

Cedar Rapids Public Works Department Standard Operating Procedure



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| Procedure Name: Requesting a CIP Number | | Approved By: Doug Wilson | |
| Original Author(s): Jennifer Selby | | Original Date Issued: 05/20/2020 | |
| Date Revised or Reviewed: 7/11/2023 | Revised or Reviewed by: Jennifer Selby | Approved By: Doug Wilson | |
| Published Locations (manuals/websites/etc.): Project Development and Management Manual – After any revisions to this document, replace the obsolete version stored on this webpage | | | |

Purpose:

To summarize and document the process for requesting a CIP number for a project.

Procedures:

1. The Project Manager, in consultation with their Program Manager, shall complete a [Capital Project Request form](#)
 - a. Funding & Fund Description – choose from drop-down menu
 - b. Project Title – The project title only includes the project location information, not the scope of work, and must use abbreviations to keep it at 30 characters/spaces maximum
 - c. TIF District – If the project is located within a TIF District, that district must be identified. Refer to document: [TIF Map](#)
 - i. Also available as a layer in [Infrastructure Viewer](#). See Base Layers > TIF Districts.
 - d. Project Type – The major item of work in the project
 - e. Quadrant of Town
 - f. Asset Capitalization
 - i. NEW – new asset, i.e. new roadway
 - ii. ADD – typically used for buildings
 - iii. EFF – typically used for utilities
 - iv. EXL – rehabilitation or reconstruction of roadway
 - v. NON – no infrastructure improvements, ex. study
 - g. Capitalization Description – explain why Asset Capitalization type was chosen
 - h. Revenues & Expenditures – The project funding source(s) and estimated expenditure(s) must be determined prior to the request
 - i. Comments – Is there anything unique about the project set up you are requesting

- j. Funding Source Transfers-In – Where are the funds coming from and how much from each fund
2. Submit the completed form to the Division’s Financial Analyst for approval.
3. Once the project number is established, the Project Manager shall contact the Division’s Accounts Payable Specialist and reserve specific contract number(s) and extension(s) (XXXXXX-XX). This applies for each design contract and also for each construction contract. Ex: 3012155-01 = design contract for consultant; 3012155-02 = construction contract for contractor