

Public Schools K-12 Infrastructure Capital Improvement Plan (ICIP) Overview

May 13, 2026

Capital Planning & Policy Bureau
Infrastructure Planning & Development Division



New Mexico
Department of Finance
and Administration

Infrastructure Planning
and Development Division

Presentation Agenda

- Welcome
- Infrastructure Capital Improvement Plan (ICIP) Overview
- ICIP Submission Requirements
- ICIP Resources
- Capital Projects System (CAPS) Information
- Q&A



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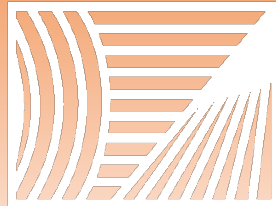
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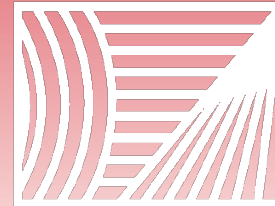
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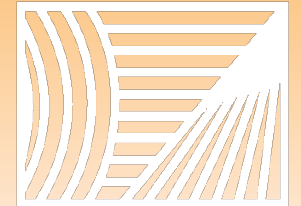
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House Bill 247 – Capital Outlay Reform

Historical Overview

- Going forward, 2027 Capital Outlay requests (\$100,000 or more) must have an ICIP prior to the request
- Subject to Capital Outlay requests to the Legislature
- Not subject to Public School Capital Outlay Council (PSCOC) allocations



If you think you *might* apply for capital outlay through the legislature, you should add it to your ICIP project list.

Infrastructure Capital Improvement Plan

Overview

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

Infrastructure Capital Improvement Plan

**A planning tool for
your entity's
infrastructure needs**

**A roadmap to fund
and phase your
projects**



**Covers a 5-year
fiscal period
(July 1, 2027-June 30-2032)**

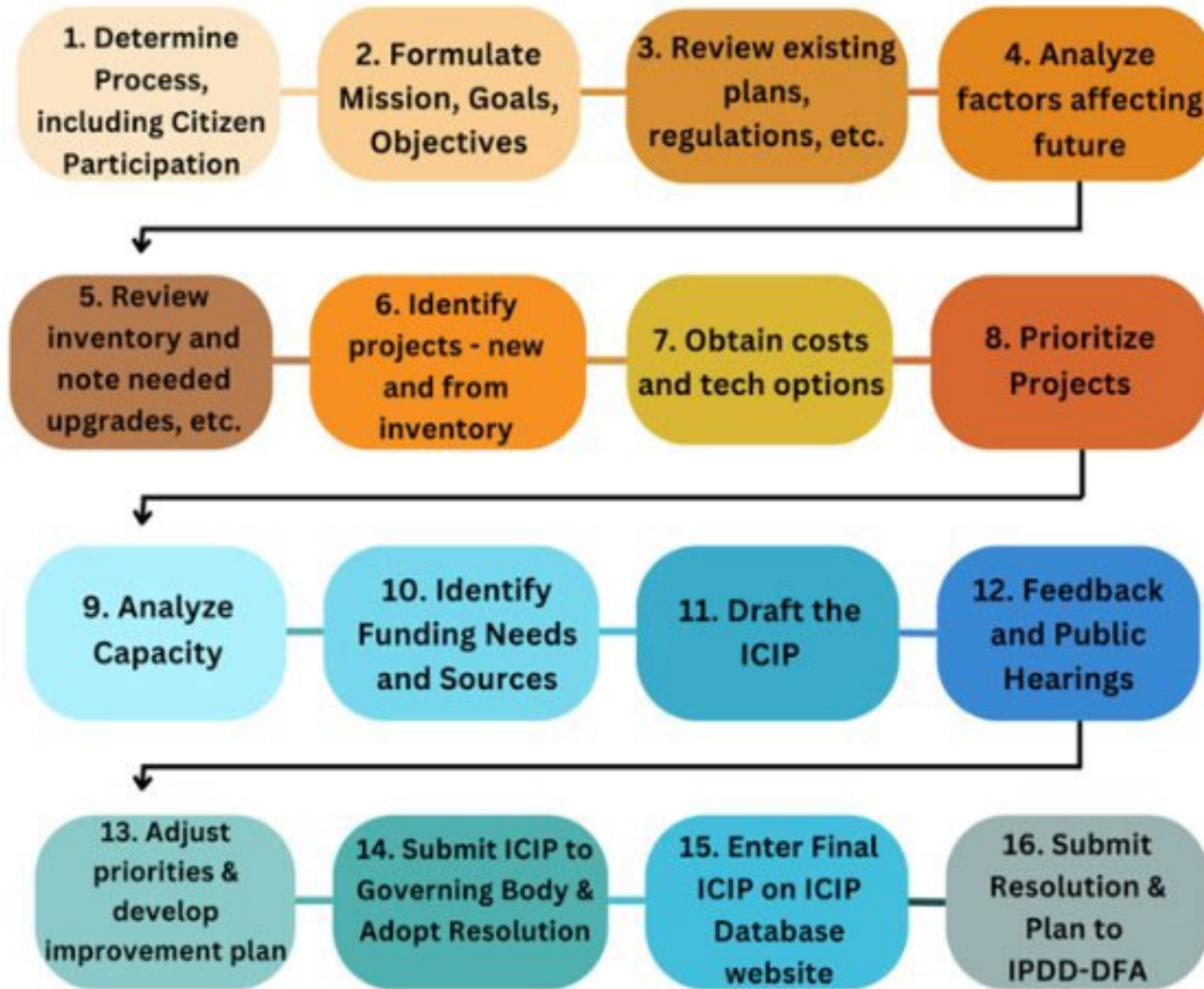
**Developed,
updated, and
submitted annually
to DFA**

Capital Improvement Projects

- **Create a new fixed asset or enhance existing**
- **Cost of at least \$10,000 or more**
- **Have a life expectancy of at least 10 years**
- **Be ready to proceed - not a wish list**
- **Address community & maintenance needs**



ICIP Development Process



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

Demonstrating Project Readiness

Siting – Where is your project located?

Scope of Work – What work has been done to date?

What specific tasks need to be completed?

What activities are included for the project?

What entities will own, operate, maintain assets?

How many years will the asset be in use before needing repair/replacement?

Does your project assist in reducing risks or hazards?

How many residents will be impacted/benefit from capital project?

Who specifically may benefit?

Why is the project important for your government/community?

Budget for project including all phases

What funding is committed to the project?

How do you anticipate financing the project?

What oversight mechanisms does your entity have?

Common Misconceptions



The ICIP is Not...

1. ICIP is not an application for funding.
2. ICIP is not a capital outlay request.
3. ICIP is not a funding source.
4. ICIP is not a project wish list.
5. Having an ICIP is not a guarantee of state funding.

The ICIP is...

1. ICIP is a **plan** for your government's capital needs.
2. Having a Capital Improvement Plan is encouraged for capital outlay requests. ** You must still complete a capital outlay request through Legislative Council Services.
3. ICIP is a plan and includes details on how your government will finance its needs.
4. ICIP displays your needs and priorities.
5. Your ICIP will detail how you plan to finance your projects whether through state grants/loans or other financing mechanisms.

** Required for CO requests \$100,000 or more

Review – Common Reasons for Edits

- The Scope of Work does not align with Budget Table Categories
- Scope of Work is bare
- Budget Table shows funded to date \$ but those funds are not shown in the Secured Funding Table
- Potential Funding section doesn't have funds listed
- Additional Questions section – N/A response or questions unanswered
- You did not rank your projects or it is not consecutive by years.

Deadlines & Requirements

✓ **All ICIPs are due by Friday, August 28th, 2026, at 11:59 pm**

- Senior Center Facilities
- Special Districts
- Nations, Pueblos and Tribes
- Counties
- Municipalities
- State Agencies
- Higher Education Institutions
- Schools

• **Projects must be in "Submitted" status and Prioritized by Year and Ranked in CAPS - <https://platform.dfa.nm.gov/>**

• *Note: After 8/282026 - ICIPs will be locked.*

✓ **Letter from your District or Principal/Head of School (only for Charters) supporting your ICIP for FY 2028-2032**

ICIP Administration Changes

in effect January 2026

- No extensions will be granted for submission of project prioritization from the superintendent/principal, as applicable.
- Entities who met the August 28th deadline may amend **current** projects on their ICIP up until **Sunday, November 1st, 2026**,** with approval. New projects will not be allowed. Re-prioritization of projects may be changed as well until this date.
 - ** This date is subject to change based on LCS deadlines for capital outlay requests.
- Resolution Extension requests and Amendment requests must be done by email to Lgd.icip@dfa.nm.gov

Amendments

in effect January 2026

- Entities may update their "**Submitted**" projects up until November 1st with approval. We will unlock your ICIP projects.
- May only update the Legislative Language, SOW, and Budget Table.
- New projects will not be allowed.
- Re-prioritization of projects may occur.

ICIP Resources

- CAPS Data Entry Guide
- FY2028-2032 ICIP Guidelines

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

- ICIP Virtual Training Recordings & PowerPoints
- Data Entry Video Tutorial

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



Resource Documents

- ICIP Resolution Template
- Worksheets – tool to assist
- Check List
- School ICIP Overview



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

Office Hours

PARS/CAPS Office Hours:

Tuesdays @ 1-2 pm

https://teams.microsoft.com/l/meetup-join/19%3ameeting_NTk0ZTQ0ZjctYmZkYy00YTBiLWE0ZTAZTM3ZGM5ZmE4NGNm%40thread.v2/0?context=%7b%22Tid%22%3a%22ed0770c0-ef82-41fe-9f40-bc192a8fbe18%22%2c%22Oid%22%3a%225e2a603a-4255-4920-bff0-02863057f108%22%7d

Meeting ID: 264 417 177 198 66 | Passcode: hU3bL9kb

ICIP Office Hours

Thursdays @ 2:30-3:30 pm

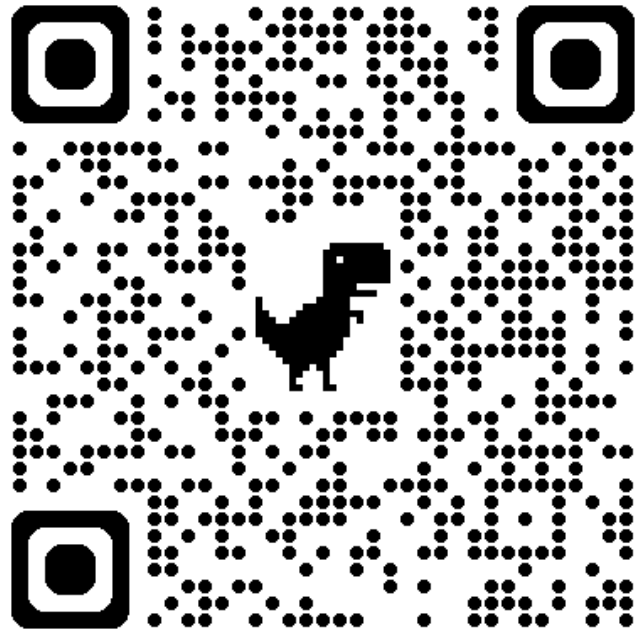
Join on Microsoft Teams

<https://teams.microsoft.com/meet/25223861253826?p=24BQopKpRGfR6E2AW2>

Meeting ID: 252 238 612 538 26 | Passcode: 7Bw3uL9f



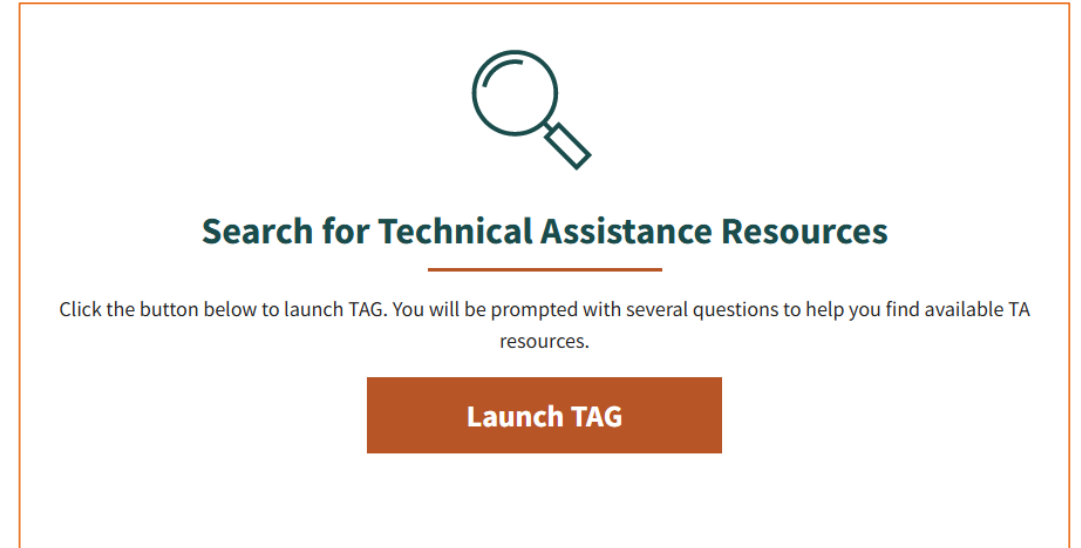
TAG – Technical Assistance Gateway





- TAG launched in December, 2026
- Provides an inventory of technical assistance resources for entities
- Features an assisted search, advanced search, and submit a resource options
- Ability to print or save results

(TAG): <https://tag.dfa.state.nm.us/>



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CAPS Contacts

- **CAPS Support Email:** support@rtsolutions.com
- Jesse Guillen, Capital Planning and Policy Bureau Chief, jesse.guillen@dfa.nm.gov - 505-538-5114
- Ryan Serrano, State Agency/Higher Ed ICIP Coordinator, ryans.serrano@dfa.nm.gov 505-819-1568
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- Lauren McAllister, Funding Assistance Navigator, lauren.mcallister@dfa.nm.gov, 505-618-0224

Capital Projects System (CAPS)

Information

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

CAPS Account Info

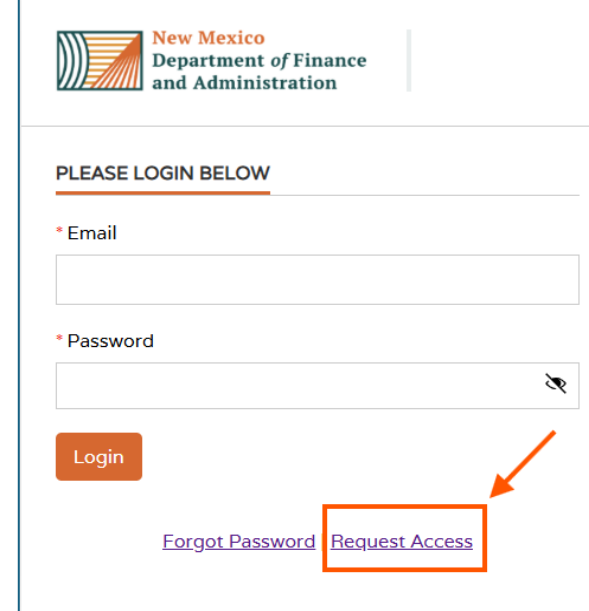
- All users must log in at least 1x every 60 days
- Every user has their own log in information
- CAPS – Capital Projects System
 - ICIP Entry
 - Questionnaires for capital outlay appropriations
 - Quarterly Reports to DFA (required for all capital outlay)
 - **New:** Grant Search, Funding Navigation & Matchmaking

CAPS Support: support@rtsolutions.com

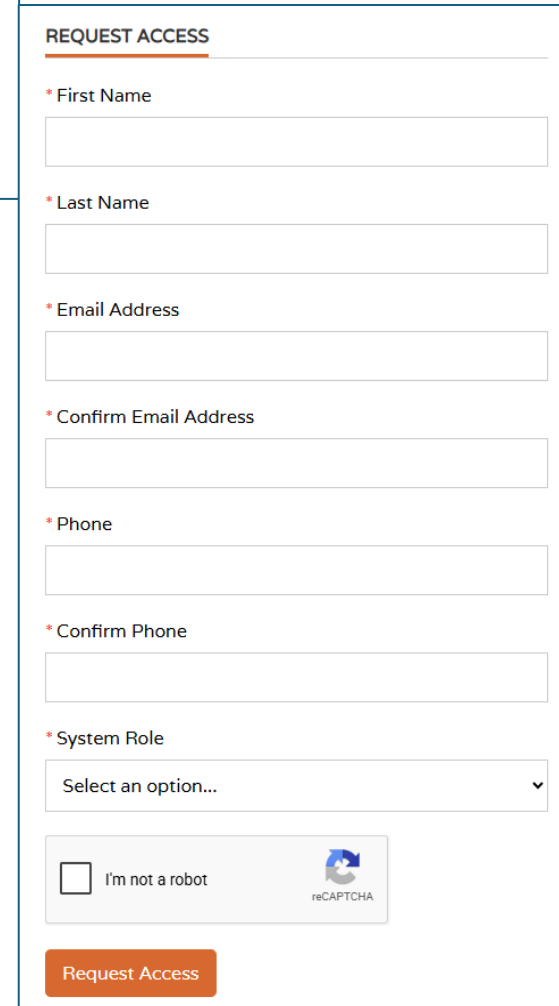
Capital Appropriations Dashboard: <https://caps.nm.gov/>

Get a CAPS Account

Request access to the CAPS website - <https://platform.dfa.nm.gov/>



The screenshot shows the top of the CAPS website. At the top left is the New Mexico Department of Finance and Administration logo. Below it is the text "PLEASE LOGIN BELOW". There are two input fields: "* Email" and "* Password". Below the password field is a "Login" button. At the bottom of the login section are two links: "Forgot Password" and "Request Access". The "Request Access" link is highlighted with a red box and an orange arrow points to it from the right.

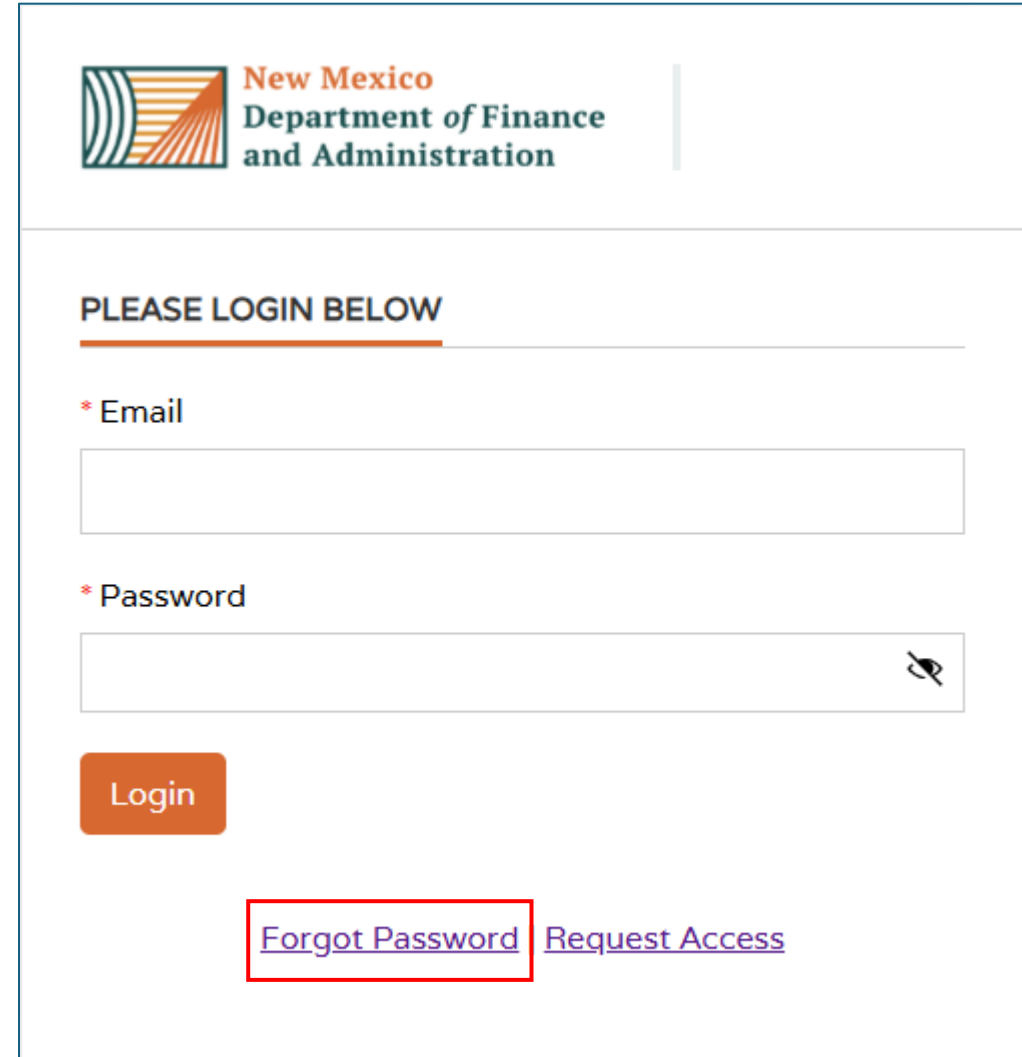


The screenshot shows the "REQUEST ACCESS" form. It has several input fields: "* First Name", "* Last Name", "* Email Address", "* Confirm Email Address", "* Phone", and "* Confirm Phone". There is a dropdown menu for "* System Role" with the text "Select an option...". At the bottom, there is a reCAPTCHA widget with the text "I'm not a robot" and a "Request Access" button.

1. To request access, click the Request Access link on the page above
2. Complete the form
3. Choose Entity as your type
4. Search your entity – name/entity code
5. Add access to CAPS as an Entity for the role.
6. DFA needs to approve your request before you will get access.

Have an account but can't get in?

- If the website says you are locked out due to inactivity
 - Contact RTS Support:
support@rtsolutions.com
 - Or [IPDD Staff](#) at DFA
- You forgot your password
 - Reset it using the forgot password link on the login page - <https://platform.dfa.nm.gov/>



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PLEASE LOGIN BELOW

* Email

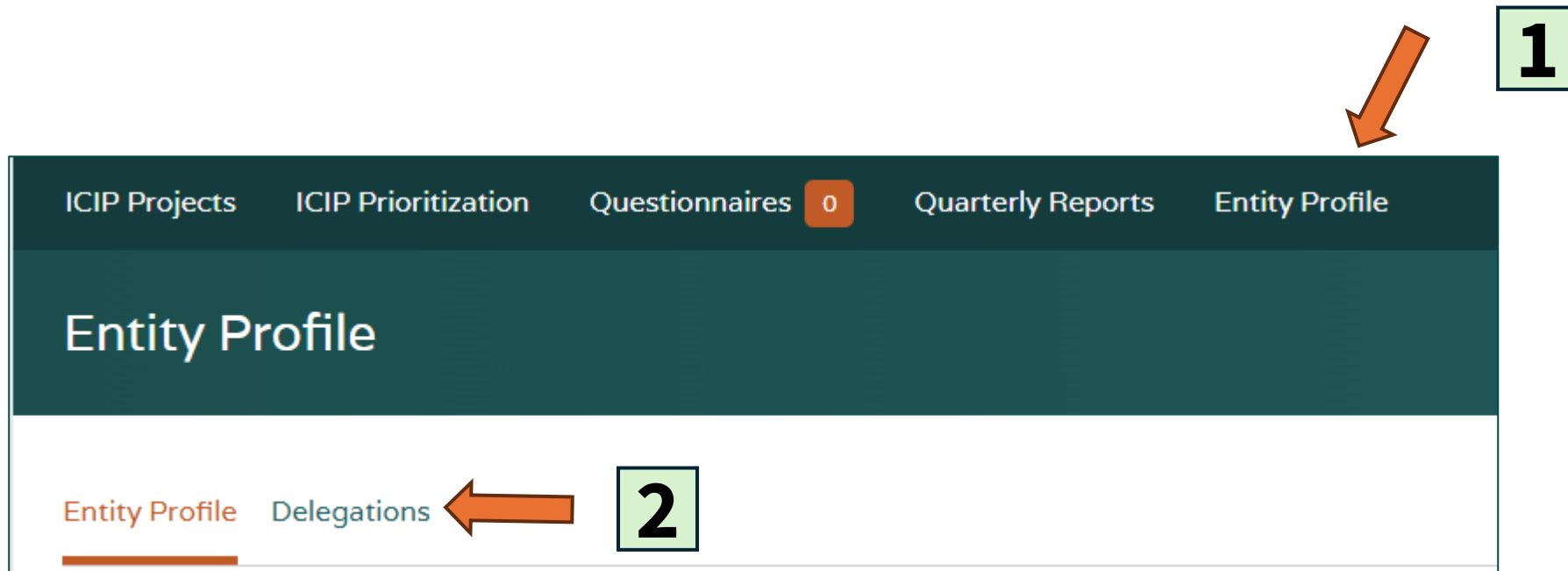
* Password

Login

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

Entity Profile

1. Please update your entity profile!
2. You may also manage your delegations for TA providers and staff from the entity profile.





Quarterly capital appropriation to DFA

CAPS

La Casa de Buena Sa

Welcome, Local Entity [Profile Settings](#) | [Logout](#)

ICIP Projects

ICIP Prioritization

Questionnaires 0

Quarterly Reports

Entity Profile

Entity contacts, budget, planning information

Projects

Questionnaire access during cycles

TOTAL PROJECTS

2

DRAFT PROJECTS

0

SUBMITTED PROJECTS

2

Create Project

ICIP Project List

Search Title...

Search ICIP #...

Filter by Status

Filter by Submission

Filter by Date Create

Filter by Start Date

Filter by Type/Sub-type

Entities...

Clear Filters

| Project Title | Project Number | Status | Submission Year | Appropriations | Date Created | Start Date | Project Details | Deactivate |
|-----------------------------|----------------|-----------|-----------------|----------------|--------------|------------|----------------------|----------------------------|
| Senior Center Improvements | 42368 | Submitted | -- | | 8/29/2025 | 7/01/2027 | Edit | Deactivate |
| Handicap Accessible Vehicle | 43506 | Submitted | -- | | 8/29/2025 | 7/01/2027 | Edit | Deactivate |

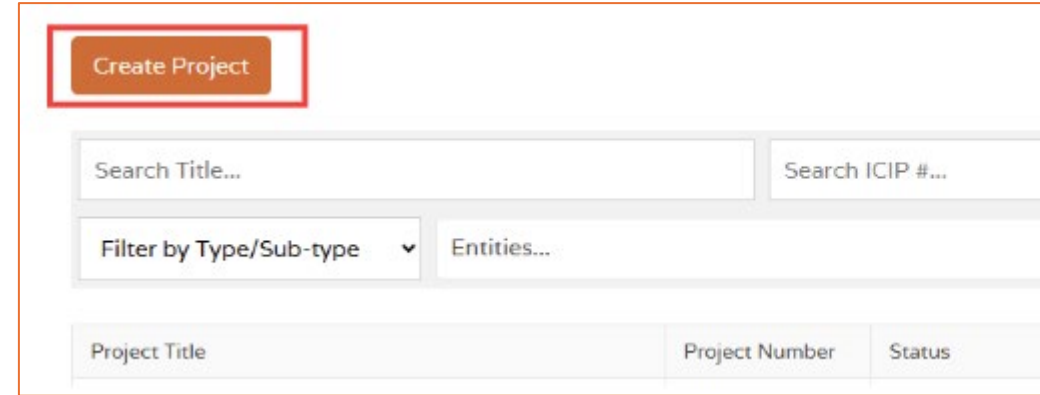
Status of Projects on CAPS

- **Draft/Imported** - These projects were imported Fall 2025 and were not submitted by the entity after the data transition. OR you may have started an ICIP project but you haven't submitted it.
- **Archived (2025)** - You completed entry for a project during last year's cycle. It is archived on your entity's CAPS account. *You must clone it for the new cycle if you are submitting this year's ICIP.*
- **Submitted** – You have completed a project entry for the current ICIP Cycle. *You can only finalize (rank/prioritize) projects that are in this status.*

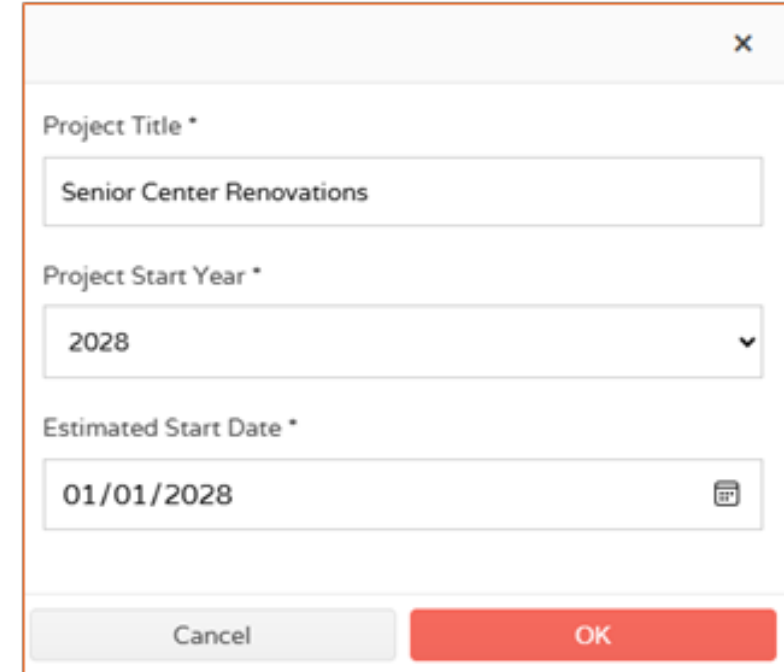
| Status |
|--------------------|
| Imported |
| Draft |
| Archived (2025) |
| Submitted |

Entering a new project

- To add projects, click on the orange “Create Project ” button.
- Choose the year your project will begin and add details.
- Then you will be redirected to the project profile to begin entering each section. There are seven sections to complete.



This screenshot shows the top section of a web interface. At the top left, there is an orange button labeled "Create Project" which is highlighted with a red rectangular box. Below the button are two search input fields: "Search Title..." and "Search ICIP #...". Underneath these is a filter section with a dropdown menu labeled "Filter by Type/Sub-type" and a text input field labeled "Entities...". At the bottom of this section, there is a table header with three columns: "Project Title", "Project Number", and "Status".



This screenshot shows a modal form for creating a new project. The form has a close button (X) in the top right corner. It contains three required fields, each marked with an asterisk (*):
1. "Project Title *": A text input field containing the text "Senior Center Renovations".
2. "Project Start Year *": A dropdown menu with "2028" selected.
3. "Estimated Start Date *": A date input field containing "01/01/2028" with a calendar icon to its right.
At the bottom of the form, there are two buttons: a grey "Cancel" button and a red "OK" button.

Renewing or updating an existing project

- Click the orange "Edit" button

| | | | | | | |
|-----------------|------|--------------------|--|-----------|-----------|------|
| Archived (2025) | 2025 | Abiquiu Land Grant | | 8/29/2025 | 9/01/2026 | Edit |
|-----------------|------|--------------------|--|-----------|-----------|------|

- Project Information – click the "Clone"



- Choose best option:

- Resubmission of same project
- Template for new project

- You will need to review and complete each section

Senior Center Improvements

Project Details Budget Info Grant Matchmaking

| | | |
|--|---------------------------------|-------------------------|
| PROJECT STATUS Archived   | PROJECT START DATE 7/01/2027 | PROJECT NUMBER 42368 |
|--|---------------------------------|-------------------------|

Scope of Work

To plan, design, purchase, install and construct senior center improvements to include new HVAC system, ADA improvements to the facility, a metal garage/storage building and parking lot and fenced area to be accomplished in three phases. Phase 1 is the replacement of the HVAC system, and ADA accessible doors. Phase 2 will be to construct a new metal building/garage with storage area. Phase 3 will be an additional parking lot and fencing.

How do you want to use this project?

Resubmission of the same project

Template for a new project

Cancel OK

Submitting your ICIP for FY2028-2032

- ✓ All projects must be in **submitted status** (ICIP Projects page)
- ✓ **Rank and Prioritize** them by year (ICIP Prioritization page)
- ✓ Upload your **signed resolution** (ICIP Prioritization page)
- ✓ **Check off the** "These priorities are complete & ready to submit to DFA"
box (ICIP Prioritization page)

Ranking & Prioritizing



Year

2028

[Export CSV](#) [Export PDF](#)

| Priority | Year | Project Title | Date Created | Start Date |
|----------|------|-----------------------------------|--------------|----------------------------------|
| 1 | 2028 | La Joya Water Supply Improvements | 9/23/2025 | 7/01/2030 Update |
| 2 | 2028 | La Joya Water Tank Construction | 8/29/2025 | 11/01/2025 |

- Click and hold your project, then drag and drop it
- You will need to prioritize your projects per year.
 - Ex: If you have projects in year 2028, you will prioritize those 1, 2, 3, etc. Then for your year 2029, you will prioritize those 1, 2, 3, etc.

Submit your Letter

Project Priorities

[Current Priorities](#) [Previous Submissions](#)

Drag and drop projects to set their priority order. Changes are saved automatically.

The ICIP projects cover a span of up to 5 years. Within each of those years, the projects must be prioritized/rank based on what the entity feels is most important/urgent in that particular year. If a project is not funded in a specific year, it may be reprioritized and added to a future year for funding consideration. It can be expected that projects may change from year to year as well as the priorities within years.

There are often competing priorities within a year when an entity is forced to choose between prioritized projects. For example, an entity may need to fix water lines in a localized area of town but may also need a new fire truck because one was totaled in an accident. Additionally, the senior center may have been condemned, and seniors may be temporarily housed at great expense to the municipality. Entities are excited about the prospect of prioritizing projects in buckets or project types, so that the examples above are not necessarily competing against one another.

These priorities are complete and ready to submit to DFA.

Upload Resolution Document

No file chosen

Submit your completed ICIP

Project Priorities

[Current Priorities](#) [Previous Submissions](#)

Drag and drop projects to set their priority order. Changes are saved automatically.

The ICIP projects cover a span of up to 5 years. Within each of those years, the projects must be prioritized/rank based on what the entity feels is most important/urgent in that particular year. If a project is not funded in a specific year, it may be reprioritized and added to a future year for funding consideration. It can be expected that projects may change from year to year as well as the priorities within years.

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These priorities are complete and ready to submit to DFA.

- **Final Step:**
 - Check off "these priorities are complete & ready to submit to DFA"

What happens next?



- DFA staff will review your ICIPs
- DFA will request you update your ICIP if they see revisions are necessary

Examples:

- Secured funding costs are not reflected on the "funded to date" column on the Project Budget Table
- Additional questions section is not completed, NA on all questions is not a sufficient response
- You do not include potential funding sources to fund your project
- Project budget does not align with Scope of Work

Deactivating Projects

- If you accidentally deactivate a project, please send a ticket to RTS Support at support@rtsolutions.com to reactivate the project.

Key Takeaways

- ✓ Changes to Capital Outlay – must have an ICIP for capital outlay requests \$100,000 or more. But it is best to add your projects even if below \$100,000.
- ✓ Reauthorizations changes – how can you advance your capital outlay to meet reauthorization requirements if you need to reauthorize your projects.
- ✓ ICIP Submission must occur on CAPS by extended deadline of August 28th.
- ✓ Obtain letter from district superintendent (public) or principal (charter) by August 28th.
- ✓ Resources are online on NM DFA website



Questions?



Survey – Tell us how we can improve!