

PUEBLO OF LAGUNA
CAPITAL IMPROVEMENT PLAN
PROJECT QUESTIONNAIRE
VEHICLE, EQUIPMENT, LAND PURCHASES
revised March 4, 2013

Villages Only: You may fill out Part One (only) and submit it to the Planning Program as a preliminary project worksheet. Planning and or Public Works program staff will contact you to schedule a meeting to discuss your project and work to fill out Parts Two, Three, and Four. You may also complete Parts Two, Three, and Four on your own if you wish, and submit the entire questionnaire to the Planning Program. Please feel free to add separate attachments if you need additional space to adequately respond to the questions.

Departments, Entities, and Outside Agencies: Fill out Parts One, Two, Three, and Four, and submit all of them to the Planning Program. Please feel free to add separate attachments if you need additional space to adequately respond to the questions.

PART ONE: GENERAL INFORMATION / VILLAGE PRELIMINARY FORM

1.1. What kind of project is this? Check one. (Use other form for planning, design, and construction projects)

- Vehicle purchase
 Major equipment purchase
 Land/property/realestate purchase

1.2. What is your title for the project? _____

1.3. Who (village, department, entity, agency) is submitting this project (the "project sponsor")? _____

*For projects submitted directly by the POL government, the department (not program) must be the sponsor. You may also make note of the program.

1.4. Who is authorized to discuss and approve the project on behalf of the project sponsor?

Name: _____

Home phone: _____

Cell phone: _____

Work phone: _____

E-mail: _____

1.5. Where will the project be located or used? Please be detailed. _____

1.6. What do you plan to do? What is the scope of work for this project? See the CIP policy and procedures regarding eligible projects.

1.7. Why is the project needed? What problems would it help solve? What would the benefits of the project be? See the CIP policy and reference materials for a listing of potential benefits. Please note that information on these benefits is used to rank projects for funding, so it is important to include all likely benefits.

For village preliminary project worksheets only:

1.8. Signature of authorized point of contact, and date: _____

Staff use only Date form submitted: _____

PART TWO: PROJECT READINESS

2.1. What is the history of the project? For example: What other solutions to the problem have been tried but failed, and why did they fail? If the project was proposed a long time ago but never started, why not? If it was started but never completed, why not? If there have been major changes in the project scope, what were they and when did they occur? If this is a new project, state "new project."

2.2 What planning has been done for this project? For example, what kind of community input, feasibility studies, prioritization, sketches or conceptual designs have been done? Is this project included in a village comprehensive plan, approved Pueblo of Laguna plan, or other plan adopted by another entity or agency? Completed planning is considered part of "project readiness," which affects the ranking of projects for Pueblo of Laguna funding for other phases.

2.3. If the project is for vehicle or equipment purchase, where will the vehicle or equipment be stored when not in use?

2.3.a. Is there an existing storage facility for the vehicle or equipment?

2.3.b. If there is no existing storage facility for the vehicle or equipment, do you have funding for a storage facility? If not, you may wish to submit a project questionnaire for an associated storage facility.

2.3.c. If a new storage facility is required, where will it be located? Have approvals to use the land been obtained? From whom, and when? Please provide any documentation that may be available regarding approvals. Approvals for land use are considered as a part of "project readiness," which affects the ranking of projects for Pueblo of Laguna funding.

2.3.d. If a storage facility is required, are infrastructure connections needed for that storage facility? If yes, has a determination been made that infrastructure is available and adequate? By whom, and when? Please see the reference materials regarding types of infrastructure to consider. Please provide any documentation that may be available regarding infrastructure availability. Availability of infrastructure is considered as a part of "project readiness," which affects the ranking of projects for Pueblo of Laguna funding.

2.4. If the project is for a land or real estate purchase, have the land, buildings, or other property been assessed for environmental concerns, utilities, transportation access, structural stability, building code violations, or other concerns? For what, by whom, and when? Please provide any documentation that may be available regarding assessment. Assessments are considered as a part of “project readiness,” which affects the ranking of projects for Pueblo of Laguna funding.

2.5. If the project is for a land or real estate purchase, has an appraisal been completed? By whom, and when? Please provide any documentation that may be available regarding appraisal. Appraisals are considered as a part of “project readiness,” which affects the ranking of projects for Pueblo of Laguna funding.

2.6. What other work has been done on this project already?

2.7. Is this project associated with a new program (not already funded)? How many new employees will be required? How have these positions been approved and funded? Provide details regarding who approved the positions and when. Ability to operate programs associated with the project is considered as part of “project readiness,” which affects the ranking of projects for Pueblo of Laguna funding.

2.8. Who else has been or will be involved in this project, and for what reasons? Coordination is considered when projects are ranked for Pueblo of Laguna funding.

2.9. What are some potential negative impacts if the project *does* occur, and how will they be prevented or minimized?

Note that this does *not* refer to negative effects *if the project does not happen*. This is intended to show that project sponsors have thought through risks of projects and ways of reducing those risks. See the reference materials regarding some possible negative impacts. Adequate attention to possible negative impacts is considered when projects are ranked for Pueblo of Laguna funding.

2.10. Are there any other capital projects associated with this project? For example, a storage facility for a vehicle or equipment. Coordinating projects can affect funding leverage. Leverage is considered when projects are ranked for Pueblo of Laguna funding.

PART THREE: FUNDING

3.1 Please fill in the following table regarding estimated costs and the source of the estimate. See the reference materials regarding definitions and types of costs for each of these project elements.

	How much will this cost?	What is the source of this estimate?
Assessment of land/property/real estate	\$	
Appraisal of land/property/real estate	\$	
Purchase - vehicle, equipment, land/property/real estate	\$	
Installation of equipment	\$	
Contingency	\$	
TOTAL	\$	

Please attach additional budget information, if available. You may include quotes or budget estimates for vehicle and equipment purchases.

3.2. Does this project already have some funding available? No Yes

If yes, please answer the following questions: a) What is the funding source? b) How much is available? c) If the funds are not available yet, when will they be made available? d) Are there any limitations on how the funding can be spent? For example, only for planning and design? e) Are additional funds still needed? **If there are multiple sources of available funding, please provide information on each source.**

3.3. Have any other applications for funding been submitted, but responses not received yet? No Yes
Please include funds which can reasonably be expected, for example, funds which available from federal or state agencies (e.g., BIA, BOR, State Fire Marshall) on a regular basis, but which have not yet been fully awarded, in your response to this question.
If yes, please answer the following questions: a) What is the proposed funding source? b) How much was requested? c) Are there any limitations on how the funding can be spent? For example, only for planning and design? d) When do you expect a decision from the funding source? e) If funds are awarded, when will they be available? f) If this funding is awarded, will additional funds still be needed? **If multiple applications have been submitted, please provide information on each.**

3.4.a. Are you requesting funding through the Pueblo of Laguna Council? (through the CIP) No Yes

3.4.b. If yes, how much are you requesting? \$ _____

3.4.c. If yes, how many projects are you (the project sponsor*) submitting for funding? _____

3.4.d. Out of all those projects, what priority or rank is this project? (1 = top rank) _____

*For projects submitted directly by the POL government, the department (not program) must be the sponsor.

3.5. Is there any in-kind funding or support available for the project? If yes, provide details. For example, the project sponsor may be requesting funding to purchase equipment and offering to construct storage using village labor.

3.6. Do you have ideas about other sources of funding for the project? List possible sources.

3.7. If this project will purchase a vehicle or equipment, who will operate the vehicle or equipment? _____

3.8. Who will maintain the vehicle, equipment, or land/property/real estate? _____

3.9.a. Who will pay for the operations and maintenance (O&M) of this vehicle, equipment, or land/property/real estate? _____

3.9.b. Are there current O&M costs? (e.g., for existing equipment)? No Yes

3.7.b.1. If yes, what are the current annual costs? \$ _____

3.7.b.2. If yes, will the existing operations and maintenance costs decrease (e.g., due to vehicle improvements), increase (e.g., due to more equipment), or stay the same? _____

3.9.c. What will the annual O&M costs be associated with this purchase? \$ _____

PART FOUR: CERTIFICATION

4.0. As the authorized point of contact for the sponsor of this capital improvement project, I certify that this form represents the project to the best of my knowledge, and that we fully intend to proceed with the project as it is described in this form.

Printed Name and Title

Signature and Date

Staff use only

Date form submitted:
