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

VEHICLES AND EQUIPMENT
MEALS AND EQUIPMENT

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
- Vehicles and Equipment Application Steps
- Meals and Equipment Application Steps
- Applicant Resources and Timelines

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

NEW MEXICO AGING SERVICES + Bonfire

APPLICATION MANUAL

What it Provides:

- Step-by-step instructions

- Screen shots of actual pages throughout the application

- Information on saving and uploading documents into Bonfire

- Resources for more information

AGING AND LONG-TERM SERVICES DEPARTMENT

FY26 CAPITAL OUTLAY
APPLICATION TRAINING MANUAL
2025

NEW MEXICO AGING SERVICES

APPLICATIONS IN ALTSD PORTAL

- APPLICANT AND FACILITY INFORMATION
- VEHICLES AND EQUIPMENT
- MEALS AND EQUIPMENT

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

Log in to your Bonfire account

Email Address

cctafoya@yahoo.com

Password

Log In

Forgot password?

PROJECT INFORMATION

Project Details = Application Details

ALTS-COB-1 - TEST - Bernalillo County - 2025 Capital Outlay Application - Senior Centers
New Mexico Aging and Long-term Services Department   Back to list

🔍 **Project Details**

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

Ref. #: ALTS-COB-1

Department: Capital Outlay Bureau

Type: RFA

Status: OPEN

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

Questions Due Date: Never   [Ask a question]

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   [prev] [next]

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

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

DOWNLOAD APPLICATION QUESTION SET

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

DOWNLOAD QUESTION SET TEMPLATE
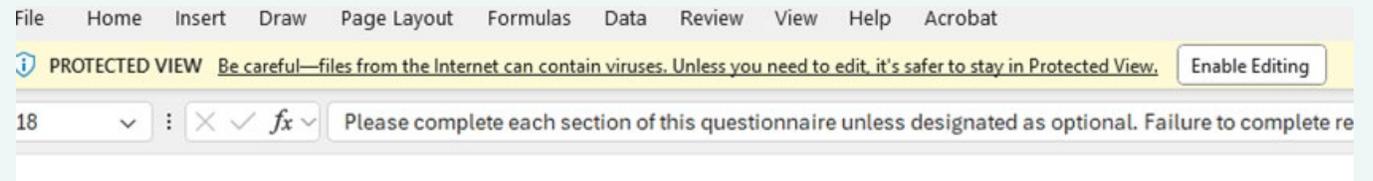
Click on **Download Template**

Supporting Documentation:
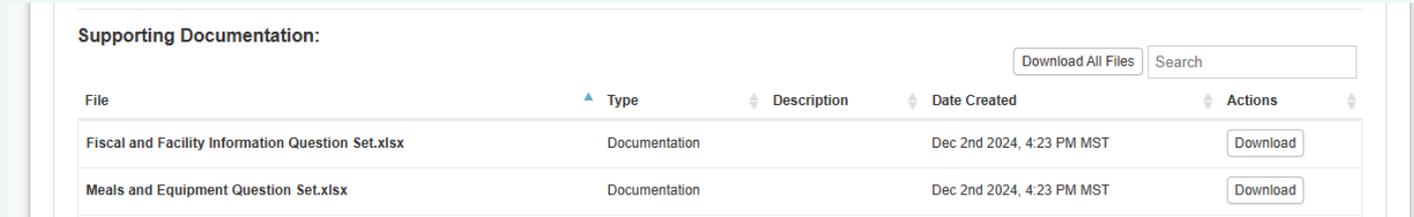
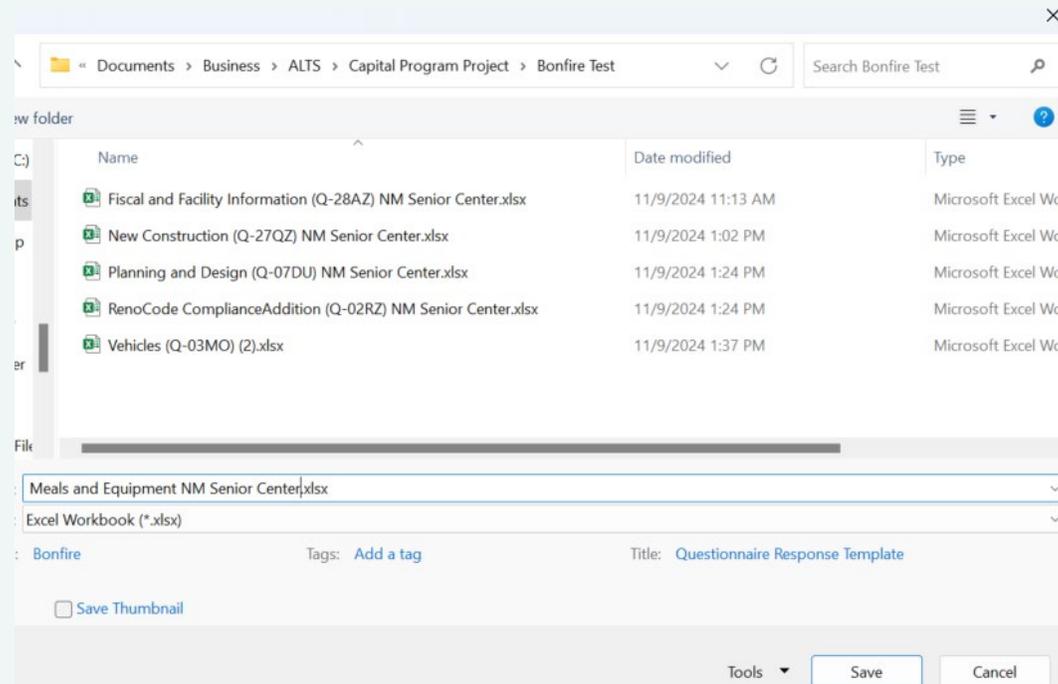| File	Type	Description	Date Created	Actions
Fiscal and Facility Information Question Set.xlsx	Documentation		Dec 2nd 2024, 4:23 PM MST	Download
Meals and Equipment Question Set.xlsx	Documentation		Dec 2nd 2024, 4:23 PM MST	Download

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

Open the spreadsheet and select Enable Editing.

File   Home   Insert   Draw   Page Layout   Formulas   Data   Review   View   Help   Acrobat

PROTECTED VIEW   Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View.   Enable Editing

18   Please complete each section of this questionnaire unless designated as optional. Failure to complete re

SAVE THE QUESTION SET

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

SELECTING PROJECT TYPES

Decisions = Project Types

Step 1: Select Decisions

- ☑ 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 I)
- ☑ 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 → WHISPERING PINES SENIOR CENTER - SERVICES → VEHICLES

Showing 1 to 110 of 110 entries

Step 2: Upload Your Files »

Technical Support   Portal Security   Terms of Service   Privacy Policy   Sitemap

- Click the box next to the senior center facility (FACILITIES) and the SERVICES (Project types) that you would like to apply for

- Scroll down and click on Step 2: Upload Your Files.

WORK-IN-PROGRESS

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

📖 Submissions (0)   📁 Document Takers (0)

📖 **Submissions**   Create Submission

Hide the Work-in-Progress Submission (1)

Work-in-Progress Submission

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

Search

Supplier	▲ Created	Progress	Type	Actions
Senior Ctr 🔗	Nov 26th 2024, 8:40 AM MST	0%	Internal	Actions ▼

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

- Applicants must complete and **upload all Question Sets for their specific project**

- **Instructions for Question Sets** are included

NEW MEXICO
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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**

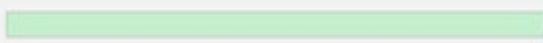- Status is 100% Complete when all questions have been answered

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 PART1

- 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	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**		
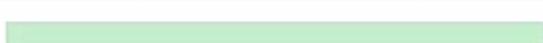
SUMMARY

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

VEHICLES AND EQUIPMENT APPLICATIONS

VEHICLES AND EQUIPMENT QUESTION SET AND UPLOADS

Review the Upload Requirements for Vehicles and Equipment

You will need to upload:
- **Saved** Vehicles and Equipment Question Sets
- Other applicable documents

VEHICLES AND EQUIPMENT INSTRUCTIONS

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.

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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.

- 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 | +

- Review All Instructions
- Select Question Set 1

# VEHICLES AND EQUIPMENT 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
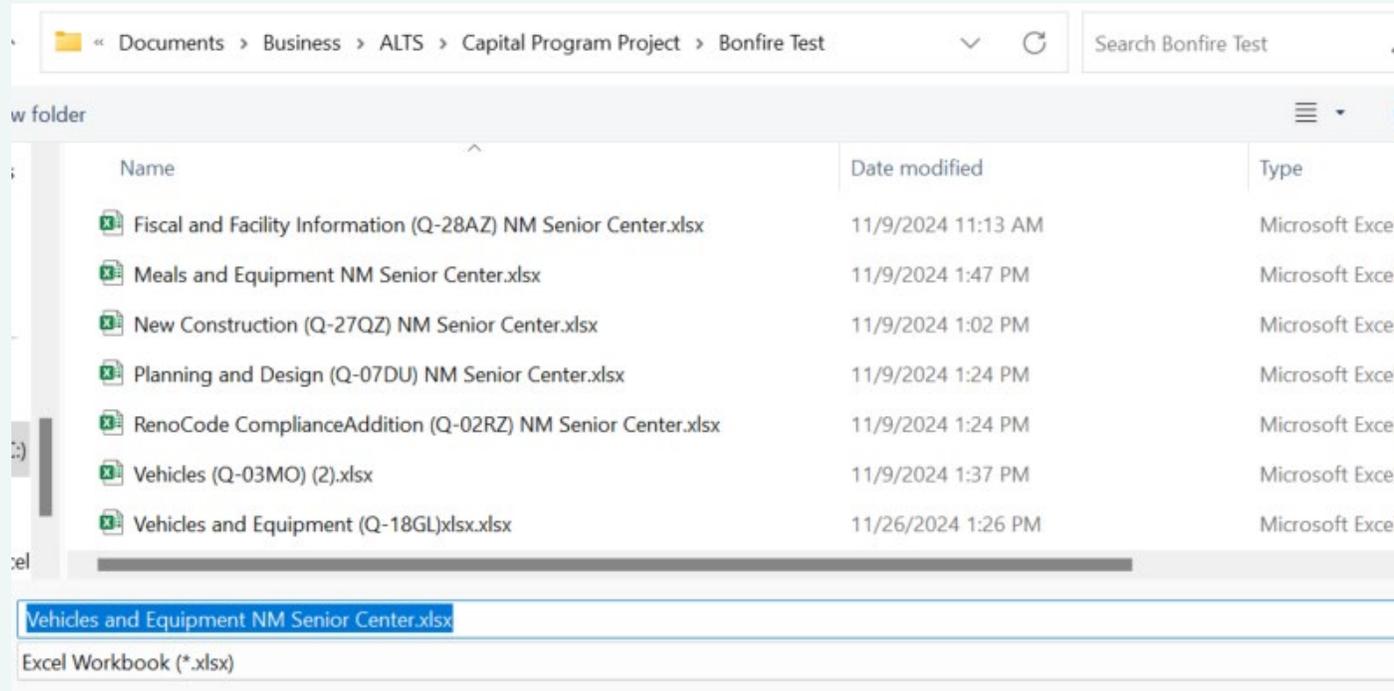
SUMMARY

Summary

Question Set	Questions	% Complete	Progress	Error?
1	19	100.00%		Complete: no errors
Total	**19**	**100.00%**		
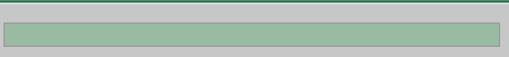
> Instructions | **Summary** | 1
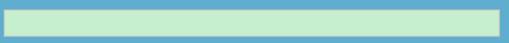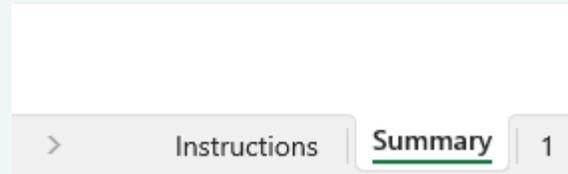
Click the Summary Tab at the bottom of the page and review to ensure that Question Set is complete without errors

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

VEHICLES AND EQUIPMENT UPLOADS

- Ensure that you **upload all required files – Identified by Red Dot**

- You can also upload optional files – Identified by Yellow Dot

COMPLETE UPLOADS

A section is complete if all dots are green!

C O N G R A T U L A T I O N S !

You have completed the Vehicles and Equipment Application.

MEALS AND EQUIPMENT APPLICATIONS

MEALS AND EQUIPMENT QUESTION SET AND UPLOADS

Meals and Equipment

🔴 **Meals and Equipment Question Set** [BARELAS SENIOR CENTER] [MEALS AND EQUIPMENT]
REQUIRED File Type: Any (.*) # Files: Multiple
| Upload File... |

🔴 **Applicable quotes/cost estimates** [BARELAS SENIOR CENTER] [MEALS AND EQUIPMENT]
REQUIRED File Type: Any (.*) # Files: Multiple
| Upload File... |

🟡 **Additional documents** [BARELAS SENIOR CENTER] [MEALS AND EQUIPMENT]
OPTIONAL File Type: Any (.*) # Files: Multiple
| Upload File... |

Review the Upload Requirements for Meals and Equipment

You will need to upload:
- **Saved** Meals and Equipment Question Sets
- Other applicable documents

MEALS AND EQUIPMENT INSTRUCTIONS

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.

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- 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

MEALS AND EQUIPMENT 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: 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. Scoring 50 Points	The Project Summary Narrative will explain the amount of funding requested and will explain the goals of the project. Improved services and benefits to beneficiaries will be critical.		Complete
1.0.2	Is your fiscal agency prepared to provide ongoing maintenance and repair? Scoring 10 Points	Yes - Explain in Comment Box	There will be this ability.	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	$15,000		Complete
1.0.6	Amount of Request Scoring 10 Points	$15,000		Complete
1.0.7	Equipment Amount	$13,000		Complete
1.0.8	Installation Amount	$1,000		Complete
1.0.9	Delivery	$1,000		Complete

MEALS AND EQUIPMENT QUESTION SET – PART 2

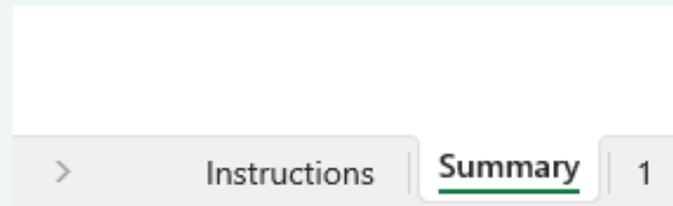|				
1.0.10	Cost Projection for Annual Maintenance	$500		Complete
1.0.11	Are the requested funds sufficient to complete the purchase, installation, delivery costs? Scoring 10 Points	Yes		Complete
1.0.12	Previous Request Summary (If funding was requested in the past for this project provide a brief summary to include when it was presented, amount of funding received and any changes from original request(s) and include cost, scope of work, etc.)	$2,000 was requested for a similar project and was not funded		Complete
1.0.13	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
1.0.14	Are there measures for energy reduction and/or energy sustainability? (i.e. energy star rated, etc.)	Yes		Complete
1.0.15	Did you upload applicable quotes/cost estimates? Scoring 10 Points	Yes		Complete
1.0.16	Did you upload additional documents? (Optional)	Yes		Complete
16 Questions		**100.00% Complete**		

SUMMARY

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

> Instructions **Summary** 1

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 UPLOADS

A section is complete if all dots are green!

CONGRATULATIONS!

You have completed the Meals and Equipment Application.

SUBMIT AND FINALIZE

FINALIZING THE PROCESS

Applicant must:
- Complete **Step 3**
- Submit & Finalize

Applicant will receive:
- Submission Receipt
- Confirmation Email

STEP 3: SUBMIT & FINALIZE

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

SUBMIT & FINALIZE MY SUBMISSION

Submission Receipt
New Mexico Aging and Long-term Services Department

🔍 **Project Details**

SUBMISSION COMPLETE!

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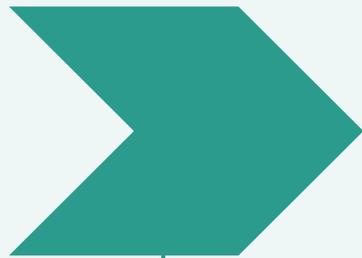
Confirmation Details

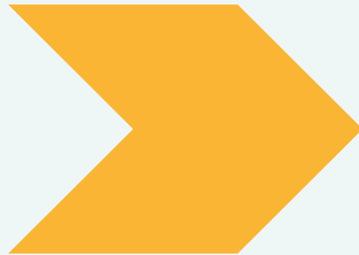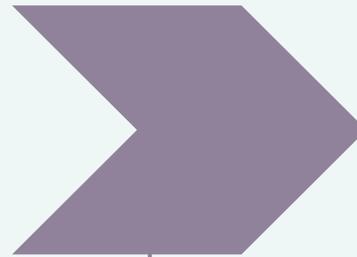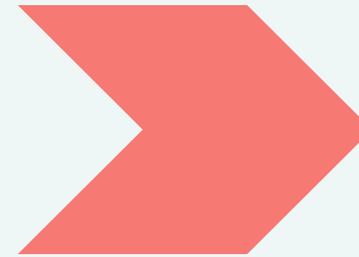| Project:	TEST - Bernalillo County - 2025 Capital Outlay Application - Senior Centers
Ref. #:	ALTS-COB-1

FY26 CAPITAL OUTLAY APPLICATION TIMELINE

Online Training
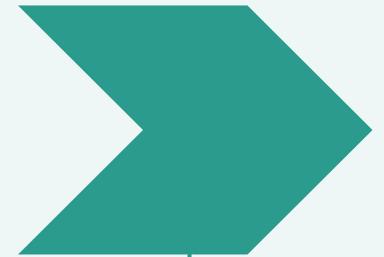November 2024-
January 2025

Application Open
January 8, 2025

Application Closes
April 8, 2025

Committee reviews
and recommends
applications

June 30, 2025
Applications
Recommended

RESOURCES FOR APPLICANTS

2026 Capital Outlay Senior Center Application Trainings!

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

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

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

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

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

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