

# CAPS Quarterly Reporting



New Mexico  
Department of Finance  
and Administration



# I. “Quarterly Reports” Tab



The screenshot displays the New Mexico Department of Finance and Administration website. At the top left is the department's logo. Below it is a navigation menu with the following items: "All Projects", "Prioritize Projects", "Questionnaires 0", "Quarterly Reports" (highlighted with a red box), and "Entity Profile". Below the navigation menu is a section titled "Appropriations". This section contains a table with three columns: "TOTAL APPROPRIATIONS" with a value of 50, "COMPLETED" with a value of 21, and "VETOED" with a value of 0.

TOTAL APPROPRIATIONS	COMPLETED	VETOED
50	21	0

# II. “Update”

Search Appropriation ID or Title

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	<a href="#">Update</a>



# 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



# Create New Quarterly Report

[Close](#)

J2799 - ALB N DOMINGO BACA AQUATIC CTR CONSTRUCT

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**ICIP**

36286 (North Domingo Baca Aquatic Center Build) ▼

[Update Project](#)

**Entity**

02100 - City of Albuquerque ▼

[Update Entity](#)

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**Quarterly Reports**

[Create New Quarterly Report](#)



# New Quarterly Report

ICIP

43362 (Gymnasium)

Update Project

Entity

29022 - Bernalillo Public Schools

Update Entity

Quarterly Reports

Create Quarterly Report

All Quarters

Quarter	Year	Appropriation ID	Status	Last Updated	Actions
Q3	2026	J2302	Submitted	1/28/2026	<a href="#">Edit Report</a> <a href="#">Delete</a>
Q2	2026	J2302	Submitted	12/12/2025	<a href="#">View Report</a>
Q1	2026	J2302	Submitted	10/16/2025	<a href="#">View Report</a>
Q4	2025	J2302	Submitted	9/1/2025	<a href="#">View Report</a>

Connect to Infrastructure Capital Improvement Plan (ICIP)

If a report has already been submitted for the quarter and it needs to be updated, click “Edit Report” and do not create a new one

# 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)
- Amount Obligated – Amount that has been obligated by PO or contract (obligated amount should not include any expenditures)
- Balance – Balance remaining after expended, minus AIPP (if applicable), minus amount expended (step b. above) and reverted amount (if applicable)
- Is the appropriation on budget? If no, additional information will be required
- 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”**

# Financial Information

## Quarterly Report - ALB N DOMINGO BACA AQUATIC CTR CONSTRUCT

PROJECT STATUS Draft	PROJECT EXPIRATION DATE 6/30/2029	PROJECT NUMBER / APPROPRIATION ID 36286 - J2799	REPORTING PERIOD Q3 2026
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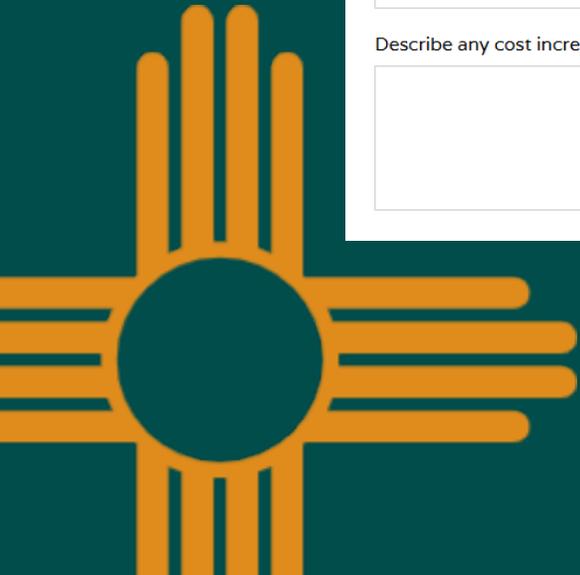
Appropriation Language: to purchase equipment and to plan, design, construct, equip and furnish an aquatic center at north Domingo Baca park in Albuquerque in Bernalillo county;  
Oversight Agency: BOARD OF FINANCE  
Appropriation Amount: \$4,020,000

### Financial Information

Amount Expended	Amount Obligated	Balance
<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="4020000.00"/>

Is the appropriation on budget?

Describe any cost increases, funding needs, or additional project management assistance DFA can help support



# Project Status

## Project Status

Project Phase

Is the appropriation on track to be expended by the expiration date?

What factors are affecting your project timeline?

Describe the course of action to ensure project completion

Valid Contracts in Place

No activity for quarter being reported



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# 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”**
- Is the appropriation on track to be expended by the expiration date? If no, additional information will be required
- 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”

# Goals and Milestones Project Documentation

## Goals and Milestones

Goal/Milestone from Last Quarter

*During this reporting period, the City managed progress for ALB N DOMINGO BACA AQUATIC CTR CONSTRUCT in accordance with the approved scope. Financial activity this quarter includes expenditures of \$0.00 and obligations of \$0.00, with a remaining balance of \$3,979,800.00. This milestone reflects project readiness and coordination prior to obligation and expenditure.*

Goal/Milestone for This Quarter

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## Project Documentation

Upload Project Photo (Optional)  No file chosen



# Project Timeline Status

## Project Timeline Status

- Grant Agreement Received
- Grant Agreement Executed
- Project Planning
- Project In Design
- Project in Construction
- Substantial Completion
- Vehicle Purchase
- Equipment Purchase
- Project Complete
- Ground Breaking
- Ribbon Cutting
- Agency Awarded Funding
- Major Phase Completion
- RFP Awarded

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This report is complete and ready to submit to DFA.

Print

Save Report



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# 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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# DFA Resources

- **Open Office Hours: Tuesdays @ 1pm**  
Join on Microsoft Teams  
Meeting ID: 264 417 177 198 66  
Passcode: hU3bL9kb
- **DFA Website (ICIP Virtual Training | New Mexico Department of Finance and Administration)**
  - ICIP
  - Questionnaires
  - Capital Outlay process overview
  - CAPS orientation
  - Quarterly reporting

# Thank You!



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## IPDD Training Survey

