New Mexico
Department *of* Finance
and Administration

CAPS DATA ENTRY MANUAL

ICIP & QUARTERLY REPORTS

UPDATED APRIL 2026

Process

Project Phasing

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Introduction to CAPS

Capital Projects System (or CAPS) is one part of an integrated project management system managed by the Infrastructure Planning and Development Division (IPDD) at DFA. CAPS contains an account for every local government, Tribal Government and State Agency. CAPS houses Infrastructure Capital Improvement Plans (ICIP), questionnaires for capital outlay appropriations, and capital appropriation quarterly reporting. Another part of the new system is the PARS module managed by the Local Government Division for all appropriations they administer. For assistance related to PARS, please contact your LGMB-DFA project manager or Carmen Morin, Bureau Chief, carmenb.morin@dfa.nm.gov.

The new CAPS/PARS website can be accessed here: https://platform.dfa.nm.gov/

I. Getting Support for CAPS

- If you have trouble logging in or are having issues with the website, please contact IPDD staff or send a support ticket to: support@rtsolutions.com
- Please note that due to state system requirements, user accounts will be deactivated after inactivity of 60 days or more. For users accounts to stay active, they must log into their account every 60 days. The website will send users at risk of being deactivated an email at 55 days to remind them to log in and keep their account active. Deactivated users can contact IPDD or RTS to reactivate and unlock their accounts. If you are also a PARS user, you can ask your LGD project manager.

II. Setting up an Account - Requesting Access

To gain access to your entity's account, please click the "Request Access" link on the lower right-hand side of the login screen. Then complete the form. Please double check the information you enter. It is preferred to enter a cell phone number so you can more easily complete Multi-Factor Authentication (MFA).

A. **Local Governments -** If you are a Local Public Body or Tribal Government, please click "Entity" under "System Role."

- Then a new set of questions will populate. For the next section, please choose your entity name. You can type in the box to search for your entity or search your entity code. Please ensure you click the correct entity. If you are unsure, please contact IPDD staff.
- Then click the box for each module you would like access to. You may request access to both CAPS and PARS. For CAPS, please choose "Entity" and press the orange "Add Role" button.
- Click the "ReCAPTCHA" verification then click "request access."

- For PARS related questions, please contact the Local Government Division.

  ➔ **After you submit your request, DFA staff must approve it.**

B. State Agencies

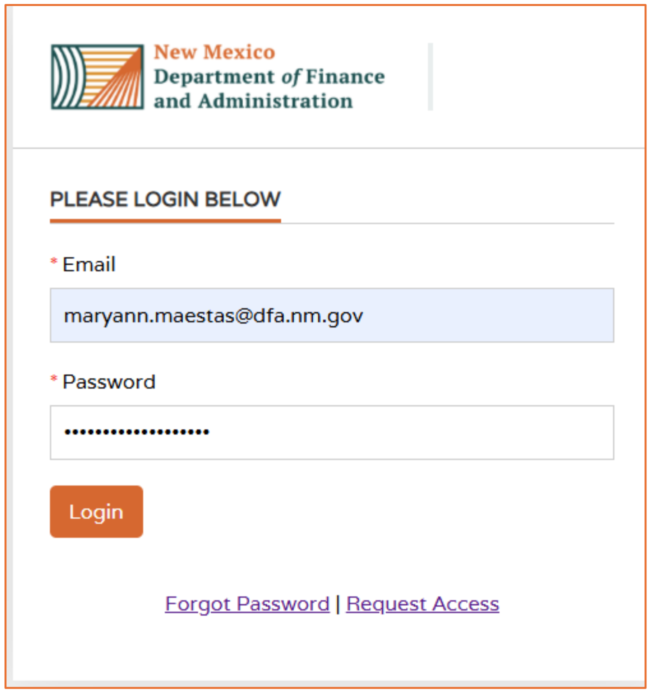
- In the "System Role" dropdown, select "Agency".
- You will be required to select your agency from the dropdown menu. Agencies are listed in numeric order by business unit.
- Select the box for the module(s) you are requesting access. When "CAPS Access" is selected, a role must be selected. Choose "Agency" then "Add Role".
- Select the box for ReCAPTCHA verification then select "Request Access".

  ➔ **After you submit your request, DFA staff must approve it.**

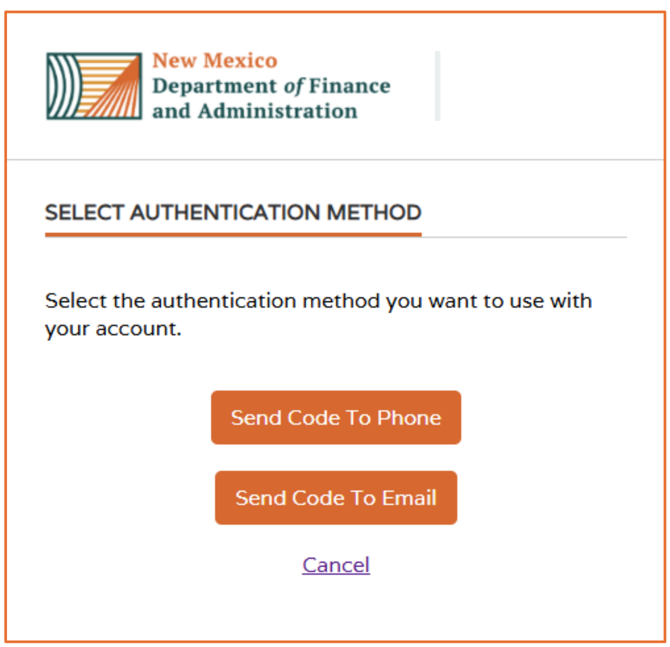
- After DFA approves your access request, you will receive an email with a temporary password from platform@dfa.nm.gov. Please check your spam/junk folders in your email. Do not email this email address.
- If you do not receive it and DFA has approved your access request, please click the "Forgot Password" link on the Login page, https://platform.dfa.nm.gov/
- You will be sent a temporary password by email.

> CAUTION: This email originated outside of our organization. Exercise caution prior to clicking on links or opening attachments.
>
> ----- Forwarded Message -----
> **From:** NM DFA <platform@dfa.nm.gov>
>
> **Subject:** New Mexico Department of Finance and Administration Portal
>
> You have been invited to the New Mexico Department of Finance and Administration Portal. You may log into your account at https://platform.dfa.nm.gov/login.html with password **WVHLGXZT1V1YY3**. Upon logging in, you will be asked to change your password.
>
> Thank you,
> NM DFA

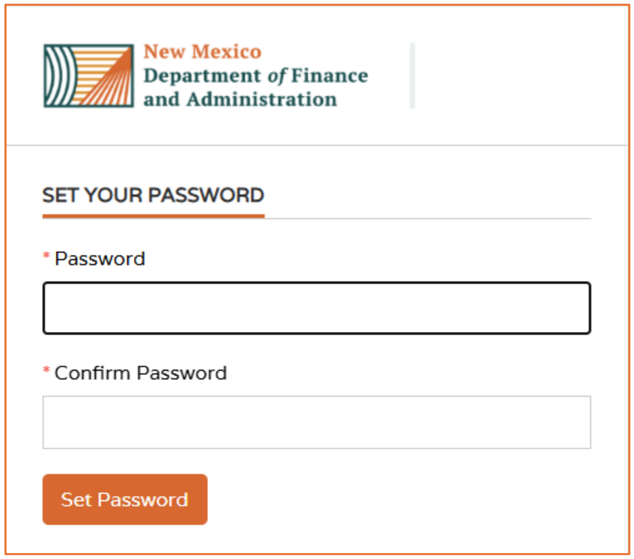
- Navigate back to the login page (https://platform.dfa.nm.gov/), then enter your email. Copy and paste the temporary password on the login page along with your email. Make sure you do not accidentally include any spaces or punctuation.



- Once you login, you will be prompted to verify your account. The system will ask you to verify your account by sending a 6-digit MFA code to the phone number or email on your account. Only use the phone option if you add a cell phone number on your CAPS access request. Enter the 6-digit number sent to either your email or phone.



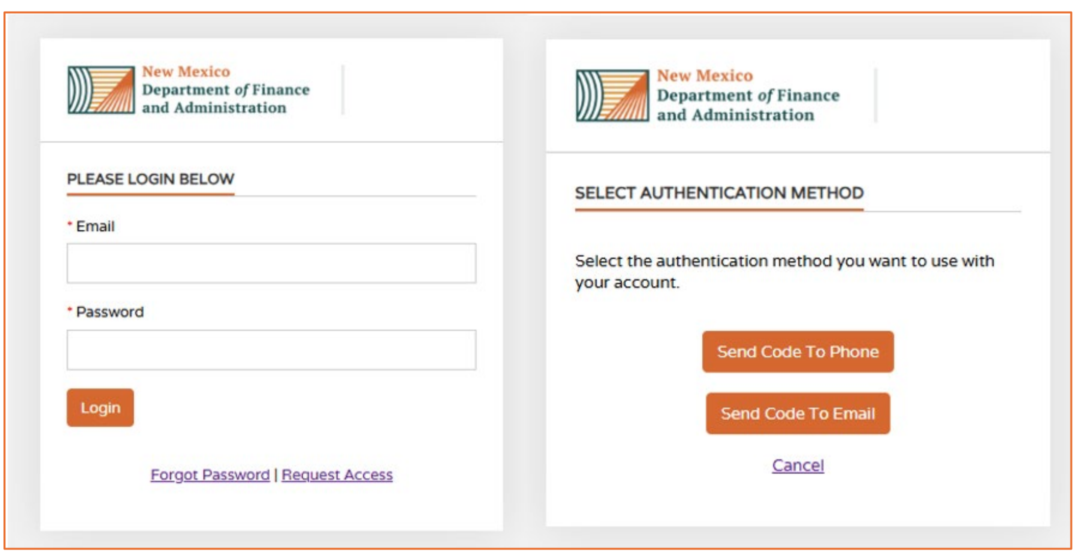
- Then you will be prompted to create a password. Passwords must be 12 characters, include a number (#), at least one capital and lowercase letter, and a special character ! . $)



- **Email already in use message:** If you receive a message on the website that your request cannot be processed because your email is already in use, you likely already have an account, or your account needs to be approved by DFA. If your account was approved, you can click the “forgot password” link on the login page to set up the password for your account.

III. How to Log In

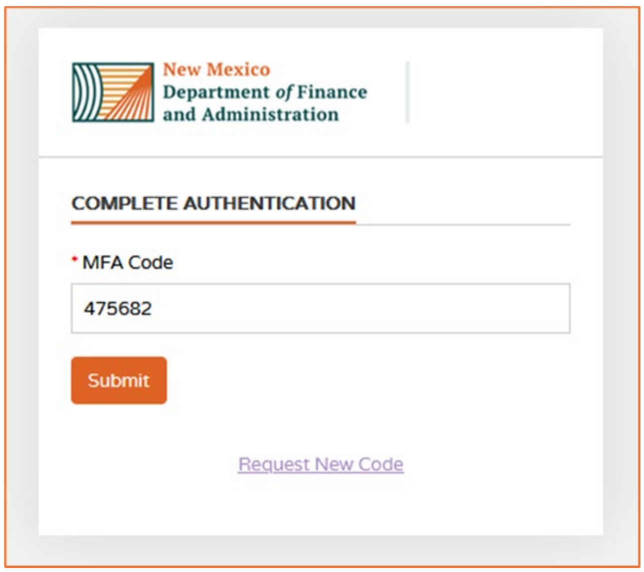
- Please navigate to the platform page: https://platform.dfa.nm.gov/



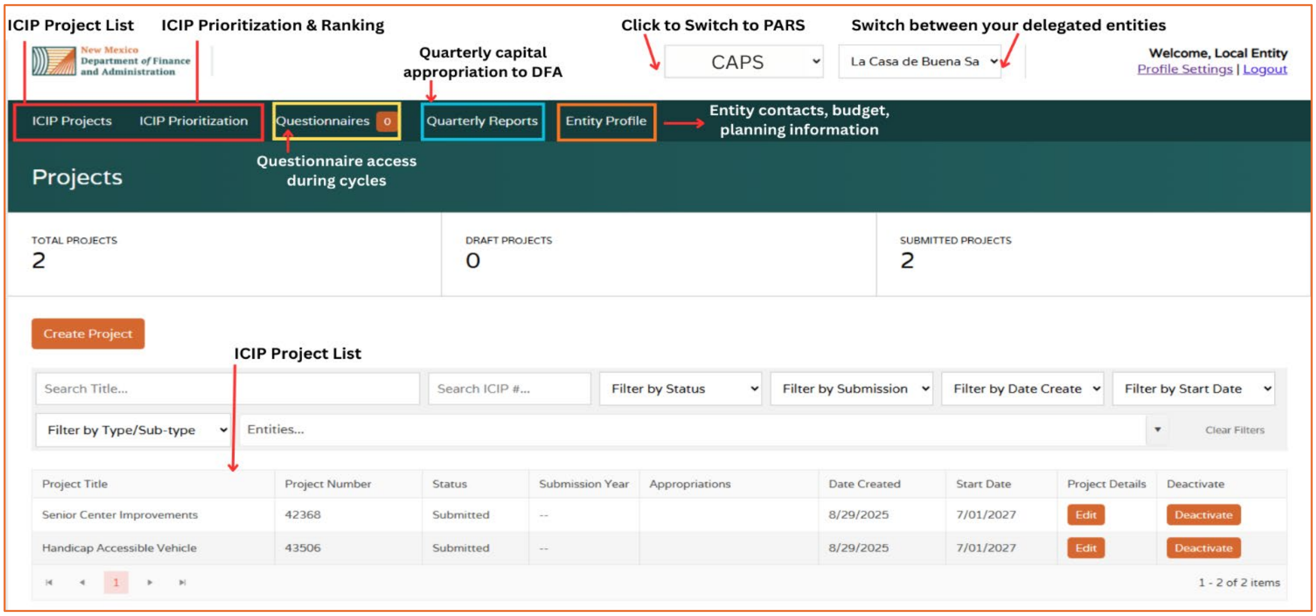
- Enter your email and password. After entering, you will be prompted to choose a method to receive your 6-digit MFA code. Only choose “send code to phone” if you have a cell phone number tied to your account.

- Enter the 6-digit code and press submit. Then you will enter your account.

- If you do not know your password or are unable to login, please click the forgot password link on the login page.



IV. CAPS Overview



- **ICIP Projects –** when you login or navigate to CAPS, the default page is set to the "ICIP Projects" page. This is where you may edit or create new capital improvement projects or deactivate them.

- **ICIP Prioritization –** after finalizing ICIP projects and submitting them, you may rank and prioritize them on this page. You may also upload your resolution to the portal which is a required component of ICIP submission for a cycle.

- **Questionnaires –** access questionnaires for capital outlay appropriations during the questionnaire cycles, twice a year.

- **Quarterly Reports –** on this page, you may submit your quarterly reports to DFA. This is required for active capital appropriations.

- **Entity Profile –** on this page, you may update the contact information for your entity, add planning and budget information and related grant activity information.

- **CAPS/PARS Modules –** if you have access to both CAPS and PARS modules, you can switch between them using the dropdown on the white strip at the top of the page.

- **Delegated Entities –** if you have access to multiple entity accounts on CAPS, you can switch between them using the dropdown on the white strip at the top of the page. This is a particularly useful tool for technical assistance providers or local governments needing to access their senior centers.

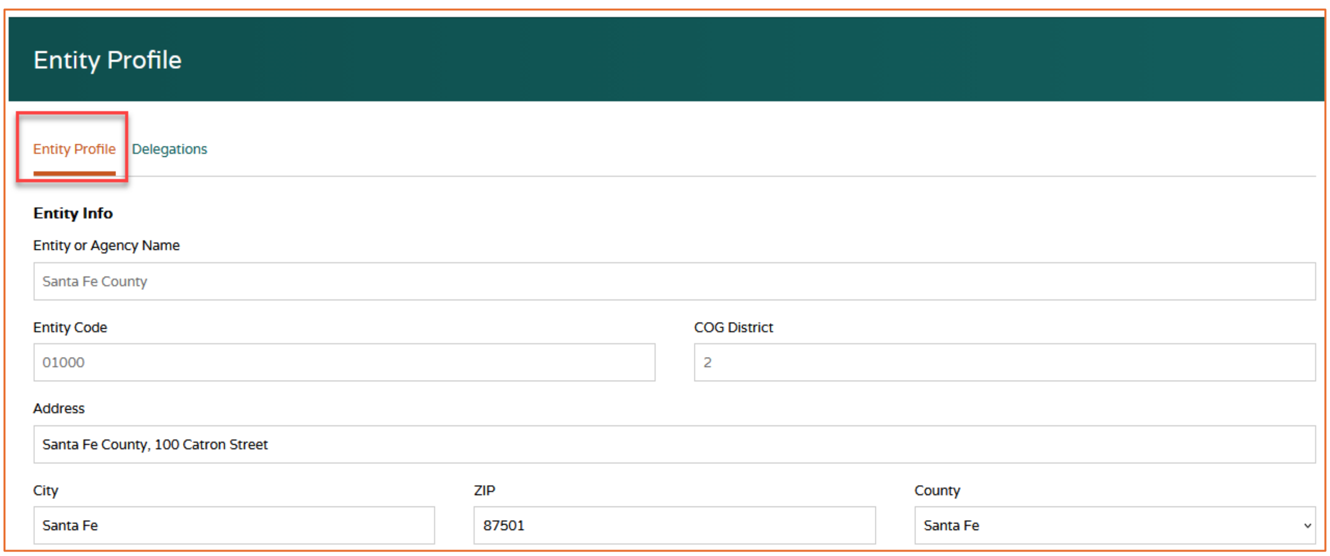
- **Profile Settings –** you can view your user information as well as update your password.

- **Logout –** click the logout link to logout of and exit your account.

V. Entity Profile

- Navigate to the “Entity Profile” tab on the top bar. Update the information for your entity’s ICIP contact. All fields are required.

- You can edit the entity information on the page. Make sure that your information is updated. When changes have been completed, click on the orange “Save” button at the bottom of the page.



Entity Info: The Agency/Local Entity Name, Entity Code and Council of Government (COG) District will automatically populate and are unchangeable. Please add address for your entity.

Roles: Add main contact for ICIP under ICIP Officer Name. Add contact for Chief Elected Official. This may be your mayor, president, chair, or Cabinet Secretary in the case of state agencies.

Planning: Choose the best option in the dropdown for your entity

- **Public Finance Accountability Act Compliance**
    - State Audit Act (Audit/Tier Certification) - https://www.osa.nm.gov/tiered-system-reporting/
    - Single Audit Act (as applicable)
    - State Agency Audit

- **NMSA 6-6-3 Budget Approved by LGD/Budget & Finance Bureau -** Yes, No, N/A

- **Does your entity have a comprehensive plan/master plan?** Yes, No, N/A
    - For schools and higher education institutions, please state yes if you have a Facilities Master Plan.
    - **If Yes: Do all projects in your ICIP include or follow your comprehensive plan/master plan?** Respond Yes, No, N/A
        - **Provide the last date comprehensive plan/master plan was updated** (Add calendar Year adopted or updated)

- **Other Planning -** Has your entity adopted any of the following planning tools? Use the dropdowns to select your responses. Click the titles to learn more or see examples.
- Asset Management Plan - These plans are a part of audit requirements.
- Drought Contingency Plan
- Financial Plan
- NM Affordable Housing Act Compliance
- LEDA (Local Economic Development Act)
- Water Conservation Ordinance
- Annual Action Plan
- Other (please specify)

Grant Info - Please select the applicable answer for each question. If you would like more information or need assistance with federal grant related issues, like how to register for a

Unique Entity Identity (UEI), please contact DFA's Federal Grants Bureau at FederalGrant.Bureau@dfa.nm.gov

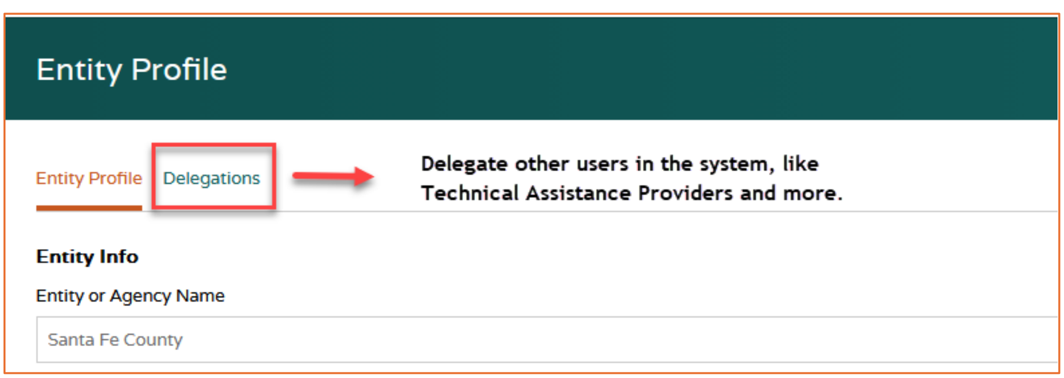
- **Is your entity registered in Grants.gov?**
- **Does your entity have a negotiated indirect cost rate (NICRA)?**
- **Have you applied for and managed federal grants before?** Yes or No
- **Unique Entity Identifier (UEI)** - If your entity does not have a UEI in SAM.gov, enter "N/A".
- **Do you have an accounting system that can track federal funds separately from other funds?** Yes, No, Partially

VI. Delegations

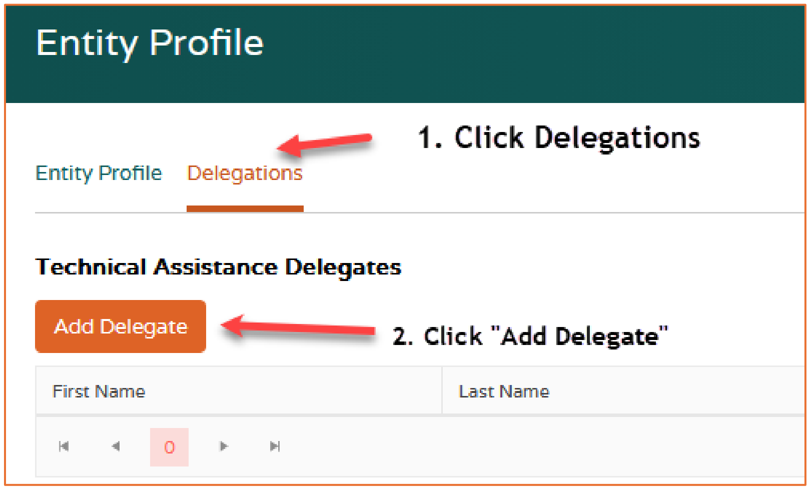
The Delegations tab is visible under the "Entity Profile" tab. The Delegations tab is for entities to add access for individuals from your entity or other organizations to their account. These delegates will be able to alter your ICIP projects, quarterly reports, questionnaires, and entity profile. Only add individuals that your entity has authorized access for. In most cases, entities will need to add technical assistance providers such as Councils of Governments (COGs), the NM Acequia Association, the NM Land Grant Council, and more. This may also be used to add consultants who may work with multiple entities. In the case of Senior Centers, this function may also add individuals who need to access multiple senior centers or local governments and their senior centers.

- To add a delegate, the individual must be in the CAPS system. If they are not in the CAPS, they may be added directly onto your entity's account. Please refer to page 1 of this document on requesting access to CAPS.

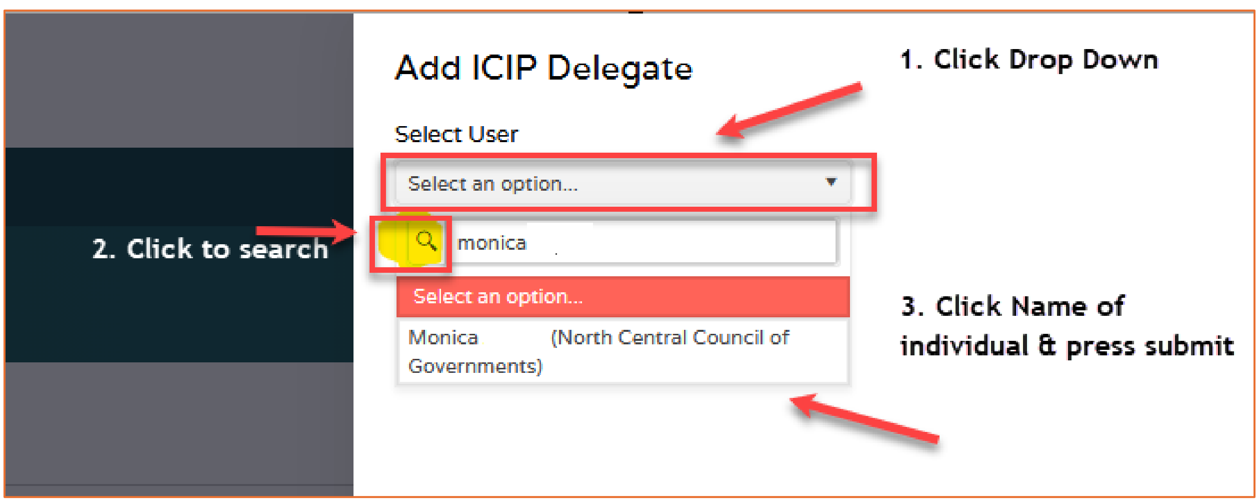
- To add a delegate, please navigate to the "Delegations" tab while on the Entity Profile.

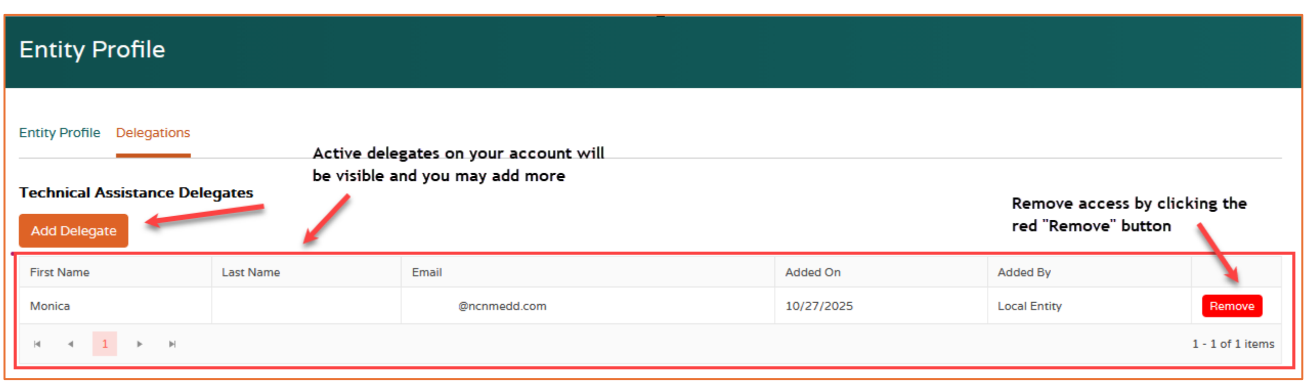


- Click on Add Delegate. Another screen will open to add Delegate.



- Click on “Select an option.” Then start typing the name of the individual who you would like to add to your entity account. Click their name when you find them. Then press the orange “Submit” Button.





- You will then be able to view the Delegate you just added. If you would like to remove delegates who have access to your profile, please select the “remove” button on the right-hand side.

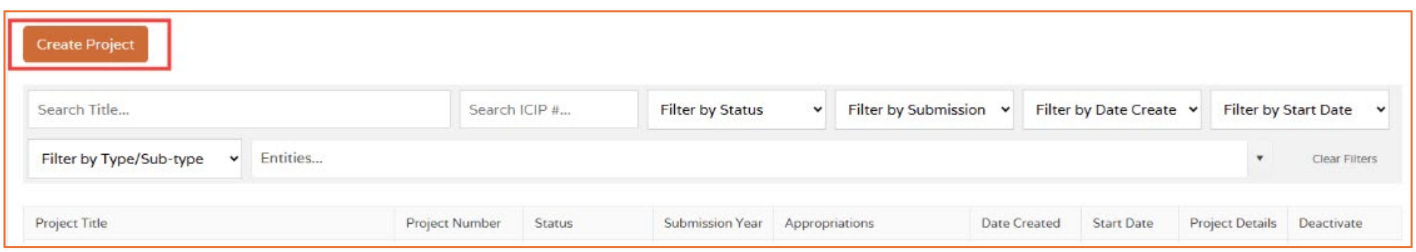
Infrastructure Capital Improvement Plan (ICIP)

I. ICIP Projects

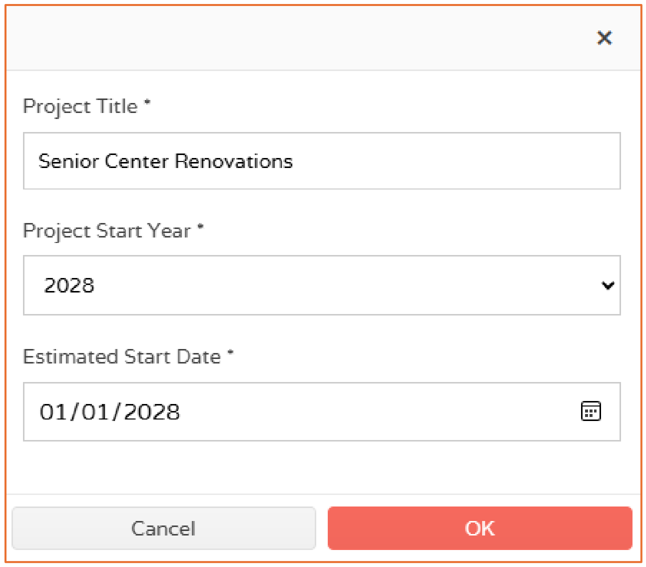
- The dark green “ICIP Projects” tab will allow you to add, edit, and deactivate projects on your ICIP.
- When you log in and navigate to CAPS, your webpage will default to the “ICIP Projects” page. If your entity entered projects into the ICIP last year, a list of those projects will appear on the Project List page as “Archived (2025)”. All these projects appeared on the FY 2027-2031 ICIP. You may roll over these projects to the current cycle, or you may consider deactivating them if the projects are complete, fully funded or no longer a priority. Therefore, you should review, edit and/or deactivate each item/project as necessary. To view more on renewing archived projects from a previous cycle, please see Section XIII on page 17.
- If you have projects that are listed in Draft or Imported status, this only means they were imported in the Fall of 2025, and your entity did not update them after the transition. You can submit them for this cycle, deactivate or leave as is.

II. How to Create a New ICIP Project

- To add projects, click on the orange “Create Project” button.



- After that, a pop-up will appear and you will need to enter a “Project Title,” “Project Start Year” (between 2028-2032), and an “Estimated Project Start Date.” Then press OK.

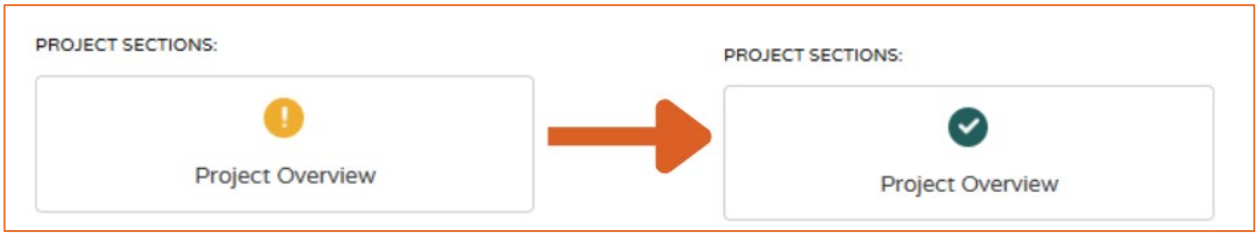


- Then you will be redirected to a project profile to begin entering each section. There are seven sections to complete. These include (1) Project Overview, (2) Project Location/Coordinates, (3) Legislative Language, (4) Scope of Work, (5) Responsibilities, (6) Additional Questions, and (7) Budget Info (Project Budget, Secured Budget, Potential Funding Sources).
- Enter the information requested. Enter information for only one project. **Do not separate project phases into separate projects** (project phases and budgets will be covered on page 20). When completed, click on the "Save" tab. If you are editing one project, click on the save button periodically to ensure none of your progress is lost in case your session times out.
- To add more projects, return to the Projects List page by clicking on the "ICIP Projects" tab and continue to insert new projects.

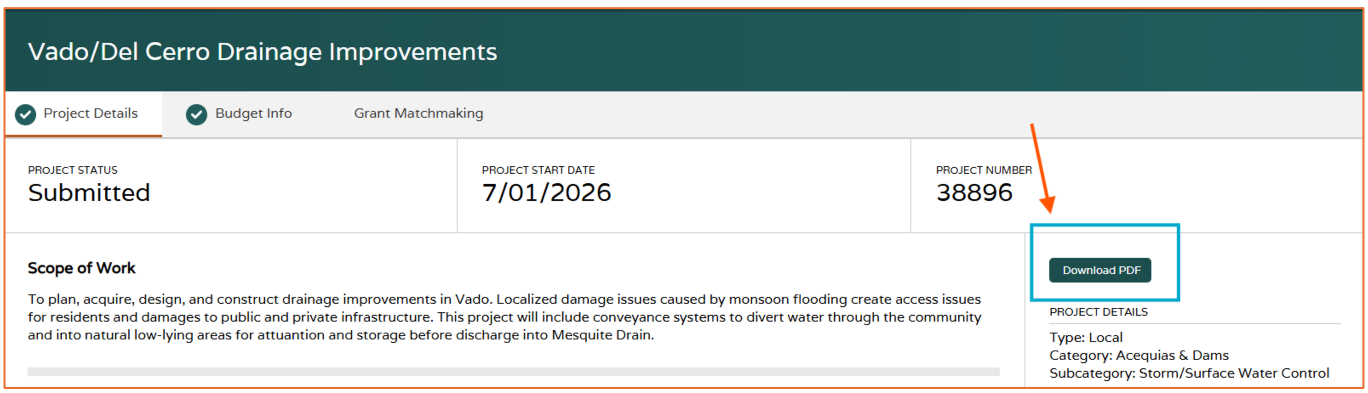
III. Saving and Completion

- You can save your progress on any section and return to complete your project information.
- Each ICIP Project will only be considered complete when each section has the **"This section is complete"** checkbox marked and is saved. Once a section is marked as complete, you can see that the **yellow circle** with white exclamation mark changes to a **green checkbox**. This is a visual indicator that lets you know that the section is fully complete. Each question or prompt in a section ***must be answered before you are able to mark it complete and save it***.

- If your section is not updating to the green checkbox after completing the above step, please refresh your page or press the save button again.

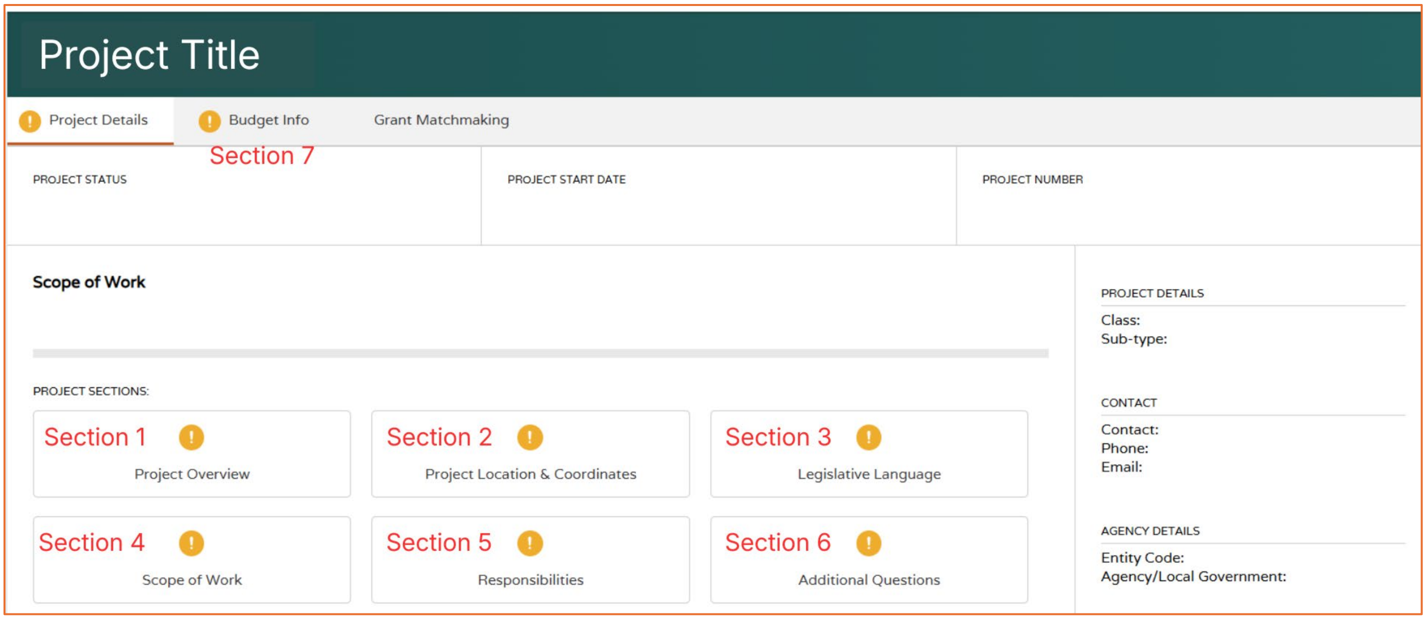


- **Printing/Saving a Project PDF:** To save or print your project information, click edit on a project. On the project profile, you will see a "Download PDF" button on the right-hand side.



IV. ICIP Components

For the purposes of this manual, the following sections of a project on your ICIP are detailed by seven (7) sections. Please refer to the figure below and following explanation for each section.

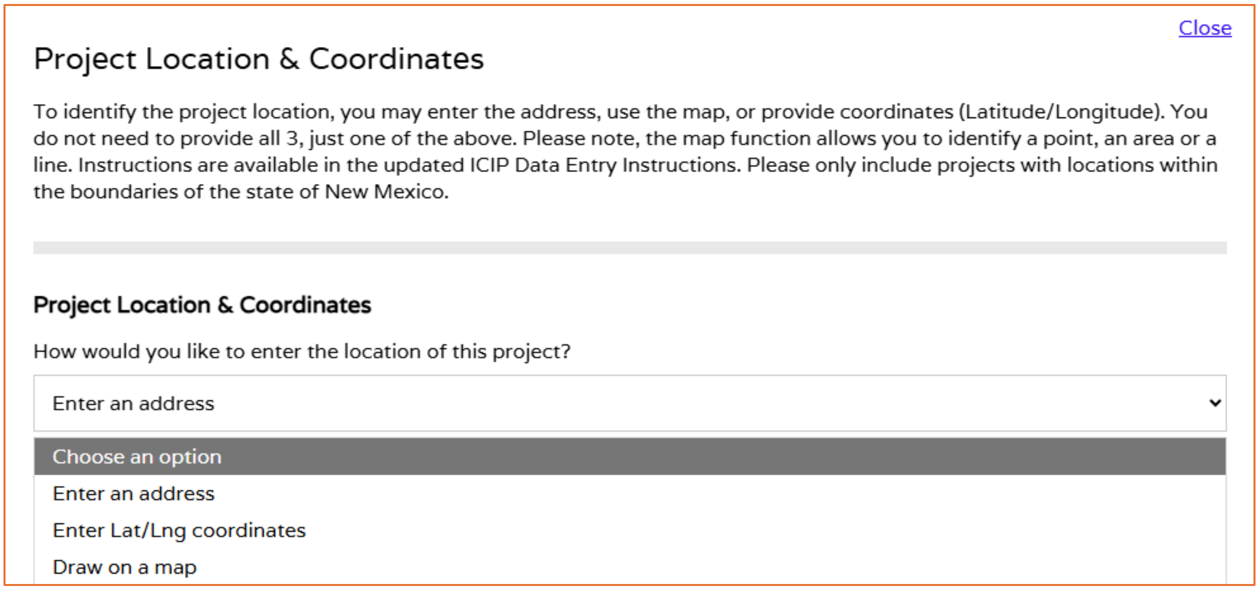


V. Section 1: Project Overview

- **Project Details -** Please enter the Title of the Project and the Proposed Start Date. Provide a short succinct title. Road projects should include the name of the road (i.e. Gold Street Improvements). If project is underway, you may enter the approximate date the project started. If project has not started, please enter a start date within the fiscal year it is planned for.
- **Contact Information -** Provide full name and contact information of individual who will be able to provide detailed information on the project.
- **Type, Category, and Subcategory -** Choose the best Type and Categories for your project. Note that several categories may fit your project; however, choose the BEST, most descriptive category, and subcategory.

VI. Section 2: Project Location/Coordinates

You may choose any **one** of the three options to identify the project location. **Please only include projects with locations within the boundaries of the state of New Mexico.**



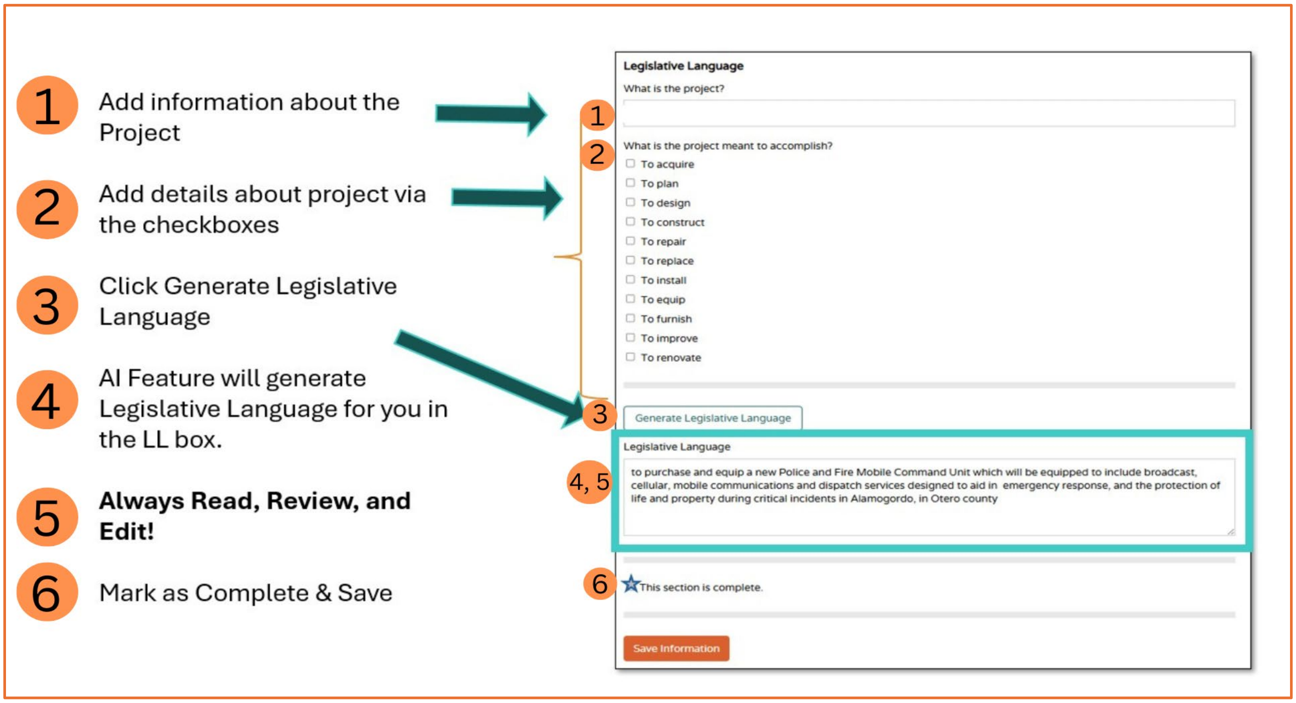
- **Address -** Enter Address, City/Town, Zip Code
- **Latitude/Longitude Coordinates -** You may enter geographic coordinates, please enter coordinates in Decimal Degrees only. You can find coordinates on an online map or websites like, https://www.gps-coordinates.net/
- **Draw on a Map –** You can use the tools on the map to add a point, draw around a building or area, or draw a line to show where you project is. This option may be ideal to show the length of street, a project with multiple locations, or an area that doesn't have an address.

VII. Section 3: Legislative Language

CAPS has an AI feature to assist you in creating legislative language. Please see paragraph A for AI instructions. Go to paragraph B below to view instructions if you are not using the AI feature.

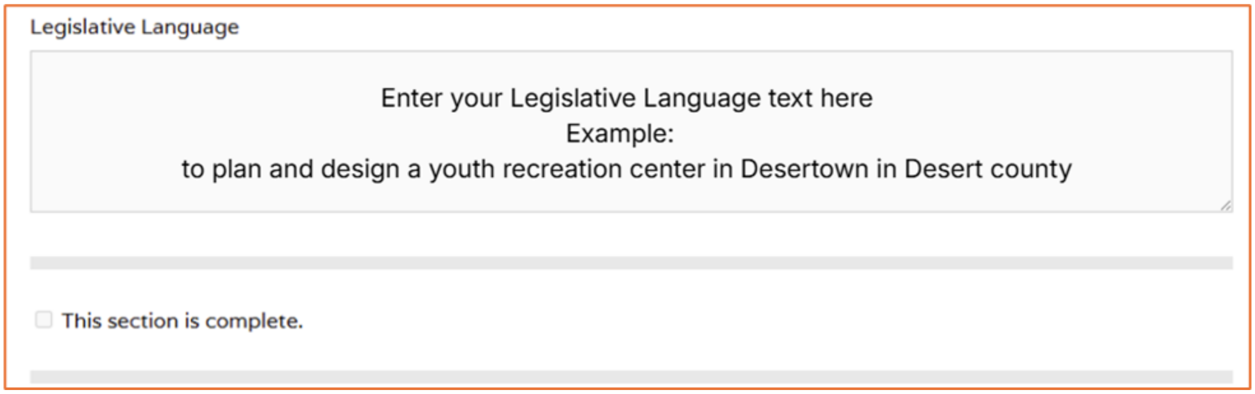
- **To use the AI feature -** (1) enter information about the project in the "What is the project?" box and (2) check off the appropriate checkboxes on what the project is meant to accomplish. Then (3) click the "Generate Legislative Language" button. (4 and 5) The feature will generate a sample legislative language, **please read, review and revise** to ensure it accurately captures your project.

- **(B) The bottom box that is titled *Legislative Language* is the required section to complete.** Enter the Legislative Language that BEST fits the entire project. When entering the language, you may refer to the Bond Project Disbursement Rules 2.61.6.1 located on the DFA/Board of Finance website, Rules and Policies page at 2.61.6 NMAC.



- **You may also view legislative language examples from previous capital outlay legislation on the NM Legislature website here: https://www.nmlegis.gov/Legislation/BillFinder/Capital_Outlay** The capital bill contains legislative language for each capital appropriation. For example, House Bill 450 (2025) contains appropriation language beginning on page 8.

The legislative language should only be one sentence in length and include verbs about the potential project. Tip: This section should begin with a lowercase "to" and end with "in ____ county"

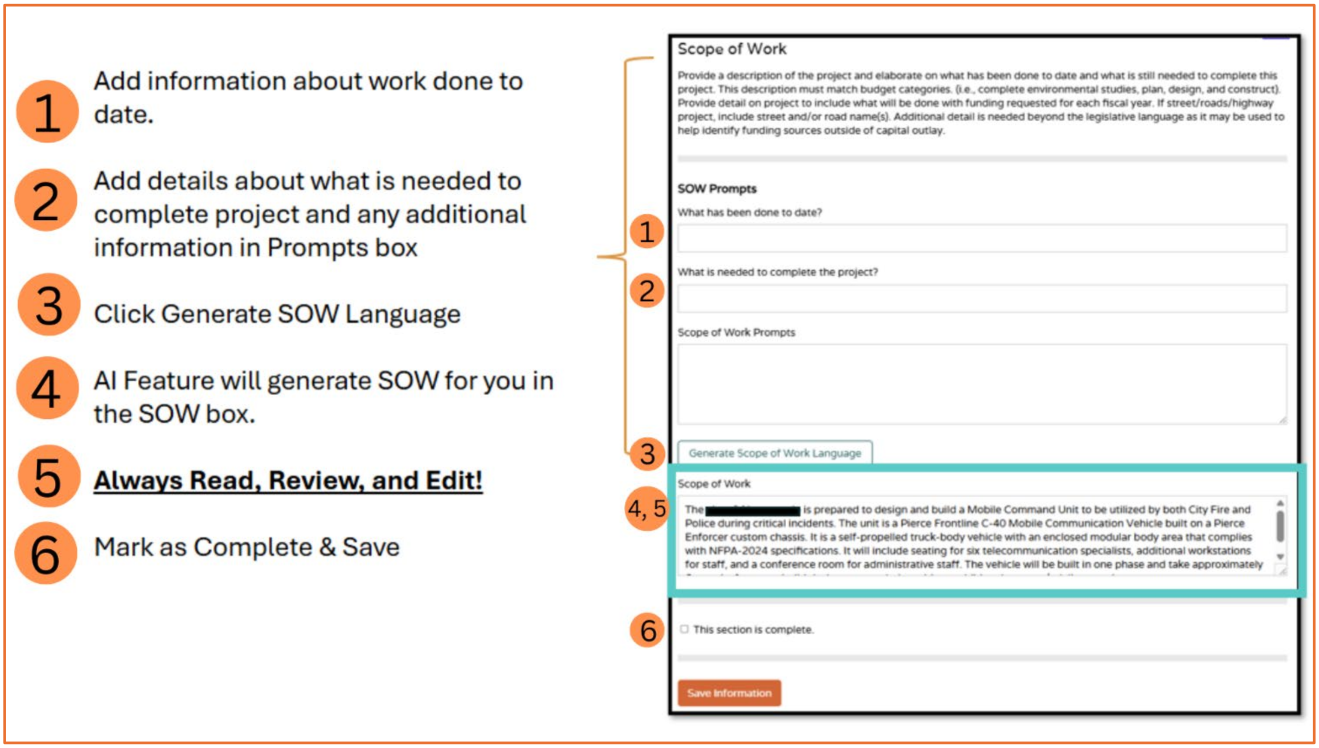


VIII. Section 4: Scope of Work

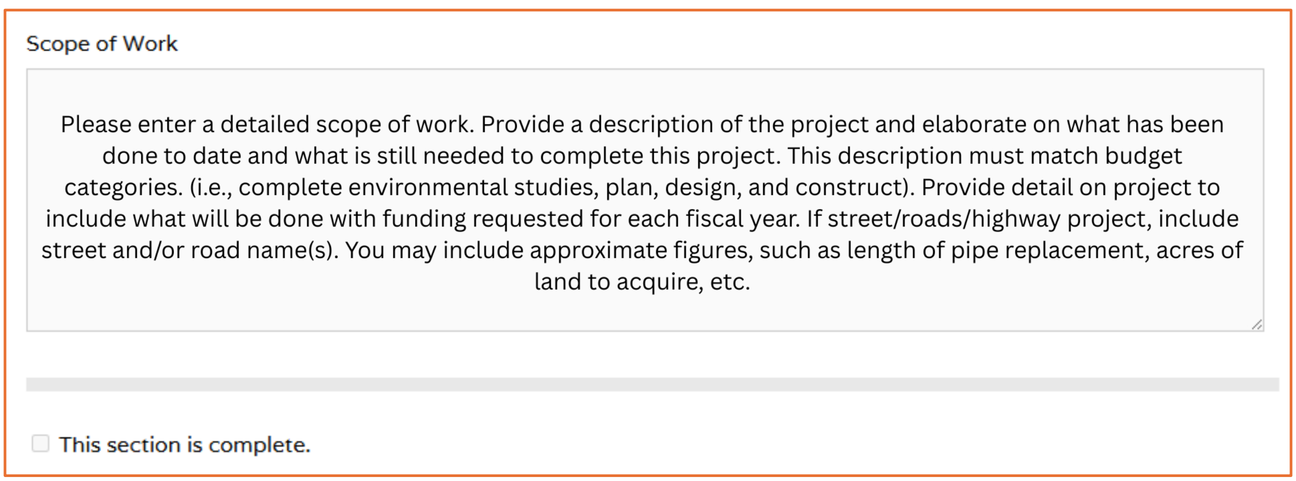
The scope of work needs to provide greater detail about the project activities, including goals, tasks, deliverables, phase details and timeline. The Project information must match budget categories (i.e., environmental studies, plan, design, and construct). Please include detailed information, such as building size, number of items to be purchased, types of equipment. If street/roads/highway projects, include street name(s). You do not need to include justification of the project; this information should be inserted in the “Additional Questions” section.

CAPS has an AI feature to assist you in creating scope of work language. Please see paragraph A for AI instructions. Go to paragraph B below to view instructions if you are not using the AI feature.

- **(A) To use the AI feature -** (1) enter information about the project in the “What has been done to date?” box and (2) check off the appropriate checkboxes on what the project is meant to accomplish. Then (3) click the “Generate Legislative Language” button. (4 and 5) The feature will generate a sample legislative language, please **read, review and revise** so it accurately captures your project.



- **(B)** The bottom box that is titled Scope of Work is the required section to complete. See the image below on what a comprehensive Scope of Work should include.



IX. Section 5: Responsibilities

- Identify the entity that will assume ownership, operate and maintain, be the fiscal agent, owner of land, and owner of the asset(s) for this project. This may be the same entity or different for each. **Tip:** fiscal agent is an entity, not an individual, and may not be the same entity that is the owner of the asset.

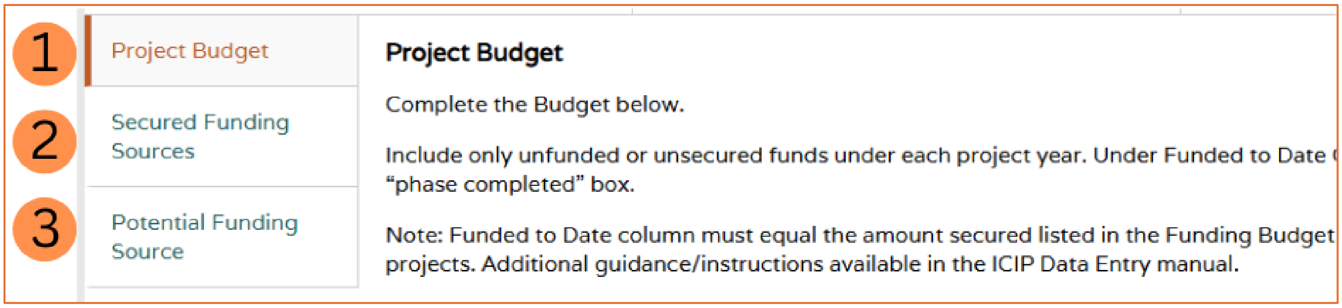
X. Section 6: Additional Questions

1. **Project class –** choose the best option for your project - local, regional, or statewide
2. **How many years is the requested project expected to be in use before needing renovation/repair or replacement? -** choose 1-9 years, 10-15 years or 16 years or more
3. **Estimated number of beneficiaries to be served by the project?**
    - Please insert an estimated number of residents who will be served or benefit from the project.
4. **Are the majority (at least 51%) of the estimated beneficiaries low and moderate income?**
    - Your entity may already have the data or know if this project will serve a majority of low- and moderate-income residents. You can also use this tool to search your area. https://hudgis-hud.opendata.arcgis.com/datasets/HUD::low-to-moderate-income-population-by-tract/about
5. **Will the project target a specific group of beneficiaries?**
    - **If yes, select "yes" and please explain which groups benefit.**
    - **Which specific group(s) of beneficiaries will the project target?**
        i. Examples: Seniors, K-12 Students, Disabled Community, Veterans, Homeless, etc.
    - **If no, select "no."**
6. **Will the project upgrade or improve sustainability in your operations and/or renewable energy implementation?**
    - **If yes, select "yes" and please explain how the project will improve sustainability.**
        i. Examples: implementation of renewable energies, retrofitting and reducing energy consumption
    - **If no, select "no."**
7. **If the project is completed successfully, describe the impact it will have for community members and constituents.**
    - Describe the impact of the project for community members and constituents. How does this project meet a community need? What will the outcomes be for the beneficiaries? How will your residents' lives improve? How will your entity's service or functions improve?

8. **Does the project benefit all citizens within a recognized region, district, or political subdivision?**
   - If yes, explain how it benefits all citizens, and include/confirm the number of people that will benefit (you may reference your answer to Estimated Beneficiaries).
   - If no, even though it does not benefit all citizens, explain who benefits and why (include the number of people that will benefit).
9. **Regionalism: Does the project directly benefit an entity other than itself?**
   - If yes, briefly list the other entity and how it benefits
   - If no, select "no."
10. **Has the project had public input and buy-in?**
    - select yes or no.
11. **Is the project necessary to address population or client growth, and will it provide services to that population or clientele?**
    - select yes or no.
12. **Are there oversight mechanisms that ensure timely construction and completion on budget?**
    - If yes, explain the oversight mechanisms (e.g., working with an engineer through RCPP; following ISC procurement code).
    - If no, explain why oversight mechanisms are not in place.
13. **Other than temporary construction jobs, does the project maintain or advance the region's economy?**
    - If yes, explain the economic impacts (e.g., sales of produce, income for families, protection of water rights/property values).
    - If no (or not applicable), briefly explain.
14. **Does the project eliminate a risk or hazard to public health and/or safety that makes corrective action urgent and unavoidable?**
    - If yes, explain the risk/hazard and how the project mitigates it (e.g., reduces flood risk, prevents damage to private property).
    - If no, briefly explain (e.g., risk not applicable or not addressed by this project).

XI. Section 7: Budget Info

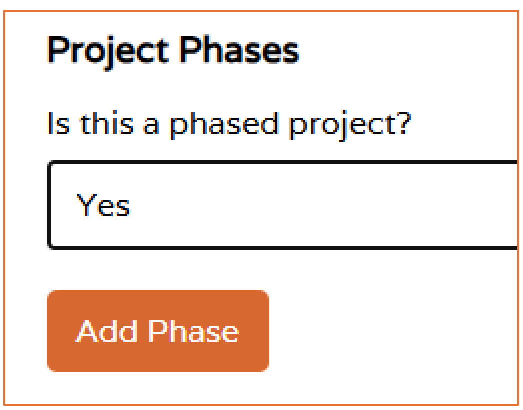
When you open the Budget Info tab, you will see a short menu on the left-hand side. This is where you can access the three different components of the budget section. The budget section will be marked as complete once you have filled in each of the three sections and have marked them as completed and save.



- **Project Budget (1) -** Complete the project table to reflect the full budget for your project, both with secured funding and unsecured funding. You can enter multiple project phases. **The Funded to Date column must equal the amounts your entity has already received/secured or expended.** If the project has received legislative funding in the past, please make sure the amount is carried over into the funded to date column. On the columns with the years, list the amounts unfunded under each project year the project is anticipated to be underway.

- **Budget Table – please note that the budget table is now dynamic. The budget table will begin with the year your project will begin. For example, if your project begins in 2032, your budget table will be presented for 2032-2036.**

  i. **Project Phases –** Please choose the appropriate response from the "Project Phases" dropdown. If it is a phased project. you will have the ability to "add phases" which will add as many budget tables as you need for each phase of your project. Otherwise, you may enter your activities and budget into one budget table.



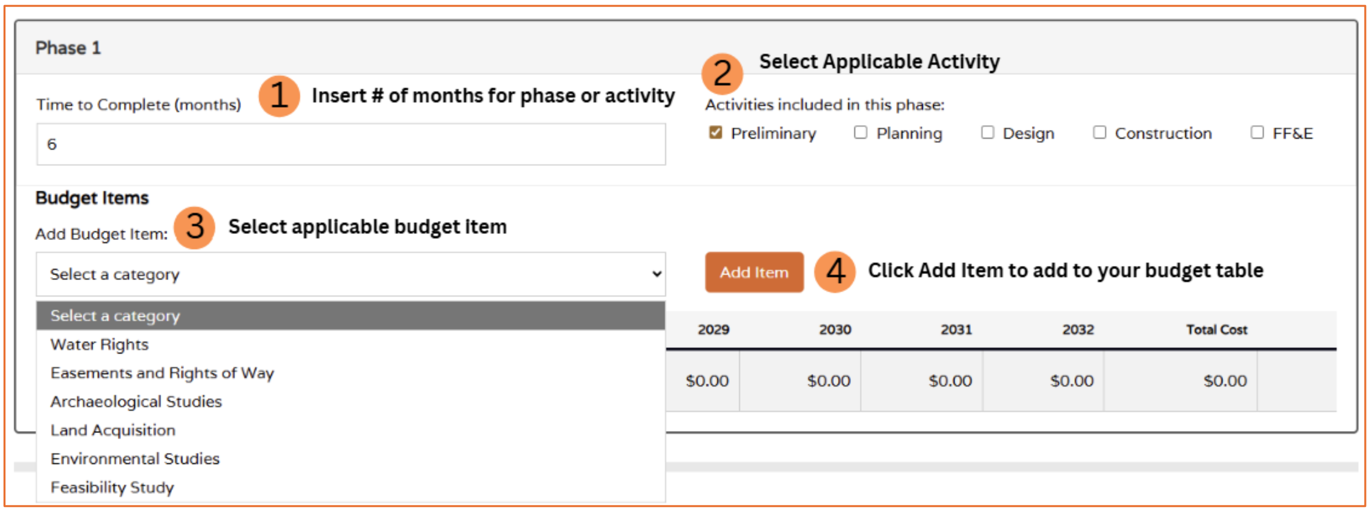
  ii. **To enter your project budget, you must complete the steps below, please view image below.**

iii. **(1)** Insert the estimated number of months it will take to complete project.

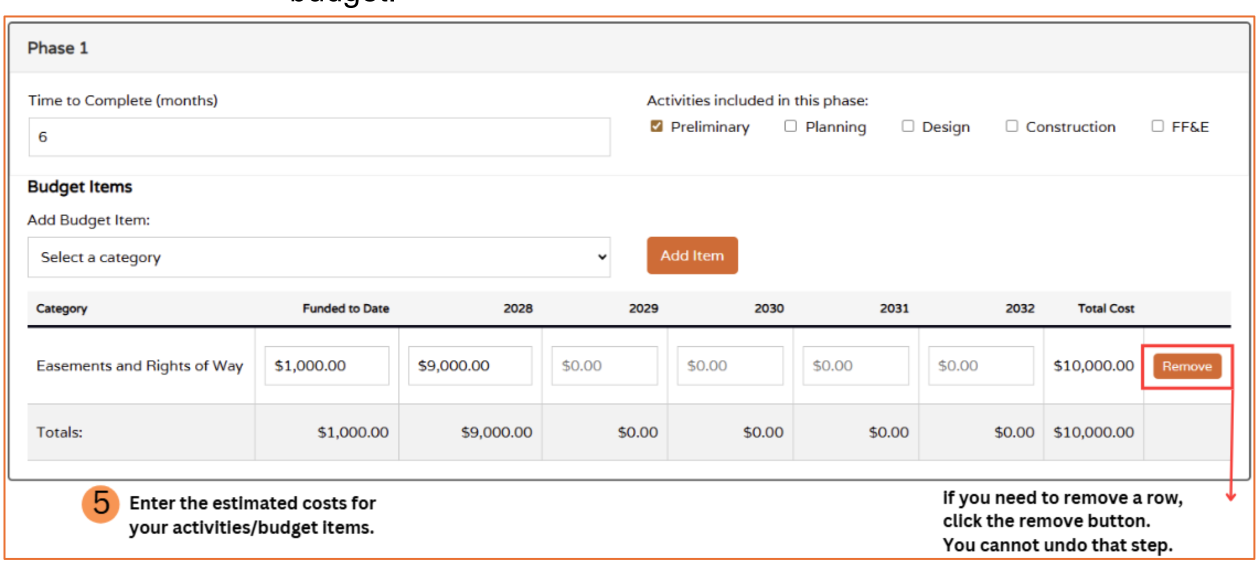
iv. **(2)** Select the applicable activity (Preliminary, Planning, Design, Construction, FF&E). Once you select the activity, the budget item dropdown will change to items related to that activity.

v. **(3)** Select the applicable budget item.

vi. **(4)** Click the orange "Add Item" button to add to your budget table. The item will show up as a row and then you can add $ amounts.



vii. **(5)** Enter the estimated costs for that item. You can also remove an item by clicking the orange button on the last column. Continue to add activities and budget items until you have fully built your budget.



- **Secured Funding (2) -** This table should include any funding that has already been committed to the project. Funding sources may be secured or expended local funds, grants or loans, previous capital outlay, and federal funding. You can add as many rows as you require to either table.

i. **Secured State Capital Funding - 1st Table**

List the amounts secured (committed to this project), amounts expended, date(s) received, and appropriation ID. Only list appropriation IDs in this format (JXXXX). Only list capital outlay appropriations in this table.

ii. **Secured Other Funding - 2nd Table**

List all other funding sources including TIF, state grants, loans, local funds, etc. In the comments box list the specific sources, for example: you have a Federal Grant, list the specific department (i.e. Forest Service, USDA, etc.).

Secured State Capital Funding Capital Outlay Only

Appropriation ID	Amount Secured	Expiration Date	Amount Obligated/Encumbered to Date	Amount Expended to Date	AIPP Amount	Reversion Amount	Remove
J1298	$15,000.00	06/30/2029	$1,500.00	$0.00	$0.00	$0.00	Remove
Totals:	$15,000.00		$1,500.00	$0.00	$0.00	$0.00	

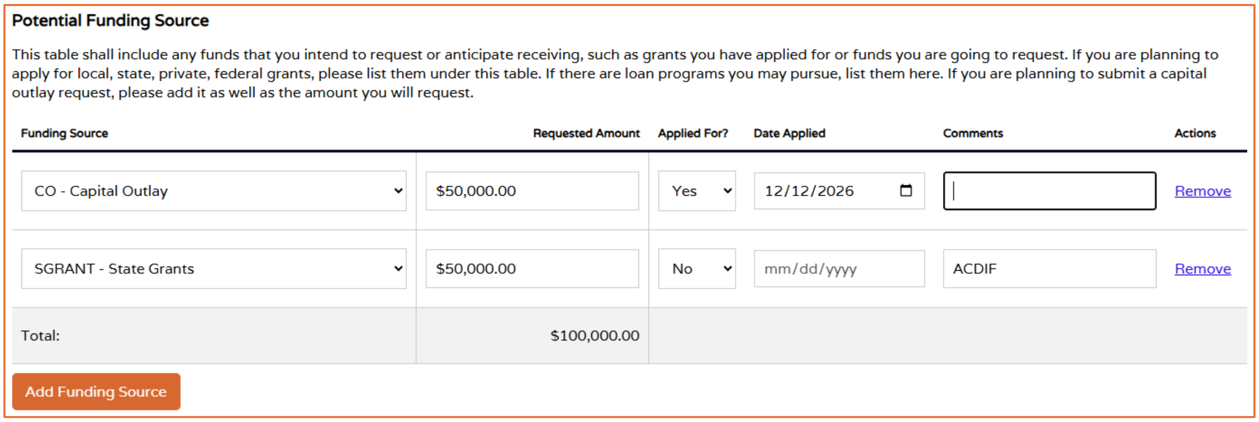
Add State Capital Funding

Secured Other Funding All other secured sources including state grants

Funding Source	Amount Secured	Date Received - Date Expired		Amount Expended to Date	Comments	Remove
OTHER – Other	$300.00	01/05/2025	02/01/2026	$300.00	NMAA	Remove
FGRANT - Federal Grants	$25,000.00	07/01/2024	12/31/2026	$15,325.00	Forest Service	Remove
Totals:	$25,300.00			$15,625.00		

Add Other Funding

- **Potential Funding (3) -** This table should include all funding sources your entity will be seeking to fund your project. If you will be applying for capital outlay, please make sure you include it as a budget item. See below table for Fund types and description.



Potential Funding Source

This table shall include any funds that you intend to request or anticipate receiving, such as grants you have applied for or funds you are going to request. If you are planning to apply for local, state, private, federal grants, please list them under this table. If there are loan programs you may pursue, list them here. If you are planning to submit a capital outlay request, please add it as well as the amount you will request.

Funding Source	Requested Amount	Applied For?	Date Applied	Comments	Actions
CO - Capital Outlay	$50,000.00	Yes	12/12/2026		Remove
SGRANT - State Grants	$50,000.00	No	mm/dd/yyyy	ACDIF	Remove
Total:	$100,000.00				

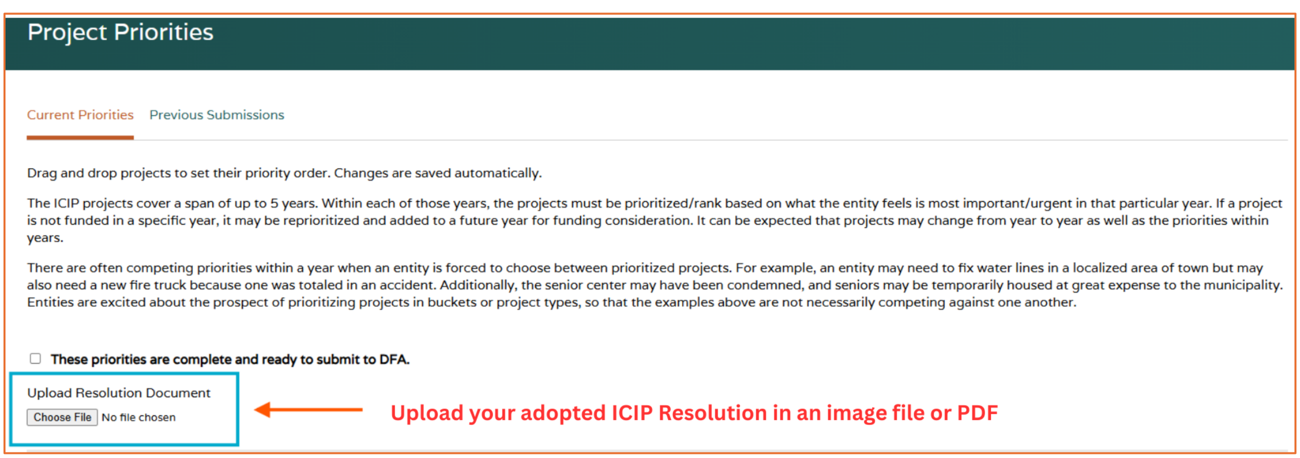
Add Funding Source

FUND	DESCRIPTION
ALTSD - ALTSD Grant	NM Aging & Long-Term Services Department https://www.aging.nm.gov/
CO - Capital Outlay	Capital outlay funds are used to build, improve or equip physical property that will be used by the public. Roads, equipment, museums, playgrounds, schools, irrigation ditches, hospitals, lands, and furniture can all be capital outlay projects. Capital outlay is authorized by the Legislature and is nonrecurring – one-time – money. Because of provisions in the NM Constitution, capital outlay can only be used for government-owned facilities.
CDBG - Community Development Block Grant	Community Development Block Grants administered by DFA. https://www.nmdfa.state.nm.us/infrastructure-planning-and-development-division/cdbg-information/
DFA - DFA Grant	Various grants administered by Department of Finance Administration https://www.nmdfa.state.nm.us/
DOT - DOT Grant	Various grants administered by NM Department of Transportation https://www.dot.nm.gov/
FGRANT - Federal Grants	Federal grants administered by various federal agencies and programs, https://www.grants.gov/
FLOAN - Federal Loans	Any federal loans from various federal agencies (USDA, etc).
GOB - General Obligation Bonds	Legislative appropriations either state general funds, state general obligation bonds for severance tax bonds.
LBONDS - Local Bonds	Local bonds such as revenue or general obligation.
LFUNDS - Local Funds	Local general funds including taxes, user fees and miscellaneous other funds.

NMED - NMED Grant	Various grants administered by NM Environmental Department https://www.env.nm.gov/
NMEDL - NMED Loan	Various loans administered by NM Environmental Department https://www.env.nm.gov/
NMEDD - NMEDD Grant	Various grants administered by the NM Economic Development Department https://edd.newmexico.gov/
NMEDDL - NMEDD Loan	Various loans administered by NM Economic Development Department https://edd.newmexico.gov/
NMFA - NMFA Grants	Various grants administered by NM Finance Authority https://www.nmfinance.com/
NMFAL - NMFA Loan	Various loans administered by NM Finance Authority https://www.nmfinance.com/
OTHER - Other	Any other funding sources, including but not limited to private grants.
SGRANTS - State Grants	Other state grants.
TIF - Tribal Infrastructure Fund	Tribal Infrastructure Fund administered by the NM Indian Affairs Department https://www.iad.nm.gov/programs-and-funding/tribal-infrastructure-fund/

XII. Resolution Submission

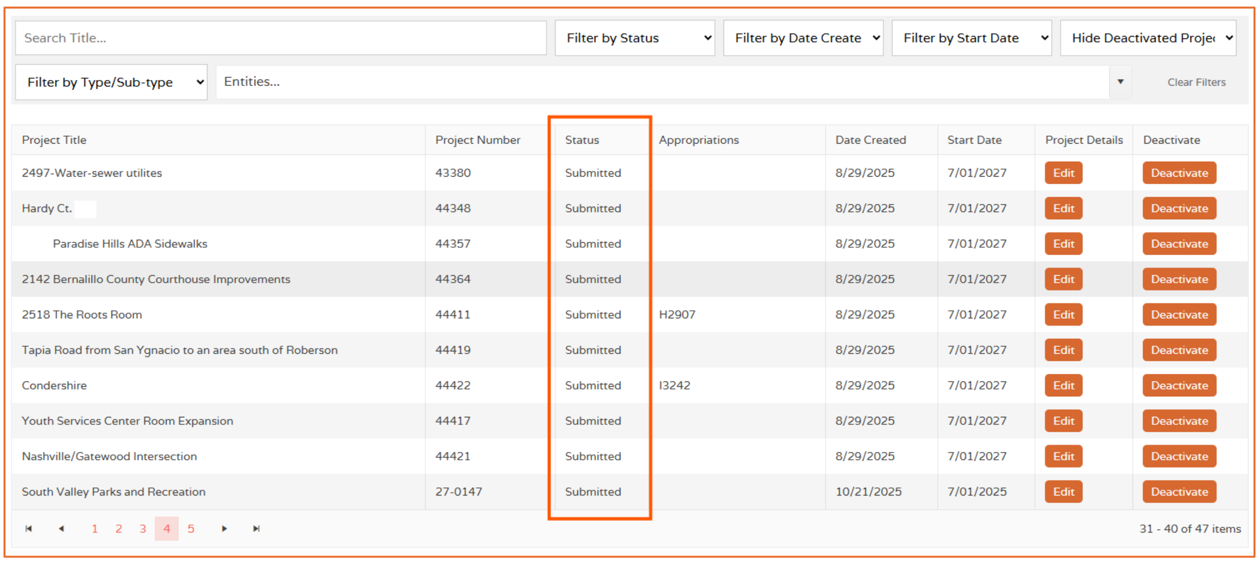
- The final step in submitting your ICIP for a cycle includes (1) submitting your Governing Body's resolution on CAPS and (2) checking off the "These priorities are complete and ready to submit to DFA" check box.
- To upload your resolution, please navigate to the "ICIP Prioritization" tab.
- The "Upload Resolution Document" file upload will allow you to upload your resolution in a PDF or image file. Resolutions must be signed and passed in 2026.



XIII. Project Prioritization

After you have completed filling out each section for every project on your entity's Infrastructure Capital Improvement Plan, you are then able to prioritize your projects by year and rank within the 5-year period. Your projects must be in "Submitted" status in order for them to be prioritized. Each section on an individual project must be marked as complete and saved. Please view image below to view project status column.

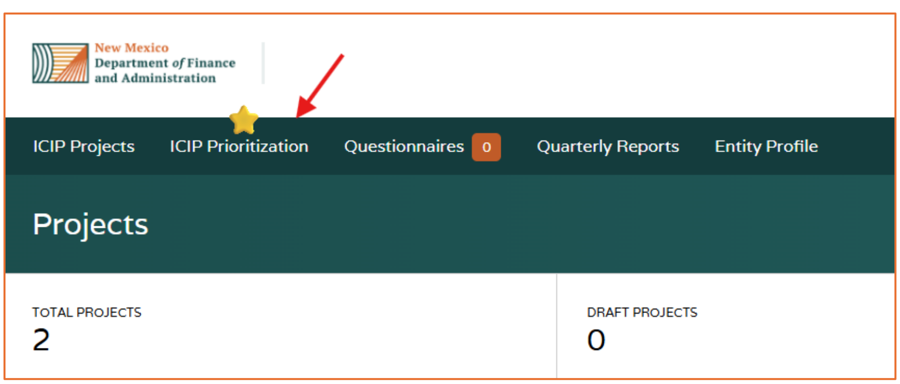
- To rank and prioritize your ICIP projects, they must be in submitted status. If you have a lot of projects, you may use the "Filter by Status" dropdown to view different statuses.



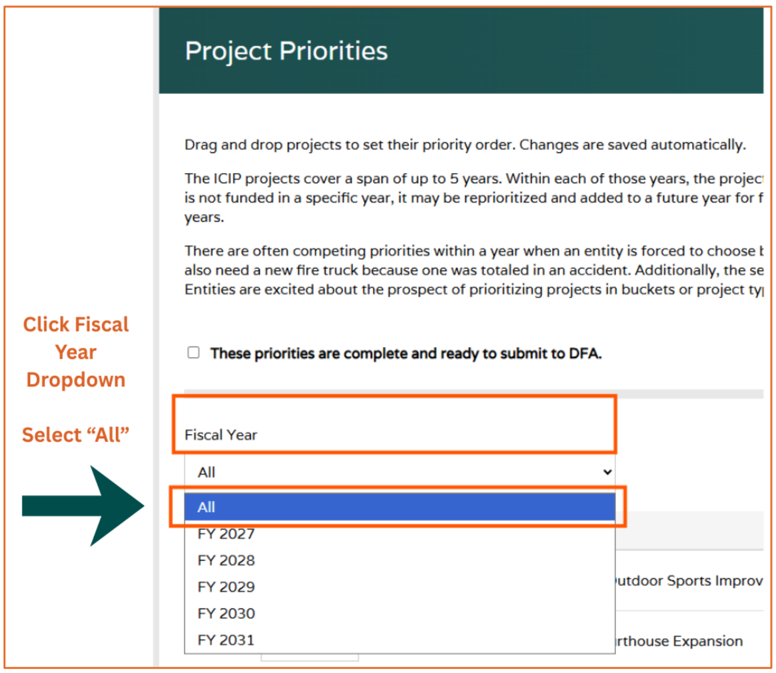
Project Title	Project Number	Status	Appropriations	Date Created	Start Date	Project Details	Deactivate
2497-Water-sewer utilites	43380	Submitted		8/29/2025	7/01/2027	Edit	Deactivate
Hardy Ct.	44348	Submitted		8/29/2025	7/01/2027	Edit	Deactivate
Paradise Hills ADA Sidewalks	44357	Submitted		8/29/2025	7/01/2027	Edit	Deactivate
2142 Bernalillo County Courthouse Improvements	44364	Submitted		8/29/2025	7/01/2027	Edit	Deactivate
2518 The Roots Room	44411	Submitted	H2907	8/29/2025	7/01/2027	Edit	Deactivate
Tapia Road from San Ygnacio to an area south of Roberson	44419	Submitted		8/29/2025	7/01/2027	Edit	Deactivate
Condershire	44422	Submitted	I3242	8/29/2025	7/01/2027	Edit	Deactivate
Youth Services Center Room Expansion	44417	Submitted		8/29/2025	7/01/2027	Edit	Deactivate
Nashville/Gatewood Intersection	44421	Submitted		8/29/2025	7/01/2027	Edit	Deactivate
South Valley Parks and Recreation	27-0147	Submitted		10/21/2025	7/01/2025	Edit	Deactivate

1 2 3 4 5 — 31 - 40 of 47 items

- Then navigate to the ICIP Prioritization tab on the top bar.



- Your projects will automatically be assigned a FY based on the Project Start Date. It is recommended to select the “ALL” option under the “Fiscal Year” dropdown so you can view all your projects.
- To change the **year** your project is ranked, you must choose the year in the Project Overview section of your project.
- You can navigate through the years to rank them starting at 1 onward (1, 2, 3, 4, 5, 6, and so on). Drag and drop to change the priority rank. If you notice a project says it is priority zero “0,” you will need to drag and drop and the ranking will automatically update.

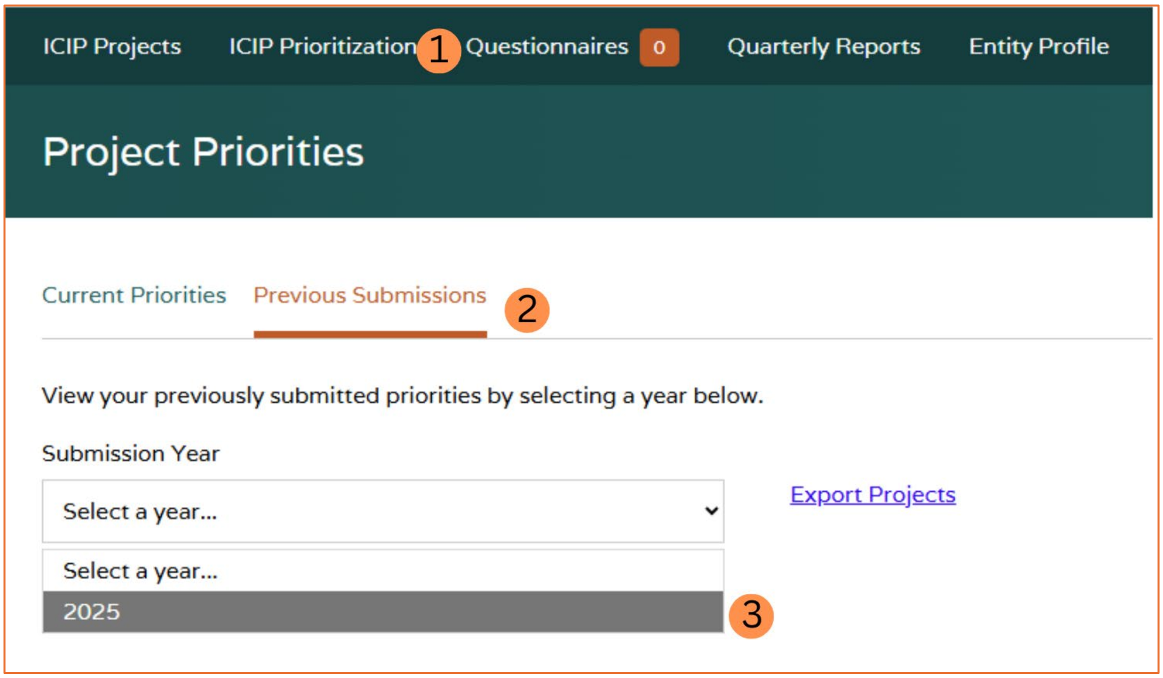


- Once you have completed prioritizing and ranking and you have submitted your Resolution (see Section XII), you are ready to complete submission of your ICIP. Please check off “These priorities are complete and ready to submit to DFA” checkbox.
- The ICIP Coordinator will be notified once you have checked off that box and will review your plan.

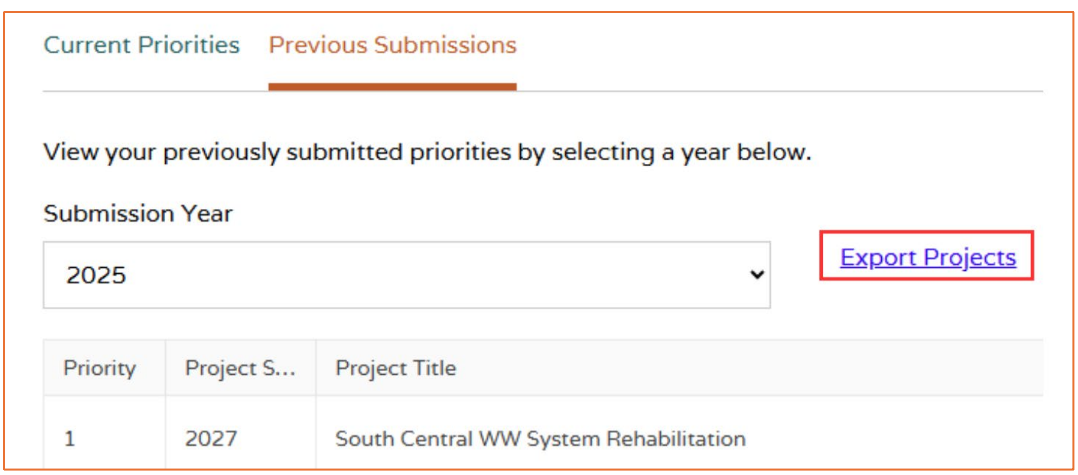
XIV. Accessing Previous Year ICIP Submissions

- Under the ICIP Prioritization tab, you may access your previous submissions for previous cycles.
- Click the “Previous Submissions” under the ICIP Prioritization tab. Then click the Submission Year dropdown.

- Currently, the only submission available is the 2025 cycle – FY2027-2031. This record is only available if you updated/submitted your ICIP projects in October 2025 on CAPS. If your projects did not get updated/resubmitted in the fall when we transitioned the data, you will not have the 2025 record available under previous submissions.



- Once you click the year, the ranked project list will appear. If you click the "Export Projects" link, you will download the link in a CSV file with basic project information.



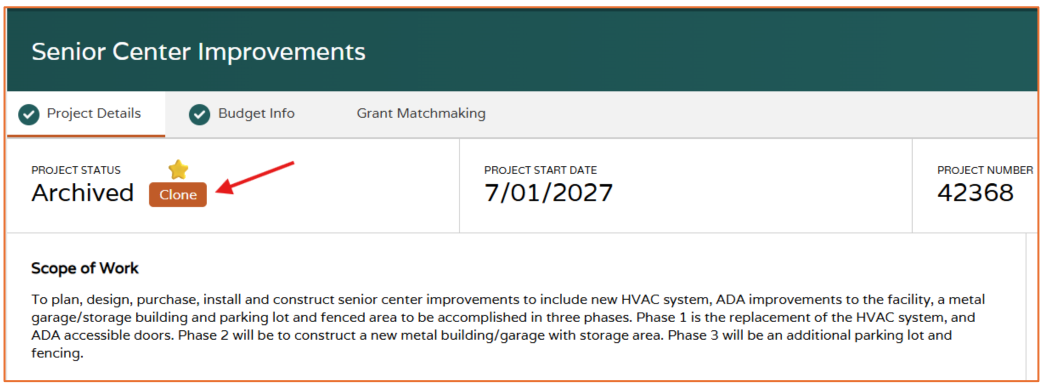
XV. Updating Existing ICIP Projects

Updating Project Information - To modify/update existing projects that appear on the "Project List" page, click on the orange "Edit" button on the far-right column. There are different steps to follow if you are carrying over a project from your FY2027-2031 ICIP or if you are submitting a project listed in Draft or Imported status.

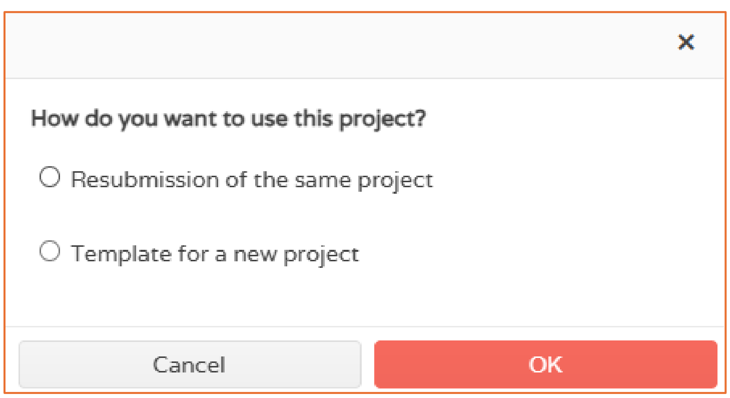
- **If you are "renewing" a project that you had on the FY2027-2031 ICIP list and you "submitted" it last fall, you will need to "Clone" the project.**

  i. Click the "Edit" button for your project that is in "Archived 2025" status.

  ii. You will see "Archived" as the status with an orange "Clone" button. Click the Clone button.



  iii. **<u>Then a pop up will appear. This pop up has two options.</u>**



- **<u>Resubmission of the same project –</u>** use this option if you are renewing the same project for this ICIP cycle. This will ensure that your ICIP Project Number is retained.

- After you click okay, you will see this project. Please edit and update the project for the new cycle. You will submit it accordingly.

- **<u>Template for a new project –</u>** you can use this option if you would like to use the project as a template. You will be able to edit project title and will be assigned a new ICIP Project Number. This option may be useful if you are creating a similar project.
  - You will need to choose a new year that your project will materialize in. You may follow the steps listed earlier in this manual.

XVI. Deactivating Projects

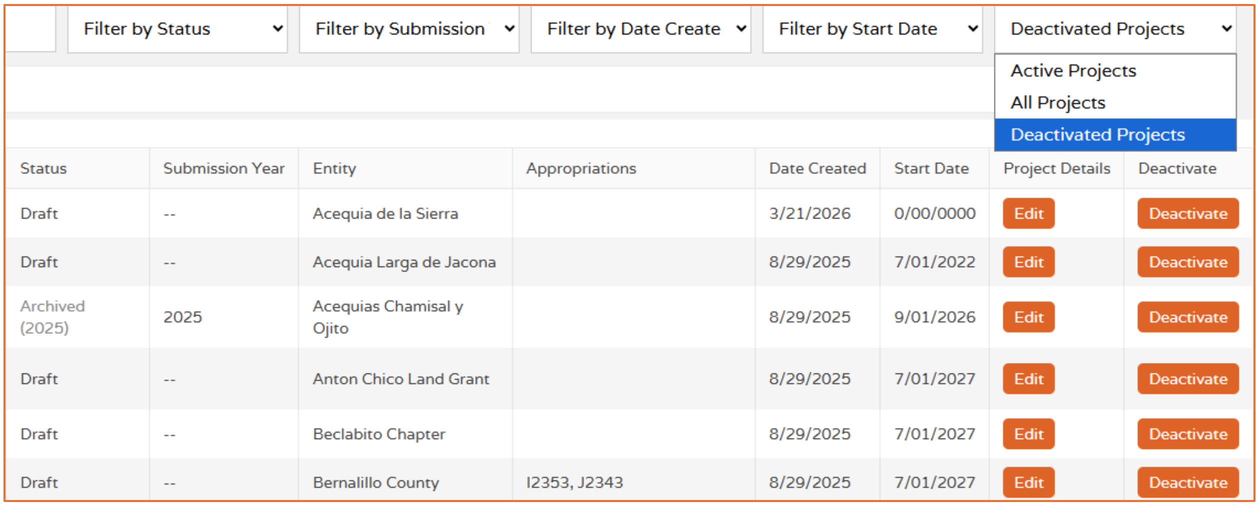
- Due to the website transition, if you are going to deactivate any of your draft/imported projects, it is HIGHLY recommended that you add missing information for the project. In the future if your entity needs to reference this project, your entity will then have the completed record including budget information.

- You can deactivate a project on the "ICIP Projects" page. Simply click the orange deactivate button next to the project you wish to deactivate. If you accidentally deactivate a project, please send a ticket to RTS Support at support@rtsolutions.com to reactivate the project.

Project Title	Project Number	Status	Appropriations	Date Created	Start Date	Project Details	Deactivate
Land Acquisition and Purchase	29254	Submitted		8/29/2025	8/01/2026	Edit	Deactivate
Community Center & Park Improvements	35997	Submitted		8/29/2025	7/01/2027	Edit	Deactivate
Housing Project in Bernalillo County	39926	Submitted		8/29/2025	7/01/2027	Edit	Deactivate
Equipment Yard Infrustructure and Structure	42733	Submitted		8/29/2025	8/01/2026	Edit	Deactivate
Community Gym Flooring	42734	Submitted		8/29/2025	7/01/2027	Edit	Deactivate

1 - 5 of 5 items

- To view your deactivated projects, please click the "Hide Deactivated Projects" dropdown on the right side of the ICIP Projects page. Then click the "Show Deactivated Projects" option. Your deactivated projects should appear.



Filter by Status | Filter by Submission | Filter by Date Create | Filter by Start Date | Deactivated Projects

Active Projects
All Projects
Deactivated Projects

Status	Submission Year	Entity	Appropriations	Date Created	Start Date	Project Details	Deactivate
Draft	--	Acequia de la Sierra		3/21/2026	0/00/0000	Edit	Deactivate
Draft	--	Acequia Larga de Jacona		8/29/2025	7/01/2022	Edit	Deactivate
Archived (2025)	2025	Acequias Chamisal y Ojito		8/29/2025	9/01/2026	Edit	Deactivate
Draft	--	Anton Chico Land Grant		8/29/2025	7/01/2027	Edit	Deactivate
Draft	--	Beclabito Chapter		8/29/2025	7/01/2027	Edit	Deactivate
Draft	--	Bernalillo County	I2353, J2343	8/29/2025	7/01/2027	Edit	Deactivate

XVII. Common Issues and Solutions

- **Projects missing –** If projects are missing from your account, please contact IPDD-DFA or support@rtsolutions.com with the project information.

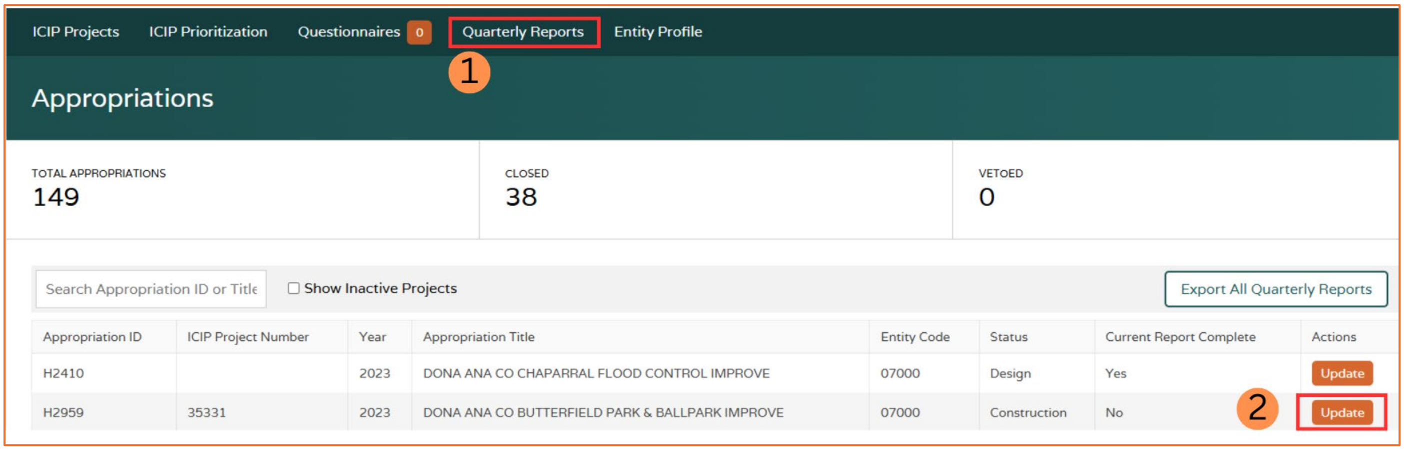
- **Draft ICIP projects are not changing to submitted status -** If you completed all 7 sections, marked them as completed and saved them but the status did not change to submitted, please refresh your page. If the status still does not change, go to the last section you completed, re-save, then refresh the project page.

- **How to "unsubmit" a project –** If you would like to make a project a "Draft" project once again, you can go to any section of the project, uncheck the "This section is complete." box then save. After you refresh, you should see that the project status will change to "Draft." You may want to "unsubmit" a project, so it no longer shows up on your final, prioritized and ranked ICIP but you still want to keep a record on your projects list or if you know you need to add additional details before finalizing it.

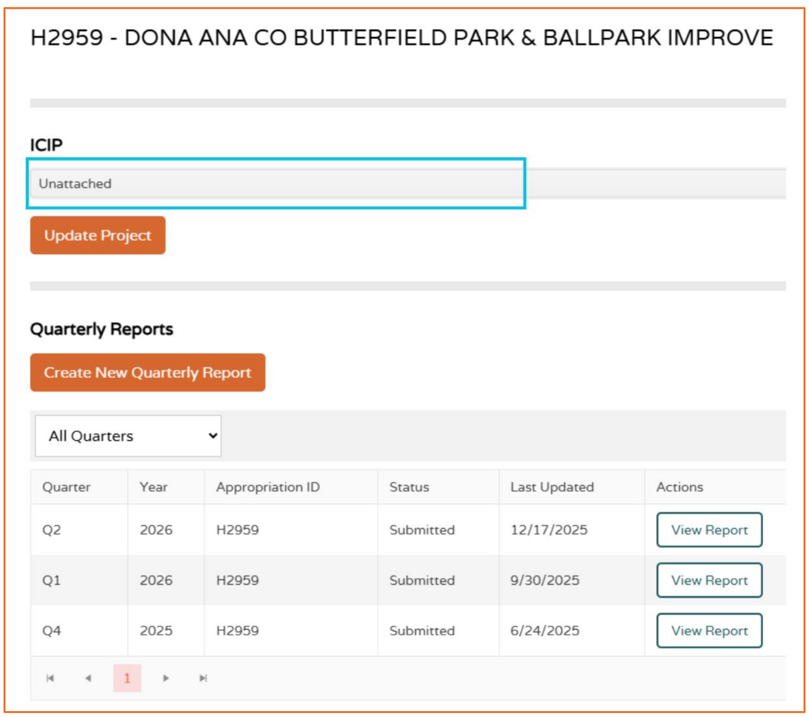
XVIII. Linking ICIP Projects and Capital Appropriations

- CAPS is meant to be an integrated system with planning, capital outlay appropriations and reporting all a part of one system that feeds into each other. Accordingly, for capital outlay and Tribal Infrastructure Fund projects, you may link your capital improvement plan to the appropriation it matches. All entities are strongly encouraged to link the appropriations they have received to the relevant projects on the ICIP.

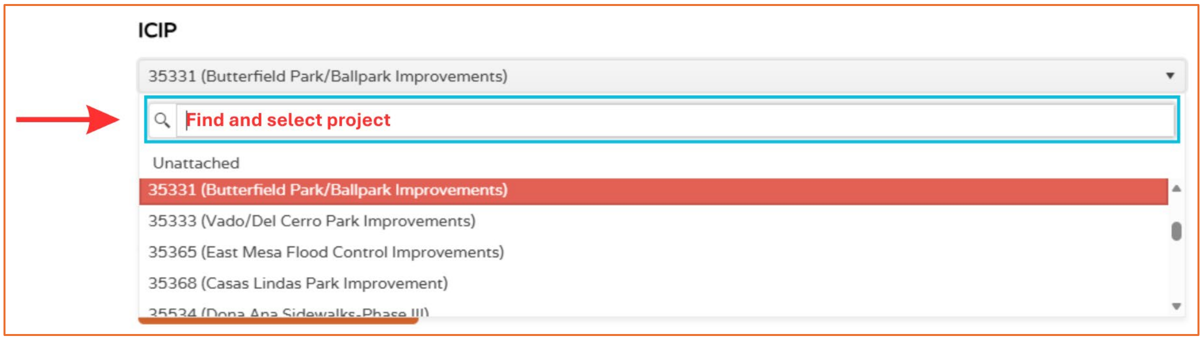
- To link a project and appropriation, navigate to quarterly reports. Click the update button.



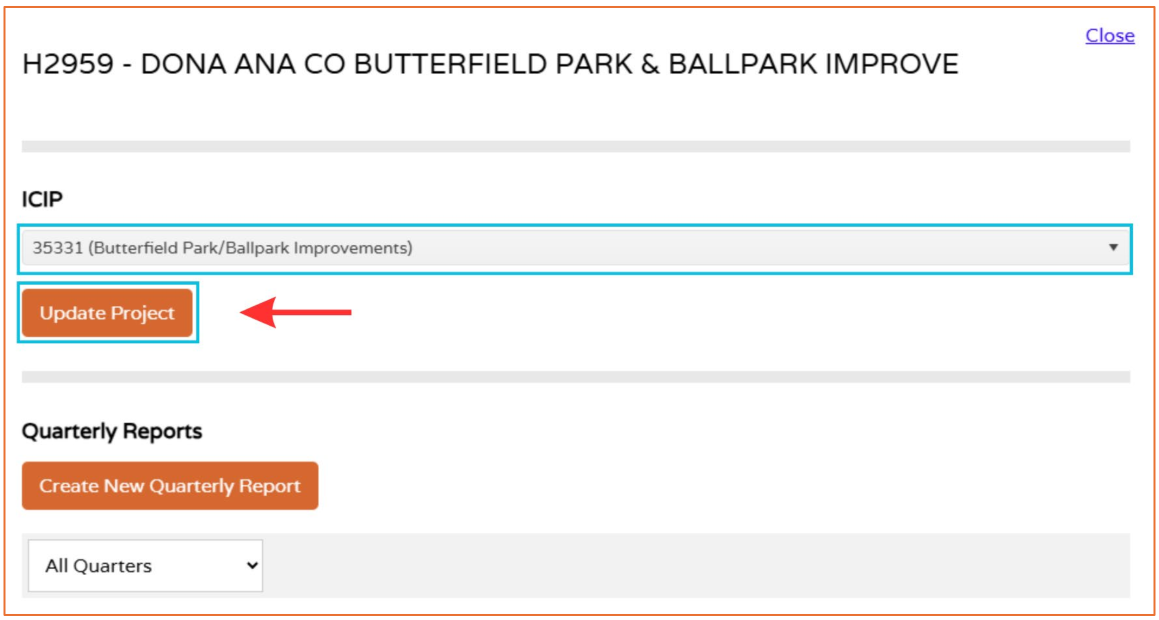
- Then the appropriation overview side bar will appear. The first section underneath the title is the ICIP section. Click the dropdown that says “unattached.”



- Then find the appropriate ICIP project. You can search by title or ICIP Project number.



- After you have selected the project, click the “Update Project” button. Then your project will be linked.



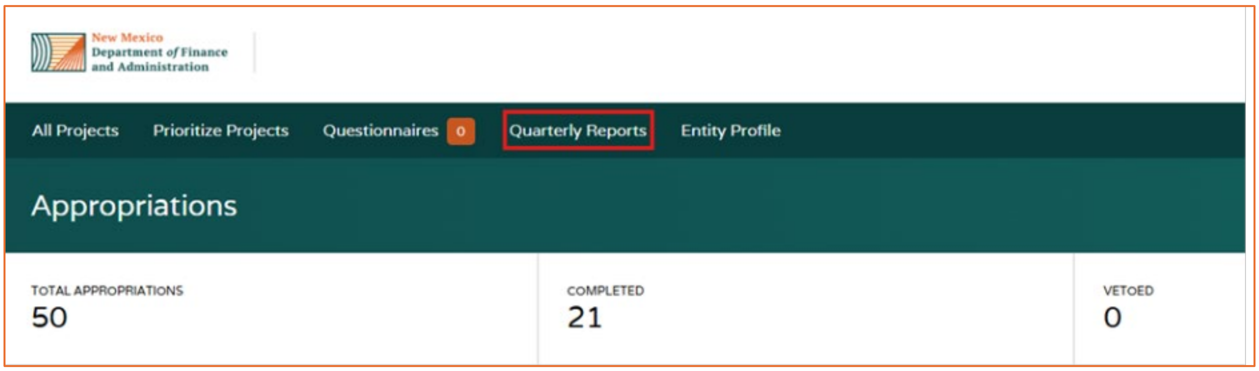
- On the ICIP Projects page, you will see the appropriation on the table indicating the appropriation is a part of the financing for that project.

Project Title ↑	Project Number	Status	Submission Year	Appropriations	Date Created	Start Date
Berino Road Bridge at the Rio Grande (Berino)	36725	Draft	--		8/29/2025	7/01/2026
Brahman Diversion Channel (Dragonfly) Construction	26085	Archived (2025)	2025	F2994, G2293, H2366, I2344, J2345	8/29/2025	7/01/2026
Butterfield Park/Ballpark Improvements	35331	Draft	--	H2959	8/29/2025	7/01/2026

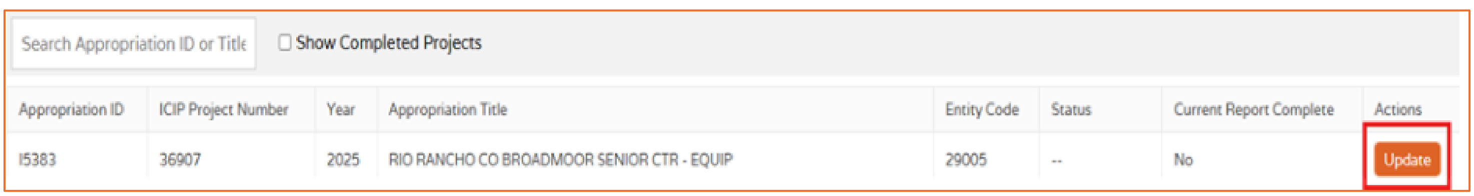
Quarterly Reporting

Entities that receive state capital funding are required to submit Quarterly Reports on the progress of the project. Quarterly Reports are due March 31st, June 30th, September 30th, and December 31st of each year. Quarterly Reports can be submitted through CAPS. To submit a report, complete the following steps.

- Select "Quarterly Reports".

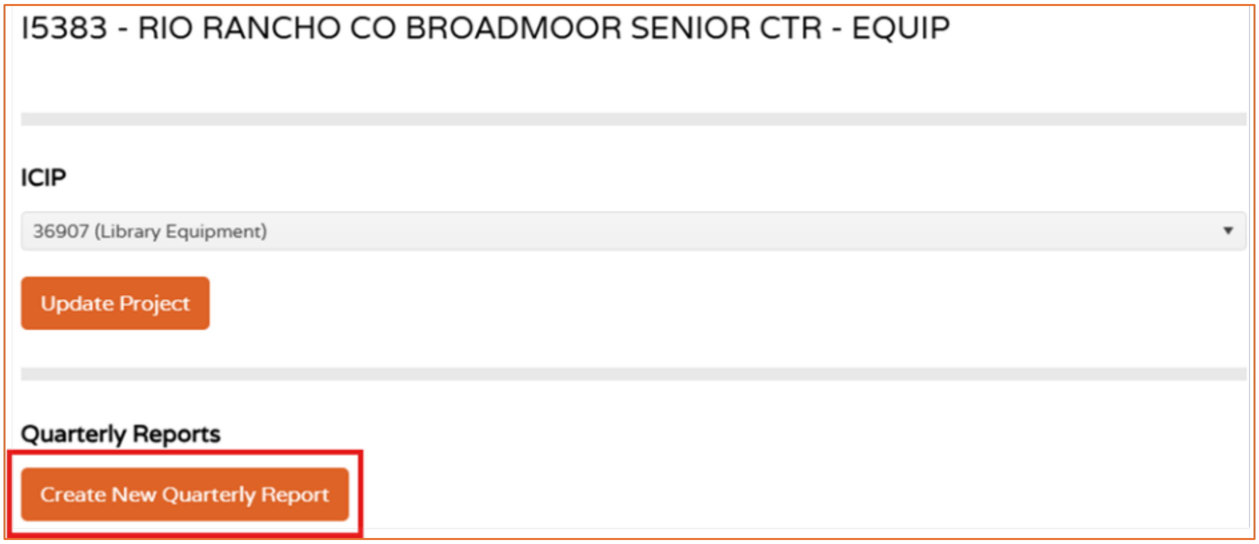


- All active appropriations will be displayed. Select "Update" for the appropriation you are submitting your quarterly report.



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

- Select "Create New Quarterly Report". In this step, you can also link/unlink an ICIP for this appropriation.



- The system will automatically create a report (in a new internet window) for the current quarter.
    a. **Quarter 1:** July 1 – September 30
    b. **Quarter 2:** October 1 – December 31
    c. **Quarter 3:** January 1 – March 31
    d. **Quarter 4:** April 1 – June 30

- **Amount Expended** – Enter the amount expended to date (regardless of encumbrance or reimbursement status)
- **Amount Obligated** – Enter the amount that is obligated (contracts, PO's etc.). The obligated amount should be reduced as expenditures are made.
- **Balance** – The balance for your appropriation is automatically calculated by subtracting the AIPP (if applicable), expended amount, reauthorized amount, and reverted amount from the appropriation amount. Once you enter the expended and obligated amounts, the website will auto-calculate the balance.
- **Is the appropriation on budget?** - If yes, no additional information needed. If no, a text box will appear, and additional information will be required.
- **Project Phase** – Select the appropriate phase from the dropdown (planning, design, construction, completed, reauthorized, vetoed, other). If your project has been completed or reauthorized, it is imperative to select "Completed" or "Reauthorized". Selecting either of these statuses will remove the project from your open project list and future quarterly reports will not be needed.
    a. **Reversion Amount** – Enter the unspent balance upon project completion **Note: This prompt only appears when "Completed" or "Reauthorized" is selected in the "Project Phase"**
    b. **Reauthorized To Project #** - Enter the reauthorized class code, letter followed by four digits (ex: J4XXX) **Note: This prompt only appears**

when “Completed” or “Reauthorized” is selected in the “Project Phase”

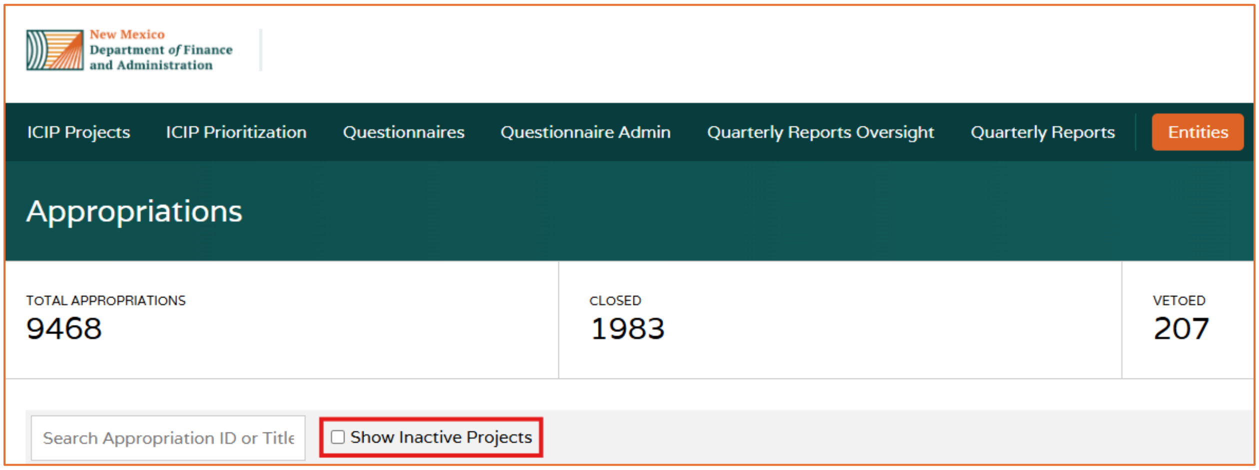
- **Is the appropriation on track to be expended by the expiration date?** - If yes, no additional information needed. If no, text boxes will appear and additional information will be required.
- **Valid Contracts** and **No Activity** – checkboxes, as applicable.
- **Goals and Milestones** – Enter your 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. While optional, this step allows elected officials as well as the public to have a visual representation of the progress being made on your project.
- **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.
- **Ready to Submit** - Check the box stating, “This report is complete and ready to submit to DFA.”, then select “Submit Report.”

Once all sections have been completed, check the box stating, “This report is complete and ready to submit to DFA” and then select “Submit Report” to finalize the Quarterly Report. If a hard copy is needed for record keeping, the Quarterly Report can be printed by clicking the “Print” button.

- **Important Information**

  i. As the report is being completed, save the report periodically to avoid being logged out due to inactivity.
  ii. If the report cannot be completed within one session, you can save and edit/complete the report later.
  iii. Only a draft can be deleted from the system. Once submitted, your report cannot be deleted.
  iv. Saved reports remain in “draft” status until the “This report is complete and ready to submit to DFA.” checkbox is selected and the “Submit Report” button is clicked. **Remember to submit all “draft” status quarterly reports before the applicable quarterly report deadline, as they will not be automatically submitted on the established deadline.**

v. If your project was reported as Completed, Reauthorized, or Vetoed, you will not see it in your Quarterly Reports page, unless you select the checkbox “Show Inactive Projects”.



CAPS Contacts

- CAPS Support Email: support@rtsolutions.com
- Jesse Guillen, Capital Planning and Policy Bureau Chief, jesse.guillen@dfa.nm.gov, 505-538-5114
- Ryan Serrano, State Agency ICIP Coordinator, ryans.serrano@dfa.nm.gov, 505-819-1568
- Mary Ann Maestas, Local Government ICIP Coordinator, maryann.maestas@dfa.nm.gov, 505-487-3523