

**BFO Kickoff**

**FY 2021-2025**

**Capital Improvement Program**

# Capital Definition

The CIP includes projects that:

- » have a **useful life** greater than 1 year; **and**
- » **cost** at least \$50,000.

Each year, the City produces a five-year plan for its capital investments. The first year of this plan is the **fiscally-constrained capital budget**.

# Capital Budget Phases



**Website: [bfo.chattanooga.gov](http://bfo.chattanooga.gov)**

# Pre-Submission: *Due 11-18-19*

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- » Project Name
- » Department/Agency
- » Project Description [400 words or less]
- » Importance of Project and Why
- » \$ request for FY 2021
- » Expected Outyear Funding
- » Total Project Cost Estimate
- » Expected In-Service Date
- » Results Area
- » Capital Project Type
- » Useful Life

## Initial Submission: *Due 1-3-20*

- » Pre-Submittal Data will prefill
- » Additional requirements for Initial Submission Phase
  - » Basis of Cost Estimate
  - » Cost Center Number for Existing Projects
  - » Impact on Operations
  - » Project Address
  - » Detailed Description
  - » **Letter of Support from City Department [for external offers only]**

## Final Submission: *Due 2-21-20*

- » Data will prefill from Initial Offer Phase
- » Final Phase requirements same as Initial
- » Attach any documents that may assist the Review Team
- » Review Final Offer and Submit

# CIP Committee

Projects will be reviewed and scored by a **Capital Improvement Committee**, consisting of the administrator/designee(s) of each department responsible for planning and implementing capital projects.

## BFO - Capital

The CIP Committee and capital planning staff will work within fiscal parameters that ensure **long-term fiscal sustainability** in consultation with Finance & Administration.

# Capital BFO Process

- » Pre-submission for FY21- 11/18/2019
- » Recommendations/feedback from CIP Committee
- » Initial Submission for FY21- 1/03/2020
- » Review and recommendations by CIP Committee
- » Final Submission + Review by CIP Committee- 2/21/2020
- » Mayoral review
- » Finance review of available funds for proposed projects
- » Council workshops, Council approval

**THANKS!**

**Any questions?**

Contact us at:

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