

LOCAL ENTITY INSTRUCTIONS

CAPITAL PROJECT MONITORING SYSTEM (CPMS)

WEBSITE to VIEW and UPDATE Appropriations: <http://cpms.dfa.state.nm.us>

UPDATES REQUIRED BY THE 30th OF EACH MONTH

To VIEW Appropriations:

At the “*Capital Appropriations Search*” page you have the option to search for and filter current and past capital appropriations using different criteria. Choose your selection criteria(s) from the selection 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 appropriation information.

To UPDATE Appropriations:

1. At the top right of the “*Capital Appropriations Search*” title bar Click **Login**.
2. Select **Local Entity** to access the local entity “*Capital Appropriations*” login page.
3. Enter **Username** and **Password**. Click **Submit**. For Login username and password information contact:
Sarah Anderson-Gomez
Capital Outlay Bureau, SBD
(505) 827-3696
sarah.andersongomez@state.nm.us
4. When you login, the “*Capital Appropriations*” page displays the “*Open Appropriations Only*” for your local entity. The list displays projects that have a balance greater than zero. If a project is not shown on the list for your local entity, 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 [Approp ID](#) in the “*Approp ID*” column to access project information for updates.
6. Update all required fields for the monthly update:

<u>FIELD NAME</u>	<u>FIELD TYPE</u>
ICIP Project #	Number – do not use \$ or comma
ICIP Priority #	Number – do not use \$ or comma
Expended Amount (Local Entity)	Number – do not use \$ or comma.
Current Balance (Local Entity)	Number – do not use \$ or comma.
Project Status (Local Entity)	Text – avoid special characters (see NOTE)
Project Phase (Local Entity)	Drop-Down Menu – see options and definitions
Goal/Milestone achieved last quarter	Text – avoid special characters (see NOTE)
Goal/Milestone for next quarter	Text – avoid special characters (see NOTE)
Valid Contracts in Place (True/False)	Check Box if valid contracts exist
No activity for month being reported (True/False)	Check box if no activity for month reporting
Last Submission Date (Local)	Enter date when final monthly update complete

NOTE:

- For **Project Status** provide specific details about the project including any delays, problems, or changes to timelines or milestones. Date each comment to keep a history on the project progress. **Project Status** is required for each monthly update – if there is no activity for the project indicate “*No Activity*” and explain **WHY**.

7. Provide required details of Project Timeline including phases, other project funding sources and amounts secured for this project (i.e. CDBG, Federal, private, etc...), contractor information, and additional comments:

	Date Completed, Expected Completion Date or N/A	Amount Funded to Date	Future Funding Amounts	Funding Sources	Contractor Name	Contract Amount	Comments
Grant Agreement Issued							
Water Rights							
Easement & ROW Acquisition							
Archaeological Studies							
Environmental Studies							
Planning							
Design							
Construction							
Furnish/Equipment							
Total							

NOTE:

- For **Contract Information** you must provide the name of the contractor, contract amount and when contract expires for ALL valid contracts in place.

8. Once updates are done, print page and click **Submit**. (If you do not submit, updated information will be lost.)
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, you may need to TAB into and out of fields when updating.
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.

Appropriation Phase – OPTIONS and DEFINITIONS

CODE	DESCRIPTION	APPROPRIATION 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.