

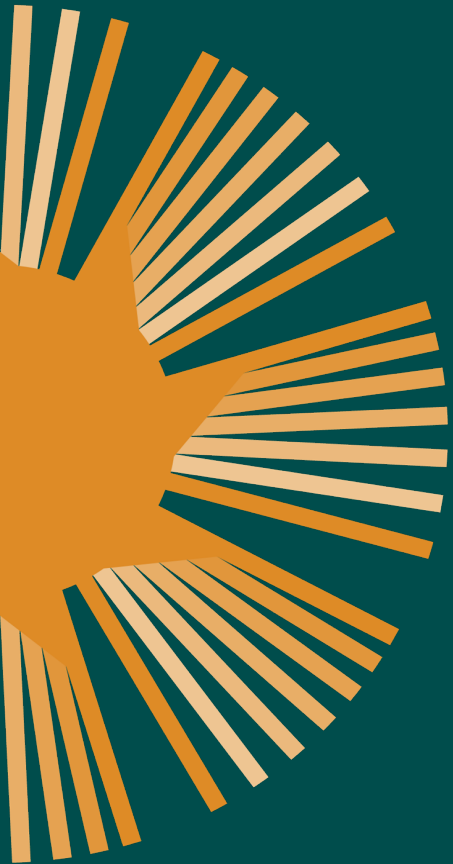
CAPS Quarterly Reporting




New Mexico
Department of Finance
and Administration



I. “Quarterly Reports” Tab



 New Mexico Department of Finance and Administration		
All Projects	Prioritize Projects	Questionnaires 0
Quarterly Reports		
Entity Profile		
Appropriations		
TOTAL APPROPRIATIONS 50	COMPLETED 21	VETOED 0

II. “Update”

☐ Show Completed Projects

Appropriation ID	ICIP Project Number	Year	Appropriation Title	Entity Code	Status	Current Report Complete	Actions
I5383	36907	2025	RIO RANCHO CO BROADMOOR SENIOR CTR - EQUIP	29005	--	No	Update



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Quick Notes

- “Save” periodically to avoid losing information
- Report does not need to be completed in one session
- Only a “Draft” can be deleted
- Saving your report does not submit the report



III. “Create New Quarterly Report”



I5383 - RIO RANCHO CO BROADMOOR SENIOR CTR - EQUIP

ICIP

36907 (Library Equipment) ▼

Update Project

Quarterly Reports

Create New Quarterly Report

New Quarterly Report cont.

- Quarterly Report dates and due dates:
 - Quarter 1: July 1 – September 30, due 9/30
 - Quarter 2: October 1 – December 31, due 12/31
 - Quarter 3: January 1 – March 31, due 3/31
 - Quarter 4: April 1 – June 30, due 6/30
- Amount Expended - Expended to date (regardless of encumbrance or reimbursement status)
- Balance – Balance remaining after expended, minus AIPP (if applicable), minus amount expended (step b. above) and reverted amount (if applicable)
- Project Phase – Select the appropriate phase from the dropdown (planning, design, construction, completed, reauthorized, vetoed, other)
 - Reversion Amount – Enter the unspent balance upon project completion **Note: This prompt only appears when “Completed” or “Reauthorized” is selected in the “Project Phase”**

New Quarterly Report cont.

- Reauthorized To Project # - Enter the reauthorized class code, letter followed by four digits (K4XXX) **Note: This prompt only appears when “Completed” or “Reauthorized” is selected in the “Project Phase”**
- Valid Contracts and No Activity – checkboxes, as applicable
- Goals and Milestones – Enter your project goals and/or milestone(s) achieved this reporting period
- Project Documentation (Optional) – If you have photos of the ongoing construction or finished project. Pictures will be displayed on statewide map
- Project Timeline Status – Select all applicable statuses for this reporting period. Upon selection, a date field is required and depending on the selected status, additional info will be required. It is important to select only those activities (or statuses) that occurred during the quarter reported.
 - Check the box stating, “This report is complete and ready to submit to DFA.”, then select “Submit Report”

Questions & Comments

DFA – Infrastructure Planning & Development Division

<https://www.nmdfa.state.nm.us/infrastructure-planning-and-development-division/>

CAPS

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

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