



AGING AND LONG-TERM SERVICES DEPARTMENT

FY26 Capital Outlay Application Training Manual

The Aging and Long-Term Services Department (ALTSd) is pleased to provide this manual to outline the FY26 Capital Outlay Application System in Bonfire.

This manual is divided into three sections:

- I. BONFIRE REGISTRATION FOR APPLICANTS**
- II. APPLICATION LOG IN 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.

In addition, COB staff are happy to help with any troubleshooting as necessary. Capital Outlay Technical Assistance hours are weekly, every Wednesday from 3:00 - 4:30 pm. Click here to [join](#).

COB has provided online trainings on Teams. All trainings were recorded and are 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 tasha.martinez@altsd.nm.gov

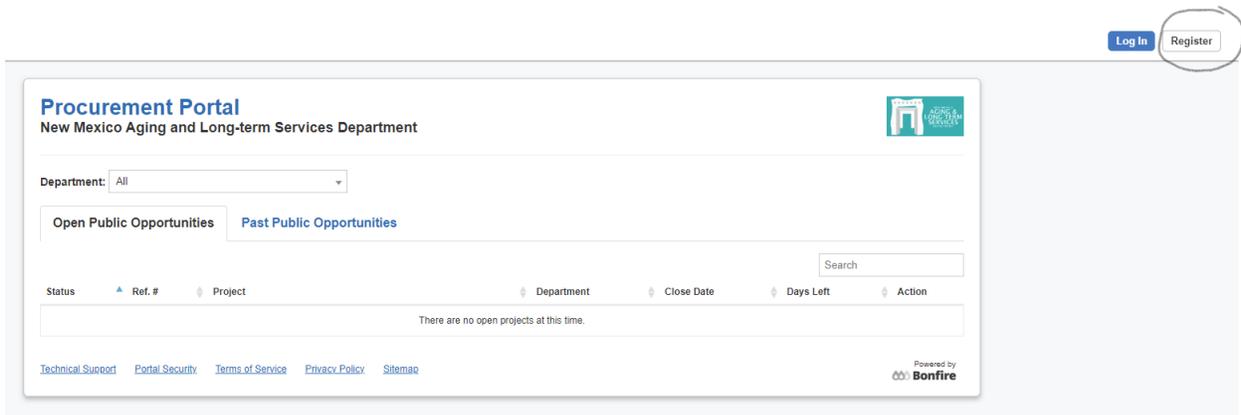
I. BONFIRE REGISTRATION FOR APPLICANTS

The following are step by step instructions to create your Bonfire account to apply for the 2026 ALTSD Capital Outlay Application cycle opening **January 8, 2025**.

Step 1:

Go to altsdnm.bonfirehub.com

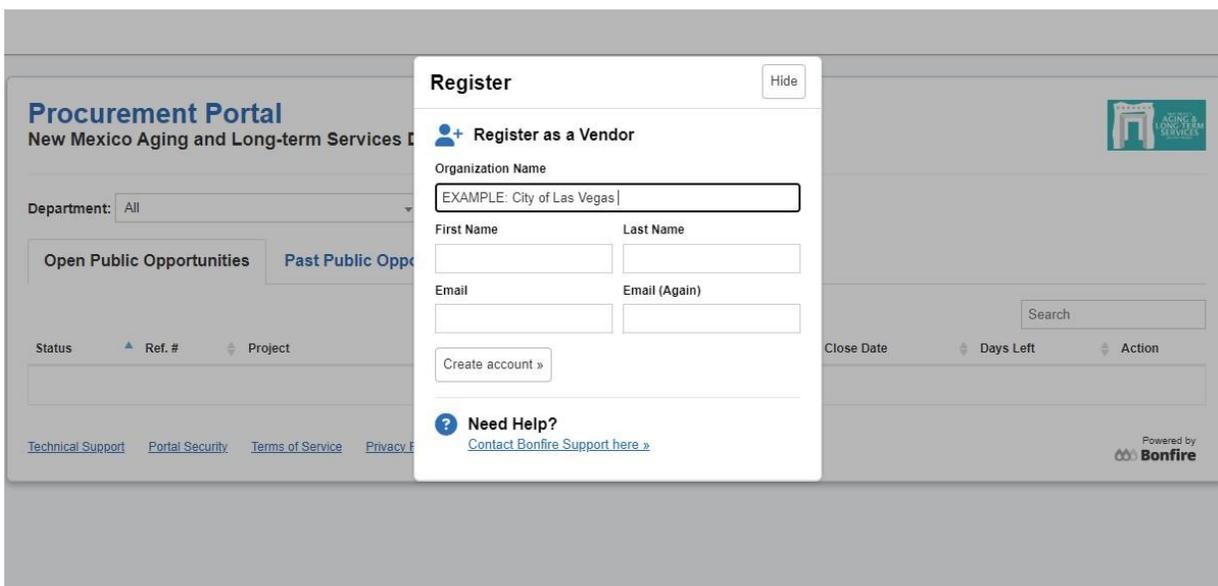
Click on “Register” on the upper right-hand corner



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 2026 ALTSD Capital Outlay application. Click “Create account”





Success!

You'll receive an email with further instructions.

Have a question or need help using Bonfire? Email us at Support@GoBonfire.com

[« Back to Login](#) [Contact tech support »](#)

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

[EXTERNAL] ACTION REQUIRED: finish your registration



Bonfire Support <support@gobonfire.com>
To: Outlay, Capital, ALTSD

Reply Reply All Forward

Wed 10/2/2024 3:23 P

If there are problems with how this message is displayed, click here to view it in a web browser.

CAUTION: This email originated outside of our organization. Exercise caution prior to clicking on links or opening attachments.



Bonfire Account Created

You've signed up to be a Bonfire Vendor and need to finish registering. To complete your registration, click below and create your account.

[Complete your registration](#)

Happy bidding!
The Bonfire Team

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

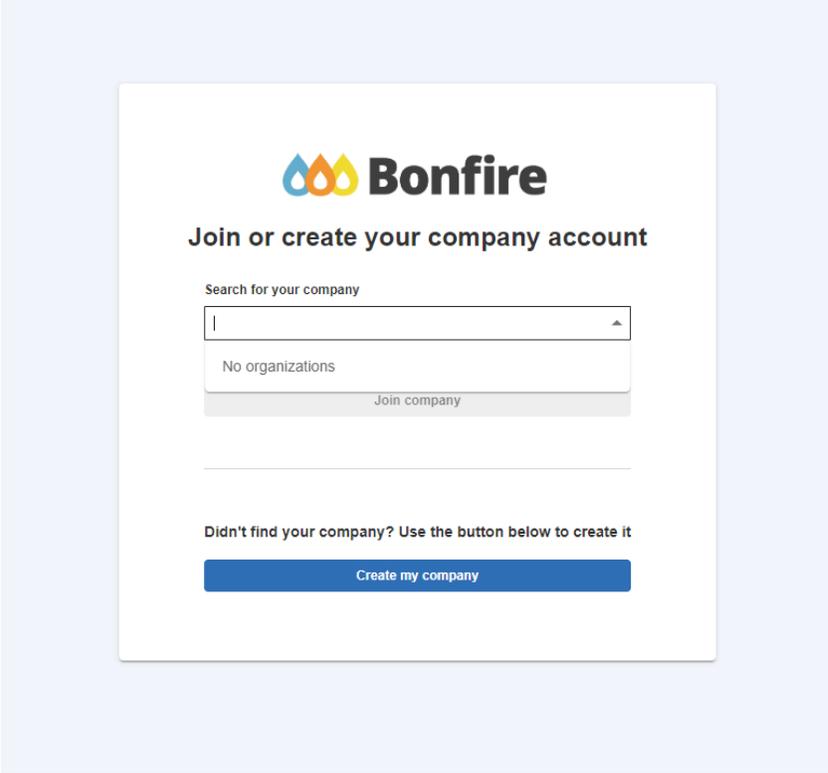
Search for your company

[Learn more about joining a company](#)

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 the "Join Company"

IF you DO NOT find your company, click on "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 *

Business Description *

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. You can submit answers that are relevant to your department.

Click “Save and Next”



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 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.

Search

- > Canada
- ▼ United States
 - Nation-wide opportunities
 - Alabama
 - Alaska
 - Arizona
 - Arkansas

Reset

Go to Settings

Last steps!

Another browser page should open

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

 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](#).

Save and continue to Step 2: Account Information »

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* Address Line 1* Address Line 2

ALTSD Capital Outlay 2550 Cerrillos Road

Contact First Name Contact Last Name Address Line 3 Address Line 4

Capital Outlay

Contact Email City* State / Province*

capital.outlay@altsd.nm.gov Santa Fe NM

Phone Number Postal / Zip Code* Country*

5053168900 87505 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:

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).

Notify me of any opportunities that match my commodity codes

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)

Step 5: Premium Vendor

Click on “Continue to registration complete”

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



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[Learn more](#) [Get premium edition](#)

[Continue to registration complete](#)

Congratulations!

You have successfully registered with Bonfire. You will use this login when completing your FY26 ALTSD Capital Outlay Application when it opens on **January 8, 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.

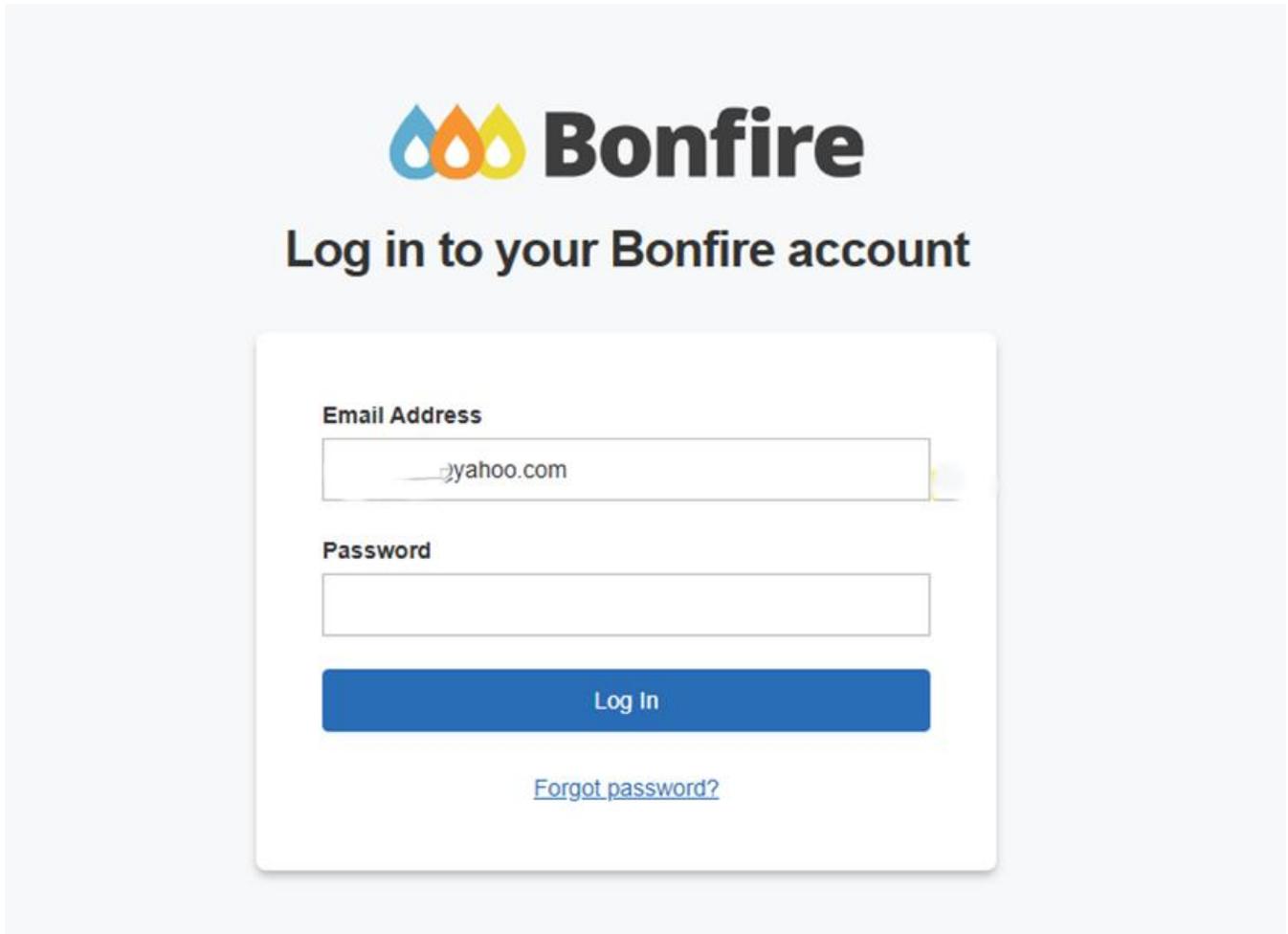
You can access Bid Opportunities on the [Portal](#) or by clicking [here](#).

[Continue to Bonfire »](#)

II. APPLICATION LOG IN AND INFORMATION

The following are instructions to apply for the FY26 ALTSD Capital Outlay application cycle.

Log in to your Bonfire account



The image shows a login form for Bonfire. 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 bold, black, sans-serif font. The login form itself is a white rectangular box with a thin grey border. It contains two input fields: "Email Address" and "Password". The "Email Address" field has a cursor and the text "@yahoo.com" is visible. Below the "Password" field is a blue "Log In" button. At the bottom of the form, there is a blue hyperlink that says "Forgot password?".

Project Details: You will see the following information about the application for your senior center’s specific county. It includes project details including the facility name, reference number, open and close date for the application.

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 3:30p OPEN	9
10	11	12	13	14	15	16
OPEN						
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Scroll down

Supporting Documentation: You will see Supporting Documentation with a series of files that are application Question Sets.

Download Question Set:

- 1) Download the Fiscal and Facility Information Question Set for All Applications
- 2) Download the applicable Question Set for the type of project you are applying for (example: Meals and Equipment, New Construction, etc.)

Supporting Documentation:

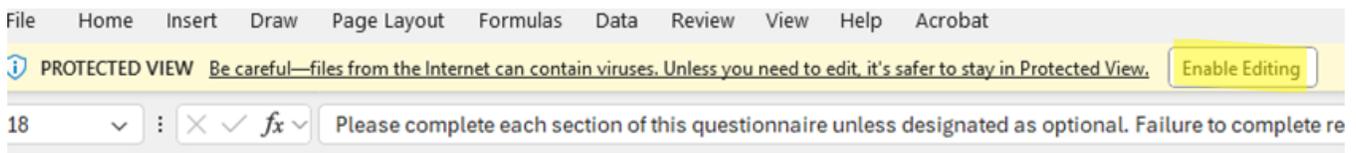
Download All Files

File	Type	Description	Date Created
Fiscal and Facility Information Question Set.xlsx	Documentation	Dec 6th 2024, 8:27 AM MST	Download
Meals and Equipment Question Set.xlsx	Documentation	Dec 9th 2024, 1:48 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 9th 2024, 9:49 AM 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

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

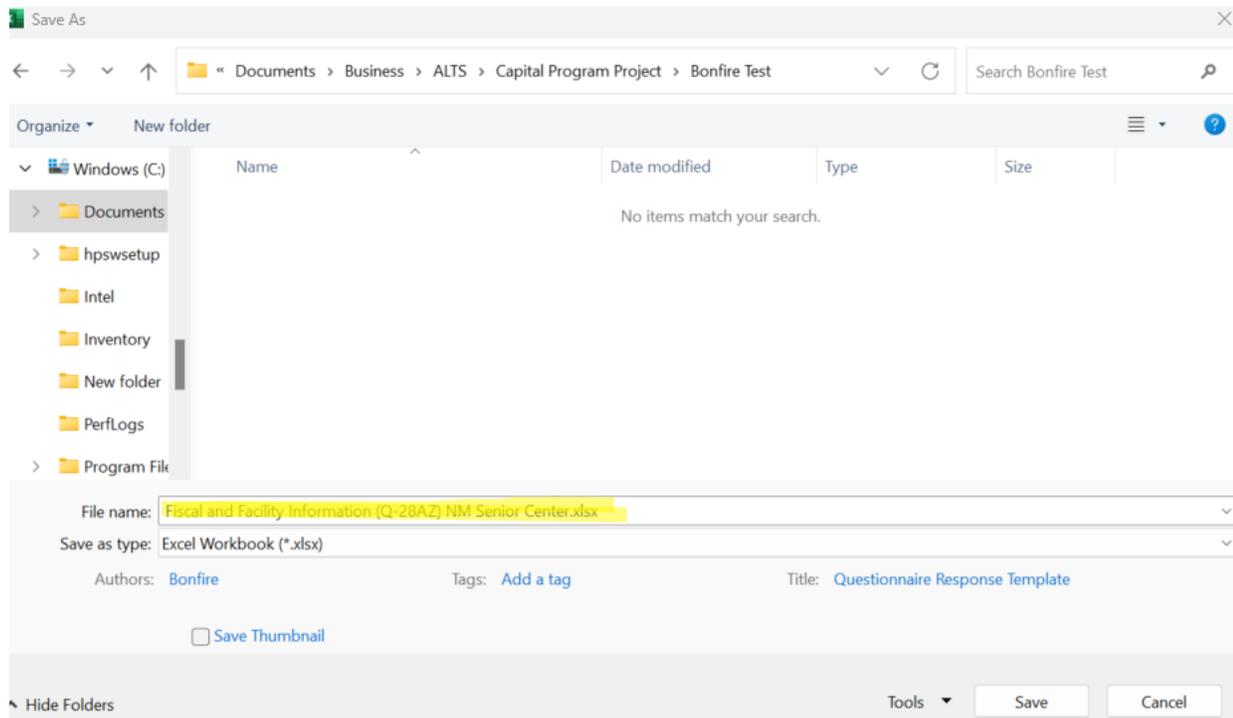


Open the spreadsheet and select Enable Editing



Save the Question Set:

- Save this Question Set in a Folder where you can easily find it.
- Save as Application Type and Facility Name in the File Name.
- Complete each Question Set to Upload in the appropriate Application Section



Decisions: You will then see a list of senior center facilities (facilities) and the types of projects you will be applying for (services). This list will help you determine the appropriate projects for your application(s).

Scroll down

Decisions:

When preparing your submission on Bonfire, you will first be asked to select the Decisions you want to submit to. Based on your selections, Bonfire will build the list of Requested Information that you will need to provide.

This project has multiple Decisions that you can submit to listed below:

FACILITIES	→	BARELAS SENIOR CENTER	-	SERVICES	→	MEALS AND EQUIPMENT
FACILITIES	→	BARELAS SENIOR CENTER	-	SERVICES	→	NEW CONSTRUCTION (PHASE II)
FACILITIES	→	BARELAS SENIOR CENTER	-	SERVICES	→	PLANNING AND DESIGN (PHASE II)
FACILITIES	→	BARELAS SENIOR CENTER	-	SERVICES	→	RENO/CODE COMPLIANCE/ADDITION
FACILITIES	→	BARELAS SENIOR CENTER	-	SERVICES	→	VEHICLES
FACILITIES	→	BEAR CANYON SENIOR CENTER	-	SERVICES	→	MEALS AND EQUIPMENT
FACILITIES	→	BEAR CANYON SENIOR CENTER	-	SERVICES	→	NEW CONSTRUCTION (PHASE II)
FACILITIES	→	BEAR CANYON SENIOR CENTER	-	SERVICES	→	PLANNING AND DESIGN (PHASE II)
FACILITIES	→	BEAR CANYON SENIOR CENTER	-	SERVICES	→	RENO/CODE COMPLIANCE/ADDITION
FACILITIES	→	BEAR CANYON SENIOR CENTER	-	SERVICES	→	VEHICLES

Applicant Information Required: This section will inform you about the types of information that will be asked of you for an application. This is for informational purposes prior to applying.

Examples include:

Applicant Information Required:

Applicant Information					
Name	Type	# Files	Requirement	Instructions	
Applicant Name	Data Type: Text	N/A	REQUIRED		
Applicant Title	Data Type: Text	N/A	REQUIRED		
Applicant Address	Data Type: Text	N/A	REQUIRED		
Applicant Email	Data Type: Text	N/A	REQUIRED		
E-signature or letter memo	File Type: Any (.*)	1	REQUIRED EACH FACILITIES	When submitting 'E-signature or letter memo' you will need to provide a Any (.*) for: EACH FACILITIES that you are bidding on.	
Current ICIP	File Type: Any (.*)	1	REQUIRED EACH FACILITIES	When submitting 'Current ICIP' you will need to provide a Any (.*) for: EACH FACILITIES that you are bidding on.	
Letter Identifying Certifying Official for all applications	File Type: Any (.*)	1	REQUIRED EACH FACILITIES	When submitting 'Letter Identifying Certifying Official for all applications' you will need to provide a Any (.*) for: EACH FACILITIES that you are bidding on.	
History	File Type: Any (.*)	Multiple	OPTIONAL EACH FACILITIES	When submitting 'History' you will need to provide a Any (.*) for: EACH FACILITIES that you are bidding on.	
Fiscal and Facility Information Question Set	File Type: Excel (.xls, .xlsx)	1	REQUIRED EACH FACILITIES	When submitting 'Fiscal and Facility Information Question Set' you will need to provide a Excel (.xls, .xlsx) for: EACH FACILITIES that you are bidding on.	

Planning and Design (Phase I) Information Required:

Planning and Design (Phase I)				
Name	Type	# Files	Requirement	Instructions
Planning and Design Question Set	File Type: Excel (.xls, .xlsx)	1	REQUIRED EACH FACILITIES PADI	When submitting 'Planning and Design Question Set' you will need to provide a Excel (.xls, .xlsx) for: EACH FACILITIES PADI that you are bidding on.
Construction plans	File Type: Any (*.*)	Multiple	REQUIRED EACH FACILITIES PADI	When submitting 'Construction plans' you will need to provide a Any (*.*) for: EACH FACILITIES PADI that you are bidding on.
Applicable quotes/cost estimates	File Type: Any (*.*)	Multiple	REQUIRED EACH FACILITIES PADI	When submitting 'Applicable quotes/cost estimates' you will need to provide a Any (*.*) for: EACH FACILITIES PADI that you are bidding on.
Optional items (photos, renderings, etc.)	File Type: Any (*.*)	Multiple	OPTIONAL EACH FACILITIES PADI	When submitting 'Optional items (photos, renderings, etc.)' you will need to provide a Any (*.*) for: EACH FACILITIES PADI that you are bidding on.

Scroll to the end of the page and you will see **Messages** and **Submission**. This is where you will see Public Notices from ALTSD and your Vendor Discussions with ALTSD. You will also see the notice Prepare Your Submission.

Prepare Your Submission: Select your senior center facility from the dropdown and click “Prepare Your Submission”

Submission

Prepare

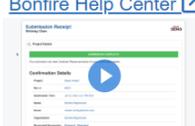
Prepare Your Submission

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](#)



III. COMPLETING YOUR SUBMISSION

This is the section where you will complete your application and provide all of the required information to ALTSD. The following is a step-by-step guide to this process.

Project Details: The first thing you will see is the project details page, project reference, your organization and applicant name and email. You can Edit Contact Information as needed.

Click on Step 1: Select Decisions: place a check mark next to each facility and the “Services” application type for which you will be uploading the question set.

Important Note: If you are applying for similar services at multiple facilities, please ensure that all estimates/quotes/deferred maintenance are specific to the respective facility.

Complete Your Submission

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



Project Details

Official Time: Nov 9th 2024, 9:42 AM MST
Closing Time: Nov 15th 2024, 3:00 PM MST

6 days Remaining

Project: TEST - Bernalillo County - 2025 Capital Outlay Application - Senior Centers
Ref. #: ALTS-COB-1
Organization: NM Senior Center
First Name: C
Last Name: Taf
Email: a@yahoo.com

« Step 1: Select Decisions

Edit Contact Info

Step 1: Select Decisions:

Click the box next to the Senior Center Facility (FACILITIES) and the SERVICES (Project types) that you would like to apply for

Click on Step 2: Upload Your Files

Step 1: Select Decisions

<input checked="" type="checkbox"/>	FACILITIES	→	BARELAS SENIOR CENTER	-	SERVICES	→	MEALS AND EQUIPMENT
<input checked="" type="checkbox"/>	FACILITIES	→	BARELAS SENIOR CENTER	-	SERVICES	→	NEW CONSTRUCTION (PHASE II)
<input checked="" type="checkbox"/>	FACILITIES	→	BARELAS SENIOR CENTER	-	SERVICES	→	PLANNING AND DESIGN (PHASE I)
<input checked="" type="checkbox"/>	FACILITIES	→	BARELAS SENIOR CENTER	-	SERVICES	→	RENO/CODE COMPLIANCE/ADDITION
<input checked="" type="checkbox"/>	FACILITIES	→	BARELAS 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	→	WHISPERING PINE S 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](#)

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Bonfire

STEP 1 COMPLETE

Step 2: Provide Submission Information

Applicant Information

Applicant information will be tied to **each** type of project you are applying for and **is required**. You will have opportunities to submit text in text boxes and upload applicable documents.

Required and optional information is identified in this section.

Save each section of the 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	<input type="button" value="Save"/> <input type="button" value="Cancel"/>
<input type="text" value="C Taf"/>	
Max Length: 2000 characters, 1995 remaining	
 Applicant Title REQUIRED Data Type : Text	<input type="button" value="Save"/> <input type="button" value="Cancel"/>
<input type="text" value="CEO"/>	
Max Length: 2000 characters, 1997 remaining	
 Applicant Address REQUIRED Data Type : Text	<input type="button" value="Save"/> <input type="button" value="Cancel"/>
<input type="text" value="1234 1st St"/>	

When you have saved, the bullet point turns from red to green.

You will then **Upload Files** that are applicable:

<p>E-signature or letter memo REQUIRED File Type: Any (*) # Files: Multiple</p>	Upload File...
<p>✓ UPLOAD_FILE_FOR_BONFIRE.docx</p>	 
<p>Applicant Email REQUIRED Data Type: Text</p>	Edit Delete
<p>✓ ct@mail.com</p>	
<p>Current ICIP REQUIRED File Type: Any (*) # Files: Multiple</p>	Upload File...
<p>✓ UPLOAD_FILE_FOR_BONFIRE.docx</p>	 
<p>Letter Identifying Certifying Official for all applications REQUIRED File Type: Any (*) # Files: Multiple</p>	Upload File...
<p>✓ UPLOAD_FILE_FOR_BONFIRE.docx</p>	 
<p>History REQUIRED File Type: Any (*) # Files: Multiple</p>	Upload File...
<p>✓ UPLOAD_FILE_FOR_BONFIRE.docx</p>	 

You will need to complete the downloaded Fiscal and Facility Information Question Set for upload.

Fiscal and Facility Information Question Set

Review all the instructions on the page for Fiscal and Facility Information. Then, click on **Tab 1** at the bottom of the page.



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.

> **Instructions** | Summary | 1 | 2 | +

Question Set Completion

- **Question Set 1: Fiscal Certification Information.**

Select Question Set 1 within the Fiscal and Facility Information Question Set.



Provide your information under **Response** and **Comment** where applicable.

Status is 100% Complete when all questions have been answered.

You will have opportunities to complete **drop downs** and **text boxes**. Please note any required **Uploads (i.e. ICIP)**.

The following is an example of a Question Set for application completion purposes only, containing limited information:

Question Set 1: Fiscal Certification Information

Question Set 1 Instructions

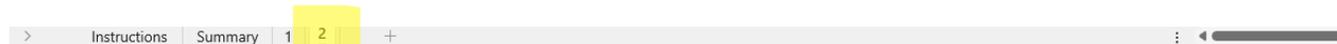
Specific instructions are included with each question, so read carefully.

For questions, please contact Tasha Martinez, Capital Oullay Bureau Chief at tasha.martinez@altsd.nm.gov. Training resources are available on <https://aging.nm.gov/our-partners/capital-oullay>.

#	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 (CFMS)?	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	12@email.com		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	13@email.gov		Complete
16 Questions		100.00% Complete		

- **Question Set 2: Facility Information**

Once you have completed Question Set 1, go to Question Set 2 or Tab 2 at the bottom of the page.



Provide your information under **Response** and **Comment** where applicable.

You will have opportunities to complete **drop downs and text boxes**.

The following is an example of a Question Set for application completion purposes only, containing limited information:

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@atsd.nm.gov. Training resources are available on <https://aging.nm.gov/for-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	cclaf.nm@sr		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

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

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

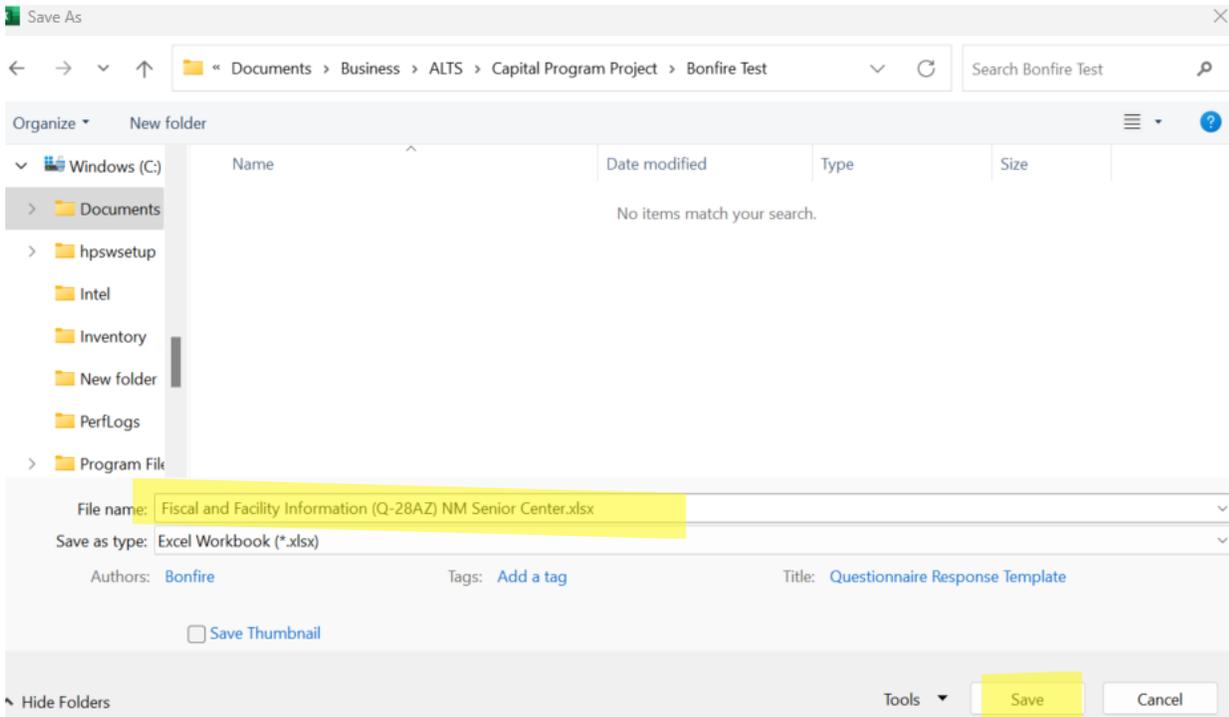
Summary

Question Set	Questions	% Complete	Progress	Error?
1	15	100.00%	<div style="width: 100%; height: 10px; background-color: #90EE90;"></div>	Complete: no errors
2	22	100.00%	<div style="width: 100%; height: 10px; background-color: #90EE90;"></div>	Complete: no errors
Total	37	100.00%	<div style="width: 100%; height: 10px; background-color: #90EE90;"></div>	

>	Instructions	Summary	1	2	-
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Save the Question Set

Save this Question Set in a Folder where you can easily find it and use the Project Type and Facility Name in the File Name (i.e. Planning & Design, Las Vegas Senior Center).



Upload the Question Set

Return to the **Submissions** page and Upload the Question Set within **Fiscal and Facility Information**. **A section is complete if it is green.**

Upload Question Sets for the Applicant Information section.

Note – If you are applying on behalf of more than one senior center in a county, you will need to fill out Question Sets for each facility. See example below.

	Fiscal and Facility Information Question Set BARELAS SENIOR CENTER	<input type="button" value="Upload File..."/>
	REQUIRED File Type: Excel (.xls, .xlsx) # Files: 1	
	Fiscal_and_Facility_Information_Question_Set_Barelas.xlsx	 
	Fiscal and Facility Information Question Set BEAR CANYON SENIOR CENTER	<input type="button" value="Upload File..."/>
	REQUIRED File Type: Excel (.xls, .xlsx) # Files: 1	
	Fiscal_and_Facility_Information_Question_Set_Bear_Canyon.xlsx	 

Planning and Design (Phase I) Application

The following are all sections for Planning and Design applications. They include Question Sets and Uploads.

Planning and Design (Phase I)

	Planning and Design Question Set BEAR CANYON SENIOR CENTER PLANNING AND DESIGN (PHASE I) REQUIRED File Type: Excel (.xls, .xlsx) # Files: 1	Upload File...
	Construction plans BEAR CANYON SENIOR CENTER PLANNING AND DESIGN (PHASE I) REQUIRED File Type: Any (*) # Files: Multiple	Upload File...
	Applicable quotes/cost estimates BEAR CANYON SENIOR CENTER PLANNING AND DESIGN (PHASE I) REQUIRED File Type: Any (*) # Files: Multiple	Upload File...
	Optional items (photos, renderings, etc.) BEAR CANYON SENIOR CENTER PLANNING AND DESIGN (PHASE I) OPTIONAL File Type: Any (*) # Files: Multiple	Upload File...

Complete the Question Set

Review all the instructions on the page for Planning and Design. Then click on **Tab 1** at the bottom of the page.



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

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Question Set Completion

- **Question Set 1: Planning and Design**

Provide your information under **Response** and **Comment** where applicable.

Status is 100% complete when all questions have been answered.

You will have opportunities to complete **drop downs** and **text boxes**. Please note any required **document uploads (i.e. construction plans, applicable quotes/cost estimates, optional items)**.

The following is an example of a Question Set for application completion purposes only, containing limited information:

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@altsd.nm.gov . Training resources are available on https://aging.nm.gov/for-our-partners/capital-outlay .				
Q	Question	Response	Comment	Status
1.0.1	<p>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.</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>Narrative</p> <p>Narrative</p>	Complete
1.0.2	<p>What are the key stages in your organization's capital outlay planning process?</p> <p>Scoring 10 Points</p>	<p>Stage 1 - Preplanning and contractor quotes</p> <p>Stage 2 - Planning</p>		Complete
1.0.3	<p>What planning and design challenges have been encountered and how have they been addressed?</p>	Finding contractors		Complete
1.0.4	<p>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.)</p>	Previous request		Complete
1.0.5	<p>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.)</p>	Yes - Explain in Comment Box	Mayor	Complete
1.0.6	<p>What is the timeline for completion?</p> <p>Scoring 10 Points</p>	12 months		Complete
1.0.7	<p>Do the requested funds complete a fully functional phase of the project?</p> <p>Scoring 10 Points</p>	Yes - Describe Phase in Comment Box	Fully functional phase	Complete
1.0.8	Total Project Cost	\$X		Complete
1.0.9	Amount of Request Scoring 10 Points	\$X		Complete
1.0.10	Cost - Architect/Engineer (Projected)	\$X		Complete
1.0.11	Cost - Construction (Projected)	\$X		Complete
1.0.12	Cost - Renovation (Projected)	\$X		Complete
1.0.13	Cost - Code Compliance (Projected)	\$X		Complete

1.0.14	Cost - Other Phase, Identify (Projected)	\$X		Complete
1.0.15	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)	Building envelope		Complete
1.0.16	Did you upload construction plans, if available? (Optional)	No - Explain in Comment Box	Need to work on through planning	Complete
1.0.17	Did you upload applicable quotes/cost estimates? Scoring 10 Points	Yes		Complete
1.0.18	Did you upload optional items (photos, renderings, etc.)?	No		Complete
18 Questions			100.00% Complete	

Summary

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

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.

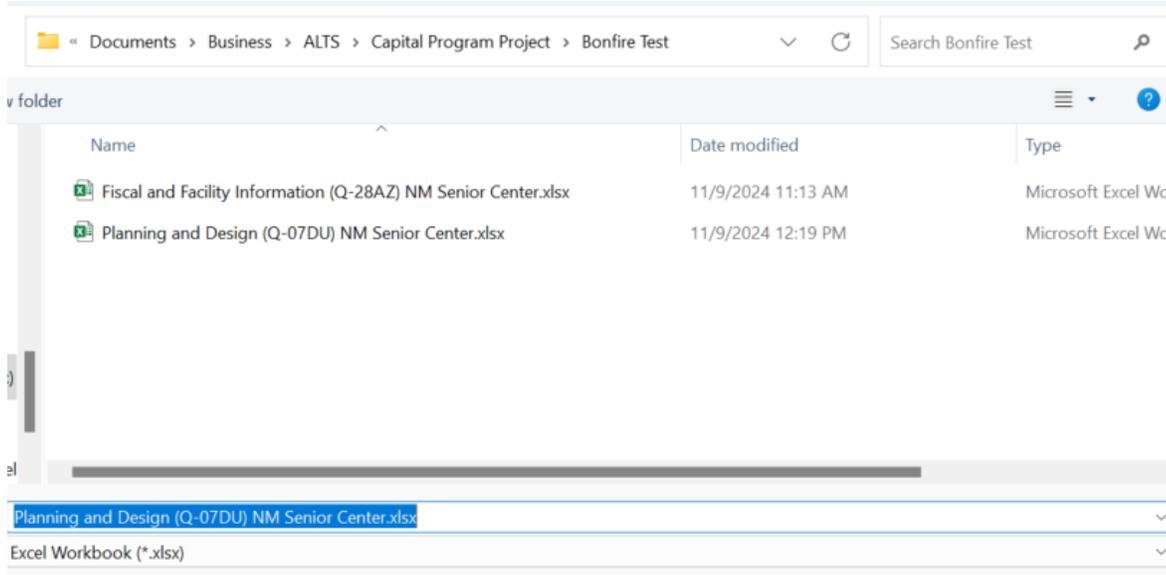
For questions, please contact Tasha Martinez, Capital Outlay Bureau Chief at tasha.martinez@altsd.nm.gov. Training resources are available on <https://aging.nm.gov/for-our-partners/capital-outlay>.

#	Question	Response	Comment	Status
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		Complete
1.0.19	Did you upload optional items (photos, renderings, etc.)?	Yes		Complete
19 Questions			100.00% Complete	

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

Save the Question Set

Save this Question Set in a Folder where you can easily find it and use the Project Type and Facility Name in the File Name (i.e. Planning & Design, Las Vegas Senior Center).



Upload the Question Set and Upload Required Documents

Return to the **Submissions** page and upload the Question Set, Construction Plans, Applicable quotes/cost estimates, and Optional Items. **A section is complete if it is green.**

Planning and Design (Phase I)

	Planning and Design Question Set BEAR CANYON SENIOR CENTER PLANNING AND DESIGN (PHASE I) REQUIRED File Type: Excel (.xls, .xlsx) # Files: 1	Upload File...
	✓ Planning_and_Design_Question_Set_Bear_Canyon.xlsx	
	Construction plans BEAR CANYON SENIOR CENTER PLANNING AND DESIGN (PHASE I) REQUIRED File Type: Any (*) # Files: Multiple	Upload File...
	✓ UPLOAD_FILE_FOR_BONFIRE.docx	
	Applicable quotes/cost estimates BEAR CANYON SENIOR CENTER PLANNING AND DESIGN (PHASE I) REQUIRED File Type: Any (*) # Files: Multiple	Upload File...
	✓ UPLOAD_FILE_FOR_BONFIRE.docx	
	Optional items (photos, renderings, etc.) BEAR CANYON SENIOR CENTER PLANNING AND DESIGN (PHASE I) OPTIONAL File Type: Any (*) # Files: Multiple	Upload File...

Congratulations! You have completed the Planning and Design Application.

New Construction (Phase II) Application

The following are all sections for New Construction (Phase II) Applications. They include Question Sets and uploads.

New Construction (Phase II)

	New Construction Question Set BARELAS SENIOR CENTER NEW CONSTRUCTION (PHASE II) REQUIRED File Type: Excel (.xls, .xlsx) # Files: 1	<input data-bbox="1323 464 1442 506" type="button" value="Upload File..."/>
	Construction plans BARELAS SENIOR CENTER NEW CONSTRUCTION (PHASE II) REQUIRED File Type: Any (*) # Files: Multiple	<input data-bbox="1323 564 1442 606" type="button" value="Upload File..."/>
	Applicable quotes/cost estimates BARELAS SENIOR CENTER NEW CONSTRUCTION (PHASE II) REQUIRED File Type: Any (*) # Files: Multiple	<input data-bbox="1323 669 1442 711" type="button" value="Upload File..."/>
	Budget commitment for ongoing maintenance and repair BARELAS SENIOR CENTER NEW CONSTRUCTION (PHASE II) REQUIRED File Type: Any (*) # Files: Multiple	<input data-bbox="1323 774 1442 816" type="button" value="Upload File..."/>
	Optional items (photos, renderings, etc.) BARELAS SENIOR CENTER NEW CONSTRUCTION (PHASE II) OPTIONAL File Type: Any (*) # Files: Multiple	<input data-bbox="1323 879 1442 921" type="button" value="Upload File..."/>

Complete the Question Set

Review all the instructions on the page for Planning and Design. Then click on **Tab 1** at the bottom of the page.



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 | +

Question Set Completion

- **Question Set 1: New Construction**

Provide your information under **Response** and **Comment** where applicable. Note the drop-down arrow on 1.0.1 that provides direction.

Status is 100% Complete when all questions have been answered.

You will have opportunities to complete **dropdowns and text boxes**. Please note any required **Uploads (i.e. deferred maintenance budget commitment, construction plans, applicable quotes/cost estimates, optional items)**.

The following is an example of a Question Set for application completion purposes only, containing limited information:

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. Training resources are available on <https://aging.nm.gov/for-our-partners/capital-outlay>.

#	Question	Response	Comment	Status
1.0.1	<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
1.0.2	Will planning and design be required for this project?	Yes		Complete
1.0.3	Has planning and design been completed? Scoring 10 Points	Planning and design has been completed and includes drawings and electrical.		Complete
1.0.4	When was planning and design completed?	May 2024		Complete
1.0.5	Firm that completed the planning and design?	Firm A		Complete
1.0.6	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
1.0.7	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
1.0.8	What is the timeline for completion? Scoring 10 Points	May 2026		Complete
1.0.9	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
1.0.10	Total Project Cost	\$50,000		Complete

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

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

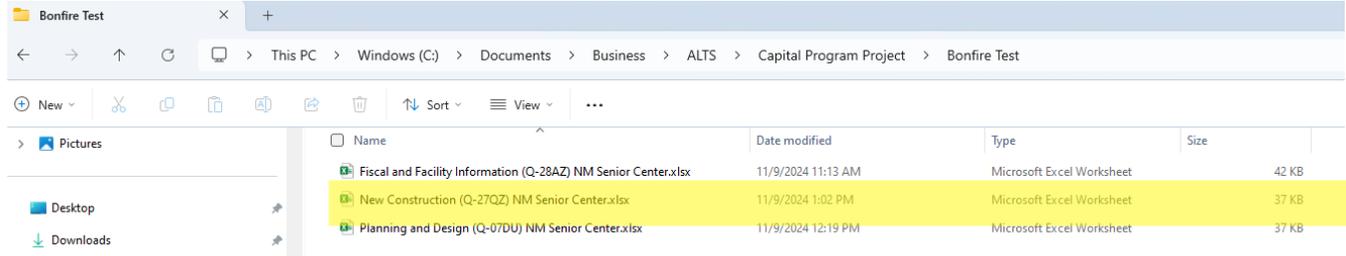
Summary

Question Set	Questions	% Complete	Progress	Error?
1	22	100.00%	<div style="width: 100%; height: 10px; background-color: #90EE90;"></div>	Complete: no errors
Total	22	100.00%	<div style="width: 100%; height: 10px; background-color: #90EE90;"></div>	

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

Save the Question Set

Save this Question Set in a Folder where you can easily find it and use the Project Type and Facility Name in the File Name. (i.e. Planning & Design, Las Vegas Senior Center).



Upload the Question Set and Upload Required Documents

Return to the **Submissions** page and upload the Question Set, Construction Plans, Applicable quotes/cost estimates, and Optional Items.

The section is complete if it is green.

New Construction (Phase II)

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

Congratulations! You have completed the New Construction Application.

Reno/Code Compliance/Addition

The following are all sections for **Reno/Code Compliance/Addition Applications**.

Reno/Code Compliance/Addition

	Reno Code Compliance Addition Question Set <small>BEAR CANYON SENIOR CENTER</small> <small>RENO/CODE COMPLIANCE/ADDITION</small> REQUIRED File Type: Excel (.xls, .xlsx) # Files: 1	Upload File...
	Construction plans <small>BEAR CANYON SENIOR CENTER</small> <small>RENO/CODE COMPLIANCE/ADDITION</small> REQUIRED File Type: Any (.*?) # Files: Multiple	Upload File...
	Applicable quotes/cost estimates <small>BEAR CANYON SENIOR CENTER</small> <small>RENO/CODE COMPLIANCE/ADDITION</small> REQUIRED File Type: Any (.*?) # Files: Multiple	Upload File...
	Budget commitment for ongoing maintenance and repair <small>BEAR CANYON SENIOR CENTER</small> <small>RENO/CODE COMPLIANCE/ADDITION</small> REQUIRED File Type: Any (.*?) # Files: Multiple	Upload File...
	Optional items (photos, renderings, etc.) <small>BEAR CANYON SENIOR CENTER</small> <small>RENO/CODE COMPLIANCE/ADDITION</small> OPTIONAL File Type: Any (.*?) # Files: Multiple	Upload File...

Complete the Question Set

Review all the instructions on the page for Reno/Code Compliance/Addition. Then click on **Tab 1** at the bottom of the page.



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 +

Question Set Completion

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

Provide your information under **Response** and **Comment** where applicable.

Note the drop-down arrow on 1.0.1 that provides direction.

Status is 100% Complete when all questions have been answered.

You will have opportunities to complete **dropdowns and text boxes**. Note any required **Uploads (i.e. deferred maintenance budget commitment, quotes or cost estimates, applicable quotes/estimates, optional documents)**.

The following is an example of a Question Set for application completion purposes only, containing limited information:

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. Training resources are available on https://aging.nm.gov/for-our-partners/capital-outlay .				
#	Question	Response	Comment	Status
1.0.1	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. 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
1.0.2	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
1.0.3	What code violation was issued/identified on citation or finding?	Fire code		Complete
1.0.4	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
1.0.5	Has planning and design been completed? Scoring 10 Points	Yes - Explain in Comment Box	Completed	Complete
1.0.6	When was planning and design completed?	2024		Complete
1.0.7	Firm that completed the planning and design?	Firm A		Complete
1.0.8	What is the timeline for completion? Scoring 10 Points	May 2026		Complete
1.0.9	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
1.0.10	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
1.0.11	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	Mayor A	Complete

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

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

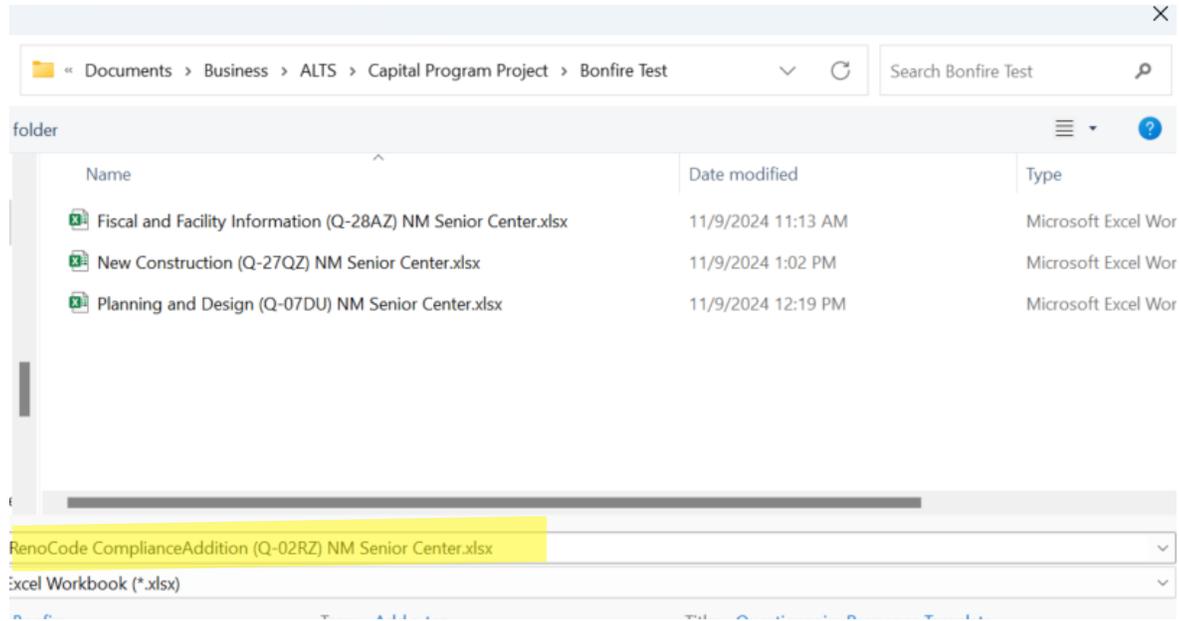
Summary

Question Set	Questions	% Complete	Progress	Error?
1	25	100.00%	<div style="width: 100%; height: 10px; background-color: #669966;"></div>	Complete: no errors
Total	25	100.00%	<div style="width: 100%; height: 10px; background-color: #99cc99;"></div>	

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

Save the Question Set

Save this Question Set in a Folder where you can easily find it and use the Project Type and Facility Name in the File Name. (i.e. Planning & Design, Las Vegas Senior Center).



Upload the Question Set and Upload Required Documents

Return to the **Submissions** page and upload the Question Set, Construction Plans, Applicable quotes/cost estimates, and Optional Items.

A section is complete if it is green.

Reno/Code Compliance/Addition

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

Congratulations! You have completed the Reno/Code Compliance/Addition Application.

Vehicles and Equipment Application

The following are all sections for **Vehicles and Equipment Applications**. They include Question Sets and uploads.

Vehicles and Equipment

	Vehicles and Equipment Question Set BARELAS SENIOR CENTER VEHICLES AND EQUIPMENT REQUIRED File Type: Excel (.xls, .xlsx) # Files: 1	<input type="button" value="Upload File..."/>
	Quotes or cost estimates related to project oversight BARELAS SENIOR CENTER VEHICLES AND EQUIPMENT REQUIRED File Type: Any (*) # Files: Multiple	<input type="button" value="Upload File..."/>
	Applicable quotes/cost estimates for vehicle purchase BARELAS SENIOR CENTER VEHICLES AND EQUIPMENT REQUIRED File Type: Any (*) # Files: Multiple	<input type="button" value="Upload File..."/>
	Documentation that there is budget commitment for ongoing maintenance and repair BARELAS SENIOR CENTER VEHICLES AND EQUIPMENT REQUIRED File Type: Any (*) # Files: Multiple	<input type="button" value="Upload File..."/>
	Additional Documents BARELAS SENIOR CENTER VEHICLES AND EQUIPMENT OPTIONAL File Type: Any (*) # Files: Multiple	<input type="button" value="Upload File..."/>

Complete the Question Set

Review all the instructions on the page for Vehicles. Then click on **Tab 1** at the bottom of the page.

Vehicles and Equipment (Q-18GL)

This questionnaire is for purchase of vehicles. Vehicles in this category would be utilized for transporting people or goods (such as home-delivered meals). At least 50% of vehicles in a fleet must be accessible for persons with disabilities. *Note: Each equipment item requested in this category must be have a value >\$10,000 or more and have a useful life at least 7-10 years.

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.

If you have any questions regarding the content of this file, please contact the appropriate purchaser.

Additional Instructions

Fill out questionnaire and upload: Documentation that there is budget commitment to ongoing maintenance and repair; quotes or cost estimates related to project oversight; applicable quotes/cost estimates for vehicle purchase; and additional documents.

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

Question Set Completion

- **Question Set 1: Vehicles**

Provide your information under **Response** and **Comment** where applicable.

Note the drop-down arrow on 1.0.1 that provides direction.

Status is 100% Complete when all questions have been answered.

You will have opportunities to complete **drop downs and text boxes**. Please note any required **Uploads**. (i.e. applicable quotes, cost estimates, deferred maintenance budget commitment, optional documents).

The following is an example of a Question Set for application completion purposes only, containing limited information:

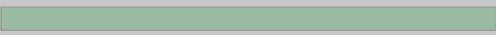
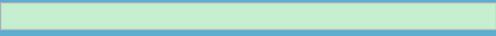
Question Set 1: Vehicles and Equipment				
Question Set 1 Instructions				
Vehicles in this category would be utilized for transporting people or goods (such as home-delivered meals). At least 50% of vehicles in a fleet must be accessible for persons with disabilities. *Note: Each equipment item requested in this category must be have a value > \$10,000 or more and have a useful life at least 7-10 years.				
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/for-our-partners/capital-outlay .				
#	Question	Response	Comment	Status
1.0.1	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 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	-	Narrative Narrative	Complete
1.0.2	Does the project address a health, safety, risk or hazard to the public that immediately endangers the occupants? Scoring 10 Points	Yes		Complete
1.0.3	Is this project ready to proceed? Explain. Scoring 10 Points	Yes - Explain in Comment Box	Quotes complete	Complete
1.0.4	List the type, quantity and of vehicles that will be purchased and the services that will be provided if funding is received. (Vehicle types include: Mini-van, passenger van, meal delivery.)	1 Mini Van		Complete
1.0.5	Are you adding new vehicles to the inventory?	Yes - Explain in Comment Box	1 vehicle to fleet of 3	Complete
1.0.6	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.)	Previous request		Complete
1.0.7	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	Complete
1.0.8	Do the requested funds complete the vehicle purchase? Scoring 10 Points	Yes		Complete
1.0.9	Total Project Cost	\$X		Complete
1.0.10	Amount of Request Scoring 10 Points	\$X		Complete

1.0.11	Vehicle Amount	x		Complete
1.0.12	Equipment Amount	x		Complete
1.0.13	Installation Amount	x		Complete
1.0.14	Delivery	x		Complete
1.0.15	Cost Projection for Annual Maintenance	x		Complete
1.0.16	Is your fiscal agency prepared to provide ongoing maintenance and repair?	Yes		Complete
1.0.17	Did you upload documentation that there is budget commitment for ongoing maintenance and repair?	Yes		Complete
1.0.18	Did you upload applicable quotes/cost estimates? Scoring 10 Points	Yes		Complete
1.0.19	Did you upload additional documents? (Optional)	Yes		Complete
19 Questions			100.00% Complete	

Summary

Click the Summary Tab at the bottom of the page and review to ensure that Question Sets are complete with no errors.

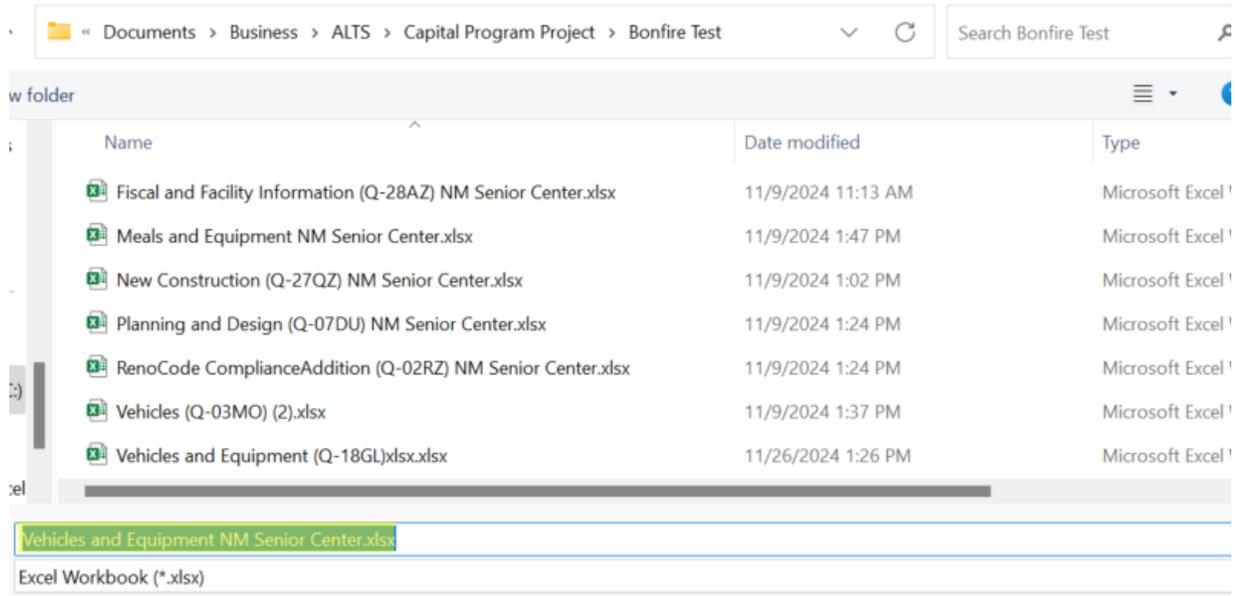
Summary

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

>
Instructions
Summary
1
+

Save the Question Set

Save this Question Set in a Folder where you can easily find it and use the Project Type and Facility Name in the File Name.



Upload the Question Set and Upload Required Documents

Return to the **Submissions** page and upload the Question Set, Construction Plans, Applicable quotes/cost estimates, and Optional Items.

A section is complete if it is green.

Vehicles and Equipment

 Vehicles and Equipment Question Set (BARELAS SENIOR CENTER) (VEHICLES AND EQUIPMENT) REQUIRED File Type: Excel (.xls, .xlsx) # Files: 1	Upload File...
✓ Vehicles_and_Equipment_Question_Set_Barelas.xlsx	 
 Quotes or cost estimates related to project oversight (BARELAS SENIOR CENTER) (VEHICLES AND EQUIPMENT) REQUIRED File Type: Any (*) # Files: Multiple	Upload File...
✓ UPLOAD_FILE_FOR_BONFIRE.docx	 
 Applicable quotes/cost estimates for vehicle purchase (BARELAS SENIOR CENTER) (VEHICLES AND EQUIPMENT) REQUIRED File Type: Any (*) # Files: Multiple	Upload File...
✓ UPLOAD_FILE_FOR_BONFIRE.docx	 
 Documentation that there is budget commitment for ongoing maintenance and repair (BARELAS SENIOR CENTER) (VEHICLES AND EQUIPMENT) REQUIRED File Type: Any (*) # Files: Multiple	Upload File...
✓ UPLOAD_FILE_FOR_BONFIRE.docx	 
 Additional Documents (BARELAS SENIOR CENTER) (VEHICLES AND EQUIPMENT) OPTIONAL File Type: Any (*) # Files: Multiple	Upload File...

Congratulations! You have completed the Vehicles and Equipment Application.

Meals and Equipment Application

The following are all sections for **Meals and Equipment**. They include Question Sets and uploads.

Meals and Equipment

	Meals and Equipment Question Set BARELAS SENIOR CENTER MEALS AND EQUIPMENT REQUIRED File Type: Excel (.xls, .xlsx) # Files: 1	<input data-bbox="1321 432 1446 478" type="button" value="Upload File..."/>
	Applicable quotes/cost estimates BARELAS SENIOR CENTER MEALS AND EQUIPMENT REQUIRED File Type: Any (.*) # Files: Multiple	<input data-bbox="1321 537 1446 583" type="button" value="Upload File..."/>
	Additional documents BARELAS SENIOR CENTER MEALS AND EQUIPMENT OPTIONAL File Type: Any (.*) # Files: Multiple	<input data-bbox="1321 642 1446 688" type="button" value="Upload File..."/>

Complete the Question Set

Review all the instructions on the page for Planning and Design. Then click on **Tab 1** at the bottom of the page.

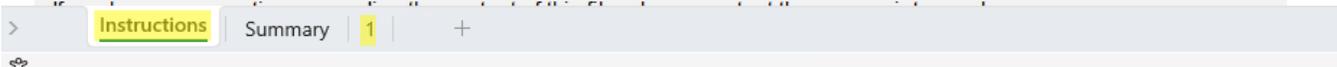


Meals and Equipment (Q-57NU)

This questionnaire is for meals and equipment for 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.
- Please do not use Excel formulas in your responses.
- Please follow the instructions provided along with this file to submit it back to Bonfire.



Question Set Completion

- **Question Set 1: Meals and Equipment**

Provide your information under **Response** and **Comment** where applicable.

Status is 100% Complete when all questions have been answered.

You will have opportunities to complete **drop downs** and **text boxes**. **Please note any required Uploads.**

The following is an example of a Question Set for application completion purposes only, containing limited information:

Question Set 1: Meals and Equipment				
Question Set 1 Instructions				
This category includes machinery, apparatus, components, and other tools necessary in preparing, cooking and serving food. Other Equipment- machinery, apparatus, components, and other tools to make an action, operation, or activity easier to serve program activities. Note: each equipment item requested in this category must be have a value > \$10,000 or more and have a useful life at least 7-10 years and have a useful life at least 7-10 years.				
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/for-our-partners/capital-outlay .				
Question	Response	Comment	Status	
1.0.1	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. Use the Comment box to complete the Project Summary and Narrative. Use "Alt+Enter" to start a new line. Scoring 50 Points	-	Narrative Narrative	Complete
1.0.2	Is your fiscal agency prepared to provide ongoing maintenance and repair? Scoring 10 Points	Yes - Explain in Comment Box	Prepared	Complete
1.0.3	Did you upload documentation that there is budget commitment to ongoing maintenance and repair?	Yes		Complete
1.0.4	Do the requested funds complete the project? Scoring 10 Points	Yes		Complete
1.0.5	Total Project Cost	\$X		Complete
1.0.6	Amount of Request Scoring 10 Points	\$X		Complete
1.0.7	Equipment Amount	\$X		Complete
1.0.8	Installation Amount	\$X		Complete
1.0.9	Delivery	\$X		Complete
1.0.10	Are the requested funds sufficient to complete the purchase, installation, delivery costs? Scoring 10 Points	Yes		Complete

1.0.11	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.)	Past request info		Complete
1.0.12	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 Jones	Complete
1.0.13	Are there measures for energy reduction and/or energy sustainability? (i.e. energy star rated, etc.)	Yes		Complete
1.0.14	Did you upload applicable quotes/cost estimates? Scoring 10 Points	Yes		Complete
1.0.15	Did you upload additional documents? (Optional)	Yes	<input type="text"/>	Complete
15 Questions		100.00% Complete		

Summary

Click the Summary Tab at the bottom of the page and review to ensure that Question Sets are complete with no errors.

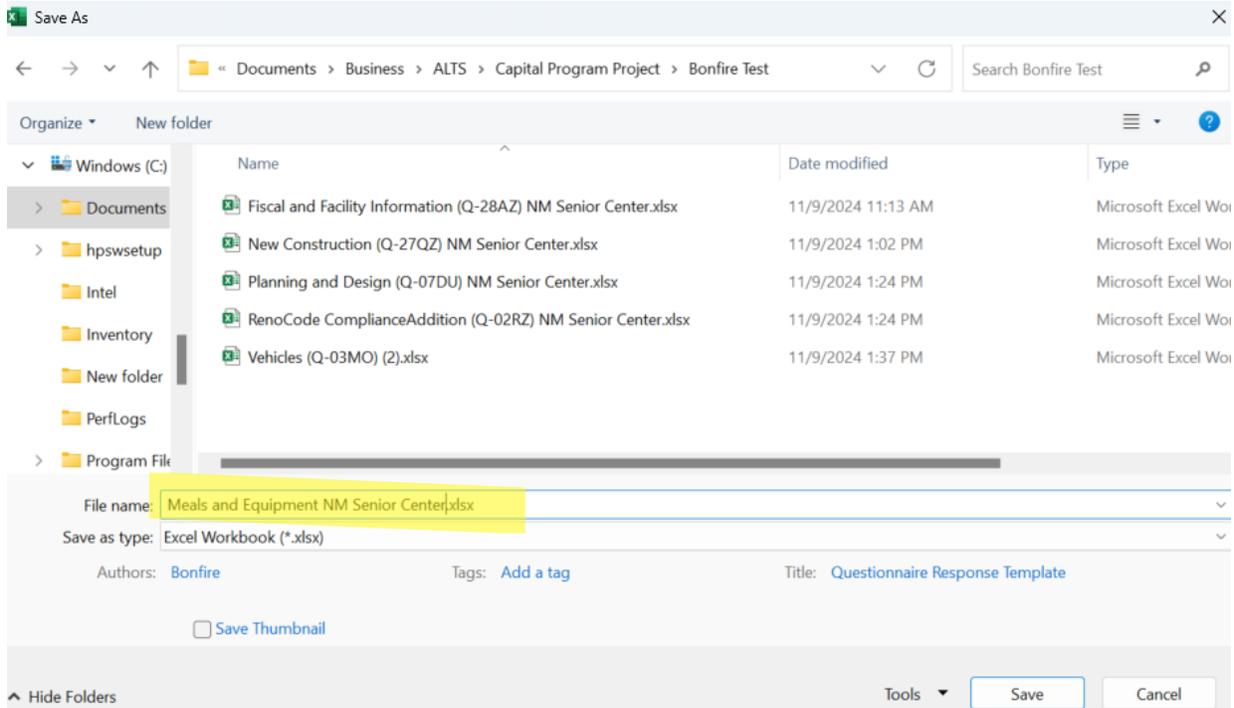
Summary

Question Set	Questions	% Complete	Progress	Error?
1	16	100.00%	<div style="width: 100%; height: 10px; background-color: #8bc34a;"></div>	Complete: no errors
Total	16	100.00%	<div style="width: 100%; height: 10px; background-color: #8bc34a;"></div>	

> Instructions | Summary | 1 | +

Save the Question Set

Save this Question Set in a Folder where you can easily find it and use the Project Type and Facility Name in the File Name.



Upload the Question Set and Upload Required Documents

Return to the **Submissions** page and upload the Question Set, Construction Plans, Applicable quotes/cost estimates, and Optional Items.

A section is complete if it is green.

Meals and Equipment

	Meals and Equipment Question Set BARELAS SENIOR CENTER MEALS AND EQUIPMENT REQUIRED File Type: Excel (.xls, .xlsx) # Files: 1	Upload File...
✓ Meals_and_Equipment_Question_Set_Barelas.xlsx		 
	Applicable quotes/cost estimates BARELAS SENIOR CENTER MEALS AND EQUIPMENT REQUIRED File Type: Any (*.*) # Files: Multiple	Upload File...
✓ UPLOAD_FILE_FOR_BONFIRE.docx		 
	Additional documents BARELAS SENIOR CENTER MEALS AND EQUIPMENT OPTIONAL File Type: Any (*.*) # Files: Multiple	Upload File...
✓ UPLOAD_FILE_FOR_BONFIRE.docx		 

Congratulations! You have completed the Meals and Equipment Application.

STEP 2 COMPLETE

Once you have completed all applicable Question Sets and Uploads, you have completed Step 2.

STEP 3: SUBMIT & FINALIZE

The final step is to submit and finalize.

At the bottom of the page, check on the box “I understand that I can’t change any of the submission details or documents once the project closes.”

Click on **Submit & Finalize my Submission**

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

You will receive a submission receipt with all details regarding the submission and will receive a confirmation email to the email used when the Vendor account was created.

Submission Receipt

New Mexico Aging and Long-term Services Department



Q 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
Submission Time:	Nov 09, 2024 1:49 PM MST
Name:	C Taf
Email:	ctaf@yahoo.com
Organization:	NM Senior Center
Decisions:	Facilities → Barelvas Senior Center - Services → Meals and Equipment Facilities → Barelvas Senior Center - Services → New Construction (Phase II) Facilities → Barelvas Senior Center - Services → Planning and Design (Phase I) Facilities → Barelvas Senior Center - Services → Reno/Code Compliance/Addition Facilities → Barelvas Senior Center - Services → Vehicles

Requested Documents: **E-signature or letter memo - Required**
UPLOAD_FILE_FOR_BONFIRE.docx
Construction plans - Required
 Planning and Design (Phase I)
 UPLOAD_FILE_FOR_BONFIRE.docx
Applicable quotes/cost estimates - Required
 Planning and Design (Phase I)
 UPLOAD_FILE_FOR_BONFIRE.docx
Optional items (photos, renderings, etc.) - Optional
 Planning and Design (Phase I)
 UPLOAD_FILE_FOR_BONFIRE.docx
History - Required
UPLOAD_FILE_FOR_BONFIRE.docx
Current ICIP - Required
UPLOAD_FILE_FOR_BONFIRE.docx
Budget commitment to ongoing maintenance and repair - Required
 New Construction (Phase II)
 UPLOAD_FILE_FOR_BONFIRE.docx
Construction plans - Required
 New Construction (Phase II)
 UPLOAD_FILE_FOR_BONFIRE.docx
Applicable quotes/cost estimates - Required
 New Construction (Phase II)
 UPLOAD_FILE_FOR_BONFIRE.docx
Optional items (photos, renderings, etc.) - Optional
 New Construction (Phase II)
 UPLOAD_FILE_FOR_BONFIRE.docx
Construction plans - Required
 Reno/Code Compliance/Addition
 UPLOAD_FILE_FOR_BONFIRE.docx
Applicable quotes/cost estimates - Required
 Reno/Code Compliance/Addition
 UPLOAD_FILE_FOR_BONFIRE.docx
Budget commitment to ongoing maintenance and repair - Required
 Reno/Code Compliance/Addition
 UPLOAD_FILE_FOR_BONFIRE.docx
Optional items (photos, renderings, etc.) - Optional
 Reno/Code Compliance/Addition
 UPLOAD_FILE_FOR_BONFIRE.docx
New Construction (Q-27QZ) - Required
 New Construction (Phase II)
 New_Construction_(Q-27QZ)_NM_Senior_Center.xlsx

Requested Data: **Applicant Name - Required**
C Taf
Applicant Title - Required
CEO
Facility Name - Required
NM Senior Center
Applicant Address - Required
1234 1st St Santa Fe, NM 87507
Applicant Email - Required
cctafoya@yahoo.com

Confirmation Code: NT14MzIz

Click to send an email to cctafoya@yahoo.com. A confirmation email has already been sent.

Return to Portal Listing

If you need to access the project details you can find them on the Portal Listing.

We Need Your Feedback!

We are continually improving the digital submission process at **New Mexico Aging and Long-term Services Department**, but we need feedback from suppliers like you.

STEP 3 COMPLETE AND APPLICATION HAS BEEN SUBMITTED

IV. 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.

Applicant Information (Fiscal and Facility) Checklist

NOTE: Required for all applications

<i>Document Uploaded</i>	<i>Document Type</i>
	Current ICIP
	Letter Identifying Certifying Official for all applications
	History - Optional
	Fiscal and Facility Information Question Set

Planning and Design Application Checklist

<i>Document Uploaded</i>	<i>Document Type</i>
	Planning and Design Question Set
	Construction Plans
	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
	Construction Plans
	Applicable quotes/cost estimates
	Budget commitment for ongoing maintenance and repair
	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
	Construction Plans
	Applicable quotes/cost estimates
	Budget commitment for ongoing maintenance and repair
	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
	Applicable quotes/cost estimates
	Documentation that there is budget commitment for ongoing maintenance and repair
	Additional Documents

Meals and Equipment Application Checklist

<i>Document Uploaded</i>	<i>Document Type</i>
	Meals and Equipment Question Set
	Applicable quotes/cost estimates
	Additional Documents