



New Mexico
Department of Finance
and Administration

407 Galisteo St,
Santa Fe, NM 87501
(505) 827-4985

Cabinet Secretary Wayne Propst
Deputy Cabinet Secretary Renee Ward

Governor Michelle Lujan Grisham

Memorandum

To: State Agency ICIP Coordinators

From: Wesley Billingsley, Division Director, Infrastructure and Planning Development Division
Department of Finance and Administration

Regarding: **2027-2031 Infrastructure Capital Improvement Plan (ICIP) Guidelines for State Agencies**

In accordance with state statute §6-4-1 NMSA 1978 all state agencies must submit their Infrastructure Capital Improvement Plans each year by July 1st, “Heads of departments and other agencies of the state shall transmit to the department of finance and administration on July 1 of each year a statement of all capital projects proposed for the ensuing five years for review and recommendation to the Governor with respect to inclusion in the capital program of the state”.

The electronic ICIP must be completed and entered into the online ICIP database, and submission of the required electronic Agency Certification Form along with a completed ICIP Submission Checklist must be emailed to ryans.serrano@dfa.nm.gov no later than 5:00 p.m. on Tuesday, July 1, 2025.

Site Access: The database can be accessed at <http://www.state.nm.us/capitalprojects>. Each agency is assigned an agency code and password to log into the database. If you need login information for your agency, email ryans.serrano@dfa.nm.gov. In the email, be sure to provide your name, agency name, address, telephone and email address.

Web Forms: Login to the ICIP database and update the "entity Information" section as necessary including the agency contact person. Update existing “Project Information” by changing the year (2027-2031), rank and other information as needed. Deactivate projects that are fully funded or no longer planned agency projects and add new projects. Complete project details for each project as thoroughly as possible.

Top Five: Agencies are asked to identify their highest-priority FY 2027 projects for consideration during the executive capital outlay process. Project rankings within any given year must be consecutive. For example, please do not skip a project rank by listing a 2027-001 project and a 2027-003 project without also including a 2027-002 project. **Only list one project per priority ranking per year. Do not duplicate rankings.**

AOC/District Courts: 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.

GSD/FMD Facilities: Plans for facilities that fall under the responsibility of the Facilities Management Division (FMD) of the General Services Department must be coordinated with FMD before submitting. 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.

DoIT Technologies: Plans for information technology requests and/or updates that fall under the responsibility of the Department of Information Technology (DoIT) (such as telecommunications; 2 way-radio communications; etc.) must be coordinated with DoIT before submitting the ICIP. In your project description, please note if the project requires DoIT approval and, if so, whether you have contacted DoIT about the planned project. For more information about 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.

Submitting the ICIP: All state agency ICIP data must be entered into the ICIP database by Tuesday, July 1, 2025. In addition, agencies are also required to email an electronic agency certificate of approval with the required digital signatures and a completed ICIP Submission Checklist to ryans.serrano@dfa.nm.gov. The ICIP Agency Certification and Checklist are posted on the website: <https://www.nmdfa.state.nm.us/infrastructure-planning-and-development-division/icip/>. Please note the information submitted will be shared with executive and legislative decision-makers. Ensure all project information is accurate, including but not limited to funding amounts, law language and project scope as this information is used to draft the appropriation language should it be included in a bill.

If you have questions about the agency ICIP process, please contact:

Ryan Serrano, State ICIP Coordinator
505-819-1568 or ryans.serrano@dfa.nm.gov