

# FY 2028-2032 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. Some fields will automatically populate when you log in to database.) **DO NOT SUBMIT THESE FORMS WITH ICIP SUBMISSION.**

**Government Entity:**

**Address:**

**City, State, Zip:**  **County:**

**Email:**  **Phone:**

**ICIP Officer Name:**

**Procurement Officer Name:**

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Financial Officer Name:**

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

## Entity Type:

- County
- Municipality
- Tribal Government
- Senior Citizen Facility
- Special District (drop down)
- Acequias/Ditches
- Flood Control District
- Land Grants
- Mutual Domestic Water Consumer Assoc.
- State Agency
- Soil & Water District
- Solid Waste Authority
- Water & Sanitation
- Water Association
- Other Special District \_\_\_\_\_

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

Provide the last date comprehensive plan/master plan was updated. \_\_\_\_\_

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

Other Planning: Has your entity adopted any of these 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 \_\_\_\_\_
- N/A State Agency Only

**Project Profile** 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). **DO NOT INCLUDE ANY FULLY FUNDED PROJECTS or PLACEHOLDER PROJECTS.** 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. **Priority**-Please select High, Medium, or Low. \_\_\_\_\_
2. **Rank:** (Enter the appropriate project year (**FY 2028-2032**), then rank your projects **1-10**): \_\_\_\_\_ -- \_\_\_\_\_  
(The database will not allow you to list the same rank for multiple projects. The first 2028 top 5 projects listed may begin with preference if your entity is seeking State Capital Outlay funds or other state funding.)
3. **Title:** Provide a short succinct title. Example: Gold Street Improvements or WWTP Upgrades. Use sentence title structure - Senior Center Renovations. (50 maximum characters allowed)

4. **Contact Information:** (Please provide contact information of individual who can provide detailed information on the project) Project Contact Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_
5. **Total project cost:** \$ \_\_\_\_\_ (Will auto populate in the system when Project Budget is saved.)
6. **Proposed project start date:** \_\_\_\_\_, \_\_\_\_\_ Example, July 2027 (*FY2028 begins July 2027 and ends June 30, 2028.*)
7. **Class:** (If your project is a new project, you will choose the category – “New”. If you are upgrading or renovating an existing building, choose “Renovate/Repair; if you are relining lagoons or replacing waterline, choose Replacing Existing.) New ; Replacing Existing ; or Renovate/Repair
8. **Type:** (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.)
 

<input type="checkbox"/> <b>Facilities</b> <input type="checkbox"/> <b>Transportation</b> <input type="checkbox"/> <b>Water</b>	<input type="checkbox"/> <b>Vehicles</b> <input type="checkbox"/> <b>Equipment</b> <input type="checkbox"/> <b>Economic Development</b>
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**Subtype:** Please select subtype that best fits project.

**Facilities**

- |   |   |
|---|---|
| <input type="checkbox"/> Administrative Facilities<br><input type="checkbox"/> Arts (other than museums)<br><input type="checkbox"/> Convention Facilities<br><input type="checkbox"/> Cultural Facilities<br><input type="checkbox"/> Daycare Facilities<br><input type="checkbox"/> Domestic Violence Facilities<br><input type="checkbox"/> Public Safety Facilities | <input type="checkbox"/> Health-Related Cap Infrastructure<br><input type="checkbox"/> Housing-Related Cap Infrastructure<br><input type="checkbox"/> Libraries<br><input type="checkbox"/> Museums<br><input type="checkbox"/> Senior Facilities<br><input type="checkbox"/> Other |
|---|---|

**Transportation**

- Airports
- Bike/Pedestrian/Equestrian
- Highways/Roads/Bridges
- Lighting
- Medians
- Rest Areas
- Transit
- Other

**Water**

- Storm/Surface Water Control
- Wastewater
- Water Rights
- Water Supply
- Other

**Vehicles**

- Public Safety Vehicle
- Senior Facility Vehicle
- Other

**Equipment**

- Public Safety Equipment
- Senior Center Equipment
- Other

**Other**

- Landfills
- Solid Waste
- Utilities (publicly owned)
- Other

**9. Project Location: MANDATORY\***

(50 characters maximum) (Physical address or mid-point address if city/county wide project)

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**10. Latitude: \_\_\_\_\_ Longitude: \_\_\_\_\_ MANDATORY\***

(20 maximum characters allowed each) (Utilizing address listed in Project Location, go to <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.**

**11. Legislative Language:** (500 maximum characters allowed) 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](#)

*Example: “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)*

**12. Scope of Work:** (2000 maximum characters allowed) 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). **THIS SECTION SHOULD NOT BE A COPY AND PASTE OF # 11 LEGISLATIVE LANGUAGE.**

*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.*

**13. Secured & Potential Funding Budget**

[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.]

Please complete table below with all secured and potential funding sources. (No decimals or dollar symbols \$) Instructions are available on the ICIP Data Entry manual, pages 17-18 which can be found on the ICIP website at <https://www.nmdfa.state.nm.us/infrastructure-planning-and-development-division/icip/>.

<u>Secured</u> Funding Source(s)	Funding Amount Requested	Date(s) Received:	Amount Secured	Amount Expended to Date	Comments
<b>Totals</b>					

<u>Potential</u> Funding Source(s)	Funding Amount Needed	Applied For? Yes or No	Date when Applied	Comments
<b>Totals</b>				

14. **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 secured listed in the Funding Budget.** (No decimals or \$ signs.). All projects must include an amount not yet funded and cannot be Place Holder projects. Instructions available in the ICIP Data Entry manual, pages 19-22, 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 received above. If an amount was added answer in the completed box needs to be either “yes” or “no”.**

Category	Completed (Yes/No)	Funded to Date	2027	2028	2029	2030	2031	Total Project Cost
Water Rights								
Easements & ROW								
Acquisition								
Archeological Studies								
Environmental Studies								
Planning								
Design (Engineer/Architect)								
Construction								
Furnish/Equip/Vehicles								
<b>TOTALS</b>								
<b>Amount Not Yet Funded</b>								

**15. PHASING BUDGET**

Can this project be phased? \_\_\_\_\_

*(If yes, please complete table below **\*\*project must be Multi-Phased\*\***)*

**Phasing- Please select Stand Alone or Multi Phase**

**Stand Alone**

- A project single phase approach is used for projects that can be completed with one process because it is manageable, affordable, and will not require any foreseeable additional resources or activities to be fully operational when complete.

**Multi-Phased**

- A project multi-phased approach is used for breaking down very large projects into manageable standalone parts that are independently functional and easier to fund.
- If the multi-phase approach is being used it is required to provide accurate dates, costs, and funding sources for prior phases, and be able to provide reasonable projections of dates, costs, and funding sources for future phases.
- In addition, each multi-phase has three main levels: Planning, Design, and Construction. Each level can be funded individually, however strong emphasis is put on completing all three levels.

Phase #	Amount	Plan	Design	Construct	Furnish/Equip/ Vehicles	Other (Water Rights, ROW, Easements, Acquisition)	# Months to Complete
Phase 1							
Phase 2							
Phase 3							
Phase 4							
Phase 5							
<b>TOTAL</b>							

**NOTE: (Auto sum) Total Phase Amount in this section must equal "Amount Not Yet Funded" above (Section 14)**

**16. Has your local government/agency budgeted for operating expenses for the project when it is completed?**

Yes – please complete operating budget below.

<b>ANNUAL OPERATING BUDGET</b>					
	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
Annual Operating Expenses plus Debt Service					
Annual Operating Revenues					

No – **please explain – Do not leave empty.** (150 maximum characters)

**17. Does the project lower operating costs?**      Y     N

If yes, explain and provide estimated cost of operating savings. (Please include **amount** of savings.)  
*Example: “By requiring the new solar panels, electricity monthly cost will be about \$80.00 lower”*

**18. Identify who will assume the following responsibilities related to this project**  
 (50 maximum characters for each.)

**Fiscal Agent:**

**Own:**

If private entity or non-profit, is a lease or operating agreement in place with the local government? Y     N

**Operate:**

If private entity or non-profit, is a lease or operating agreement in place with the local government? Y     N

**Own Land:**

If private entity or non-profit, is a lease or operating agreement in place with the local government? Y     N

**Own Asset:**

If private entity or non-profit, is a lease or operating agreement in place with the local government? Y     N

**Maintain:**

If private entity or non-profit, is a lease or operating agreement in place with the local government? Y     N

19. Additional questions specifically on project.

a) **Life Span** – How many years is the requested project expected to be in use before needing Renovate/Repair or Replacement?

b) Has the project had **public input and buy-in**? Y  N

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

d) **Regionalism** - Does the project directly benefit an entity other than itself? Y  N

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."

e) Are there oversight mechanisms built in that would ensure timely construction and completion of the project on budget? Y  N

Please explain your answer: **Do not leave empty.**

Examples:

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"

If **no**: "There are no oversight mechanisms in place yet", "Does not apply for this project", "Not applicable" etc.

f) Other than the temporary construction jobs associated with the project, does the project maintain or advance the region's economy? Y  N

Please explain your answer: **Do not leave empty.**

Examples:

If **yes**: "Farmers who irrigate with the acequia can sell their produce and provide income to their families; produce grown feeds families; protects water rights and property values"

If **no**: " This project does not maintain or advance the economy", "Not applicable" etc.

g) Does the project benefit all citizens within a recognized region, district or political subdivision? Y  N

Please explain your answer and provide the number of people that will benefit from the project:

**Do not leave empty:**

Examples:

If **yes**: "The project would directly benefit all 68 acequia parciantes and their families plus hundreds of families downstream".

If **no**: "Even though it does not benefit **all** citizens, it benefits this amount of people because..."

**h)** 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? (Emergencies must be documented by a Subject Matter Expert. (If mandatory, provide summary page of the Federal State or Judiciary Agency who issued the mandate, such as Declaration of Emergency, Administrative Order, Notice of Violation, or other. Y  N

Please explain your answer: **Do not leave empty:**

*Examples:*

*If yes: "This project reduces risk of damage to private property. Public safety would be at risk in the event of a flood".*

*If no: "This project does not eliminate the risks mentioned"*

*(If mandatory, provide Summary Page of the Federal, State or Judiciary Agency who issued the mandate, such as Declaration of Emergency, Administrative Order, Notice of Violation, or other.)*