

Date Prepared: _____

Town of Harvard
Capital Request Form -- Updated May, 2019
Fiscal Years 2021 – 2025

Request/Project: _____ Amount: \$ _____

Fiscal Year: _____

Requestor: _____ Dept: _____

Please use additional pages, if necessary, to provide complete information for items below

General Description of Project and Benefit to Town:

1. Is this a: Replacement New or Expanded Program Study

2. Why is the Project being requested?

- Emergency or protection of public safety Legal Mandate
 Efficiency/Cost Savings Other (note & explain below)

Please explain why it fits into above category:

3. Please explain how this project is consistent with the Town's priorities (for example. helps achieve a Select Board goal, project need revealed by Town survey, consistent with Master Plan, or other).

4. Is this project eligible for a grant or other alternative non-tax revenue funding? If so, what is the grant source, amount potentially available and the application timing?

If no, then why not?

5. If this is a cost savings show assumptions, savings, and payback (either ROI or years):

PLEASE MAKE SURE YOU HAVE ANSWERED ALL QUESTIONS OR NOTED 'N/A' IF NOT APPLICABLE

6. How will the cost savings be measured and reported?

7. If this is a replacement, can the current asset be repaired? What would the cost and life of the repair be? Why is it advantageous to replace?

8. Will on-going annual budgets increase or decrease if this project is approved? Consider anticipated annual maintenance or other expenses required by this project: (eg – maintenance contract price, software upgrades if applicable, etc)

9. What is the basis for the amount you are requesting? Include a quote or estimate and the source.

10. If approved, how many of the Town's residents will this project regularly serve:

--Over 50% of residents

--Between 25% and 50% of residents

--Project will be used intermittently or serve less than 25% of residents.

Please include your calculations and assumptions.

11. Detailed Project Description: include major elements, overall measurements, precise location of where project will be located and pictures, if available. (for current year requests only)