



For Internal Use

Project ID: _____

New Facility Upgrade existing facility Both

Project Title: _____

Location: _____

Date: _____

Person/Entity Submitting Request: _____

Proposed Schedule: _____

Proposed Improvements Begin: _____

Proposed Improvements Completed: _____

Useful Life of Facility/Equipment: _____

Estimated Project Cost (attach copy of cost breakdown)

Included in Park District Board's Current Capital Improvement Plan? Yes No

Project Narrative

The purpose of the narrative is to explain the proposal and provide an understanding of the life cycle cost (which is the sum of all recurring and one-time costs over the full life span of the project). Please attach narrative addressing the following, submit additional material as needed, including copies of engineering or feasibility studies.

- a) Current condition/situation.
- b) Requested change/project description.
- c) Need for the project, benefit, and why is this the optimal solution.
- d) Recurring and one-time costs.
- e) New revenue for the Park District.
- f) Funding sources outside of the Park District.

Evaluation Questions for Capital Projects

Questions	Y	N	Comments/Supporting Details
A. In General			
1. Is the project in conformance with and supportive of the goals, strategies, and actions set forth in the Park District Strategic Plan.	<input type="checkbox"/>	<input type="checkbox"/>	
2. Does the project support objectives addressed in the Park District or City of Dickinson sponsored service plans, master plans, or studies?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Does the project relate to the results of a citizen survey.	<input type="checkbox"/>	<input type="checkbox"/>	
B. Quality of Life			
1. Does the project increase or enhance educational opportunities?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Does the project increase or enhance recreational opportunities and/or green space?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Will the project mitigate blight?	<input type="checkbox"/>	<input type="checkbox"/>	
4. Does the project target the quality of life of all citizens or does it target one demographic? Is one population affected positively and another negatively?	<input type="checkbox"/>	<input type="checkbox"/>	
5. Does the project preserve or improve the historical, archeological and/or natural heritage of the community? Is it consistent with established Community Character?	<input type="checkbox"/>	<input type="checkbox"/>	

6. Does the project affect traffic positively or negatively?	<input type="checkbox"/>	<input type="checkbox"/>
7. Does the project improve, mitigate, and/or prevent degradation of environmental quality (e.g. water quality, protect endangered species, improve or reduce pollution including noise and/or light pollution)?	<input type="checkbox"/>	<input type="checkbox"/>
C. Infrastructure		
1. Is there a facility being replaced that has exceeded its useful life and to what extent?	<input type="checkbox"/>	<input type="checkbox"/>
2. Do resources spent on maintenance of an existing facility justify replacement?	<input type="checkbox"/>	<input type="checkbox"/>
3. Does this replace an outdated system?	<input type="checkbox"/>	<input type="checkbox"/>
4. Does the facility/system represent new technology that will provide enhanced service?	<input type="checkbox"/>	<input type="checkbox"/>
5. Does the project extend service for desired economic growth?	<input type="checkbox"/>	<input type="checkbox"/>
E. Impact on Operational Budget		
1. Will the new facility require additional personnel to operate?	<input type="checkbox"/>	<input type="checkbox"/>
2. Will the project lead to a reduction in personnel or maintenance costs or increased productivity?	<input type="checkbox"/>	<input type="checkbox"/>
3. Will the new facility require significant annual maintenance?	<input type="checkbox"/>	<input type="checkbox"/>
4. Will the new facility require additional equipment not included in the project budget?	<input type="checkbox"/>	<input type="checkbox"/>
5. Will the new facility reduce time and resources of Park District staff maintaining current outdated systems? This would free up staff and resources, having a positive effect on the	<input type="checkbox"/>	<input type="checkbox"/>
6. Will the efficiency of the project save money?	<input type="checkbox"/>	<input type="checkbox"/>
7. Is there revenue generating opportunity (e.g. user fees)?	<input type="checkbox"/>	<input type="checkbox"/>
F. Timing/Location		
1. When is the project needed?	<input type="checkbox"/>	<input type="checkbox"/>
2. Do other projects require this one to be completed first?	<input type="checkbox"/>	<input type="checkbox"/>
3. Does this project require others to be completed first? If so, what is magnitude of potential delays (acquisition of land, funding, and regulatory approvals)?	<input type="checkbox"/>	<input type="checkbox"/>
4. Can this project be done in conjunction with other projects?	<input type="checkbox"/>	<input type="checkbox"/>
5. Will there be a negative impact of the construction and if so, can this be mitigated?	<input type="checkbox"/>	<input type="checkbox"/>
6. Will any populations be positively/negatively impacted, either by construction or the location?	<input type="checkbox"/>	<input type="checkbox"/>
7. Are there inter-jurisdictional considerations?	<input type="checkbox"/>	<input type="checkbox"/>
8. Does the project use an existing Park District or controlled site or facility?	<input type="checkbox"/>	<input type="checkbox"/>
9. Does the project preserve the only potentially available/most appropriate, non- Park District owned site or facility for project's future use?	<input type="checkbox"/>	<input type="checkbox"/>
10. Does the project use external funding or is a partnership where funds will be lost if not constructed?	<input type="checkbox"/>	<input type="checkbox"/>

Requestor's Signature
