FY2028-2032 ICIP Submission Check List

*NOTE: Do not submit the ICIP Submission Checklist with the ICIP submission documents. The sole purpose of the checklist to assist entities with proper ICIP submission requirements. Your whole Capital Improvement Plan will only be considered complete with the following completed on the CAPS website.

Entity Profile – Completion or updating of entity profile information.

Deadline: July 1st, 2026

- ☐ Address Information
- ☐ ICIP Officer, Chief Elected Official: name, telephone, email
- ☐ Planning Information
- ☐ Grant Information

Capital Project Detail

- ☐ Project Overview – Project Details, Project Contact, Class/Type/Subtype
- ☐ Project Location – Address, Coordinates or Map
- ☐ Legislative Language
- ☐ Scope of Work
- ☐ Responsibilities: Ownership, Operate, Fiscal Agent, Own Land, Own Asset, and Maintain
- ☐ Additional Questions: project importance, beneficiaries, sustainability
- ☐ Budget Info: Project Budget, Phasing Budget, Secured/Potential Funding Budget

ICIP Submission

- ☐ Prioritization: Year and Rank
- ☐ Check off "These priorities are complete and ready to submit to DFA" checkbox

ICIP Documentation Uploaded onto CAPS

- ☐ ICIP Resolution (or Letter for Tribal Entities)