

## City of Salem Capital Improvement Program Issue Identification Form

Process:

1. Issue Identification: This form is to be used to request the evaluation of a newly identified issue. *A separate form is required for each issue.* **Completed forms should be submitted to:**

City of Salem, Finance Division  
555 Liberty St SE, Room #230  
Salem, Oregon 97301-3503

2. Prioritization: After discussion with the stakeholders, the issue is scored/prioritized and all possible solutions are evaluated. The solution that results in the most economical long term investment is proposed for funding.
3. Funds Allocation: Based on the allowable funding sources that are available, the dollars are applied to the prioritized issues. When funding is identified for an issue, it becomes a "proposed project" and is assigned to a funding year.
4. Preliminary CIP Preparation: The proposed projects are combined into the Preliminary CIP for the next five-year period.

Please describe the issue (use additional plain sheets if required):


Location ... Address/Neighborhood ... (attached a map if possible)


Potential solutions:


Submitted by:

Name:			
Neighborhood Association:			
Mailing Address:		Street:	
		City:	State:      Zip:
Daytime Phone:		E-Mail:	

For Official Use Only	Date Received:	By:
Request #:	Date Routed:	To:

If you have any questions, please contact Sandra Montoya by e-mail at [smontoya@cityofsalem.net](mailto:smontoya@cityofsalem.net) or telephone (503) 588-6010.