Creating the Infrastructure Capital Improvement Plan
FY 2027 – 2031

Introduction

The Department of Finance and Administration (DFA), through its authority in NMSA 1978, Sections 6-4-1 assists the state agencies in preparing a Five-Year Infrastructure Capital Improvement Plan (ICIP).

The initial step in the ICIP process is the creation of the individual state agency plan. The plan covers a five-year period and is developed each year. It includes policy direction, funding time frames, estimated costs, justifications, and the details of specific infrastructure capital improvement projects proposed, by year, over the five-year period. The plan may include repair/replacement of existing infrastructure, and development of new infrastructure. Each proposed project includes an implementation plan and an estimate of operating/maintenance expenses to assure each planned project's viability. Agencies should update their ICIPs based on what was previously funded and programmatic changes that impact an agencies' capital needs.

Process

The 5-year ICIP is the state's plan for short and long-range development, maintenance, improvement, and acquisition of infrastructure assets to benefit the state of New Mexico.

Note:

- *All District Court projects fall under the purview of the Administrative Office of the Courts (AOC) and must be submitted for review and approval to AOC prior to the ICIP submission. For more information, contact Robert Duran at 505-479-2639 or email him at aocrsd@nmcourts.gov.*

- *All projects that fall under General Services Department/Facilities Management Division (GSD/FMD) jurisdiction must be submitted for review and approval to FMD prior to ICIP submission. GSD/FMD will be meeting with agencies during the month of June. For more information, contact Delores Two-Bulls at (505) 490-3282 or email her at delores.two-bulls@gsd.nm.gov or Kevin Barela at (505) 231-0372 or email him at kevin.barela@gsd.nm.gov.*

- *All projects for new, updated, and or replacement of information technology that falls under the Department of Information Technology (DoIT) jurisdiction must be submitted to DoIT for review and approval. For more information about the DoIT long-term planning process, contact Gerald Clokey at (505) 795-4899 or email him at gerald.clokey@doit.nm.gov or Eve Banner at (505) 660-8850 or email her at eve.banner@doit.nm.gov.*

1. What is capital outlay?

Capital outlay includes but is not limited to:
- Equipment having a value over $10,000 dollars and a useful life of ten years or more;
- Major renovations or repairs;
- Acquisitions of something already in existence;
- Plan and design specific to a capital project;
- New structures, meaning the construction of new buildings;
- Non-structural improvements to land, meaning the grading, leveling, drainage, and landscaping thereof and the construction of roadways, fences, ditches, and sanitary sewers;

Agencies may also refer to the NMAC 2.61.6.1 for additional interpretation of capital projects.

2. Determine operating and maintenance costs (O&M)

Operating and Maintenance Expenses. Development of maintenance/operating estimates shall be included. Identify O&M costs of each project over a multi-year period. Remember the initial capital cost is only part of the cost of the infrastructure. In order for an agency to be able to use the proposed facility for its expected life, the agency will need to be able to cover operation and maintenance costs. Operating and maintenance costs must be considered when preparing the ICIP. A proposal of where O&M costs will be generated should be included.

3. Prioritize projects and identify criteria

Critical Criteria:

- Is the project necessary for compliance with court orders, consent decrees, health and safety codes, or other laws and regulations?

Strategic Criteria:

- Is the project an objective of an approved plan?
- Will the project eliminate sizable future costs for major construction, repair, fuel, or those associated with serious injury, illness, or death? (The request addresses safety issues which do not meet critical criteria. Includes protecting the safety and health of occupants in owned assets.)
- Does the project satisfy an approved replacement schedule?
- Is the project urgent enough that postponement will cause the agency to lose an immediate opportunity or will it substantially increase development costs?
- Has the project been fully developed as to the amount and timing of costs for design, site preparation, equipment, furnishing, maintenance, and operations?
- Will the project foster the agency's goals, such as creating, preserving, or enhancing its infrastructure, reducing the cost of operation, reducing the cost of energy consumption, fostering economic vitality, or supporting development efforts in areas with a majority of low- and moderate-income households?
- Will the benefits outweigh the costs of implementation of operations and maintenance?
- Can funds from other sources (such as impact fees), including the private sector, be leveraged?
- Does the project place excessive burdens on the agency's operating budget?
- Have other alternatives for meeting the need been thoroughly explored?

Priorities: Use the above criteria to determine priorities. For these priorities, consider the following needs:

- Is the project critical, necessary, or desirable and why?
- What is the total project cost?
- What is the minimum amount needed to complete a usable phase of the project?
- When will the project begin?
- What amount and sources of secured funding is available (matching funds)?

4. Analyze capacity

At the same time that agencies are considering their capital priorities, an assessment should be made of the agency's ability to manage/administer capital assets and projects. Capital project administration/management may include but is not limited to:
- Ability to identify needed projects for the next five-year period and prioritize;
- Ability to estimate the costs of proposed projects and identify funding;
- Ability to inventory and maintain an updated inventory system of capital assets;
- Maintaining a centralized oversight for capital projects;
- Ability to spend capital dollars within the statutory timeframes.

5. Identify funding needs and possible funding sources

After the projects have been evaluated, prioritized, and linked to a potential funding source, each project should be planned from funding to completion.

A draft list of tasks to completion should be listed with timeframes and the person or position that should carry out the task. Tasks may include: 1. Secure funding; 2. Complete planning and design architectural plans; 3. Initiate and manage bid process; 4. Manage construction; 5. Operate and maintain facility 6. Timely submittals of pay requests and processing of reimbursements. 7. Review of cost-benefit comparisons for private sector participation in capital projects.

Non-State financing: Percentage of non-state funding (i.e., Federal funds), private contributions or matching funds that can be applied against project costs.

6. Monitor approved projects.

Once projects have been approved and are funded, project implementation should begin:
- Establishing a tracking system to keep projects on schedule and within budget;
- Maintain a centralized oversight for capital projects;
- Periodic reports to agency head and to funding agency should be established;
- Periodic reports should indicate changes in the targeted completion dates;
- Identify serious problems and document the financial status of each project.

These reports may be based on project updates provided by the responsible agency on a quarterly or other regular basis. These updates should provide the information necessary in determining the status of approved projects.

7. Finalize and submit ICIP to DFA by July 1, 2025

State agencies must email a digitally signed agency certification and completed ICIP Submission Checklist by 5:00 p.m. Tuesday, July 1, 2025, to ryans.serrano@dfa.nm.gov.

Once projects have been identified and prioritized, enter the projects into the online ICIP database at **www.state.nm.us/capitalprojects/index.jsp by 5:00 p.m. Tuesday, July 1, 2025.**

Infrastructure Capital Improvement Plan FY 2027 - 2031

Entity Profile. All fields are MANDATORY. (Provide the following basic information about your entity. It is not necessary to re-enter this information each year, but please update and make changes as necessary. Some fields will automatically populate when you log in to database.) **DO NOT SUBMIT FORMS WITH ICIP SUBMISSION.**

Government Entity:

Address:

City, State, Zip: **County:**

Email: **Phone:**

ICIP Officer Name:

Procurement Officer Name:

Email: _____   **Phone: (____) _____**

Financial Officer Name:

Email: _____   **Phone: (____) _____**

Entity Type:

☐ County
☐ Municipality
☐ Tribal Government
☐ Senior Citizen Facility
☐ Special District (drop down)
    ☐ Acequias/Ditches
    ☐ Flood Control District
    ☐ Land Grants
    ☐ Mutual Domestic Water Consumer Assoc.

☐ State Agency

☐ Soil & Water District
☐ Solid Waste Authority
☐ Water & Sanitation
☐ Water Association
☐ Other Special District _____

Executive Order 2013-006 Compliance.
(https://www.nmdfa.state.nm.us/infrastructure-planning-and-development-division/)

Is your entity compliant with Executive Order 2013-006? Yes ☐ No ☐

- **State Audit Act (Audit/Tier Certification)**
- **Single Audit Act (as applicable)**
- **NMSA 6-6-3 Budget Approved by LGD/Budget & Finance Bureau**

Does your entity have a comprehensive plan/master plan? Yes ☐ No ☐ N/A ☐

Provide the last date comprehensive plan/master plan was updated. _____(Year)

Do all projects in your ICIP include or follow your comprehensive plan/master plan? Yes ☐ No ☐

Other Planning: Has your entity adopted any of the planning tools. (check all that apply below)

☐ **Asset Management Plan**
☐ **LEDA (Local Economic Development Act)**
☐ **Drought Contingency Plan**
☐ **Water Conservation Ordinance**
☐ **Financial Plan**
☐ **Annual Action Plan**
☐ **NM Affordable Housing Act Compliance**
☐ **Other _____**
☐ **N/A State Agency Only**

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 2027-2031 (July 1, 2026 to June 30, 2031). **DO NOT INCLUDE ANY FULLY FUNDED PROJECTS** or **PLACEHOLDER PROJECTS**. This worksheet provides pages for only one FY 2027-2031 project. If you would like more blank worksheets for additional projects, please copy this form before you fill in the blanks. Information must be entered into the website. Do not submit these worksheets with the ICIP submission.

1. **Priority**-Please select High, Medium, or Low. (drop down list)

2. **Rank:** (Enter the appropriate project year (**FY 2027-2031**), then rank your projects **1-10**): 202 __ - __ (The database will not allow you to list the same rank for multiple projects. The first 2026 top 5 projects listed may begin with preference if your entity is seeking State Capital Outlay funds or other state funding.)

3. **Title:** Provide a short succinct title. Example: Gold Street Improvements or WWTP Upgrades. Use sentence title structure - Senior Center Renovations. (50 maximum characters allowed)

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

5. **Total project cost:** _____ (Will auto populate when Project Budget is saved.)

6. **Proposed project start date:** _____ Example, July 2026 (FY2027 begins July 1, 2026 and ends June 30, 2027.)

7. **Class:** (If your project is a 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 ☐; Replacing Existing ☐; or Renovate/Repair ☐

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

☐ **Facilities**　　　　　　　　　　　　☐ **Vehicles**
☐ **Transportation**　　　　　　　　　☐ **Equipment**
☐ **Water**　　　　　　　　　　　　　☐ **Economic Development**

Subtype: Please select subtype that best fits project.

Facilities

☐ Administrative Facilities　　　　　　☐ Housing-Related Cap Infrastructure
☐ Arts (other than museums)　　　　　☐ Libraries
☐ Convention Facilities　　　　　　　☐ Museums
☐ Cultural Facilities　　　　　　　　☐ Senior Facilities
☐ Daycare Facilities　　　　　　　　☐ Public Safety Facilities
☐ Domestic Violence Facilities　　　　☐ Other
☐ Fire Facilities
☐ Health-Related Cap Infrastructure

Transportation

- ☐ Airports
- ☐ Bike/Pedestrian/Equestrian
- ☐ Highways/Roads/Bridges
- ☐ Lighting
- ☐ Medians
- ☐ Rest Areas
- ☐ Transit
- ☐ Other

Water

- ☐ Storm/Surface Water Control
- ☐ Wastewater
- ☐ Water Rights
- ☐ Water Supply

Vehicles

- ☐ Public Safety Vehicle
- ☐ Senior Facility Vehicle
- ☐ Other

Equipment

- ☐ Public Safety Equipment
- ☐ Senior Center Equipment
- ☐ Other

Other

- ☐ Landfills
- ☐ Solid Waste
- ☐ Utilities (publicly owned)

9. **Project Location: MANDATORY.**
(50 characters maximum) (Physical address or mid-point address if city/county wide project)
Address: ____

City: ____________________________State: _____ Zip: _____________

10. **Latitude: _______________Longitude: _________________MANDATORY**
(20 maximum characters allowed each) (Utilizing address listed in Project Location, go to https://itouchmap.com/ or http://www.gps-coordinates.net/ for Latitude and Longitude.) List in decimal degrees. Example: Latitude 35.683263; Longitude -105-942546.

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. Type Response in Box. NMAC #: 2.61.6 Bond Project Disbursement Guidelines

Example: "to plan, design, construct, furnish and equip a new fire station in Bernalillo, Sandoval county or *to purchase and equip a new fire truck for the pueblo of Santa Clara in Rio Arriba county"*

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12. **Scope of Work:** (2000 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). Provide detail on project to include what will be done with funding requested for each fiscal year, if street/roads/highway project, include street and/or road name(s). <mark>THIS SECTION SHOULD NOT BE A COPY AND PASTE OF #11 LEGISLATIVE LANGUAGE.</mark>

Example – New Fire Station: Plan, design, and construct a new Fire Station. The building will be 10,000 sq. ft. pre-engineered metal building with a cultured stone/EIFS finish on exposed exterior areas, with two "40' X 80' apparatus bays. The project will be completed in three phases. Phase I will include the easements, cultural resource inventory, environmental assessment, planning, design and the first half of the construction. The phase will take 12 months with some of the studies being completed concurrently. Phase II consists of the second half of the construction and will be completed in 12 months. Phase III will include the purchase of furnishings and equipment to include tables, chairs, office desks and commercial kitchen appliances, storage lockers and fire safety equipment.

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), Colonias Infrastructure Board (CIB), etc. Amount secured must match Funded to date column in the Project Budget.]

Please complete the tables below with all secured and potential funding sources**. (No decimals or dollar symbols $)** Instructions are available on the ICIP Data Entry manual, page 12 which can be found on the ICIP website at https://www.state.nm.us/capitalprojects/index.jsp.

Secured Funding Source(s):	Funding Amount Requested:	Date(s) Received:	n/a	Amount Secured:	Amount Expended to Date:	Comments:
-	0		☐	0	0	
-	0		☐	0	0	
-	0		☐	0	0	
-	0		☐	0	0	
TOTALS	0			0	0	

Potential Funding Source(s):	Funding Amount Needed:	Applied for? Yes or No	Date when Applied:	Comments:	n/a	n/a
-	0	☐			☐	☐
-	0	☐			☐	☐
-	0	☐			☐	☐
-	0	☐			☐	☐

14. **Project Budget.** Complete the Budget below. Include only unfunded or unsecured funds under each project year. Note: Funded to Date column must equal the amount secured listed in the Funding Budget. (No decimals or $ signs.). All projects must include an amount not yet funded and cannot be Place Holder projects. Instructions available in the ICIP Data Entry manual, pages 19-22, which can be found on the ICIP website at https://www.nmdfa.state.nm.us/infrastructure-planning-and-development-division/icip/.

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. If an amount was added answer in the completed box needs to be either "yes" or "no".

Category	Completed (Yes, No, N/A)	Funded to Date	2027	2028	2029	2030	2031	Total Project Cost
Water Rights								
Easements & ROW								
Acquisition								
Archeological Studies								
Environmental Studies								
Planning								
Design (Engineer/Architect)								
Construction								
Furnish/Equip/Vehicles								
TOTALS								
Amount Not Yet Funded								

PHASING BUDGET

Can this project be phased? Y ☐ N ☐ **(If yes, please complete table below, project must be 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.

Phase Number	Amount	Plan	Design	Construct	Furnish/Equip	Other (Water Rights, ROW, Easements, Acquisition)	# Months to Complete
Phase 1							
Phase 2							
Phase 3							
Phase 4							
Phase 5							
Totals							

NOTE: (Auto sum) Total Phase Amount in this section must equal "Amount Not Yet Funded" above (Section 14)

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

    Y ☐   If Yes – please complete operating budget below.
    N ☐   If No – please explain-<mark>do not leave blank</mark>. (150
    max characters)

> Type response in box.

ANNUAL OPERATING BUDGET

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

16. **Does the project lower operating costs?**   Y ☐   N ☐
    If yes, explain and provide estimates of operating savings. (Include amount of savings.)
    Example: "By requiring the new solar panels, electricity monthly cost will be about $80.00 lower"

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

    Fiscal Agent: _____

    Own: _____

    If private entity or non-profit, is a lease or operating agreement in place with the local government? Y ☐ N ☐

    Operate: _____

    If private entity or non-profit, is a lease or operating agreement in place with the local government? Y ☐ N ☐

    Own Land: _____

    If private entity or non-profit, is a lease or operating agreement in place with the local government? Y ☐ N ☐

    Own Asset: _____

    If private entity or non-profit, is a lease or operating agreement in place with the local government? Y ☐ N ☐

    Maintain: _____

    If private entity or non-profit, is a lease or operating agreement in place with the local government? Y ☐ N ☐

18. **Additional questions specifically on project.**

(1.) Life Span – How many years is the requested project expected to be in use before needing Renovate/Repair or Replacement?

Please select

☐ 1-9 years
☐ 10-15 years
☐ 16 years or more.

(2.) Has the project had public input and buy-in? Y ☐   N ☐

(3.) Is the project necessary to address population or client growth, and if so, will it provide services to that population or clientele? Y ☐ N ☐

(4.) Regionalism - Does the project directly benefit an entity other than itself? Y ☐   N ☐

    If yes, please list the other entity.

(5.) Are there oversight mechanisms built in that would ensure timely construction and completion of the project on budget? Y ☐ N ☐

(6.) Other than the temporary construction jobs associated with the project, does the project maintain or advance the region's economy? Y ☐ N ☐

(7.) Does the project benefit all citizens within a recognized region, district, or political subdivision? Y ☐   N ☐

Provide the number of people the project will benefit. _____

(8) 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? Y ☐   N ☐ (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.

19. **Deactivate Projects** – If your project has been cancelled, is no longer a priority or needs to be re-entered deactivate the project by selecting one of the choices from the drop-down menu:

- Project Complete
- Change of Priority
- Lack of Funding
- Data Entry/System Error
- Other

Choose 'Deactivate this Project' on bottom of screen and Save. Please note, projects will not be deleted. This function will deactivate project and move it to the bottom of your project list. Projects may be reinstated at a later date if priority changes.

Ensure all prior year projects are deactivated or updated **(2026 projects are not to be listed and will not be considered).**

To complete the ICIP submission, email the following required supplemental information to
ryans.serrano@dfa.nm.gov

- ✓ Electronic Agency Certification with required digital signatures

- ✓ Agency Submission Checklist with boxes checked off

The ICIP Agency Certification and Checklist are posted on our website:
https://www.nmdfa.state.nm.us/infrastructure-planning-and-development-division/icip/