

FY 2027-2031 ICIP Submission Checklist

Agency Name: _____

Agency Code: _____

REQUIRED Documentation for a Compliant Submission:

Email Agency Certification and Checklist, to ryans.serrano@dfa.nm.gov, with the following information completed:

- ☐ Agency Name
- ☐ Agency Code
- ☐ Digital Signature of Agency Secretary, Director or Manager with title listed
- ☐ Digital Signature of Board/Commission Chairperson, as applicable, with title listed
- ☐ Digital Signature of Contact/Preparer
- ☐ Contact Address
- ☐ Contact Phone Number
- ☐ Completed ICIP Submission Checklist (**check off boxes and email this checklist with the required agency certification**)

REQUIRED for a Compliant ICIP Submission:

- ☐ Enter ICIP Entity Information
- ☐ Ensure Agency contact information is complete
- ☐ Ensure Agency audit, budget and financial reporting information is complete
- ☐ **Enter ICIP Project Information**
- ☐ Ensure projects listed are only for the fiscal years 2027-2031 (July 1, 2026 – June 30, 2031)
- ☐ Ensure all prior year projects are deactivated or updated (**2026 projects are not to be listed and will not be considered**)
- ☐ Ensure year and rankings are consecutive (for example, do not skip a project rank by listing a 2027-001 project and a 2027-003 project without also including a 2027-002 project)
- ☐ Ensure all questions are answered and all fields populated
- ☐ Check grammar and spelling; this information is posted on the DFA website and shared with legislative agencies
- ☐ Ensure all project information is accurate, including but not limited to funding amounts, law language and project scope as this information is used to draft the appropriation language should it be included in a bill

Agency contact and project information must be entered into the ICIP database at www.state.nm.us/capitalprojects/ by Tuesday, July 1, 2025.
