FY 2022-2026 Infrastructure Capital Improvement Plan ICIP Data Entry Instruction Manual

Department of Finance & Administration
Local Government Division (DFA/LGD)
407 Galisteo, Bataan Memorial Bldg. Rm 202, Santa Fe, NM 87501

The ICIP database is available at http://www.state.nm.us/capitalprojects/

Table of Contents

INFRASTRUCTURE CAPITAL IMPROVEMENTS PLAN (ICIP)

I. Introduction

A. What you need before inputting your ICIP information in to the ICIP database.
1. Project Description and Scope of Work
2. Project Budget
3. Secured and Previously Spent Funding
4. Ownership of Project

Before you begin …

A. **Review ICIP Guidelines and Database Instruction Manual.** Go to http://nmdfa.state.nm.us/ICIP.aspx. ICIP Training Materials are available to download. Click on the direct links for ICIP Guidelines and the Database Instruction Manual.
B. **Entity Code and Password.** An Entity Code and Password is required to access the ICIP database. For new local government entities and special districts, send an email to Carmen Morin at CarmenB.Morin@state.nm.us to request an entity code and password. Please note, in order to assign a code and password, you will need to provide your contact name, entity name, address, telephone, email address, and county your entity is located in.
C. **ICIP Database Access.** Go to http://www.state.nm.us/capitalprojects/

II. Login

A. ICIP Login
1. In the upper right corner, enter your local government entity code and password.
2. Enter your assigned Entity Code and Password.
3. Click on Login (red tab)
B. Once you are logged in to the system, click on the blue "ICIP" tab. This will take you to the ICIP Introduction Page.

III. Entity Profile

<u>**All fields are MANADATORY.**</u> **(Be sure to check for character limits.)**

A. Click on the blue "Entity Profile" tab. (Your entity information will appear and must be updated.).

B. Edit the entity information by clicking on the "Edit Current Entity" tab. Make sure that your information appearing from last year is updated. When changes have been completed, click on the "Save Changes" tab.

C. The Agency/Local Government and Entity Code will automatically populate upon login.

Agency/Local Government Name:

Entity Code:

D. Choose Council of Governments (COG) District from drop down list. (A list of COG's is available on page 17 of the ICIP Guidelines)

COG District: Drop Down List

Northwest COG
Eastern Plains COG
Middle Rio Grande COG
n/a
North Central NM Econ. Dev. District
Northwest COG
South Central COG
Southeast NM Econ. Dev. District
Southwest COG

E. Provide contact information for your ICIP Officer, Procurement Officer, and Financial Officer.

ICIP Officer Name:
Email :   Phone :

Procurement Officer Name:
Email :   Phone :

Financial Officer Name:
Email :   Phone :

F. Include address of entity submitting the ICIP. Use drop down for County and Entity Type.

Address:

City, State, Zip: **County**   Albuquerque MSA

Entity Type: County

Acequia
COG
County
Fire District
Flood Control District
Higher Education
Land Grant
Municipality
Other Special District
Schools
Senior Facility
Soil and Water District
Solid Waste Auth
State Agency
Tribal Government
Water and Sanitation
Water Association

Bernalillo
Catron
Chaves
Cibola
Colfax
Curry
De Baca
Dona Ana
Eddy
Grant
Guadalupe
Harding
Hidalgo
Lea
Lincoln
Los Alamos
Luna
McKinley
Mora
Multiple Co.

IV. Financial Compliance

Provide the most recent information as related to your entity.

A. **Is your entity compliant with Executive Order 2013-006?** Select the appropriate response from the drop down list provided.

The Executive Order 2013-006 assures State capital outlay appropriations granted by State agencies to other entities are expended in accordance with law and that grant funds and assets acquired with grant funds are properly accounted for and safeguarded. Information on the Executive Order 2013-006 and FIN 9.2 Grant Management – Funding Criteria Oversite can be found on the Capital Outlay Bureau website at http://nmdfa.state.nm.us/Capital_Outlay_Bureau.aspx.

B. **Asset Management/Inventory.** If your entity has an asset management plan or inventory listing for your capital assets, select the appropriate response from the drop down list provided.

Is your entity compliant with Executive Order 2013-006?	Yes ▼
	http://www.nmdfa.state.nm.us/Capital_Outlay_Bureau.aspx

Does your entity have an asset management plan and/or inventory listing of capital assets?   Yes ▼
(A copy of the asset management plan or inventory listing may be requested by funding agency.)

C. Update/Add Project Priority Process, Capital Improvement Goals, and Factors/Trends Considered. **MANDATORY**. Complete each section as reflected for your entity and all proposed projects.

TIP: DO NOT USE Special Characters in text fields: such as dollar signs, parentheses, brackets, slashes, colons, semi-colons, etc., as it may trigger an error and not save your information. It is suggested that you type your information in Word, copy and paste to Note Pad (located in Accessories), copy and paste into section. This will remove all special characters.

1. **Plan and Priority Process.** (4000 characters maximum). Provide information on the process of how your entity planned and prioritized the projects included in your ICIP.
2. **Capital Improvement Goals.** (2000 characters maximum). Provide capital improvement goals identified for your entity. What does your entity want to accomplish over the next 5 years.
3. **Factors/Trends Considered.** (2000 characters maximum). Provide information on trends and factors affecting your community, and how they were taken into consideration during the planning process.
4. **Save Changes.** When completed with the Entity Profile page, click on the "Save Changes" tab.

Entity Planning: Process, Nature/Effect/Options/Recommendations of Trends: *(Provide this "Entity Planning" information as it applies to your entire entity.)*

Process: *(4,000 maximum characters allowed) What was the process used to develop the plan? Describe involvement of departments, staff, officials and outside consultants. What public input did you have? Did you have public hearings? If so, when? How did you prioritize your projects?*

> What was the process used to develop the plan? Describe involvement of departments, staff, officials and outside consultants. What public input did you have? Did you have public hearings? If so, when? How did you prioritize your projects?

Goals: *(2,000 maximum characters allowed) What are the entity's overall capital improvement goals?*

> What are the entity's overall capital improvement goals?

Factors/Trends Considered: *(2,000 maximum characters allowed) What are the major factors/trends in your community? How were these taken into consideration during the planning process? How will your community respond to them?*

> What are the major factors/trends in your community? How were these taken into consideration during the planning process? How will your community respond to them?

[Cancel] [Save Changes]

V. Projects

The "Projects" tab will allow you to add, edit, and deactivate projects on your ICIP.

    A. Click on the Projects tab. If your entity entered projects into the ICIP last year, a list of those projects will appear on the Project List page. All of these projects will appear in the FY 2022-2026 ICIP; therefore, you will need to review, edit and/or deactivate each item/project as necessary.

Infrastructure Capital Improvement Planning

| Home | Entity Profile | Projects | Help |

    B. To add projects, click on the "Insert New Project" tab. Enter the information requested. Enter information for only one project. **Do not separate project phases into separate Projects.** When completed, click on the "Save" tab. To add more projects, return to the Projects List page by clicking on the "Projects" tab and continue to insert new projects. Once saved you will be required to edit the project to complete all budgets and questions.

ICIP - Projects List

| Home | Entity Profile | Projects | Help |

Insert New Project

ICIP - Project Add

| Home | Entity Profile | Projects | Help |

Cancel | Save

Note: The web site will "time-out" if there has been no activity for an extended amount of time (approximately 30 minutes) and all data that was not saved will be lost. Be sure not to just leave it idle.

All fields in this section must be completed. If you need to respond to some questions at a later date, type in something like "For Later Response" and continue.
This insert screen contains only a partial set of the project fields. After inserting a new project and saving, then use the "Edit Current Project" to finish the project entry.

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)

C. To modify/update existing projects that appear on the "Project List" page, click on the entity code to the left of the project.
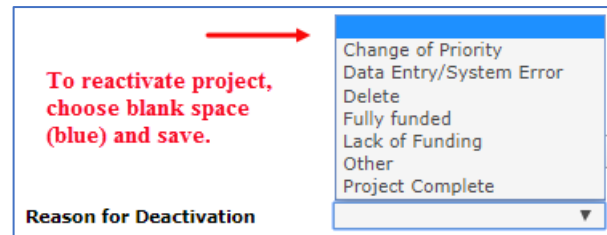
ICIP - Projects List

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

[Print Summary] [Insert New Project]

Page 1 of 5
Next Previous

Entity Code	Agency/Local Government	Project Title	Project Year	Rank	Project ID	Deactivation Reason
02000	Bernalillo County	2339 Shared Public Safety Training Facility	2021	001	36042	
02000	Bernalillo County	2177 Youth Service Center (YSC) Facility Improv	2021	002	33228	
02000	Bernalillo County	1921 North Valley Little League	2021	003	23231	
02000	Bernalillo County	2023 Carlito Springs Open Space Rehab	2021	004	28439	
02000	Bernalillo County	2181 Publicly Owned Housing for the Homeless	2021	005	33221	
02000	Bernalillo County	2342 Browning Street Drainage Improvements	2021	006	33384	
02000	Bernalillo County	2022 West Central Ave / Route 66 Visitor Center	2021	007	28611	
02000	Bernalillo County	2082 (NFP) PB & J Building Remodel	2021	008	28607	
02000	Bernalillo County	2102 Mid North Valley Recreation Complex(No.Edith)	2021	009	31276	
02000	Bernalillo County	1929 Alameda Medians Redevelopment-CW Median Redev	2021	010	24057	

To reactivate a project, simply click on specified project, edit, and choose blank space above the drop down choices provided.

To reactivate project, choose blank space (blue) and save.

Change of Priority
Data Entry/System Error
Delete
Fully funded
Lack of Funding
Other
Project Complete

Reason for Deactivation

D. Updating Project Information
To update your project information, click on the "Edit Current Project" tab. When editing your projects in the Edit Current Project tab, be sure to address all the questions. Drop-down lists have been provided for your convenience. *Note: DO NOT USE Special Characters in text fields, such as dollar signs, parentheses, brackets, slashes, colons, semi- colons, etc. as it may cause an error message to pop up.*

ICIP - Project Display

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

[Print Report]
[Edit Current Project]

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

ICIP - Project Edit

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

[Discard my Changes] [Deactivate this Project] [Save Changes]

Note: The web site will time-out" if there has been no activity for an extended amount of time (approximately 20-30 minutes) and all data that was not saved will be lost. Be sure to save changes frequently (every few minutes).

Project Profile: For purposes of the ICIP, a project is any partially funded or unfunded capital improvement for which the entity plans to have funding in place during state fiscal years FY 2022-2026 (July 1, 2021 to June 30, 2026). **DO NOT INCLUDE ANY FULLY FUNDED PROJECTS or PLACEHOLDER PROJECTS.**

1. **Priority:** Please select High, Medium or Low
2. **Year/Rank:** Enter the appropriate project Year. Then Rank the project rank. (Keep numbering consecutive, do not skip or duplicate ranking)
3. **Title.** (50 maximum characters allowed). Enter the Title for the project. Provide a short succinct title. Example: Gold Street Improvements, WWTP Upgrades, or Senior Center Renovations. (Use sentence title structure.)

1. Priority: *Please select High, Medium or Low.*	High ▼	
2. Rank: Enter the appropriate project year. *Then rank your projects 1-10.*	2022 ▼	001 ▼
3. Title: *Provide a short succinct title.*		

TIP: If error message is received when attempting to edit or change Project Title please do the following:

1. Change Project Title name.
2. Temporarily assign a Rank not being used, i.e., 2022-100.
3. Save changes & Edit
4. Click on newly assigned rank.
5. Change back to previous rank.
6. Save changes.

Message from webpage

⚠ This entity already has a rank 001 project.

OK
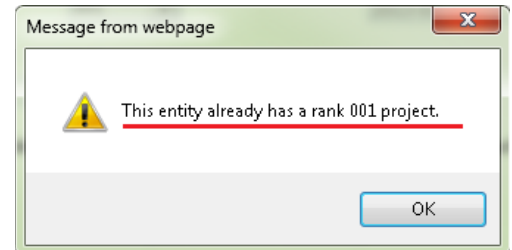
If this does not work for you, please contact Carmen Morin at (505) 827-4797 or email CarmenB.Morin@state.nm.us for assistance.

4. **Contact Information.** (Provide name and contact information of individual who be able to provide detailed information on the project)
5. **Total Project Cost:** (Tip: Project cost will self-populate when Project Budget is saved.)
6. **Proposed project start date:** (Enter Proposed project start date: e.g. July 2021)

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

7. **Class:** (If your project is a brand new project you will choose the category - "New". If you are upgrading or renovating an existing building, choose "Renovate/Repair"; if you are relining lagoons or replacing waterline, choose Replacing Existing.)
8. **Type/Subtype:** (Choose one of the following types/subtypes. Note that several categories may fit your project; however, choose the BEST, most descriptive category and subtype. Each category includes buildings, vehicles, equipment, land acquisition, and other infrastructure. All categories apply to both state and local infrastructure unless otherwise indicated.)

7. Class: *(If your project is a brand new project you will choose the category "New". If you are upgrading or renovating an existing building, choose "Renovate/Repair"; if you are relining lagoons or replacing waterline, choose Replacing Existing.)*

New ▼

8. Type/Subtype: *(Choose one of the following types/subtypes. Note that several categories may fit your project; however, choose the BEST, most descriptive category and subtype. Each category includes buildings, vehicles, equipment, land acquisition, and other infrastructure. All categories apply to both state and local infrastructure unless otherwise indicated.)*

5E1 - Equipment - Public Safety Equipment ▼

a. Type/Subtype drop down list.

1F1 - Facilities - Administrative Facilities	3W1 - Water - Storm/Surface Water Control
1F1 - Facilities - Administrative Facilities	3W2 - Water - Wastewater
1F2 - Facilities - Arts (other than museums)	3W3 - Water - Water Rights
1F3 - Facilities - Convention Facilities	3W4 - Water - Water Supply
1F4 - Facilities - Cultural Facilities	3WO - Water - Other
1F5 - Facilities - Daycare Facilities	4V1 - Vehicles - Public Safety Vehicle
1F6 - Facilities - Domestic Violence Facilities	4V2 - Vehicles - Senior Facility Vehicle
1F7 - Facilities - Fire Facilities	5E1 - Equipment - Public Safety Equipment
1F8 - Facilities - Health-Related Cap Infrastructure	5E2 - Equipment - Senior Center Equipment
1F9 - Facilities - Housing-Related Cap Infrastructure	5EO - Equipment - Other
1FA - Facilities - Libraries	6O1 - Other - Landfills
1FB - Facilities - Museums	6O2 - Other - Solid Waste
1FC - Facilities - Senior Facilities	6O3 - Other - Utilities (publicly owned)
1FO - Facilities - Other	6OO - Other - Other
2T1 - Transportation - Airports	
2T2 - Transportation - Bike/Pedestrian/Equestrian	
2T3 - Transportation - Highways/Roads/Bridges	
2T4 - Transportation - Lighting	
2T5 - Transportation - Medians	
2T7 - Transportation - Rest Areas	
2T8 - Transportation - Transit	

9. **Project Location**. (50 Characters Maximum) List the physical address of project. If your project is for the purchase of vehicles/equipment, use address where they will be housed. If city/county wide project, list a mid-point address.)

10. **GPS Coordinates:** (20 Characters Maximum per category) Use address listed in of the Project Location above. Go to http://itouchmap.com/latlong.html or http://www.gps-coordinates.net/ for Latitude and Longitude. List in decimal degrees. Example: Latitude 35.683263; Longitude -105-942546.

9. Project Location: MANDATORY
(50 characters maximum) (Physical Address or mid-point if city/county wide project.)
Address:
City: State: Zip:

10. GPS Coordinates: MANDATORY
Utilizing address listed in Project Location, go to http://itouchmap.com/latlong.html or go to http://www.gps-coordinates.net/ for Latitude and Longitude.
List in decimal degrees. Example: Latitude 35.683263; Longitude -105.942546.
Latitude   Longitude

VI. Legislative Language

A. (500 Characters Maximum) Enter the Legislative Language that BEST fits the entire project. When entering the language you may refer to the Bond Project Disbursement Rules 2.61.6.1 located on the DFA/Board of Finance website, Rules and Policies page at **http://nmdfa.state.nm.us/uploads/FileLinks/295efad7d6214ccd96f99328dadf84d2/NMAC_2.61.6_Bond_Project_Disbursement_Guidelines.pdf**.

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.

VII. Scope of Work:

A. (2,500 Characters Maximum) Provide a brief description and scope of work to be completed on each project. The Project information must match budget categories. (i.e., complete Environmental Studies, plan, design, and construct). Include only specifics on the project itself and any funds that may have already been expended, and are being requested. If street/roads/hwy. project, include street name(s). Provide information that is relevant to completing the project to include timelines, and milestones you will follow to complete your project. DO NOT include justification of project. If you are requesting funding for plan and design only, use these action words in description. If your project is a new building, provide proposed size, type of construction, size of property acquired or owned for building, etc. If purchasing vehicles or equipment, state where they will be stored when not in use, number to be purchased, and purchase process.

Example – New Multi-Purpose Facility:
The (entity name) community is ready to accept funding to implement the construction of a 15,000 square foot, framed, and stucco Multi-Purpose Facility. Planning, design, and acquisition of property have been completed with funding provided by local funds, and a 2018 Capital Outlay allocation. The facility will house a detention center, a police sub-station, a prosecutor and public defender offices, and probation and parole office. The facility will include 20 jails beds, booking, education, and training rooms. Furnishings and equipment include tables, chairs, office desks and furniture, commercial kitchen appliances, and storage lockers. (Entity name) will comply with all procurement processes for the purchase, installation, and construction of this project.

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).*

[Discard my Changes]   [Deactivate this Project]   [Save Changes]

1. If you are requesting funding for water rights, include the following in the Description:
   a. Process for acquiring water rights and water rights permit if applicable
   b. Has the Office of the State Engineer (OSE) been notified of water availability and limitations that may affect purchase water rights?
   c. If the OSE has any comments concerning the purchase of water rights for this project.
   d. Include all information that can be provided to assure that all steps have been completed in order to assure that the water rights are indeed available to purchase.

VIII. Project Budgets
A. Secured/Potential Funding Budget

In the Secured/Potential Budget you will show your funding sources from Secured, Expended, and Potential Funding sources, including all funding related to the each project. Follow steps on page 18.

[State Grant Funding should only be requested when all other funding sources have been exhausted, if entity is providing matching funds, i.e., Federal, Local Taxes, Fees, NM Finance Authority Loans (NMFA), Tribal Infrastructure Fund (TIF), Water Trust Board (WTB), Public School Facility Authority (PSFA), Colonia's Infrastructure Board (CIB), etc., have be exhausted.]

Please complete table below to include funding source(s), amount(s), and if applicable, amount secured, amount expended, date(s) received, and comments. Do not use dollar symbols ($), or decimals as this will cause an error when attempting to save. Do not leave cells blank. Must include an amount or a zero (0). Budget will calculate when Project is saved.

13. Secured & Potential Funding Budget *[State Grant Funding should only be requested when all other funding sources have been exhausted if entity is providing matching funds, i.e. Federal, Local Taxes, Fees, NM Finance Authority Loans (NMFA), Tribal Infrastructure Fund (TIF), Water Trust Board (WTB), Public School Facility Authority (PSFA), Colonia's Infrastructure Board (CIB), etc. Amount Secured must match Funded to Date column in the Project Budget.]*
Please complete table below with all secured and potential funding sources. **(No decimals or dollar symbols $)** Instructions are available on the ICIP Data Entry manual, pages 17-18 which can be found on the ICIP website at http://nmdfa.state.nm.us/ICIP.aspx.

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		

[Discard my Changes] [Deactivate this Project] [Save Changes]

1. **Secured/Potential Funding Budget Example** – Includes Funding Amount, Amount Secured and Amount Expended.

   a. Step 1. Choose funding sources from drop down list. The Funding Sources are also available in the ICIP Guidelines on page 23-24. Cross reference to match amounts provided.

   b. Step 2. Provide Funding Amount. This will include the total for Amount Secured, and Amount Expended to Date.

   c. Step 3. Check box if funds have been applied for. Uncheck if not applied for.

1. Funding Sources:	2. Funding Amount:	3. Applied for? Yes or No
- ▼	0	☐
- ▼	0	☐
- ▼	0	☐
- ▼	0	☐
- ▼	0	☐
- ▼	0	☐
- ▼	0	☐
- ▼	0	☐
TOTALS	0	

   d. Step 4. Provide amount of secured funding for project. This will include funds that have been expended to date. This column must match the Funded to Date column in the Project Budget.

   e. Step 5. Provide expended amount from each funding source.

   f. Step 6. Provide date or dates received from secured funds and amount expended. You may use the year(s), or specific dates if available.

   g. Step 7. Provide any comments that relate to the funding amount(s) provided.

4. Amount Secured:	5. Amount Expended to Date:	6. Date(s) Received:	7. Comments:
0	0		
0	0		
0	0		
0	0		
0	0		
0	0		
0	0		
0	0		
0	0		

Funding Sources:	Funding Amount:	Applied for? Yes or No	Amount Secured:	Amount Expended to Date:	Date(s) Received:	Comments:
CAP - Capital Outlay ▼	50,000	☑	50,000	50,000	2017	
CDBG - Comm Develop Blk ▼	50,000	☑	50,000	50,000	2017	
LFUNDS - Local Fund ▼	100,000	☐	0	0		Matching
CAP - Capital Outlay ▼	100,000	☐	0	0		2021 Session
- ▼	0	☐	0	0		
- ▼	0	☐	0	0		
- ▼	0	☐	0	0		
- ▼	0	☐	0	0		
TOTALS	300,000		100,000	100,000		

Sample - Completed Secured-Potential Funding Budget

B. **Project Budget**.
Complete the project table for each project. **Do not enter project phases as individual projects.** It is important to list as a complete project to reflect the entire Project.

Reminder: Round up to nearest dollar. Do not use dollar symbols ($), or decimals as this will cause an error when attempting to save. Do not leave cells blank. Must include an amount or a zero (0). Budget will calculate when Project is saved.

PROJECT BUDGET
Project Budget – Complete the Budget below. Only include unfunded or unsecured funds under each project year. Note: Funded to Date column must equal the amounts received above.

	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	N/A ▼	0	0	0	0	0	0	0
Design(Engineer/Architect)	N/A ▼	0	0	0	0	0	0	0
Construction	N/A ▼	0	0	0	0	0	0	0
Furnishing/Equipment	N/A ▼	0	0	0	0	0	0	0
TOTALS		0	0	0	0	0	0	0
Amount Not Yet Funded		0						

1. **Project Budget Example**
List projects in the Project Budget as follows: Address all budget categories in drop down list provided. Choose Yes, if that portion of the project is completed and not reflected in FY 2022-2026 budget; No, if not yet completed and funding is requested in the FY 2022-2026 budget; or N/A, if not related to project.

a. Step 1. Completed Column – Address each category related to your project. If Water Rights, Acquisition, etc. have been completed, choose Yes, if you are seeking funds for Design, Construction, or any other portion of the project, choose No. If you are not seeking funds for furnishing/Equipment and do not intend to in the future, choose N/A.

b. Step 2. Funded to Date - If project has secured funds, or has funds already expended for specific project, list in Funded to Date column. Match funds to specific category. The Amount Secured from the Funding Budget MUST match the Funded to Date Column.

	1.Completed	2.Funded to Date
Water rights	N/A ▼	0
Easements and Rights of way	N/A ▼	0
Acquisition	N/A ▼	0
Archaeological Studies	N/A ▼	0
Environmental Studies	N/A ▼	0
Planning	N/A ▼	0
Design(Engineer/Architect)	N/A ▼	0
Construction	N/A ▼	0
Furnishing/Equipment	N/A ▼	0
TOTALS		0

c. Step 3 – Project Budget - Input Budget amounts in years FY 2022-2026 specified by project. (These amounts should be Not Yet Funded amounts).

3. 2022	2023	2024	2025	2026	Total Project Cost
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0

13

Amount Not Yet Funded should match the total Phasing amount in the Phasing Budget. (Applicable only if project can be phased in to two or more phases). Note: Budget will calculate when Project is saved.

	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						

Sample Completed Project Budget

C. **Project Phases**. **MANDATORY IF YOU ARE PHASING YOUR PROJECT.**
  1. **Can this project be phased?** If you checked yes, please check Multi-Phased and complete the project phasing table to display project phases. Total must match the Not Yet Funded in the Project Budget.
     a. This section will provide you the opportunity to separate your project into phases.
     b. Include phasing information in the Scope of Work to reflect the entire project with the phases and number of months necessary to complete.
     c. Do not list amount unless project can be phased in to two or more phases.
     d. Phases are fundable, stand alone, functional or operable stages during the development and or life of a project.
  2. If No, please check Stand Alone. It will not be necessary to complete the Phasing Budget.

Reminder: Round up to nearest dollar. Do not use dollar symbols ($), or decimals. This will cause an error when attempting to save. Do not leave cells blank. Must include an amount or a zero (0). Budget will calculate when Project is saved.

15. Phasing Budget:

Can this project be phased? ○ Yes ◉ No
(If yes, please complete table below if project is Multi-Phased.)

Phasing- Please select Stand Alone or Multi Phase:

Stand Alone ☐

A project single phase approach is used for projects that can be completed with one process because it is manageable, affordable, and will not require any foreseeable additional resources or activities to be fully operational when complete.

Multi-Phased ☐

A project multi-phased approach is used for breaking down very large projects into manageable standalone parts that are independently functional and easier to fund.
If the multi-phase approach is being used it is required to provide accurate dates, costs, and funding sources for prior phases, and be able to provide reasonable projections of dates, costs, and funding sources for future phases.
In addition each multi-phase has three main levels: Planning, Design, and Construction. Each level can be funded individually, however strong emphasis is put on completing all three levels.

	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.)

| Discard my Changes | Deactivate this Project | Save Changes |

  3. Project Phasing Budget Instructions
     a. Answer question – Can this project be phased? If yes, follow Project Phase steps below.
     b. Step 1. Amount Column - Decide how many phases your project will have and list them in the Phasing Budget Amount column. (Do not list amount unless project can be phased into two or more phases.) Be sure to include phasing information in the Description and Scope of Work section of your ICIP project. The total on the Phasing Budget must match the Amount Not Yet Funded in the Project Budget.
     c. Step 2. Check the box in each phase. Be sure to match the category in the budget.
     d. Step 3. List the number of months for each phase listed in the Phasing Budget. Match the timeline in the Description and Scope of Work.

15

D. **Annual Operating Budget Example** Mandatory - Determine if your project will result in decreased or increased operating or maintenance costs in the Operating Budget.
1. Answer Yes or No to question - Has local government/agency agreed to administer, maintain and operate the Capital project?
2. If yes, you will be asked to complete the operating budget which requests Annual Operating Expenses plus Debt Service, and Annual Operating Revenues for years 1 through 5 of the project.
3. If No, provide a brief response on why in the text field provided.

Reminder: Round up to nearest dollar. Do not use or dollar symbols ($), or decimals. This will cause an error when attempting to save. Do not leave cells blank. Must include an amount or a zero (0). Budget will calculate when Project is saved.

16. Has your local government/agency budgeted for operating expenses for the project when it is completed?

◉ Yes ○ No

a. If Yes - please complete operating budget below: (No commas, decimals or $ signs)
b. If No - please explain. (50 maximum characters)

ANNUAL OPERATING BUDGET

	Year 1	Year 2	Year 3	Year 4	Year 5
Annual Operating Expenses plus Debt Service	0	0	0	0	0
Annual Operating Revenues	0	0	0	0	0

4. Answer yes or no to the question – Does the project lower operating costs? If yes, please explain and provide estimates of operating savings.

17. Does the project lower operating costs? ○ Yes ◉ No
If yes, please explain and provide estimates of operating savings.

(200 characters maximum)

E. **Fiscal Agent/Own/Operate/Own Land/Own Asset/Maintain**. (50 Characters Maximum for each field).

1. Identify the entity that will assume ownership, operate and maintain, be the fiscal agent, owner of land, and owner of asset for this project. This may be the same entity or different for each.
2. For Fiscal Agent, consider the Executive Order 2013-006 compliance and required financial compliance on Entity Page when determining your Top Five (5) projects. DO NOT list individual names or department heads.

18. Identify who will assume the following responsibilities related to this project: *(50 maximum characters each)*

Fiscal Agent:

Own:
If private entity or non-profit, is a lease or operating agreement in place with the local government? ○ Yes ◉ No

Operate:
If private entity or non-profit, is a lease or operating agreement in place with the local government? ○ Yes ◉ No

Own Land:
If private entity or non-profit, is a lease or operating agreement in place with the local government? ○ Yes ◉ No

Own Asset:
If private entity or non-profit, is a lease or operating agreement in place with the local government? ○ Yes ◉ No

Maintain:
If private entity or non-profit, is a lease or operating agreement in place with the local government? ○ Yes ◉ No

F. **Answer all questions as it is related to project.**

19. Additional questions specifically on project:

(a) **Life Span** - How many years is the requested project expected to be in use before needing Renovate/Repair or Replacement?   `1-9 years ▼`

(b) Has the project had **public input and buy-in**?   ◉ Yes   ○ No

(c) **Is the project necessary to address population or client growth, and if so will it provide services to that population or clientele?**   ◉ **Yes**   ○ **No**

(d) **Regionalism** - Does the project directly benefit an entity other than itself?   ○ Yes   ◉ No

If yes, please list the other entity. | | (200 characters maximum)

(e) Are there **oversight mechanisms** built in that would ensure timely construction and completion of the project on budget?   ◉ Yes   ○ No

Please explain. | | (200 characters maximum)

(f) Other than the temporary construction jobs associated with the project, does the project **maintain or advance the region's economy**?   ○ Yes   ◉ No

Please explain. | | (200 characters maximum)

(g) Does the project **benefit all citizens** within a recognized region, district or political subdivision?   ◉ Yes   ○ No

Please explain and provide the number of people that will benefit from the project. | | (200 characters maximum)

(h) Does the project **eliminate a risk or hazard to public health and/or safety** that immediately endangers occupants of the premises such that corrective action is urgent and unavoidable? Emergencies must be documented by a Subject Matter Expert. (If mandatory, provide summary page of the Federal State or Judiciary Agency who issued the mandate, such as Declaration of Emergency, Administrative Order, Notice of Violation, or other.   ◉ Yes   ○ No
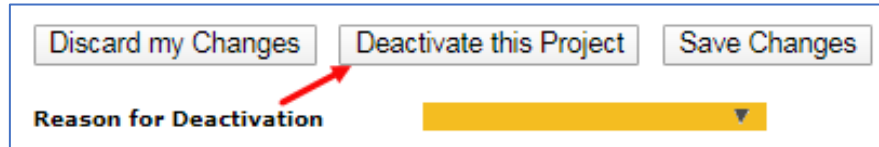
Please explain. *(If mandatory, provide Summary Page of the Federal, State or Judiciary Agency who issued the mandate, such as Declaration of Emergency, Administrative Order, Notice of Violation, or other.)*

| | (200 characters maximum)

IX. Deactivate or Delete Project(s)

To deactivate a project, click on the "Deactivate This Project" tab located at the bottom of the project edit page. If your project has been cancelled or deactivated, choose from drop down menu: Change of Priority; Data Entry/System Error; Lack of Funding; Project Complete; or Other.

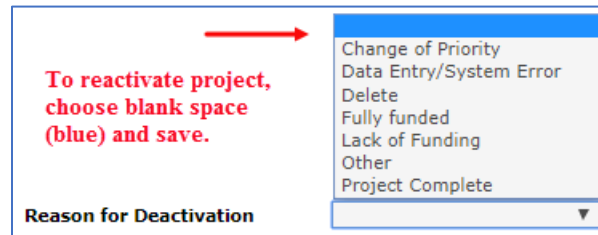*Note: Deactivated projects will remain on your project list, but will not appear on the Print Summary Report.*

TIP: Be sure that you want to deactivate the project. If you accidently deactivated a project, simply edit, choose the blank space above drop down list, and save. This will reactivate your project.

If you wish to delete several projects, please send an email to ICIP.LGD@state.nm.us. Include the Project I.D. number and Project Title of all projects that you wish to be deleted. (Note: Once the project has been deleted from the database, it will be removed completely from the system.)

To reactivate a project, simply click on specified project, edit, and choose blank space above the drop down choices provided.
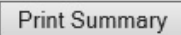
X. Printing Reports

Print reports for your records only. Do not submit a hard copy.
Print tabs are available at each section of this process.

A. To Print Reports, Click on "Entity Info," then "Print Report."

B. To Print Project Summary, Click on "Projects" and "Print Summary."


To print detail report of Capital Project Description for each ICIP project, Click on each project and "Print Report."

XI. Error Messages

1. If you receive the forbidden error message, you may of added a dollar sign ($) or have removed a zero or left the field blank from the Funded to Date, Project Budget, or Phasing Budget. To correct, add '0' or provide budget amount. Reminder: DO NOT use dollar signs, or decimals when inputting budget amount in to budgets.

    or

2. If you attempt to use special characters in any of the text fields, the error message of "**Forbidden"** - You do not have permission to access… may pop up. This may be caused when using special characters that include: semi-colons, colons, slashes, dollar signs, brackets, etc. Review the text fields and remove the special characters and re-save. This will correct the issue.3. If you are attempting to edit/change the Project Title and keep the same rank you will receive the message, "This entity already has a rank ____ project".
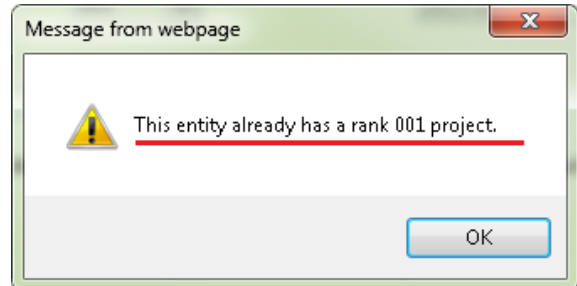
3. To correct follow the steps below:

    a. Change Project Title name.
    b. Temporarily assign a Rank not being used, i.e., 2022-101.
    c. Click on newly assigned rank.
    d. Save changes.
    e. Edit and change back to previous rank.
    f. Save changes.

4. All fields must be addressed. An error message will appear if **MANDATORY** fields marked with an asterisk (*) are not completed.
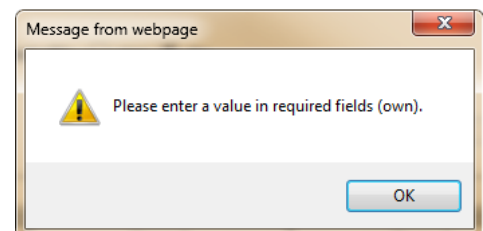
Please send an email to Carmen Morin at CarmenB.Morin@state.nm.us if you have any questions, or for assistance with the ICIP database.