

TOWN OF MILLVILLE
CAPITAL PROJECT REQUEST FORM

Department: _____ Date Prepared: _____

Contact Person: _____ Phone Number: _____

1. Project Title: _____

2. Purpose of Project Request Form: _____ Add a new item to the Capital Program
_____ Delete an item already part of the Capital Program
_____ Modify a project already in the Capital Program

3. Department Priority: _____ **4. Location:** _____

5. Description: _____

6. Justification & Useful Life: _____

7. Cost & Recommended Sources of Financing:

BUDGET	FISCAL YEAR	TOTAL*	RECOMMENDED SOURCES OF FINANCING
Program year FY	_____	_____	_____
Program year FY	_____	_____	_____
Program year FY	_____	_____	_____
Program year FY	_____	_____	_____
Program year FY	_____	_____	_____
Program year FY	_____	_____	_____
TOTAL 6 YEARS		\$ _____	_____
After Sixth Year	_____		

If adjusted for inflation, indicate adjustment percentage here: _____

*Interest cost not included.

8. Net Effects on Operating Costs (±):

Direct Costs

Personnel: Number _____
Amount _____
Purchase of Service _____
Materials & Supplies _____
Equipment Purchases _____
Utilities _____
Other _____
Subtotal _____

Indirect Operating Cost _____
Fringe benefits _____
General Admin. Costs _____
Other _____
Subtotal _____
Total Operating Cost _____
Debt Service (P & I) _____
Total Operating Cost _____

9. Net Effect on Municipal Income (±):

Taxes _____
Other Income _____
Subtotal _____
Gain from sale of
replaced assets _____
Total _____

10. Submitting Authority:

Submitted By _____

Position _____

Date Submitted _____

CAPITAL PROJECT REQUEST FORM

INSTRUCTIONS FOR COMPLETION

The Capital Project Request Form requires the basic information required for each department's project request. It should be completed for each project whether it is for a new project, project modification, or cancellation of a previously approved project.

1. Project Title: Insert title of proposed project.

2. Purpose of Project Request Form: Indicate whether the project is a new project, a modification or cancellation.

3. Department Priority: Consider all projects being proposed by your department in the same program year. Assign a weight of 100 to the top priority project for each year. Rate all other projects proposed for the same year relative to the top priority project. For example, if projects A (100), B (95) and C (60) were proposed for a program year, the weight of "100" would be placed in Item 3 for project A. Also, in parentheses include the notation (1 of 3) to identify the project as the top priority of three proposed projects.

4. Location: Designate the location or boundary limits of the proposed project. If a site is required but has not been selected, this should be indicated; or, if a site is tentative, provide as much accuracy as possible. If not applicable, enter "N/A".

5. Description: Explain the nature of the project and indicate whether the project is to replace existing facilities, equipment or land, or is an addition involving an increase in service delivery. Describe the expected relationships of this project to existing or planned facilities and services, both public and private. Also, summarize the probable impact of the project on the environment or the municipality, if applicable. The description of land acquisition and construction projects should include dimensions, overall characteristics, unusual conditions, and any other pertinent information. Include references to any supporting studies or other relevant background information regarding this project. Attach additional sheets as necessary.

6. Justification and Useful Life: Indicate the need for the project and what it is expected to accomplish and its anticipated useful life. Describe its relationship to local, regional, state and federal policies and plans, as well as the requesting department's multi-year plans and program. Explain the priority assigned to this project, and the selection of the time period proposed. Include any other pertinent information and references to surveys or studies regarding the justification for the project not mentioned in Item 5 above.

7. Cost and Recommended Sources of Financing: Insert the appropriate fiscal year for the budget (1st Year) and each program year (2nd through 6th). Then, indicate the proposed project expenditures for each fiscal year in the six-year budget and program; and any expenditures beyond the sixth year (after Sixth Year). If adjustments are made due to inflation, indicate the rate used for this adjustment. List any recommendations for sources of financing including independent, joint or non-local financing sources. Such sources may include federal, state and regional authorities, the county, adjacent municipalities, civic organizations and private business. If the project's recommended source of financing involves special conditions or requirements, they should be indicated.

8. Net Effects on Operating Costs: Indicate the effect of the project on the operating expenditures for each category shown. Estimate the budgetary impact of each change, in dollars, if possible, otherwise indicate the change with a \pm in the project's first year. Changes in operating costs in subsequent years should also be noted if different from first-year changes. For personnel, show the estimated increase or decrease in the number of employees, and in salary or wage expenses. For purchase of services, show costs related to services received from suppliers, such as contract labor. Identify any entries for "other". Debt service costs may be computed later by the CIP Committee as an annual debt service cost (principal and interest) over the project's life.

9. Net Effects on Municipal Income: Indicate the effect of the project on municipal income in each category shown in terms of an increase or decrease (\pm) over the first year of the project's life. If possible, estimate the amount of change in income in subsequent years if substantially different from the first year. Income changes might be due to removal of property from tax rolls; a change in its assessed valuation; a change in fees or rents collected; or other causes.

10. Submitting Authority: The department head or other official representative should review, sign and date each Form.