CIP REQUEST FORM INSTRUCTIONS

Directions: The bolded and italicized words below correspond with the parts that need to be completed on the CIP Request Form. Please do not alter in any way the format of the electronic CIP Request Form. Enter information only in the white areas of the CIP Request Form. The blank gray areas contain formulas that will automatically total your dollar figures.

Section 1: Background and Summary Cost Information

- *Project Title* – List the project title of the capital item.
- *Budget Unit #* -- List the budget unit's accounting I.D. #.
- *Budget Unit* – Name of Department or budget unit requesting capital project.
- *Functional Area* – Name of functional area of the department. Areas include:

-General Government	-Public Safety	-Stormwater
-Public Works	-Economic Development	-Electric Systems
-Culture and Recreation	-Wastewater Resources	-Internal Services
-Water Resources	-Aviation	-Public Housing
-Golf Course	-Public Transit	-Dedicated Transportation Funds

- *Priority Ranking* – Of the CIP requests submitted by the department, list the priority rank for each CIP submission. (**NOTE**: Electric and Water departments should priority rank projects within their fund. All other departments should priority rank projects within their department.)
- *Total Requested Funds* – Total amount requested for the CIP item (including any operating budget expenses outlined in Section III) (**NOTE**: Bundle capital items together on one request form only if 1) they are for the same project and each item by itself costs over $100,000 or 2) the group of items will be purchased together using a debt financing method. Example: New fire station and apparatus.)
- *Total Appropriations to Date*: - Enter the amount of money spent to date on the CIP project/item.
  - *Budget Year 1* – Amount of funding requested for the upcoming budget year.
  - *Year 2* – Amount of funding requested for the 2nd year of the CIP.
  - *Year 3* – Amount of funding requested for the 3rd year of the CIP.
  - *Year 4* – Amount of funding requested for the 4th year of the CIP.
  - *Year 5* – Amount of funding requested for the 5th year of the CIP.
- *Type of Project* –Click on the appropriate box to denote if the CIP item is "New," an "Expansion" or "Renovation" of an existing capital item, or for "Replacement" of an existing capital item. If the project requires land acquisition or right-of-way, please click on the "Land/ROW Acq. Required" box.

Section 2: Discussion on the CIP Request

**Please write all statements in complete sentences and proofread your entries.

Description of Capital Item – Concisely describe the capital item and the extent or scale of the item. This would include a description of:

- what is the capital item and its capabilities or characteristics, and
- the purpose of the capital item
- how large is the item or how much space does the item require – if the request involves the major renovations or expansions or construction of buildings

Justification; and Linkage to Council Goals, Envision Cabarrus, other Master Plans, or Dept. Goals & Objectives – Briefly state:

- the capital item's demonstrated need (If the demonstrated need is in the form of a legal mandate, state the timeline the mandate must be implemented.). In justifying the item, use of research studies/reports, statistics, and/or performance measurement and benchmarking information is preferred, and
- if the project is linked to any planning documents or statements.

History and Current Status; Impact if Cancelled or Delayed – Briefly state:

- background when the CIP request first appeared on the approved CIP (refer to CIP projects listed in the City's official budget document)

- if there have been any changes to costs or scope of the project since the first submission of the CIP request
- if the CIP request relates to any other CIP project,
- the current status of the project (for CIP projects that have been approved only in stages, not in entirety). What stages of the project have been completed? What stages remain? And,
- the impact if the capital item were cancelled or delayed.

Section 3: Project Costs

- In the corresponding fiscal year, type the estimated costs associated with the type of expenditure activity.
- If the capital item is planned to be started within the 5-year CIP window, but the total costs and project completion will not be carried out within the 5-years, type the remaining costs required to complete the item in the "Future $$" column. For example: if a $100,000 project is planned to begin in year 5 and $25,000 is spent in year 5, the remaining costs should be entered as $75,000 in the "Future $$" column.
- **The spreadsheet will automatically calculate cost totals at the bottom and right side of this section.**

Section 4: New or Additional Impact on Operating Budget

- In the corresponding fiscal year, type any new or additional operating budget costs that would be incurred with the capital request. Items that should be included are new employees needed to operate new equipment, new professional or consulting services needed to operate the capital item, additional materials and supplies needed to operate the capital item, and maintenance and fuel for the capital item.
- Each future year cost should be calculated with a 3.5% inflation factor.

The spreadsheet will automatically calculate cost totals at the bottom and right side of this section.

Section 5: Methods of Financing

- Type the Funding Source for the capital project (refer to the CIP policy for available funding options and consult the Finance Department if necessary) and the amount of revenue needed in the corresponding fiscal year.
- If the capital item is not planned to be completed within the 5-year CIP, type the remaining revenue – in the "Future $$" column – required to complete the capital item.
- **The spreadsheet will automatically calculate the revenue totals at the bottom and right side of this section.**
- **NOTE**: Revenues should equal expenditures for each fiscal year and for the entire capital item as a whole.
- **NOTE**: If a CIP request also incurs operating expenses, be sure to identify the non-debt method (refer to CIP policy) that will cover the operating expenses.

Section 6: Maps / Charts / Pictures

- Insert (copy and paste) any available items that aid in describing the capital item and/or its location within the city. Charts may also be used to better convey the demonstrated need.

Section 7: Comments for Other Depts.

- This section has been added for you to add any comments you may have for other departments related to this project. Use it to alert other departments where their work may be needed for project completion.
- Place any notes for Legal here, including the type of estate (Fee Simple, Easement, etc) and a description of property needs (acreage, location, etc).

Please use the following format when creating a file name for each CIP request:

[dept name] [budget unit]-[priority #] [project name].xls
Example: Aviation 4530-2 Apron Expansion.xls

Return CIP requests via email to Lesley Reder (Finance) by close-of-business: Friday, December 19, 2012