Local Entity
Capital Projects Monitoring System (CPMS)
Reporting Requirements & Process

STATE OF NEW MEXICO
DEPARTMENT OF FINANCE AND ADMINISTRATION
STATE BUDGET DIVISION
CAPITAL OUTLAY BUREAU

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http://nmdfa.state.nm.us/Capital_Outlay_Bureau.aspx
The Capital Projects Monitoring System (CPMS) is a web-based system used for reporting and monitoring of capital outlay appropriations. The agency needs to begin reporting, in CPMS, once funding is appropriated. The local entity needs to begin reporting, in CPMS, once a grant agreement has been executed. CPMS can be accessed from the DFA-COB website or through the following link: [http://cpms.dfa.state.nm.us](http://cpms.dfa.state.nm.us).

You may view current and past appropriations, without logging in, by using the “Capital Appropriations Search” page (this is the homepage for CPMS). You have the option to search for and filter current and past capital appropriations using different criteria. Choose your selection criteria(s) from the dropdown boxes and click Submit.

A list of appropriations matching your selection criteria will be displayed. You can click on the Approp ID to view the individual appropriation information.

**CPMS Reporting:**

- **Local Entities** are required to update active capital outlay appropriations on a monthly basis. Updates must be done by the 30th of each month.
- **State Agencies** are required to update active capital outlay appropriations in CPMS on a quarterly basis. Updates must be done by the 15th of March, June, September and December.

A username and password are required to login to the system for reporting purposes. If you are a new participant or do not have login information for your entity, please contact DFA-Capital Outlay Bureau.

**Data Entry Tips:**

- If updates are not saved, TAB into and out of fields to delete extra spaces
- Do NOT enter $, comma, or decimal when entering amounts
- In text fields avoid using special characters
- Print page before clicking on submit
- Keep monthly print outs as part of project file
- After updates are submitted verify red display message appears “Appropriation ID: #A-##### successfully updated”
1. At the top right of the “Capital Appropriations Search” title bar Click **Login**.

2. Click on **Local Entity**, to select the appropriate reporting roll, and to access the “Capital Appropriations” login page.

3. Enter **Username** and **Password**. Click **Submit**.

4. When you login, the “Capital Appropriations” page displays the “Open Appropriations Only” with a balance greater than zero for your entity.

   If you are reporting as a local entity and a project is not shown on the list, do the following:
   
   - Go to the Capital Appropriations Search page to find the Admin Agency for the project
   - Contact the project manager at the agency administering the appropriation and ask them to update the Local Fiscal Agent Code

5. Click on the **Approp ID** in the “Approp ID” column to access to access and update appropriation information.

6. Update all required fields in your section:
   
   - 1st (dark gray) section contains appropriation information loaded by COB to identify the project
   - 2nd (blue) section contains data uploaded from the SHARE and BOF databases on a bi-monthly basis
   - 3rd (peach) section is required for the state agency to update appropriation information a quarterly basis by the 15th of March, June, September and December
     
     \[\text{At this time, the agency must also ensure the local entity’s reporting in CMPS is current and accurate}\]
   - 4th (light gray) is required for the **local entity** to update appropriation information on **monthly basis by the 30th of each month**
7. (Continued from previous page) Update all required fields in your section:

Field Names and Types for **LOCAL DATA SECTION**:

**ICIP Project #** - enter the project ID assigned using the DFA ICIP system.

**ICIP Priority Year/Rank** - enter the project priority year/rank using the DFA ICIP system (format yyyy-###).

**Expended Amount** - enter the total amount actually expended by the local entity.

**Balance** - enter the current appropriation balance.

**Project Status** - enter a brief description of the project status including progress on the project as well as any financial details that should be noted.

**Project Phase** - choose a phase from the drop down box. (For a list of phase options and definitions, refer to page 5 of this document.)

**Goal/Milestone achieved last quarter** - list goals and milestones achieved since the last reporting quarter. **Quarterly information must be reported in the months of March, June, September, December.**

**Goal/Milestone achieved for quarter** - list goals and milestones to be achieved by the next reporting quarter. **Quarterly information must be reported in the months of March, June, September, December.**

**Valid Contracts in Place (True/False)** - check the box if valid contracts exist for this project.

**No activity for month being reported (True/False)** - check the box if there was no activity for this appropriation being reported.

**Last Submission Date** - Enter date when final quarterly update is complete (format: mm/dd/yyyy).

**Project Timeline** - provide required details of Project Timeline including date completed or expected completion date, amount funded to date, future funding amounts, funding sources (i.e. CDBG, Federal, private, etc...), contractor name, contract amount, and additional comments.
# Local Entity Project Phase – Options & Definitions

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Project Phase Definition &amp; Accounting Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>0150</td>
<td>Grant Agreement Issued</td>
<td>Indicates a Grant Agreement has been approved and is in place for this project – AMOUNT PREENCUMBERED IN SHARE.</td>
</tr>
<tr>
<td>0200</td>
<td>Purchase in Process</td>
<td>Appropriation is for a PURCHASE - use this option if the purchase is in process (i.e. bids, quotes, purchase order in place, etc…) Explain in Status/Comments specifics on the purchase. ONLY ENCUMBERED PORTION UNDER THIRD PARTY OBLIGATION – BASED ON STATE NOTICE OF OBLIGATION TO GRANTEE.</td>
</tr>
<tr>
<td>0210</td>
<td>Project In Design</td>
<td>Appropriation is part of a construction project and appropriation is being used for design. Explain in Status/Comments specifics on the design stage for this appropriation. ONLY ENCUMBERED PORTION UNDER THIRD PARTY OBLIGATION – BASED ON STATE NOTICE OF OBLIGATION TO GRANTEE.</td>
</tr>
<tr>
<td>0220</td>
<td>Project In Construction</td>
<td>Appropriation is for a construction project and construction has started. Explain in Status/Comments specifics on phase of construction. ONLY ENCUMBERED PORTION UNDER THIRD PARTY OBLIGATION – BASED ON STATE NOTICE OF OBLIGATION TO GRANTEE.</td>
</tr>
<tr>
<td>0230</td>
<td>Substantial Completion</td>
<td>Project has reached substantial completion. Explain in Status/Comments specifics on completion of this appropriation. ONLY ENCUMBERED PORTION UNDER THIRD PARTY OBLIGATION – BASED ON STATE NOTICE OF OBLIGATION TO GRANTEE.</td>
</tr>
<tr>
<td>0240</td>
<td>Project Complete</td>
<td>Project complete. Notify Agency if a balance remains and is ready to revert. ONLY ENCUMBERED PORTION UNDER THIRD PARTY OBLIGATION – BASED ON STATE NOTICE OF OBLIGATION TO GRANTEE.</td>
</tr>
<tr>
<td>0245</td>
<td>Purchase Complete</td>
<td>Purchase complete. Notify Agency if a balance remains and is ready to revert. ONLY ENCUMBERED PORTION UNDER THIRD PARTY OBLIGATION – BASED ON STATE NOTICE OF OBLIGATION TO GRANTEE.</td>
</tr>
<tr>
<td>0250</td>
<td>Project Closed</td>
<td>Closed - No further activity for appropriation - appropriation fully expended or balance has been reverted.</td>
</tr>
</tbody>
</table>
8. Once updates are done, print page and click **Submit**. (If you do not submit, updated information will be lost.)

   **Tip:** Print page before clicking on submit. Changes may be lost if the system encounters a reporting error. **Each monthly print out must be kept in the project file to maintain reporting history.**

9. Once changes are submitted, the screen will go back to the “Capital Appropriations” page. At the top in the yellow header it will display in red “**Appropriation ID: ###-#### successfully updated**”. If you do not receive this statement, the changes were not saved.

   **TIP:** If changes are not saved, TAB in and out of fields to delete extra spaces when updating.

10. Repeat steps 5, 6 and 7 for each project you are updating.

11. To print a copy of the data for your files, click the **Appr ID** in blue in the “Printable Format” column. Each monthly print out must be kept in the project file to maintain reporting history.

12. Upon completion of all updates, click **Logout** at top right corner.

**Please Note:** Local Entities are responsible for ensuring the State Agency has updated the **Amount Obligated** field in the State Agency Data section of CPMS.

**Notice of Obligation (NOO) Exhibit 3** - agency reviews third party agreement and verifies it falls within the scope of work defined in the grant agreement and law language

⇒ local entity provides third party agreement between contractor and local entity (BEFORE IT IS FULLY EXECUTED) to the agency

⇒ agency issues NOO for the amount of the third party agreement or, for the full amount of the appropriation whichever is less

⇒ upon the local entities receipt of the approved NOO, they can execute the third party agreement and proceed with the project

⇒ agency issues a purchase order for the amount listed on the NOO

The Amount Obligated and the Expended Amount fields are used to ensure compliance with the following State Board of Finance Provisions.

Before an agency can certify the need for severance tax bond proceeds, the project must be developed sufficiently so that the agency reasonably expects to:

1. have a third party obligation to expend at least five percent, within six months, after the applicable bond proceeds are available for the project; and

2. expend at least eighty-five percent of the bond proceeds within three years after the applicable bond proceeds are available for the project.