



# AGING AND LONG-TERM SERVICES DEPARTMENT

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## FY 27 Capital Outlay Application Training Manual

**The Aging and Long-Term Services Department (ALTSD) is pleased to provide this manual to outline the FY27 Capital Outlay Application System in Bonfire (Euna).**

This manual is divided into four sections:

**I. BONFIRE REGISTRATION FOR APPLICANTS**

**II. APPLICATION LOGIN AND INFORMATION**

**III. COMPLETING YOUR SUBMISSION**

**IV. CHECKLIST FOR APPLICATION UPLOADS**

Instructions with specific screenshots from the application are provided for each step in the process.

COB will be providing online trainings using Teams. All trainings will be recorded and available on: <https://aging.nm.gov/for-our-partners/capital-outlay>

For questions, contact Tasha Martinez, Capital Outlay Bureau Chief, [tasha.martinez@altsd.nm.gov](mailto:tasha.martinez@altsd.nm.gov)

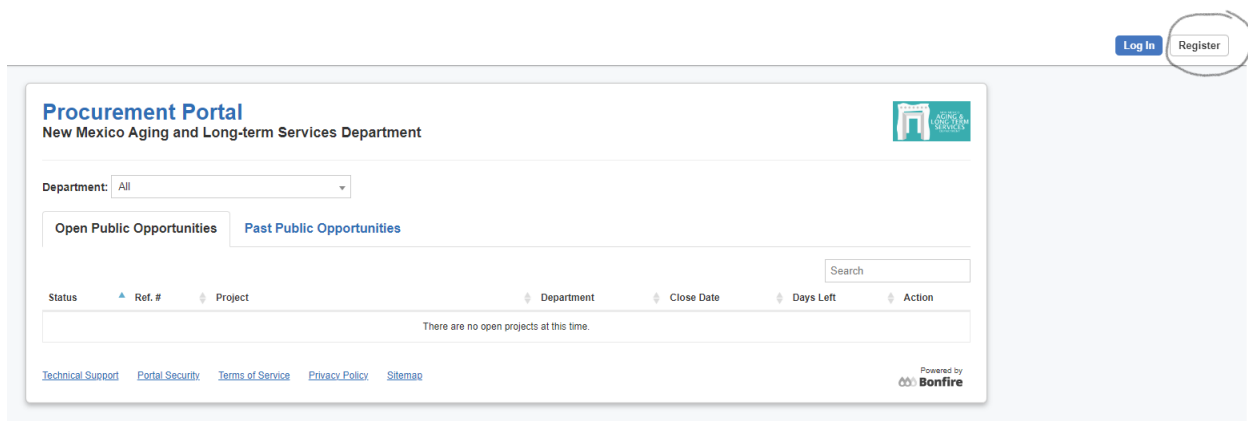
## I. BONFIRE REGISTRATION FOR APPLICANTS

The following are step by step instructions to create your Bonfire account to apply for the 2027 ALTSD Capital Outlay Application cycle opening **November 3, 2025**.

### Step 1:

Go to [altsdnm.bonfirehub.com](https://altsdnm.bonfirehub.com)

Click on “Register” on the upper right-hand corner

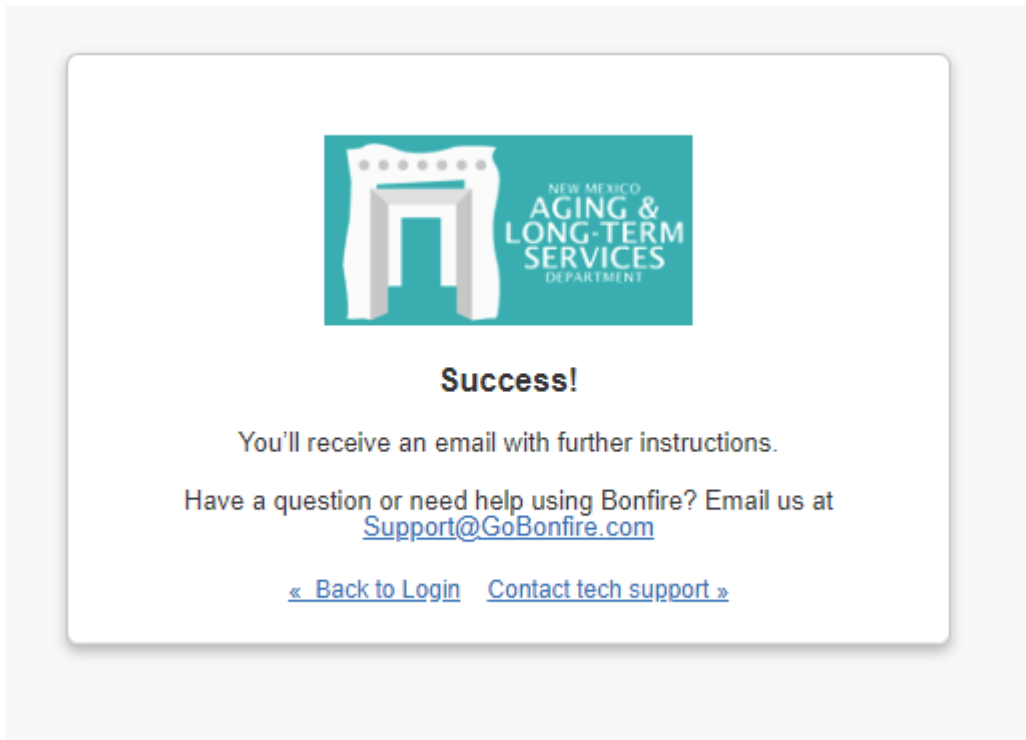


Complete the information

Organization Name is **not** the Senior Center but the City/County/Tribe/Pueblo/Nation or other

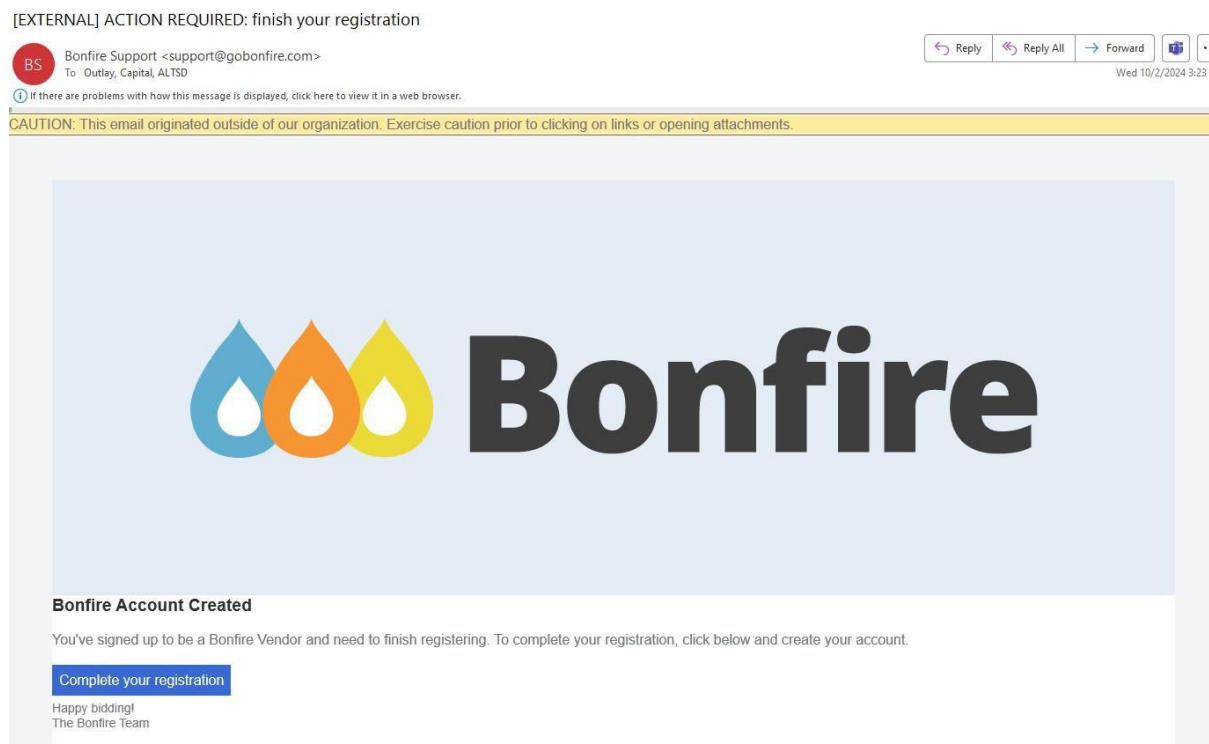
Use the first/last name and email that has the authority to apply for the 2027 ALTSD Capital Outlay application. Click “Create account”

A screenshot of the 'Register as a Vendor' form overlaid on the Procurement Portal. The form includes fields for 'Organization Name' (with an example 'EXAMPLE: City of Las Vegas'), 'First Name', 'Last Name', 'Email', and 'Email (Again)'. A 'Create account »' button is at the bottom of the form. Below the form, there is a 'Need Help?' section with a link to 'Contact Bonfire Support here »'. The background shows the same Procurement Portal interface as the previous image.



The email registered will receive an email (check junk/spam if you do not see it within a few minutes).

Click on “Complete your registration” blue button on the lower left corner



Create a password

**Complete Account Setup**

✉ capital.outlay@altsd.nm.gov

**First Name \***  **Last Name \***

**Password \***


**Confirm Password \***

**Continue**

Hit continue

Next steps will identify your company (i.e.  
Municipality/County/Tribe/Pueblo/Nation or other)

Your Bonfire registration is not complete! You must create or join a company.

 **Bonfire**

**Join or create your company account**

Search for your company

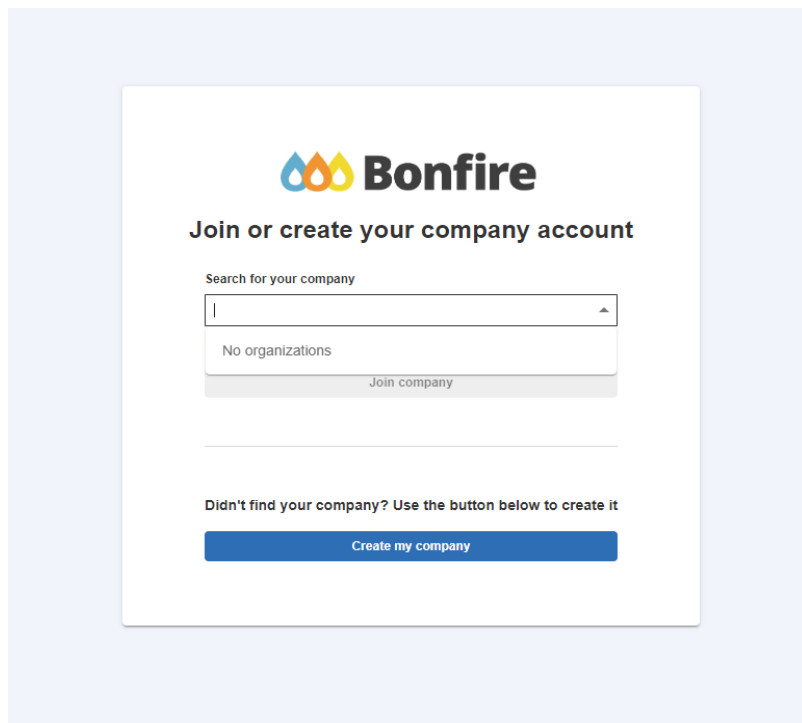
[Learn more about joining a company](#)

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Didn't find your company? Use the button below to create it

Click on “Search for your company” in the drop-down box. If you find your company, click on “Join Company”

**IF** you **DO NOT** find your company, click on “Create my company”



The image shows a Bonfire account creation and search interface. At the top is the Bonfire logo, which consists of three stylized flame icons in blue, orange, and yellow, followed by the word "Bonfire" in a bold, black, sans-serif font. Below the logo is the heading "Join or create your company account". Underneath this heading is a search bar with the placeholder text "Search for your company". The search bar is a white rectangle with a thin grey border and a small upward-pointing triangle on the right side. Below the search bar is a dropdown menu that is currently open, showing the text "No organizations". Below the dropdown menu is a grey button with the text "Join company". Below this button is a horizontal line. Below the line is the text "Didn't find your company? Use the button below to create it". Below this text is a blue button with the text "Create my company".

Complete the form, the red \* are required

Click “Save and Next”



### Let's get started

We want to get to know your business so we can provide a better experience, and the most relevant opportunities.

You can always change your answers later.

**Business Name \***

ALTSD Capital Outlay

**Business Description \***

e.g. I own a small landscape company in the greater Chicago area. We specialize in hardscaping and retaining walls

**Phone Number \***

**Address Line 1 \***

**Address Line 2**

**Address Line 3**

**Address Line 4**

**City \***

**State / Province \***

**Postal / Zip Code \***

**Country \***

**Specific Country**

Save and Next

This next section needs to be completed.  
Submit answers that are relevant to your department.



## Tell us about your business

You can always change your answers later.

How many employees at your company? \*

What is your role? \*

Contact First Name \*

Contact Last Name \*

Business Email \*

[< Back](#)

[Save and Next](#)

Click “Save and Next”



Click the drop-down arrow for

United States

Click on New Mexico

#### Which location(s) do you serve?

This will help us recommend opportunities in your area.

**Adding or removing any selections will update your recommended opportunities**  
Selecting more locations will widen your service area to give you more results. If you select no specific regions, you will be matched with projects from all regions.

> ☐ Canada

✓ ☐ United States

- ☐ Nation-wide opportunities
- ☐ Alabama
- ☐ Alaska
- ☐ Arizona
- ☐ Arkansas

## Final Steps

### Step 1:

Accept the Privacy Policy and Terms of Service

#### Registration

In addition to creating your account, you need to provide the following information. Please complete all of the steps below.

✖ Step 1: Account Confirmation

✖ Step 2: Account Information

ℹ Optional: Commodity Codes

✔ Optional: Premium Vendor

✖ Registration Complete

Your account with the email address capital.outlay@altsd.nm.gov has been confirmed!

Bonfire's Privacy Policy and Terms of Service were updated on Sep 7, 2020.

☒ I accept the Privacy Policy and Vendor and Submission Portal Terms of Service.

## Step 2:

Under “Select Your Vendor Types” click on the + next to Capital Outlay Opportunities Click “Save, Next”

Step 2: Account Information

Optional: Commodity Codes

Optional: Premium Vendor

Registration Complete

Profile\*Additional Information

Vendor Name\*  
ALTSO Capital Outlay

Contact First Name  
Capital

Contact Email  
capital.outlay@altsd.nm.gov

Phone Number  
5053168900

Address Line 1\*  
2550 Cerrillos Road

Address Line 3

City\*  
Santa Fe

Postal / Zip Code\*  
87505

Address Line 2

Address Line 4

State / Province\*  
NM

Country\*  
US

Specific Country\*

Select Your Vendor Types\*

Capital Outlay Opportunities X

+ Request for Proposal Opportunities  
Please select this vendor type if you are interested in Request for Proposal Opportunities related to the New Mexico Aging and Long Term Services Department.

+ Capital Outlay Opportunities  
Please select this vendor type if you are interested in applying for Capital Outlay Projects/Grants related to the New Mexico Aging and Long Term Services Department.

Next →

Save

Continue to Optional: Commodity Codes »

## Step 3: Select Capital Outlay Opportunities

Press “Continue to Optional: Commodity Codes”

### Registration

In addition to creating your account, you need to provide the following information. Please complete all of the steps below.

✔ Step 1: Account Confirmation

✔ Step 2: Account Information

ⓘ Optional: Commodity Codes

✔ Optional: Premium Vendor

✔ Registration Complete

All information that you need to provide has been filled in. You can make additional changes to this information below. Fields that are required are denoted with a red asterisk (\*).

Profile\*

Additional Information

Based on your selected Vendor Type, please complete the following sections



Capital Outlay Opportunities (Please select this vendor type if you are interested in applying for Capital Outlay Projects/Grants related to the New Mexico Aging and Long Term Services Department.)

Complete

You are editing the Capital Outlay Opportunities section

Save

Continue to Optional: Commodity Codes »

## Step 4: Commodity Codes

### NOTHING NEEDS TO BE COMPLETED

Click “Continue to premium vendors”

Step 2: Account Information

Optional: Commodity Codes

Optional: Premium Vendor

Registration Complete

Click a code to expand, or search by code or keyword to find codes.

Code Set:  
NIGP

Code:

Keyword:

Code	Title	Description	Add
005 ↓	Abrasives		+
010 ↓	Acoustical Tile, Insulating Materials, And Supp...		+
015 ↓	Addressing, Copying, Mimeograph, And Spirit ...		+
019 ↓	Agricultural Crops And Grains Including Fruits,...		+
020 ↓	Agricultural Equipment, Implements, And Acce...		+
021 ↓	Agricultural Equipment, Implements, And Acce...		+

Service Regions

Specifying Service Regions lets Bonfire know where you deliver services. Bonfire uses this information, in conjunction with Commodity Codes, to match you to Bid Opportunities. Selecting a region will enable you to select the subregions (e.g. Choosing U.S. will enable selection of specific states).

Select Regions

Select Specific Subregions

If you don't select a subregion for a region, the entire region will be selected (i.e. choosing Canada alone chooses all provinces)

Continue to premium vendors

## Step 5: Premium Vendor

In addition to creating your account, you need to provide the following information. Please complete all of the steps below.

✔ Step 1: Account Confirmation

✔ Step 2: Account Information

❗ Optional: Commodity Codes

✔ Optional: Premium Vendor

✔ Registration Complete



**Bonfire** Premium Vendor

### GET MORE BY UPGRADING TO PREMIUM.

Upgrade to access postings across our full network, which includes contracts from all levels of government. Ideal for firms that want to work with multiple agencies.

UNLOCK THE PUBLIC SECTOR - UPGRADE TO PREMIUM TODAY ▶



Learn more [↗](#)

Get premium edition [↗](#)

Continue to registration complete

Click on “Continue to registration completed

## Congratulations!

**You have successfully registered with Bonfire.** You will use this login when completing your FY26 ALTSD Capital Outlay Application when it opens on **November 3, 2025 – February 3, 2025**

In addition to creating your account, you need to provide the following information. Please complete all of the steps below.

✔ Step 1: Account Confirmation

✔ Step 2: Account Information

❗ Optional: Commodity Codes

✔ Optional: Premium Vendor

✔ Registration Complete

✔ Success!

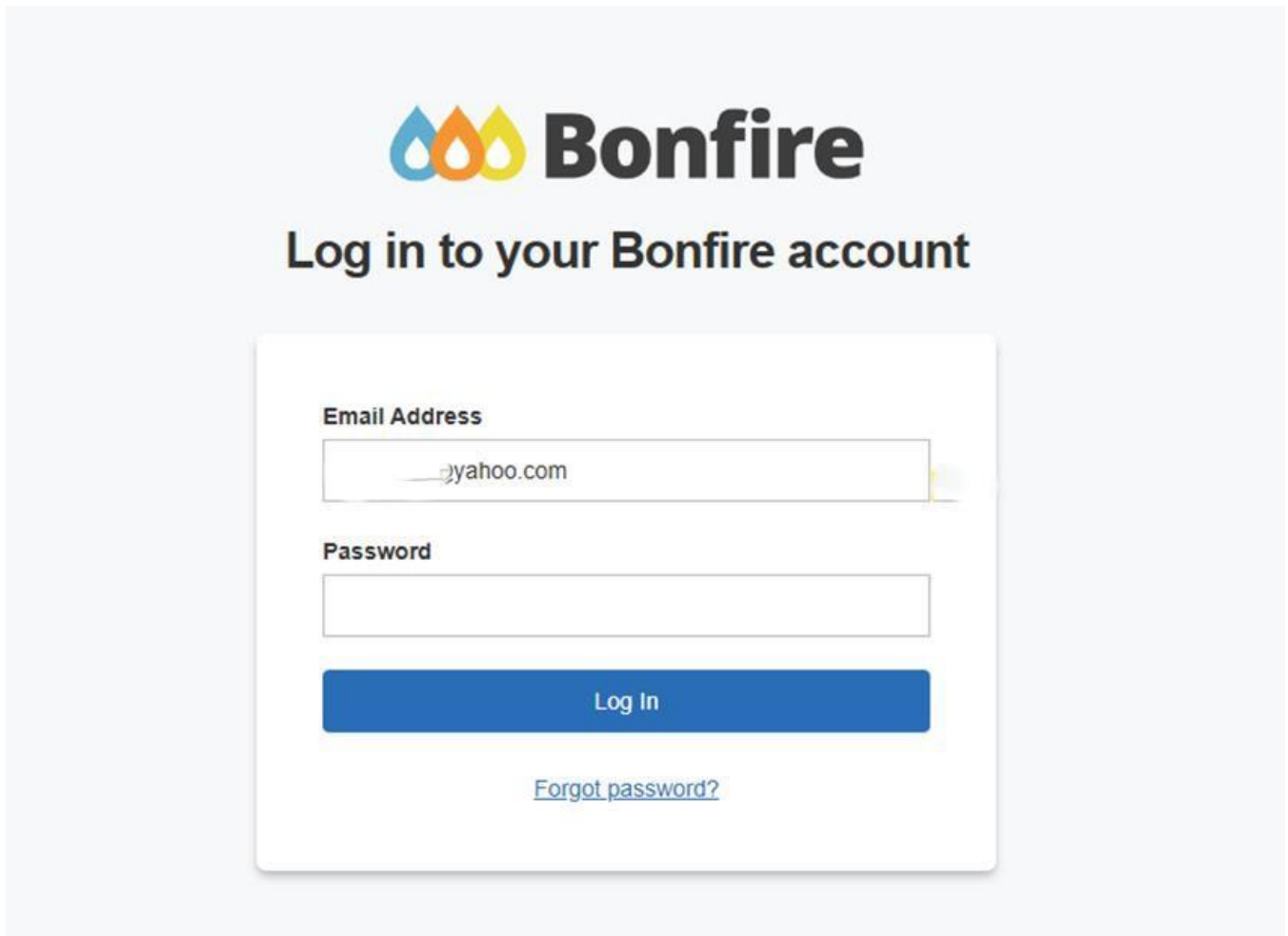
You have completed all of the requirements to register your Vendor account for ALTSD Capital Outlay at New Mexico Aging and Long-term Services Department.

You can access Bid Opportunities on the [Portal](#) or by clicking [here](#).

Continue to Bonfire »

## II. APPLICATION LOG IN AND INFORMATION

The following are instructions to apply for the FY27 ALTSD Capital Outlay application cycle. Log in to your Bonfire account

The image shows the Bonfire login interface. At the top, there is a logo consisting 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 bold, black, sans-serif font. The login form is a white rectangular box with a subtle shadow. It contains two input fields: "Email Address" and "Password". The "Email Address" field has a placeholder text "@yahoo.com". Below the "Password" field is a blue "Log In" button. At the bottom of the form, there is a link that says "Forgot password?".

**Bonfire**

**Log in to your Bonfire account**

Email Address


yahoo.com

Password

Log In

[Forgot password?](#)

On your dashboard, you will go to Portal and under the “My Opportunities” tab you will see the application listing for each application type.



[Dashboard](#)
[Community](#)
[Projects](#)
[Library](#)
[Contracts](#)
[Vendors](#)
[Insights](#)
[Manage](#)
[Portal](#)
[Submissions](#)

My Euna S

## Procurement Portal

New Mexico Aging and Long-term Services Department

Department: All

[Open Public Opportunities](#)
[Past Public Opportunities](#)
[My Opportunities](#)

Status
Ref. #
Project
Department
Close Date
Days Left
Action

OPEN

ALTSD CO - Meals and Equipment

Capital Outlay 2027 Application - TEST

Capital Outlay Bureau

Sep 9th 2025, 12:00 AM MDT


< 1

View Opportunity

On the far right, click on View Opportunity  
The page will refresh and you will see the project details for the specific application type you are viewing.

## ALTSD CO - Meals and Equipment - Capital Outlay 2027 Application

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



### Project Details

Project: Capital Outlay 2027 Application

Ref. #: ALTSD CO - Meals and Equipment

Department: Capital Outlay Bureau

Type: Other

Status: PENDING

Open Date: Nov 4th 2025, 8:00 AM MST

Questions Due Date: Never

Contact Information: Tasha Martinez, tasha.martinez@altsd.nm.gov

Close Date: Feb 4th 2026, 11:30 PM MST

Days Left: --

September 2025

prev

next

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

Project Description:

The Aging and Long Term Services Department invites senior centers to apply for capital outlay funding. There are five application types: Planning & Design, New Construction, Renovation/Code Compliance/New Addition, Meals and Equipment and Vehicles and Equipment. Please review the additional information under "Files" to determine which application type(s) are appropriate for your project.

Continuing on the page will be important dates:

#### Important Events:

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
UPCOMING	Open Date	Online Portal	Posting date for the Opportunity	Nov 4th 2025, 8:00 AM MST	N/A
UPCOMING	Close Date	Online Portal	Deadline for Submissions	Feb 4th 2026, 11:30 PM MST	N/A

This is a listing of the Requested Information that will need to be completed for **each** application and **each** senior center.

#### Requested Information:

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






Name	Type	# Files	Requirement	Instructions	Actions
Applicant Name	Data Type: Text	N/A	REQUIRED		
Applicant Title	Data Type: Text	N/A	REQUIRED		
Applicant Email Address	Data Type: Text	N/A	REQUIRED		
Applicant Address	Data Type: Text	N/A	REQUIRED		
Facility Name (one per submission). Must match the Facility Name outlined in the Eligible Names spreadsheet in Supporting Documentation	Data Type: Text	N/A	REQUIRED UNIQUE PER ALTERNATE		
Facility Contact Name	Data Type: Text	N/A	REQUIRED UNIQUE PER ALTERNATE		
Facility Phone Number	Data Type: Text	N/A	REQUIRED UNIQUE PER ALTERNATE		
Facility Ownership (City, County, Town, Village, Tribe, Pueblo, Nation)	Data Type: Text	N/A	REQUIRED		
Is facility managed by a non-profit, is an agreement in place	Data Type: Yes/No	N/A	REQUIRED UNIQUE PER ALTERNATE		
What sources of funding were used to construct or improve the facility within the last 5 years? (include funding source, amount and date in answer)	Data Type: Text	N/A	REQUIRED UNIQUE PER ALTERNATE		
What repairs, improvements have been made to the facility and when? (Examples are roof replacement, structural, floor, HVAC, parking lot, etc.)	Data Type: Text	N/A	REQUIRED UNIQUE PER ALTERNATE		
What is the square footage of the Senior Facility	Data Type: Text	N/A	REQUIRED UNIQUE PER ALTERNATE		
Is the facility sufficient in size; based on service(s) provided?	Data Type: Text	N/A	REQUIRED UNIQUE PER ALTERNATE		
History - Provide a brief history and general description of the facility	Data Type: Text	N/A	REQUIRED UNIQUE PER ALTERNATE		



What is the current condition of the facility and supporting infrastructure?	Data Type: Text	N/A	REQUIRED UNIQUE PER ALTERNATE
How many seniors attend the facility daily (average)?	Data Type: Number	N/A	REQUIRED UNIQUE PER ALTERNATE
Does the local government provide operating staff?	Data Type: Yes/No	N/A	REQUIRED UNIQUE PER ALTERNATE
If No to the previous question, please explain.	Data Type: Text	N/A	OPTIONAL UNIQUE PER ALTERNATE
List ALL sources of program funding and the status of each source. (examples AAA, Local, In-Kind, Grant Funding, Other)	Data Type: Text	N/A	REQUIRED UNIQUE PER ALTERNATE
Have you met with your fiscal agent to plan procurement if this project is approved?	Data Type: Yes/No	N/A	REQUIRED UNIQUE PER ALTERNATE
If answer is No to previous question, please explain	Data Type: Text	N/A	OPTIONAL UNIQUE PER ALTERNATE
If a project manager is available, will one be assigned to this project to ensure timely completion of the project.	Data Type: Yes/No	N/A	REQUIRED UNIQUE PER ALTERNATE
If No to the prior question, please explain.	Data Type: Text	N/A	OPTIONAL UNIQUE PER ALTERNATE
Is staff prepared to comply with all reporting requirements identified in the Capital Outlay Grant Agreement.	Data Type: Yes/No	N/A	REQUIRED UNIQUE PER ALTERNATE
If No to previous question, explain	Data Type: Text	N/A	OPTIONAL UNIQUE PER ALTERNATE

Below are the Required Documents necessary to complete your application.

You will need to download the Question Set for **each** application type. Step by step instructions will be in the next section.

Name	Type	# Files	Requirement	Instructions	Actions
Question Set: Meals & Equipment (Q-28DK)	Questionnaire: Excel (.xlsx)	1	<b>REQUIRED</b>  UNIQUE PER ALTERNATE	You will need to fill out the provided Response Template for this Questionnaire.	<a href="#">Download</a>
Certifying Letter	File Type: PDF (.pdf)	Multiple	<b>REQUIRED</b>  UNIQUE PER ALTERNATE		
ICIP	File Type: PDF (.pdf)	Multiple	<b>REQUIRED</b>  UNIQUE PER ALTERNATE		
Budget Identifying Ongoing Maintenance	File Type: PDF (.pdf)	Multiple	<b>REQUIRED</b>  UNIQUE PER ALTERNATE		
Applicable Quotes/Cost Estimates for Application Type	File Type: PDF (.pdf)	Multiple	<b>REQUIRED</b>  UNIQUE PER ALTERNATE		

If there are any changes to the application or questions, this is where they will be visible.

Messages

Public Notices (0)

Vendor Discussions (0)

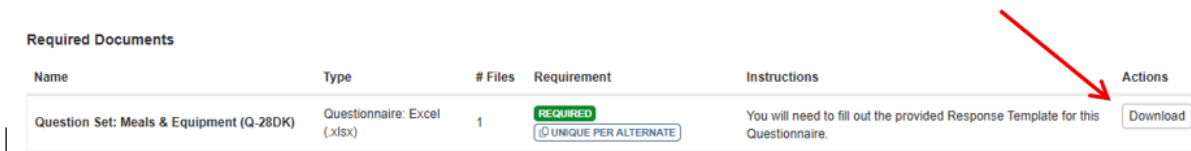
There is currently nothing to display here.

Create a new Public Notice

## First Step

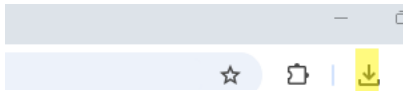
### Download Question Set:

- 1) Download the Question Set for **each** application type.

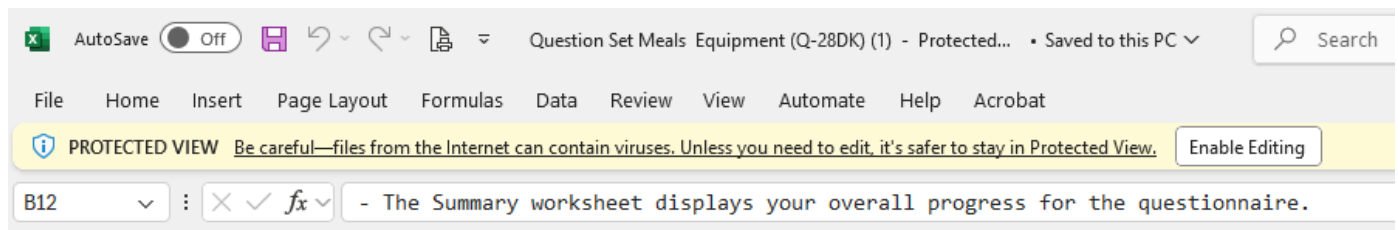


Name	Type	# Files	Requirement	Instructions	Actions
Question Set: Meals & Equipment (Q-28DK)	Questionnaire: Excel (.xlsx)	1	<b>REQUIRED</b> UNIQUE PER ALTERNATE	You will need to fill out the provided Response Template for this Questionnaire.	<a href="#">Download</a>

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



Open the spreadsheet and select “Enable Editing.”



Save the Question Set in an easily accessible folder.

Use the following naming convention for the file: “Application Type - Facility Name – Grantee” (example Meals & Equipment - Senior Center 1 – City of Las Vegas).

If submitting for multiple senior centers, complete the Question Set for **each** senior center separately. Be sure to start with the original downloaded Question Set each time to ensure the questions remain accurate and unaltered for every senior center.

Compile the Required Documents for each senior center application and save them with the same naming convention “Required Document - Facility Name” (example ICIP - Senior Center 1 – City of Las Vegas) in the designated folder mentioned above. in the folder.

Worksheet 1: Instructions for the Question Set

Worksheet 2: Summary, this will provide the progress on answering questions. It will show the completion percentage and identify any errors.

## Summary

Question Set	Questions	% Complete	Progress	Error?
1	13	100.00%	<div></div>	Complete: no errors
Total	13	100.00%	<div></div>	

### Worksheet 3: 1

These are the questions you will need to answer, save, and upload when submitting your application. Be sure to review each question carefully before responding. For questions that will be scored, the available points will be indicated.

You must complete the Question Set for each senior center and for each application type.

## III. SUBMITTING YOUR APPLICATION(S)

This section provides step-by-step guidance to help you complete your application(s). At the end of this manual, there is a checklist you can download, and print designed to assist you in gathering the necessary documents for each application.

**Prepare Your Submission:** Select your Vendor Profile from the dropdown and click “Prepare Your Submission”

If this is the first time you are submitting using Bonfire (Euna), review the video just to the right of “Prepare Your Submission.”

Submission

Prepare

Prepare Your Submission

Prepare as:

NM Senior Center

Prepare Your Submission

New to Bonfire? Here's a quick overview of the submission process. Learn more at the

[Bonfire Help Center](#)

### Click on Prepare Your Submission

The following page will open:

20

This section identifies the contact information entered when the vendor profile was created.

## Complete Your Submission

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



### Project Details

Official Time: [Sep 8th 2025, 10:16 AM MDT](#)

Closing Time: [Sep 9th 2025, 12:00 AM MDT](#)

**14 hours**  
Remaining

Project: Capital Outlay 2027 Application - TEST

Ref. #: ALTSD CO - Meals and Equipment

Organization: ALTSD

First Name: Tasha

Last Name: Martinez

Email: tasha.martinez@altsd.nm.gov

[Edit Contact Info](#)

STEP 1: PROVIDE SUBMISSION INFORMATION

## Provide Submission Information:

Answer each question, you will need to Save after completing for **each question**

### STEP 1: 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 KB.  
Click Edit to enter a data or text answer.

Applicant Name  
**REQUIRED** Data Type : Text

Tasha Martinez

Max Length: 2000 characters, 1986 remaining

Save Question Title



Save Cancel

When viewing the question below, you will see some have “unique per alternate.” This means that if you are applying for multiple senior centers under one application type, you must provide a unique response, or the name of each senior center, and the relevant information for that senior center.

Facility Name (one per submission). Must match the Facility Name outlined in the Eligible Names spreadsheet in Supporting Documentation

REQUIRED UNIQUE PER ALTERNATE Data Type : Text

Senior Center 1

Max Length: 2000 characters, 1995 remaining

Next to each question, you will see a color indicator:

- Red means the question has not been answered and saved
- Green means the question has been answered and saved
- Yellow means the question is optional (if you do answer an optional question, you will need to save it before proceeding).

How many seniors attend the facility daily (average)?

REQUIRED UNIQUE PER ALTERNATE Data Type : Number

Does the local government provide operating staff?

REQUIRED UNIQUE PER ALTERNATE Data Type : Yes/No

✓ Yes

If No to the previous question, please explain.

OPTIONAL UNIQUE PER ALTERNATE Data Type : Text

Max Length: 2000 characters, 2000 remaining

If you are submitting applications for multiple senior centers under any of the following application types – Planning & Design, New Construction, Renovation/Code Compliance/New Addition, Meals and Equipment, or Vehicles and Equipment – you must complete these questions for each center.






















If your application is for only one senior center, this requirement does not apply.

## Uploading Required Documents

When uploading required documents, a red dot indicates a missing document.































A Green dot means the document has been uploaded successfully, and you can see the file name and file type.

**Required Documents**

 <b>Question Set: Meals &amp; Equipment (Q-69AV)</b> <b>REQUIRED</b>  UNIQUE PER ALTERNATE Questionnaire # Files: 1	 Upload File...
 <b>Certifying Letter</b> <b>REQUIRED</b>  UNIQUE PER ALTERNATE File Type: PDF (.pdf) # Files: Multiple	 Upload File...
 ✓ Certifying_Letter_-_Senior_Center_1.pdf	 
 <b>ICIP</b> <b>REQUIRED</b>  UNIQUE PER ALTERNATE File Type: PDF (.pdf) # Files: Multiple	 Upload File...
 ✓ ICIP_-_Senior_Center_1.pdf	 
 <b>Budget Identifying Ongoing Maintenance</b> <b>REQUIRED</b>  UNIQUE PER ALTERNATE File Type: PDF (.pdf) # Files: Multiple	 Upload File...
 <b>Applicable Quotes/Cost Estimates for Application Type</b> <b>REQUIRED</b>  UNIQUE PER ALTERNATE File Type: PDF (.pdf) # Files: Multiple	 Upload File...

Below is a visual summary showing all documents that have been uploaded. This feature helps you verify that the correct documents are uploaded for the right senior center application.

**Required Documents**

 <b>Question Set: Meals &amp; Equipment (Q-69AV)</b> <b>REQUIRED</b>  UNIQUE PER ALTERNATE Questionnaire # Files: 1	 Upload File...
 ✓ Question_Set_Meals_Equipment_SC1.xlsx	 
 <b>Certifying Letter</b> <b>REQUIRED</b>  UNIQUE PER ALTERNATE File Type: PDF (.pdf) # Files: Multiple	 Upload File...
 ✓ J2024_-_Review_Budget_Detail.pdf	 
 <b>ICIP</b> <b>REQUIRED</b>  UNIQUE PER ALTERNATE File Type: PDF (.pdf) # Files: Multiple	 Upload File...
 ✓ J2024_-_Review_Budget_Detail.pdf	 
 <b>Budget Identifying Ongoing Maintenance</b> <b>REQUIRED</b>  UNIQUE PER ALTERNATE File Type: PDF (.pdf) # Files: Multiple	 Upload File...
 ✓ J2024_-_Review_Budget_Detail.pdf	 
 <b>Applicable Quotes/Cost Estimates for Application Type</b> <b>REQUIRED</b>  UNIQUE PER ALTERNATE File Type: PDF (.pdf) # Files: Multiple	 Upload File...
 ✓ J2024_-_Review_Budget_Detail.pdf	 

Before reaching the final step, be sure to:

- Save each question after answering it
- Upload all required documents
- Check the box confirming, “I understand that I can’t change any of the submission details or documents once the project closes.”
- Click the “Submit & Finalize My Submission” button

#### STEP 2: SUBMIT & FINALIZE

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

SUBMIT & FINALIZE MY SUBMISSION

If you are unable to submit, scroll up the page and find any red dots ● indicating incomplete sections. Complete those sections until all indicators turn green ●

The page will refresh, and you will see a Submission Receipt

### 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:** Capital Outlay 2027 Application - TEST

**Ref. #:** ALTSD CO - Meals and Equipment

**Submission Time:** Sep 08, 2025 1:37 PM MDT

**Name:** Tasha Martinez

**Email:** tasha.martinez@altsd.nm.gov

**Organization:** ALTSD

**Requested Documents:** **Certifying Letter - Required**  
J2024\_-\_Review\_Budget\_Detail.pdf  
**ICIP - Required**  
J2024\_-\_Review\_Budget\_Detail.pdf  
**Budget Identifying Ongoing Maintenance - Required**  
J2024\_-\_Review\_Budget\_Detail.pdf  
**Applicable Quotes/Cost Estimates for Application Type - Required**  
J2024\_-\_Review\_Budget\_Detail.pdf

**Requested Questionnaires:** **Question Set: Meals & Equipment (Q-69AV) - Required**  
Question\_Set\_Meals\_Equipment\_SC1.xlsx

**Requested Data:** **Applicant Name - Required**  
Tasha Martinez

This shows all the answers to questions, and allows you to download all the files.

You will also receive an email confirmation to the email listed when the vendor profile was created.

If you are submitting multiple Work in Progress submissions, this section will remind you to complete that submission.

---

### **Don't forget!**

**NOTE:** You have another Work-in-Progress submission for this project that needs to be completed.

[Return to Portal Listing »](#)

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IF after reviewing the submission page you identify that you attached, or answered incorrectly, click on the “Click here to un-submit your submission” and

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### **Need to Revise Your Submission?**

[Click here to un-submit your submission](#). Note that only submissions that have been finalized and submitted will be considered.

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You will be asked to verify that you want to un-submit and be taken back to the submission page to edit any answers or change any documents. Once finalized, go back to section III. Submitting Your Application.



## V. CHECKLIST FOR APPLICATION UPLOADS

Use the following checklists to ensure that you have uploaded all required documents to the ALTSD COB portal prior to application submission. You may print out and check off the checklists prior to submission.

### Planning and Design Application Checklist

<i>Document Uploaded</i>	<i>Document Type</i>
	Planning and Design Question Set
	ICIP
	Certifying Letter
	Budget commitment for ongoing maintenance and repair
	Applicable quotes/cost estimates
	Optional items (photos, renderings, etc.)

### New Construction Application Checklist

<i>Document Uploaded</i>	<i>Document Type</i>
	New Construction Question Set
	ICIP
	Certifying Letter
	Applicable quotes/cost estimates
	Budget commitment for ongoing maintenance and repair
	Planning & Design completed (schematics, master plan, blueprints)
	Optional items (photos, renderings, etc.)

### Renovation/Code Compliance/Addition Application Checklist

<i>Document Uploaded</i>	<i>Document Type</i>
	Renovation/Code Compliance/Addition Question Set
	ICIP
	Certifying Letter
	Applicable quotes/cost estimates
	Budget commitment for ongoing maintenance and repair
	Planning & Design completed (schematics, master plan, blueprints)
	Optional items (photos, renderings, etc.)

### Vehicles and Equipment Application Checklist

<i>Document Uploaded</i>	<i>Document Type</i>
	Vehicles and Equipment Question Set
	Quotes or cost estimates related to project oversight
	ICIP
	Certifying Letter
	Applicable quotes/cost estimates
	Budget commitment for ongoing maintenance and repair
	Optional items (photos, renderings, etc.)

**Meals and Equipment Application Checklist**

<b><i>Document Uploaded</i></b>	<b><i>Document Type</i></b>
	Meals and Equipment Question Set
	ICIP
	Certifying Letter
	Budget commitment for ongoing maintenance and repair
	Applicable quotes/cost estimates
	Optional items (photos, renderings, etc.)