

## Attachment A – Project Call Sample Notification

The following notification is sent out to departments at the beginning of the annual CIP update. For departments that did not submit projects the previous year, the language is modified slightly for clarity.

The FY 19/20 update to the Capital Improvement Plan has started. There are no major changes to the process this year. Minor process adjustments have been made to help create a more informative final document.

- The Project Worksheet (PW) has been revised to remove duplicate or unused fields.
- A list of questions accompanies the PW to help guide the project description and justification narrative.
- Government Alliance on Racial Equity (GARE) questions are included, which relate to the GARE review categories introduced last year.
- Every project must include applicable Annual Operating & Maintenance Costs. A description of these costs should be provided in the “Ongoing Budget Impact/Other Comments” field.
- The CIP will summarize the changes in the overall project list from year to year. If projects (funded or unfunded) are discontinued in the CIP, please provide a brief explanation as to the reason (project is complete, new department priorities, etc).

The Project Worksheet and a list of your department projects included in the current year CIP are attached. If you want to update a current project you do not need to resubmit all the information in the PW. Please complete the Project Name and Project # fields and any fields you wish to update. If changes to the name or project number are needed, please note these changes in the description field and I will update accordingly. Fields for current CIP projects that are left blank will not be changed from the current CIP version.

All project worksheets are due by November 2. Once I have received your projects and the CIP is updated, I will send a draft project list for your review.

New unfunded projects will be reviewed by RMA staff and added to the current unfunded priority rankings. The GARE cohort will also review projects for consistency with County racial equity goals.

The Draft CIP will be reviewed by the Capital Improvement Committee, Budget Committee and Planning Commission before going to the Board of Supervisors for final approval with the budget. Please contact me with any questions you may have about the CIP process. I am here to help.