

**CAPITAL PROJECT SUBMISSION MATERIALS**  
**Submission Form 1 (Page 1) – Capital Project Request & Justification**

**FY 2012-16 CIP**      **Capital Project Request & Justification**

**(Insert Project Title Here)**

Department/Division:

Project Manager/Contact:

Departmental Priority:     Urgent                       Necessary                       Desirable

Project Status:             New Project Request             Planned/Programmed Project  
                                  Active Project                       Previously Requested/Not Approved

Project Category:         Creating a Safe and Secure Community  
                                  Maintaining and Improving Our Public Infrastructure  
                                  Enhancing Our Quality of Life Through Recreational Opportunities  
                                  Providing Efficient and Effective Services to all Citizens, Employees, Businesses and Visitors to Spartanburg County  
                                  Maintaining a Healthy Community and Environment

Est. Start Date: \_\_\_\_\_ Est. Completion Date: \_\_\_\_\_

1. Project description and location *(Please attach a map if applicable):*
  
2. Project justification and scope:
  
3. Please indicate how this project will benefit residents, visitors, businesses or county employees:
  
4. Please indicate if this project addresses a mandate established by Federal, State, or Local law/regulation *(Please attach copy of law/regulation if applicable):*
  
5. Please indicate if this project needs to be coordinated with other capital projects. Please identify the projects and state the relationship among projects:
  
6. Basis of Cost Estimate:
  - Cost of Comparable Facility or Equipment
  - Rule of Thumb Indicator, Unit Costs
  - Cost Estimated by Engineer, Architect, or Vendor (attach quote)
  - Preliminary Estimate
  - Ball Park "Guesstimate"

**Spartanburg County, SC**

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6A. Additional Cost Estimate Information (if applicable):

7. Other than existing Spartanburg County Funds (i.e. General Fund, Stormwater Fund, Road Maintenance Fee, etc.), please identify any potential funding sources that you are aware of to support this project.

8. Please identify the additional staffing and operating needs for this project (if any) when completed.

9. If this is an existing project, please provide an anticipated status report as of January 1, 2011.

10. Please provide any additional information you feel may be of importance in the consideration of this capital project.

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**Spartanburg County, SC**

**CAPITAL PROJECT SUBMISSION MATERIALS**  
**Submission Form 2 – Financial Information**

<b>(TYPE NAME OF PROJECT HERE)</b>							
	<i>PRIOR FUNDING</i>	<b>FY 2011/12</b>	<b>FY 2012/13</b>	<b>FY 2013/14</b>	<b>FY 2014/15</b>	<b>FY 2015/16</b>	<b>TOTAL FY 2012-16</b>
<b>Project Expenditures</b>							
Planning/Design							-
Engineering Fees							-
Land/ Right-of-Way Acquisition							-
Construction							-
Capital Materials & Equipment							-
Technology Expenditures							-
County Staff Costs							-
Other							-
<b>Total, Project Expenditures</b>		-	-	-	-	-	-

<b>Additional Operating Impact</b>		<b>FY 2011/12</b>	<b>FY 2012/13</b>	<b>FY 2013/14</b>	<b>FY 2014/15</b>	<b>FY 2015/16</b>	<b>TOTAL FY 2012-16</b>
<b>Expenditures</b>							
Personnel (Salary and Benefits)							-
Operating Expenditures							-
Capital Outlay							-
<b>Total, Additional Operating Impact</b>		-	-	-	-	-	-
<b>Total, Cumulative Operating Impact</b>		-	-	-	-	-	-

Full-Time Equivalent Positions (FTEs)							0.0
<b>Cumulative FTEs</b>		0.0	0.0	0.0	0.0	0.0	0.0

**ADDITIONAL NOTES**