

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON**

In the Matter of Adopting a Procedure)
for Use of the Project Request Form)

ORDER NO. 15-2011

WHEREAS, County projects of a certain size or structure (a "substantial project") must be approved officially by the Board of County Commissioners ("Board") as the governing body of Columbia County before the project begins; and

WHEREAS, the Board of County Commissioners desires to adopt a form to be used to gather consistent information for the Board's use in making such a decision; and

WHEREAS, the County defines a substantial project to include, but not be limited to any endeavor, new program, capital improvement (such as a new building or significant renovation), purchase or other arrangements requiring non-standard contract forms, or any procurement or endeavor funded through an external entity or grant; and

WHEREAS, some examples of substantial projects necessitating use of the form include any grant funded program or procurement, any facility related procurement that goes beyond common and routine maintenance and repair, any information technology procurement that includes the purchase of non-routine equipment, any project that requires more than routine staff resources from any County department, including the administrative departments (Counsel, Facilities, Finance, Human Resources, Information Technology); and

WHEREAS, in order to make a fully informed decision, the Board must be presented with a written outline of any substantial project that addresses all aspects of the project, including total costs (not just direct costs) and short term and long term consequences; and

WHEREAS, in order to consider the entire cost of a project, the Board must be given information for the entire project from initial funding agreements to completion and close out; and

WHEREAS, the Board desires to adopt a consistent procedure by which it will officially approve substantial projects;

NOW, THEREFORE, IT IS HEREBY ORDERED that the any project submitted to the Board for consideration must be submitted with a completed Project Request Form which is attached hereto and is incorporated herein by this reference ; and

IT IS HEREBY FURTHER ORDERED that all departments shall submit these forms to the administrative departments for consideration and input, in a manner that allows for at least two weeks of time for review by the administrative departments and sufficient time for reasonable consideration of the proposal by the Board; and

IT IS HEREBY FURTHER ORDERED that the administrative departments shall provide review of the proposed project and provide the Board with complete input, as appropriate.

DATED this 16th day of March, 2011.

**BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON**

By: [Signature]
Anthony Hyde, Chair

By: [Signature]
Earl Fisher, Commissioner

By: [Signature]
Henry Heimuller, Commissioner

Approved as to form

By: [Signature]
Office of County Counsel

COLUMBIA COUNTY PROJECT REQUEST FORM

Department: _____ Submitted by: _____ Date: _____ Director Signature _____	Type of Project: <input type="checkbox"/> Capital Project <input type="checkbox"/> Non-Capital Project Project Duration: START: _____ END: _____ Note: If the project includes new personnel, attach a completed Personnel Request Form.
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Project Name: _____
General Description of Project:

Need/Justification for Project: (Use Additional Sheets As Necessary)

Relationship to Adopted Budget, Plans or Policy: (Use Additional Sheets As Necessary)

PROJECT COSTS: 1. Planning/Design/Engineering _____ 2. Legal\Grant Administration _____ 3. Property Acquisition _____ 4. Construction _____ 5. Equipment/Furniture _____ <div style="text-align: right; margin-top: 10px;">TOTAL _____</div>	OPERATION/MAINTENANCE(OM) IMPACT Personnel _____ Contractual _____ Materials/Supplies _____ Equipment _____ Utilities _____ OM Savings - () _____ <div style="text-align: right; margin-top: 10px;">TOTAL _____</div>
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EXPENDITURE SCHEDULE:	USE OF FUNDS (Reference Cost Item #)	County Fund	\$	SOURCE OF FUNDS Grant	\$	Other Source	\$
FY _____ \$ _____	_____	_____	_____	_____	_____	_____	_____
FY _____ \$ _____	_____	_____	_____	_____	_____	_____	_____
FY _____ \$ _____	_____	_____	_____	_____	_____	_____	_____
FY _____ \$ _____	1 st Year OM	_____	_____	_____	_____	_____	_____

PROJECT REVIEW COMMITTEE:
Finance Review:
 Date: _____ Finance Director Signature _____ Comments (Page 2)
Legal Review:
 Date: _____ County Counsel Signature _____ Comments (Page 2)
HR/IT Review
 Date: _____ HR/IT Director Signature _____ Comments (Page 2)
LDS/Facilities Review:
 Date: _____ LDS Director Signature _____ Comments (Page 2)

PROJECT REVIEW COMMITTEE COMMENTS

FINANCE REVIEW:

Date: _____

LEGAL REVIEW:

Date: _____

HR/IT REVIEW:

Date: _____

LDS/FACILITIES REVIEW:

Date: _____

By: _____

INSTRUCTIONS FOR COMPLETING THE PROJECT REQUEST FORM

A. WHEN REQUIRED:

A completed project request form is required prior to Board of Commissioner consideration of any endeavor, new program, capital improvement (ie new building or significant renovation), purchase or other arrangements requiring non-standard contract forms, or any procurement or endeavor funded through an external entity or grant. Generally, it is a "project" requiring review if it requires a substantial amount of administrative support from administrative support Departments during or after project completion. If you are not certain whether you have "project" requiring review and approval using this procedure you may consult with any of the review Department Heads on the Project Review Committee.

B. PROJECT REQUEST REVIEW PROCEDURE:

1. Fully complete applicable portions of the Project Request Form according to the below procedure.
2. E-mail a request for project review and a copy of the completed form to the Administrative Review Department Heads listed at the bottom of the form as the "Project Review Committee".
3. Project Review Committee members will review the request, provide any comments on page 2 of the Project Request Form, forward the comments to the Board Secretary for compilation into the Request Form, and sign/date the Project Request Form held by the Board Secretary. Note: Allow **at least** two weeks from submittal of the completed form to the reviewing Departments until Department review comments and signoffs can be made. Also, allow additional time for the Board to schedule review and action on the project request.
4. Upon completion of the above steps, the Board Secretary will schedule the project request on a Board agenda, notify the requesting Department and Project Review Committee of the agenda date and forward a copy of the fully completed Project Request Form to parties.
5. The Board will consider/act on the Project Request and notify parties of their decision.

C. FORM INSTRUCTIONS: Instructions are organized by each section in the form.

DEPARTMENT/SUBMITTED BY: List the requesting Department to be responsible for the project, the person completing the form and submitting the request.

DIRECTOR SIGNATURE: In order to be processed the Director of the submitting Department must sign the request form.

TYPE OF PROJECT: Check whether the project is a capital project (ie equipment, building, physical improvement) or a non-capital project (ie a planning study, services procurement).

PROJECT DURATION: Indicate dates that the project will start and end (be completed).

PERSONNEL REQUEST FORM: If the project includes new personnel, a completed Personnel Request Form must be attached to the Project Request Form.

PROJECT NAME: Indicate the name which will be used to refer to the Project. The name should accurately reflect the nature of the project.

GENERAL DESCRIPTION OF THE PROJECT: Provide a brief description of the project in terms of how it will be carried out and what it will accomplish.

NEED/JUSTIFICATION FOR PROJECT: State briefly why the results or products of the study are needed. What is the principal justification for the project in terms of its cost and benefits.

RELATIONSHIP TO ADOPTED BUDGET, PLANS, POLICY: State whether and how the project carries out or is otherwise consistent with applicable County adopted plans and policies. State whether project costs are included in the current year budget, proposed as a mid year project with its own revenue (ie grant or other new source) or proposed for the next budget cycle.

PROJECT COSTS:

1. Planning/Design/Engineering: Indicate the total costs of the project devoted to planning/engineering (ie consultant services). If it is a planning study all direct costs would be indicated here. If it is a capital project, indicate all upfront direct planning, design, architectural/engineering costs necessary to get the project to construction phase on property secured for the project.

2. Legal/Grant Administration: Indicate indirect costs for the project in the form of legal assistance from County Counsel's or outside consultants. Include all anticipated costs for grant administration including the estimated costs for services from administrative departments for grant administration and procurement.

3. Property Acquisition: Indicate all estimated costs associated with the acquisition of property for the project including appraisals, real estate brokerage fees, financing costs and purchase price.

4. Construction: Indicate total costs for construction including all building or costs of equipment used in construction, contract services, permits, facility licences etc.

5. Equipment/Furniture: Indicate the cost of non-fixed equipment and furniture either as a stand alone purchase or associated with building construction project.

Total Project Costs: Total the above cost categories indicating TOTAL PROJECT COST.

OPERATION/MAINTENANCE(OM) IMPACT

In order to determine the ongoing annual cost impacts of the project, indicate the following costs which will be incurred on an annual basis beginning with the first full budget year in operating or maintaining the program, facility or equipment resulting from the project.

Personnel: Annual salary and benefit costs for personnel needed to conduct the program or operate and maintain the facility or equipment.

Contractual: All on-going annual contracted service costs related to the project such as those for annual environmental compliance, licensing and permitting, facility maintenance etc.

Materials/Supplies: Estimated annual costs for materials and supplies necessary for operation of a program or the operation and maintenance of a building or facility.

Equipment: Estimated annual costs for equipment and related costs for operation of a program or the operation and maintenance of a building or facility.

Utilities: Estimated annual costs for utilities for operation of a program or the operation and maintenance of a building or facility.

OM Savings: Total estimated savings/reduction in pre-project operation and maintenance costs as a result of project completion. This is a negative number and is added together with the above annual OM costs to derive a net annual Total OM cost. These OM savings/OM cost reductions should be explained on an attached sheet.

TOTAL OM COSTS: Add all of the above OM cost categories to derive the annual TOTAL OM COSTS.

EXPENDITURE SCHEDULE

This section of the form indicates the estimated schedule for project expenditures by fiscal year from the beginning of the project to its end. The total project expenditures and OM costs for all fiscal years must equal the total project/OM costs shown in the "PROJECT COSTS" and "OM IMPACT" sections referenced above. The number of years listed should be consistent with the Start and End dates in the "Project Duration" section referenced above and the 1st Year OM costs should be equal to the OM cost detail in the "OM IMPACT" section referenced above.

Fiscal Year: Indicate the fiscal year for which that years estimated costs are to be detailed.

Fiscal Year Costs: Indicate all estimated project costs for the stated fiscal year.

Use of Funds: List the reference number for the category of project costs listed in the "PROJECT COSTS" section referenced above estimated to be spent in the stated fiscal year (ie #1 for Planning/ Design/Engineering cost for that year etc). In the last row, indicate the estimated total OM costs from the "OM Impact" section referenced above for the first full fiscal year after the project is complete.

Source of Funds

County:

Fund/\$: Indicate the County budgetary fund number/division from which funds will be spent and the dollar amount of expenditures from **County non-grant revenues** on the project for the stated fiscal year. Include in County matching funds for grants listed below.

Grant:

Grantor/\$: Indicate the grant funding agency from which funds will be spent and the dollar amount of expenditures from **grant revenues** on the project for the stated fiscal year

Other:

Source/\$: Indicate the source from which funds other than from County or grant sources will be spent and the dollar amount of expenditures from those sources on the project for the stated fiscal year.

PROJECT REVIEW COMMITTEE:

This section will be completed by the listed reviewing Department Heads in Step 3 of the "Project Request Review Procedure" indicated above. It is important that Departments requesting project approvals provide the completed Project Request Form to each of the reviewing Departments on the Project Review Committee as early as possible but no less than two weeks prior to the time when the requesting Department would like Project Review Committee comments and signoffs to be completed. Also, requesting Departments must allow additional time for the Board to schedule review and action on the project request on a Board meeting agenda.

Note: Your suggestions for making improvements to the Project Request Procedure, Project Request Form or Instructions are welcome. You may submit them at any time by e-mailing any member of the Project Review Committee. It is expected that fine tuning will occur as we gain experience to using the Project Request Form and Procedure.