



New Mexico
Department of Finance
and Administration

Infrastructure Planning
and Development Division

K-12 Schools Infrastructure Capital Improvement Plan (ICIP) Completion Webinar

August 12, 2026



IPDD | Capital Planning & Policy Bureau

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Presentation Agenda

1. Introductions

2. ICIP overview

1. What is the Infrastructure Capital Improvement Plan (ICIP)?
2. What's new under HB 247
3. Why planning matters

3. Building your ICIP

1. Understanding the five-year planning process
2. What information you'll need to demonstrate project readiness for each individual project
3. Ranking your priorities
4. Uploading your Approval/support letter
5. Deadlines and requirements

4. Using CAPS

1. Creating an account, logging in, and navigating the system
2. Creating and editing projects
3. Saving, completing, and submitting your ICIP

5. Completing an ICIP Project

1. Step-by-step walkthrough of required fields
2. Common questions and best practices



What is the Infrastructure Capital Improvement Plan (ICIP)

The Infrastructure Capital Improvement Plan (ICIP) is New Mexico's statewide capital planning tool that helps public entities identify, prioritize, and plan infrastructure projects over a rolling five-year period.



PLAN

Develop a five-year capital improvement plan.



PRIORITIZE

Identify the community's most important infrastructure needs.



PRIORITIZE

Share those priorities with state and federal funding partners.



ICIP isn't a funding application—it's a planning tool that helps communities prepare for future infrastructure investments.

Without planning

- React to emergencies with potentially higher costs
- Last-minute decisions
- Missed funding opportunities

With ICIP

- Long-term continuous planning
- Prepare strong projects
- Be ready when funding becomes available

What's New Under HB 247?

Capital Outlay Reform relating to ICIP Requirements



New Requirement

Beginning January 1, 2027, capital outlay projects requesting **\$100,000 or more** must be included on an approved Infrastructure Capital Improvement Plan (ICIP) before they can receive a capital outlay appropriation.



What this means for K-12 Schools

HB 247 makes the ICIP an essential part of the capital outlay process for any request over \$100,000.

- Identify anticipated capital projects and include them in your five-year ICIP.
- Review and update your ICIP annually to reflect your district's changing infrastructure needs.

Think of your ICIP as your capital project roadmap.

If a project isn't on your ICIP, it won't meet the new HB 247 requirement for capital outlay appropriations of \$100,000 or more.

CAPS: Grant Matchmaking

Grant Matchmaking

- After you have submitted your ICIP you can select the Grant Matchmaking tab, to find funding resources specific to your project.
- You can "Request Formal Funding Navigation" from DFA to receive detailed recommendations based on capacity and project details.
- AI will also analyze grant opportunities and provide you with the top scoring opportunities.

The screenshot displays the CAPS (Connecticut Automated Project System) Grant Matchmaking interface. At the top, the New Mexico Department of Finance and Administration logo is visible, along with a 'CAPS' dropdown menu and a 'Welcome, RTS Entity' message with links for Training, Profile Settings, and Logout. The main navigation bar includes links for ICIP Projects, ICIP Prioritization, Questionnaires (1047), Quarterly Reports, Funding Navigation, Grant Search, and Entity Profile. The current page is titled 'Homeless Facilities' and features three tabs: Project Details, Budget Info, and Grant Matchmaking (which is active). Below the tabs, a 'Grant Matchmaking' section provides instructions: 'Find grant opportunities that match your project based on its scope of work, category, and other details. The more complete your project information, the better the results.' Two prominent orange buttons are shown: 'Request Formal Funding Navigation from DFA' (highlighted with a red box) and 'Perform Deep Search with AI'. Below these, two grant opportunities are listed. The first is the 'State Veterans Home Construction Grant Program' with a 54% match, marked as 'Likely Ineligible'. It includes details such as Opportunity Number (59462b36-6d05-4832-a628-427f72260f3d), Agency (Department of Veterans Affairs), Type (Grant), Categories (Health), Geographic Scope (Statewide), Award Amount (\$260,000.00 - \$275,000,000.00), and Local Cost Share (Yes). The second opportunity is 'Capital Improvements for At-Risk/Receivership/Substandard/Troubled PHAs' with a 49% match, also marked as 'Likely Ineligible'. It includes details such as Opportunity Number (7f5a0b65-c791-4640-8e97-d1fbb2032a28), Agency (Department of Housing and Urban Development), Type (Grant), Categories (Housing), Geographic Scope (Statewide), Award Amount (\$250,000.00 - \$3,000,000.00), and Local Cost Share (No). At the bottom of each grant listing, there are buttons for 'Favorite for Project', 'View Announcement', and 'View Details'.

Deadlines & Requirements

- ✓ All ICIPs are due by **Friday, August 28, 2026** at 11:59 pm
- **Projects must be in "Submitted" status and Prioritized by Year and Ranked in CAPS** - <https://platform.dfa.nm.gov/>
- ✓ **Schools (non-charter): Letter from your District supporting your ICIP for FY 2028-2032**
- ✓ **Charter Schools: Letter from your Principal/Head of School supporting your ICIP for FY 2028-2032**

Amendments

in effect January 2026

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

** final date dependent on Legislative Council Services and when they publish the capital outlay request form.

**Every Infrastructure Capital
Improvement Plan (ICIP)
is comprised of a government/entity's
individual projects.**

ICIP Project Plan

Individual ICIP projects

FY2028-2032 ICIP Priorities for Happytown Community School

2028 Priorities for Happytown Community School

ICIP Project Priority 1
2028-01

ICIP Project Priority 2
2028-02

ICIP Project Priority 3
2028-03

ICIP Project Priority 4
2028-04

ICIP Project Priority 5
2028-05

2029 Priorities for Happytown Community School

ICIP Project Priority 1
2029-01

ICIP Project Priority 2
2029-02

ICIP Project Priority 3
2029-03

2030 Priorities for Happytown Community School

ICIP Project Priority 1
2030-01

ICIP Project Priority 2
2030-02

ICIP Project Priority 3
2030-03

2031 Priorities for Happytown Community School

ICIP Project Priority 1
2031-01

2032 Priorities for Happytown Community School

ICIP Project Priority 1
2032-01



Focus on your FY2028 priorities for this year.

In future ICIP cycles, your school may consider entering a multi-year ICIP project plan.

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, and maintain the 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

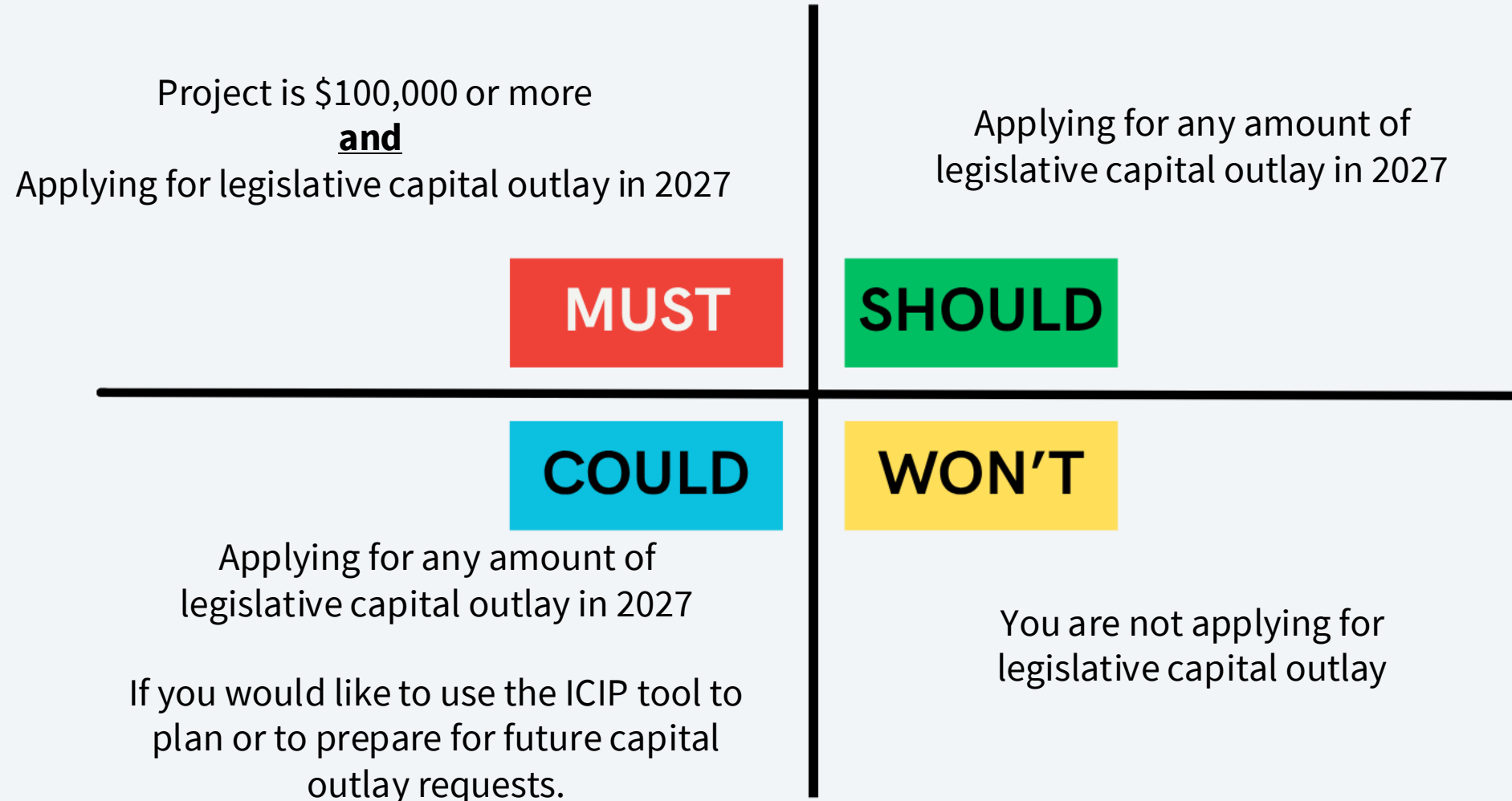
What funding is committed to the project?

How do you anticipate financing the project?

What oversight mechanisms does your entity have?



Determine and Map Out Your Projects





Enter your Individual Projects on CAPS

ICIP ▾ Questionnaires 0 Quarterly Report Funding Navigation

Projects

TOTAL PROJECTS
1

DRAFT
0

Create Project Export Projects CSV Export Projects PDF

Search Title... Search ICIP #... Filter by

Filter by Type/Sub-type ▾ Active Projects ▾ Entities...

Project Title	Project Number	Status	Priority
Reading Facility Improvement	28-1527	Submitted	2028-01

1. Project Title, Contact Info, Category
2. Project Location
3. Legislative Language description
4. Scope of Work
5. Responsibilities
6. Questions on beneficiaries, project impact
7. Total Project Budget/Costs, Secured Funding Sources, Planned Project Financing



Rank your Priorities on CAPS

- ✓ If you have more than 1 project, be prepared to rank/prioritize them
- ✓ Consecutively 1, 2, 3, etc.
- ✓ If you are adding/planning projects for later years, 2029, 2030, 2031, 2032, you will rank those projects for every year.

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 whether it 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 will be prioritized over multiple years.

There are often competing priorities within a year when an entity is forced to choose between prioritized projects. For example, a city may need a new fire truck because one was totaled in an accident. Additionally, the senior center may have been condemned. Entities are excited about the prospect of prioritizing projects in buckets or project types, so that the examples above are not exhaustive.

☒ These priorities are complete and ready to submit to DFA.

Upload Resolution Document

[Choose File](#) No file chosen

[View Document](#) [Remove](#)

Year

2028

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

Priority	Year	Project Title	Date Created
1	2028	Facility & Security Improvements	5/14/2026 7/01/2027 Update



Upload your Approval/Support Letter

- School or District Letterhead
- List the ICIP projects
(project name, priority year
& rank, project cost/budget)
- Message of approval**
- Signature



3528 Barnes Street, Suite #103
Orlando, FL 32810
555-555-5555
pixo+media.com

To IPDD
DFA

Message of support for projects, importance to
school/families/students etc.
Approval of following projects:

1. Project name, #, \$125,000
2. Project name, #, \$300,000
3. Project name, #, \$80,000

James M. Fonseca

Title



Upload your Approval/Support Letter

We have a resolution template you can pull "language" from if you would like to use that.

<https://www.nmdfa.state.nm.us/wp-content/uploads/2026/02/FY2028-2032-Resolution-Template.pdf>

Resolution Template

County, Municipality/Tribal Government/Special District of

COUNTY OF

Resolution No.

A RESOLUTION

ADOPTING THE FY 2028-2032 INFRASTRUCTURE CAPITAL IMPROVEMENT PLAN

- WHEREAS, the _____ of _____ recognizes that the financing of public capital projects has become a major concern in New Mexico and nationally; and
- WHEREAS, in times of scarce resources, it is necessary to find new financing mechanisms and maximize the use of existing resources; and
- WHEREAS, systematic capital improvements planning is an effective tool for communities to define their development needs, establish priorities and pursue concrete actions and strategies to achieve necessary project development; and
- WHEREAS, this process contributes to local and regional efforts in project identification and selection in short- and long-range capital planning efforts.

NOW, THEREFORE, BE IT RESOLVED BY THE _____ that:

1. The county/municipality/tribal government/special district has adopted the attached FY2028-2032 Infrastructure Capital Improvement Plan, and
2. It is intended that the Plan be a working document and is the first of many steps toward improving rational, long- range capital planning and budgeting for New Mexico's infrastructure.



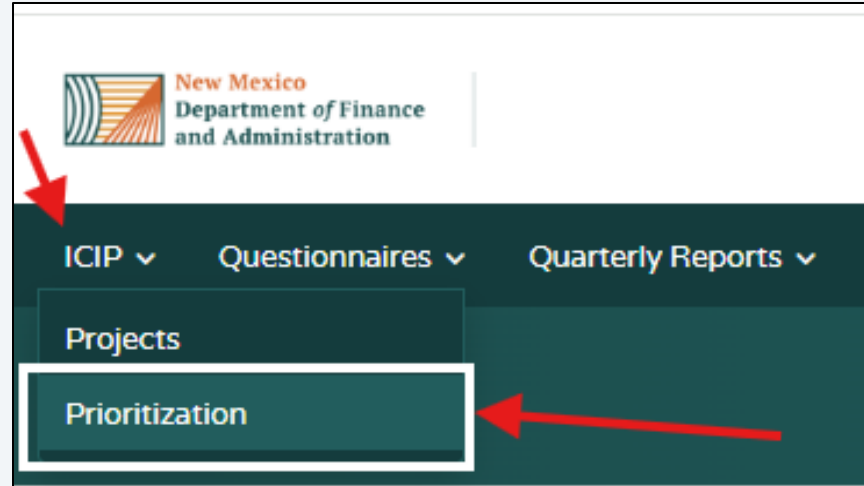
Final Submit Check box

- On the ICIP – Prioritization Page

- Check off Checkbox

"These Priorities are Ready to Submit to DFA"

- This acts as the "final" Submit Button



ICIP ▾ Questionnaires **o** Quarterly Report Funding Navigation ▾ CPMS Lookup Audit Entity Profile

Project Priorities

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

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

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☒ These priorities are complete and ready to submit to DFA.

Upload Resolution Document

[Choose File](#) No file chosen

[View Document](#) [Remove](#)



DFA Reviews ICIP Projects

- ✓ For completeness
- ✓ Budget accuracy
 - ✓ Ex: Your Project Budget activity categories aligns with your SOW.
 - ✓ You accounted for Secured Funding Sources (if any) in Project Budget
- ✓ Recommendations on project SOW clarity
- ✓ You submitted a support letter



Questions?

On the 5 Steps

Next: CAPS Overview and Infrastructure Capital
Improvement Plan (ICIP) Project Entry

Capital Projects System - Account Info

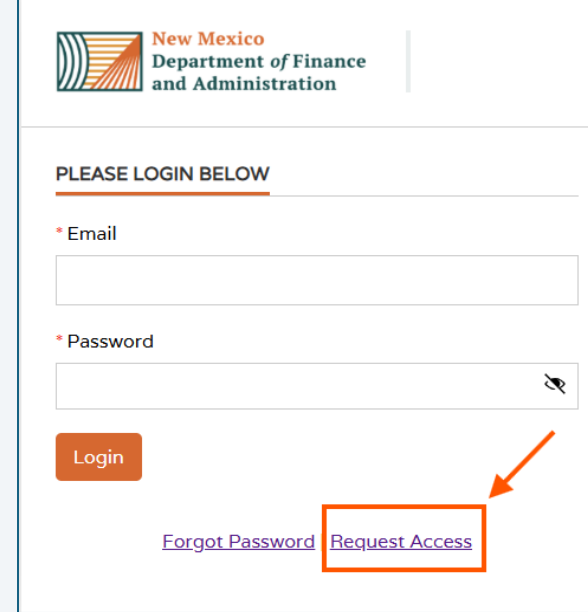
<https://platform.dfa.nm.gov/>

- Every user has their own log in information
- CAPS – Capital Projects System
 - ICIP Projects Entry
 - Questionnaires for capital outlay appropriations
 - Quarterly Reports to DFA (required for all capital outlay)
 - CPMS – appropriation search – previous years
 - Grant Search, Funding Navigation & Matchmaking

CAPS Support: support@rtsolutions.com

Get a CAPS Account

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



New Mexico
Department of Finance
and Administration

PLEASE LOGIN BELOW

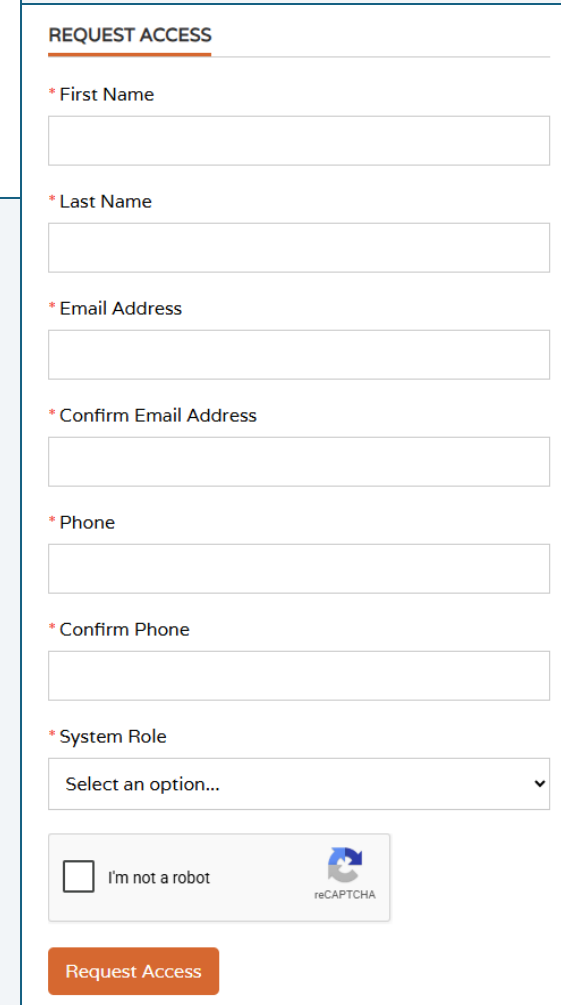
* Email

* Password

Login

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

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. Then you will get a temp password to log in with.



REQUEST ACCESS

* First Name

* Last Name

* Email Address

* Confirm Email Address

* Phone

* Confirm Phone

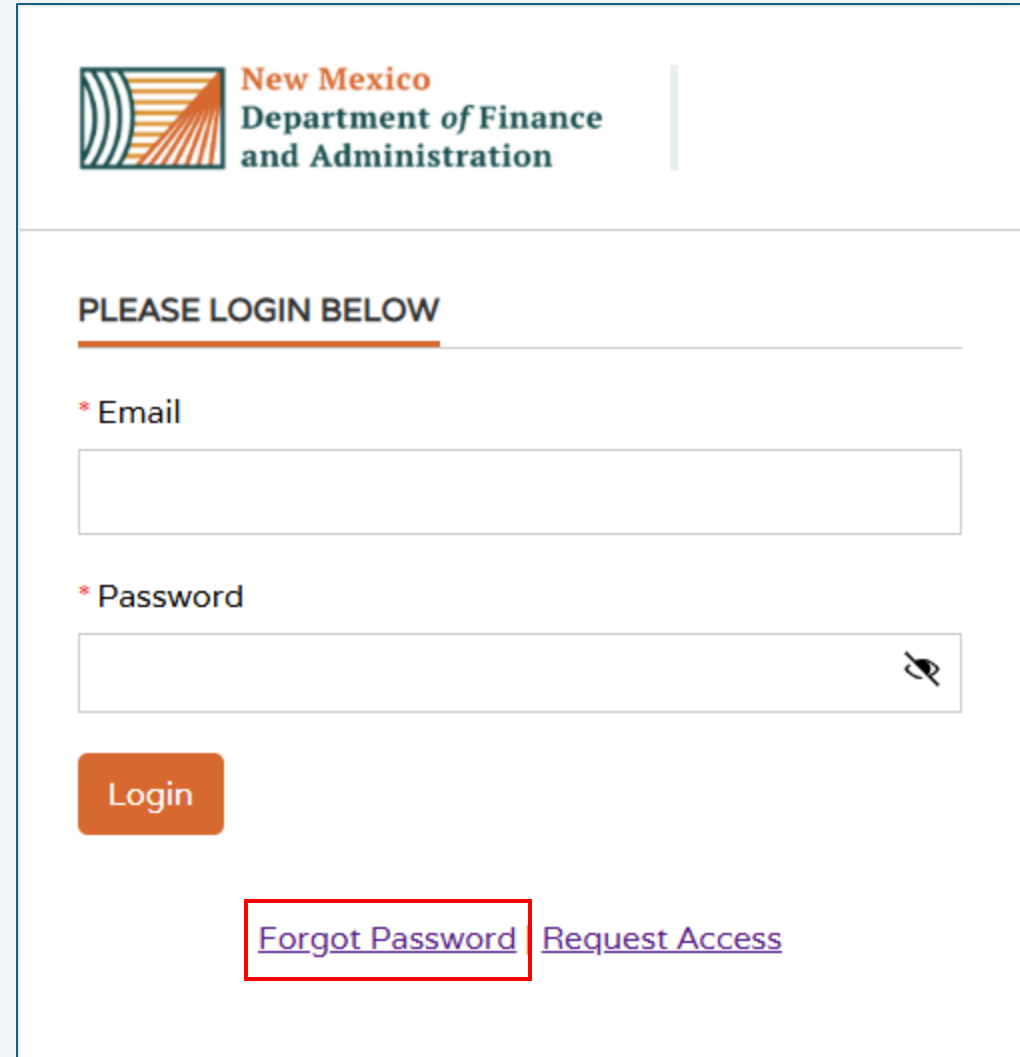
* System Role
Select an option...

☐ I'm not a robot 

Request Access

Have an account but can't get in?

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



The screenshot shows the login interface for the New Mexico Department of Finance and Administration. At the top left is the state logo, and to its right is the text "New Mexico Department of Finance and Administration". Below this is a horizontal line, followed by the text "PLEASE LOGIN BELOW" which is underlined. There are two input fields: the first is labeled "* Email" and the second is labeled "* Password". The password field has a small eye icon on the right side to toggle visibility. Below the password field is an orange "Login" button. At the bottom, there are two links: "Forgot Password" (which is highlighted with a red rectangular box) and "Request Access".

ICIP ▾

Questionnaires 0

Quarterly Report

Funding Navigation ▾

CPMS Lookup

Audit

Entity Profile

Projects

TOTAL PROJECTS

1

DRAFT PROJECTS

0

SUBMITTED PROJECTS

1

6/18/26

Message for CAPS Users: The FY2028-2032 ICIP Submissions are due July 1, 2026

The 2028-2032 ICIP submission period will close on July 1, 2026. After July 1st, new ICIP project submissions will not be allowed. ICIP Submissions must include relevant resolution/letter/documentation.

The deadline for K-12 Schools is Friday, August 28th.

After July 1, "Scope of Work", "Legislative Language", and "Budget Details" sections for projects that were 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 could be part of your 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 Jesse Guillen at jesse.guillen@dfa.nm.gov

*November 1st revision deadline may change due to capital outlay request form publication.

Create Project

Export Projects CSV

Export Projects PDF

Search Title...

Search ICIP #...

Filter by Status ▾

Filter by Source ▾

Filter by Submission Y ▾

Filter by Date Created ▾

Filter by Start Date ▾

Filter by Type/Sub-type ▾

Active Projects ▾

Entities... ▾

Clear Filters

Project Title	Project Number	Status	Priority	Submission Year	Appropriations	Date Created	Start Date	Recommendation	Project Details	Active State
Facility & Security Improvements	28-0306	Submitted	2028-01	2026	I2124	5/14/2026	7/01/2027	--	Edit	Prioritized



Entity Profile

- Please complete your entity profile & save.

TIPS:

- ICIP Officer – Point of Contact for your ICIP
 - Chief Elected Official – Principal or Superintendent
- Planning:**
- Public Finance Accountability Act Compliance – State Audit Act
 - Does your entity have a comp plan/master plan? - if you have a Facilities Master Plan – select yes
 - NMSA 6-6-3 Budget Approved by LGD/BFB – select N/A

- Other Planning:**
- Select Yes, if your school/district has any plans. Select No if not. If you're school/district has other plans, sustainability plan, etc. Enter in "Other"

ICIP ▾

Questionnaires 0

Quarterly Report

Funding Navigation ▾

CPMS Lookup

Audit

Entity Profile

Entity Profile

Entity Profile

Delegations

Entity Info

Entity or Agency Name

Tierra Adentro

Entity Code

02163

COG District

1

Address

1781 Bellamah Ave NW

City

Albuquerque

ZIP

87104

County

Bernalillo ▾

Roles

ICIP Officer Name

Amber Pena

ICIP Officer Email

amber@vigilgroup.net

ICIP Officer Phone

(505) 938 - 7716

Chief Elected Official Name

Genevieve Lopez

Chief Elected Official Email

glopez@tierraadentronm.org

Chief Elected Official Phone

(505) 620 - 0352

Planning

Public Finance Accountability Act Compliance

Select an option ▾

NMSA 6-6-3 Budget Approved by LGD/Budget & Finance Bureau

Select an option ▾

2

Create New Project

[ICIP ▾](#) [Questionnaires 0](#) [Quarterly Report](#) [Funding Navigation ▾](#) [CPMS Lookup](#) [Audit](#) [Entity Profile](#)

Projects

TOTAL PROJECTS 1	DRAFT PROJECTS 0	SUBMITTED PROJECTS 1
----------------------------	----------------------------	--------------------------------

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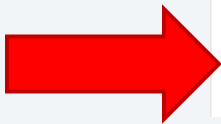
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[Create Project](#) [Export Projects CSV](#) [Export Projects PDF](#)



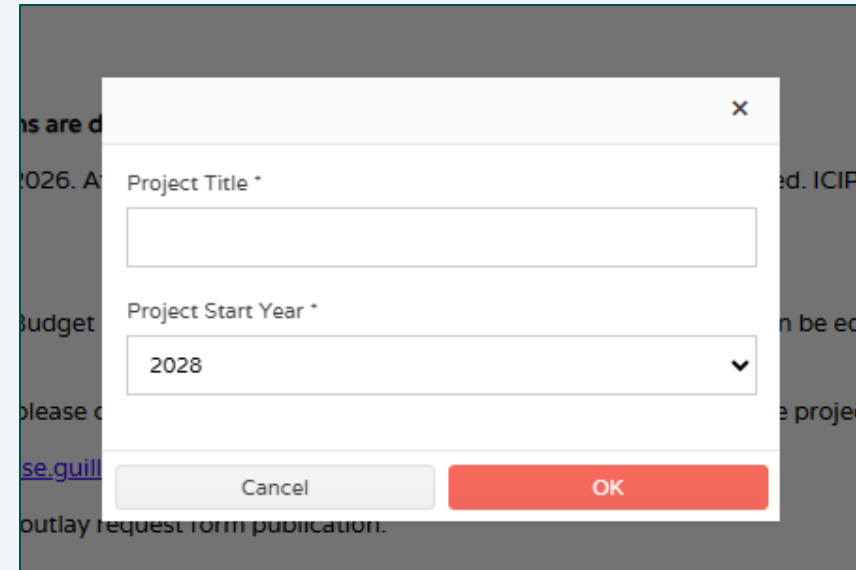
2

Create New Project

1. Pop up Box
2. Enter Project Title
3. Project Start Year

Tip: If you are applying for capital outlay in 2027, select year 2028.

4. Press OK



A screenshot of a web application showing a 'Create New Project' pop-up form. The form is white with a thin border and a close button (X) in the top right corner. It contains two input fields: 'Project Title *' which is a text box, and 'Project Start Year *' which is a dropdown menu currently showing '2028'. At the bottom of the form are two buttons: a grey 'Cancel' button and a red 'OK' button. The background is a dark grey overlay with some faint, partially visible text from the underlying page.

Overview of 7 sections

1. Click each section
2. You can save each section at any time
3. The yellow ! Signs will change to green checkmarks once you have completed that section
4. Once you have fully completed each 7 sections the project entry will be complete (for that project)

Student Center Renovation

! Project Details

! Budget Info

Grant Matchmaking

PROJECT STATUS Draft	PROJECT START DATE 0/00/0000	PROJECT NUMBER 28-2830
-------------------------	---------------------------------	---------------------------

Scope of Work

N/A

Download PDF

PROJECT DETAILS

Priority: 2028-00
Type: Please make a selection
Category: Select a type category...
Subcategory: Select a subcategory...

CONTACT

Contact:
Phone:
Email:

AGENCY DETAILS

Entity Code: 02163
Agency/Local Government: Tierra Adentro

PROJECT SECTIONS:

! Project Overview

! Project Location & Coordinates

! Legislative Language

! Scope of Work

! Responsibilities

! Additional Questions

Overview of 7 sections

1. Click each section
2. You can save each section at any time
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4. Once you have fully completed each 7 sections the project entry will be complete (for that project)

Facility & Security Improvements

✓ Project Details

✓ Budget Info

Grant Matchmaking

PROJECT STATUS Submitted	PROJECT START DATE 7/01/2027	PROJECT NUMBER 28-0306
-----------------------------	---------------------------------	---------------------------

Scope of Work

The Facility & Security Improvements project has successfully completed the planning and design phases, ensuring compliance with safety regulations and integrating community needs. Funding requested for the upcoming fiscal years will support the completion of environmental studies, followed by the construction of security features including fencing, lighting, and surveillance systems. Additionally, upgrades to access control mechanisms and technology will be implemented, enhancing safety and learning outcomes for facility users. Continued funding will also facilitate stakeholder engagement to ensure alignment with community expectations and sustainability practices.

PROJECT SECTIONS:

✓
Project Overview

✓
Project Location & Coordinates

✓
Legislative Language

✓
Scope of Work

✓
Responsibilities

✓
Additional Questions

Saving and Completing each Section

1. You can save each section at any time
2. However, to complete your ICIP you will need to:
 - I. complete each section
 - II. click "this section is complete" button
 - III. Then Save
3. Then the section will show you have completed it.
4. Once all 7 sections are complete, your project will turn from "Draft" status to "Submitted" status

Project Location & Coordinates

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

Project Location & Coordinates

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

Enter an address

Address

6384 Jaguar Lion Drive

City

Cactustown

State

New Mexico

Zip

85521

☒ This section is complete.

Save Information

Section 1: Project Overview

1. Project Title – descriptive, short. If for a specific school w/in your district, add name.
2. "Year Funding Will Begin" - **Tip:** if you are planning to request capital outlay for the 2027 session – choose Year 2028.
3. Proposed Project State Date – if you have started the project, add the approx. date started. If expecting to use capital outlay from 2027 session, select date you expect to begin after 7/2027.
4. Project Type & Category – **Choose Local and Schools.** Then for subcategory choose relevant option.

[Close](#)

Project Overview

Update: 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 placeholder projects.

Project Details

Project Title	Year Funding Will Begin	Proposed Project Start Date
Student Center Renovation	2028 ▼	07/31/2027 📅

Contact Details

Project Contact Name	Phone	Email
Full Name		contact@school.org

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
Local ▼	Schools ▼	Facility ▼

Section 1: Project Overview

1. Subcategory choose relevant or most fitting option.

Please make a selection

Broadband

Buses

Dorms

Equipment

Facility

Land Acquisition

Library

Lighting

Parking Lot

Playground

Pool

Pre-School

Solar Panels

Sports/Athletics

Vehicles

Section 2: Location

Choose 1 of 3 options

1. **Address – enter school address** – Street, City, NM, Zip Code ★
2. **Enter Lat/Lng Coordinates** – **Tip:** must be in decimal degrees
3. **Draw on a Map** – pinpoint, building/area outline, straight line (road/path) ★

[Close](#)

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?

Choose an option

Choose an option

Enter an address

Enter Lat/Lng coordinates

Draw on a map

Section 2: Location – MAP feature

Project Location & Coordinates

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

Draw on a map



Section 3: Legislative Language

The legislative language should only be one sentence in length and include verbs about the project. Provide a broad statement of the work to be completed in this section. Include only specifics on the project. No justifications. Please start sentence with lower case and no period at the end.

Tip: This section should begin with a lowercase “to” and end with "in ____ county”

to plan, design, construct, furnish and equip buildings, facilities and grounds, including information technology, security systems and wiring, at _____ school in _____ county



to plan, design, construct, furnish and equip buildings, facilities and grounds, including information technology and security systems, to improve student learning and safety at _____ school in city/town in _____ county



Buying computer equipment for 100 students for the ____ school in city/town in _____ county



Section 3: Legislative Language

Please view data entry manual
and/or contact IPDD for assistance

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

Response is required in
bottom box



Legislative Language

What is the project?

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

Section 3: Legislative Language

Reference Resource:

You may also view legislative language examples from previous capital outlay legislation on the NM Legislature website here:

https://www.nmlegis.gov/Publications/Capital_Outlay/SB240%20Chart%20Funded%20Projects%20by%20Agency%203A%20with%20Language.pdf

The above capital outlay list contains legislative language for each capital appropriation on page 7 (for schools).

We will assist you on this aspect when we review your ICIP

Agency: PUBLIC EDUCATION DEPARTMENT						
80	SOLARE COLLEGIATE CH SCH IMPROVE	\$100,000		Bernalillo	GF	42/ 1
	to plan, design, construct, renovate, furnish and equip buildings, facilities and grounds, including infrastructure, information technology and wiring, at Solare collegiate charter school in Bernalillo county					
81	SOUTH VALLEY ACADEMY CH SCH IMPROVE	\$105,000		Bernalillo	GF	42/ 2
	to purchase and equip vehicles and to plan, design, construct, renovate, furnish and equip buildings, facilities and grounds, including infrastructure, information technology and wiring, at South Valley academy charter school in Bernalillo county					
16	21ST CENTURY PUB ACAD CH SCH INFO TECH UPGRADE	\$100,000	Albuquerque	Bernalillo	GF	42/ 3
	to plan, design, construct, renovate, furnish and equip buildings, facilities and grounds, including infrastructure, information technology and wiring, at the 21st Century public academy charter school in Albuquerque in Bernalillo county					
57	ABQ AVIATION ACADEMY CH SCH FCLTY IMPROVE	\$360,000	Albuquerque	Bernalillo	GF	42/ 4
	to plan, design, construct, renovate, furnish and equip buildings and grounds, including infrastructure, information technology and wiring, at the Albuquerque aviation academy in Albuquerque in Bernalillo county					
1712	ACES TECH CH SCHL BLDGS & GRNDS CONSTRUCT	\$275,000	Albuquerque	Bernalillo	GF	42/ 5
	to plan, design, construct, purchase, renovate, expand, furnish and equip buildings and grounds, including classrooms, libraries and multipurpose areas, at ACES technical charter school in Albuquerque in Bernalillo county					
15	ALB COLLEGIATE CH SCHL BLDG/GRND IMPROVE	\$75,000	Albuquerque	Bernalillo	GF	42/ 6
	to plan, design, construct, furnish, equip and improve buildings, facilities and grounds at the Albuquerque collegiate charter school in Albuquerque in Bernalillo county					
14	ALB SCH OF EXCELLENCE CH SCH PKG & BUS AREAS CONST	\$50,000	Albuquerque	Bernalillo	GF	42/ 7
	to plan, design, construct, renovate, furnish and equip buildings, facilities and grounds, including infrastructure, information technology, wiring and parking and bus areas, at the Albuquerque school of excellence charter school in Albuquerque in Bernalillo county					
998	ALBUQUERQUE SIGN LANG ACAD ACTIVITY BUS PRCHS	\$100,000	Albuquerque	Bernalillo	GF	42/ 8
	to purchase and equip activity buses with wheelchair lifts for the Albuquerque sign language academy in Albuquerque in Bernalillo county					
1002	ALBUQUERQUE SIGN LANG ACAD PRF ARTS BLDG REN	\$220,000	Albuquerque	Bernalillo	GF	42/ 9
	to plan, design, construct and renovate a performing arts building for the Albuquerque sign language academy in Albuquerque in Bernalillo county					
17	ALTURA PREP CH SCH EQUIP PRCHS	\$150,000	Albuquerque	Bernalillo	GF	42/ 10
	to plan, design, construct, renovate, furnish and equip buildings, facilities and grounds, including infrastructure, information technology and wiring, at the Altura preparatory school in Albuquerque in Bernalillo county					



Questions?

On Entity Profile, Overview,
Location, Legislative Language
Sections 1-3

Next: Sections 4-7

Section 4: Scope of Work

Please view data entry manual
and/or contact IPDD for assistance

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

Response is required in
bottom box



Scope of Work

Provide a description of the project and elaborate on what has been done to date and what is still needed to complete this project. This description 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). Additional detail is needed beyond the legislative language as it may be used to help identify funding sources outside of capital outlay.

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

Section 4: Scope of Work

- ✓ Break out by phases
- ✓ Please include detailed information, such as building size, number of items to be purchased, types of equipment. Estimates are fine if you are in the beginning of planning or do not have a design.
- ✓ Describe what phases have been completed or underway (if applicable)

Section 4: Scope of Work



Scope of Work

Plan, design, construct, improve, purchase, equip, and install an STEAM facility



Scope of Work

The 25-2292-65053 project at Farmington High School aims to plan, design, construct, and install bleachers along with necessary infrastructure improvements around the baseball field. To date, existing light poles have been removed to level the surface, and quotes have been secured for bleacher construction and site preparation. We are currently awaiting approval from the Public Education Department (PED) in OBMS. Future tasks include clearing debris, grading for drainage and stability, installing new fencing, and upgrading lighting. Funding requests for each fiscal year will address these critical elements to ensure a safe, functional facility for spectators.

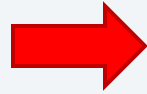


Scope of Work

To plan, design and construct office addition (18 x 32 ft-4 offices) to existing Alamo Multi-purpose Complex. Phase I will included the cultural resource inventory, and environmental assessment. Phase II will include the planning, design and will take 12 months. Phase III consists of the of the construction and furnishing/equipment and will be completed in 12 months. Equipment and furnishings will include HVAC, and office furniture. The Alamo Chapter owns and operates the Multi-Purpose Complex. The Navajo Nation will be the fiscal agent for the project.

Section 5: Responsibilities

Typically school or the district



These typically are also the school or district, but if you have any special agreements, don't own the land where improvements are taking place, please note what entity owns them, etc.



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

Fiscal Agent

Select an entity...

Own

Operate

Own Land

Own Asset

Maintain

Section 6: Additional Questions

14 questions

- Some are Yes/No questions
- Most require a short explanation – provide details/full sentences
- Must answer every question

Examples

1. Project class (Regional, local, statewide)
2. How many years is the requested project expected to be in use before needing renovation/repair or replacement?
3. Estimated number of beneficiaries to be served by the project?
6. Will the project upgrade or improve sustainability in your operations and/or renewable energy implementation?
11. Is the project necessary to address population or client growth, and will it provide services to that population or clientele?

Section 7: Budget Info

- 1. Project Budget** - The total projected budget for the project. Includes all of the phases and activities. Estimates are fine. Budgets can be updated if better estimates are secured.
- 2. Secured Funding** – You should list any secured funding you have for a project including CO, local funds, other grants. List them even if you have not expended.
- 3. Potential Funding** – How you plan to finance your project? Have you identified grants, other opportunities? Are you requesting capital outlay? One of the most important considerations when completing a CIP.

Section 7: Project Budget

 Project Details		 Budget Info		Grant Matchmaking	
TOTAL PROJECT BUDGET \$0.00		SECURED BUDGET \$0.00		POTENTIAL BUDGET \$0.00	
FUNDING STILL NEEDED \$0.00					

1

2

3

Project Budget	Project Budget Complete the Budget below.
Secured Funding Sources	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 "phase completed" box.
Potential Funding Source	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 projects. Additional guidance/instructions available in the ICIP Data Entry manual.

Complete the Budget below.

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.

Is this a phased project?

1

If a phased project – more than 1 activity – select yes. Adds additional budget tables.

No

Phase 1

Time to Complete (months)

2

12

Activities included in this phase:

3

- ☐ Preliminary

- Planning

☐ Design

- Construction

☐ FF&E

Add Budget Item:

Select a category

Select a category

4

Add Item

5

[illegible]

Yes



Time to Complete (months)

12

Activities included in this phase:

☐ Preliminary

- ☐ Planning

☐ Design☐ Construction

- FF&E

Add Budget Item:

Select a category

Add Item

[illegible]

Remove Phase

Time to Complete (months)

12

Activities included in this phase:

☐ Preliminary☐ Planning☐ Design☐ Construction☐ FF&E

Add Budget Item:

Select a category

Add Item

[illegible]

Phase 1

Time to Complete (months)

12

Activities included in this phase:

☒ Preliminary ☒ Planning ☐ Design ☐ Construction ☐ FF&E

Budget Items

Add Budget Item:

Select a category

Add Item

Category	Activity	Funded to Date	2028	2029	2030	2031	2032	Total Cost	
Land Acquisition	Preliminary	\$0.00	\$95,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$95,000.00	Remove
Project Planning	Planning	\$0.00	\$30,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,000.00	Remove
Totals:		\$0.00	\$125,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$125,000.00	

Phase 2

Remove Phase

Time to Complete (months)

18

Activities included in this phase:

☐ Preliminary ☐ Planning ☐ Design ☒ Construction ☐ FF&E

Budget Items

Add Budget Item:

Select a category

Add Item

Category	Activity	Funded to Date	2028	2029	2030	2031	2032	Total Cost	
Construction / Renovation	Construction	\$0.00	\$0.00	\$300,000.00	\$0.00	\$0.00	\$0.00	\$300,000.00	Remove
Totals:		\$0.00	\$0.00	\$300,000.00	\$0.00	\$0.00	\$0.00	\$300,000.00	

Phase 3

[Remove Phase](#)

Time to Complete (months)

Activities included in this phase:

☐ Preliminary☐ Planning☐ Design☐ Construction☒ FF&E

Budget Items

Add Budget Item:

[Add Item](#)

Category	Activity	Funded to Date	2028	2029	2030	2031	2032	Total Cost	
Equipment	FF&E	\$0.00	\$0.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	Remove
Totals:		\$0.00	\$0.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	

Secured Funding

Add any if secured or allocated for the project. If none, leave tables as is. Mark section as complete and save.

Project Budget

Secured Funding Sources

Potential Funding Source

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 capital outlay, and federal funding. List the amounts secured (committed to this project), amounts expended, date(s) received, and appropriation IDs. Instructions are available on the updated ICIP Data Entry manual, which can be found on the DFA website at <https://www.nmdfa.state.nm.us/infrastructure-planning-anddevelopment-division/icip/>

Secured State Capital Funding

Appropriation ID	Amount Secured	Expiration Date	Amount Obligated/Encumbered to Date	Amount Expended to Date	AIPP Amount	Reversion Amount	Remove
Totals:	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	
Add State Capital Funding							

Secured Other Funding

Funding Source	Amount Secured	Date Received - Date Expired	Amount Expended to Date	Comments	Remove
Totals:	\$0.00		\$0.00		
Add Other Funding					

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 capital outlay, and federal funding. List the amounts secured (committed to this project), amounts expended, date(s) received, and appropriation IDs. Instructions are available on the updated ICIP Data Entry manual, which can be found on the DFA website at <https://www.nmdfa.state.nm.us/infrastructure-planning-and-development-division/icip/>

Secured State Capital Funding

Appropriation ID	Amount Secured	Expiration Date	Amount Obligated/Encumbered to Date	Amount Expended to Date	AIPP Amount	Reversion Amount	Remove
Totals:	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	

Add State Capital Funding

Secured Other Funding

Funding Source	Amount Secured	Date Received - Date Expired	Amount Expended to Date	Comments	Remove
Totals:	\$0.00		\$0.00		

Add Other Funding

☐ This section is complete.

Save Secured Funding

ave.

Potential Funding

Add at least one potential funding option even if it is legislative capital outlay.

If applying for PSCOC Funds, choose SGRANT – notes: PSCOC.

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
1 Select a source... ▼	\$0.00	No ▼	mm/dd/yyyy		Remove
Total:	\$0.00				

2

Add Funding Source

☐ This section is complete.

3

Save Potential Funding Sources

ICIP Completion Steps

- 1. Once you enter and complete all of your projects and they are in "Submitted Status." Please complete the below steps.**
- 2. Go to ICIP Prioritization (top tab)**
- 3. Rank your priorities by year (if applicable)**
- 4. Upload your support letter (you can also do this at any time.)**
- 5. Check off the checkbox "These priorities are ready to submit to DFA"**

ICIP Completion Steps

1. Once you enter and complete all of your projects and they are in "Submitted Status." Please complete the below steps.

Project Title	Project Number	Status	Priority ↑	Submission Year	Entity	Appropriations	Date Created	Start Date	Recommendation	Project Details	Active State
Major Renovation Paolo Soleri Phase II Construction	38843	Submitted	2028-01	2026	Santa Fe Indian School	G2549, K2041	8/29/2025	7/01/2027	--	Edit	Deactivate
Santa Fe Indian School Indigenous Knowledge, Food Systems, and Sustainability Learning Center	28-0798	Submitted	2028-02	2026	Santa Fe Indian School		6/16/2026	8/01/2027	--	Edit	Deactivate
Bus Maintenance Building	42940	Submitted	2028-03	2026	Santa Fe Indian School		8/29/2025	8/01/2028	--	Edit	Deactivate
Planning and Design Facilities Maintenance Building	28-0736	Submitted	2028-04	2026	Santa Fe Indian School		6/15/2026	8/02/2027	--	Edit	Deactivate
Campus Expansion	29595	Submitted	2028-05	2026	Santa Fe Indian School		8/29/2025	7/01/2027	--	Edit	Deactivate

[⏪](#) [⏩](#) [1](#) [⏪](#) [⏩](#)

1 - 5 of 5 items

ICIP Completion Steps

[ICIP](#) ▾[Questionnaires](#)

0

[Quarterly Report](#)[Funding Navigation](#) ▾[CPMS Lookup](#)[Audit](#)[Entity Profile](#)

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 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 will be prioritized over multiple years.

There are often competing priorities within a year when an entity is forced to choose between prioritized projects. For example, a senior center may need a new fire truck because one was totaled in an accident. Additionally, the senior center may have been condemned, and the entity may need to relocate. Entities are excited about the prospect of prioritizing projects in buckets or project types, so that the examples above are not ne

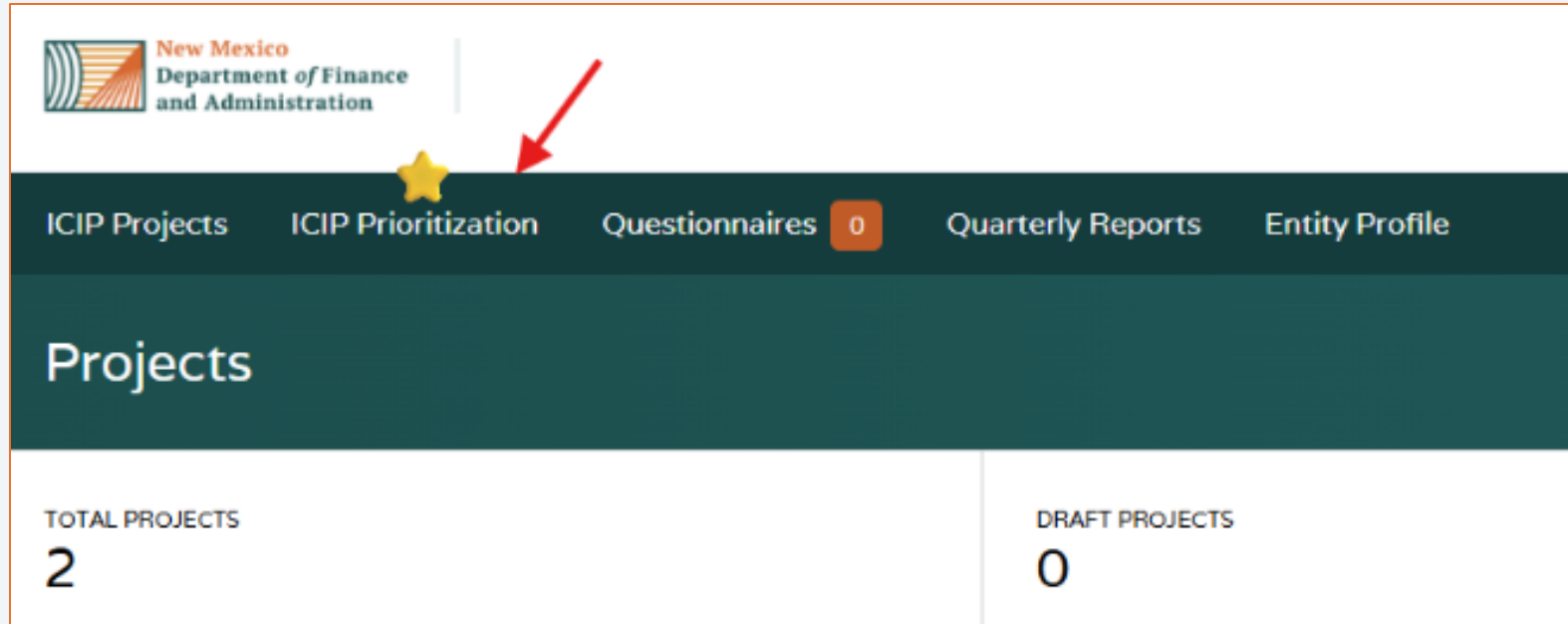
☒ These priorities are complete and ready to submit to DFA.

Upload Resolution Document

[Choose File](#) No file chosen

[View Document](#) [Remove](#)

Ranking & Prioritizing



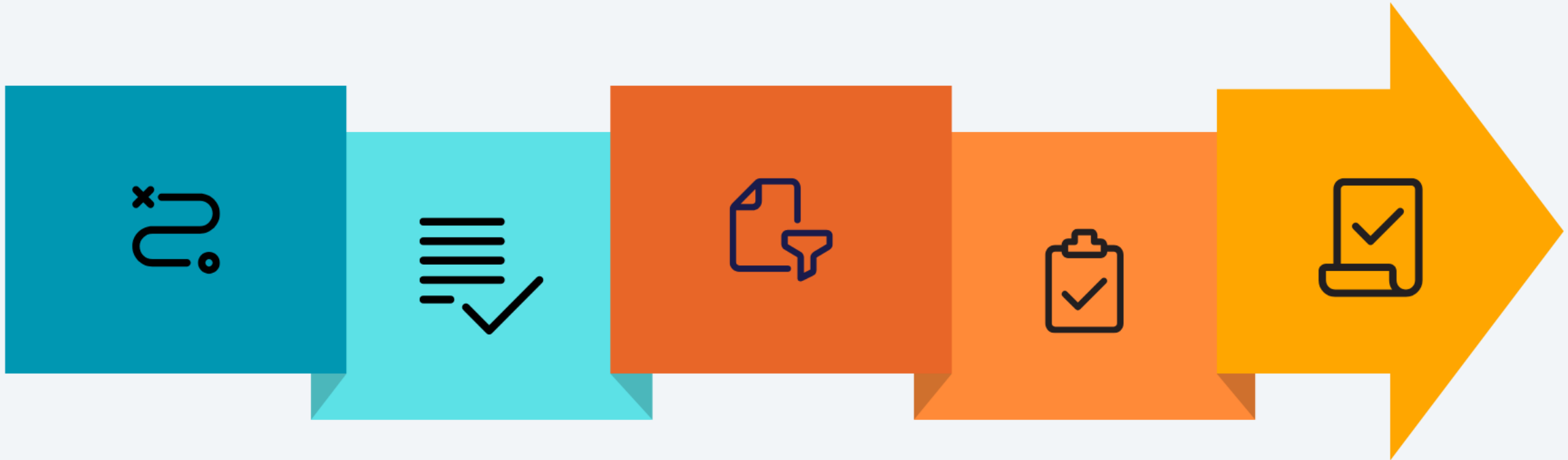
- Click and hold your project, then drag and drop it
- You will need to prioritize your projects per year.
 - Ex: If you have projects in year 2028, you will prioritize those 1, 2, 3, etc. Then for your year 2029, you will prioritize those 1, 2, 3, etc.

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.

RECAP: ICIP Completion Steps



Determine and Map Out Your Projects

- Is this project \$100,000 or more?
- Are you applying for Legislative Capital Outlay in 2027?

Enter your Individual Project(s) on CAPS

- Complete all sections.
- Project Status should say "Submitted."

Rank Your Project Priorities on CAPS

- All projects must be ranked in CAPS.
- Whether you have one or multiple.

Upload Approval/Support Letter

- Charter - Principal must sign
- All others - Superintendent must sign

Submit ICIP Project Plan

- Checkbox in CAPS "These Priorities are Ready to Submit to DFA"
- DFA will review projects

Deadlines & Requirements

- ✓ All ICIPs are due by **Friday, August 28, 2026** at 11:59 pm.
- ✓ You will be able to update submitted projects until the end of October. Only Legislative Language, Budget, SOW sections.
- ✓ Projects must be in "Submitted" status and Prioritized by Year and Ranked in CAPS - <https://platform.dfa.nm.gov/>
- ✓ Schools (non-charter): Letter from your District supporting your ICIP for FY 2028-2032
- ✓ Charter Schools: Letter from your Principal/Head of School supporting your ICIP for FY 2028-2032

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/>



Office Hours

PARS/CAPS Office Hours:

Tuesdays @ 1-2 pm

Join CAPS Open Office Hours on Microsoft Teams

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

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

ICIP Office Hours

Thursdays @ 2:30-3:30 pm until August 27th

Join on Microsoft Teams

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

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

Questions?



Survey – Tell us how we can improve!