



New Mexico

**Department of Finance
and Administration**

**Infrastructure Planning
and Development Division**

Infrastructure Capital Improvement Plan (ICIP) Submission Guide for K-12 Public Schools

2026

FY2028-2032 ICIP Cycle

INTRODUCTION TO THE ICIP

The ICIP is a planning tool administered through the Capital Planning and Policy Bureau within the Infrastructure Planning and Development Division of the Department of Finance and Administration (DFA). The ICIP is entered and submitted on the Capital Projects System (CAPS) website. The ICIP is a tool for local public bodies that establishes planning priorities for anticipated capital projects. The state-coordinated local ICIP process encourages entities to plan for the development of capital improvements so that they do not find themselves in emergency situations, but rather can plan for, fund, and develop infrastructure at a pace that sustains their activities and is within the entity's capabilities.

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

The initial step in the ICIP process is the creation of the individual entity plan. The plan covers a five-year period and is developed, prioritized and submitted annually. It includes funding time frames, estimated costs, justifications, and the details of each specific infrastructure capital improvement project proposed, by year, over the five-year period. The plan includes repair or replacement of existing infrastructure, the development of new infrastructure, or the purchase of equipment, vehicles or furniture and furnishings. Each proposed project includes a description, scope of work, project budget, existing funding sources, anticipated funding mechanisms, and project justification.

GENERAL INFORMATION

The current state Fiscal Year Plan period is for **FY2028-2032**. This means that the 5-year cycle of the current plan should be from **July 1, 2027, through June 30, 2032**. Due to recent capital outlay changes, all capital outlay requests \$100,000 or more must be associated with an ICIP project. **It is HIGHLY recommended that you enter projects you will request capital outlay for even if it is under the \$100,000 threshold.** Your school/district may also list ICIP projects for which you will not request capital outlay for. The CAPS website has a grant matchmaking feature, and projects need to have an ICIP project entered to use those features.

FY2028-2032 ICIP SUBMISSION DEADLINES – For K-12 Schools Only

- ☐ **Deadline to Submit your completed FY2028-2032 ICIP – Friday, August 28, 2026**
- ☐ **ICIP Amendment Deadline – Sunday, November 1, 2026****

****** Changes to your ICIP must be requested by email to Lgd.icip@dfa.nm.gov and the deadline for amendments may move up depending on the publication of the Capital Outlay request form.

ICIP SUBMISSION SPECIFICATIONS – HOW TO SUBMIT YOUR ICIP (K-12 SCHOOLS)

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

- ✓ Update your Entity Profile
- ✓ Enter and finalize each project in "Submitted" status as well as Prioritize and Rank your projects
- ✓ Check the **"These priorities are complete and ready to submit to DFA."** box on the "ICIP Prioritization" tab
- ✓ Upload and Submit your ICIP approval letter via CAPS on the "ICIP Prioritization" tab
 - ☐ **For all Public Schools - written approval/letter of ICIP by the Superintendent**
 - ☐ **For all Public Charter Schools – written approval/letter by the head of school or principal**

CAPS WEBSITE

- <https://platform.dfa.nm.gov/>
- To enter your ICIP, you must request access to CAPS. The request access form is on the login page to the website. After you request access to CAPS, DFA must approve your request. It will not be approved automatically. Once DFA approves your request, you will receive a temporary password to your email. You will be able to log in with that temporary password, verify your email or phone, then set your own password. Step-by-step instructions are located on the [CAPS Data Entry Manual](#) on our [website here](#).
- If you need assistance or haven't received a temporary password, please contact IPDD staff below.
- If you are having technical issues with the website, please contact RTS Support at support@rtsolutions.com

CONTACTS

- Jesse Guillen, Capital Planning and Policy Bureau Chief, jesse.guillen@dfa.nm.gov, 505-538-5114
- Mary Ann Maestas for Local Governments at Maryann.Maestas@dfa.nm.gov, 505-487-3523
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RESOURCES

You may find the below resources on our website under the Local Government ICIP section: <https://www.nmdfa.state.nm.us/infrastructure-planning-and-development-division/icip/>

- **CAPS DATA ENTRY GUIDE** – step by step instructions on entering an ICIP project, updating projects, deactivating projects and more.
- **ICIP GUIDELINES** – contains general information on the ICIP process for local public bodies.
- **ICIP RESOLUTION TEMPLATE** – your school may use language from this template for your ICIP approval letters.
- **ICIP SUBMISSION CHECKLIST & WORKSHEET** – materials to assist anyone wishing to use these as references. These items do NOT get submitted on CAPS or to DFA, these are for personal use only.

DROP IN VIRTUAL OFFICE HOURS

CAPS Open Office Hours – Tuesdays from 1:00-2:00 PM

Joint CAPS/PARS Office Hours for technical issues on the CAPS/PARS website.

Join on Microsoft Teams

<https://teams.microsoft.com/meet/246062851054123?p=bPtx41aTCdg9PvWukt>

Meeting ID: 246 062 851 054 123 | Passcode: Xg935ME7

ICIP Virtual Office Hours – Thursdays until August 27th from 2:30-3:30 PM

These office hours are for entities completing their ICIPs to ask questions and receive assistance.

Join on Microsoft Teams

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

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

ONLINE TRAINING RECORDINGS

You may find online training recordings and presentations on our website here:

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