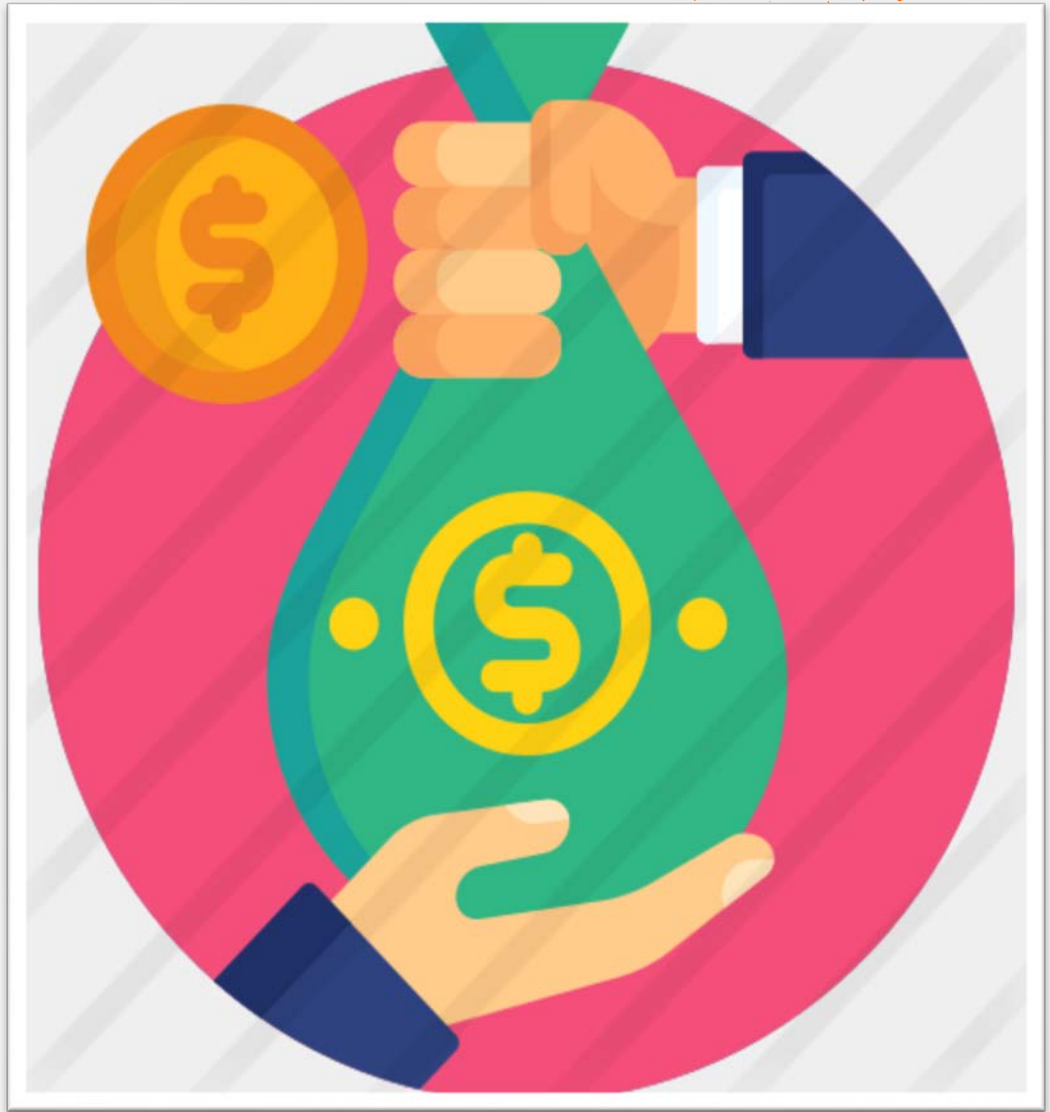NEW MEXICO
AGING &
LONG-TERM
SERVICES
DEPARTMENT

Senior Facility ICIP

Presented by:

Barbara J Romero, Capital Outlay Bureau Chief

Infrastructure Capital Improvement Plan (ICIP)

Planning for your project

- It is a long term plan used to prioritize the capital outlay needs of each senior center.

- The plan should cover a 5 year period

- The plan should be updated as you receive resources or complete projects - Deactivate

- The plan is site specific and for government owned assets (Anti-Donation Clause)

- The plan should involve various members of the local public body and the providers

- This plan is submitted to the Local Government Division of DFA on an annual basis. (Senior Center Facilities due October 2, 2020) **NO EXTENSION**

- The plan should cover fiscal years 2022-2026 (starts July 1, 2021)

THE PLANNING CYCLE
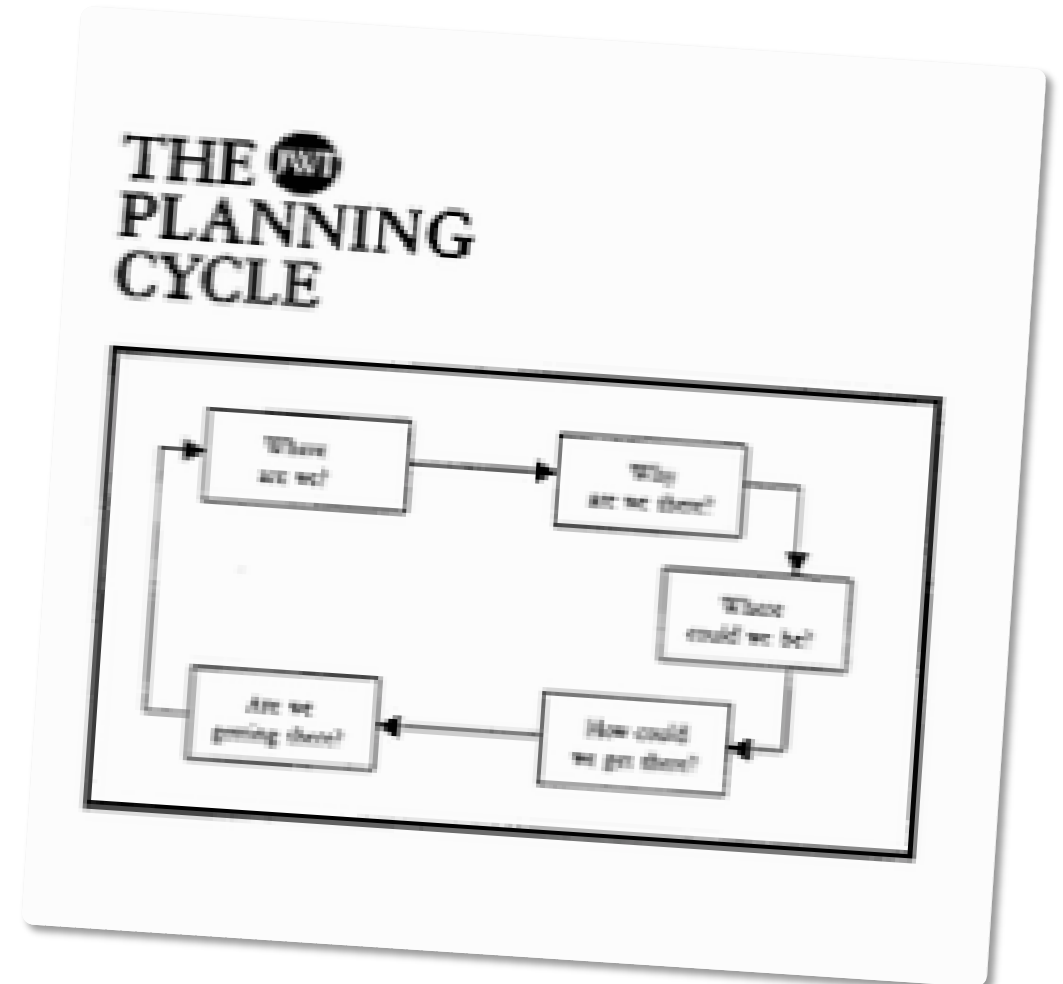
ICIP Limitations

- The ICIP is only a planning document -

- The ICIP is not a funding source – ALTSD still requires that you submit an application usually due in April for the upcoming legislative session. http://www.nmaging.state.nm.us/capital-outlay.aspx

- The ICIP is only the beginning step - new facilities can take 5 years or longer

- Should not be used as a wish list – due to the very limited funding availability caused by COVID-19
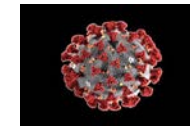
What is the importance of an ICIP

- The ICIP highlights the priorities of each senior center
- The ICIP helps the local public body better plan for future needs
- The ICIP is used by various funding agencies to determine which projects are shovel ready
- The ICIP shows the local public bodies commitment to the project – aka "skin in the game"
- The ICIP keeps your local public body on track – staff turnover or change in leadership

Why submit in the Senior Facility ICIP database?

- General Obligation Bonds are intended to fund Institutions of Higher Education, Public Libraries, and Senior Centers. Paid with revenue received from property taxes = 1% total property valuation.

- Specifically requested by the Department to ensure that senior center buildings were not competing against water and or local infrastructure needs.

- Allows the local or tribal entity to utilize the main ICIP for other priorities.

Read the instructions carefully

Each participating entity must update their project information in the ICIP database and submit copies of the written approval of ICIP by governing body. Tribal Governments that are not able to obtain a Resolution may provide a Letter of Approval from a Governor, President, or Chapter President. **Senior Citizen facilities must provide a copy of fiscal agent's resolution and a letter from director certifying their ICIP.**

http://www.nmdfa.state.nm.us/uploads/files/Local%20Government/ICIP/FY2022-2026%20ICIP%20Guidelines%204-2020.pdf

http://www.nmdfa.state.nm.us/uploads/files/Local%20Government/ICIP/FY2022-2026%20Data%20Entry%20Instructions%204-2020(1).pdf

Before you begin – have available

1. List of priorities and description of work to be done

2. Approximate budget (cost estimates, quotes)

3. Past 5 years of previously funded projects and amounts spent

4. Ownership information

5. Asset inventory listings

6. Login and password (do not share this password)

Logging into the database

ICIP Database Access. Go to http://www.state.nm.us/capitalprojects/

Issues logging in

- Database – use Google Chrome, Microsoft Edge, or Firefox

- Incorrect entity and password (site specific) – Contact Carmen Morin by email CarmenB.Morin@state.nm.us

- You are a new senior center – You do not have an entity code. You must complete an ICIP Access form from Carmen Morin

  *Each Senior center site should have it's own entity code

Infrastructure Capital Improvement Planning

Home | Entity Profile | Projects | Help

Print Report | Edit Current Entity | Home | Entity Profile

2. **ICIP Planning Information – Update and submit annually**
   ICIP database includes the following:

   a. Entity Information.
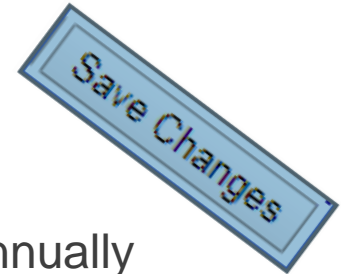   ☐ICIP Officer, Procurement Officer, Financial Officer: name, telephone, email
      ☐COG District number
      ☐Address Information
      ☐Entity type
      ☐Compliant with Executive Order 2013-006
      ☐Asset management plan and/or inventory listing of capital assets
      ☐Project Priority Process
      ☐Capital Improvement Goals
      ☐Factors/Trends Considered

All fields are mandatory

Save Changes

Entity Profile (Facility Name) site specific

- ICIP Officer name , Address, Telephone number, email address (This should be someone familiar with the project with authority to speak on behalf of the entity).

- County seat, Entity Type – Senior Facility **(SF),** COG District # `Drop Down List ▼`

- Procurement Officer information (name, phone #, email address)

- Financial Officer information (name, phone #, email address)

- Executive Order 2013-006 – are you in compliance

- Asset Management plan, or capital asset listing – you should have one completed annually

(Equipment) http://www.nmaging.state.nm.us/capital-outlay.aspx , (Facility & Fixture) http://www.nmaging.state.nm.us/capital-outlay.aspx
(Vehicle) http://www.nmaging.state.nm.us/capital-outlay.aspx

- What is your process for planning and prioritizing the ICIP (public hearings, resolutions, approval from county or city commission, etc…   **Subject Matter Expert Form**

- What are the goals of the ICIP- new center, improved access, larger dinning space, activity space, better parking, ADA compliance issues   **code compliance citation(s)**

- Trends or growth factors – what is the source (US Census, Surveys, rapid increasing senior population etc,….

Save Changes

Save

Save
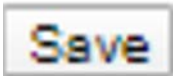
APPLICANT CONTACT INFORMATION

(Information of person to contact regarding content of the application.)

Name/Title:		
Facility:		(aka):
Address:		
Phone:	Fax:	Email Address:

☐ **Check here if the local government <u>does not</u> wish to submit a 2021 Capital Outlay Request Application for the facility, obtain the appropriate signature in Certification section below and submit to ALTSD.**

Executive Order 13-006 Requirement: - State agencies must determine whether a grantee has adequate accounting methods and procedures to expend state grant funds in accordance with applicable law and account for and safeguard grant funds and assets acquired by grant funds [EO ¶2(A)(3)(a)].

Infrastructure Capital Improvement Plan - Local infrastructure capital improvement plan (ICIP) is a plan that establishes priorities for anticipated capital projects. The state-coordinated ICIP process encourages entities to plan for the development of capital improvements at a pace that sustains their activities. Is the proposed project a documented priority (1 through 5) on the most recently submitted Senior Facility ICIP?

☐ **The current 2021-2025 ICIP Plan is attached.**

Instructions — Describe the facility including ownership, current condition, age, documented repairs, services, and number of congregate meals and home delivered meals provided.

PART I: FACILITY DATA

1. **Who owns the facility?**
   - ☐ City, County, Town, Village, Tribe, Nation, or Pueblo
   - ☐ Privately Owned (For-Profit or Non-Profit) — If this box is selected, contact ALTSD staff.
     NOTE: Private entities, including non-profits, must provide a copy of a lease, operating agreement, or user agreement to assure fair market value trade. Applications will not be considered without these documents.

2. **If the applicant is a non-profit organization, is a license to use agreement (for equipment or vehicles) or operating agreement (for real property) in place?**
   - ☐ Yes; Copy of Agreement is provided.
   - ☐ No; explain: _____
   - ☐ Not applicable.

3. **What is the age of the facility?** _____

4. **What sources of funding were used to construct or improve the facility within the past five (5) years?**

5. **Current Condition** — as described in the Asset Management: Facility/Fixture Inventory Listing.
   - ☐ Outstanding — Facility is in excellent condition.
   - ☐ Good — Facility has desirable and favorable conditions.
   - ☐ Satisfactory — Facility is acceptable.
   - ☐ Marginal -- Potential threat exists.
   - ☐ Poor — Facility's condition is not acceptable and poses a threat to the health and safety of clients; needs immediate attention.

6. **How often is the Facility/Fixture Inventory Listing updated?**
   - ☐ Monthly ☐ Quarterly ☐ Annually
   - ☐ Asset Management Facilities/Fixtures Inventory Listing is attached.
   - ☐ No; explain: _____

7. **What repairs/improvements have been made to the facility, and when?**
   - ☐ Roof   Date: _____
   - ☐ Structural   Date: _____
   - ☐ Floor   Date: _____
   - ☐ HVAC   Date: _____
   - ☐ Parking Lot   Date: _____
   - ☐ Other (describe):_____ Date: _____

Infrastructure Capital Improvement Planning

Home | Entity Profile | Projects | Help

Code Compliance Project Request Form
Renovation Project Request Form
Meals Equipment/Other Equipment Project Request Form
Vehicle Purchase Project Request Form
New Construction/Major Addition Project Request Form
Plan and Design Project Request Form

ICIP - Projects List

Home | Entity Profile | Projects | Help

Insert New Project

ICIP - Project Display

Home | Entity Profile | Projects | Help

Print Report
Edit Current Project

Click on "Edit Current Project" to see all project fields"

ICIP - Projects List

Home | **Entity Profile** | **Projects** | **Help**

Entity Code	Agency/Local Government	Project Title	Project Year	Rank	Project ID	Deactivation Reason
99624	Aging and Long Term Services Department	Senior Center capital projects	2022	001	35796	
99624	Aging and Long Term Services Department	Statewide code compliance	2022	002	37315	

Entity Code
09999

Agency/Entity
test

*Project Title

Project Contact Name

Contact Phone

Contact Email

*Year
2021 ▼

*Plan Project Priority Rank
001 ▼

ProjectType
New ▼

Category Code
1F1 - Facilities - Adr ▼

Project Location (Physical Address or mid-point of project)

City

State

Zip

Latitude

Longitude

(20 characters maximum each)

Legislative Language: Provide recommended language (please use action words, such as "to plan and design" or "to design and construct" as well as what the project is, such as "a multipurpose center". Do not include justification. MANDATORY

(500 characters maximum)

*Description/Scope of Work: Provide a brief description of work to be completed. This must match budget categories (i.e. complete Environmental Studies, Plan, Design and Construct). MANDATORY

(1,000 characters maximum)

Project description

- Year / Rank (2022 – 001), Priority level – high, medium, or low, **Drop Down List** ▼
  Class or Type (Senior Facilities)

- Title – (name of facility and category type) – *for new senior center* – use county or city name and new senior center – *enter this on your local ICIP until you have a plan or design completed*.

- Contact information – should be same as the entity contact info

- Total project cost – (all phases)　　　　Project start date – month / year

- Legislative language – use bond project disbursement rule language as guide – to plan, design, construct, and equip building improvements to.. – or to purchase and equip vehicles for the
  http://www.nmdfa.state.nm.us/Bond_Project_Disbursement_Rule.aspx

- Scope of work – use sample questions to consider to write scope *
  http://www.nmaging.state.nm.us/uploads/files/Scope%20of%20Work%20Template%204_22_15.docx

  http://www.nmaging.state.nm.us/uploads/files/Scope%20of%20Work%20Instructions%2011_30_15.docx

- Fund Budget – (secured – provide source, amount - potential – amount and date applied, source)

  CDBG, TIF, NM5310 & 5311, NMFA – loans

4. Contact Information: *(Please provide contact information of individual who can provide detailed information on the project.)*
Project Contact Name: **Phone:**   **Email:**

Tip: Project cost will self populate when Project Budget is saved.

5. Total project cost: 2,277,500

6. Proposed project start date: July 2021

11. Legislative Language: *(500 maximum characters allowed) Provide recommended Legislative language. Use descriptors, such as: 'To Acquire' or 'To plan and design' or 'To design and construct' or 'To equip and furnish' as well as what the project is, such as 'a multipurpose center'. Provide a broad statement of the work to be completed in this section. Include only specifics on the projected use of the requested funding. It is important to complete this section, as it is tied to how funding may be used. For more information on NMAC 2.61.6 Bond Project Disbursement Guidelines, follow this link:*
http://www.nmdfa.state.nm.us/rules_and_Policies.aspx

Example: To plan, design, construct, furnish and equip a new Fire Station for the City of _____, City, State, in _____County.

12. Scope of Work: *(2500 maximum characters allowed) Provide a brief description of work to be completed. Must match budget categories. (i.e., complete Environmental Studies, plan, design, and construct). Do not include justification for the project, only specifics on the project itself and any funds that may have already been expended, and what is being requested in order to complete next phase or complete the project. If street/roads/hwy. project, include street name(s).*

Project Budget / Other costs

- Project budget – (water rights, ROW & easements, acquisition, studies) should be in place. There is a >$10K threshold and no cap on the amount that can be requested

- Plan, design (engineer or architect), construction, furnish equip bldg. or purchase and equip a vehicle – refer to cost estimate (Total project cost) –

- Phasing – all projects should have phases. Take into consideration the following; applicant capacity, states bonding capacity, project readiness, other partners

- If there is no way you can phase the project – can you complete in the timeframe allowed (GOB – 3 years and STB 4 years for construction, or 2 years for equipping, furnishing, and vehicle buildout)

Have you met with your Area Agency on Aging? Are these included in your budget request? Increase or decrease?

- Operating expenses –Have you met with your Area Agency on Aging (AAA) to include this in the 4 year plan for federal funding? If you did not, where will you get the money to run the program once it opens? Can you local government foot the bill for a couple of years.

- Annual Operating budget - how much is this going to cost to run once complete – contact other similar centers and ask what it costs them.

Budget

Funding Sources:	Funding Amount:	Applied for? Yes or No	Amount Secured:	Amount Expended to Date:	Date(s) Received:	Comments:
- ▼	0	☐	0	0		
- ▼	0	☐	0	0		
- ▼	0	☐	0	0		
- ▼	0	☐	0	0		
- ▼	0	☐	0	0		
- ▼	0	☐	0	0		
- ▼	0	☐	0	0		
- ▼	0	☐	0	0		
TOTALS	0		0	0		

CDBG, TIF, NM5310 & 5311, NMFA – loans

Phasing a project

	Completed	Funded to Date	2022	2023	2024	2025	2026	Total Project Cost
Water rights	N/A ▼	0	0	0	0	0	0	0
Easements and Rights of way	N/A ▼	0	0	0	0	0	0	0
Acquisition	N/A ▼	0	0	0	0	0	0	0
Archaeological Studies	N/A ▼	0	0	0	0	0	0	0
Environmental Studies	N/A ▼	0	0	0	0	0	0	0
Planning	Yes ▼	50,000	0	0	0	0	0	50,000
Design(Engineer/Architect)	Yes ▼	50,000	0	0	0	0	0	50,000
Construction	No ▼	0	200,000	0	0	0	0	200,000
Furnishing/Equipment	N/A ▼	0	0	0	0	0	0	0
TOTALS		100,000	200,000	0	0	0	0	300,000

Amount Not Yet Funded	200,000

	Amount	Plan	Design	Construct	Furnish/Equip	Other (Water Rights, Easements, Acquisitions	# Mos to Complete
Phase 1	0	☐	☐	☐	☐	☐	0
Phase 2	0	☐	☐	☐	☐	☐	0
Phase 3	0	☐	☐	☐	☐	☐	0
Phase 4	0	☐	☐	☐	☐	☐	0
Phase 5	0	☐	☐	☐	☐	☐	0
TOTAL	0						

(Auto sum) (Total Phase Amount must equal amount Not Yet Funded above.)

Project description / more details

- Will project lower costs? - energy efficient (solar, wind power, LED lighting, high efficiency HVAC, etc,…)
  - Is the equipment energy star rated – does it meet recommended safety standards
  - Vehicles – hybrid, fuel efficient? Accessible for persons with disabilities

- Fiscal Agent, Owner, Operator

- Useful life – remember this should be 10 years or more – if not why? Maintenance plans

- Public input, Is this a regional approach? Can it be? (nearest similar facility?) Growth factors.

- Oversight mechanisms – who is involved? – should be several qualified people

- Job creation – other than during construction. How many can be employed as a result of project?

- Beneficiaries? - seniors over the age of 55? Grandparents raising grandchildren

- Elimination of risk or hazardous situation – ADA compliance, occupancy, controlled environment (HVAC) and is this urgent or unavoidable? Code citations

Who should be involved?

Senior Center Staff - They occupy the building, cooks are in the kitchen & dining room daily, program staff.

Senior Center Director/ Project Manager/ Finance Director/ Public Works -To give history on building and assets, provide information on what has been done in the past and to give a scenario of what can be phased and what is needed asap.

The Local Public Body -The local public body should be communicating their plans to the public, what their goals and needs for the senior center.

Municipalities – They communicate to the local public bodies, this way everyone is on the same page.

Seniors -They will be able to tell what their expectations are from their senior center (within reason).

Council of Governments (assist with planning and technical assistance)

Legislators (invite them to a meal at the center) during visit discuss the needs.

Other grant resources? Why?

Let's be realistic, you may have a lot of work that can't wait to be done throughout the five year plan, or your building may be old and it is best to build a new one.

1) It may cost more to repair than to rebuild. Limited state resources this year to apply to your center.

2) Look to federal opportunities to fund a portion of your needs

3) Other state agencies (CDBG, TIF, NM5310 & 5311, NMFA – loans)

4) Local match or leverage – cost to prepare a plan, cost to secure ROW, cost for land

5) Regional Partners – health care, adult daycare, clinics

Links

- Department of Finance & Administration – Community Development Block Grant (CDBG)
  http://www.nmdfa.state.nm.us/Community_Development_Bureau_1.aspx

- US Housing and Urban Development (HUD) – Indian Community Development Block Grant (ICDBG)
  https://www.hud.gov/program_offices/public_indian_housing/ih/grants/icdbg

- New Mexico Indian Affairs Department – Tribal Infrastructure Fund (TIF)
  https://www.iad.state.nm.us/policy-and-legislation/programs-and-funding/tribal-infrastructure-fund/

- New Mexico Department of Transportation – NM5310 NM5311- through the Cares Act (Letter of Intent to apply)
  https://www.dot.state.nm.us/content/dam/nmdot/Transit_Rail/Notice%20of%20Letter%20of%20Intent%20FY22.pdf

- New Mexico Finance Authority – (NMFA)
  https://www.nmfinance.com/public-infrastructure-capital-financing/

Visit the links to see the application cycles, requirements and guidelines

Below is a slide from Northwest NM COG in regards to Projecteering

http://www.nwnmcog.com/uploads/1/2/8/7/12873976/projecteering_cycle.pdf

Cost estimates – Where do I go?

Local Public bodies - They may have already done what you are doing and are in your area and know the local contractors and can give you names for quotes, etc.

- They just build a new building way under budget.

- You can estimate if you have recently built a similar structure within your public body.

- They have just ordered brand new equipment for their kitchen and they do not like it! Opportunity for you   not to make the same mistake.

RS Means – this is a construction estimating database or you can purchase a book

Council of Government (COG) – They provide assistance and cost estimating tools

Engineering or Architectural Firms – provide cost estimates for various phases of the project

Local Vendors – vehicles – contact local dealers, equipment – contact commercial kitchen dealers, local sports equipment vendors

State Wide Price Agreement – Has on- call contractors that you can have come and give you a bid if you already have a scope of work, call them all, give them a time limit for quote and make sure the same scope of work is given to all… You can also ask contractors for request for information, this allows the contractors to provide information on a job that you are not sure what all is required to complete.   https://www.generalservices.state.nm.us/statepurchasing/statewide_Price_Agreements.aspx

POC Francine Wagner- customer service liaison: Desk 505.827.0468 Cell 505.795.4512

Amendment Process

- What happens if my project is not funded?

- What happens if the bond measure fails?

- What happens if the project comes in over budget?

- After the final ICIP is published on the DFA website, changes and/or additions are not allowed on your ICIP unless approved by DFA/LGD. All amendment requests must be submitted to DFA/LGD via email and include detail on why the change and/or addition to the ICIP is needed. Once approved, the LGD staff will provide technical assistance to assure that all required information is included. This will allow DFA/LGD to send the entity the amended reports with approval to include with your funding applications as the addition and/or change will not be included in the final ICIP Publication if it has already been published on the LGD/ICIP website.

Required forms for submission

Questions???

Staff Directory

New Mexico Aging and Long Term Services Department

Toney Anaya Building

2550 Cerrillos Road

P.O. Box 27118

Santa Fe New Mexico 87502-7118

Barbara J. Romero, Bureau Chief – (505) 365-3660 Barbara.romero@state.nm.us

*Elizabeth Chavez, Projects Coordinator – Elizabeth.Chavez@state.nm.us

*Ernest "Adam" Saavedra, Financial Coordinator – Ernest.Saavedra@state.nm.us

* Working remotely so best to send an email for technical assistance requests or general questions