

NEW MEXICO HIGHER EDUCATION DEPARTMENT



MICHELLE LUJAN GRISHAM
GOVERNOR

STEPHANIE RODRIGUEZ
ACTING CABINET SECRETARY

2021 /FY23 ANNUAL CAPITAL PROJECTS SUMMER HEARINGS

Project Submittal Checklist

DEADLINE TO SUBMIT DOCUMENTS IS COB ON JUNE 1, 2021

- 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
- 06 - Status of all Closed Projects
- 07 – I&G Campus wide Space Verification Spreadsheet

Submittal Instructions:

When documents are ready to be submitted, send an email to Gerald.Hoehne@state.nm.us for a 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