

# CAPITAL IMPROVEMENT PLANNING

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# THE CAPITAL IMPROVEMENT PLANNING PROGRAM (CIP)

## BEGAN WITH THE OKLAHOMA STATE CAPITAL IMPROVEMENT PLANNING ACT OF 1992 (HB 2375)

- Established a statewide, Long-Range Capital Planning Commission to “...advise and assist the Legislature in providing for capital facilities in this state...”
- CIP represents 25+ years of state support benefiting over 400 Oklahoma communities since inception.
- CIP Project activities are traditionally contracted between participating communities and their local Council of Governments (ACOG)
- The CIP Program enables municipalities to inventory and plan for the management of capital assets, plan for community development, perform environmental and historic preservation studies, etc.

# CIP PROCESS GOALS

## CIP EFFORTS SUPPORT EFFECTIVE PLANNING BY:

- Reducing management effort by providing [a standardized and comprehensive understanding of the municipality's capital assets](#) to decision-makers. Tools provided by the CIP process assist municipal leadership in prioritizing and justifying capital improvements.
- Reducing infrastructural maintenance effort by providing all municipal personnel with [a standardized and comprehensive understanding of asset locations and associated asset characteristics](#). Tools provided by the CIP process assist municipal personnel in the maintenance and improvement of capital assets, reducing duplicated field effort and the potential for construction project conflicts.

# CIP PROCESS TASKS AND DELIVERABLES

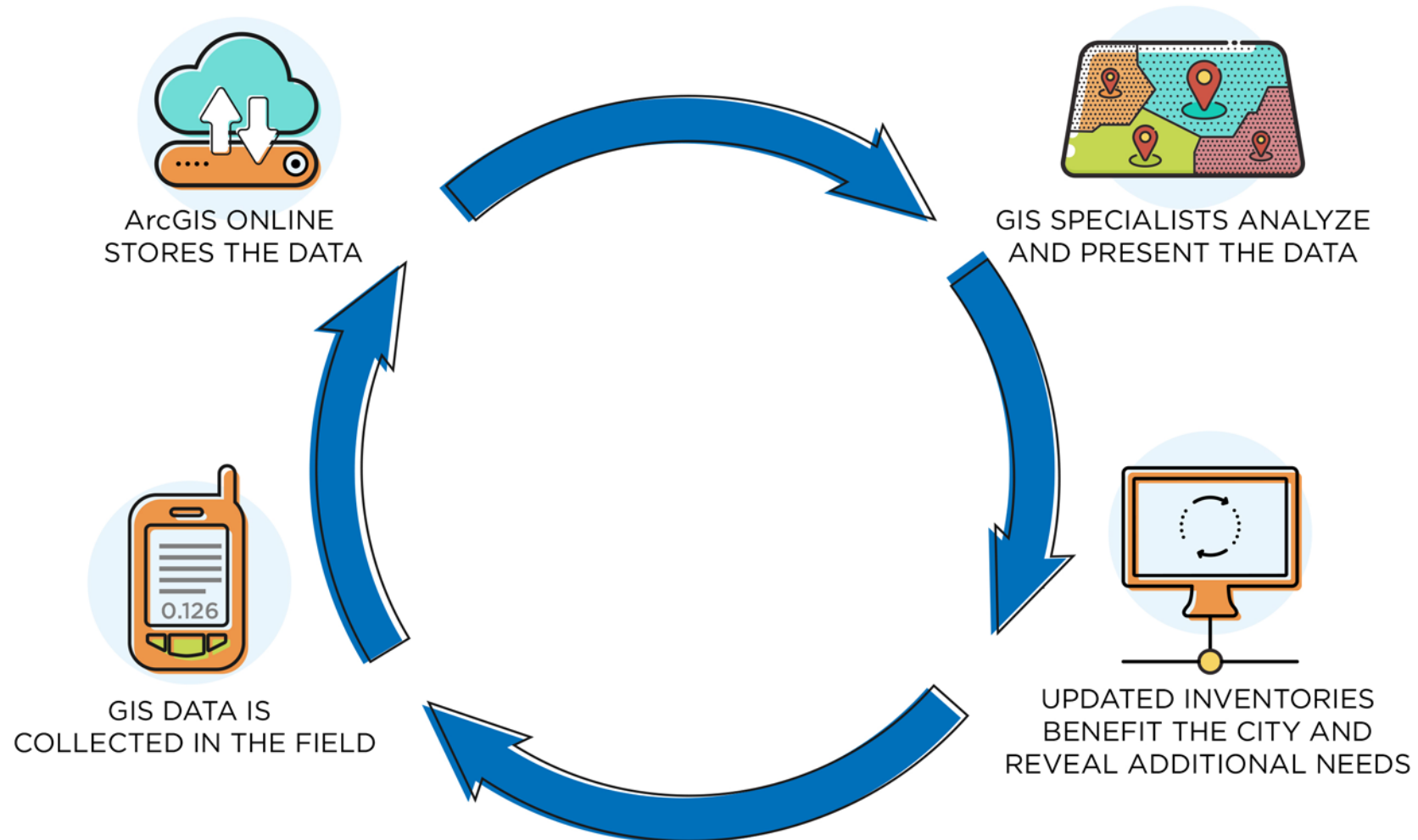
## TASKS

- Listen to municipal stakeholders, understand the management questions they wish to answer, establish data collection needs.
- Think about the best ways to obtain, store and present the required information. Schedule field collection activities, absorb and process information from existing sources.
- Execute field collection activities alongside municipal staff. Provide training, hardware and software as necessary.

## DELIVERABLES

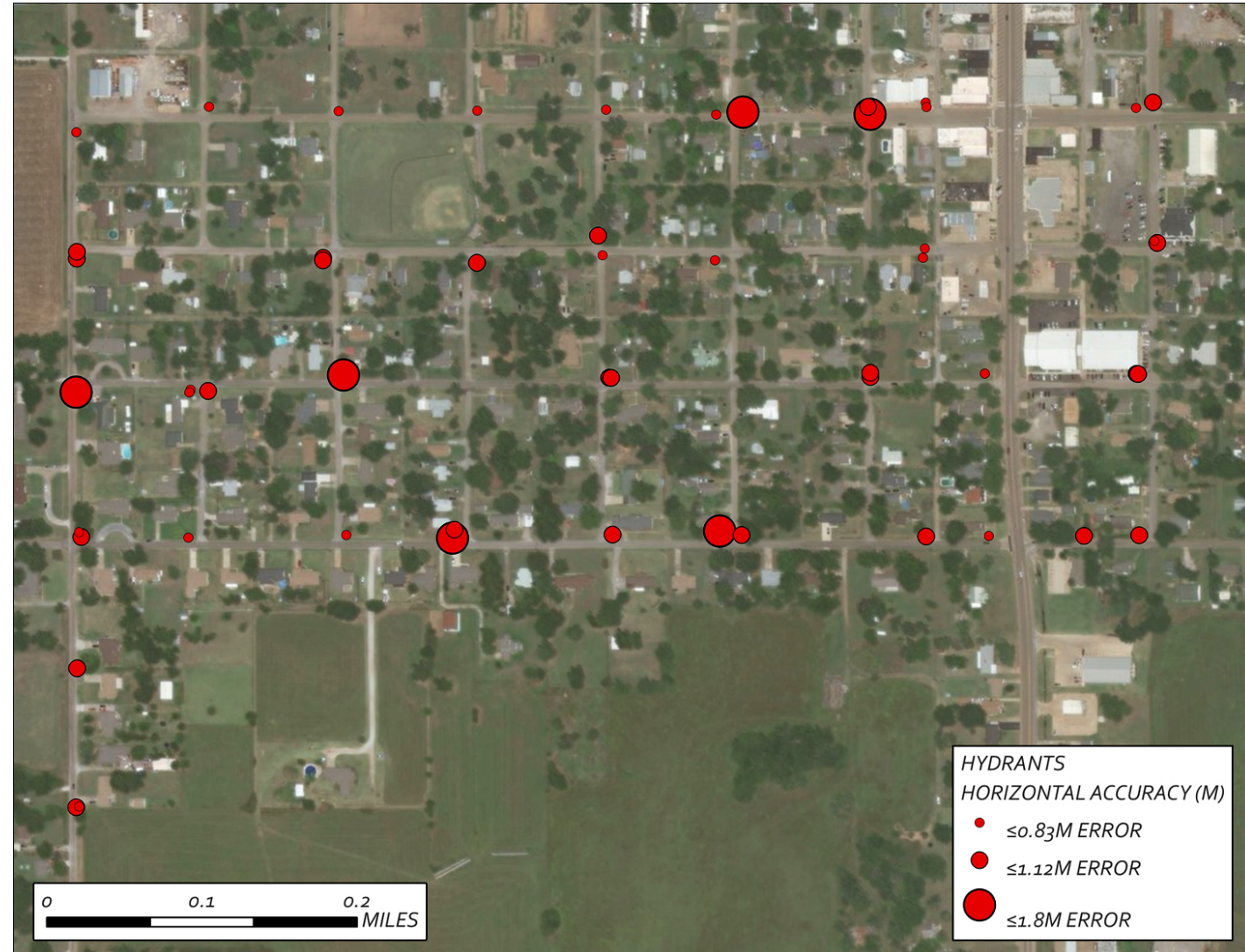
- A Capital Improvement Plan Document (narrative and analysis, 5+ year horizon)
- A comprehensive GIS Dataset (GeoCIP)
- Maps, Maps, Maps

# THE PRACTICAL WORK OF CIP PROJECTS

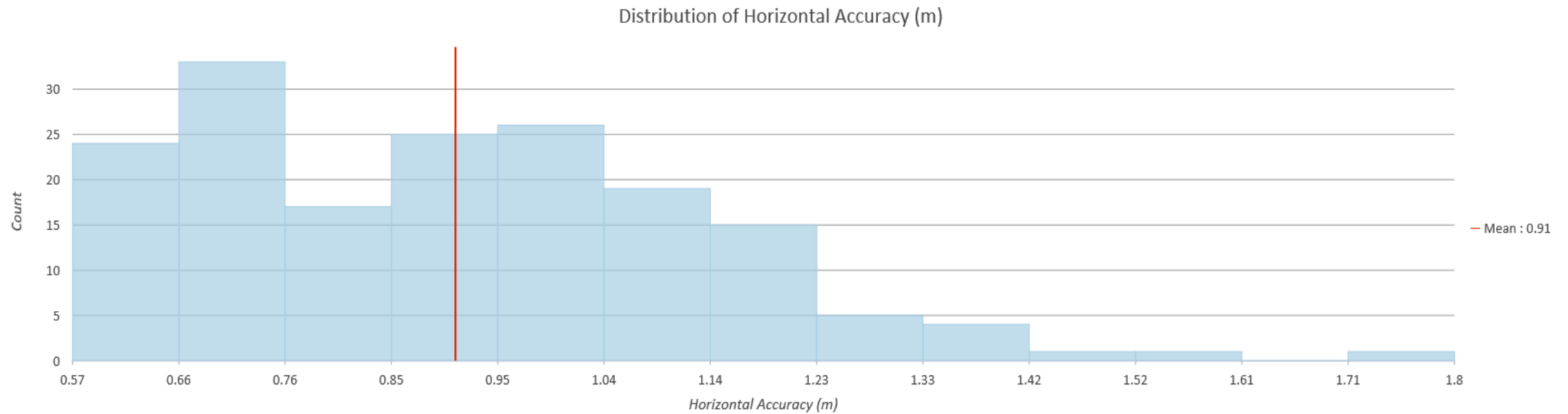




# EXAMPLE: HYDRANT LOCATIONS



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# ELIGIBILITY

- Eligible applicants are units of local government, [these can not be participants in the CDBG Entitlement Program](#) (Oklahoma City, Moore, Norman etc.)
- CDBG National Objectives focus on providing benefit to Low and Moderate Income Persons
  - Through an LMI Survey, applicants must demonstrate that 51% of persons benefitting from a CIP project are L/M income persons.
- Eligible CIP project activities include new planning efforts:
  - Studies and analysis for comprehensive plans are covered
  - Engineering studies or construction tasks are [not covered](#).
  - CIP funds cannot be used to support and finish a plan or study currently under development.



# THE CIP APPLICATION PROCESS

- The due date for 2018 CIP Applications is July 6th, 2018 at 5:00 pm.
- CIP applications are submitted and reviewed using OKGRANTS.
  - This process is handled entirely online, ACOG can assist with technical concerns.
- Please contact ACOG CIP as soon as possible concerning project interest for the FY 2018 funding cycle.

## RECENT PROJECT ACTIVITY (2016 - 2018)

- **The City of Crescent** was awarded \$37,000 in 2016 to complete an update to their CIP Plan materials. Crescent has undergone recent and extensive improvement in water and wastewater infrastructure, the primary goal of this effort is to inventory and plan for management of these assets. This CIP project is ongoing.
- **The Town of Calumet** was awarded \$40,000 in 2015 to complete an update to their CIP Plan materials. Calumet is updating their water, wastewater, streets, parks and police equipment inventories. This CIP project is ongoing.
- **The City of Lexington** was initially awarded \$22,000 in 2013 to complete an update to their CIP Plan. This CIP project was completed in 2017.
- **The Town of Orlando** was initially awarded \$14,350 in 2012 to complete an update to their CIP Plan. This CIP project was completed in 2017.

# CONTACT AND PLAN SUPPORT

For official ODOC application guidance, see:  
<https://okcommerce.gov/community/cdbg/>

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