

NEW MEXICO HIGHER EDUCATION DEPARTMENT



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GOVERNOR

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CABINET SECRETARY

2019/FY21 YEARLY CAPITAL PROJECTS SUMMER HEARINGS

Project Submittal Checklist

DEADLINE TO UPLOAD DOCUMENTS IS COB ON JUNE 3, 2019

- 00 - Checklist
- 01 - Submittal Certification (Signed by Governing Board President and Institution Chancellor/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 - Status of all Closed Projects
- 07 – I&G Campus wide Space Verification Spreadsheet

Submittal Instructions:

- Upload each document, including checklist, as a separate file to the HED FTP Site. A subfolder has been created within each HEI folder called "2019 Summer Hearing Documents"
- Name the documents the same as the naming scheme above
- Item 00, 01, 02, and 07 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

Printed Name and Title of Contact Person

Email

Signature

Date