

Planning Your Strategic Investments: 2009 ICIP

Conducted by
Angela Quintana
DFA/LGD



Why should Local Governments Plan?



Why should local governments plan?

- Draws the attention of the legislative body, appointed boards, and citizens to the community's major development problems and opportunities.
- Provides a chance to look broadly at programs such as housing, economic development, provision of public infrastructure and services, environmental protection, and natural and manmade hazard
- The most direct and efficient way to involve the general public.

Introduction to ICIP

- ICIP: Infrastructure Capital Improvement Plan
- Local government ICIP program created with House Memorial in early 1990s
- State agency ICIP program required by state statute (§6-4-1 NMSA 1978)



Introduction to ICIP

- Works to create a broad planning effort in conjunction with other state planning processes:
 - Public Schools Facility Authority
 - Higher Education Department
 - Aging and Long-Term Services
 - Department of Transportation

Introduction to ICIP

- Encourages governments (state and local) to plan for future needs
- Allows coordination of funding and projects between local governments and state agencies
 - Facilitates joint efforts
- Communicates information about statewide capital infrastructure needs to the Executive and Legislative branches

Introduction to ICIP

- DFA's role:
 - Coordinate plans through workshops, formatting, compilation of submissions
 - Publish plans (in hard copy and online)
 - Collect information on top priorities to inform state capital outlay process



Who Can Participate?

- Any political subdivision of the state can submit an ICIP to DFA
 - Municipalities
 - Counties
 - Tribal entities
 - Acequias
 - Land grants
 - Special districts (that are political subdivisions)



ICIP and Other Funding

- CDBG
- Indian Affairs
- NMFA
- UFA
- WTB
- USDA



What is the ICIP?

- One of the local government's most powerful tools for implementing a local comprehensive plan.
- Multi-year plan
- Redone every year – not an update
- Includes inventory, goals, projects, funding, timeframes, costs (including operating expenses), justifications for projects, and implementation plans
- Not a comprehensive plan – but your comprehensive plan can be a good resource
- Not an application for funding

What is a Capital Project?

- 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

What is a Capital Project?

- Includes all steps toward creating the infrastructure
- Under the control (ownership or long-term lease) of the entity doing the planning



What is a Capital Project?

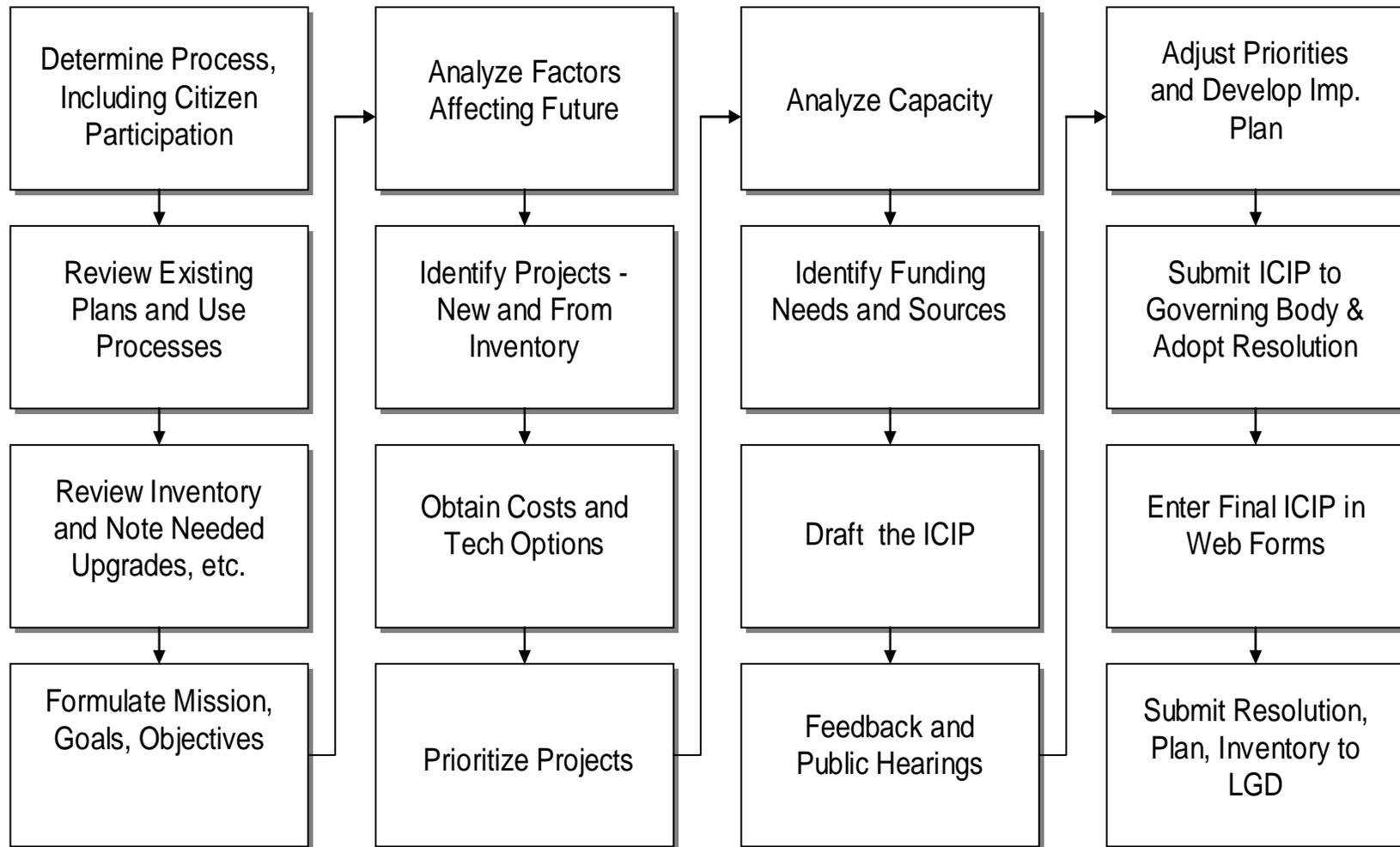
- Phased projects
- Regional projects
- Renovation (but not maintenance!)



What is a Capital Project?



Developing the Local Infrastructure Capital Improvement Plan



1. Determine Process

- Leader / committee / public input
- Timeline for planning process
- Guiding laws and policies



2. Use Existing Plans / Public Participation Processes

- Public hearings
- Surveys
- Committees
- Interviews



3. Inventory Existing Facilities

- If an inventory already exists (e.g., in an Excel spreadsheet), you do NOT need to use the ICIP inventory web forms



4. Draft/Review Mission, Goals, Objectives, Strategies

- Mission: short statement of direction
- Goals: broad statements in support of mission
- Objectives: how to achieve goals
- Strategies: very specific activities to achieve objectives
- To be included in the “Entity Info” section of the web forms

5. Analyze Factors Affecting Future

- Population trends
- Land use
- Economic trends
- Changes in federal/state/local laws
- Interest rates
- Etc.



6. ID Projects and Obtain Costs

- Collaborate with all departments
- Estimate costs
 - Previous local projects
 - Neighboring communities
 - Cost Estimating Guide
 - Consultants
- Include operating and maintenance costs

7. Prioritize

- Priorities are becoming more important for use by the executive and legislature
- May be decided internally or through public process
- Top 5 Priorities: Highest-priority FY 2011 projects for consideration in 2010 legislative session

8. Analyze Capacity

- Look at internal funding capacity – how much capital investment can your entity maintain?
- Should consult with finance officer (either on staff or consultant)



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?

10. Draft Plan

- Enter preliminary information into web forms
- Identify missing information
- Prepare a draft plan for interested parties

11. Seek Feedback on Draft

- Executives
- Departments
- Public



12. Revise Plan and Finalize

- Reevaluate priorities if necessary
- Finalize timetables



REVIEW

ICIP shall include, but shall not be limited to:

- A description of the project, its costs, its sources of funds, its project year(s) of implementation, its probable annual operating and maintenance costs, its probable revenues.

13. Adopt Plan

- Resolution template available in appendix of guidelines
- Probably will need to be approved at a public meeting of the governing body
- It is not necessary to submit an original resolution to LGD; a copy is permissible

14. Submit Plan to LGD

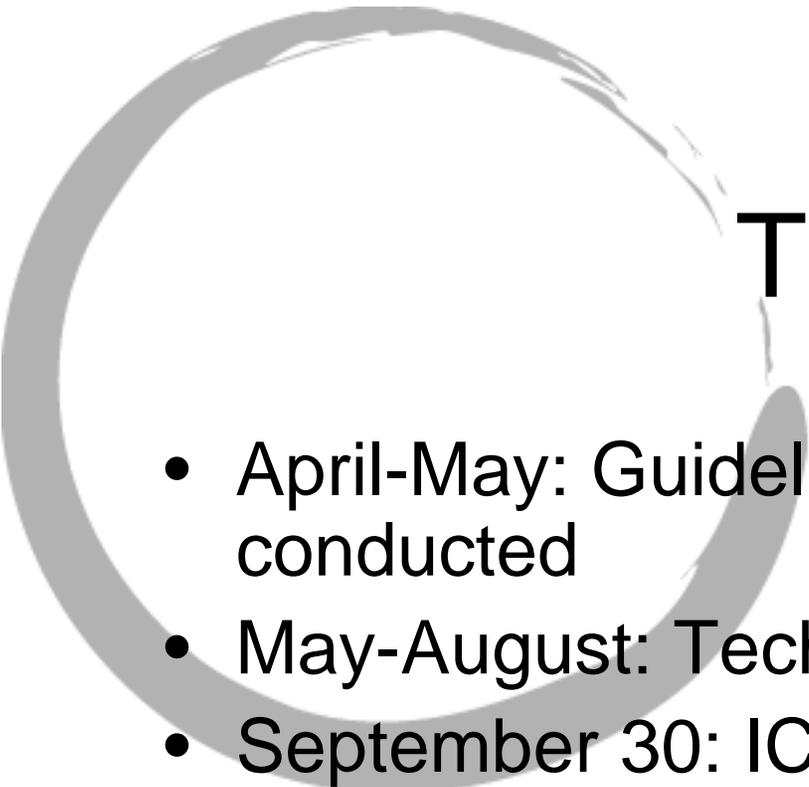
- By **September 30, 2009:**
 - All information must be entered into online web forms
 - Mail/fax signed resolution to LGD
 - Mail hard copy of inventory to LGD
- Deadline must be met in order for book to be published in time for 2010 session

15. Implement Plan

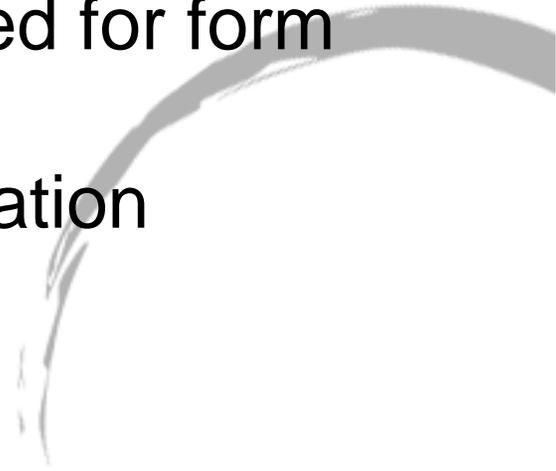
- Capital outlay process
- Catalog of Local Assistance Programs
- Catalog of Federal Domestic Assistance
- NM Infrastructure Finance Conference
- Other resources?

How Can I Creatively Implement My Projects?





Timeline

- April-May: Guidelines released, workshops conducted
 - May-August: Technical assistance available
 - September 30: ICIP deadline for submittal to LGD
 - October-November: Plans reviewed for form and published online
 - December: Hard-copy ICIP publication distributed
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Need Assistance?

- In addition to LGD, your local Council of Governments (COG) can assist you with the ICIP
 - Contact information available in ICIP guidelines
- If you want to allow COG staff to access your community's online data via your entity code and password, please complete the form in the guidelines and send it to LGD