulation compliance projects

## Vehicles & Equipment:

- Transport for people or goods and equipment
  - *Examples:* Mini-vans, Passenger Vans and Vehicles
- Vehicle equipment
  - *Example:* Meal Delivery Equipment

## Meals & Equipment:

- Equipment to prepare, cook and serve food
- Furniture, desks, physical fitness equipment





# INTRODUCTION TO THE ALTSD PORTAL

## ***What is Bonfire?***

Bonfire is a software platform that provides a process to streamline procurement workflow to make bid and proposal evaluation more efficient and user friendly.

## ***Bonfire and ALTSD***

ALTSD will implement the Bonfire application and contract management system for **capital outlay** starting **January 8, 2025**.

# APPLICATION CHANGE OVERVIEW

## *What Will Change?*

### **Application Process**

Senior centers will access the new system and provide applications and uploads

### **Completeness Notification**

Applicants will know immediately if required fields are incomplete

### **Streamlined:**

- ✓ Questions and Requirements
  - ❖ Removing subject matter expert forms
  - ❖ Adding deferred maintenance
- ✓ Evaluation Process
- ✓ Notification and agreement process



# APPLICATION MANUAL

## *What it Provides:*

- Step-step-by step instructions
- Screen shots of actual pages throughout the application
- Information on saving and uploading documents into Bonfire
- Resources for more information

## AGING AND LONG-TERM SERVICES DEPARTMENT

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FY26 CAPITAL OUTLAY  
APPLICATION TRAINING MANUAL  
2025





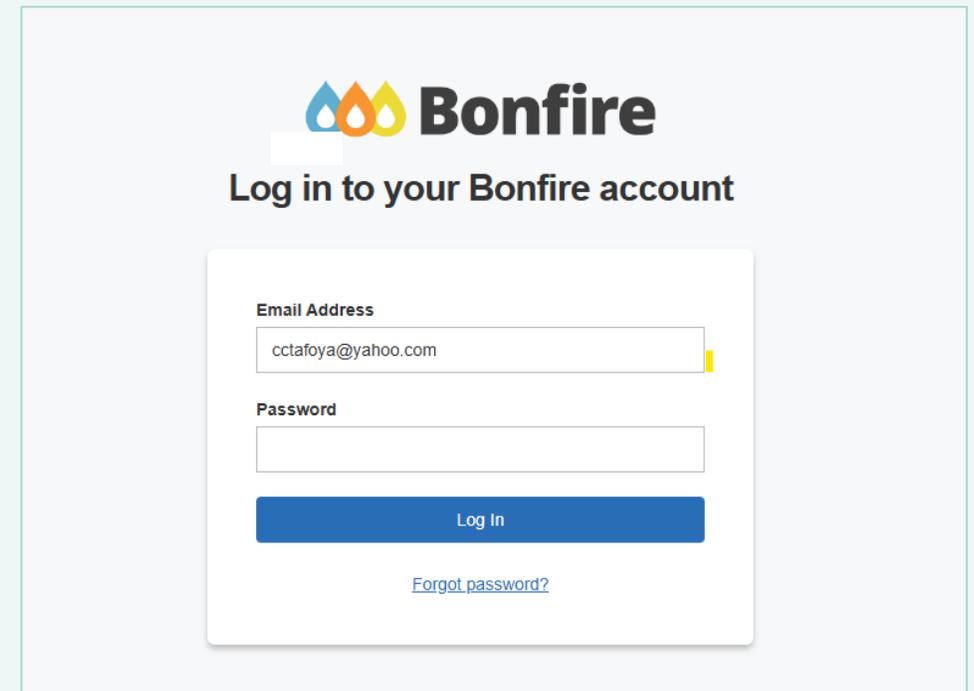
# **APPLICATIONS IN ALTSD PORTAL**

- **APPLICANT AND FACILITY INFORMATION**
- **PLANNING AND DESIGN**
- **NEW CONSTRUCTION**
- **RENOVATION, CODE COMPLIANCE, ADDITION**

# LOGGING IN TO YOUR BONFIRE ACCOUNT

## ***To begin, Senior Centers must:***

- Log in to Bonfire
- Access their accounts and view open COB applications or projects for each county



The screenshot shows the Bonfire login interface. At the top, there is the Bonfire logo, which consists of three stylized flame shapes in blue, orange, and yellow, followed by the word "Bonfire" in a bold, black, sans-serif font. Below the logo, the text "Log in to your Bonfire account" is displayed in a smaller, black, sans-serif font. The login form is contained within a white rectangular box with a thin grey border. It features two input fields: "Email Address" and "Password". The "Email Address" field contains the text "cctafoya@yahoo.com". Below the "Password" field is a blue "Log In" button. At the bottom of the form, there is a blue hyperlink labeled "Forgot password?".

**Bonfire**  
Log in to your Bonfire account

Email Address  
cctafoya@yahoo.com

Password

Log In

[Forgot password?](#)

# PROJECT INFORMATION

## Project Details = Application Details

### ALTS-COB-1 - TEST - Bernalillo County - 2025 Capital Outlay Application - Senior Centers

New Mexico Aging and Long-term Services Department [Back to list](#)

Project Details

**Project:** TEST - Bernalillo County - 2025 Capital Outlay Application - Senior Centers

**Ref. #:** ALTS-COB-1

**Department:** Capital Outlay Bureau

**Type:** RFA

**Status:** OPEN

**Open Date:** Nov 8th 2024, 3:30 PM MST

**Questions Due Date:** Never

**Contact Information:** TBD, capital.outlay@altsd.nm.gov

**Close Date:** Nov 15th 2024, 3:00 PM MST

**Days Left:** 7

**Project Description:**  
ALTSD provides capital outlay to municipal, county and pueblo, tribe and nation senior center providers.

November 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
					3:30p	OPEN
10	11	12	13	14	15	16
OPEN						
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- Review the Project Details
- Ensure that you have selected the **Correct County**

# DOWNLOAD APPLICATION QUESTION SET

**Important Events:**

Search

Status	Event Name	Location	Description	Dates	Mandatory
ONGOING	Questions Due Date	Online Portal	The Q and A Period for this Opportunity is Ongoing	Never	N/A
ONGOING	Open Date	Online Portal	Posting date for the Opportunity	Nov 26th 2024, 8:30 AM MST	N/A
UPCOMING	Close Date	Online Portal	Deadline for Submissions	Dec 20th 2024, 2:00 PM MST	N/A

**Supporting Documentation:**

Download All Files Search

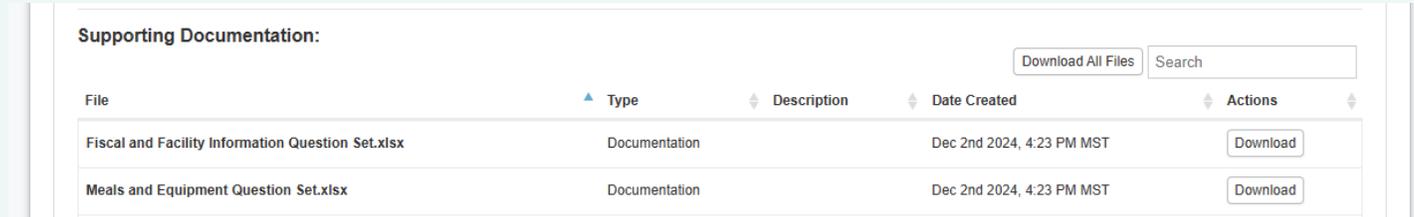
File	Type	Description	Date Created	Actions
Fiscal and Facility Information Question Set.xlsx	Documentation		Dec 2nd 2024, 4:23 PM MST	Download
Meals and Equipment Question Set.xlsx	Documentation		Dec 2nd 2024, 4:23 PM MST	Download
New Construction Question Set.xlsx	Documentation		Dec 2nd 2024, 4:23 PM MST	Download
Planning and Design Question Set.xlsx	Documentation		Dec 2nd 2024, 4:23 PM MST	Download
RenoCode ComplianceAddition Question Set.xlsx	Documentation		Dec 2nd 2024, 4:23 PM MST	Download
Vehicles and Equipment Question Set.xlsx	Documentation		Dec 2nd 2024, 4:23 PM MST	Download

- This is in the **Opportunity Page** under **Supporting Documentation**
- Download **Fiscal and Facility Information Question Set** for **All Applications**
- Download applicable Question Set for your application type



# DOWNLOAD QUESTION SET TEMPLATE

Click on **Download Template**

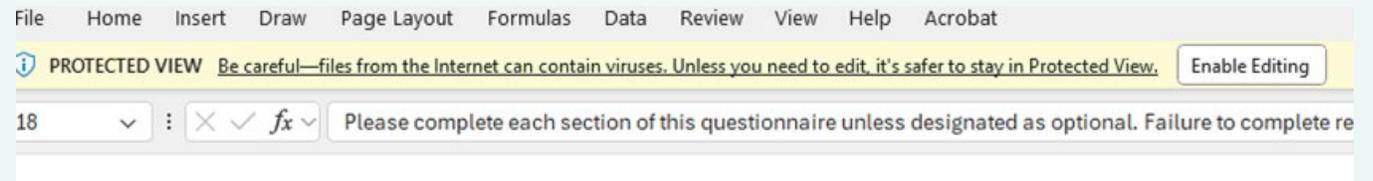


Supporting Documentation:				
File	Type	Description	Date Created	Actions
Fiscal and Facility Information Question Set.xlsx	Documentation		Dec 2nd 2024, 4:23 PM MST	<a href="#">Download</a>
Meals and Equipment Question Set.xlsx	Documentation		Dec 2nd 2024, 4:23 PM MST	<a href="#">Download</a>

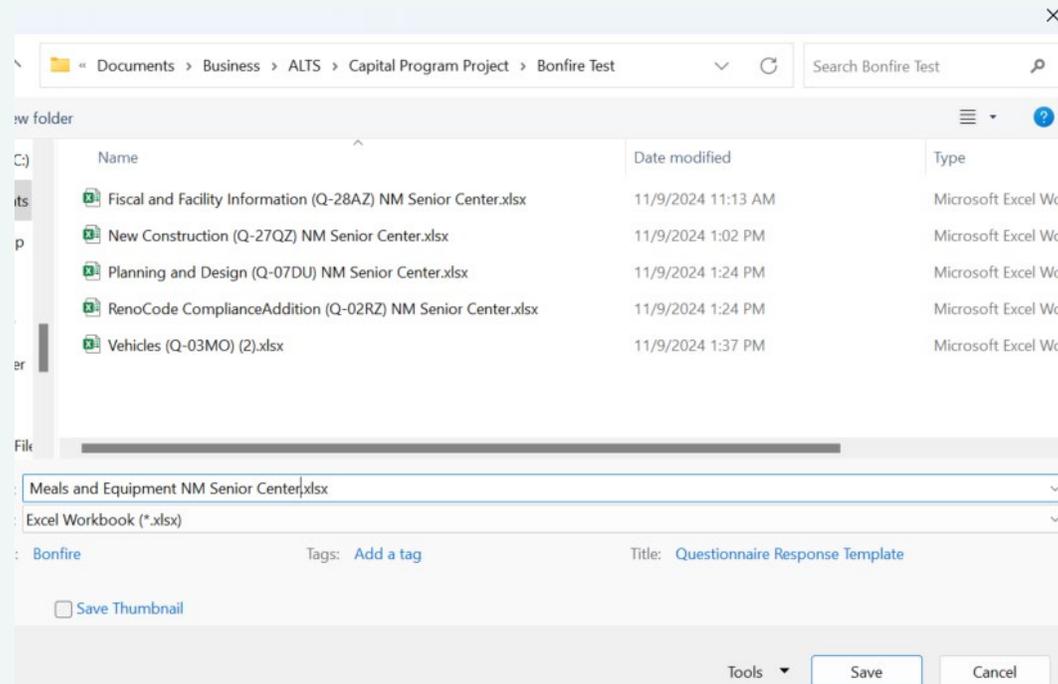
Download the file at the top right-hand corner of your computer, click on download



Open the spreadsheet and select **Enable Editing**.



# SAVE THE QUESTION SET



- Save this Question Set in a Folder where you can easily find it
- Use the Project Type, Identifier and Facility Name in the File Name



# SELECTING PROJECT TYPES

## ***Decisions = Project Types***

### Step 1: Select Decisions

<input checked="" type="checkbox"/>	FACILITIES	→	BARELA'S SENIOR CENTER	-	SERVICES	→	MEALS AND EQUIPMENT
<input checked="" type="checkbox"/>	FACILITIES	→	BARELA'S SENIOR CENTER	-	SERVICES	→	NEW CONSTRUCTION (PHASE II)
<input checked="" type="checkbox"/>	FACILITIES	→	BARELA'S SENIOR CENTER	-	SERVICES	→	PLANNING AND DESIGN (PHASE I)
<input checked="" type="checkbox"/>	FACILITIES	→	BARELA'S SENIOR CENTER	-	SERVICES	→	RENO/CODE COMPLIANCE/ADDITION
<input checked="" type="checkbox"/>	FACILITIES	→	BARELA'S SENIOR CENTER	-	SERVICES	→	VEHICLES
<input type="checkbox"/>	FACILITIES	→	BEAR CANYON SENIOR CENTER	-	SERVICES	→	MEALS AND EQUIPMENT
<input type="checkbox"/>	FACILITIES	→	BEAR CANYON SENIOR CENTER	-	SERVICES	→	NEW CONSTRUCTION (PHASE II)
<input type="checkbox"/>	FACILITIES	→	WHISPERS PINES SENIOR CENTER	-	SERVICES	→	VEHICLES

Showing 1 to 110 of 110 entries

[Step 2: Upload Your Files »](#)

[Technical Support](#) [Portal Security](#) [Terms of Service](#) [Privacy Policy](#) [Sitemap](#)

- Click the box next to the senior center facility (FACILITIES) and the SERVICES (Project types) that you would like to apply for
- Scroll down and click on Step 2: Upload Your Files.

# WORK-IN-PROGRESS

**TEST2 - Bernalillo County - 2025 Capital Outlay Application - Senior Centers**

[Submissions \(0\)](#) [Document Takers \(0\)](#)

**Submissions** [Create Submission](#)

[Hide the Work-in-Progress Submission \(1\)](#)

**Work-in-Progress Submission**

**NOTE:** Work-In-Progress submissions are submissions that have been prepared but have not yet been finalized. As such, these submissions are not included in the evaluation but are shown here for your reference.

Supplier	Created	Progress	Type	Actions
<a href="#">Senior Ctr</a>	Nov 26th 2024, 8:40 AM MST	<input type="text" value="0%"/>	Internal	<a href="#">Actions</a> -

**Note:** Your Application will be saved as a Work-in-Progress Submission to allow you to pause your work and return later





# **APPLICANT AND FACILITY INFORMATION**

# APPLICANT AND FACILITY REQUESTED INFORMATION

## *Requested Information Identifies:*

- Applicant Name
- Title
- Basic Facility Information

### Requested Information:

Listed below are the documents and information needed to complete your submission:

#### Applicant Information

Name	Type	# Files	Requirement	Instructions	Actions
Applicant Name	Data Type: Text	N/A	REQUIRED		
Applicant Title	Data Type: Text	N/A	REQUIRED		
Facility Name	Data Type: Text	N/A	REQUIRED		
Applicant Address	Data Type: Text	N/A	REQUIRED		
E-signature or letter memo	<a href="#">File Type: Any (*.*)</a>	1	REQUIRED		
Applicant Email	Data Type: Text	N/A	REQUIRED		
Current ICIP	<a href="#">File Type: Any (*.*)</a>	Multiple	REQUIRED		
History	<a href="#">File Type: Any (*.*)</a>	Multiple	REQUIRED		
Fiscal and Facility Information (Q-28AZ)	Questionnaire: Excel (.xlsx)	1	REQUIRED	You will need to fill out the provided Response Template for this Questionnaire.	<a href="#">Download</a>

# APPLICANT INFORMATION

**STEP 2: PROVIDE SUBMISSION INFORMATION**

Click Upload File to add a requested document. Please note the type and number of files allowed for each requested document. The maximum file size accepted is 1000 MB.  
Click Edit to enter a data or text answer.

**Applicant Information**

**Applicant Name**  
**REQUIRED** Data Type: Text

C Taf

Max Length: 2000 characters, 1995 remaining

**Applicant Title**  
**REQUIRED** Data Type: Text

CEO

Max Length: 2000 characters, 1997 remaining

**Applicant Address**  
**REQUIRED** Data Type: Text

1234 1st St

**E-signature or letter memo**  
**REQUIRED** File Type: Any (\*) # Files: 1

✓ **UPLOAD\_FILE\_FOR\_BONFIRE.docx**

**Applicant Email**  
**REQUIRED** Data Type: Text

cctafoya@yahoo.com

Max Length: 2000 characters, 1982 remaining

**Current ICIP**  
**REQUIRED** File Type: Any (\*) # Files: Multiple

✓ **UPLOAD\_FILE\_FOR\_BONFIRE.docx**

**History**  
**REQUIRED** File Type: Any (\*) # Files: Multiple

✓ **UPLOAD\_FILE\_FOR\_BONFIRE.docx**

- Applicant information will be tied to **each** type of project you are applying for and **is required**
- Complete **Text Boxes and Uploads**
- **Remember to save each section of the Applicant Information**





# COMPLETING QUESTION SETS IN BONFIRE

*The application is divided into Question Sets:*

- Applicants download and save specific Question Sets regarding projects – they are highlighted in yellow
- Applicants must complete and **upload all Question Sets for their specific project**
- **Instructions for Question Sets** are included



## Fiscal and Facility Information (Q-28AZ)

Please complete the enclosed questionnaire to provide information about the applicant, senior center, and certification information.

### Instructions

- The Summary worksheet displays your overall progress for the questionnaire.
- The worksheets numbered from 1 to N represent question sets.
- For each question set, select a response from the dropdown (if applicable) and enter a response comment for each question in the table.
- If specific instructions have been provided for a given subset, they will appear as a tooltip for a purple cell. Mouse-over to review them.
- When pasting content, please use Paste Special as Text without any formatting.
- You can only submit text based responses, please do not use special characters like emojis.
- Please do not change the structure of any of the worksheets. Changing the structure will invalidate your submission.
- Any additional information outside of the given structure of the worksheets will not be visible to the purchaser.
- Please do not save this file in a different format. Saving this file in a different format will invalidate your submission.



# FISCAL CERTIFICATION QUESTION SET

- Provide your information under **Response** and **Comment** where applicable
- You will have opportunities to complete **drop downs** and **text boxes**
- Status is 100% Complete when all questions have been answered

**Question Set 1: Fiscal Certification Information**  
Question Set 1 Instructions  
Specific instructions are included with each question, so read carefully.  
For questions, please contact Tasha Martinez, Capital Outlay Bureau Chief at tasha.martinez@altsd.nm.gov. Training resources are available on <https://aging.nm.gov/our-partners/capital-outlay>.

#	Question	Response	Comment	Status
10.1	Is the current budget filed with the state auditor?	Yes		Complete
10.2	Is the operating budget approved by DFA and Finance Bureau of the local government division?	Yes - Explain in Comment Box	Approved	Complete
10.3	Explain your answer about operating.	Approved		Complete
10.4	Submitted financial quarterly/monthly reports to DFA budget and finance bureau of the local government division (CPMS)?	Yes		Complete
10.5	Provide current ICIP number for project and upload ICIP	123456		Complete
10.6	Certification Name - Certifying official of the local government (municipality, county, tribal) authorized to verify that the application is supported by the governing body of the applicant. Official is authorized to file this application for assistance from the State of New Mexico and certifies that the information contained herein is true and complete to the best of official's knowledge and belief.	Official Jane Jones		Complete
10.7	Certification Title	Official		Complete
10.8	Did you upload letter identifying Certifying Official for all applications?	Yes		Complete
10.9	Fiscal Agent Name - A Fiscal Agent is an entity responsible for administering funds, including compliance with procurement, monitoring project progress, reporting expenditures and repayment of funds.	John James		Complete
10.10	Fiscal Agent Title	Fiscal Agent		Complete
10.11	Fiscal Agent Entity	Municipality		Complete
10.12	Fiscal Agent Email	<a href="mailto:12@mail.com">12@mail.com</a>		Complete
10.13	Procurement Officer or Finance Director	Jane Day		Complete
10.14	Finance Title	Finance Director		Complete
10.15	Finance Entity	Municipality		Complete
10.16	Finance Email	<a href="mailto:13@mail.gov">13@mail.gov</a>		Complete

16 Questions 100.00% Complete



# FACILITY INFORMATION QUESTION SET PART 1

- Provide your information under **Response** and **Comment** where applicable
- You will have opportunities to complete **drop downs and text boxes**
- Status is 100% Complete when all questions have been answered

## Question Set 2: Facility Information

### Question Set 2 Instructions

Specific instructions are included with each question, so read carefully.

For questions, please contact Tasha Martinez, Capital Outlay Bureau Chief at [tasha.martinez@altsd.nm.gov](mailto:tasha.martinez@altsd.nm.gov). Training resources are available on <https://aging.nm.gov/our-partners/capital-outlay>.

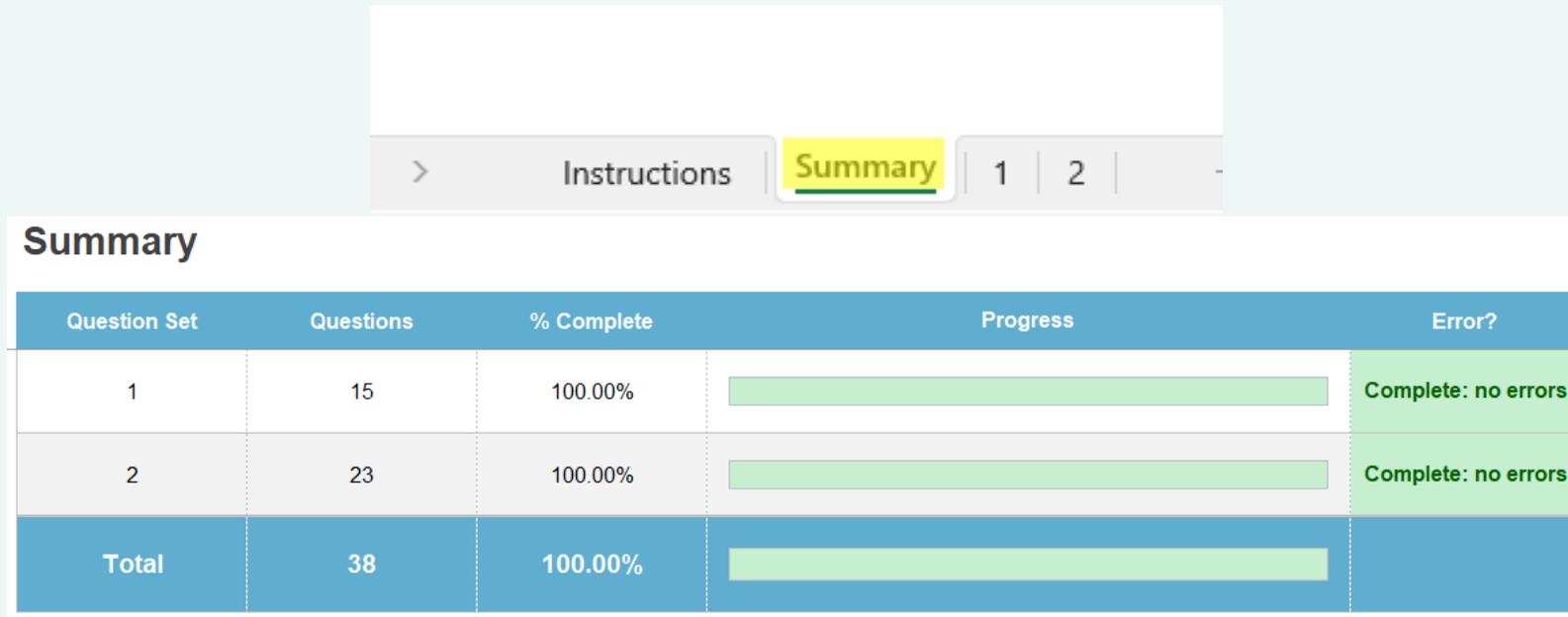
#	Question	Response	Comment	Status
2.0.1	Facility Name, Also Known As or DBA	NM Senior Center		Complete
2.0.2	Facility Contact Name	C Taf		Complete
2.0.3	Facility Phone	5551234566		Complete
2.0.4	Facility Email	<a href="mailto:cctaf.nm@sr">cctaf.nm@sr</a>		Complete
2.0.5	Facility Website	senr.com		Complete
2.0.6	Facility Ownership (City, County, Town, Village, Pueblo, Nation, Tribe, Private - Private owners must provide a copy of lease, operating agreement or user, Other)	City		Complete
2.0.7	If facility is managed by non-profit, is an agreement in place?	Yes		Complete
2.0.8	What sources of funding were used to construct or improve the facility within the last 5 years? (include funding source, amount and date in your answer)	Funding Source - Capital Outlay, \$200,000; 2024		Complete
2.0.9	What repairs/improvements have been made to the facility and when? (Such as roof, structural, floor, HVAC, parking lot, etc.)	Roof, structural, floor replacement		Complete
2.0.10	What is size of facility in square feet?	2,100 sq ft		Complete
2.0.11	Is the facility sufficient in size, based on service(s) provided?	No - Explain in Comment Box	An addition is needed	Complete
2.0.12	Is the location of the facility easily accessible to all those served?	Yes		Complete
2.0.13	Is the facility a multipurpose/intergenerational center? (Identify sq. footage solely for senior citizens)	Yes		Complete
2.0.14	History - Provide a brief history and general description of the facility	See comment box	This senior center has been in existence since 1998 and is important to the community	Complete

# FACILITY INFORMATION QUESTION SET PART 2

2.0.15	Current Condition - What is the current condition of the facility and supporting infrastructure?	Fair condition		Complete
2.0.16	How many seniors attend the facility daily (average)?	50		Complete
2.0.17	Does local government provide operating staff?	Yes		Complete
2.0.18	List all other sources of program funding and the status of each source. (AAA, Local, In-Kind, Grant Funding, Other)	AAA		Complete
2.0.19	If applicable, describe your interface with tribal or pueblo government or community with regard to this project.	Yes		Complete
2.0.20	Have you met with your procurement representative (fiscal agent) to plan procurement for this project?	Yes		Complete
2.0.21	Has a project manager been assigned to this project to ensure timely completion of the project?	Yes		Complete
2.0.22	Is staff aware quarterly reporting to the Capital Projects Monitoring System is a requirement?	Yes		Complete
22 Questions			100.00% Complete	



# SUMMARY



The screenshot displays a user interface for a summary report. At the top, there is a navigation bar with a right-pointing arrow, followed by tabs labeled 'Instructions' and 'Summary'. The 'Summary' tab is highlighted in yellow. Below the navigation bar, the word 'Summary' is written in bold. The main content is a table with five columns: 'Question Set', 'Questions', '% Complete', 'Progress', and 'Error?'. The table contains three rows: two individual question sets and a total row. Each row shows a progress bar and a status message in the 'Error?' column.

Question Set	Questions	% Complete	Progress	Error?
1	15	100.00%	<div style="width: 100%;"></div>	Complete: no errors
2	23	100.00%	<div style="width: 100%;"></div>	Complete: no errors
<b>Total</b>	<b>38</b>	<b>100.00%</b>	<div style="width: 100%;"></div>	

Click the Summary Tab at the bottom of the page and review to ensure that Question Sets are complete without errors.





# **PLANNING AND DESIGN APPLICATIONS**

# PLANNING AND DESIGN QUESTION SET AND UPLOADS

Review the Upload Requirements for Planning and Design

- You will need to upload:
- **Saved** Planning and Design Question Sets
  - Other applicable documents

Planning and Design (Phase I)

	<b>Planning and Design (Q-07DU)</b> <small>PLANNING AND DESIGN (PHASE I)</small> <b>REQUIRED</b> Questionnaire # Files: 1	<input data-bbox="2321 554 2440 572" type="button" value="Upload File..."/>
	<b>Construction plans</b> <small>PLANNING AND DESIGN (PHASE I)</small> <b>REQUIRED</b> File Type: Any (*) # Files: Multiple	<input data-bbox="2321 661 2440 679" type="button" value="Upload File..."/>
	<b>Applicable quotes/cost estimates</b> <small>PLANNING AND DESIGN (PHASE I)</small> <b>REQUIRED</b> File Type: Any (*) # Files: Multiple	<input data-bbox="2321 768 2440 786" type="button" value="Upload File..."/>
	<b>Optional items (photos, renderings, etc.)</b> <small>PLANNING AND DESIGN (PHASE I)</small> <b>OPTIONAL</b> File Type: Any (*) # Files: Multiple	<input data-bbox="2321 882 2440 901" type="button" value="Upload File..."/>



# PLANNING AND DESIGN INSTRUCTIONS



## Planning and Design (Q-07DU)

This section is for planning and design related to facility construction, renovation, code compliance and additional projects.

### Instructions

- The Summary worksheet displays your overall progress for the questionnaire.
- The worksheets numbered from 1 to N represent question sets.
- For each question set, select a response from the dropdown (if applicable) and enter a response comment for each question in the table.
- If specific instructions have been provided for a given subset, they will appear as a tooltip for a purple cell. Mouse-over to review them.
- When pasting content, please use Paste Special as Text without any formatting.
- You can only submit text based responses, please do not use special characters like emojis.
- Please do not change the structure of any of the worksheets. Changing the structure will invalidate your submission.
- Any additional information outside of the given structure of the worksheets will not be visible to the purchaser.
- Please do not save this file in a different format. Saving this file in a different format will invalidate your submission.
- Please do not use Excel formulas in your responses.
- Please follow the instructions provided along with this file to submit it back to Bonfire.

> Instructions Summary 1 +

- Review All Instructions
- Select Question Set 1

# PLANNING AND DESIGN QUESTION SET – PART 1

- You will have opportunities to complete **drop downs and text boxes**
- Status is 100% Complete when all questions have been answered

**Question Set 1: Planning and Design Information**  
 Question Set 1 Instructions  
 Specific instructions are included with each question, so read carefully. Some questions will be scored and scoring amounts will be included in questions.  
 For questions, please contact Tasha Martinez, Capital Outlay Bureau Chief at tasha.martinez@atsd.nm.gov. Training resources are available on <https://aging.nm.gov/our-partners/capital-outlay>.

#	Question	Response	Comment	Status
10.1	Project Summary and Narrative - This 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.  Use the Comment box to complete the Project Summary and Narrative. Use "Alt+Enter" to start a new line.  Scoring 50 Points	-	This project will be very important in the completion of significant projects at the NM Senior Center. This narrative includes the amount of funding requested and has goals that are measured. There are improved services, and more programs will be delivered. It will address key problems and will ensure that there is a great deal of benefit to all visitors.  This is a very significant project and will help the community. It will provide services for 100 seniors in the NM Senior Center Community.	Complete
10.2	Has planning and design been completed? Scoring 10 Points	Yes		Complete
10.3	When was planning and design completed? (Optional)	2020		Complete
10.4	Identify the firm that completed the planning and design (Optional)	Contractor A		Complete
10.5	Previous Request Summary (If funding was requested in the past for this project provide a brief summary to include when it was presented, amount of funding received and any changes from original request(s) and include cost, scope of work, etc.)	\$10,000 for code planning		Complete
10.6	Have you met with your elected official to plan for this project and if so, who? (i.e. state legislator, mayor, city council, county commissioner, etc.) Scoring 10 Points	Yes - Explain in Comment Box	Mayor A	Complete
10.7	What is the timeline for completion? Scoring 10 Points	May 2026		Complete
10.8	Do the requested funds complete a fully functional phase of the project? Scoring 10 Points	Yes - Describe Phase in Comment Box	This will be a fully functional phase	Complete
10.9	Total Project Cost	\$20,000		Complete
10.10	Amount of Request Scoring 10 Points	\$20,000		Complete



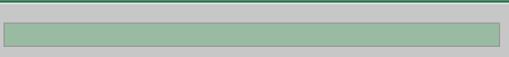
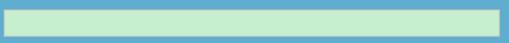
# PLANNING AND DESIGN QUESTION SET – PART 2

1.0.11	Cost - Architect/Engineer (Projected)	\$5,000		Complete
1.0.12	Cost - Construction (Projected)	0		Complete
1.0.13	Cost - Renovation (Projected)	\$5,000		Complete
1.0.14	Cost - Code Compliance (Projected)	\$5,000		Complete
1.0.15	Cost - Other Phase, Identify (Projected)	\$5,000		Complete
1.0.16	Are there measures for energy reduction and/or energy sustainability? (Such as: Building envelope (R-Value); roofing; HVAC; lighting; water fixtures; solar power; high efficiency doors, windows, weatherization, explain all that apply)	Yes, solar and HVAC within planning		Complete
1.0.17	Did you upload construction plans, if available? (Optional)	Yes		Complete
1.0.18	Did you upload applicable quotes/cost estimates? Scoring 10 Points	Yes	<input type="button" value="v"/>	Complete
1.0.19	Did you upload optional items (photos, renderings, etc.)?	Yes		Complete
19 Questions			100.00% Complete	



# SUMMARY

**Summary**

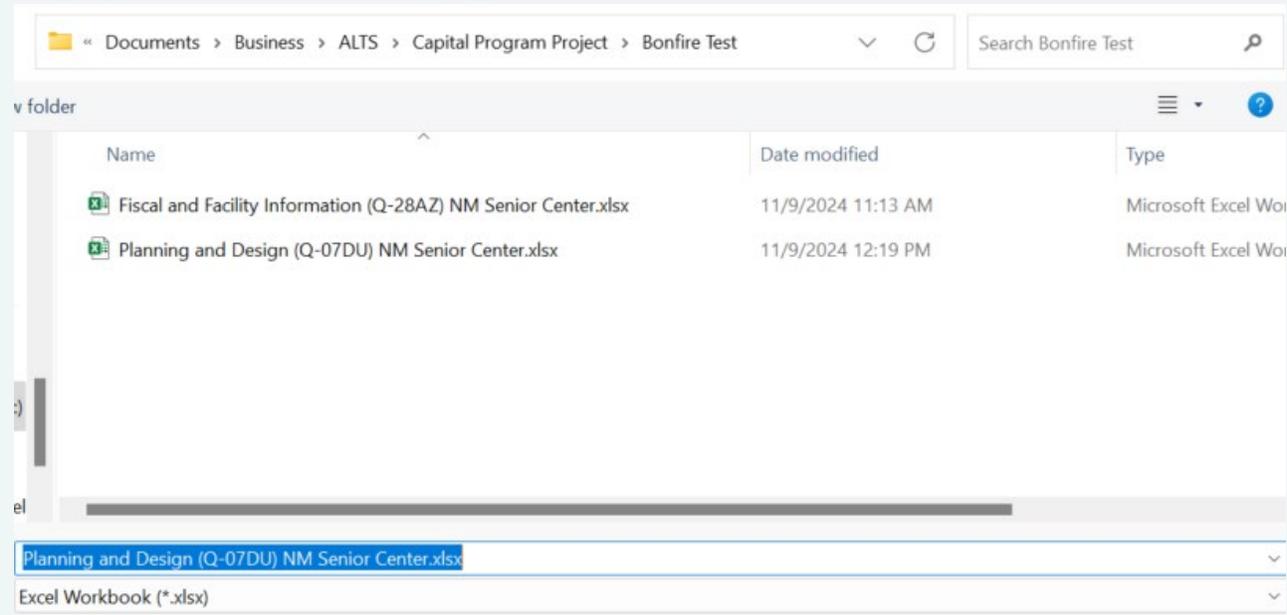
Question Set	Questions	% Complete	Progress	Error?
1	19	100.00%		Complete: no errors
<b>Total</b>	<b>19</b>	<b>100.00%</b>		



Click the Summary Tab at the bottom of the page and review to ensure that Question Set is complete without errors



# SAVE THE QUESTION SET



- Save this Question Set in a Folder where you can easily find it
- Use the Project Type, Identifier and Facility Name in the File Name



# COMPLETE PLANNING AND DESIGN UPLOADS

A section is complete if  
all dots are green!

**CONGRATULATIONS!**

**You have completed the Planning  
and Design Application.**

Planning and Design (Phase I)

 <b>Planning and Design (Q-07DU)</b> (PLANNING AND DESIGN (PHASE I)) <b>REQUIRED</b> Questionnaire # Files: 1	Upload File...
✓ Planning_and_Design_(Q-07DU)_NM_Senior_Center.xlsx	 
 <b>Construction plans</b> (PLANNING AND DESIGN (PHASE I)) <b>REQUIRED</b> File Type: Any (*) # Files: Multiple	Upload File...
✓ UPLOAD_FILE_FOR_BONFIRE.docx	 
 <b>Applicable quotes/cost estimates</b> (PLANNING AND DESIGN (PHASE I)) <b>REQUIRED</b> File Type: Any (*) # Files: Multiple	Upload File...
✓ UPLOAD_FILE_FOR_BONFIRE.docx	 
 <b>Optional items (photos, renderings, etc.)</b> (PLANNING AND DESIGN (PHASE I)) <b>OPTIONAL</b> File Type: Any (*) # Files: Multiple	Upload File...
✓ UPLOAD_FILE_FOR_BONFIRE.docx	 





# **NEW CONSTRUCTION APPLICATIONS**

# NEW CONSTRUCTION QUESTION SET AND UPLOADS

Review the Upload Requirements for New Construction

You will need to upload:

- **Saved** New Construction Question Set
- Other applicable documents

New Construction (Phase II)

 <b>New Construction Question Set</b> BARELAS SENIOR CENTER NEW CONSTRUCTION (PHASE II) <b>REQUIRED</b> File Type: Excel (.xls, .xlsx) # Files: 1	Upload File...
 <b>Construction plans</b> BARELAS SENIOR CENTER NEW CONSTRUCTION (PHASE II) <b>REQUIRED</b> File Type: Any (*) # Files: Multiple	Upload File...
 <b>Applicable quotes/cost estimates</b> BARELAS SENIOR CENTER NEW CONSTRUCTION (PHASE II) <b>REQUIRED</b> File Type: Any (*) # Files: Multiple	Upload File...
 <b>Budget commitment for ongoing maintenance and repair</b> BARELAS SENIOR CENTER NEW CONSTRUCTION (PHASE II) <b>REQUIRED</b> File Type: Any (*) # Files: Multiple	Upload File...
 <b>Optional items (photos, renderings, etc.)</b> BARELAS SENIOR CENTER NEW CONSTRUCTION (PHASE II) <b>OPTIONAL</b> File Type: Any (*) # Files: Multiple	Upload File...



# NEW CONSTRUCTION INSTRUCTIONS



## New Construction (Q-27QZ)

This section is for new facility construction, code compliance and additional projects.

### Instructions

- The Summary worksheet displays your overall progress for the questionnaire.
- The worksheets numbered from 1 to N represent question sets.
- For each question set, select a response from the dropdown (if applicable) and enter a response comment for each question in the table.
- If specific instructions have been provided for a given subset, they will appear as a tooltip for a purple cell. Mouse-over to review them.
- When pasting content, please use Paste Special as Text without any formatting.
- You can only submit text based responses, please do not use special characters like emojis.
- Please do not change the structure of any of the worksheets. Changing the structure will invalidate your submission.
- Any additional information outside of the given structure of the worksheets will not be visible to the purchaser.
- Please do not save this file in a different format. Saving this file in a different format will invalidate your submission.
- Please do not use Excel formulas in your responses.

> Instructions Summary 1 +

- Review All Instructions
- Select Question Set 1

# NEW CONSTRUCTION QUESTION SET – PART 1

- Provide your information under Response and Comment where applicable
- You will have opportunities to complete drop downs and text boxes
- Status is 100% Complete when all questions have been answered

## Question Set 1: New Construction Information

### Question Set 1 Instructions

Specific instructions are included with each question, so read carefully. Some questions will be scored and scoring amounts will be included in questions.

For questions, please contact Tasha Martinez, Capital Outlay Bureau Chief at [tasha.martinez@altsd.nm.gov](mailto:tasha.martinez@altsd.nm.gov). Training resources are available on <https://aging.nm.gov/for-our-partners/capital-outlay>.

#	Question	Response	Comment	Status
10.1	<p>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 the support and how this will affect the beneficiaries.</p> <p>Use the Comment box to complete the Project Summary and Narrative. Use "Alt+Enter" to start a new line.</p> <p>Scoring 50 Points</p>	-	<p>This project will be very important in the completion of significant projects at the NM Senior Center. This narrative includes the amount of funding requested and has goals that are measured. There are improved services, and more programs will be delivered. It will address key problems and will ensure that there is a great deal of benefit to all visitors.</p> <p>This is a very significant project and will help the community. It will provide services for 100 seniors in the NM Senior Center Community.</p>	Complete
10.2	Will planning and design be required for this project?	Yes		Complete
10.3	Has planning and design been completed? Scoring 10 Points	Planning and design has been completed and includes drawings and electrical.		Complete
10.4	When was planning and design completed?	May 2024		Complete
10.5	Firm that completed the planning and design?	Firm A		Complete
10.6	Previous Request Summary (If funding was requested in the past for this project provide a brief summary to include when it was presented, amount of funding received and any changes from original request(s) and include cost, scope of work, etc.)	Funding was requested in the past.		Complete
10.7	Have you met with your elected official to plan for this project and if so, who? (i.e. state legislator, mayor, city council, county commissioner, etc.)	Yes - Explain in Comment Box	Mayor A	Complete
10.8	What is the timeline for completion? Scoring 10 Points	May 2026		Complete
10.9	Do the requested funds complete a fully functional phase of the project? Scoring 5 Points	Yes - Describe Phase in Comment Box	This is phase 1 of an important fully functional project.	Complete
10.10	Total Project Cost	\$50,000		Complete

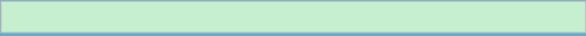


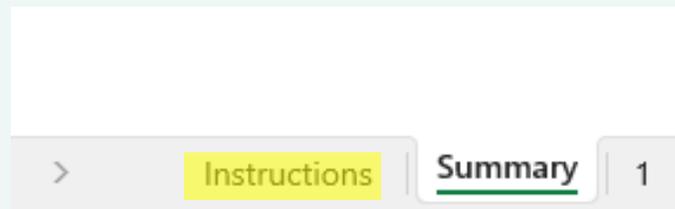
# NEW CONSTRUCTION QUESTION SET – PART 2

1.0.11	Amount of Request Scoring 5 Points	\$50,000		Complete
1.0.12	Cost - Architect/Engineer (Projected)	\$10,000		Complete
1.0.13	Cost - Construction (Projected)	\$20,000		Complete
1.0.14	Cost - Renovation (Projected)	\$20,000		Complete
1.0.15	Cost - Code Compliance (Projected)	\$0		Complete
1.0.16	Cost - Other Phase, Identify (Projected)	\$0		Complete
1.0.17	Are there measures for energy reduction and/or energy sustainability? (Identify which measure(s) apply: Building envelope, Roofing, HVAC, Lighting, Water Fixtures, Solar Power, High efficiency doors or windows for weatherization, explain all that apply)	HVAC		Complete
1.0.18	Is your fiscal agency prepared to provide ongoing maintenance and repair? Scoring 10 Points	Yes - Explain in Comment Box	Prepared	Complete
1.0.19	Did you upload documentation that there is budget commitment for ongoing maintenance and repair?	Yes		Complete
1.0.20	Did you upload construction plans, if available?	Yes		Complete
1.0.21	Did you upload applicable quotes/cost estimates? Scoring 10 Points	Yes		Complete
1.0.22	Did you upload optional items (photos, renderings, etc.)? (Optional)	Yes		Complete
22 Questions		100.00% Complete		



# SUMMARY

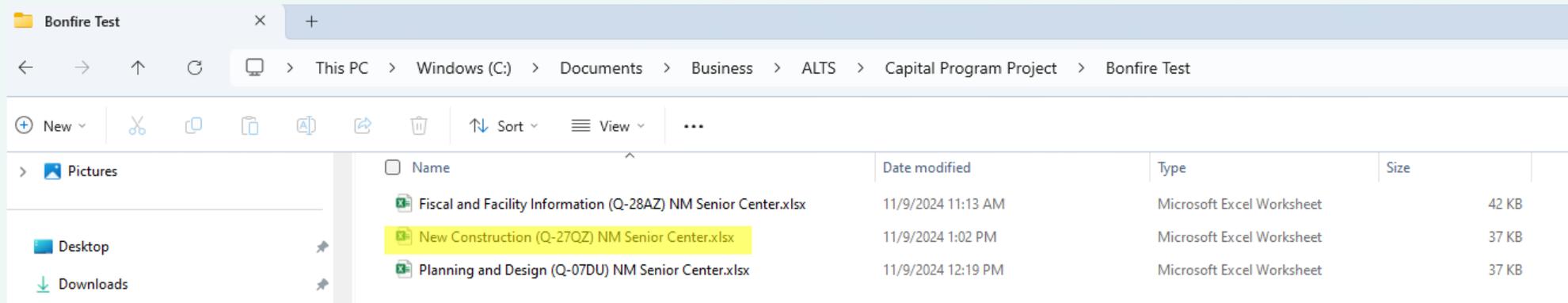
Summary				
Question Set	Questions	% Complete	Progress	Error?
1	19	100.00%		Complete: no errors
Total	19	100.00%		



Click the Summary Tab at the bottom of the page and review to ensure that Question Sets are complete without errors.



# SAVE THE QUESTION SET



- Save this Question Set in a Folder where you can easily find it
- Use the Project Type, Identifier and Facility Name in the File Name



# COMPLETE NEW CONSTRUCTION UPLOADS

A section is complete if  
all dots are green!

**CONGRATULATIONS!**

**You have completed the New  
Construction Application.**

New Construction (Phase II)

 <b>New Construction Question Set</b> (BARELAS SENIOR CENTER) (NEW CONSTRUCTION (PHASE II)) <b>REQUIRED</b> File Type: Excel (.xls, .xlsx) # Files: 1	Upload File...
✓ New_Construction_Question_Set_Barelas.xlsx	 
 <b>Construction plans</b> (BARELAS SENIOR CENTER) (NEW CONSTRUCTION (PHASE II)) <b>REQUIRED</b> File Type: Any (*) # Files: Multiple	Upload File...
✓ UPLOAD_FILE_FOR_BONFIRE.docx	 
 <b>Applicable quotes/cost estimates</b> (BARELAS SENIOR CENTER) (NEW CONSTRUCTION (PHASE II)) <b>REQUIRED</b> File Type: Any (*) # Files: Multiple	Upload File...
✓ UPLOAD_FILE_FOR_BONFIRE.docx	 
 <b>Budget commitment for ongoing maintenance and repair</b> (BARELAS SENIOR CENTER) (NEW CONSTRUCTION (PHASE II)) <b>REQUIRED</b> File Type: Any (*) # Files: Multiple	Upload File...
✓ UPLOAD_FILE_FOR_BONFIRE.docx	 
 <b>Optional items (photos, renderings, etc.)</b> (BARELAS SENIOR CENTER) (NEW CONSTRUCTION (PHASE II)) <b>OPTIONAL</b> File Type: Any (*) # Files: Multiple	Upload File...





# **RENOVATION, CODE COMPLIANCE, ADDITION APPLICATIONS**

# RENOVATION QUESTION SET AND UPLOADS

Review the Upload Requirements for Renovation, Code Compliance, Addition

You will need to upload:

- **Saved** Renovation, Code Compliance, Addition Question Sets
- Other applicable documents

The screenshot displays a web form titled "Reno/Code Compliance/Addition" with five rows of upload requirements. Each row includes a status indicator (red dot for required, yellow dot for optional), a title, project identifiers, a status label (REQUIRED or OPTIONAL), file type and count information, and an "Upload File..." button.

Item	Status	File Type	# Files
Reno Code Compliance Addition Question Set	REQUIRED	Excel (.xls, .xlsx)	1
Construction plans	REQUIRED	Any (*)	Multiple
Applicable quotes/cost estimates	REQUIRED	Any (*)	Multiple
Budget commitment for ongoing maintenance and repair	REQUIRED	Any (*)	Multiple
Optional items (photos, renderings, etc.)	OPTIONAL	Any (*)	Multiple



# RENOVATION INSTRUCTIONS



## Reno/Code Compliance/Addition (Q-02RZ)

This questionnaire is for renovation, code compliance and additions to senior centers and facilities.

### Instructions

- The Summary worksheet displays your overall progress for the questionnaire.
- The worksheets numbered from 1 to N represent question sets.
- For each question set, select a response from the dropdown (if applicable) and enter a response comment for each question in the table.
- If specific instructions have been provided for a given subset, they will appear as a tooltip for a purple cell. Mouse-over to review them.
- When pasting content, please use Paste Special as Text without any formatting.
- You can only submit text based responses, please do not use special characters like emojis.
- Please do not change the structure of any of the worksheets. Changing the structure will invalidate your submission.
- Any additional information outside of the given structure of the worksheets will not be visible to the purchaser.
- Please do not save this file in a different format. Saving this file in a different format will invalidate your submission.

> **Instructions** | Summary | 1 | +

- Review All Instructions
- Select Question Set 1

# RENOVATION QUESTION SET – PART 1

- Provide your information under Response and Comment where applicable
- You will have opportunities to complete drop downs and text boxes
- Status is 100% Complete when all questions have been answered

**Question Set 1: Reno/Code Compliance/Addition Information**

**Question Set 1 Instructions**  
 Specific instructions are included with each question, so read carefully. Some questions will be scored and scoring amounts will be included in questions.

For questions, please contact Tasha Martinez, Capital Outlay Bureau Chief at [tasha.martinez@altsd.nm.gov](mailto:tasha.martinez@altsd.nm.gov). Training resources are available on <https://aging.nm.gov/for-our-partners/capital-outlay>.

#	Question	Response	Comment	Status
10.1	<p>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 the support and how this will affect the beneficiaries.</p> <p>Use the Comment box to complete the Project Summary and Narrative. Use "Alt-Enter" to start a new line.</p> <p>Scoring 50 Points</p>	-	<p>This project will be very important in the completion of significant projects at the NM Senior Center. This narrative includes the amount of funding requested and has goals that are measured. There are improved services, and more programs will be delivered. It will address key problems and will ensure that there is a great deal of benefit to all visitors.</p> <p>This is a very significant project and will help the community. It will provide services for 100 seniors in the NM Senior Center Community.</p>	Complete
10.2	Does this project address a code compliance finding (EID, Fire Department, Health Department, or other code violation)?	Yes - Explain in Comment Box	Fire Department, code violation	Complete
10.3	What code violation was issued/identified on citation or finding?	Fire code		Complete
10.4	Will planning and design be required for this project? (Tripping hazard, ADA Compliance, structural damage, sanity issue, other, N/A)	Access, structural damage, tripping hazard		Complete
10.5	Has planning and design been completed? Scoring 10 Points	Yes - Explain in Comment Box	Completed	Complete
10.6	When was planning and design completed?	2024		Complete
10.7	Firm that completed the planning and design?	Firm A		Complete
10.8	What is the timeline for completion? Scoring 10 Points	May 2026		Complete
10.9	Previous Request Summary (If funding was requested in the past for this project provide a brief summary to include when it was presented, amount of funding received and any changes from original request(s) and include cost, scope of work, etc.)	Previously requested assistance 2024		Complete
10.10	Renovation Information (What was the last major renovation completed? When was the renovation completed? What funding sources were used? A major renovation is anything over \$500K)	Last renovation in 2021		Complete
10.11	Have you met with your elected official to plan for this project and if so, who? (i.e. state legislator, mayor, city council, county commissioner, etc.)	Yes - Explain in Comment Box	Major A	Complete



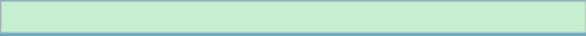
# RENOVATION QUESTION SET – PART 2

1.0.12	Do the requested funds complete a fully functional phase of the project? Scoring 5 Points	Yes - Describe Phase in Comment Box	Complete	Complete
1.0.13	Total Project Cost	\$50,000		Complete
1.0.14	Amount of Request Scoring 5 Points	\$50,000		Complete
1.0.15	Cost - Architect/Engineer (Projected)	\$10,000		Complete
1.0.16	Cost - Construction (Projected)	\$20,000		Complete
1.0.17	Cost - Renovation (Projected)	\$10,000		Complete
1.0.18	Cost - Code Compliance (Projected)	\$10,000		Complete
1.0.19	Cost - Other Phase, Identify (Projected)	\$0		Complete
1.0.20	Are there measures for energy reduction and/or energy sustainability? (Such as: Building envelope (R-Value); roofing; HVAC; lighting; water fixtures; solar power; high efficiency doors, windows, weatherization, explain all that apply)	HVAC		Complete
1.0.21	Is your fiscal agency prepared to provide ongoing maintenance and repair?	Yes - Explain in Comment Box	Prepared	Complete
1.0.22	Did you upload documentation that there is budget commitment for ongoing maintenance and repair?	Yes		Complete
1.0.23	Did you upload construction plans, if available? Scoring 10 Points	Yes	Uploaded	Complete
1.0.24	Did you upload applicable quotes/cost estimates? Scoring 10 Points	Yes		Complete
1.0.25	Did you upload optional items (photos, renderings, etc.)? (Optional)	Yes		Complete
25 Questions			100.00% Complete	



# SUMMARY

**Summary**

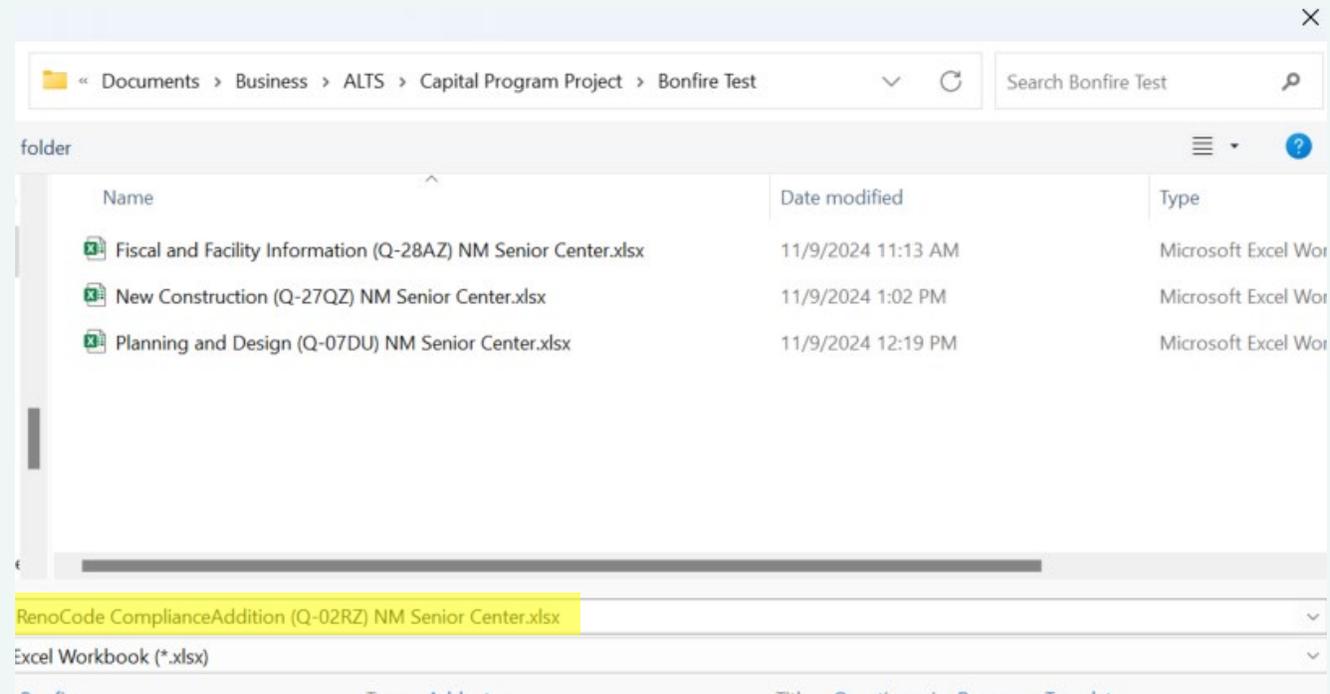
Question Set	Questions	% Complete	Progress	Error?
1	19	100.00%		Complete: no errors
Total	19	100.00%		



Click the Summary Tab at the bottom of the page and review to ensure that Question Sets are complete without errors.



# SAVE THE QUESTION SETS



- Save this Question Set in a Folder where you can easily find it
- Use the Project Type, Identifier and Facility Name in the File Name



# COMPLETE RENOVATION UPLOADS

A section is complete if  
all dots are green!

**CONGRATULATIONS!**

**You have completed the  
Renovation, Code Compliance,  
Addition Application.**

Reno/Code Compliance/Addition

<input checked="" type="checkbox"/>	<b>Reno Code Compliance Addition Question Set</b> (BEAR CANYON SENIOR CENTER) (RENO/ CODE COMPLIANCE/ ADDITION) <b>REQUIRED</b> File Type: Excel (.xls, .xlsx) # Files: 1	Upload File...
✓	RenoCode_ComplianceAddition_Question_Set_Bear_Canyon.xlsx	📄 🗑️
<input checked="" type="checkbox"/>	<b>Construction plans</b> (BEAR CANYON SENIOR CENTER) (RENO/ CODE COMPLIANCE/ ADDITION) <b>REQUIRED</b> File Type: Any (*) # Files: Multiple	Upload File...
✓	UPLOAD_FILE_FOR_BONFIRE.docx	📄 🗑️
<input checked="" type="checkbox"/>	<b>Applicable quotes/cost estimates</b> (BEAR CANYON SENIOR CENTER) (RENO/ CODE COMPLIANCE/ ADDITION) <b>REQUIRED</b> File Type: Any (*) # Files: Multiple	Upload File...
✓	UPLOAD_FILE_FOR_BONFIRE.docx	📄 🗑️
<input checked="" type="checkbox"/>	<b>Budget commitment for ongoing maintenance and repair</b> (BEAR CANYON SENIOR CENTER) (RENO/ CODE COMPLIANCE/ ADDITION) <b>REQUIRED</b> File Type: Any (*) # Files: Multiple	Upload File...
✓	UPLOAD_FILE_FOR_BONFIRE.docx	📄 🗑️
<input checked="" type="checkbox"/>	<b>Optional items (photos, renderings, etc.)</b> (BEAR CANYON SENIOR CENTER) (RENO/ CODE COMPLIANCE/ ADDITION) <b>OPTIONAL</b> File Type: Any (*) # Files: Multiple	Upload File...





**SUBMIT AND FINALIZE**

# FINALIZING THE PROCESS

## ***Applicant must:***

- Complete **Step 3**
- Submit & Finalize

## ***Applicant will receive:***

- Submission Receipt
- Confirmation Email

### **STEP 3: SUBMIT & FINALIZE**

I understand that I can't change any of the submission details or documents once the project closes.

SUBMIT & FINALIZE MY SUBMISSION

### **Submission Receipt**

New Mexico Aging and Long-term Services Department



#### Project Details

**SUBMISSION COMPLETE!**

Your submission has been finalized. Please see below for your confirmation details.

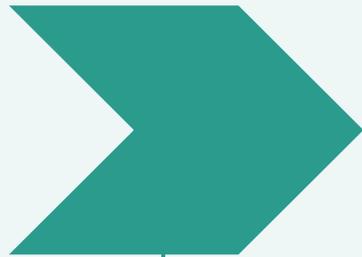
#### **Confirmation Details**

**Project:** TEST - Bernalillo County - 2025 Capital Outlay Application - Senior Centers

**Ref. #:** ALTS-COB-1



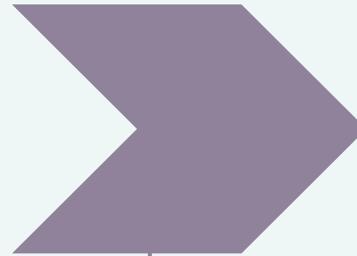
# FY26 CAPITAL OUTLAY APPLICATION TIMELINE



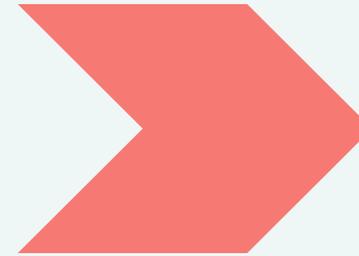
Online Training  
November 2024-  
January 2025



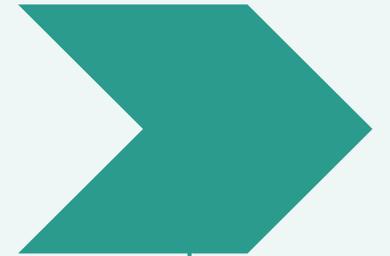
Application Open  
January 8, 2025



Application Closes  
April 8, 2025



Committee reviews  
and recommends  
applications



June 30, 2025  
Applications  
Recommended

# RESOURCES FOR APPLICANTS

## 2026 Capital Outlay Senior Center Application Trainings!

12/4 1-3:30 pm\* [Vehicle & Equipment and Meals & Equipment Application Training](#)

12/5 3-4:30 pm\* [Planning & Design, New Construction and Reno/Code Compliance/Addition Application Training](#)

12/9 3-4:30 pm\* [Vehicle & Equipment and Meals & Equipment Application Training](#)

12/10 1:30 – 3 pm\* [Planning & Design, New Construction and Reno/Code Compliance/Addition Application Training](#)

1/6 3-4:30 pm\* [Vehicle & Equipment and Meals & Equipment Application Training](#)

1/7 1:30 – 3 pm\* [Planning & Design, New Construction and Reno/Code Compliance/Addition Application Training](#)

1/14 3-4:30 pm\* [Vehicle & Equipment and Meals & Equipment Application Training](#)

1/15 1:30 – 3 pm\* [Planning & Design, New Construction and Reno/Code Compliance/Addition Application Training](#)

**Capital Outlay Bureau Website Resources:**

<https://aging.nm.gov/for-our-partners/capital-outlay>



2550 Cerillos Road  
Santa Fe, NM 87505  
800 - 432 - 2080



*@NewMexicoAging*