



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

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.

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

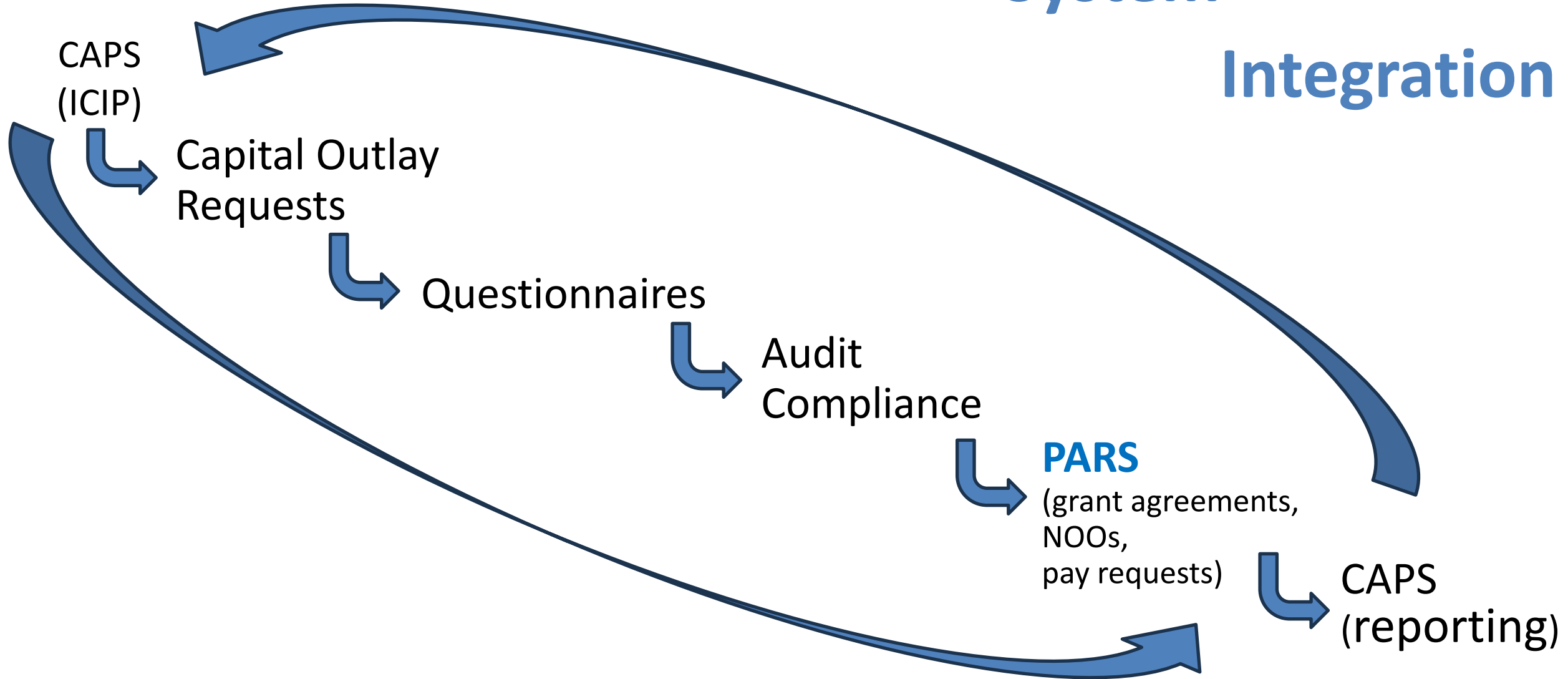
An Entity Approver can *approve or deny NOOs and Pay Requests* initiated by Entity Initiator for project the entity oversees.

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.

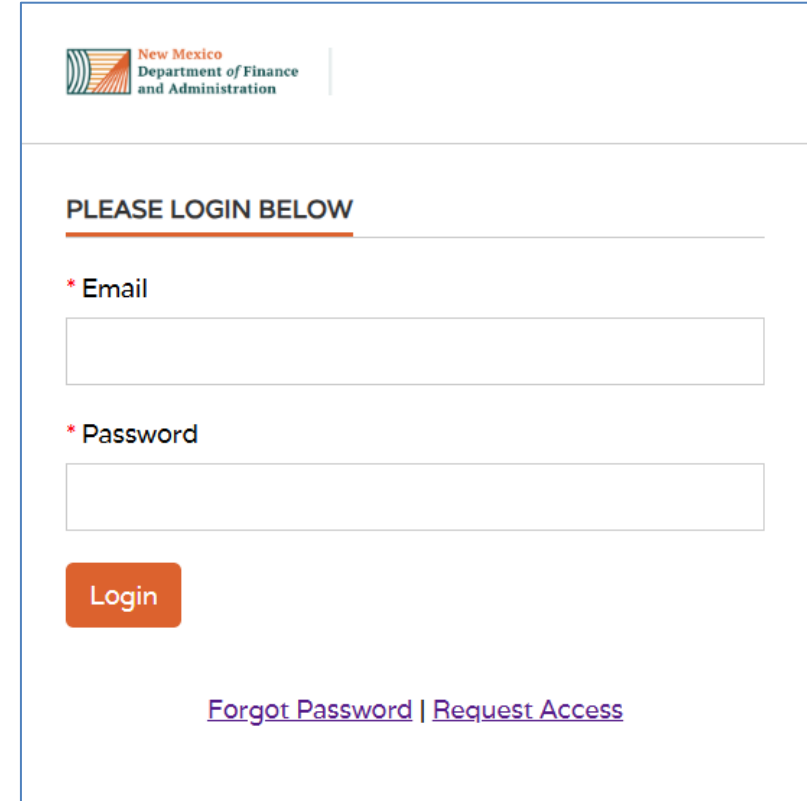
System

Integration



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.



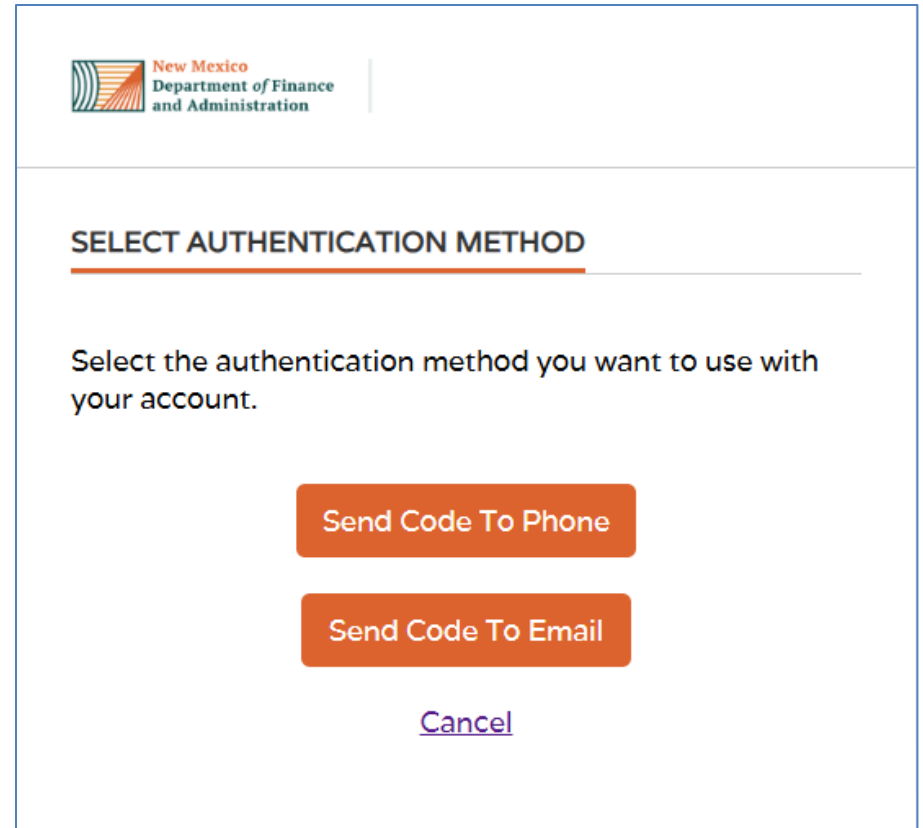
The screenshot shows the login interface for the PARS system. At the top left is the New Mexico Department of Finance and Administration logo. Below the logo, the text "PLEASE LOGIN BELOW" is displayed in bold, underlined. There are two input fields: the first is labeled "* Email" and the second is labeled "* Password". Below the password field is an orange "Login" button. At the bottom of the form, there are two links: "Forgot Password" and "Request Access".

Multi-factor Authentication

Required for Initiators and Approvers:

Select Authentication Method

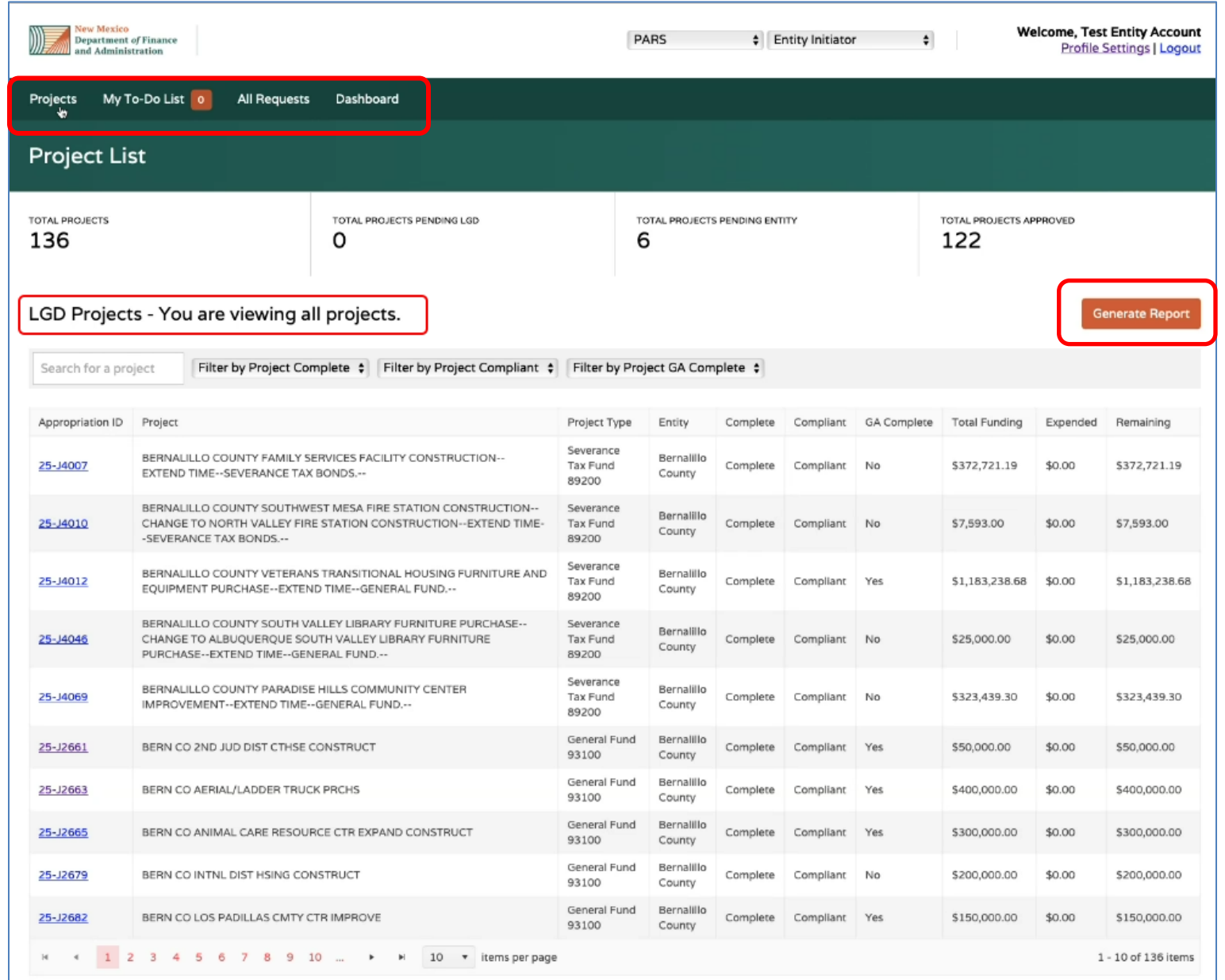
- Send code to Phone
- Send Code to Email



The screenshot shows a web interface for the New Mexico Department of Finance and Administration. At the top left is the department's logo. Below it, the heading "SELECT AUTHENTICATION METHOD" is underlined in red. A message states: "Select the authentication method you want to use with your account." There are two orange buttons: "Send Code To Phone" and "Send Code To Email". Below these buttons is a purple link labeled "Cancel".

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



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

Projects My To-Do List All Requests Dashboard

Project List

TOTAL PROJECTS	TOTAL PROJECTS PENDING LGD	TOTAL PROJECTS PENDING ENTITY	TOTAL PROJECTS APPROVED
136	0	6	122

LGD Projects - You are viewing all projects.

[Generate Report](#)

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

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 HSG 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

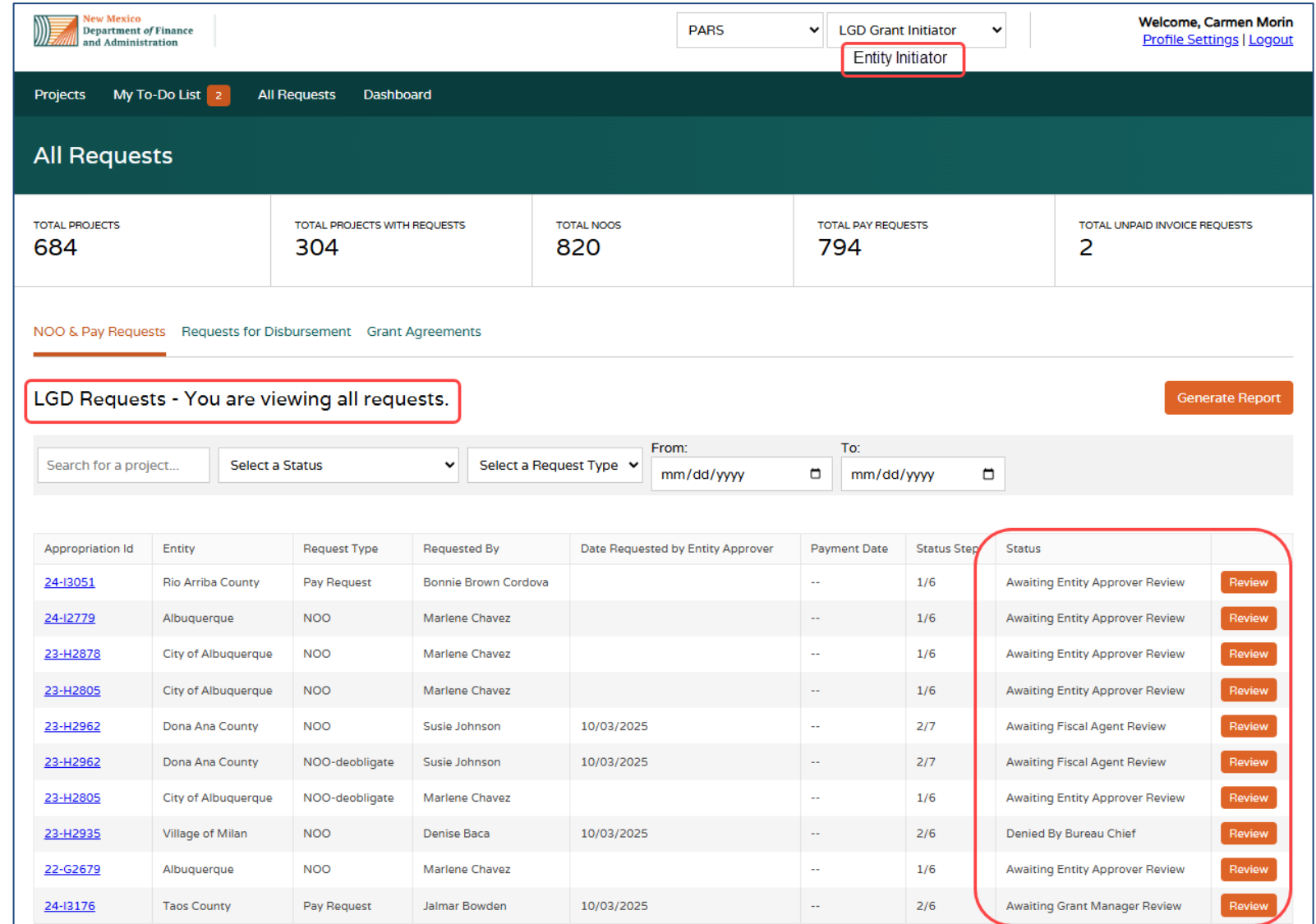
1 - 10 of 136 items

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



PARS LGD Grant Initiator
Entity Initiator

Welcome, Carmen Morin
[Profile Settings](#) | [Logout](#)

Projects My To-Do List 2 All Requests Dashboard

All Requests

TOTAL PROJECTS 684	TOTAL PROJECTS WITH REQUESTS 304	TOTAL NOOs 820	TOTAL PAY REQUESTS 794	TOTAL UNPAID INVOICE REQUESTS 2
-----------------------	-------------------------------------	-------------------	---------------------------	------------------------------------

NOO & Pay Requests Requests for Disbursement Grant Agreements

LGD Requests - You are viewing all requests. [Generate Report](#)

Search for a project... Select a Status Select a Request Type From: mm/dd/yyyy To: mm/dd/yyyy

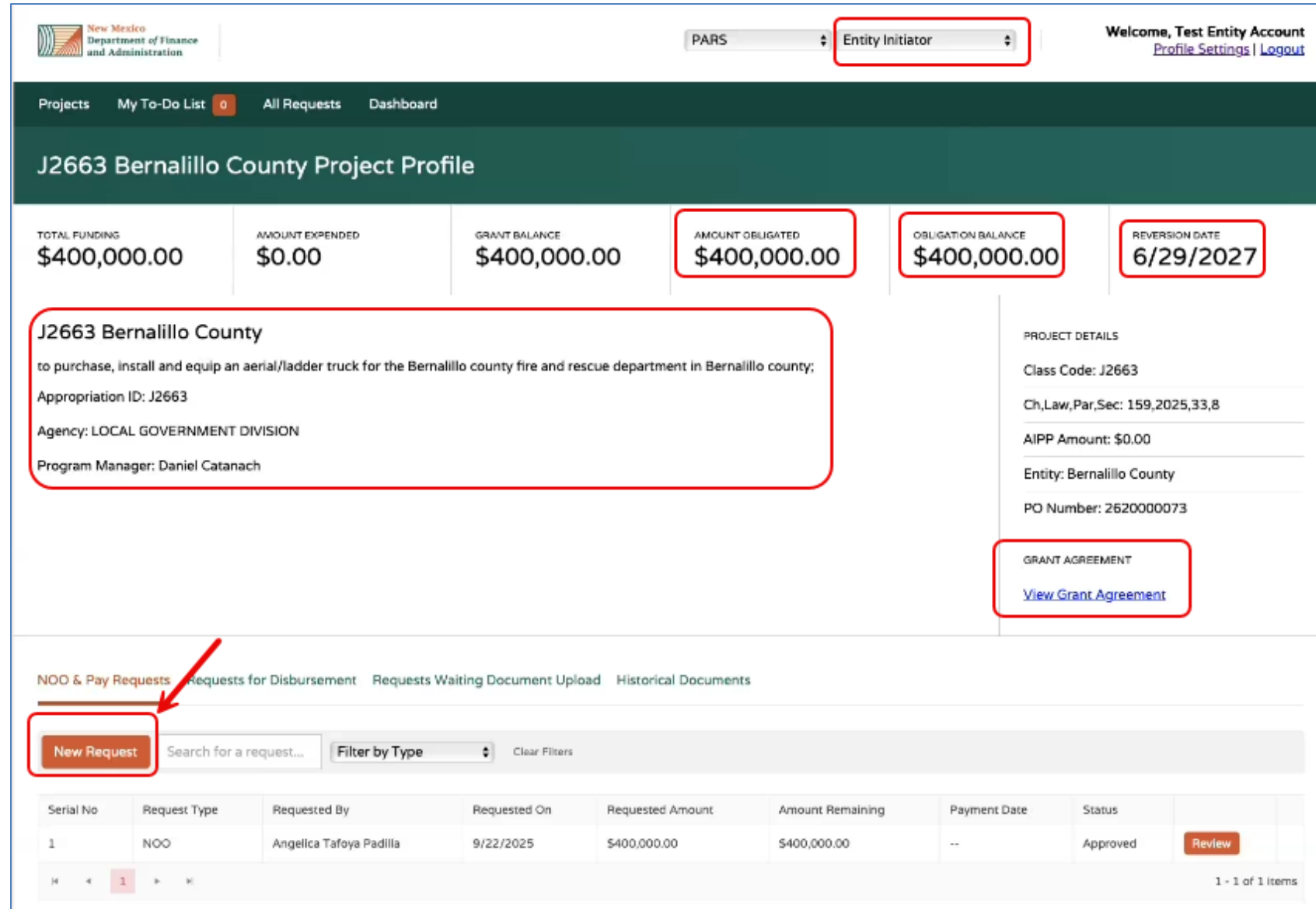
Appropriation Id	Entity	Request Type	Requested By	Date Requested by Entity Approver	Payment Date	Status Step	Status
24-I3051	Rio Arriba County	Pay Request	Bonnie Brown Cordova		--	1/6	Awaiting Entity Approver Review Review
24-I2779	Albuquerque	NOO	Marlene Chavez		--	1/6	Awaiting Entity Approver Review Review
23-H2878	City of Albuquerque	NOO	Marlene Chavez		--	1/6	Awaiting Entity Approver Review Review
23-H2805	City of Albuquerque	NOO	Marlene Chavez		--	1/6	Awaiting Entity Approver Review Review
23-H2962	Dona Ana County	NOO	Susie Johnson	10/03/2025	--	2/7	Awaiting Fiscal Agent Review Review
23-H2962	Dona Ana County	NOO-deobligate	Susie Johnson	10/03/2025	--	2/7	Awaiting Fiscal Agent Review Review
23-H2805	City of Albuquerque	NOO-deobligate	Marlene Chavez		--	1/6	Awaiting Entity Approver Review Review
23-H2935	Village of Milan	NOO	Denise Baca	10/03/2025	--	2/6	Denied By Bureau Chief Review
22-G2679	Albuquerque	NOO	Marlene Chavez		--	1/6	Awaiting Entity Approver Review Review
24-I3176	Taos County	Pay Request	Jalmar Bowden	10/03/2025	--	2/6	Awaiting Grant Manager Review Review

How to Submit a Notice of Obligation (NOO)

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”.



J2663 Bernalillo County Project Profile

TOTAL FUNDING \$400,000.00	AMOUNT EXPENDED \$0.00	GRANT BALANCE \$400,000.00	AMOUNT OBLIGATED \$400,000.00	OBLIGATION BALANCE \$400,000.00	REVERSION DATE 6/29/2027
-------------------------------	---------------------------	-------------------------------	----------------------------------	------------------------------------	-----------------------------

J2663 Bernalillo County
to purchase, install and equip an aerial/ladder truck for the Bernalillo county fire and rescue department in Bernalillo county;
Appropriation ID: J2663
Agency: LOCAL GOVERNMENT DIVISION
Program Manager: Daniel Catanach

PROJECT DETAILS
Class Code: J2663
Ch, Law, Par, Sec: 159, 2025, 33, 8
AIPP Amount: \$0.00
Entity: Bernalillo County
PO Number: 2620000073

GRANT AGREEMENT
[View Grant Agreement](#)

NOO & Pay Requests | Requests for Disbursement | Requests Waiting Document Upload | Historical Documents

New Request | Search for a request... | Filter by Type | Clear Filters

Serial No	Request Type	Requested By	Requested On	Requested Amount	Amount Remaining	Payment Date	Status	
1	NOO	Angelica Tafoya Padilla	9/22/2025	\$400,000.00	\$400,000.00	--	Approved	Review

1 - 1 of 1 items

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”.

Request for J2663 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

Submit Request

J2663 Bernalillo County Project Profile

TOTAL FUNDING	AMOUNT EXPENDED	GRANT BALANCE	AMOUNT OBLIGATED
\$400,000.00	\$0.00	\$400,000.00	\$400,000.00

J2663 Bernalillo County

to purchase, install and equip an aerial/ladder truck for the Bernalillo county fire and rescue department in Bernalillo county;

Appropriation ID: J2663

Agency: LOCAL GOVERNMENT DIVISION

Program Manager: Daniel Catanach

NOO & Pay Requests | Requests for Disbursement | Requests Waiting Document Upload | Historical Documents

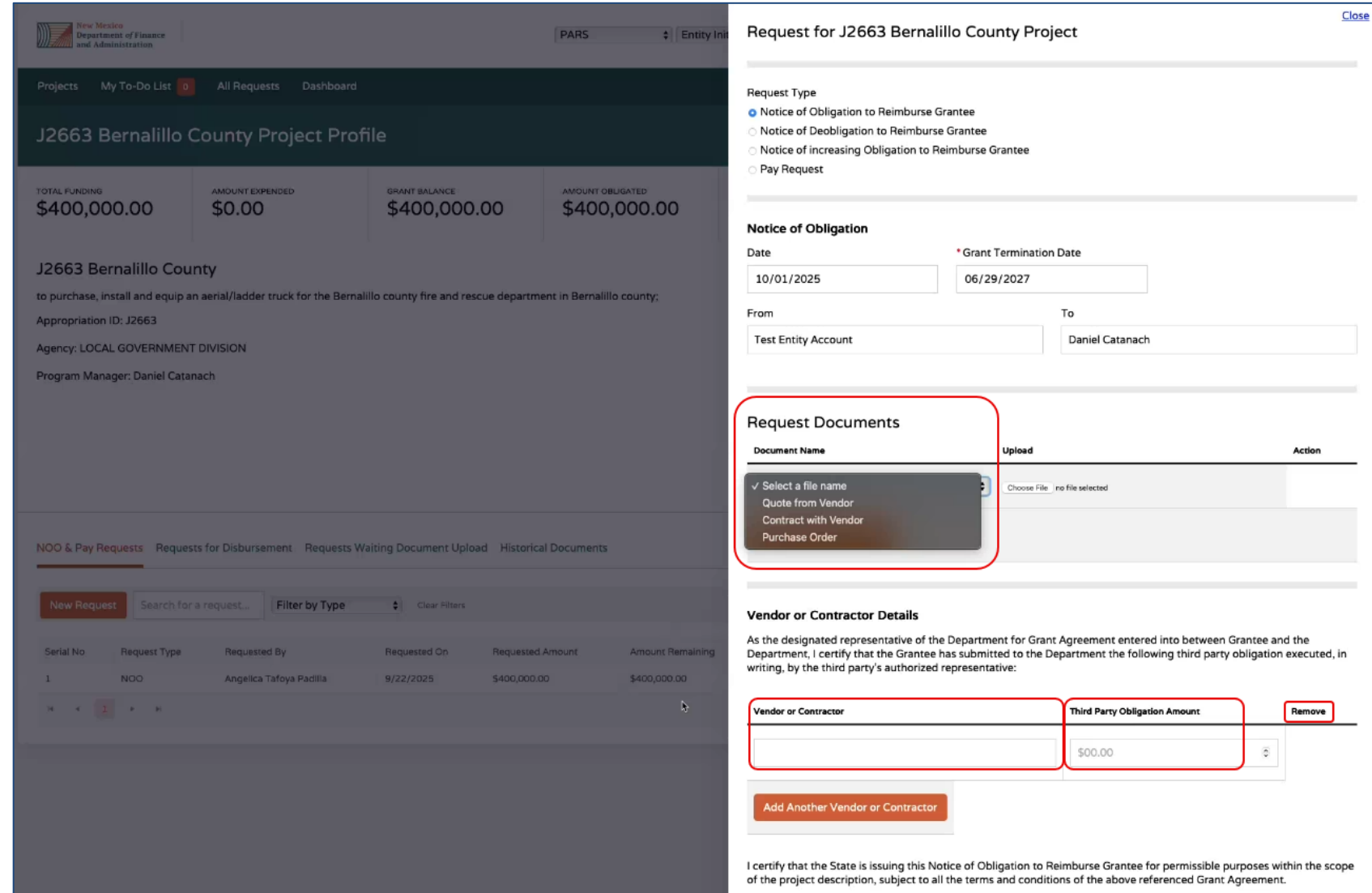
New Request | Search for a request | Filter by Type | Clear Filters

Serial No	Request Type	Requested By	Requested On	Requested Amount	Amount Remaining
1	NOO	Angelica Tafoya Padilla	9/22/2025	\$400,000.00	\$400,000.00

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.



Request for J2663 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: 06/29/2027

From: Test Entity Account To: Daniel Catanach

Request Documents

Document Name	Upload	Action
✓ Select a file name Quote from Vendor Contract with Vendor Purchase Order	Choose File no file selected	

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
	\$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.

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.

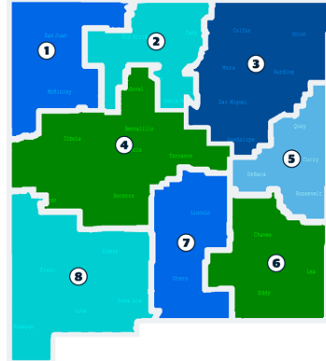
1. If only contractor name is used, and payment is made to CES, may trigger a request to Deobligate to correct vendor name.
2. CES and Gordian are affiliated, therefore use CES/Vendor Name, not Gordian.

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)

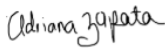
CES
About CES
CES is an educational cooperative formed via a joint powers agreement among all of New Mexico's public school districts, colleges and universities and most of NM's charter schools. This co-op also serves municipalities, counties, other local public bodies and qualifying nonprofits. Some 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 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

Projects
My To-Do List
9
All Requests
Dashboard

LGD Request Review

ENTITY INITIATOR  INITIATED BY ADRIANA ZAPATA	ENTITY APPROVER  APPROVED BY LUCIA SERRANO	GRANT MANAGER  APPROVED BY CARMEN MORIN	BUREAU CHIEF Pending	LGD DIRECTOR Pending
--	---	--	--------------------------------	--------------------------------

APPROVAL

Review Status
Select Review Status
Select Review Status
Approve
Deny

Signature

[Clear Signature](#)
Update Status

NOTES
NOO7 Approved (increase vendor)
Carmen Morin | 10/4/2025 01:39:44 PM

24-14050 Chaves County
The time of expenditure for the local government division project in Subsection 150 of Section 35 of Chapter 81 of Laws 2020 to plan, design, construct, renovate, purchase, install and expand utilities and infrastructure, including water towers, power poles, utility lines, roads, sidewalks and pavement, at the Roswell industrial air center in Chaves county is extended through fiscal year 2026.

Notice of Obligation
Date
10/01/2025
From
Adriana Zapata
To
Carmen Morin
Grant Number
24-14050
Grant Termination Date
06/30/2026

Request Documents

Document Name	Upload	Action
Quote from Vendor		View File

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)

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

Welcome, Breanna Approver
[Profile Settings](#) | [Logout](#)

Projects **My To-Do List 1** All Requests Dashboard

Requests Dashboard

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

NOO & Pay Requests 1 Requests for Disbursement Pending Grant Agreements

Search for a project... Filter by status ▼

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

1 of 1 items

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

INITIATED BY LEOPOLDO PINEDA

ENTITY APPROVER

APPROVED BY RUBY LOPEZ

GRANT MANAGER APPROVER

Pending

BUREAU CHIEF

Pending

LGD DIRECTOR

Pending

APPROVAL

Review Status

Select Review Status

NOO Number

001

Notes

Signature

Clear Signature

Update Status

NOTES

I obligated \$0,471.00 of the \$2,317.91 on the Frontline quote to cover the whole 240,000.00.

Leopoldo Pineta | 10/11/2025 10:01:59 AM

25-J3171 Socorro

To purchase and equip vehicles, including four wheel drive vehicles, for the police department in Socorro in Socorro county;

Notice of Obligation

Date

10/01/2025

From

Leopoldo Pineta

To

Melanie Vaziri

Grant Number

25-J3171

Grant Termination Date

06/29/2027

Request Documents

Document Name	Upload	Action
Quote from Vendor		View File
Quote from Vendor		View File

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
Melloy Fleet	149529	
Frontline Upholting	\$0471	

I certify that the State is issuing this Notice of Obligation to Reimburse Grantee for permissive 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 AUPP if Applicable)	\$240,000.00
The Amount of this Notice of Obligation	\$240,000.00
The Total Amount of all Previously issued Notices of Obligation	\$0.00
The Total Amount of all Notices of Obligation to Date	\$240,000.00

Request History:

Date	User	Action	Notes
10/11/2025 10:01:59 AM	Leopoldo Pineta	Initiated	
10/11/2025 11:32:32 AM	Ruby Lopez	Approved	

ENTITY APPROVER VIEW

19

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)

Request for H2756 Bernalillo County Project

Close

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

To

Test Entity Account

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

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

[Projects](#)
[My To-Do List 2](#)
[All Requests](#)
[Dashboard](#)

G2751 Albuquerque Project Profile

TOTAL FUNDING \$100,000.00	AMOUNT EXPENDED \$29,306.32	GRANT BALANCE \$70,693.68	AMOUNT OBLIGATED \$100,000.00	OBLIGATION BALANCE \$70,693.68	REVERSION DATE 6/30/2026
-------------------------------	--------------------------------	------------------------------	----------------------------------	-----------------------------------	-----------------------------

G2751 Albuquerque

to plan, design and construct improvements to a field used by the Westgate little league, including a concession and registration building, fencing and restrooms, in Albuquerque in Bernalillo county;

Appropriation ID: G2751

Agency: LOCAL GOVERNMENT DIVISION

Program Manager: Lynda Martinez

PROJECT DETAILS

Class Code: G2751

Ch, Law, Par, Sec: 53, 2022, 139, 30

AIPP Amount: \$0.00

Entity: Albuquerque

PO Number: 2589200123

[NOO & Pay Requests](#)
[Requests for Disbursement](#)
[Requests Waiting Document Upload](#)
[Historical Documents](#)

Filter by Type

[Clear Filters](#)

Serial No	Request Type	Requested By	Requested On	Requested Amount	Amount Remaining	Payment Date	Status	
2	NOO	Marlene Chavez	10/03/2025	\$70,373.63	\$70,373.63	--	Awaiting LGD Director Review	Review
1	Pay Request	RTS Super Admin	Pre-System Import	\$29,306.32	N/A	--	Paid	Review
1	NOO	RTS Super Admin	Pre-System Import	\$320.05	\$320.05	--	Approved	Review

How to Submit a 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:

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

23

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
\$384,890.00

AIPP AMOUNT
\$3,849.00

FUNDS REQUESTED TO DATE
\$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

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.

AI Prompt

Add information to prompt the AI

This project is currently in the design phase.

Generate

AMOUNT REQUESTED
\$98.00

AMOUNT REQUESTED
\$5

Barstow, Desert Ridge Trails and Rancho de Palomas

Waiting Document Upload

Clear Filters

Requested On	Requested Amount
4/09/2025	\$8,026.00

Add Another Document

Progress Status Update

* Is it on schedule?

Yes

* Is it on budget?

No

* What are you currently working on in the project?

Generate with AI

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?

Generate with AI

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?

Generate with AI

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

25

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.

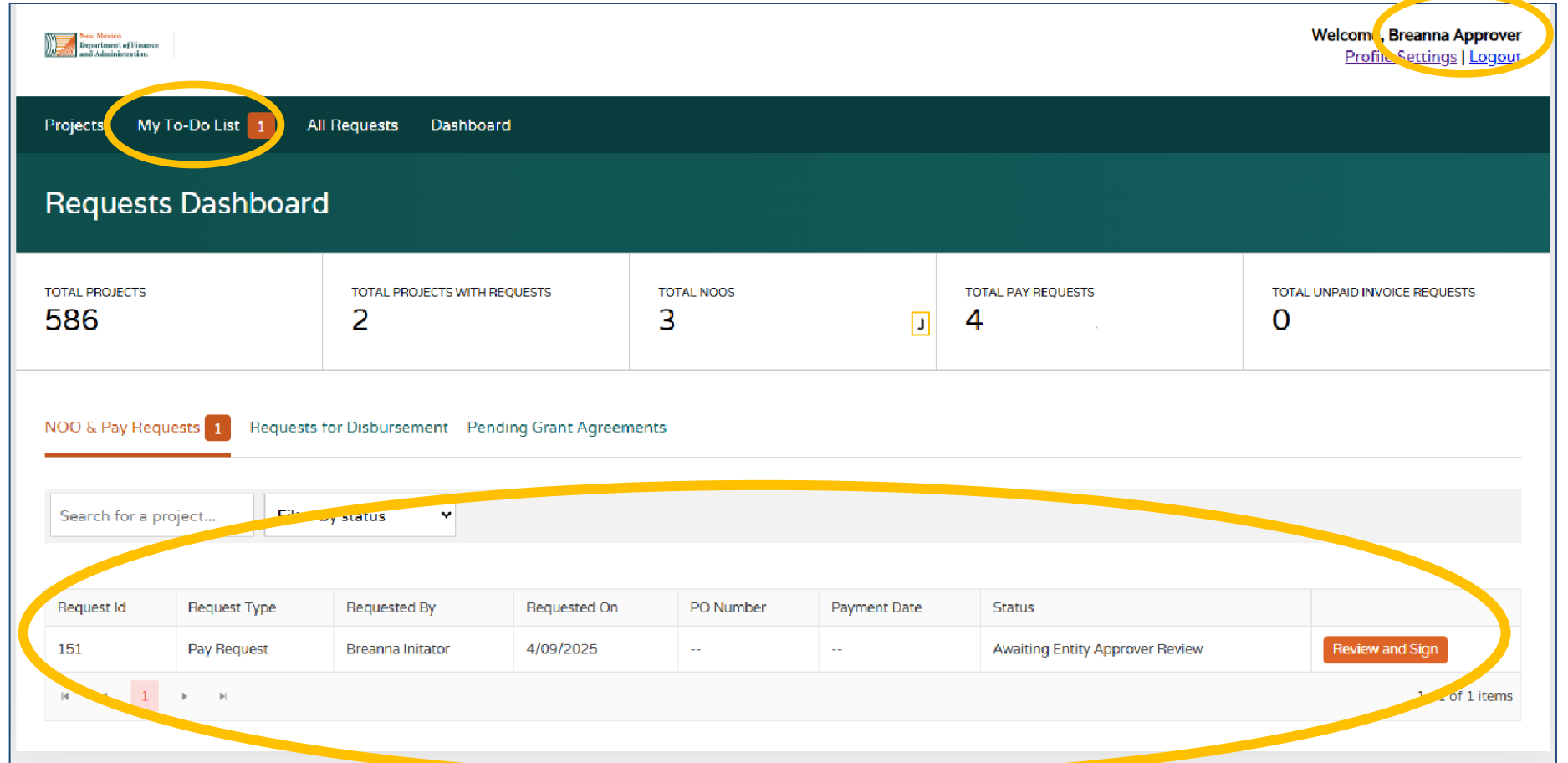
Compliance Certification

- ☒ 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..

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



Welcome, Breanna Approver
[Profile Settings](#) | [Logout](#)

Projects **My To-Do List 1** All Requests Dashboard

Requests Dashboard

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

NOO & Pay Requests 1 Requests for Disbursement Pending Grant Agreements

Search for a project... Entity status

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

1 of 1 items

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.



PARS

Bureau Chief

Welcome, Carmen Morin
[Profile Settings](#) | [Logout](#)

Projects

My To-Do List 9

All Requests

Dashboard

All Requests

TOTAL PROJECTS 2070	TOTAL PROJECTS WITH REQUESTS 972	TOTAL NOOS 820	TOTAL PAY REQUESTS 794	TOTAL UNPAID INVOICE REQUESTS 2
------------------------	-------------------------------------	-------------------	---------------------------	------------------------------------

[NOO & Pay Requests](#)
[Requests for Disbursement](#)
[Grant Agreements](#)

LGD Requests - You are viewing all requests. [Generate Report](#)

Search for a project...

Paid

Select a Request Type

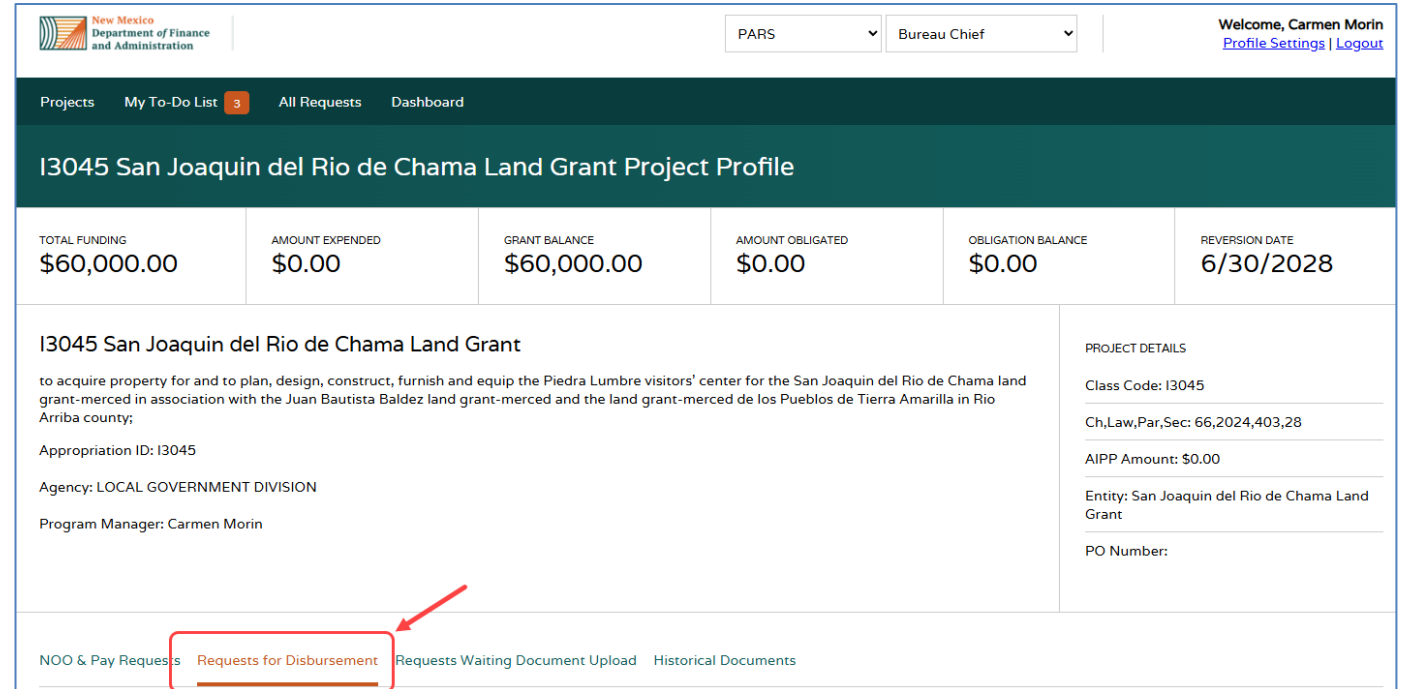
From: mm/dd/yyyy

To: mm/dd/yyyy

Appropriation Id	Entity	Request Type	Requested By	Date Requested by Entity Approver	Payment Date	Status Step	Status	
24-I2950	Eddy County	Pay Request	Norma Aniles	9/29/2025	--	7/7	Paid	Review
24-ID068	Mid-Region Council of Governments	Pay Request	Marisa Esquivel	9/25/2025	--	6/6	Paid	Review
24-ID059	Mid-Region Council of Governments	Pay Request	Marisa Esquivel	9/25/2025	--	6/6	Paid	Review
24-I3213	Los Lunas	Pay Request	Vanessa Montoya	9/26/2025	--	6/6	Paid	Review
24-ID060	Mid-Region Council of Governments	Pay Request	Marisa Esquivel	9/25/2025	--	6/6	Paid	Review

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.



New Mexico Department of Finance and Administration

PARS Bureau Chief Welcome, Carmen Morin [Profile Settings](#) [Logout](#)

Projects My To-Do List 3 All Requests Dashboard

I3045 San Joaquin del Rio de Chama Land Grant Project Profile

TOTAL FUNDING	AMOUNT EXPENDED	GRANT BALANCE	AMOUNT OBLIGATED	OBLIGATION BALANCE	REVERSION DATE
\$60,000.00	\$0.00	\$60,000.00	\$0.00	\$0.00	6/30/2028

I3045 San Joaquin del Rio de Chama Land Grant

to acquire property for and to plan, design, construct, furnish and equip the Piedra Lumbre visitors' center for the San Joaquin del Rio de Chama land grant-merced in association with the Juan Bautista Baldez land grant-merced and the land grant-merced de los Pueblos de Tierra Amarilla in Rio Arriba county;

Appropriation ID: I3045

Agency: LOCAL GOVERNMENT DIVISION

Program Manager: Carmen Morin

PROJECT DETAILS

Class Code: I3045

Ch, Law, Par, Sec: 66, 2024, 403, 28

AIPP Amount: \$0.00

Entity: San Joaquin del Rio de Chama Land Grant

PO Number:

NOO & Pay Requests **Requests for Disbursement** Requests Waiting Document Upload Historical Documents

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.



New Mexico
Department of Finance
and Administration

Thank you!

Cecilia Mavrommatis, Division Director

505-690-5470; Cecilia.Mavrommatis@dfa.nm.gov

Jeannette Gallegos, Deputy Director

505-660-8744; jeannette.gallegos@dfa.nm.gov

Carmen Morin, Bureau Chief

LGD Legislative Grant Management Bureau (LGMB)

505-470-8979; CarmenB.Morin@dfa.nm.gov

Your LGMB Team!

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