

County of Gloucester, Virginia

Capital Improvement Plan Manual

Fiscal Year 2018 through 2022



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Reviewed By
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**FY2018-2022 CIP Development Team Members
And Others Assisting in the Process**

Name	Title
Garrey Curry	Assistant County Administrator for Community Development
Anne Ducey-Ortiz	Planning & Zoning Director
Brent Fedors	County Administrator
Brian Lewis	Engineering Director
Stephanie Tinsley	Financial Services Director
TBD	Director of IT & GIS

Introduction

The purpose of having a Capital Improvement Plan (CIP) is to assess the County's existing condition and identify needs which must be addressed to accomplish planning goals set forth by the Board of Supervisors (BOS). The CIP sets forth needs and priorities to coordinate the development of County facilities with anticipated funding sources, growth, and the community's ability to pay. It serves as a "blueprint" for the future of the community and is a dynamic tool, not a static document.

Having adequate public infrastructure is important to the effective and efficient delivery of services to the public. By saying where public schools, water or sewer lines, drainage and other improvements should be constructed, the County can encourage development in appropriate areas. "Appropriate" is used here to mean consistent with adopted policies and plans. This makes the CIP a key document in influencing and managing growth.

The CIP is also an important tool in ensuring efficient use of limited financial resources. The acquisition, construction, expansion, rehabilitation and upgrading of infrastructure constitute a major demand on the financial resources that must be planned for in advance and must be comprehensive. For these reasons, the County of Gloucester annually develops a five-year CIP Plan to define needs, set priorities, plan funding and anticipate impacts of proposed capital projects on the operating budget of the government. By reviewing anticipated revenues with anticipated capital needs, priorities can be established to ensure that essential public services can be continued and improved without interruption.

This document was developed to provide guidance to those requesting departments and agencies, as well as the County Administrator's CIP Development Team, on consistent and relevant criteria for review and prioritization of capital projects and to assist them in linking projects and priorities with needs and key County plans and/or strategies. These criteria are applied to each capital project request, whether a new request, amended request, or an update of a project with partial funding. While traditional criteria, such as safety, health and urgency, remain important, consideration should be given to County goals and strategic and other plans in determining funding priorities.

Legal Basis for the CIP

The CIP is prepared pursuant to Article 5 of Section 15.2-2239 of the Code of Virginia, as amended, which reads:

"A local planning commission may, and at the direction of the governing body shall, prepare and revise annually a capital improvement program based on the comprehensive plan of the locality for a period not to exceed the ensuing five years. The commission shall submit the program annually to the governing body, or to the chief administrative officer or other official charged with preparation of the budget for the locality, at such time as it or he shall direct. The capital improvement program shall include the commission's recommendations, and estimates of cost of the facilities and the means of financing them, to be undertaken in the ensuing fiscal year and in a period not to exceed the next four years, as the basis of the capital budget for the locality. In the preparation of its capital budget recommendations, the commission shall consult with the chief administrative officer or other executive head of the government of the locality, the heads of departments and interested citizens and organizations and shall hold such public hearings as it deems necessary."

Currently in Gloucester County, the CA's CIP Development Team prepares the CIP program with the Planning Commission reviewing it for consistency with the Comprehensive Plan.

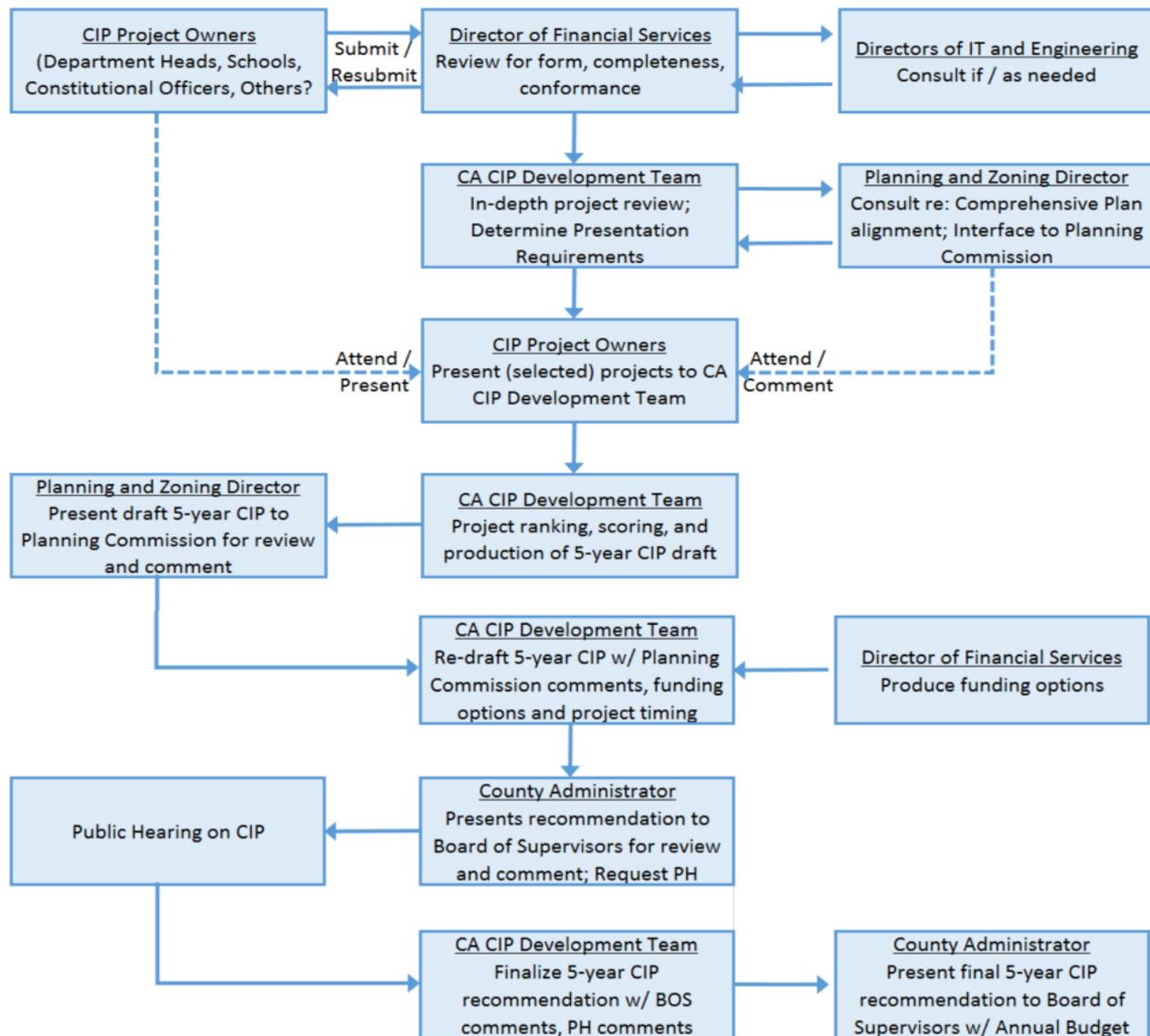
Following is the CIP in brief including key dates and highlights of the process, and a flow chart showing the overall process.



Key Dates in the CIP Development Process

Date	Responsible Party	Capital Improvement Plan Development Action Items
August 5, 2016	Director of Financial Services	Distribute FY2018-2022 CIP Submission Request Package
August 2016	Director of Financial Services	Provide any SharePoint Training
August 2016	Director of Financial Services	Create/revise CIP Procedural Guidelines for CA's CIP Development Team Review and Approval
August-September 2016	Directors of Engineering, IT, and Financial Services	Provide CIP creation and submission assistance
September 7, 2016	Dept Directors, State & Const Officers, & Schools	Submit CIP Project Requests for FY2018-2022
September 2016	County Administrator, Assistant County Administrator, Planning & Zoning, Engineering, and Financial Services Directors	Preliminary review of CIP Submission Requests, requesting any necessary revisions/clarifications from Dept Directors
September 2016	Director of Financial Services	Convene the team to develop the Proposed FY18-FY22 CIP; review and approve CIP Procedural Guidelines (initial mtg)
September 2016 thru October 2016	County Administrator's CIP Development Team	Continue development the Proposed FY18-FY22 CIP under the approved CIP Procedural Guidelines
November 3, 2016	County Administrator's CIP Development Team	5 Year CIP recommendation presented to Planning Commission
December 1, 2016	Planning Commission	Reviews recommendations and provides input on the Proposed 5 Year CIP (FY18-FY22)
December 2016	County Administrator's CIP Development Team	Revises Proposed 5 Year CIP (FY18-FY22) as necessary for recommendation to BOS
January 2017	County Administrator	Presents recommended 5 Year CIP (FY18-FY22) to BOS; Requests Public Hearing
February 2017	Board of Supervisors	Conducts Public Hearing, discussions, etc
February 2017	County Administrator's CIP Development Team	Revises 5 Year CIP (FY18-FY22) as necessary for submission with FY2018 Annual Proposed Budget
March 2017	County Administrator	Presents Final Proposed 5 Year CIP with FY2018 Proposed Annual Operating Budget
April-May 2017	Board of Supervisors	Approves 5 Year CIP Plan with Annual Operating Budget

Flowchart of Process for Review, Recommendation, and Adoption of the CIP



County Plans, Priorities, and Policies

Through the CIP, the BOS establishes its priorities for large-cost, long-term improvements to public facilities, such as schools, public buildings, parks and recreation facilities, as well as acquisition of technology systems and equipment. The CIP is coordinated with various County policies and governmental regulations as applicable to include:

- BOS' Policy – Debt Obligation Policy
- BOS' Policy – Fund Balance Policy
- BOS' Vision for 2035
- Commercial Site Plans
- Community Planning Initiatives and Projects
- Comprehensive Plan
- County Administrator's Policy – County Facilities Maintenance, Repair, and Replacement Fund

Policy

- Emergency Operation Plans (EOPs)
- Federal and State Government Regulatory Requirements
- Gloucester County Code
- Master Plans
- Storm Water Management Ordinance or related
- Sub-Area Plans
- Three Year Strategic Plan adopted June 2015
- Transportation Plans

Where possible, each project in the CIP should be linked to a BOS' priority, policy, or government regulation, and this linkage should be mentioned on each project detail page. The County's vision includes enhancing the infrastructure quality of our community and providing an environment and services valued by our citizens. The County's core strategies include achieving multiple positive outcomes and utilizing a quality approach. The development of the CIP offers an important opportunity to put adopted vision and core strategic priorities into action. To do so requires that the managing departments and agencies of the CIP continue to coordinate with one another and with other stakeholders in the development of their respective capital projects and programs to maximize opportunities for achieving multiple outcomes, and carefully evaluate and establish the appropriate level of aesthetics and quality for each project at the lowest possible cost. Such opportunities, undertaken in a coordinated manner, often have less overall cost and less overall disruption to the community, than if undertaken individually.

CIP Organization and Eligibility

Capital projects are arranged by priorities within the County's business areas to direct resources. The CIP document serves to communicate County priorities to the public via the capital budget development and public hearing process and through public access to the actual approved CIP document.

To qualify as a capital project or expenditure and be requested in the CIP, a project must fulfill the following requirements:

1. Have a minimum established cost of \$50,000 or be of such a significant nature as to prevent its being funded in the Operating Budget.
2. Be a major expenditure for:
 - a. Construction – Production of long-term assets, fixed works and structures, or additions, replacements and major alterations, either on a contractual basis by private contractors or by county work forces. Costs may include: planning and designing; grading, landscaping and other site improvements; relocation costs; and provision of equipment and facilities that are integral parts of a structure. If a project involves upgrades or renovation to an existing facility, it should substantially increase the value of the facility or substantially extend the life of the facility. Small capital acquisitions, or those with short life cycles, should be included in the Operating Budget. Construction excludes expenditures for normal repairs, recurring costs, maintenance and supplies (different from construction materials utilized by County forces) unless these cannot be readily segregated. Construction may include major repairs, such as building renovations if the work extends the useful life of the asset.
 - b. Purchase of Land and Existing Structures – Purchase of land and right-of-ways, title searches, and similar activities associated with the purchase transaction.

- c. Communications and Information Technology Projects – Equipment, major software applications and infrastructure improvements to develop or enhance the County’s communications, automation, and information capabilities.

NOTE: Projects designed for master planning or solely study and analysis should not be requested or included in the CIP, but should be requested in the Operating Budget. Likewise, maintenance, repairs or modifications, which do not increase the useful life of existing facilities do not qualify as capital projects and should be requested in the Operating Budget rather than the CIP. However, in some cases, it may be suitable to request that the acquisition of a major capital asset be considered as a capital project. The purchase of rolling stock should not be included as part of capital projects. The additional rolling stock needs of a new or expanded facility are considered part of the facility's on-going operations and should be requested through the operating budget along with any additional maintenance costs. This enables the County to better plan for items like vehicle purchases, track the fleet inventory, and plan for the maintenance needs of additional vehicles as increasing the size of the fleet impacts the County’s maintenance operations and budget.



Annual Funding Allocations and Additional Funding Appropriations for Projects

Within the five year CIP program, the only year actually appropriated by the BOS is “Year One” and is called the “Capital Budget” (see illustration below). Available funding for a project is comprised of appropriations from previous years (i.e., appropriations-to-date) and “Year One” funding. Resources in Years 2 through 5 are un-appropriated and are not available for expenditures. However, since land may be acquired, design work completed, or construction begun, it is recognized that projects for which partial funding is appropriated may be given higher priority for future funding than those projects with no appropriations. At the same time that appropriations occur, the estimated revenues or means of financing involving cash/pay-as-you-go, bonds, leases, or other debt instruments is authorized. These annual funding allocations may be increased by funds available through grants from State or Federal agencies or other newly identified sources of funding. Please ensure that the revenue supporting the project can be realized and that there is a written agreement of funding award from the grantor agency.

Illustration:

Programmed Funding	Available Funds		Non-Appropriated Programmed CIP Funding					
	Appropriated to Date	Budgeted Year 1 FY 20XX-XX	Year 2 FY 20XX-XX	Year 3 FY 20XX-XX	Year 4 FY 20XX-XX	Year 5 FY 20XX-XX	Year 6 FY 20XX-XX	Future Funding
7,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	0

Capital Budget ↗

Guideline #1: Establishing and Requesting New Projects or Additional Funding for Existing Projects

CIP projects are identified by Department and Agency Directors, State and Constitutional Officers, County Administrator, or through the Board of Supervisors or School Board requests. Each section is responsible for coordinating, managing, reviewing, and submitting requests to the Director of Financial Services within prescribed timeframes. While projects can be approved by action of the BOS any time during a fiscal year, the formal CIP development begins in July of each year and culminates in BOS' approval of the CIP typically no later than the following May for the next five-year period. Projects requested and approved out of cycle should be limited to emergencies or unforeseeable emerging trends for which action cannot be postponed until the next CIP development cycle.

Several steps are involved when establishing a capital project in order to provide sufficient information to decision makers. Please see Appendix A for the FY2018-2022 CIP Submission Packet for more details.

Guideline #2: Submitting, Reviewing, Recommending, and Adopting the CIP Plan

A budget is a spending plan that balances expenditures and available revenues over a fixed period of time. The CIP development process has numerous review stages before a project is approved by the BOS with expenditure authority. Participants and the processes employed in the review process are described below:

The Requesting Department or Agency can be any department or agency in the County or Schools. The requesting agency determines if the project meets the criteria of a capital project. If not, the agency should request the project through the operating budget. If uncertain, the agency should contact either the Director of Engineering or Financial Services for guidance.

The requesting agency provides information to the Director of Financial Services and the CA's CIP Development Team primarily to:

1. Describe and justify the project and its scope;
2. Provide cost estimates if available (if not, the Engineering Department will develop these);
and
3. Estimate the impact on future operation and maintenance resources.

If data cannot be provided within the budget development timeframe, the project request is deferred.

Also included in this group are Gloucester County Residents who can submit their ideas and recommendations for capital projects through ***SpeakUp Gloucester!*** on the Gloucester County website and/or by contacting County Administration, including Financial Services, Planning Commission, or through the scheduled Public Hearing. Residents' submissions will be referred to and involve the related department and/or agency to develop a formal CIP submission request if applicable.

The ***County Administrator's CIP Development Team*** exists and composition may vary from year to year. Generally, the team may include the County Administrator or his/her designee, Assistant County Administrator, Director of Planning and Zoning, Director of Engineering, Director of Information Technology, and the Director of Financial Services. The School Division has a

separate process, which involves requests that are approved for submission into the 5 Year CIP development process by the School Board.

The team is responsible for reviewing related policies and procedures and making any recommended changes prior to the start of the CIP budget development process. The team reviews the projects for eligibility, understandability and completeness of justification, and reasonableness of the capital and future operating cost estimates. The team discusses and evaluates potential funding options. Where appropriate, department and agency representatives attend specific team meetings to provide information about specific projects under consideration, clarifying any issues in the submissions, and verifies costs and funding sources. The team is also responsible for developing a Proposed 5 Year CIP that balances appropriations with estimated revenues for the five-year period, taking into account demands that projects may make on the operating budget in the future, and commitments for approved projects beyond the five-year CIP period. They provide a County-wide review of the submitted CIP project requests with the goal of providing the Planning Commission and the BOS with a prioritized list of recommendations. The team makes funding recommendations for a balanced (appropriations vs. revenues) Proposed 5 Year CIP.

The CA's CIP Development Team prepares the Proposed 5 Year CIP packet of submitted CIP projects with proposed funding sources. The Director of Financial Services is also responsible for providing an estimate of debt capacity and unassigned fund balance availability based on related policy requirements.

The **Planning Commission's** responsibility is to review the Proposed 5 Year CIP for conformity with the Comprehensive Plan. The Commission is to provide input and confirm that the Proposed 5 Year CIP will further the objectives and policies set forth in the Comprehensive Plan and not obstruct their attainment.

The **Board of Supervisors** makes the ultimate decisions about capital projects and their funding and must, by law, approve projects and any changes to supporting revenues. The School Board, in its capacity as an independently elected body, recommends a School capital program to the Board of Supervisors. The BOS, however, has responsibility for authorizing appropriations and, therefore, must give final approval to School projects as a part of the approved 5 Year CIP.

The BOS may add projects, defer or delete projects, approve new revenues or additional revenues, and may change the scope of a project. Approval occurs at the same time as the operating budget (early to mid-April), which means that the BOS must receive the recommendation for a 5 Year CIP before March of each year to allow adequate time for public hearings and BOS' study and deliberation. The BOS' acts on the recommendations from the Planning Commission, CA's CIP Development Team, and the public hearings.

Once a project is approved by BOS, it requires Board action to substantially change that project. This applies not only to increase funding but to the *scope and description* of the project as well. It is critical that requesting departments and agencies ensure the accuracy of project costs and information so that corrections are not needed after Board approval. If external conditions beyond control of the government (e.g., federal regulation change, change in the State budget) force a change in project scope or cost, these changes must be approved by the BOS. This should be done as soon as accurate information on the needed change is available, but must be done prior to procurement or contract amendment action is taken.

Guideline #3: Criteria for Prioritization

All projects must be prioritized. Fundamentally, every project should be evaluated by asking, “What difference will it make if this project is not funded?” This might include what customers (residents & business owners) will be affected by this project and what service will be impacted by this project. Since the CIP is a *long-term* plan to direct *limited* resources to the County’s *most critical* capital needs, the following questions also should be asked for each project: “Why this level or cost? Why this year or cycle?”

General Criteria for Prioritizing Capital Projects:

Consistency or Relationship to:

- Board of Supervisors’ Priorities
- Comprehensive Plan
- Financial Planning
- Legally Required/Mandated
- Operating Budgets
- Population Served
- Protection of Capital/Fixed Assets
- Public Health and Safety
- Public Support
- Relationship to Other Projects
- Standard of Service
- Strategic Plans or Goals
- Urgency or Need



Utilizing these criteria, each Requesting Department or Agency will rate their CIP project and submit as part of their proposed project. The CA’s CIP Development Team recommends a list of projects and funding mechanism based on the ratings within the 5 Year CIP. Also they may recommend reallocation of appropriations-to-date in existing projects to high-priority projects or provide “unused” and available resources for new projects. Please see Appendix B: Capital Project Prioritization Rating Standards.

Guideline #4: Funding Sources

The 5 Year CIP is a financial plan that forecasts the anticipated expenditures and approximate timing and source of funding for each project. The adoption of the 5 Year CIP does not appropriate funds, nor commits the BOS to any expenditure in fiscal years two through five. The first fiscal year is appropriated in conjunction with the Adopted Budget.

The relationship between the CIP and the operating budget is carefully considered during the operating budget development process. The CIP has three direct impacts on the operating budget:

1. Any projects funded with general fund resources must be evaluated and prioritized with other needs for the competing resources for that year;
2. Any project funded with long-term debt financing must be in compliance with the debt policy and must anticipate the impact of the repayment of debt service on current and future budget years; and
3. Operating life cycle costs from implementation, such as on-going staffing and maintenance costs.

The following are the typical CIP funding sources utilized by the County:

Connection/Development Fees: Public Utility fees associated with new water and sewer connections to obtain capacity in the utility system.

Fund Balance Assignment: Funds transferred from the General Fund that were classified as an assigned or committed fund balance and in excess of the unassigned fund balance required by County policy.

General Fund: Direct payments from the County's operating revenue.

Long-Term Debt: Provides current financial resources to governmental funds, while the repayment of the principal and interest of long-term debt consumes the current financial resources of governmental funds.

Prior Year's Balance - Asset Forfeiture: Asset forfeiture funds which have been received in a prior year and recorded as part of the General Fund's restricted fund balance which are being appropriated for use on an authorized judicial or law enforcement project.

Proffers: Cash proffers are only used to finance the related construction or public improvements for which the payments were received.

Revenue Bonds: Payments from the proceeds of the sale of Revenue Bonds. These bonds pledge the revenue generating potential of a facility or utility system.

State and Federal Grants: Payments from the State and Federal Government to provide facilities promoted by the State and Federal agencies.

User Fees: Public Utility or other fees paid by existing customers of the related services.

Guideline #5: Reporting on the Capital Budget

The County recognizes the importance of timely and accurate reporting on projects adopted in the capital budget. Leadership and citizens should all have the ability to review the status and expected completion of approved capital projects. The Director of Financial Services, in conjunction with project managers, provides periodic reports routinely on all ongoing capital projects. The reports compare actual expenditures to the original and revised budgets; identify level of completion of the project; enumerate any changes in scope of the project; and alert management to any concerns with completion of the project on time or on schedule.

Conclusion

The CIP is primarily a planning document. As such, it is subject to change each year as the needs of the community become more defined and projects move closer to final implementation. The adoption of the Capital Improvement Program is neither a commitment to a particular project nor a limitation to a particular cost. As a basic tool for scheduling anticipated capital projects and capital financing, the CIP is a key element in planning and controlling future debt service requirements. For this reason, the CIP includes some projects where needs have been defined, but specific solutions or funding amounts have not been identified. When adopted, the CIP provides the framework for the County Administrator and the Board of Supervisors with respect to managing bond sales, investment planning and project planning.

Appendices



Appendix A: The FY2018-FY2022 CIP Submission Packet

GENERAL INFORMATION

The purpose of this instructional package is to aid in the preparation and development of your department's five year projection of capital projects beginning with FY2018.

DEFINITION OF THE CAPITAL IMPROVEMENT PROGRAM (CIP)

The CIP is presented annually to the Planning Commission and the Board of Supervisors (BOS). The first year of the CIP is a combined capital and major maintenance budget and is a list of projects for implementation during the coming fiscal year. The CIP is updated annually as new needs become known and as priorities change. It is possible that a project with low priority can remain in the CIP longer than five years as more important projects appear and move ahead of it for quick implementation. Conversely, a project may be implemented more quickly than originally planned due to changing priorities.

DEFINITION OF A CIP PROJECT

The CIP process provides for the identification, planning, reviewing and budgeting of capital projects. A CIP project is a major expenditure of \$50K or more that is of a fixed nature or long life of 5 years or more and adds to the net assets of the County. \$50K indicates total project or unit cost. For example, if a project requires \$15K each year for five years, the total cost is \$75K; therefore, the project should be included in the CIP. CIP projects fall within one of the following categories:

A. Capital Project - New construction, equipment and/or infrastructure investments or enhancements. These projects get reviewed by the County Administrator's CIP Development Team. Please use the "CIP Project Request Form."

1. Land acquisition or lease;
2. Acquisition or improvement of property with a total cost exceeding \$50,000, and a useful life of five years or more;
3. Major additions to public buildings with a total cost exceeding \$50,000, and a useful life of five years or more;

Some examples of capital projects are: new sewer lines, parks, libraries, waterlines, and new or major additions school or county buildings.

B. Capital Maintenance Project - Major repairs, replacements. Please use the "CIP Project Request Form."

1. Replacement equipment exceeding \$50,000, with an expected life of five years or more;
2. Building renovations, roof or HVAC repairs or replacements exceeding \$50,000 with an expected life of five years or more;
3. Any other capital investments to maintain current facilitating programs that exceed \$50,000 and have an estimated life of five years or more.

Some examples of capital maintenance projects are: roof replacements; refurbishments of existing facilities; replacement of large construction vehicles; parking lot paving/repaving; and HVAC replacement/repair.

Non-CIP/Capital Outlay Projects - Recurring maintenance, repair, and replacements and do not meet the definition of a CIP project. CIP Project Request Form is NOT required. Please submit with Departmental Operating Budget.

1. Replacement of vehicles and equipment under \$50,000 with an expected life of less than five years.
2. General maintenance, repairs, replacement under \$50,000 with an expected life of less than five years

Appendix A: The FY2018-FY2022 CIP Submission Packet

Some examples of Capital Outlay are: Sheriff and County vehicles, replacement of an HVAC unit, an office renovation.

Engineering or planning studies that are directly linked to a specific capital project are part of the cost of that project. Such engineering studies should be included in the project request of which they are a part. Other studies and plans can be major expenses of a nonrecurring nature, but are not County assets in the sense of a building; they will be given special treatment. They are generally not listed in the CIP, but are shown in the Operating Budget.

DEPARTMENT RESPONSIBILITIES

A Department Director is responsible for submitting proposed projects that are to be included in the CIP.

Departments should only submit the following:

New projects that have not received funding in prior CIPs

Projects included in the adopted CIP with updates (such as change in dollar amount requested, change in year of anticipated expenditure, change in project description and/or design) and submitted on the revised forms conforming to the new procedure requirements

All capital projects are to be submitted electronically on the attached forms uploaded to the SharePoint site.

Appendix A: The FY2018-FY2022 CIP Submission Packet

GENERAL DIRECTIONS FOR THE CAPITAL IMPROVEMENTS PROGRAM REQUEST FORMS

The attached forms are used when a CIP project is requested to be included in the County Budget and within the 5 Year CIP Plan. Please complete the CIP Project Request Form(s) for capital or major maintenance projects. The information on these forms will be used to evaluate and assign priorities to all requests. Since there is never enough money to do everything, some projects may be excluded in the first year Capital or Capital Maintenance Budgets or even in the five-year CIP. It is very important that the forms are accurately and COMPLETELY (all pink areas) fill out and project justifications are completed as described below to ensure that the request will receive a fair review relative to other requests. If not completely filled out, forms will be returned to the Department Director to complete missing information. One file and any additional informational attachments for the projects are to be electronically submitted per departmental budget unit by uploading to the department's folder on SharePoint and contain all the requested projects (each with its own Project Tab and if necessary Additional for Project Tab).

CIP PROJECT REQUEST FORM INSTRUCTIONS

The CIP Project Request Form presents all the basic information required for each individual project to be considered. All projects must be identified separately, and the applicable forms (tabs labeled-ProjectName & Add for ProjName-if needed) completed for each one. For example, for water system improvements, each waterline should be considered a separate project. Before starting, you may want to copy the blank project form tab for the number of projects to be submitted. To do so, right click on the tab->select Move or Copy->select (move to end)->check Create a Copy->click OK. To change the tab's name, right click on the tab->Select Rename->enter in the name of the project->click Enter.

In order to begin entering information into a pink field on a tab, the password is - edit

1. DATE OF SUBMISSION: Enter date of submission.
2. CHECK BOXES: Check (X) whether project qualifies as Capital Project or Capital Maintenance (see General Information).
3. PROJECT TITLE: Enter name of proposed project. Example: HVAC Replacement.
4. PROJECT LOCATION: Suggested location of proposed project. If the purchased item, equipment or constructed facility will remain at a physical address, provide the address and existing facility name if known. If site selection is required, provide details in the space provided or in the project narrative.
5. COUNTY/SCHOOL: Identify whether this is a project for the County or the Schools.
6. DEPT NAME & BUDGET UNIT #: Insert dept name and corresponding 16-digit budget unit number (no dashes).
7. CONTACT NAME/PHONE/EMAIL: Enter name and contact information of person who is the main point of contact regarding this submission.
8. DEPARTMENT PRIORITIZATION RATING: The form has been revised to incorporate the new rating criteria adopted during the FY2017-2021 CIP development process. The Criteria Ratings tab provides an explanation of each criteria based on the selected rating of 9, 6, 3, or 0. Please fill in the rating number for the criteria in the columns for each project submitted.
10. PROPOSED SCHEDULE/COST: Complete each blank requested. Dollar amounts should be in Current Year dollars. Please round to the nearest thousand dollars, ie if a cost is \$158,788, enter \$159,000. If you have any questions, please contact the Director of Financial Services.
 - a. Enter the proposed starting and ending dates for construction, updates, or improvements.
 - b. Useful Life of Facility/Equipment: Enter how long is facility or equipment anticipated to be used for.
 - c. Design/Engineering Cost: Include any design and engineering costs, including feasibility studies, preparation of site plans or building plans and pre-development studies (such as natural resources or archaeological studies).

Appendix A: The FY2018-FY2022 CIP Submission Packet

- d. Construction/Equipment Cost: Include cost to purchase land, build and equip/furnish the proposed project.
- e. Previous Funding/Fiscal Year: Amount funded previously through CIP or other means and in what year the funding was received.
- f. Annual/Recurring Costs & Recurring Revenue Generated: Enter what the estimated operating budget expenses will be annually (such as maintenance, staffing, and future capital outlay like furnishings and technology that are not planned for installation with initial construction), and how much revenue is anticipated to be generated by the proposed project annually.
- g. Capital Cost/Funding Analysis: Enter the amounts requested and proposed financing/funding method for each year over the next five years in the capital budget.

11. PROJECT NARRATIVE/JUSTIFICATION:

- a. Indicate whether the project is mandated (Yes/No), Mandating Agency, and whether the Agency is Federal, State, or Local.
- b. Every narrative needs to start of with a statement of need for the project and what it is expected to accomplish. Quantify the benefits. Give a detailed explanation whether the project is to replace existing facilities and land or is an addition involving an increase in service delivery. A description of buildings or land acquisition projects should include function, dimensions, overall characteristics, unusual conditions, and any other pertinent information. Directly identify and describe its relationship to regional, Local, State, and Federal policies and plans, as well as the requesting department's own multiyear plans and program. Specific County/Department Goals and Objectives should be cited.
- c. Indicate and quantify any alternatives that might meet the needs indicated for the proposed projects and why they were rejected in favor of this proposed project-ie cost/benefit analysis.
- d. Indicate and quantify what the consequences would be on services if the project is not funded. In addition, if the project is located or serves areas outside Gloucester County, clear justification is especially critical. Please include the operating costs for the current equipment or facility as compared to the cost of proposal. For example, the existing building requires frequent electrical repairs and heating and cooling costs are excessive (quantify \$\$). A new building would realize operating savings within XX years of completion. Another example would be duplication of efforts with existing software and new software would result in fewer labor hours and decreased labor costs.
- e. Outline any potential liabilities that need to be prepared for with doing or not doing this project.
- f. If additional information not requested would be helpful in understanding the project, please provide it.
- g. If more space is needed than beyond what is visible for each question, either use the space for Item 5 or the space available in the Add for ProjName sheet renaming the tab to the correct project name. Be sure to reference which item the information is intended to complete. **Your entire answer needs to be completely visible in the available space on the form itself.**

12. ATTACHMENTS: Indicate title of any additional attachments or web links related to the project submission, including any plans referenced in the narrative above, specifying any particular section and/or pages of the document that is in direct support of the project. If any feasibility or other studies have been completed in association with a submitted project, please submit copies as an attachment to the application. **Please include photo(s) and a location map to help us understand the project and its relationship to other projects.**

FAQs for CIP Submission Requests

If a project was included in an out-year of the most recent CIP (FY2017-2021), do I need to submit that project for funding again?

Yes, you should submit a project every year that it needs funding, regardless of what was planned in the previous CIP. It is particularly important to submit this year due to the revised forms to include the criteria ratings and additional justification requirements.

If a project was approved for funding but revised funding is required based on new information, do I need to submit that project for funding again?

Yes, you should submit with any updated information and/or additional options as priorities and needs change and on the revised form requests following the revised processes and procedures.

If a project was not recommended for funding, should I re-submit that project for funding again?

Yes, you should submit with any updated information and/or additional options as priorities and needs change and on the revised form requests following the revised processes and procedures.

Do I submit technology improvement projects request using these forms?

Yes, they will go through an evaluation process that will include the Director of IT & GIS.

What if I don't know how much funding I need?

Depending on type of project, contact the Engineering Director, IT Director, and/or Purchasing Director for assistance and recommendations. Requests with no budgets will not be considered for funding. It is critical that the submitted budgets are accurate. Make all requests in today's dollars. The Director of Financial Services will adjust for inflation for projects requested in out years.

Would I still submit a CIP request form if my project is estimated above \$50K but does not meet the definition of a Capital Improvement?

When in doubt, consult with the Engineering Director, IT Director, or Director of Financial Services or complete the form and submit by the due date indicated. The CA's CIP Development Team will review and determine whether it is CIP eligible or return to the Department Director to re-submit as part of their operating budget under Capital Outlay.

Can I submit a project after September 7, 2016?

The date for submissions is a hard deadline. The 5 Year CIP information is being routed early to allow all departments ample time to draft their submissions. The CA's CIP Development Team will need all requests in on time in order to evaluate and complete their recommended 5 Year CIP to the Planning Commission and subsequently to the BOS for their consideration.

How are the projects prioritized for funding?

The CA's CIP Development Team will set the prioritization criteria each year. However, you can generally expect the following items to be considered:

- a. Comprehensive, Strategic Priority, or other approved plan alignment

Appendix A: The FY2018-FY2022 CIP Submission Packet

- b. Critical, time-sensitive, needs
- c. Mandate compliance
- d. Major maintenance issues
- e. Projects with revenue-generating and/or cost reduction potential
- f. Improvements that support economic development
- g. Changes in policy or community needs

How do I submit my project for consideration?

See the Instructions tab. If you still have questions, contact the Director of Financial Services.

Do I fill out the forms for projects in out years?

Yes, you will need to fill out a project submission form for each project you are projecting to start and request funding for during this cycle (FY2018, FY2019, FY2020, FY2021, and FY2022).

How do I make changes to areas on the form not in pink?

Areas outside the pink cells are protected and not editable. If you have a question or suggested change about an area please contact the Director of Financial Services.

When I try to enter information into the pink cells, a pop-up appears indicating a password is needed to unprotect the cell. What is the password to unprotect the cell?

The password is - edit. You may need to re-enter the password after each save.

When I try to enter information into the pink cells, a pop-up appears indicating to unprotect the sheet. What is the password to unprotect the sheet?

Be sure the cursor is in the formula bar when you enter and/or delete information. This may only be necessary for those cells that are merged (one cell going across multiple columns and/or rows). If there is still a problem, please contact the Director of Financial Services.

How do I expand the fields to see my complete answers in the justification?

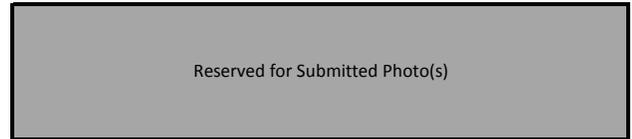
The portion of your answers that are not visible within the form area available will need to be either copied to the available space for item 5 or to the Add for ProjName sheet. Please be sure to reference the question that the additional information is completing.

CIP PROJECT REQUEST FORM

Gloucester County, Virginia

General Project Information

Date of Submission	
Capital Project-New or Expansion	
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	



Project Title										
Project Location								County/School?		
Department Name						Budget Unit # (16-digit)				
Contact Name/Phone/Email										
Criteria Priorities	Public Safety	Legal Mandates	Protect Capital	Adopted Plans	Service Standard	Population Served	Public Support	Financing	Operating Budget	
Dept Rating										

Proposed Schedule/Cost

Date Improvements Begin		Date Improvements Complete		Useful life (in years)	
Design/Engineering Cost		Construction/Equipment Cost		Previous Funding Amount	
Annual/Recurring Cost		Recurring Revenue Generated		For What Fiscal Year	

Capital Cost/Funding Analysis	FY18	FY19	FY20	FY21	FY22	Total FY18-22	Costs Beyond	Total Project Costs
Proposed Capital Costs						\$ -		\$ -
Financing								Total Project Financing
General Fund Operating						\$ -		\$ -
Enterprise Fund Operating						-		-
Fund Balance						-		-
Debt						-		-
Grant-Federal						-		-
Grant-State						-		-
Grant-Local						-		-
Proffers						-		-
Other Sources						-		-
Total Capital Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Variance-over (short)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
calculation error								-

Project Narrative/Justification	Mandated?		Mandating Agency	
Please read the instructions on the required justifying information needed.		Federal/State/Local?		

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	
3) Indicate and quantify what the consequences would be on services if not funded.	
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	
5) Additional information you wish to provide that would assist in the evaluation process.	

Attachments (list):	

CIP PROJECT REQUEST FORM - CONTINUATION

Gloucester County, Virginia

Project Title	
Project Narrative/Justification	

Appendix B: Capital Project Prioritization Rating Standards

Criteria/Rating	9	6	3	0
Public Safety	Project is needed to alleviate existing health or safety standard	Project is needed to alleviate potential health or safety hazard	Project would promote or maintain health and safety	No health or safety impact associated with project
Legal Mandates	Project is required by law, regulation, or mandate, but can wait for the proposed FY	Project is required by agreement with another jurisdiction	Project would address anticipated mandates or other legal requirements	Project benefits Gloucester only and is not externally required
Protection of Capital	Project is critical to saving structural integrity of existing facility or extending life of the existing asset	Project will repair important systems	Project will improve asset or defer future expenditure	No existing asset involved
Consistency with Comprehensive or Other Plans	Project is directly consistent with the County's Comprehensive Plan or other adopted plans and policies	Project is somewhat consistent with County's Comprehensive Plan or other adopted plans and policies	Project is inconsistent with the County's Comprehensive Plan or other adopted plans and policies	Not applicable (Project is not addressed in the County's Comprehensive Plan or other adopted plans and policies)
Standard of Service	Project would improve or provide a higher standard of service	Project would make possible new services or projects	Project would maintain the current standard of service	Could have negative impact on standard of service
Population Served	Project would benefit all citizens or areas	Project would benefit a large percentage (more than 50%) of citizens	Project would benefit some citizens (10%-50%)	Project would benefit only a small percentage of citizens or a particular area (less than 10%)
Public Support	Project has need and strong political support	Project has been identified as a need and has moderate support	Project has been identified as need but lacks support	Project has not been identified by citizenry as a need
Financing	Project revenues will support project expenses	Non-county revenues have been identified and applied for	Potential for non-county revenues exist	No financing arrangements currently exist
Operating Budgets	Project will result in decreased operating costs or decreased debt service	Project will have minimal or no operating, debt service, and maintenance costs	Project will have some additional operating/personnel additions or debt service payments	Project will require significant additions in operating/personnel costs or debt service payments

