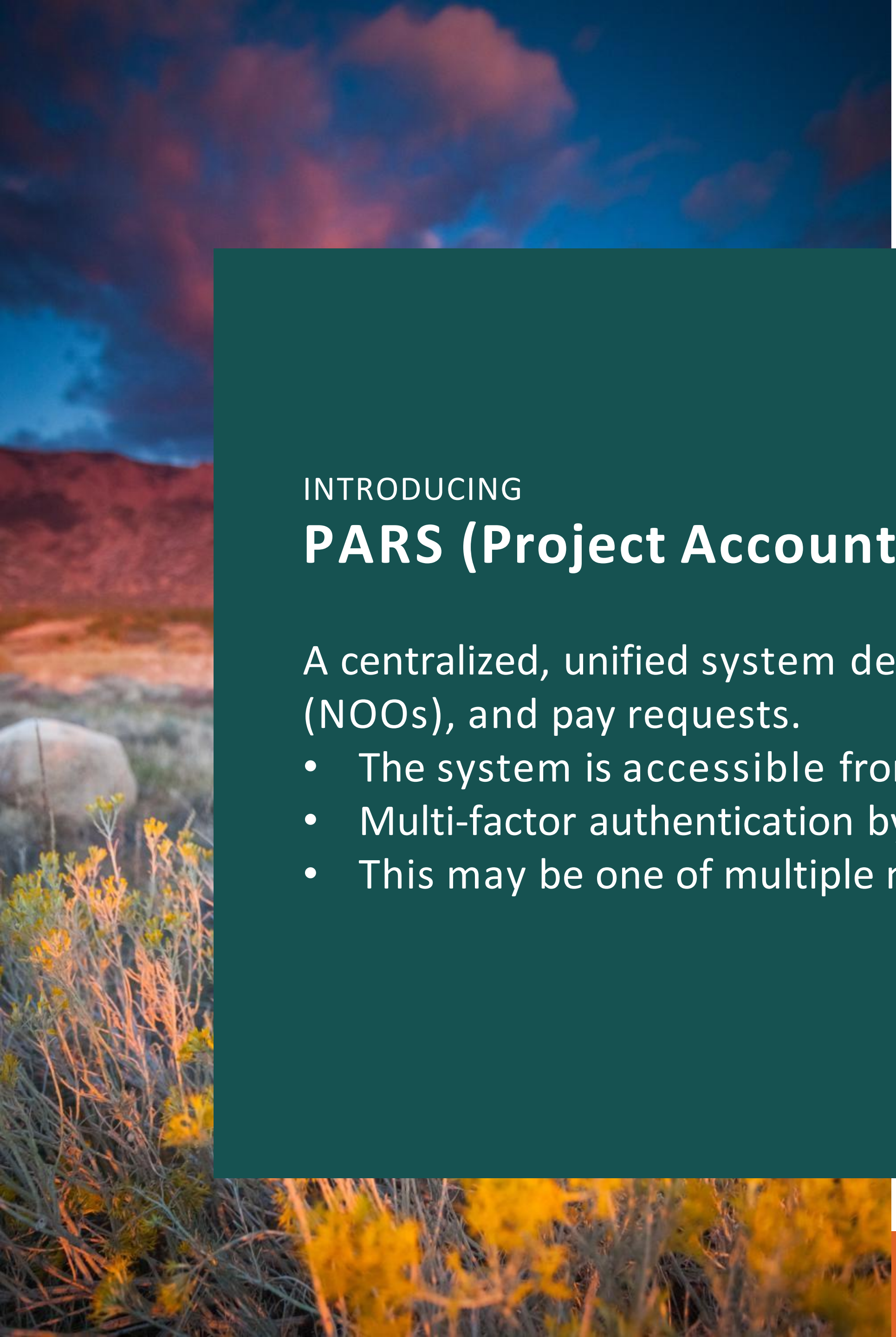
New Mexico
Department of Finance
and Administration

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

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 is 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

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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 will provide insights into past appropriations, transparency of processing times, provide central location for both the grantee and LGD.

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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.

System Integration

CAPS (ICIP)

Capital Outlay Requests

Questionnaires

Audit Compliance

PARS
(grant agreements,
NOOs,
pay requests)

CAPS (reporting)

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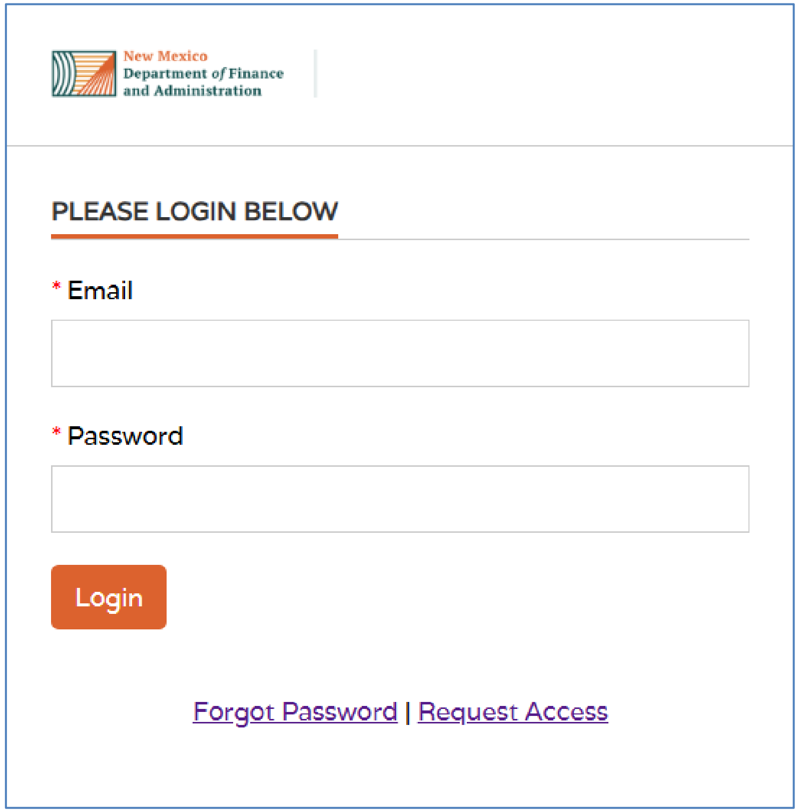
How to Access PARS

1. Go to website https://platform.dfa.nm.gov/
2. Enter email and password.
3. To request access – choose Request Access
4. If needed, click on forgot password. This will create a temporary login password.



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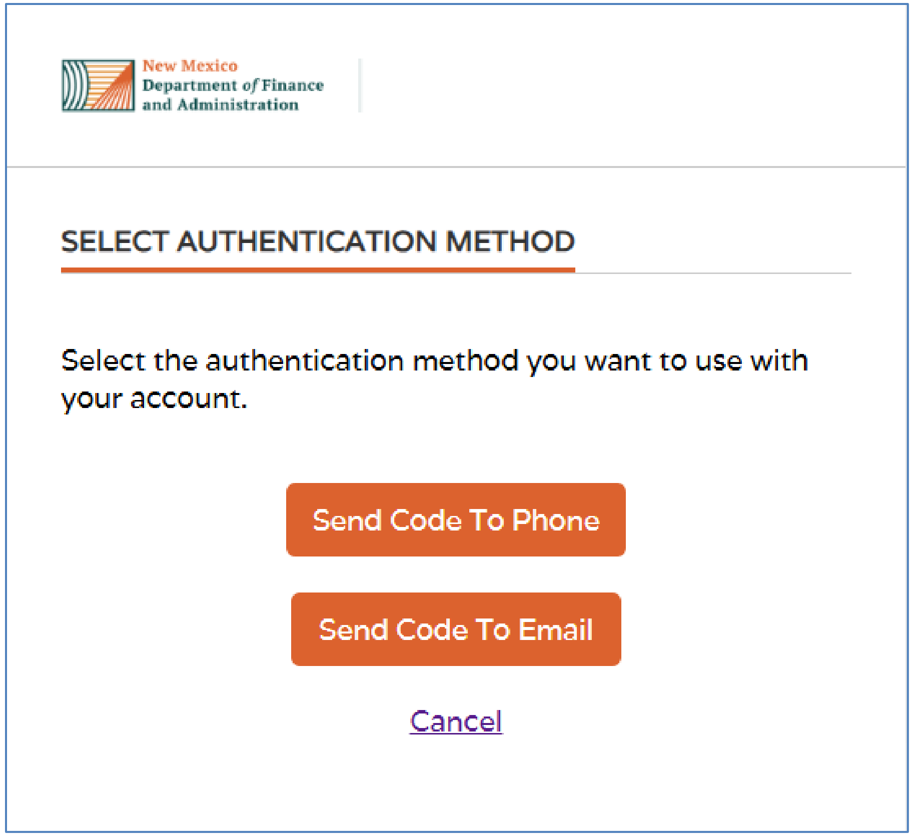
Multi-factor Authentication

Required for Initiators and Approvers:

Select Authentication Method

- Send code to Phone
- Send Code to Email



Navigating the System

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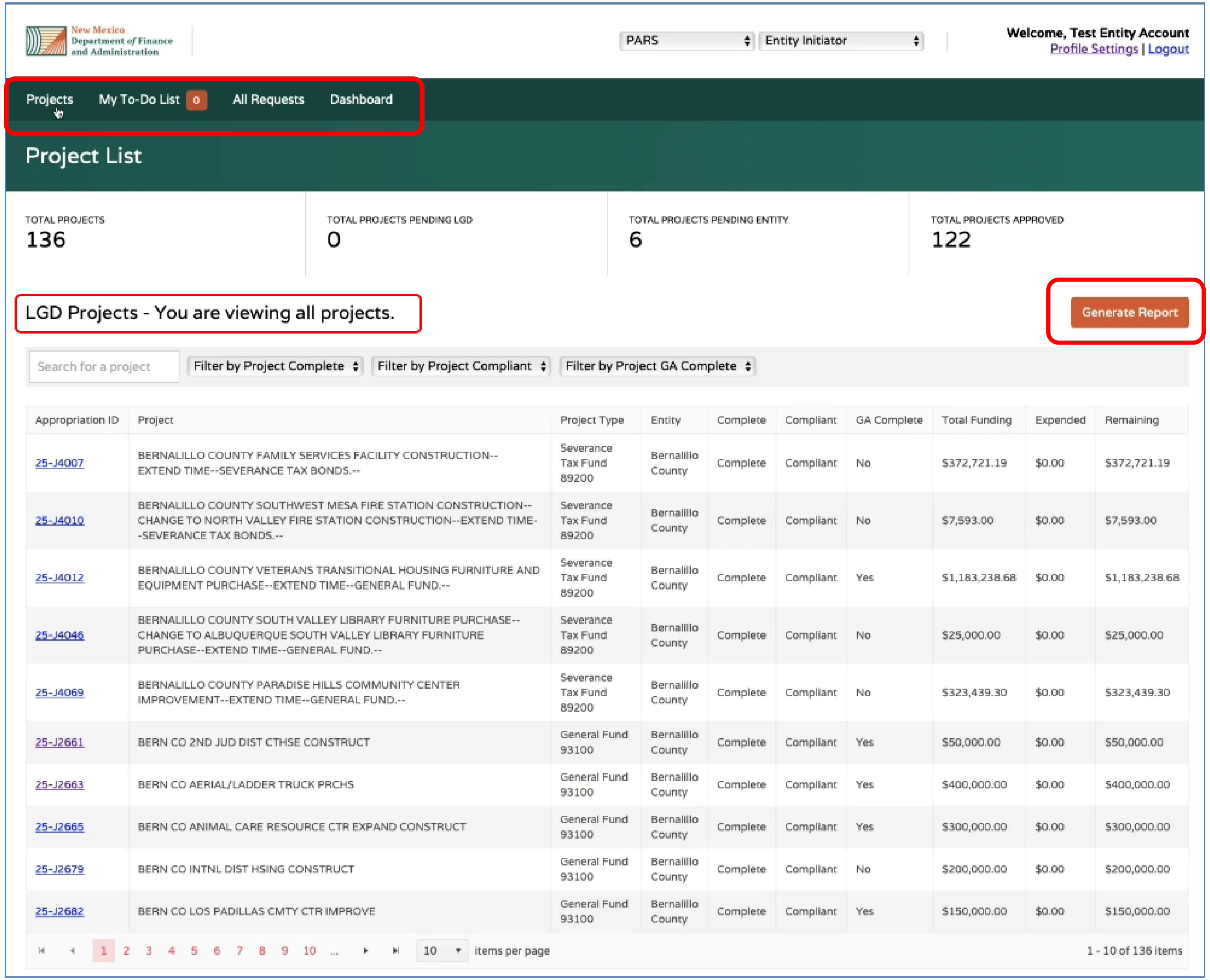
Navigating the System

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



Appropriation ID	Project	Project Type	Entity	Complete	Compliant	GA Complete	Total Funding	Expended	Remaining
25-J4007	BERNALILLO COUNTY FAMILY SERVICES FACILITY CONSTRUCTION--EXTEND TIME--SEVERANCE TAX BONDS.--	Severance Tax Fund 89200	Bernalillo County	Complete	Compliant	No	$372,721.19	$0.00	$372,721.19
25-J4010	BERNALILLO COUNTY SOUTHWEST MESA FIRE STATION CONSTRUCTION--CHANGE TO NORTH VALLEY FIRE STATION CONSTRUCTION--EXTEND TIME--SEVERANCE TAX BONDS.--	Severance Tax Fund 89200	Bernalillo County	Complete	Compliant	No	$7,593.00	$0.00	$7,593.00
25-J4012	BERNALILLO COUNTY VETERANS TRANSITIONAL HOUSING FURNITURE AND EQUIPMENT PURCHASE--EXTEND TIME--GENERAL FUND.--	Severance Tax Fund 89200	Bernalillo County	Complete	Compliant	Yes	$1,183,238.68	$0.00	$1,183,238.68
25-J4046	BERNALILLO COUNTY SOUTH VALLEY LIBRARY FURNITURE PURCHASE--CHANGE TO ALBUQUERQUE SOUTH VALLEY LIBRARY FURNITURE PURCHASE--EXTEND TIME--GENERAL FUND.--	Severance Tax Fund 89200	Bernalillo County	Complete	Compliant	No	$25,000.00	$0.00	$25,000.00
25-J4069	BERNALILLO COUNTY PARADISE HILLS COMMUNITY CENTER IMPROVEMENT--EXTEND TIME--GENERAL FUND.--	Severance Tax Fund 89200	Bernalillo County	Complete	Compliant	No	$323,439.30	$0.00	$323,439.30
25-J2661	BERN CO 2ND JUD DIST CTHSE CONSTRUCT	General Fund 93100	Bernalillo County	Complete	Compliant	Yes	$50,000.00	$0.00	$50,000.00
25-J2663	BERN CO AERIAL/LADDER TRUCK PRCHS	General Fund 93100	Bernalillo County	Complete	Compliant	Yes	$400,000.00	$0.00	$400,000.00
25-J2665	BERN CO ANIMAL CARE RESOURCE CTR EXPAND CONSTRUCT	General Fund 93100	Bernalillo County	Complete	Compliant	Yes	$300,000.00	$0.00	$300,000.00
25-J2679	BERN CO INTNL DIST HSING CONSTRUCT	General Fund 93100	Bernalillo County	Complete	Compliant	No	$200,000.00	$0.00	$200,000.00
25-J2682	BERN CO LOS PADILLAS CMTY CTR IMPROVE	General Fund 93100	Bernalillo County	Complete	Compliant	Yes	$150,000.00	$0.00	$150,000.00

1 2 3 4 5 6 7 8 9 10 ... 10 items per page 1 - 10 of 136 items

ENTITY INITIATOR VIEW (<u>same for approver</u>)

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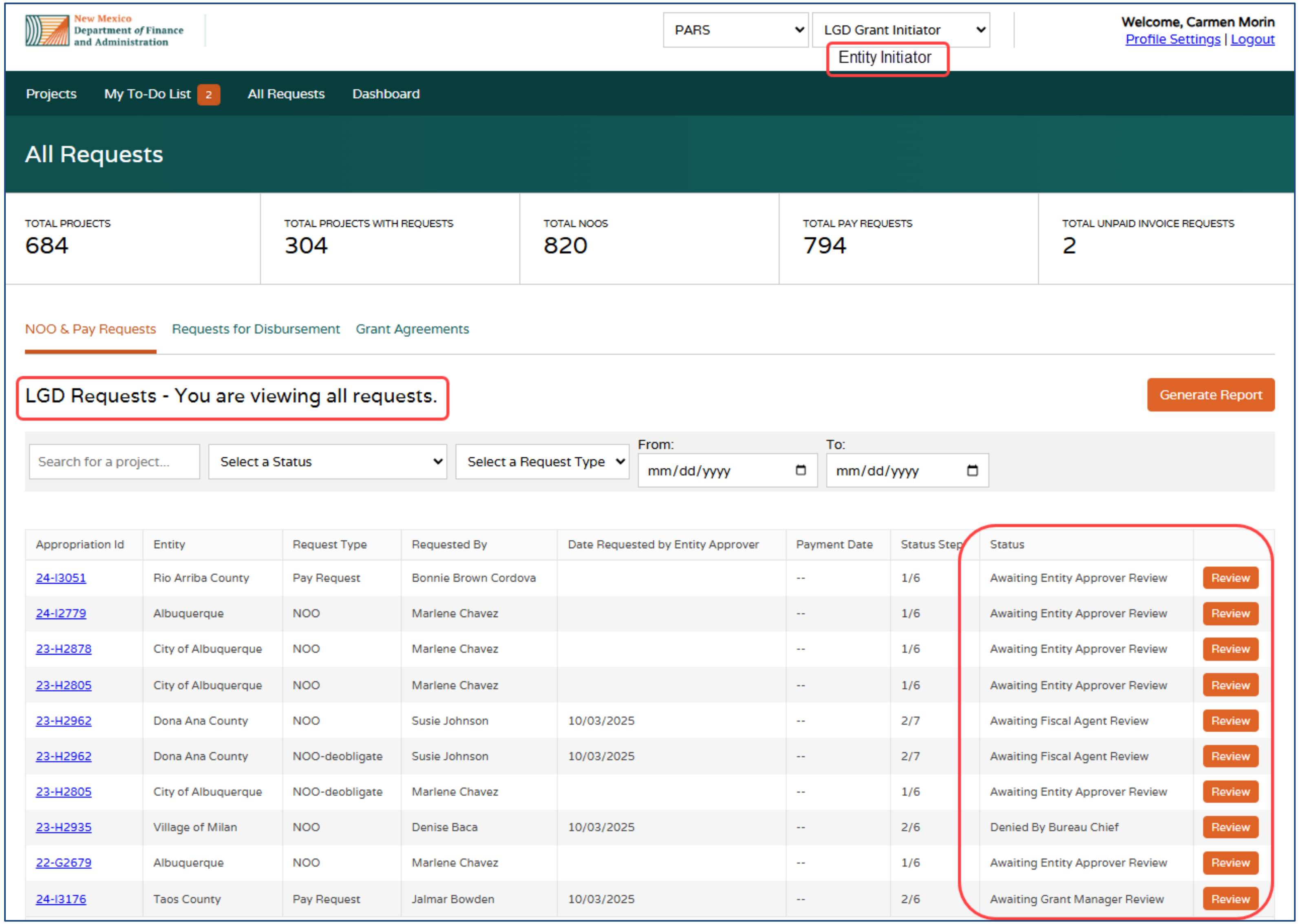
Navigating the System

All Requests

1. "All Requests" shows all requests that have come through for the user

Includes:

- Appropriation ID
- Entity
- Request Type (NOOs & Pay Requests)
- Date Requested
- Payment Date
- Status Step
- Status



LGD GRANT & ENTITY INITIATOR VIEW (similar for approver)

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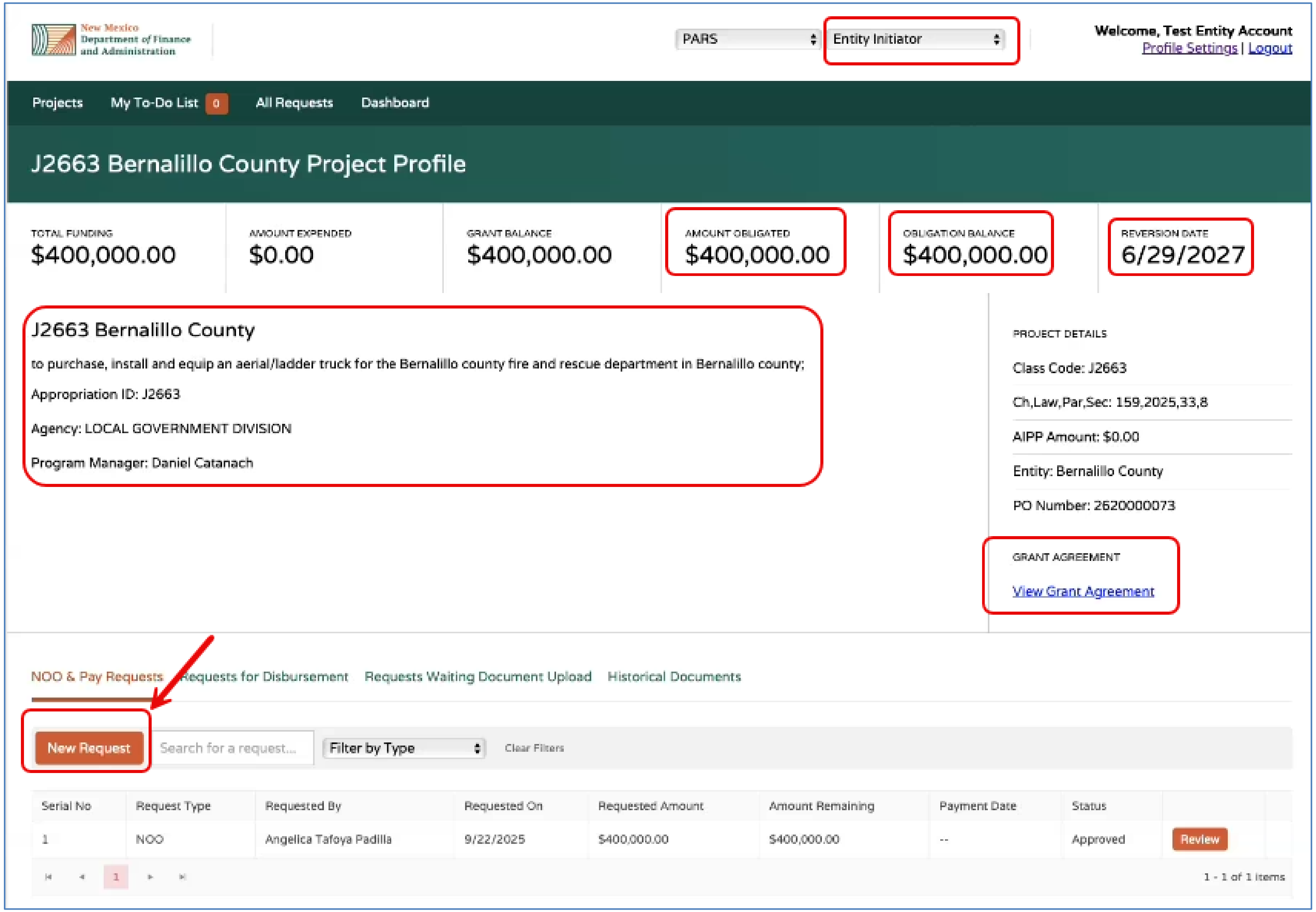
How to Submit a Notice of Obligation (NOO)

Notice of Obligation

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”.

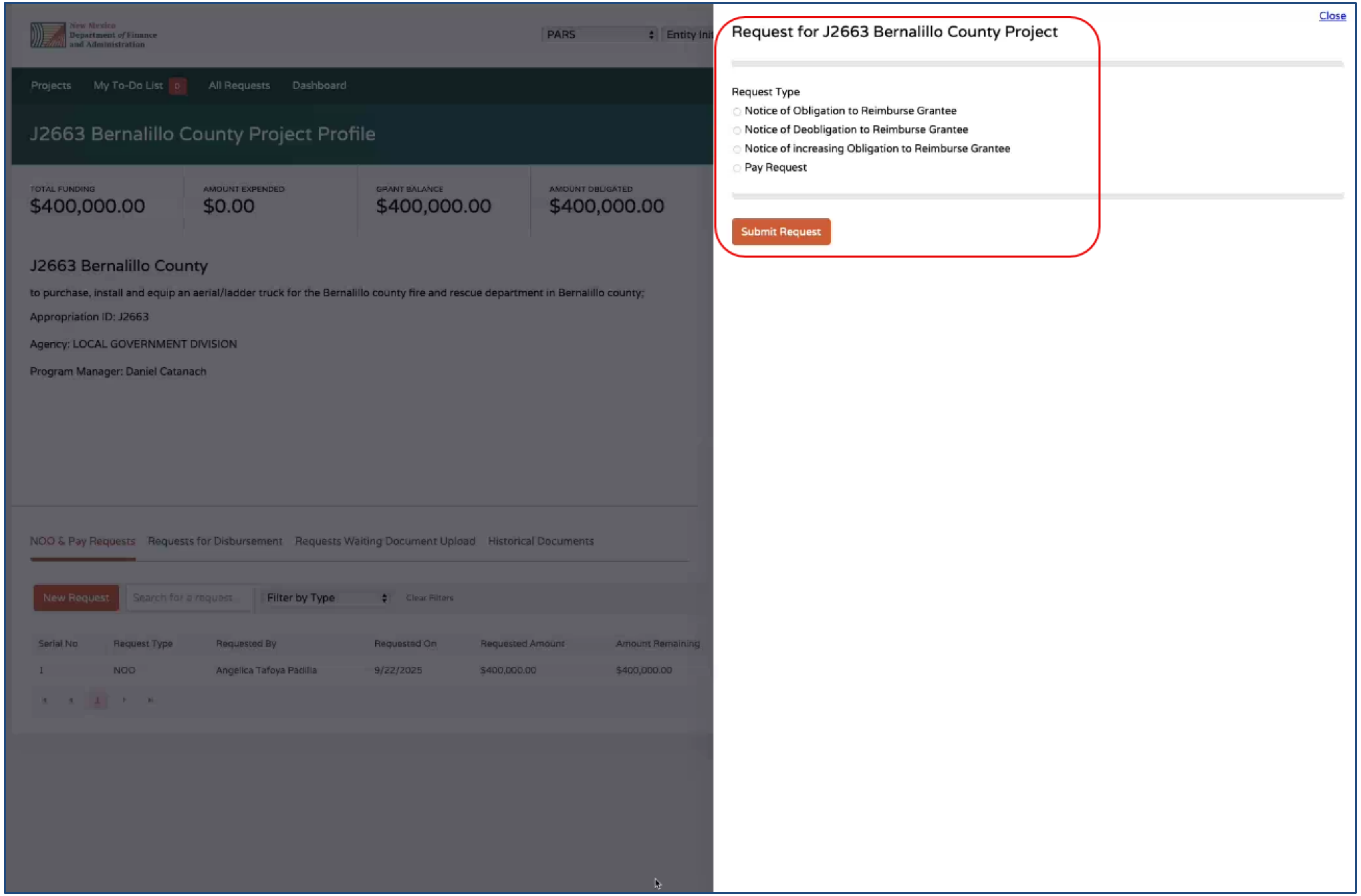


ENTITY INITIATOR VIEW (similar for approver- approvers cannot initiate new requests)

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".

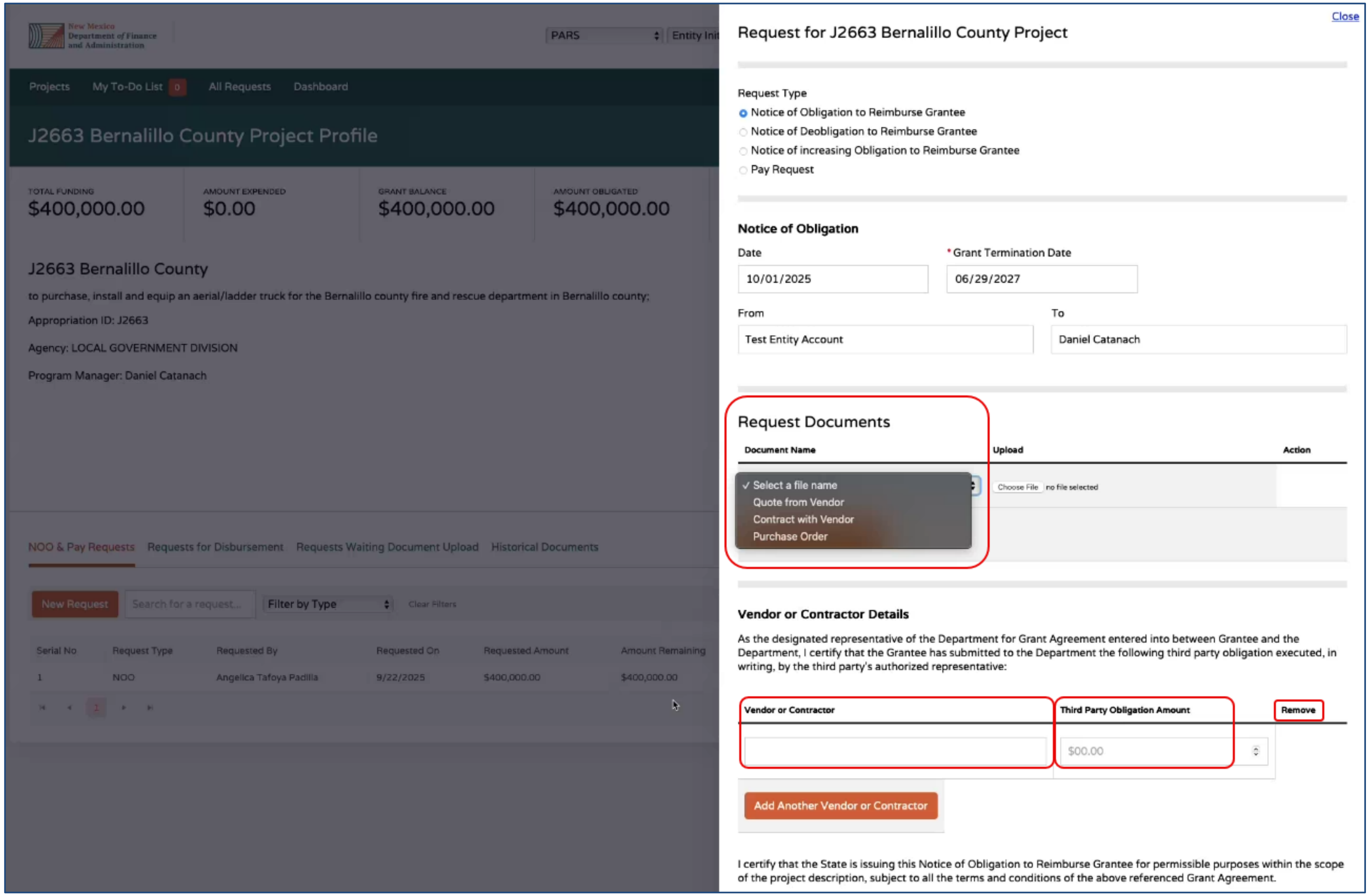


Notice of Obligation

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) and have the option to add additional documents.

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



ENTITY INITIATOR VIEW

CES - Naming Conventions for NOOs

If you are working with CES or Gordian, use proper naming conventions to allow tracking for each specific vendor or contractor, i.e., CES/Franken Construction Co., Inc.

1. If only contractor name is used, and payment is made to CES, may trigger a request to Deobligate to correct vendor name.

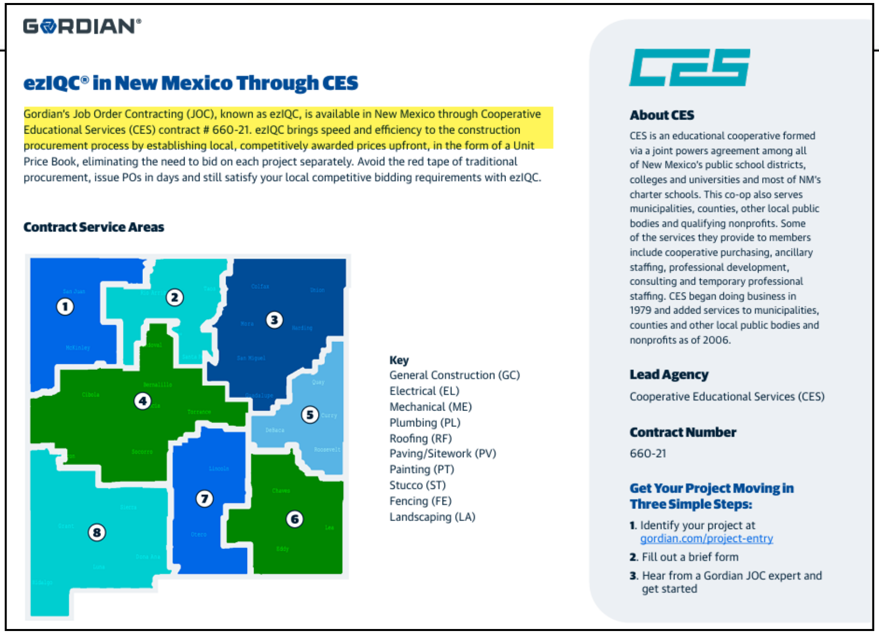
2. CES and Gordian are affiliated, therefore use CES/Vendor Name, not Gordian.

GORDIAN® | Job Order Contracting Core

Job Order Package

This proposal was prepared exclusively for City of Albuquerque

Job Name: City of ABQ Fire Station Bunk Rooms
Contract Name: City of Albuquerque On-Call Facilities Construction Services 2023 - 5646001
Contractor Name: Franken Construction Co Inc
Created On: 10/02/2025
Generated By: using Gordian Job Order Contracting Core for City of Albuquerque



GORDIAN®

ezIQC® in New Mexico Through CES

Gordian's Job Order Contracting (JOC), known as ezIQC, is available in New Mexico through Cooperative Educational Services (CES) contract # 660-21. ezIQC brings speed and efficiency to the construction procurement process by establishing local, competitively awarded prices upfront, in the form of a Unit Price Book, eliminating the need to bid on each project separately. Avoid the red tape of traditional procurement, issue POs in days and still satisfy your local competitive bidding requirements with ezIQC.

Contract Service Areas

Key
General Construction (GC)
Electrical (EL)
Mechanical (ME)
Plumbing (PL)
Roofing (RF)
Paving/Sitework (PV)
Painting (PT)
Stucco (ST)
Fencing (FE)
Landscaping (LA)

CES

About CES

CES is an educational cooperative formed via a joint powers agreement among all of New Mexico's public school districts, colleges and universities and most of NM's charter schools. This co-op also serves municipalities, counties, other local public bodies and qualifying nonprofits. Some of the services they provide to members include cooperative purchasing, ancillary staffing, professional development, consulting and temporary professional staffing. CES began doing business in 1979 and added services to municipalities, counties and other local public bodies and nonprofits as of 2006.

Lead Agency

Cooperative Educational Services (CES)

Contract Number

660-21

Get Your Project Moving in Three Simple Steps:

1. Identify your project at gordian.com/project-entry
2. Fill out a brief form
3. Hear from a Gordian JOC expert and get started

Completed NOO – Ready for LGD Review/Approval

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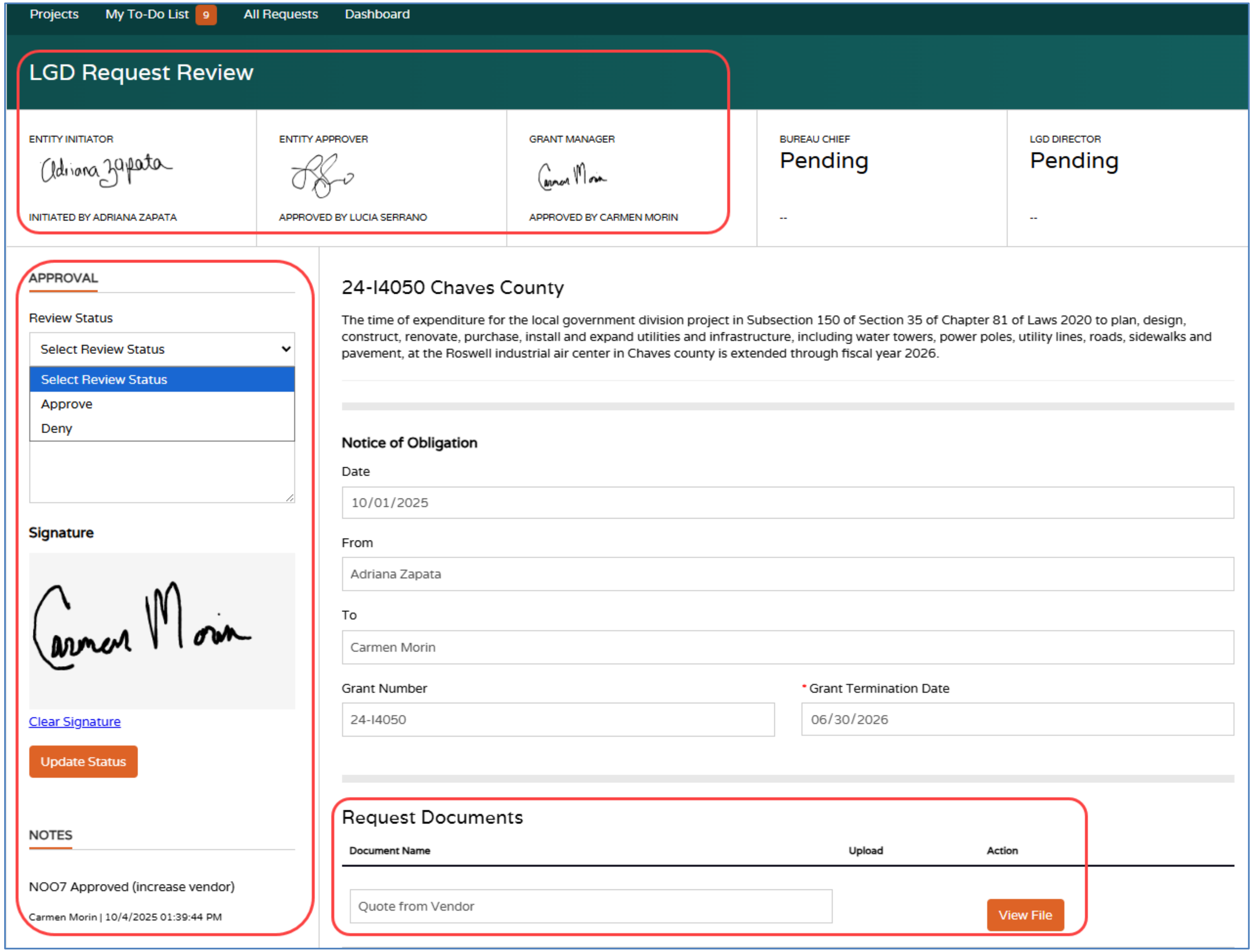
Notice of Obligation

Completed NOO by entity Ready for LGD Review/Approval

1. Initiated & Approved by Entity
2. Approved by Grant Manager
3. Options: Approve/Deny, Enter NOO #, Notes
4. Upload backup documents (quote or contract required)
5. Add Vendor name and amount
6. Sign & Update Status after all has been reviewed and verified



Completed NOO – Ready for LGD Review/Approval

New Mexico Department *of* Finance and Administration

Notice of Obligation

Add Vendor Details

1. Upload backup documents (quote or contract required)
2. Add Vendor name & add amount requested
3. Verify amounts
4. Request History shows all historical information

Vendor or Contractor Details

As the designated representative of the Department for Grant Agreement 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
HDR Engineering, Inc	59678.87	

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.

Notice of Obligation Overview

Item	Amount
Grant Amount (Minus AIPP if Applicable)	$1,963,022.90
The Amount of this Notice of Obligation	$59,678.87
The Total Amount of all Previously Issued Notices of Obligation	$1,860,395.99
The Total Amount of all Notices of Obligation to Date	$1,920,074.86

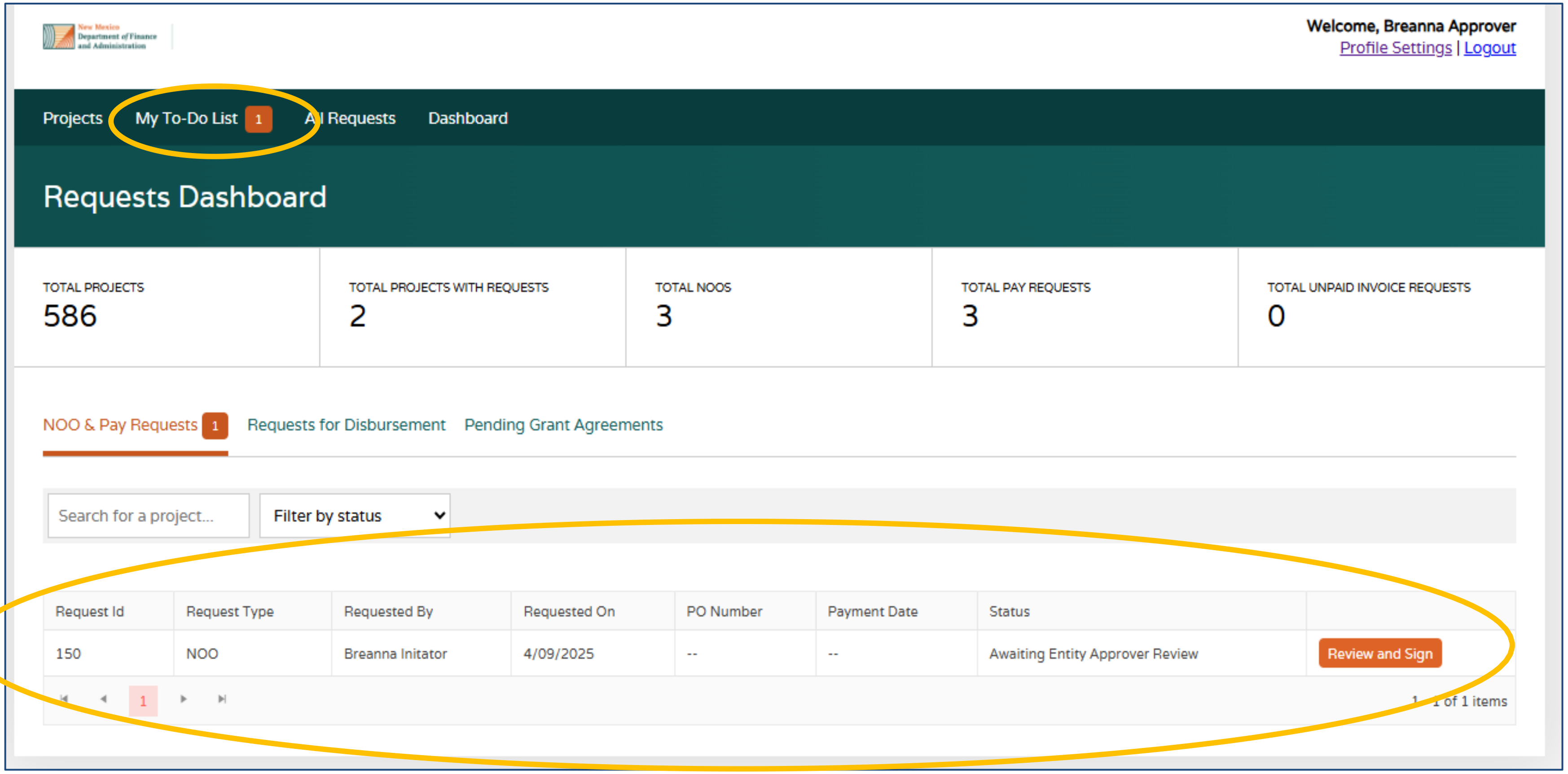
Request History:

Date	User	Action	Notes
10/1/2025 08:25:55 AM	Adriana Zapata	Initiated	
10/1/2025 08:36:21 AM	Lucia Serrano	Approved	
10/4/2025 01:39:44 PM	Carmen Morin	Approved	NOO7 Approved (increase vendor)

Completed NOO – Ready for LGD Review/Approval

Notice of Obligation

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



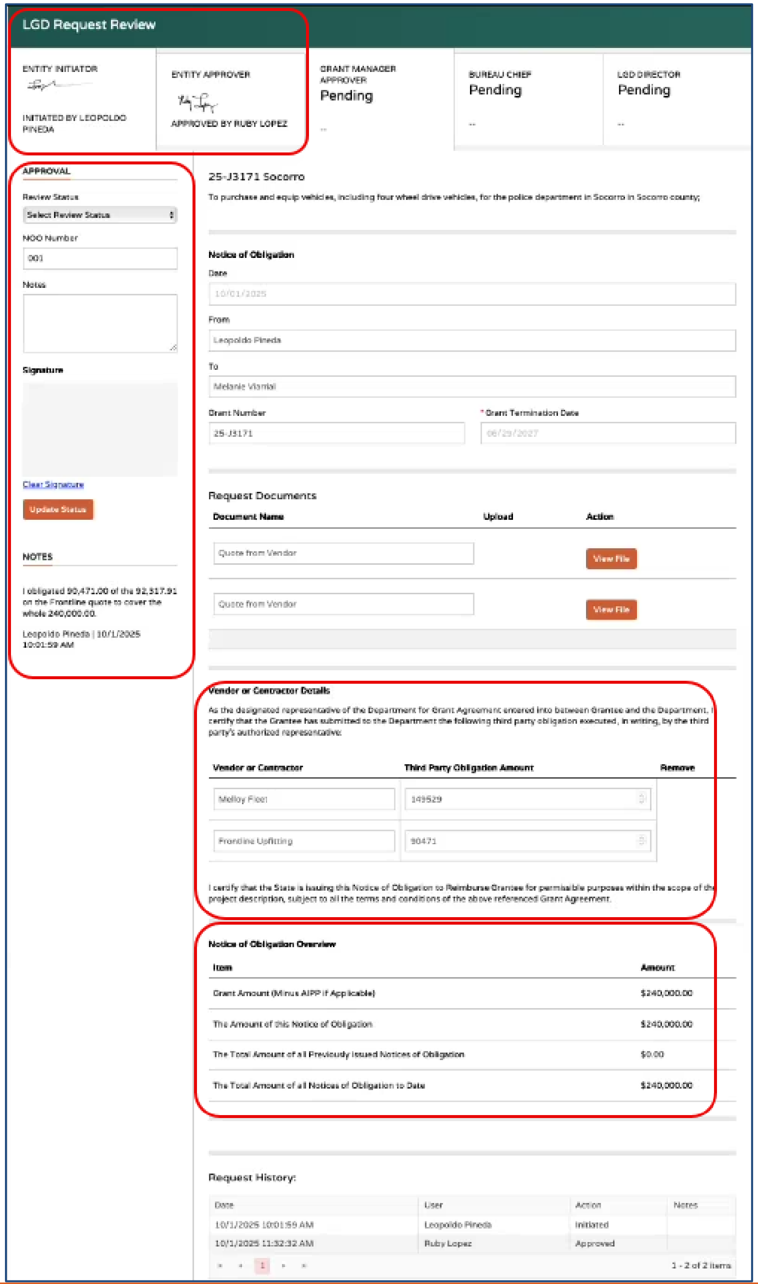
ENTITY APPROVER VIEW

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.



ENTITY APPROVER VIEW

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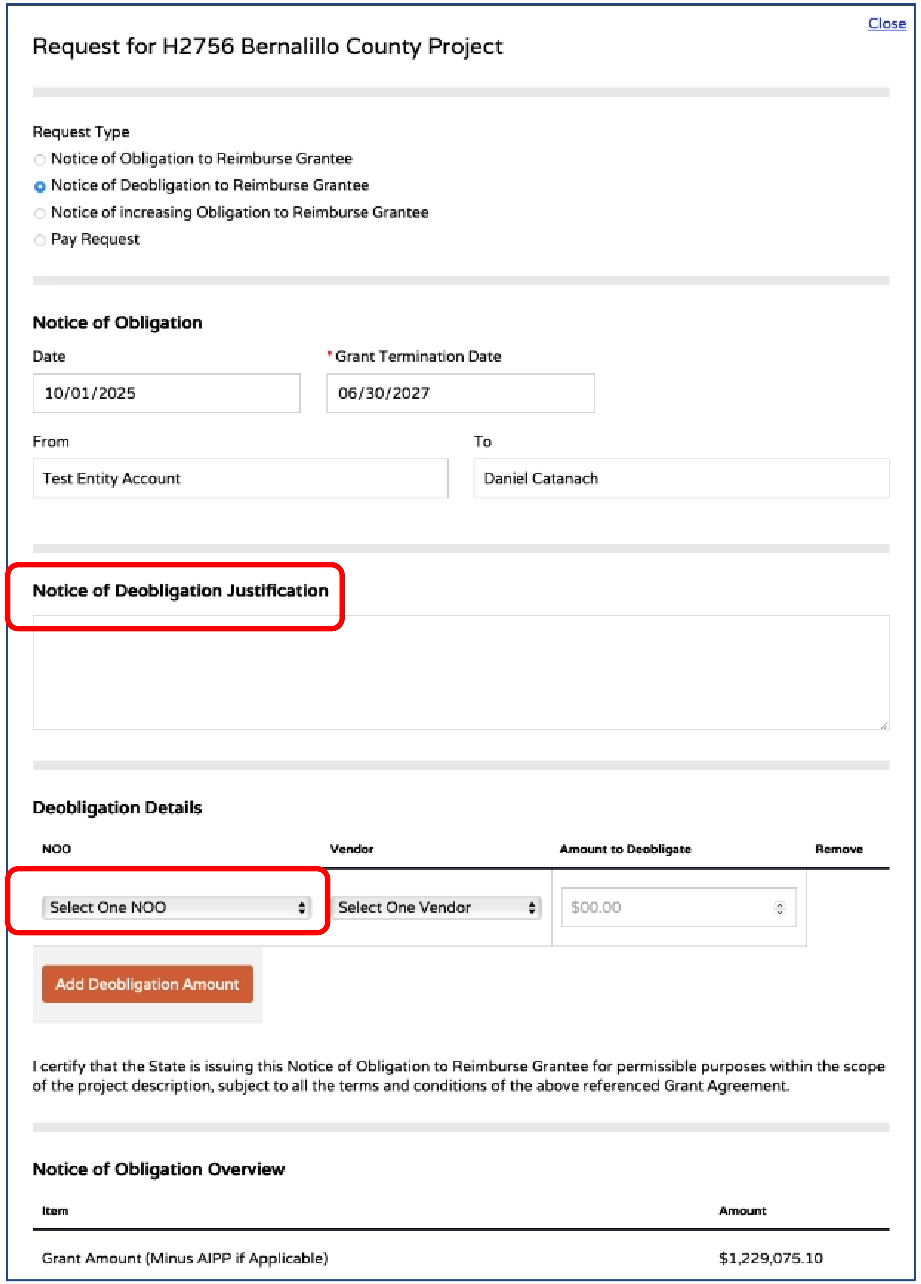
Notice of Obligation

DEOBLIGATION

1. Choose Deobligation option
2. Enter justification (memo not required)
3. Select NOO that you want to Deobligate
4. Enter Deobligation amount (do not add a negative number)



Close

Request for H2756 Bernalillo County Project

Request Type

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

Notice of Obligation

Date: 10/01/2025

* Grant Termination Date: 06/30/2027

From: Test Entity Account

To: Daniel Catanach

Notice of Deobligation Justification

Deobligation Details

NOO	Vendor	Amount to Deobligate	Remove
Select One NOO	Select One Vendor	$00.00	

Add Deobligation 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.

Notice of Obligation Overview

Item	Amount
Grant Amount (Minus AIPP if Applicable)	$1,229,075.10

Notice of Obligation

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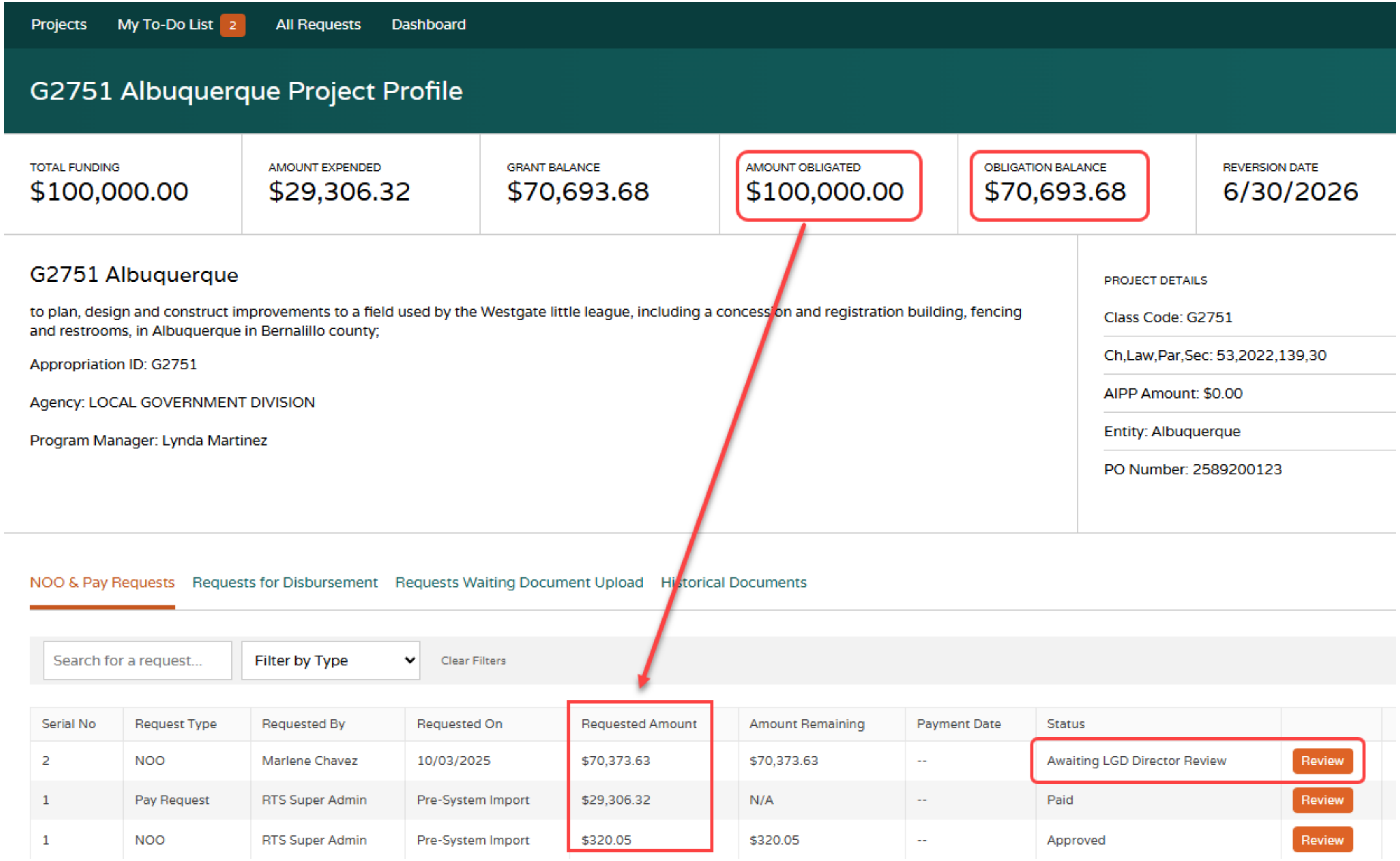
Approved by entity, grant manager, bureau chief and pending in LGD Director to do list.

Amount Obligated = requested amount

Obligated Balance = balance of NOOs submitted minus expenditure.

Grant Balance = Total Funding minus Amount Expended



PROJECT PROFILE VIEW

How to Submit a Pay Request

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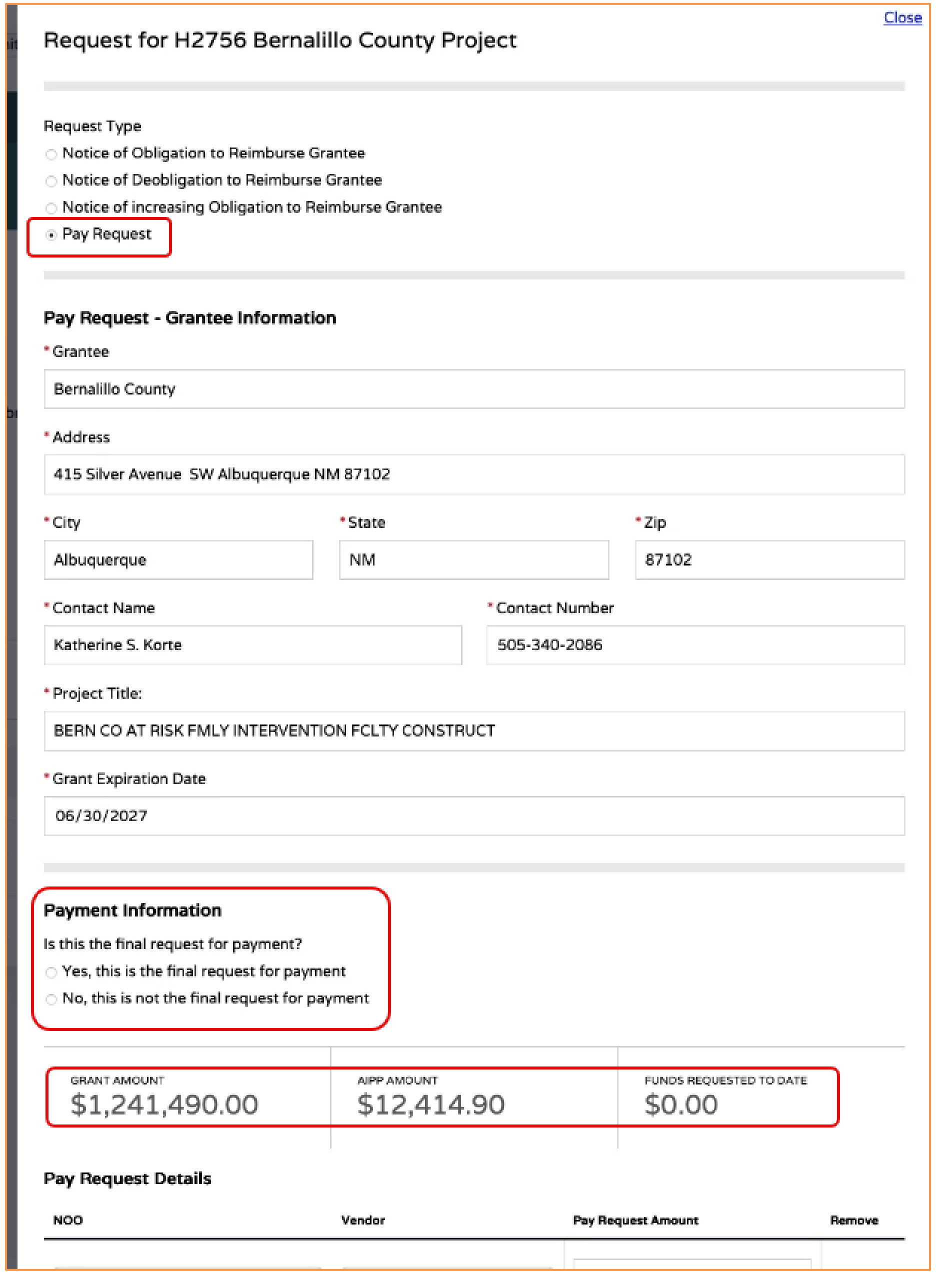
Pay Request

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:



Close

Request for H2756 Bernalillo County Project

Request Type

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

Pay Request - Grantee Information

*Grantee: Bernalillo County

*Address: 415 Silver Avenue SW Albuquerque NM 87102

*City: Albuquerque | *State: NM | *Zip: 87102

*Contact Name: Katherine S. Korte | *Contact Number: 505-340-2086

*Project Title: BERN CO AT RISK FMLY INTERVENTION FCLTY CONSTRUCT

*Grant Expiration Date: 06/30/2027

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
$1,241,490.00	$12,414.90	$0.00

Pay Request Details

NOO	Vendor	Pay Request Amount	Remove

ENTITY INITIATOR VIEW

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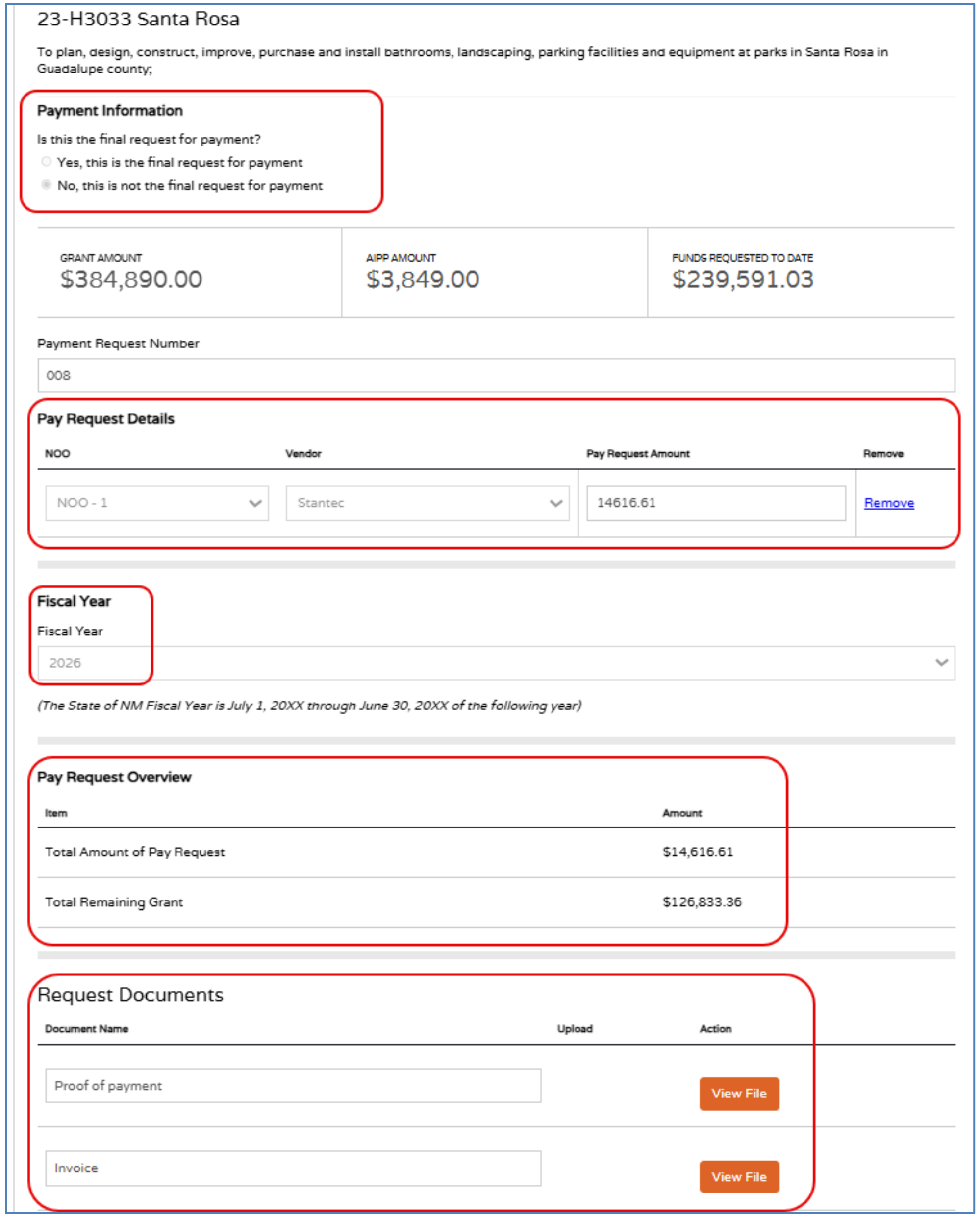
Pay Request

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".

Choose NOO(s) associated with Pay Request from Pay Request Details.

The fiscal year will auto- populate to the current fiscal year. Please choose FY2026 if expenses made July 1, 2025 - June 30, 2026. If last fiscal year, July 1, 2024 – June 30, 2025 choose FY2025, etc.

Requested Documents - Entity Initiator is required to upload proof of payment and invoice and have the option to add additional documents.


23-H3033 Santa Rosa

To plan, design, construct, improve, purchase and install bathrooms, landscaping, parking facilities and equipment at parks in Santa Rosa in Guadalupe county;

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
$384,890.00	$3,849.00	$239,591.03

Payment Request Number

008

Pay Request Details

NOO	Vendor	Pay Request Amount	Remove
NOO - 1	Stantec	14616.61	Remove

Fiscal Year

Fiscal Year

2026

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

Pay Request Overview

Item	Amount
Total Amount of Pay Request	$14,616.61
Total Remaining Grant	$126,833.36

Request Documents

Document Name	Upload	Action
Proof of payment		View File
Invoice		View File

ENTITY INITIATOR VIEW

Pay Request

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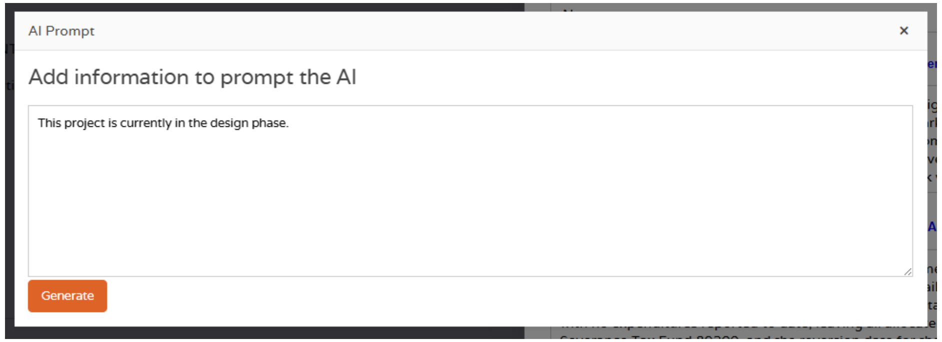
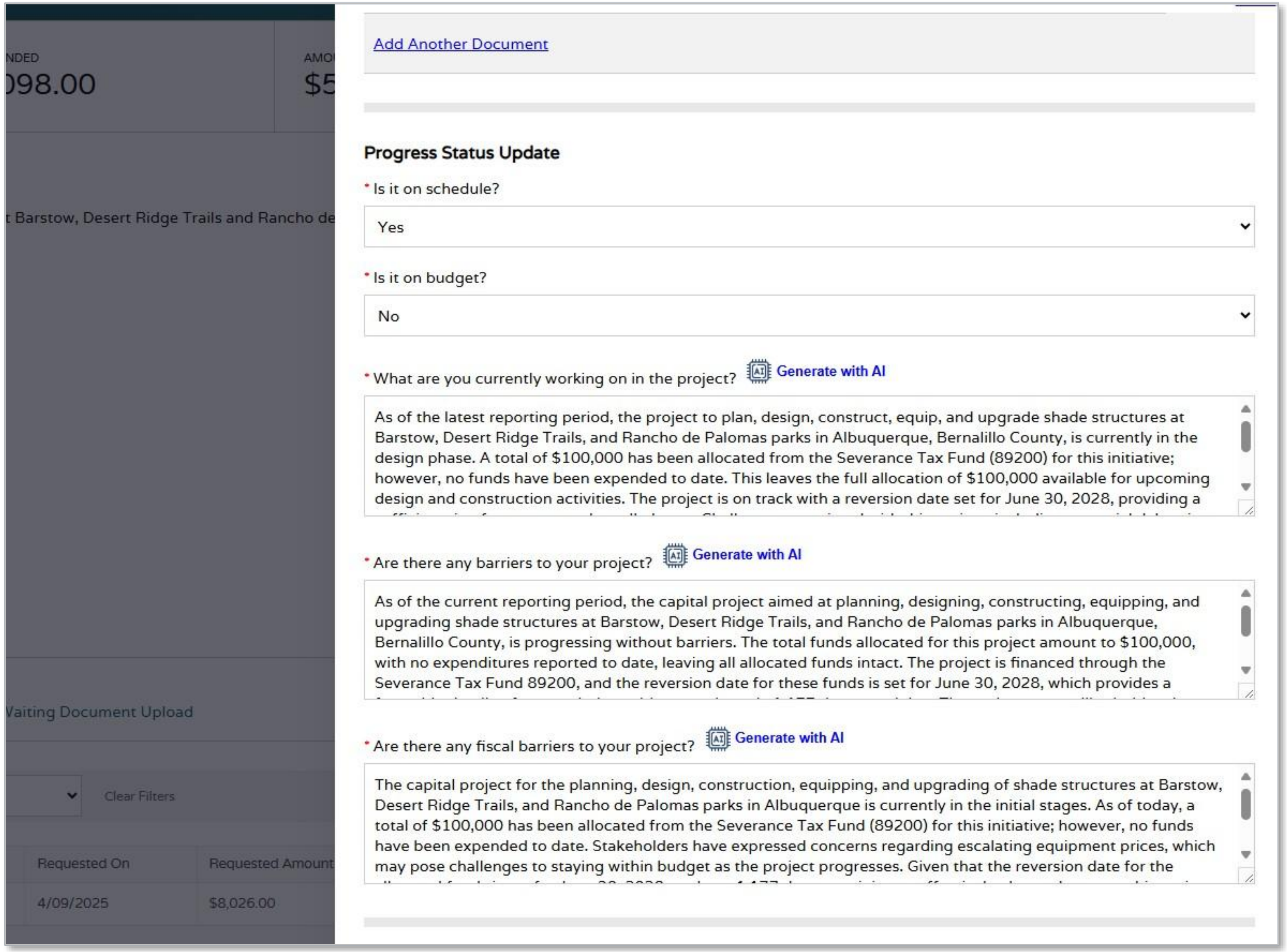
Next, the Entity Initiator will complete a “Progress Status Update” within the pay request.

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.





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.

Reporting Certification

☑ I hereby certify that all conditions and requirements for payments outlined in the Agreement have been met, including but not limited to:

a. Submission and approval of a Project Budget as per Article IV, Section A of the Agreement.
b. Compliance with the Project Budget and expenditure of funds in accordance with the State Procurement Code and the State's Model Accounting Practices.
c. Submission of supporting documentation as required by the Agreement.
d. Maintenance of all necessary records and documentation as stipulated in the Agreement.

Compliance Certification

☑ I attest that the information provided is correct; expenditures are properly documented and valid or actual receipts, and that the activity fully complies with Article IX, Sec. 14 of the New Mexico Constitution, known as the "anti-donation" clause..

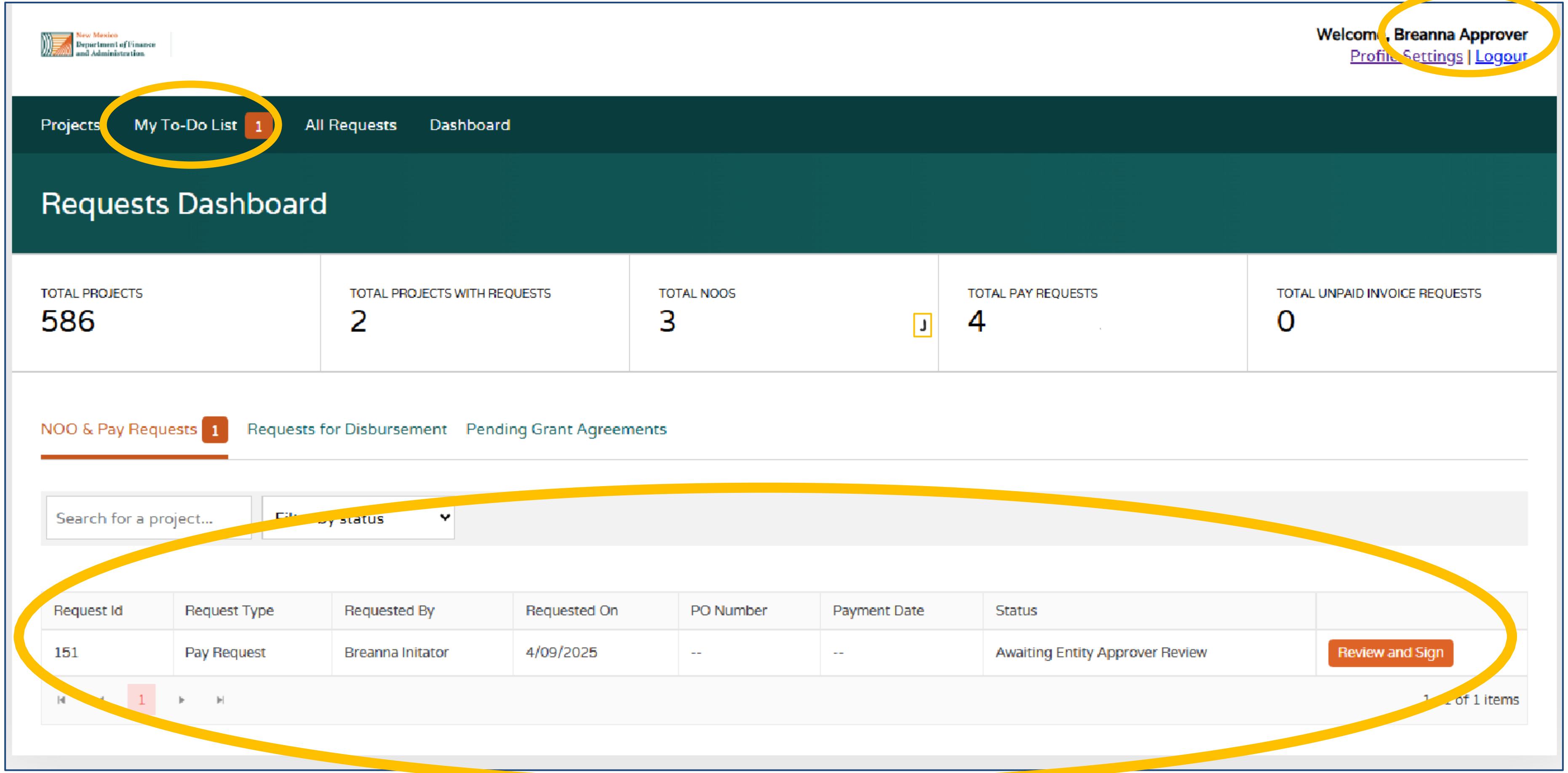
Acknowledgement Certification

☑ I hereby certify that all representations and warranties made in the Agreement remain true, accurate, and complete as of the date of this request, and will continue to be so throughout the term of the Agreement. I acknowledge that these representations and warranties are a material inducement for the Department to approve this pay request..

ENTITY INITIATOR VIEW

Pay Request

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



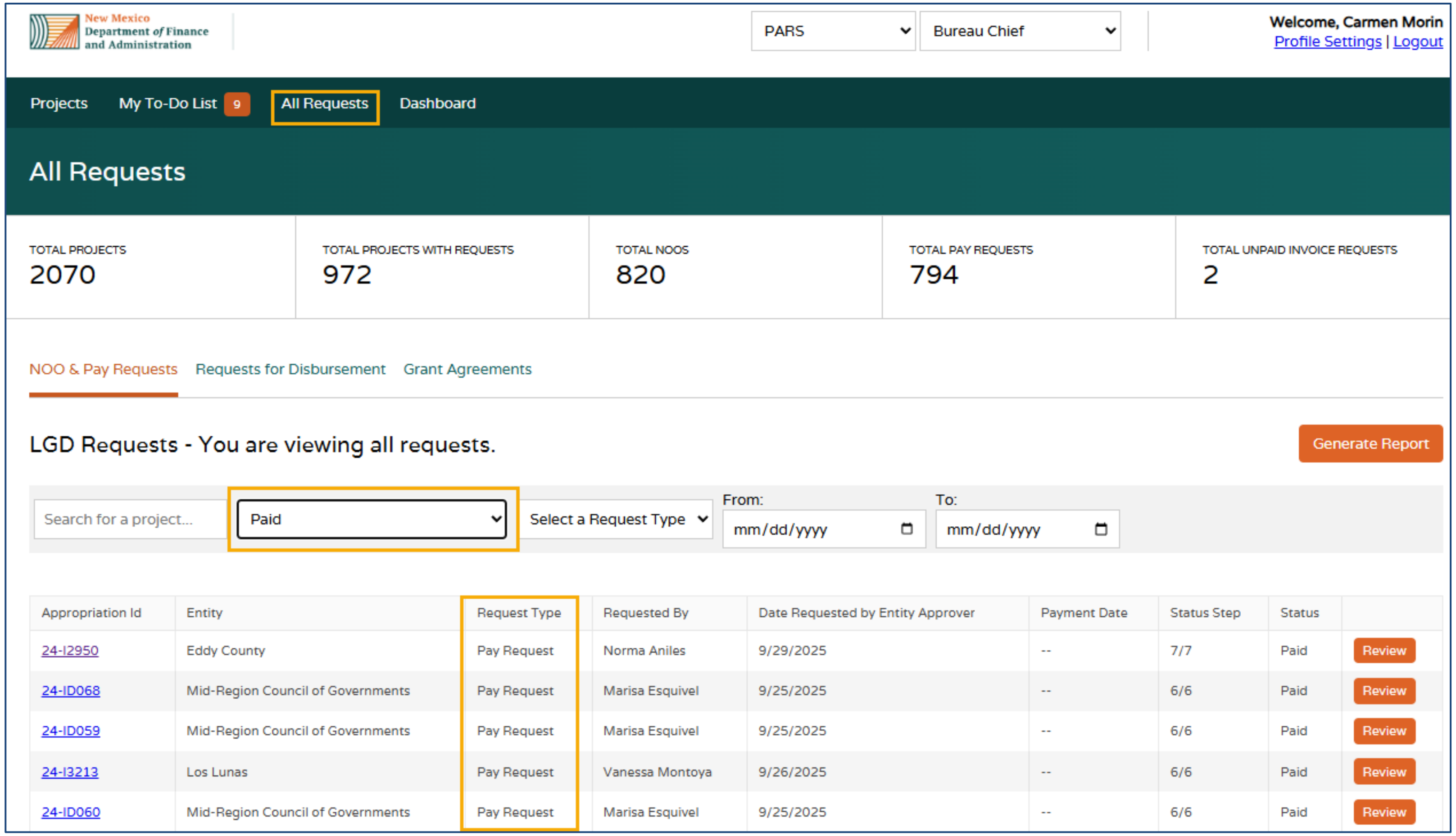
ENTITY APPROVER VIEW

Pay Request

After selecting "Review and Sign", the all roles 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.

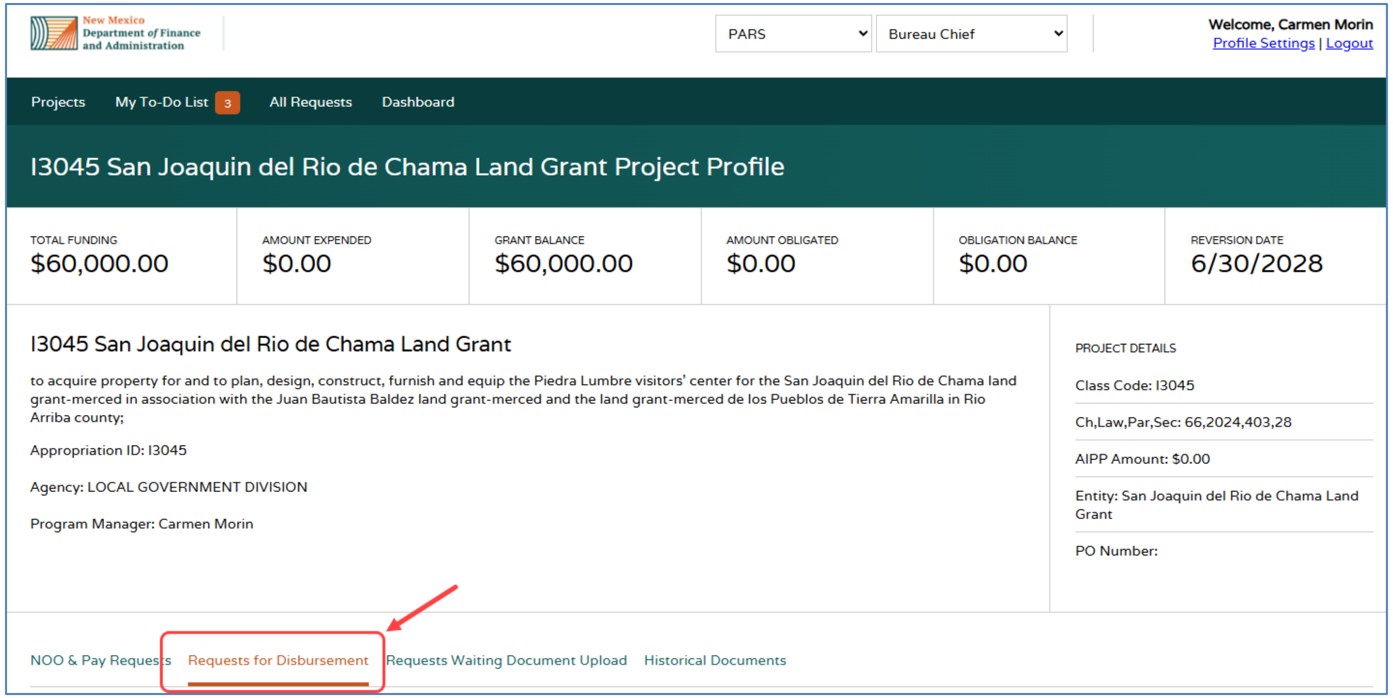
Once approved by LGD staff, the PR will populate in the "All Requests" tab and the project will be paid.



ALL REQUESTS VIEW - PAID

Disbursement in Lieu of Reimbursement Request

1. Click on Requests for Disbursement in Project Profile of specific project which disbursement will be utilized.
2. Initiator must complete all questions on form Approve and update status.
3. Approver will review, approve and update status.
4. Grant Manager will review for completeness and Approve or Deny.
5. If approved, will move to LGD-Budget & Finance Bureau for final review and approval by reviewing budget submitted in LGBMS. Grantee will be notified if denied.
6. Upon approval, Grantee will follow the disbursement process which includes submitting Pay Request to include invoice and copy of the approved Disbursement form. The vendor must be paid with 5-days of receiving funds and must provide proof of transaction to Grant Manager and provide copy of cleared check when available.



What's Happening Now?

- One-on-one support available for grantees.
- Weekly virtual office hours every Wednesday afternoon.
- In-person training sessions scheduled statewide through end of year.
- Goal: Offer a range of training options to meet grantees' needs.

Coming Soon

Minor changes to improve user experience.

- Future plans: user guides, FAQs, and a help desk.
- Team creating step-by-step guide for NOOs, PRs, and grant agreements.

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Thank you!

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Jeannette Gallegos, Deputy Director
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Carmen Morin, Bureau Chief
LGD Legislative Grant Management Bureau (LGMB)
505-470-8979; CarmenB.Morin@dfa.nm.gov

Your LGMB Team!

Dawn Webster	Senior Legislative Grant Manager	505-487-6420
Daniel Catanach	Grant Manager	505-231-6090
Geovanna Losito	Grant Manager	505-257-8098
Lori Vasquez	Grant Manager	505-469-6175
Lynda Martinez	Grant Manager	505-699-3971
Melody Zamora	Grant Manager	505-670-4395
Melanie Viarrial	Grant Manager	505-690-1561
Nick Apodaca	Grant Manager	505-795-2002
Tony Duran	Grant Manager	505-618-0734
Frances Johnson-Sandoval	Grant Manager	505-618-0640