

# Capital Improvement Plan Project Request Form

Project Title: \_\_\_\_\_

Prepared By: \_\_\_\_\_

Date Prepared: \_\_\_\_\_

Project Leader/Department: \_\_\_\_\_

Comprehensive Plan Goal: \_\_\_\_\_

Project Description

Schedule	Estimated Duration
Estimated Start: _____ Estimated End: _____	<input type="checkbox"/> One-Year <input type="checkbox"/> On-Going <input type="checkbox"/> Multi-Year    # of years: _____

Fiscal
Cost Estimate Derived From: <input type="checkbox"/> Actual Estimate <input type="checkbox"/> Limited Information <input type="checkbox"/> Based on Similar Projects <input type="checkbox"/> Not Supported

Total Project Cost						
Sources	Year 1	Year 2	Year 3	Year 4	Year 5	Total

Operating Costs						
The estimated annual cost of operating and maintaining the capital asset.						

**Sustainability**

Describe how the capital project contributes to the sustainability goals of the City.

**Methods for Measuring Outcomes and Performance**

Project Criteria		Yes	No	Points	Comments
1	Does the project preserve or improve public health, safety and welfare or is this project a federal or state mandate?	<input type="checkbox"/>	<input type="checkbox"/>		
2	Does this project promote recreational and/or aesthetic improvements?	<input type="checkbox"/>	<input type="checkbox"/>		

Project Criteria		Yes	No	Points	Comments
3	Is funding currently available?	<input type="checkbox"/>	<input type="checkbox"/>		
4	Does this project support economic development and/or tourism?	<input type="checkbox"/>	<input type="checkbox"/>		
5	Does the project improve service delivery or reduce maintenance costs?	<input type="checkbox"/>	<input type="checkbox"/>		
6	Does this project align with the Comprehensive Plan Goals?	<input type="checkbox"/>	<input type="checkbox"/>		
7	Does this project promote "sustainability" taking environmental impact into consideration?	<input type="checkbox"/>	<input type="checkbox"/>		

**Total**

\*cannot exceed 100 points \_\_\_\_\_