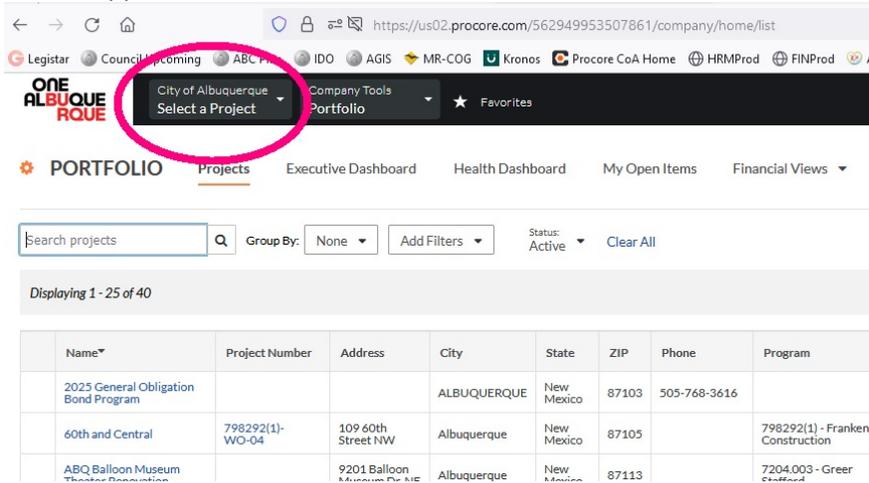
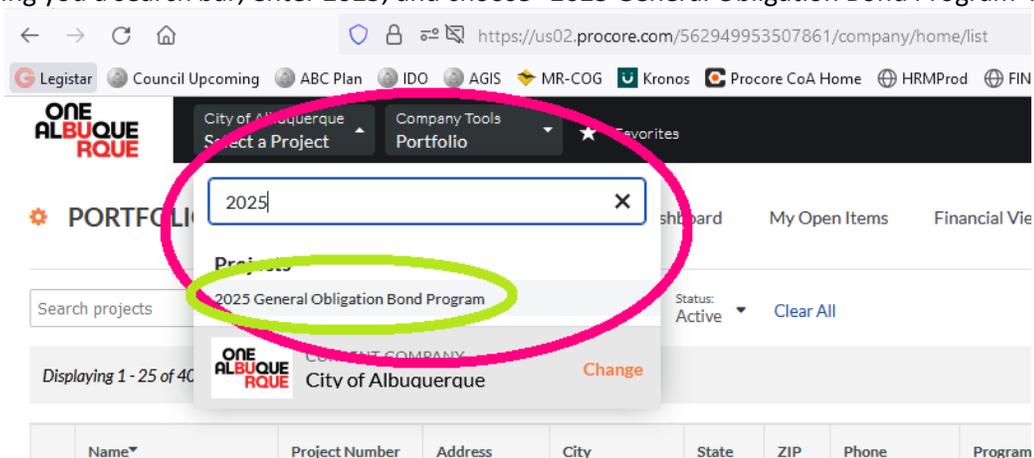


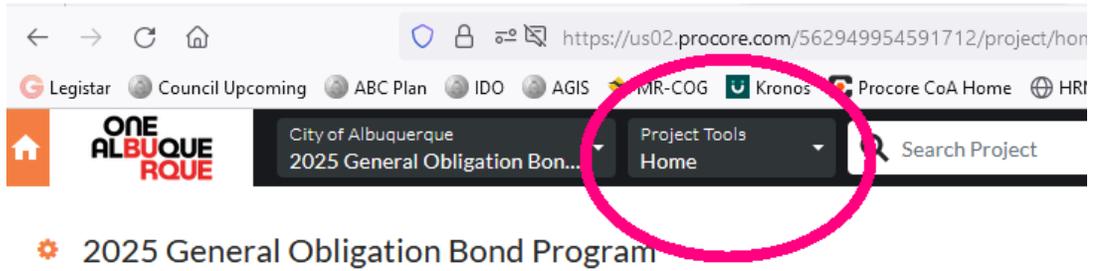
1. Email Marlene Chavez at MarleneChavez@cabq.gov requesting access to ProCore
2. Follow the email link from ProCore to set up your password
3. Go to login.procore.com and login using your cabq.gov email address and the password you entered on step 2.
4. Click select a project in the upper left:



5. This will bring you a search bar, enter 2025, and choose “2025 General Obligation Bond Program”:



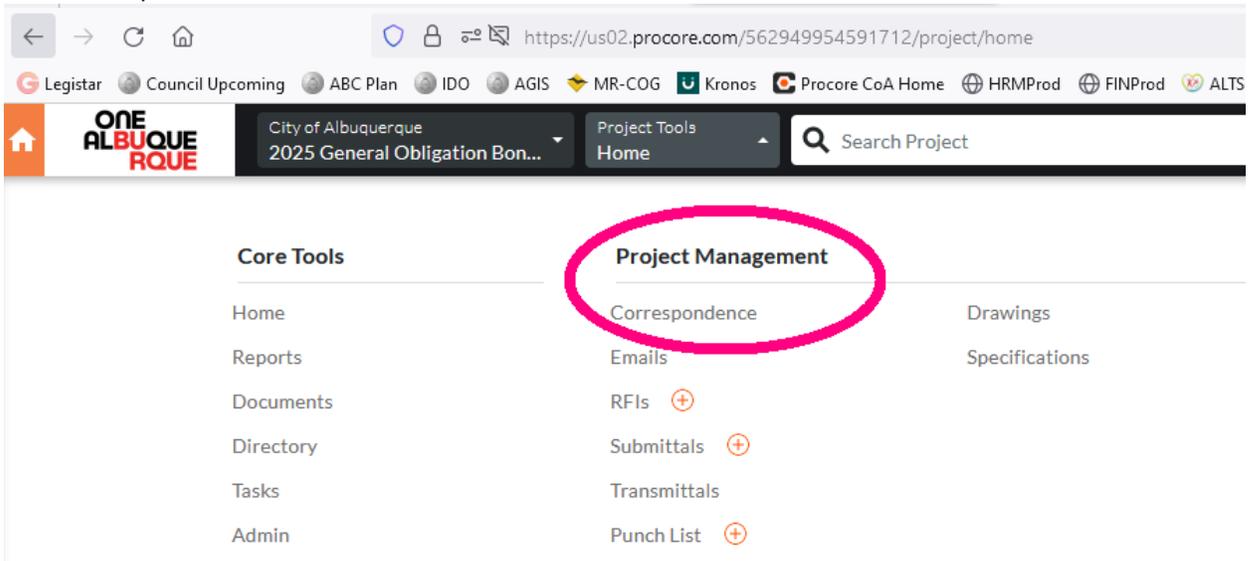
6. Click “Project Tools” in the upper mid-left:



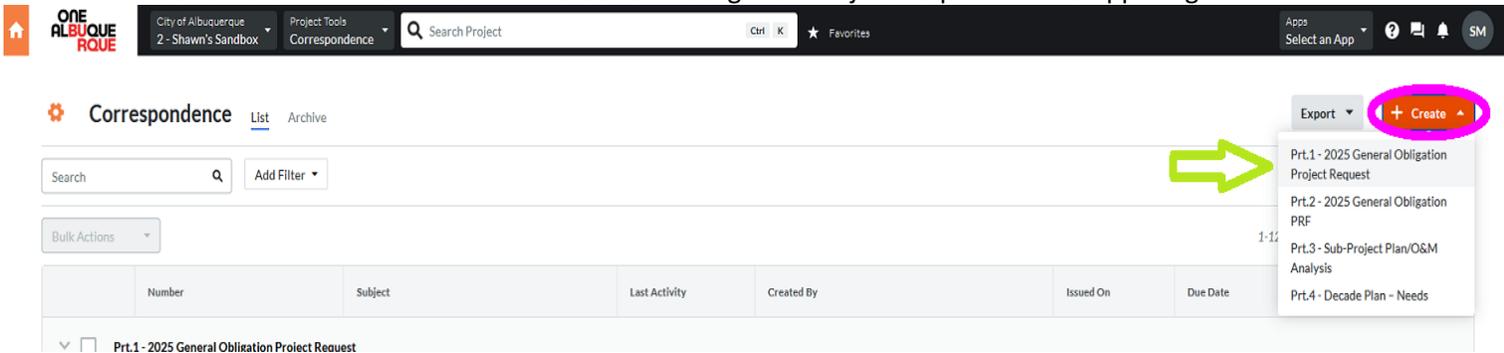
PROJECT TEAM

Role	Name	Email
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7. Choose "Correspondence":



8. Choose "Create" and then "Prt. 1 - 2025 General Obligation Project Request" in the upper right:



9. Fill in the appropriate information, be sure to click “Create and Issue” at the bottom right when finished:

Rehab % Deficiency % Growth %

Mandate % Mandate Name and Information

Justification/Alternative

Map/Location Data

Project Address/Location

Citywide Activity Center

Activity Corridor 1980's Boundary City Council District(s)

NM House District(s) NM Senate District(s) Census Tract

SVI

required fields

Cancel Save as Draft **Create & Issue**

10. Select “Create & Link” and Choose “Prt.2 - 2025 General Obligation PRF” in the upper right:

City of Albuquerque
Shawn's Sandbox

Project Tools
Correspondence

Search Project

Correspondence > 2025 General Obligation Project Request #25 GO-1

Export Create & Link Edit

Tools
RFI
Change Event
Correspondence Types
2025 General Obligation PRF pt. 2
2025 General Obligation Project Request
Sub-Project Plan/O&M Analysis

General Information

Number	25 GO-1	Status	Open	Subject	--
Private	No	Created At	2/22/2024	Created By	Shawn Maden (City of Albuquerque)

11. Repeat Step 8

IF this program needs a Sub Project form or impacts Operating or Maintenance costs, proceed to step 12. Otherwise, repeat Steps 6-11 for each additional request.

12. Repeat Step 10, except choose “Prt. 3 - Sub Project Plan/O&M Analysis” instead of “2025 General Obligation PRF pt. 2” from the “Create & Link” pulldown menu.