

# Infrastructure Capital Improvement Plan (ICIP)



Presented by

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# Why is the ICIP important?

- ✓ Establish **priorities** for anticipated capital projects
- ✓ Gained **importance** in New Mexico
- ✓ Entities faced with pressing demands for multiple capital improvements and **limited funding** to support them



# What is an ICIP?

- ✓ An individual entity plan of **priorities**

- ✓ Covers a **five year period**

**FY 2017-2021** (July 1, 2016 – June 30, 2021)

- ✓ Developed **annually**

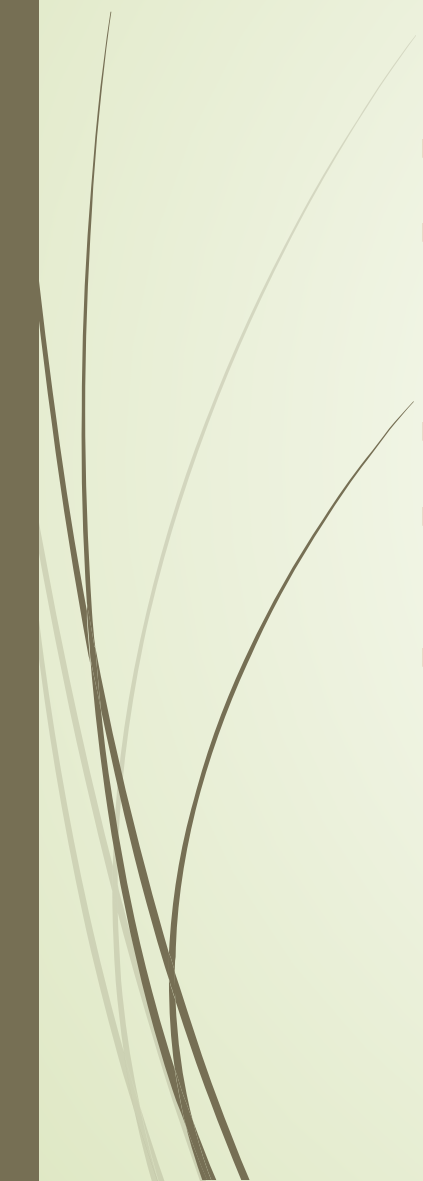


# ICIP Defined

- ✓ ICIP: Infrastructure Capital Improvement Plan
- ✓ 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 and submit a five-year ICIP.
- ✓ State agency ICIP program required by state statute (§6-4-1 NMSA 1978)



# Enhance MainStreet Projects

- 
- ▶ Partner with your municipality or county
  - ▶ Utilize the ICIP to promote and implement the Main Street Four-Point Approach to enhance your funding opportunities.
  - ▶ Promote the economic impact to your community
  - ▶ Renovations/Rehabs to existing buildings, parks, streets, lighting, etc.
  - ▶ Economic development – new jobs, retain jobs, attract new business



# An ICIP project should....

- ✓ **Create** a new fixed asset or;
- ✓ **Enhance** an existing fixed asset;
- ✓ And have a life expectancy of **at least 10 years**



# Who participates?



- ✓ Municipalities
- ✓ Counties
- ✓ Tribal Governments
- ✓ Acequias
- ✓ Land Grants
- ✓ Special Districts (That Are Political Subdivisions)

# Local Benefits



Focus on **short** and **long term** planning for infrastructure capital improvement projects.





# Statewide Benefits

- ✓ **NM Capital Outlay**
- ✓ **Published On DFA Website**
- ✓ **Funding Sources**

# 2014 Legislative Session

- ✓ HB55 – Severance Tax Bond
- ✓ SB163 – Reauthorization Bill
- ✓ SB53 – General Obligation Bill (GOB)

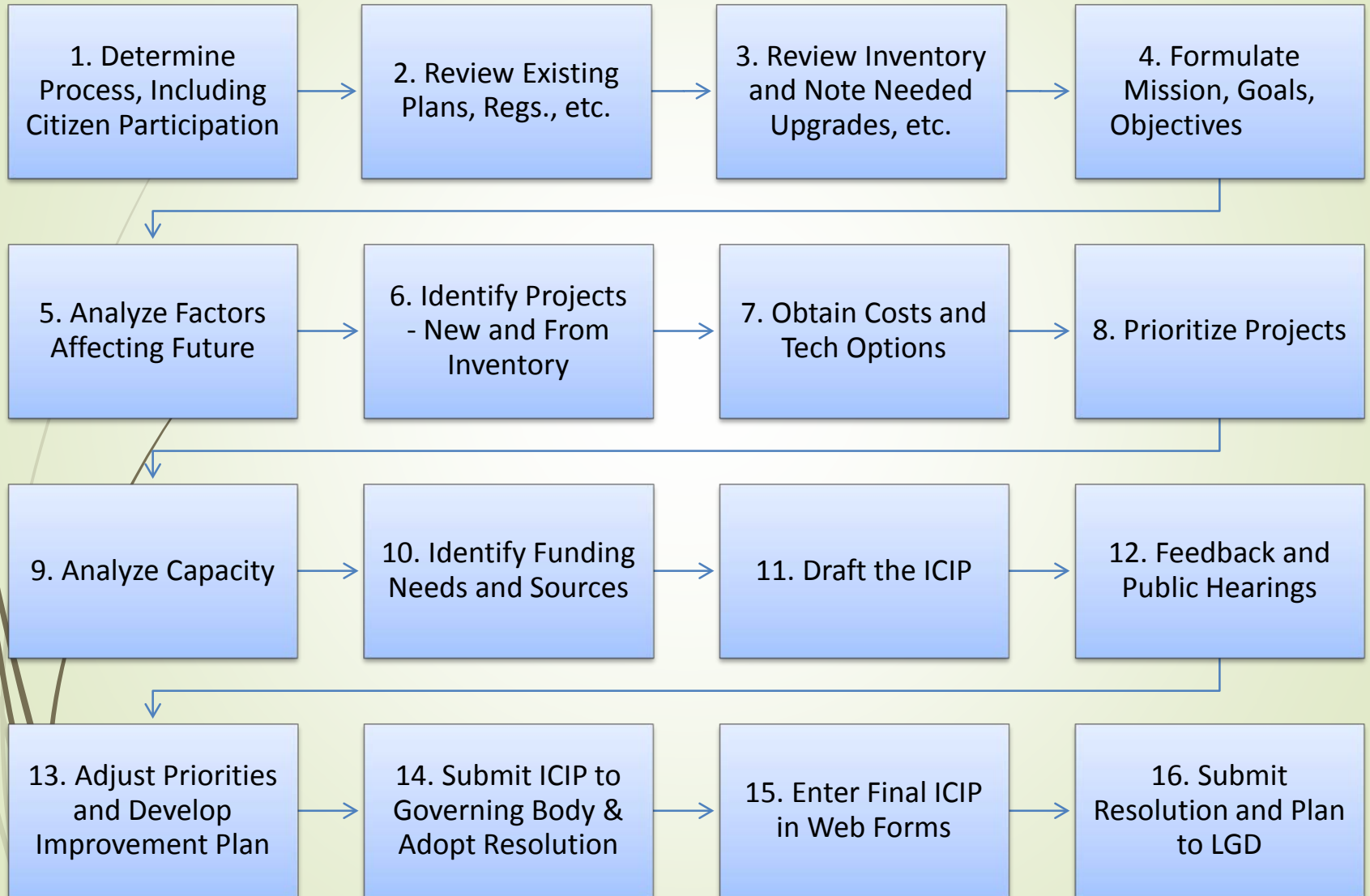
**Executive Order 2013-006**

[http://www.nmdfa.state.nm.us/Capital\\_Outlay\\_Bureau.aspx](http://www.nmdfa.state.nm.us/Capital_Outlay_Bureau.aspx)

# Funding Opportunities

- Capital Outlay
- Community Development Block Grant
  - Colonias CDBG funds
  - CDBG Funds
- NM Finance Authority
  - <http://www.nmfa.net/about-nmfa/>
  - Water Project Fund
  - Local Government Planning Fund (Formerly Known as the Water and Wastewater Planning Fund)
- NM Environmental Department
  - [http://www.nmenv.state.nm.us/nav\\_services.html#FinancialAssist](http://www.nmenv.state.nm.us/nav_services.html#FinancialAssist)
  - Clean Water State Revolving Loan Fund
  - Corrective Action Fund
  - Rural Infrastructure
  - Solid Waste Facility Grant
- NM Indian Affairs Department
  - <http://www.iad.state.nm.us/index.html>
  - Tribal Infrastructure Fund
- Additional Funding opportunities – **ICIP Guidelines Appendix H**

# Developing the Local Infrastructure Capital Improvement Plan







# MainStreet Projects



# ICIP Deadlines

ICIP Publication mid-November

- SPECIAL DISTRICTS - JUNE 15, 2015, by 5:00 p.m.
- TRIBAL GOVERNMENTS - JULY 13, 2015, by 5:00 p.m.
- COUNTIES AND MUNICIPALITIES - SEPTEMBER 2, 2015, by 5:00 p.m.

# FY 2016-2020 ICIP Publication

## 2016-2020 ICIP Reports

[ICIP 2016-2020 Entity Information](#)

[ICIP 2016-2020 Project Summary - Counties](#)

[ICIP 2016-2020 Project Summary - Municipalities](#)

[ICIP 2016-2020 Project Summary - Tribal Governments](#)

[ICIP 2016-2020 Project Summary - Special Districts](#)

[ICIP 2016-2020 Top 5 Project Detail - Counties A-L](#)

[ICIP 2016-2020 Top 5 Project Detail - Counties M-Z](#)

[ICIP 2016-2020 Top 5 Project Detail - Municipalities A-D](#)

[ICIP 2016-2020 Top 5 Project Detail - Municipalities E-K](#)

[ICIP 2016-2020 Top 5 Project Detail - Municipalities L-Q](#)

[ICIP 2016-2020 Top 5 Project Detail - Municipalities R-Z](#)

[ICIP 2016-2020 Top 5 Project Detail - Tribal Governments A-K](#)

[ICIP 2016-2020 Top 5 Project Detail - Tribal Governments L-R](#)

[ICIP 2016-2020 Top 5 Project Detail - Tribal Governments S-Z](#)

[ICIP 2016-2020 Top 5 Project Detail - Special Districts A-C](#)

[ICIP 2016-2020 Top 5 Project Detail - Special Districts D-M](#)

[ICIP 2016-2020 Top 5 Project Detail - Special Districts N-Z](#)

<http://nmdfa.state.nm.us/ICIP.aspx>

Mandatory

# Financial Compliance

## IV. FINANCIAL COMPLIANCE.

**MANDATORY.** Provide the most recent information as related to your entity.

A. Most Current Audit Opinion - Choose from the drop down list.

Provide your entity's most current audit opinion

Adverse  
Disclaimer  
N/A  
Qualified  
Unqualified

B. Provide the most recent fiscal year, the Audit Opinion was issued. (You will need to hard key your response. 4 characters maximum)

For what fiscal year was that opinion issued?

C. State whether your entity is required to report to the NM State Auditor's Office, please choose from the drop down list provided. If your entity is not required to report to the NM State Auditor's Office, select No or N/A.

Is your entity REQUIRED to report to the NM State Auditor's Office?

N/A

N/A  
No  
Yes

D. Tiered System Reporting - This section is for entities or local public bodies that fall under the Tiered System only.

Address all questions related to your specific Tier. (Section 12-6-2(B) of the Audit Act (effective July 1, 2010) defines "local public body" as a mutual domestic water consumers association, a land grant, an incorporated municipality or a special district.) The NM State Auditor's website provides additional information on the Tiered System. Visit the NM Office of the State Auditor's website at [http://www.saonm.org/tiered\\_system\\_reporting](http://www.saonm.org/tiered_system_reporting). The direct link for the form for determining the type of reporting requirement can be found at: [http://www.saonm.org/media/uploads/2013\\_Form\\_for\\_Determining\\_IPA\\_Services\\_Tiered\\_System.pdf](http://www.saonm.org/media/uploads/2013_Form_for_Determining_IPA_Services_Tiered_System.pdf).



Below is a summary of the Revenue requirements for the Tiered System:

- Tier 1 - Revenue is less than \$10,000 and your local public body did not directly expend at least 50% of, or the remainder of, a single capital outlay award.
- Tier 2 - Revenue is \$10,000 or more but less than \$50,000.
- Tier 3 - Revenue is less than \$50,000 and your local public body expended at least 50% of, or the remainder of a capital outlay award.
- Tier 4 - Revenue \$50,000 or more but less than \$250,000.
- Tier 5 - Revenue is \$50,000 or more but less than \$250,000 and your local public body expended any capital outlay funds.
- Tier 6 - Revenue is \$250,000 or more but less than \$500,000.

If Revenue is \$500,000 or more: The tiered system does not apply to your local public body and you must procure the services of an IPA for the performance of a financial and compliance audit in accordance with generally accepted auditing standards and rules issued by the State Auditor.

E. If your entity falls under the Tiered System Reporting, Answer Yes or No. MANDATORY You may also answer N/A if your entity does not fall under the Tiered System. If you answered yes, choose Tiered number from the drop down list provided

Does your entity fall under the Tiered System Reporting?

N/A  
No  
Yes

If yes, Tiered No. 1, 2, 3, 4, 5 or 6

1  
2  
3  
4  
5  
6

F. If your entity falls under Tiers 1 or 2, answer if you have submitted a certification to the NM State Auditor's Office and to the DFA/Local Government Division (LGD). Choose the appropriate answer from the drop down lists. If your entity is not required to report to the NM State Auditor's office or LGD, select N/A.

If your entity falls under Tiers 1 or 2, have you provided a copy of the certification to:

NM State Auditor's  
Office

N/A  
No  
Yes

LGD

N/A  
No  
Yes

- G. If your entity falls under Tiers 3 through 6, you will be required to provide the number of audit findings and for what year findings were determined from your entity's last approved audit from the NM State Auditor's Office.

**If your entity falls under Tiers 3-6, provide the number of findings**

**For what fiscal year were the findings issued?**

- ✓ It is suggested that you confirm your financial compliance information in the State Auditor's Office web site at <http://www.saonm.org/>. Audit information provided will be verified by the LGD staff. Verify with the DFA/Budget & Finance Bureau of your reporting requirements to the Local Government Division.

H. LGD Reporting **MANDATORY**. Every political subdivision of the state which expends public money from whatever source derived, including but not limited to any county, incorporated municipality, or special districts, and land grants registered with the New Mexico secretary of state's office. Also under the definition are mutual domestic water associations, soil and water conservation districts, water and sanitation districts, watersheds, draws, medical clinics, hospitals, hospitals districts, regional transportation districts, flood control authorities, natural gas associations, public improvement districts, and regional housing authority districts if required by the audit rule. [2.2.3 NMAC-N, 6/1/2008]"

1. If your entity required to submit budgets and quarterly reports to LGD? Choose your answer from the drop down list. If your entity is not required to submit to LGD, select No.

**Is your entity REQUIRED to submit budgets/quarterly reports to LGD?**

N/A
No
Yes

2. If you answered yes to the question #1, list the most current fiscal year of which the budget was approved by LGD.

**For what fiscal year was the most current budget approved by LGD?**

Website Address:

**saonm.org**

- Financial Audits
- Tiered System
- Special Audits & Investigations
- Procuring Contracts
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Tim Keller | NM State Auditor

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As your elected State Auditor, it is my mission to help government work better throughout New Mexico. This means providing transparency, oversight, and accountability for all government spending; and advocating for better policy choices that ensure funds are put to work educating our children and strengthening our the economy. Together, we can fight financial fraud, waste and abuse to ensure every New Mexican gets a fair shake from government.

In the Spirit of the Land of Enchantment,

**Timothy Keller**



#### News & Announcements

- 01.23.15 Auditor Keller Announces Legislative Agenda
- 01.15.15 Auditor Keller Announces Major New Initiatives
- 01.14.15 State Auditor Tim Keller Announces New Executive Staff Members
- 01.12.15 State Auditor Tim Keller Refers Torrance County Findings to Law Enforcement
- 01.06.15 State Auditor Tim Keller Announces New Executive Staff Members
- 01.05.15 Torrance County Findings Released by the

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# NM Office of the State Auditor

# LGD and Asset Management/Inventory Listing; Plan & Priority Process

3. If you answered, Yes to question #1, provide most recent year approved by LGD and for the quarter prior to your entity's specific ICIP submission deadline.

Provide the year and quarter of the most current quarterly report approved by LGD	Year: <input type="text"/>	Quarter (1,2,3,4): <table border="1"><tr><td>1</td></tr><tr><td>2</td></tr><tr><td>3</td></tr><tr><td>4</td></tr></table>	1	2	3	4
1						
2						
3						
4						

4. Asset Management. **MANDATORY**. If your entity has an asset management plan or inventory listing for your capital assets, select the appropriate response from the drop down list provided.

Does your entity have an asset management plan/inventory listing?	<table border="1"><tr><td>N/A</td></tr><tr><td>No</td></tr><tr><td>Yes</td></tr></table>	N/A	No	Yes
N/A				
No				
Yes				

5. Update/Add Project Priority Process, Capital Improvement Goals, and Factors/Trends Considered. **MANDATORY**. Complete each section as reflected for your entity and all proposed projects.

**TIP: DO NOT USE Special Characters in text fields: such as dollar signs, parentheses, brackets, slashes, colons, semi-colons, etc., as it may trigger an error and not save your information. It is suggested that you type your information in Word, copy and paste to Note Pad (located in Accessories), copy and paste in to section. This will remove all special characters.**

- a. Plan and Priority Process. **MANDATORY** (4000 characters maximum). Provide information on the process of how your entity planned and prioritized the projects included in your ICIP.

<b>Plan and Priority Process</b>	<div>①</div> <div>Provide information on the process of how your entity planned and prioritized the projects included in your ICIP.</div> <div>(4000 characters maximum)</div>
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# Capital Improvement Goals/ Factors/Trends Considered

- b. Capital Improvement Goals. **MANDATORY** (2000 characters maximum). Provide capital improvement goals identified for your entity. What does your entity want to accomplish over the next 5 years.

Capital Improvement Goals 2

Provide capital improvements identified for your entity. What does your entity want to accomplish over the next 5 years?

(2000 characters maximum)

- c. Factors/Trends Considered. **MANDATORY**. (2000 characters maximum). Provide information on trends and factors affecting your community, and how they were taken into consideration during the planning process.

- d. Save Changes. When completed with the Entity Page, click on the “Save Changes” tab.

Factors/Trends Considered 3

Provide information on the trends and factors affecting your community, and how they were taken into consideration during the planning process.

(2000 characters maximum)

Cancel Save Changes

# Legislative Language

## VII. LEGISLATIVE LANGUAGE.

### MANDATORY. (500 Characters Maximum)

- A. Enter the Legislative Language that BEST fits the entire project. When entering the language you may refer to the Bond Project Disbursement Rules 2.61.6.1 located at [http://www.nmdfa.state.nm.us/uploads/FileLinks/295efad7d6214ccd96f99328dadf84d2/2\\_61\\_6\\_NEW\\_MASTER\\_APPROVED\\_RULE\\_FOR\\_WEBSITE.pdf](http://www.nmdfa.state.nm.us/uploads/FileLinks/295efad7d6214ccd96f99328dadf84d2/2_61_6_NEW_MASTER_APPROVED_RULE_FOR_WEBSITE.pdf).

\*Legislative Language: Provide recommended language (please use action words, such as "to plan and design" or "to design and construct" as well as what the project is, such as "a multipurpose center". Do not include justification. MANDATORY

(500 characters maximum)

#### Example:

- 1) To plan, design, construct, and equip improvements to the Wastewater Treatment Plant for Entity in City, State, County.
- 2) To purchase and equip safety enforcement vehicles for the \_\_\_\_\_ Department for the County of \_\_\_\_\_.
- 3) To acquire rights of way for and to plan, design, construct and equip waterlines for Entity, in City, State, County.

Utilize the Bond Project  
Disbursements Rule 2.61.6.1

# Description & Scope of Work

## **VIII. DESCRIPTION AND SCOPE OF WORK. MANDATORY. (1,000 Characters Maximum)**

**A. Enter the project Description and Scope of Work. Provide information that is relevant to completing the project to include timelines, and milestones you will follow to complete your project. DO NOT include justification of project. If you are requesting funding for Plan and Design only, use these action words in description. If your project is a new building, provide proposed size, type of construction, size of property acquired or owned for building, etc.**

### **Example – Street Reconstruction:**

**Land acquisition and planning (Phase 1), design (Phase 2) and construction (Phase 3), for approx. 2 miles of a new driving surface, bike lanes, curb, gutter, sidewalks and ADA improvements on Texas Street from the CID Canal to 12th Street within the existing right-of-way and within acquired right-of-way. Approximately, 90% of the right-of-way has been acquired. During Phase I the remaining ROW will be acquired.**

### **Example: MainStreet Lighting Project:**

**Plan, design, and replace the MainStreet lighting to include new LED, decorative lighting system along the Route 66 Business corridor, and address this need for outdated lighting along the city's main business corridor, the city will need to contract for cost analysis, planning, design, and construction to replace the lighting for over one mile of the corridor.**

**\*Description/Scope of Work: Provide a brief description of work to be completed. This must match budget categories (i.e. complete Environmental Studies, Plan, Design and Construct). MANDATORY**

# Funding To Date

## IX. FUNDING

### A. Funded to Date. MANDATORY, IF YOUR ENTITY HAS SECURED FUNDS FOR YOUR PROJECT.

If entity has received funding for project from other sources, or has spent monies on project in previous phases, entity must complete the Funded to Date Budget and match total in the Project Budget.

Funded to Date. If you have secured funding to assist in the completion of the project, fill out the table below. Note: Total amount listed in this section must equal the total Funded to Date in the Budget below. (Do not enter commas, decimals or \$ signs.)

Funding Sources	Amount	Secured Funds
Fund 1 <input type="text" value="v"/>	<input type="text" value="0"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No
Fund 2 <input type="text" value="v"/>	<input type="text" value="0"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No
Fund 3 <input type="text" value="v"/>	<input type="text" value="0"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No
Fund 4 <input type="text" value="v"/>	<input type="text" value="0"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No
Fund 5 <input type="text" value="v"/>	<input type="text" value="0"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<div>           ALTSD Grant            Capital Outlay            Comm Develop Block Grant            DFA Grant            DOT Grant            Federal Grant            Federal Loan            General Obligation Bond            Indian Affairs Grant            Legislative Grant            Local Bond            Local Fund            NMED Grant            NMED Loan            NMEDD Grant            NMEDD Loan            NMFA Grant            NMFA Loan            None            Other            Other State Grant            Other State Loan         </div>	Other <input type="text" value="0"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No

Drop Down List available for Funding Sources.



# Funded to Date Example

## B. Funded to Date Example

1. Choose funding sources from drop down list. (The Funding Sources are also available in Appendix H in the ICIP Guidelines.)
2. List amount
3. Check Yes for Secured Funds (Must be secured funding). If not secured, list in Potential Funding table.
4. Match Funded to Date amount in the Project Budget Funded to Date column. If project has received secured funding for project, amounts must be reflected in Project Budget. (Funded to Date Budget will not show total until Save Changes tab is clicked).

**Reminder: Do not use commas, decimals, or \$ signs in budget. This will cause an error when attempting to save.**

**Funded to Date:** If you have secured funding to assist in the completion of the project, fill out the table below. Note: Total amount listed in this section must equal the total Funded to Date in the Budget below. (Do not enter commas, decimals or \$ signs.)

	① Funded to Date Sources	② Amount	③ Secured Funds
Fund 1	Comm Develop Block Grant ▼	500,000	<input checked="" type="radio"/> Yes <input type="radio"/> No
Fund 2	Capital Outlay ▼	25,000	<input checked="" type="radio"/> Yes <input type="radio"/> No
Fund 3	Comm Develop Block Grant ▼	50,000	<input checked="" type="radio"/> Yes <input type="radio"/> No
Fund 4	Local Fund ▼	2,500	<input checked="" type="radio"/> Yes <input type="radio"/> No
Fund 5	▼	0	<input type="radio"/> Yes <input checked="" type="radio"/> No
Other		0	<input type="radio"/> Yes <input checked="" type="radio"/> No

④ Total Funded To Date 577,500 Computation will be reflected when saved.

# Complete Budget Example

## 3. Complete Project Budget Example

**Project Budget** - Complete the Budget below. Only include unfunded or unsecured funds under each project year. Note: Funded to Date column must equal the amounts listed above here. (No commas, decimals or \$ signs.)

	Completed	Funded to Date	2016	2017	2018	2019	2020	Total Project Cost
Water rights	Yes <input type="checkbox"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Easements and Rights of way	Yes <input type="checkbox"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Acquisition	Yes <input type="checkbox"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Archaeological Studies	Yes <input type="checkbox"/>	<input type="text" value="15,000"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="15,000"/>
Environmental Studies	Yes <input type="checkbox"/>	<input type="text" value="15,000"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="15,000"/>
Planning	Yes <input type="checkbox"/>	<input type="text" value="52,500"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="52,500"/>
Design(Engineer/Architect)	No <input type="checkbox"/>	<input type="text" value="50,000"/>	<input type="text" value="75,000"/>	<input type="text" value="75,000"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="200,000"/>
Construction	No <input type="checkbox"/>	<input type="text" value="445,000"/>	<input type="text" value="1,000,000"/>	<input type="text" value="1,000,000"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="2,445,000"/>
Furnishing/Equipment	N/A <input type="checkbox"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<b>TOTALS</b>		<input type="text" value="577,500"/>	<input type="text" value="1,075,000"/>	<input type="text" value="1,075,000"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="2,727,500"/>
<b>Amount Not Yet Funded</b>		<input type="text" value="2,150,000"/>						

# Phasing Budget

Can this project be phased? ☒ Yes ☐ No

(If yes, please complete table below. MANDATORY)

Phase: A project phase is a fundable, standalone, functional or operable stage during the development and/or life of a project. Phases can be grouped into three main categories: Planning, Design and Construction.

Project Phases: Provide the unfunded amount, category and # of months to complete each phase. (No commas, decimals or \$.)

	Amount	Plan	Design	Construct	Furnish/Equip	Other (Water Rights, Easements, Acquisitions)	# Mos to Complete
Phase 1	30,000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6
Phase 2	500,000	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12
Phase 3	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0
Phase 4	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0
Phase 5	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0
TOTAL	530,000						
(Auto sum) (Total Phase Amount must equal amount Not Yet Funded above.)							

- Amount
- Category
- Number of Months to Complete

# Potential Funding Sources

**Potential Funding Sources:** Identify up to five (5) future potential funding sources you will seek to complete your project.

	Potential Funding Sources	Amount	Applied for
F1	Capital Outlay ▼	530,000	<input type="radio"/> Yes <input checked="" type="radio"/> No
F2	Comm Develop Block Grant ▼	530,000	<input type="radio"/> Yes <input checked="" type="radio"/> No
F3	Legislative Grant ▼	530,000	<input type="radio"/> Yes <input checked="" type="radio"/> No
F4	▼	0	<input type="radio"/> Yes <input checked="" type="radio"/> No
F5	▼	0	<input type="radio"/> Yes <input checked="" type="radio"/> No
Other		0	<input type="radio"/> Yes <input checked="" type="radio"/> No

- Potential Funding Sources
- Amount
- Applied For?

# Regional Projects

**G. Regional projects. MANDATORY IF YOUR PROJECT IS A REGIONAL OR STATEWIDE PROJECT.**  
(300 Characters Maximum allowed).

1. If you have a regional project on your ICIP, first decide which entity will be the lead/fiscal agent and responsible for the overall project. Next, identify all entities that will directly benefit from the project. All entities identified as beneficiaries must include the regional project on their individual ICIP. It is preferred, and strongly encouraged that all entities list the regional project as the same rank on their ICIP. When reporting a regional project, you must ensure the Title, Description, and Budget is identical on all participating entities' ICIP's.
2. Is this a Regional or Statewide project? Choose Neither, Regional, or Statewide.

**\*Is this a Regional or Statewide project?**

Neither  
Regional  
Statewide

**3. MANDATORY IF ANSWERED REGIONAL OR STATEWIDE. (300 Characters Maximum)**

If a Regional or Statewide project, list all entities (do not list departments or individuals) that will be affected by the project. Include each Entity's ICIP Project ID number and indicate who will be the fiscal agent.

**If a Regional project, list all entities that will be affected; include each entity's ICIP Project ID# and indicate who will be the fiscal agent.**



# Owner, Operator, and Fiscal Agent

**\*Identify who will assume the following responsibilities for this project:**

**\*Own:**

Village of Capitan

(50 chars max each - mandatory)

**\*Operate:**

Village of Capitan

(50 chars max each - mandatory)

**\*Fiscal Agent:**

Village of Capitan

(50 chars max each - mandatory)

**Mandatory**

- Identify the entity that will assume ownership, maintain and operate, and be the fiscal agent for this project. This may be the same entity or different for each.
- For Fiscal Agent, consider the Executive Order 2013-006 compliance and required financial compliance on Entity Page when determining your Top Five (5) projects. DO NOT list individual names or department heads.

# Operating Budget

Has your local government/agency budgeted for operating expenses for the project when it is completed?: ☒ Yes ☐ No

1. If Yes - please complete operating budget below: (No commas, decimals or \$ signs)

2. If No - please explain why

ANNUAL OPERATING BUDGET					
	Year 1	Year 2	Year 3	Year 4	Year 5
Annual Operating Expenses plus Debt Service	2,800	2,800	2,900	3,000	3,200
Annual Operating Revenues	2,000	2,200	2,200	2,500	2,700

Will the project produce operating savings or efficiencies resulting in a reduction in net operating costs?

No

If yes, approximate estimated savings per year \$

0

## Legislators

Provide the District(s) and County(s) affected by this project.

House

Senate

County

56 - Cook, Zachary J.

39 - Griego, Phil A.

15 - Lincoln

List legislators, if any, that are in support of this project:

59 - Nora Espinoza

39 - Phil Griego

33 - William Burt

56 - Zachery Cook

## Deactivation

Reason for Deactivation

Discard my Changes

Deactivate this

Change of Priority  
Data Entry/System Error  
Lack of Funding  
Other  
Project Complete

- Operating Budget
- Reduction in O&M
- Legislators
- Deactivation

# APPENDIX I: 2017-2021 ICIP SUBMISSION CHECK LIST

## Appendix I: FY 2017-2021 ICIP Submission Check List

- ☐ Enter entity contact and project information into the ICIP database at [www.state.nm.us/capitalprojects/](http://www.state.nm.us/capitalprojects/).

### **REQUIRED Documents for a Compliant Submission:**

- ☐ **Entity Information Page.**
  - ICIP Coordinator/Contact person name
  - Address
  - Telephone, fax number, & email address
  - COG District number
  - Entity type
  - Financial Compliance information
  - Document Project Priority Process
  - Capital Improvement Goals
  - Factors/Trends Considered
- ☐ **Written Approval.** Provide a **Resolution** of approval from entity governing body. Tribal Governments that are not able to obtain a Resolution may provide **Letter of Approval** from a Governor, President, or Chapter President. If an adopted **Resolution** or **Letter of Approval** is not included with your original submission packet it will not be accepted.
- ☐ **Printed Copy of ICIP Summary Page(s)**
- ☐ **Capital Description Report for Top Five (5) Projects.**

Please **do not submit** any additional documents unless required and/or requested by DFA/LGD.

**Submissions missing ANY of these documents will be considered Non-Compliant.  
Non-Compliant submissions will not be included in the final ICIP publication.**

# Appendix I: Check List – continued....

Submit your completed ICIP Packet in a sealed envelope clearly marked:  
**FY 2017-2021 ICIP**

**REMIT TO:**

**DFA/LGD**

**407 Galisteo, Bataan Memorial Bldg. Rm. 202**

**Santa Fe, NM 87501.**

**Attention: Carmen Morin**

**ICIP DELIVERY SPECIFICATIONS**

- ICIP submissions sent via mail or certified courier and must be received at the DFA/LGD office by specific deadlines listed per entity type.
- ICIP submissions hand delivered must be received at the DFA/LGD at or before specific deadlines listed per entity type.
- Please retain proof of delivery for verification of meeting the deadline.
- **There is no electronic submission option.**
- ***Do Not Staple or Bind Packet.***

**UNACCEPTABLE ICIP SUBMISSION**

- Fax or email ICIP submissions will not be accepted.
- ICIP submissions received after the deadline will not be accepted.
- ICIP submissions missing any of the documents listed above as REQUIRED will be deemed non-compliant.



# ICIP Extension Request

## **EXTENSION REQUEST**

**ICIP submissions will only be accepted after the deadline if an extension request has been approved by DFA/LGD. Extension requests will be reviewed and granted on a case by case basis. In order to be considered for an extension, requests must be submitted in writing via email to Carmen Morin at [CarmenB.Morin@state.nm.us](mailto:CarmenB.Morin@state.nm.us). Extension requests must be received by DFA/LGD as listed below. A maximum of two weeks will be allowed if approved.**

- **ICIP Extension Deadline for Special Districts: Must submit extension request via email by June 1, 2015. Extension will be granted if approved for submission by June 30<sup>th</sup>.**
- **ICIP Extension Deadline for Tribal Governments: Must submit extension request via email by June 30, 2015. Extensions will be granted if approved for submission by July 28<sup>th</sup>.**
- **ICIP Extension Deadline for Counties and Municipalities: Must submit extension request via email by August 17, 2015. Extensions will be granted if approved for submission by Sept. 16<sup>th</sup>.**





# Amendment to ICIP

- There is no amendment process to the ICIP.
- Your ICIP projects and rankings submitted to DFA/LGD, by the deadline specified for your entity, cannot be modified or changed in any way.
- DFA/LGD staff may contact you after your submission to seek clarification on specific projects and suggest changes. This is the only exception to making changes to your ICIP.
- If you change priorities, or add/remove projects after the deadline, your initial submission is what will be published on the ICIP website.
- Changes may not be made, from your entity's specific deadline through the end of the Legislative Session.
- In addition, a printed copy of the entire ICIP must be received by Local Government Division/DFA on or before the entity's specific deadline date.

# Your COG Provides Assistance

## Councils of Government by County

**Eastern Plains COG/Clovis:** Union, Harding, Quay, Curry, Roosevelt, Guadalupe and De Baca counties;

Sandy Chancey; [schancey@epcog.org](mailto:schancey@epcog.org); 575-762-7714; or Renee Ortiz; [rortiz@epcog.org](mailto:rortiz@epcog.org)

**Mid Region COG /Albuquerque:** Sandoval, Bernalillo, Valencia, and Torrance counties;

Dewey Cave; [dcave@mrcog-nm.gov](mailto:dcave@mrcog-nm.gov); 505-247-1750; Sandra Gaiser; [sgaiser@mrcog-nm.gov](mailto:sgaiser@mrcog-nm.gov); 505-247-1750

**North Central NM Econ. Dev. Dist. /Santa Fe:** Rio Arriba, Santa Fe, Taos, Los Alamos, Cdfax, Mora and San Miguel counties;

Tim Armer; [tima@ncnmedd.com](mailto:tima@ncnmedd.com); 505-395-2668; Eric Ghahate; [ericg@ncnmedd.com](mailto:ericg@ncnmedd.com); 505-395-2681; or Lesah Sedillo; [lsedillo@ncnmedd.com](mailto:lsedillo@ncnmedd.com); 505-395-2683

**Northwest NM COG/Gallup:** San Juan, McKinley and Cibola counties;

Jeff Kiely; [jkiely@nwnmcog.com](mailto:jkiely@nwnmcog.com); 505-722-4327; or Evan Williams; [ewilliams@nwnmcog.com](mailto:ewilliams@nwnmcog.com)

**Southwest NM COG /Silver City:** Catron, Hidalgo, Luna, and Grant counties;

Priscilla C. Lucero; [priscillalucero@swnmkog.org](mailto:priscillalucero@swnmkog.org); 575-388-1509

**Southeastern NM Econ. Dev. Dist. /Roswell:** Lincoln, Otero, Chaves, Eddy and Lea counties;

Hubert Quintana; [hqsnmedd@plateautel.net](mailto:hqsnmedd@plateautel.net); 575-624-6133; or Pansy Moffitt; [pmsnmedd@plateautel.net](mailto:pmsnmedd@plateautel.net); 575-624-6131

**South Central NM COG /Elephant Butte & Mesilla:** Socorro, Sierra, and Dona Ana counties;

Jay Armijo; [jarmijo@sccog-nm.com](mailto:jarmijo@sccog-nm.com); 575-740-0726; or Tiffany Goolsby; [tigoolsby@sccog-nm.com](mailto:tigoolsby@sccog-nm.com); 575-740-2926



# Thank You

On behalf of the NM Department of Finance and Administration – Local Governments Division we thank you for allowing us to present today and encourage you to contact us any time with any questions, concerns, or suggestions.

## **FY 2017-2021 ICIP DEADLINES:**

- **SPECIAL DISTRICTS - JUNE 15, 2015 by 5:00 p.m.**
- **TRIBAL GOVERNMENTS - JULY 13, 2015 by 5:00 p.m.**
- **COUNTIES AND MUNICIPALITIES - SEPTEMBER 2, 2015, by 5:00 p.m.**

# Contact Information

Local Government Division/ICIP:

**Carmen Morin**

Program Manager – ICIP/TIF

(505) 827-4957

[CarmenB.Morin@state.nm.us](mailto:CarmenB.Morin@state.nm.us)

Or

**Jeannette Gallegos**

Special Services Bureau Chief

(505) 827-4787

[Jeannette.Gallegos@state.nm.us](mailto:Jeannette.Gallegos@state.nm.us)

