

FY 2028 Capital Outlay Application Manual

Aging and Long-Term Services Department

Bonfire/Euna Application System

This manual provides step-by-step instructions for registering in Bonfire/Euna, locating the appropriate FY 2028 Capital Outlay opportunity, completing the Excel Question Set, uploading required documents, and submitting a complete application.

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Application Support

Capital Outlay Bureau trainings will be offered through Microsoft Teams. Recordings and current Capital Outlay resources will be posted on the ALTSD Capital Outlay webpage.

For application questions, contact: Tasha Martinez, Capital Outlay Bureau Chief | tasha.martinez@altsd.nm.gov

1. Before You Begin

Complete the following preparation steps before beginning an application in Bonfire/Euna:

- Confirm the appropriate application type: Planning & Design; New Construction; Renovation/Code Compliance/Additions; Vehicles; or Meals & Equipment.
- Confirm the project is identified in the applicant's FY 2028–2032 Infrastructure Capital Improvement Plan (ICIP). A project that is not identified in the ICIP may not be scoreable unless ALTSD approves an exception in writing.
- Identify the fiscal agent that will administer the appropriation, procurement, payments, reimbursement requests, reporting, and closeout.
- Gather current project information, including scope, budget, quotes or estimates, and maintenance/operational funding documentation.
- Confirm that the fiscal agent understands Capital Outlay appropriations are reimbursement-based and can pay allowable costs before reimbursement is received.
- Create a secure electronic folder for each senior-center project and application type.

File Naming Convention

Use consistent filenames so the correct Question Set and supporting documents can be matched to the correct senior center and application type.

Document	Recommended filename
Question Set	Application Type – Facility Name – Fiscal Agent.xlsx
ICIP documentation	ICIP – Facility Name – Fiscal Agent.pdf
Quote or estimate	Quotes – Facility Name – Fiscal Agent.pdf
Project Budget, Scope and Funding Sources Worksheet	Project Budget, Scope and Funding Sources – Facility Name – Fiscal Agent.[accepted extension]
Certification letter	Certification – Facility Name – Fiscal Agent.pdf

Example: Meals & Equipment – Senior Center 1 – City of Las Vegas.xlsx

Complete one Project Budget, Scope and Funding Sources Worksheet for each senior-center project and application type. This combined worksheet replaces the separate budget/funding and scope/deliverables worksheets. Enter scope, deliverables, timeline, itemized costs, and funding sources in this single worksheet and upload it once in the designated Bonfire/Euna field. Use the file format accepted by that field.

2. Register for a Bonfire/Euna Account

If your organization already has an active Bonfire/Euna account, do not create a duplicate account. Log in using the existing account or contact your organization's account administrator for access.

Step 1: Start Registration

1. Go to altsdnm.bonfirehub.com.
2. Select Register in the upper-right corner of the page.
3. Enter the requested account information and select Create Account.

Use the legal name of the fiscal agent or applying entity—not the name of the senior center—as the organization name. Examples include a city, county, tribe, pueblo, nation, or other authorized entity.

Use the name and email address of an individual authorized to act for the applying entity. If a nonprofit participates through a fiscal agent, the fiscal agent must provide the required certification or authorization.

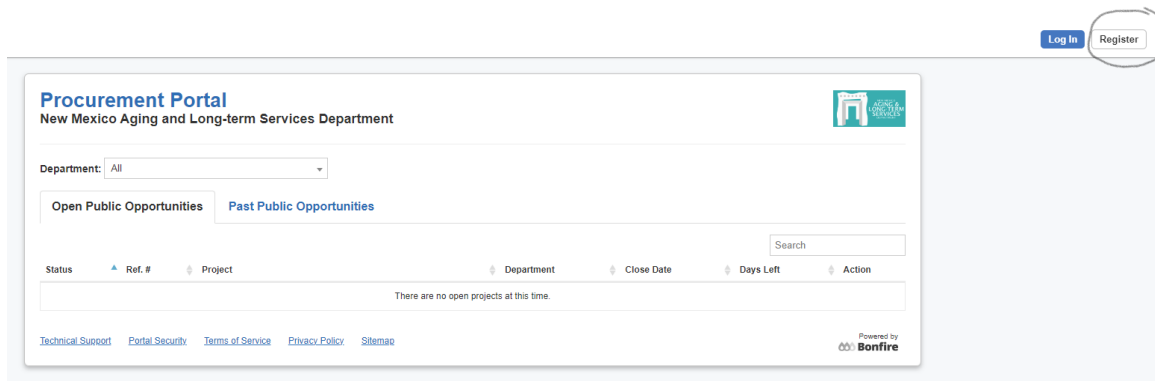


Figure 1. Select Register to create a Bonfire/Euna account.

Step 2: Activate the Account

4. Check the registration email address for an activation message. Check junk or spam folders if it is not received within a few minutes.
5. Select Complete Your Registration in the email.
6. Create a password and select Continue.

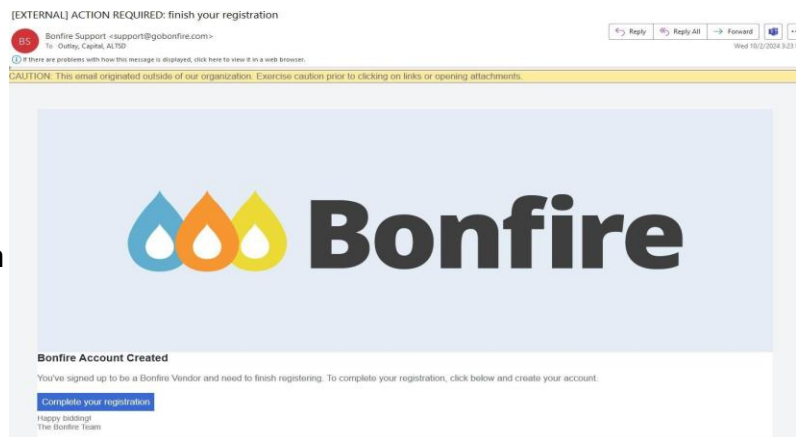


Figure 2. Select Complete Your Registration from the activation email

Step 3: Join or Create an Organization Profile

7. Search for your organization in the “Search for your company” field.
8. If the organization appears, select Join Company.
9. If it does not appear, select Create My Company, complete all required fields marked with a red asterisk (*), and select Save and Next.
10. Complete organization-profile questions with information relevant to your entity or department.

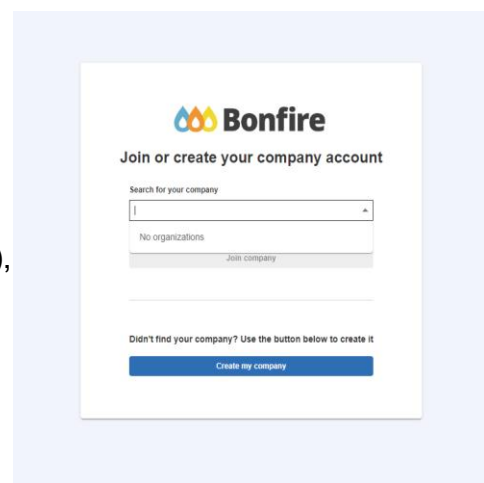


Figure 3. Search for and join your organization, or select Create My Company

Step 4: Complete Registration Preferences

11. Select United States and then New Mexico when prompted.
12. Accept the Privacy Policy and Terms of Service.
13. Under vendor types, select Capital Outlay Opportunities and choose Save and Next.
14. Skip optional Commodity Codes unless your organization wishes to add them. Select Continue to Premium Vendors, then Continue to Registration Complete.

Registration labels and button names may change slightly as Bonfire/Euna updates its interface. Follow the on-screen prompts if the wording differs from this manual.

3. Log In and Locate an Application Opportunity

15. Log in at altsdnm.bonfirehub.com using your Bonfire/Euna account.
16. From the dashboard, open the Portal and select the My Opportunities tab.
17. Locate the listing for the applicable FY 2028 ALTSD Capital Outlay application type.
18. Select View Opportunity to open the opportunity details page.

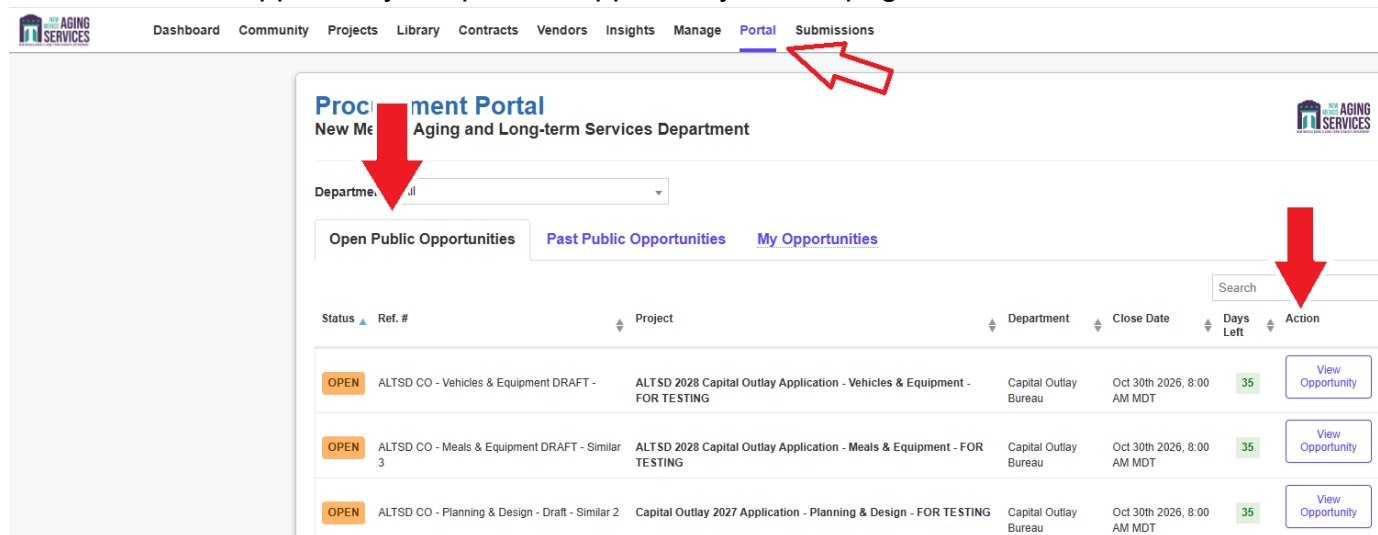


Figure 4. Select Capital Outlay Opportunities under Vendor Types

Review the Opportunity Details Page

Before preparing a submission, review all information on the opportunity details page. This page may include:

- Application opening and closing dates and times.
- Opportunity instructions and updates.
- Requested Information that must be completed in Bonfire/Euna.
- Required Documents that must be uploaded. Required documents vary by application type.
- The Question Set download link or other downloadable templates.
- Any amendments, clarifications, or changes to application questions.

Review the opportunity details page each time you return to the application. ALTSD will post amendments, notices, and updates in the opportunity when applicable.

Application Types

Application type	Use when the request is primarily for
Planning & Design	Pre-construction planning, assessments, engineering, architecture, design, cost estimating, specifications, or permitting support.
New Construction	A new facility, structure, or major new site/infrastructure improvement.
Renovation/Code Compliance/Additions	Improvements to an existing facility; code, safety, accessibility, or building-system work; or facility additions.
Vehicles	Meal-delivery, participant transportation, accessible, or other senior-center service vehicles.
Meals & Equipment	Commercial kitchen equipment, fitness equipment, durable tables/chairs/furnishings, billiard tables, and other capitalizable equipment that supports senior-center services.

4. Download and Complete the Question Set

Step 1: Download the Correct Question Set

19. Open the applicable opportunity in Bonfire/Euna.
20. Download the Question Set for the application type you are submitting.
21. Save the original downloaded file before entering any responses.
22. Open the file in Microsoft Excel and select Enable Editing, if prompted.
23. Immediately save a working copy using the required naming convention.

Important Requirements for Multiple Senior Centers

If you are applying for more than one senior center under the same application type, complete a separate Question Set and upload a separate set of supporting documents for each senior center. Begin with a new copy of the original Question Set for every senior center so formulas, required fields, and question formatting remain unchanged.

Question Set Worksheets

Worksheet	Purpose
Instructions	Provides directions for completing the Question Set.
Summary	Shows completion status, response progress, and any errors that must be corrected.
Numbered Question Set tab(s)	Contains the questions that must be answered, saved, and uploaded as part of the application.

Completing the Question Set

- Read every question carefully before responding.
- For questions with a point value, provide complete, specific, and well-supported responses.
- Use available dropdown options exactly as provided.
- Do not alter protected cells, workbook tabs, formulas, or question text.
- Complete all required questions and correct any errors shown on the Summary worksheet.

- For a question marked “unique per alternate,” provide a separate response for each senior center included in the application.

Common Documentation Expectations

The application may require an ICIP project entry or report extract, a fiscal-agent certification letter, the Project Budget, Scope and Funding Sources Worksheet, current quotes or estimates, maintenance/repair funding documentation, plans or scope documents, and other materials appropriate to the application type. Refer to the Required Documents list in the opportunity and the checklist in this manual.

5. Prepare and Submit Your Application

Step 1: Start a Submission

24. Select your Vendor Profile from the available dropdown list.
25. Select Prepare Your Submission.
26. If this is your first Bonfire/Euna submission, review the available instructional video before proceeding.

Figure 5. Select Prepare Your Submission to begin

Step 2: Confirm Submission Information

Review the applicant contact information shown in the submission. Confirm that the listed contact is correct and able to receive application notices and submission confirmations.

Step 3: Complete Requested Information

Answer all required questions in Bonfire/Euna. Select Save after completing each response. The system uses color indicators to show question status:

Indicator	Meaning
Red	The question has not been answered or saved.
Green	The question has been answered and saved.
Yellow	The question is optional. If answered, save the response before proceeding.

When an application includes more than one senior center, complete all questions designated as “unique per alternate” separately for each facility. Enter the name of the applicable senior center and provide information specific to that facility.

Step 4: Upload Required Documents

Upload all documents listed in the opportunity’s Required Documents section. A red indicator means a required document is missing. A green indicator means the document was uploaded successfully. Confirm the filename and file type before proceeding.

- Upload documents to the correct requested-document field.
- Use the recommended file naming convention.

- Confirm the document supports the specific senior center and application type.
- Do not upload a document from another center or another application type unless it is clearly applicable.
- Review the system's uploaded-document summary before final submission.

Required Documents

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

Figure 6. Upload required documents and verify successful upload

Step 5: Final Review and Submission

Before submitting, confirm the following:

- Every required question is answered and saved.
- All required documents have been uploaded and display as complete.
- The Question Set, project budget, quotes/estimates, ICIP documentation, and other supporting records are consistent.
- The fiscal agent has confirmed its reimbursement and advance-funding responsibilities.
- The applicant has reviewed the certification statement and understands that submission details and documents cannot be changed after finalization unless the submission is formally unsubmitted before the closing deadline.

27. Select the certification checkbox acknowledging that submission details and documents cannot be changed after the opportunity closes.

28. Select Submit & Finalize My Submission.

29. Save the Submission Receipt and confirmation email for your records.

6. Review, Correct, and Finalize a Submission

If You Cannot Submit

If the system does not allow submission, scroll through the page and locate any red indicators. Complete or save the missing responses and upload missing documents until all required sections show as complete.

Submission Receipt

After successful submission, Bonfire/Euna will display a Submission Receipt. The receipt summarizes submitted answers and uploaded documents. Save or download the receipt and retain the system-generated email confirmation.

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

Figure 7. Save the Submission Receipt and confirmation email

Correcting a Submission Before the Deadline

If you identify an incorrect response or document after submitting—but before the opportunity closes—open the submission and select the option to unsubmit the submission. Confirm the action, make the necessary corrections, save all revisions, and submit and finalize the application again.

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.

Figure 8. Use Unsubmit only before the deadline to correct responses or documents.

Do not wait until the application deadline to submit. Allow sufficient time to correct validation errors, replace documents, or resolve technical issues before the opportunity closes.

7. Required Document Checklists

Use the following checklists as a planning aid. The Bonfire/Euna opportunity page is the controlling source for required documents. Requirements may change by application type, and the current opportunity posting should always be reviewed before submission.

Planning & Design Application Checklist

Complete	Document / Supporting Item
☐	Planning & Design Question Set
☐	FY 2028–2032 ICIP project entry or report extract
☐	Fiscal-agent certification letter
☐	Project Budget, Scope and Funding Sources Worksheet
☐	Applicable quotes or cost estimates
☐	Site-control, use, or operating documentation, if applicable
☐	Maintenance/operations commitment or documentation, if applicable
☐	Optional supporting records: photos, assessments, renderings, or plans

New Construction Application Checklist

Complete	Document / Supporting Item
☐	New Construction Question Set
☐	FY 2028–2032 ICIP project entry or report extract
☐	Fiscal-agent certification letter
☐	Project Budget, Scope and Funding Sources Worksheet
☐	Applicable quotes or cost estimates
☐	Completed planning/design, schematics, master plan, blueprints, or construction documents, as available
☐	Site-control documentation and required reviews, if applicable
☐	Maintenance/operations budget commitment
☐	Optional supporting records: photos, renderings, or plans

Renovation/Code Compliance/Additions Application Checklist

Complete	Document / Supporting Item
☐	Renovation/Code Compliance/Additions Question Set
☐	FY 2028–2032 ICIP project entry or report extract
☐	Fiscal-agent certification letter
☐	Project Budget, Scope and Funding Sources Worksheet
☐	Applicable quotes or cost estimates
☐	Facility assessment, inspection report, plans, specifications, or design documents, as available
☐	Maintenance/repair budget commitment
☐	Optional supporting records: photos, renderings, or plans

Vehicles Application Checklist

Complete	Document / Supporting Item
☐	Vehicles Question Set
☐	FY 2028–2032 ICIP project entry or report extract
☐	Fiscal-agent certification letter
☐	Project Budget, Scope and Funding Sources Worksheet
☐	Vehicle quotes, specifications, and upfitting estimates
☐	Fleet maintenance and management plan, vehicle inventory, or maintenance log
☐	Budget documentation for fuel, insurance, maintenance, repairs, and replacement planning
☐	Vehicle condition or maintenance issue report for replacement requests, if applicable
☐	Optional supporting records: photos or service records

Meals & Equipment Application Checklist

Complete	Document / Supporting Item
☐	Meals & Equipment Question Set
☐	FY 2028–2032 ICIP project entry or report extract
☐	Fiscal-agent certification letter
☐	Project Budget, Scope and Funding Sources Worksheet
☐	Itemized equipment schedule
☐	Applicable quotes or cost estimates
☐	Maintenance and repair budget commitment or documentation
☐	Optional supporting records: photos, repair records, inspection records, or vendor assessments