



New Mexico  
Department of Finance  
and Administration

# INFRASTRUCTURE CAPITAL IMPROVEMENT PLAN DATA ENTRY MANUAL

**FY2028-2032**

**Process**

**Project  
Phasing**

**Planning**

**Public  
Benefits**

**Funding &  
Financing**

**Project Budgets**

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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](mailto: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](mailto: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](mailto: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](mailto: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.



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**PLEASE LOGIN BELOW**


\* Email

\* Password

Login

[Forgot Password](#) | [Request Access](#)

- 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.



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**SELECT AUTHENTICATION METHOD**

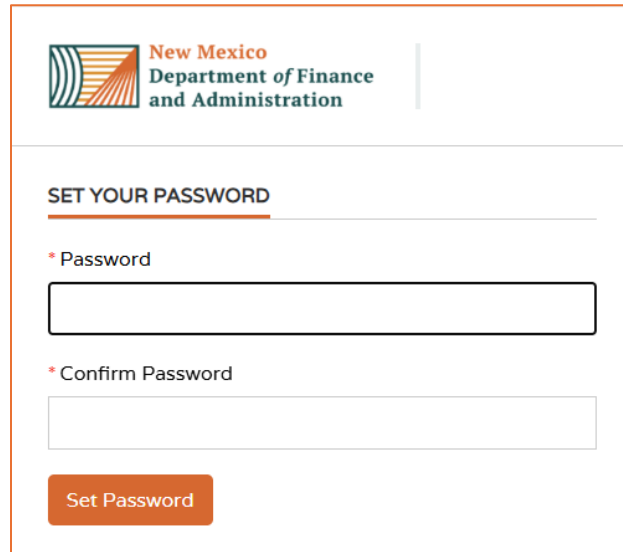
Select the authentication method you want to use with your account.

Send Code To Phone

Send Code To Email

[Cancel](#)

- 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 ! . \$ )

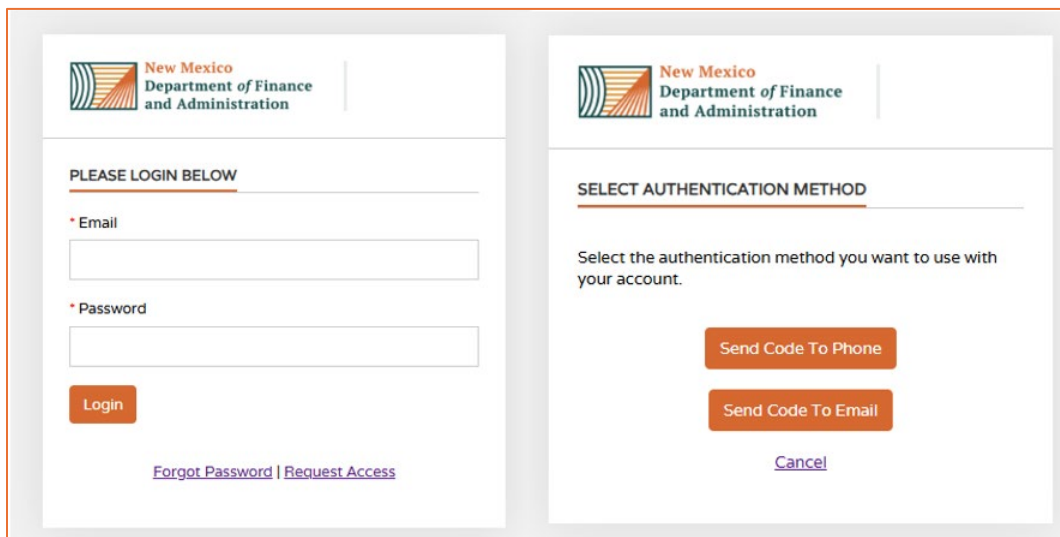


The screenshot shows the 'SET YOUR PASSWORD' form. At the top left is the New Mexico Department of Finance and Administration logo. Below the logo, the text 'SET YOUR PASSWORD' is underlined. There are two input fields: the first is labeled '\* Password' and the second is labeled '\* Confirm Password'. Below the second field is an orange button labeled 'Set Password'.

- **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.

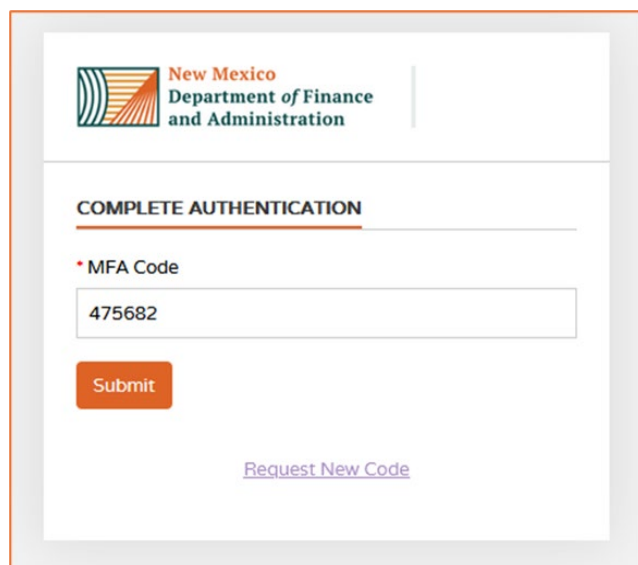
### III. How to Log In

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



The screenshot shows two side-by-side panels. The left panel is titled 'PLEASE LOGIN BELOW' and contains two input fields: '\* Email' and '\* Password'. Below the fields is an orange 'Login' button. At the bottom of the panel are links for 'Forgot Password' and 'Request Access'. The right panel is titled 'SELECT AUTHENTICATION METHOD' and contains the text 'Select the authentication method you want to use with your account.' Below this text are two orange buttons: 'Send Code To Phone' and 'Send Code To Email'. At the bottom of the panel is a blue link for 'Cancel'.

- 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.



The screenshot displays the login interface for the New Mexico Department of Finance and Administration. At the top left is the department's logo, which consists of a stylized sun and mountains. To the right of the logo, the text reads "New Mexico Department of Finance and Administration". Below this header, the section is titled "COMPLETE AUTHENTICATION" in bold, underlined text. A red asterisk is placed to the left of the label "MFA Code". Below the label is a text input field containing the number "475682". Underneath the input field is an orange "Submit" button. At the bottom of the form area, there is a blue, underlined link that says "Request New Code".

## 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.

The screenshot shows the 'Entity Profile' form with the following data:

Field	Value
Entity or Agency Name	Santa Fe County
Entity Code	01000
COG District	2
Address	Santa Fe County, 100 Catron Street
City	Santa Fe
ZIP	87501
County	Santa Fe

**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

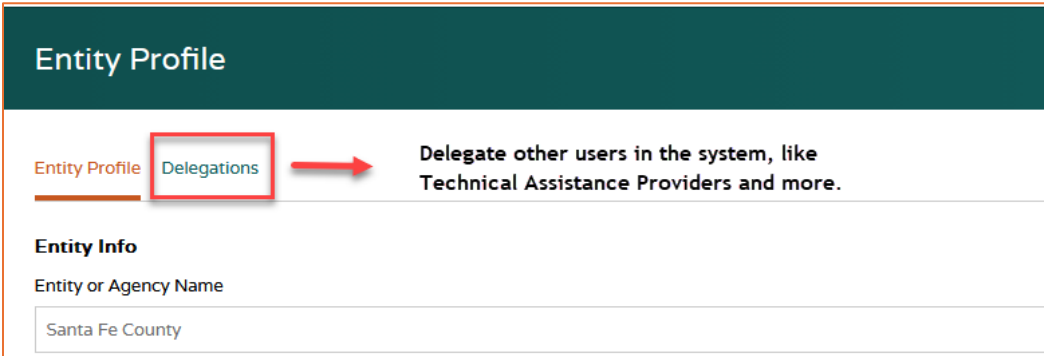
Unique Entity Identity (UEI), please contact DFA's Federal Grants Bureau at [FederalGrant.Bureau@dfa.nm.gov](mailto:FederalGrant.Bureau@dfa.nm.gov)

- **Is your entity registered in [Grants.gov](https://www.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](https://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

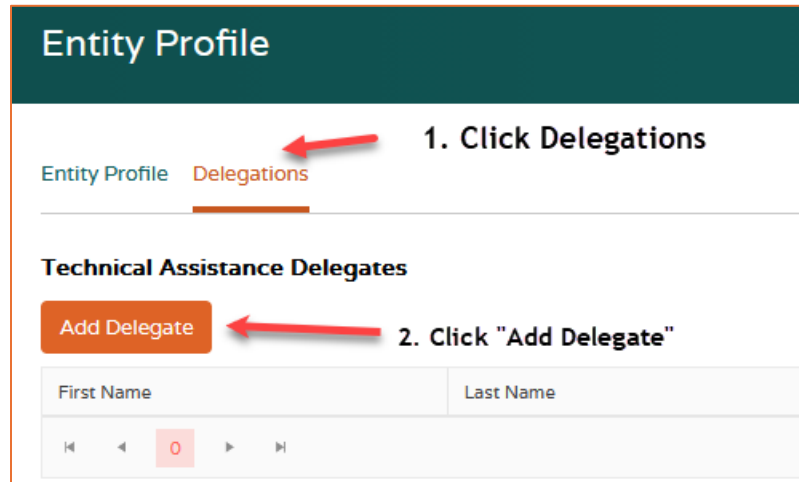
The Delegations tab is visible under the "Entity Profile" tab. The Delegations tab is for entities to add access for individuals from your entity or other organizations to their account. These delegates will be able to alter your ICIP projects, quarterly reports, questionnaires, and entity profile. Only 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.

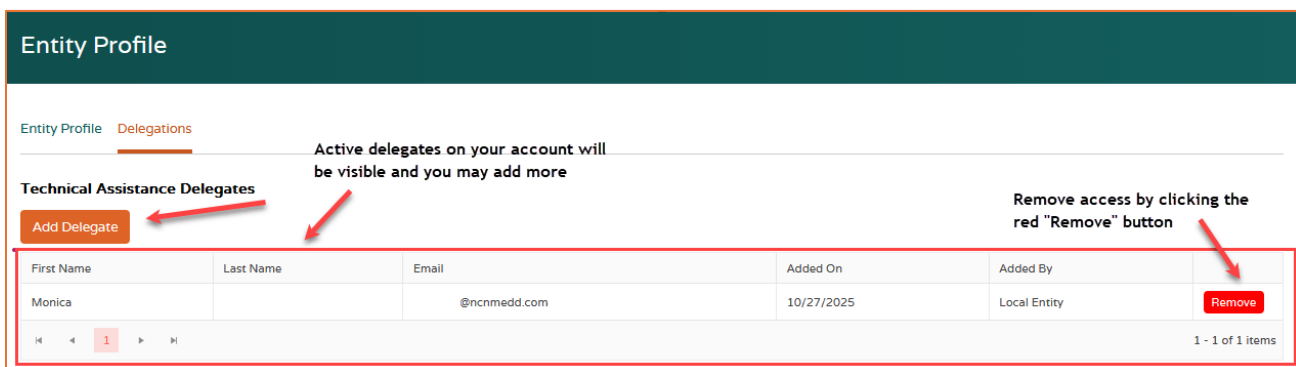


The screenshot shows the "Entity Profile" interface. At the top, there is a dark green header with the text "Entity Profile". Below this, there are two tabs: "Entity Profile" and "Delegations". The "Delegations" tab is highlighted with a red box, and a red arrow points from it to the right. To the right of the arrow, there is a text box that reads: "Delegate other users in the system, like Technical Assistance Providers and more." Below the tabs, there is a section titled "Entity Info" with a label "Entity or Agency Name" and a text input field containing "Santa Fe County".

- 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.

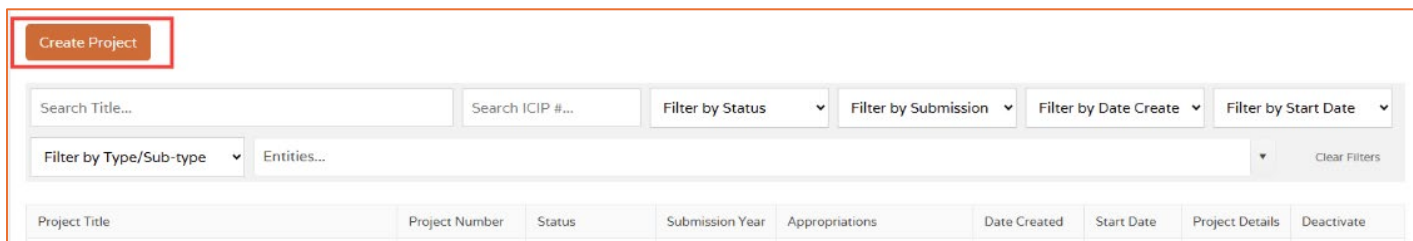
# Infrastructure Capital Improvement Plan (ICIP)

## 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.



The screenshot shows the ICIP Projects interface. At the top left, there is an orange button labeled "Create Project". Below this button is a search and filter section with the following elements:

- Search Title... (text input)
- Search ICIP #... (text input)
- Filter by Status (dropdown menu)
- Filter by Submission (dropdown menu)
- Filter by Date Create (dropdown menu)
- Filter by Start Date (dropdown menu)
- Filter by Type/Sub-type (dropdown menu)
- Entities... (text input)
- Clear Filters (button)

Below the search and filter section is a table with the following columns:

Project Title	Project Number	Status	Submission Year	Appropriations	Date Created	Start Date	Project Details	Deactivate
---------------	----------------	--------	-----------------	----------------	--------------	------------	-----------------	------------

- 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.

### Vado/Del Cerro Drainage Improvements

✓ Project Details   ✓ Budget Info   Grant Matchmaking

<small>PROJECT STATUS</small> <b>Submitted</b>	<small>PROJECT START DATE</small> <b>7/01/2026</b>	<small>PROJECT NUMBER</small> <b>38896</b>
---	---	---

**Scope of Work**

To plan, acquire, design, and construct drainage improvements in Vado. Localized damage issues caused by monsoon flooding create access issues for residents and damages to public and private infrastructure. This project will include conveyance systems to divert water through the community and into natural low-lying areas for attenuation and storage before discharge into Mesquite Drain.

[Download PDF](#)

---

PROJECT DETAILS  
Type: Local  
Category: Acequias & Dams  
Subcategory: Storm/Surface Water Control

#### 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.

# Project Title

! Project Details
! Budget Info
Grant Matchmaking

**Section 7**

PROJECT START DATE

PROJECT NUMBER

**Scope of Work**

---

PROJECT SECTIONS:

Section 1

Project Overview

Section 2

Project Location & Coordinates

Section 3

Legislative Language

Section 4

Scope of Work

Section 5

Responsibilities

Section 6

Additional Questions

**PROJECT DETAILS**

Class:  
Sub-type:

---

**CONTACT**

Contact:  
Phone:  
Email:

---

**AGENCY DETAILS**

Entity Code:  
Agency/Local Government:

## 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.**

## Project Location & Coordinates

To identify the project location, you may enter the address, use the map, or provide coordinates (Latitude/Longitude). You do not need to provide all 3, just one of the above. Please note, the map function allows you to identify a point, an area or a line. Instructions are available in the updated ICIP Data Entry Instructions. Please only include projects with locations within the boundaries of the state of New Mexico.

### Project Location & Coordinates

How would you like to enter the location of this project?



The screenshot shows a dropdown menu with the following options:

- Enter an address
- Choose an option
- Enter an address
- Enter Lat/Lng coordinates
- Draw on a map

- **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](#).

The image shows a screenshot of a web form titled "Legislative Language" with six numbered instructions and arrows pointing to specific parts of the form:

- 1 Add information about the Project → points to the "What is the project?" text input field.
- 2 Add details about project via the checkboxes → points to the "What is the project meant to accomplish?" section with a list of checkboxes.
- 3 Click Generate Legislative Language → points to the "Generate Legislative Language" button.
- 4 AI Feature will generate Legislative Language for you in the LL box. → points to the "Legislative Language" text area.
- 5 Always Read, Review, and Edit! → points to the "Legislative Language" text area.
- 6 Mark as Complete & Save → points to the "Save Information" button.

The form fields shown are:

- What is the project? (Text input)
- What is the project meant to accomplish? (List of checkboxes: To acquire, To plan, To design, To construct, To repair, To replace, To install, To equip, To furnish, To improve, To renovate)
- Generate Legislative Language (Button)
- Legislative Language (Text area containing: "to purchase and equip a new Police and Fire Mobile Command Unit which will be equipped to include broadcast, cellular, mobile communications and dispatch services designed to aid in emergency response, and the protection of life and property during critical incidents in Alamogordo, in Otero county")
- This section is complete. (Text with star icon)
- Save Information (Button)

- **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](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”

Legislative Language

Enter your Legislative Language text here  
Example:  
to plan and design a youth recreation center in Desertown in Desert county

---

This section is complete.

---

### 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.

- 1 Add information about work done to date.
- 2 Add details about what is needed to complete project and any additional information in Prompts box
- 3 Click Generate SOW Language
- 4 AI Feature will generate SOW for you in the SOW box.
- 5 **Always Read, Review, and Edit!**
- 6 Mark as Complete & Save

- **(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.

Scope of Work

Please enter a detailed scope of work. Provide a description of the project and elaborate on what has been done to date and what is still needed to complete this project. This description must match budget categories. (i.e., complete environmental studies, plan, design, and construct). Provide detail on project to include what will be done with funding requested for each fiscal year. If street/roads/highway project, include street and/or road name(s). You may include approximate figures, such as length of pipe replacement, acres of land to acquire, etc.

This section is complete.

## 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.

<b>1</b>	<b>Project Budget</b>	<b>Project Budget</b>
<b>2</b>	Secured Funding Sources	Complete the Budget below.  Include only unfunded or unsecured funds under each project year. Under Funded to Date ( "phase completed" box.
<b>3</b>	Potential Funding Source	Note: Funded to Date column must equal the amount secured listed in the Funding Budget projects. Additional guidance/instructions available in the ICIP Data Entry manual.

- **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.

**Project Phases**

Is this a phased project?

Yes

Add Phase

- 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.

**Phase 1**

Time to Complete (months) **1** Insert # of months for phase or activity

**2** Select Applicable Activity  
 Activities included in this phase:  
 Preliminary  Planning  Design  Construction  FF&E

**Budget Items**  
 Add Budget Item: **3** Select applicable budget Item

Select a category

- Select a category
- Water Rights
- Easements and Rights of Way
- Archaeological Studies
- Land Acquisition
- Environmental Studies
- Feasibility Study

**4** Click Add Item to add to your budget table

	2029	2030	2031	2032	Total Cost
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

- 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.

**Phase 1**

Time to Complete (months)

Activities included in this phase:  
 Preliminary  Planning  Design  Construction  FF&E

**Budget Items**  
 Add Budget Item:

Select a category

Category	Funded to Date	2028	2029	2030	2031	2032	Total Cost	
Easements and Rights of Way	<input type="text" value="\$1,000.00"/>	<input type="text" value="\$9,000.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$10,000.00"/>	<input type="button" value="Remove"/>
<b>Totals:</b>	\$1,000.00	\$9,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	

**5** Enter the estimated costs for your activities/budget items.

If you need to remove a row, click the remove button. You cannot undo that step.

- 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 <input type="checkbox"/>	\$1,500.00	\$0.00	\$0.00	\$0.00	<input type="button" value="Remove"/>	
Totals:	\$15,000.00		\$1,500.00	\$0.00	\$0.00	\$0.00		
<input type="button" value="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 <input type="button" value="v"/>	\$300.00	01/05/2025 <input type="checkbox"/>	02/01/2026 <input type="checkbox"/>	\$300.00	NMAA	<input type="button" value="Remove"/>	
FGRANT - Federal Grants <input type="button" value="v"/>	\$25,000.00	07/01/2024 <input type="checkbox"/>	12/31/2026 <input type="checkbox"/>	\$15,325.00	Forest Service	<input type="button" value="Remove"/>	
Totals:	\$25,300.00			\$15,625.00			
<input type="button" value="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		<a href="#">Remove</a>
SGRANT - State Grants	\$50,000.00	No	mm/dd/yyyy	ACDIF	<a href="#">Remove</a>
Total:	\$100,000.00				

[Add Funding Source](#)

FUND	DESCRIPTION
<b>ALTSD - ALTSD Grant</b>	NM Aging & Long-Term Services Department <a href="https://www.aging.nm.gov/">https://www.aging.nm.gov/</a>
<b>CO - Capital Outlay</b>	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.
<b>CDBG - Community Development Block Grant</b>	Community Development Block Grants administered by DFA. <a href="https://www.nmdfa.state.nm.us/infrastructure-planning-and-development-division/cdbg-information/">https://www.nmdfa.state.nm.us/infrastructure-planning-and-development-division/cdbg-information/</a>
<b>DFA - DFA Grant</b>	Various grants administered by Department of Finance Administration <a href="https://www.nmdfa.state.nm.us/">https://www.nmdfa.state.nm.us/</a>
<b>DOT - DOT Grant</b>	Various grants administered by NM Department of Transportation <a href="https://www.dot.nm.gov/">https://www.dot.nm.gov/</a>
<b>FGRANT - Federal Grants</b>	Federal grants administered by various federal agencies and programs, <a href="https://www.grants.gov/">https://www.grants.gov/</a>
<b>FLOAN - Federal Loans</b>	Any federal loans from various federal agencies (USDA, etc).
<b>GOB - General Obligation Bonds</b>	Legislative appropriations either state general funds, state general obligation bonds for severance tax bonds.
<b>LBONDS - Local Bonds</b>	Local bonds such as revenue or general obligation.
<b>LFUNDS - Local Funds</b>	Local general funds including taxes, user fees and miscellaneous other funds.

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

## 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.

**Project Priorities**

Current Priorities Previous Submissions

---

Drag and drop projects to set their priority order. Changes are saved automatically.

The ICIP projects cover a span of up to 5 years. Within each of those years, the projects must be prioritized/rank based on what the entity feels is most important/urgent in that particular year. If a project is not funded in a specific year, it may be reprioritized and added to a future year for funding consideration. It can be expected that projects may change from year to year as well as the priorities within years.

There are often competing priorities within a year when an entity is forced to choose between prioritized projects. For example, an entity may need to fix water lines in a localized area of town but may also need a new fire truck because one was totaled in an accident. Additionally, the senior center may have been condemned, and seniors may be temporarily housed at great expense to the municipality. Entities are excited about the prospect of prioritizing projects in buckets or project types, so that the examples above are not necessarily competing against one another.

These priorities are complete and ready to submit to DFA.

Upload Resolution Document

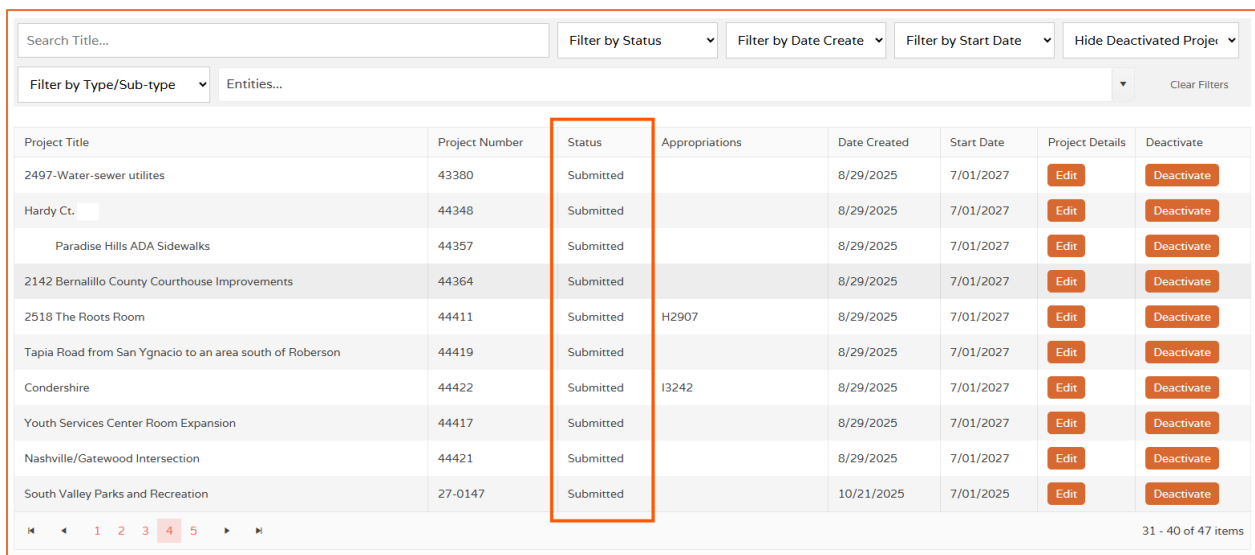
Choose File | No file chosen

← Upload your adopted ICIP Resolution in an image file or PDF

### XIII. Project Prioritization

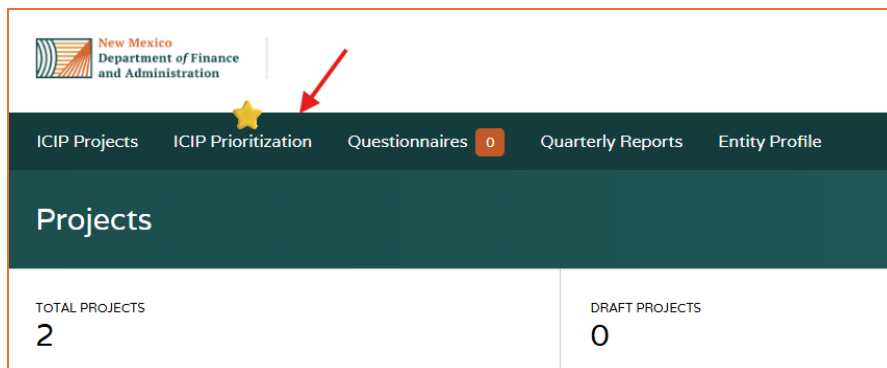
After you have completed filling out each section for every project on your entity's Infrastructure Capital Improvement Plan, you are then able to prioritize your projects by year and rank within the 5-year period. Your projects must be in "Submitted" status in order for them to be prioritized. Each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

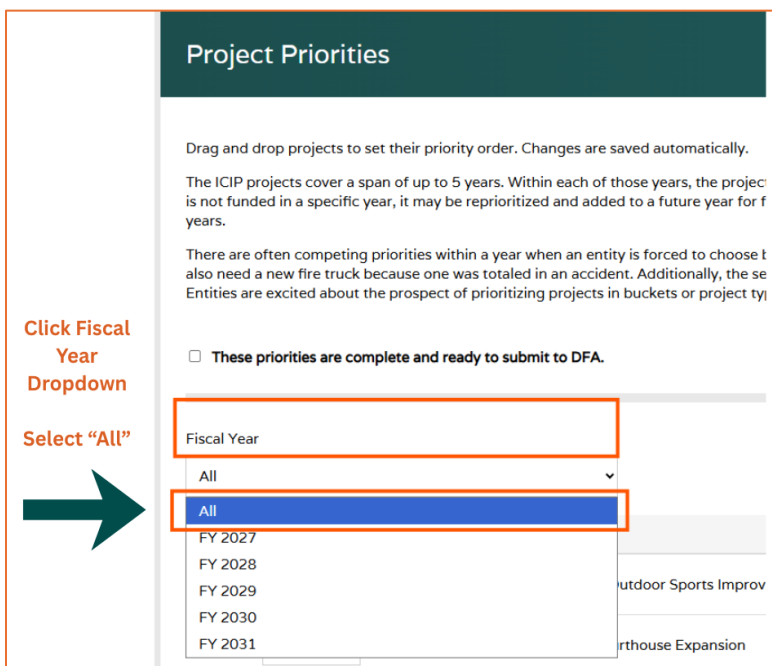


Project Title	Project Number	Status	Appropriations	Date Created	Start Date	Project Details	Deactivate
2497-Water-sewer utilities	43380	Submitted		8/29/2025	7/01/2027	Edit	Deactivate
Hardy Ct.	44348	Submitted		8/29/2025	7/01/2027	Edit	Deactivate
Paradise Hills ADA Sidewalks	44357	Submitted		8/29/2025	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

- 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.

Priority	Project S...	Project Title
1	2027	South Central WW System Rehabilitation




## 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.

Senior Center Improvements

Project Details Budget Info Grant Matchmaking

PROJECT STATUS Archived   

PROJECT START DATE 7/01/2027

PROJECT NUMBER 42368

**Scope of Work**

To plan, design, purchase, install and construct senior center improvements to include new HVAC system, ADA improvements to the facility, a metal garage/storage building and parking lot and fenced area to be accomplished in three phases. Phase 1 is the replacement of the HVAC system, and ADA accessible doors. Phase 2 will be to construct a new metal building/garage with storage area. Phase 3 will be an additional parking lot and fencing.

- iii. **Then a pop up will appear. This pop up has two options.**

How do you want to use this project?

Resubmission of the same project

Template for a new project

Cancel OK

- **Resubmission of the same project** – 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.
- **Template for a new project** – 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](mailto: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 Infrastructure 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.

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

## XVII. Common Issues and Solutions

- Projects missing** – If projects are missing from your account, please contact IPDD-DFA or [support@rtsolutions.com](mailto: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.

ICIP Projects   ICIP Prioritization   Questionnaires 0   **Quarterly Reports**   Entity Profile

## Appropriations

TOTAL APPROPRIATIONS: 149   CLOSED: 38   VETOED: 0

Search Appropriation ID or Title    Show Inactive Projects   Export All Quarterly Reports

Appropriation ID	ICIP Project Number	Year	Appropriation Title	Entity Code	Status	Current Report Complete	Actions
H2410		2023	DONA ANA CO CHAPARRAL FLOOD CONTROL IMPROVE	07000	Design	Yes	<a href="#">Update</a>
H2959	35331	2023	DONA ANA CO BUTTERFIELD PARK & BALLPARK IMPROVE	07000	Construction	No	<a href="#">Update</a>

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

### H2959 - DONA ANA CO BUTTERFIELD PARK & BALLPARK IMPROVE

**ICIP**

Unattached

[Update Project](#)

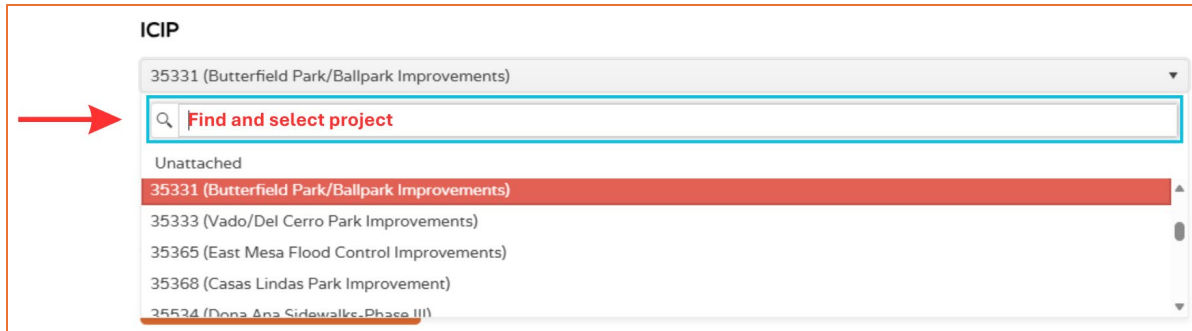
**Quarterly Reports**

[Create New Quarterly Report](#)

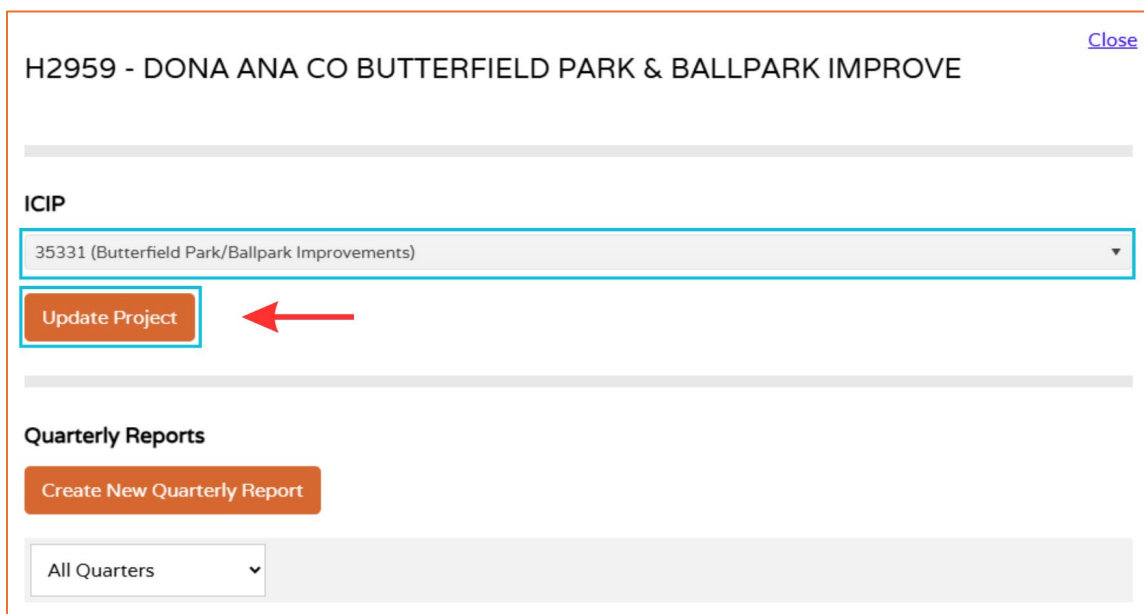
All Quarters

Quarter	Year	Appropriation ID	Status	Last Updated	Actions
Q2	2026	H2959	Submitted	12/17/2025	<a href="#">View Report</a>
Q1	2026	H2959	Submitted	9/30/2025	<a href="#">View Report</a>
Q4	2025	H2959	Submitted	6/24/2025	<a href="#">View Report</a>

- 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 31<sup>st</sup>, June 30<sup>th</sup>, September 30<sup>th</sup>, and December 31<sup>st</sup> of each year. Quarterly Reports can be submitted through CAPS. To submit a report, complete the following steps.

- Select “Quarterly Reports”.

The screenshot shows the CAPS interface for the New Mexico Department of Finance and Administration. The navigation bar includes 'All Projects', 'Prioritize Projects', 'Questionnaires' (with a '0' indicator), 'Quarterly Reports' (highlighted with a red box), and 'Entity Profile'. Below the navigation bar, the 'Appropriations' section displays a summary table:

Metric	Value
TOTAL APPROPRIATIONS	50
COMPLETED	21
VETOED	0

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

The screenshot shows a table of appropriations with the following columns: Appropriation ID, ICIP Project Number, Year, Appropriation Title, Entity Code, Status, Current Report Complete, and Actions. The 'Update' button in the 'Actions' column for the first row is highlighted with a red box.

Appropriation ID	ICIP Project Number	Year	Appropriation Title	Entity Code	Status	Current Report Complete	Actions
15383	36907	2025	RIO RANCHO CO BROADMOOR SENIOR CTR - EQUIP	29005	--	No	<a href="#">Update</a>

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

## I5383 - RIO RANCHO CO BROADMOOR SENIOR CTR - EQUIP

### ICIP

36907 (Library Equipment)

Update Project

### Quarterly Reports

Create New Quarterly Report

- 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.



This report is complete and ready to submit to DFA.

Print Submit Report

- **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”.

The screenshot shows the New Mexico Department of Finance and Administration web application. The navigation menu includes: ICIP Projects, ICIP Prioritization, Questionnaires, Questionnaire Admin, Quarterly Reports Oversight, Quarterly Reports, and Entities (highlighted in orange). The main heading is 'Appropriations'. Below this is a summary table:

TOTAL APPROPRIATIONS	CLOSED	VETOED
9468	1983	207

At the bottom, there is a search bar labeled 'Search Appropriation ID or Title' and a checkbox labeled 'Show Inactive Projects' which is currently unchecked.

## CAPS Contacts

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