CIB Project Proposal Form

Thank you for your interest in the Saint Paul Capital Improvement Budget.

Please respond to each question listed below. If it does not apply to your project, state that it is not applicable. The questions are designed to correspond with how projects will be scored by citizen task forces.

Please do not submit the proposal until it is complete. You may copy and paste text directly from Microsoft Word, but please note that some formatting (like bullets) will not translate well.

You will present your proposal to a CIB task force in March or April, and you may distribute additional material then. All proposers will be sent presentation instructions in February.

Section A – Background Information

Project Title:

Proposing Agency, Group, or Individual:

Proposer's Address:

Contact Person:

Phone Number:

Primary E-mail Address:

Address or Cross Streets of Proposed Project:

Citizen Participation District(s):

City Council Ward(s):

Please indicate that you are aware of the City's public art ordinance. Text of the ordinance may be viewed online at http://www.stpaul.gov/DocumentCenter/Home/View/12228.

Yes No

Please provide a short (50 words or less) description of your project:

Which category best describes your project?

Community Facilities

Streets and Utilities

Residential and Economic Development

Section B – Narrative/Long Description

Please describe the project. Provide pertinent information, using the following questions as a general guide:

- Why is this project important?
- Is there any historical context we should be aware of?
- What does this project accomplish? What problem is it trying to solve?
- Will this project occur in phases or stages? What are they?

Section C – Fit with Evaluation Criteria

1) *For all projects.*

Project importance. Consider criteria such as (but not limited to):

- Project stabilizes the structural or mechanical integrity of an asset
- Project improves or creates an asset that is currently in high use or demand
- Project improves or creates an asset to meet new demand
- Project improves the functionality of an asset

2) *A. For Community Facilities and Streets and Utilities Projects Only.*

Safety concerns. Consider criteria such as (but not limited to):

- Project remedies pressing life safety issues that pose a danger to the community
- Immediate action is needed to address critical safety issues
- Project addresses code violations or other mandates or legal requirements

B. For Residential & Economic Development Projects Only.

Residential and Economic Benefit. Consider criteria such as (but not limited to):

- Improves the City's housing stock
- Project creates or improves job opportunities
- Project improves business development
- Project improves safety

3) *For all projects.*

Demonstrated commitment. Consider criteria such as (but not limited to):

• Continued funding is needed to deliver expected services or to preserve an asset
• Project leverages outside funding
• Project has been proposed in previous cycles
• Proposal demonstrates evidence of community collaborations or partnerships
• Project demonstrates community support and organizational commitment

4) *For all projects.*

Community benefit. Consider criteria such as (but not limited to):

• Project significantly benefits a neighborhood, district, area, or city as a whole
• Project enhances livability by improving quality of life or property values, providing unmet needs, improving safety or accessibility, etc.
• Project improves aesthetic appearance of an asset or area through landscaping, public art, lighting, signage, or other design features

5) *For all projects.*

Long-range impact. Consider criteria such as (but not limited to):

• Project's impact on future operating costs (both increases/decreases)
• Project exceeds standards in environmental sustainability
• Project provides tangible return on investment
• Project is included in City-approved plan
• Project maintains an asset with historical significance
• Project demonstrates ability to achieve stated outcomes