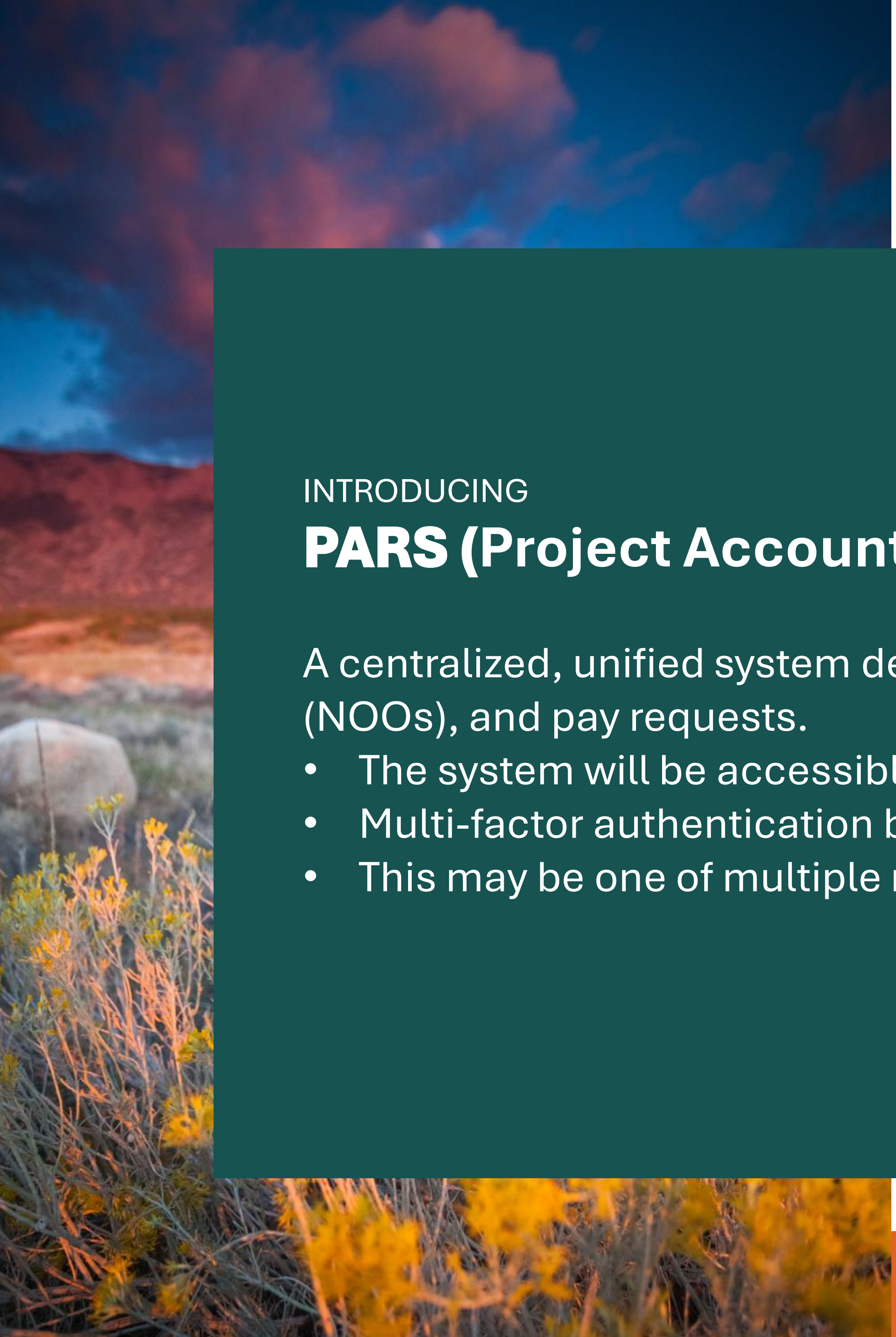
New Mexico
Department *of* Finance
and Administration

How to use the Project Accountability Reporting System ("PARS")

Training from 1-2pm on September 3, 2025

Hosted by DFA Local Government Division



INTRODUCING

PARS (Project Accountability Reporting System)

A centralized, unified system designed for managing grant agreements, notices of obligation (NOOs), and pay requests.

- 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

New Mexico
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Key Functions

PARS empowers DFA LGD and grantee partners to manage and oversee financial activities for projects from start to finish. The system's components include:

1

Project Details

Project profiles highlight appropriation details, including expenditure progress and NOO and pay request history, conditions, reauthorizations, and reversions.

2

Grant Agreement

Grant Agreement initiation/ completion within the system allows for a smooth transition from the project meeting all requirements to submitting NOOs and pay requests.

3

Request Submission and Tracking

Empowers local governments to submit NOOs and pay requests directly and track the status of their request, ensuring a streamlined process for communicating needs.

4

Historical Data and Reporting

Reporting capabilities and historical data storage will provide insights into past appropriations, request volumes and processing times, helping users understand and improve request processing.

Entity User Roles

PARS allows for two entity roles:

Entity Initiator

An Entity Initiator can ***initiate NOOs and Pay Requests*** for projects the entity oversees.

If a request is denied by an Entity Approver or Local Government Division, the Entity Initiator will receive notification and have the ability to correct or delete the submission.

Entity Approver

An Entity Approver can ***approve or deny NOOs and Pay Requests*** initiated by Entity Initiator for project the entity oversees.

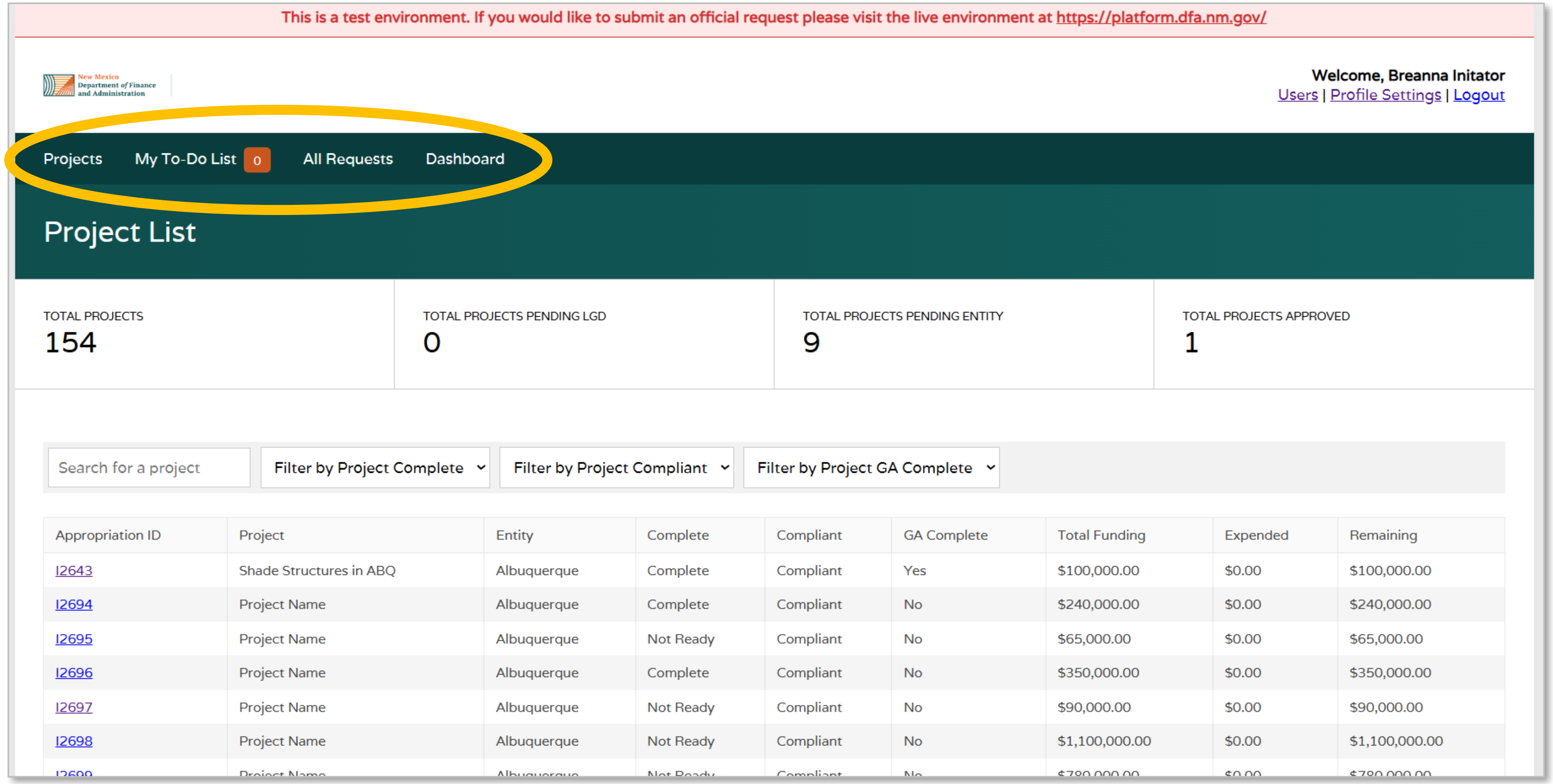
Dual Role

A Dual Role can act as an Entity Initiator or Entity Approver, but they can not take more than one action on a request.

Navigating the System

Navigating the System

1. "Projects" tab shows all entity projects
2. "My To-Do List" shows any items awaiting the user's action
3. "All Request" shows all request that have come through for the user
4. "Dashboard" highlights metrics and reporting



This is a test environment. If you would like to submit an official request please visit the live environment at https://platform.dfa.nm.gov/

Welcome, Breanna Initator
Users | Profile Settings | Logout

Projects
My To-Do List 0
All Requests
Dashboard

Project List

TOTAL PROJECTS	TOTAL PROJECTS PENDING LGD	TOTAL PROJECTS PENDING ENTITY	TOTAL PROJECTS APPROVED
154	0	9	1

Search for a project
Filter by Project Complete
Filter by Project Compliant
Filter by Project GA Complete

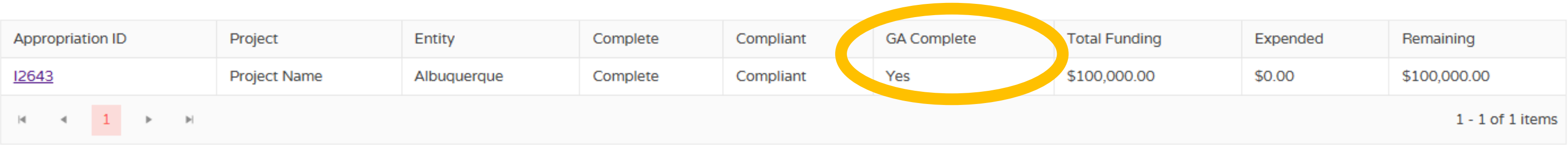
Appropriation ID	Project	Entity	Complete	Compliant	GA Complete	Total Funding	Expended	Remaining
I2643	Shade Structures in ABQ	Albuquerque	Complete	Compliant	Yes	$100,000.00	$0.00	$100,000.00
I2694	Project Name	Albuquerque	Complete	Compliant	No	$240,000.00	$0.00	$240,000.00
I2695	Project Name	Albuquerque	Not Ready	Compliant	No	$65,000.00	$0.00	$65,000.00
I2696	Project Name	Albuquerque	Complete	Compliant	No	$350,000.00	$0.00	$350,000.00
I2697	Project Name	Albuquerque	Not Ready	Compliant	No	$90,000.00	$0.00	$90,000.00
I2698	Project Name	Albuquerque	Not Ready	Compliant	No	$1,100,000.00	$0.00	$1,100,000.00

ENTITY INITIATOR VIEW (same for approver)

How to Submit a Notice of Obligation (NOO)

New Mexico Department of Finance and Administration

Notice of Obligation



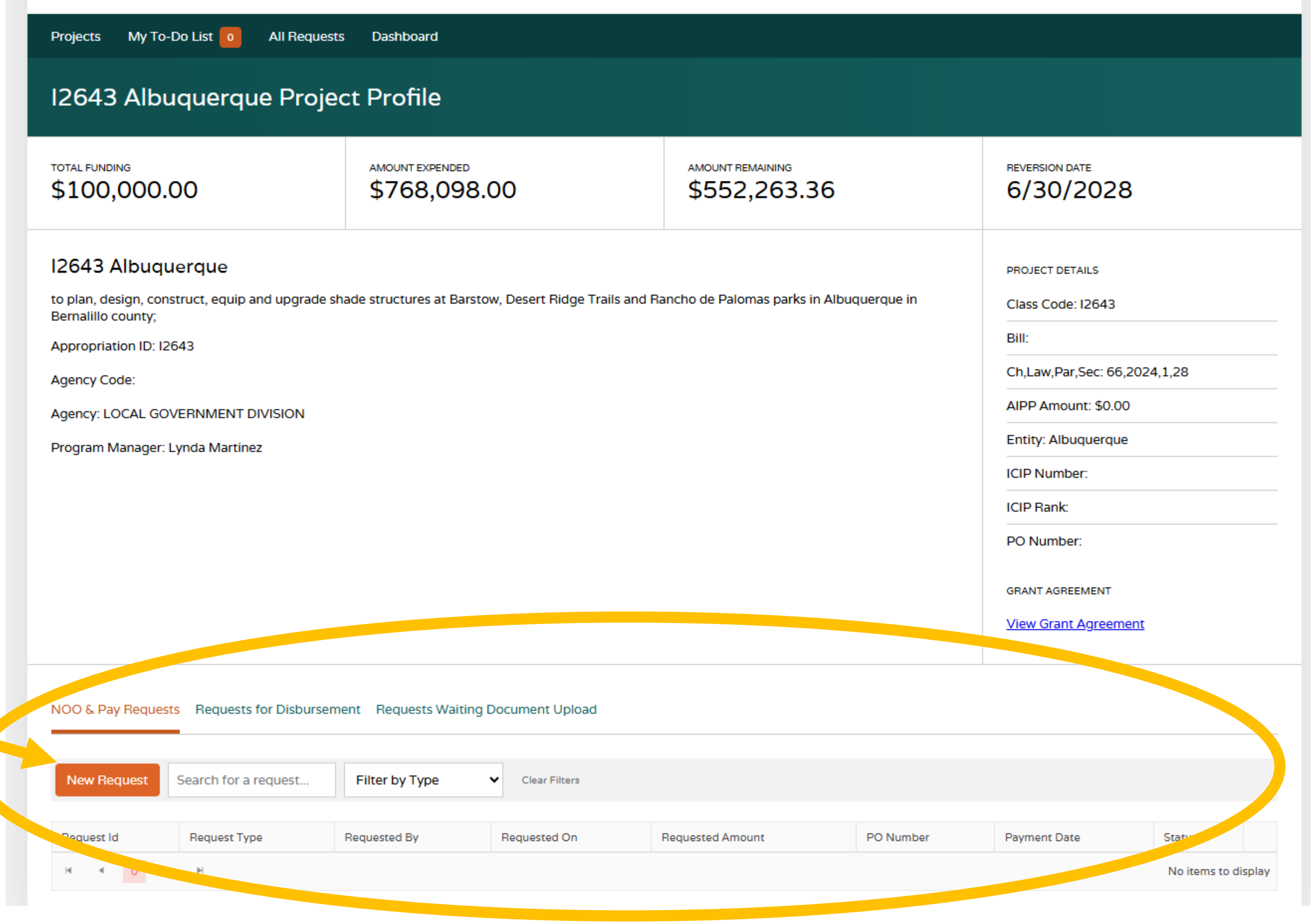
Appropriation ID	Project	Entity	Complete	Compliant	GA Complete	Total Funding	Expended	Remaining
I2643	Project Name	Albuquerque	Complete	Compliant	Yes	$100,000.00	$0.00	$100,000.00

1
1 - 1 of 1 items

After a grant agreement is in place for a project, entities can submit NOOs and pay requests.

An approved Notice of Obligation (NOO) is required to submit pay requests.

Entity Initiators can submit an NOO by going to a project profile that has a grant agreement in place and selecting “New Request”.



Projects
My To-Do List 0
All Requests
Dashboard

I2643 Albuquerque Project Profile

TOTAL FUNDING $100,000.00

AMOUNT EXPENDED $768,098.00

AMOUNT REMAINING $552,263.36

REVERSION DATE 6/30/2028

I2643 Albuquerque

to plan, design, construct, equip and upgrade shade structures at Barstow, Desert Ridge Trails and Rancho de Palomas parks in Albuquerque in Bernalillo county;

Appropriation ID: I2643

Agency Code:

Agency: LOCAL GOVERNMENT DIVISION

Program Manager: Lynda Martinez

PROJECT DETAILS

Class Code: I2643

Bill:

Ch,Law,Par,Sec: 66,2024,1,28

AIPP Amount: $0.00

Entity: Albuquerque

ICIP Number:

ICIP Rank:

PO Number:

GRANT AGREEMENT

View Grant Agreement

NOO & Pay Requests
Requests for Disbursement
Requests Waiting Document Upload
New Request
Search for a request...
Filter by Type
Clear Filters

Request Id	Request Type	Requested By	Requested On	Requested Amount	PO Number	Payment Date	Stat

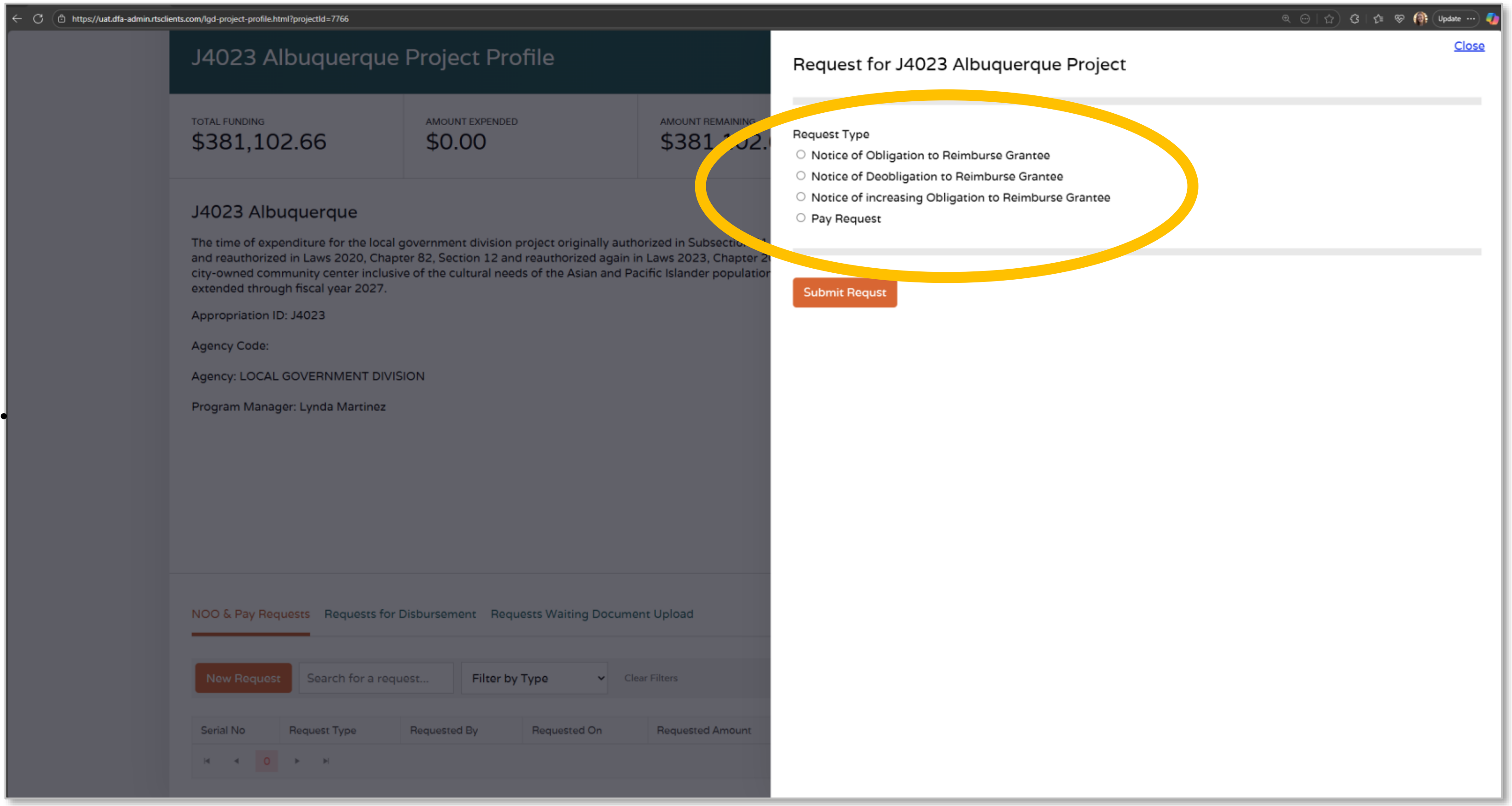
No items to display

ENTITY INITIATOR VIEW (similar for approver- approvers cannot initiate new requests)

Notice of Obligation

After selecting "New Request", the Entity Initiator will be prompted to select a request type.

In this case, we're going to select "Notice of Obligation".


https://uat.dfa-admin.rtsclients.com/lgd-project-profile.html?projectId=7766
Update
J4023 Albuquerque Project Profile
TOTAL FUNDING
$381,102.66
AMOUNT EXPENDED
$0.00
AMOUNT REMAINING
$381
NOO & Pay Requests
Requests for Disbursement
Requests Waiting Document Upload
New Request
Search for a request...
Filter by Type
Clear Filters
Serial No
Request Type
Requested By
Requested On
Requested Amount
0
Close
Submit Requst

J4023 Albuquerque

The time of expenditure for the local government division project originally authorized in Subsectio
and reauthorized in Laws 2020, Chapter 82, Section 12 and reauthorized again in Laws 2023, Chapter 2
city-owned community center inclusive of the cultural needs of the Asian and Pacific Islander populatio
extended through fiscal year 2027.

Appropriation ID: J4023

Agency Code:

Agency: LOCAL GOVERNMENT DIVISION

Program Manager: Lynda Martinez

Request for J4023 Albuquerque Project

Request Type

- ○ Notice of Obligation to Reimburse Grantee
- ○ Notice of Deobligation to Reimburse Grantee
- ○ Notice of increasing Obligation to Reimburse Grantee
- ○ Pay Request

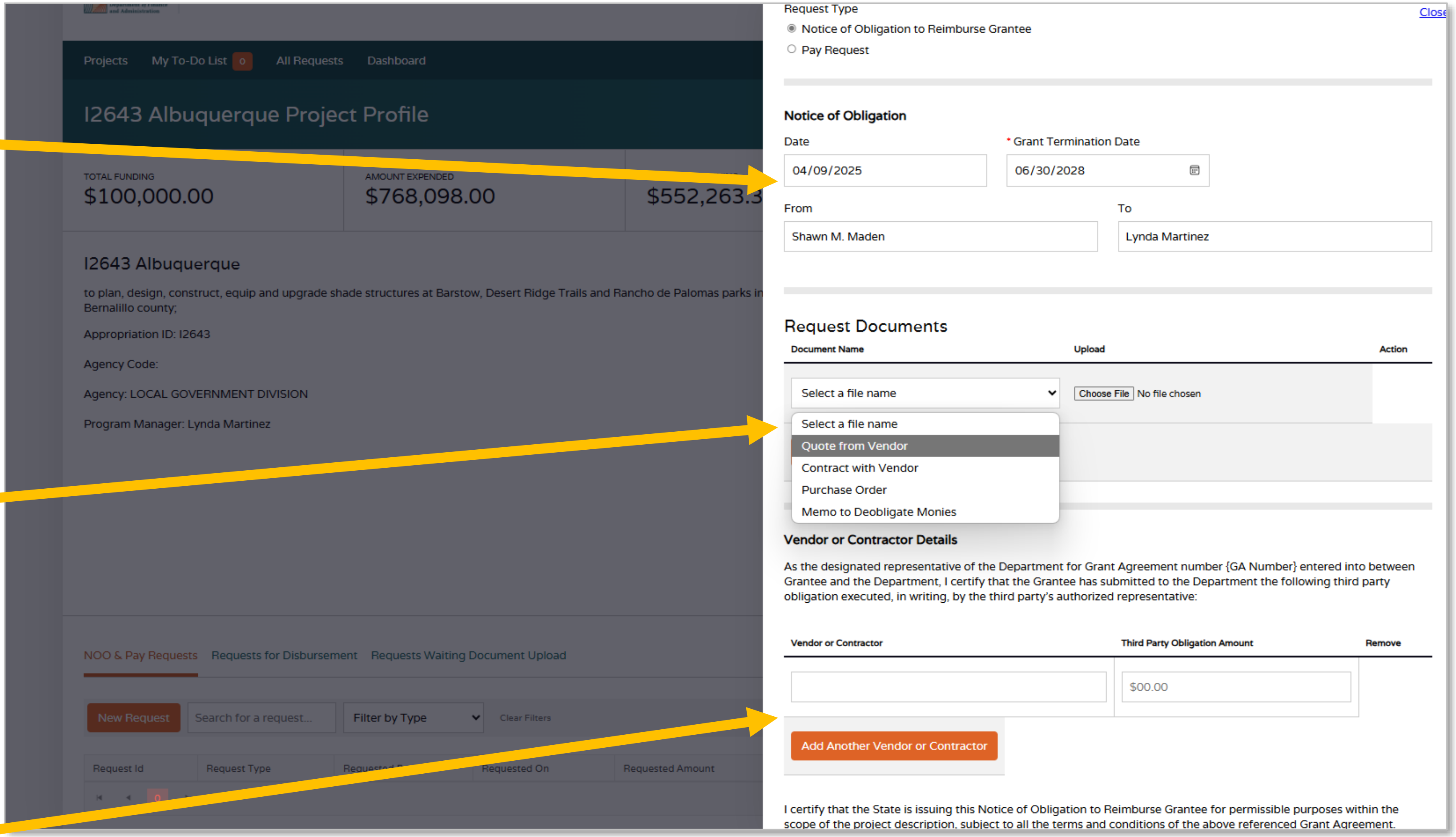
ENTITY INITIATOR VIEW

Notice of Obligation

Most information will prepopulate in the request form, including date of the request, grant termination date, and who the request is to and from.

Entity Initiator is required to upload ONE document (Quote, Contract, PO, or Memo to Deobligate, but they have the option to add additional documents.

Entity Initiator is required to complete at least one Vendor or Contractor and include the obligation amount.


Projects
My To-Do List 0
All Requests
Dashboard

I2643 Albuquerque Project Profile

TOTAL FUNDING $100,000.00

AMOUNT EXPENDED $768,098.00

$552,263.3

I2643 Albuquerque

to plan, design, construct, equip and upgrade shade structures at Barstow, Desert Ridge Trails and Rancho de Palomas parks in Bernalillo county;

Appropriation ID: I2643

Agency Code:

Agency: LOCAL GOVERNMENT DIVISION

Program Manager: Lynda Martinez

NOO & Pay Requests
Requests for Disbursement
Requests Waiting Document Upload
New Request
Search for a request...
Filter by Type
Clear Filters
Request Id
Request Type
Requested On
Requested Amount
Close

Request Type

● Notice of Obligation to Reimburse Grantee
○ Pay Request

Notice of Obligation

Date: 04/09/2025

* Grant Termination Date: 06/30/2028

From: Shawn M. Maden

To: Lynda Martinez

Request Documents

Document Name	Upload	Action
Select a file name	Choose File No file chosen	

Select a file name
Quote from Vendor
Contract with Vendor
Purchase Order
Memo to Deobligate Monies

Vendor or Contractor Details

As the designated representative of the Department for Grant Agreement number {GA 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	Remove
	$00.00	

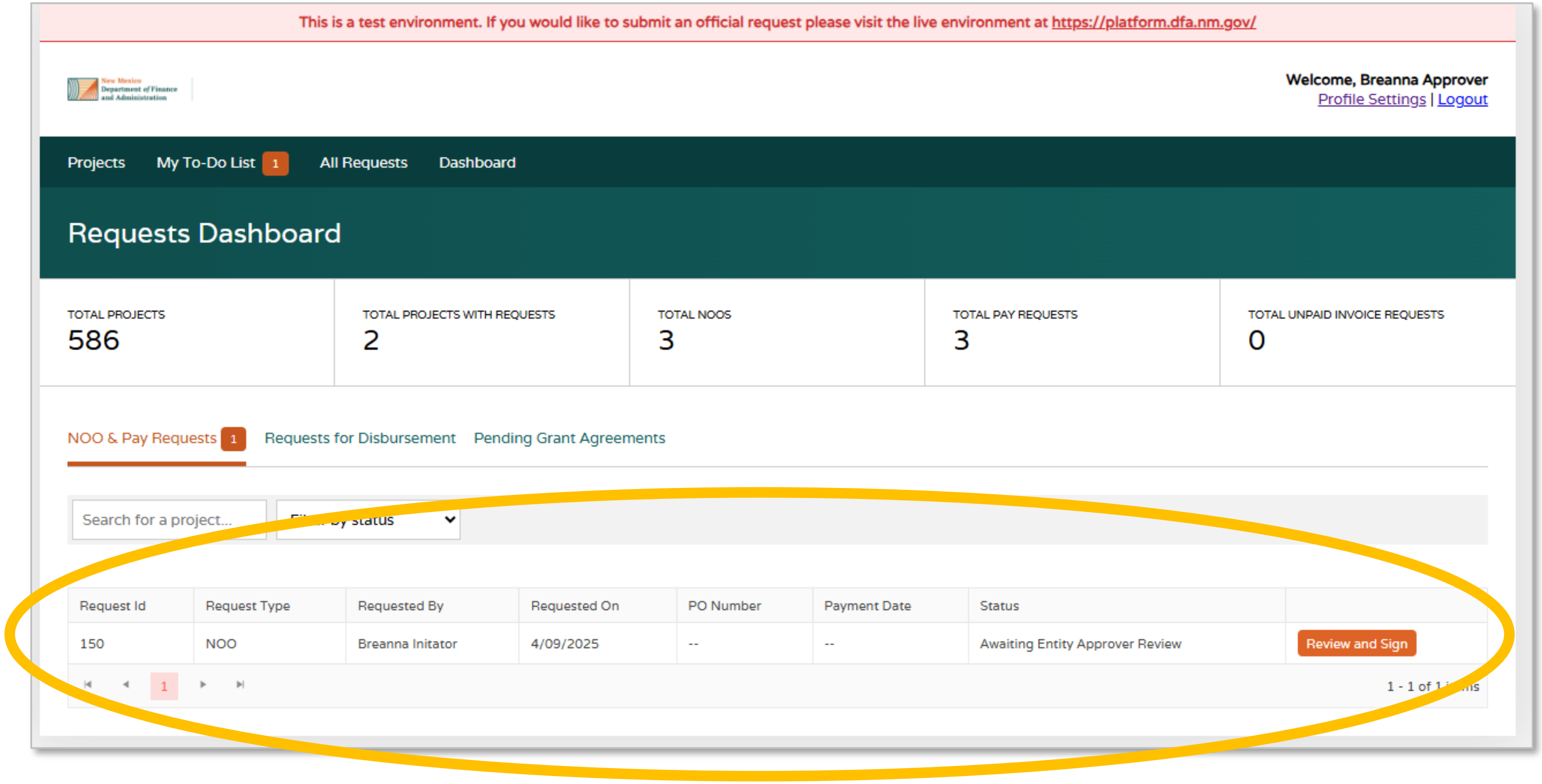
Add Another Vendor or Contractor

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.

ENTITY INITIATOR VIEW

Notice of Obligation

After the Entity Initiator submits, the request moves into the Entity Approvers “My To-Do List” for action.


New Mexico Department of Finance and Administration
Profile Settings | Logout
Projects
My To-Do List 1
All Requests
Dashboard
NOO & Pay Requests 1
Requests for Disbursement
Pending Grant Agreements
Search for a project...
Filter by status
Review and Sign

This is a test environment. If you would like to submit an official request please visit the live environment at https://platform.dfa.nm.gov/

Welcome, Breanna Approver

Requests Dashboard

TOTAL PROJECTS	TOTAL PROJECTS WITH REQUESTS	TOTAL NOOS	TOTAL PAY REQUESTS	TOTAL UNPAID INVOICE REQUESTS
586	2	3	3	0

Request Id	Request Type	Requested By	Requested On	PO Number	Payment Date	Status	
150	NOO	Breanna Initator	4/09/2025	--	--	Awaiting Entity Approver Review	Review and Sign

1 - 1 of 1 items

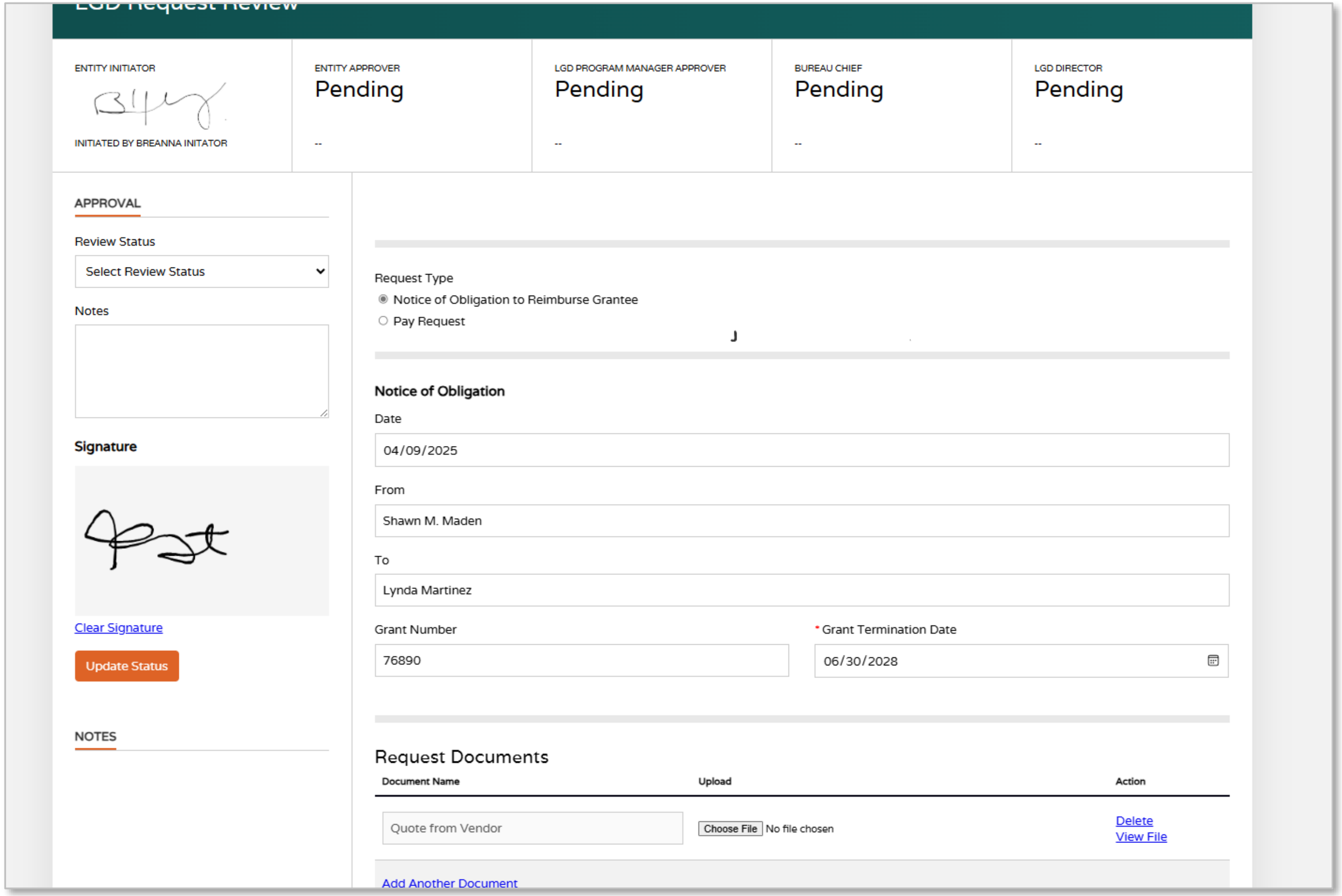
ENTITY APPROVER VIEW

Notice of Obligation

After selecting “Review and Sign”, the Entity Approver can review the details of the NOO and take one of two Approval actions:

1. “Approve”, which will send the document on to LGD staff review OR
2. “Deny”, which will send the document back to the Entity Initiator, who can correct the request and resubmit, or cancel the request.

Once approved by LGD staff, the NOO will populate in the “All Requests” tab and Entity Initiator can begin submitting pay requests.



LGD Request Review

ENTITY INITIATOR	ENTITY APPROVER	LGD PROGRAM MANAGER APPROVER	BUREAU CHIEF	LGD DIRECTOR
INITIATED BY BREANNA INITATOR	Pending --	Pending --	Pending --	Pending --

APPROVAL

Review Status: Select Review Status

Notes

Signature

Clear Signature

Update Status

NOTES

Request Type
● Notice of Obligation to Reimburse Grantee
○ Pay Request

Notice of Obligation

Date: 04/09/2025

From: Shawn M. Maden

To: Lynda Martinez

Grant Number: 76890

* Grant Termination Date: 06/30/2028

Request Documents

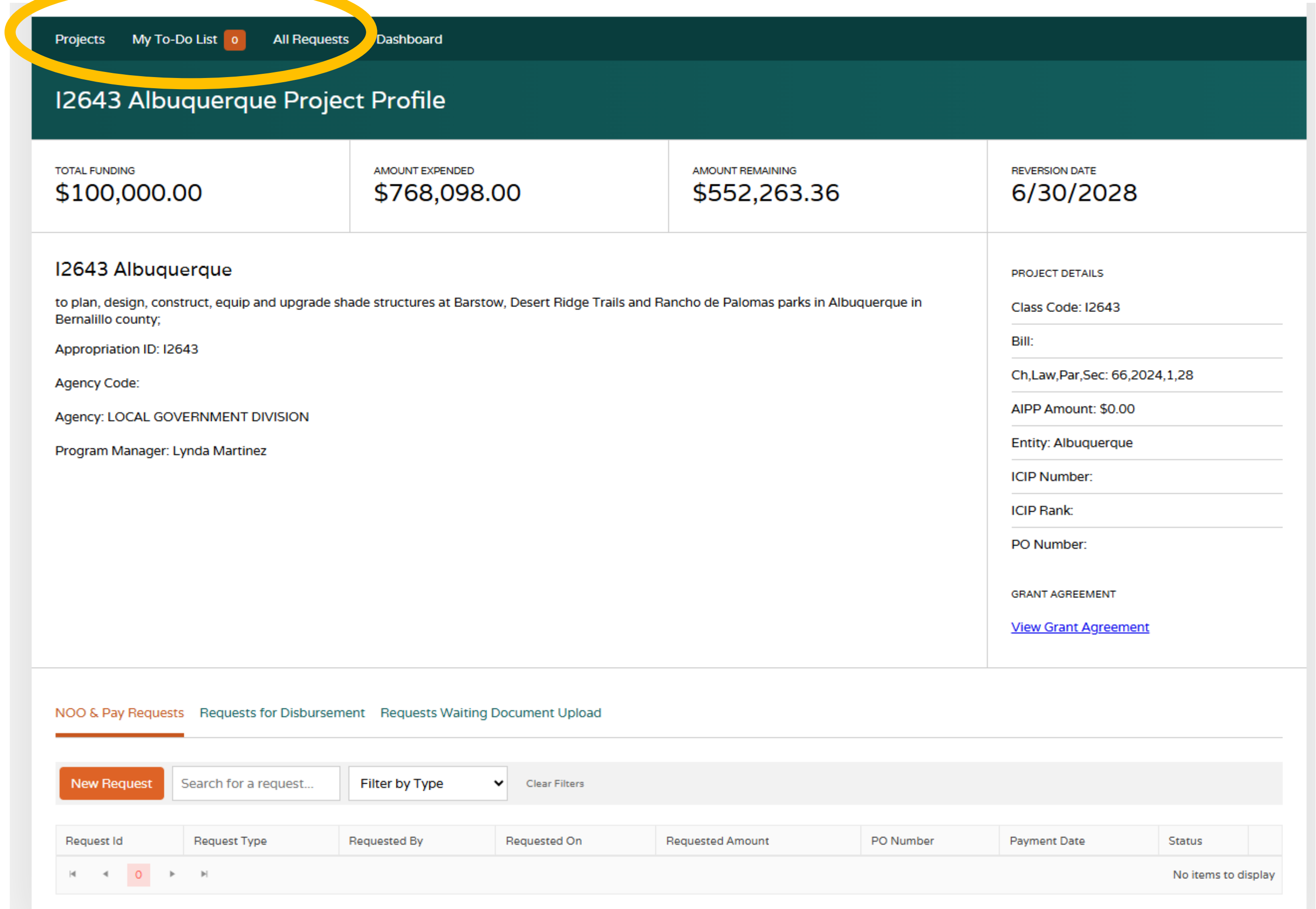
Document Name	Upload	Action
Quote from Vendor	Choose File No file chosen	Delete View File

Add Another Document

ENTITY APPROVER VIEW

Notice of Obligation

Navigate back to “Projects”, “My To-Do List”, or “All Requests” to take your next action.


Projects
My To-Do List 0
All Requests
Dashboard
NOO & Pay Requests
Requests for Disbursement
Requests Waiting Document Upload
New Request
Search for a request...
Filter by Type
Clear Filters

I2643 Albuquerque Project Profile

TOTAL FUNDING	AMOUNT EXPENDED	AMOUNT REMAINING	REVERSION DATE
$100,000.00	$768,098.00	$552,263.36	6/30/2028

I2643 Albuquerque

to plan, design, construct, equip and upgrade shade structures at Barstow, Desert Ridge Trails and Rancho de Palomas parks in Albuquerque in Bernalillo county;

Appropriation ID: I2643

Agency Code:

Agency: LOCAL GOVERNMENT DIVISION

Program Manager: Lynda Martinez

PROJECT DETAILS

Class Code: I2643

Bill:

Ch,Law,Par,Sec: 66,2024,1,28

AIPP Amount: $0.00

Entity: Albuquerque

ICIP Number:

ICIP Rank:

PO Number:

GRANT AGREEMENT

View Grant Agreement

Request Id	Request Type	Requested By	Requested On	Requested Amount	PO Number	Payment Date	Status

0

No items to display

ENTITY INITIATOR VIEW (similar for approver- approvers cannot initiate new requests)

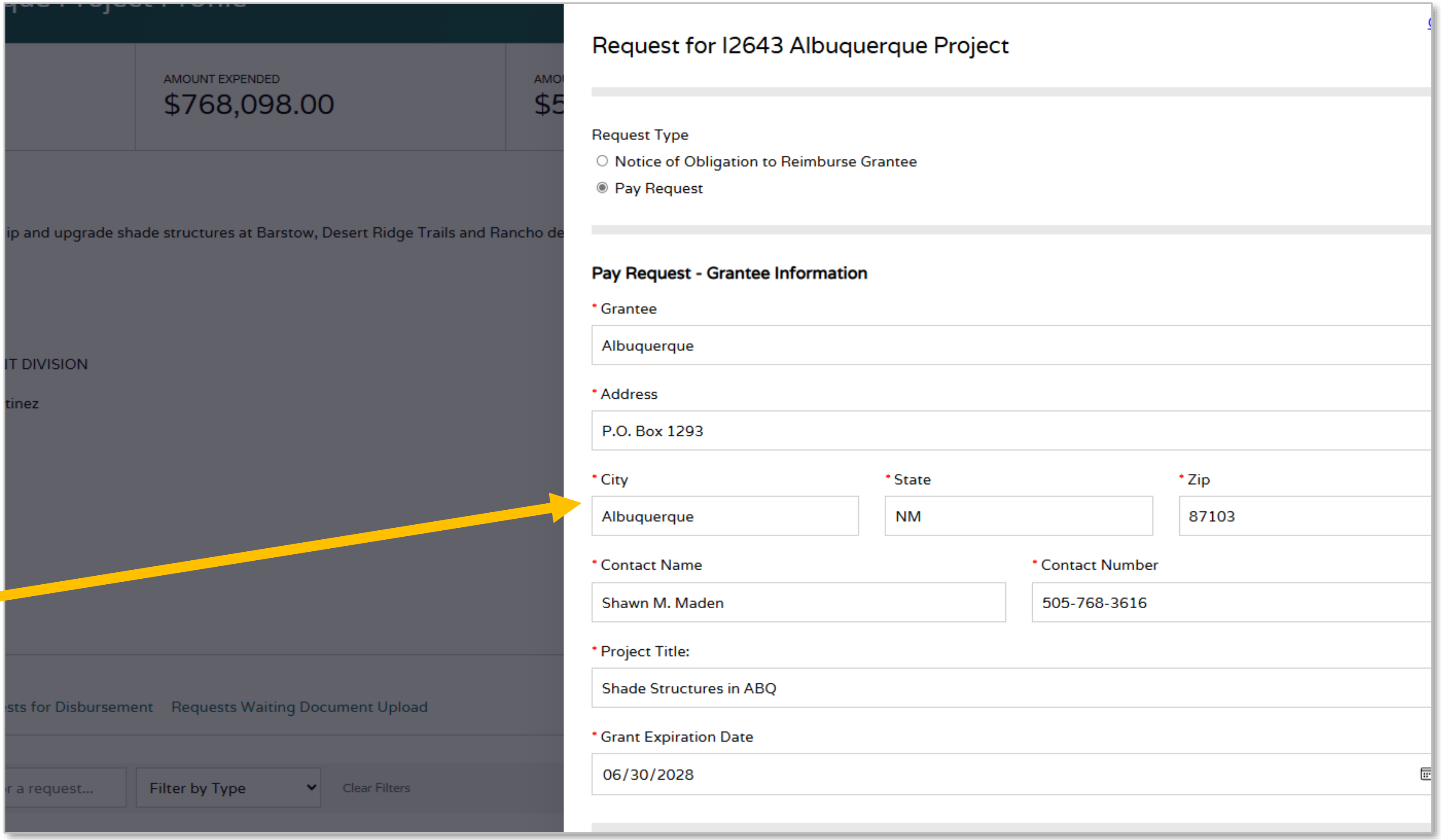
How to Submit a Pay Request

Pay Request

After a grant agreement and NOO is in place for a project, Entity Initiators can submit pay requests.

After selecting "New Request", the Entity Initiator will be prompted to select a request type: "Notice of Obligation" or "Pay Request".

In this case, we've selected "Pay Request" and you can see that Pay Request – Grantee information has auto-populated:



AMOUNT EXPENDED
$768,098.00

ip and upgrade shade structures at Barstow, Desert Ridge Trails and Rancho de

IT DIVISION

tinez

sts for Disbursement Requests Waiting Document Upload

r a request...

Filter by Type

Clear Filters

Request for I2643 Albuquerque Project

Request Type
○ Notice of Obligation to Reimburse Grantee
● Pay Request

Pay Request - Grantee Information

* Grantee: Albuquerque
* Address: P.O. Box 1293
* City: Albuquerque
* State: NM
* Zip: 87103
* Contact Name: Shawn M. Maden
* Contact Number: 505-768-3616
* Project Title: Shade Structures in ABQ
* Grant Expiration Date: 06/30/2028

ENTITY INITIATOR VIEW

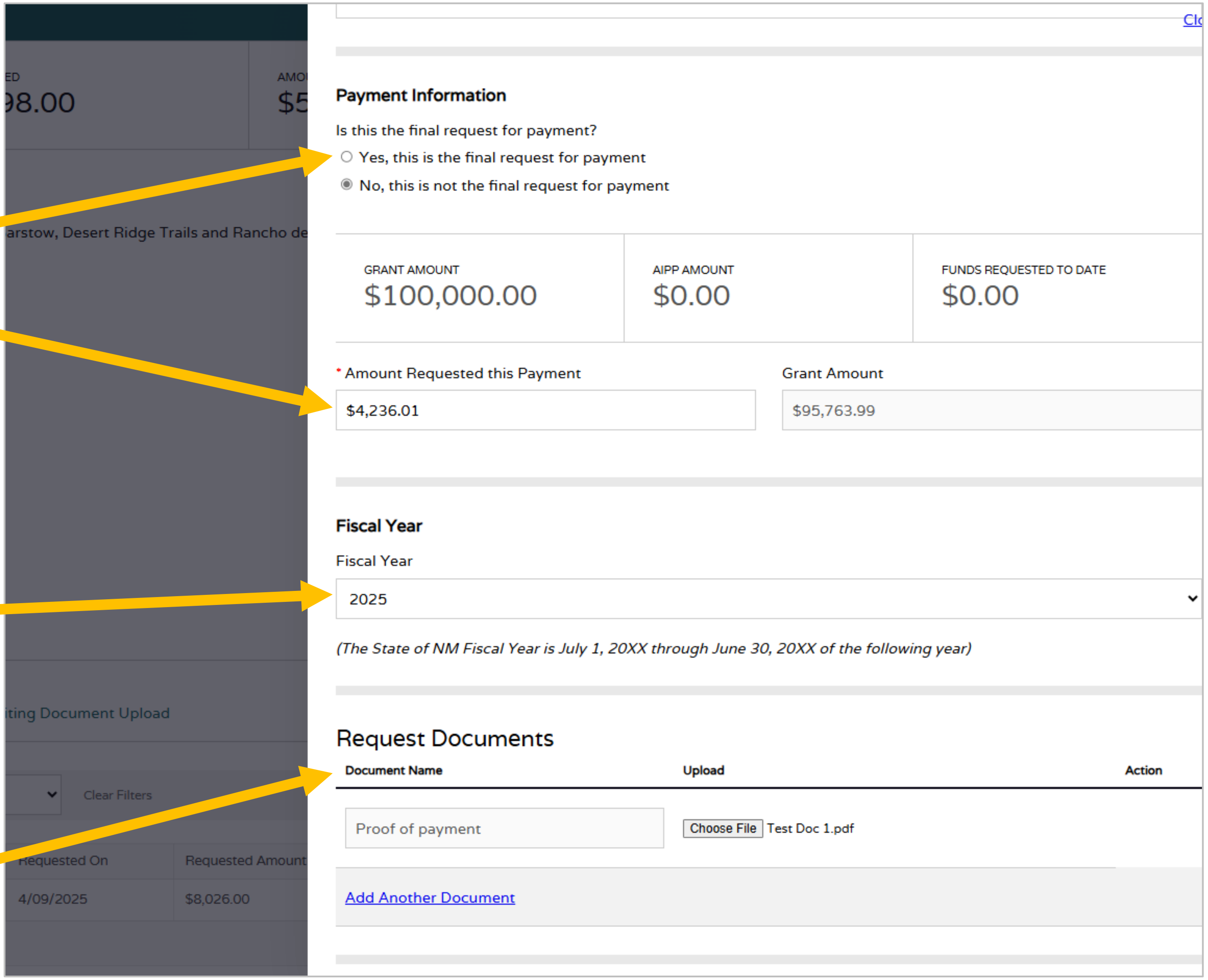
New Mexico Department of Finance and Administration

Pay Request

Entity Initiator will be required to select if it's the final request for payment or not and complete the amount requested for this payment. The answer to the final request for payment will reflect a "Grant Amount" for "No" or "Reversion Amount" for "Yes".

The fiscal year will auto-populate to the current fiscal year.

Entity Initiator is required to upload ONE proof of payment, but they have the option to add additional documents.


ED
98.00
AMO
$5
arstow, Desert Ridge Trails and Rancho de
ting Document Upload
Clear Filters
Requested On
Requested Amount
4/09/2025
$8,026.00
Clo

Payment Information

Is this the final request for payment?

○ Yes, this is the final request for payment

● No, this is not the final request for payment

GRANT AMOUNT	AIPP AMOUNT	FUNDS REQUESTED TO DATE
$100,000.00	$0.00	$0.00

* Amount Requested this Payment	Grant Amount
$4,236.01	$95,763.99

Fiscal Year

Fiscal Year: 2025

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

Request Documents

Document Name	Upload	Action
Proof of payment	Choose File Test Doc 1.pdf	

Add Another Document

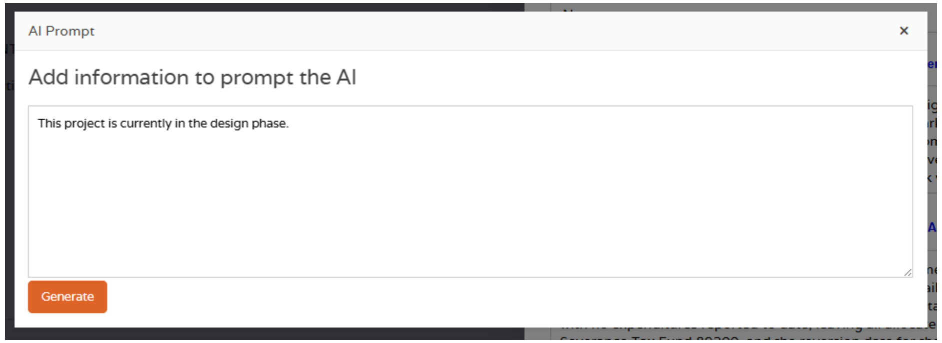
ENTITY INITIATOR VIEW

New Mexico
Department *of* Finance
and Administration

Pay Request

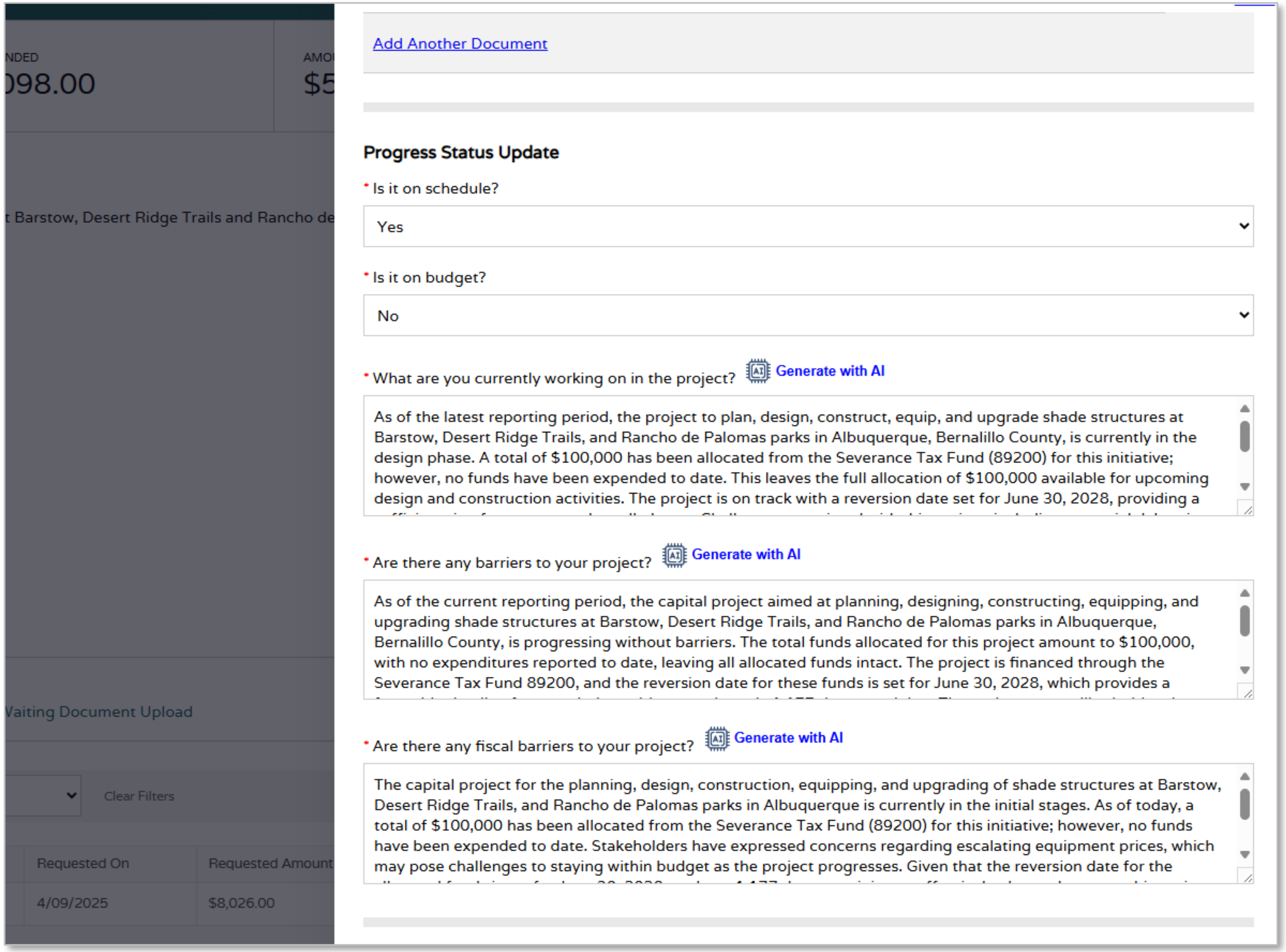
Next, the Entity Initiator will complete a “Progress Status Update” within the pay request.

Entity Initiators can complete a narrative of generate a response with AI, which will pull project details and take further prompts from the Entity Initiator to compile a response.



Add information to prompt the AI

This project is currently in the design phase.



Progress Status Update

* Is it on schedule?

Yes

* Is it on budget?

No

* What are you currently working on in the project?

As of the latest reporting period, the project to plan, design, construct, equip, and upgrade shade structures at Barstow, Desert Ridge Trails, and Rancho de Palomas parks in Albuquerque, Bernalillo County, is currently in the design phase. A total of $100,000 has been allocated from the Severance Tax Fund (89200) for this initiative; however, no funds have been expended to date. This leaves the full allocation of $100,000 available for upcoming design and construction activities. The project is on track with a reversion date set for June 30, 2028, providing a

* Are there any barriers to your project?

As of the current reporting period, the capital project aimed at planning, designing, constructing, equipping, and upgrading shade structures at Barstow, Desert Ridge Trails, and Rancho de Palomas parks in Albuquerque, Bernalillo County, is progressing without barriers. The total funds allocated for this project amount to $100,000, with no expenditures reported to date, leaving all allocated funds intact. The project is financed through the Severance Tax Fund 89200, and the reversion date for these funds is set for June 30, 2028, which provides a

* Are there any fiscal barriers to your project?

The capital project for the planning, design, construction, equipping, and upgrading of shade structures at Barstow, Desert Ridge Trails, and Rancho de Palomas parks in Albuquerque is currently in the initial stages. As of today, a total of $100,000 has been allocated from the Severance Tax Fund (89200) for this initiative; however, no funds have been expended to date. Stakeholders have expressed concerns regarding escalating equipment prices, which may pose challenges to staying within budget as the project progresses. Given that the reversion date for the

ENTITY INITIATOR VIEW

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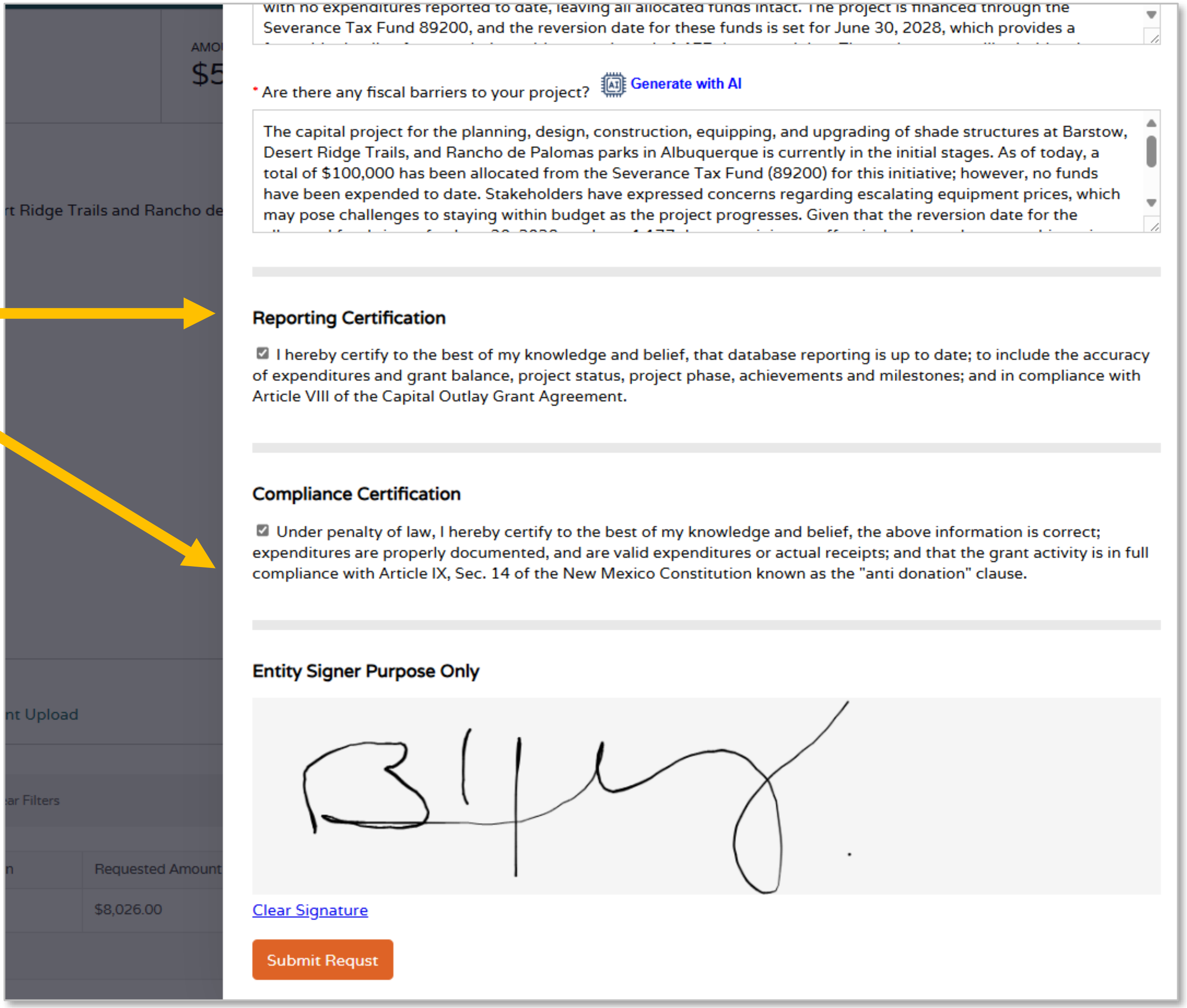
Pay Request

After completing the Progress Status Update, the Entity Initiator will complete certifications and submit the pay request.



with no expenditures reported to date, leaving all allocated funds intact. The project is financed through the Severance Tax Fund 89200, and the reversion date for these funds is set for June 30, 2028, which provides a

* Are there any fiscal barriers to your project?

The capital project for the planning, design, construction, equipping, and upgrading of shade structures at Barstow, Desert Ridge Trails, and Rancho de Palomas parks in Albuquerque is currently in the initial stages. As of today, a total of $100,000 has been allocated from the Severance Tax Fund (89200) for this initiative; however, no funds have been expended to date. Stakeholders have expressed concerns regarding escalating equipment prices, which may pose challenges to staying within budget as the project progresses. Given that the reversion date for the

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.

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.

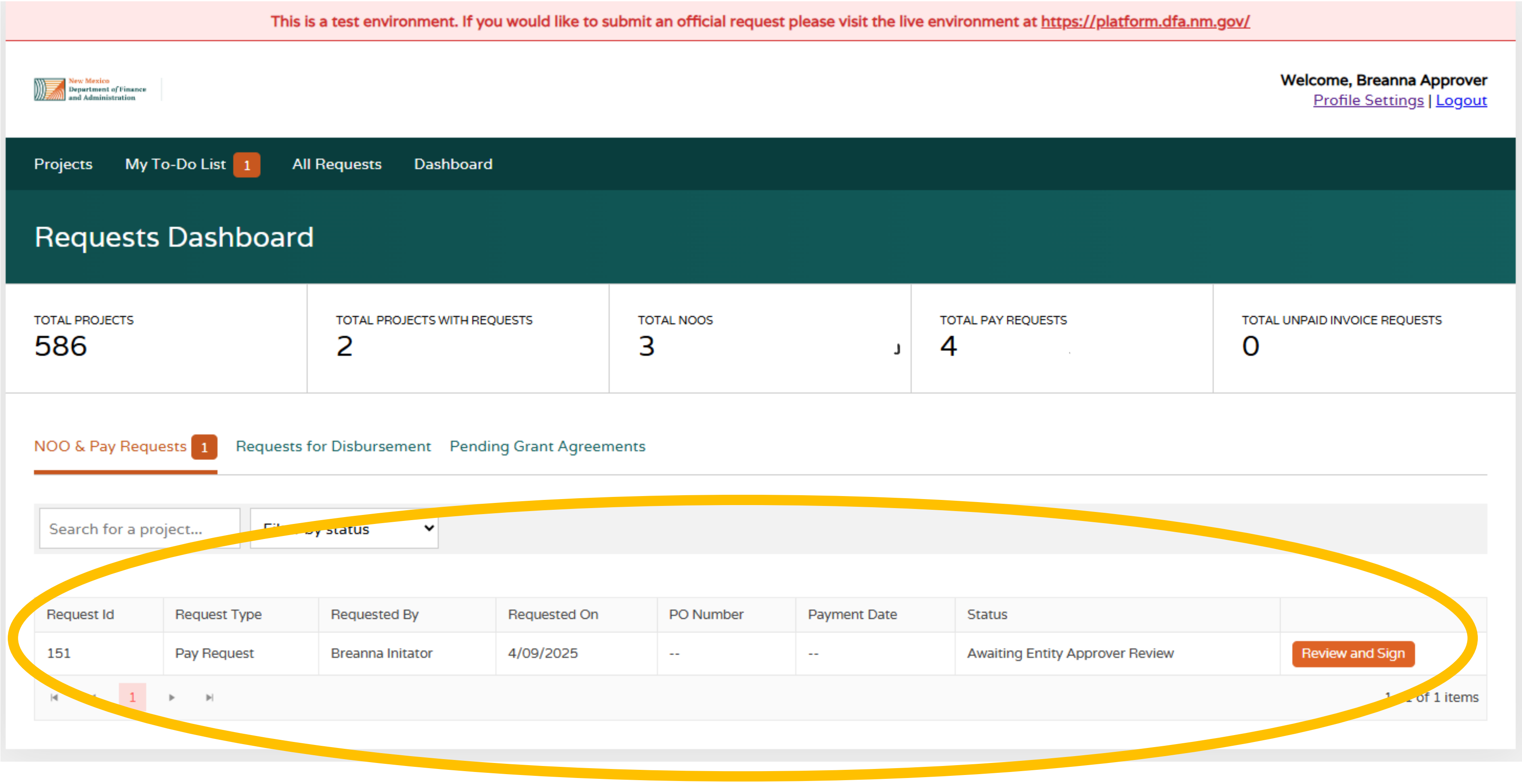
Entity Signer Purpose Only

ENTITY INITIATOR VIEW

New Mexico
Department *of* Finance
and Administration

Notice of Obligation

After the Entity Initiator submits, the request moves into the Entity Approvers “My To-Do List” for action.


New Mexico
Department of Finance
and Administration
Profile Settings | Logout
Projects
My To-Do List 1
All Requests
Dashboard
NOO & Pay Requests 1
Requests for Disbursement
Pending Grant Agreements
Search for a project...
Fi by status
Review and Sign

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Welcome, Breanna Approver

Requests Dashboard

TOTAL PROJECTS	TOTAL PROJECTS WITH REQUESTS	TOTAL NOOS	TOTAL PAY REQUESTS	TOTAL UNPAID INVOICE REQUESTS
586	2	3	4	0

Request Id	Request Type	Requested By	Requested On	PO Number	Payment Date	Status	
151	Pay Request	Breanna Initator	4/09/2025	--	--	Awaiting Entity Approver Review	Review and Sign

1 of 1 items

ENTITY APPROVER VIEW

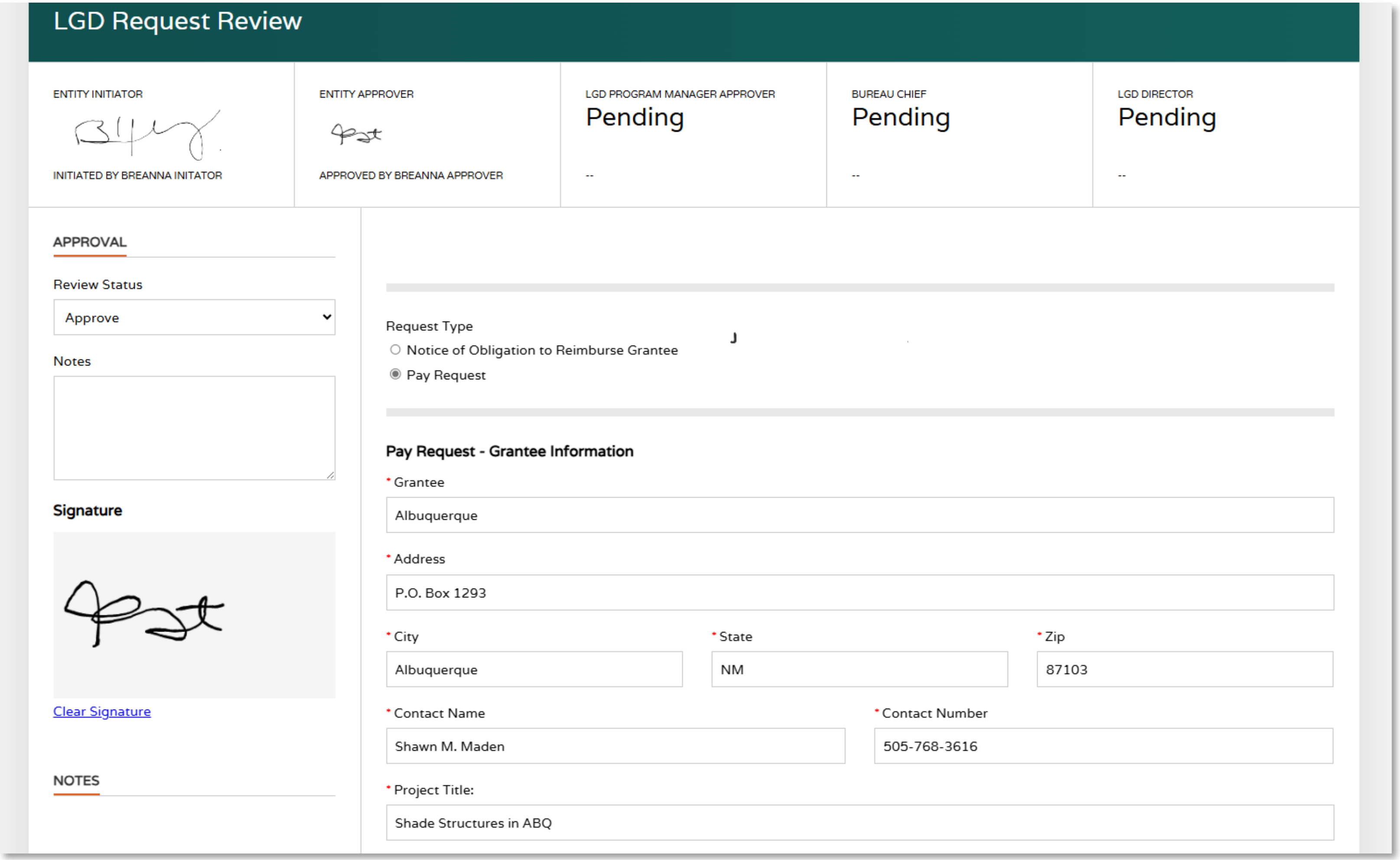
New Mexico Department of Finance and Administration

Notice of Obligation

After selecting “Review and Sign”, the Entity Approver can review the details of the pay request and take one of two Approval actions:

1. “Approve”, which will send the document on to LGD staff review and ASD for processing OR
2. “Deny”, which will send the document back to the Entity Initiator, who can correct the request and resubmit, or cancel the request.

Once approved by LGD staff, the NOO will populate in the “All Requests” tab and the project will be paid.



LGD Request Review

ENTITY INITIATOR	ENTITY APPROVER	LGD PROGRAM MANAGER APPROVER	BUREAU CHIEF	LGD DIRECTOR
		Pending	Pending	Pending
INITIATED BY BREANNA INITATOR	APPROVED BY BREANNA APPROVER	--	--	--

APPROVAL

Review Status: Approve

Notes:

Signature

Clear Signature

NOTES

Request Type

○ Notice of Obligation to Reimburse Grantee

● Pay Request

Pay Request - Grantee Information

* Grantee: Albuquerque

* Address: P.O. Box 1293

* City: Albuquerque

* State: NM

* Zip: 87103

* Contact Name: Shawn M. Maden

* Contact Number: 505-768-3616

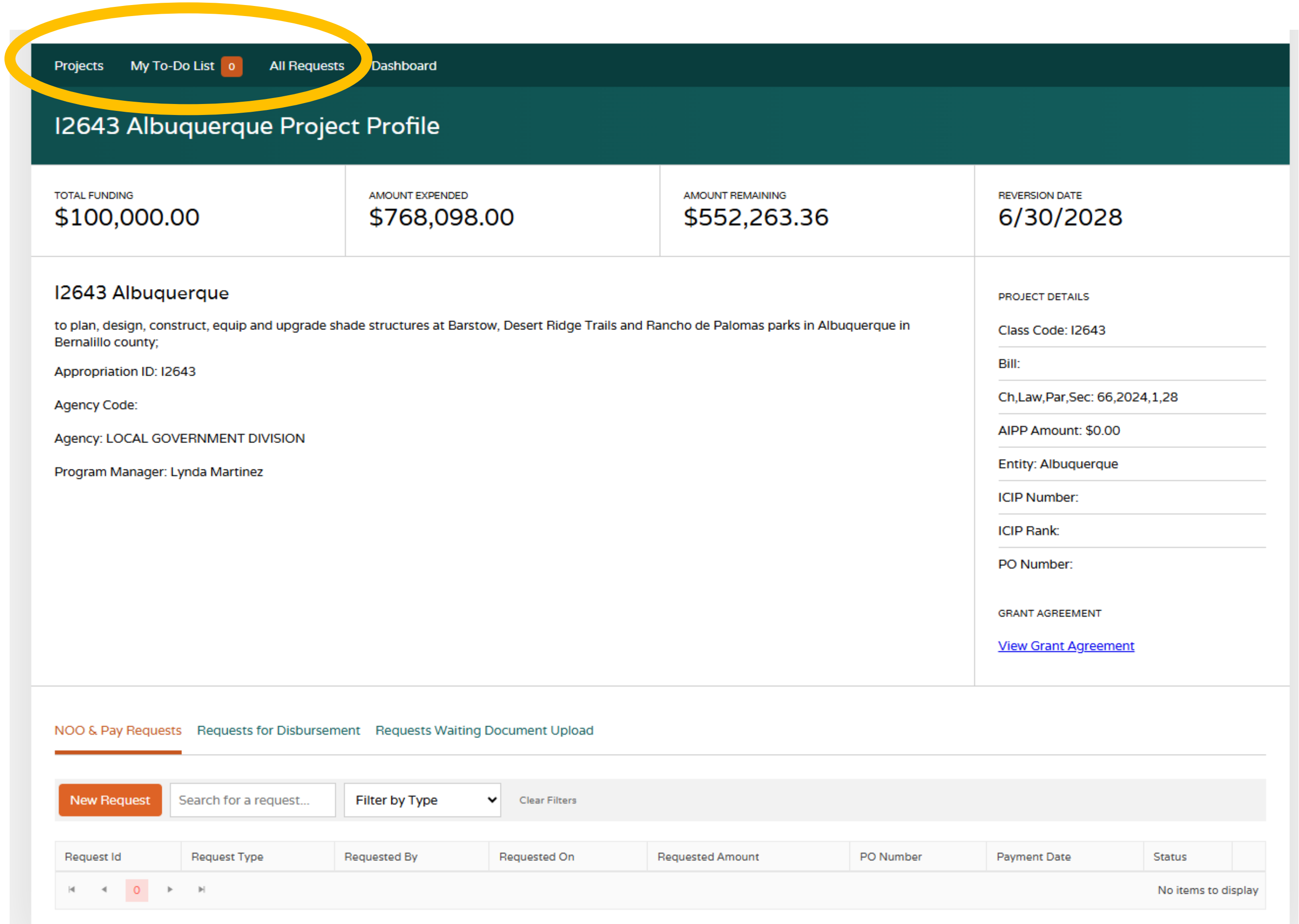
* Project Title: Shade Structures in ABQ

ENTITY APPROVER VIEW

New Mexico
Department *of* Finance
and Administration

Pay Requests

Navigate back to "Projects", "My To-Do List", or "All Requests" to take your next action.


Projects
My To-Do List 0
All Requests
Dashboard

I2643 Albuquerque Project Profile

TOTAL FUNDING	AMOUNT EXPENDED	AMOUNT REMAINING	REVERSION DATE
$100,000.00	$768,098.00	$552,263.36	6/30/2028

I2643 Albuquerque

to plan, design, construct, equip and upgrade shade structures at Barstow, Desert Ridge Trails and Rancho de Palomas parks in Albuquerque in Bernalillo county;

Appropriation ID: I2643

Agency Code:

Agency: LOCAL GOVERNMENT DIVISION

Program Manager: Lynda Martinez

PROJECT DETAILS

Class Code: I2643

Bill:

Ch,Law,Par,Sec: 66,2024,1,28

AIPP Amount: $0.00

Entity: Albuquerque

ICIP Number:

ICIP Rank:

PO Number:

GRANT AGREEMENT

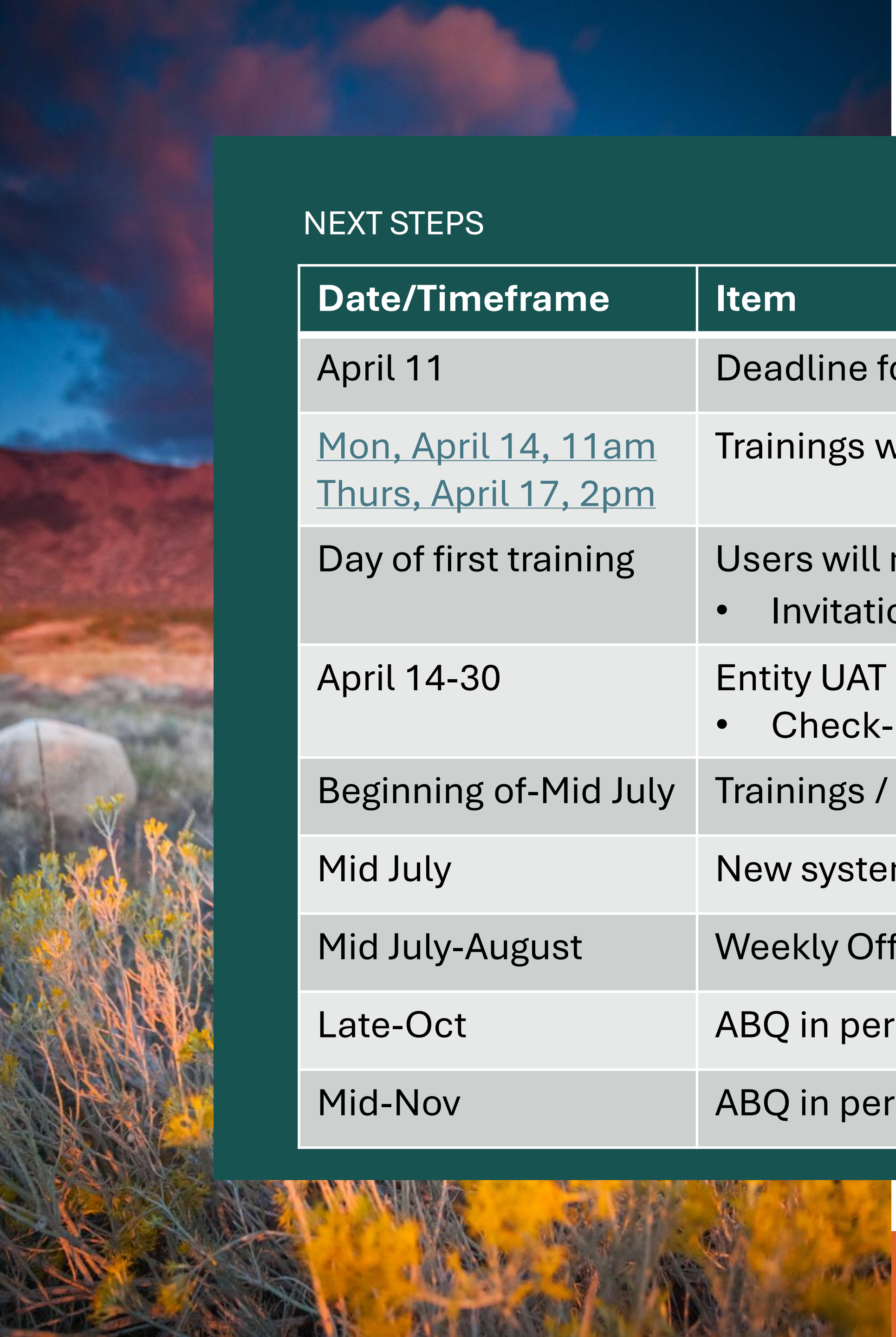
View Grant Agreement

NOO & Pay Requests
Requests for Disbursement
Requests Waiting Document Upload
New Request
Search for a request...
Filter by Type
Clear Filters

Request Id	Request Type	Requested By	Requested On	Requested Amount	PO Number	Payment Date	Status

No items to display

ENTITY INITIATOR VIEW (similar for approver- approvers cannot initiate new requests)



NEXT STEPS

Date/Timeframe	Item
April 11	Deadline for Entity User Acceptance Testing (UAT) Group to submit user info
Mon, April 14, 11am Thurs, April 17, 2pm	Trainings with Entity UAT Group (meeting invites linked to the left)
Day of first training	Users will receive an invitation to access the system • Invitation will come from mailservices@rtssaas.com
April 14-30	Entity UAT Group testing period & weekly check-ins • Check-ins from 1-2pm on Wednesdays
Beginning of-Mid July	Trainings / Onboarding for Entities
Mid July	New system goes live
Mid July-August	Weekly Office Hours to support launch
Late-Oct	ABQ in person, computer-based training at Infrastructure Finance Conference
Mid-Nov	ABQ in person, computer-based training at LGD Budget Conference

Thank you!