

# **Local Entity**

## **Capital Projects Monitoring System (CPMS)**

### **Reporting Requirements & Process**

STATE OF NEW MEXICO  
DEPARTMENT OF FINANCE AND ADMINISTRATION  
STATE BUDGET DIVISION  
CAPITAL OUTLAY BUREAU

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## CPMS REPORTING REQUIREMENTS & PROCESS FOR NEW AND REAUTHORIZED CAPITAL OUTLAY APPROPRIATIONS

The Capital Projects Monitoring System (CPMS) is a web-based system used for reporting and monitoring of capital outlay appropriations. The agency needs to begin reporting, in CPMS, once funding is appropriated. The local entity needs to begin reporting, in CPMS, once a grant agreement has been executed. CPMS can be accessed from the DFA-COB website or through the following link: <http://cpms.dfa.state.nm.us>.

You may view current and past appropriations, without logging in, by using the "Capital Appropriations Search" page (this is the homepage for CPMS). You have the option to search for and filter current and past capital appropriations using different criteria. **Choose your selection criteria(s) from the drop-down boxes** and click **Submit**.

A list of appropriations matching your selection criteria will be displayed. You can click on the **Approp ID** to view the individual appropriation information.

### Capital Appropriations Search

Log Out

Welcome to the Department of Finance and Administration's Capital Appropriations Search page. Here you can search for and filter current and past capital appropriations. Simply choose your selection criteria(s) from the selection boxes below and click the submit button. You will be presented with a list of appropriations matching your selection criteria. From there, you can click on an appropriation identifier to see the appropriation information.

Agencies wishing to update appropriation status and other information should click [here](#) to login, or use the Login link at the lower right of the above title bar.

Click [here](#) to see a list of the fiscal agent codes.

Year:   
Agency:   
City:   
County:   
Appropriation Title:   
Keywords:   
ApprID:

Admin Agency	Fiscal Agent	Appr ID	Appropriation Title	Fund Code	State Amount	Balance	Reversion Date
Department of Finance & Administration		<span style="border: 2px solid red;">13-1101</span>	SOUTH VALLEY POOL, RET	GF	\$0	\$25,955	6/30/2015
Department of Finance & Administration		13-1102	ALB TOWER PARK-WEST GATE LITTLE LEAGUE IMPR, RET	GF	\$0	\$100,000	6/30/2015
Department of Finance & Administration	29120	13-1104	PETROGLYPH LITTLE LEAGUE TRAILER, RET	STB	\$0	\$77,143	6/30/2016

### CPMS Reporting:

- ⇒ **Local Entities** are required to updated active capital outlay appropriations on a monthly basis. Updates must be done **by the 30th of each month**.
- ⇒ **State Agencies** are required to update active capital outlay appropriations in CPMS on a quarterly basis. Updates must be done **by the 15th of March, June, September and December**.

A username and password are required to login to the system for reporting purposes. If you are a new participant or do not have login information for your entity, please contact DFA-Capital Outlay Bureau.

### Data Entry Tips:

- If updates are not saved, TAB into and out of fields to delete extra spaces
- Do NOT enter \$, comma, or decimal when entering amounts
- In text fields avoid using special characters
- Print page before clicking on submit
- Keep monthly print outs as part of project file**
- After updates are submitted verify red display message appears **"Appropriation ID: ##-#### successfully updated"**

1. At the top right of the "Capital Appropriations Search" title bar Click [Login](#).
2. Click on [Local Entity](#), to select the appropriate reporting roll, and to access the "Capital Appropriations" login page.

3. Enter **Username** and **Password**. Click [Submit](#).

4. When you login, the "Capital Appropriations" page displays the "Open Appropriations Only" with a balance greater than zero for your entity.

If you are reporting as a local entity and a project is not shown on the list, do the following:

- Go to the Capital Appropriations Search page to find the Admin Agency for the project
  - Contact the project manager at the agency administering the appropriation and ask them to update the Local Fiscal Agent Code
5. Click on the [Approp ID](#) in the "Approp ID" column to access to access and update appropriation information.

6. Update all required fields in your section:

- 1st (dark gray) section contains appropriation information loaded by COB to identify the project
- 2nd (blue) section contains data uploaded from the SHARE and BOF databases on a bi-monthly basis
- 3rd (peach) section is required for the state agency to update appropriation information a quarterly basis by the 15th of March, June, September and December  
⇒ At this time, the agency must also ensure the local entity's reporting in CMPS is current and accurate
- **4th (light gray)** is required for the **local entity** to update appropriation information on **monthly basis by the 30th of each month**

## Capital Appropriations Search

[Login](#)
[Reports](#)

Login for capital monitoring information:

[State Agency](#)
[Local Entity](#)

Login for bond project questionnaires:

[State Agency](#)
[Local Entity](#)
[BOF Staff](#)
[BOF Bond Counsel](#)
[BOF Board Counsel](#)
[BOF Admin](#)

## Capital Appropriations

Please enter your username and password below. You will be given access to change the status and information of your agency's appropriations.

Unauthorized access is strictly prohibited.

Login
Username:
02000
Password:

Submit
Reset

## Capital Appropriations

Bernalillo County

Home

Open Appropriations Only

Click on an Appropriations ID to modify values for that Appropriation. Appropriations that are completed cannot be modified.

Admin Agency	Fiscal Agent	Approp ID	Appropriation Title	Fund Code	State Amount	Balance	Reversion Date	Printable Format
805	02000	13-1816	ALAMEDA BLVD MEDIANS IMPROVE	STB	\$60,000	\$60,000	6/30/2017	13-1816

13-1816 - Admin Agcy: 805 - Fiscal Agent: Bernalillo County - Dept Code: A131816 - Class Code: 31816

Year	2013
Appropriation Title	ALAMEDA BLVD MEDIANS IMPROVE
Description	3. sixty thousand dollars (\$60,000) to plan, design and construct median improvements, including irrigation, to Alameda boulevard between the Rio Grande and Second street in the north valley in Bernalillo county.
Fund Code	SEVERANCE TAX BONDS
EO 2013-005 Eligibility	
Bond Sale Date	7/23/2013
Bond Series Number	STB13A
Amount of Bond Sale	\$60,000
Category	Local
Subcategory	Highways, Roads & Bridges (streets, overpasses, drainage, lights, etc.)
County	Bernalillo
State Amount	\$60,000
Chapter/Section	228 / 387.3
Reversion Date	6/30/2017
SHARE/BOF Data	
Valid Encumbrance Amount (SHARE)	\$0
Expended Amount (SHARE/BOF)	\$0
AIPP Amount (BOF)	\$0
Reversion Amount (BOF)	\$0
Appropriation Balance	\$60,000
Last Update (SHARE/BOF)	3/30/2015
State Agency Data	
Local Fiscal Agent	02000 - Bernalillo County
Reauth from Prior Project Amount	\$0
Amount Obligated	\$60,000
Project End Date	6/30/2017
Expended Amount	\$0
AIPP Amount	\$0
Reauth of Balance to New Project	\$0
Reauth to Project	\$0
Reversion Amount	\$0
Project Status	Grant Agreement D14232
Goal/Milestone achieved Last Quarter	Grant Agreement issued.
Goal/Milestone for next Quarter	Receipt of Notice of Obligation to create PO
Project Phase	0200 - Purchase in Process - Ad/Bid
Current Balance	\$60,000
Last Agency Update	3/30/2015
Last Agency Submission Date	3/26/2015
Local Data	
ICIP Project #	0
ICIP Priority Year/Rank	0
Expended Amount (Local Entity)	0
Balance (Local Entity)	00000
Project Status (Local Entity)	Paseo construction complete. Quote was obtained from County on call contractor for completion of medians.
Project Phase (Local Entity)	0150 - Grant Agreement issued
Goal/Milestone achieved Last Qtr (Local Entity)	
Goal/Milestone for Next Qtr (Local Entity)	
Valid Contracts in Place (True/False)	<input type="checkbox"/> Check if valid contracts exist for this project.
No activity for month being reported (True/False)	<input checked="" type="checkbox"/> Check if there was no activity for this appropriation for month being reported.
Last Submission Date (Local)	3/5/2015 12:00 PMgmt: rmo09yyy
Last Update (Local)	3/12/2015
Submit	

7. (Continued from previous page) Update all required fields in your section:

#### Field Names and Types for **LOCAL DATA SECTION**:

**ICIP Project #** - enter the project ID assigned using the DFA ICIP system.

**ICIP Priority Year/Rank** - enter the project priority year/rank using the DFA ICIP system (format yyyy-###).

**Expended Amount** - enter the total amount actually expended by the local entity.

**Balance** - enter the current appropriation balance.

**Project Status** - enter a brief description of the project status including progress on the project as well as any financial details that should be noted.

**Project Phase** - choose a phase from the drop down box. (For a list of phase options and definitions, refer to page 5 of this document.)

**Goal/Milestone achieved last quarter** - list goals and milestones achieved since the last reporting quarter.  
**Quarterly information must be reported in the months of March, June, September, December.**

**Goal/Milestone achieved for quarter** - list goals and milestones to be achieved by the next reporting quarter.  
**Quarterly information must be reported in the months of March, June, September, December.**

**Valid Contracts in Place (True/False)** - check the box is valid contracts exist for this project.

**No activity for month being reported (True/False)** - check the box if there was no activity for this appropriation being reported.

**Last Submission Date** - Enter date when final quarterly update is complete (format: mm/dd/yyyy).

**Project Timeline** - provide required details of Project Timeline including date completed or expected completion date, amount funded to date, future funding amounts, funding sources (i.e. CDBG, Federal, private, etc...), contractor name, contract amount, and additional comments.

Local Data	
ICIP Project #?	0 <small>Enter numbers only - No comma separators</small>
ICIP Priority Year/Rank	0 0 <small>Enter numbers only - No 3 or comma separators</small>
Expended Amount (Local Entity) ?	0 <small>Enter numbers only - No 3 or comma separators</small>
Balance (Local Entity) ?	60000 <small>Enter numbers only - No 3 or comma separators</small>
Project Status (Local Entity)?	Paseo construction complete. Quote was obtained from County s on call contractor for completion of medians. <small>Format: mm/dd/yyyy</small>
Project Phase (Local Entity)	0150 - Grant Agreement Issued
Goal/Milestone achieved Last Qtr (Local Entity)	
Goal/Milestone for Next Qtr (Local Entity)	
Valid Contracts in Place (True/False)	<input type="checkbox"/> Check if valid contracts exist for this project.
No activity for month being reported (True/False)	<input checked="" type="checkbox"/> Check if there was no activity for this appropriation for month being reported.
Last Submission Date (Local)	3/5/2015 12:00 <small>Format: mm/dd/yyyy</small>
Last Update (Local)	3/12/2015
Submit	

  

PROJECT TIMELINE							
	Date Completed, Expected, or N/A	Amount Funded		Funding Sources	Contractor Name	Contract Amount	Comments
		Completion Date	Amounts				
Grant Agreement Issued	Jan 1 1980 12	0	0			0	
Water Rights	Jan 1 1980 12	0	0			0	
Easement & Right-of-Way	Jan 1 1980 12	0	0			0	
Acquisition		0	0			0	
Archaeological Studies		0	0			0	
Environmental Studies		0	0			0	
Planning		0	0			0	
Design		0	0			0	
Construction		0	0			0	
Furnish/Equipment		0	0			0	
Total (submit to calculate)		\$0	\$0			\$0	

## LOCAL ENTITY PROJECT PHASE – OPTIONS & DEFINITIONS

CODE	DESCRIPTION	PROJECT PHASE DEFINITION & ACCOUNTING STATUS
0150	Grant Agreement Issued	Indicates a Grant Agreement has been approved and is in place for this project – AMOUNT PREENCUMBERED IN SHARE.
0200	Purchase in Process	Appropriation is for a PURCHASE - use this option if the purchase is in process (i.e. bids, quotes, purchase order in place, etc...) Explain in <i>Status/Comments</i> specifics on the purchase. ONLY ENCUMBERED PORTION UNDER THIRD PARTY OBLIGATION – BASED ON STATE NOTICE OF OBLIGATION TO GRANTEE.
0210	Project In Design	Appropriation is part of a construction project and appropriation is being used for design. Explain in <i>Status/Comments</i> specifics on the design stage for this appropriation. ONLY ENCUMBERED PORTION UNDER THIRD PARTY OBLIGATION – BASED ON STATE NOTICE OF OBLIGATION TO GRANTEE.
0220	Project in Construction	Appropriation is for a construction project and construction has started. Explain in <i>Status/Comments</i> specifics on phase of construction. ONLY ENCUMBERED PORTION UNDER THIRD PARTY OBLIGATION – BASED ON STATE NOTICE OF OBLIGATION TO GRANTEE.
0230	Substantial Completion	Project has reached substantial completion. Explain in <i>Status/Comments</i> specifics on completion of this appropriation. ONLY ENCUMBERED PORTION UNDER THIRD PARTY OBLIGATION – BASED ON STATE NOTICE OF OBLIGATION TO GRANTEE.
0240	Project Complete	Project complete. Notify Agency if a balance remains and is ready to revert. ONLY ENCUMBERED PORTION UNDER THIRD PARTY OBLIGATION – BASED ON STATE NOTICE OF OBLIGATION TO GRANTEE.
0245	Purchase Complete	Purchase complete. Notify Agency if a balance remains and is ready to revert. ONLY ENCUMBERED PORTION UNDER THIRD PARTY OBLIGATION – BASED ON STATE NOTICE OF OBLIGATION TO GRANTEE.
0250	Project Closed	Closed - No further activity for appropriation - appropriation fully expended or balance has been reverted.

8. Once updates are done, print page and click **Submit**. (If you do not submit, updated information will be lost.)

Submit
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**Tip: Print page before clicking on submit.** Changes may be lost if the system encounters a reporting error. **Each monthly print out must be kept in the project file to maintain reporting history.**

9. Once changes are submitted, the screen will go back to the "Capital Appropriations" page. At the top in the yellow header it will display in red "**Appropriation ID: ##-#### successfully updated**". If you do not receive this statement, the changes were not saved.

**TIP: If changes are not saved, TAB in and out of fields to delete extra spaces when updating.**

Capital Appropriations							
Bernalillo County							
Home Logout							
Open Appropriations Only							
Click on an Appropriations ID to modify values for that Appropriation. Appropriations that are completed cannot be modified.							
Appropriation ID: 13-1816 successfully updated							
Admin	Fiscal	Approp ID	Appropriation Title	Fund Code	State Amount	Balance	Reversion Date
Agency Agent							Printable Format

10. Repeat steps 5, 6 and 7 for each project you are updating.
11. To print a copy of the data for your files, click the **Appr ID** in blue in the "Printable Format" column. **Each monthly print out must be kept in the project file to maintain reporting history.**
12. Upon completion of all updates, click **Logout** at top right corner.

**Please Note:** Local Entities are responsible for ensuring the State Agency has updated the **Amount Obligated** field in the **State Agency Data** section of CPMS.

**Notice of Obligation (NOO) Exhibit 3** - agency reviews third party agreement and verifies it falls within the scope of work defined in the grant agreement and law language

- ⇒ local entity provides third party agreement between contractor and local entity (BEFORE IT IS FULLY EXECUTED) to the agency
- ⇒ agency issues NOO for the amount of the third party agreement or, for the full amount of the appropriation whichever is less
- ⇒ upon the local entities receipt of the approved NOO, they can execute the third party agreement and proceed with the project
- ⇒ agency issues a purchase order for the amount listed on the NOO

The Amount Obligated and the Expended Amount fields are used to ensure compliance with the following State Board of Finance Provisions.

Before an agency can certify the need for severance tax bond proceeds, the project must be developed sufficiently so that the agency reasonably expects to:

1. have a third party obligation to expend at least five percent, within six months, after the applicable bond proceeds are available for the project; and
2. expend at least eighty-five percent of the bond proceeds within three years after the applicable bond proceeds are available for the project.

State Agency Data	
ICIP Project #	
ICIP Priority #	
Local Fiscal Agent Code	12004 - Pecos Independent School District
Reauth from Prior Project Amount	\$0
Amount Obligated	\$0
Project End Date	***
Expended Amount	\$0
AIPP Amount	\$0
Reauth of Balance to New Project	\$0
Reauth to Project #	
Reversion Amount	\$0
Project Status	
Goal/Milestone achieved last quarter	
Goal/Milestone for next quarter	
Project Phase	0100 - Appropriated
Current Balance	\$55,000
Last Agency Update	11/16/2015 12:00:00 AM
Last Submission Date	