New Mexico
Department *of* **Finance and Administration**

INFRASTRUCTURE CAPITAL IMPROVEMENT PLAN GUIDELINES

FY2028-2032

Health

Parks

Food & Agriculture

Housing

Arts & Culture

Transportation

Economic Development

Recreation

Energy

Broadband

Water

New Mexico
Department *of* Finance and Administration

Infrastructure Planning and Development Division

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The ICIP information page is available at

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

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INTRODUCTION TO CAPS

These guidelines are intended for local governments including Counties, Municipalities, Nations, Pueblos, and Tribes, Senior Centers, and Special Districts (Land Grants, Acequias, MDWCAs, Water Associations, etc.). For instructions and guidelines for State Agencies and Higher Education Institutions, please contact Ryan Serrano, ryans.serrano@dfa.nm.gov.

The Infrastructure Planning and Development Division of the NM Department of Finance and Administration (IPDD-DFA) has launched a new, integrated software system called Capital Projects System (CAPS). CAPS allows entities and state agencies to build their Infrastructure Capital Improvement Plan (ICIP), report on their capital outlay, and respond to questionnaires. In addition to housing CAPS, the new platform also houses the PARS module managed by the Local Government Division (LGD) for all capital outlay appropriations they administer. For assistance related to PARS, please contact your LGD project manager or Carmen Morin, Bureau Chief, carmenb.morin@dfa.nm.gov.

This year's Infrastructure Capital Improvement Plan (ICIP) cycle covers Fiscal Year 2028-2032 and shall be completed on the CAPS platform. The CAPS site is available at https://platform.dfa.nm.gov/

To access the CAPS Data Entry Manual, please find it on our website: https://www.nmdfa.state.nm.us/infrastructure-planning-and-development-division/icip/

INTRODUCTION TO THE ICIP

The ICIP is a plan that establishes planning priorities for anticipated capital projects. The state-coordinated local ICIP process encourages entities to plan for the development of capital improvements so that they do not find themselves in emergency situations, but rather can plan for, fund, and develop infrastructure at a pace that sustains their activities and is within the entity's capabilities.

The Department of Finance and Administration (DFA), through its authority in NMSA 1978, Sections 5-8-6A, 6-6-2J, 6-6-4, 9-6-5.1, 11-6-2, 11-6-3, 11-6-4.1, 11-6-5, and 11-6-5.1, **strongly encourages** each jurisdiction to prepare a five-year infrastructure capital improvement plan.

New Mexico state agencies, counties, municipalities, Tribal Governments, and special districts evaluate their infrastructure priorities and participate in the ICIP process each year. Senior Center Facilities must also submit their own ICIP, separate from their governing body. This will assist in assessing the critical needs of each facility. The ICIP Guidelines and ICIP Data Entry Instructions will work in tandem to guide entities on how to participate in the ICIP process, and how to input project information into the ICIP database.

The initial step in the ICIP process is the creation of the individual entity plan. The plan covers a five-year period and is developed, prioritized and submitted annually. It includes policy direction, funding time frames, estimated costs, justifications, and the details of each specific infrastructure capital improvement project proposed, by year, over the five-year period. The plan includes repair

or replacement of existing infrastructure, the development of new infrastructure, or the purchase of equipment, vehicles or furniture and furnishings. Each proposed project includes a description, scope of work, project budget, existing funding sources, anticipated funding mechanisms, and project justification.

Each participating entity must update their complete Infrastructure Capital Improvement Plan on CAPS and submit a resolution adopting the ICIP (plan) by their governing body. Tribal Governments that cannot obtain a Resolution may provide a Letter of Approval from a Governor, President, or Chapter President. Senior Center Facilities must provide a copy of the fiscal agent's resolution.

GENERAL INFORMATION

ICIP Program Managers – The Infrastructure Planning and Development Division of the Department of Finance and Administration (IPDD-DFA) coordinates the State Agency and Local Government ICIP process. The current State Fiscal Year Plan is for FY2028-2032. This means that the 5-year cycle of the current plan should be from July 1, 2027, through June 30, 2032. If you would like to participate in the process or need assistance in developing a plan, please contact:

- Mary Ann Maestas for Local Governments at Maryann.Maestas@dfa.nm.gov or 505-487-3523
- Ryan Serrano for State Agencies and Higher Education Institutions at RyanS.Serrano@dfa.nm.gov or 505-819-1568
- Or your local Council of Governments (COG) or technical assistance providers (page 18).

Infrastructure Capital Improvement Plan Information is available on our website:
https://www.nmdfa.state.nm.us/infrastructure-planning-and-development-division/icip/

CAPS Website: https://platform.dfa.nm.gov/

FY2028-2032 ICIP SUBMISSION DEADLINES

- ❑ **All Local Governments – Wednesday, July 1, 2026**
    - o Senior Center Facilities
    - o Special Districts
    - o Nations, Pueblos and Tribes
    - o Counties
    - o Municipalities
- ❑ **State Agencies – Wednesday, July 1, 2026**
- ❑ **ICIP Amendment Deadline – Sunday, November 1, 2026**
- ❑ **Final Publication – Friday, November 13, 2026**

ICIP SUBMISSION SPECIFICATIONS – HOW TO SUBMIT YOUR ICIP (LOCAL GOVERNMENTS)

1. **Please enter your capital improvement plan projects onto your entity's CAPS account on the CAPS website. Your ICIP will be considered complete when you complete the following steps:**

- ✓ Enter and finalize each project in "Submitted" status as well as Prioritize and Rank your projects
- ✓ Check the **"These priorities are complete and ready to submit to DFA."** box on the "ICIP Prioritization" tab
- ✓ Upload and Submit your ICIP Resolution via CAPS on the "ICIP Prioritization" tab
     - o **Written approval of ICIP by governing body - Resolution of Approval - Appendix II** from entity's governing body. Tribal Governments that cannot obtain a Resolution may provide a Letter of Approval from a Governor, President, or Chapter President. If an adopted Resolution or Letter of Approval is not included, the ICIP will not be accepted.
2. **Submissions missing ANY of the required documents will be considered non-compliant, and will risk your ICIP not be included in the final ICIP publication which is published annually on the ICIP website at https://www.nmdfa.state.nm.us/infrastructure-planning-and-development-division/icip-publication/**

OTHER ICIP GUIDELINES AND TIPS

1. **ICIP Completion Check List** – The ICIP Completion Check List is provided on page 22, to assist you in gathering the information needed for your FY2028-2032 ICIP submission. Please do not submit the check list with your ICIP submission.

2. **ICIP Worksheets** are available in Word format to assist entities who would like to use the worksheets as a guide. You can find them in the Appendix on page 24 or on the ICIP website here. DO NOT submit the worksheets with your ICIP submission.

3. **ICIP Submission Extensions -** ICIP submissions will only be accepted after the deadline if an extension request has been received before July 1, 2026, and approved by IPDD-DFA. Additionally, extension requests will only be accepted if necessary to allow for Resolution/Governing Body approval of the ICIP. Extensions may not be utilized to add new projects to the ICIP or complete entries that were incomplete on July 1, 2026. Updating your ICIP more than once a year may limit the need to submit extensions requests on behalf of your entity. DFA encourages entities to update their ICIP as new information is available throughout the year. Extension requests will be reviewed and granted on a case-by-case basis. To be considered for an extension, requests must be submitted in writing via email to Lgd.icip@dfa.nm.gov - **No extension requests will be considered after July 31, 2026. Resolutions/Letters must be submitted by July 31st and only with prior approval.**

4. **Amendment Process -** After your entity's final ICIP is published on CAPS, changes are not allowed on your ICIP unless approved by IPDD. All amendment requests must be submitted to IPDD via email and include details on why the change to the ICIP is needed. **ICIP Amendments may only be approved for an entity who met the July 1st deadline and has their projects in submitted status.** Amendments will only be possible for projects that have been submitted. Once approved, staff will provide technical assistance to ensure that all required information is included. The ICIP Amendment deadline is **Sunday, November 1st,**

2026. This will allow staff to send the entity the amended reports with approval to include with your funding applications as the addition and/or change will not be included in the final ICIP Publication if it has already been published on the ICIP website. Amendment requests must be done by email to Lgd.icip@dfa.nm.gov

5. **Unacceptable ICIP Submission**
    a. Submissions after the deadline are not possible and no exceptions will be made.
    b. ICIP submissions missing any of the documents listed and information above as REQUIRED will be deemed non-compliant.

6. **New ICIP Access –** Entities requesting access to CAPS, must request access on the login page and must be approved by DFA. https://platform.dfa.nm.gov/request-access.html Please note that due to state system requirements, user accounts will be deactivated after inactivity of 30 days or more. For user accounts to stay active, users must log into their account every 30 days. Deactivated users can contact IPDD to reactivate and unlock their accounts or RTS support at support@rtsolutions.com

7. **Senior Center Access -** If you are a municipality, county or Tribal government who needs access to your respective senior center accounts, you may be added as a delegate to those accounts in order 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.

8. **ICIP Database -** Plans are updated annually by completing the information on the ICIP database at https://platform.dfa.nm.gov/ . Please refer to the Data Entry Guide for instructions on how to enter and prioritize projects.

9. **Regional Projects -** If you have a regional project on your ICIP, first decide which entity will be the lead/fiscal agent and responsible for the overall project. Next, identify all entities that will directly benefit from the project. The project should only be listed on the lead agency/entity's ICIP.

10. **Special Districts -** A special district, being a separate subdivision of the state, should report separately and not through the county it is in. The special districts category includes mutual domestic water consumer associations, acequias, land grants, and smaller incorporated municipalities. A political subdivision is a separate legal entity of a State which usually has specific governmental functions. The term ordinarily includes a county, city, town, village, or

school district, sanitation, utility, reclamation, drainage, flood control, or similar district. A political subdivision's legal status is governmental.

11. **Fire Districts and Departments –** Fire districts and departments cannot file their own ICIP and should report their needs to their authorities (counties or municipalities) for inclusion in the authorities' ICIPs.

12. **Senior Citizen Facilities –** Senior Centers are a separate Entity Type in the ICIP and should report separately. The State is attempting to gain a full assessment of the infrastructure needs for each senior citizen facility; therefore, all Senior Citizen Facilities are encouraged to submit an ICIP separately from their respective fiscal agent.

13. **Financial Compliance** – The financial compliance section of the **"Entity Profile"** is intended as a reminder of the requirements an entity must meet when seeking state funds to complete projects that may be included in their plan. Pursuant to the Public Finance Accountability Act (NMSA 1978, Section 6-3B-1 through 6), DFA is responsible for establishing uniform funding criteria, grant management, and oversight requirements for grants of State Capital Outlay Appropriations by State Agencies to other entities. If an entity is not in compliance with the financial reporting requirements at the time of submission, they may still submit an ICIP.

14. **Five-Year Plan with Priorities -** Project rankings within any given year must be consecutive. Please visit the CAPS Data Entry Guide for instructions on how to rank and prioritize projects on CAPS.

15. **Project Phases -** A phase is a standalone functional or operable stage during the development and/or life of a project. Phases can be grouped into three main categories: Planning, Design, and Construction. **Do not enter phases individually as separate projects in the ICIP database.** When entering information into the database, the description must reflect the entire project as a whole with the phases necessary to complete it.

16. **Project Specificity -** When identifying projects, be as specific as possible. Do not include general or "place holder projects". Do not generalize. For example, "street improvements" should be identified as "Street Name" Improvements.

17. **Deactivate Project -** To deactivate a project, click on the "Deactivate This Project" button located at "ICIP Projects" page of CAPS. **Projects cannot be deleted; you must use the deactivate option.** If you need to reactivate a project, please contact the CAPS support email at support@rtsolutions.com

18. **Review Process –** IPDD-DFA staff will provide technical assistance for all entities by reviewing each submission. You will be contacted after your submission to seek clarification on specific projects and request corrections/changes, of which the entity will be given 2-3 days to make said corrections in the CAPS database.

19. **ICIP Publication & ICIP Dashboard -** The complete ICIP Publication and ICIP Dashboard is generally available before the upcoming Legislative Session. The ICIP Publication will include the entity information report and project summary for each entity that submits and finalizes their ICIP. The final report will be available on the DFA website. A notice stating the ICIP publication is available, is sent to the Governor of New Mexico, all Legislators, Legislative Finance Council, Legislative Council Service, and all participating State Agencies and local governments.

20. **Website Transition -** Due to the website transition in Fall 2025, it is HIGHLY recommended that you add missing information for any draft/imported status projects you will be deactivating this cycle. In the future if you need to reference this project, your entity will then have the completed record available in CAPS including budget information.

BENEFITS OF COMPLETING AN ICIP

1. **Benefits of completing the ICIP include**:
   - Encourages a more efficient government operation.
   - Functions as a tool for community/citizen involvement.
   - Fosters agreement and gives direction to a community's future.
   - Provides a way for departments and the public to cooperate and coordinate ideas.
   - Reduces pressure to fund projects that aren't ready to proceed.
   - Promotes repair or replacement of existing facilities before they fail.
   - Provides a reminder to schedule capital improvements.
   - Establishes and provides a method for tracking inventory.
   - Provides a framework for decisions about community growth and development.
   - Assists in preserving existing property values.
   - Focuses community/agency attention on priority goals, needs, and capabilities.
   - Avoids crisis-driven rate and tax increases.
   - Can provide a guide to the "public facilities and infrastructure" element of a comprehensive plan.
   - Provides a starting point for attracting private investment. Private dollars tend to follow good public investment in roads, utilities, and other important capital improvements.
   - Provides a means of marketing proposed projects for funding by both the private and public marketplace. A well-prepared capital improvement plan is viewed positively by bond rating agencies and credit markets. As funding sources, in general, favor entities that plan, the ICIP is a perfect tool for preparing your funding applications and grant proposals. Participation in the ICIP process, including the state produced ICIP publication, is encouraged by private and public funders.
   - Provides a requirement regarding impact fee assessment. For counties or municipalities to assess impact fees on developers, one of the requirements is to have in place a capital

improvements plan, which is developed according to the state guidelines. (Developmental Fees Act, NMSA 1978, Sections 5-8-6).

- Provides a plan that is flexible. The ICIP should be a flexible statement of intent. Priorities can always change. Projects can be revised to reflect changes in policies, availability of funds, cost increases, and/or judgments about cost effectiveness.

2. **Benefits of submitting the local plan to the state include**:
- **New Mexico Capital Outlay** - Each entity can earmark which of its prioritized projects it would like to have considered for state capital outlay appropriations during the legislative session. The ICIP, therefore, will play an integral part in priority setting and decision making at the state level and upcoming legislature.
- Pertinent planning data entered into the CAPS database from your entity is included in the final ICIP reports which are published on the IPDD-DFA website and are available for public view.
- A letter is distributed to each state representative and senator prior to each legislative session notifying them that the final publication is available at the IPDD-DFA website.
- At the agency level, during the Community Development Block Grant (CDBG) ranking process, applicants receive points for including their project in the ICIP and listing CDBG as one of the possible funding sources. Many other funding sources look to the ICIP when considering funding to verify if entities applying have completed an ICIP. Funding sources also request ICIP information when awarding entities include, Water Trust Board (WTB), Tribal Infrastructure Fund (TIF), Colonias Infrastructure Project Fund, and NM Aging and Long-Term Services Department (ALTSD) Capital Outlay Senior Citizen infrastructure projects.

DEVELOPING THE ICIP

The infrastructure capital improvement planning process suggested by these guidelines proposes steps and basic elements of a local capital improvement plan that can be addressed by each local government or Tribe. The basic elements are common in planning. While the process for developing a local plan is not mandated, the following are suggested points for charting the development of the local plan and participating in the ICIP process.

1. **Determine the Process/Involve the Public**
- Determine your community's definition of infrastructure and the basic issues that will be discussed.
- Establish a relationship with your assistance providers (i.e., COG, etc.), who can guide you through the process and help you with the entry of the data.
- Determine who will lead this process. A committee of citizens, or a staff member, or both could be selected to guide this process and be the central focal point for the plan's coordination. Decide how long the process will take and when the committee will be disbanded.
- Determine who will be involved. Determine role of committee(s), elected officials, staff, particular citizen groups and others.
- Determine ground rules and discuss the importance of each participant in the committee. Determine how their group decisions will be determined; consider

voting/consensus options. Once data is entered into the database, the planning information can be printed in a report for local use.

- Make sure adequate resources are in place to complete your plan.
- Create a timetable for completing your plan.
- Determine when this plan will be revisited and when the next planning process will begin. This will ensure that citizens who have missed giving their input for the current plan will know when they will be given the opportunity to give their input in the future.

Some general characteristics of infrastructure capital improvement projects include:

- Long life cycle (at least 10 years).
- Not part of the annual budget.
- New systems/buildings, or major renovations/repairs.
- For purposes of this plan, under the control (ownership or long-term lease) of the entity doing the planning.

Local governments have direct responsibility for capital programs, specifically and to varying degrees. The ICIP should include, but is not limited to, the construction and/or improvements of the following types of local projects.

Administrative Facilities	Cultural Facilities (including museums)	Landfills	Public Housing	Solid Waste Transfer, Disposal and Collection
Airports	Design	Libraries	Planning	Special District Projects (e.g., water/sanitation, flood control, hospitals, fire, acequias)
Arts (other than museum)	Economic Development Projects	Lighting	Public Utilities	Storm and Surface Water Control
Broadband	Equipment	Medians	Regional Projects	Streets, Roads, Sidewalks, Curbs, Gutters, Bridges, Overpasses, and Bicycle Facilities
Clean Energy	Fair Facilities	Museums	Renovation	Transit
Convention Facilities	Housing	Public Parks & Trails (local)	Rest Areas	Utilities (publicly owned)
Community Service Facilities (e.g., senior centers, adult care facilities, child daycare facilities, domestic violence facilities, health facilities, youth activity centers, wellness center)	Land and Site Acquisition	Public Safety and Emergency (e.g. fire stations, law enforcement, ambulance equipment and facilities)	Sanitary Wastewater (Sewer) Collection and Treatment	Water Quality, Supply, Treatment and Distribution, and Water Rights & Protection

Public input is an important part of the planning process. The more public support for a plan, the easier it will be to develop and fund the projects. Public input is best solicited throughout the planning process. It is suggested that entities receive input of suggested projects at the beginning of the planning process and that the public be given an opportunity to comment on the final draft of the ICIP. Communities often feel that public hearings are not well attended. Some of the alternatives below may provide useful methods for improving/encouraging citizen participation. **Note:** Communities are advised to follow their attorney's advice about the requirements of the Open Meetings Act while using these methods. The Open Meetings Act can be found in New Mexico statutes at NMSA 1978, Sections [10-15-1 to 10-15-4](#); information on the Open Meetings Act is available at the New Mexico Attorney General's website at: https://www.nmag.gov/oma-and-ipra-nm-sunshine-laws.aspx

- **Public Hearing(s) -** Note that a community can have meetings that are devoted to the infrastructure plan or may incorporate such hearings into the agenda of regular meetings, such as council, commission, or board meetings. Some entities have found it easy to include a discussion of infrastructure projects in the required Community Development Block Grant hearings or other such community hearings. Some communities have had good attendance where the mayor or chair has sent written invitations to community organizations to take part in these hearings.
- **Surveys -** For example, communities have included public opinion surveys regarding infrastructure needs and priorities in their water bills. You may also conduct surveys at community events or in partnership with your area's community-based organizations.
- **Committees -** It is customary to solicit input from several groups when developing the ICIP. Your community may have committees that review community priorities for senior citizens, youth, transportation, recreation, health organizations or other issues. If not, such committees might be established. Consideration of the opinions of these groups is an important component of any planning process, especially because the end users of infrastructure improvements are the residents of your community.
- **Consultation -** Consultation with interested organizations and individuals. Consultation with elected officials, including state and federal representatives. Remember, your officials – federal, state, and local – are a very important part of your public. Encourage their support and input by inviting them to meetings, including them in project plan review, and site visits.
- **Forums -** Your community may want to have a gathering that will bring people together to discuss infrastructure without finalizing any priorities.

You may find it useful to make public meetings serve several purposes. Required Community Development Block Grant (CDBG) meetings in advance of submitting a proposal for funding can be broadened to a discussion of all infrastructure needs – both those projects that can, and those that cannot, be funded by CDBG. Regularly scheduled meetings of councils, boards, and commission can have an agenda item for public discussion of infrastructure needs and priorities.

State infrastructure is generally not listed in a local ICIP. At times, however, the local government will enter into a partnership with a state agency to make an improvement to an infrastructure

owned and managed by the state. To the extent that the local government contributes funds to that project, the project would be considered a local project and should be listed in the ICIP.

Examples of areas of state capital obligation, which are generally <u>not included</u> in the local government ICIP, include the following:
- State Government Buildings, Facilities, Equipment
- Highways
- Higher Education Building and Facilities
- State Parks
- Wildlife
- State Water Rights/Water Supply

Note: These items have been identified as key areas of state (in contrast to local) capital obligation are programs, facilities, and activities that have traditionally been regarded as being primarily the responsibility of the State. These should not be in a local ICIP plan.

In addition to these direct state programs, the state has historically aided local governments in the following capital programs that follow a planning process separate from the ICIP. To the extent that these are state programs, public school construction would not be included in a local ICIP plan.

2. Formulate Current Mission, Goals, Objectives, Policies, and Strategies.

A mission is a short statement of direction. Goals are primary statements describing the direction that an entity wants to go. Objectives are statements describing how these goals should be reached. Policies are statements of action and specific directions or approaches that should be taken to achieve the objectives. Strategies are statements of specific actions that should be taken, identifying the responsible party or parties, the timeframe within which the action should occur, and other details considered necessary to prepare for implementation to occur.

3. Review Existing Plans, Regulations, Budget, etc.

Review existing plans, regulations, and mandates for all existing infrastructure and planned new infrastructure. Assure that your entity is in compliance with all financial, procurement code guidelines, and reporting responsibilities.

In 2025, HB493 The Public Finance Accountability Act replaced Executive Order 2013-06 in order to establish uniform funding criteria and grant management and oversight requirements for a grantee to be eligible for a grant of state capital outlay appropriation. You may view the legislation here.

Budget reports due to LGD-DFA can be accessed at the LGD-DFA Budget and Finance Bureau website at https://www.nmdfa.state.nm.us/local-government/budget-finance-bureau/budget-forms/

Procurements Codes: All purchases made by a New Mexico state agency, commission, institution, political subdivision, or local public body allowed by law shall be governed by the Procurement Code, Sections 13-1-28 through 13-1-199 NMSA 1978. The Procurement Code imposes civil and

misdemeanor criminal penalties for its violation. A copy of the Procurement Code can be found at: https://www.generalservices.state.nm.us/

4. Analyze Factors that will Affect your Community's Future.

Because capital needs are often immediate, project priorities are often based only on current needs. Unless trends are considered, there is a risk of building inadequate facilities that do not meet future demand requirements, whether increasing or decreasing, and which may not be able to be supported by the population. Assess the adequacy of current plans and facilities considering these trends and modify as appropriate. Trends to be considered include but are not limited to:

- Interest rates
- Population trends
- Land use
- Unemployment statistics
- Social Determinants of Health
- Changes in laws (changes in environmental and ADA laws, for example, can be determining factors in assessing project priorities)

5. Inventory Existing Facilities.

Utilize current inventory to consider future projects and/or note needed repairs. The ICIP includes major renovations/restorations of current inventory, not just new projects. An inventory is a list of infrastructure with the repair/replace schedules. Entities that do not have an inventory are encouraged to establish one. You can determine the condition and status of the inventory items. Include the location, ownership, year acquired, latest improvement, condition (whether the physical condition of the facility is meeting entity needs), utilization (whether the facility is meeting the space needs, i.e., office space, meeting rooms, parking, etc.), code deficiencies, and future improvements by year. Some inventory items will need major repairs; some will need to be demolished, etc. Major changes to inventory qualify as infrastructure projects and should be included in your ICIP.

6. Identify Specific Projects.

Usually, each department or division of the entity prepares its own planning information, and a project needs list. In developing the community's comprehensive list, consideration should be given to the goals and trends of the entire entity, public input, and the efficiency and technical options and the capability of each project. Collaboration with entity officials occurs throughout this step. Development and maintenance/operating estimates must be included.

When identifying projects, be as specific as possible. Do not include general or "place holder projects". **Do not generalize.** For example, "street improvements" should be identified as ***"Street Name" Improvements***.

7. **Obtain Accurate Costs And Technical Options.**

Costs can be determined by consulting with appropriate planning, engineering, design, and construction firms, or by conferring with other communities. Design and technical professionals can offer technical options such as phasing information.

Operating and Maintenance Expenses. Remember the initial capital cost is only part of the cost of the infrastructure. For an entity to be able to use the proposed facility or asset for its expected life, the entity will need to be able to cover operation and maintenance costs. Operating and maintenance costs should be considered when planning for a project.

8. **The Local Governing Officials Set Priorities Based on Factors Affecting the Entity, Entity Needs, And Capacity. These Priorities Are Priorities for the Entire Entity, Not Just a Local Department or Division.**

All local governmental department priorities are brought together so that the entity can determine which projects are the highest ranked projects for the entity. Often, the departmental rankings are prioritized in an entity-wide official meeting and reviewed by the local ICIP coordinating staff/committee. At this point the public could comment on the entity-wide priority project rankings.

Each entity uses different factors in prioritizing projects. Consider the value of each project and create a prioritized list based on the relative value of each project. Considerations may include:

- Is the project necessary for compliance with court orders, consent decrees, health and safety codes, or other laws and regulations?
- Is the project an implementation 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?
- Does the project satisfy an approved replacement schedule?
- Is the project urgent enough that postponement will cause the local entity 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 and construction, site preparation, equipment, furnishing, operations, and maintenance?
- Will the project foster the local entity'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 long-run benefits outweigh the costs of implementation of operations and maintenance?
- Are funds sufficient to complete the entire project or a fully functional phase?
- Can funds from other sources (such as impact fees), including the private sector, be leveraged?
- Does the project place excessive burdens on the local government's operating budget?
- Have other alternatives for meeting the need been thoroughly explored?

9. **Analyze Capacity.**

When entities or departments are considering their capital priorities, a financial assessment should be made of the entity's fiscal capacity by a finance officer or equivalent. This will determine the amount of capital investment the entity can maintain while still retaining its credit. A draft list of tasks to completion should be listed with timeframes and the person or position that should carry out the task. Tasks can be, for example: 1.) Secure funding; 2.) Complete planning, design, and architectural plans; 3.) Initiate and manage bid process; 4.) Manage construction; 5.) Internal capacity to administer project during implementation; 6.) Operate and maintain facility upon completion.

10. **Identify Funding Needs And Possible Funding Sources. Establish A Preliminary Implementation Plan (A Timetable) For Each Project.**

After the projects have been evaluated, prioritized, and linked to a potential funding source, each project should be planned from funding to completion. Include funding sources, timelines, and project phases. DFA-IPDD recommends contacting the Funding Assistance Navigator or one of the Rural and Frontier Equity Ombuds which can assist by conducting a meticulous review to identify potential funding opportunities from federal, state, and private sources. Please contact our Capital Navigation and Funding Bureau. For additional funding sources and financing mechanisms, see page 20 of the ICIP Guidelines.

11. **Develop a Draft ICIP.**

Staff prepares a preliminary five-year project priority list and draft plan, including a summary of how the entity developed the plan (the process), goals, trends, inventory, and projects. The ICIP database provides a format for creating a plan and, when planning data has been entered and reports are printed, the database provides a narrative report for the entity.

12. **Seek Feedback On The Draft From All Interested Parties.**

The entity's Chief Administrative Officer (CAO), Manager, or Chief Executive Officer (CEO) will review the preliminary ICIP. Final consultation is held with those in the community who volunteered to review the plan. Public hearings may be held again to show the community the final draft and to receive last-minute additions or corrections.

13. **Re-Evaluate Prioritization of Needs, If Necessary and Finalize the ICIP.**

The local coordinator accommodates suggested revisions to ICIP from top management, department heads, technical experts, and the public. A finalized timetable for completion of each project is established, including each task needed to complete the project, the person responsible for completing the task, and the timeframe in which the task should be completed.

14. **Submit ICIP to Governing Body and Adopt Plan.**

Formally adopt ICIP by resolution (Resolution Template Sample - Appendix II is available on page 23) and can be downloaded on CAPS.

15. **Finalize ICIP, Prioritize & Rank, and Upload Your Entity's Signed Resolution on CAPS**

ICIP worksheets are provided in Word format in the Appendix of these Guidelines or on [our website](#) to assist in organizing your projects. Entities must finalize their ICIPs by entering and marking all of their projects as complete (Submitted Status) then by visiting the ICIP prioritization tab to assign the appropriate year and rank. The entity must check off the **"These priorities are complete and ready to submit to DFA"** box on the ICIP Prioritization page. Finally, the entity must upload their ICIP resolution on [CAPS](#) on the ICIP Prioritization page.

GETTING ASSISTANCE IN DEVELOPING YOUR ICIP

General Assistance—Infrastructure Planning & Development Division

Jesse Guillen, Bureau Chief
Capital Planning & Policy Bureau
Department of Finance and Administration
Jesse.Guillen@dfa.nm.gov (505) 538-5114

Mary Ann Maestas, Local ICIP Program Manager
Capital Planning & Policy Bureau
Department of Finance and Administration
maryann.maestas@dfa.nm.gov (505) 487-3523

For issues with the CAPS website, please contact the Real Times Solutions support team at
support@rtsolutions.com

Tribal Governments/Nations/Chapters

Indian Affairs Department, State of New Mexico/Santa Fe
Tsoniki Crazy Bull, TIF/Capital Outlay Program Manager, tsoniki.crazybull@iad.nm.gov (505) 690-2997

Navajo Nation (Chapters)
Denise Copeland, drecopeland@nndcd.org, (505) 368-1059 (provides assistance for Chapters & Senior Centers)
Regina Yazzie, Division of Aging & Long-Term Care Support (DALTCS), Regina.Yazzie43@navajo-nsn.gov, (928) 871-6424 (aids with Chapter Senior Centers)

Acequias

NM Acequia Association
Vidal Gonzales, Director of Policy & Planning, vidal@lasacequias.org, (505) 614-4495

NM Acequia Commission
Mary Trujillo Mascareñas, Chair, mtm@q.com, (575) 770-1621

Land Grants

NM Land Grant Council
Anissa Baca, Community Outreach Specialist, nissa17@unm.edu

Jacobo Baca, Research Historian, jacobobaca@unm.edu

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NM Council of Governments

The NM Council of Governments (COG) are organized as NewMARC: the New Mexico Association of Regional Councils. NewMARC's mission is to promote and support the prosperity of New Mexico's communities through regional planning and collaboration, coordination of federal and state programs and resources, and locally tailored planning and technical assistance services. The COG in your region has expressed a commitment to help qualified entities complete the ICIP process. Please consult these entities for help in understanding the process and in completing the database.

These organizations were created by state and federal legislation (Article 58, Planning Districts and NMSA 1978, Section 4-58-1 through 4-58-6, "Planning District Act"). There are seven (7) regional planning districts in New Mexico with the basic mission of assisting local governments. Each of the seven planning districts is unique, however, not in services provided. By virtue of the direction given by their respective boards, commissions or councils, each has special areas of concentration, such as programs related to seniors, housing, transportation, Colonia's, business development, community development, economic development and planning.

Planning districts assist in the development and review of local government applications for capital projects and financial assistance from state and federal governments. They provide review and comment on state plans for highways, public works projects and planning within their region to promote coordination with governmental agencies and activities. Counties, municipalities, other political subdivisions, and quasi-governmental agencies may receive assistance from the planning districts.
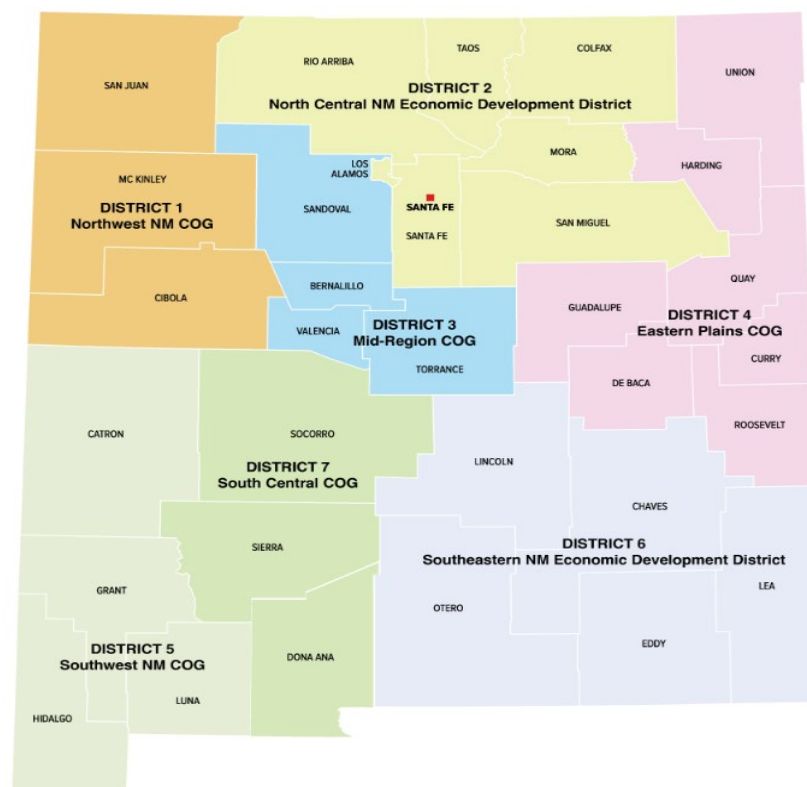
COG DISTRICTS

District 1: Northwest NM Council of Governments *(San Juan, McKinley, Cibola Counties)*
Evan Williams, Executive Director | (505) 722-4327; ewilliams@nwnmcog.org

District 2: North Central NM Economic Development District *(Rio Arriba, Santa Fe, Taos, Los Alamos, Colfax, Mora, San Miguel Counties)* Santiago Chavez, Executive Director | (505) 699-7283; santiagoc@ncnmedd.com

District 3: Mid-Region Council of Governments *(Sandoval, Bernalillo, Valencia, Torrance Counties)*
Bianca Borg, Regional Planning Program Manager | (505) 724-3608; Bborg@mrcog-nm.gov

District 4: Eastern Plains Council of Governments *(Union, Harding, Quay, Curry, Roosevelt, Guadalupe, De Baca Counties)* Sandy Chancey, Executive Director | (575) 762-7714; schancey@epcog.org

District 5: Southwest NM Council of Governments *(Catron, Hidalgo, Luna, Grant Counties)*
Priscilla Lucero, Executive Director | (575) 388-1509; priscillalucero@swnmcog.org

District 6: Southeastern NM Economic Development District *(Lincoln, Otero, Chaves, Eddy, Lea Counties)*
Dora Batista, Executive Director | (575) 624-6131; dbatista@snmedd.com

District 7: South Central Council of Governments *(Socorro, Sierra, Dona Ana Counties)*
Jay Armijo, Executive Director | (575) 744-4857; jarmijo@sccog-nm.com

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Other Sources of Assistance

Engineering Firms; Architectural and Planning Firms; and/or Construction Management Companies

POTENTIAL PROJECT FUNDING SOURCES

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), Colonia's Infrastructure Board (CIB), etc. Amount Secured must match Funded to Date column in the Project Budget.

Often, projects that appear on the ICIP will require the leveraging of multiple funding sources. There are several funding agencies and technical assistance providers that can assist in matching their funding programs with your capital priorities. DFA is ready to assist your entity in funding navigation and technical assistance. The Capital Navigation and Funding Assistance Bureau of the Infrastructure Division is dedicated to assisting state agencies and local governing bodies with navigating the complexities of capital project funding. We aim to ensure that communities across the state have access to the financial resources necessary to successfully complete their capital projects. We are committed to ensuring that every community in New Mexico has the resources, guidance, and support they need to bring their capital projects to life. Please reach out to our Bureau to receive assistance with funding navigation to fully fund your capital projects. Contact Jonathan at Jonathan.Macias@dfa.nm.gov or check our website to contact the Funding Assistance Navigator to receive assistance. Rural and Frontier Communities are also welcome to contact our division's Rural and Frontier Equity Ombuds for support and resources. You may contact them with the contact information on page 1 or by filling out this form: https://www.nmdfa.state.nm.us/infrastructure-planning-and-development-division/contact-ombuds/

Certain infrastructure activities are linked technically, by policy, or traditionally, with financing mechanisms and revenue sources. The Capital Financing Table (below) provides a common linkage of facilities or capital activities with financing mechanisms and with revenue sources; however, there is not a definite funding formula for any type of project.

Entities interested in learning more about public infrastructure in New Mexico may wish to attend the New Mexico Infrastructure Finance Conference (NMIFC). Held annually, this conference brings together approximately fourteen financing agencies, which sponsor the conference, with attendees from local governments throughout New Mexico. The 29th Annual New Mexico Infrastructure Finance Conference will be held this Fall 2026 in Farmington, NM. Information will be available here: https://www.nmifc.com/

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Capital Financing Table

TYPE OF CAPITAL PROGRAM	REVENUE SOURCES	FINANCING MECHANISM
Municipal & County Roads, Bridges	Gas taxes, tolls, vehicle registration fees, Federal Aid (FAU) grants, property tax	Revenue bonds General Obligation bonds
Sanitary Wastewater Collection & Treatment	User charges, system development charges, connection charges, grants, property tax	Revenue bonds, Revolving Loan Funds, Federal Loan /Grants, General Obligation bonds
Storm & Surface Water Control	User charges, system development charges, connection charges, grants, property tax	Revenue bonds, Block grants, Federal Loan/Grants, General Obligation bonds, General Obligation mill levy
Water Supply, Treatment, Distribution	User charges, system development charges, connection charges, grants, property tax	Revenue bonds, Block Grants, Federal Loan/Grants, Revolving Loan Funds, General Obligation bonds
Local Improvements	Assessments, impact fees	Assessment bonds, Public Improvement Districts
General Municipal/County Facilities & Equipment	General fund revenues, property taxes, gross receipt taxes, special revenue funds	Federal Loans, Revolving Loan Funds, General Obligation bonds, Revenue bonds
Transit	Sales taxes, fare box revenue, payroll taxes, property taxes, vehicle registration fees, UMTA grants	Revenue bonds, General Obligation bonds
Solid Waste	System development charges, tipping fees, user charges, privatization, property tax	Block grants, Federal Loan/Grants, Revolving Loan Funds, Revenue bonds, General Obligation bonds
Airports	Airport revenues, property taxes, passenger surcharges, FAA grants	Revenue bonds, General Obligation bonds
Cultural Facilities	Sin taxes, operational revenues, lodgers tax	Revenue bonds
Parks & Recreation	Property taxes, system development fees	General Obligation bonds, Revenue bonds
Public Assembly/Convention Facilities	Lodgers tax, sin taxes, property taxes, operational revenues, private sponsorships	Revenue bonds, Certificates of Participation, General Obligation bonds
Housing	Rental, mortgage payments	Revenue bonds, Revolving Loan Funds, Federal NOFAs
Economic Development	Tax increment, developer loan repayments, assessments	Urban renewal & redevelopment bonds, assessment bonds, Block grants

APPENDIX – ICIP DOCUMENTS

APPENDIX I: FY2028-2032 ICIP Submission Check List

*NOTE: Do not submit the ICIP Submission Check List with the ICIP submission documents. The sole purpose of the check list to assist entities with proper ICIP submission requirements. Your whole Capital Improvement Plan will only be considered complete with the following completed on the CAPS website.

Deadline: July 1st, 2026

Entity Profile – Completion or updating of entity profile information.

- ☐ Address Information
- ☐ ICIP Officer, Chief Elected Official: name, telephone, email
- ☐ Planning Information
- ☐ Grant Information

Capital Project Detail

- ☐ Project Overview – Project Details, Project Contact, Class/Type/Subtype
- ☐ Project Location – Address, Coordinates or Map
- ☐ Legislative Language
- ☐ Scope of Work
- ☐ Responsibilities: Ownership, Operate, Fiscal Agent, Own Land, Own Asset, and Maintain
- ☐ Additional Questions: project importance, beneficiaries, sustainability
- ☐ Budget Info: Project Budget, Phasing Budget, Secured/Potential Funding Budget

ICIP Submission

- ☐ Prioritization: Year and Rank
- ☐ Check off "These priorities are complete and ready to submit to DFA" checkbox

ICIP Documentation Uploaded onto CAPS

- ☐ ICIP Resolution (or Letter for Tribal Entities)

APPENDIX II: FY2028-2032 RESOLUTION TEMPLATE EXAMPLE

County, Municipality/Tribal Government/Special District of

_____

COUNTY OF_____

Resolution No.

A RESOLUTION
ADOPTING THE FY 2028-2032 INFRASTRUCTURE CAPITAL IMPROVEMENT PLAN

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 FY2028-2032 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 _____, 2026

_____

Mayor/County Commission Chair/Board Chair

ATTEST:

_____

Municipal/County Clerk/Other Testator

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APPENDIX III: ICIP WORKSHEETS

<div style="text-align:center; color:red;">

Do not mail or fax ICIP submission.

</div>

Follow instructions for submission as stated on the ICIP Guidelines (FY2028-2032).

FY2028-2032 Infrastructure Capital Improvement Plan
ICIP Worksheets

Entity Profile. All fields are <u>mandatory.</u> (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.) **DO NOT SUBMIT WORKSHEET WITH ICIP SUBMISSION.**

Government Entity:
Address: **City, State, Zip:**   **County:**

ICIP Officer Name: _____ **Email:**_____**Phone:**_____

Chief Elected Officer Name:_____ **Email:**_____**Phone:**_____

Planning
Public Finance Accountability Act Compliance
- ☐ **State Audit Act (Audit/Tier Certification)**
- ☐ **Single Audit Act (as applicable)**
- ☐ **State Agency Audit**

NMSA 6-6-3 Budget Approved by LGD/Budget & Finance Bureau - Yes ☐ No ☐ N/A ☐

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

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

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

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** _____

Grant Info:

Is your entity registered in Grants.gov? Yes ☐ No ☐ In Progress ☐

Does your entity have a negotiated indirect cost rate (NICRA)? Yes ☐ No ☐

Have you applied for and managed federal grants before? Yes ☐ No ☐

Unique Entity Identifier (UEI) - If your entity does not have a UEI in SAM.gov, enter "N/A"

_____

**Do you have an accounting system that can track federal funds separately from other funds?
Yes ☐ No ☐ Partially ☐**

ICIP Projects - 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 2028-2032 (July 1, 2027 to June 30, 2032). This worksheet provides pages for only one FY 2028-2032 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. **Prioritize and Rank This Project:** (Enter the appropriate project year (**FY 2028-2032**), then rank your projects **1-10 and so on**): Ex: 2028-01, 2028-02, 2028-03
    a.   20___-____ (You cannot list the same rank for multiple projects.)
2. **Title:** Provide a short succinct title. Example: Gold Street Improvements or WWTP Upgrades, Senior Center Renovations.

_____

3. **Proposed project start date (MM/DD/YYYY):** _____ Example, 07/01/2027 *(FY2028 begins July 2027 and ends June 30, 2028.)*

4. **Contact Information:** (Please provide contact information of individual who can provide detailed information on the project) Project Contact Name: **_____**
    Phone_____ Email **_____**
5. **Type, Category and Subcategory:** (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.)

TYPE (Pick ONE)

    a. ☐   Higher Education
    b. ☐   Local
    c. ☐   Statewide

CATEGORY: Please select ONE category that best fits the project.

☐ Acequias & Dams	☐ Law Enforcement & Public Safety
☐ Behavioral Health	☐ Military & Veterans
☐ Children & Family	☐ Parks & Recreation
☐ Community	☐ Public & Administrative
☐ Corrections	☐ Roads & Bridges
☐ Cultural	☐ Schools
☐ Domestic Shelter	☐ Senior Citizens
☐ Economic Development	☐ Spaceport
☐ Emergency	☐ Tourism
☐ EXPO	☐ Transportation
☐ Health	☐ Water, Wastewater, Solid Waste, Utilities
☐ Housing	
☐ Judicial	

SUBCATEGORY: Please select **ONE** subcategory that best fits the project.

☐ Acequias	☐ Museum
☐ Airports	☐ Park
☐ Arts	☐ Parking Lot
☐ Bike Path/Lanes	☐ Pedestrian Walkway
☐ Bridges	☐ Playground
☐ Broadband	☐ Pool
☐ Buses	☐ Pre-School
☐ Cemetery	☐ Railroads
☐ Curbs & Gutter	☐ Remediation
☐ Dams	☐ Rest Area
☐ Dorms	☐ Sidewalks
☐ Drainage	☐ Solar Panels
☐ Electric	☐ Solid Waste
☐ Equestrian	☐ Sports/Athletics
☐ Equipment	☐ State Park
☐ Facility	☐ Storm/Surface Water Control
☐ Feasibility Study	☐ Streets
☐ Flooding	☐ Taxiway/Runway
☐ Gas	☐ Train
☐ Helicopter	☐ Training
☐ Homelessness	☐ Vehicles
☐ Housing	☐ Vehicles - Ambulance
☐ Land Acquisition	☐ Vehicles - Police
☐ Land Use Plan	☐ Vehicles - Fire
☐ LEDA	☐ Wastewater
☐ Library	☐ Water
☐ Lighting	☐ Water Rights
☐ Little League	☐ Wildfire
☐ Mainstreet	☐ Wildlife
☐ Memorial	

6. **Project Location –** Choose how you will enter the location of the project – Address, Coordinates, or using the Map feature. Please only include projects with locations within the boundaries of the state of New Mexico. **Only one option is required.**

☐ **(Physical address or mid-point address if city/county wide project)**
Address: _____ City: _____
State:_____Zip:_____

☐ **Latitude: _____Longitude: _____**
(You may use sites like https://itouchmap.com/ or http://www.gps-coordinates.net/ for Latitude and Longitude) **PLEASE LIST IN DECIMAL DEGREES (DD).**
Example: Latitude 35.683263; Longitude -105.942546.

☐ **Map:** Map feature on CAPS. You may add a point, draw a line or shape to demonstrate where your project is located.

7. **Legislative Language**: 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. <u>Include only specifics on the projected use of the requested funding.</u> It is important to complete this section, as it is tied to how funding may be used. Type Response in Box. <u>NMAC #: 2.61.6 Bond Project Disbursement Guidelines.</u> You may also view legislative language examples from previous capital outlay legislation on the NM Legislature website here: https://www.nmlegis.gov/Legislation/BillFinder/Capital_Outlay The capital bill contains legislative language for each capital appropriation. For example, House Bill 450 (2025) contains appropriation language beginning on page 8.
    a. **NEW:** *The CAPS website has an AI feature to help you generate legislative language after you enter some prompts about the project. You may use this to help you generate your legislative language for the project. As with any AI assistance, please review the language and edit as you see fit to ensure accuracy with your work and project.*

Example language: "to plan, design, construct, furnish and equip a new fire station for the town of Bernalillo in Sandoval county" Or "to purchase and equip a new fire truck for the pueblo of Santa Clara in Rio Arriba county" (start sentence with lower case and no period at the end)

8. **Scope of Work:** Provide a brief description of work to be completed. Must match budget categories. (i.e., complete environmental studies, plan, design, and construct). Provide <u>detail</u> 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).
    a. **NEW:** *The CAPS website has an AI feature to help you generate Scope of Work language after you enter some prompts about the project. You may use this to help you generate the Scope of Work for the project. As with any AI assistance, please review the language and edit as you see fit to ensure accuracy with your work and project.*

Example: 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, cots, storage lockers and fire safety equipment.

9. **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 listed in the Secured Funding Budget in the next section.** All projects must include an amount not yet funded and cannot be place holder projects. Instructions available in the ICIP Data Entry manual, 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 secured in section 10 below.
Check off the budget items applicable to your project in the 5 activity sections below (Preliminary, Planning, Design, Construction, FFE (Furnishings, Fixtures, Equipment) and add costs.
If project is multi-phase, you can indicate the phase next to the activity section (ex. Phase 1, Phase 2, etc.

Category	Funded to Date	2028	2029	2030	2031	2032	Total
Preliminary	Phase:						
☐Easements & Rights of Way							
☐Water Rights							
☐Archaeological Studies							
☐Land Acquisition							
☐Environmental Studies							
☐Feasibility Study							
Planning	Phase:						
☐Master Plans							
☐Project Planning							
☐Project Scope							
☐Project Budget							
☐Project Timeline							
☐Project Resources							
Design	Phase:						
☐Conceptualization							
☐Schematic Design							
☐Design Development							
☐Construction Documents							
☐Bidding							
Construction	Phase:						

☐Procurement of Contractor							
☐Construction / Renovation							
☐Commissioning							
☐Warranty Period							
☐Project Closeout							
Furnishings, Equipment	**Phase:**						
☐Furnishings							
☐Equipment							
☐Vehicles							
TOTALS	**Funded to Date**	**2028**	**2029**	**2030**	**2031**	**2032**	**Total Cost**

10. Secured Funding Sources

This table shall include any funding that has <u>already been committed</u> to the project. Funding sources may be secured or expended local funds, grants or loans, previous capital outlay, and federal funding. List the amounts secured (committed to **this** project), amounts expended, date(s) received, and comments. Please list only Capital Outlay funds you have received in the first table. In the second table, list all other funding sources.

<u>Secured State Capital Funding – list only capital outlay for this project you have</u>

Appropriation ID	Amount Secured	Expiration Date	Amount Obligated/ Encumbered to Date	Amount Expended to Date	AIPP Amount (if any)	Reversion Amount (if any)
Ex: G2355	$500,000	06/30/2026	$123,456.25	$371,543.75	$5,000	$0
	$		$	$	$	$
	$		$	$	$	$
	$		$	$	$	$
	$		$	$	$	$

<u>Secured Other Funding – list all other funding sources you have secured for this project</u>

Funding Source	Amount Secured	Date Received	Expiration Date	Amount Expended to Date	Comments
Ex: NMED	$80,000	07/31/2025	06/30/2028	$5,100	RAID Fund Grant
Ex: LFUNDS	$15,000	02/13/2025	12/31/2025	$15,000	Used for planning
	$			$	

	$			$	
	$			$	
	$			$	
	$			$	

11. Potential Funding Sources

This table shall include any funds that you <u>intend to request or anticipate receiving</u>, such as grants you have applied for or funds you are going to request. If you are planning to apply for local, state, private, federal grants, please list them under this table. If there are loan programs you may pursue, list them here. If you are planning to submit a capital outlay request, please add it as well as the amount you will request.

Funding Source	Requested Amount	Applied for? (Y/N)	Date Applied	Comments
Ex: FGRANT	$100,000	Y	01/01/2026	Applied for USDA-GL Grant
Ex: CO	$50,000	Y	12/12/2025	Requested for 2026 Session
	$			
	$			
	$			
	$			

12. Identify who will assume the following responsibilities related to this project

Fiscal Agent: This is not an individual or employee, should be an entity.

[ ]

Own:

[ ]

Operate:

[ ]

Own Land:

[ ]

Own Asset:

[ ]

Maintain:

[ ]

13. Additional Questions
   (1) **Project Class –** Local ☐   Regional ☐   Statewide ☐
   (2) **Life Span** – How many years is the requested project expected to be in use before needing Renovate/Repair or Replacement?   1-9 years ☐   10-15 years ☐   16 years or more ☐
   (3) **Estimated number of beneficiaries served by the project** – *please add number of individuals who are estimated to benefit from the project. (ex: Improvements to the senior center, enter the number of center users; improvements to an acequia, enter the number of parciantes and household residents affected)* _____
   (4) **Are the majority (at least 51%) of the estimated beneficiaries <u>low and moderate income</u>?**
   Yes ☐   No ☐   Unknown ☐
   (5) **Will the project target a specific group of beneficiaries?**
   • YES ☐   Please explain which specific group(s) the project will target
   _____
         a. Which specific group(s) of beneficiaries will the project target?
      ☐ Seniors
      ☐ K-12 Students
      ☐ Homeless
      ☐ Veterans
      ☐ Persons with Disabilities
      ☐ Tribal Communities
      ☐ Rural Communities

☐ Other
- NO ☐

(6) **Will the project upgrade or improve sustainability in your operations and/or renewable energy implementation?**

    a. YES ☐ If yes, in what ways will the project improve sustainability?

    a. NO ☐

(7) **If the project is completed successfully, describe the impacts will it have for community members and constituents.**

(8) **Does the project benefit all citizens within a recognized region, district or political subdivision?**

Y ☐ N ☐

    a. If **yes**: Explain how it benefits all citizens, and include/confirm the number of people that will benefit (you may reference your answer to Estimated Beneficiaries). Example: "*The project would directly benefit all 68 acequia parciantes and their families plus hundreds of families downstream*".

    b. If **no**: Even though it does not benefit all citizens, explain who benefits and why (include the number of people that will benefit). Example:"*Even though it does not benefit **all** citizens, it benefits this amount of people because…*

(9) **Regionalism - Does the project directly benefit an entity other than itself?**

    a. Y ☐ If yes, please list the other entity. Example: *"This project benefits all residents in and around the area by protecting properties from erosion and flooding and improving water delivery to all."*

b. N ☐

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

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

(12) **Are there oversight mechanisms built in that would ensure timely construction and completion of the project on budget?**

    a. Y ☐ Example: *If **yes**: "The acequia is working closely with an engineer through the RCPP ensuring proper installation of the project. The Acequia Commission will follow ISC procurement code"*

    b. N ☐ Explain why oversight mechanisms are not in place.

(13) **Other than the temporary construction jobs associated with the project, does the project maintain or advance the region's economy?**

    a. Y ☐ Explain the economic impacts (e.g., sales of produce, income for families, protection of water rights/property values).

    b. N ☐ Briefly explain

(14) **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?**

    a. Y ☐ Explain the risk/hazard and how the project mitigates it (e.g., reduces flood risk, prevents damage to private property).

    b. N ☐ Explain (e.g., risk not applicable or not addressed by this project).