

NEW MEXICO HIGHER EDUCATION DEPARTMENT



MICHELLE LUJAN GRISHAM  
GOVERNOR

CARMEN J. LOPEZ  
DEPUTY CABINET SECRETARY

2020/FY22 YEARLY CAPITAL PROJECTS SUMMER HEARINGS

Project Submittal Checklist

**DEADLINE TO UPLOAD DOCUMENTS IS COB ON JULY 1, 2020**

- 00 - Checklist
- 01 - Submittal Certification (Signed by Governing Board President and Institution President/Chancellor)
- 02 - Project Evaluation Form (One per project)
- 03 - Five-Year Plan for Capital Project Funding
- 04 - I&G Spreadsheet
- 05 - Status of all Active Projects – **NOT REQUIRED**
- 06 - Status of all Closed Projects – **NOT REQUIRED**
- 07 – I&G Campus wide Space Verification Spreadsheet – **NOT REQUIRED**

Submittal Instructions:

Email all documents including the completed checklist to the NMHED using a FireFox Send link

Each document must be named according to the naming scheme above (i.e. 00 – Checklist, 01 – Submittal Certification, etc.)

Document 00, 01, 02, and 07 above are required to be converted to PDF. All other documents are required to remain in EXCEL format

If no project request is being submitted, a formal letter signed by the President must be submitted

\_\_\_\_\_  
Printed Name and Title of Contact Person

\_\_\_\_\_  
Email

  
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date