



# Capital Outlay Process Overview for Higher Education Institutions

Presented by DFA Infrastructure Planning and Development Division (IPDD)

Wesley Billingsley, Director

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# Agenda: CAPS Reporting & ICIP Deadlines

1. Capital Outlay Reporting (Quarterly)
2. Capital Outlay Process Overview
3. Capital Outlay Questionnaires
4. Impacts of HB247 for Higher Education Institutions
5. Infrastructure Capital Improvement Plans & Deadlines for completing 2028-2032 ICIP

# Capital Outlay Reporting

<https://platform.dfa.nm.gov/icip-quarterly-reports.html>

Quarterly reporting is required for all Capital Outlay appropriations

- Quarter 1 (July 1<sup>st</sup> – September 30<sup>th</sup>)
- Quarter 2 (October 1<sup>st</sup> – December 31<sup>st</sup>)
- Quarter 3 (January 1<sup>st</sup> – March 31<sup>st</sup>)
- Quarter 4 (April 1<sup>st</sup> – June 30<sup>th</sup>)

Navigation: ICIP Projects | ICIP Prioritization | Questionnaires | Questionnaire Admin | Quarterly Reports Oversight | **Quarterly Reports** | Entities

Summary:

|                      |        |        |
|----------------------|--------|--------|
| TOTAL APPROPRIATIONS | CLOSED | VETOED |
| 7858                 | 1566   | 92     |

Search: school  Show Inactive Projects [Export All Quarterly Reports](#)

| Appropriation ID | ICIP Project Number | Year | Appropriation Title                             | Entity Code | Status       | Current Report | Actions                |
|------------------|---------------------|------|-------------------------------------------------|-------------|--------------|----------------|------------------------|
| J2011            |                     | 2025 | CNMCC FILM SCHOOL CONSTRUCT                     | 99968       | Construction | No             | <a href="#">Update</a> |
| J2160            |                     | 2025 | GEORGIA O'KEEFFE ELEM SCHOOL GYM ROOF REN       | 02112       | Planning     | No             | <a href="#">Update</a> |
| J2214            |                     | 2025 | RIO GRANDE HIGH SCHL PA & COM SYS IMPROVESCHOOL | 02112       | Planning     | No             | <a href="#">Update</a> |
| J2220            |                     | 2025 | SCHOOL ON WHEELS HIGH SCHL PA & COM SYS IMPROVE | 02112       | Planning     | No             | <a href="#">Update</a> |
| J2281            |                     | 2025 | MCCURDY CH SCHOOL GYM REN                       | 17015       | Other        | No             | <a href="#">Update</a> |
| J2304            | 43363               | 2025 | PLACITAS ELEM SCHL FCLTY CONSTRUCT              | 29022       | --           | No             | <a href="#">Update</a> |
| J2752            |                     | 2025 | ALB FAMILIES WITHOUT HOMES PRESCHOOL EXPAND     | 02100       | Planning     | No             | <a href="#">Update</a> |
| J2917            | 18054               | 2025 | RATON KEARNY FILM SCHOOL IMPROVE                | 09005       | Other        | No             | <a href="#">Update</a> |
| J2998            | 29393               | 2025 | ANTON CHICO LAND GRANT MLTPRPS CMTY CTR IMPROVE | 24031       | Planning     | No             | <a href="#">Update</a> |
| J3075            | 42552               | 2025 | JUAN BAUTISTA BALDES LAND GRANT SCHOOLHOUSE ACQ | 17200       | --           | No             | <a href="#">Update</a> |

Page 1 of 58 items

Quarterly Reports

Reporting current?

Update

# Capital Outlay Reporting

<https://platform.dfa.nm.gov/icip-quarterly-reports.html>

ICIP

43362 (Gymnasium) ▼

Update Project

Entity

29022 - Bernalillo Public Schools ▼

Update Entity

Quarterly Reports

Create Quarterly Report

All Quarters ▼

| Quarter | Year | Appropriation ID | Status    | Last Updated | Actions                                            |
|---------|------|------------------|-----------|--------------|----------------------------------------------------|
| Q3      | 2026 | J2302            | Submitted | 1/28/2026    | <a href="#">Edit Report</a> <a href="#">Delete</a> |
| Q2      | 2026 | J2302            | Submitted | 12/12/2025   | <a href="#">View Report</a>                        |
| Q1      | 2026 | J2302            | Submitted | 10/16/2025   | <a href="#">View Report</a>                        |
| Q4      | 2025 | J2302            | Submitted | 9/1/2025     | <a href="#">View Report</a>                        |

Connect to Infrastructure Capital Improvement Plan (ICIP)

If a report has already been submitted for the quarter and it needs to be updated, click “Edit Report” and do not create a new one

# Capital Outlay Reporting

<https://platform.dfa.nm.gov/icip-quarterly-reports.html>

## Financial Information

| Financial Information                            |                                        |                                       |
|--------------------------------------------------|----------------------------------------|---------------------------------------|
| Amount Expended                                  | Amount Obligated                       | Balance                               |
| <input type="text" value="148312.55"/>           | <input type="text" value="171260.55"/> | <input type="text" value="26739.45"/> |
| Is the appropriation on budget?                  |                                        |                                       |
| <input type="text" value="Select an option..."/> |                                        |                                       |

New

## Project Status

| Project Status                                                       |                                                                 |
|----------------------------------------------------------------------|-----------------------------------------------------------------|
| Project Phase                                                        | <input type="text" value="Other"/>                              |
| Is the appropriation on track to be expended by the expiration date? | <input type="text" value="Select an option..."/>                |
| <input type="checkbox"/> Valid Contracts in Place                    | <input type="checkbox"/> No activity for quarter being reported |

Planning, Design,  
Construction, Completed,  
Reauthorized, Vetoed,  
Other

Vendor  
procured

New

No activity

# Capital Outlay Reporting

<https://platform.dfa.nm.gov/icip-quarterly-reports.html>

## Goals and Milestones

| Goals and Milestones                                                                                                                    |
|-----------------------------------------------------------------------------------------------------------------------------------------|
| Goal/Milestone from Last Quarter                                                                                                        |
| <i>Contract in place for addition of sound system and video technology. RTOF completed to plan, design, construct equip and repair.</i> |
| Goal/Milestone for This Quarter                                                                                                         |
| District continuing on renovation updating doors and frames for security purposes.                                                      |

## Project Documentation (optional)

### Project Documentation

Upload Project Photo (Optional)  No file chosen



New

# Capital Outlay Reporting

<https://platform.dfa.nm.gov/icip-quarterly-reports.html>

## Project Timeline Status

**Project Timeline Status**

- Grant Agreement Received
- Grant Agreement Executed
- Project Planning
- Project In Design
- Project in Construction

Date:

Construction Phase Details (Required):

- Substantial Completion
- Vehicle Purchase
- Equipment Purchase
- Project Complete
- Ground Breaking
- Ribbon Cutting
- Agency Awarded Funding
- Major Phase Completion
- RFP Awarded

## Submit, Print

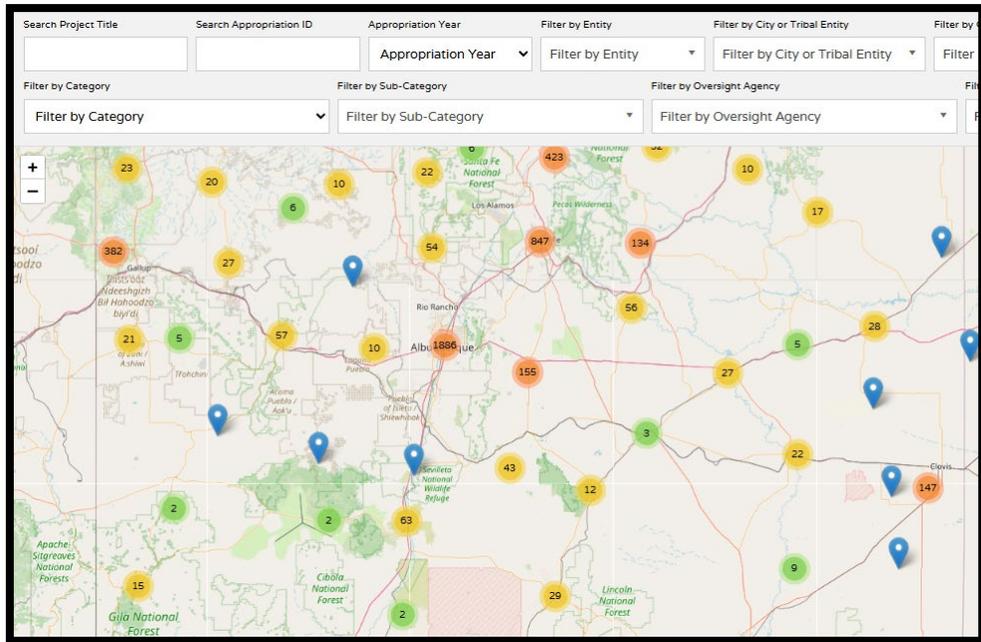
This report is complete and ready to submit to DFA.

# Transparency in Capital Outlay Reporting

<https://platform.dfa.nm.gov/caps.html>

All reporting information publicly available

## Interactive Map



Search Project Title:

Search Appropriation ID:

Appropriation Year:  **Appropriation Year** ▼

Filter by Entity:  **Filter by Entity** ▼

Filter by City or Tribal Entity:  **Filter by City or Tribal Entity** ▼

Filter by Category:  **Filter by Category** ▼

Filter by Sub-Category:  **Filter by Sub-Category** ▼

Filter by Oversight Agency:  **Filter by Oversight Agency** ▼

The map displays various project locations across New Mexico, marked with colored pins and numbers. Key geographical features like Santa Fe National Forest, Pecos Wilderness, and Lincoln National Forest are visible.

| Appropriation  | Appropriation Amount | Reauthorized Amount | Expended      | Obligated          | Balance             | Reversion     |
|----------------|----------------------|---------------------|---------------|--------------------|---------------------|---------------|
| G2635 (STB)    | \$75,000.00          | \$0.00              | \$0.00        | \$57,149.95        | \$75,000.00         | \$0.00        |
| J2694 (GF)     | \$50,000.00          | \$0.00              | \$0.00        | \$0.00             | \$50,000.00         | \$0.00        |
| <b>Totals:</b> | <b>\$125,000.00</b>  | <b>\$0.00</b>       | <b>\$0.00</b> | <b>\$57,149.95</b> | <b>\$125,000.00</b> | <b>\$0.00</b> |

**Data Integrity**  
Although every effort is made to maintain data integrity, technical errors, system updates, or other issues may occur. As a result, users may encounter discrepancies while using the dashboard. Data displayed on the dashboard is sourced from multiple systems, including data entered by grant recipients into the Capital Projects System (CAPS), the bond

**Quarterly Reports**

**G2635** | **J2694**

**Appropriation Amount:** \$75,000.00

**Appropriation Language:** to plan, design, construct, improve and equip a regional training academy shooting range for the sheriff's office in Bernalillo county;

**Q2 2026**

**Financial Summary**  
Amount Expended: \$0.00  
Amount Obligated: \$57,149.95  
Balance: \$75,000.00

**Project Phase**  
Design

**Goals This Quarter**  
Special Use Permit approved, November 2025. 100% CDAs have been separated in to two phases: Ph I Early Work Package (EWP) to include Site Grading & Utilities. Application for permit submitted 12/4, construction start Jan 2026 and 4 month construction duration. Anticipating Ph II Design to be completed in February 2026 to include New Range House, Live Shoot House, and Shooting Range Target System. KM 12/03/2025

**Timeline Items Completed**

**Project In Design** 10/30/2025  
100% CDAs have been separated in to two phases: Ph I Early Work Package (EWP) to include Site Grading & Utilities. Application for PW Development Review submitted 12/4 for permit, construction start expected in Jan 2026 with a 4 month construction duration. KM 12/03/2025

**2486 BCSO Advanced Public Safety Training Center**  
Entity: Bernalillo County  
Location: albuquerque, Bernalillo  
Project Cost: \$9,000,000.00  
Appropriation Amount: \$125,000.00  
Unfunded Amount: \$8,875,000.00  
Appropriations: G2635, J2694  
Category: Local  
Sub-Category: Law Enforcement & Public Safety  
Priority: 6

# Capital Outlay Process Overview

## January/February:

Legislative Session -  
Capital & Reauth  
Bills passed

**May:** Capital Outlay  
questionnaire due

## July/August:

- HED issues grant agreements
- HED clears conditions (audit & grant)

**November:** 1<sup>st</sup> Higher  
Education Institution  
audit deadline

2026

2027

## March/April:

- HED reviews FY25 audits
- Conditions for audits
- Capital Outlay questionnaires released in CAPS

## June:

- Capital Outlay questionnaires reviewed to include in budget upload
- Conditions memo for grants
- Budget upload process

**December:** Next  
round of Capital  
Outlay questionnaires

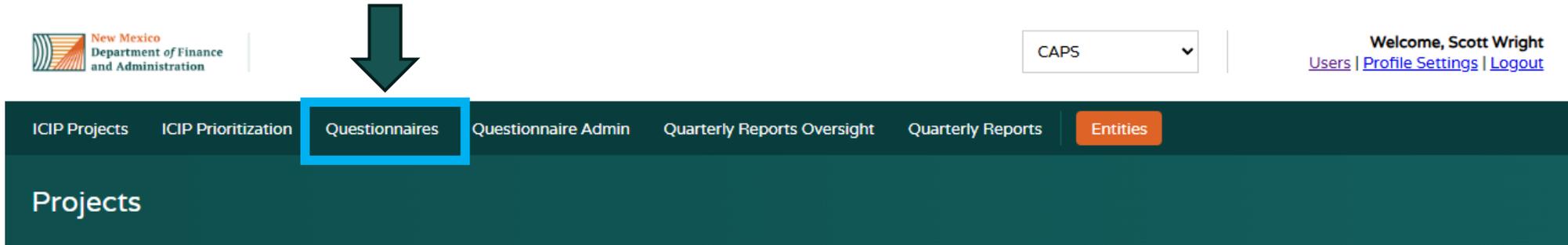
# Capital Outlay Process

March/April - HED reviews FY25 audits & makes determination

| <b>Audit Status</b>                                    | <b>Corrective Action Plan</b> | <b>Fiscal Agent Requirement</b> |
|--------------------------------------------------------|-------------------------------|---------------------------------|
| Clean                                                  | No                            | No                              |
| Significant Deficiencies or Material Weaknesses        | Yes                           | Maybe                           |
| Repeat Significant Deficiencies or Material Weaknesses | Yes                           | Yes                             |
| 2+ Years Behind on Audits                              | Yes                           | Yes                             |

# Questionnaires in Capital Projects System (CAPS)

<https://platform.dfa.nm.gov/icip-projects.html>



The screenshot shows the CAPS system interface. At the top left is the New Mexico Department of Finance and Administration logo. In the center, a green arrow points down to the 'Questionnaires' menu item in the navigation bar, which is highlighted with a blue box. To the right of the navigation bar is a dropdown menu showing 'CAPS' and a user welcome message: 'Welcome, Scott Wright' with links for 'Users', 'Profile Settings', and 'Logout'. Below the navigation bar, the word 'Projects' is visible.

Must be completed for all Capital Outlay projects

Due in May (date TBD)

- ✓ Capital Outlay projects (SB 240)
- ✓ Capital Outlay Reauthorizations (HB 332)

Also includes Capital Outlay Bills from previous years

General Obligation Bonds (HB 248) – Spring 2027

# CAPS: Questionnaires

**ALICE KING CMTY SCHL PGRND REN**

|                               |                                           |                                      |                    |
|-------------------------------|-------------------------------------------|--------------------------------------|--------------------|
| QUESTIONNAIRE STATUS<br>READY | PROJECT<br>ALICE KING CMTY SCHL PGRND REN | ENTITY<br>ALBUQUERQUE PUBLIC SCHOOLS | LAST UPDATED<br>.. |
|-------------------------------|-------------------------------------------|--------------------------------------|--------------------|

ADMIN  
COMPLETE

Review Actions

Additional Reviewers  
 DFA Council

Decision  
Select a decision

**Survey Delegates**

**SURVEY SECTIONS**

- Project Manager Information
- Funding & Public Benefit
- Project Details**
- Project Readiness, Priority, Spend-Down of Proceeds, and Contingencies
- Ownership, Operation & Use
- Acknowledgment of Capital Funding Restrictions and Authorized Officer

**PROJECT DETAILS**

Appropriation Id ID: J2123  
Entity: Albuquerque Public Schools  
Project Cost: \$150,000.00  
Class: N/A  
Sub Type: N/A

Print Survey

to plan, design, construct and improve playgrounds, shade structures, landscaping, signage, fencing, field turf and drainage at Alice King community school in the Albuquerque public school district in Bernalillo county;

**Project Manager Information**

Enter details about the project manager or primary contact

**Project Manager Name**

Enter the full name of the project manager or primary contact.

\* Answer:  
Laura Cella

\* Your Notes

Recommend follow-up from agency

**Project Manager Title**

Appropriation language



Delegations



Survey Sections



Project Details



# CAPS: Questionnaires

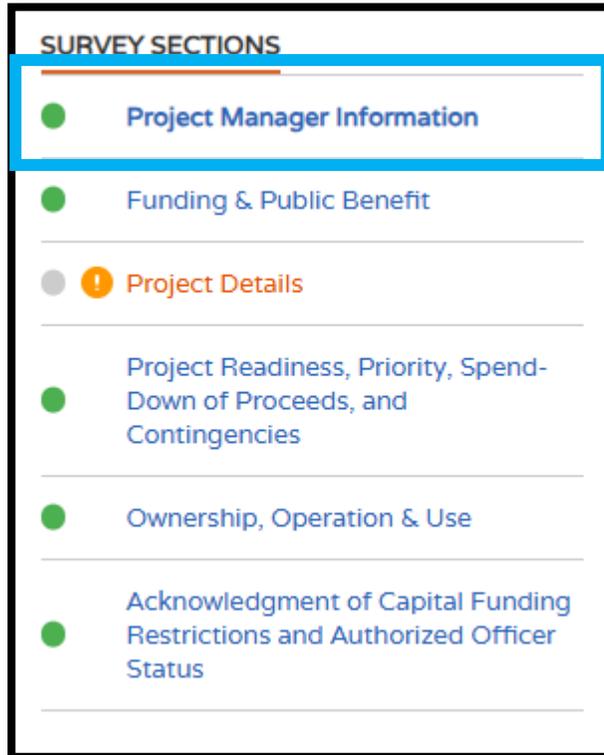
## Project Manager Information:

➤ PM Name

➤ Title

➤ Phone

➤ Email



The image shows a screenshot of a questionnaire titled "SURVEY SECTIONS". The sections are listed as follows:

- Project Manager Information** (highlighted with a blue border)
- Funding & Public Benefit
- Project Details (with an orange warning icon)
- Project Readiness, Priority, Spend-Down of Proceeds, and Contingencies
- Ownership, Operation & Use
- Acknowledgment of Capital Funding Restrictions and Authorized Officer Status

# CAPS: Questionnaires

**SURVEY SECTIONS**

- Project Manager Information
- Funding & Public Benefit
- Project Details
  - Project Readiness, Priority, Spend-Down of Proceeds, and Contingencies
  - Ownership, Operation & Use
  - Acknowledgment of Capital Funding Restrictions and Authorized Officer Status

## Key Questions in this Section:

Will the appropriation fund EITHER:

- a) the entire project or
- b) well-defined phase of the project

Has the project, or any portion of it, been included in one or more prior State Capital Outlay bills?

- If yes, provide the appropriation ID (project number), obligation amount(s), expenditure amount and expiration date
- **NEW:** prioritize funding based on expiration dates

Will the funds reimburse you for money already spent?

Will funding be used to refinance or repay prior debt?

# CAPS: Questionnaires

**SURVEY SECTIONS**

- Project Manager Information
- Funding & Public Benefit
- Project Details**
- Project Readiness, Priority, Spend-Down of Proceeds, and Contingencies
- Ownership, Operation & Use
- Acknowledgment of Capital Funding Restrictions and Authorized Officer Status

## Critical Response in this Section:

Provide a **DETAILED** description of what the appropriation will fund

The objective of this question is to demonstrate that the project has been well-planned and is ready to get started.

It is not necessary to provide a justification for the appropriation/project.

An inadequate project description is the **#1 reason** that questionnaires are sent back for revisions.

Provide a DETAILED description of what the appropriation will fund.

This is one of the most important questions to answer thoroughly. Provide specific details on what the money will be used for. If funding a phase or portion of a larger project, only detail what the appropriation will fund; you will summarize the larger project in the next question. Do not repeat any of the appropriation language--your answer should give more information and detail than the appropriation.

# CAPS: Questionnaires

| SURVEY SECTIONS |                                                                              |
|-----------------|------------------------------------------------------------------------------|
| ●               | Project Manager Information                                                  |
| ●               | Funding & Public Benefit                                                     |
| ● <b>!</b>      | <b>Project Details</b>                                                       |
| ●               | Project Readiness, Priority, Spend-Down of Proceeds, and Contingencies       |
| ●               | Ownership, Operation & Use                                                   |
| ●               | Acknowledgment of Capital Funding Restrictions and Authorized Officer Status |

Provide a DETAILED description of what the appropriation will fund.

This is one of the most important questions to answer thoroughly. Provide specific details on what the money will be used for. If funding a phase or portion of a larger project, only detail what the appropriation will fund; you will summarize the larger project in the next question. Do not repeat any of the appropriation language--your answer should give more information and detail than the appropriation.

We are looking to renovate our playground by possibly updating play structures or landscaping.

The appropriation will be used for project design and construction of a 5,067 square foot Emergency Operations Center adjacent to Fire Station 3 in White Rock, NM. The EOC will be a hardened, multi-purpose resilience facility integrated into the Fire Station 3 campus. The facility will serve as the central command hub for local, state, federal, and tribal partners, supporting coordinated decision-making. Core elements include: 1. Facility Components Primary Operations Floor: A flexible, pod-based layout supporting Planning, Operations, Logistics, PIO/JIC, Finance/Admin, and Situation Unit functions. Executive Coordination Room: For Director/Manager briefings, unified command meetings, and secure decision-making. Communications & Dispatch Link Room: Integrated with LAFD/LAPD communications and state interoperability systems. Breakout & Planning Rooms: Support for section chiefs, GIS, hazard modeling, and technical specialists. Support Spaces: Storage, kitchenette, restrooms with backup power, and staff respite areas. 2. Technology & Systems Integration. The EOC will incorporate: Redundant communications systems: VHF/UHF, 800 MHz, NM-CALL, satellite, Starlink, FirstNet, landline, VoIP. Backup power: Generator plus UPS systems to maintain uninterrupted operations. Situational awareness tools: WebEOC/VEOCI, Perimeter Maps, GIS dashboards, camera feeds, weather sensors. AV and IT infrastructure: Multi-screen display walls, Teams Rooms integration, encoder/decoder systems, and secure data networks. Physical security: Controlled access, CCTV, fire suppression, and hardened envelope for continuity of operations.

# CAPS: Questionnaires

| SURVEY SECTIONS |                                                                              |
|-----------------|------------------------------------------------------------------------------|
| ●               | Project Manager Information                                                  |
| ●               | Funding & Public Benefit                                                     |
| ●               | Project Details                                                              |
| ●               | Project Readiness, Priority, Spend-Down of Proceeds, and Contingencies       |
| ●               | Ownership, Operation & Use                                                   |
| ●               | Acknowledgment of Capital Funding Restrictions and Authorized Officer Status |

Does the project benefit the general public OR fulfill a governmental function OR allow general access and use to the public?

Note: some projects are not open to the public but still fulfill a public function. Examples: senior centers, public safety equipment, research facilities, law enforcement/public safety buildings.

Will the appropriated funding cover plan/design?

Will the appropriated funding cover construction?

Will the appropriated funding cover the purchase of vehicles, equipment, or furniture?

Will the appropriated funding cover something other than plan/design, construction, or the purchase of vehicles, equipment, or furniture?

## NEW:

Budget the appropriation amount in the categories above

Summary table will appear at the bottom of the page

# CAPS: Questionnaires

**SURVEY SECTIONS**

- Project Manager Information
- Funding & Public Benefit
- Project Details
- Project Readiness, Priority, Spend-Down of Proceeds, and Contingencies
- Ownership, Operation & Use
- Acknowledgment of Capital Funding Restrictions and Authorized Officer Status

5% encumbrance within the first 6 months?

Expend 85% within 6 months of the reversion date?

**SURVEY SECTIONS**

- Project Manager Information
- Funding & Public Benefit
- Project Details
- Project Readiness, Priority, Spend-Down of Proceeds, and Contingencies
- Ownership, Operation & Use
- Acknowledgment of Capital Funding Restrictions and Authorized Officer Status

Ownership of the property or equipment

3<sup>rd</sup> party involvement (if applicable)

Confirmation of restrictions and authorizing officer

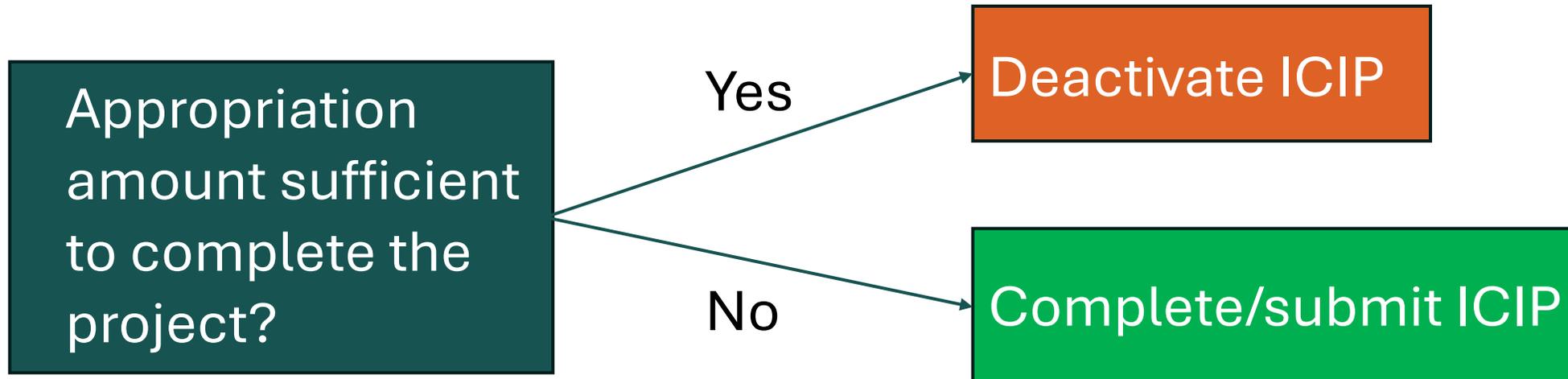
# House Bill 247 Capital Outlay Reform

Bill passed applies to all capital outlay appropriations made on or after January 1, 2027

- Limit of 1 reauthorization for 2 years
- 10% must be encumbered (RTOF) by January 1<sup>st</sup>
- Reauthorizations for technical changes only
  - Administering agency
  - Fiscal agent
  - SOW expansion
- \$100,000 or more must be on an Infrastructure Capital Improvement Plan (ICIP)

# House Bill 247 Impacts for HEIs

2026 appropriations (\$100,000 or more) automatically generate an Infrastructure Capital Improvement Plan (ICIP)



# House Bill 247 Impacts for HEIs

2027 Capital Outlay requests (\$100,000 or more) must have an ICIP prior to the request.

- **July 1, 2026**: ICIP Deadline to ***submit projects*** for next Legislative Session
- **November 1, 2026**: Deadline to ***update/revise*** ICIP for next Legislative session

## ICIP Considerations for upcoming year

- Each branch campus currently has their own ICIP.
- How will project information be shared?
- HEI will need to adopt ICIP for each branch by resolution/board approval

# CAPS: ICIP Projects

ICIP Projects

ICIP Prioritization

Questionnaires

Questionnaire Admin

Quarterly Reports Oversight

Quarterly Reports

Entities

## Projects

TOTAL PROJECTS  
8,009

DRAFT PROJECTS  
2,654

SUBMITTED PROJECTS  
4,874

2/3/26

### Message for CAPS Users: 2028-2032 ICIP Submission Period Open Now

The 2028-2032 ICIP submission period is now open. New projects can be created until midnight on July 1, 2026. After July 1, "Scope of Work", "Legislative Language", and "Budget Details" sections of projects created by July 1 can be edited and re-prioritized until midnight on November 1, 2026, but no new projects can be created. If you think a project created after the ICIP submission, please create the project prior to the July 1 deadline. You can refine project details before November 1. If you have any questions, please contact [scott.wright@dfa.nm.gov](mailto:scott.wright@dfa.nm.gov).

Create Project

Upload Projects

Search Title...

Search ICIP #...

Filter by Status

Filter by

Filter by Date Create

Filter by Start Date

Filter by Type/Sub-type

Entities...

Clear Filters

Project Title

Project Number

Status

Submission Year

Entity

Appropriations

Date Created

Start Date

Project Details

Deactivate

Edit

Deactivate

Deactivate project

Edit existing project

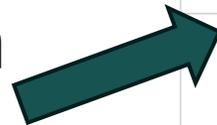
# CAPS: ICIP Projects

The screenshot shows the 'Irrigation System Improvements' project page. At the top, there is a navigation bar with tabs for 'ICIP Projects', 'ICIP Prioritization', 'Questionnaires', 'Questionnaire Admin', 'Quarterly Reports Oversight', 'Quarterly Reports', and 'Entities'. Below this is a sub-header for the project name. A secondary navigation bar contains three tabs: 'Project Details' (highlighted with a blue box and a yellow warning icon), 'Budget Info', and 'Grant Matchmaking'. The main content area is divided into three columns: 'PROJECT STATUS' (Draft), 'PROJECT START DATE' (7/01/2021), and 'PROJECT NUMBER' (17587). Below this is a 'Scope of Work' section with a detailed description. To the right, there are sections for 'PROJECT DETAILS', 'CONTACT', and 'AGENCY DETAILS'. At the bottom, a 'PROJECT SECTIONS' grid shows six items: 'Project Overview' (with a green checkmark icon and a blue box), 'Project Location & Coordinates', 'Legislative Language', 'Scope of Work', 'Responsibilities', and 'Additional Questions' (all with yellow warning icons).

Project Status  
(draft or submitted)



Icon will turn green once completed



## Project Overview

- Details
- Contact
- Project
  - ❖ Type
  - ❖ Category
  - ❖ Subcategory

### Project Overview

[Close](#)

For purposes of the ICIP, a project is any partially funded or unfunded capital improvement for which the entity plans to have funding in place during state fiscal years FY 2027-2031 (July 1, 2027 to June 30, 2031).

Do not include placeholder projects.

#### Project Details

|                                                           |                                   |                                         |
|-----------------------------------------------------------|-----------------------------------|-----------------------------------------|
| Project Title                                             | Year Funding Will Begin           | Proposed Project Start Date             |
| <input type="text" value="Gonzalez Library Renovations"/> | <input type="text" value="2027"/> | <input type="text" value="07/01/2021"/> |

#### Contact Details

|                                       |                                       |                                       |
|---------------------------------------|---------------------------------------|---------------------------------------|
| Project Contact Name                  | Phone                                 | Email                                 |
| <input type="text" value="REDACTED"/> | <input type="text" value="REDACTED"/> | <input type="text" value="REDACTED"/> |

#### Project Type & Category

Choose the type, category, and subcategory that best describes your project. Each selection filters the options available in the next dropdown.

|                                    |                                      |                                      |
|------------------------------------|--------------------------------------|--------------------------------------|
| Type                               | Category                             | Subcategory                          |
| <input type="text" value="Local"/> | <input type="text" value="Schools"/> | <input type="text" value="Library"/> |

This section is complete.

Save Information

## Project location

- Enter address
- Latitude/longitude
- Draw on a map

### Project Location & Coordinates

To identify the project location, you may enter the address, use the map, or provide coordinates (Latitude/Longitude). You do not need to provide all 3, just one of the above. Please note, the map function allows you to identify a point, an area or a line. Instructions are available in the updated ICIP Data Entry Instructions. Please only include projects with locations within the boundaries of the state of New Mexico.

### Project Location & Coordinates

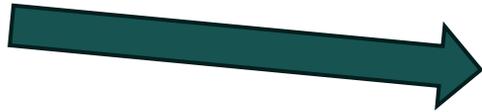
How would you like to enter the location of this project?

Draw on a map



## Legislative Language

AI can assist



Check when complete

**Legislative Language**

What is the project?

Install new concrete diversion structure and replace all existing open ditch with an underground pipe. The project will

What is the project meant to accomplish?

- To acquire
- To plan
- To design
- To construct
- To repair
- To replace
- To install
- To equip
- To furnish
- To improve
- To renovate

[Generate Legislative Language](#)

Legislative Language

To plan, design, construct improvements for the irrigation system for the 1892 Luna Irrigation Ditch of Luna, NM in Catron County.

This section is complete.

# CAPS: ICIP Projects

Scope of Work (SOW)  
Prompts

AI can assist



Check when complete

## SOW Prompts

What has been done to date?

What is needed to complete the project?

Scope of Work Prompts

Generate Scope of Work Language

Scope of Work

Install new concrete diversion structure and replace all existing open ditch with an underground pipe. The project will distribute irrigation water to surface water right owners along the current open ditch system. The project is important to the community to eliminate existing water losses due to percolation and evaporation. (Current water loss estimated by engineers is now in the 90% range). This project will enable us to deliver water which is now lost to the point of beneficial use. Otherwise, water will continue to be lost (wasted), the community will not have the use of all the water allocated to it. This affects not only our community but all downstream users of water. The plan should be available by 2020 and the project can begin when funding is secured. The specifics of this project have not been completed to provide sizing, etc.

This section is complete.

# CAPS: ICIP Projects

## Ownership

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

Fiscal Agent

Select an entity... ▼

Own

1892 Luna Irrigation Ditch Association

Operate

1892 Luna Irrigation Ditch Association

Own Land

1892 Luna Irrigation Ditch Association

Own Asset

1892 Luna Irrigation Ditch Association

Maintain

# CAPS: ICIP Projects

## Additional Questions

### Additional Questions

1. Project class

Please select...



2. How many years is the requested project expected to be in use before needing renovation/repair or replacement?

Please select...



3. Estimated number of beneficiaries to be served by the project?

4. Are the majority (at least 51%) of the estimated beneficiaries low and moderate income?

Please select...



5. Will the project target a specific group of beneficiaries?

Please select...



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

Please select...



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

## Additional Questions

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

Please select...



9. Regionalism: Does the project directly benefit an entity other than itself?

Please select...



10. Has the project had public input and buy-in?

Please select...



11. Is the project necessary to address population or client growth, and will it provide services to that population or clientele?

Please select...



12. Are there oversight mechanisms that ensure timely construction and completion on budget?

Please select...



13. Other than temporary construction jobs, does the project maintain or advance the region's economy?

Please select...



14. Does the project eliminate a risk or hazard to public health and/or safety that makes corrective action urgent and unavoidable?

Please select...



## Budget Info

- Total Budget
- Secured Funding
- Potential Funding

The screenshot displays the 'Irrigation System Improvements' project page in the ICIP Projects system. The 'Budget Info' tab is selected, showing a summary table and a detailed 'Project Budget' section.

| TOTAL PROJECT BUDGET | SECURED BUDGET | POTENTIAL BUDGET | FUNDING STILL NEEDED |
|----------------------|----------------|------------------|----------------------|
| \$5,000.00           | \$0.00         | \$0.00           | \$5,000.00           |

**Project Budget**  
Complete the Budget below.  
Include only unfunded or unsecured funds under each project year. Under Funded to Date Column, add funds that have been secured for the project. If phase is completed, click "phase completed" box.  
Note: Funded to Date column must equal the amount secured listed in the Funding Budget. All projects must include an amount not yet funded and cannot be Place Holder projects. Additional guidance/instructions available in the ICIP Data Entry manual.

# CAPS: ICIP Projects

Budget Info

Phased  
project?

Activities by  
phase

Total Cost  
by phase

### Phase 1

Time to Complete (months):

Activities included in this phase:  
 Preliminary  Planning  Design  Construction  FF&E

**Budget Items**

Add Budget Item:

| Category           | Funded to Date                      | 2028                                     | 2029                                     | 2030                                | 2031                                | 2032                                | Total Cost   |                                       |
|--------------------|-------------------------------------|------------------------------------------|------------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------|---------------------------------------|
| Water              | <input type="text" value="\$0.00"/> | <input type="text" value="\$50,000.00"/> | <input type="text" value="\$10,000.00"/> | <input type="text" value="\$0.00"/> | <input type="text" value="\$0.00"/> | <input type="text" value="\$0.00"/> | \$60,000.00  | <input type="button" value="Remove"/> |
| Design Development | <input type="text" value="\$0.00"/> | <input type="text" value="\$50,000.00"/> | <input type="text" value="\$10,000.00"/> | <input type="text" value="\$0.00"/> | <input type="text" value="\$0.00"/> | <input type="text" value="\$0.00"/> | \$60,000.00  | <input type="button" value="Remove"/> |
| <b>Totals:</b>     | \$0.00                              | \$100,000.00                             | \$20,000.00                              | \$0.00                              | \$0.00                              | \$0.00                              | \$120,000.00 |                                       |

### Phase 2

Time to Complete (months):

Activities included in this phase:  
 Preliminary  Planning  Design  Construction  FF&E

**Budget Items**

Add Budget Item:

| Category                  | Funded to Date                      | 2028                                | 2029                                      | 2030                                      | 2031                                | 2032                                | Total Cost   |                                       |
|---------------------------|-------------------------------------|-------------------------------------|-------------------------------------------|-------------------------------------------|-------------------------------------|-------------------------------------|--------------|---------------------------------------|
| Construction / Renovation | <input type="text" value="\$0.00"/> | <input type="text" value="\$0.00"/> | <input type="text" value="\$100,000.00"/> | <input type="text" value="\$250,000.00"/> | <input type="text" value="\$0.00"/> | <input type="text" value="\$0.00"/> | \$350,000.00 | <input type="button" value="Remove"/> |
| <b>Totals:</b>            | \$0.00                              | \$100,000.00                        | \$250,000.00                              | \$0.00                                    | \$0.00                              | \$0.00                              | \$350,000.00 |                                       |

# CAPS: ICIP Projects

Secured  
Funding

Capital  
Outlay

Other  
funding  
sources

Project Budget

Secured Funding Sources

Potential Funding Source

### Secured Funding Sources

This table shall include any funding that has already been committed to the project. Funding sources may secured or expended local funds, grants or loans, previous and federal funding. List the amounts secured (committed to this project), amounts expended, date(s) received, and appropriation IDs. Instructions are available on the ICIP Data Entry manual, which can be found on the DFA website at <https://www.nmdfa.state.nm.us/infrastructure-planning-anddevelopment-division/icip/>

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#### Secured State Capital Funding

| Appropriation ID | Amount Secured | Expiration Date | Amount Obligated/Encumbered to Date | Amount Expended to Date | AIPP Amount | Reversion Amount |
|------------------|----------------|-----------------|-------------------------------------|-------------------------|-------------|------------------|
| J2234            | \$100,000.00   | 06/30/2029      | \$10,000.00                         | \$10,000.00             | \$0.00      | \$0.00           |
| <b>Totals:</b>   | \$100,000.00   |                 | \$10,000.00                         | \$10,000.00             | \$0.00      | \$0.00           |

Add State Capital Funding

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#### Secured Other Funding

| Funding Source | Amount Secured | Date Received - Date Expired |            | Amount Expended to Date | Comments       |
|----------------|----------------|------------------------------|------------|-------------------------|----------------|
| OTHER – Other  | \$5,000.00     | 02/16/2026                   | 06/30/2026 | \$300.00                | NMAA           |
| OTHER – Other  | \$0.00         | mm/dd/yyyy                   | mm/dd/yyyy | \$0.00                  | Forest Service |

# CAPS: ICIP Projects

Potential  
Funding  
Source



Project Budget

Secured Funding Sources

**Potential Funding Source**

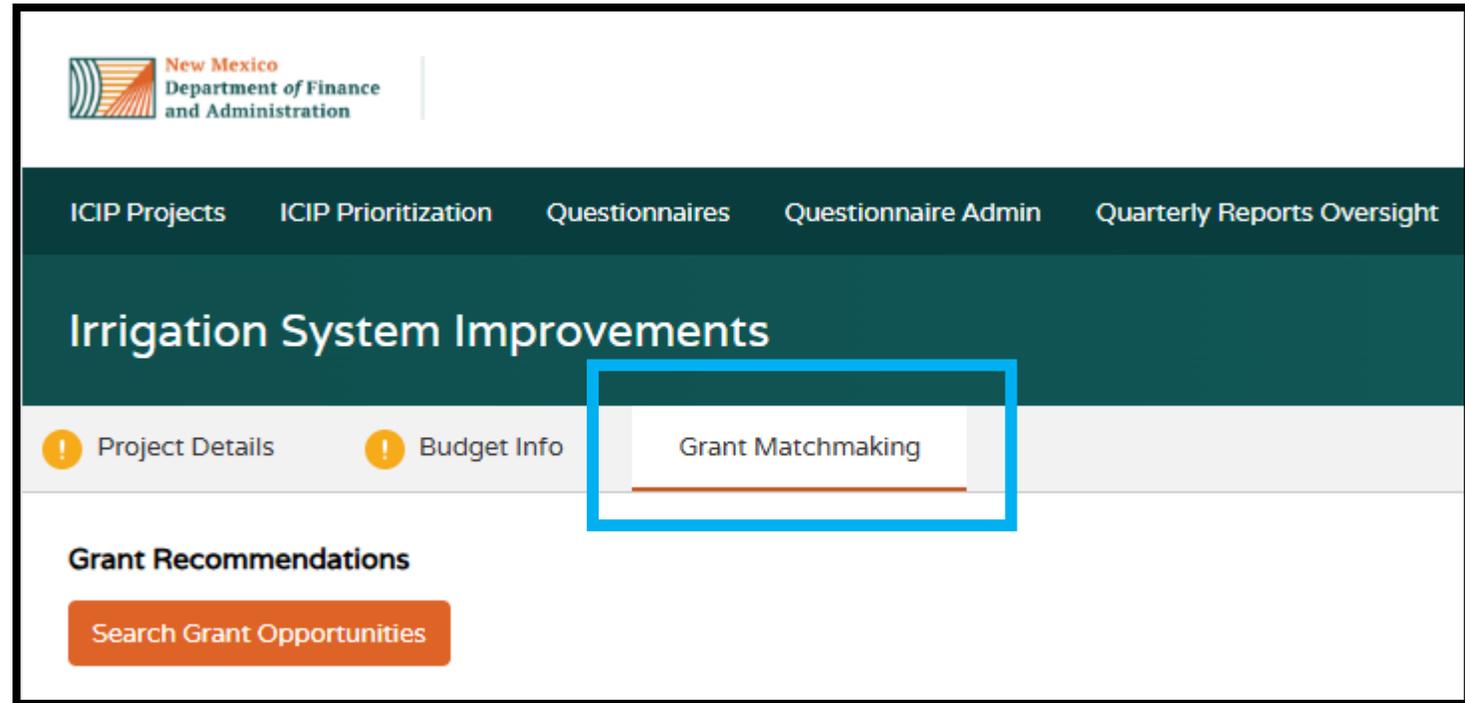
This table shall include any funds that you intend to request or anticipate receiving, such as grants you have applied for or funds you are going to request. If you are planning to apply for local, state, private, federal grants, please list them under this table. If there are loan programs you may pursue, 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? | Date Applied | Comments | Actions                |
|---------------------|------------------|--------------|--------------|----------|------------------------|
| CO - Capital Outlay | \$250,000.00     | Yes          | 01/17/2026   |          | <a href="#">Remove</a> |
| NMFA - NMFA Grants  | \$50,000.00      | No           | mm/dd/yyyy   |          | <a href="#">Remove</a> |
| Total:              | \$300,000.00     |              |              |          |                        |

[Add Funding Source](#)

# CAPS: ICIP Projects

Finds funding opportunities based on the project information



The screenshot shows the web application interface for CAPS: ICIP Projects. At the top left is the New Mexico Department of Finance and Administration logo. The main navigation bar includes links for 'ICIP Projects', 'ICIP Prioritization', 'Questionnaires', 'Questionnaire Admin', and 'Quarterly Reports Oversight'. The current page title is 'Irrigation System Improvements'. Below the title, there are three tabs: 'Project Details', 'Budget Info', and 'Grant Matchmaking', with the 'Grant Matchmaking' tab highlighted by a blue box. Underneath the tabs, the section is titled 'Grant Recommendations' and features an orange button labeled 'Search Grant Opportunities'.

The additional questions in the ICIP help to guide the grant matchmaking process

## Project Priorities

### Previous Submissions

View your previously submitted priorities by selecting a year below.

Entity

Las Cruces ▼

Submission Year

2025 ▼[Export Projects](#)

| Priority | Project S... | Project Title                                       | Start Date | Submitted              |
|----------|--------------|-----------------------------------------------------|------------|------------------------|
| 1        | 2027         | Regional Driving Track                              | 1/01/2026  | 10/24/2025, 6:02:09 PM |
| 2        | 2027         | Branigan Library Renovation and Expansion           | 7/01/2027  | 10/24/2025, 6:02:09 PM |
| 3        | 2027         | Affordable Housing Trust Fund and Land Bank Project | 10/23/2025 | 10/24/2025, 6:02:09 PM |
| 4        | 2027         | Legacy Parks Renovations                            | 7/01/2027  | 10/24/2025, 6:02:09 PM |
| 5        | 2027         | Fire Station Improvements                           | 7/01/2027  | 10/24/2025, 6:02:09 PM |

Prioritize ICIP  
projects by  
year

# CAPS Updates & Enhancements

- Completed 30 system updates since mid September

|                  | High | Medium | Low |
|------------------|------|--------|-----|
| Priority Updates | 23   | 4      | 3   |

- Pending 39 system updates to be completed

|                  | High | Medium | Low |
|------------------|------|--------|-----|
| Priority Updates | 24   | 5      | 11  |

- Open Office Hours: **Tuesdays @ 1pm**

- **Ctrl + Shift + R** (hard reset to pull in latest version of CAPS website)

## DFA Resources

### ➤ Open Office Hours: **Tuesdays @ 1pm**

[Join on Microsoft Teams](#)

**Meeting ID:** 264 417 177 198 66

**Passcode:** hU3bL9kb

### ➤ **DFA Website** ([ICIP Virtual Training | New Mexico Department of Finance and Administration](#))

- ICIP
- Questionnaires
- Capital Outlay process overview
- CAPS orientation
- Quarterly reporting

## Thank You!



New Mexico  
Department of Finance and Administration

## IPDD Training Survey

