

**City of Americus  
Capital Improvements Program  
Instructions**

A capital improvement for these purposes is anything with a **useful life of over one year and a value of \$5,000 or more.** Please refer to the following instructions when filling out the request sheet. If an item is not applicable, please write N/A.

1. Department. Write the full name of the department in which this will be budgeted.
2. Project Title: Write the full name of the item, the structure, or the project being submitted.
3. Location: Write the location of the capital improvement project.
4. Submitted by/title: Write the name and the title of the person submitting the forms. The Department Head must always approve each submittal.
5. Departmental Priority: Circle the priority that applies to the submittal.  
A\*@ means that the project is necessary and immediate.  
AA@ means the project is necessary, but not necessarily immediate.  
AB@ means that the project is necessary but not for the most current year.  
AC@ means that the project needs further study.
6. Departmental Goal/Objective: State the Departmental goal/or objective this project will accomplish or assist in accomplishing.
7. Estimated Cost: Include a complete breakdown of the total project cost and include the total. Check your mathematics.
8. **Suggested means of financing project: Do not leave this blank. It is very important for you to explain how the project is to be financed. Be very complete. If you say Grant money, specify which grant and how much and if this has been applied for.**
9. Estimated Construction/Purchase Date: The date entered here should be the month and year that you anticipate beginning construction or purchasing the capital item. This will be for future years only.
10. Detail Project Description: Include a very detailed description of the project. The more detail the better. If you need to attach a separate sheet to describe the project, do so. Do not include the project justification in this area; it will go in number 18.
11. Annual maintenance and operating costs: Include the projected maintenance and additional operating expenses related to the project.

12. Estimated Life of the project: State how many years the project will be in operation, before it must be replaced or discontinued. For Example, if it is a vehicle, follow the vehicle replacement policy recommendations.
13. Future Expenditures not included in the project cost: If you anticipate any other costs associated with the project such as salaries and wages of new manpower requirements. Or any other costs not listed in number 7 or number 11.
14. Will the project generate revenues? If the completion or initiation of this project will generate revenues, write yes and include the estimated amount of the annual revenues generated.
15. Workload absorbed by existing personnel? If this project will require the addition of manpower, write no. Specify completely what additional manpower will be required. Also include the annual estimated cost of the staff. Provide a breakdown of the salary, benefits, and tools such as uniforms and office supplies necessary.
16. Will other facilities be abandoned? Answer yes if this is a vehicle that will replace another vehicle or if the project will abandon an existing structure.
17. Will the project affect other City departments? Answer yes, if it will affect the operation of another department. Write in the name of the other department affected.
18. Project Justification: Write a detailed reason for approving this project. Be specific rather than general. Use this area as the place to sell the project to the governing body.

Note: Upon completion of the Capital Request Form, please forward the appropriate forms and any backup documents related to the request to the Finance Department for inclusion in the Capital Improvement Plan