

Stoddard Capital Facilities Program

Worksheet Part 2; Submittal of new projects

GENERAL INSTRUCTION:

- CIP “capital projects” do not include routine operating and maintenance costs.
- They do include one-time and irregularly recurring purchase of land and equipment with costs in excess of \$3,000 with a useful life of at least 3 years.
- They may also include purchase of non-physical assets and services ...[see CIP Handbook Exhibit 2]... that will be paid for over time through bonded debt, capital reserve funds, lease agreements, etc.
- If a project is eligible for any federal or state grants, matching funds, or loans, indicate this on the form.
- Include all projects that you judge will be of benefit to the town in the time frames given in the note at the top of page 2.
- **Base your revised estimate on a population of 1820 people in the year 2026. This is an increase of 800 people over the present population.**
- **Use separate worksheets for each project. Attach additional sheets as necessary.**

Please be as specific as possible for all questions

Department: _____ of ___ Projects

Type of Project: ___ Replace or repair existing facilities or equipment
___ Improve quality of existing facilities or equipment
___ Expand capacity of existing service level/facility
___ Provide new facility or service capacity

Project Description: _____

Narrative Justification: _____

Service Area: ___ Municipality ___ School District
(check one) ___ Region ___ Road
___ Neighborhood ___ Other

Project Rationale: ___ Removes imminent threat to public health or safety.
(check all that ___ Alleviates substandard conditions or deficiencies.
apply) ___ Responds to federal or state requirement to implement.
___ Improves quality of existing services.
___ Provides added capacity to serve growth.
___ Reduces long-term operating costs.
___ Eligible for matching funds available for limited time.

Project Priority Class
(Check one)

Class I (Urgent)

Class II (Necessary)

Class III (Desirable)

Class IV (Deferrable)

Anticipated Project Start/Purchase Date:

NOTE: Give the specific year for projects in the 1- to 6-year time frame. Projects in the 7- to 10-year and 11- to 20-year time frames may simply be listed within those time frames if a specific date is not clear.

If a recurring purchase or project, what is the purchase cycle?
(e.g., new police cruiser purchased every eight years)

Cost Estimate: _____ Capital Costs (itemize as necessary) \$_____ Planning/Feasibility Analysis _____ Architecture & Engineering Fees _____ Real Estate Acquisition _____ Site Preparation _____ Construction _____ Furnishings & Equipment _____ Vehicles & Capital Equipment _____ Other _____ _____ Other _____ ===== _____ Total Project Cost	Sources of Funding (be as specific as possible) General Taxation Grant* from: _____ _____ Loan* from: _____ _____ Donation/bequest/private User fees & charges Capital reserve withdrawal Impact fee account Current revenue General obligation bond Revenue bond Special assessment Other: _____ ===== Total Project Cost \$_____
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***If funding will be provided through a grant or loan:**

Has the funding already been awarded? Y N

List any conditions or restrictions imposed by the grant or loan.

List any other municipalities and organizations associated with the grant or loan.

Funding Narrative: (Please share any other information available regarding this project or purchase.)

Please include any other available information about this project:

Form Prepared By: _____ _____ _____ _____
Name Title Date Phone