

FY 2023-2027 Infrastructure Capital Improvement Plan Training Workshop

Meeting
Info

Agenda

ICIP

The
COG's

Upcoming
Training
Opportunities



NEW MEXICO DEPARTMENT OF
FINANCE & ADMINISTRATION

Welcome to the 2021 ICIP 101 Training!

All participants will be muted throughout the presentation. Questions can be asked by using the **Chat** which will be monitored throughout the training. To help with bandwidth, we ask that all turn off your video.

Please complete the Survey at the end of the training. We appreciate your feedback.

MICHELLE LUJAN GRISHAM
GOVERNOR



DEBORAH K. ROMERO
CABINET SECRETARY

DONNIE J. QUINTANA
DIRECTOR

STATE OF NEW MEXICO
DEPARTMENT OF FINANCE AND ADMINISTRATION
LOCAL GOVERNMENT DIVISION
Bataan Memorial Building • 407 Galileo St. • Suite 202 • Santa Fe, NM 87501
PHONE (505) 827-4950 • FAX (505) 827-4948

Infrastructure Capital Improvement Plan (ICIP) 101
Friday, July 30, 2021
Early Sign in 9:30 AM
10:00 AM to 12:00 PM
Microsoft Teams Virtual Meeting

A. Welcome & Introductions

B. Donnie Quintana, LGD Division Director

C. Your ICIP - Carmen Morin, Community Development Bureau Chief

1. The importance of participating in the ICIP
2. Developing your ICIP Guidelines
3. ICIP Database
4. Submission Requirements
5. Submission Deadlines

D. Comments from NewMARC

1. Southwest NM COG – Priscilla Lucero
2. Mid-Region COG – Maida Rubin
3. Eastern Plains COG – Sandy Chancey
4. Southeastern NM Economic Development District - Dora Batista
5. North Central NM Economic Development District – Monica Abeita
6. Northwest NM COG – Evan Williams
7. South Central COG – Jay Armijo

E. Upcoming Training Opportunities

*Special thank you to all the NM Association of Regional Councils (NewMARC)
for assisting with this and the upcoming 2021 ICIP trainings.*

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ICIP

What is an ICIP?

Why is the ICIP Important?

What should an ICIP Project do?

FY 2021-2025 Deadlines & Submission

Who should participate in the ICIP?

Developing Your ICIP



What is an ICIP?



An ICIP is...

**An ICIP is
NOT...**

What is an ICIP?

- *A plan that established planning priorities for anticipated capital projects*
- *Covers a five year fiscal period FY 2023-2027 (July 1, 2022-June 30, 2027)*
- *Developed, updated, and submitted annually to LGD*

An ICIP is NOT....

- **Wish List**
- **Funding Application**
- **Funding Source**



An ICIP is NOT....

- **Wish List**
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- **Funding Source**



Why is the ICIP Important?



**Establishes
Priorities**

**Increases
Funding
Opportunities**

Establishes Priorities

- The ICIP is a tool to showcase your entities priority projects
- Focus on critical need projects
- Encourages planning



Increases Funding Opportunities

- Participation in the ICIP is strongly encouraged
- Funding agencies utilize the ICIP in many ways
- The Governor's office uses the ICIP publication when vetting projects



What should an ICIP Project do?



An ICIP Project should ...

An ICIP project should...

- Create a new fixed asset or;
- Enhance an existing fixed asset;
- Have a life expectancy of at least 10 years
- Be ready to proceed. Not a wish list.

**ICIP
projects
should
also...**

ICIP projects should also ...

- **Have Good Estimates**
- **Be over \$10,000**
- **Identify funding sources**
- **Regionalization**

Who should participate in the ICIP.

Special Districts

The Special Districts category include mutual domestic water consumer associations, acequias, land grants, utility, flood control, and fire districts.

Tribal Governments

Pueblos, Nations, and Tribes participate in the ICIP each year.

Counties & Municipalities

All 33 Counties and over 100 Municipalities submit an ICIP each year.

Senior Citizen Facilities

All Senior Citizen Facilities should submit an ICIP separately from their local government entity. The State is continuing to attempt to gain a full assessment of the infrastructure needs for each facility, therefore, all should submit an ICIP. Each facility is assigned an entity code and password to access the database.

FY 2023-2027 ICIP Deadlines

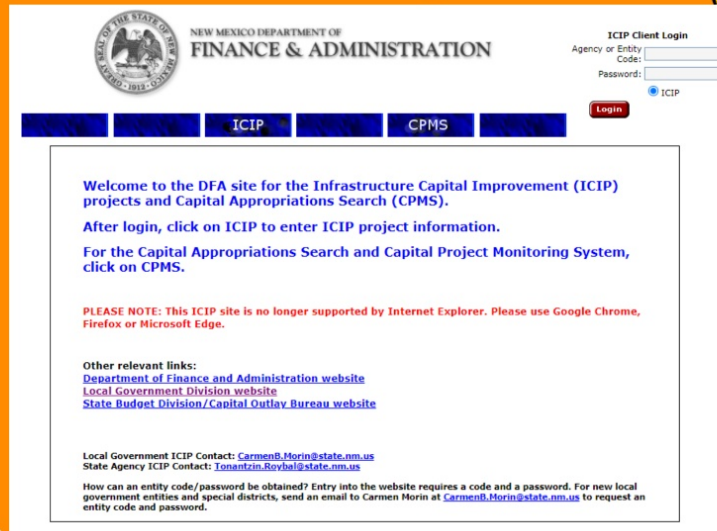
- **Special Districts – Friday, Sept. 3, 2021**
- **Tribal Governments – Friday, Sept. 17, 2021**
- **Counties and Municipalities – Friday, Sept. 17, 2021**
- **Senior Citizen Facilities – Friday, Oct. 1, 2021**

ICIP - Your Planning Tool

Developing Your ICIP

ICIP Submission

So What's New?



The screenshot shows the ICIP website interface. At the top left is the New Mexico Department of Finance & Administration logo. To the right is the 'ICIP Client Login' section with fields for 'Agency or Entity Code' and 'Password', and a 'Login' button. Below the login section is a navigation bar with 'ICIP' and 'CPMS' tabs. The main content area contains a welcome message, instructions for login, and a note about browser compatibility. It also lists relevant links and contact information for local government and state agency users.

NEW MEXICO DEPARTMENT OF FINANCE & ADMINISTRATION

ICIP Client Login
Agency or Entity Code:
Password:
 ICIP

Welcome to the DFA site for the Infrastructure Capital Improvement (ICIP) projects and Capital Appropriations Search (CPMS).
After login, click on ICIP to enter ICIP project information.
For the Capital Appropriations Search and Capital Project Monitoring System, click on CPMS.

PLEASE NOTE: This ICIP site is no longer supported by Internet Explorer. Please use Google Chrome, Firefox or Microsoft Edge.

Other relevant links:
[Department of Finance and Administration website](#)
[Local Government Division website](#)
[State Budget Division/Capital Outlay Bureau website](#)

Local Government ICIP Contact: Carmen@Morin@state.nm.us
State Agency ICIP Contact: Tona@Zin.Roybal@state.nm.us

How can an entity code/password be obtained? Entry into the website requires a code and a password. For new local government entities and special districts, send an email to Carmen Morin at Carmen@Morin@state.nm.us to request an entity code and password.



NEW MEXICO DEPARTMENT OF
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Agency or Entity Code:

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Login

ICIP

CPMS

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Developing Your ICIP



ICIP Guidelines & Data Entry Instructions

<https://www.nmdfa.state.nm.us/local-government/icip/>

2.61.6 Bond Project Disbursement Guidelines

<https://www.nmdfa.state.nm.us/board-of-finance/rules-and-policies/>

ICIP Submission

Submit only three forms via email

Appendix I: ICIP Completion Certification Form
FY 2023-2027 ICIP Completion Certification

Form This certifies that _____
Official Entity Name ICIP Entity Code _____

has completed and entered the information required for the FY 2023-2026 Infrastructure Capital Improvement Plan (ICIP), to include the following for each project (please check mark each item completed):

- Entity Information:
 - ICIP Officer: Procurement Officer, Financial Officer: name, telephone, email
 - COG District number
 - Address Information
 - Entity type
 - Compliant with Executive Order 2013-006
 - Asset management plan and/or inventory listing of capital assets
 - Project Priority Process
 - Capital Improvement Goals
 - Factors/Trends Considered
- Capital Project Details:
 - Priority
 - Year/Rank
 - Project Title
 - Project Contact Information
 - Total Project Cost
 - Class
 - Type/Subtype
 - Project Location (include Latitude/Longitude)
 - Legislative Language
 - Scope of Work
 - Secured/Potential Funding Budget
 - Project Budget
 - Phasing Budget
 - Operating Budget
 - Who will Own, Operate, Fiscal Agent, Own Land, Own Asset, and Maintain
 - IATD Answer all questions as related to each specific project

Authorized Signature _____ Date (MM/XX/XXXX) _____
Printed Name _____

Appendix II: Resolution Template

County, Municipality/Tribal Government/Special District of _____
COUNTY OF _____
Resolution No. _____

A RESOLUTION
ADOPTING THE FY 2023-2027 INFRASTRUCTURE CAPITAL IMPROVEMENT PLAN (ICIP)

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:

- The county/municipality/tribal government/special district has adopted the attached FY 2023-2027 Infrastructure Capital Improvement Plan, and
- 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.
- This Resolution supersedes Resolution No. _____, 2021.

PASSED, APPROVED and ADOPTED by the governing body at its meeting of _____, 2021

Mayor/County Commission Chair/Board Chair _____
Municipal/County Clerk/Other Testator _____

ATTEST:

Municipal/County Clerk/Other Testator _____

Appendix III: Permission for Access Form

FY 2023-2027 ICIP Permission for Access Form
(Must be a physical subdivision of the state - municipality, county, special district, tribe, or water conservation facility.)

_____(Entity Name) agrees to provide the following agency or individual the authority to enter the Infrastructure Capital Improvement Plan (ICIP) website and manipulate the FY 2023-2027 Infrastructure Capital Improvement Plan database for this entity.

Person with signatory authority for this local government entity to give such permission:
Name: _____ Title: _____
Entity/Agency Name: _____
Address: _____
City: _____ State: _____ Zip: _____ County: _____
Phone: _____ Email: _____
Signature: _____ Date: _____

Agency or individual who has been given authority to enter the ICIP data on behalf of said entity:
Name: _____ Title: _____
Entity/Agency Name: _____
Address: _____
City: _____ State: _____ Zip: _____ County: _____
Phone: _____ Email: _____
Signature: _____ Date: _____

Save each document separately, i.e., Completion Certification, Resolution, PFA
New ICIP Submission Email: lgd.icip@state.nm.us
Email Subject Line: Albuquerque ICIP Submission

Applying for Capital Outlay?



- Project Title
- Legislative Language
- Scope of Work

Project Title

Old:
Roof Improvements

New:
NWNMCOG Building and Roof
Improvements

Infrastructure Capital Improvement Plan FY 2021-2025			
ICIP Capital Project Description			
Year/Rank:	2021-001	Priority:	High
Class:	Renovate/Repair		
Project Title:	Roof Improvements	Type/Subtype:	Facilities - Administrative Facilities
Contact Name:	Evan Williams	Contact Phone:	5057224327
Total project cost:	350,000	Contact E-mail:	ewilliams@nwnmco.org
Project Location:	106 West Artee Avenue Gallup, NM 87301	Proposed project start date:	September 2019
Legislative Language:	To plan, design, construct, repair and improve the northwest New Mexico council of governments building, including the roof, in Gallup in McKinley county.		
Latitude:	35.526617	Longitude:	-108.741460
Scope of Work:	To repair roof that began leaking in Winter of 2019 and is an emergency situation that must be addressed. The COG staff will retain quotes from local roofing companies and bid work. The COG will use its own match if necessary to complete these improvements.		

Infrastructure Capital Improvement Plan FY 2021-2025

ICIP Capital Project Description

Year/Rank: 2021-001	Priority: High	Class:	Renovate/Repair
Project Title: Roof Improvements		Type/Subtype:	Facilities - Administrative Facilities
Contact Name: Evan Williams		Contact Phone: 5057224327	Contact E-mail: ewilliams@nwnmcog.org
Total project cost: 350,000			Proposed project start date: September 2019
Project Location: 106 West Aztec Avenue Gallup, NM 87301			Latitude: 35.526617 Longitude: -108.741460
Legislative Language:	To plan, design, construct, repair and improve the northwest New Mexico council of governments building, including the roof, in Gallup in McKinley county.		
Scope of Work:	To repair roof that began leaking in Winter of 2019 and is an emergency situation that must be addressed. The COG staff will retain quotes from local roofing companies and bid work. The COG will use its own match if necessary to complete these improvements.		

Legislative Language

Old:

To plan, design, construct, repair and improve the northwest New Mexico council of governments building, including the roof, Gallup NM in McKinley County.

New:

to plan, design, construct, repair and make improvements to the northwest New Mexico council of governments building, including the roof, in Gallup, McKinley county

Scope of Work

Old:

To repair roof that began leaking in Winter of 2019 and is an emergency situation that must be addressed. The COG staff will retain quotes from local roofing companies and bid work. The COG will use its own match if necessary to complete these improvements.

New:

Plan, design and construct building and roof improvements for the NWNMCOG building in Gallup. NWNMCOG will follow policies and procedures and comply with the NM Procurement Code to complete the project.

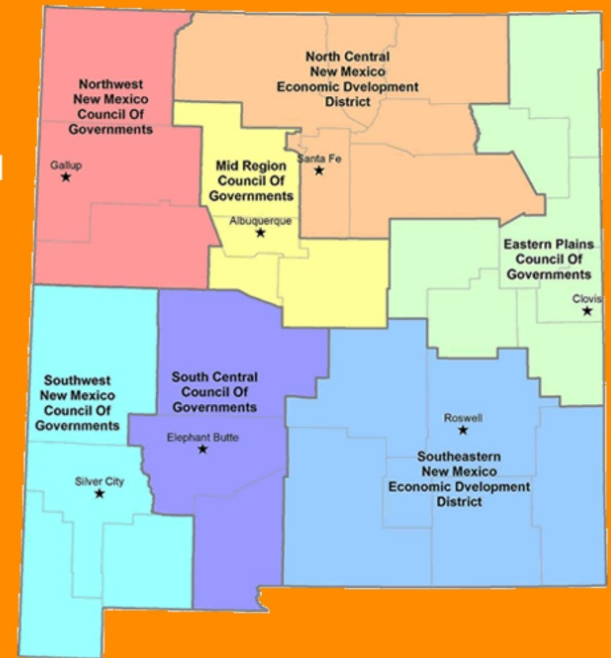
No justification required when applying for Capital Outlay Request.

Your Council's of Government (COGs)



NewMARC - NM Association of Regional Councils

- Northwest New Mexico Council of Governments, Gallup, NM
- North Central New Mexico Economic Development District, Santa Fe, NM
- Mid-Region Council of Governments, Albuquerque, NM
- Eastern Plains Council of Governments, Clovis, NM
- Southwest New Mexico Council of Governments, Silver City, NM
- South Central Council of Governments, Elephant Butte, NM
- South Eastern New Mexico Economic Development District, Roswell, NM



Upcoming Training Opportunities

ICIP Training Series 1 continued

- Thursday, August 5, 2021 • 10:00 AM - 12:00 PM • Capital Outlay Process -- Capital Outlay Bureau & Legislative Finance Committee
- Wednesday, August 11, 2021 • 10:00 AM-12:00 PM • Community Development Block Grant Opportunities -- LGD Community Development Bureau
- Thursday, August 12, 2021 • 10:00 AM-12:00 PM • Planning, Vetting, Application & Funding -- NWNM Council of Governments

ICIP Trainings Series 2

- Monday, August 16, 2021 • 10:00-11:00 AM Arts in Public Places (AIPP) -- NM Arts
- Wednesday, August 18, 2021 • 10:00 AM-12:00 PM Creative Ways to Develop Cost Estimates -- SW Council of Governments
- Thursday, August 19, 2021 • 10:00 AM-12:00 PM • How Best to Incorporate Outdoor Recreation Planning in an ICIP --NM Outdoor Recreation Department

ICIP Trainings Series 3 ... More to come on the week of August 23rd & 30th!

- Thursday, August 26, 2021 • 10:00 AM-12:00 PM • FUNDIT, Economic Recovery & Renewable Energy -- NM Economic Development

And...

- Tribal Governments and the ICIP
- Senior Citizen Center ICIP's
- NM Finance Authority - WTB, Colonia's, and more
- Capital Outlay Request Form

25th Annual New Mexico Infrastructure Finance Virtual Conference (IFC) October 25 & 26, 2021



<http://www.nmifc.com/>



Acronyms

- DFA - Department of Finance & Administration
- LGD - Local Government Division
- ICIP - Infrastructure Capital Improvement Plan
- COB - Capital Outlay Bureau
- CDB - Community Development Bureau
- COG - Council of Governments
- LFC - Legislative Finance Committee
- LCS - Legislative Council Services
- TIF - Tribal Infrastructure Funds
- IFC - Infrastructure Finance Conference

**Thank You
For
Joining Us**

Community Development Bureau

Carmen Morin, Bureau Chief

CarmenB.Morin@state.nm.us

505-470-8979



ICIP 101 Survey