

Constituent Capital Improvement Program FY27/28

Applicant Information

Who is eligible?

Residents, neighborhood groups, community-based organizations, or neighborhood business district organizations of Salt Lake City are able to participate in the CIP process by submitting constituent request applications.

[Click here to invite other residents to collaborate on your project application.](#)

1. First Name
2. Last Name
3. Email Address
4. Phone Number
5. Home or Organization Address
6. Home or Organization Zip Code (must be in Salt Lake City boundaries)
7. What type of organization are you representing?
 - ☐ Submitting as an individual
 - ☐ Neighborhood group or community-based organization
 - ☐ Community Council
 - ☐ Neighborhood Business District Organization
 - ☐ Nonprofit organization
 - ☐ Other type of organization
8. What is the name of the organization? Type "N/A" if submitting as an individual.
9. What is your role within the organization? Type "N/A" if submitting as an individual.

Project Information

Capital Improvement Program Constituent Project Request

Use this form to suggest a major improvement to City-owned public infrastructure, such as a park, public building, street, sidewalk, bridge, trail, or other public space.

CIP projects must:

- Cost at least \$50,000
- Last 5 years or more, or 10 years or more when Impact Fees are used as a funding source
- Build, improve, or replace a City-owned asset
- Include community outreach or another form of public engagement

Four elements guide the City's decisions about which infrastructure projects are completed each year and how they are funded: the current fiscal year's capital budget, the Capital Asset Plan (CAP), the Impact Fee Facilities Plan (IFFP), and the City's Master Plans.

The Capital Improvement Program (CIP) application is the primary source of information for all proposed projects. Projects may be eligible for funding through the CIP process using General Fund dollars, Transportation funds, and/or impact fees.

The information provided in CIP applications is reviewed by CIP staff and the Community Development & Capital Improvement Program (CDCIP) Advisory Board. The applications help inform funding recommendations that are presented to the Mayor and City Council during the annual CIP budget process.

Please provide the name of your CIP project. This name will appear in public-facing documents, so choose something that reflects the project's purpose and includes the location when applicable. You can update this title later.

10. Official CIP Project Name

11. Describe what you would like to build, improve, or repair. Include the full scope of the project, why it is needed, the key project elements, and the benefits or outcomes it will provide to the community.

12. Provide a brief summary of the project described above in 1–2 paragraphs or up to 1,500 characters. This summary will be used in public-facing materials.

13. Where would this project take place? Provide street address of the nearest location. If the proposed project area is along a road or a large area, please describe. You will be asked to provide a map of the location later in the application.

Community Need & Support

14. How would this project improve the community? Select all that apply:

- ☐ Improves people's safety
- ☐ Protects people's health
- ☐ Helps prevent damage to homes, businesses, or other property
- ☐ Makes a public space easier or more pleasant to use
- ☐ Improves access for people with disabilities
- ☐ Provides another community benefit - please describe below

15. Tell us how the project will provide the benefits you selected above. Describe what will improve, who will benefit, and how they will benefit. Include specific examples or other information that helps explain the expected impact of the project.

16. Have you applied for or secured funding from any other sources?

- ☐ Yes (please describe below)
- ☐ No

17. What other funding have you applied for or secured? Examples include grants, donations, sponsorships, or partner organizations. Type "N/A" if you have not applied for other funding sources.

18. How have you gathered feedback or support for this project? Select all that apply:

- ☐ Discussed it with a community group
 - ☐ Protects people's health
 - ☐ Presented it at a community meeting
 - ☐ Received endorsement from a community council
 - ☐ Collected signatures or letters of support
 - ☐ Shared information online
 - ☐ Distributed flyers or printed materials
 - ☐ Other (please describe)
-

☐ I have not done any outreach yet

19. Please describe the reasons for your selection(s) above and provide any additional information that supports your response. This information will help staff and reviewers evaluate your project

20. Is there anything else you'd like us to know about why this project is important? Select all that apply:

☐ It would benefit underserved residents

☐ It addresses environmental concerns

☐ It improves community well-being

☐ It supports accessibility

☐ Other important information (please explain)

21. Please describe the reasons for your selection(s) above and provide any additional information that supports your response. This information will help staff and reviewers evaluate your project.

File Uploads

Please upload the following documents.

Note: Upload is a two step process.

1. Select file

2. Upload

Upload is not successful until you see it listed.

Maximum file size: 128 MB per file.

Supported formats: PDF, DOCX, XLSX, CSV, PNG, JPG

27. Please upload your supporting documentation from community engagement efforts.

28. Please upload a map showing the full project area.

29. Upload up to five (5) photographs of the proposed project area showing current condition and/or examples of existing assets proposed for this project.

30. Upload any additional supporting documents not provided above.

To be answered in collaboration with City staff

Preview of Collaboration Questions

The questions below are provided for transparency and preview purposes only. Applicants are NOT expected to complete this section before the September 30, 2026 application deadline. Following the deadline, assigned City staff will work with applicants during the October–December collaboration period to review and complete these questions.

- What City division's inventory is the project a part of?
- Does the project have any current legal obstacles? e.g.) Easement, Building/Tenant Lease?
- Is the project supported by an adopted City plan, policy, or ordinance?
- Asset Type
- Project Phase
- If Renewal - Condition of the existing asset?
- If New – Anticipated life of the asset to replacement, renewal, or significant investment?
- Does the proposed capital project have a cost of at least \$50,000?
- Timing for when the proposed project or elements of the project will come online (if known)?
- Is the project in a CRA project area and has coordination and funding been leveraged?
- Does this project coordinate with, depend on, or leverage another City project, plan, study, or initiative, including work that must be completed before this project can move forward?
- What is the current estimated project cost?
- Could this project be partially funded?

By signing below, I verify that the information that I have provided is correct to the best of my knowledge. I understand that I will be assigned City staff to collaborate on the remaining questions.

Confirmation

Please be aware that City Council appropriation of CIP funding for a particular project does not guarantee that the City will ultimately implement and complete that project. The City reserves the right to withdraw or reappropriate funding for any project at the City's sole discretion. The City has withdrawn or reappropriated funding from projects in the past, and it is anticipated that circumstances requiring the withdrawal or reappropriation of funding for projects will arise in the future.