



New Mexico
Department of Finance
and Administration



How to use the DFA Platform: Capital Project System (“CAPS”)

Hosted by DFA Infrastructure Planning and Development Division (IPDD)

INTRODUCING

DFA PLATFORM

A centralized, unified system designed for managing processes between DFA, state agencies, and local entities.

- The system will be accessible from an internet browser at platform.dfa.nm.gov
 - Multi-factor authentication by text or email is required
 - This may be one of multiple modules a user will have access to
- **“Capital Project System/CAPS” within the DFA Platform is used to complete Infrastructure Capital Improvement Plans (ICIP) and report on capital appropriations.**



HISTORICAL
OVERVIEW



NEW CAPS
SYSTEM



SYSTEM DEMO



NEXT STEPS

Historical Overview

Chapter 5, Article 8, Section 6, NMSA 1978

- Entities shall use qualified professionals to prepare the capital improvements plan.

Infrastructure Capital Improvement Plan (ICIP)

- 5-year planning tool that is developed/updated annually (at a minimum)
- Establishes organizational capital priorities & increases funding opportunities
- Entities that submit ICIPs:
 - State agencies
 - Counties
 - Municipalities
 - Nations, Pueblos, and Tribes
 - Special districts (acequias, land grants, etc.)
 - Senior citizen facilities



The screenshot displays the 'ICIP - Project Add' form within the New Mexico Department of Finance & Administration system. The form is titled 'ICIP - Project Add' and includes navigation buttons for 'Home', 'Entity Profile', 'Projects', and 'Help'. It features a 'Cancel' and 'Save' button at the top left. A note states: 'Note: The web site will "time-out" if there has been no activity for an extended amount of time (approximately 30 minutes) and all data that was not saved will be lost. Be sure not to just leave it idle.' Below this, a warning says: 'All fields in this section must be completed. If you need to respond to some questions at a later date, type in something like "For Later Response" and continue. This insert screen contains only a partial set of the project fields. After inserting a new project and saving, then use the "Edit Current Project" to finish the project entry.' The form fields include: 'Entity Code' (text), 'Agency/Entity' (text), 'Project Title' (text), 'Project Contact Name' (text), 'Contact Phone' (text), 'Contact Email' (text), 'Year' (dropdown), 'Plan Project Priority Rank' (text), 'Project Type' (dropdown), 'Category Code' (dropdown), 'Project Location (Physical Address or mid-point of project)' (text), 'City' (text), 'State' (text), 'Zip' (text), 'Latitude' (text), and 'Longitude' (text). There are also two large text areas for 'Legislative Language: Provide recommended language (please use action words, such as "to plan and design" or "to design and construct" as well as what the project is, such as "a multipurpose center". Do not include justification. MANDATORY' (500 characters maximum) and 'Description/Scope of Work: Provide a brief description of work to be completed. This must match budget categories (i.e. complete Environmental Studies, Plan, Design and Construct). MANDATORY' (1,000 characters maximum).

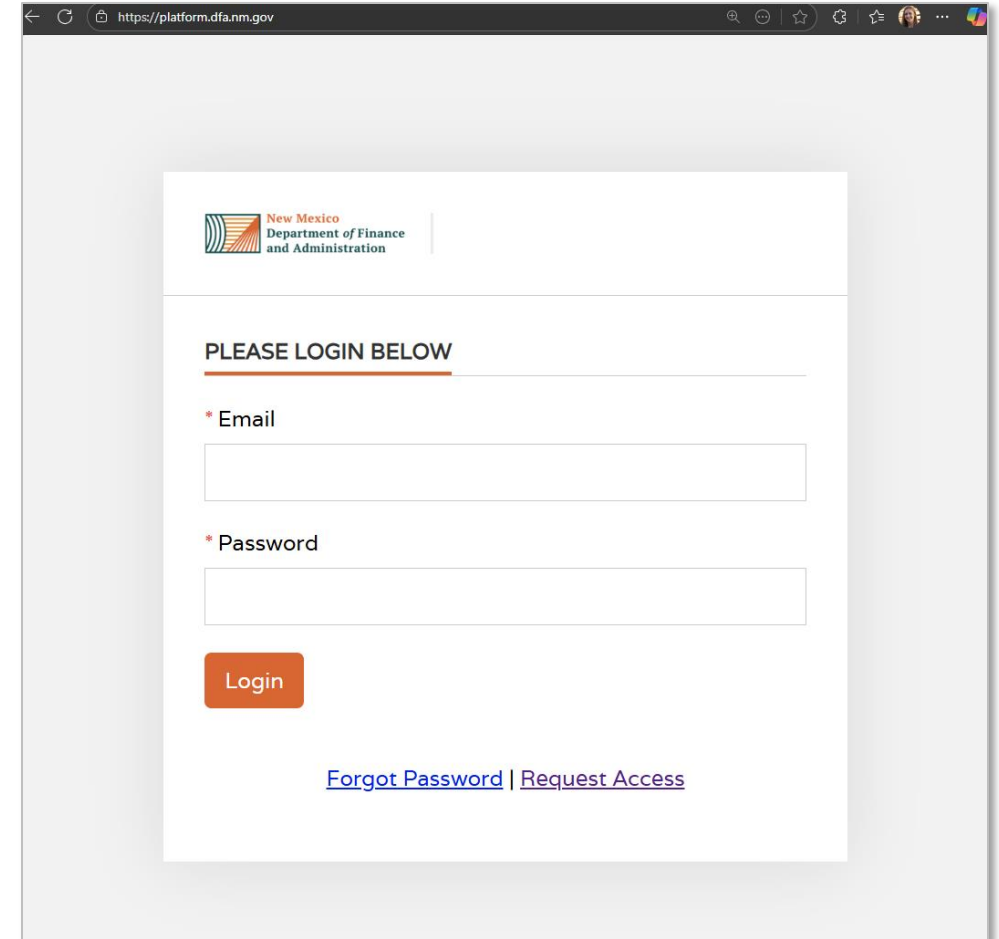
- Capital Outlay Quarterly Reporting
- Reports must be entered into DFA system (formerly CPMS)
- Failure to report can (will) jeopardize funding
- Quarterly reports due:
 - Q1 (September 30)
 - Q2 (December 31)
 - Q3 (March 31)
 - Q4 (June 30)

The screenshot shows a web-based form for reporting capital outlay. The form is titled 'CAPS: Historical Overview' and is divided into several sections. The 'Global Data' section at the top includes fields for Project Amount, Project #, Amount, Status, Milestone achieved Last, Milestone for next Quarter, Phase, Balance, Agency Update, and Agency Submission Date. The 'Local Data' section in the middle includes fields for Project #, Priority Year/Rank, Pending Amount (Local Entity), Amount (Local Entity), Project Status (Local Entity), Project Phase (Local Entity), Milestone achieved Last Qtr (Local Entity), Milestone for Next Qtr (Local Entity), Contracts in Place (Yes/No), Activity for month being reported (True/False), Submission Date (Local), and a timestamp. The form also includes a 'Submit' button and a 'Receipt of Notice of Obligation' section.

New System

DFA Platform: CAPS

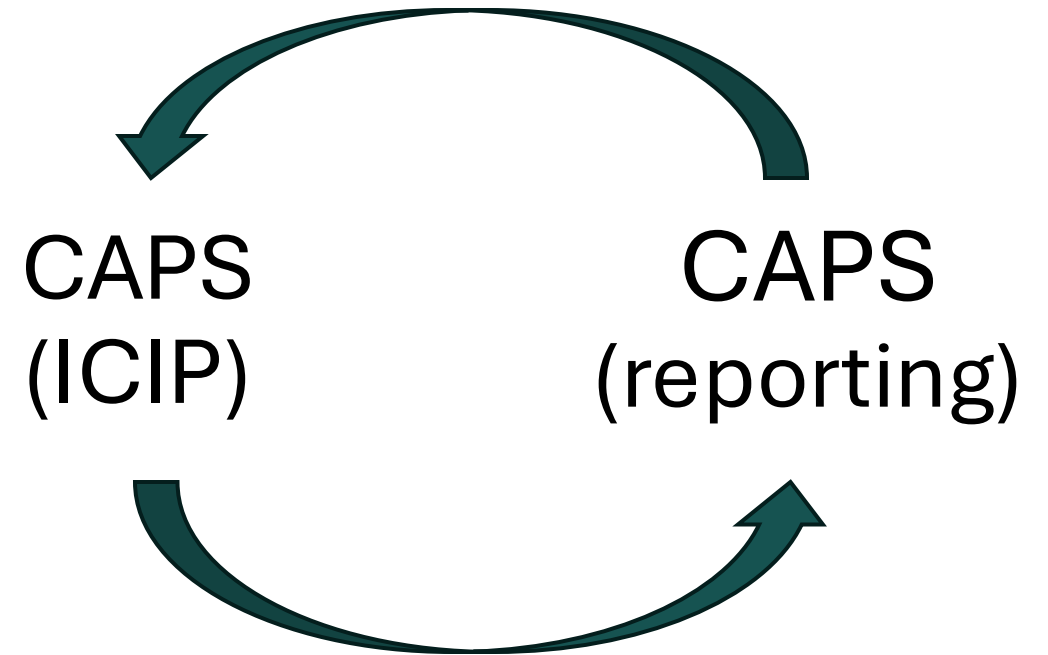
- Capital Project System (CAPS)
- Capital means infrastructure which may/may not include legislative appropriations
- Former ICIP & CPMS systems were disabled so that projects could be uploaded into CAPS
 - Upload process is not perfect, entities will need to review projects in the new system
- CAPS combines ICIP & CPMS



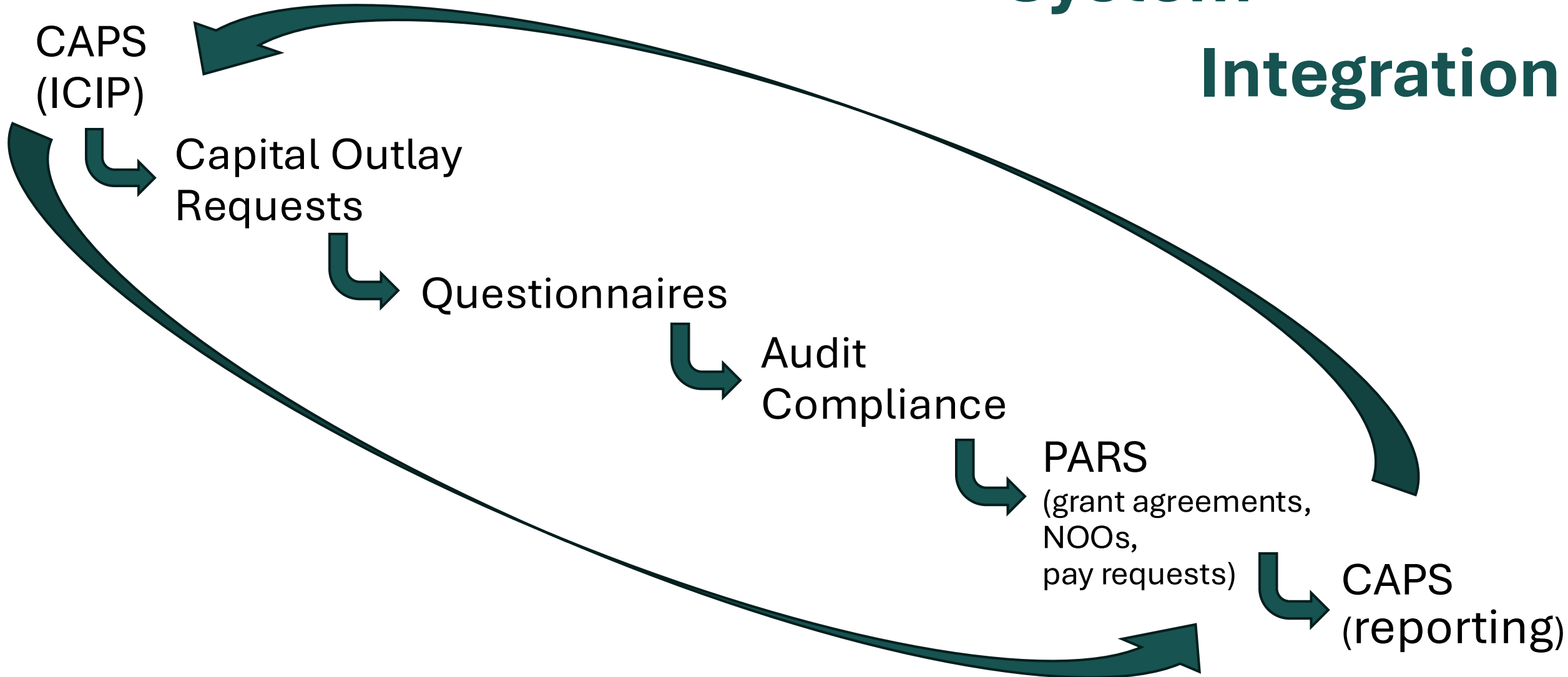
The screenshot shows a web browser window with the URL <https://platform.dfa.nm.gov>. The page features the New Mexico Department of Finance and Administration logo at the top. Below the logo, the text "PLEASE LOGIN BELOW" is displayed. There are two input fields: one for "Email" and one for "Password", both marked with an asterisk. Below these fields is an orange "Login" button. At the bottom of the login section, there are two links: "Forgot Password" and "Request Access".

CAPS combines ICIP & CPMS

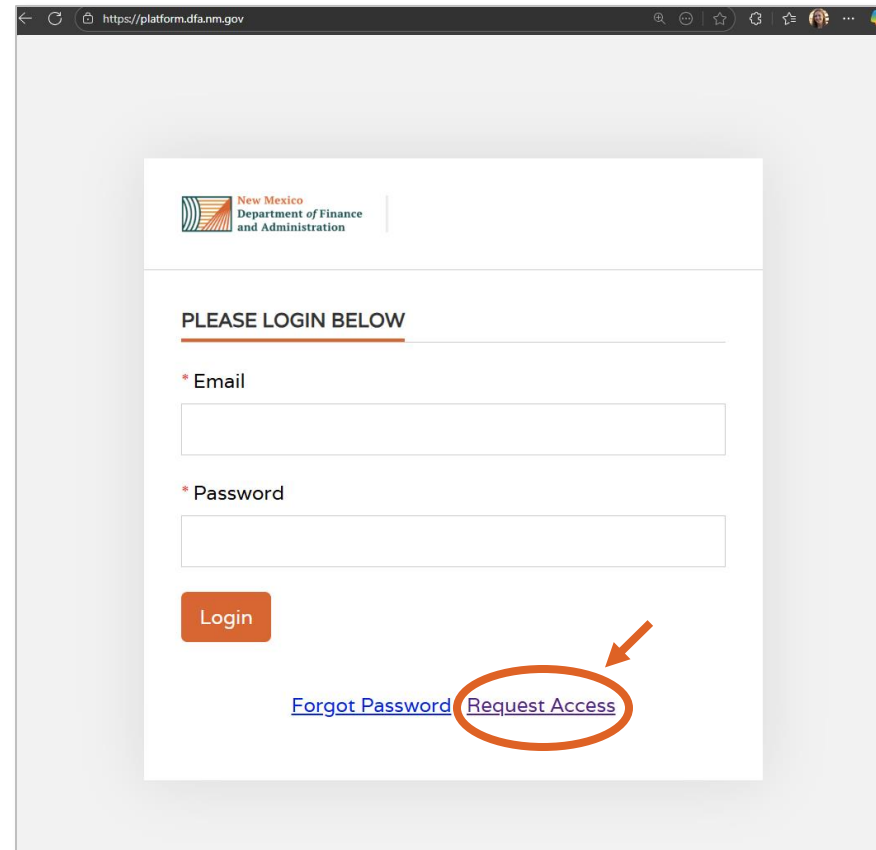
- Not all ICIPs are connected to capital outlay and vice versa
 - If an ICIP project is funded through capital outlay, the appropriation will be automatically assigned to the ICIP project
 - If a capital appropriation is not connected to an ICIP, an ICIP will be created/generated (in the future)




System Integration



- System location: <https://platform.dfa.nm.gov/>
- Multi-factor Authentication (MFA) required
- User request types:
 - New account
 - If you completed user registration, you received a temporary password email from platform@dfa.nm.gov. Log in to reset password.
 - Existing account
 - CAPS was added to your account (dropdown)
 - Didn't request an account
 - Go to <https://platform.dfa.nm.gov/> and "Request Access" to the CAPS module
- Login Issues: Contact support@rtsolutions.com



 New Mexico
Department of Finance
and Administration

PLEASE LOGIN BELOW

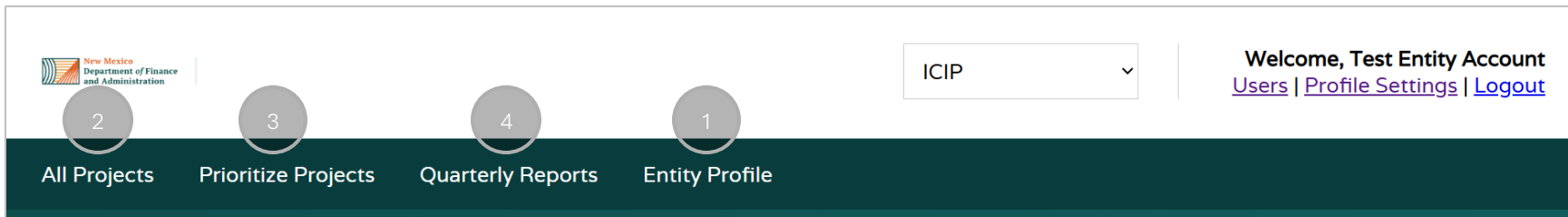
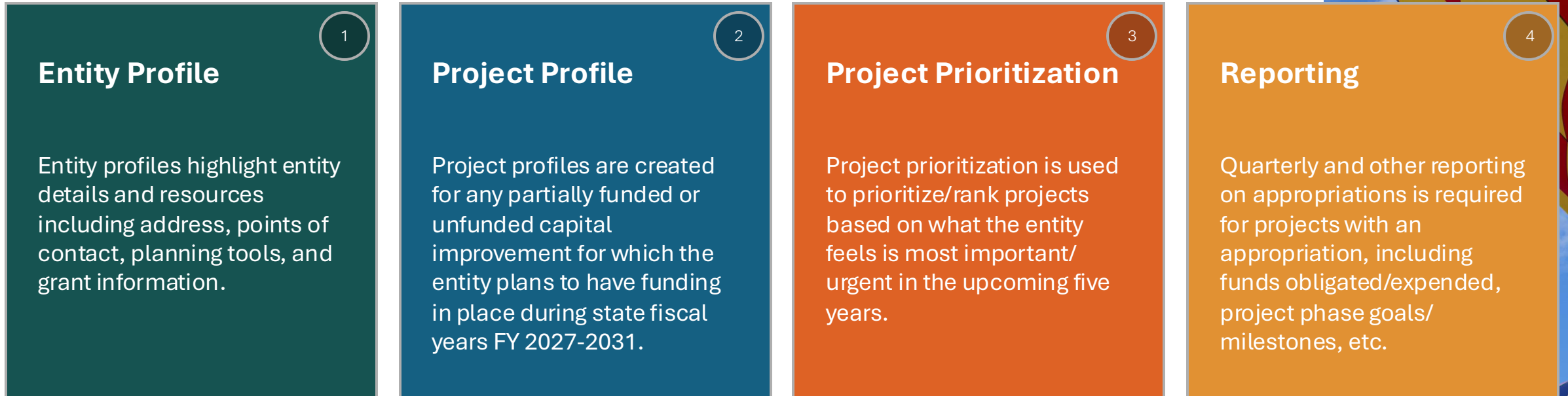
* Email

* Password

Login

[Forgot Password](#) [Request Access](#)

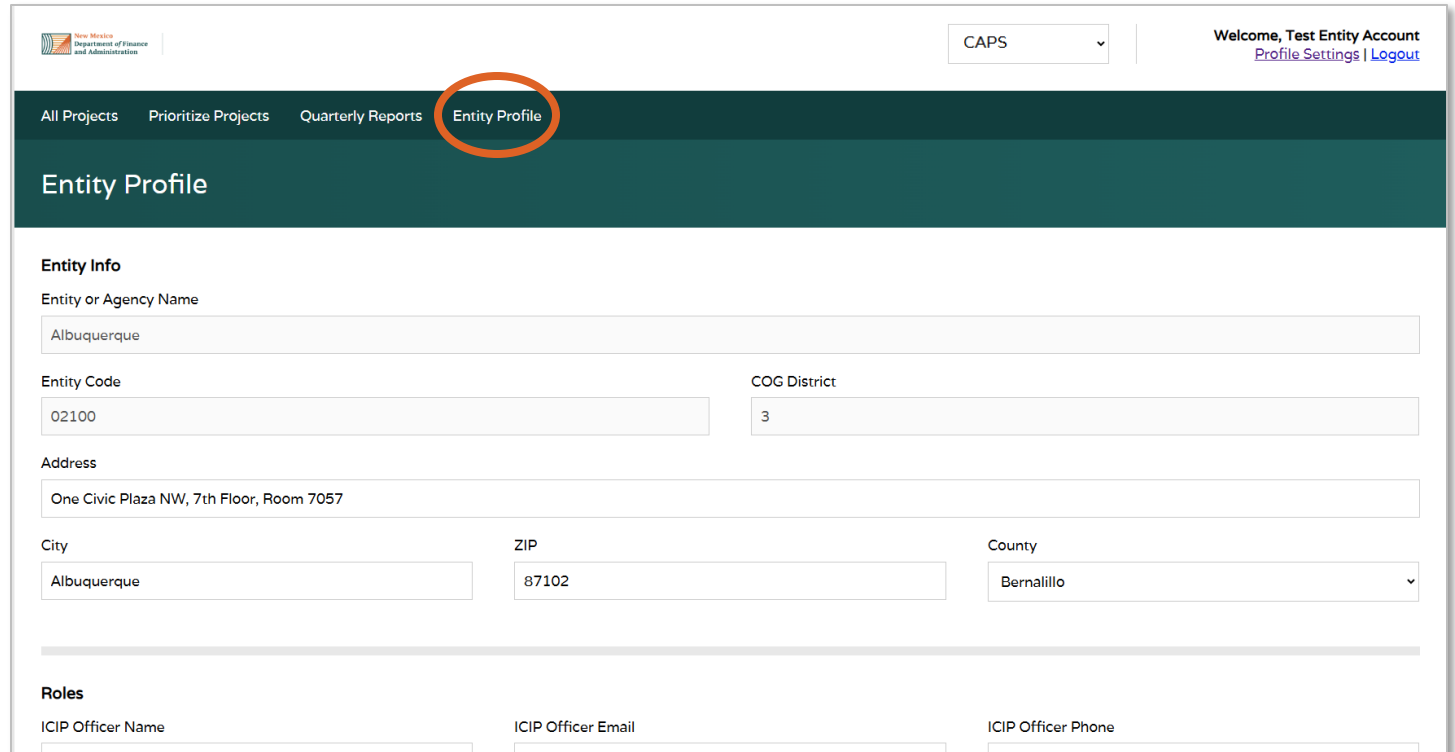
CAPS empowers DFA and local entities to manage ICIP projects from start to finish.
The system's components include:



System Demo

Entity Profile

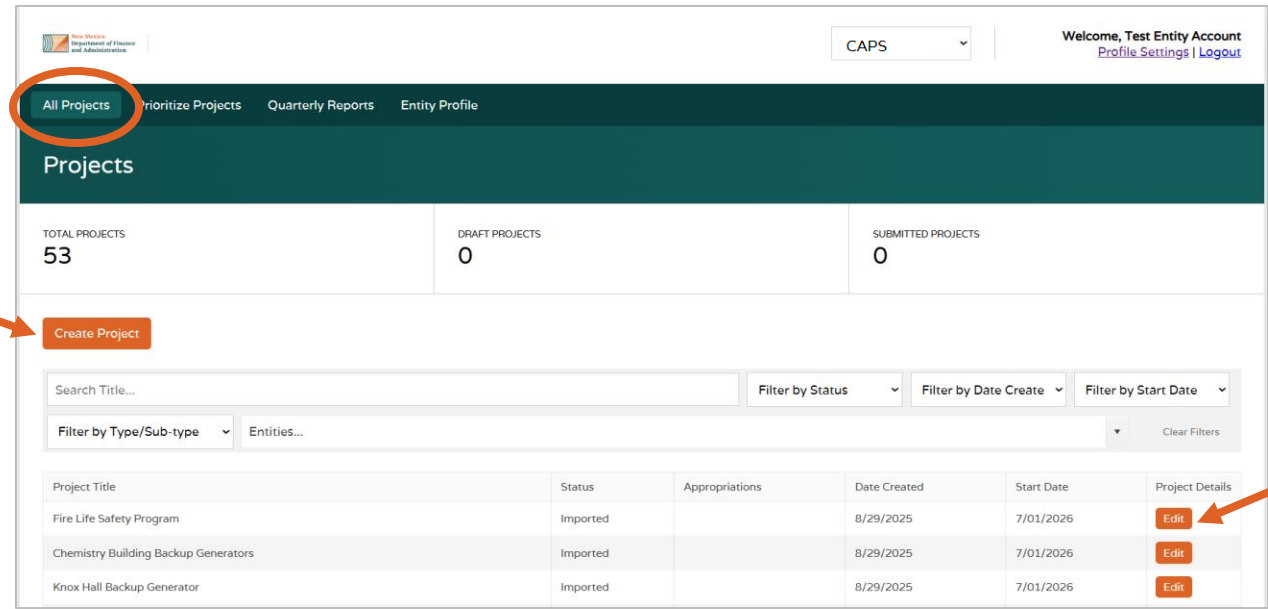
- The first step to using CAPS will be to complete/update the “Entity Profile” tab
- Any user associated with the entity can make updates
- CAPS will require entities to update this information annually



The screenshot shows the CAPS (Connectivity and Accountability Performance System) interface. At the top, there is a navigation bar with the following tabs: "All Projects", "Prioritize Projects", "Quarterly Reports", and "Entity Profile". The "Entity Profile" tab is highlighted with an orange circle. To the right of the navigation bar, there is a dropdown menu labeled "CAPS" and a welcome message: "Welcome, Test Entity Account" with links for "Profile Settings" and "Logout". Below the navigation bar, the main heading is "Entity Profile". The form is divided into two main sections: "Entity Info" and "Roles". The "Entity Info" section contains the following fields: "Entity or Agency Name" (text input with "Albuquerque"), "Entity Code" (text input with "02100"), "COG District" (text input with "3"), "Address" (text input with "One Civic Plaza NW, 7th Floor, Room 7057"), "City" (text input with "Albuquerque"), "ZIP" (text input with "87102"), and "County" (dropdown menu with "Bernalillo" selected). The "Roles" section contains three text input fields: "ICIP Officer Name", "ICIP Officer Email", and "ICIP Officer Phone".

Project Profiles

- In the “All Projects” tab, you can:
 - Create a project
 - Edit a project
- Either option will open the Project Profile in “Draft” status until each section is submitted



[All Projects](#) | [Prioritize Projects](#) | [Quarterly Reports](#) | [Entity Profile](#)

Projects

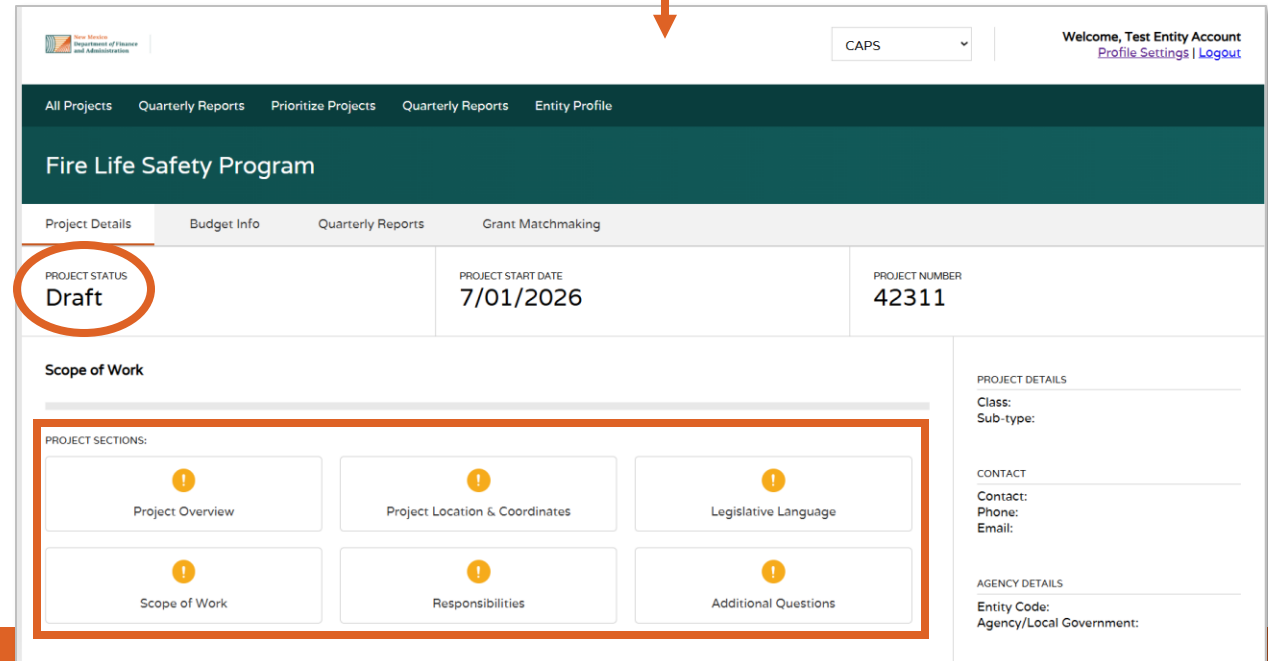
TOTAL PROJECTS: 53 | DRAFT PROJECTS: 0 | SUBMITTED PROJECTS: 0

[Create Project](#)

Search Title... | Filter by Status | Filter by Date Create | Filter by Start Date

Filter by Type/Sub-type | Entities... | Clear Filters

Project Title	Status	Appropriations	Date Created	Start Date	Project Details
Fire Life Safety Program	Imported		8/29/2025	7/01/2026	Edit
Chemistry Building Backup Generators	Imported		8/29/2025	7/01/2026	Edit
Knox Hall Backup Generator	Imported		8/29/2025	7/01/2026	Edit



[All Projects](#) | [Quarterly Reports](#) | [Prioritize Projects](#) | [Quarterly Reports](#) | [Entity Profile](#)

Fire Life Safety Program

[Project Details](#) | [Budget Info](#) | [Quarterly Reports](#) | [Grant Matchmaking](#)

PROJECT STATUS: **Draft** | PROJECT START DATE: 7/01/2026 | PROJECT NUMBER: 42311

Scope of Work

PROJECT SECTIONS:

Project Overview

Project Location & Coordinates

Legislative Language

Scope of Work

Responsibilities

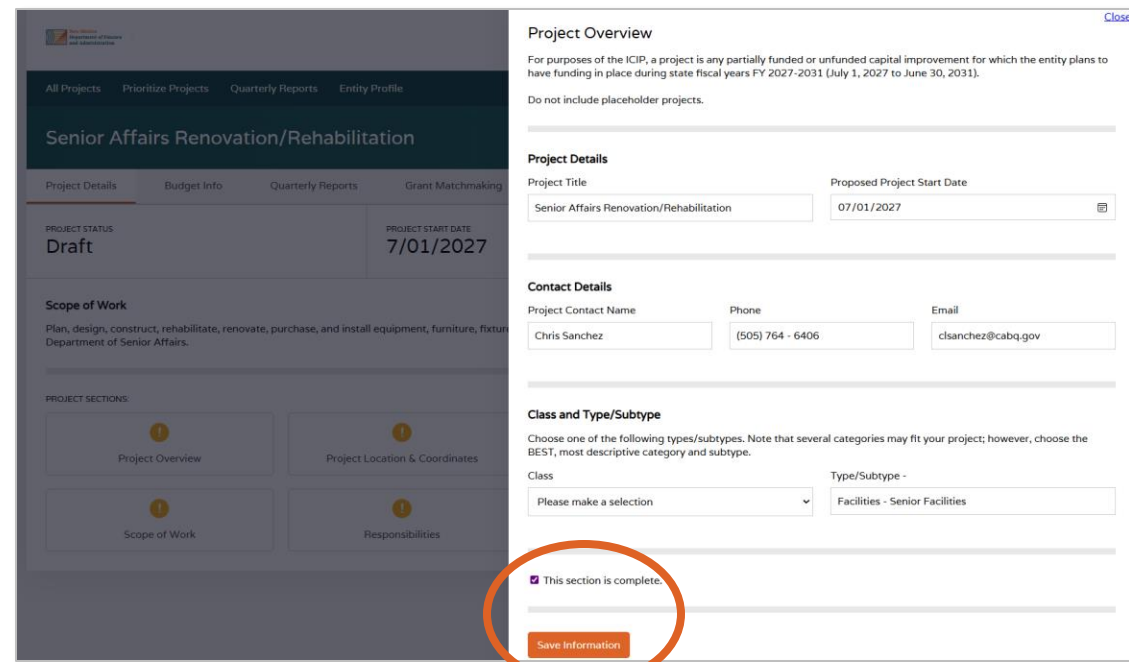
Additional Questions

PROJECT DETAILS
 Class:
 Sub-type:

CONTACT
 Contact:
 Phone:
 Email:

AGENCY DETAILS
 Entity Code:
 Agency/Local Government:

- Clicking into a section will open a modal window to the right
- Any user associated with the entity can make updates
- “Save Information” at any time will save the information in draft
- “This section is complete.” must be checked to finalize the section



Project Overview

For purposes of the ICIP, a project is any partially funded or unfunded capital improvement for which the entity plans to have funding in place during state fiscal years FY 2027-2031 (July 1, 2027 to June 30, 2031).
Do not include placeholder projects.

Project Details

Project Title: Senior Affairs Renovation/Rehabilitation
Proposed Project Start Date: 07/01/2027

Contact Details

Project Contact Name: Chris Sanchez
Phone: (505) 764 - 6406
Email: clsanchez@cabq.gov

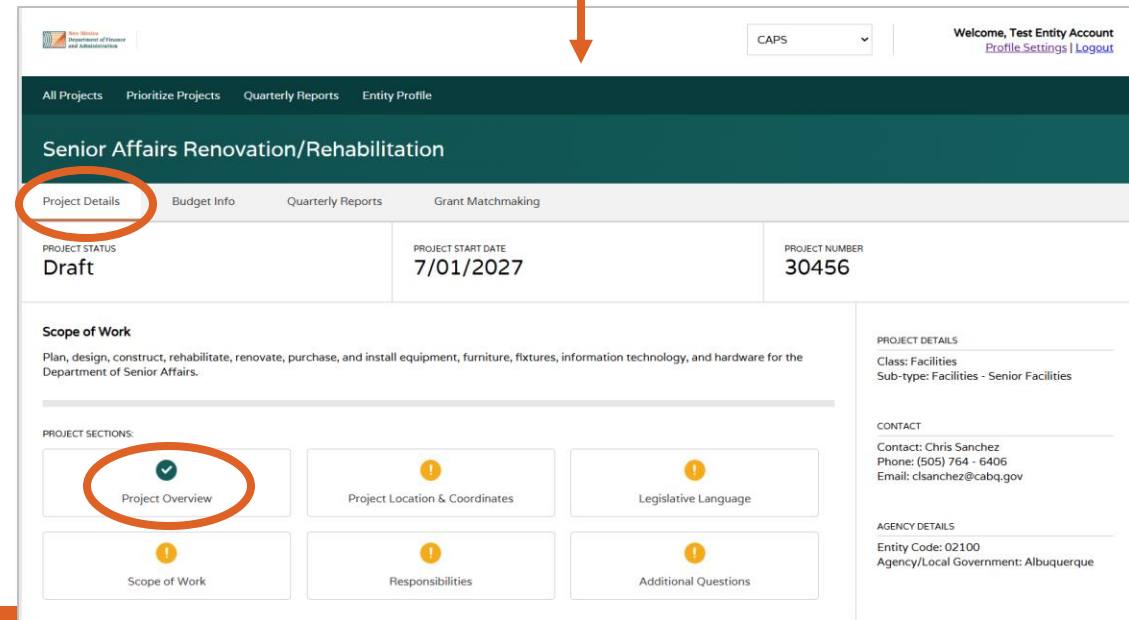
Class and Type/Subtype

Choose one of the following types/subtypes. Note that several categories may fit your project; however, choose the BEST, most descriptive category and subtype.

Class: Please make a selection
Type/Subtype: Facilities - Senior Facilities

☒ This section is complete.

Save Information



Senior Affairs Renovation/Rehabilitation

Project Details | Budget Info | Quarterly Reports | Grant Matchmaking

PROJECT STATUS: Draft
PROJECT START DATE: 7/01/2027
PROJECT NUMBER: 30456

Scope of Work

Plan, design, construct, rehabilitate, renovate, purchase, and install equipment, furniture, fixtures, information technology, and hardware for the Department of Senior Affairs.

PROJECT SECTIONS:

Project Overview (Complete) | Project Location & Coordinates | Legislative Language | Scope of Work | Responsibilities | Additional Questions

PROJECT DETAILS

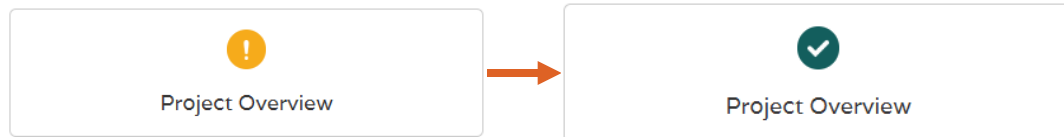
Class: Facilities
Sub-type: Facilities - Senior Facilities

CONTACT

Contact: Chris Sanchez
Phone: (505) 764 - 6406
Email: clsanchez@cabq.gov

AGENCY DETAILS

Entity Code: 02100
Agency/Local Government: Albuquerque



- For purposes of the ICIP, a project is any partially funded or unfunded capital improvement for which the entity plans to have funding in place during state fiscal years FY 2027-2031 (July 1, 2027 to June 30, 2031)
- Do not include placeholder projects

Project Overview

For purposes of the ICIP, a project is any partially funded or unfunded capital improvement for which the entity plans to have funding in place during state fiscal years FY 2027-2031 (July 1, 2027 to June 30, 2031).

Do not include placeholder projects.

Project Details

Project Title

Proposed Project Start Date

Contact Details

Project Contact Name

Phone

Email

Class and Type/Subtype

Choose one of the following types/subtypes. Note that several categories may fit your project; however, choose the BEST, most descriptive category and subtype.

Class

Type/Subtype -

☐ This section is complete.

Save Information



Project Location & Coordinates



Project Location & Coordinates

- To identify the project location, you may enter the address, use the map, or provide coordinates
- Please note, the map function allows you to identify a point, an area or a line

Project Location & Coordinates

To identify the project location, you may enter the address, use the map, or provide coordinates (Latitude/Longitude). You do not need to provide all 3, just one of the above. Please note, the map function allows you to identify a point, an area or a line. Instructions are available in the updated ICIP Data Entry Instructions.

Project Location & Coordinates

How would you like to enter the location of this project?

Choose an option



Choose an option

Enter an address

Enter Lat/Lng coordinates

Draw on a map

Save Information

Project Location & Coordinates

How would you like to enter the location of this project?

Draw on a map





- This section is intended to draft recommended Legislative language for the project
- “Generative Legislative Language” will use AI to draft the language based on the answers to the above questions
 - *This is a tool, not a replacement; Always proofread and edit AI narratives for accuracy!*
- Tips for proofreading AI narrative or writing Legislative language on your own:
 - Use descriptors, such as: 'to acquire' or 'to plan and design' or 'to design and construct' or 'to equip and furnish' as well as what the project is, such as 'a multipurpose center’
 - Provide a broad statement of the work to be completed in this section
 - Include only specifics on the projected use of the requested funding
 - Please start sentence with lower case and no period at the end
 - Example: "to plan, design, construct, furnish and equip a new fire station in Bernalillo in Sandoval county.

Legislative Language

Provide recommended Legislative language. Use descriptors, such as: 'to acquire' or 'to plan and design' or 'to design and construct' or 'to equip and furnish' as well as what the project is, such as 'a multipurpose center'. Provide a broad statement of the work to be completed in this section. Include only specifics on the projected use of the requested funding. Please start sentence with lower case and no period at the end. Example: "to plan, design, construct, furnish and equip a new fire station in Bernalillo in Sandoval county.

Legislative Language

What is the project?

What is the project meant to accomplish?

☒ To acquire

List the work that will be accomplished

☐ To plan

☐ To design

☐ To construct

☐ To repair

☐ To replace

☐ To install

☐ To equip

☐ To furnish

☐ To improve

☐ To renovate

[Generate Legislative Language](#)

Legislative Language

☐ This section is complete.

[Save Information](#)

CAPS: Project Profiles



Scope of Work



Scope of Work

- Provide a description of the project and elaborate on what has been done to date and what is still needed to complete this project
- “Generative Scope of Work Language” will use AI to draft the language based on the answers to the above questions
 - *This is a tool, not a replacement; Always proofread and edit AI narratives for accuracy!*
- Tips for proofreading AI narrative or writing SOW on your own:
 - This description must match budget categories. (i.e., complete environmental studies, plan, design, and construct)
 - Provide detail on project to include what will be done with funding requested for each fiscal year. If street/roads/highway project, include street and/or road name(s)
 - Additional detail is needed beyond the legislative language as it may be used to help identify funding sources outside of capital outlay

Scope of Work

Provide a description of the project and elaborate on what has been done to date and what is still needed to complete this project. This description must match budget categories. (i.e., complete environmental studies, plan, design, and construct). Provide detail on project to include what will be done with funding requested for each fiscal year. If street/roads/highway project, include street and/or road name(s). Additional detail is needed beyond the legislative language as it may be used to help identify funding sources outside of capital outlay.

SOW Prompts

What has been done to date?

What is needed to complete the project?

Scope of Work Prompts

[Generate Scope of Work Language](#)

Scope of Work

☐ This section is complete.

Save Information



Responsibilities



Responsibilities

- List the entities or organizations who will assume responsibilities related to this project
- The fiscal agent should not be an individual but an entity

Responsibilities

Please list the entities or organizations who will assume responsibilities related to this project. The fiscal agent should not be an individual but an entity.

Identify who will assume the following responsibilities related to this project.

Fiscal Agent

Own

Operate

Own Land

Own Asset

Maintain

☐ This section is complete.

Save Information

CAPS: Project Profiles



- These questions help us better understand your project and funding needs

Additional Questions

Please answer the following questions to help us better understand your project and funding needs.

Additional Questions

Project class

Please select...

Estimated number of beneficiaries to be served by the project?

Are the majority (at least 51%) of the estimated beneficiaries low and moderate income?

Please select...

Will the project target a specific group of beneficiaries?

Please select...

Will the project upgrade or improve sustainability in your operations and/or renewable energy implementation?

Please select...

Have you applied for and managed federal grants before? If so, what were the outcomes?

If the project is completed successfully, describe the impacts will it have for community members and constituents.

☐ This section is complete.


Save Information

Project Budget

- Include only unfunded or unsecured funds under each project year
- Under Funded to Date Column, add funds that have been secured for the project
- If phase is completed, click “phase completed” box

Note: Funded to Date column must equal the amount secured listed in the Funding Budget

- All projects must include an amount not yet funded and cannot be Place Holder projects
- Additional guidance/instructions available in the ICIP Data Entry manual



CAPS

Welcome, Test Entity Account
[Profile Settings](#) | [Logout](#)

All Projects
Prioritize Projects
Quarterly Reports
Entity Profile

1.5% for each Bond Purpose-Public Art

Project Details

Budget Info

Quarterly Reports
Grant Matchmaking

TOTAL PROJECT BUDGET \$0.00	SECURED BUDGET \$0.00	POTENTIAL BUDGET \$0.00	FUNDING STILL NEEDED \$0.00
--------------------------------	--------------------------	----------------------------	--------------------------------

Project Budget

Secured Funding Sources

Potential Funding Source

Project Budget

Complete the Budget below.

Include only unfunded or unsecured funds under each project year. Under Funded to Date Column, add funds that have been secured for the project. If phase is completed, click "phase completed" box.

Note: Funded to Date column must equal the amount secured listed in the Funding Budget. All projects must include an amount not yet funded and cannot be Place Holder projects. Additional guidance/instructions available in the ICIP Data Entry manual.

Project Reauthorization

Reauth from Project #
Reauth from Prior Project Amount
\$0.00

Project Phases

Is this a phased project?

No

Phase 1

Time to Complete (months)
12

Activities included in this phase:
☐ Preliminary
☐ Planning
☐ Design
☐ Construction
☐ FF&E

Budget Items

Add Budget Item:

Select a category
Add Item


Category	Funded to Date	2025	2026	2027	2028	2029	Total Cost
Totals:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

☐ This section is complete.

Save Budget Information

Secured Funding Sources

- This table shall include any funding that has already been committed to the project
- Funding sources may secured or expended local funds, grants or loans, previous capital outlay, and federal funding
- List the amounts secured (committed to this project), amounts expended, date(s) received, and appropriation IDs
- Instructions are available on the updated ICIP Data Entry manual, which can be found on the DFA website at <https://www.nmdfa.state.nm.us/infrastructure-planning-anddevelopment-division/icip/>



CAPS

Welcome, Test Entity Account

[Profile Settings](#) | [Logout](#)

[All Projects](#)
[Prioritize Projects](#)
[Quarterly Reports](#)
[Entity Profile](#)

1.5% for each Bond Purpose-Public Art

[Project Details](#)
[Budget Info](#)
[Quarterly Reports](#)
[Grant Matchmaking](#)

TOTAL PROJECT BUDGET
\$0.00

SECURED BUDGET
\$0.00

POTENTIAL BUDGET
\$0.00

FUNDING STILL NEEDED
\$0.00

[Project Budget](#)
[Secured Funding Sources](#)
[Potential Funding Source](#)

Secured Funding Sources

This table shall include any funding that has already been committed to the project. Funding sources may secured or expended local funds, grants or loans, previous capital outlay, and federal funding. List the amounts secured (committed to this project), amounts expended, date(s) received, and appropriation IDs. Instructions are available on the updated ICIP Data Entry manual, which can be found on the DFA website at <https://www.nmdfa.state.nm.us/infrastructure-planning-anddevelopment-division/icip/>

Secured State Capital Funding

Appropriation ID	Amount Secured	Expiration Date	Amount Obligated/Encumbered to Date	Amount Expended to Date	AIPP Amount	Reversion Amount	Remove
	\$0.00	mm/da/yyyy	\$0.00	\$0.00	\$0.00	\$0.00	Remove
Totals:	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	

Add State Capital Funding

Secured Other Funding

Funding Source	Amount Secured	Date Received - Date Expired	Amount Expended to Date	Comments	Remove
Totals:	\$0.00		\$0.00		

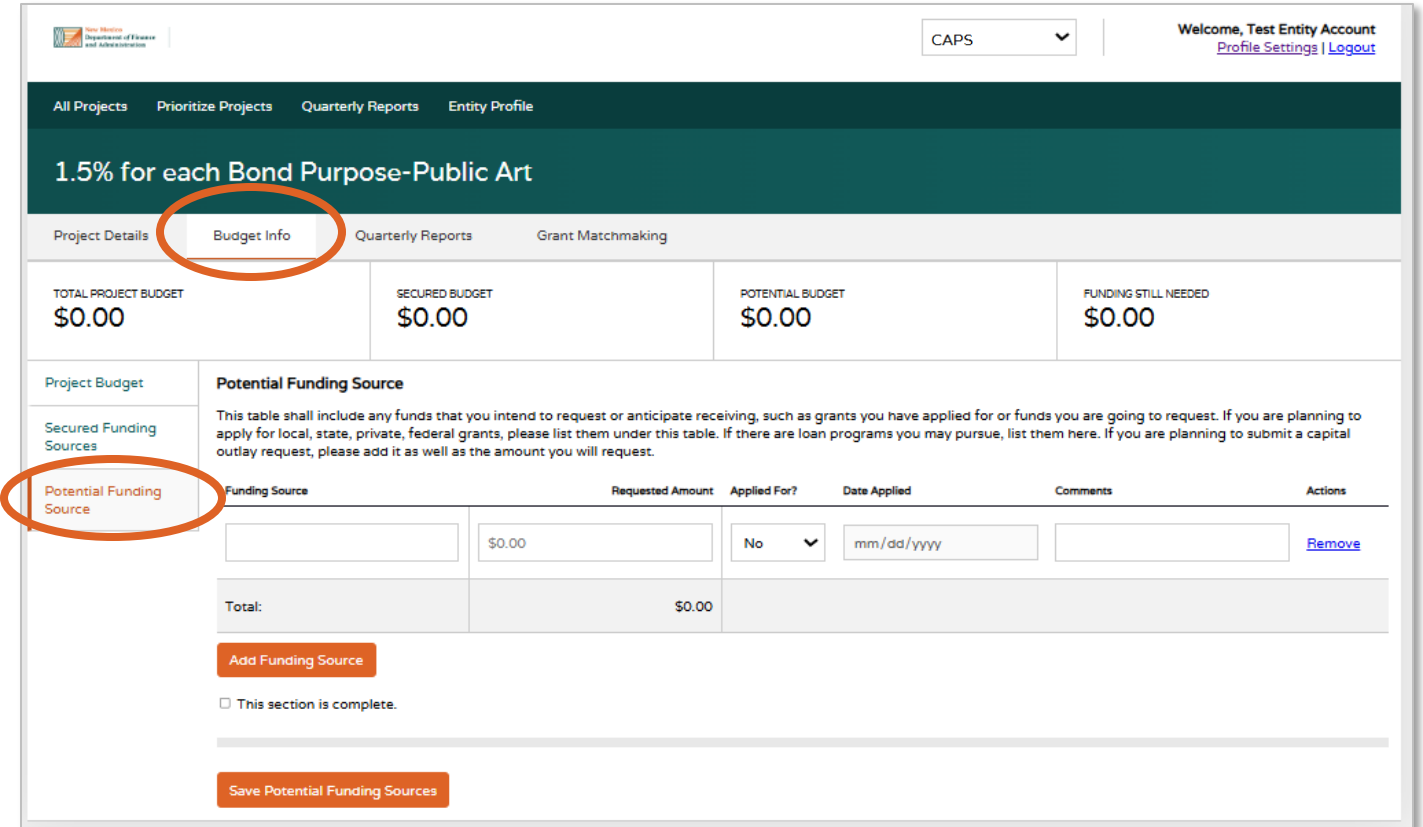
Add Other Funding

☐ This section is complete.

Save Secured Funding

Potential Funding Sources

- This table shall include any funds that you intend to request or anticipate receiving, such as grants you have applied for or funds you are going to request
- If you are planning to apply for local, state, private, federal grants, please list them under this table
- If there are loan programs you may pursue, list them here
- If you are planning to submit a capital outlay request, please add it as well as the amount you will request



1.5% for each Bond Purpose-Public Art

Project Details **Budget Info** Quarterly Reports Grant Matchmaking

TOTAL PROJECT BUDGET \$0.00	SECURED BUDGET \$0.00	POTENTIAL BUDGET \$0.00	FUNDING STILL NEEDED \$0.00
--------------------------------	--------------------------	----------------------------	--------------------------------

Potential Funding Source

This table shall include any funds that you intend to request or anticipate receiving, such as grants you have applied for or funds you are going to request. If you are planning to apply for local, state, private, federal grants, please list them under this table. If there are loan programs you may pursue, list them here. If you are planning to submit a capital outlay request, please add it as well as the amount you will request.

Funding Source	Requested Amount	Applied For?	Date Applied	Comments	Actions
	\$0.00	No	mm/dd/yyyy		Remove
Total:	\$0.00				

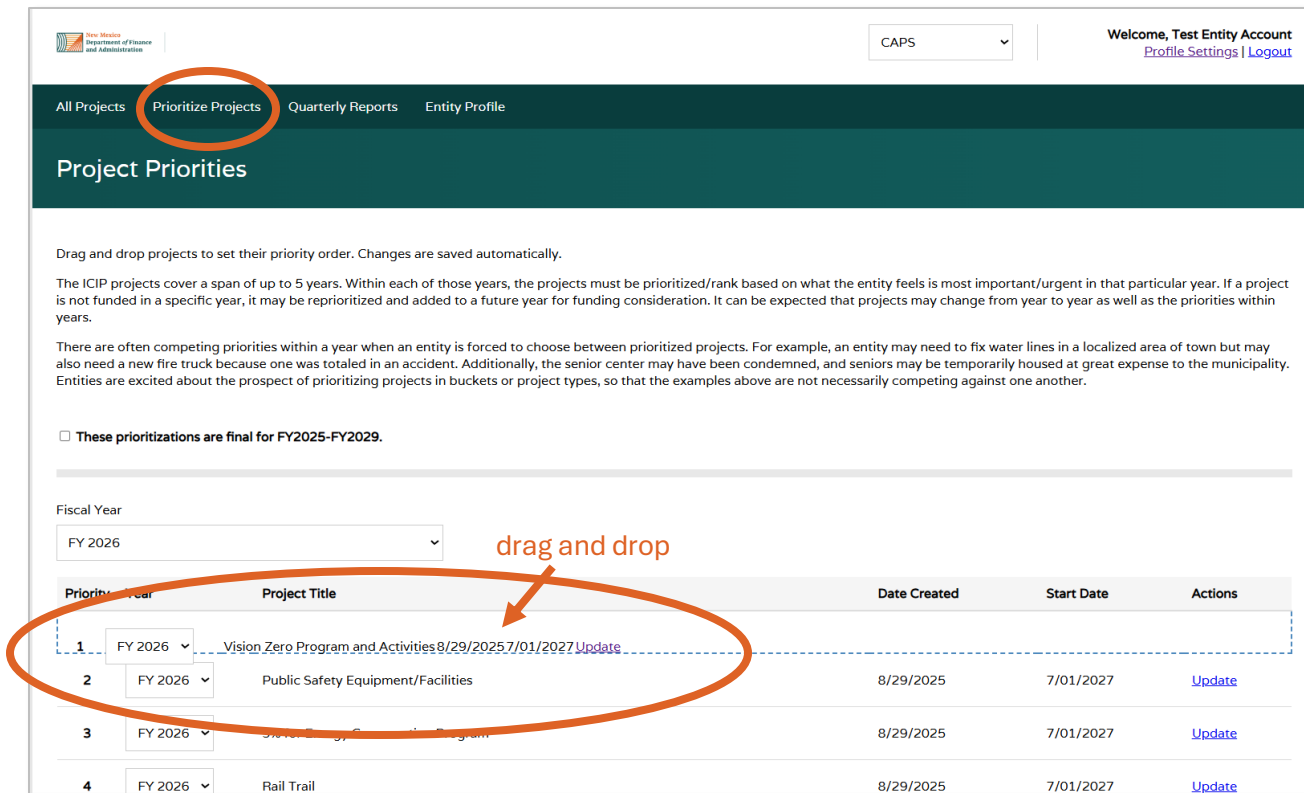
[Add Funding Source](#)

☐ This section is complete.

[Save Potential Funding Sources](#)

Prioritize Projects

- Prioritizing projects is now as easy as dragging and dropping!
- Any user associated with the entity can make updates
- Changes are saved automatically as you re-prioritize and move projects from FY to FY
- Mark the checkbox to confirm prioritizations are complete
 - Checking the box will lock edits
 - Unchecking the box will allow edits



Drag and drop projects to set their priority order. Changes are saved automatically.

The ICIP projects cover a span of up to 5 years. Within each of those years, the projects must be prioritized/rank based on what the entity feels is most important/urgent in that particular year. If a project is not funded in a specific year, it may be reprioritized and added to a future year for funding consideration. It can be expected that projects may change from year to year as well as the priorities within years.

There are often competing priorities within a year when an entity is forced to choose between prioritized projects. For example, an entity may need to fix water lines in a localized area of town but may also need a new fire truck because one was totaled in an accident. Additionally, the senior center may have been condemned, and seniors may be temporarily housed at great expense to the municipality. Entities are excited about the prospect of prioritizing projects in buckets or project types, so that the examples above are not necessarily competing against one another.

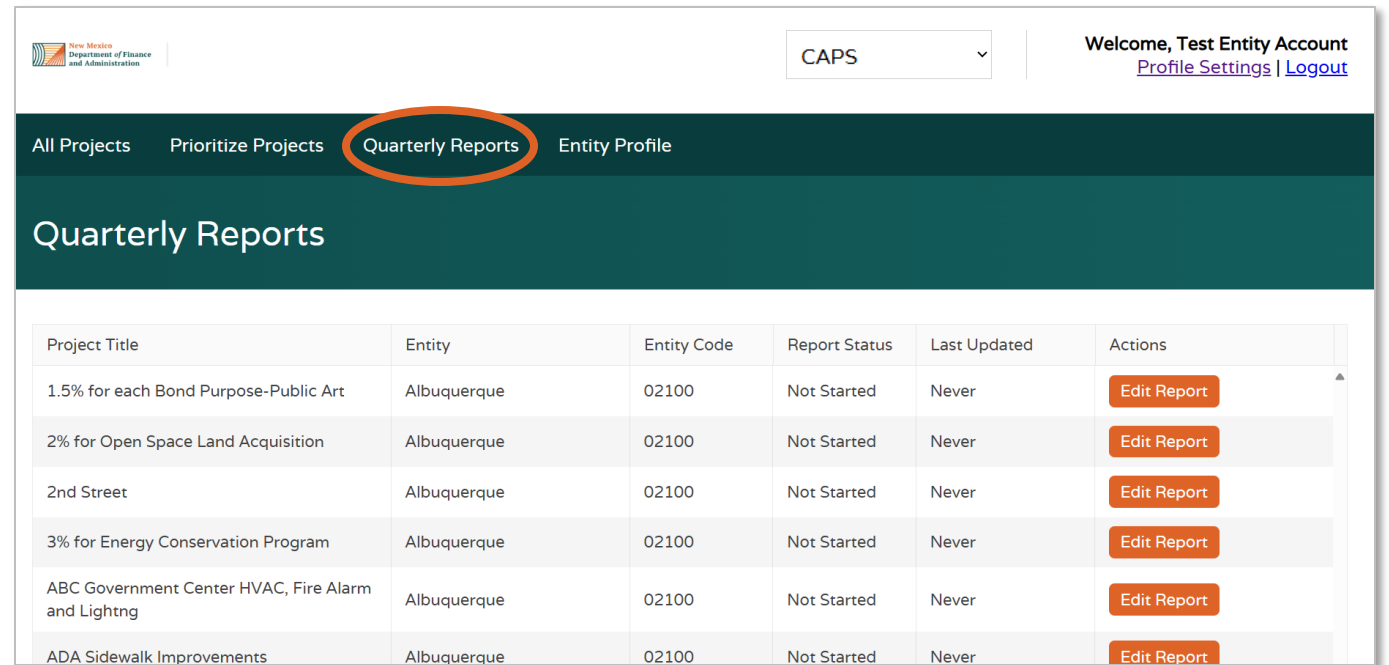
☐ These prioritizations are final for FY2025-FY2029.

Fiscal Year
FY 2026

Priority	Year	Project Title	Date Created	Start Date	Actions
1	FY 2026	Vision Zero Program and Activities	8/29/2025	7/01/2027	Update
2	FY 2026	Public Safety Equipment/Facilities	8/29/2025	7/01/2027	Update
3	FY 2026	...	8/29/2025	7/01/2027	Update
4	FY 2026	Rail Trail	8/29/2025	7/01/2027	Update

Quarterly Reports

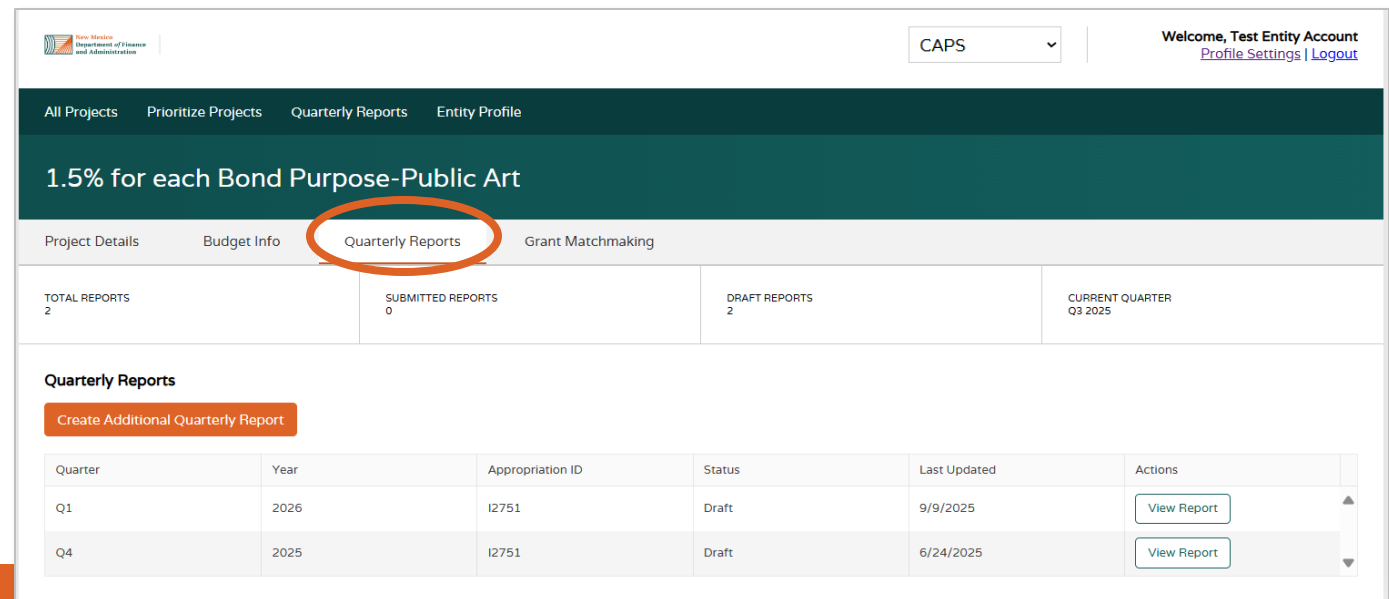
- Find and complete Quarterly Reports via:
 - “Quarterly Reports” tab in the navigation bar
 - “Quarterly Reports” tab in the project profile
- Quarterly reports due:
 - Q1 (September 30)
 - Q2 (December 31)
 - Q3 (March 31)
 - Q4 (June 30)



The screenshot shows the CAPS navigation bar with the following elements:

- Top right: CAPS dropdown menu and "Welcome, Test Entity Account" with links for [Profile Settings](#) and [Logout](#).
- Navigation bar: All Projects, Prioritize Projects, **Quarterly Reports** (circled in orange), Entity Profile.
- Section header: Quarterly Reports.
- Table of projects with columns: Project Title, Entity, Entity Code, Report Status, Last Updated, and Actions.

Project Title	Entity	Entity Code	Report Status	Last Updated	Actions
1.5% for each Bond Purpose-Public Art	Albuquerque	02100	Not Started	Never	Edit Report
2% for Open Space Land Acquisition	Albuquerque	02100	Not Started	Never	Edit Report
2nd Street	Albuquerque	02100	Not Started	Never	Edit Report
3% for Energy Conservation Program	Albuquerque	02100	Not Started	Never	Edit Report
ABC Government Center HVAC, Fire Alarm and Lightng	Albuquerque	02100	Not Started	Never	Edit Report
ADA Sidewalk Improvements	Albuquerque	02100	Not Started	Never	Edit Report



The screenshot shows the CAPS project profile for "1.5% for each Bond Purpose-Public Art". The navigation bar includes: All Projects, Prioritize Projects, **Quarterly Reports** (circled in orange), and Entity Profile.

Summary statistics:

Project Details	Budget Info	Quarterly Reports	Grant Matchmaking
TOTAL REPORTS 2	SUBMITTED REPORTS 0	DRAFT REPORTS 2	CURRENT QUARTER Q3 2025

Quarterly Reports section:

[Create Additional Quarterly Report](#)

Quarter	Year	Appropriation ID	Status	Last Updated	Actions
Q1	2026	I2751	Draft	9/9/2025	View Report
Q4	2025	I2751	Draft	6/24/2025	View Report

Quarterly Report Section 1: Project Update Details

Project Update Details	
Project Phase	Project End Date
<div>Select Phase</div>	<div>mm/dd/yyyy</div>
Amount Obligated	Amount Expended
<div>\$0.00</div>	<div>\$0.00</div>

Quarterly Report Section 2: Goals and Milestones

Goals and Milestones

Goal/Milestone achieved last quarter

No previous quarter data available

Goal/Milestone achieved for quarter

Did you achieve your goals/milestones that you set for last quarter? Why or why not?

Quarterly Report Section 3: Project Schedule Update

Project Schedule Update

Is the project on schedule?

Select an option...



Is the project on budget?

Select an option...



Quarterly Report Section 4: Current Challenges/Sources of Delay

Current Challenges / Sources of Delay

- ☐ No challenges or delays
- ☐ Local staff turnover
- ☐ Planning incomplete
- ☐ Additional funding needed to start design or construction
- ☐ Bids over budget
- ☐ Design RFP did not yield enough bids
- ☐ Construction RFP did not yield enough bids
- ☐ Waiting for state approvals
- ☐ Waiting for local government approvals
- ☐ Right-of-way not secured
- ☐ Land or property acquisition in progress
- ☐ Other:

Describe other challenges

Quarterly Report Section 5: Project Timeline Status

Project Timeline Status

☒ Certified - Agency certifies they are ready to move forward

Date Certified

☐ Not Certified - Not ready to move forward

☐ Budgeted - Appropriation has been budgeted

☐ Not Budgeted - Appropriation has not been budgeted

☐ Grant Agreement Issued

☐ Grant Agreement Executed

☐ Project Planning

☐ Project In Design

☐ Project in Construction

☐ Substantial Completion

☐ Project Complete

☐ Ground Breaking

☐ Ribbon Cutting

☐ Agency Awarded Funding

☐ Major Phase Completion

☐ RFP Awarded

☐ This report is complete and ready to submit to DFA.

Save Report

Closing

Order of Operations:

1. Set up username & password
2. Complete entity profile or request to add entity
3. Navigate and explore CAPS
4. Submit quarterly reports by September 30th deadline
5. Complete missing info and/or update ICIP projects

Incremental improvements will take place over time

- Linking reporting data from CAPS into PARS
- Batch uploads

Login or technical issue: support@rtsolutions.com

ICIP

- State agencies: Ryans.Serrano@dfa.nm.gov
- Local public bodies, Pueblos, Nations, Tribes: MaryAnn.Maestas@dfa.nm.gov

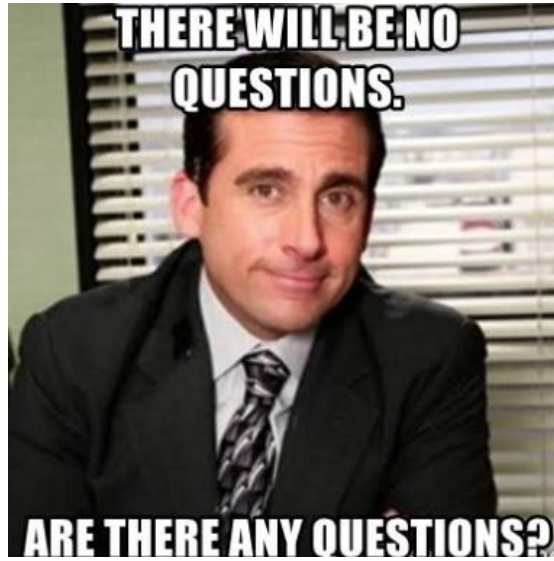
Quarterly Reports

- State agencies: Ryans.Serrano@dfa.nm.gov
- Local public bodies, Pueblos, Nations, Tribes: State agencies (DFA/LGD, NMED, ALTSD, IAD, OSE, PED, HED, ECECD)

CAPS training survey is open for your feedback:

- https://forms.office.com/pages/responsepage.aspx?id=9GuqBDbUb0K_pAS3pw5g_41iQl72axRGmVUF4JqFPIdUNUNEWTlSM0xJMTlOQUpOQlhHVEdZSTZMSy4u&route=shorturl







Thank you!