

Project Request Form Instructions

Project Request Forms are used to compile the Capital Improvement Plan. They explain and justify each project to city staff, elected officials, and the public. A separate Project Request Form should be completed for each project; however, multiple forms should be saved in one Excel workbook. Guidelines for each section of the Project Request Form are provided below.

Project Title – A name should be designated for the purpose of reference. It should be brief but should provide enough information to allow readers to distinguish between other similar projects. For instance, “Champ Clark and Hickman drainage improvements” would be better than simply writing “Drainage ditches.”

Department Responsibility – The department submitting the request should be noted.

Map – Where practical city departments should insert a small map or diagram showing the location of the project here.

Description – The description should provide sufficient detail to permit a full understanding of the nature and scope of the project by someone with little to no knowledge of the project. If the project is construction of a facility, the square footage and/or number of stories should be provided. A more detailed description of the location of the project and its relation to existing facilities or other proposed projects should also be provided.

Justification – Detailed reasons and rationale for the project should be provided. Statements of inadequacy must be supported by comparison with accepted standard practice. For instance, “...construction of fire station at this location will increase area of City reachable within IAFF standard response time of 6 minutes or less.”

Compliant with the Comprehensive Plan and/or other Master Plan – A check should be placed in the appropriate check box.

Expenditure Schedule – The various components of project implementation have been listed as well as the total cost, expenditure this year (if any), each year in the plan, and the cost beyond the last year of the plan. Estimate as closely as possible all costs necessary to complete the project. Estimates are to be on the basis of present costs and should be reassessed each year.

Planning costs include research or planning/feasibility studies needs for the project. Preliminary and final design and engineering plans for the project should be listed in the design component. Construction costs include all landscaping and inspections. Equipment costs reflect all miscellaneous equipment/furnishings to initially equip and furnish the facility.

Operational Impact – An attempt should be made to identify and quantify any net impact of the project on the operating budget for the year of the project and years following completion of the project.

Funding Schedule – Fill in appropriate blanks. List the proposed expenditures for each source of funds according to year. If a particular project is anticipated to have more than one funding source (i.e. local funds and federal aid), indicated all sources in the appropriate year blank.

Comments – Reference to surveys, engineering reports, Comprehensive Plan, etc. should be provided here. Also, any relationship to other projects should be noted here.

Project Score – This section will be completed by the Administrative Review Committee and will be the total score the project receives.