AGING AND LONG-TERM SERVICES DEPARTMENT FY26 CAPITAL OUTLAY APPLICATION TRAINING

PLANNING AND DESIGN
NEW CONSTRUCTION
RENOVATION, CODE COMPLIANCE, ADDITION

Tasha Martinez
ALTSD Capital Outlay Bureau Chief

Christy Tafoya Consulting, LLC

NEW MEXICO AGING SERVICES

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

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

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

COB STAFF

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

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

PRESENTATION OVERVIEW

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

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

APPLICATIONS SHOULD IDENTIFY:

Planning Process

Need for Immediate Action

Safety or Code Compliance

Need for Funding

Project Readiness

Ability to Complete Project

CRITERIA FOR SELECTION

The COB enlists a qualified team to assist with selection of eligible senior center projects. **Complete, well-detailed applications that clearly show a need rate the highest.**

A strong application has:

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

ALTSD CAPITAL APPLICATION CATEGORIES

Planning & Design

New Construction

Code Compliance Renovation Addition

Vehicles & Equipment

Meals & Equipment

CATEGORY DETAILS

Planning and Design:
- Project pathways, timelines, maps and drawings

New Construction:
- New buildings and facilities
- Equipment and furnishings

Renovation/Code Compliance/Addition:
- Remodels
- Code Compliance projects
- Regulation compliance projects

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

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

NEW MEXICO AGING SERVICES + Bonfire

INTRODUCTION TO THE ALTSD PORTAL

What is Bonfire?

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

Bonfire and ALTSD

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

APPLICATION CHANGE OVERVIEW

What Will Change?

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

Completeness Notification
Applicants will know immediately if required fields are incomplete

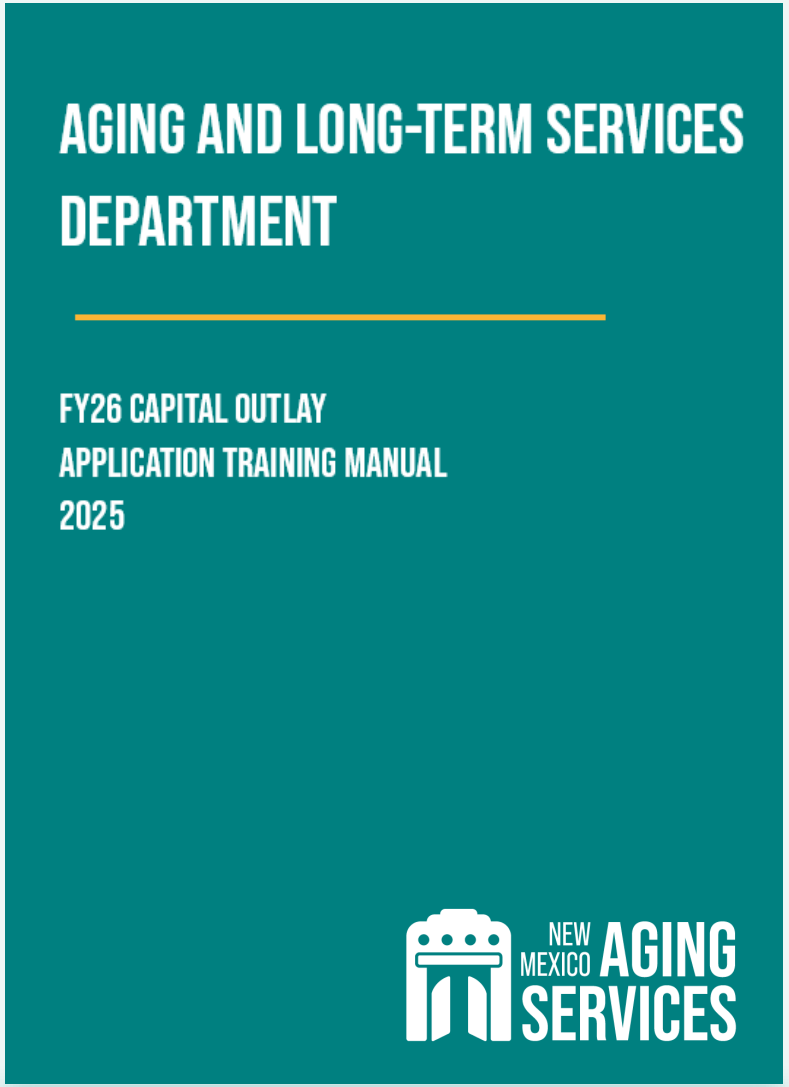
Streamlined:

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

APPLICATION MANUAL

What it Provides:

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



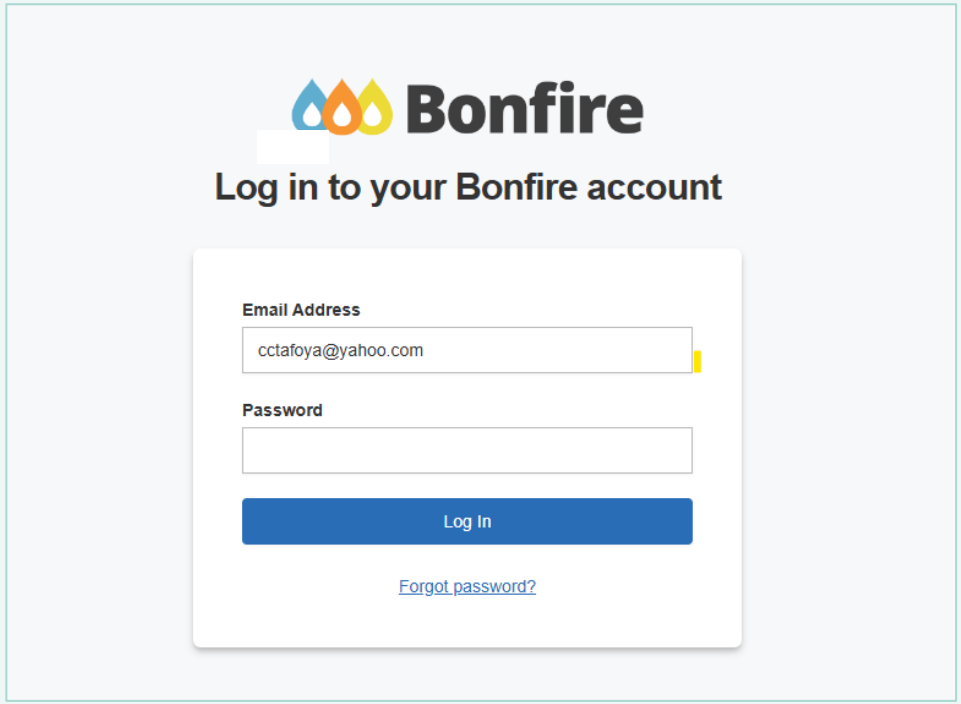
APPLICATIONS IN ALTSD PORTAL

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

LOGGING IN TO YOUR BONFIRE ACCOUNT

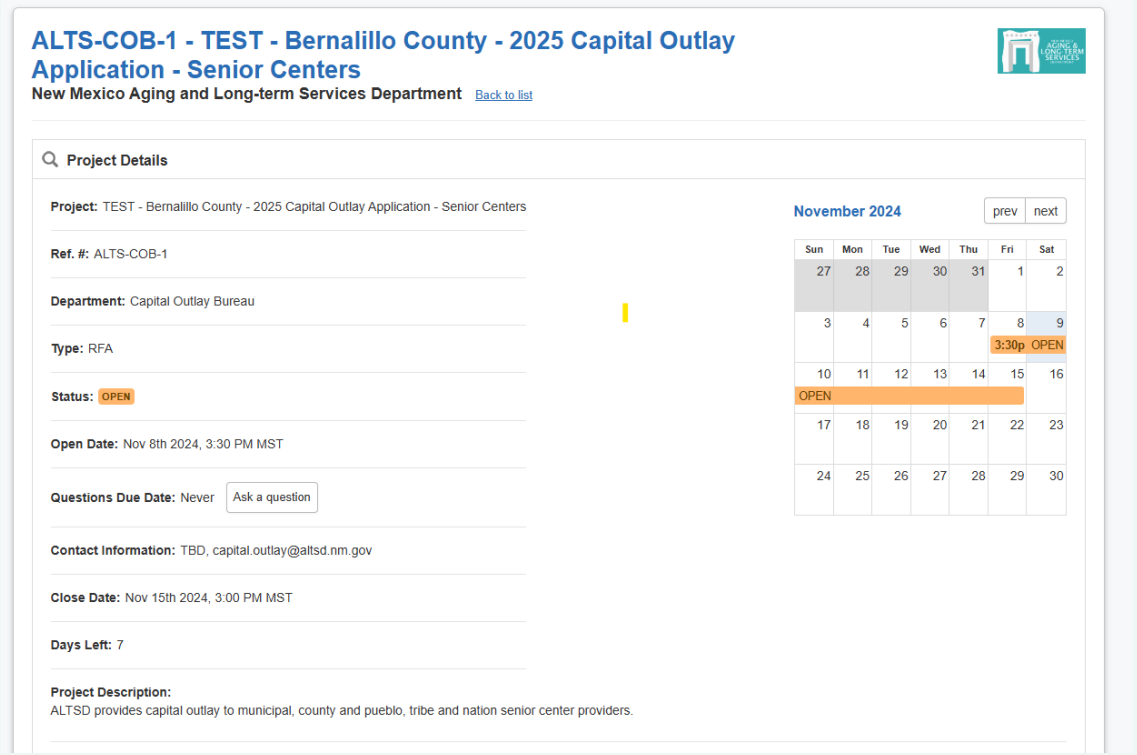
To begin, Senior Centers must:

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



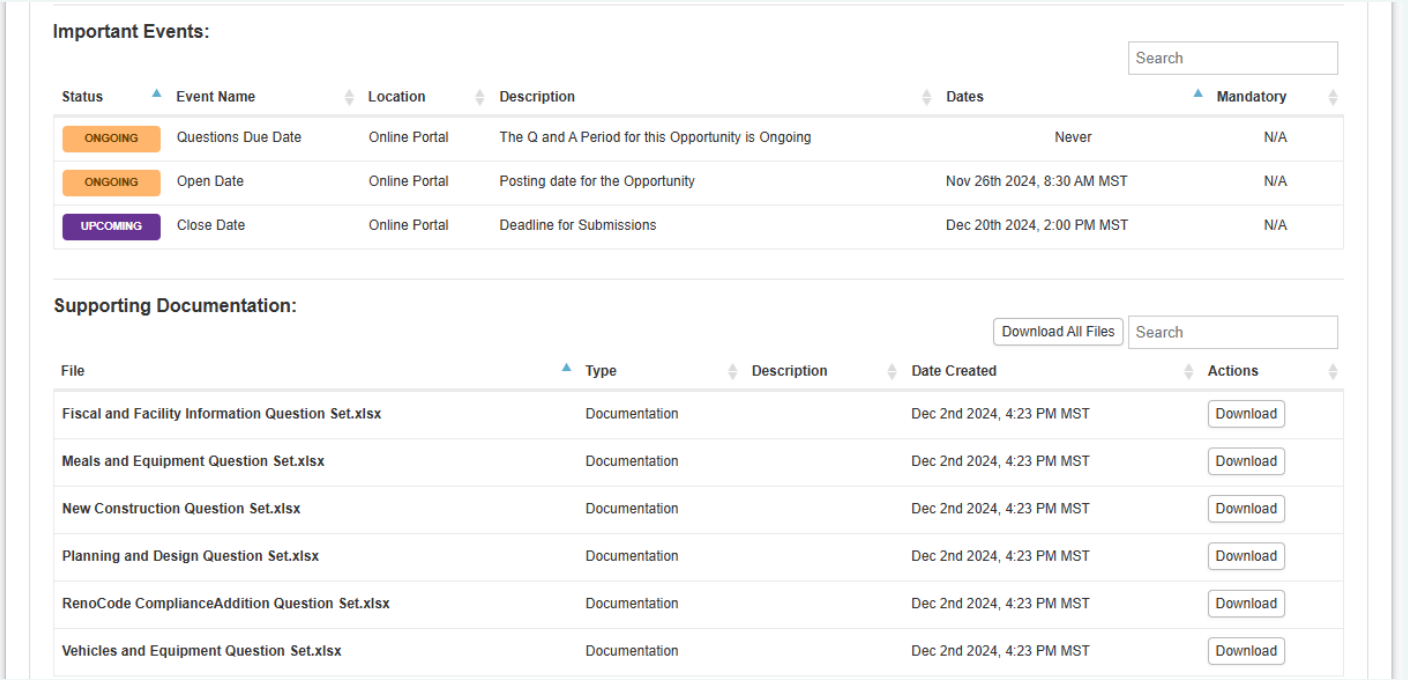
PROJECT INFORMATION

Project Details = Application Details



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

DOWNLOAD APPLICATION QUESTION SET



Important Events:

Search

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

Supporting Documentation:

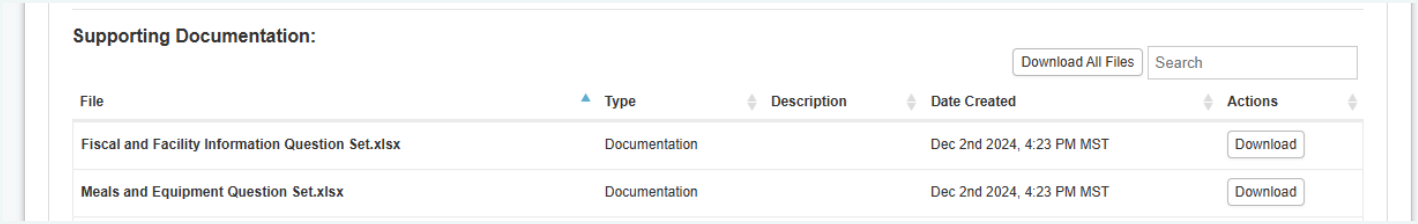
Download All Files | Search

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

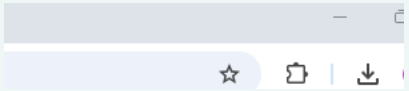
- This is in the **Opportunity Page** under **Supporting Documentation**
- Download **Fiscal and Facility Information Question Set** for **All Applications**
- Download applicable Question Set for your application type

DOWNLOAD QUESTION SET TEMPLATE

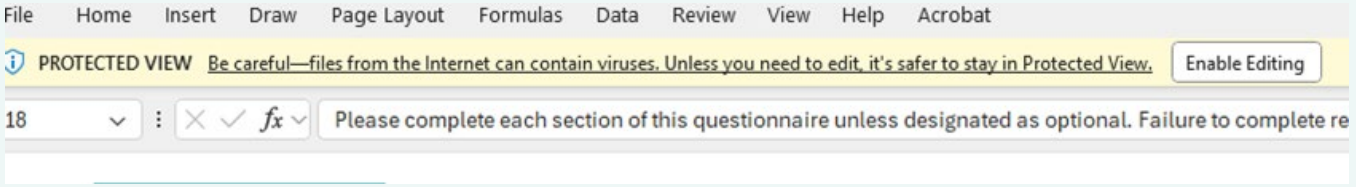
Click on **Download Template**



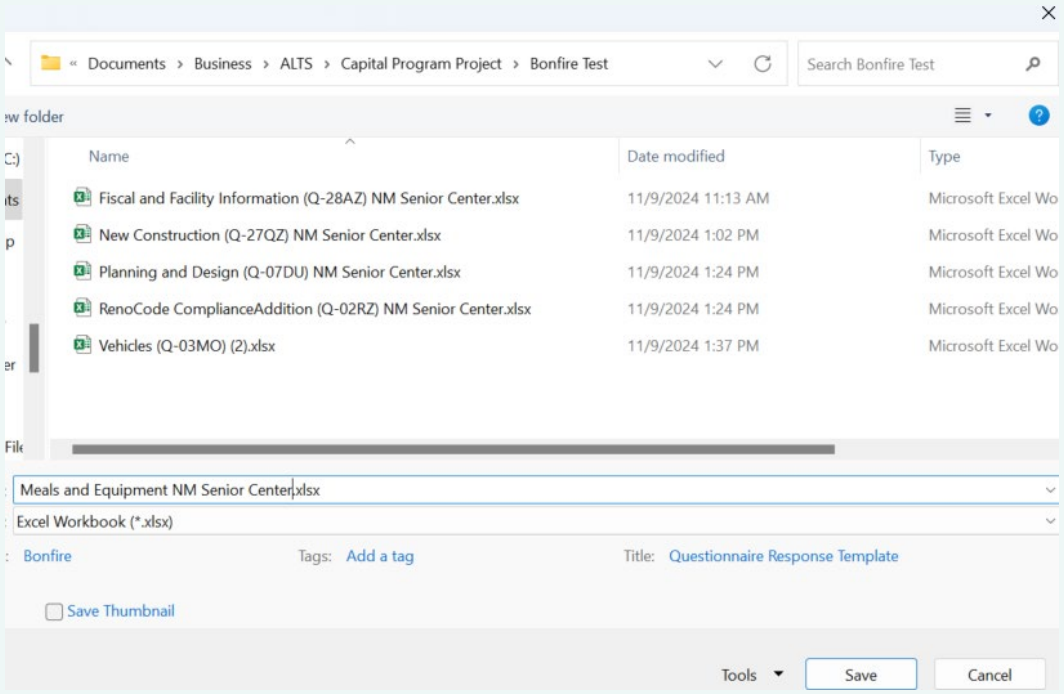
Download the file at the top right-hand corner of your computer, click on download



Open the spreadsheet and select Enable Editing.



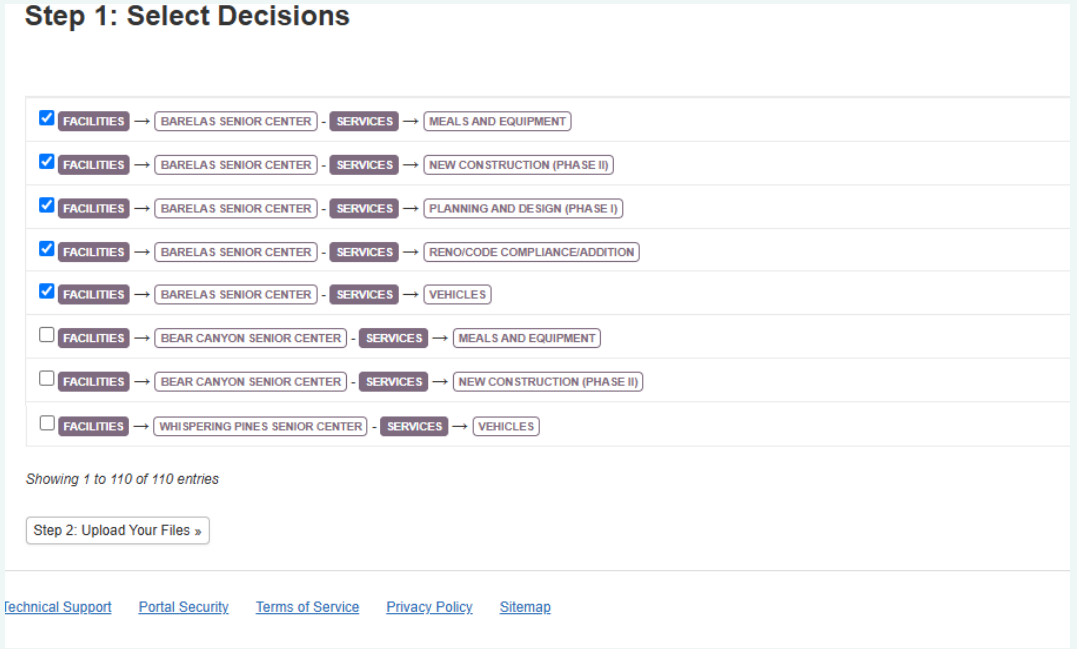
SAVE THE QUESTION SET



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

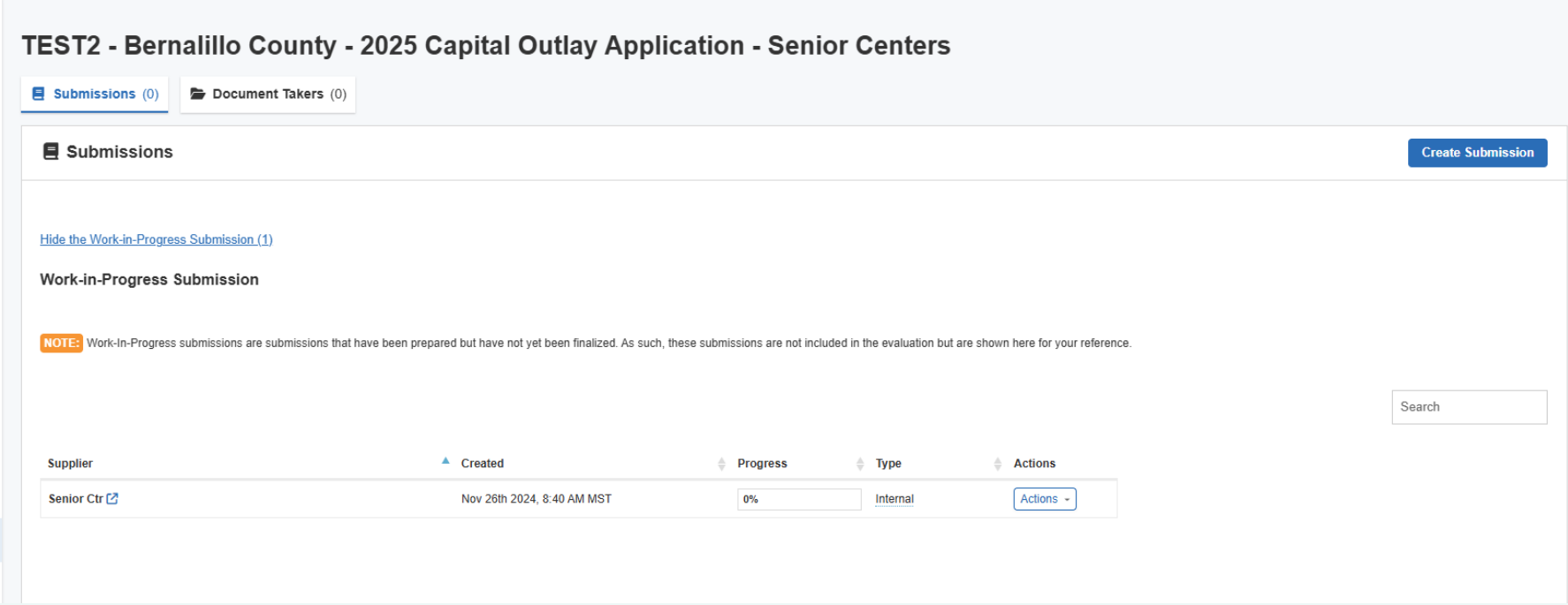
SELECTING PROJECT TYPES

Decisions = Project Types



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

WORK-IN-PROGRESS



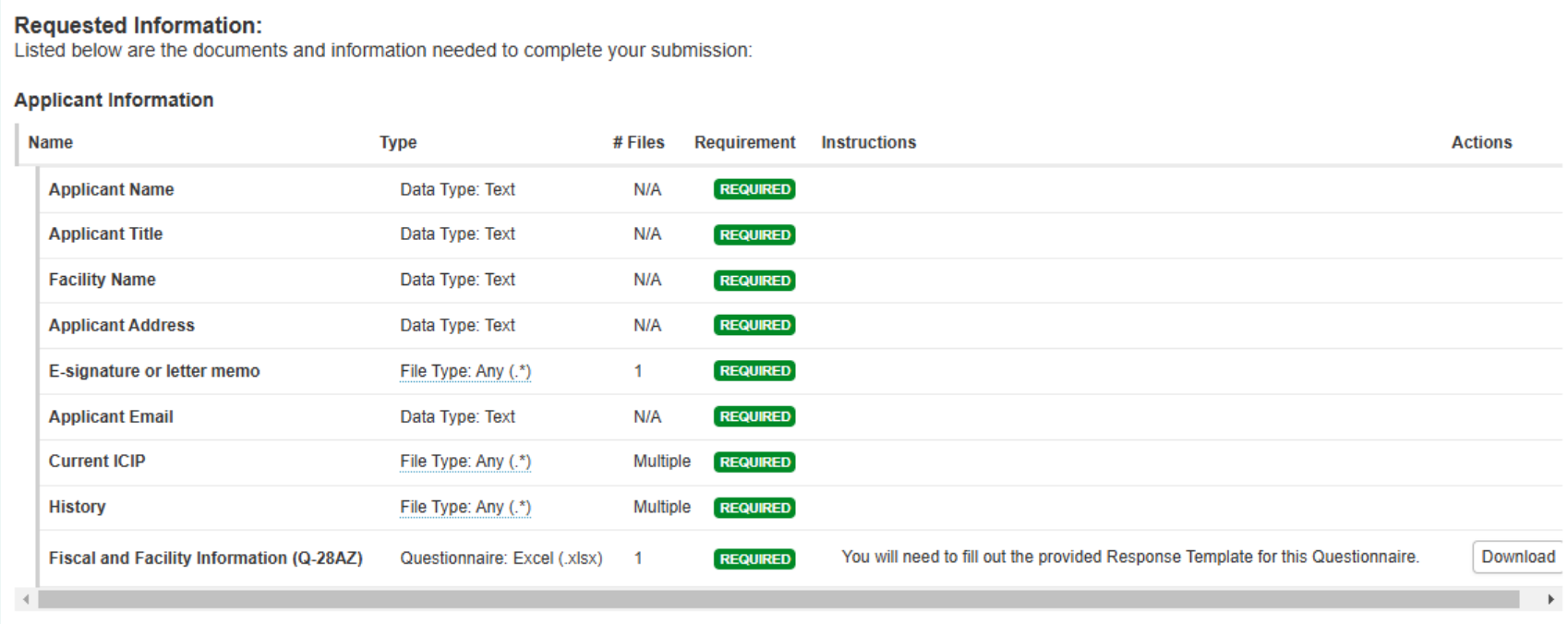
Note: Your Application will be saved as a Work-in-Progress Submission to allow you to pause your work and return later

APPLICANT AND FACILITY INFORMATION

APPLICANT AND FACILITY REQUESTED INFORMATION

Requested Information Identifies:

- Applicant Name
- Title
- Basic Facility Information

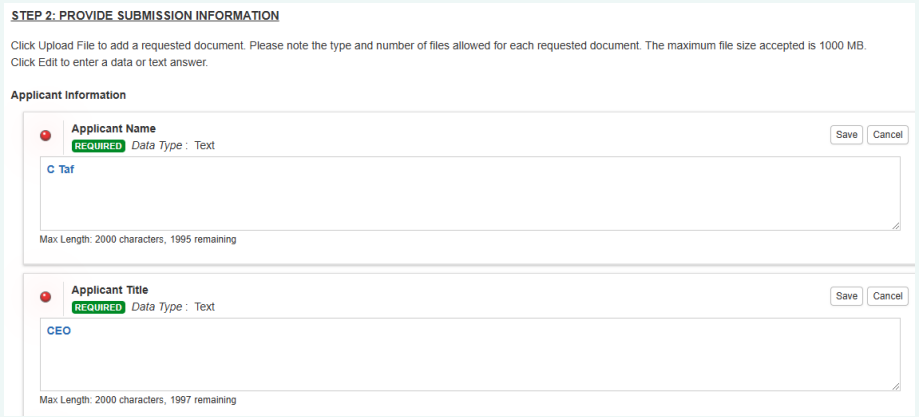


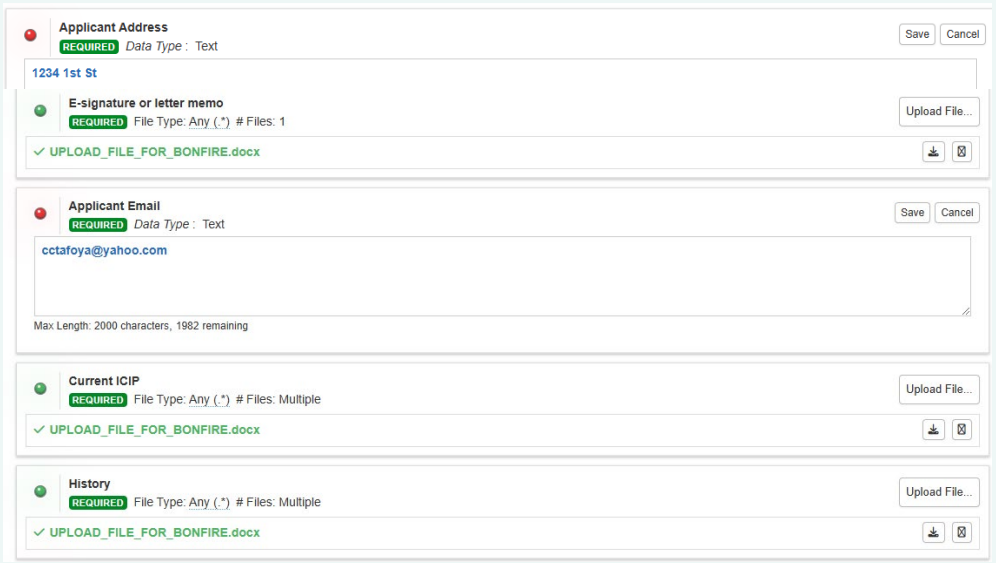
Requested Information:
Listed below are the documents and information needed to complete your submission:

Applicant Information

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

APPLICANT INFORMATION



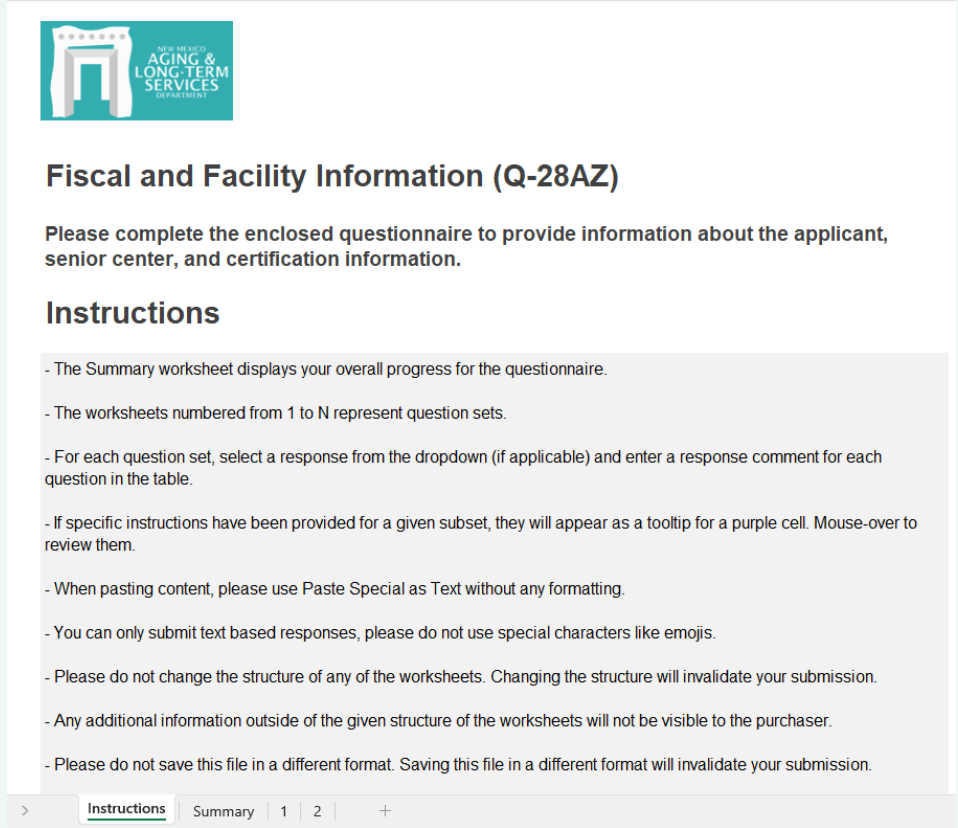


- Applicant information will be tied to **each** type of project you are applying for and **is required**
- Complete **Text Boxes and Uploads**
- **Remember to save each section of the Applicant Information**

COMPLETING QUESTION SETS IN BONFIRE

The application is divided into Question Sets:

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



NEW MEXICO AGING & LONG-TERM SERVICES DEPARTMENT

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

FISCAL CERTIFICATION QUESTION SET

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

Question Set 1: Fiscal Certification Information

Question Set 1 Instructions

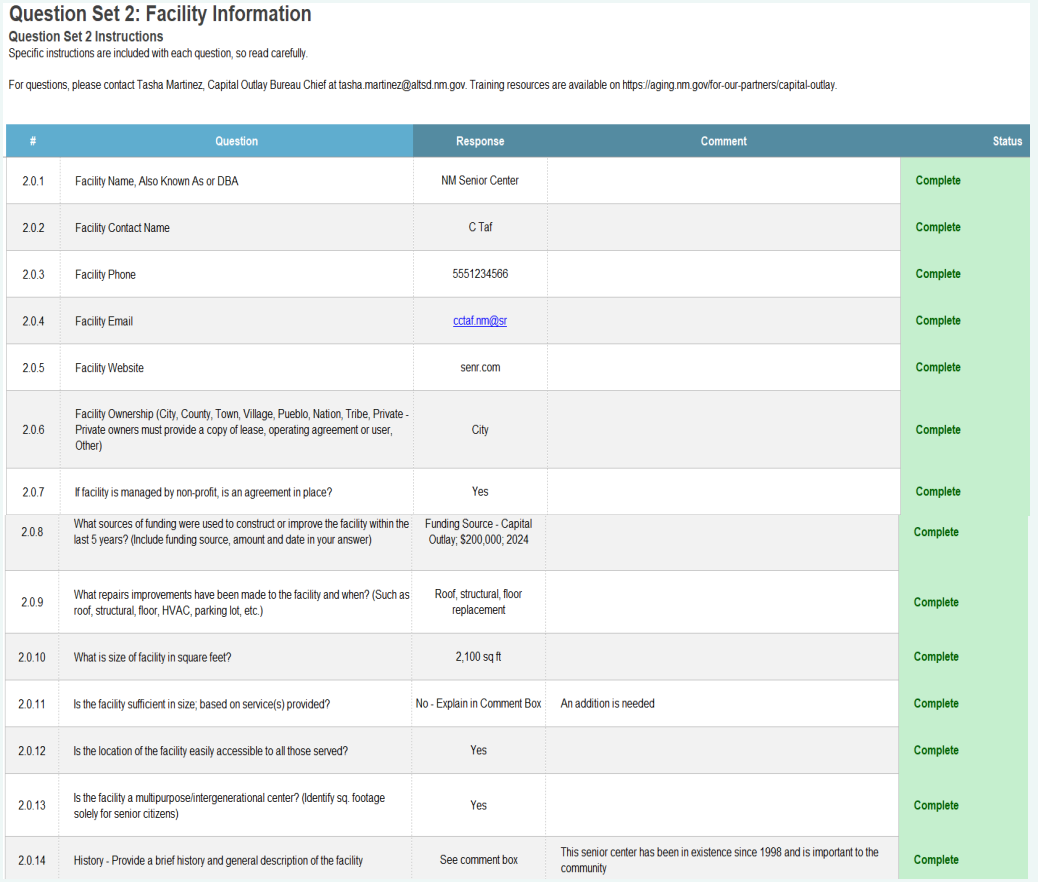
Specific instructions are included with each question, so read carefully.

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

#	Question	Response	Comment	Status
1.0.1	Is the current budget filed with the state auditor?	Yes		Complete
1.0.2	Is the operating budget approved by DFA and Finance Bureau of the local government division?	Yes - Explain in Comment Box	Approved	Complete
1.0.3	Explain your answer about operating.	Approved		Complete
1.0.4	Submitted financial quarterly/monthly reports to DFA budget and finance bureau of the local government division (CPMS)?	Yes		Complete
1.0.5	Provide current ICIP number for project and upload ICIP	123456		Complete
1.0.6	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
1.0.7	Certification Title	Official		Complete
1.0.8	Did you upload letter identifying Certifying Official for all applications?	Yes		Complete
1.0.9	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
1.0.10	Fiscal Agent Title	Fiscal Agent		Complete
1.0.11	Fiscal Agent Entity	Municipality		Complete
1.0.12	Fiscal Agent Email	12@mail.com		Complete
1.0.13	Procurement Officer or Finance Director	Jane Day		Complete
1.0.14	Finance Title	Finance Director		Complete
1.0.15	Finance Entity	Municipality		Complete
1.0.16	Finance Email	13@mail.gov		Complete
16 Questions		100.00% Complete		

FACILITY INFORMATION QUESTION SET PART 1

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



Question Set 2: Facility Information

Question Set 2 Instructions

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

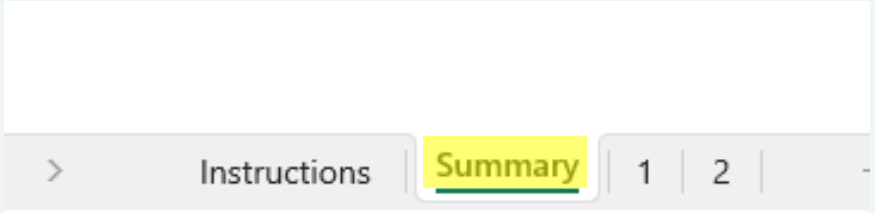
For questions, please contact Tasha Martinez, Capital Outlay Bureau Chief at tasha.martinez@altsd.nm.gov. Training resources are available on https://aging.nm.gov/for-our-partners/capital-outlay.

#	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	cctaf.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

FACILITY INFORMATION QUESTION SET PART 2

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

SUMMARY



Summary

Question Set	Questions	% Complete	Progress	Error?
1	15	100.00%		Complete: no errors
2	23	100.00%		Complete: no errors
Total	**38**	**100.00%**		

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

PLANNING AND DESIGN APPLICATIONS

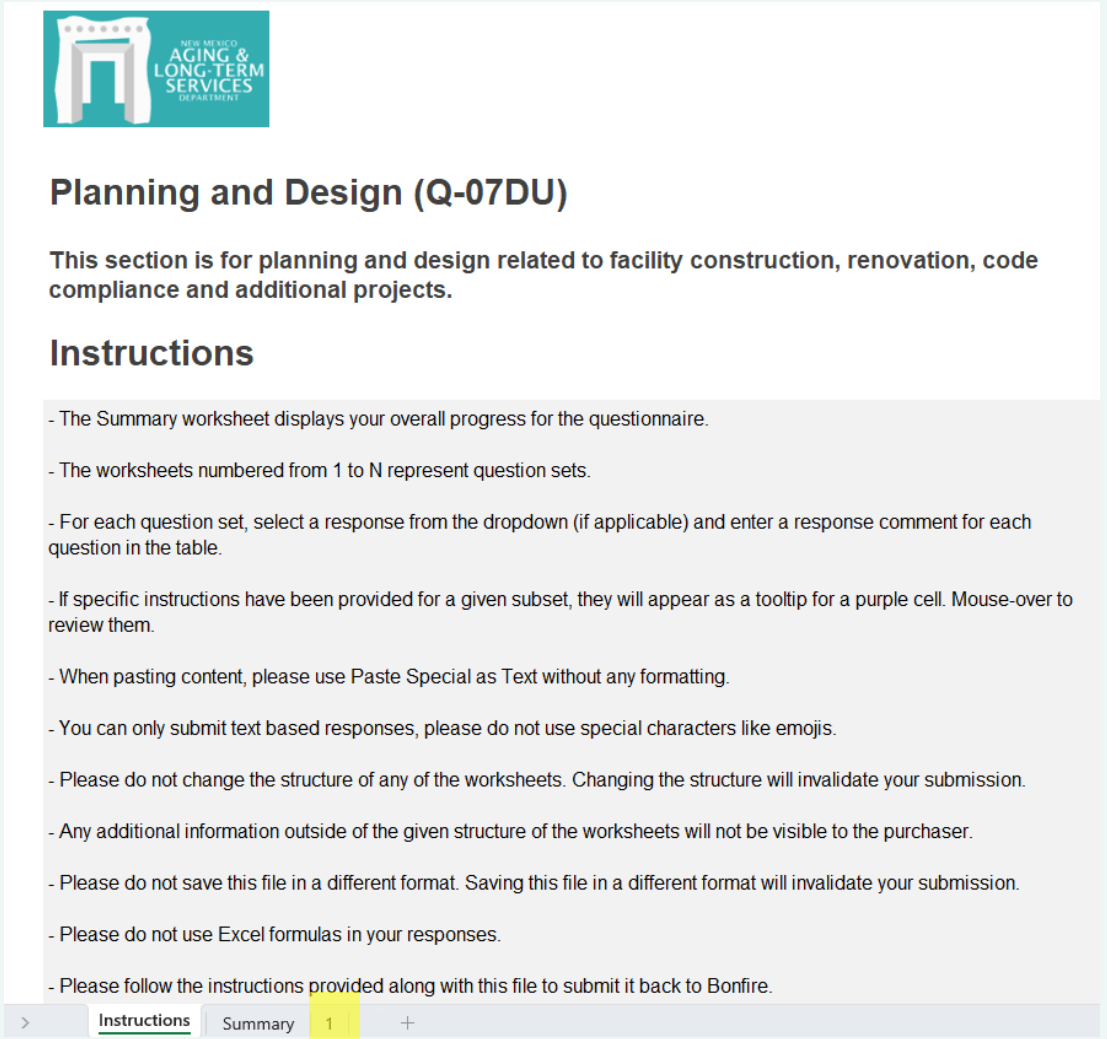
PLANNING AND DESIGN QUESTION SET AND UPLOADS

Review the Upload Requirements for Planning and Design

You will need to upload:

- **Saved** Planning and Design Question Sets
- Other applicable documents

PLANNING AND DESIGN INSTRUCTIONS



Planning and Design (Q-07DU)

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

Instructions

- The Summary worksheet displays your overall progress for the questionnaire.

- The worksheets numbered from 1 to N represent question sets.

- For each question set, select a response from the dropdown (if applicable) and enter a response comment for each question in the table.

- If specific instructions have been provided for a given subset, they will appear as a tooltip for a purple cell. Mouse-over to review them.

- When pasting content, please use Paste Special as Text without any formatting.

- You can only submit text based responses, please do not use special characters like emojis.

- Please do not change the structure of any of the worksheets. Changing the structure will invalidate your submission.

- Any additional information outside of the given structure of the worksheets will not be visible to the purchaser.

- Please do not save this file in a different format. Saving this file in a different format will invalidate your submission.

- Please do not use Excel formulas in your responses.

- Please follow the instructions provided along with this file to submit it back to Bonfire.

Instructions | Summary | 1

- Review All Instructions
- Select Question Set 1

PLANNING AND DESIGN QUESTION SET – PART 1

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

Question Set 1: Planning and Design Information

Question Set 1 Instructions

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

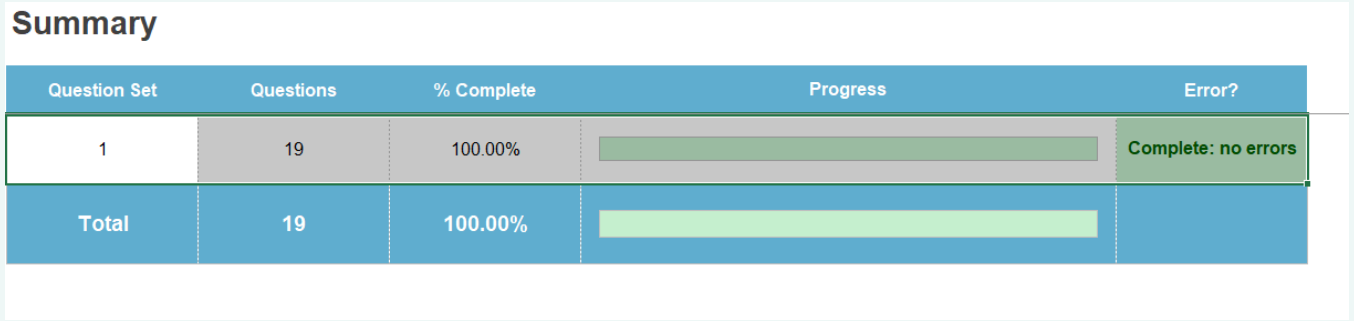
For questions, please contact Tasha Martinez, Capital Outlay Bureau Chief at tasha.martinez@altsd.nm.gov. Training resources are available on https://aging.nm.gov/for-our-partners/capital-outlay.

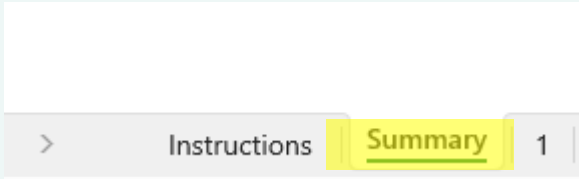
#	Question	Response	Comment	Status
1.0.1	Project Summary and Narrative – This should include the amount of funding requested. The description should explain the goals of the project and how the goals should be measured. What improved services will be delivered as a result of the project? It should provide evidence that the problem exists as well as information on how the proposed project will contribute to a solution. Describe the outcome of not receiving and how it affects the beneficiaries. Use the Comment box to complete the Project Summary and Narrative. Use "Alt+Enter" to start a new line. Scoring 50 Points	-	This project will be very important in the completion of significant projects at the NM Senior Center. This narrative includes the amount of funding requested and has goals that are measured. There are improved services, and more programs will be delivered. It will address key problems and will ensure that there is a great deal of benefit to all visitors. This is a very significant project and will help the community. It will provide services for 100 seniors in the NM Senior Center Community.	Complete
1.0.2	Has planning and design been completed? Scoring 10 Points	Yes		Complete
1.0.3	When was planning and design completed? (Optional)	2020		Complete
1.0.4	Identify the firm that completed the planning and design (Optional)	Contractor A		Complete
1.0.5	Previous Request Summary (If funding was requested in the past for this project provide a brief summary to include when it was presented, amount of funding received and any changes from original request(s) and include cost, scope of work, etc.)	$10,000 for code planning		Complete
1.0.6	Have you met with your elected official to plan for this project and if so, who? (i.e. state legislator, mayor, city council, county commissioner, etc.)	Yes – Explain in Comment Box	Mayor A	Complete
1.0.7	What is the timeline for completion? Scoring 10 Points	May 2026		Complete
1.0.8	Do the requested funds complete a fully functional phase of the project? Scoring 10 Points	Yes – Describe Phase in Comment Box	This will be a fully functional phase	Complete
1.0.9	Total Project Cost	$20,000		Complete
1.0.10	Amount of Request Scoring 10 Points	$20,000		Complete

PLANNING AND DESIGN QUESTION SET – PART 2

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

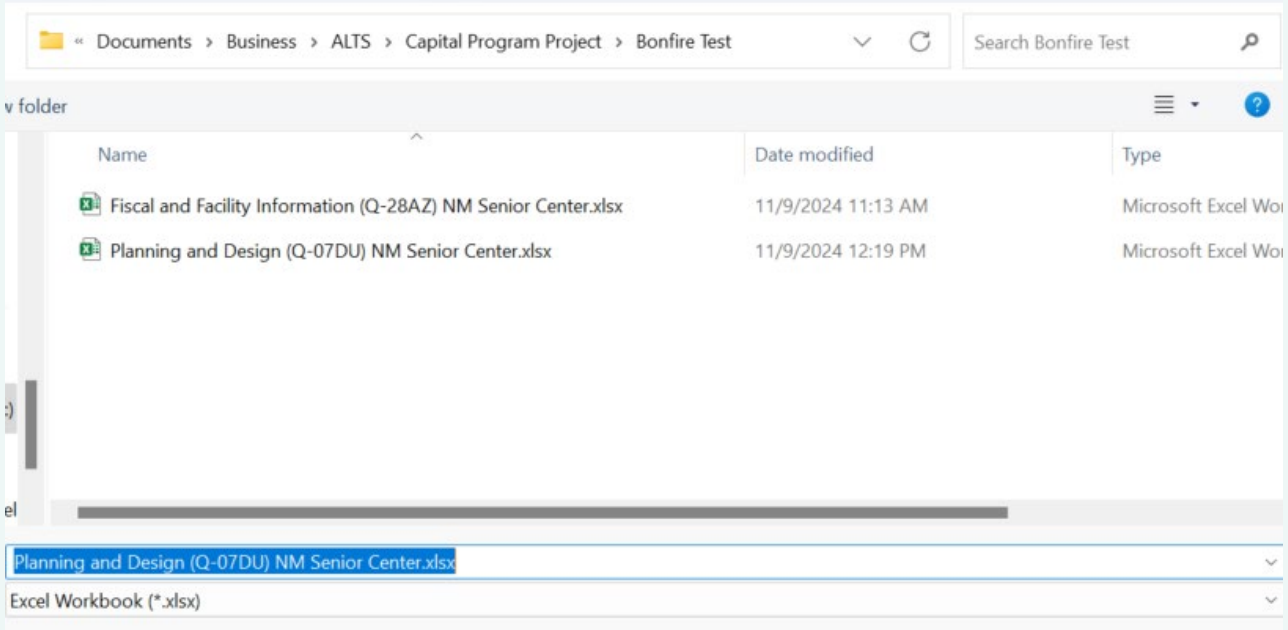
SUMMARY





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

SAVE THE QUESTION SET



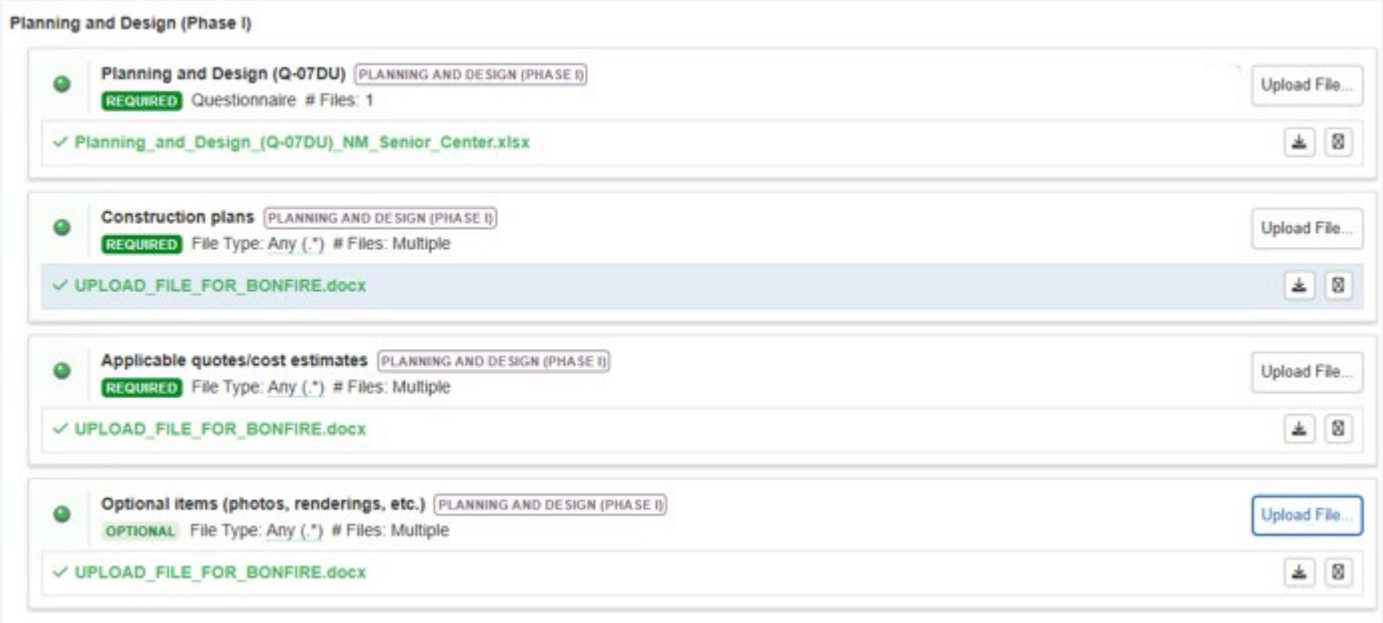
- Save this Question Set in a Folder where you can easily find it
- Use the Project Type, Identifier and Facility Name in the File Name

COMPLETE PLANNING AND DESIGN UPLOADS

A section is complete if all dots are green!

CONGRATULATIONS!

You have completed the Planning and Design Application.



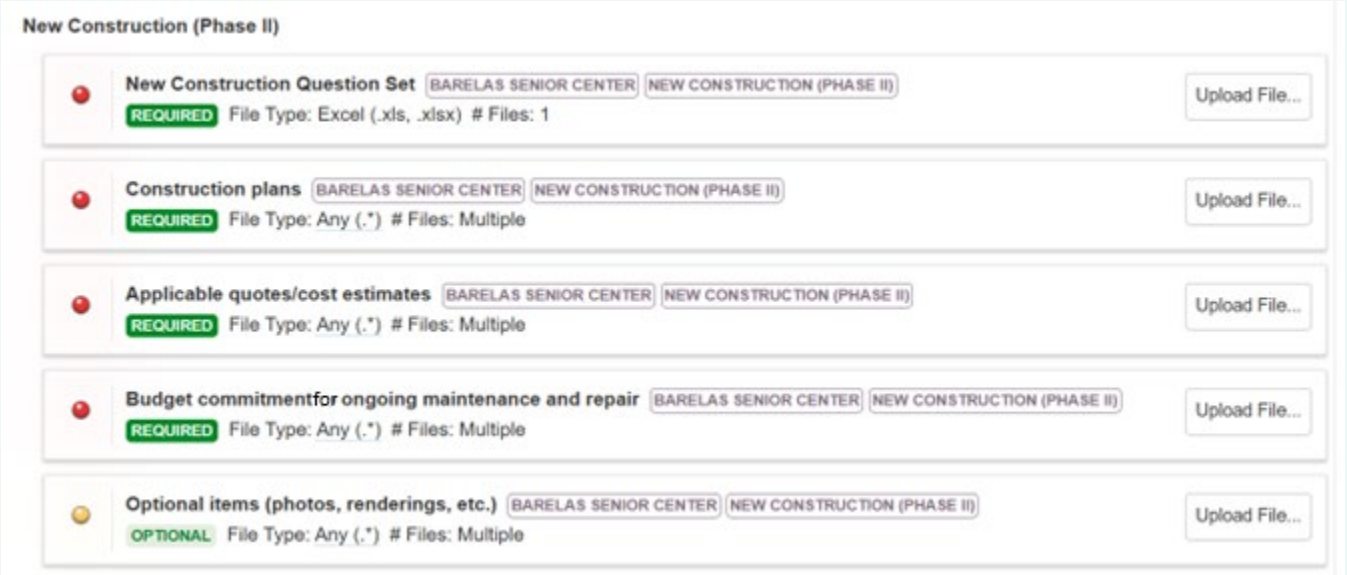
NEW CONSTRUCTION APPLICATIONS

NEW CONSTRUCTION QUESTION SET AND UPLOADS

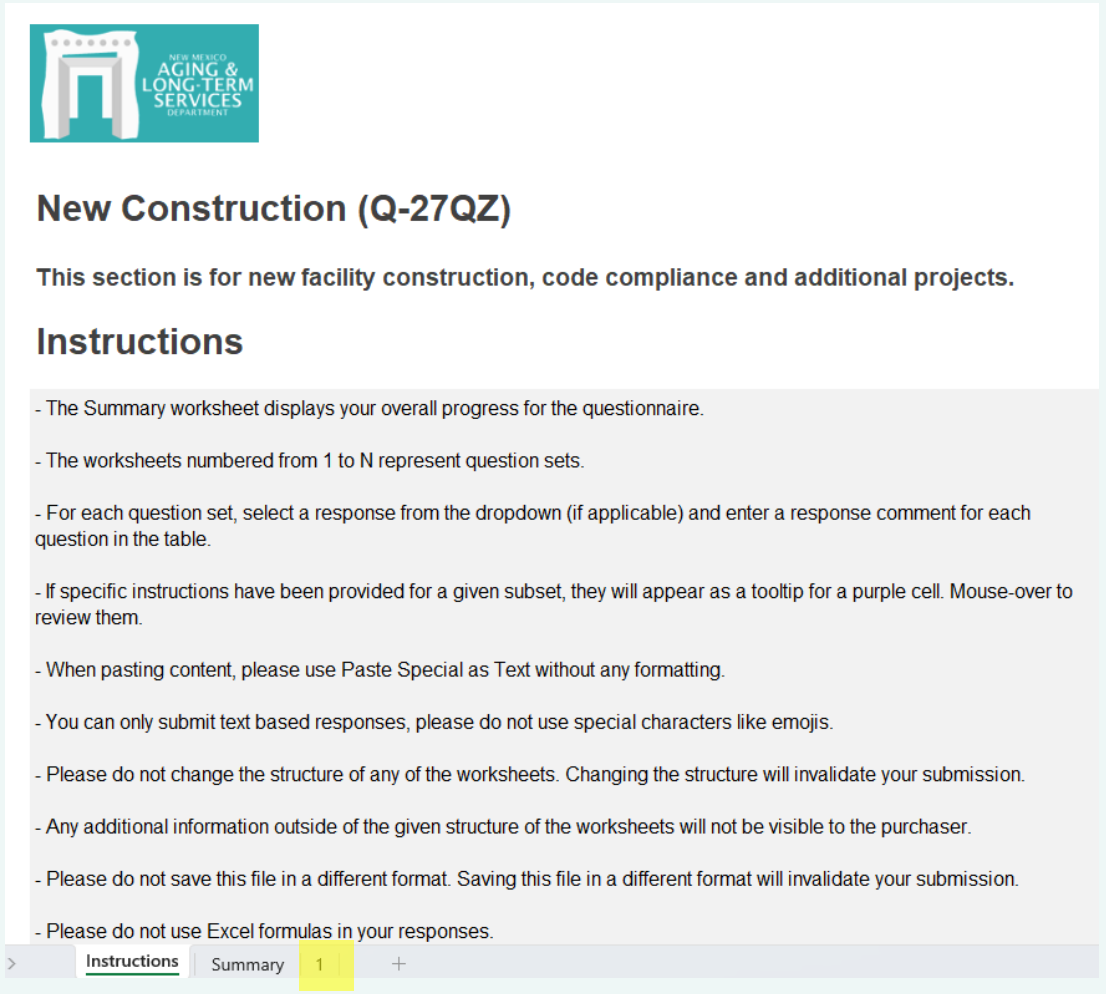
Review the Upload Requirements
for New Construction

You will need to upload:

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



NEW CONSTRUCTION INSTRUCTIONS



New Construction (Q-27QZ)

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

Instructions

- The Summary worksheet displays your overall progress for the questionnaire.

- The worksheets numbered from 1 to N represent question sets.

- For each question set, select a response from the dropdown (if applicable) and enter a response comment for each question in the table.

- If specific instructions have been provided for a given subset, they will appear as a tooltip for a purple cell. Mouse-over to review them.

- When pasting content, please use Paste Special as Text without any formatting.

- You can only submit text based responses, please do not use special characters like emojis.

- Please do not change the structure of any of the worksheets. Changing the structure will invalidate your submission.

- Any additional information outside of the given structure of the worksheets will not be visible to the purchaser.

- Please do not save this file in a different format. Saving this file in a different format will invalidate your submission.

- Please do not use Excel formulas in your responses.

Instructions | Summary | 1

- Review All Instructions
- Select Question Set 1

NEW CONSTRUCTION QUESTION SET – PART 1

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

Question Set 1: New Construction Information

Question Set 1 Instructions

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

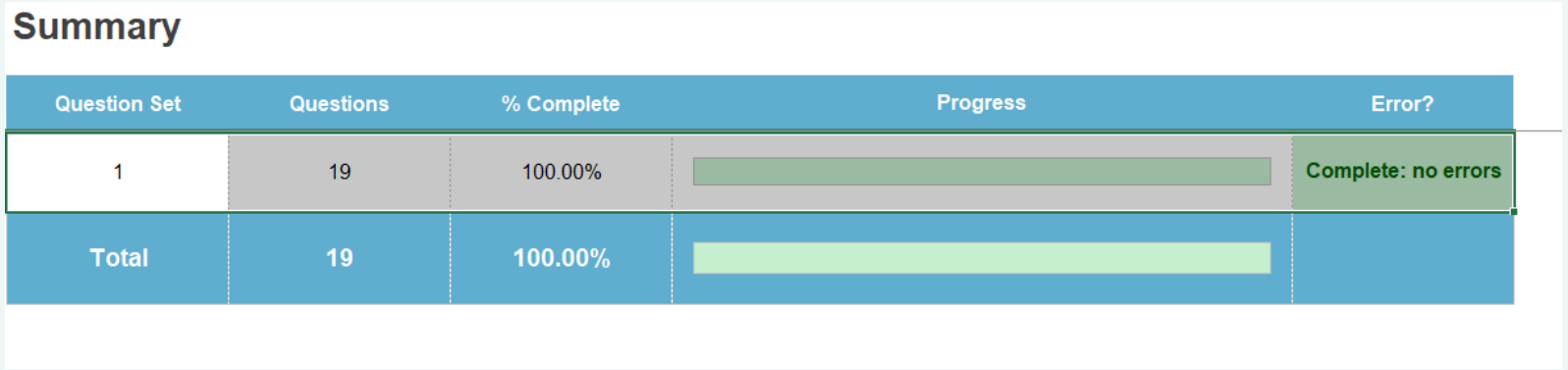
For questions, please contact Tasha Martinez, Capital Outlay Bureau Chief at tasha.martinez@altsd.nm.gov. Training resources are available on https://aging.nm.gov/for-our-partners/capital-outlay.

#	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	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

NEW CONSTRUCTION QUESTION SET – PART 2

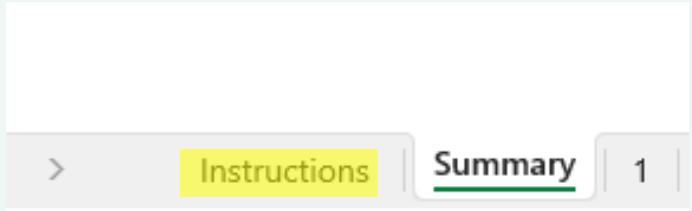
1.0.11	Amount of Request Scoring 5 Points	$50,000		Complete
1.0.12	Cost - Architect/Engineer (Projected)	$10,000		Complete
1.0.13	Cost - Construction (Projected)	$20,000		Complete
1.0.14	Cost - Renovation (Projected)	$20,000		Complete
1.0.15	Cost - Code Compliance (Projected)	$0		Complete
1.0.16	Cost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

SUMMARY



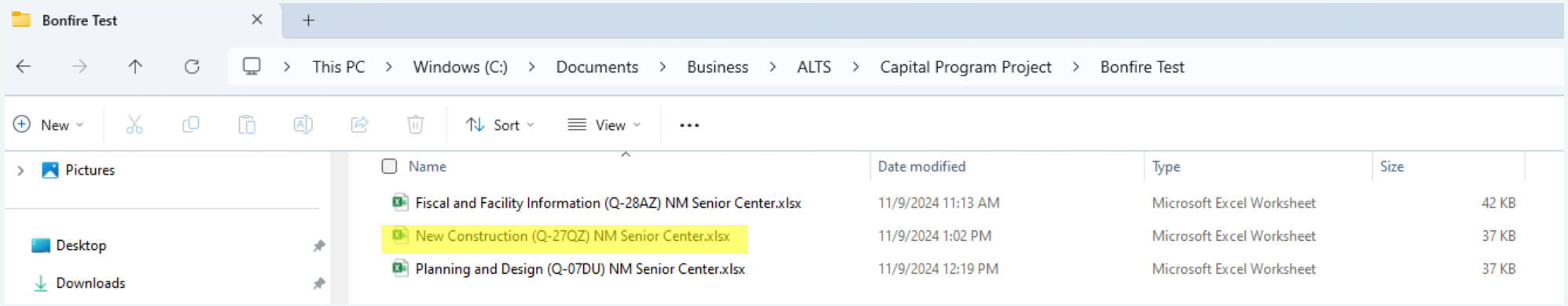
Summary

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



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

SAVE THE QUESTION SET



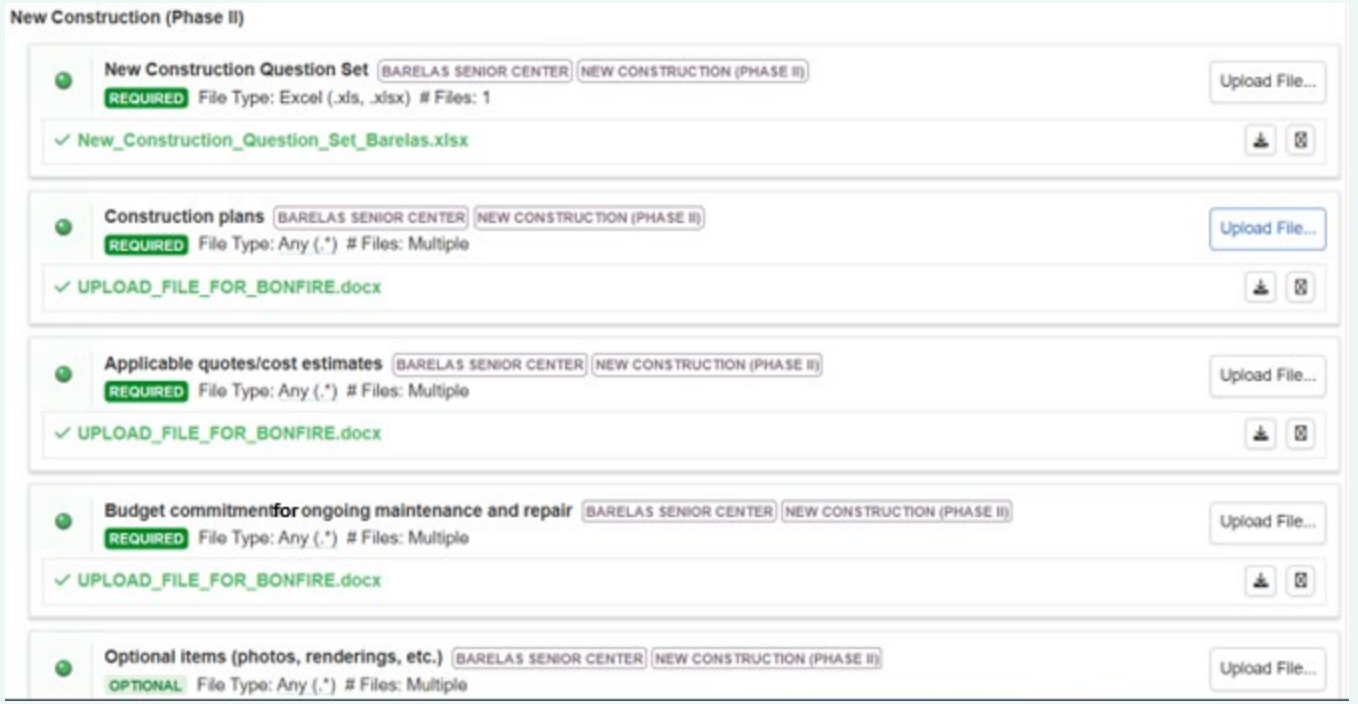
- Save this Question Set in a Folder where you can easily find it
- Use the Project Type, Identifier and Facility Name in the File Name

COMPLETE NEW CONSTRUCTION UPLOADS

A section is complete if all dots are green!

CONGRATULATIONS!

You have completed the New Construction Application.



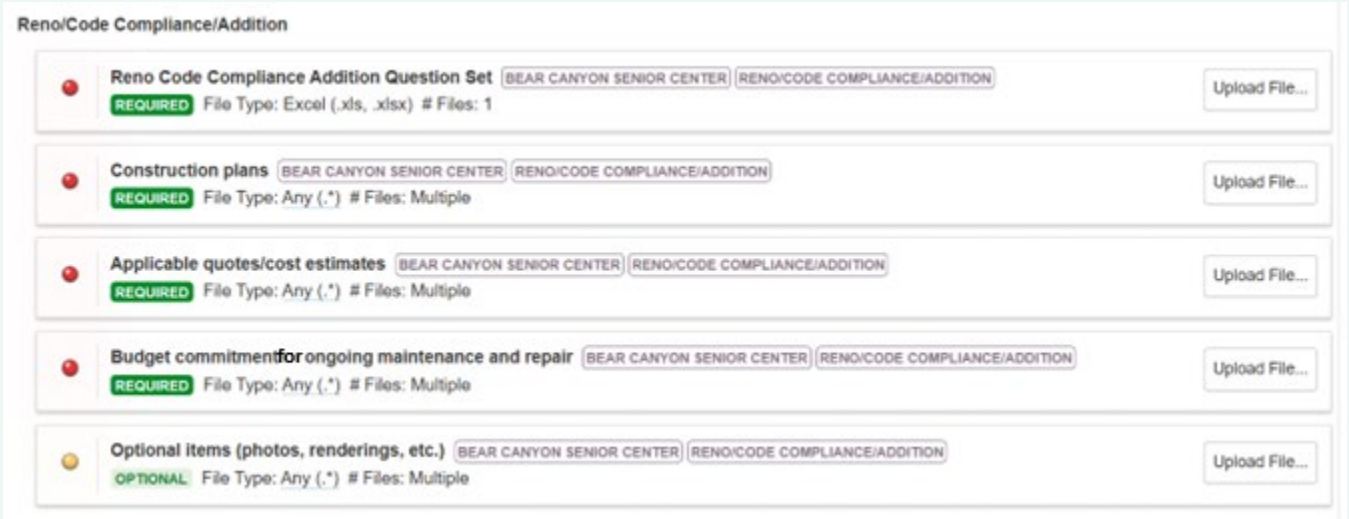
RENOVATION, CODE COMPLIANCE, ADDITION APPLICATIONS

RENOVATION QUESTION SET AND UPLOADS

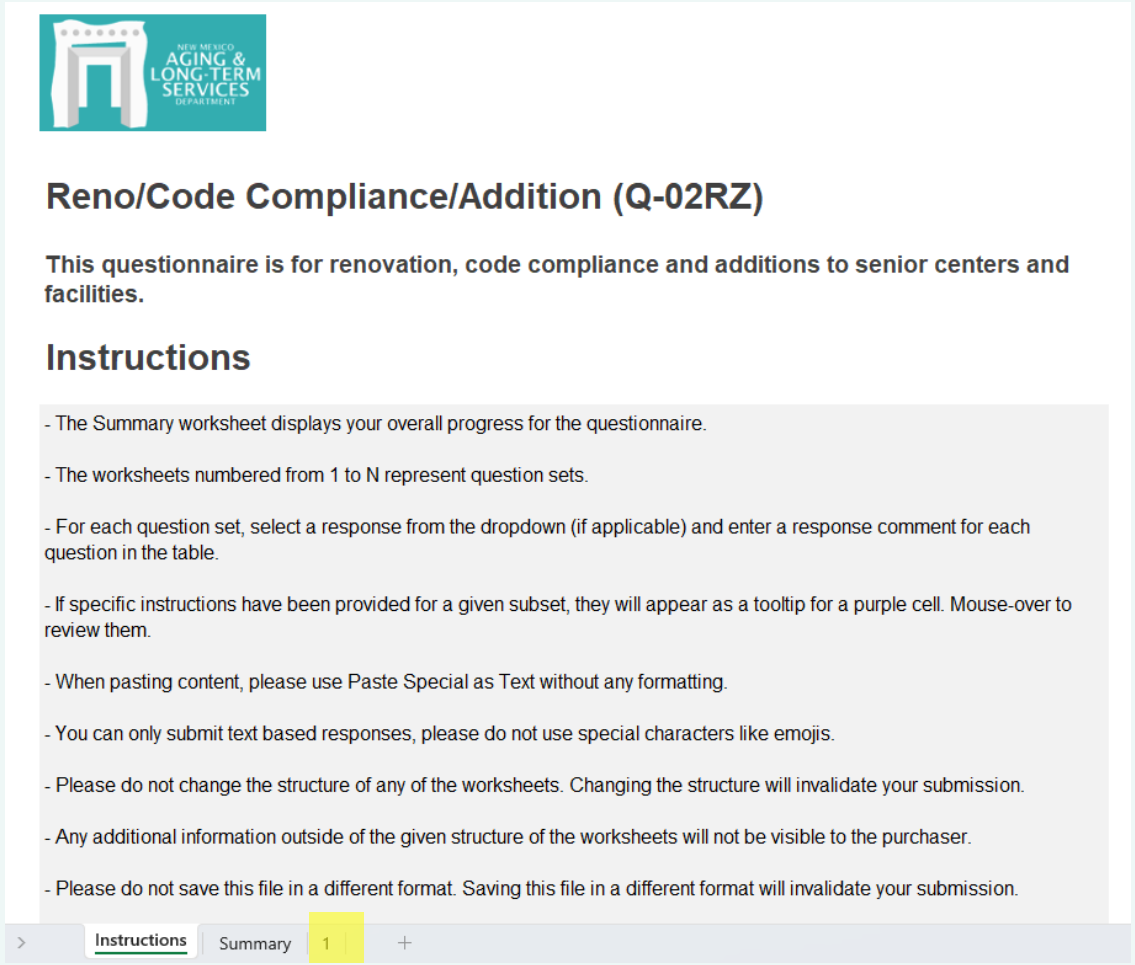
Review the Upload Requirements for Renovation, Code Compliance, Addition

You will need to upload:

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



RENOVATION INSTRUCTIONS



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

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

Instructions

- The Summary worksheet displays your overall progress for the questionnaire.

- The worksheets numbered from 1 to N represent question sets.

- For each question set, select a response from the dropdown (if applicable) and enter a response comment for each question in the table.

- If specific instructions have been provided for a given subset, they will appear as a tooltip for a purple cell. Mouse-over to review them.

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- Please do not save this file in a different format. Saving this file in a different format will invalidate your submission.

Instructions | Summary | 1

- Review All Instructions
- Select Question Set 1

RENOVATION QUESTION SET – PART 1

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

Question Set 1: Reno/Code Compliance/Addition Information

Question Set 1 Instructions

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

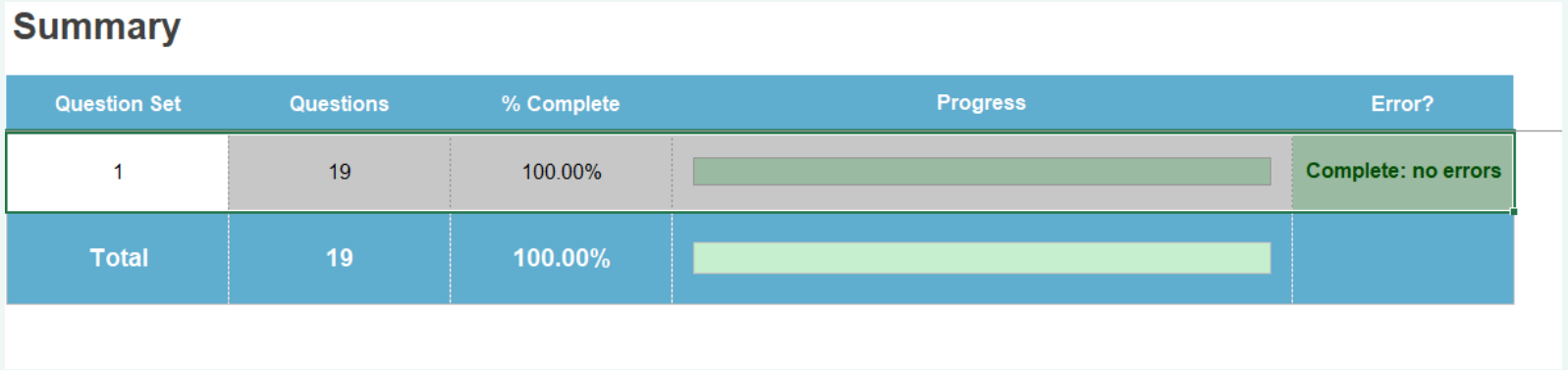
For questions, please contact Tasha Martinez, Capital Outlay Bureau Chief at tasha.martinez@altsd.nm.gov. Training resources are available on https://aging.nm.gov/for-our-partners/capital-outlay.

#	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

RENOVATION QUESTION SET – PART 2

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

SUMMARY



Summary

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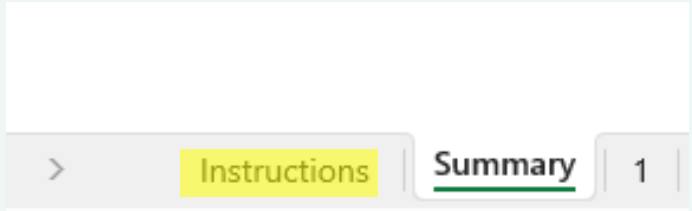
Total	19	100.00%		



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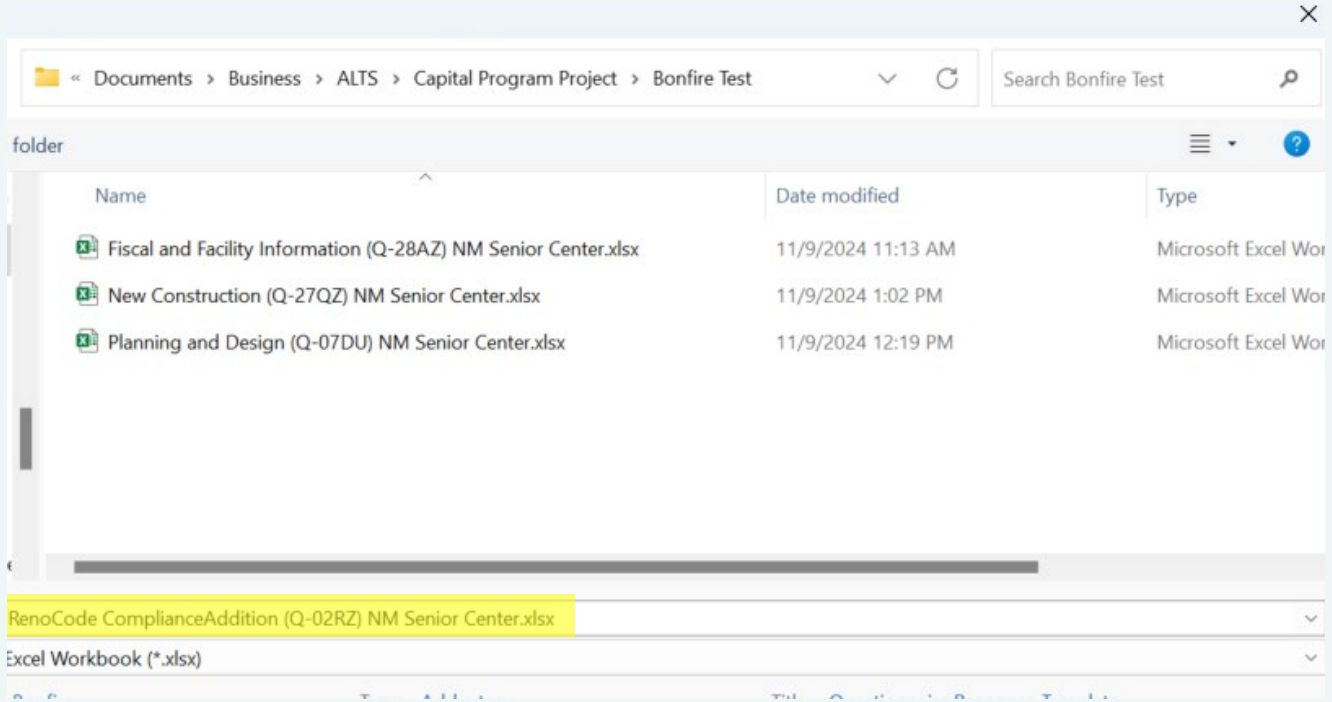
SAVE THE QUESTION SETS



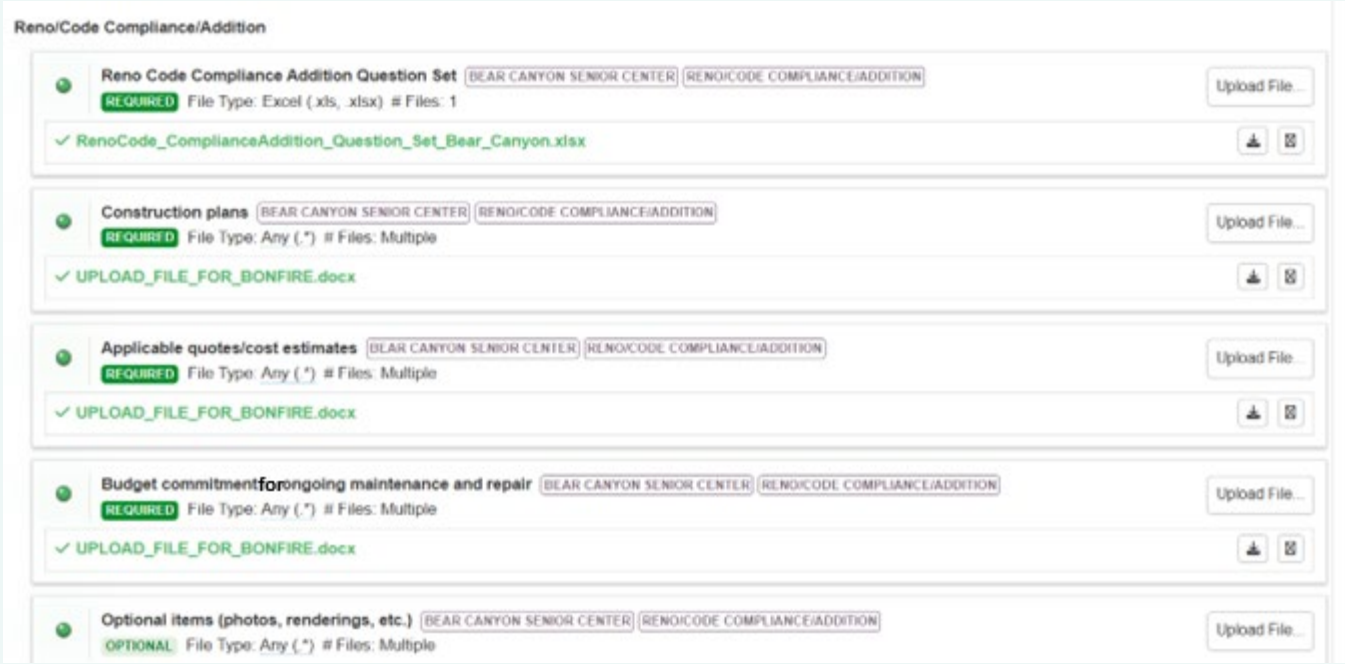
- Save this Question Set in a Folder where you can easily find it
- Use the Project Type, Identifier and Facility Name in the File Name

COMPLETE RENOVATION UPLOADS

A section is complete if all dots are green!

CONGRATULATIONS!

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



SUBMIT AND FINALIZE

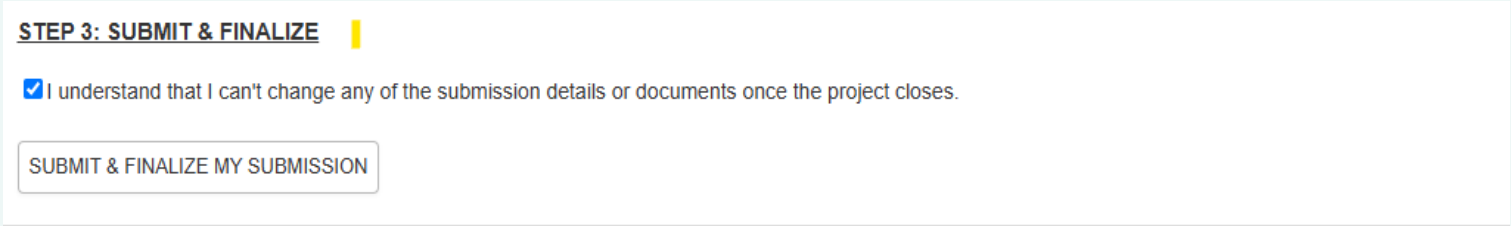
FINALIZING THE PROCESS

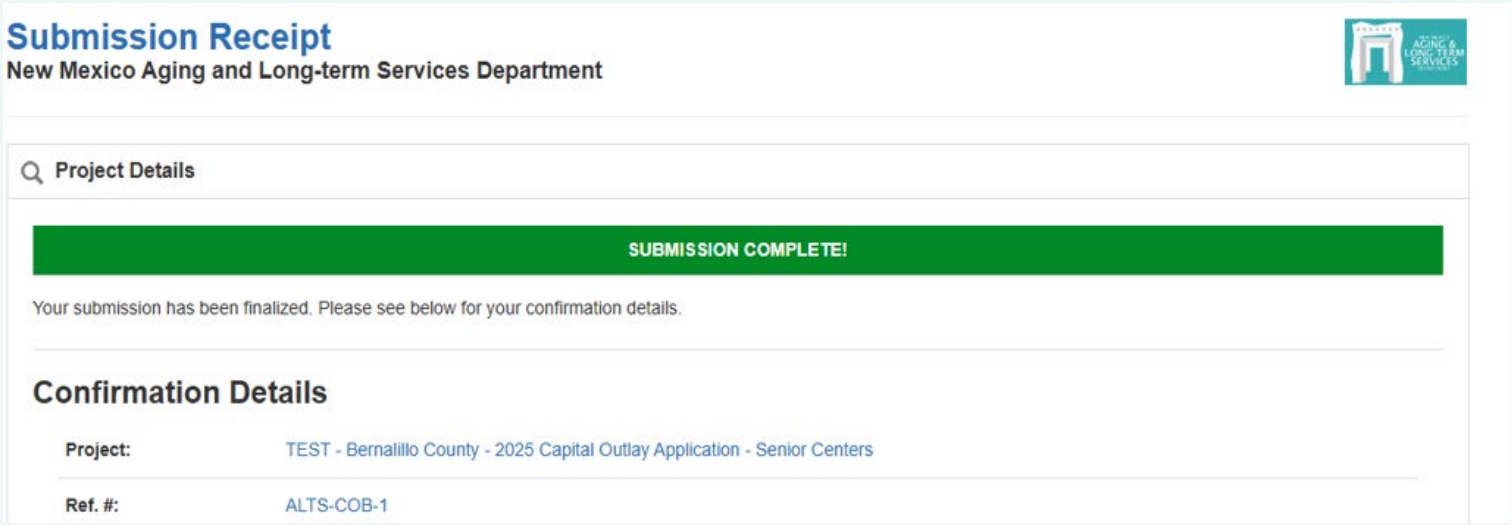
Applicant must:

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

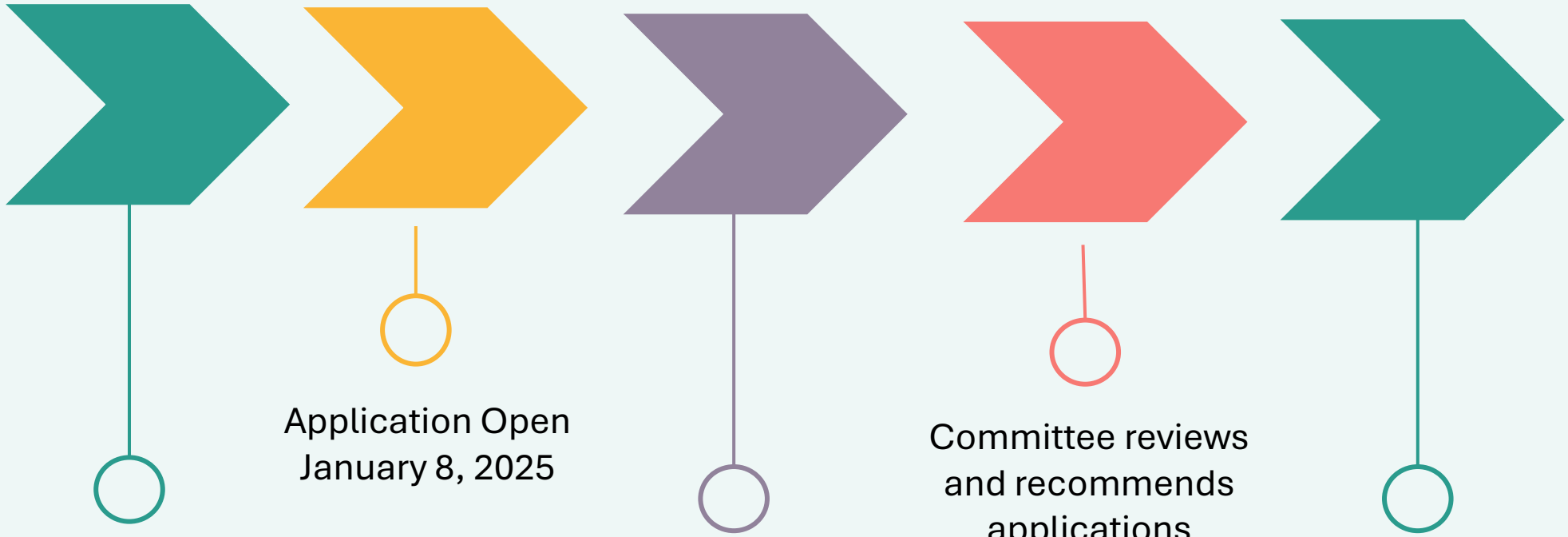
Applicant will receive:

- Submission Receipt
- Confirmation Email





FY26 CAPITAL OUTLAY APPLICATION TIMELINE



RESOURCES FOR APPLICANTS

2026 Capital Outlay Senior Center Application Trainings!

12/4 1-3:30 pm* Vehicle & Equipment and Meals & Equipment Application Training
12/5 3-4:30 pm* Planning & Design, New Construction and Reno/Code Compliance/Addition Application Training

12/9 3-4:30 pm* Vehicle & Equipment and Meals & Equipment Application Training
12/10 1:30 – 3 pm* Planning & Design, New Construction and Reno/Code Compliance/Addition Application Training

1/6 3-4:30 pm* Vehicle & Equipment and Meals & Equipment Application Training
1/7 1:30 – 3 pm* Planning & Design, New Construction and Reno/Code Compliance/Addition Application Training

1/14 3-4:30 pm* Vehicle & Equipment and Meals & Equipment Application Training
1/15 1:30 – 3 pm* Planning & Design, New Construction and Reno/Code Compliance/Addition Application Training

Capital Outlay Bureau Website Resources:
https://aging.nm.gov/for-our-partners/capital-outlay

NEW MEXICO AGING SERVICES

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

@NewMexicoAging