

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

STATE OF NEW MEXICO
DEPARTMENT OF FINANCE AND ADMINISTRATION
INFRASTRUCTURE PLANNING & DEVELOPMENT DIVISION
CAPITAL PLANNING & POLICY BUREAU



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CPMS REPORTING REQUIREMENTS & PROCESS FOR NEW AND REAUTHORIZED CAPITAL OUTLAY APPROPRIATIONS

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-IPDD website or through the following link: <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 drop-down 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:

⇒ **State Agencies and Local Entities** are required to update active capital outlay appropriations in CPMS on a quarterly basis. Updates must be done **by the last day (30th or 31st) 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 Planning & Policy.

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: ##### successfully updated”**

Capital Appropriations Search

Log

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:

AppriID:

Admin Agency	Fiscal Agent	Appr ID	Appropriation Title	Fund Code
Department of Finance and Administration	99341	12487	CITY PARK IMPROVEMENTS STATEWIDE	GF
Department of Finance and Administration	99341	12488	DFA CAPITAL PLANNING & MGT SYS INFO TECH	GF
Department of Finance and Administration	99341	12489	DFA EMERGENCY INFRAEQUIP & VEH PRCHS STATEWIDE	GF
Department of Finance and Administration	99341	12490	DFA WATER TRUST BOARD PROJECTS	GF

Character Count Limits - Please be mindful of character limits when entering your updates as going over limits will cause an error when you submit. You may consider using the word count feature on Microsoft Word before entering your updates to ensure they are within the limit.

- Project Status - 2000 characters
- Goal/Milestone achieved Last Qtr - 300 characters
- Goal/Milestone for Next Qtr - 200 characters
- Comments under Project Timeline - 200 characters

1. At the top right of the “Capital Appropriations Search” title bar Click **Login**.
2. Click on **State Agency OR Local Entity** (i.e., the appropriate reporting role) 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.
 - 4.a. 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, enter the ApprID and click **Submit** to find the State Agency for the project
 - Contact the State 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.

Capital Appropriations Search Login Reports

Login for capital monitoring information: Login for bond project questionnaires:

State Agency State Agency

Local Entity Local Entity

BOF Staff

BOF Bond Counsel

BOF Board Counsel

BOF Admin

Capital Appropriations

Please enter your username and password below. You will be given access to change the status and information of your agency's appropriations.

Unauthorized access is strictly prohibited.

Login

Username: 02000

Password:

Submit Reset

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:
 FundCode:
 Appropriation Title:
 Keywords:
 ApprID: H1234

Submit Reset

Capital Appropriations

Bernalillo County Home

Open Appropriations Only

Click on an Appropriations ID to modify values for that Appropriation.
 Appropriations that are completed cannot be modified.

Admin Agency	Fiscal Agent	Approp ID	Appropriation Title	Fund Code	State Amount	Balance	Reversion Date	Printable Format
805	02000	13-1816	ALAMEDA BLVD MEDIANS IMPROVE	STB	\$60,000	\$60,000	6/30/2017	13-1816

6. Update all required fields in your section:

- 1st (dark gray) section contains appropriation information uploaded 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
State 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 a quarterly basis
Local entity must ensure that quarterly updates are made in CPMS with sufficient time for the state agencies to review and report

Capital Appropriations									
Bernalillo County									
Home									
Open Appropriations Only									
Click on an Appropriations ID to modify values for that Appropriation. Appropriations that are completed cannot be modified.									
Admin Agency	Fiscal Agent	Approp ID	Appropriation Title	Fund Code	State Amount	Balance	Reversion Date	Printable Format	
805	02000	13-1816	ALAMEDA BLVD MEDIANS IMPROVE	STB	\$60,000	\$60,000	6/30/2017	13-1816	
13-1816 - Admin Agcy: 805 - Fiscal Agent: Bernalillo County - Dept Code: A131816 - Class Code: 31816									
Year		2013							
Appropriation Title:		ALAMEDA BLVD MEDIANS IMPROVE							
Description:		3. sixty thousand dollars (\$60,000) to plan, design and construct median improvements, including irrigation, to Alameda boulevard between the Rio Grande and Second street in the north valley in Bernalillo county.							
Fund Code		SEVERANCE TAX BONDS							
EO 2013-006 Eligibility									
Bond Sale Date		7/23/2013							
Bond Series Number		STB13A							
Amount of Bond Sale		\$60,000							
Category		Local							
Subcategory		Highways, Roads & Bridges (streets, overpasses, drainage, lights, etc.)							
County		Bernalillo							
State Amount		\$60,000							
Chapter/Section		226 / 367 3							
Reversion Date		6/30/2017							
SHARE/BOF Data									
Valid Encumbrance Amount (SHARE)		\$0							
Expended Amount (SHARE/BOF)		\$0							
AIPP Amount (BOF)		\$0							
Reversion Amount (BOF)		\$0							
Appropriation Balance		\$60,000							
Last Update (SHARE/BOF)		3/30/2015							
State Agency Data									
Local Fiscal Agent		02000 - Bernalillo County							
Reauth from Prior Project Amount		\$0							
Amount Obligated		\$60,000							
Project End Date		6/30/2017							
Expended Amount ?		\$0							
AIPP Amount		\$0							
Reauth of Balance to New Project		\$0							
Reauth to Project #?									
Reversion Amount		\$0							
Project Status?		Grant Agreement D14232							
Goal/Milestone achieved Last Quarter		Grant Agreement issued.							
Goal/Milestone for next Quarter		Receipt of Notice of Obligation to create PO							
Project Phase		0200 - Purchase in Process - Ad/Bid							
Current Balance		\$60,000							
Last Agency Update		3/30/2015							
Last Agency Submission Date		3/26/2015							
Local Data									
CIP Project #?		0							
CIP Priority Year/Rank		0							
Expended Amount (Local Entity) ?		0							
Balance (Local Entity) ?		00000							
Project Status (Local Entity)?		Phase construction complete. Quote was obtained from County on call contractor for completion of medians.							
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)		3/5/2015 12:00 #format: mm/dd/yyyy							
Last Update (Local)		3/12/2015							
<input type="button" value="Submit"/>									

7.a. **State Agency (use only):** Update all required fields in your section:

Field Names and Types for **STATE AGENCY DATA SECTION:**

Local Fiscal Agent Code - 5 Digit Number assigned to identify local entity. You may access the list of fiscal agent codes from the "Capital Appropriations Search" page or through the following link: <https://cpms.dfa.state.nm.us/ExternalDocs/Local%20Fiscal%20Agent%20Codes.pdf>.

Reauth from Prior Project Amount - enter the unexpended balance of the reauthorized appropriation or the stated amount reauthorized by the Bill, whichever is less. If the appropriation is new, leave amount at zero.

Amount Obligated - enter the amount of all Notices of Obligation to reimburse grantee to date.

Project End Date - enter the expected project completion date (this is not the reversion date).

Expended Amount - enter the total amount expended (not including AIPP transferred to DCA).

AIPP Amount - enter the AIPP amount transferred to DCA.

Reauth of Balance to New Project - enter the unexpended balance of the reauthorized appropriation or the stated amount reauthorized by the Bill, whichever is less. If the appropriation has not been reauthorized, leave the amount at zero.

Reauth to Project # - enter the new appropriation ID number of the project where the unexpended balance has been reauthorized (example I4030).

Reversion Amount - enter the unexpended balance reverted either because the project is complete or set to expire based on the reversion date.

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.

Goal/Milestone achieved last quarter - list goals and milestones achieved since the last reporting quarter.

Goal/Milestone achieved for quarter - list goals and milestones to be achieved by the next reporting quarter.

Project Phase - choose a phase from the drop down box. (For a list of phase options and definitions, refer to page 6.)

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

State Agency Data	
Local Fiscal Agent Code	99333 Taxation & Revenue Department
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
Calculated Balance	\$1,500,000
Last Agency Update	2/11/2014
Last Agency Submission Date	1/1/1980 12:00

PROJECT TIMELINE							
	Date Completed, Expected,	Amount Funded	Future Funding	Funding Sources	Contractor Name	Contract Amount	Comments
	Completion Date or N/A						
Grant Agreement Issued	Jan 1 1980 12	0	0			0	
Water Rights	Jan 1 1980 12	0	0			0	
Easement & Right-of-Way	Jan 1 1980 12	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	

* **The local entity is responsible for completing the project timeline unless the appropriation is not assigned to a local entity, in which case the agency is responsible for the project timeline.**

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. Federal, other State funds, private, etc.), contractor name, contract amount, and additional comments.

7.b. **Local Entity (use only):** 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 7 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 is 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, other State funds, private, etc.), contractor name, contract amount, and additional comments.

Local Data							
ICIP Project #?	0 <small>Enter numbers only - No comma separators</small>						
ICIP Priority Year/Rank	0 0 <small>Enter numbers only - No 3 or comma separators</small>						
Expended Amount (Local Entity)?	0 <small>Enter numbers only - No 3 or comma separators</small>						
Balance (Local Entity)?	60000 <small>Enter numbers only - No 3 or comma separators</small>						
Project Status (Local Entity)?	Phase construction complete. Quote was obtained from County # en call contractor for completion of medians. <small>Quote was obtained from County # en call contractor for completion of medians.</small>						
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)	3/5/2015 12:00 <small>Format: mm/dd/yyyy</small>						
Last Update (Local)	3/12/2015						
Submit							
PROJECT TIMELINE							
Date Completed, Expected,							
Completion Date or N/A	Amount Funded to Date						
Amounts	Future Funding						
Funding Sources	Contractor Name						
Contract Amount	Comments						
Grant Agreement Issued	Jan 1 1980 12	0	0			0	
Water Rights	Jan 1 1980 12	0	0			0	
Easement & Right-of-Way	Jan 1 1980 12	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	

APPROPRIATION PHASE – OPTIONS & DEFINITIONS

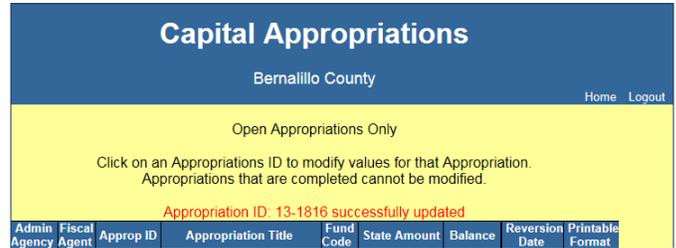
CODE	DESCRIPTION	PHASE DEFINITION - State Agency	PHASE DEFINITION - Local Entity	ACCOUNTING STATUS
0100	Appropriated	Beginning Phase - default for all appropriations when loaded into CPMS by Capital Outlay Bureau.	Phase not utilized by Local Entity	NA
0110	Certified	Agency certifies they are ready to move forward with this appropriation.	Phase not utilized by Local Entity	NA
0120	Not Certified	Agency indicates they are not ready to move forward with this appropriation. (Explain "Why Not?" in Status/Comments field.)	Phase not utilized by Local Entity	NA
0130	Budgeted	Agency indicates appropriation has been budgeted.	Phase not utilized by Local Entity	BUDGETED
0140	Not Budgeted	Agency indicates appropriation has not been budgeted. (Explain "Why Not?" in Status/Comments field)	Phase not utilized by Local Entity	NA
0150	Grant Agreement Issued	Indicates a Grant Agreement has been issued to the local public body	Indicates the grant agreement has been received from the state agency	NA
0160	Grant Agreement Executed	Indicates a grant agreement has been received back from the local public body, signed and fully executed	Indicates grant agreement has been signed by the state agency and is fully executed	PRE-ENCUMBERED
0175	Project Planning	Appropriation is part of a construction project and appropriation is being used for planning. Explain in Status/Comments specifics on the planning stage for this appropriation.	Appropriation is part of a construction project and appropriation is being used for planning. Explain in Status/Comments specifics on the planning stage for this appropriation.	ONLY ENCUMBERED PORTION UNDER THIRD PARTY OBLIGATION - BASED ON STATE NOTICE OF OBLIGATION TO GRANTEE
0200	Purchase in Process	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.	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
0210	Project In Design	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.	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
0220	Project in Construction	Appropriation is for a construction project and construction has started. Explain in Status/Comments specifics on phase of construction.	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
0230	Substantial Completion	Appropriation has reached substantial completion. Explain in Status/Comments specifics on completion of this appropriation.	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
0240	Project Complete	Status on appropriation is complete. If balance remains, indicate balance in Reversion Amount and proceed with reversion process.	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
0245	Purchase Complete	Status on PURCHASE is complete. If balance remains, indicate balance in Reversion Amount and proceed with reversion process.	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
0250	Project Closed	Closed - No further activity for appropriation - appropriation fully expended or balance has been reverted. Submit documentation to Capital Outlay Bureau verifying reversion has been done.	Closed - No further activity for appropriation - appropriation fully expended or balance has been reverted.	BALANCES REVERTED
BONDF	Bond election failed - Appr Null	Used for GOB appropriations where the bond election failed.	Phase not utilized by Local Entity	NA
BONDN	Bonds not Sold - Appr Null	Used for STB appropriations where bonds have not sold - and will not be sold for specific reasons - provide details in Status/Comments.	Phase not utilized by Local Entity	NA
NONRV	Non-Reverting Funds	Used for appropriations where the funds are non-reverting (i.e. Public Schools Capital Outlay).	Phase not utilized by Local Entity	PRE-ENCUMBERED
REAUT	Funds reauthorized for another	Used by Agency who has the appropriation that was reauthorized to another. Agency designates the "unexpended balance" available for the new project in the Reauth of Balance to New Project field and selects this option.	Phase not utilized by Local Entity	EXPENDED
RNOBL	Reauthorized but no balance available	Used by both the Agency who has the appropriation that was reauthorized to another and by the Agency receiving the reauthorized appropriation and there is no "unexpended balance" available for the reauthorization.	Phase not utilized by Local Entity	EXPENDED
VETO	Vetoed projects	For old projects already designated as VETO in the Appropriation Phase field. Do not use for current appropriations.	Phase not utilized by Local Entity	NA
VOID	Project voided - Time lapsed	Used for STB projects if appropriation was not certified and the time lapsed to certify and sell bonds.	Phase not utilized by Local Entity	NA

- 8. Once updates are done, print page and click **Submit**. (If you do not submit, updated information will be lost.)



Tip: Print or save page electronically before clicking on submit. Changes may be lost if the system encounters a reporting error. **Each monthly print out must be kept in the physical or electronic 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 (or save electronically) the data for your files, click the **Appr ID** in blue in the "Printable Format" column. **Each monthly print out or electronic copy must be kept in the project file to maintain reporting history.**
- 12. Upon completion of all updates, click **Logout** at top right corner.

Local Entities (use only): 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 a State 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.

State Agency Data	
ICIP Project #	
ICIP Priority #	
Local Fiscal Agent Code	12004 - Pecos Independent School District
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	\$55,000
Last Agency Update	11/18/2015 12:00:00 AM
Last Submission Date	