

Capital Project

Guidance:

Notice of Obligations (NOO) & Pay Requests (PR)



New Mexico Department of
Finance & Administration

DFA/Local Government
Division

Community
Development
Bureau (CDB)

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Everything Begins with Your Grant Agreement



- You must have an executed Grant Agreement: In order for us to process your notice of obligation (NOO) and Pay Request (PR)
- Read your grant agreement

What is in your grant agreement?

- Project ID
- Amount of Appropriation
- AIPP (if applicable, on page 2)
- Reversion Date
- Legislative Language: This section tells you what the purpose of the funding is for your grant agreement.

Before You Obligate Funds: W9 Form



- If you are a new grantee please submit a NM Substitute W9 form so that we can set up your grantee information.
- Should there be a change in the W9 information during the duration of the project, please submit an updated W9.
- The NM Substitute W-9 form can be found on the website at : <https://www.nmdfa.state.nm.us/local-government/community-development-bureau/legislative-information/>
- Be sure to provide a copy of a voided check, this allows us to have accurate banking information for your requests for payment.

Disbursement vs. Reimbursement



- We understand that budget constraints can sometimes prevent grantees from having the capability to make initial purchases.
- In these situations, you can request for a disbursement of funds. This must be pre-approved by the LGD-Budget & Finance Bureau (BFB).
- The disbursement process allows grantees to receive funds in lieu of reimbursement.
- Please note that the disbursement process can be lengthy. Requesting a disbursement **does not expedite the payment process.**
- For example, if your funding source is Severance Tax Bonds, your request would still be subject to STB time frames. (i.e., draws occur on the 1st and the 15th of each month only, and funding usually posts to accounts between 7-10 days or more. Year end processes and other deadlines can impact this time frame.)

Disbursement vs. Reimbursement



When requesting a disbursement, you must still have an approved Notice of Obligation in place first.

- Submit a Payment Request along with your purchase order, quote or unpaid invoice documentation to your project manager.
- **Disbursements are subject to the 5 day rule:** the grantee is required to submit banking information and a copy of the check to verify that the grantee paid the expense within 5 days of receiving the disbursed payment.

We strongly encourage our grantees to follow the typical reimbursement process outlined in this presentation.

Disbursement

ARTICLE IX. REQUEST FOR PAYMENT PROCEDURES AND DEADLINES

A. The Grantee shall request payment by submitting a Request for Payment, in the form attached hereto as Exhibit 1. Payment requests are subject to the following procedures:

(i) The Grantee must submit a Request for Payment; and

(ii) Each Request for Payment must contain proof of payment by the Grantee or liabilities incurred by the Grantee showing that the expenditures are valid or the liabilities incurred by the Grantee in the form of actual unpaid invoices received by the Grantee for services rendered by a third party or items of tangible personal property received by the Grantee for the implementation of the Project; provided, however, that the Grantee may be reimbursed for unpaid liabilities only if the Department, in its sole and absolute discretion, agrees to do so and in accordance with any special conditions imposed by the Department.

(iii) In cases where the Grantee is submitting a Request for Payment to the Department based upon invoices received, but not yet paid, by the Grantee from a third party contractor or vendor, if the invoices comply with the provisions of this Agreement and are a valid liability of the Grantee, the Grantee shall make payment to those contractors or vendors within five (5) business days from the date of receiving reimbursement from the Department or such shorter period of time as the Department may prescribe in writing. The Grantee is required to certify to the Department proof of payment to the third party contractor or vendor within ten (10) business days from the date of receiving reimbursement from the Department.

B. The Grantee must obligate 5% of the Adjusted Appropriation Amount within six months of the acceptance of the grant agreement and must have expended no less than 85% of the Adjusted Appropriation Amount six months prior to the reversion date.

Disbursement

Additional considerations:

- If grantees are given permission to use the disbursement process, they must pay the vendor within 5 business days of receiving the payment and they also must provide to us a copy of the payment that is being made to the vendor.
- The grantee must also provide a copy of the bank statement that shows the payment.

ARTICLE XI. STRICT ACCOUNTABILITY OF RECEIPTS AND DISBURSEMENTS; PROJECT RECORDS

A. The Grantee shall be strictly accountable for receipts and disbursements relating to the Project's funds. The Grantee shall follow generally accepted accounting principles, and, if feasible, maintain a separate bank account or fund with a separate organizational code, for the funds to assure separate budgeting and accounting of the funds.



Part I Notice of Obligation

- The purpose of the Notice of Obligation is to encumber funding for legislative grant related expenditures.
- Copies of the fillable form are available on our website and can also be requested from project managers.
- Follow the link below to obtain a downloaded copy of the Notice of Obligation form. Once you have downloaded the form, you are welcome to save the blank document and re-use it for your future submissions.

**Please use the most recent adobe
acrobat fillable form.**

<https://www.nmdfa.state.nm.us/local-government/community-development-bureau/legislative-information/>

Notice of Obligation:

- <https://www.nmdfa.state.nm.us/local-government/community-development-bureau/legislative-information/>

The Notice of Obligation form can be found on our website.

Please note that there are 2 forms available for use.

- The first form allows you to include up to 2 vendors.
- The second form allows you to include multiple vendors.

FY19 (moving forward) Legislative Exhibits

Search files:

Document	Open File
Exhibit 1 - Capital Grant Request For Payment Form	Open File
Exhibit 2 - Notice of Obligation	Open File
Exhibit 2 - Notice of Obligation for Multiple Vendors	Open File

NOTICE OF OBLIGATION TO REIMBURSE GRANTEE EXHIBIT 2

Notice of Obligation to Reimburse Grantee # _____
DATE: _____
TO: Department Representative: _____
FROM: Grantee Entity: _____
Grantee Official Representative: _____
SUBJECT: Notice of Obligation to Reimburse Grantee
Grant Number: _____
Grant Termination Date: _____

As the designated representative of the Department for Grant Agreement number _____ entered into between Grantee and the Department, I certify that the Grantee has submitted to the Department the following third party obligation executed, in writing, by the third party's authorized representative:

Vendor or Contractor: _____
Third Party Obligation Amount: _____

Vendor or Contractor: _____
Third Party Obligation Amount: _____

I certify that the State is issuing this Notice of Obligation to Reimburse Grantee for permissible purposes within the scope of the project description, subject to all the terms and conditions of the above referenced Grant Agreement.

Grant Amount (Minus AIPP if applicable): _____

The Amount of this Notice of Obligation: _____

The Total Amount of all Previously Issued Notices of Obligation: _____

The Total Amount of all Notices of Obligation to Date: _____

Note: Contract amounts may exceed the total grant amount, but the invoices paid by the grant will not exceed the grant amount.

Department Rep. Approver: _____

Title: _____

Signature: _____

Date: _____

1 Administrative and/or Indirect Cost – generally, the legislation authorizing the issuance of bonds prohibits the use of its proceeds for indirect expenses (e.g. penalty fees or damages other than pay for work performed, attorney fees, and administrative fees). Such use of bond proceeds shall not be allowed unless specifically authorized by statute.

Notice of Obligation: Filling out the form

- Download the NOO from the website.
- Once you have obtained the form it is important that you fill out the form properly.
- Handwritten submissions will not be accepted.
- This is a fillable form that allows you to enter your information and save to your computer.
- Be sure that you are tracking each of your submissions, there will be times when you will need to refer to past submissions.
- Do your best to follow the format in these instructions. This will help us to process your Notice of Obligation quickly and smoothly.

- Begin by providing the NOO number, please submit the notices in sequential order.
- Provide the date.
- Type in the name of your project manager.
- Type in the name of the entity
- Type in the name of the official representative.
- Type in the grant number and the termination/reversion date.
- **For the grant number, be sure that it matches the ID number in your grant agreement.**
- **Also note that once the number is entered in the grant number field it is also automatically generated in the second field.**

NOTICE OF OBLIGATION TO REIMBURSE GRANTEE EXHIBIT 2	
Notice of Obligation to Reimburse Grantee #	1
DATE:	2/4/21
TO: Department Representative:	Dawn Webster, Project Manager
FROM: Grantee Entity:	Village Of Milan
Grantee Official Representative:	Jane Smith, City Clerk
SUBJECT: Notice of Obligation to Reimburse Grantee	
Grant Number:	20-E2510
Grant Termination Date:	6/30/24
As the designated representative of the Department for Grant Agreement number 20-E2510 entered into between Grantee and the Department, I certify that the Grantee has submitted to the Department the following third party obligation executed, in writing, by the third party's authorized representative:	

ARTICLE I. PROJECT DESCRIPTION, AMOUNT OF GRANT AND REVERSION DATE

A. The project that is the subject of this Agreement is described as follows:

20-E2510 \$378,000.00 Appropriation Reversion Date: 6/30/2024
 Laws of 2020, Chapter 81, Section 35, Para. 166, three hundred seventy-eight thousand dollars (\$378,000.00) to plan, design, construct, equip, purchase, furnish and install improvements to soccer fields in Milan in Cibola county.

This section is typically found on the bottom of page 1 of your grant agreement.

- Next fill in the Vendor/Contractor information.
- Provide a copy of the quote or purchase order that shows the vendor and the \$ amount you have specified on the third party obligation amount as part of your back up documentation.
- If you have more than 2 vendors use the Notice of Obligation form for Multiple Vendors.
- This verifies for us that you are obligating funds for the work that has not yet been done.
- **This is an important step in setting up the funds that will later be paid out in your approved *Pay Request*.**
- **Expending funds should NOT begin until the Notice of Obligation is approved.**

Vendor or Contractor:	Wilson & Company, Inc. Engineers & Architects
Third Party Obligation Amount:	\$ 23,012.10
Vendor or Contractor:	
Third Party Obligation Amount:	

WILSON & COMPANY	Wilson & Company, Inc., Engineers & Architects 4401 Masthead Street NE, Suite 150 Albuquerque, NM 87109	
Village of Milan, NM PO Box 2727 623 Uranium Street Milan, NM 87021		QUOTE Date: 04/08/21 Project No: 2160006300
<u>ATTN: Sara Austin</u>		
Project	2160006300	Milan Soccer Field Improvements
Fee		
Total Fee	\$23,012.10	
Percent Complete	0.00	
	Total Earned	\$23,012.10
	Previous Fee	0.00
	Current	\$23,012.10
	Total Fee	\$23,012.10
Taxes		
Total Estimated Quote		\$23,012.10

- When you are providing your quotes or purchase orders, do not write in your amounts.
- Any quotes or purchase orders that have hand written amounts included will be rejected.
- Any discounts that will be applied to your quote/purchase order should be reflected on the document itself from the vendor.
- **Also note: you can request an amount on your Notice of obligation that is lower than the quoted amount.**
- **If your Notice of Obligation is asking for an amount that is higher than your quoted amount, you must provide a new quote/PO for the amount you are requesting.**

Vendor or Contractor:	Wilson & Company, Inc. Engineers & Architects
Third Party Obligation Amount:	\$ 23,012.10
Vendor or Contractor:	
Third Party Obligation Amount:	

WILSON & COMPANY	Wilson & Company, Inc., Engineers & Architects 4401 Masthead Street NE, Suite 150 Albuquerque, NM 87109	QUOTE Date: 04/08/21 Project No: 2160006300
Village of Milan, NM PO Box 2727 623 Uranium Street Milan, NM 87021		
<u>ATTN: Sara Austin</u>		
Project	2160006300	Milan Soccer Field Improvements
Fee		
Total Fee	\$23,012.10	
Percent Complete	0.00	
	Total Earned	\$23,012.10
	Previous Fee	0.00
	Current	\$23,012.10
	Total Fee	\$23,012.10
Taxes		
Total Estimated Quote		\$23,012.10

- In this section of the NOO, the latest version calculates the Total Amount of all Notices of Obligation to Date.
- Grant Amount is the full appropriation minus AIPP. If your grant agreement includes an amount for AIPP (Art In Public Places), subtract the AIPP and enter the remainder.
- On the 2nd line enter the amount of this Notice of Obligation.
- ****You will notice that the bottom line has calculated in the amount for the current Notice of Obligation.****
- After you have submitted the first notice of obligation, you will need to provide the total of all previously issued Notices of Obligation on the 3rd line.

I certify that the State is issuing this Notice of Obligation to Reimburse Grantee for permissible purposes within the scope of the project description, subject to all the terms and conditions of the above referenced Grant Agreement.

Grant Amount (Minus AIPP if applicable):	\$ 378,000.00
The Amount of this Notice of Obligation:	\$ 23,012.10
The Total Amount of all Previously Issued Notices of Obligation:	\$ 0.00
The Total Amount of all Notices of Obligation to Date:	\$ 23,012.10

Note: Contract amounts may exceed the total grant amount, but the invoices paid by the grant will not exceed the grant amount.

ARTICLE I. PROJECT DESCRIPTION, AMOUNT OF GRANT AND REVERSION DATE

A. The project that is the subject of this Agreement is described as follows:

20-E2510 \$378,000.00 Appropriation Reversion Date: 6/30/2024
Laws of 2020, Chapter 81, Section 35, Para. 166, three hundred seventy-eight thousand dollars (\$378,000.00) to plan, design, construct, equip, purchase, furnish and install improvements to soccer fields in Milan in Cibola county.

The Grantee's total reimbursements shall not exceed three hundred seventy-eight thousand dollars (**\$378,000.00**) (the "Appropriation Amount") minus the allocation for **Art in Public Places ("AIPP")**, if applicable, Zero Dollars (**\$0.00**), which equals three hundred seventy-eight thousand dollars (**\$378,000.00**) (the "Adjusted Appropriation Amount").

- **Be sure to check your totals against the back up documents (quotes/purchase orders) that you are submitting.**

- The title of “Department Rep. Approver” has already been filled in for you and is auto populated.
- Leave the signature and date fields blank. Once we have approved your NOO, you will receive a copy that contains the signatures and dates of our approval.

- **Save** your draft of the NOO to your computer using a recognizable naming convention.
- You may choose to add your back up documents to your pdf by inserting them into the document on the following pages, or you can provide your back up documents as a separate attachment to the same email.
- Email the completed form along with your supporting documents to your designated Project Manager and CC dfalgd.payables@state.nm.us

Department Rep. Approver:

[Redacted]

Title:

Project Manager

Signature:

Date:

¹ Administrative and/or Indirect Cost – generally, the legislation authorizing the issuance of bonds prohibits the use of its proceeds for indirect expenses (e.g. penalty fees or damages other than pay for work performed, attorney fees, and administrative fees). Such use of bond proceeds shall not be allowed unless specifically authorized by statute.

The Approved Notice of Obligation



- Once you have emailed the form to us for approval, we will process the form to make sure that it is complete and accurate.
- We will then email you the approved notice which will include req information along the top and signatures at the bottom. Please save this finalized version of the document as it will be used later in the Request for Payment Process.

		9:58AM
REQ#15982		(892)
NOTICE OF OBLIGATION TO REIMBURSE GRANTEE EXHIBIT 2		

Department Rep. Approver:	_____	Dawn Webster	_____
Title:	_____	Project Manager	_____
Signature:	_____	<i>Dawn Webster</i>	_____
Date:	_____	<i>CBM</i> 02/09/2021	<i>Jeannette Gallegos</i>

Obligation of funds

B. The Grantee must obligate 5% of the Adjusted Appropriation Amount within six months of the acceptance of the grant agreement and must have expended no less than 85% of the Adjusted Appropriation Amount six months prior to the reversion date.

- Please note that grantees are required to obligate 5% of their appropriation within the first 6 months of the execution of the grant agreement.
- Grantees also must expend no less than 85% of their appropriation within 6 months of the reversion date.

**Naming Conventions
are important!**

When saving & submitting your documents, be sure to title it using:

- The name of your entity
- The phrase “Notice of Obligation” or “NOO”
- The project ID number (21-F1234)
- The number of your Notice of Obligation.

Other suggestions to include in the name of the document are:

- name of the project
- total of your submitted NOO
- date

Copy the name of your document and paste it into the subject line of your email. This will allow us to find your submitted forms easily when searching our emails for related material. Save a copy for your records. Email the completed form along with your supporting documents to your designated Project Manager and CC dfalgd.payables@state.nm.us



ARTICLE VIII. REPORTS

A. Database reporting

The Grantee shall report monthly Project activity by entering such Project information as the Department and the Department of Finance and Administration may require, such information entered directly into a database maintained by the Department of Finance and Administration (<http://cpms.dfa.state.nm.us>). Additionally, the Grantee shall certify on the Request for Payment form (exhibit 1) that updates have been maintained and are current in the database. The Grantee hereby acknowledges that failure to perform and/or certify updates into the database will delay or potentially jeopardize the reimbursement of funds. The Department shall give the Grantee with a minimum of thirty (30) days' advance written notice of any changes to the information the Grantee is required to report.

Monthly reports shall be due on the last day of each month, beginning with the first full month following execution of this Agreement by the Department and ending upon the submission of the final request for reimbursement for the Project.

- CPMS Monthly Updates: Monthly updates should occur on the CPMS website on the last day of each month for each of your legislative projects.
- As you submit your Notice of Obligation, make an updated entry on the CPMS website. This website is checked for your update each time we receive a Notice of Obligation and Pay Request.

Capital Project Guidance: Part II

Pay Requests

DFA/Local
Government Division

Community
Development
Bureau (CDB)



New Mexico Department of
Finance & Administration

Part II

Pay Request:

Purpose and
Obtaining the
form

- The purpose of the Pay Request is to request reimbursement for legislative grant related expenditures.
- Examples of the fillable form for use are included within the last 2 pages of the grant agreement.
- **Please be sure that you are using the most recent Pay Request fillable form.**
- <https://www.nmdfa.state.nm.us/local-government/community-development-bureau/legislative-information/>

Obtaining the form

- You may also request a fillable copy of the form from your project manager along with the instructions on how to fill out the form.
- Once you have received the form, you are welcome to save the blank document and re-use it for your future submissions.

STATE OF NEW MEXICO CAPITAL GRANT PROJECT Request for Payment Form Exhibit 1			
I. Grantee Information <small>(Make sure information is complete & accurate)</small>		II. Payment Computation	
A. Grantee:	<input type="text"/>	A. Payment Request No. <input type="text"/>	
B. Address:	<input type="text"/>	B. Grant Amount: \$ 0.00	
<small>(Complete Mailing, including State, if applicable)</small>		C. AIPP Amount (If Applicable): \$ 0.00	
<input type="text"/>		D. Funds Requested to Date: \$ 0.00	
<small>City, State, Zip</small>		E. Amount Requested this Payment: \$ 0.00	
C. Contact Name/Phone #:	<input type="text"/>	F. Reversion Amount (If Applicable): \$ 0.00	
D. Grant No:	<input type="text"/>	G. Grant Balance: \$ 0.00	
E. Project Title:	<input type="text"/>	H. <input type="checkbox"/> GF <input type="checkbox"/> GOB <input type="checkbox"/> STB	
F. Grant Expiration Date:	<input type="text"/>	I. <input type="checkbox"/> Final Request for Payment (If Applicable)	
III. Fiscal Year : <input type="text" value="2021 (July 1, 2020-June 30, 2021)"/> <small>(The State of NM Fiscal Year is July 1, 20XX through June 30, 20XX of the following year)</small>			
IV. <input type="checkbox"/> Reporting Certification: I hereby certify to the best of my knowledge and belief, that database reporting is up to date; to include the accuracy of expenditures and grant balance, project status, project phase, achievements and milestones; and in compliance with Article VIII of the Capital Outlay Grant Agreement.			
V. <input type="checkbox"/> Compliance Certification: Under penalty of law, I hereby certify to the best of my knowledge and belief, the above information is correct; expenditures are properly documented, and are valid expenditures or actual receipts; and that the grant activity is in full compliance with Article IX, Sec. 14 of the New Mexico Constitution known as the "anti donation" clause.			
Grantee Fiscal Officer or Fiscal Agent (if applicable)		Grantee Representative	
<input type="text"/>		<input type="text"/>	
Printed Name		Printed Name	
Date: <input type="text"/>		Date: <input type="text"/>	
(State Agency Use Only)			
Vendor Code: <input type="text"/>	Fund No.: <input type="text"/>	Loc No.: <input type="text"/>	
I certify that the State Agency financial and vendor file information agree with the above submitted information.			
<input type="text"/>		<input type="text"/>	
Division Fiscal Officer	Date	Division Project Manager	Date

Filling out the Request for Payment form

- Starting in section I...
- A: Enter the grantee name
- B: For this section, there are two lines. In the first line enter the address number and street or PO BOX only. **In the second line** provide the City, State and Zip code. This should match the address on your W9 submitted to DFA.
- C: provide the phone number
- D: Enter the grant number that appears on the Grant Agreement i.e. 22-GXXXX.
- E: Enter the project title.
- F: Enter the expiration of the project.

Request for Payment Exhibit	
I. Grantee Information	
(Make sure information is complete & accurate)	
A. Grantee:	<input type="text"/>
B. Address:	<input type="text"/>
(Complete Mailing, including Suite, if applicable)	
	<input type="text"/>
City, State, Zip	
C. Contact Name/Phone #:	<input type="text"/>
D. Grant No:	<input type="text"/>
E. Project Title:	<input type="text"/>
F. Grant Expiration Date:	<input type="text"/>

- For this graphic, I wanted to show how the Grant Agreement can be useful in filling out the Request for Payment form if you need a reference.

- I included the 2 paragraphs from the first page of the grant agreement that shows some helpful information.

- For the Project Title it is okay to abbreviate the title so that we know which project you are referring to. You do not need to include, “plan, design, construct, etc...”

- In the Project Title section, for example, you could put “Milan Soccer Field Improvements”.

I. Grantee Information

(Make sure information is complete & accurate)

A. Grantee: _____

B. Address: _____
 (Complete Mailing, including Suite, if applicable)

 City, State, Zip

C. Contact Name/Phone #: _____

D. Grant No: _____

E. Project Title: _____

F. Grant Expiration Date: _____

THIS AGREEMENT is made and entered into as of this 13th day of October, 2020, by and between the Department of Finance and Administration, State of New Mexico, acting through the Local Government Division, Bataan Memorial Building, Room 202, Santa Fe, New Mexico, 87501, hereinafter called the "Department" or abbreviation such as "DFA/LGD", and the Village of Milan, hereinafter called the "Grantee." This Agreement shall be effective as of the date it is executed by the Department.

ARTICLE I. PROJECT DESCRIPTION, AMOUNT OF GRANT AND REVERSION DATE

A. The project that is the subject of this Agreement is described as follows:

20-E2510 ← \$378,000.00 Appropriation Reversion Date: 6/30/2024
 Laws of 2020, Chapter 81, Section 35, Para. 166, three hundred seventy-eight thousand dollars (\$378,000.00) to plan, design, construct, equip, purchase, furnish and install improvements to soccer fields in Milan in Cibola county.

- For Section II:
- A: Provide the request number, please use sequential order.
- B: Put in the Full Grant Amount.
- C: Provide the AIPP amount.
- D: Provide the total amount of funds requested for all Requests for Payment to date.
- E: Provide the amount for the request you are currently asking for.
- F: Upon the final request, you will include the amount of funds that are reverting from the grant.
- G: The Grant Amount is automatically generated based on the above entries.

II. Payment Computation

A. Payment Request No.	
B. Grant Amount:	\$ 0.00
C. AIPP Amount (<i>If Applicable</i>):	\$ 0.00
D. Funds Requested to Date:	\$ 0.00
E. Amount Requested this Payment:	\$ 0.00
F. Reversion Amount (<i>If Applicable</i>):	\$ 0.00
G. Grant Balance:	\$ 0.00
H. <input type="checkbox"/> GF <input type="checkbox"/> GOB <input type="checkbox"/> STB	
I. <input type="checkbox"/> Final Request for Payment (<i>if Applicable</i>)	

- For Section II:
- H: Please be sure to check off the correct box for your funding source.
- Typically, the funding sources for Capital Outlay are General Fund (GF) or Severance Tax Bonds (STB). Note that pay requests using STB have a minimum submission requirement of \$1,500, General Fund has no minimum requirement.
- General Obligation Bonds (GOB) are used for Senior Centers administered by Aging and Long-Term Services (ALTSD) and would not be used for submissions to Local Government Division (LGD).
- If you are unsure of your funding source, you can locate the correct information by going to the CPMS site.
- <http://cpms.dfa.state.nm.us>

I. Reversion Amount (if Applicable):	\$ 0.00	
G. Grant Balance:	\$ 0.00	
H. <input type="checkbox"/> GF	<input type="checkbox"/> GOB	<input type="checkbox"/> STB
I. <input type="checkbox"/> Final Request for Payment (if Applicable)		

- For Section II:
- <http://cpms.dfa.state.nm.us>
- In the CPMS webpage, type in the last 4 digits of your project ID in the last box and hit Submit.

Capital Appropriations Search

[Login](#)

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:

Agency:

City:

County:

FundCode:

Appropriation Title:

Keywords:

ApprID:

- For Section II:
- <http://cpms.dfa.state.nm.us>
- Once you have entered the project ID, the proper funding source will be indicated in the middle of the next page.
- It is important that you include the correct funding source on your request. Having to stop and ask for a revision or attempting to edit the documents takes time away from the process. If there is a question on this section please reach out!

Capital Appropriations Search Results

[Home](#) [Reports](#)

Click on a Appr ID to see the Appropriations information.
Click on an Agency to send an email to that Agency's administrator.

Admin Agency	Fiscal Agent	Appr ID	Appropriation Title	Fund Code	State Amount	Balance (SHARE)	Balance (BOF)	Reversion Date
Department of Finance and Administration	33002	E2510	MILAN SOCCER FIELDS IMPROVE	STB	\$378,000	\$378,000	\$378,000	6/30/2024

H. GF GOB STB
 I. Final Request for Payment (if Applicable)

- For Section II:
- Check the Final Request for Payment box for the last pay request of the project. Otherwise, leave blank.
- You will also need to submit a memo that states that this is your final request and also identifies any funding amount that will be reverted.

II. Payment Computation	
A. Payment Request No.	
B. Grant Amount:	
C. AIPP Amount (If Applicable):	
D. Funds Requested to Date:	
E. Amount Requested this Payment:	
F. Reversion Amount (If Applicable):	\$ 0.00
G. Grant Balance:	\$ 0.00
H. <input type="checkbox"/> GF <input type="checkbox"/> GOB <input type="checkbox"/> STB	
I. <input checked="" type="checkbox"/> Final Request for Payment (if Applicable)	

III. Fiscal Year : 2022 (July 1, 2021-June 30, 2022)

(The State of NM Fiscal Year is July 1, 20XX through June 30, 20XX of the

- ▶ You will need to download the form and save it on your desktop or in a file in order to correctly adjust the fiscal year.
- ▶ Section III: Be sure to use the correct Fiscal Year. You will be including invoices with your request. The dates on your invoices will determine which fiscal year your request belongs under.
- ▶ Fiscal year 2022 runs from July 1, 2021 through June 30, 2022. Any invoices from before June 30, 2021 would be part of the 2021 fiscal year and cannot be submitted for FY2022.
- ▶ When you click on the Fiscal Year field, you will need to use your up and down arrows on your keyboard to select the correct year.

III. Fiscal Year : 2022 (July 1, 2021-June 30, 2022)

(The State of NM Fiscal Year is July 1, 20XX through June 30, 20XX of the

- ▶ It is important that you are aware of the fiscal year and how it applies to your pay request.
- ▶ When submitting invoices, the fiscal year is determined by the date that the expenses are incurred.
- ▶ Simply put, the expenses are incurred on the date that the actual work was done or when the purchase was made. Incurred means that all transactions, regardless of their nature, must be recorded **when they occur**. It means that an accountant must recognize and record the transaction on the date when it occurred rather than on the date when the transaction was actually paid.

- Section III, IV and V

IV.  **Reporting Certification:** I hereby certify to the best of my knowledge and belief, that database reporting is up to date; to include the accuracy of expenditures and grant balance, project status, project phase, achievements and milestones; and in compliance with Article VIII of the Capital Outlay Grant Agreement.

V.  **Compliance Certification:** Under penalty of law, I hereby certify to the best of my knowledge and belief, the above information is correct; expenditures are properly documented, and are valid expenditures or actual receipts; and that the grant activity is in full compliance with Article IX, Sec. 14 of the New Mexico Constitution known as the "anti donation" clause.

- ▶ Check the box for the Reporting Certification.
- ▶ Check the box for Compliance Certification.

ARTICLE VIII. REPORTS

A. Database reporting

The Grantee shall report monthly Project activity by entering such Project information as the Department and the Department of Finance and Administration may require, such information entered directly into a database maintained by the Department of Finance and Administration (<http://cpms.dfa.state.nm.us>). Additionally, the Grantee shall certify on the Request for Payment form (exhibit 1) that updates have been maintained and are current in the database. The Grantee hereby acknowledges that failure to perform and/or certify updates into the database will delay or potentially jeopardize the reimbursement of funds. The Department shall give the Grantee with a minimum of thirty (30) days' advance written notice of any changes to the information the Grantee is required to report.

Monthly reports shall be due on the last day of each month, beginning with the first full month following execution of this Agreement by the Department and ending upon the submission of the final request for reimbursement for the Project.

- Section III, IV and V

IV.  **Reporting Certification:** I hereby certify to the best of my knowledge and belief, that database reporting is up to date; to include the accuracy of expenditures and grant balance, project status, project phase, achievements and milestones; and in compliance with Article VIII of the Capital Outlay Grant Agreement.

V.  **Compliance Certification:** Under penalty of law, I hereby certify to the best of my knowledge and belief, the above information is correct; expenditures are properly documented, and are valid expenditures or actual receipts; and that the grant activity is in full compliance with Article IX, Sec. 14 of the New Mexico Constitution known as the "anti donation" clause.

- ▶ Check the box for the Reporting Certification: For this section you are indicating that you have updated CPMS with the current project status and all other new information. This should be completed each time you submit a pay request and it is good practice to complete this step when submitting a notice of obligation as well.
- ▶ Check the box for Compliance Certification: This section indicates that you are in compliance with all of the information of the grant agreement.

• Signature Section

<hr/> <p>Grantee Fiscal Officer or Fiscal Agent <i>(if applicable)</i></p> <p>_____</p> <p>Printed Name</p> <p>Date: _____</p>	<hr/> <p>Grantee Representative</p> <p>_____</p> <p>Printed Name</p> <p>Date: _____</p>
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- ▶ Have the document signed by the Grantee Fiscal Officer/Fiscal Agent and the Grantee Representative. These officials are identified on page 3 of the Grant Agreement and should be 2 different signatures.
- ▶ Include the printed name and the date below.
- ▶ Electronic signatures are accepted and encouraged. This is also to help avoid printing and scanning the document which alters the quality of the document.

SUBMIT THE FINAL FORM VIA EMAIL

**Naming Conventions
are important**

When saving your document, be sure to title it using:

- The name of your entity
- The phrase “Pay Request” The project ID number
- The number of your Pay Request, i.e. “Pay Request #2”

Other suggestions to include in the name of the document are:

- the name of the project
- the total of your submitted Pay Request
- the date.

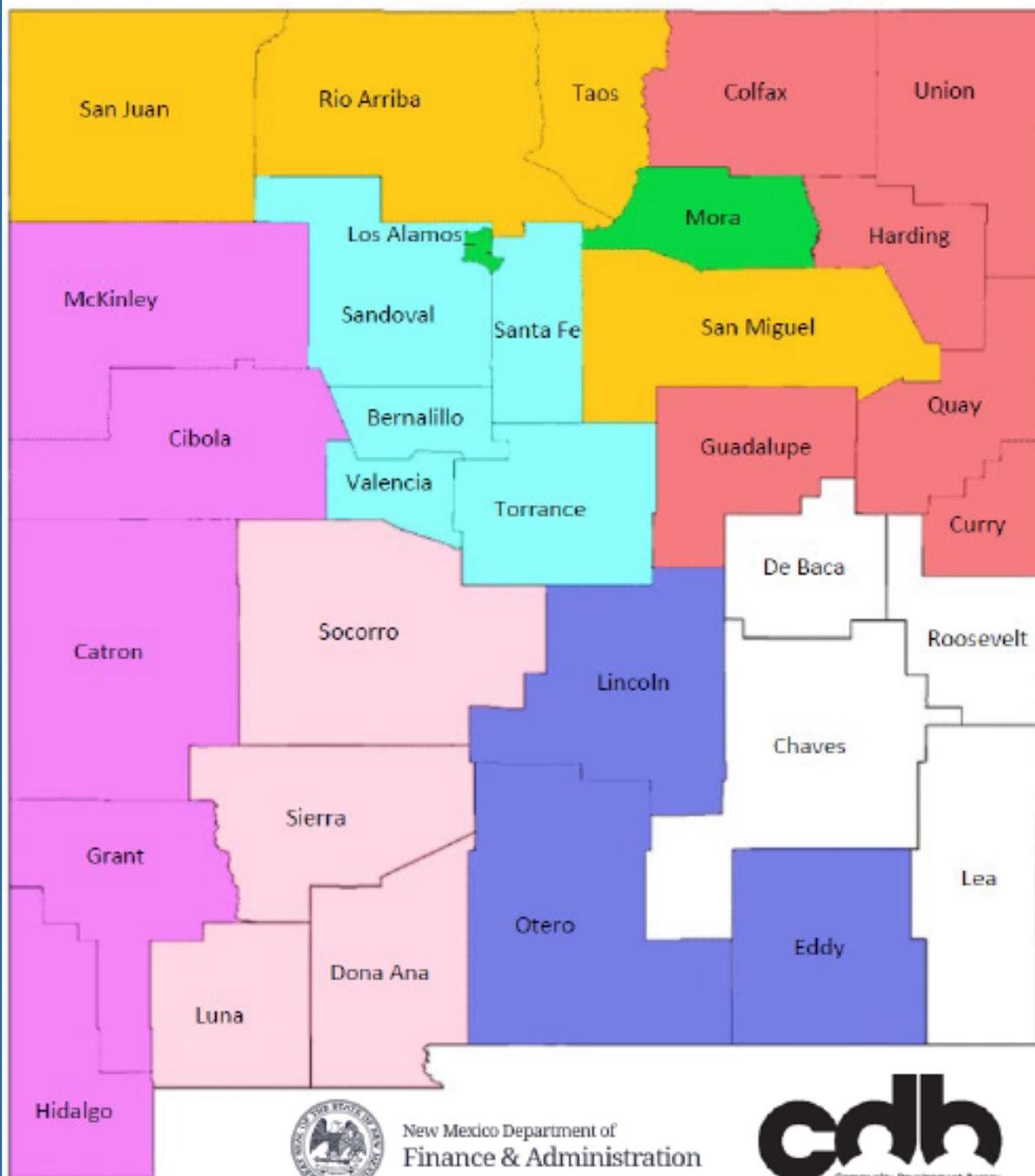
Copy the name of your document and paste it into the subject line of your email. This will allow us to find your submitted forms easily when searching our emails for related material. Pay requests are submitted via email to directly to your project manager.

Important Considerations

- ▶ Include a copy of the fully approved NOO with the pay request.
- ▶ Be sure to include your invoices and your proof of payment as part of the pdf backup documentation.
- ▶ Double check that the total that you are submitting for reimbursement is identifiable on your invoices. If you need to provide a breakdown of the total for clarity, go for it!
- ▶ Update the CPMS Website with information regarding your submissions for both NOOs and Pay Requests.

Other Important Considerations

- ▶ When making purchases, do not pay with cash or personal credit card. You can use a check from the entity.
- ▶ If CES is your vendor, you must subtract the CES fee of 1.0125% from the total of your request for payment. Document this on your invoice and Notice of Obligation back up documents.
- ▶ NMAC is a great reference to determine what your funding allows you to accomplish. The link for **Bond Disbursement Rules** can be found on the link below.
- ▶ <https://www.nmdfa.state.nm.us/board-of-finance/rules-and-policies/>
- ▶ Be aware of year end deadlines and contract expiration dates.



	Arlana Vigil 505-470-7041 Arlana.vigil@state.nm.us
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	Monica Tapia 505-470-1775 Monica.tapia@state.nm.us
	Steve Lacy 505-695-5602 Steven.lacy@state.nm.us

- For **Legislative Projects** for Bernalillo, Santa Fe, Valencia, Sandoval and Torrance counties contact Daniel Catanach.
- For **CDBG Projects** for Bernalillo, Santa Fe, Valencia, Sandoval and Torrance counties contact Monica Tapia.
- For Las Cruces **legislative Projects** contact Donna Stewart.
- Legislative projects** for Albuquerque, NM Mortgage Finance Authority, North Central Regional Transportation District and San Ysidro (**Legislative & CDBG**) contact Monica Tapia.
- For the **Infrastructure Capital Improvement Plan (ICIP)** contact Annette Apodaca, 505-369-0341; Annette.Apodaca@state.nm.us
- **CDB Bureau Chief, Carmen Morin**; 505-470-8979; CarmenB.Morin@state.nm.us



New Mexico Department of Finance & Administration



RESOURCES:

Website: <https://www.nmdfa.state.nm.us/local-government/community-development-bureau/>

Legislative Information: Capital Outlay Guidance

Notice of Obligations:

<https://www.youtube.com/watch?v=9K-a7a9U2Ag>

Pay Requests:

<https://www.youtube.com/watch?v=5dUDbHmqvfw>

Need the latest forms?

<https://www.nmdfa.state.nm.us/local-government/community-development-bureau/legislative-information/>