PROJECTS

CAPITAL IMPROVEMENT OFFICE
DIVISION OF COMMUNITY DEVELOPMENT
Chapter Responsibilities
- Chapter Land Use / Strategic Plan
- Conduct Community Needs Assessment
- Prepare ICIP
- Prepare Proposals to various funding sources
- Complete Pre-Procurement Activities (PPA’S)

Infrastructure Capital Improvement Plan
- Inventory Existing Capital
- Add Proposed New Capital (not existing)
- Prioritize Projects
- Pass Resolution
- Multi-Year Plan

Project Authorization-after funding
- Project Portfolio- Folders
- 164 Process
- Project Authorization (check all PPA’s)
- Select Lead Agency (base on type of Project)
CHAPTER’S RESPONSIBILITIES

- **Land Use / Strategic Planning**
  - Update Land Use Plan-5 years (work with ASC Planner)
  - Develop Codes and Zoning

- **Conduct Community Needs Assessment**
  - Use existing ICIP plan
  - Public input
  - CLUPC conducts assessment

- **Prepare ICIP**
  - Current Cost Estimates
  - New Mexico ICIP FY 2018-2022
    - Due Date was July 15, 2016-Chapters
    - Due Date For Senior Citizens is September 15, 2016,
  - Navajo Nation ICIP FY 2018-2023
    - Due Date: January 31, 2017
  - Current Resolution For FY 2018
Infrastructure Capital Improvement Plan (ICIP)

- **Inventory Existing Capital**
  - Visual of Capital (buildings, equipment, etc.)
  - Determine/Identify Projects for Existing Capital
  - Current Cost Estimates
  - Upload Documents, Information and Photos

- **Add Proposed New Capital** (not yet existing)
  - Using Land Use Plan
  - Inventory
  - Needs Assessments
  - Determine/Identify Projects for New Capital
  - Current Cost Estimates

- **Prioritize Projects**
  - Present Priority of Projects to Chapter Membership
  - Reorder Projects if Needed

- **Pass Resolution**
  - Must match your ICIP
  - Must be Updated Yearly

- **Multi-Year Plan**
  - Navajo Nation is a Six Year Plan (FY 2018-2023)
  - New Mexico is a Five Year Plan (FY 2018-2022)
Needs Assessment Survey Form
By Oct. 1st

Inventory existing NN Facilities
By Dec. 1st

Status Report on previous CIP appropriations
By Jan. 1st

ICIP due end of Jan.

Financial Analysis by OMB and CIO
to determine $ availability
By Feb. 1st

Project Proposals are Due to CIO
from Chapters by Mar. 1st

Present 6 year CIP to RDC by April 1st

Present 6 year CIP to NN Council
<table>
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<tr>
<td>April</td>
<td>New Mexico ICIP Web App Open For FY 2017 Mid April, 2016</td>
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<tr>
<td></td>
<td>New Mexico workshops End of April to June, 2016</td>
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<td>New Mexico ICIP due July 15, 2016</td>
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<td></td>
<td>New Mexico ICIP reviewed by NM DFA August – September, 2016</td>
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<td>Corrections to NM ICIP August – September, 2016</td>
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<td></td>
<td>NM ICIP Published Mid-November, 2016</td>
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<td>New Mexico Legislative Session January – February 2017</td>
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<td></td>
<td>New Mexico FY 2018 Capital Outlay Bill Reviewed by Governor April 2017</td>
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<tr>
<td>July</td>
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<tr>
<td>August</td>
<td></td>
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<tr>
<td>November</td>
<td></td>
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<tr>
<td>January</td>
<td></td>
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<tr>
<td>April</td>
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</table>
Navajo Nation ICIP due end of January 2016

New Mexico ICIP due July 13, 2015

Reopen Late April, 2016

(After the New Mexico Legislative Session and the Governor signing the bills)
How to Find Your New Mexico State ICIP on the Web

www.state.nm.us/capitalprojects/

New Mexico Department of Finance & Administration

New users should contact Carmen Morin at 505-827-4957 for login information.

Department of Finance and Administration website
Local Government Division website
State Budget Division/Capital Outlay Bureau website
Welcome to the Local Government Division

To assist local government entities, local representatives, and citizens with the appropriate use of public funds and to strengthen their ability to better serve New Mexico communities to improve their quality of life.

The Department of Finance and Administration, Local Government Division (LGD), provides administrative and technical support to local entities throughout the State of New Mexico.
Infrastructure Capital Improvement Plan (ICIP)

A local infrastructure capital improvement plan (ICIP) is a plan that establishes planning priorities for anticipated capital projects. The state-coordinated ICIP process encourages entities to plan for the development of capital improvements so that they do not find themselves in emergency situations, but can plan for, fund, and develop infrastructure at a pace that sustains their activities.

If you have any questions about the Local Government ICIP process contact: Carmen Morin @ Carmen.B.Morin@state.nm.us; (505) 827-4957.

FY 2017-2021 ICIP DEADLINES:
Special Districts - June 15, 2015; Tribal Governments – July 13, 2015; Counties and Municipalities – September 2, 2015
Click on link to access ICIP - [http://www.state.nm.us/capitalprojects/](http://www.state.nm.us/capitalprojects/)

If you have any questions about the State Agency ICIP process contact Jimmy Rodriguez @ JimmyN.Rodriguez@state.nm.us; (505) 827-3884. STATE ENTITY DEADLINE JULY 1, 2014.

### 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-I](#)
- [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](#)

### 2017-2021 ICIP Information

[http://www.state.nm.us/capitalprojects/](http://www.state.nm.us/capitalprojects/)
Who can participate?

• Any entity in the Navajo Nation is encouraged to create an infrastructure capital improvement plan.

• Participants in the Navajo Nation’s ICIP process can include:
  – All Navajo Nation Chapters.
  – All Navajo Nation Divisions, Departments and Programs.
  – Certain entities serving the Navajo Nation in the capacity of non-profit status.

» CAPITAL IMPROVEMENT PROJECTS GUIDELINES, POLICIES AND PROCEDURES-SECTION V
What kinds of projects are infrastructure projects?

- Generally have a high dollar value
- Not part of annual operating budget; not an annual expense
- Responsibility of the local government and related to the local government’s other functions and expenditures
The construction, renovation(s), repair or expansion of public facilities.

Major Equipment purchases that supports new buildings.

Acquisitions of manufactured buildings, aircraft, land and/or lease thereof.

The cost for the development of utilities infrastructure to include sewer, water, wastewater, communication, transportation, parking lots, erosion, and irrigation systems.

The installation of bathroom additions and electrical housewiring for water and electrical line extensions.
Chapters, Department, Divisions, Townships and special districts have direct responsibility for capital programs. They may include:

- **Water Users**—Portable generator, compressor, boring equipment, truck compactor, computer, GIS equipment
- **Special District Projects** (water/sanitation, flood control, hospitals, fire, irrigation systems)
- **Roads, Streets, Sidewalks, Curbs, Gutters, Bridges, and Bicycle Facilities**
- **Sanitary Wastewater (Sewer) Collection and Treatment**
- **Storm and Surface Water Control**
• Convention Facilities
• Cultural Facilities
• Water Quality, Supply, Treatment and Distribution
• Solid Waste Transfer, Disposal and Collection
• Water Rights and Protection
• Transit-Airports
• Housing
• Parks and Trails
• Land, Water Rights and Site Acquisition
• Utilities—Gas systems, Electrical systems, Communications systems
• Equipment—$5,000 and above
• Public Safety and Emergency—fire stations, law enforcement facilities, ambulance equipment and facilities.
• Community Service Facilities—senior citizens center, headstart/preschool, health facilities, youth activity centers, chapter houses, multi-purpose centers, detention facilities, court facilities, behavioral health facilities, social service buildings, schools, training facilities, land/ realty offices, warehouse/storage buildings, EPA regulatory facilities
How to do an infrastructure plan

1. Determine Process

- You Need
  - CLUP
    - A Leader
    - A Committee
    - Public Input
  - Timeline for the planning process
  - Guiding Laws and Policies

This group will see the planning process is conducted, organized, and stays on schedule
Each Basic Community Service is assessed against the community resources available and current demographics. The outcomes of the assessment are adequate, inadequate, or non-existent. Inadequate and non-existing resources would be identified as those needing funding.

A model would be need to be developed for each basic community service.
2. Use Existing Plans / Public Participation Processes

- You Can Use

  - Existing ICIP Plan
  - Public Hearings
  - Surveys
  - Committees
  - Interviews
3. Draft/Review Mission, Goals, Objectives, Strategies

- **Vision**: Short statement of direction
- **Trends**: Demographics
- **Goals**: Broad statements in support of vision
- **Priority Process**: How projects selected and what specific activities to complete the projects
- **To be included in the “Entity Information” section of the web forms**
**Entity Information**

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<th>Entity Code:</th>
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<th>COG District:</th>
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<tbody>
<tr>
<td>101010</td>
<td>Monkey Ridge Chapter</td>
<td>Northwest COG</td>
<td>Chapter</td>
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<table>
<thead>
<tr>
<th>ICIP Coordinator:</th>
<th>Email:</th>
<th>Phone Number:</th>
<th>Fax Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bessie Abe</td>
<td><a href="mailto:Monkeyridge@navajochapters.org">Monkeyridge@navajochapters.org</a></td>
<td>505.555.5555</td>
<td></td>
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</table>

<table>
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<tr>
<th>Address:</th>
<th>City:</th>
<th>State:</th>
<th>Zip:</th>
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</thead>
<tbody>
<tr>
<td>P.O. 112</td>
<td>Monkey Ridge</td>
<td>NM</td>
<td>87000</td>
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</table>

**Vision:**

Monkey Ridge Chapter foresees a positive future for the community in respect to visioning upgraded resources facilities and expansions along with adequate roads and parking. We also foresee community facilities that will provide intergenerational activities in preserving the culture and traditions of Navajo families. In the first year of our Infrastructure Capital Improvement Plan, we are planning to prepare Five-Year Community Plan and we plan to try to obtain funding for equipment. Our equipment needs include a truck, computer equipment, and GPS equipment. New equipment will add to our insurance, fuel, and maintenance costs.

**Trends:**

The Monkey Ridge Chapter is located in an isolated area of the Navajo Nation approximately 24 miles northwest of Grants, New Mexico on New Mexico HWY. 540. The Monkey Ridge Chapter was certified by the Navajo Tribal Council on April 26, 1957 and is funded largely by Navajo Nation and Federal funds from Bureau of Indian Affairs and Indian Health Services. We currently serve 3,000 people. Population growth has been a trend that has always been a real challenge for us, and we expect that to continue.

**Goals:**

Monkey Ridge Chapter's goal is to enhance the quality of life and public health of the residents within its chapter boundary by providing services. We strive to achieve this goal by taking advantage of available funding sources and creating partnerships with Navajo Nation, State and Federal entities and by working to keep our existing facilities.

**Priority Process:**

The Chapter has been faced with population growth in the past five years within our chapter boundaries, our Chapter Officials and Staff has developed a wish list of needed improvements to our community. We prioritized the list based on our most critical community needs and other factors such as the age, condition, and adequacy of current infrastructure. We then consulted with various Navajo Nation and Federal entities which are associated with projects to refine our prioritized needs list and put in the dollar amounts needed, and then we planned for projects over the next six years.
4. Inventory Existing Capital

- What is the current state of your capital.

  - You Should Check Facilities and Capital Equipment To See If They are:

    - Okay (No Action)
    - Need Renovation (Renewed)
    - Need an Addition (Expansion)
    - Need Replacement
    - Need Disposal (Retirement)
Click on the Capital Button
Fill in information and keep it updated.
Fill in Annual Expense
This will help in estimating future costs for this capital and other similar capital.
Fill in any maintenance on the capital.
5. Analyze Factors Affecting Future

- Look at

  • Population Trends
  • Land Use
  • Economic Trends
  • Changes in Federal/State/Tribal/Local Laws
  • Interest Rates
  • Changes in the way people will be living and making a living
  • Etc.

![Graph showing population trends from 1960 to 2000](image)
6. **ID Projects and Obtain Costs**

- **Collaborate with all departments**
  - Planning and Design
  - New Construction vs. Renovation
  - Phased Projects
  - Regional Projects

- **Estimate Costs**
  - Previous Local Projects
  - Neighboring communities
  - Cost Estimating Guide
  - Consultants

- **Include Operating and Maintenance Costs**
  - If you cannot afford to operate or maintain the capital – Should you ask for the facilities or equipment.
  - Funding sources want to see the projects that they fund used.
Add proposed capital information
Then add proposed project under the capital
Fill in General Project information

### Capital Inventory: Project Detail

- **Chapter:** Monkey Ridge Chapter
- **Year Built/Acquired:** 0/0
- **Last Inventory Date:** 1/1/2000
- **Title:** Monkey Ridge Powerline
- **Tenant/Owner:** No owner assigned
- **Capital Category:** Utilities--Power - Linear

- **Project Contact Person:** Jim Yazzie
- **Address:** P.O. Box 1510
- **City:** Window Rock
- **State:** AZ
- **Zip:** 86515
- **Phone:** 928 674-2250
- **Email:** jay@nncio.org
- **Start Year:** 2018
- **Project Category:** Agriculture - Block
- **Project SubCategory:** Single Phase
- **Primary Implementers:** NTUA
- **Secondary Implementers:** NTUA

- **Delete Project:**
- **Reason of Deletion:**
Project Description, Statement of Need and Simple Estimator.
Check Project Costs – update if needed

Add project comments on the various phases, project documents, and cost quotes.

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<th>Comments</th>
<th>Amount</th>
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<td></td>
<td></td>
<td>Threatened and endangered species inventory</td>
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<td></td>
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<td>Archeological Inventory</td>
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<td>Application Form</td>
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<tr>
<td>2. Planning / Predesign</td>
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<td>3000</td>
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<tr>
<td>3. Architecture / Engineering</td>
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<td>2000</td>
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<tr>
<td>4. Construction</td>
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<td>10 ft. x 10 ft. x $200.00 per ft</td>
<td>20000</td>
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<tr>
<td>5. Other</td>
<td>Not Initiated</td>
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Total: $25,000.00
# Phasing

## Project Plan

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<tr>
<th>Chapter:</th>
<th>Year Built/Acquired:</th>
<th>Last Inventory Date:</th>
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<tr>
<td>Monkey Ridge Chapter</td>
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<tr>
<th>Title:</th>
<th>Tenant/Owner:</th>
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<tr>
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7. Prioritize

- Priorities are becoming more important for use by the executive and legislature
- May be decided internally or through public process
- Top 3 Priorities: Highest-priority FY 2016 projects for consideration 2015 Navajo Nation legislative session
- Top 5 Priorities: Highest-priority FY 2016 projects for consideration 2015 New Mexico legislative session
### Prioritize Projects

**Last ICIP Date:** 10/1/2011  
**ICIP Due Date:** 10/1/2012  
**Update ICIP date:**

#### Monkey Ridge Chapter

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<tr>
<th>Project Year</th>
<th>Capital - Project</th>
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<tr>
<td>2013</td>
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<td>2013</td>
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<tr>
<td>2013</td>
<td>Monkey Ridge Powerline - Pln, Dsgn, Cnst Monkey Ridge Powerline</td>
<td>Active</td>
<td>00</td>
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<tr>
<td>2013</td>
<td>Chapter Vehicle - Purchase Chapter Vehicle</td>
<td>Active</td>
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<tr>
<td>2013</td>
<td>Beso Ahgaad Backhoe - purchase Beso Ahgaad Backhoe</td>
<td>Active</td>
<td>00</td>
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</table>
8. Analyze Capacity

• Look at your own internal funding capacity—how much capital investment can your chapter maintain?

• You should consult with finance office (either on staff or consultant)
Funding Sources

Funding Sources

Type:  
- Federal  
- State  
- Navajo Nation  
- Other  
- Navajo Chapter Funds

Source:  
AML

Add

There was no results for this Project
9. ID Funding Needs/Sources

- Where can funding be obtained?
- Can the project be phased to use funding as it becomes available?
- What are possible timelines for this project, and which one is the most realistic?
- The following Funding Sources require you to be on the NNICIP and New Mexico ICIP:
  - Navajo Nation Capital Improvement Project Funds
  - Navajo Nation Community Development Block Grant
  - New Mexico Capital Outlay Requests
  - New Mexico Tribal Infrastructure Fund
  - New Mexico Aging & Long-term Services Capital Project Funds
  - New Mexico Water Trust Board
**Funding Sources**

Funding Sources

Type:  
- Federal
- State
- Navajo Nation
- Other
- Navajo Chapter Funds

Source:  
AML

Add

There was no results for this Project
10. Draft Plan

- Enter preliminary information into the NNICIP web forms
- Identify missing information
- Prepare a draft plan for interested parties in your community
11. Seek Feedback on Draft

- Show the Chapter’s ICIP to:
  - Chapter Officials
  - Local Staff
  - Navajo Nation Departments
  - Public
12. Revise Plan and Finalize

- Reevaluate priorities if necessary
- Finalize timetables
13. Adopt Plan

- Resolution template available on NNICIP web application

- Resolution need to be passed by the community members

- Scan and upload resolution into the NNICIP web application (part of the WIND).
14. Submit Plan to Navajo Nation Capital Improvement Office Through the ASC Offices

- All information needs to be entered into the NNICIP Web Forms:

- Submit the data to the Capital Improvement Office after being reviewed by ASC Offices.
15. Implement Plan

- Use your Chapter ICIP plan to search for Funding.

- Prepared Proposals based on the Projects in the ICIP

- Submit Proposals to all identified Funding Sources to obtain money for identified projects.

- If you do not get funding Keep submitting the Proposals to New Funding Sources.

- Do Not Give Up!!!!
What are the benefits at the State of New Mexico level?

- Governor
  - Capital Outlay Division
- State Legislature
- State Divisions and Departments

What are the benefits for the States of Arizona and Utah?

- Building priority project list based on needs of the communities with supporting documentation of capital inventory, need assessments and cost estimates
- Provide information to the Governor, State Legislature, and State Divisions and Departments

What are the benefits in private sector?

- Attracts funders
- Bond rating agencies/credit markets
- NMFA
The ICIP is a tool to help us get out of the mud and help the Navajo People.