

CAPITAL IMPROVEMENT PROJECT WORKSHEET INSTRUCTIONS

1 Submit a separate worksheet for each new capital project in each budget year.

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3 Submit new worksheets for projects you submitted last year, with any necessary changes, if those projects are still planned by your department. If the project is no longer planned, please inform the CIP committee

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5 Please indicate your department's priority ranking for each project.

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7 Check one "Primary Effect of the Project" and all appropriate "Project Rationale" for each project.

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9 Please provide a description and justification for each project. Your presentation should reflect the "Primary Effect" and "Project Rationale" as noted in #5 above and be detailed enough for the CIP committee to evaluate the project. Feel free to use a separate page and attach it to the worksheet with the department name at the top.

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11 Provide all "Cost Estimates" and "Impact on Operation & Maintenance or Personnel Needs" in current dollars, if possible. If you can't provide a dollar cost, please circle the area or areas of impact on the worksheet.

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13 Indicate all sources of funding. Describe any source noted as "other".

1 Sign and date the completed worksheet and return it to the CIP committee by November 16, 2009.