

Questionnaires in CAPS

November 21, 2025

Presented by

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Nick Gonzales, Financial Analysis Specialist, State Board of Finance

AGENDA

1. Basics of Questionnaire, Overview & Deadlines
2. Accessing questionnaires in CAPS
3. Delegating questionnaires
4. Questionnaire sections
5. Resubmissions
6. Q&A



Basics of the Questionnaire

Why do we have questionnaires?

- Determine project readiness
- Statewide budget upload of capital projects

Who should fill them out?

- Grantee or delegated subject matter expert

What if project is not ready to start?

- That's ok, please complete the questionnaire to let us know

Basics of the Questionnaire

How many opportunities will I have to complete the questionnaire?

- For construction projects, as many as 5 times over a 2-year period
- Equipment and vehicle purchases will have fewer opportunities

What if we are behind on our audits?

- Complete the questionnaire, you might become compliant before the next questionnaire cycle

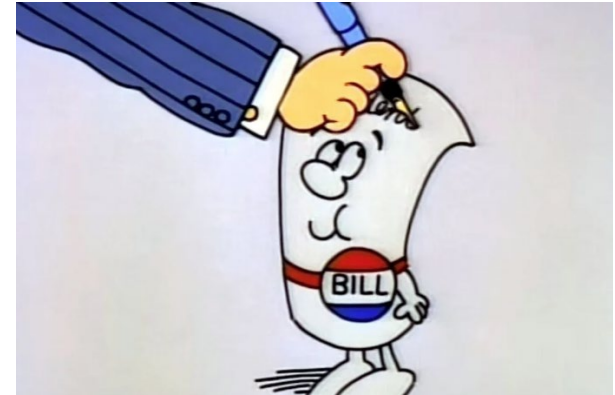
Why do questionnaires get returned for revisions?

- Project descriptions
- Project readiness

Winter 2025 Questionnaire Sources

Questionnaires are available for projects that have been authorized but unissued.

- 2025: HB450; SB425 (reauthorization)
- 2024: SB275; SB246 (reauthorization); HB308
- 2023: HB505



Total of 299 questionnaires (251 GF, 48 GOB)

Questionnaires

Date	Deadlines (Winter 2025)
11/17/25	Questionnaires are available to complete/submit. You received a system-generated email notifying you which questionnaires are available.
11/21/25	Training on new Questionnaire system.
11/28/25	Questionnaire due date.
12/5/25	DFA will conduct reviews of the questionnaires. Entities should expect follow-up correspondence and be prepared to respond as quickly as possible to all requests or questions to expedite the review and budgeting process.
12/12/25	Deadline for entities to respond to DFA's follow-up questions.
12/19/25	DFA will conduct final review for all resubmitted questionnaires and outstanding follow-up items.

Presentation Question Protocol

Raise your hand or put question in chat at anytime

Let those with a November 28th deadline ask their questions first

Avoid overly specific or unique questions

Opportunity for questions at the end of the presentation

System Access

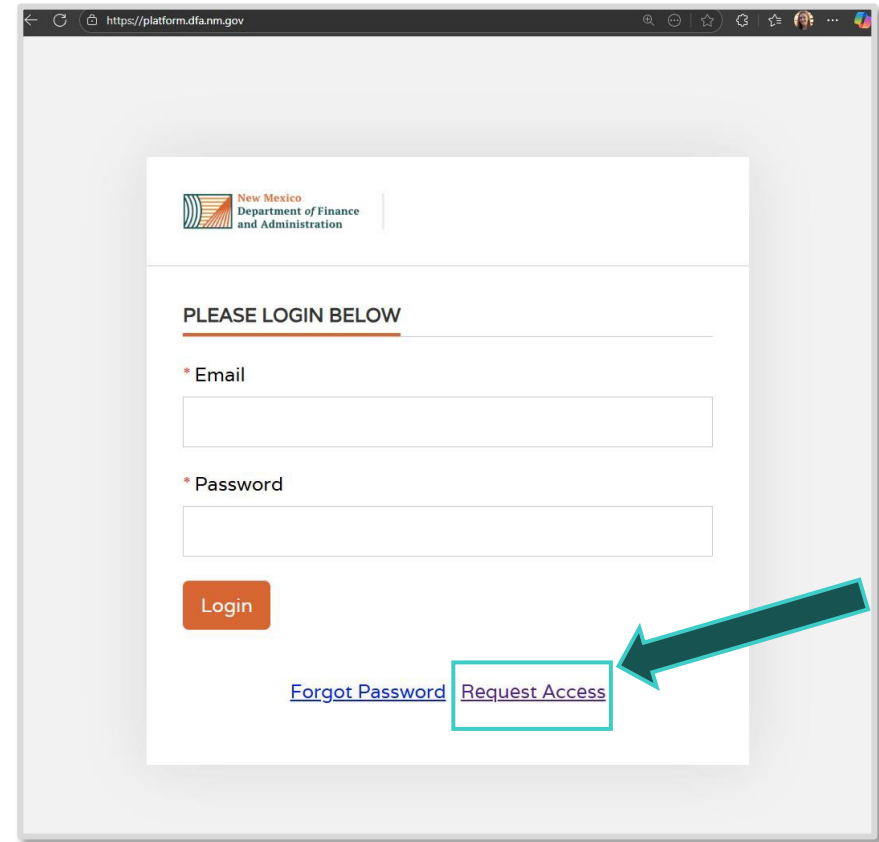
System location: <https://platform.dfa.nm.gov/>

Locked out?

- Deactivated (30+ days inactive)
- Multiple failed password attempts

New to system?

- Request Access on Login Page
- Request access to CAPS

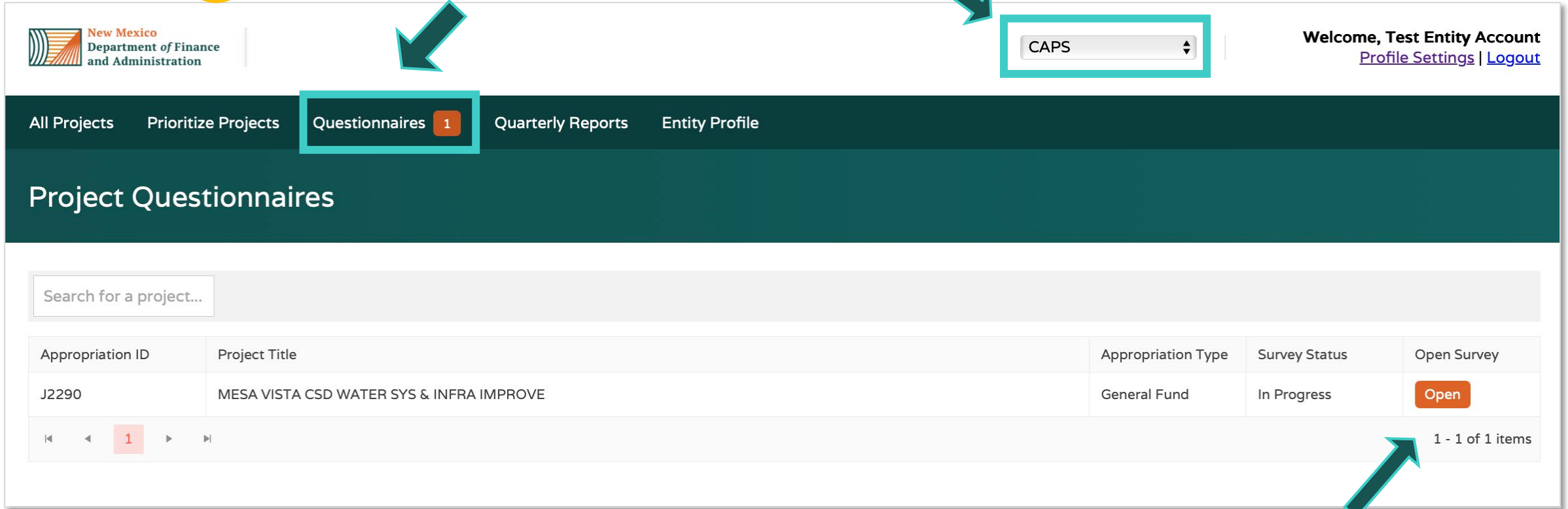


The screenshot shows the login page for the New Mexico Department of Finance and Administration. The page has a header with the department's logo and name. Below the header, there is a section titled "PLEASE LOGIN BELOW" with two input fields: "Email" and "Password". Below these fields is an orange "Login" button. At the bottom of the login section, there are two links: "Forgot Password" and "Request Access". A red arrow points to the "Request Access" link, which is highlighted with a red box.

Questionnaire Access

1 Make sure you are in CAPS, if applicable

2 Select the "Questionnaires" tab



The screenshot shows the New Mexico Department of Finance and Administration system interface. At the top left is the department logo. The main navigation bar includes tabs for 'All Projects', 'Prioritize Projects', 'Questionnaires' (highlighted with a red box and a red '1'), 'Quarterly Reports', and 'Entity Profile'. A teal arrow points to the 'Questionnaires' tab. To the right of the navigation bar is a dropdown menu set to 'CAPS', with a teal arrow pointing to it. Further right is a welcome message for 'Test Entity Account' with links for 'Profile Settings' and 'Logout'. Below the navigation bar is a dark teal header for 'Project Questionnaires'. Underneath is a search bar labeled 'Search for a project...'. A table lists project information with columns: 'Appropriation ID', 'Project Title', 'Appropriation Type', 'Survey Status', and 'Open Survey'. The first row shows 'J2290' for 'MESA VISTA CSD WATER SYS & INFRA IMPROVE' with 'General Fund' as the appropriation type and 'In Progress' as the survey status. An orange 'Open' button is in the 'Open Survey' column. A teal arrow points to this button. At the bottom left of the table is a pagination control showing '1' in a red box. At the bottom right is the text '1 - 1 of 1 items'.

Appropriation ID	Project Title	Appropriation Type	Survey Status	Open Survey
J2290	MESA VISTA CSD WATER SYS & INFRA IMPROVE	General Fund	In Progress	Open

3 Select orange button

Questionnaire Orientation

MESA VISTA CSD WATER SYS & INFRA IMPROVE

QUESTIONNAIRE STATUS
IN PROGRESS

PROJECT
MESA VISTA CSD WATER SYS & INFRA IMPROVE

ENTITY
MESA VISTA CONSOLIDATED SCHOOLS

LAST UPDATED
--

Submit Questionnaire

Survey Delegates

SURVEY SECTIONS

☒ Project Manager Information

☐ Funding & Public Benefit

☐ Project Details

☐ Project Readiness, Priority, Spend-Down of Proceeds, and Contingencies

☐ Ownership, Operation & Use

☐ Acknowledgment of Capital Funding Restrictions and Authorized Officer Status

PROJECT DETAILS

Appropriation Id ID: J2290

Entity: Mesa Vista Consolidated Schools

Project Cost: \$100,000.00

Class: N/A

Sub Type: N/A

to plan, design and construct water system and infrastructure improvements at Ojo Caliente elementary school and Mesa Vista middle school and high school in the Mesa Vista consolidated school district in Rio Arriba county;

Project Manager Information

Enter details about the project manager or primary contact

Project Manager Name

Enter the full name of the project manager or primary contact.

* Answer:

Project Manager Title

Enter the job title of the project manager or primary contact.

* Answer:

Project Manager Phone

Submit and
delegate
buttons



Survey
Sections



Project
Details



Appropriation language

Delegations

Delegate



Review Actions

You can capture notes now and return later to submit once it is your turn.
Additional Reviewers
☐ DFA Council

Decision

Select a decision

Save Progress Submit Review

Survey Delegates

SURVEY SECTIONS

Project Manager Information

Funding & Public Benefit

Project Details

Project Readiness, Priority, Spend-Down of Proceeds, and Contingencies

Ownership, Operation & Use

Acknowledgment of Capital Funding Restrictions and Authorized Officer Status

PROJECT DETAILS

Appropriation Id ID: H2126
Entity: Southwestern Indian Polytechnic Inst - SIPI
Project Cost: \$500,000.00
Class: N/A
Sub Type: N/A

to plan, design, construct and equip campus safety improvements at south

Project Manager Information

Enter details about the project manager or primary contact

Project Manager Name

Enter the full name of the project manager or primary contact.

* Answer:

* Your Notes

☐ Recommend follow-up from agency

Project Manager Title

Enter the job title of the project manager or primary contact.

* Answer:

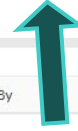
* Your Notes

Invite Questionnaire Delegate

First Name Last Name Email

Invite Delegate

First Name Last Name Email Invited By Invited On



Delegates do not need to be users in the system

Delegations

- Delegate to project manager or subject matter expert
- The person **does not** need to have a CAPS account
- An email (with instructions) is sent to that person
- They **must use the email link** to access the questionnaire (even if they are already a user)

Project Manager Information

SURVEY SECTIONS

- ☒ Project Manager Information
- ☐ Funding & Public Benefit
- ☐ Project Details
- ☐ Project Readiness, Priority, Spend-Down of Proceeds, and Contingencies
- ☐ Ownership, Operation & Use
- ☐ Acknowledgment of Capital Funding Restrictions and Authorized Officer Status

☒ Name

☒ Title

☒ Phone

☒ Email

Project Manager Email

Enter the email address of the project manager.

* Answer:

rjarchuleta@lasvegasm.gov

* Your Notes

* ☐ Recommend follow-up from agency

 This section is complete

Save Progress

Next Section

Funding and Public Benefit

SURVEY SECTIONS

- Project Manager Information
- Funding & Public Benefit
- Project Details
- Project Readiness, Priority, Spend-Down of Proceeds, and Contingencies
- Ownership, Operation & Use
- Acknowledgment of Capital Funding Restrictions and Authorized Officer Status

- Requesting total amount (y/n)
- Fund whole project or complete phase (y/n)
- Replacing another funding source (y/n)
- Spend money prior to receiving grant (y/n)
- Refinance or repay prior debt (y/n)

This section is complete

Save Progress

Next Section

Project Details

SURVEY SECTIONS

- Project Manager Information
- Funding & Public Benefit
- Project Details
- Project Readiness, Priority, Spend-Down of Proceeds, and Contingencies
- Ownership, Operation & Use
- Acknowledgment of Capital Funding Restrictions and Authorized Officer Status



Why does the project description matter?

- Good description indicative of a well-planned project that is ready to proceed
- It will help to justify your project activities/expenses during the project

Project Details

DETAILED project description

SURVEY SECTIONS

- Project Manager Information
- Funding & Public Benefit
- Project Details
- Project Readiness, Priority, Spend-Down of Proceeds, and Contingencies
- Ownership, Operation & Use
- Acknowledgment of Capital Funding Restrictions and Authorized Officer Status



Provide a **DETAILED** description of what the appropriation will fund.

This is one of the most important questions to **answer thoroughly**. Provide specific details on what the money will be used for. If funding a phase or portion of a larger project, only detail what the appropriation will fund; you will summarize the larger project in the next question. **Do not repeat any of the appropriation language**--your answer should give more information and detail than the appropriation.

Appropriation language:

to plan, design, construct, furnish and equip improvements to a senior center, including a kitchen.

Response:

The appropriation will fund the plan, design and construct of the project.

Is this likely to be returned by DFA?

Project Details

DETAILED project description

SURVEY SECTIONS

- Project Manager Information
- Funding & Public Benefit
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Provide a **DETAILED** description of what the appropriation will fund.

This is one of the most important questions to **answer thoroughly**. Provide specific details on what the money will be used for. If funding a phase or portion of a larger project, only detail what the appropriation will fund; you will summarize the larger project in the next question. **Do not repeat any of the appropriation language**--your answer should give more information and detail than the appropriation.

Appropriation language:

to plan, design, construct, equip, rehabilitate and improve the water treatment plant and water system

Response:

Installation of approximately 2,300 LF of 6 inch C900 PVC, fittings, and appurtenances. Installation of 15 water service meters, two fire hydrants, fittings, and appurtenances. If funding remains, the rest of the funding will be used at the Water Treatment to continue improvements needed.

Is this likely to be returned by DFA?

Project Details

SURVEY SECTIONS

- Project Manager Information
- Funding & Public Benefit
- Project Details
- Project Readiness, Priority, Spend-Down of Proceeds, and Contingencies
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☐ Are the bond proceeds funding an entire project or a portion or phase of a larger project?

☐ Does the project benefit the general public **OR** fulfill a governmental function **OR** allow general access and use to the public?

Note: some projects are not open to the public but still fulfill a public function. **Examples:** senior centers, public safety equipment, research facilities, law enforcement/public safety buildings.

☐ Will the appropriated funding cover plan/design?

☐ Will the appropriated funding cover construction?

☐ Will the appropriated funding cover the purchase of vehicles, equipment, or furniture?

☐ Will the appropriated funding cover something other than plan/design, construction, or the purchase of vehicles, equipment, or furniture?

✓ This section is complete

Save Progress

Next Section

Project Readiness, Priorities, Spending, Contingencies

SURVEY SECTIONS

- Project Manager Information
- Funding & Public Benefit
- Project Details
- +** ● Project Readiness, Priority, Spend-Down of Proceeds, and Contingencies
- Ownership, Operation & Use
- Acknowledgment of Capital Funding Restrictions and Authorized Officer Status

☐ Will you enter into one or more contracts with vendors by July 20, 2026, to expend at least 5% of the proceeds?

☐ Will work on the project proceed diligently to completion?

☐ Will at least 85% of the proceeds be expended by January 20, 2029?

☐ Are there any contingencies specified in the legislative appropriation?

☒ This section is complete

Save Progress

Next Section

Ownership, Operation & Use

SURVEY SECTIONS

- Project Manager Information
- Funding & Public Benefit
- Project Details
- Project Readiness, Priority, Spend-Down of Proceeds, and Contingencies
- **Ownership, Operation & Use**
- Acknowledgment of Capital Funding Restrictions and Authorized Officer Status

○ Who will own property/equipment?

○ Governmental entity?

○ Others to use, service, manage property/equipment?

✓ This section is complete

Save Progress

Next Section

Restriction Acknowledgement

Acknowledgment of Capital Funding Restrictions and Authorized Officer Status

Confirmation of understanding bond restrictions and requirements

- Additional comments (optional)
- Acknowledgement
- Authorizing Officer contact info

Once all circles are green, click “submit questionnaire”

This section is complete

Save Progress

Next Section

Submit Questionnaire

Survey Delegates

SURVEY SECTIONS

- Project Manager Information
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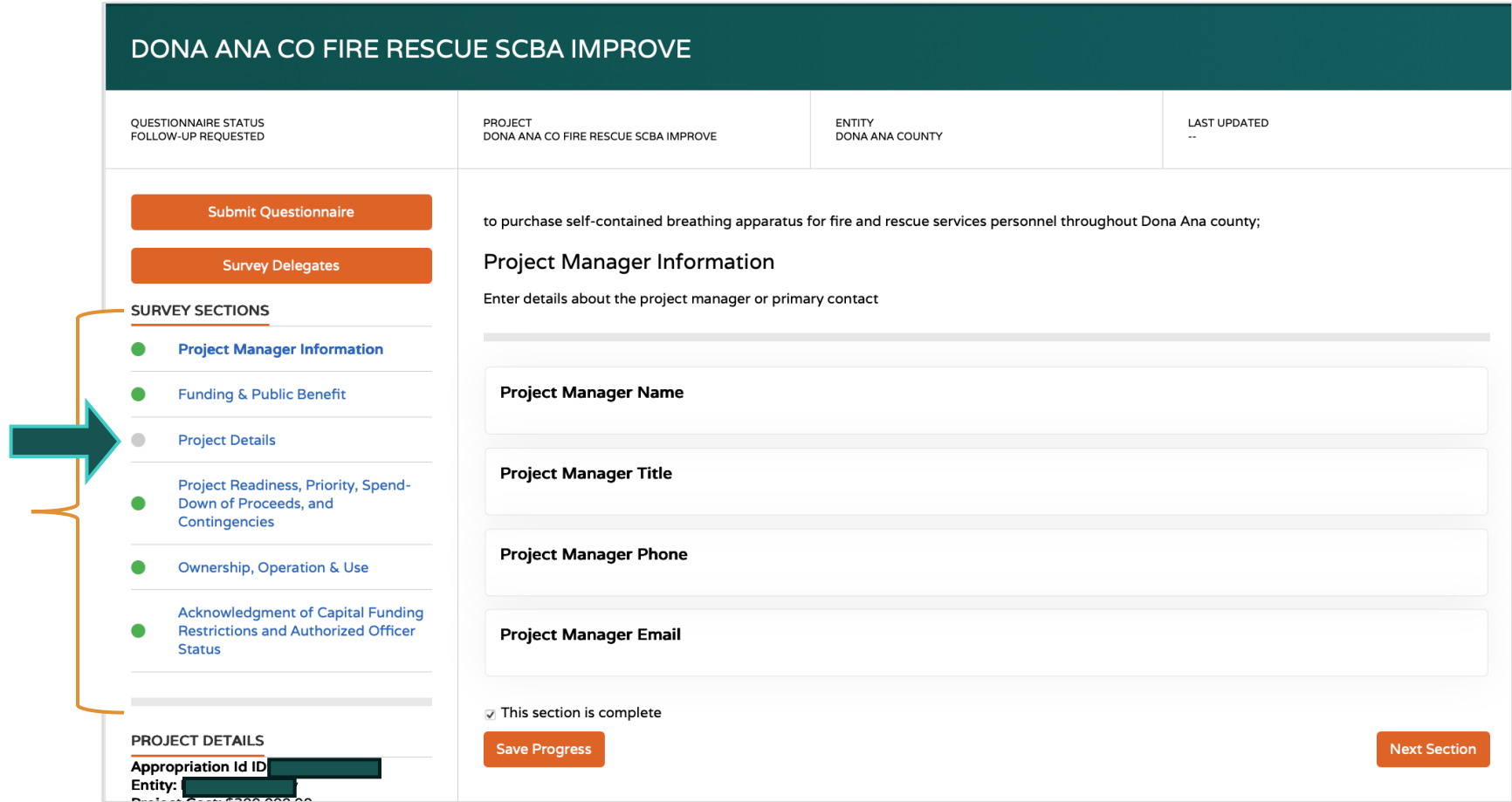
Post Review Questionnaire Status

Status	Definition
Ready	Project determined to be ready to budget
Follow-up requested	Returned for revisions but may be resubmitted (by deadline)

Follow-Up on Questionnaire

If follow-up is needed on a questionnaire, the entity and external delegates will receive a notification via email.

Select the survey and look for any sections whose circles are grey, indicating follow-up



DONA ANA CO FIRE RESCUE SCBA IMPROVE

QUESTIONNAIRE STATUS FOLLOW-UP REQUESTED	PROJECT DONA ANA CO FIRE RESCUE SCBA IMPROVE	ENTITY DONA ANA COUNTY	LAST UPDATED --
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[Submit Questionnaire](#)
[Survey Delegates](#)

SURVEY SECTIONS

- ☒ [Project Manager Information](#)
- ☒ [Funding & Public Benefit](#)
- ☐ [Project Details](#)
- ☒ [Project Readiness, Priority, Spend-Down of Proceeds, and Contingencies](#)
- ☒ [Ownership, Operation & Use](#)
- ☒ [Acknowledgment of Capital Funding Restrictions and Authorized Officer Status](#)

PROJECT DETAILS

Appropriation Id ID [REDACTED]
Entity: [REDACTED]
Project Start: 08/01/2020

to purchase self-contained breathing apparatus for fire and rescue services personnel throughout Dona Ana county;

Project Manager Information

Enter details about the project manager or primary contact

Project Manager Name

Project Manager Title

Project Manager Phone

Project Manager Email

☒ This section is complete

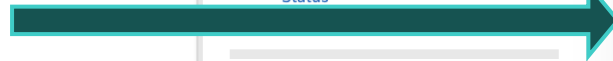
[Save Progress](#) [Next Section](#)

Follow-Up on Questionnaire

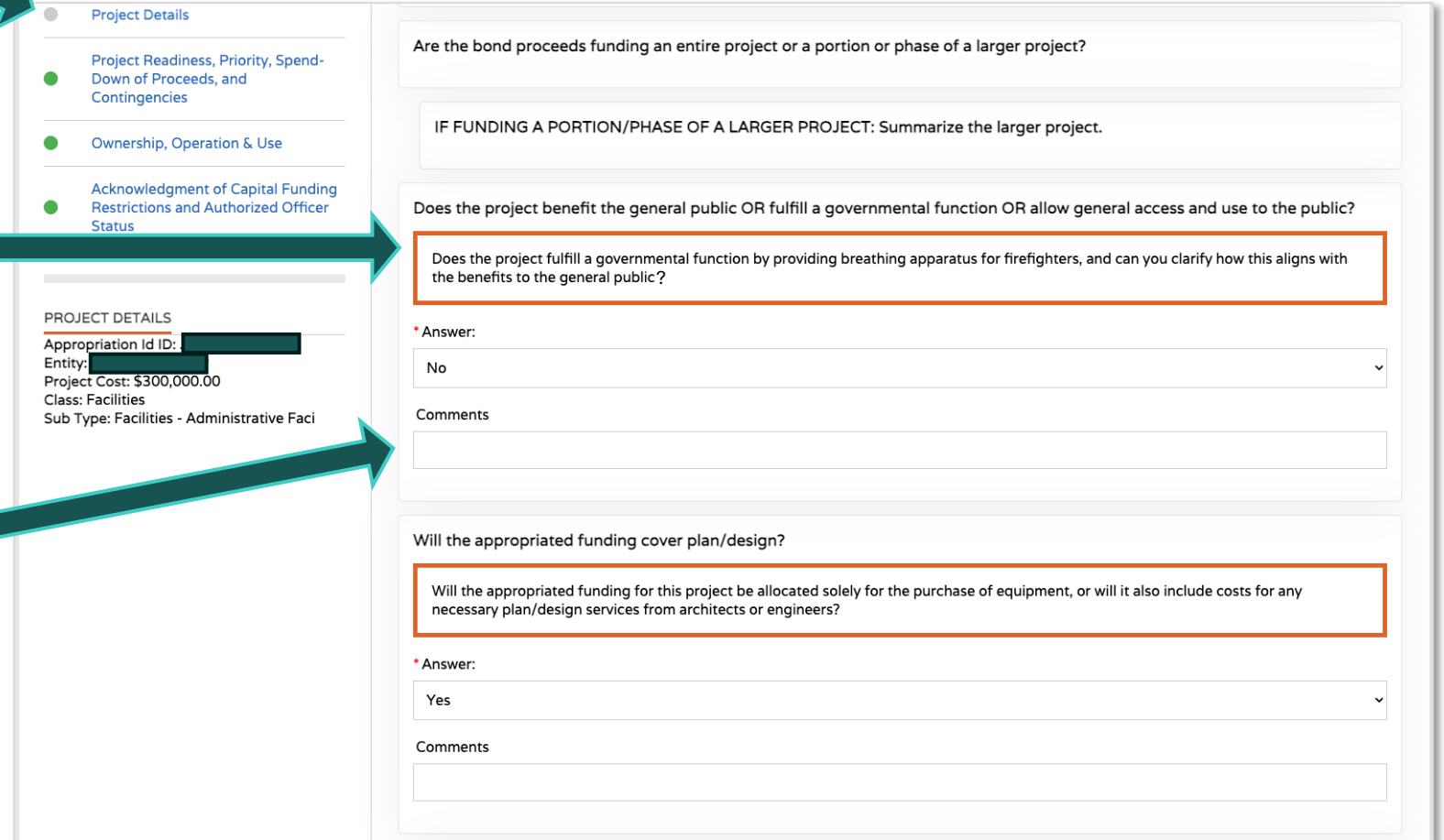
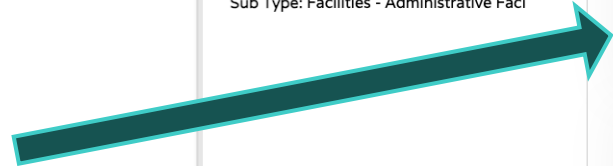
Click on gray box



Follow-up question will
appear in an orange box



Modify your answer if
needed and provide any
additional information in
the “Comments” box



Follow-Up on Questionnaire

Once all the circles are green (again), you can submit the questionnaire (again)

QUESTIONNAIRE STATUS
FOLLOW-UP REQUESTED

PROJECT
DONA ANA CO FIRE RESCUE SCBA IMPROVE

ENTITY
DONA ANA COUNTY

LAST UPDATED
--

Submit Questionnaire

Survey Delegates

SURVEY SECTIONS

● Project Manager Information

● Funding & Public Benefit

● Project Details

● Project Readiness, Priority, Spend-Down of Proceeds, and Contingencies

● Ownership, Operation & Use

● Acknowledgment of Capital Funding Restrictions and Authorized Officer Status

PROJECT DETAILS

Appropriation Id ID: [REDACTED]

Entity: [REDACTED]

Project Code: [REDACTED]

to purchase self-contained breathing apparatus for fire and rescue services personnel throughout Dona Ana county;

Project Manager Information

Enter details about the project manager or primary contact

Project Manager Name

Project Manager Title

Project Manager Phone

Project Manager Email

☒ This section is complete

Save Progress

Next Section

Questionnaire Status Definitions on December 19, 2025

Status	Definition	Will it be Budgeted?
Ready	Project determined to be ready to budget	Yes
Not ready	Project can await funding	No
In-progress	Questionnaire incomplete or not submitted	No
Follow-up requested	Returned for revisions but not resubmitted by deadline	No

Thank you!

Infrastructure Team

- Wesley Billingsley, Director
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