



Michelle Lujan Grisham, Governor
 Katrina Hotrum-Lopez, Cabinet Secretary

2/2/2023

Greetings Fiscal Agents:

The Aging & Long-Term Services Department (ALTSD) sent out an email a few days ago announcing that Capital Projects Bureau (CPB) 2024 Application database system opened for application submittals, found on-line at <https://capitalapplication.altsd.state.nm.us/>

Our training's locations, dates and times are listed below for those who may need assistance completing the application. The trainings will be different this year, it will be a more hands on approach. We ask everyone attending the training to bring their laptops and remember to bring their log-in code/passwords you normally use to get into the application database system. Your username is your email address. You can click forgot password and create a new one. Please go in and test your email and password prior to the training. If you do not know your log-in code/password, please let us know as soon as possible. This will be needed for the training. During the training we will be starting the application process with you and will be available for assistance throughout the whole training. We will have a morning and lunch break. Snacks, water, and lunch will be provided. Please try to rsvp so we can get a headcount for the food.

Remember to please visit our newly revised website! Forms requested in the application can be found here by going to <https://aging.nm.gov/for-our-partners/capital-outlay>

Deadline to submit your 2024 Senior Capital Outlay project requests is May 31, 2023, by 5:00 pm. We encourage you to submit your application sooner than later.

Las Vegas	Wednesday, February 15, 2023	500 Sabino Street	Senior Center	10:00 am-3:00pm
Roswell	Friday, February 17, 2023	1st Mary's Place	Admin Bldg. Sheriff's Training Rm	10:00 am-3:00pm
T or C	Tuesday, February 21, 2023	400 4th Ave	Ralph Edwards Civic Center Auditor	10:00 am-3:00pm
Santa Fe	Tuesday, February 28, 2023	Rio Grande Room	2550 Cerrillos Rd	10:00 am-3:00pm

ALL TRAININGS WILL BE IN PERSON

We look forward to seeing you at the training. Please RSVP with a count and the location you plan to attend. Send email to: Elizabeth Chavez, elizabeth.chavez@altsd.nm.gov or Connie Garcia, connie.garcia@altsd.nm.gov