

**Do not mail or fax ICIP submission.**

**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 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.)

**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"

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Do you have an accounting system that can track federal funds separately from other funds?

Yes ☐ No ☐ Partially ☐

## ICIP Project Information

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.

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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.

<input type="checkbox"/> Acequias & Dams	<input type="checkbox"/> Law Enforcement & Public Safety
<input type="checkbox"/> Behavioral Health	<input type="checkbox"/> Military & Veterans
<input type="checkbox"/> Children & Family	<input type="checkbox"/> Parks & Recreation
<input type="checkbox"/> Community	<input type="checkbox"/> Public & Administrative
<input type="checkbox"/> Corrections	<input type="checkbox"/> Roads & Bridges
<input type="checkbox"/> Cultural	<input type="checkbox"/> Schools
<input type="checkbox"/> Domestic Shelter	<input type="checkbox"/> Senior Citizens
<input type="checkbox"/> Economic Development	<input type="checkbox"/> Spaceport
<input type="checkbox"/> Emergency	<input type="checkbox"/> Tourism

<input type="checkbox"/> EXPO <input type="checkbox"/> Health <input type="checkbox"/> Housing <input type="checkbox"/> Judicial	<input type="checkbox"/> Transportation <input type="checkbox"/> Water, Wastewater, Solid Waste, Utilities
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**SUBCATEGORY:** Please select **ONE** subcategory that best fits the project.

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

- 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
<b>Preliminary</b>	<b>Phase:</b>						
<input type="checkbox"/> Easements & Rights of Way							
<input type="checkbox"/> Water Rights							
<input type="checkbox"/> Archaeological Studies							
<input type="checkbox"/> Land Acquisition							
<input type="checkbox"/> Environmental Studies							
<input type="checkbox"/> Feasibility Study							
<b>Planning</b>	<b>Phase:</b>						
<input type="checkbox"/> Master Plans							
<input type="checkbox"/> Project Planning							
<input type="checkbox"/> Project Scope							
<input type="checkbox"/> Project Budget							
<input type="checkbox"/> Project Timeline							
<input type="checkbox"/> Project Resources							
<b>Design</b>	<b>Phase:</b>						
<input type="checkbox"/> Conceptualization							
<input type="checkbox"/> Schematic Design							
<input type="checkbox"/> Design Development							
<input type="checkbox"/> Construction Documents							
<input type="checkbox"/> Bidding							
<b>Construction</b>	<b>Phase:</b>						
<input type="checkbox"/> Procurement of Contractor							
<input type="checkbox"/> Construction / Renovation							
<input type="checkbox"/> Commissioning							
<input type="checkbox"/> Warranty Period							
<input type="checkbox"/> Project Closeout							
<b>Furnishings, Equipment</b>	<b>Phase:</b>						
<input type="checkbox"/> Furnishings							
<input type="checkbox"/> Equipment							
<input type="checkbox"/> Vehicles							

TOTALS	Funded to Date	2028	2029	2030	2031	2032	Total Cost

### 10. Secured Funding Sources

This table shall include any funding that has already been committed 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.

#### **Secured State Capital Funding – list only capital outlay for this project you have**

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	\$
	\$		\$	\$	\$	\$
	\$		\$	\$	\$	\$
	\$		\$	\$	\$	\$
	\$		\$	\$	\$	\$
	\$		\$	\$	\$	\$

#### **Secured Other Funding – list all other funding sources you have secured for this project**

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 intend to request or anticipate receiving, 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.

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**Own:**

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**Operate:**

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**Own Land:**

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**Own Asset:**

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**Maintain:**

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### 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 parcientes and household residents affected)*
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- 4) **Are the majority (at least 51%) of the estimated beneficiaries?**

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?

- b. NO ☐

- 7) **If the project is completed successfully, describe the impacts it will 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 parciales 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).