Senior Center Facilities & the FY2027-2031 Infrastructure Capital Improvement Plan

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Presented by:

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NEW MEXICO AGING & LONG-TERM SERVICES DEPARTMENT

New Mexico Department *of* Finance and Administration

1

TRAINING AGENDA

- Welcome

- DFA & ALTSD Staff Introduction

- ICIP Deadlines & Dates

- ALTSD Capital Outlay Deadlines

- Overview: ICIP & How to Enter Projects

- ALTSD Information

- Q & A

Capital Planning and Policy Bureau

- Assist state agencies and local governments in planning their capital projects.
- Develop and review the ICIP, and guide entities to resources for fully funding capital outlay requests.
- Coordinate with executive agencies and the Governor to prepare the Executive Capital Budget.
- Partner with the Legislative Finance Committee and Legislative Council Services to draft capital bills.
- Manage the general fund questionnaire process, conduct audit compliance reviews, and work with the State Budget Division to ensure appropriations are budgeted and available for grants.
- Oversee the Capital Projects Management System (CPMS), support local governments and state agencies with reporting, and implement a new ICIP and CPMS system.
- Develop and update policies for the Division.

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Capital Planning & Policy Bureau (DFA)

Acting Deputy Director & CPP Bureau Chief
Scott Wright- Scott.Wright@dfa.nm.gov, 505-919-9038

State ICIP Coordinator
Ryan Serrano – Ryans.Serrano@dfa.nm.gov, 505-819-1568

Local ICIP Coordinator
Mary Ann Maestas – MaryAnn.Maestas@dfa.nm.gov,
505-487-3523

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IPDD Division Director
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Capital Outlay Bureau (Aging & Long Term Services Department)

Capital Outlay Bureau Chief (PSA1)
Tasha Martinez – Tasha.Martinez@altsd.nm.gov

Project Coordinator (PSA 2-3)
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AND Division Director
Denise King – Denise.King@altsd.nm.gov

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What is an ICIP?

- A *planning* tool for your entity's infrastructure needs

- A roadmap to secure funding elsewhere

- Covers a 5 year fiscal period – FY2027 – 2031 (July1, 2026-June 30, 2031)

- Developed, updated, and submitted annually to the Infrastructure Division at DFA

Submitted by:
- Counties, Municipalities, Senior Centers, Meal Sites, Special Districts, Tribal Governments, State Agencies, Higher Education Institutions

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- All Senior Center Facilities should submit an ICIP separately from their local government

- The state is continuing to attempt to gain a full assessment of the infrastructure needs for each facility, so all should submit an ICIP.
  Each facility is assigned an entity code and password to access their account.

health food
community
activities
active transportation
services
meals nutrition
meal
seniors healthy
delivery
belonging safe

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An ICIP is not….

- A wish list

- A Funding Application

- A Funding Source

- A Capital Outlay request

Grant Apps

Other Financing

ICIP

Planning & Project Management

CO Requests

… But it is a tool that is distributed & reviewed by legislators, the Governor's Office, and other stakeholders, the public and decision makers…

Capital Navigation and Funding Assistance Bureau

- The bureau will be responsible for assisting state agencies and local governing bodies with finding funding for their capital projects.
- Responsible for coordinating the funding opportunities and providing guidance with applying for capital grants.
- Administer the NM Match Fund, which includes the match fund, project implementation, and federal compliance applications.
- Update and oversee the maintenance of the Catalog of Local Assistance.
- Coordinates and organizes the Capital Connect Hub monthly (4th Monday at 2:30pm).
- Contact Hallie Brown for more info Hallie.Brown@dfa.nm.gov

New Submission Deadlines for the ICIP

- <mark>Senior Citizen Facilities – Wednesday, May 14, 2025</mark>
- Special Districts – Friday, June 13, 2025
- State Agencies – Tuesday, July 1, 2025
- Tribal Governments – Friday, July 11, 2025
- Counties and Municipalities – Friday, July 11, 2025

- Final Publication – Friday, October 3, 2025

- **Resources on our website:** https://www.nmdfa.state.nm.us/infrastructure-planning-and-development-division/icip/
  - Data Entry Manual
  - ICIP Guidelines
  - ICIP Worksheets – for your convenience
  - ICIP Checklist – to ensure full completion
  - Recorded Trainings from 2024 – many still applicable

| Completed ICIP | Resolution from your Governing Body | Complete Submission Form |
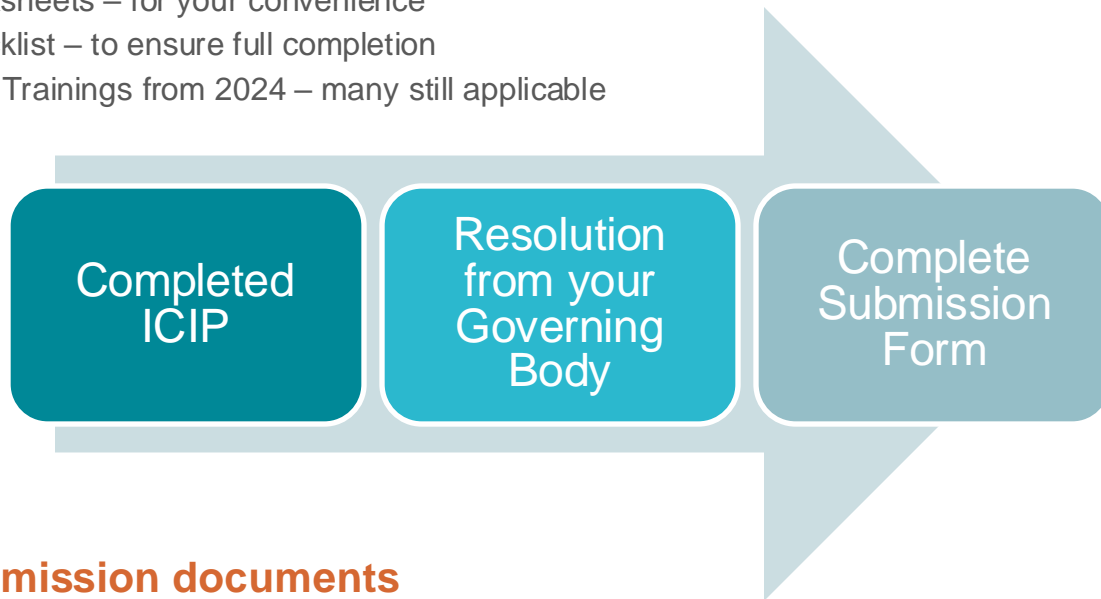
- **Required Submission documents**
  - Signed Resolution adopting your FY2027-2031 ICIP
  - New User Access form – for new employees/staff
- Submit ICIP Completion Form – https://forms.office.com/g/6Jf8C027Pn

ALTSD Capital Outlay Deadlines

- 2026 Capital Outlay Application Deadline – April 8, 2025

- Notify all applicants by June 15, 2025

- 2026 ICIP – June 30, 2025

How to enter your ICIP

- **ICIP Website:** https://www.state.nm.us/capitalprojects/

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ICIP Client Login

Agency or Entity Code: [ ]

Password: [ ]

○ ICIP

Login

| | ICIP | | CPMS | |

Welcome to the DFA site for the Infrastructure Capital Improvement (ICIP) projects and Capital Appropriations Search (CPMS).

After login, click on ICIP to enter ICIP project information.

For the Capital Appropriations Search and Capital Project Monitoring System, click on CPMS.

PLEASE NOTE: For security reasons, this ICIP site is no longer supported by Internet Explorer. Please use Google Chrome, Firefox or Microsoft Edge.

Other relevant links:
Department of Finance and Administration website
Infrastructure Planning and Development website

Local Government Division website

Local Government ICIP Contact: MaryAnn.Maestas@dfa.nm.gov
State Agency ICIP Contact: RyanS.Serrano@dfa.nm.gov

How can an entity code/password be obtained? Entry into the web site requires a code and a password. For new local government entities and special districts, send an email to Mary Ann Maestas at MaryAnn.Maestas@dfa.nm.gov or phone (505) 487-3523 to request an entity code and password.

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Requested Information:
Listed below are the documents and information needed to complete your submission:

Applicant Information

Name	Type	# Files	Requirement	Instructions
Applicant Name	Data Type: Text	N/A	REQUIRED	
Applicant Title	Data Type: Text	N/A	REQUIRED	
Applicant Address	Data Type: Text	N/A	REQUIRED	
Applicant Email	Data Type: Text	N/A	REQUIRED	
Current ICIP	File Type: Any (.*)	1	REQUIRED EACH FACILITIES	When submitting 'Current ICIP' you will need to provide a Any (.*) for: EACH FACILITIES that you are bidding on.
Letter Identifying Certifying Official for all applications	File Type: Any (.*)	1	REQUIRED EACH FACILITIES	When submitting 'Letter Identifying Certifying Official for all applications' you will need to provide a Any (.*) for: EACH FACILITIES that you are bidding on.
History	File Type: Any (.*)	Multiple	OPTIONAL EACH FACILITIES	When submitting 'History' you will need to provide a Any (.*) for: EACH FACILITIES that you are bidding on.
Fiscal and Facility Information Question Set	File Type: Excel (.xls, .xlsx)	1	REQUIRED EACH FACILITIES	When submitting 'Fiscal and Facility Information Question Set' you will need to provide a Excel (.xls, .xlsx) for: EACH FACILITIES that you are bidding on.

13

![New Mexico Aging Services logo]

Question Set 1: Fiscal Certification Information

Question Set 1 Instructions
Specific instructions are included with each question, so read carefully.

For questions, please contact Tasha Martinez, Capital Outlay Bureau Chief at tasha.martinez@altsd.nm.gov. Training resources are available on https://aging.nm.gov/for-our-partners/capital-outlay.

#	Question	Response	Comment	Status
1.0.1	Is the current budget filed with the state auditor?			Incomplete
1.0.2	Is the operating budget approved by DFA and Finance Bureau of the local government division?			Incomplete
1.0.3	Explain your answer about operating.	-		Incomplete
1.0.4	Submitted financial quarterly reports on CPMS			Incomplete
1.0.5	Provide current ICIP number for project and upload ICIP	-		Incomplete
1.0.6	Certification Name - Certifying official of the local government (municipality, county, tribal, Nation) authorized to verify that the application is supported by the governing body of the applicant. Official is authorized to file this application for assistance from the State of New Mexico and certifies that the information contained herein is true and complete to the best of official's knowledge and belief.	-		Incomplete

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ICIP - Projects List

| Home | Entity Profile | Projects | Help |

Print Summary   Insert New Project

Page 1 of 1

Entity Code	Agency/Local Government	Project Title	Project Year	Rank	Project ID
99624	Aging and Long Term Services Department	Senior Center's Statewide	2026	001	42903
	Aging and Long Term Services				

CAPITAL OUTLAY APPLICATION NOW OPEN!

JANUARY 8 – APRIL 8 | 2025

We provide funding opportunities for the 5 different applications:

➔ Meals & Equipment
➔ Vehicles & Equipment
➔ Planning & Design
➔ New Construction
➔ Code Compliance/ Renovation/New Addition

SELECT LANGUAGE

ABOUT ⌄   ADMIN ⌄   NEWS & EVENTS ⌄   CAREERS

SIGN UP FOR E-NEWS

SEARCH 🔍

A A A

ADULT PROTECTIVE SERVICES ⌄   AGING NETWORK ⌄   CONSUMER & ELDER RIGHTS ⌄   LONG-TERM CARE ⌄

https://aging.nm.gov/for-our-partners/capital-outlay

Questions and Comments

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