



Capital Improvement Plan (CIP) Funding Request Instruction Packet

Introduction

The Capital Improvement Plan (CIP) is a five-year financing and construction/acquisition plan for projects that require significant capital investment. It is a short-term planning tool used for the implementation of the City's long-term goals. The plan identifies projects and major capital needs along with their costs; ranks them by priority; develops yearly schedules for each project's expenses and matches the City's capital needs with a funding source or sources. Each year, the CIP must be updated and extended one year into the future so that it remains a five-year plan.

Each locality establishes its own criteria for capital projects. For the City of Hampton, a capital project must have a minimum cost of \$50,000 and a life expectancy of at least five years. If you have multiple projects that fall below this minimum, group them into one submission that meets or exceeds \$50,000. Projects can include any of the following: acquisition, improvement or maintenance of facilities, equipment and/or services. All of these projects are classified into one of seven Council Strategic Priority Categories. If grouping projects into one submission to meet the minimum, ensure they identify with the same Council priority:

- Economic Growth
- Educated and Engaged Citizenry
- Family Resilience and Economic Empowerment
- Good Government
- Living with Water
- Placemaking
- Safe and Clean Community

Submission Instructions

Please follow the directions on the next two pages as the directions explain how to fill out a project sheet for submission. Projects that were deferred to the Unfunded List last year **may be reevaluated regarding costs and submitted again if departments wish for them to be reconsidered**.

- ✓ **Deadline:** Noon on Monday, August 15, 2021
- ✓ **Format:**
 1. Save each project submission as one file. Each file should be saved and submitted in the following format: **Department No. - Project Name**
For example: Dept 120 – Council Strategic Priorities.xls
 2. **ALL FUNDING REQUESTS** must be submitted in Excel. Use the form provided.
- ✓ **Submit inquiries and funding requests to:** budget@hampton.gov



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Header Information

1. **Council Strategic Priority:** Please select the appropriate category from the drop-down box that indicates how the project aligns with the Council’s Strategic Priorities:
 - ✓ **Economic Growth** – generating the resources necessary to support the services the community desires and produce quality jobs for our citizens.
 - ✓ **Educated and Engaged Citizenry** – partnering with the School System, Hampton University, Thomas Nelson Community College and other formal and informal educational providers to keep, develop and attract a talented citizenry that will have a positive impact on their community and be able to succeed in the global economy.
 - ✓ **Family Resilience and Economic Empowerment** – addressing poverty in ways that support individuals and families.
 - ✓ **Good Government** – attracting, retaining, developing and rewarding high quality public servants that are committed to being stewards of community resources and trust, providing great customer service and demonstrating the highest level of ethical conduct.
 - ✓ **Living with Water** – addressing coastal resiliency, reoccurring flooding, waterways and environmental sustainability while enhancing our tax base and quality of life.
 - ✓ **Placemaking** – creating vibrant and authentic places that reflect and celebrate the unique culture, history and character of our community.
 - ✓ **Safe and Clean** – ensuring that all Hampton citizens and businesses are safe, healthy and secure in their persons and property.
2. **Project Title:** List the name of the capital project.
3. **Status:** Please select the appropriate category from drop down box:
 - **New Project** – This is a newly submitted project.
 - **Existing Project** – This project is currently in the FY 2022-2026 CIP and there are no changes in the level of funding. An example would be the “Neighborhood Stormwater Improvements” project that is funded annually at the same level. {See Attachment A-FY22-26 CIP}
 - **Existing-Revised Project** – This project is currently in the FY 2022-2026 CIP, but requires changes and/or edits to the funding level.
 - **Resubmitted (previously unfunded) Project** – This is a project that was previously submitted, but not approved for funding and is currently on the Unfunded List. {See Attachment B-Unfunded List}. Ensure all information has been updated before resubmitting.



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Section I ~ Project Contact Information

1. **Contact:** List the name of the Project Manager or point of contact for the project.
2. **Department:** List the name of the requesting department/agency/group.
3. **District:** Please select the appropriate neighborhood district in which the project is located from drop down box. {See Attachment C-Neighborhood District Map}
4. **Contact No.:** List the business phone number of the Project Manager or point of contact for the project.

Section II ~ Project Description/Scope and Photo

1. **Project Description and Scope:** In less than 400 characters, please be sure that the following are included:
 - a. **Description** of the capital item (tell what it is) and its capabilities/characteristics. Do not use this space to “justify” the project.
 - b. Explanation of the purpose of the capital item.
 - c. If the request involves major renovations, expansions or construction of buildings, please include description of the size of the item and/or how much space the item requires.
 - d. If applicable, include project history, current status, and/or impact if cancelled or delayed.
 - e. Please ensure proper spelling and grammar. Do not create bulleted lists. If acronyms and/or abbreviations are used, you must ensure that the acronym and/or abbreviation is first.
2. **Project Map/Photo:** Insert (copy and paste) any available image that will aid in describing the capital item or its location within the City.

Section III ~ Project Expense Categories

1. All new submissions should focus on FY26 (Year 5) and beyond, unless there is a need for funding in earlier planned years.
2. In the corresponding fiscal year, type the estimated costs associated with the type of expenditure activity.
 - FY 2023 – Amount of funding requested for the upcoming budget year
 - FY 2024 – Amount of funding requested for the 2nd year of the CIP
 - FY 2025 – Amount of funding requested for the 3rd year of the CIP
 - FY 2026 – Amount of funding requested for the 4th year of the CIP
 - FY 2027 – Amount of funding requested for the 5th year of the CIP



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Section IV ~ Funding Source(s)

1. Type the funding source(s) for the capital project, if known, and the amount of revenue needed in the corresponding fiscal year.
2. Revenues should equal expenditures for each fiscal year and for the entire capital item as a whole.

Section V ~ Project Status

1. Please provide the current status of the project. If there is no available update or status related information, please enter the following text – **There is no status to report for this project.**

Section VI ~ Impact on Operating Budget

1. Please include any new or additional operating costs to be incurred with the capital request. Costs should include, but are not limited to the following: positions (salary, benefit costs); professional or consulting services; additional materials; equipment and supplies; repair and maintenance; fuel; etc.
2. Each future year's cost(s) should be calculated to include a 2% inflation factor.
3. Please include any anticipated savings or revenues expected as a result of this project request.