

# ICIP Virtual Training Series 3

## Senior Facility ICIP

Monday, August 23, 2021

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**Infrastructure Capital Improvement Plan (ICIP) Series 3**  
**Special Training • Senior Citizen Facility ICIP Submissions**  
Presented by Barbara J. Romero, Bureau Chief • Aging & Long Term Services  
Monday, August 23, 2021  
Early Sign in 10:30 AM • Start Time 10:00 AM to 12:00 PM  
Microsoft Teams

1. **Welcome & Introductions**
2. **What is the Senior ICIP and Why Is It Important?** Presented by Barbara J. Romero, Bureau Chief
  1. Why do we have to use the Senior Facility ICIP?
  2. What happens if we do not enter using this database?
  3. What types of projects can we enter?
  4. What happens if my priorities change?
  5. Submission Requirements and Deadlines
3. **Comments from NewMARC**
  - a. Southwest NM COG – Priscilla Lucero
  - b. Mid-Region COG – Payton Showalter
  - c. Eastern Plains COG – Sandy Chancey
  - d. Southeastern NM Economic Development District - Dora Batista
  - e. North Central NM Economic Development District – Monica Abeita
  - f. Northwest NM COG – Evan Williams
  - g. South Central COG – Jay Armijo
4. **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.*



# Senior Facility ICIP

Presented by:  
Barbara J Romero, Capital Outlay Bureau  
Chief



# Senior Facility ICIP

Why do we have to use the Senior Facility ICIP?

What happens if we do not enter using this database?

What types of projects can we enter?

What happens if my priorities change?

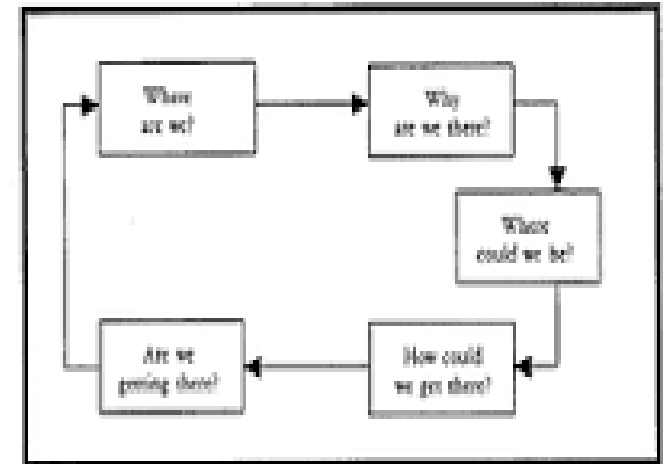


When is this ICIP due? **Senior Citizen Facilities – Friday, October 1, 2021**

# What is ICIP

- It is a long term plan used to prioritize the capital outlay needs of each senior center.
- The plan should cover a 5 year period
- The plan should be updated as you receive resources or complete projects - Deactivate
- The plan is site specific
- The plan should involve various members of the local public body and the providers
- This plan is submitted to the Local Government Division of DFA on an annual basis. (Senior Center Facilities due October 2, 2020) **NO EXTENSION**
- The plan should cover fiscal years 2023-2027 (starts July 1, 2022)

## THE PLANNING CYCLE



# ICIP Limitations



- The ICIP is only a planning document
- The ICIP is not a funding source ALTSD still requires that you submit an application usually due in April for the upcoming legislative session. <http://www.nmaging.state.nm.us/capital-outlay.aspx>
- The ICIP is only the beginning step. New facilities can take 5 years or longer to finish
- Should not be used as a wish list due to the very limited funding availability caused by

# What is the importance of an ICIP



- The ICIP highlights the priorities of each senior center
- The ICIP helps the local public body better plan for future needs
- The ICIP is used by various funding agencies to determine which projects are shovel ready
- The ICIP shows the local public bodies commitment to the project – aka “skin in the game”
- The ICIP keeps your local public body on track – staff turnover or change in leadership

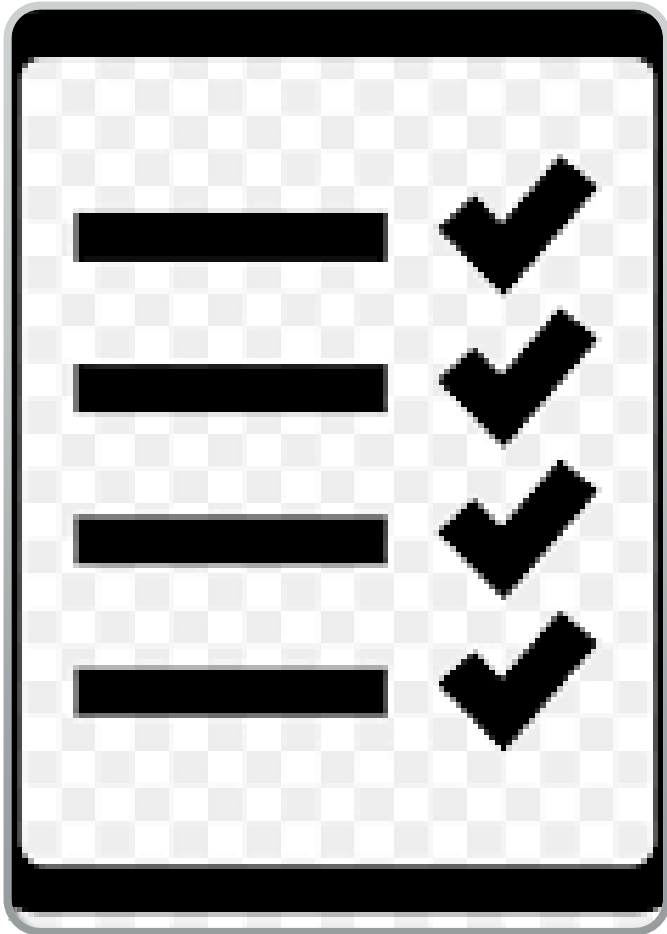


# Read the instructions carefully

Each participating entity must update their project information in the ICIP database and submit copies of the written approval of ICIP by governing body. Tribal Governments that are not able to obtain a Resolution may provide a Letter of Approval from a Governor, President, or Chapter President. **Senior Citizen facilities must provide a copy of fiscal agent's resolution and a letter from director certifying their ICIP.**

<https://www.nmdfa.state.nm.us/wp-content/uploads/2021/07/FY2023-2027-ICIP-Guidelines-7-21.pdf>

<https://www.nmdfa.state.nm.us/wp-content/uploads/2021/07/FY2023-2027-Data-Entry-Instructions.pdf>





# Entity Profile (Site specific)

- ICIP Officer name – This should be someone familiar with the project with authority to speak on behalf of the entity.
- Address, Telephone number, email address
- County seat, COG District #
- Entity Type – Senior Facility **(SF)**
- Procurement Officer information (name, phone #, email address)
- Financial Officer information (name, phone #, email address)
- Executive Order 2013-006 – are you in compliance
- Asset Management plan, or capital asset listing – you should have one completed annually

(Equipment) <http://www.nmaging.state.nm.us/capital-outlay.aspx>, (Facility & Fixture)

<http://www.nmaging.state.nm.us/capital-outlay.aspx> (Vehicle) <http://www.nmaging.state.nm.us/capital-outlay.aspx>

- What is your process for submission of the ICIP (public hearings, resolutions, approval from county or city commission,
- What are the goals of the ICIP- new center, improved access, larger dining space, activity space, better parking, ADA compliance issues
- Trends or growth factors – what is the source (US Census, Surveys, etc,....

# Project Detail

- Year (2023 – 2027), Priority level – high, medium, or low, Class or Type (project category – code compliance, renovation, new constructions, equipping, plan/design, or vehicle) for each priority
- Title – (name of facility and category type) – for new senior center – use county or city name and new senior center – enter this on your local ICIP until you have a plan or design completed.
- Contact information – should be same as the entity contact info
- Total project cost – (all phases)      Project start date – year
- Legislative language – use bond project disbursement rule language as guide  
[http://www.nmdfa.state.nm.us/Bond\\_Project\\_Disbursement\\_Rule.aspx](http://www.nmdfa.state.nm.us/Bond_Project_Disbursement_Rule.aspx)
- Scope of work – use sample questions to consider to write scope \*  
[http://www.nmaging.state.nm.us/uploads/files/Scope%20of%20Work%20Template%204\\_22\\_15.docx](http://www.nmaging.state.nm.us/uploads/files/Scope%20of%20Work%20Template%204_22_15.docx)  
[http://www.nmaging.state.nm.us/uploads/files/Scope%20of%20Work%20Instructions%2011\\_30\\_15.docx](http://www.nmaging.state.nm.us/uploads/files/Scope%20of%20Work%20Instructions%2011_30_15.docx)
- Fund Budget – (secured – provide source, amount - potential – amount and date applied, source)

# Project detail continued...

- Will this project be energy efficient (solar, wind power, LED lighting, high efficiency HVAC, etc,...)
- Is the equipment energy star rated –
- Vehicles – hybrid, fuel efficient?
- Responsible parties – Who owns the facility? (fiscal agent, owner of asset, operator – provider – license to use agreement in place
- Useful life – remember this should be 10 years or more – if not why? Maintenance plans
- Public input, Is this a regional approach? Can it be? (nearest similar facility?) Growth factors.
- Oversight mechanisms – who is involved? – should be several qualified people
- Job creation – other than during construction. How many can be employed as a result of project?
- Beneficiaries? - seniors over the age of 55? Grandparents raising grandchildren
- Elimination of risk or hazardous situation – ADA compliance, occupancy, controlled environment (HVAC) and is this urgent or unavoidable? Code citations

# Stakeholders - who should be involved?

Senior Center Staff - They occupy the building, cooks are in the kitchen & dining room daily, program staff.

Senior Center Director/ Project Manager/ Finance Director/ Public Works -To give history on building and assets, provide information on what has been done in the past and to give a scenario of what can be phased and what is needed asap.

The Local Public Body -The local public body should be communicating their plans to the public, what their goals and needs for the senior center.

Municipalities – They communicate to the local public bodies, this way everyone is on the same page.

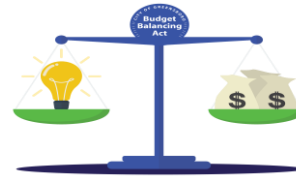
Seniors -They will be able to tell what their expectations are from their senior center (within reason).

Council of Governments (assist with planning and technical assistance)

Legislators (invite them to a meal at the center) during visit discuss the needs.



# Project Budget



- Project budget – (water rights, ROW & easements, acquisition, studies) should be in place. There is a >\$10K threshold and no cap on the amount that can be requested
- Plan, design (engineer or architect), construction, furnish equip bldg. or purchase and equip a vehicle – refer to cost estimate (Total project cost) –
- Phasing – all projects should have phases. Take into consideration the following; applicant capacity, states bonding capacity, project readiness, other partners
- If there is no way you can phase the project – can you complete in the timeframe allowed (GOB – 3 years and STB 4 years for construction, or 2 years for equipping, furnishing, and vehicle buildout)
- Operating expenses –Have you met with your Area Agency on Aging (AAA) to include this in the 4 year plan for federal funding? If you did not, where will you get the money to run the programs until that happens? Can you local government foot the bill for a couple of years.
- Annual Operating budget - how much is this going to cost to run once completed? No idea? – contact other similar centers and ask what it costs them.

# Other grant resources? Why?

Let's be realistic, you may have a lot of work that can't wait to be done throughout the five year plan, or your building may be old and it is best to build a new one.

- 1) It may cost more to repair than to rebuild. Limited state resources this year to apply to your center.
- 2) Look to federal opportunities to fund a portion of your needs
- 3) Other state agencies ( CDBG, TIF, NM5310 & 5311, NMFA – loans)
- 4) Local match or leverage – cost to prepare a plan, cost to secure ROW, cost for land
- 5) Regional Partners – health care, adult daycare, clinics

# Links

- Department of Finance & Administration – Community Development Block Grant (CDBG)  
[http://www.nmdfa.state.nm.us/Community\\_Development\\_Bureau\\_1.aspx](http://www.nmdfa.state.nm.us/Community_Development_Bureau_1.aspx)
- US Housing and Urban Development (HUD) – Indian Community Development Block Grant (ICDBG)  
[https://www.hud.gov/program\\_offices/public\\_indian\\_housing/ih/grants/icdbg](https://www.hud.gov/program_offices/public_indian_housing/ih/grants/icdbg)
- New Mexico Indian Affairs Department – Tribal Infrastructure Fund (TIF) <https://www.iad.state.nm.us/policy-and-legislation/programs-and-funding/tribal-infrastructure-fund/>
- New Mexico Department of Transportation – NM5310 NM5311- through the Cares Act (Letter of Intent to apply)  
[https://www.dot.state.nm.us/content/dam/nmdot/Transit\\_Rail/Notice%20of%20Letter%20of%20Intent%20FY22.pdf](https://www.dot.state.nm.us/content/dam/nmdot/Transit_Rail/Notice%20of%20Letter%20of%20Intent%20FY22.pdf)
- New Mexico Finance Authority – (NMFA) <https://www.nmfinance.com/public-infrastructure-capital-financing/>

Visit the links to see the application cycles, requirements and guidelines



# Cost estimates – Where do I go?

Local Public bodies - They may have already done what you are doing and are in your area and know the local contractors and can give you names for quotes, etc.

- They just build a new building way under budget.
- You can estimate if you have recently built a similar structure within your public body.
- They have just ordered brand new equipment for their kitchen or a transportation vehicle.

RS Means – this is a construction estimating database or you can purchase a book

Council of Government (COG) – They provide assistance and cost estimating tools

Engineering or Architectural Firms – provide cost estimates for various phases of the project

Local Vendors – vehicles – contact local dealers, equipment – contact commercial kitchen dealers, local sports equipment vendors

State Wide Price Agreement – Has on- call contractors that you can have come and give you a bid if you already have a scope of work, call them all, give them a time limit for quote and make sure the same scope of work is given to all... You can also ask contractors for request for information, this allows the contractors to provide information on a job that you are not sure what all is required to complete. [https://www.generalservices.state.nm.us/statepurchasing/statewide\\_Price\\_Agreements.aspx](https://www.generalservices.state.nm.us/statepurchasing/statewide_Price_Agreements.aspx)



## Issues Logging In

Database – use Google Chrome, Microsoft Edge, or Firefox

Incorrect login and password (site specific) – Contact Carmen Morin by email [CarmenB.Morin@state.nm.us](mailto:CarmenB.Morin@state.nm.us)

You are a new senior center – must complete an ICIP Access form from Carmen Morin

<https://www.nmdfa.state.nm.us/wp-content/uploads/2021/07/Appendix-III-Permission-for-Access-Form.pdf>



# Amendment Process

After the final ICIP is published on the DFA website, changes and/or additions are not allowed on your ICIP unless approved by DFA/LGD. All amendment requests must be submitted to DFA/LGD via email and include detail on why the change and/or addition to the ICIP is needed. Once approved, the LGD staff will provide technical assistance to assure that all required information is included. This will allow DFA/LGD to send the entity the amended reports with approval to include with your funding applications as the addition and/or change will not be included in the final ICIP Publication if it has already been published on the LGD/ICIP website.

# Staff Directory



New Mexico Aging and Long Term Services Department  
Toney Anaya Building  
2550 Cerrillos Road  
Santa Fe New Mexico 87502-7118



Barbara J. Romero, Bureau Chief – (505) 365-3660 [Barbara.romero@state.nm.us](mailto:Barbara.romero@state.nm.us)

Elizabeth Chavez, Projects Coordinator – 505-365-3804 [Elizabeth.Chavez@state.nm.us](mailto:Elizabeth.Chavez@state.nm.us)

Ernest "Adam" Saavedra, Financial Coordinator – v 505-490-3367 [Ernest.Saavedra@state.nm.us](mailto:Ernest.Saavedra@state.nm.us)

Working remotely so best to send an email for technical assistance requests or general questions





# NEWMARC: NEW MEXICO'S COUNCILS OF GOVERNMENT

## **District 1: Northwest NM Council of Governments**

(San Juan, McKinley, Cibola Counties)  
106 West Aztec Avenue | Gallup, New Mexico, 87301  
P(505) 722-4327 | F(505) 722-9211  
[www.NWNMCOG.com](http://www.NWNMCOG.com)

## **District 2: North Central NM Economic Development District**

(Rio Arriba, Santa Fe, Taos, Los Alamos, Colfax, Mora, San Miguel Counties)  
3900 Paseo del Sol | PO Box 5115 | Santa Fe, New Mexico, 87502  
P(800) 699-4927 | P(505) 395-2668 | F(887) 293-3710  
[www.NCNMEDD.com](http://www.NCNMEDD.com)

## **District 3: Mid-Region Council of Governments**

(Sandoval, Bernalillo, Valencia, Torrance Counties)  
809 Copper Ave., NW | Albuquerque, New Mexico, 87102  
P(505) 247-1750 | F(505) 247-1753  
[www.MRCOG-NM.gov](http://www.MRCOG-NM.gov)

## **District 4: Eastern Plains Council of Governments**

(Union, Harding, Quay, Curry, Roosevelt, Guadalupe, De Baca Counties)  
418 North Main St. | Clovis, New Mexico, 88101  
P(575) 762-7714 | F(575) 762-7715  
[www.EPCOG.org](http://www.EPCOG.org)

## **District 5: Southwest NM Council of Governments**

(Catron, Hidalgo, Luna, Grant Counties)  
1203 North Hudson St., 2nd Floor | PO Box 2157 | Silver City, NM, 88062  
P(575) 388-1509 | F(575) 388-1500  
[www.SWNMCOG.org](http://www.SWNMCOG.org)

## **District 6: Southeastern NM Economic Development District**

(Lincoln, Otero, Chaves, Eddy, Lea Counties)  
1600 Se. Main Street Suite D | Roswell, New Mexico, 88203  
P(575) 624-6131 | F(575) 624-6134  
[www.SNMEDD.org](http://www.SNMEDD.org)

## **District 7: South Central Council of Governments**

(Socorro, Sierra, Dona Ana Counties)  
600 Hwy 195, Suite C | PO Box 1072 | Elephant Butte, New Mexico, 87935  
P(575) 744-4857 | F(575) 744-5021  
[www.SCCOG-NM.com](http://www.SCCOG-NM.com)



**NewMARC**  
New Mexico Association of Regional Councils

Jens Martensson



## ICIP Trainings Series 3

# UPCOMING ICIP TRAINING OPPORTUNI TIES

- Tuesday, August 24, 2021 • 10:00 AM-12:00PM • **NM Finance Authority - Public Lending Opportunities**
- Wednesday, August 25, 2021 • 2:00-3:00PM • **Local Government Road Fund & Transportation Project Fund** – NM Transportation Dept.
- August 26, 2021 • 10:00 AM-12:00 PM • **FUNDIT, Economic Recovery & Renewable Energy** -- NM Economic Development
- Friday, August 27, 2021 • 10:00 AM • **How the ICIP affects funding in New Mexico Tribal Communities** -- NWNMCOG and IAD
- Monday, August 30, 2021 • 10:00 AM to 12:00 PM • **Tourism Infrastructure** – NM Tourism
- Tuesday, September 28, 2021 • 10:00 AM • **Capital Outlay Request Form** -- Legislative Council Service



# FY2023-2027 ICIP Submission Deadlines

- **SPECIAL DISTRICTS – FRIDAY, SEPTEMBER 3, 2021**
- **TRIBAL GOVERNMENTS – FRIDAY, SEPTEMBER 17, 2021**
- **COUNTIES AND MUNICIPALITIES – FRIDAY, SEPTEMBER 17, 2021**
- **SENIOR CITIZEN FACILITIES – FRIDAY, OCTOBER 1, 2021**

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

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



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



New Mexico  
Infrastructure  
Finance  
Conference



**Thank you!**

**Community Development  
Bureau**

**Carmen Morin, Bureau Chief**  
*CarmenB.Morin@state.nm.us*  
*505-470-8979*



**Survey Time!**