

## Capital Application Preparation Checklist

Project Name \_\_\_\_\_

Date Application Completed \_\_\_\_\_



1	Proper signatures in place?	Are the Mayor and CAO's or Contact Signatures on page 6?	
2	Correct amount requested?	Are the calculations correct? Is the lowest quote selected? Is the inflation rate (7%)? Is contingency rate (15%)? Is PST the only tax included?	
3	Is all documentation included?	Infrastructure Audit <sup>1</sup> Business Case <sup>2</sup> Letter of Support <sup>3</sup> Study or Design <sup>4</sup> Quotes <sup>5</sup> Reports <sup>6</sup> Orders <sup>7</sup>	
4	Current resolution included?	Resolution number on page 6 and resolution for the application attached (Not the 5 year plan resolution)	
5	Meet vehicle replacement guidelines?	See Appendix F10-A LGMP	
6	Within definition of municipal services?	See Appendix F1-B LGMP	
7	Meet other departmental policy requirements?	See LGMP	
8	In the five year plan?	Current 5 year plan attached? – contact communities exempt	
9	Are the questions outlined in the project assessment form answered completely as far as the following is concerned?  <b><u>Strategic Planning</u></b> Sustainability of infrastructure Cost efficient/cost effective Cost sharing options Only option to provide service Supporting documentation Attachments (to include such items as the required copies of quotes, diagrams, improvement orders, infrastructure audits, housing waiting lists, copies of applications to other funding agencies, etc.) Benefit to growth/development Number of residents/communities warranted  <b><u>Need</u></b> Is this an emergency, legal liability, prior commitment, critical? Has your answer been justified?		
<b>Notes:</b> 1. Infrastructure audit: required for building repairs, upgrade or replacement 2. For vehicles or infrastructure not currently on the community's inventory 3. Required if the application states the project will benefit other communities or organizations or census figured used 4. Required for subdivisions, major earthwork projects, new building construction or major upgrades 5. Minimum two quotes or one quote and proof of attempt to get second quote 6. OFC reports required for building upgrades involving building code requirements etc. 7. WSH, Manitoba Health, ODW, CWS, etc written orders to community			