



# **CAPITAL OUTLAY BUREAU**

## **Capital Projects Monitoring System**

# What we do?

## The Capital Outlay Bureau (COB) is responsible for:

- Coordinate the funding and administration of capital projects.
- Work closely with executive agencies and Governor to prepare the Executive Capital Budget.
- Oversee the capital budgeting process:
  - The questionnaire process;
  - Identifying local entities;
  - EO Compliance; and
  - Budgeting capital projects.
- **Maintain the State Capital Project Monitoring System (CPMS).**
- Monitor the expiration dates of all capital appropriations to ensure timely reversions of expired appropriation balances.
- Provide training, assistance and oversight to state and local agencies on the planning, project management and administration of capital project appropriations, including the Infrastructure Capital Improvement Plan (ICIP) for State Agencies.

# Capital Outlay Implementation

## Capital Projects Monitoring System (CPMS)

- CPMS is a web-based system used for reporting and monitoring of capital outlay appropriations
- Used by:
  - Legislative Finance Committee (LFC).
  - Press and general public.
- **Local entities begin reporting once a grant agreement has been executed.**
  - Local entity is required to update appropriation information on monthly basis by the 30th of each month (IGA)

# Capital Outlay Implementation

## Required Periodic Reports

- **Paperless reports in Capital Projects Management System (CPMS)**
  - ✓ Start reporting once appropriation is made
  - ✓ Due 30<sup>th</sup> of each month from execution until project is complete:  
<http://cpms.dfa.state.nm.us>
  - ✓ CPMS instructions:  
[http://www.nmdfa.state.nm.us/uploads/FileLinks/6583a477ode841daa2d07b9e130326e7/CPMS Instructions Local Entity 11 20 15 Version3.pdf](http://www.nmdfa.state.nm.us/uploads/FileLinks/6583a477ode841daa2d07b9e130326e7/CPMS%20Instructions%20Local%20Entity%2011%2020%2015%20Version3.pdf)
- **Importance of Quality Reporting at the local level**
  - ✓ Payment processing requirement
  - ✓ Local info is always the most accurate
    - Project activities
    - Expenses

# Capital Outlay Implementation

## CPMS Reporting

<http://cpms.dfa.state.nm.us/>

### Capital Appropriations Search

Login Reports

Welcome to the Department of Finance and Administration's Capital Appropriations Search page. Here you can search for and filter current and past capital appropriations. Simply choose your selection criteria(s) from the selection boxes below and click the submit button. You will be presented with a list of appropriations matching your selection criteria. From there, you can click on an appropriation identifier to see the appropriation information.

Agencies wishing to update appropriation status and other information should click [here](#) to login, or use the Login link at the lower right of the above title bar.

Click [here](#) to see a list of the fiscal agent codes.

Year: -ALL- ▾

Agency: ▾

City: ▾

County: ▾

Appropriation Title:

Keywords:

ApprID:

Login below to update capital monitoring data for active projects (i.e., quarterly updates, status, expended amounts, etc.): (DO NOT use this login to update the questionnaire for a bond sale.)

[State Agency \(Monitoring\)](#)

[Local Entity \(Monitoring\)](#)

Admin Agency	Fiscal Agent	Approp ID	Appropriation Title	Fund Code	State Amount	Balance (SHARE)	Balance (BOF)	Reversion Date	Printable Format
341	02100	<a href="#">C2455</a>	ALB WOMEN'S MEMORIAL AMOLE MESA/118TH ST	STB	\$120,000	\$83,926	\$83,926	6/30/2022	<a href="#">C2455</a>
341	02100	<a href="#">C2456</a>	ALB ZIA LITTLE LEAGUE FACILITY IMPROVE	STB	\$120,000	\$117,716	\$117,716	6/30/2022	<a href="#">C2456</a>
805	02100	<a href="#">C2609</a>	4TH ST IMPROVE-COAL/BRIDGE	STB	\$170,000	\$170,000	\$170,000	6/30/2022	<a href="#">C2609</a>
805	02100	<a href="#">C2610</a>	4TH STREET SIDEWALKS MONTANO/ALAMOSA-ALB	STB	\$125,000	\$89,228	\$125,000	6/30/2022	<a href="#">C2610</a>

# Capital Outlay Implementation

Year	2018
Appropriation Title:	BERN CO CHILDREN/FAMILY SUPPORT SERVICES FCLTY
Description:	to plan, design, construct, renovate, furnish and equip the buildings and grounds, including the purchase of information technology and related infrastructure, equipment and furniture, for a children and family support services facility in Albuquerque in
Fund Code	SEVERANCE TAX BONDS
EO 2013-006 Eligibility	False
Bond Sale Date	***
Bond Series Number	
Amount of Bond Sale	\$0
Category	Local
Subcategory	Community Facilities
County	Bernalillo
State Amount	\$50,000
Chapter/Section	80 / 26 / 4
Reversion Date	6/30/2022
SHARE/BOF Data	
Expended Amount (SHARE)	\$0
Appropriation Balance (SHARE)	\$50,000
Expended Amount (BOF)	\$0
AIPP Amount (BOF)	\$0
Reversion Amount (BOF)	\$0
Appropriation Balance (BOF)	\$50,000
Last Update (SHARE/BOF)	8/14/2020
State Agency Data	
Local Fiscal Agent	02000 - Bernalillo County
Reauth from Prior Project Amount	\$0
Amount Obligated	\$0
Project End Date	***
Expended Amount ?	\$0
AIPP Amount	\$0
Reauth of Balance to New Project	\$0
Reauth to Project #?	
Reversion Amount	\$0
Project Status?	
Goal/Milestone achieved Last Quarter	
Goal/Milestone for next Quarter	
Project Phase	0100 - Appropriated
Current Balance	\$50,000
Last Agency Update	
Last Agency Submission Date	
Local Data	
ICIP Project #?	0 Enter numbers only - No comma separators
ICIP Priority Year/Rank	0 0
Expended Amount (Local Entity) ?	0 Enter numbers only - No \$ or comma separators
Balance (Local Entity) ?	0 Enter numbers only - No \$ or comma separators
Project Status (Local Entity)?	Have not sold bond as of April 2019. JV 04/25/2019. declined bond sale in June 2019. No Activity
Project Phase (Local Entity)	0150 - Grant Agreement Issued
Goal/Milestone achieved Last Qtr (Local Entity)	
Goal/Milestone for Next Qtr (Local Entity)	
Valid Contracts in Place (True/False)	<input type="checkbox"/> Check if valid contracts exist for this project.
No activity for month being reported (True/False)	<input checked="" type="checkbox"/> Check if there was no activity for this appropriation for month being reported.
Last Submission Date (Local)	11/28/2019 12: Format: mm/dd/yyyy
Last Update (Local)	12/23/2019
Submit	

# Capital Outlay Implementation

## CPMS Reporting

- SHARE/BOF
- State Agency Data
- Local Data

Local Data	
ICIP Project #?	<input type="text" value="0"/> <small>Enter numbers only - No comma separators</small>
ICIP Priority Year/Rank	<input type="text" value="0"/> <input type="text" value="0"/>
Expended Amount (Local Entity)?	<input type="text" value="0"/> <small>Enter numbers only - No \$ or comma separators</small>
Balance (Local Entity)?	<input type="text" value="20000"/> <small>Enter numbers only - No \$ or comma separators</small>
Project Status (Local Entity)?	1st Quarter FY20 - Consultant proceeding with study, preparing 1st invoice
Project Phase (Local Entity)	0210 - Project in Design
Goal/Milestone achieved Last Qtr (Local Entity)	4th Quarter FY19 - NoO for work combined with C3182611 sent approved 5/17/19
Goal/Milestone for Next Qtr (Local Entity)	Work will begin
Valid Contracts in Place (True/False)	<input checked="" type="checkbox"/> <small>Check if valid contracts exist for this project.</small>
No activity for month being reported (True/False)	<input type="checkbox"/> <small>Check if there was no activity for this appropriation for month being reported.</small>
Last Submission Date (Local)	8/28/2019 12:0 <small>Format: mm/dd/yyyy</small>
Last Update (Local)	8/28/2019
	<input type="button" value="Submit"/>

# Capital Outlay Implementation

PROJECT TIMELINE							
	Date Completed, Expected, Completion Date or N/A	Amount Funded to Date	Future Funding Amounts	Funding Sources	Contractor Name	Contract Amount	Comments
Grant Agreement Executed		0	0			0	
Water Rights		0	0			0	
Easement & Right-of-Way		0	0			0	
Acquisition		0	0			0	
Archaeological Studies		0	0			0	
Environmental Studies		0	0			0	
Planning		0	0			0	
Design		0	0			0	
Construction		0	0			0	
Furnish/Equipment		0	0			0	
Total (submit to calculate)		\$0	\$0			\$0	



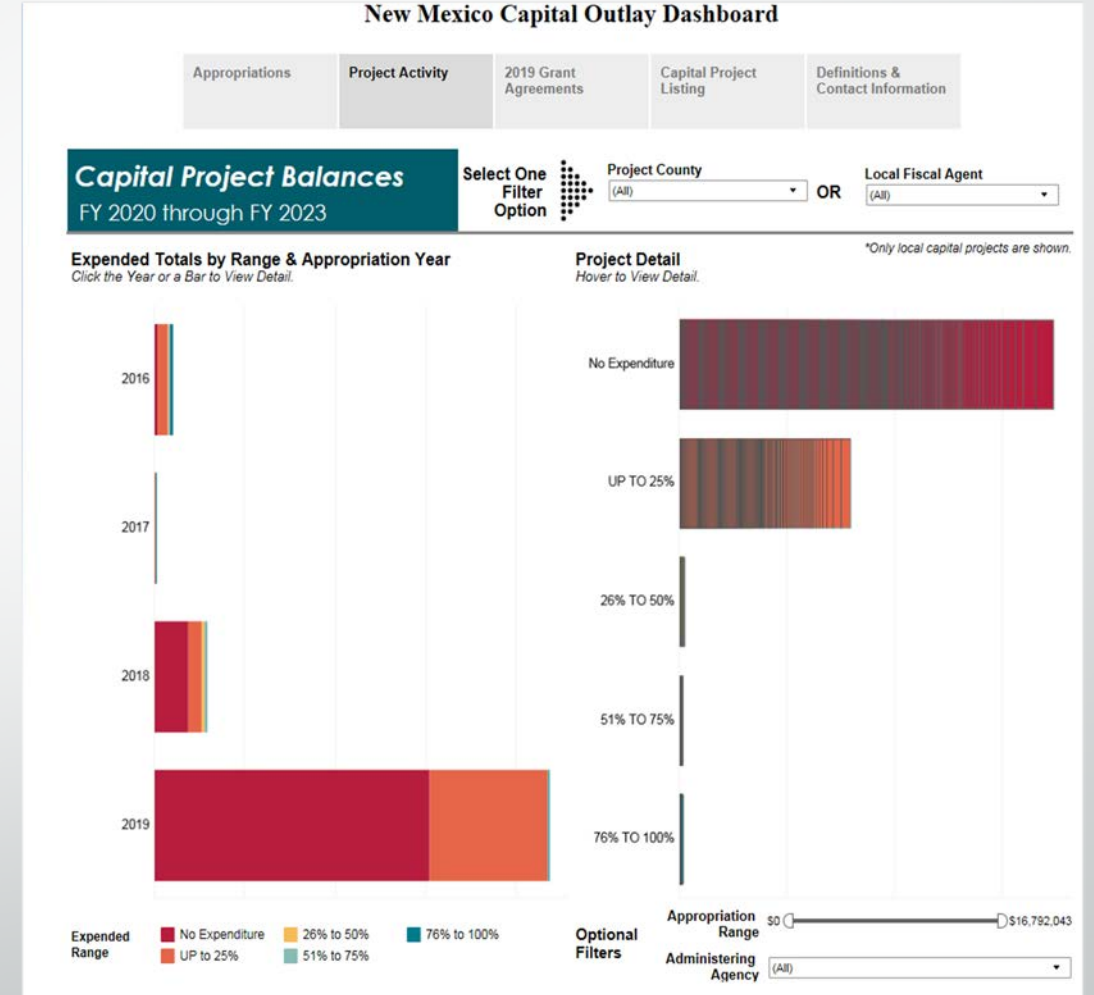
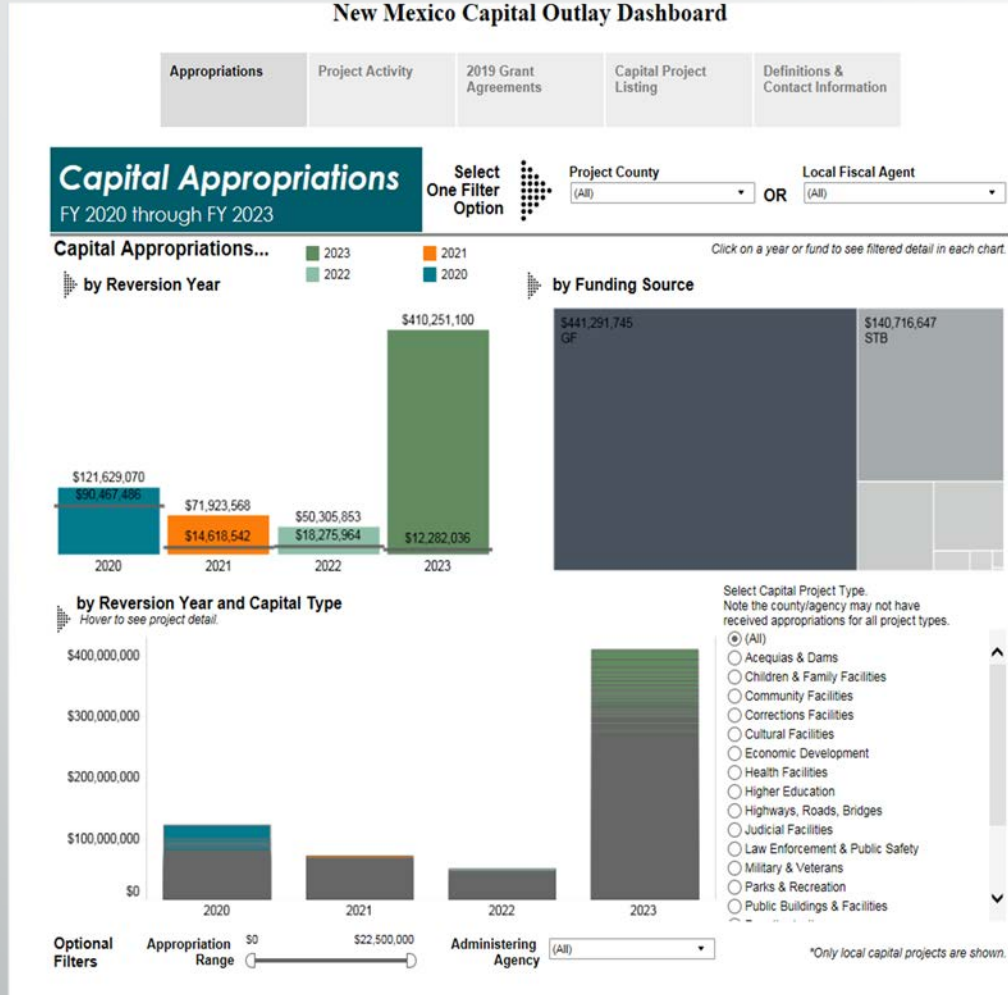
# Administrative Reforms

## Tableau Dashboard

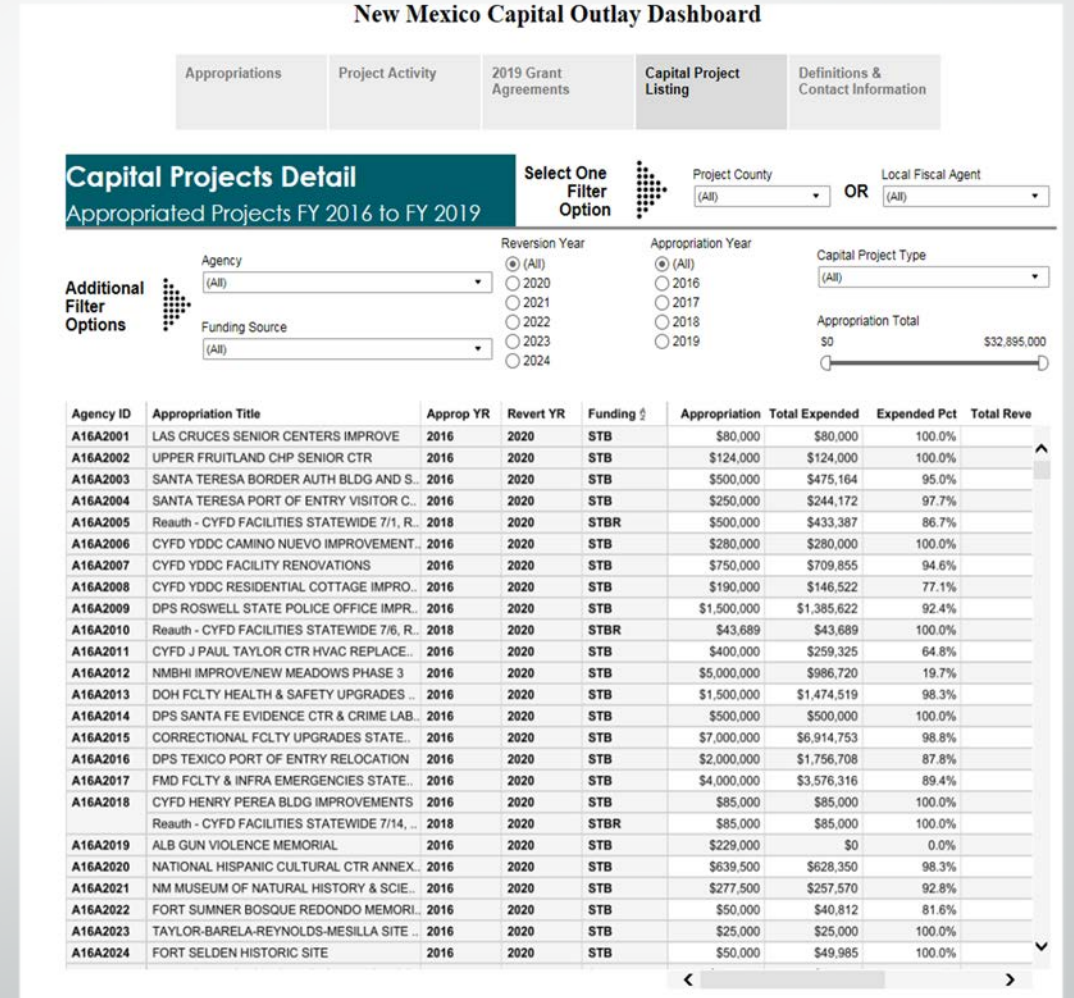
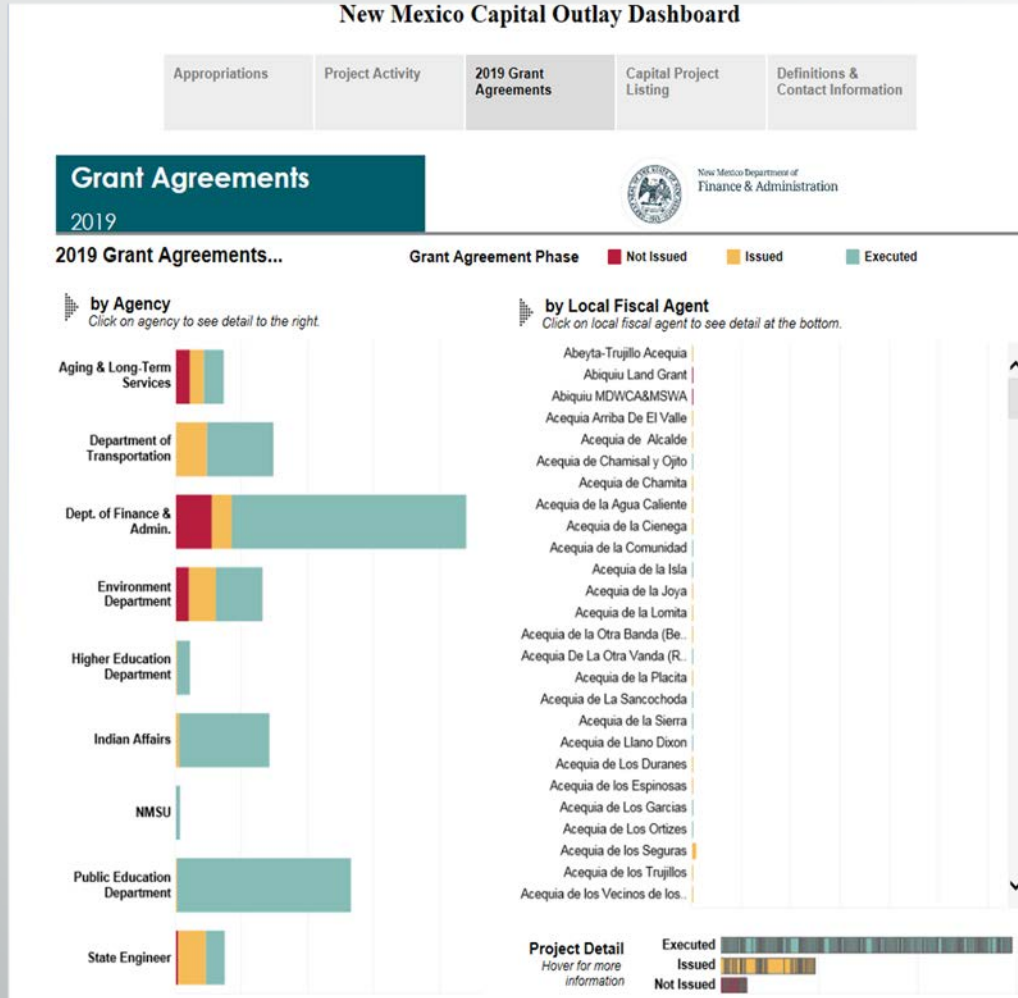
- New Online Capital Outlay Dashboard for local capital projects.
  - Accessibility of data to easily obtain capital appropriations and balances by year, county, fiscal agent, and project type
  - Accessibility of data to highlight spend down progress and potential issues
  - Data visualization to drive action by oversight agencies, fiscal agents, and policymakers

<http://www.nmdfa.state.nm.us/dfa-dashboards>

# Administrative Reforms



# Administrative Reforms



# Administrative Reforms

## New Mexico Capital Outlay Dashboard

Appropriations	Project Activity	2019 Grant Agreements	Capital Project Listing	Definitions & Funding Sources	Contact Information
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### Key Terms & Definitions

Agency	The state agency assigned to the project.
Appropriation Year	Year in which funds were appropriated.
Balance	The current unexpended balance of the project.
Capital Project Type	Each project is categorized by a project type.
County	The county in which the project resides.
Executed	The grant agreement has been issued, signed and returned by the local entity and has been signed by the state agency.
Funding Source	The source of funding for each project. (GF, STB, GOB, etc.)
FY	Fiscal Year. (July 1 through June 30)
Grant Agreement	An agreement between a state agency and local entity for use of the funds for a project.
Grant Agreement Phase	The current status of the grant agreement. (Not Issued, Issued, or Executed)
Issued	The grant agreement has been issued to the local entity but has not been signed and returned or signed by the state agency.
Last Updated By Local	The date the local entity last updated the project in CPMS.
Local Fiscal Agent	Local entity responsible for the project.
No Activity	Indicates a project for which no expenditures have been reported.
Not Issued	The grant agreement has not been issued to the local entity.
Project Detail	Specifications of the project. (Year, title, project number, etc.)
Reversion Year	Year in which funds will be reverted.
Total Approp/Reauth	The amount of funding appropriated or reauthorized for the project.
% Expended	The percentage of the total appropriation that has been expended.
Up to 25%	Up to 25% of the funds have been expended for this project.
26% to 50%	26% to 50% of the funds have been expended for this project.
51% to 75%	51% to 75% of the funds have been expended for this project.
76% to 100%	76% to 100% of the funds have been expended for this project.
% Balance	The percentage of the total appropriation that remains to be expended.
Expended Range	The percentage of the total appropriation that has been expended, in ranged categories.

### Funding Sources

AGSFR	Attorney General Settlement Fund Reauthorized	NMUF	New Mexico Unit Fund
AIPP	Arts in Public Places	OSF	Other State Funds
BEGPF	Big Game Enhancement Protection Fund	POCF	Primary Care Capital Fund
CBRF	Capitol Building Repair Fund	PSCOCR	Public School Capital Outlay Fund Reauthorized
CPFR	Capital Program Fund Reauthorized	PSCOF	Public School Capital Outlay Fund
ERRF	Equipment Replacement Revolving Fund	PSCOFR	Public School Capital Outlay Fund Reauthorized
FFP	Fire Protection Fund	SAGPF	Sikes Account of the Game Protection Fund
FFFR	Fire Protection Fund Reauthorized	SEIEFR	Securities Enforcement & Investor Education Fund
FPQFR	Fire Protection Grant Fund Reauthorized	SLMF	State Land Maintenance Fund
GF	General Fund	SLMFR	State Land Maintenance Fund Reauthorized
GFB	Game & Fish Bond Retirement Fund	SRF	State Road Fund
GFR	General Fund Reauthorized	STB	Severance Tax Bonds
GOB	General Obligation Bonds	STBR	Severance Tax Bonds Reauthorized
GPF	Game Protection Fund	TSF	Trail Safety Fund
HMF	Habitat Management Fund	UIF	University Income Fund
MTF	Miner's Trust Fund	VSF	Volkswagen Settlement Fund
MTRF	Miner's Trust Fund Reauthorized	WPF	Water Project Fund

## New Mexico Capital Outlay Dashboard

Appropriations	Project Activity	2019 Grant Agreements	Capital Project Listing	Definitions & Funding Sources	Contact Information
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### For questions, please contact DFA's Capital Outlay Bureau:

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Last Updated October 2019

The data is from the Capital Project Management System and is self-reported by agencies and local fiscal agents. The data is verified by DFA as much as possible but, due to the nature of the reporting, errors may exist. If you think data may be incorrect, please contact DFA's Capital Outlay Bureau.



# Capital Outlay Bureau

## Contacts

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[http://nmdfa.state.nm.us/Capital\\_Outlay\\_Bureau.aspx](http://nmdfa.state.nm.us/Capital_Outlay_Bureau.aspx)



**Questions...?**