**STATE OF NEW MEXICO**

**DEPARTMENT OF [insert state agency]**

**FUND [insert fund number] CAPITAL APPROPRIATION PROJECT**

**AMENDMENT NO. [XX]**

**Grantee: [Local entity assigned to the Grant Agreement # below]**

**Grant Agreement #: [grant no. assigned by Administering Department – may include a list of multiple grant no. or “See attached Spreadsheet”]**

**CAPITAL APPROPRIATION PROJECT AGREEMENT, ARTICLE VIII:**

**ARTICLE VIII. REPORTS**

**(CURRENT)**

**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 Grantee 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.

**CAPITAL APPROPRIATION PROJECT AGREEMENT, ARTICLE VIII IS AMENDED AS FOLLOWS:**

**ARTICLE VIII. REPORTS**

**(AMENDED)**

**A.** **Database Reporting**

The Grantee shall report quarterly 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 Grantee a minimum of thirty (30) days’ advance written notice of any changes to the information the Grantee is required to report.

Quarterly reports shall be due on the last day of the month that is 30 days prior to the end of the quarter following execution of this Agreement by the Department and ending during the quarter of the submission of the final request for reimbursement for the Project, or the following quarter. **IN WITNESS WHEREOF**, the parties do hereby execute this Amendment.

**THIS AMENDMENT** has been approved by:

**GRANTEE**

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Chief Elected Official/Authorized Signatory Date

(Type or Print Name)

**DEPARTMENT OF [insert state agency]**

 Division Director or Designee Date

(Type or Print Name)