

TOWN OF CANDIA 2023-2028 CAPITAL IMPROVEMENT PROGRAM Project Request Form

This form is to be used to submit projects for consideration in the Town of Candia's 2023-2028 Capital Improvement Program update. When completing this form, please include any supporting documentation that may substantiate the need for the proposed project.

The Town of Candia defines a capital improvement project as having the following characteristics:

1. A cost of at least \$5,000;
2. A useful life of at least 5 years;
3. A non-operating and non-recurring expense (e.g. not a personnel or regular maintenance expense); and
4. Any project requiring bond financing.

Department:			
Prepared By:		Date Submitted:	
Project Name:			

Project Mandate:	<i>Is this project required under a contractual agreement or other legal mandate?</i>		Department Project Priority:	___ of ___ Projects
	<input type="checkbox"/> YES	<input type="checkbox"/> NO		

Narrative Justification (Explain the Purpose and Need for the Project):	
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	<i>Cost Component</i>	<i>Cost Estimate (Current Year Dollars)</i>
Project Cost:	Design (Engineering or Architecture)	
	Land (or Right-of-Way)	
	Construction	
	Equipment (or Vehicle)	
	Rehabilitation/Replacement of Building Components or Systems	
	Total Cost	

Source of Funds (Outside Funds):	<i>Will the project leverage funding aside from local property tax revenue?</i>		Source of Funds (Local Funds):	<i>What local funding sources would support the project?</i>
	<input type="checkbox"/> YES	<input type="checkbox"/> NO		<input type="checkbox"/> Town Budget
	<i>If yes, what is the outside funding source and the amount (e.g. State or Federal Grant)?</i>			<input type="checkbox"/> Capital Reserve
	Source: _____			<input type="checkbox"/> Bonding
	Amount: _____		<input type="checkbox"/> Impact Fees	<input type="checkbox"/> Enterprise Funds

	<i>Project Considerations</i>	<i>Explanation</i>
Project Context:	1. Does the project address an emergency or an urgent public safety need?	
	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	2. Does the project address a serious deficiency in a Town facility or service?	
	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	3. Would the project result in a long-term cost savings to the Town?	
	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	4. Would the project advance the goals or strategies outlined in the Candia Master Plan or Candia Transportation Plan?	
	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	5. Would there be costs or impacts if this project was not completed?	
	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	6. Are there alternative solutions to meet the purpose and need for the project?	
	<input type="checkbox"/> YES <input type="checkbox"/> NO	

Project Timeframe:	<i>When is this project needed?</i>	Preferred Project Schedule:	<i>What year should the project be scheduled?</i>
	<input type="checkbox"/> Immediately (2023)		
	<input type="checkbox"/> 1-2 Years from Now (2024-2025)		
	<input type="checkbox"/> 3-5 Years from Now (2026-2028)		
	<input type="checkbox"/> After 2028		

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Project Prioritization Process

The following process shall be used to evaluate and prioritize proposed capital improvement projects for inclusion in the Town of Candia's 2023-2028 Capital Improvement Program update.

Classification of Projects:

Classification	Description	CIP Inclusion
Committed (C)	A project that is required under a contractual agreement, regulation, or other legal mandate.	Yes
Urgent (U)	A project needed immediately to maintain public health or safety.	Yes
Necessary (N)	A project needed within the six-year timeframe of the CIP to maintain the existing level and quality of community services.	Yes
Deferrable (D)	A project with merit but not needed in the six-year timeframe of the CIP, or a project that requires further research/planning before CIP inclusion.	No
Inconsistent (I)	A project that does not merit inclusion in the CIP due to conflicts with community development goals or preferred alternative solutions.	No

Evaluation of Projects:

Any project deemed to be *Committed* shall be automatically included in the CIP. The determination of whether a project is *Urgent*, *Necessary*, *Deferrable*, or *Inconsistent* shall be based on evaluation/scoring of the project in accordance with the following seven criteria.

Criterion	Description	Points
Departmental Priority	Is the proposed project a high priority for the sponsoring Town Department?	5
Urgency	Would the project address an emergency or an urgent need to maintain public health or safety?	5
Correction of Deficiency	Does the project correct a deficiency in a Town facility or service that would result in operational efficiencies or improved capacity?	5
Cost Savings	Would the project result in a long-term cost savings to the Town relative to the status quo?	5
Alternative Solutions	Have alternative solutions to the project been proposed that are (or may be) preferable to the proposed project?	5
Planning Justification	Is the project consistent with the goals and strategies identified in the Town of Candia Master Plan, Transportation Plan, or other local plan?	5
Leveraged Funding	Would the project leverage State, Federal, or private sector funding to supplement (or supplant) local property tax revenue?	5
Total		35