New Mexico Department of Finance and Administration

Winter 2026 Training on Capital Outlay Questionnaires

November 4, 2026

Presented by

Scott Wright, Deputy Director, Infrastructure Planning and Development Division

New Mexico Department of Finance and Administration

QUESTIONNAIRE AGENDA

1. Overview & Deadlines
2. CAPS Access & Questionnaire Orientation
3. Common Issues & New Format
4. Resubmission Process
5. Live Demo
6. Q&A

Training is recorded & will be available here: https://www.nmdfa.state.nm.us/infrastructure-planning-and-development-division/icip-virtual-training/

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Overview

144 questionnaires during Winter 2026 cycle

2026 Capital Outlay Bill (SB240) & Reauthorization Bill (HB332)

&

Previous Capital Outlay Bills & Reauthorization Bills

Appropriations expiring on or before 6/30/2027 will not have questionnaires

On January 1, 2027, appropriations expiring 6/30/2027 with 0% encumbrance will be frozen

*10% required to request reauthorization

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Questionnaire Deadlines

Questionnaires are completed in CAPS

Available to complete as of November 3, 2026

Questionnaires due at 11:59pm on November 13, 2026

DFA will follow up for those that do not submit before deadline

Resubmissions for questionnaires due at 11:59 on November 20, 2026

DFA will follow up for those that do not resubmit before deadline

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Questionnaire / Budget Process Overview

November 3:
Questionnaires open

November 13:
Entities deadline to submit

November 20:
Entity follow-up deadline

Sept 30 – Dec 15:
Audit due dates



November 30:
DFA deadline for final review for follow-up

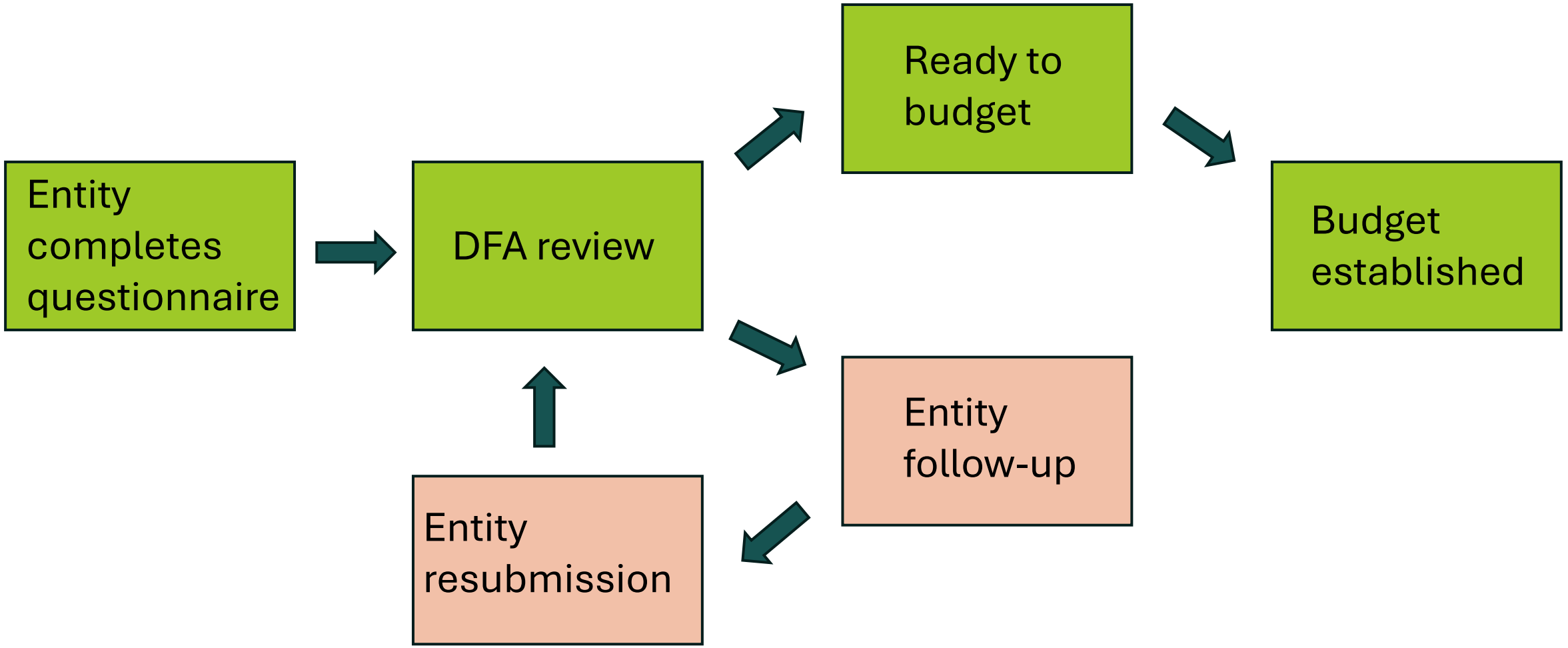
December: DFA sends list of projects (questionnaires) to state agencies ready to budget for review & reviews audit compliance

January 1:
DFA budget upload for Capital Outlay

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Questionnaire Process Overview



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System Access

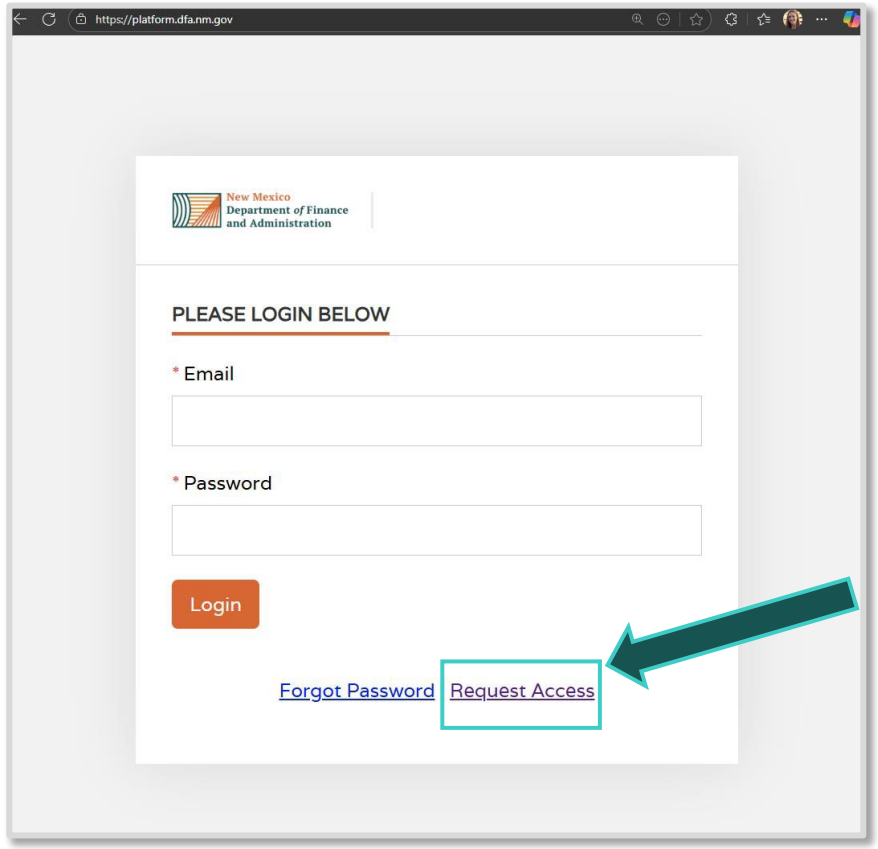
System location: https://platform.dfa.nm.gov/

Locked out?

- Deactivated (60+ days inactive)
- Multiple failed password attempts

New to system?

- Request Access on Login Page
- Request access to CAPS

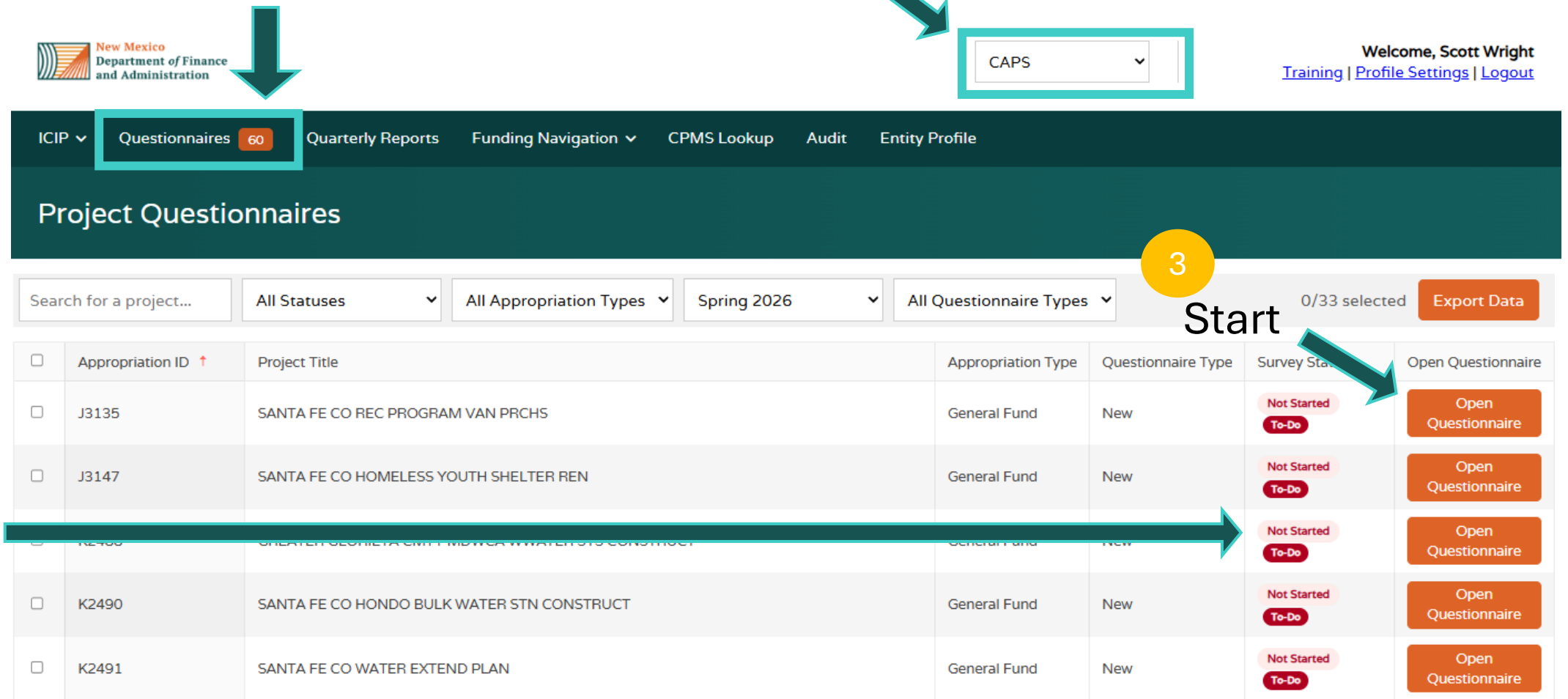


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Questionnaire Access

1 Make sure you are in CAPS, if applicable

2 Select the "Questionnaires" tab



To-Do list

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Questionnaire Orientation

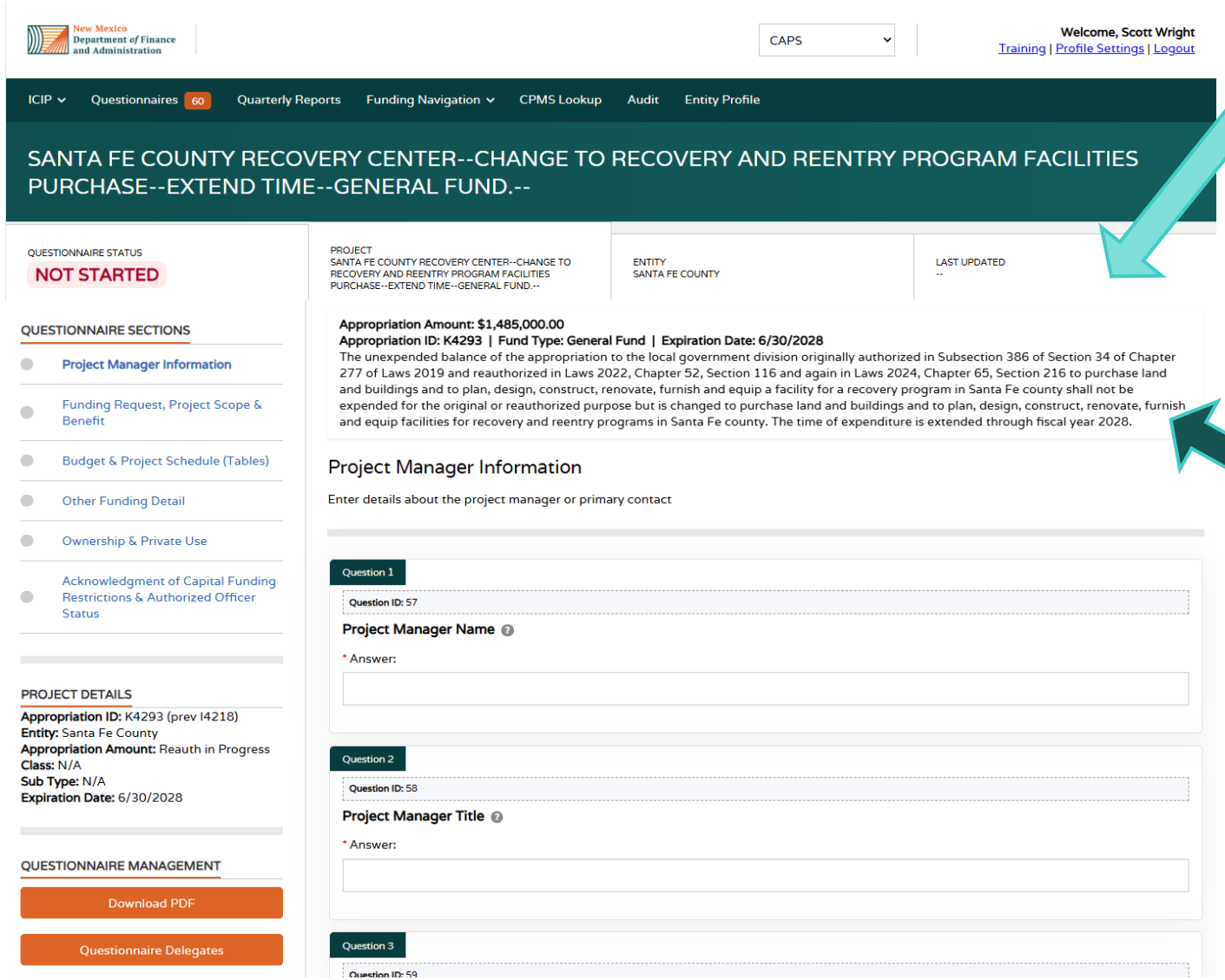
Last updated

Questionnaire status

NEW Sections of questionnaire

Appropriation details

PDF download & delegates



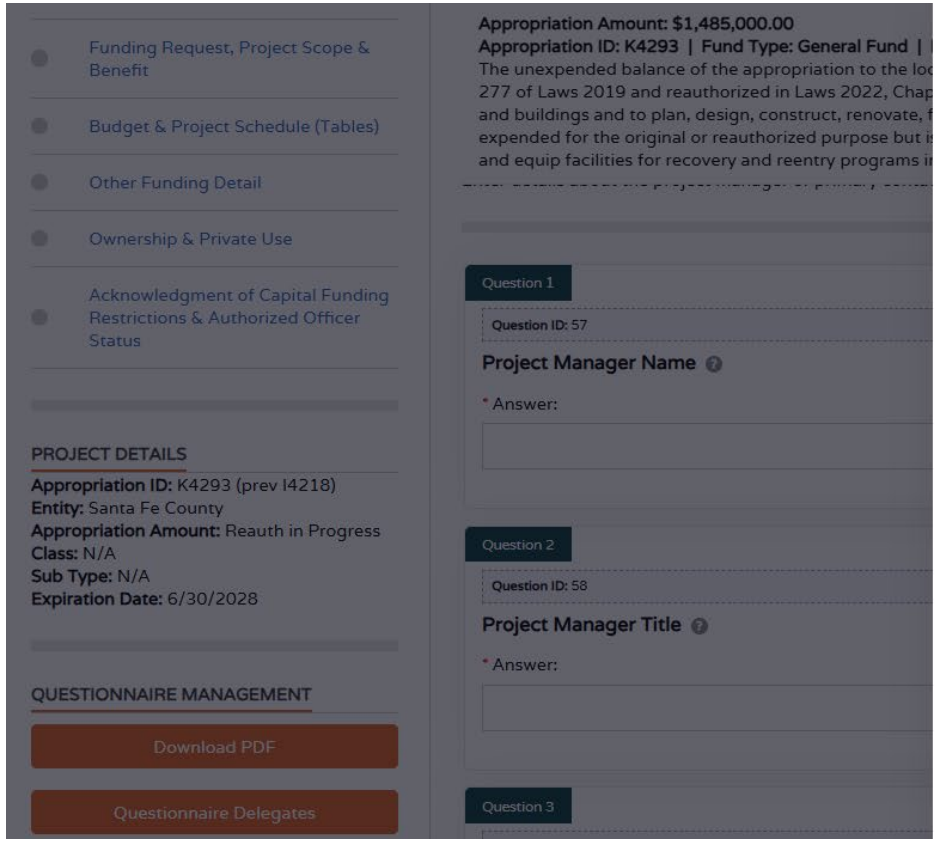
Appropriation language

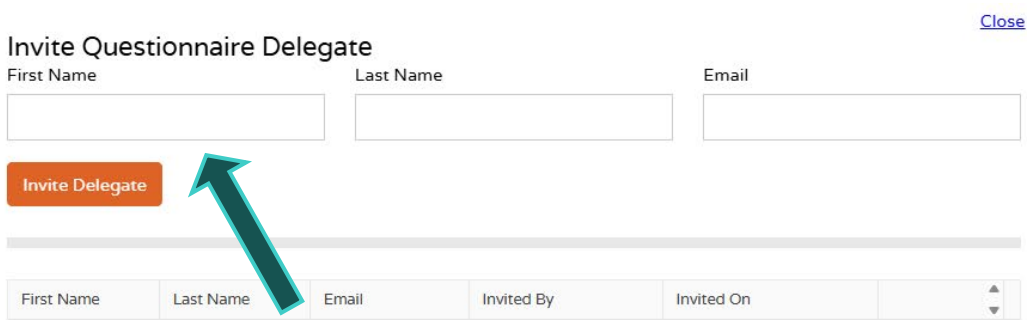
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Delegations

Delegate





Delegates do not need to be users in the system

Delegates from previous cycle (Spring 2026) kept access

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Questionnaires Types

Type	Description
New	Full questionnaire for new project
Reauth	Reauthorized & full questionnaire
Time Extension	Truncated questionnaire

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Project Manager Information

Project Manager Name

* Answer:

Dropdown will appear for previously submitted contacts and prepopulate subsequent questions (within section)

Project Manager Title

* Answer:

Project Manager Phone

* Answer:

Project Manager Email

* Answer:

Information bubbles

Complete or save (bottom of each section)



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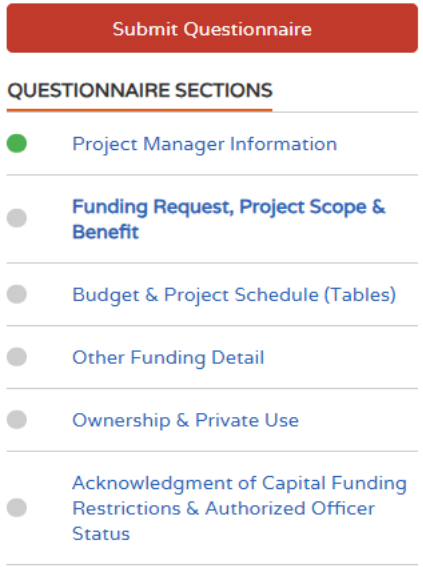
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Section Status

Complete & Next Section



In the next section, you will see a green status in the questionnaire section



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Funding Request, Project Scope & Benefit

Note: some questions is this section are dependent/conditional

Provide a DETAILED description of the scope of work the appropriation will fund. This is ONLY the work funded by this specific appropriation.

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

* Answer:



50% of questionnaires will be returned for insufficient responses to this question

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* Answer:

Um... we are going to do stuff. Oh wait a second, this is what we are going to do: "to plan, design and construct a bulk water station, including site improvements and installation of dispensing infrastructure and metering systems, in Santa Fe county;;" That's good enough right?

Which scope of work is likely to be returned?

Provide a DETAILED description of the scope of work the appropriation will fund. This is ONLY the work funded by this specific appropriation.

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

* Answer:

This appropriation will be used to complete construction of the bulk water station and will be dedicated to replacing 16 water meters that will enhance the flow range, pressure, and temperature ratings. This will allow remote data collection and real-time monitoring of the system and prevent and detect leaks, jamming, or inaccurate readings. Plan and design are already complete and project is in construction; this appropriation will allow us to complete the project. If we get our grant agreement in January, we anticipate the water meters being installed during Spring 2027. The project is currently on schedule to be completed by June 2027.

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Budget & Project Schedule (Tables)

Enter the capital funding source information below. Include established and anticipated funds. Provide ALL information requested and do not leave any fields blank.

The current appropriation is pinned at the top. Drag rows to rank the order in which funding sources will be spent. Use the Add Row button to add additional sources.

* Answer:

	Funding Source	App ID	Amount	Amount Secured?	Prior Capital Appropriation?	Funding Dates	Expended to Date	Activities Funded
≡	GF	K2490	50000	No	No	* Received/Expected: mm/dd/yyyy * Reversion: 06/30/2030	0	☐ Preliminary ☐ Planning ☐ Design ☑ Construction ☐ FF&E
≡	STB	F2380	25000	Yes	Yes	* Received/Expected: 07/15/2023 * Reversion: 06/30/2025	25000	☐ Preliminary ☑ Planning ☐ Design ☐ Construction ☐ FF&E
≡	GF	OTHER –	725926	Yes	No	* Received/Expected: 07/01/2024 * Reversion: 06/30/2028	659500	☐ Preliminary ☐ Planning ☑ Design ☑ Construction ☐ FF&E
	Total		**$800,926.00**					

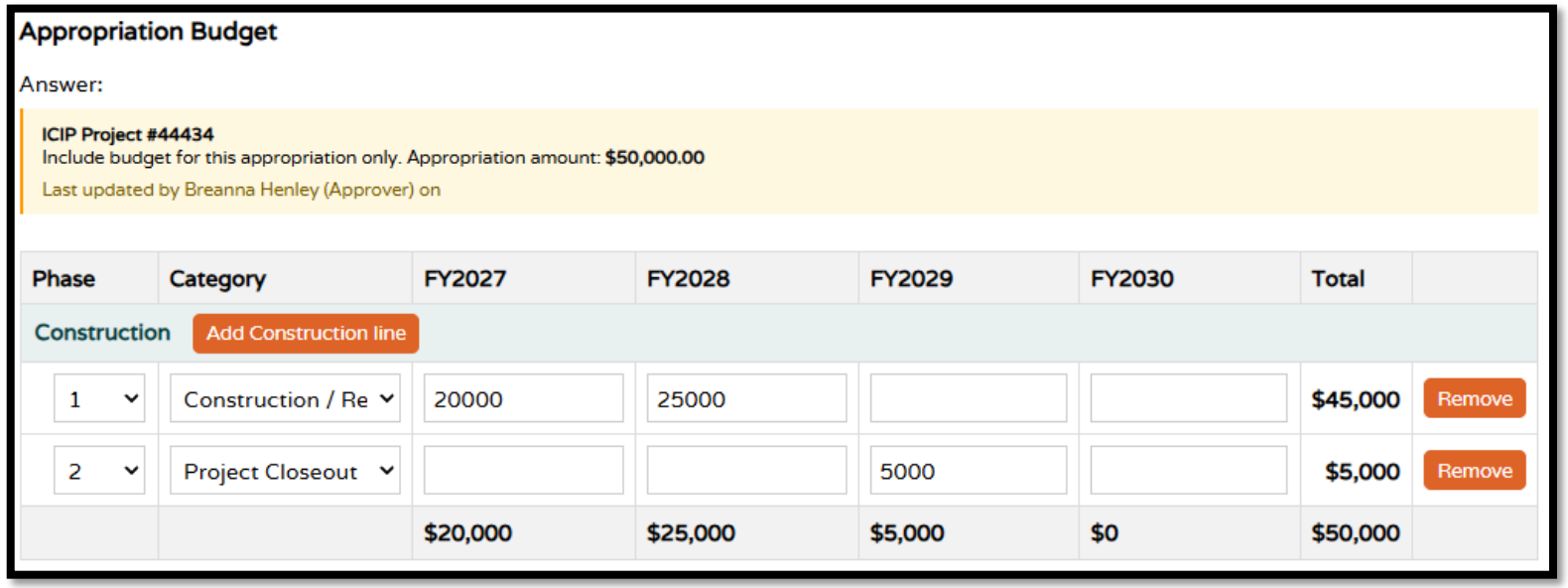
Select activities funded for the appropriation

Additional funding sources pulled from ICIP. Will need to complete all fields

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Budget & Project Schedule (Tables)



Appropriation Budget

Answer:

ICIP Project #44434
Include budget for this appropriation only. Appropriation amount: **$50,000.00**
Last updated by Breanna Henley (Approver) on

Phase	Category	FY2027	FY2028	FY2029	FY2030	Total	
Construction	Add Construction line						
1	Construction / Re	20000	25000			$45,000	Remove
2	Project Closeout			5000		$5,000	Remove
		$20,000	$25,000	$5,000	$0	$50,000	

Construction was selected, so only construction categories are available

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Department *of* Finance
and Administration

Ownership & Private Use

CONFIRM that the authorized officer acknowledges recognition of these restrictions. If this box is not checked, the Department of Finance and Administration will not authorize funds for the project.

The legislation authorizing capital outlay funding includes restrictions, such as deadlines and expenditure controls, which vary based on the year of enactment.

The 2026 General Fund legislation states that the unexpended balance of an appropriation made in that act from the general fund shall revert to the general fund:

(1) no later than September 30 following:

(a) the end of fiscal year 2028 for a project for which an appropriation was made to purchase vehicles, including emergency vehicles and other vehicles that require special equipment; heavy equipment; books; educational technology; or other equipment or furniture that is not related to a more inclusive construction or renovation project; or

(b) the end of fiscal year 2030 for a project for which an appropriation was made related to an inclusive construction or renovation project; or

(2) within six months of completion of the project for any other project for which an appropriation was made, but no later than the end of fiscal year 2030.

"Unexpended balance" means the remainder of an appropriation after reserving for unpaid costs and expenses subject to a binding written agreement with a third party.

For more information regarding eligible use of proceeds, please consult the State Board of Finance's Bond Project Disbursement Rule, 2.61.6 NMAC available on the State Board of Finance's website.

Failure to complete a questionnaire to the satisfaction of the Department of Finance & Administration ("DFA") may result in a project not being funded. Failure to satisfy any conditions imposed on a project by the DFA may result in funding not being disbursed for the project.

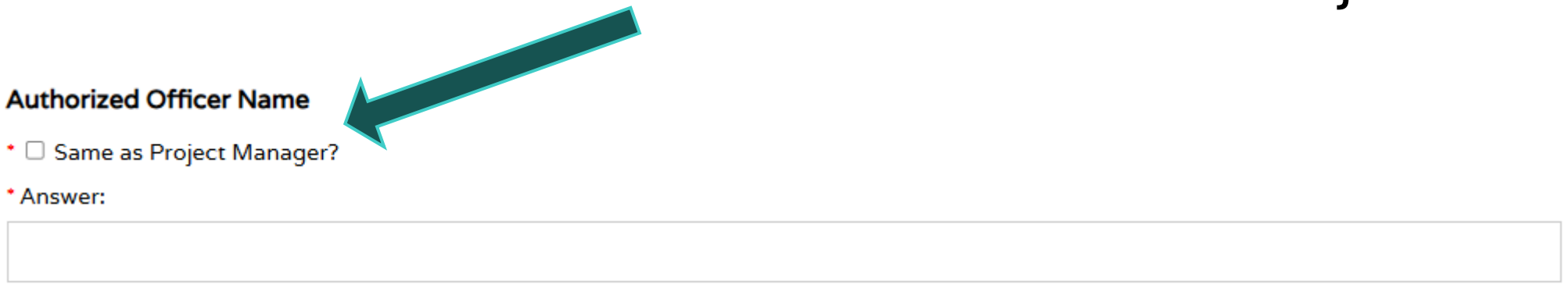
* Answer:

☑ * I confirm that I acknowledge recognition of these restrictions

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Acknowledgement of Capital Funding Restrictions & Authorized Officer Status

Can be same as the Project Manager

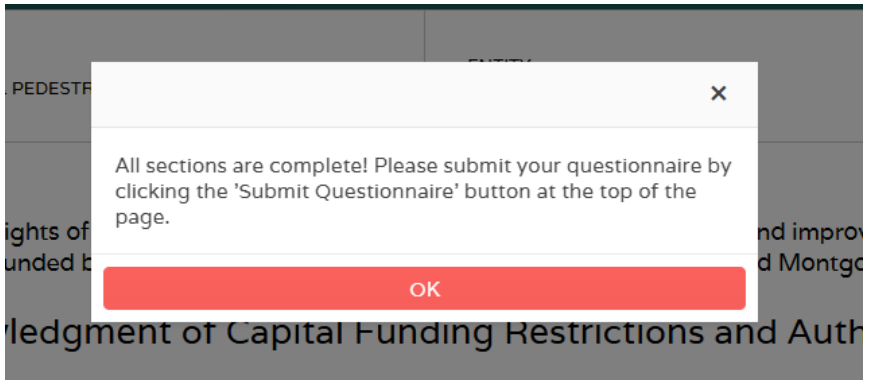


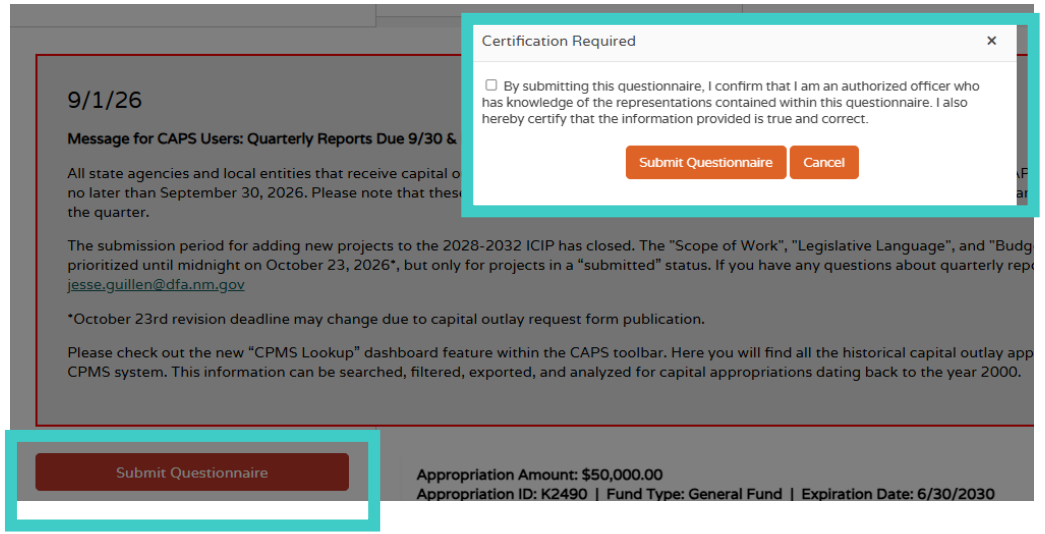
Rest of the contact info will auto-populate if selected

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Restriction Acknowledgement & Authorizing Officer

Once final section is complete, you receive notification, click “OK”





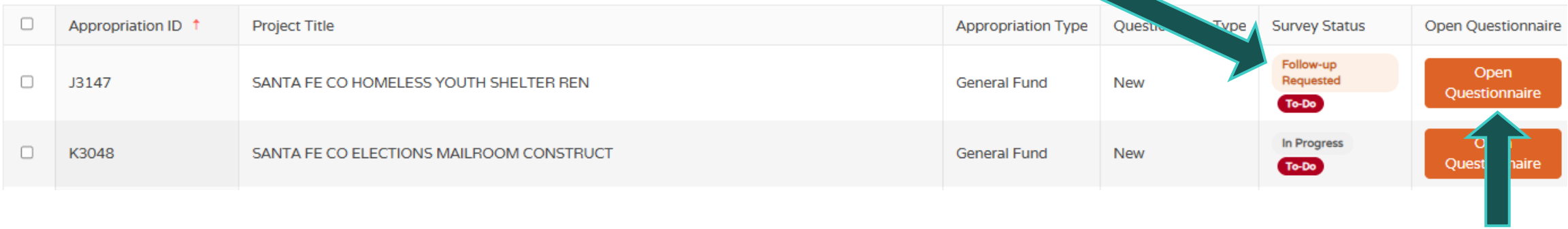
Click “Submit Questionnaire”
Check the box
Click “Submit Questionnaire”

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Resubmission Process

Email notification will be sent and status will be "Follow-up Requested"



Appropriation ID	Project Title	Appropriation Type	Questionnaire Type	Survey Status	Open Questionnaire
J3147	SANTA FE CO HOMELESS YOUTH SHELTER REN	General Fund	New	Follow-up Requested To-Do	Open Questionnaire
K3048	SANTA FE CO ELECTIONS MAILROOM CONSTRUCT	General Fund	New	In Progress To-Do	Open Questionnaire

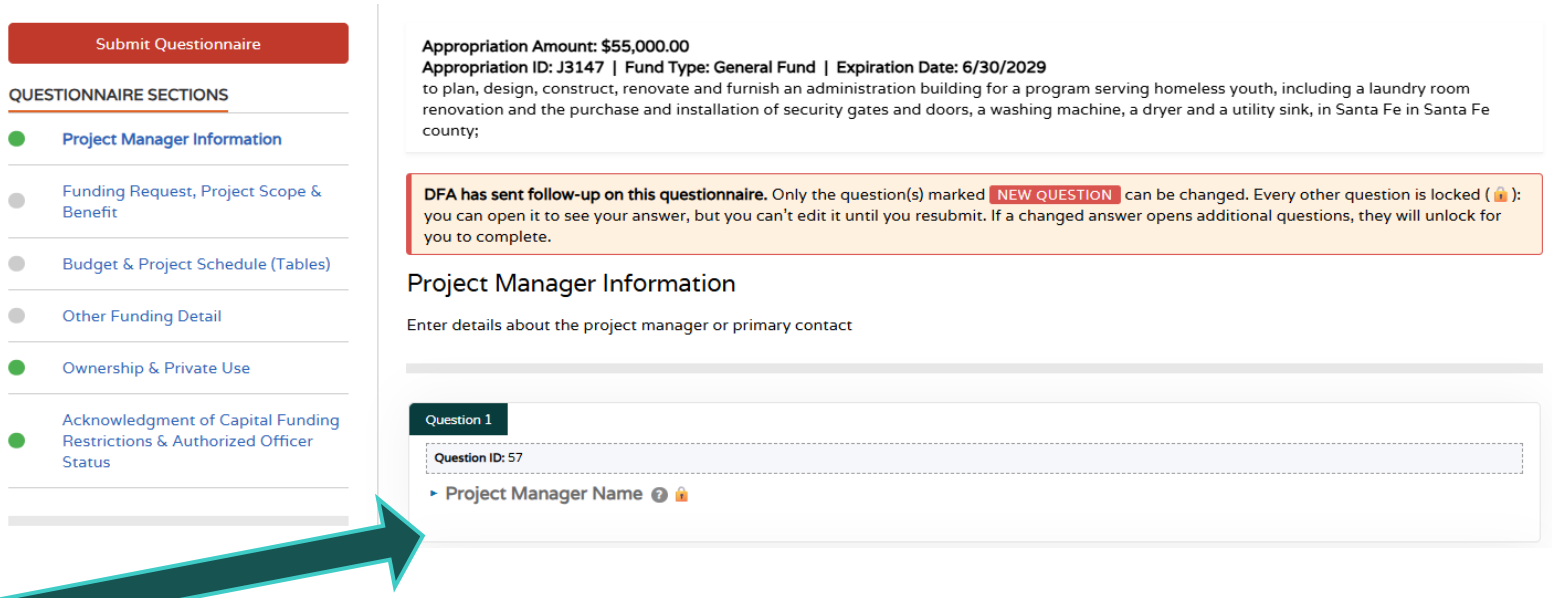
Click to revise/update & resubmit

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Resubmission Process

Focus on section(s) with gray circle



"Approved" responses locked but viewable

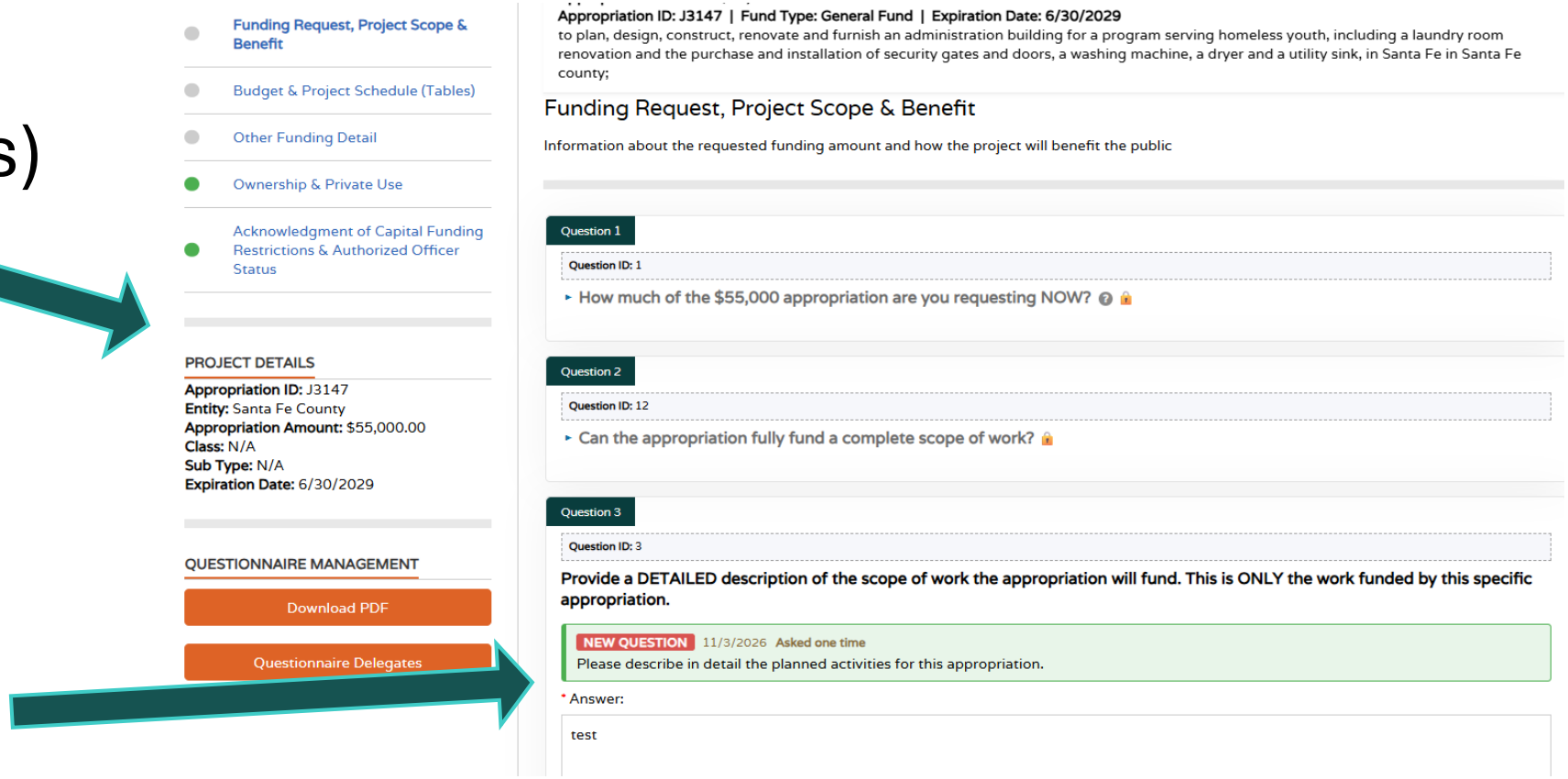
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Resubmission Process

Focus on section(s) with gray circle

Look for “NEW QUESTION”



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Resubmission Process

You may either type over previous answer

Or provide a response to DFA's question

Provide a DETAILED description of the scope of work the appropriation will fund. This is ONLY the work funded by this specific appropriation.

NEW QUESTION 11/3/2026 Asked one time

Please describe in detail the planned activities for this appropriation.

* Answer:

This appropriation will be used to complete construction of the bulk water station and will be dedicated to replacing 16 water meters that will enhance the flow range, pressure, and temperature ratings. This will allow remote data collection and real-time monitoring of the system and prevent and detect leaks, jamming, or inaccurate readings. Plan and design are already complete and project is in construction; this appropriation will allow us to complete the project. If we get our grant agreement in January, we anticipate the water meters being installed during Spring 2027. The project is currently on schedule to be completed by June 2027.

Response to follow-up question

This appropriation will be used to complete construction of the bulk water station and will be dedicated to replacing 16 water meters that will

Don't forget to mark section as complete

☑ This section is complete

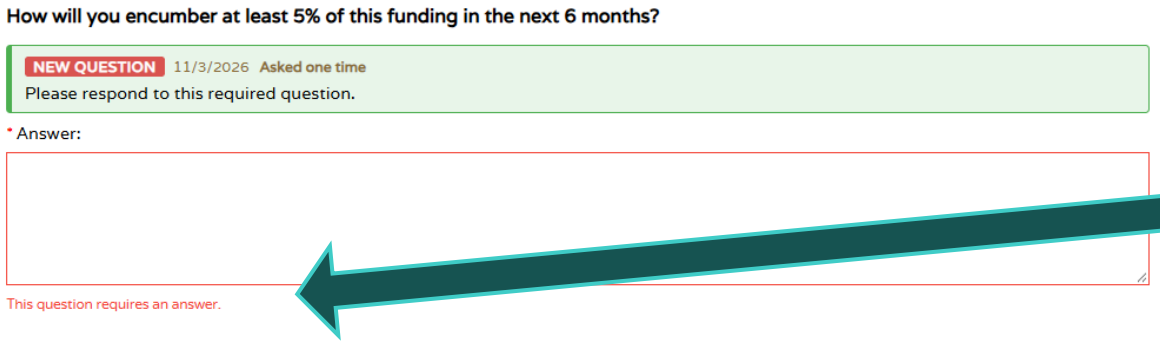
Save Progress

Next Section

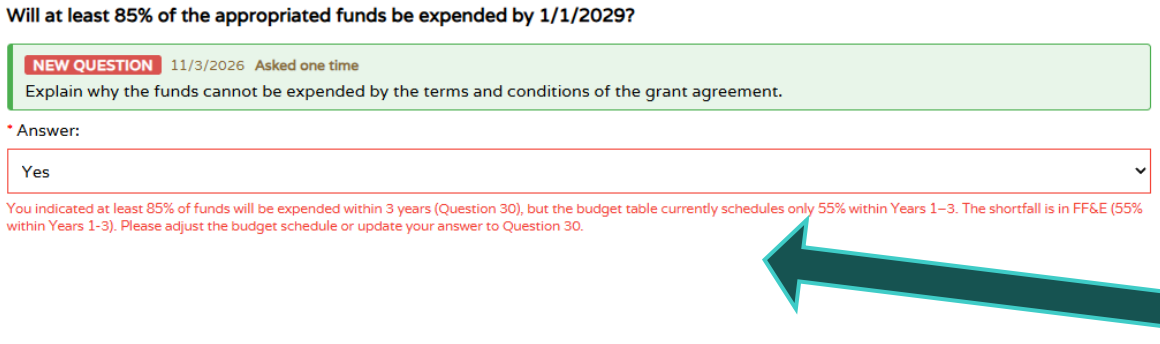
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Resubmission Process



You will not be allowed to save and continue until each question flagged by DFA receives a response

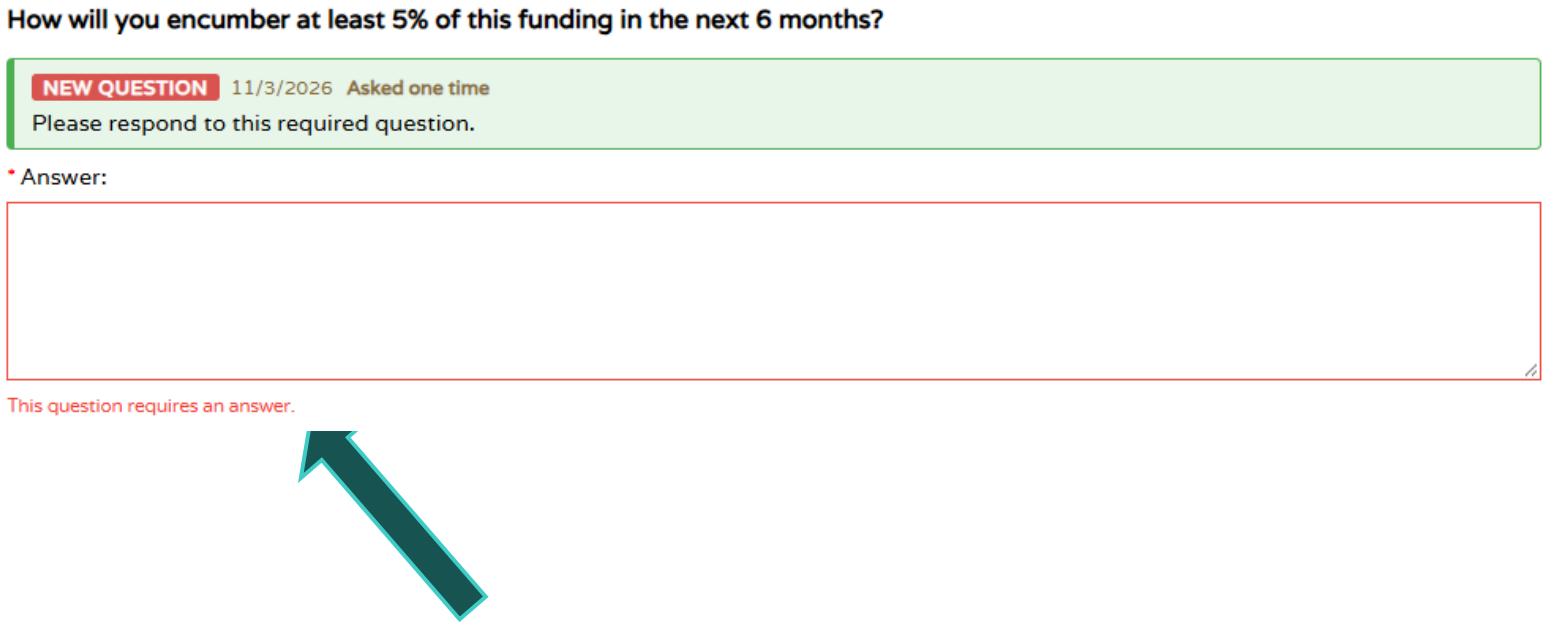


Changing responses may require additional changes

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Resubmission Process



Changing answers may trigger additional modifications

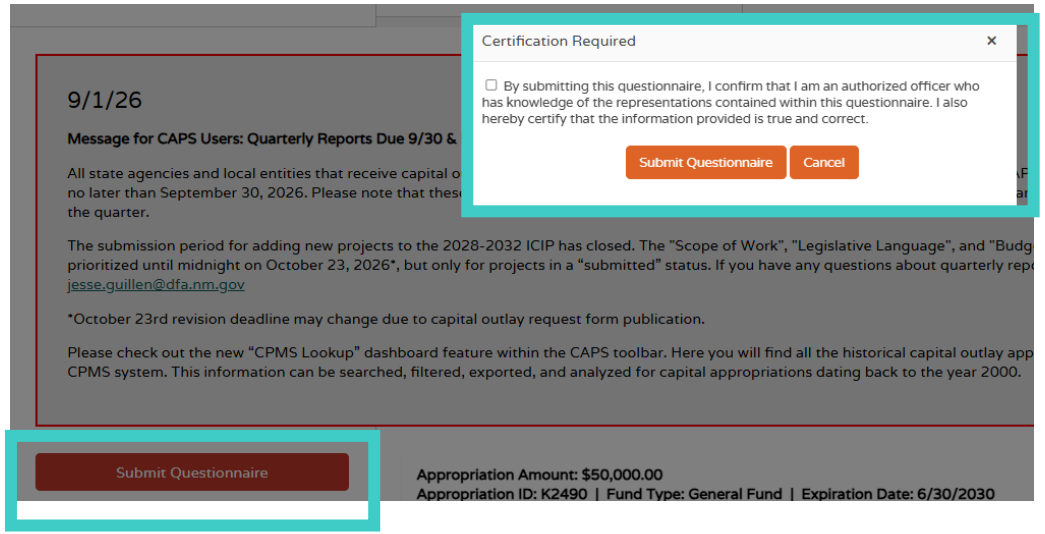
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Resubmission Process

Once all sections are green (again)





Click “Submit Questionnaire”
Check the box
Click “Submit Questionnaire”

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Resubmission Process

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K3048	SANTA FE CO ELECTIONS MAILROOM CONSTRUCT	General Fund	New	In Progress To-Do	Open Questionnaire
K3052	SANTA FE CO VALLE VISTA PUB HSING IMPROVE	General Fund	New	Not Started To-Do	Open Questionnaire
K3053	SANTA FE CO WWATER VEH & EQUIP PRCHS	General Fund	New	Not Started To-Do	Open Questionnaire
K3139	SUPERINTENDENT OF INSURANCE INFO TECH PRCHS	General Fund	New	Not Started To-Do	Open Questionnaire
K3230	CAMINO TORCIDO LOOP DESIGN	General Fund	New	Not Started To-Do	Open Questionnaire
K3231	CR 51 GALISTEO RIVER CROSSING CONSTRUCT	General Fund	New	Not Started To-Do	Open Questionnaire
K4296	SANTA FE COUNTY RECOVERY CENTER PURCHASE--CHANGE TO TRANSITIONAL HOUSING FACILITY--EXTEND TIME--GENERAL FUND.--	General Fund	New	Not Started To-Do	Open Questionnaire
K4298	SANTA FE COUNTY RECOVERY CENTER PURCHASE--CHANGE TO TRANSITIONAL HOUSING FACILITY--GENERAL FUND.--	General Fund	New	Not Started To-Do	Open Questionnaire
J3135	SANTA FE CO REC PROGRAM VAN PRCHS	General Fund	New	Ready	Open Questionnaire



The goal is to get all questionnaires into “ready” status

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Deferring or Declining Funding

Deferred

Why are you requesting less than the full amount?

* Answer:

Deferring to next cycle

Explain why.

* Answer:

This project is not ready to be started. We will wait 6 months until the next questionnaire cycle when we have planned this project and are ready to proceed.

Declined

Why are you requesting less than the full amount?

* Answer:

Declining

Explain why.

* Answer:

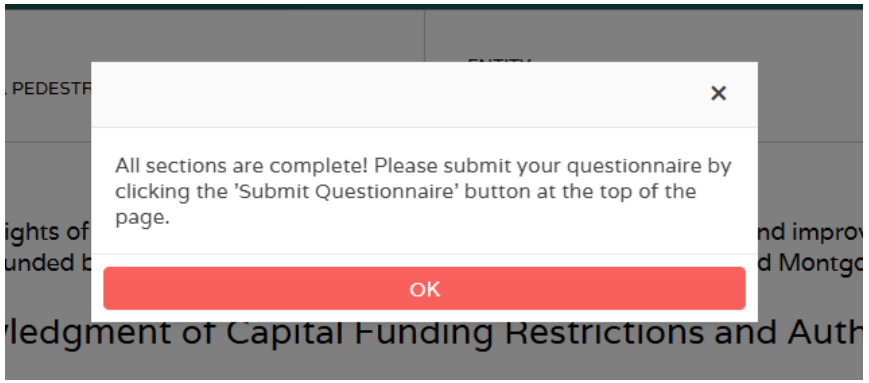
The original project did not need to be reauthorized, we spent all the money prior to the original reversion date.

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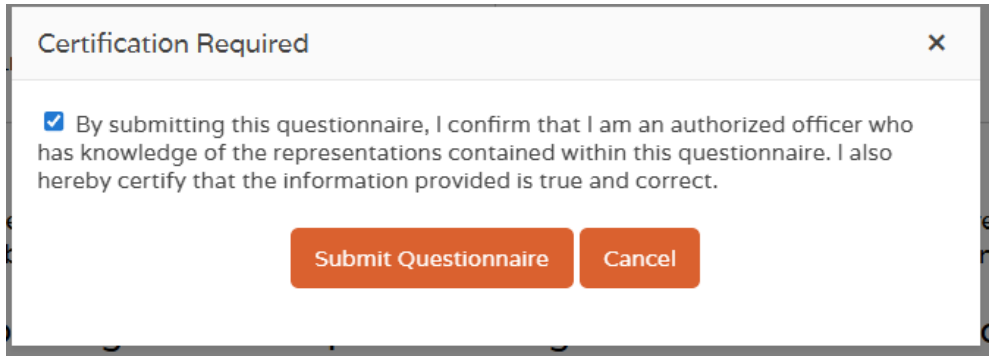
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Declining Funding

Once second section is complete, you receive notification, click “OK”



Click “Submit Questionnaire”
Check the box
Click “Submit Questionnaire”



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Questionnaire Status

Status	Definition
Follow-up In Progress	Submitted and returned to grantee by DFA
In Progress	Grantee has started (but not submitted)
In Review	In DFA review
Not Started	Grantee has not started questionnaire
Ready	Appropriation will be budgeted
Entity Deferred	Grantee indicated project can wait 6 months (or more)
ABU	Authorized But Unissued
Not Ready	Grantee does not want/need the appropriation

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Questionnaire Deadline Reminders

Date	Key Dates (Winter 2026)
11/3/26	Questionnaires are available in CAPS
11/13/26	Entity deadline to complete & submit questionnaires
11/20/26	Entity deadline to follow-up / resubmit questionnaire(s)
11/30/26	DFA deadline to complete follow-up reviews

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New Mexico Department of Finance and Administration

DFA Contacts

Infrastructure Team

- Wesley Billingsley, Director
  wesley.billingsley@dfa.nm.gov
- Scott Wright, Deputy Director
  scott.wright@dfa.nm.gov
- Jesse Guillen, Bureau Chief
  jesse.guillen@dfa.nm.gov
- Mary Ann Maestas, Local Entity Coordinator
  maryann.maestas@dfa.nm.gov
- Jayden Weist, Local Entity Coordinator
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- Ryan Serrano, State Agency Analyst
  ryans.serrano@dfa.nm.gov

Board of Finance Team

- Ashley Leach, Director
  ashley.leach@dfa.nm.gov
- Jeannette Gallegos, Deputy Director
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- Arianne Siewerth, Financial Analysis Specialist
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New Mexico Department of Finance and Administration

IPDD Training Survey

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