

# NEW MEXICO HIGHER EDUCATION DEPARTMENT



SUSANA MARTINEZ  
NEW MEXICO GOVERNOR

DR. BARBARA DAMRON  
CABINET SECRETARY

## 2018/FY20 YEARLY CAPITAL PROJECTS SUMMER HEARINGS

### Project Submittal Checklist

**DEADLINE TO UPLOAD DOCUMENTS IS COB ON JUNE 1, 2018**

- 00 - Checklist
- 01 - Submittal Certification (Signed by Governing Board President and Institution President)
- 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 - Report of all Closed Projects
- 07 – Five-Year Master Plan

#### Submittal Instructions:

- Upload each document, including checklist, as a separate file to the HED FTP Site. A subfolder has been created within each IHE folder called “2018 Summer Hearing Documents”
- One (1) original color submittal, three hole punched, must be delivered to NMHED.
- Item 00, 01 and 02 above should be converted to PDF. All other documents need to remain in EXCEL
- If no project request is being submitted, a formal letter signed by the President will need to be uploaded

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Printed Name and Title of Contact Person

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Email

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Signature

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Date