

Infrastructure Capital Improvement Plan

The Essentials for the Senior Center Facility ICIP Submission

January 30, 2026

Capital Planning & Policy Bureau – IPDD

Training 1



New Mexico

**Department of Finance
and Administration**

**Infrastructure Planning
and Development Division**



Presentation Agenda

- Welcome
- Infrastructure Capital Improvement Plan Status
- Deadlines & Requirements
- Capital Projects System (CAPS) ICIP Enhancements & Tutorial
- Q&A



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Infrastructure Capital Improvement Plan

Where we are

Infrastructure Capital Improvement Plan

- CAPS Integration: ICIP, Quarterly Reports for Capital Outlay, and Questionnaires
- ICIP website transition - Sept. - Oct. 2025
- FY 2027-2031 ICIP Cycle Finalization – Oct. 2025
- Additional Enhancements – Nov. 2025 - Jan. 2026
- Capital Appropriations Dashboard: <https://platform.dfa.nm.gov/caps.html>
- **FY 2028-2032 ICIP Cycle Opens – January 30, 2026**

ICIP & Senior Center Facilities

- Capital Projects System: <https://platform.dfa.nm.gov/>
- CAPS support: support@rtsolutions.com
- CAPS website is open for ICIP edits and additions
- Senior Centers able to add additional projects (priorities) by Tuesday for Feb 3rd
ALTSD Capital Outlay Deadline - <https://www.aging.nm.gov/capital-outlay/>
- You should also add in details to your projects that are missing information

-> After 30 days of inactivity on PARS/CAPS

--Action: log into today and contact us if your account needs to be reactivated

CAPS Access

Municipalities, counties or Tribal governments who need access to your respective senior center accounts, you may be added as a delegate to those accounts to access and complete the Senior Center ICIP projects and priorities.

For example, the senior center director or senior services staff may request access to the senior center account. After gaining access they can delegate appropriate county/municipality or Tribal staff persons to the account.

DFA recommends that local governments delegate staff to these accounts.

CAPS Access

1. Request access to CAPS via the login page - <https://platform.dfa.nm.gov/request-access.html>
2. DFA Staff approve access request
3. Entity Staff will verify their login credentials and create their own password
4. Users with access to CAPS are able to add existing CAPS users as "A Delegate" to their entity
5. Senior Center services staff/directors can request access to the SC Entity Account then delegate local government staff to the SC Account
6. Local Governments need to use the delegate feature. RTS support or DFA staff will not add delegates to entity accounts

PLEASE LOGIN BELOW

* Email

* Password

Login

[Forgot Password](#) | [Request Access](#)

Entity Profile

Entity Profile **Delegations**

Technical Assistance Delegates

Add Delegate

Deadlines & Requirements

✓ **All Local Government ICIPs are due by Wednesday, July 1st, 2026, at 11:59 pm**

- Senior Center Facilities
 - Special Districts
 - Nations, Pueblos and Tribes
 - Counties
 - Municipalities
- Projects must be in "Submitted" status and Prioritized by Year and Ranked

✓ **Resolution from your Governing Body adopting your Senior Center ICIP for FY 2028-2032**

- Nations, Pueblos, Tribes may submit a letter from the Governor, President, Chapter President, etc. in lieu of a Resolution

ICIP Administration Changes

in effect January 2026

- All ICIPs are due by **Wednesday, July 1st, 2026**, at 11:59 pm
- Extension Requests for ICIP project submission **will no longer be allowed.**
- Extensions will **only** be granted for Resolution (or letter for Nations, Pueblos, Tribes) submission until **Friday, July 31st, 2026**, at 11:59 pm.
- Entities who met the July 1st deadline may amend **current** projects on their ICIP up until **Sunday, November 1st, 2026**, with approval. New projects will not be allowed. Re-prioritization of projects may be changed as well until this date.

Entities will need to contact us and, if we approve, we need to have RTS "unlock" their ICIP. Only SOW and Budget Sections may be altered.

- Resolution Extension requests and Amendment requests must be done by email to Lgd.icip@dfa.nm.gov

ICIP Resources – Will be available by 2/9/26

<https://www.nmdfa.state.nm.us/infrastructure-planning-and-development-division/icip/>

- CAPS Data Entry Guide
- FY2028-2032 ICIP Guidelines
- Video Tutorial on Data Entry

Capital Projects System (CAPS)

ICIP Enhancements & Tutorial

Key Takeaways

- Log into your CAPS account today to ensure you have access
- Local Governments have the opportunity to add projects to their senior center facility ICIPs by the February 3rd ALTSD Capital Outlay Deadline
- Senior Center ICIPs must be finalized & submitted by July 1st on CAPS
- Resolutions/Letters must be submitted by July 1st
- CAPS support: support@rtsolutions.com

CAPS/PARS Open Office Hours

- DFA is hosting joint CAPS/PARS Office Hours every Tuesday from 1:00-2:00 pm.
- You may join this weekly office hour to ask questions related to the systems and to receive updates regarding system enhancements.
- **Join on Microsoft Teams**
- **https://teams.microsoft.com/l/meetup-join/19%3ameeting_NTk0ZTQ0ZjctYmZkYy00YTBiLWE0ZTA0ZTM3ZGM5ZmE4NGNm%40thread.v2/0?context=%7b%22Tid%22%3a%22ed0770c0-ef82-41fe-9f40-bc192a8fbe18%22%2c%22Oid%22%3a%225e2a603a-4255-4920-bff0-02863057f108%22%7d**
- **Meeting ID:** 264 417 177 198 66
- **Passcode:** hU3bL9kb

<https://www.nmdfa.state.nm.us/infrastructure-planning-and-development-division/icip/>

Q&A



Infrastructure Planning & Development Division

Links and Resources

Sign-up for IPDD news!



IPDD Request for Technical Assistance



Link to IPDD website

