

# **FY 2022-2026 Infrastructure Capital Improvement Plan Training Workshop**

**Webinar  
Info**

**Agenda**

**ICIP**

**Upcoming  
Training  
Opportunities**

**The  
COG's**



NEW MEXICO DEPARTMENT OF  
FINANCE & ADMINISTRATION





## **Welcome to the 2020 ICIP 101 Training!**

**All participants will be muted throughout the presentation. Questions can be asked by using the Chat Box which will be monitored throughout the training.**

**Please complete the Survey at the end of the training. We appreciate your feedback which will assist us in future trainings.**



MICHELLE LUJAN GRISHAM  
GOVERNOR

DONNIE J. QUINTANA  
DIRECTOR



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LOCAL GOVERNMENT DIVISION  
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**Infrastructure Capital Improvement Plan (ICIP) 101**

Wednesday, July 22, 2020  
Early Sign in 8:35 AM  
9:00 AM to 1:00 PM  
WebEx Webinar Meeting

**A. Welcome & Introductions**

**B. The Importance of an ICIP?** – Jeannette Gallegos, Bureau Chief, Special Services Bureau

**C. Developing Your ICIP** - Carmen Morin, ICIP Program Coordinator

1. ICIP Guidelines
2. ICIP Database
3. Submission Requirements
4. Submission Deadlines

**D. Upcoming Training Opportunities**

**E. Comments from NewMARC**

1. Southwest NM COG – Priscilla Lucero
2. Mid-Region COG – Sandy Gaiser
3. Eastern Plains COG – Sandy Chancey
4. Southeastern NM Economic Development District - Dora Batista
5. North Central NM Economic Development District – Monica Abeita
6. Northwest NM COG – Evan Williams
7. South Central COG – Jay Armijo

**F. Questions**

**G. Adjourn**

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*Special thank you to all of the NM Association of Regional Councils (NewMARC)  
for assisting with this and the upcoming 2020 ICIP trainings.*

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### **F. Questions**

### **G. Adjourn**



# ICIP

**What is an  
ICIP?**

**Why is the  
ICIP  
Important?**

**What should  
an ICIP  
Project do?**

**FY  
2021-2025  
Deadlines &  
Submission**

**Who should  
participate in  
the ICIP?**

**Developing  
Your ICIP**





# What is an ICIP?



**An ICIP is...**



**An ICIP is NOT...**





## **An ICIP is...**

- *A plan that established planning priorities for anticipated capital projects*
- *Covers a five year fiscal period  
FY 2022-2026 (July 1, 2021-June 30, 2026)*
- *Developed, updated, and submitted annually to LGD*



## **An ICIP is Not...**

- **Wish List**
- **Funding Application**
- **Funding Source**



# Why is the ICIP Important?



**Establishes  
Priorities**



**Increases  
Funding  
Opportunities**



## **Establishes Priorities**

- The ICIP is a tool to showcase your entities priority projects
- Focus on critical need projects
- Encourages planning





## **Increases Funding Opportunities**

- Participation in the ICIP is strongly encouraged
- Funding agencies utilize the ICIP in many ways
- The Governor's office uses the ICIP publication when vetting projects

# What should an ICIP Project do?





## An ICIP project should...

- Create a new fixed asset or;
- Enhance an existing fixed asset;
- Have a life expectancy of at least 10 years
- Be ready to proceed. Not a wish list.



**ICIP  
projects  
should  
also...**

## **ICIP projects should also ...**

- **Have Good Estimates**
- **Be over \$10,000**
- **Identify funding sources**
- **Regionalize**



# Who should participate in the ICIP.

## **Special Districts**

*The Special Districts category include mutual domestic water consumer associations, acequias, land grants, utility, flood control, and fire districts.*

## **Tribal Governments**

*Pueblos, Nations, and Tribes participate in the ICIP each year.*

## **Counties & Municipalities**

*All 33 Counties and over 100 Municipalities submit an ICIP each year.*

## **Senior Citizen Facilities**

*All Senior Citizen Facilities should submit an ICIP separately from their local government entity. The State is attempting to gain a full assessment of the infrastructure needs for each facility, therefore, all should submit an ICIP. Each facility will be assigned an entity code and password to access the database.*

**FY 2022-2026**

**New! ICIP Deadlines**

- **Special Districts – Friday,  
September 4, 2020**
- **Tribal Governments – Friday,  
September 18, 2020**
- **Counties and Municipalities –  
Friday, September 18, 2020**
- **Senior Citizen Facilities –  
Friday, October 2, 2020**



# **ICIP - Your Planning Tool**



**Developing  
Your ICIP**

**ICIP  
Submission**

**So What's  
New?**



# Developing Your ICIP

**ICIP Guidelines & Data Entry Instructions**

**<http://nmdfa.state.nm.us/ICIP.aspx>**

**2.61.6 Bond Project Disbursement Guidelines**

**[http://www.nmdfa.state.nm.us/  
Board\\_Of\\_Finance.aspx](http://www.nmdfa.state.nm.us/Board_Of_Finance.aspx)**



# ICIP Submission

Submit only three forms via email

Appendix I: ICIP Completion Certification Form

**FY 2022-2026 ICIP Completion Certification**

Form This certifies that \_\_\_\_\_

Official Entity Name ICIP Entity Code

has completed and entered the information required for the FY 2022-2026 Infrastructure Capital Improvement Plan (ICIP), to include the following for each project (please check mark each item completed):

1. Entity Information.
  - ☐ ICIP Officer, Procurement Officer, Financial Officer: name, telephone, email
  - ☐ CAG 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
2. Capital Project Detail:
  - ☐ Priority
  - ☐ Year/Rank
  - ☐ Project Title
  - ☐ Project Contact Information
  - ☐ Total Project Cost
  - ☐ Class
  - ☐ Type/Subtype
  - ☐ Project Location (include Latitude/Longitude)
  - ☐ Legislative Language
  - ☐ Scope of Work
  - ☐ Second/Potential Funding Budget
  - ☐ Project Budget
  - ☐ Phasing Budget
  - ☐ Operating Budget
  - ☐ Who will Own, Operate, Fiscal Agent, Own Land, Own Asset, and Maintain
  - ☐ #19 Answer all questions as related to each specific project

Authorized Signature \_\_\_\_\_ Date (xx/xx/xxxx) \_\_\_\_\_

Printed Name \_\_\_\_\_

Appendix II: Resolution Template

County, Municipality/Tribal Government/Special District of \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Resolution No. \_\_\_\_\_

A RESOLUTION  
ADOPTING THE FY 2022-2026 INFRASTRUCTURE CAPITAL IMPROVEMENT PLAN (ICIP)

WHEREAS, the \_\_\_\_\_ of \_\_\_\_\_ recognizes that the financing of public capital projects has become a major concern in New Mexico and nationally; and

WHEREAS, in times of scarce resources, it is necessary to find new financing mechanisms and maximize the use of existing resources; and

WHEREAS, systematic capital improvements planning is an effective tool for communities to define their development needs, establish priorities and pursue concrete actions and strategies to achieve necessary project development; and

WHEREAS, this process contributes to local and regional efforts in project identification and selection in short and long range capital planning efforts.

NOW, THEREFORE, BE IT RESOLVED BY THE \_\_\_\_\_ that:

1. The county/municipality/tribal government/special district has adopted the attached FY 2022-2026 Infrastructure Capital Improvement Plan, and
2. It is intended that the Plan be a working document and is the first of many steps toward improving rational, long-range capital planning and budgeting for New Mexico's infrastructure.
3. This Resolution supersedes Resolution No. \_\_\_\_\_.

PASSED, APPROVED and ADOPTED by the governing body at its meeting of \_\_\_\_\_, 2020

Mayor/County Commission Chair/Board Chair \_\_\_\_\_

ATTEST: \_\_\_\_\_

Municipal/County Clerk/Other Testator \_\_\_\_\_

Appendix III: Permission for Access Form

**FY 2022-2026 ICIP Permission for Access Form**

(Please type printed address of the user - municipality, county, special district, etc., or leave blank for City)

(Entity Name) agrees to provide the following agency or individual the authority to enter the Infrastructure Capital Improvement Plan (ICIP) website and manipulate the FY 2022-2026 Infrastructure Capital Improvement Plan database for this entity.

Person with signature authority for this local government entity to give such permission:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Entity/Agency Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Agency or individual who has been given authority to enter the ICIP data on behalf of said entity:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Entity/Agency Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Save each document separately, i.e., Appendix I-Completion Certification, etc.*

## Appendix I: ICIP Completion Certification Form

### FY 2022-2026 ICIP Completion Certification

**Form** This certifies that

Official Entity Name

ICIP Entity Code

has completed and entered the information required for the FY 2022-2026 Infrastructure Capital Improvement Plan (ICIP), to include the following for each project (please check mark each item completed):

1. 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
2. Capital Project Detail.
  - ☐ Priority
  - ☐ Year/Rank
  - ☐ Project Title
  - ☐ Project Contact Information
  - ☐ Total Project Cost
  - ☐ Class
  - ☐ Type/Subtype
  - ☐ Project Location (include Latitude/Longitude)
  - ☐ Legislative Language
  - ☐ Scope of Work
  - ☐ Secured/Potential Funding Budget
  - ☐ Project Budget
  - ☐ Phasing Budget
  - ☐ Operating Budget
  - ☐ Who will Own, Operate, Fiscal Agent, Own Land, Own Asset, and Maintain
  - ☐ #19 Answer all questions as related to each specific project

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date (xx/xx/xxxx)

\_\_\_\_\_  
Printed Name



## Appendix II: Resolution Template

County, Municipality/Tribal Government/Special District of

COUNTY OF \_\_\_\_\_

Resolution No. \_\_\_\_\_

### A RESOLUTION ADOPTING THE FY 2022-2026 INFRASTRUCTURE CAPITAL IMPROVEMENT PLAN (ICIP)

WHEREAS, the \_\_\_\_\_ of \_\_\_\_\_ recognizes that the financing of public capital projects has become a major concern in New Mexico and nationally; and

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\_\_\_\_\_  
Mayor/County Commission Chair/Board Chair

ATTEST:

\_\_\_\_\_  
Municipal/County Clerk/Other Testator

\_\_\_\_\_  
individual t  
FY 2022-20

**Person with**

Name: \_\_\_\_\_

Entity/Agency

Address: \_\_\_\_\_

City: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

**Agency or individual**

Name: \_\_\_\_\_

Entity/Agency

Address: \_\_\_\_\_

City: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

Appendix III: Permission for Access Form

**FY 2022-2026 ICIP Permission for Access Form**

(Must be a political subdivision of the state - municipality, county, special district, tribe, or senior center facility.)

\_\_\_\_\_ (Entity Name) agrees to provide the following agency or individual the authority to enter the Infrastructure Capital Improvement Plan (ICIP) website and manipulate the FY 2022-2026 Infrastructure Capital Improvement Plan database for this entity.

**Person with signatory authority for this local government entity to give such permission:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Entity/Agency Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Agency or individual who has been given authority to enter the ICIP data on behalf of said entity:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Entity/Agency Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# So what's new?

- Project Title
- Legislative Language
- Scope of Work



# Project Title

Old:  
Roof Improvements

New:  
NWNMCOG Building and Roof  
Improvements

Infrastructure Capital Improvement Plan FY 2021-2025			
ICIP Capital Project Description			
Year/Rank: 2021-001	Priority: High	Class:	Renovate/Repair
Project Title: Roof Improvements		Type/Subtype: Facilities - Administrative Facilities	
Contact Name: Evan Williams		Contact Phone: 5057224327	Contact E-mail: ewilliams@awnmcog.org
Total project cost: 350,000			Proposed project start date: September 2019
Project Location: 106 West Aztec Avenue Gallup, NM 87301			Latitude: 35.526617 Longitude: -108.741460
Legislative Language:	To plan, design, construct, repair and improve the northwest New Mexico council of governments building, including the roof, in Gallup in McKinley county.		
Scope of Work:	To repair roof that began leaking in Winter of 2019 and is an emergency situation that must be addressed. The COG staff will retain quotes from local roofing companies and bid work. The COG will use its own match if necessary to complete these improvements.		

# ng and Roof

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## Infrastructure Capital Improvement Plan FY 2021-2025

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### ICIP Capital Project Description

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<b>Year/Rank:</b> 2021-001	<b>Priority:</b> High	<b>Class:</b>	<b>Renovate/Repair</b>
<b>Project Title:</b> Roof Improvements		<b>Type/Subtype:</b>	Facilities - Administrative Facilities
<b>Contact Name:</b> Evan Williams		<b>Contact Phone:</b> 5057224327	<b>Contact E-mail:</b> ewilliams@nwnmcog.org
<b>Total project cost:</b>	350,000	<b>Proposed project start date:</b> September 2019	
<b>Project Location:</b>	106 West Aztec Avenue Gallup, NM 87301	<b>Latitude:</b> 35.526617	<b>Longitude:</b> -108.741460
<b>Legislative Language:</b>	To plan, design, construct, repair and improve the northwest New Mexico council of governments building, including the roof, in Gallup in McKinley county.		
<b>Scope of Work:</b>	To repair roof that began leaking in Winter of 2019 and is an emergency situation that must be addressed. The COG staff will retain quotes from local roofing companies and bid work. The COG will use its own match if necessary to complete these improvements.		

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# Legislative Language

Old:

To plan, design, construct, repair and improve the northwest New Mexico council of governments building, including the roof, in Gallup NM in McKinley County.

**New:**

**to plan, design, construct, repair and make improvements to the northwest New Mexico council of governments building, including the roof, in Gallup in McKinley county**



# Scope of Work

Old:

To repair roof that began leaking in Winter of 2019 and is an emergency situation that must be addressed. The COG staff will retain quotes from local roofing companies and bid work. The COG will use its own match if necessary to complete these improvements.

**New:**

**Plan, design and construct building and roof improvements for the NWNMCOG building in Gallup. NWNMCOG will follow policies and procedures and comply with the NM Procurement Code to complete the project.**

**No justification required when applying for Capital Outlay Request.**

# Upcoming Training Opportunities

- Tuesday, July 28, 2020 • 2:00 to 3:30 PM - "Capital Outlay"
  - Intergovernmental Agreements
  - Notice of Obligations
  - Pay Requests
- Wednesday, July 29, 2020 • 10:00 to 11:00 AM - "Planning, Vetting, Application, Funding"
- Thursday, July 30, 2020 • 9:00 to 11:00 AM - "Creative Ways to Develop Cost a Estimates for Your Project"

## Coming Soon!

- Wednesday, August 5, 2020 • 10:00 to 11:00 AM - FUNDIT: Connecting Resources to Projects
- "Capital Outlay Process" -- Capital Outlay Bureau & Legislative Finance Committee
- "Outlay Request Form" -- Legislative Council Services
- And More!

# **25th Annual New Mexico Infrastructure Finance Conference Postponed until October 2021**

**We look forward to seeing everyone next year at the  
Santa Ana Star Hotel**

**<http://www.nmifc.com/>**



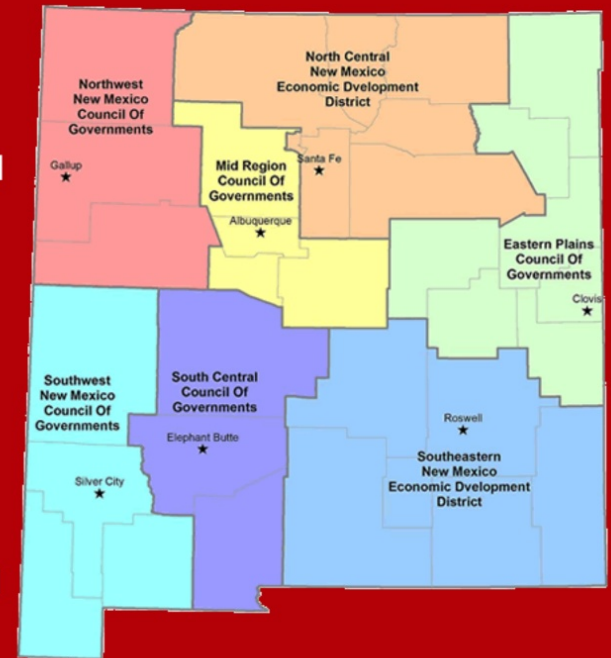


# Thank You!



# NewMARC – NM Association of Regional Councils

- Northwest New Mexico Council of Governments, Gallup, NM
- North Central New Mexico Economic Development District, Santa Fe, NM
- Mid-Region Council of Governments, Albuquerque, NM
- Eastern Plains Council of Governments, Clovis, NM
- Southwest New Mexico Council of Governments, Silver City, NM
- South Central Council of Governments, Elephant Butte, NM
- South Eastern New Mexico Economic Development District, Roswell, NM





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COG's**



NEW MEXICO DEPARTMENT OF  
FINANCE & ADMINISTRATION



# Acronyms

- DFA - Department of Finance & Administration
- LGD - Local Government Division
- ICIP - Infrastructure Capital Improvement Plan
- COB - Capital Outlay Bureau
- CDB - Community Development Bureau
- COG - Council of Governments
- LFC - Legislative Finance Committee
- LCS - Legislative Council Services
- TIF - Tribal Infrastructure Funds
- IFC - Infrastructure Finance Conference

**Thank You  
For  
Joining Us**

## **LGD- Special Services Bureau**

**Jeannette Gallegos, Bureau Chief**

*Jeannette.Gallegos@state.nm.us;*

*505-827-4787*

**Carmen Morin, ICIP Program Coordinator**

*CarmenB.Morin@state.nm.us;*

*505-827-4797*

**ICIP 101 Survey**

