

NEW MEXICO
HIGHER EDUCATION
DEPARTMENT



Fostering Student Success from Cradle to Career

CAPITAL OUTLAY ANNUAL TRAINING

APRIL 6, 2023



HIGHER EDUCATION MONTHLY REPORTING

GOVERNOR

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CABINET SECRETARY

STEPHANIE M. RODRIGUEZ

CAPITAL PROJECTS DIRECTOR

GERALD M. HOEHNE

New Mexico Department of Finance and Administration
Budget Division
Capital Outlay Bureau

<https://www.nmdfa.state.nm.us/budget-division/capital-outlay-bureau/>

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.

■ **Local Entities**

- Community colleges
- Tribal institutions

■ **State Agencies**

- Research universities
- Comprehensive universities
- Independent community colleges
- NMHED and other state agencies

GRANT AGREEMENT REQUIREMENTS

ARTICLE VIII. REPORTS

A. Database Reporting

The Grantee shall report monthly Project activity by entering such Project information as the Department and the Department of Finance and Administration may require, such information entered directly into a database maintained by the Department of Finance and Administration (<http://cpms.dfa.state.nm.us>). Additionally, the Grantee shall certify on the Request for Payment form (Exhibit 1) that updates have been maintained and are current in the database. The Grantee hereby acknowledges that failure to perform and/or certify updates into the database will delay or potentially jeopardize the reimbursement of funds. The Department shall give Grantee a minimum of thirty (30) days' advance written notice of any changes to the information the Grantee is required to report.

Monthly reports shall be due on the last day of each month, beginning with the first full month following execution of this Agreement by the Department and ending upon the submission of the final request for reimbursement for the Project.

B. Requests for Additional Information/Project Inspection

During the term of this Agreement and during the period of time during which the Grantee must maintain records pursuant to Article VIII, the Department may:

- (i) request such additional information regarding the Project as it deems necessary; and
- (ii) conduct, at reasonable times and upon reasonable notice, onsite inspections of the Project.

Grantee shall respond to such requests for additional information within a reasonable period of time, as established by the Department.

CAPITAL PROJECTS MONITORING SYSTEM (CPMS)

Capital Appropriations Search

Login Reports

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: -ALL- ▼

Agency: ▼

City: ▼

County: ▼

FundCode: ▼

Appropriation Title
Keywords:

ApprID:

Submit

Reset

- Search mode

CAPITAL PROJECTS MONITORING SYSTEM (CPMS)

Capital Appropriations Search Results								
Home Reports								
Click on a Appr ID to see the Appropriations information. Click on an Agency to send an email to that Agency's administrator.								
Admin Agency	Fiscal Agent	Appr ID	Appropriation Title	Fund Code	State Amount	Balance (SHARE)	Balance (BOF)	Reversion Date
Higher Education Department	99988	A5121	NAVAJO TECH UNIV LEARNING INNOVATION CTR	GOB	\$850,000	\$555,350	\$0	6/30/2021

■ Search mode

CAPITAL PROJECTS MONITORING SYSTEM (CPMS)

Home Back

Capital Appropriations

Appropriation ID: A5121

A5121 - Higher Education Department - Dept Code:A16A5121 - Class Code:A5121

Appropriation Year	2018
Appropriation Title	NAVAJO TECH UNIV LEARNING INNOVATION CTR
Fund Code	GENERAL OBLIGATION BONDS
ISO 2015-2018 Eligibility	
Bond Issue Date	8/1/2017
Bond Series Number	GOB17
Amount of Bond Sale	\$850,000
Category	HED
Subcategory	Higher Education
County	McKinley
State Amount	\$850,000
Chapter Section Paragraph	B2 / 10 C 2
Reversion Date	6/30/2021

SHARE/BOF Data

Expended Amount (SHARE)	\$286,190
Appropriation Balance (SHARE)	\$563,810
Expended Amount (BOF)	\$841,500
AJPP Amount (BOF)	\$8,500
Reversion Amount (BOF)	\$0
Appropriation Balance (BOF)	\$0
Last Update (SHARE/BOF)	

State Agency Data

ICIP Project #	1
ICIP Priority #	1 / 1
Local Fiscal Agent Code	99988 - Navajo Technical College
Result from Prior Project Amount	\$0
Amount Obligated	\$841,500
Project End Date	6/30/2022
Expended Amount	\$841,500
AJPP Amount	\$8,500
Result of Balance to New Project	\$0
Result to Project #	
Reversion Amount	\$0
Project Status	Project completed and closed.
Goal/Milestone achieved last quarter	Final draw request received and approved by NMH-ED.
Goal/Milestone for next quarter	Project closed.
Project Phase	0250 - Project Closed
Calculated Balance	\$0
Last Agency Update	
Last Submission Date	8/23/2022 12:00:00 AM

Local Data

Expended Amount (Local Entity)	\$469,812
Current Balance (Local Entity)	\$614,061
Project Status (Local Entity)	Contractor has completed the site work, concrete, masonry and electrical. Final walk thru is pending.
Project Phase (Local Entity)	0240 - Project Complete
Goal/Milestone achieved last quarter (Local Entity)	Completed the General Contractor agreement and received an extension to complete the project.
Goal/Milestone for next quarter (Local Entity)	Project walk thru and close out.
Valid Contracts in Place (True/False)	True
No activity for month being reported (True/False)	False
Last Submission Date (Local)	1/1/1980 12:00:00 AM
Last Update (Local)	6/2/2022 12:00:00 AM

PROJECT TIMELINE

	Date Completed,		Amount Funded	Future Funding	Funding Sources	Contractor Name	Contract Amount	Comments
	Expected,	Completion Date						
Grant Agreement Executed			\$0	\$0			\$0	
Water Rights			\$0	\$0			\$0	
Easement & Right-of-Way			\$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			\$0	\$0			\$0	

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

■ Search mode

CAPITAL PROJECTS MONITORING SYSTEM (CPMS)

Capital Appropriations Search

Login Reports

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

Year: -ALL- ▼

Agency: ▼

City: ▼

County: ▼

FundCode: ▼

Appropriation Title
Keywords:

ApprID:

Submit

Reset

- Login mode

CAPITAL PROJECTS MONITORING SYSTEM (CPMS)

Capital Appropriations	
Home Reports	
Login below to update capital monitoring data for active projects (i.e., quarterly updates, status, expended amounts, etc.): (DO NOT use this login to update the questionnaire for a bond sale.)	
State Agency_(Monitoring)	State Agency_(Questionnaire)
Local Entity_(Monitoring)	Local Entity_(Questionnaire)
	BOF Staff_(Questionnaire)
	BOF Bond_(Questionnaire)
	Tax Counsel_(Questionnaire)
	BOF Board Counsel_(Questionnaire)

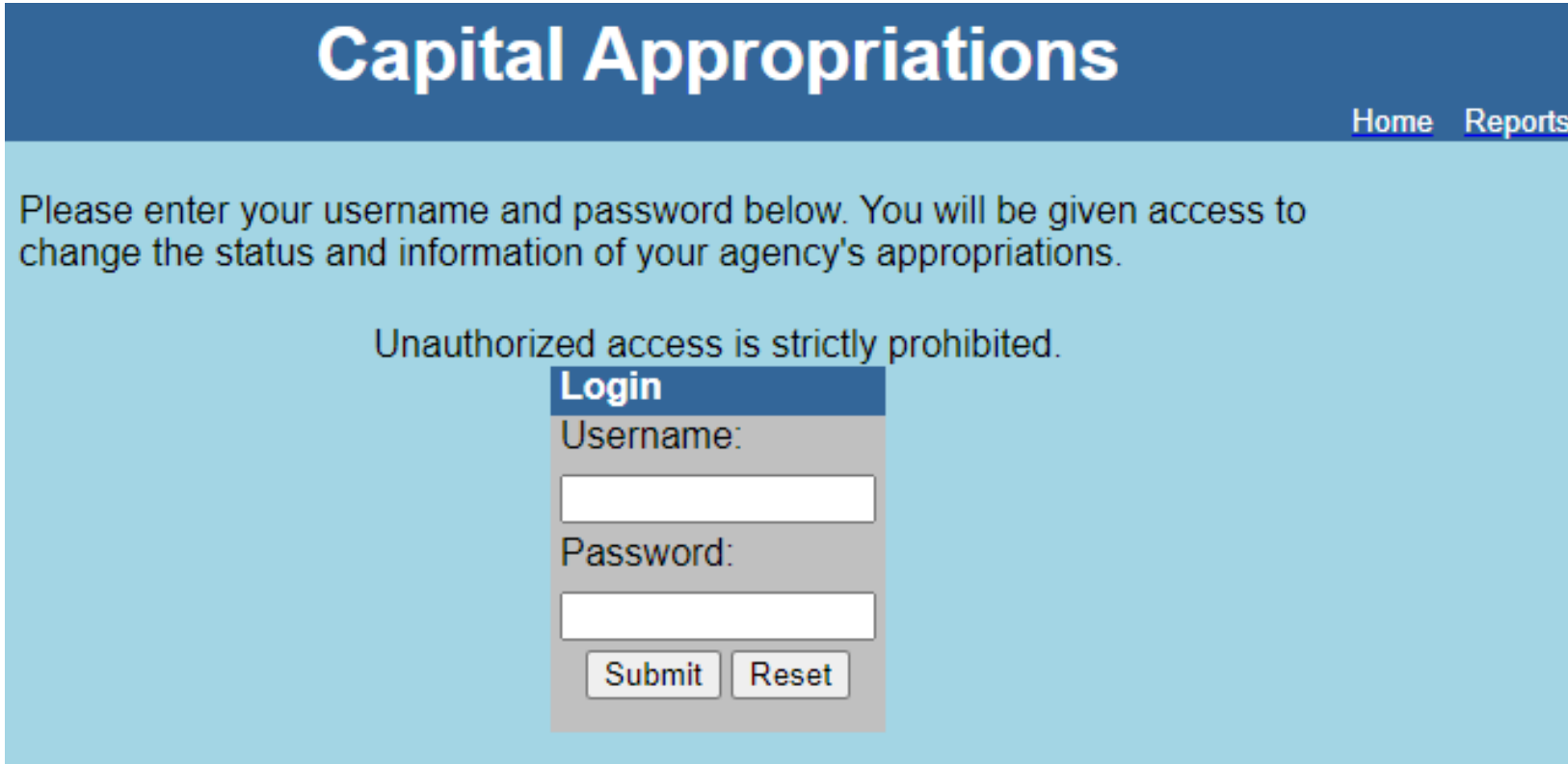
- Login mode
- Click on applicable option

CAPITAL PROJECTS MONITORING SYSTEM (CPMS)

Capital Appropriations	
Home Reports	
Login below to update capital monitoring data for active projects (i.e., quarterly updates, status, expended amounts, etc.): (DO NOT use this login to update the questionnaire for a bond sale.)	
State Agency_(Monitoring)	State Agency_(Questionnaire)
Local Entity_(Monitoring)	Local Entity_(Questionnaire)
	BOF Staff_(Questionnaire)
	BOF Bond_(Questionnaire)
	Tax Counsel_(Questionnaire)
	BOF Board Counsel_(Questionnaire)

- Login mode
- State agency option

CAPITAL PROJECTS MONITORING SYSTEM (CPMS) LOGIN



The screenshot shows a web application titled "Capital Appropriations" with a dark blue header. In the top right corner of the header are links for "Home" and "Reports". Below the header, a light blue background contains the following text: "Please enter your username and password below. You will be given access to change the status and information of your agency's appropriations." Below this is a warning: "Unauthorized access is strictly prohibited." Centered on the page is a login form with a dark blue "Login" header. The form includes a "Username:" label, a text input field, a "Password:" label, another text input field, and two buttons labeled "Submit" and "Reset".

Capital Appropriations

[Home](#) [Reports](#)

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:

Password:

- Login mode
- Enter username
- Enter password
- Click submit button

Contact DFA-Capital Outlay Bureau for username and password

CAPITAL PROJECTS MONITORING SYSTEM (CPMS)

950	99988	A5121	NAVAJO TECH UNIV LEARNING INNOVATION CTR	GOB	\$850,000	\$0	6/30/2021	A5121
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- Login mode
- Click on appropriation

CAPITAL PROJECTS MONITORING SYSTEM (CPMS) STATE AGENCY

State Agency Data	
Local Fiscal Agent Code	99988 Navajo Technical College
Reauth from Prior Project Amount	0 <small>Enter numbers only - No \$ or comma separators</small>
Amount Obligated	841500 <small>Enter numbers only - No \$ or comma separators</small>
Project End Date	6/30/2022 12:00: <small>Enter a valid date</small>
Expended Amount ?	841500 <small>Enter numbers only - No \$ or comma separators</small>
AIPP Amount	8500 <small>Enter numbers only - No \$ or comma separators</small>
Reauth of Balance to New Project	0 <small>Enter numbers only - No \$ or comma separators</small>
Reauth to Project #?	<small>Format: X#### X#### X####</small>
Reversion Amount	0 <small>Enter numbers only - No \$ or comma separators</small>
Project Status?	Project completed and closed.
Goal/Milestone achieved last Quarter	Final draw request received and approved by NMHED.
Goal/Milestone for next Quarter	Project closed.
Project Phase	0250 - Project Closed
Calculated Balance	\$0
Last Agency Update	
Last Agency Submission Date	8/23/2022 12:00: <small>Format: mm/dd/yyyy</small>

- Login mode
 - Fields in white are modifiable
 - Update applicable fields
 - Update date field
 - Submit button
- Local Entities
 - Community colleges
 - Tribal institutions
 - State Agencies
 - Research universities
 - Comprehensive universities
 - Independent community colleges
 - NMHED and other state agencies

Example shown is State Agency Data, i.e. NMHED completes this area

CAPITAL PROJECTS MONITORING SYSTEM (CPMS)

Local Data	
ICIP Project ID	1
ICIP Year/Rank	1 / 1
Expended Amount (Local Entity)	\$469,812
Current Balance (Local Entity)	\$614,061
Project Status (Local Entity)	Contractor has completed the site work, concrete, masonry and electrical. Final walk thru is pending.
Project Phase (Local Entity)	0240 - Project Complete
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Goal/Milestone for next quarter (Local Entity)	Project walk thru and close out.
Valid Contracts in Place (True/False)	True
No activity for month being reported (True/False)	False
Last Submission Date (Local)	1/1/1980 12:00:00 AM
Last Update (Local)	6/2/2022 12:00:00 AM
<input type="button" value="Submit"/>	

- Local data section
- Modify applicable fields
- Update project timeline
- Update date field
- Submit button

PROJECT TIMELINE							
	Date Completed, Expected,						
	Completion Date or N/A	Amount Funded to Date	Future Funding Amounts	Funding Sources	Contractor Name	Contract Amount	Comments
Grant Agreement Executed		0	0			0	
Water Rights		0	0			0	
Easement & Right-of-Way		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	

Project Timeline - provide required details 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.

CAPITAL PROJECTS DIVISION CONTACTS

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THANK YOU

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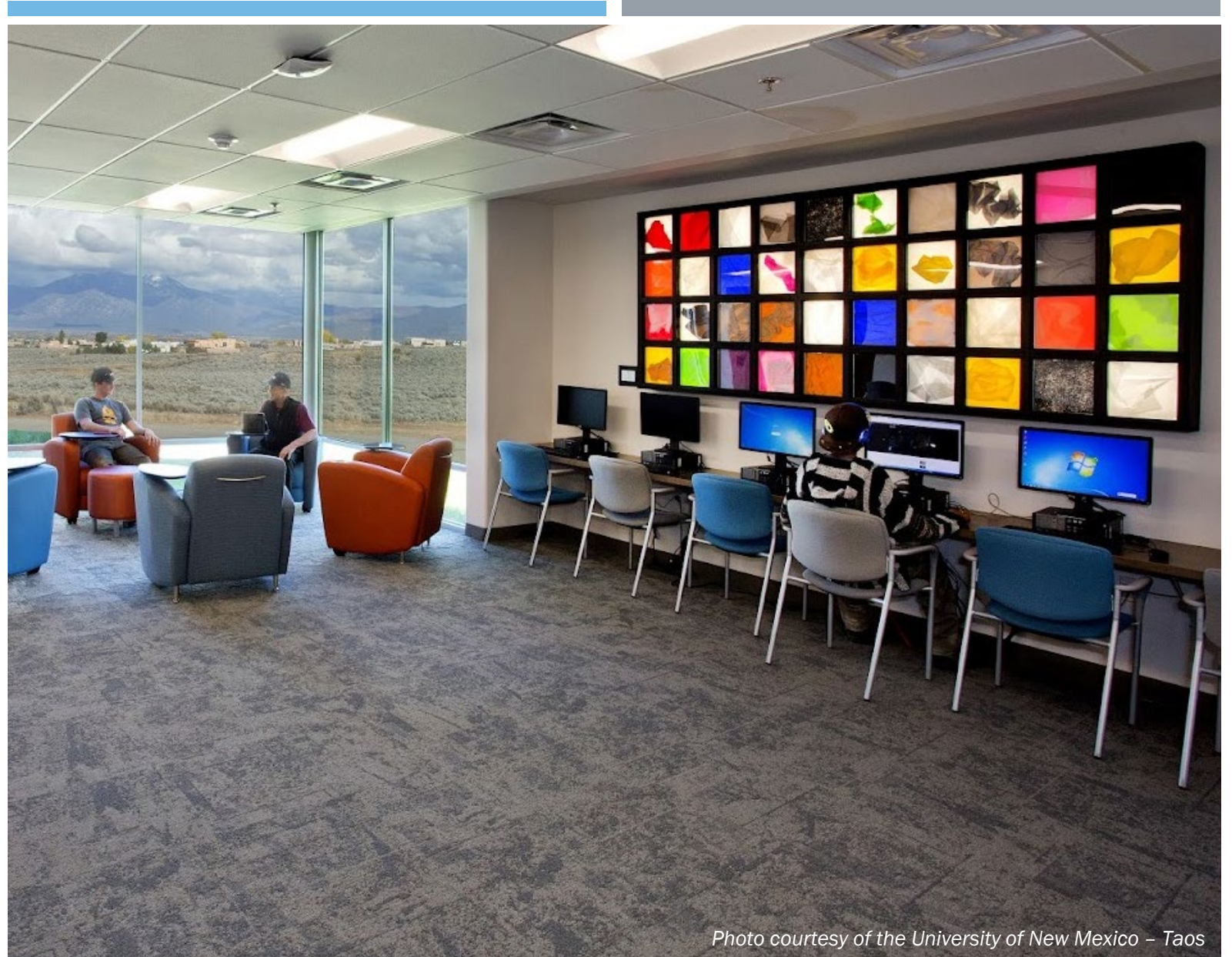


Photo courtesy of the University of New Mexico – Taos