



State of Tennessee
Tennessee Advisory Commission on Intergovernmental Relations
Detailed Instructions for Completing the
General Public Infrastructure Needs Inventory Form



Background:

The Tennessee Advisory Commission on Intergovernmental Relations (TACIR) was created by the Tennessee General Assembly in 1978. TACIR is a standing commission, which is responsible for monitoring intergovernmental relations and making recommendations to the General Assembly.

T.C.A. 4-10-109 requires TACIR to annually compile and maintain an inventory of *needed* infrastructure within Tennessee. The information and data gathered by the annual inventory is deemed necessary in order for the state, municipal and county governments of Tennessee to develop goals, strategies and programs that would improve the quality of life of its citizens, support livable communities and enhance and encourage the overall economic development of the state through the provision of adequate and essential public infrastructure. The annual inventory of statewide public infrastructure needs and the associated costs is presented by TACIR to the General Assembly during each regular session.

This inventory is intended to produce an inventory of infrastructure needs that are equal to or greater than fifty thousand dollars (\$50,000). Record all information based on the project status as of July 1, 2021. You should include projects planned from July 1, 2021, through June 30, 2041. Please record the project only once in the inventory and do not double count costs by recording them on multiple inventory forms.

TACIR is sensitive to the potential inconvenience of completing a blank form for the same project each year. Therefore, you should have been able to print out of all the previously reported information about the project. Only the changes or additions need to be recorded for each annual inventory. If you need assistance completing the inventory form, please contact the Development District that serves your county.

Question 1: Give the project a brief name as would be used in normal conversation (but not so brief as to be meaningless). For example “New K-6 school for Fair Mountain community” is useful, “school” is not. Widening of State Route 86 in [insert county name]. Don’t worry about creating a project number because each project is automatically assigned a number when it is entered into the existing database.

Question 10: If this is an infrastructure project, answer “yes.” If the data describes some other capital project (e.g., CEDS), then answer “no.” Non-infrastructure project information is only for the use of the Development District and **should never be entered into PINI.**

Question 2: Provide a description that is sufficiently clear to support the project type selected in Question 1. Please be as specific as possible because this description will be used to refine cost estimates for specific groups of projects. For example, the answer to Question 1 might be “County Courthouse Project.” The answer to question 2 might be “Addition of a 1,000 square foot archive

room for official documents.” Do not use the same exact description for multiple projects, e.g. “part of five year transportation plan.” Such a comment could go in the surveyor’s notes but should not go in the description.

Question 15: Describe the location of the project with sufficient clarity so as to distinguish it from other similar projects. Bear in mind that researchers using the PINI information must be able to determine whether each project in the database is unique so as to ensure against double counting. If the stage of the project identified in response to Question 20 is “Conceptual”, then the location may be less specific, for example, “south of Highway 219 and west of Highway 36 in the northeastern part of the city”.

Note: Please provide latitude and longitude information about the project by looking the project up in Google Maps and grabbing the coordinates for the center point of the project. If the project is conceptual and the location is vague and about a general area, then use the coordinates of the center of that general area until better information is provided.

Question 3: Projects are designated as **Regional** if they serve residents of more than one county even if the project is located in **one county**. For example, a solid waste facility may accept waste from outside the county. If so, that project is regional. A segment of a major highway may be part of a larger project that is designed to serve motorists who are not residents of the county. If the volume of out-of-county motorists is as significant as the volume of local resident motorists, then the project is regional. Converting state and federal highways from 2 lanes to 4 lanes is almost always a regional project. Replacing a bridge on a federal or state highway is also considered regional.

Questions 4: List the county or counties where the project is located. List all the counties if the project is large and crosses county lines (in these cases, question 3 should always be listed as regional).

Question 5: List the city or cities in which this project is located.

Question 6: List the entity or entities with direct responsibility for implementing the project up to and including completion. Do not list entities that are assisting only in funding the project.

Questions 7 and 8: The answer to question 7 may or may not correspond to the answer to Question 6. The distinction is in the case of projects that will be built by one entity and then deeded to another upon completion. If title will be held jointly, list all entities that will be included on the title in Question 7.

For Question 8, indicate the level of government that best describes the entities listed in Question 7.

Question 9: You must check at least one type of project, but no more than one from **List A** and no more than one from **List B** [i.e., a maximum of two project types, but only one from each list]. Lists A and B are not mutually exclusive, but the project types within each of those lists are mutually exclusive. For example, the project may be a “Recreation” project that involves “Transportation”. In this example, you would select “Recreation” from List A and “Transportation” from List B.

Do not choose a project type from List A when the List B project type supports only private property use such as private residences or businesses (for example wastewater for a subdivision).

When choosing Type A “K-12 New School Construction,” please check “new school”. If “Transportation” is selected from List B, then also identify the sub-type of transportation (i.e., “air”, “bridge”, “rail”, “road”, or “other”). If “Water & Wastewater” is selected from List B, then also identify the sub-type of project (i.e., “water supply,” “wastewater,” or “both”).

Each Project Type is described below. **Example projects may be viewed online in IY 2014.**

List A

Business District Development: Creation, acquisition, expansion or enhancement of a local or regional area or facility designated for commercial enterprise or activity. Examples include but are not limited to parking facility improvements, business park development, and speculative building to attract businesses.

Example projects:

Fairview Farmers’ Market (0015513) is for the building of a market plus restrooms for the patrons. It’s considered business district development instead of community development because its main purpose is supporting agricultural and craft businesses.

Uptown Redevelopment (0011650) is a project in Memphis where the locals are redeveloping four commercial areas for \$6.5 million.

Community Development: Creation, acquisition, expansion, renovation or improvement of a local area or facility designated for the benefit of the residents of a specific locality bound together by a shared government or a common cultural or historical heritage. Examples include but are not limited to establishing a community center, improvements to a tourist attraction, and building a welcome center. Residential sidewalks are not reported in this category.

Example projects:

Portland Community Center (0010382) is for a new space that will provide youth and senior services, an aquatic center, and learning/theatre space.

Downtown Enhancement (0009377) is for enhancing downtown Rutledge by improving streetscapes, lighting, and signage.

Fire Protection: Capital facilities or assets developed or acquired to support publicly funded efforts to prevent, contain, extinguish, or limit loss from the destructive burning of buildings, towns, forests, etc. Examples include but are not limited to fire hydrants, fire stations, emergency alert systems, Tornado Sirens/Early Warning Systems/Storm Alarms etc.

Example projects:

Fire Hall Expansion (0001385) is for an expansion at the Beersheba Springs fire hall for \$133,600.

Emergency Warning Sirens (0012508) is for the installation and upgrade of two emergency warning sirens on the east side of Pegram for \$100,000.

Housing: Capital or land assets developed or acquired to support publicly funded low- or moderate-income residential facilities or shelters. Examples include but are not limited to

housing for the elderly, public housing redevelopment/ rehabilitation, modular public housing, public assisted living facilities, and low-income senior housing.

Example projects:

Surgoinsville Housing for Senior Citizens (0011411) is for \$1,000,000 in housing units in Surgoinsville.

Housing Development (UC883009) is for 100 low-moderate housing units throughout Van Buren County for \$10,000,000.

Industrial Sites & Parks: Capital or land assets developed or acquired to support publicly funded areas for the location of trade or manufacturing enterprises. Examples include but are not limited to speculative industrial buildings, and land acquisition for industrial development.

Example projects:

Speculative Industrial Building (0001511) is for the construction of a \$350,000 speculative industrial building in Pickett County.

Rail to Business Park (0014156) to construct a rail spur to the business park for \$4,000,000. ***This project also has a Type B of Transportation ->Rail.***

K-12 New School Construction: The development or acquisition of a facility to house instructional programs for kindergarten through twelfth grade students and that has been or will be assigned a unique school identification number by the Tennessee Department of Education.

Example projects:

Kirkwood Elementary School (0009263) is for the construction of an 840-student elementary school that will cost \$20,000,000.

New elementary school in zone 5 (0012244) is classified as a new school because it's going to be added to the existing school system because of enrollment growth and residential development in zone 5. It will cost \$21,882,362.

New School for Springfield Middle School (0011224) is for the construction of a new school building for the old Springfield Middle School. It will cost \$18,000,000.

Love Chapel Elementary (0014952) is replacing a school building that is being demolished because it's falling into a sink hole. It will cost \$11,000,000.

School System-wide Need These are school projects where the costs cannot be allocated to individual school buildings in the school inventory. Examples include, but are not limited to, the central office or maintenance and transportation facility needs that meet the \$50,000 minimum. ***However, if a central office building is going to be housed at one school, then add that project to the school record as an admin addition.***

Example projects:

School Bus Service Building (0009933) is considered a school system-wide need because it will serve more than one school in the system. It will cost \$192,000.

New Central Office Building (0015553) is for a building that will serve the entire school district. It will cost \$1,500,000.

Law Enforcement: Capital facilities or land assets developed or acquired to support publicly funded efforts to compel obedience to prevent violation of statutes, ordinances, regulations or rules prescribed by governmental authority. Examples include but are not limited to jails and police stations. 911 Systems and related projects are included here.

Example projects:

Tipton County Jail Expansion (0001327) is for the addition of 78 beds to the current jail for \$4,000,000.

New Justice Center (0001374) is for a new justice center in Grundy County that will cost \$8,000,000.

Libraries, Museums, & Historic Sites: Capital facilities or land assets developed or acquired to house publicly funded and accessible, catalogued collections of books, recordings; other reading, viewing or listening materials; works of art, scientific specimens, or other objects of permanent value. Restoring an historic site is included in this category.

Example projects:

Mount Carmel Library (0001462) is the construction of a new library in Mount Carmel for \$400,000.

Bean Station Tavern Reconstruction Project (ET293022) is for the replication and reconstruction of the historic Bean Station tavern for \$500,000.

Other Education: Capital assets developed or acquired to support public education facilities that do not fit within one of the 141 public school systems in Tennessee. This type includes state public schools such as the School for the Deaf, the School for the Blind, and the Alvin C. York Agriculture Institute. It also includes special pre-k facilities that are in publicly-owned buildings that are not part of the school system.

Example projects:

A new high school is proposed for the TN School for the Deaf (0010012). It will cost \$29,300,000.

Pre-K facility (0015456) is being built for children who don't qualify for Head Start. It will cost \$500,000.

Other Facilities: Capital assets developed or acquired to support publicly funded programs or initiatives that do not meet the definition of any other type of need, and are not open to the public. Examples include storage sheds, garages and public cemeteries.

Example projects:

Municipal Garage (0012489) is for a new maintenance garage for storing town vehicles. It will cost \$1,000,000.

Cemetery Improvement (0014705) is for the installation of an irrigation system and paving of gravel cemetery roads. It will cost \$520,000.

Post-secondary Education: Capital facilities or land assets developed or acquired to support publicly funded instructional programs for post-secondary students. Examples include junior colleges, public colleges, public universities or public adult continuing education. *It's very rare that local officials will have information about the infrastructure needed at their local higher education institutions. Those improvements will be identified by the Tennessee Board of Regents and the University of Tennessee, who report directly to TACIR.*

Example projects:

The Tracy City Technology Skills Center (0001362) is needed in Grundy County. They need \$480,000 to build it.

The University of Tennessee in Knoxville needs to renovate Strong Hall and add additional science classroom space (0001936) for \$114,000,000.

Public Buildings: Capital facilities developed or acquired to support publicly funded programs or initiatives that do not meet the definition of any other type of project. Examples include but are not limited to building or renovating a courthouse, city hall, post office, and public restrooms--basically, buildings the public regularly access and use. Don't use this type for the buildings associated with a specific type [e.g., a maintenance building for a street or highway department should be classified as transportation]. Don't use this type for visitors centers [community development], historic sites including old rail stations [libraries, museums, & historic sites], or entertainment venues including the Pyramid, Municipal Auditorium, etc. [recreation].

Example projects:

New Animal Control Facility (0013401) in Robertson County for \$432,000 is considered a public building because the public will have access to it.

Courthouse Renovation (0013349) in Hancock County for \$122,000 is not considered Law Enforcement because the public uses the courthouse for a variety of reasons besides legal proceedings.

Public Health Facilities: Capital facilities or land assets developed or acquired to support publicly funded health care services. Examples, include, but are not limited to, public health offices, public clinics, public hospitals and public ambulance stations when such stations are not housed in the same building as a fire station.

Example projects:

Renovate New Hospital (0015371) is for the renovation and installation of a new HVAC unit for \$2,700,000.

Marshall County Health Dept (0011376) is for both renovations and an addition costing \$300,000.

Recreation: Capital facilities or land assets developed or acquired to support publicly funded efforts to provide for physical activity, exercise, pass-times or amusements. Examples include but are not limited to greenways, hiking trails, public swimming pools, parks, public marinas, ballparks, soccer fields, tennis courts, basketball courts, playgrounds, and municipal auditoriums. Greenways and trails are classified first as recreation, since that's mostly what they're used for. They may also have a "type b" transportation, but ONLY if they truly are for getting from point A to point B rather than just tooling around, having fun, or getting fit.

Example projects:

Dale Alexander Field Upgrades (0001483) is for upgrading the seating area around the field plus a new backstop. It will cost \$75,000.

Greenway Phase 3 (0001678) is for the expansion of the greenway system in Springfield. It will cost \$2,000,000.

Solid Waste: Capital facilities or land assets developed or acquired to support publicly funded efforts to provide for the disposal or processing of any garbage, refuse, including, recyclable materials when they become discarded; sludge from a waste treatment plant, water supply treatment plant, or air pollution control facility; and any other discarded material, including solid, liquid, semisolid, or contained gaseous material resulting from industrial, commercial, and agricultural operations, and from community activities. Examples include but are not limited to

recycling centers, transfer station, public landfills, public dumps, and green boxes that meet the \$50,000 minimum cost criteria. **Note:** Rolling stock such as public dumpsters, garbage trucks, and other vehicles are not considered infrastructure for the PINI.

Example projects:

Landfill Expansion (0013449) is for the expansion of the Paris/Henry County landfill. Catch basins and new cells will be opened. It will cost \$200,000.

Recycling Center Renovation (0015353) is for \$60,000 in renovations at the center in Jonesborough.

List B

Property Acquisition: The purchase of land assets to support publicly funded programs or initiatives that do not meet the definition of any other type of project. Projects designated as Property Acquisitions should always have a List A designation.

Example projects:

Spring Hill Area Elementary School (0014142) is for the construction of a new school that also needs to acquire land. ***The Type A specified in this case is New School.***

Storm Water: Capital facilities or land assets developed or acquired to support publicly funded efforts to collect, transport, pump, treat or dispose of runoff from rain, snow melt, surface runoff, wash waters related to street cleaning or maintenance, infiltration (other than infiltration contaminated by seepage from sanitary sewers or by other discharges) and drainage. Examples include but are not limited to drainage structures, conduits, sewers (other than sanitary sewers), berms, catch basins and culverts, gutters and downspouts.

Example projects:

Portland Drainage Project (0010392) will improve drainage at various locations within Portland. It will cost \$3,000,000.

Flood Control (0015398) will extend the catch basin off Interstate 26 to reduce the flood flow. Retention ponds and ditches will also be constructed. Total cost is \$1,000,000.

Transportation: Capital facilities or land assets developed or acquired to support the conveyance of people, goods, etc. for general public benefit. Examples include but are not limited to the construction and rebuilding of highways, roads, sidewalks, railroad tracks, rail spurs for industry, airports, and mass transit systems. Adding pavement marking or guardrails where there are none is infrastructure. Transportation projects include the following sub-types: Air, Bridge, Intelligent Transportation Systems, Navigation, Other, Public Transit, Rail, Road, Sidewalk, and Signalization.

Do **not** designate a List B Type of Transportation for trails and greenways.

When the Transportation project type is designated, then a transportation sub-type is also specified. Projects for lighting and bike trails will normally be designated with a subtype determined by the associated infrastructure, such as a bridge or sidewalk.

Air: Capital facilities or land assets developed or acquired to support publicly funded efforts to provide for or improve the addition or replacement of hangars, runways, and other infrastructure improvements on or supporting an airport.

Example projects:

Sullivan County needs \$1,600,000 for drainage improvements and to reconstruct the taxiways (0001340).

Humphreys County needs \$4,000,000 for a runway expansion (GN433019).

Bridge: Capital facilities or land assets developed or acquired to support publicly funded efforts to provide for or improve the addition, reconstruction, or widening of bridges over rails, roadways, and waterways. Maintenance and repairs to bridges are considered non-infrastructure.

Example projects:

The bridge over the Elk Fork Creek needs to be replaced for \$7,402,505 (0002644).

The bridge over Reed Creek needs \$243,000 to be replaced (0002487).

Intelligent Transportation Systems: Capital facilities or land assets developed or acquired to support publicly funded efforts to provide for or improve equipment needed for Intelligent Transportation Systems (ITS). Examples would be equipment attached to poles, wiring, control centers, and hardware. *Software upgrades are considered non-infrastructure.*

Example projects:

Franklin needs \$3,375,000 to build a traffic operations center (103487.00).

Morristown needs \$1,000,000 to build traffic signal coordination system (115610.00).

Navigation: Capital facilities or land assets developed or acquired to support publicly funded efforts to provide for or improve transportation by water. Examples include but are not limited to public boat docks, channel dredging, river bank reinforcement and public ferryboats.

Example projects:

Bolestown/East Port Ferry (0016532) is for a new \$700,000 ferry.

Chickamauga Dam (SE331153) is for replacement of locks for \$698,000,000.

Public Transit: Capital facilities or land assets developed or acquired to support publicly funded efforts to provide for or improve transit systems such as central bus or train stations, bus stops, parking lots for park-n-rides, bus lane additions or improvements, rail lines, and/or signal prioritization systems that are instrumental to the transit system are valid projects. Rolling stock such as the buses, trains, trolleys, and other similar vehicles are considered non-infrastructure.

Example projects:

Memphis needs \$45,900,000 to build a new Operations and Maintenance facility for MATA (0015577).

Pigeon Forge needs \$10,000,000 to relocate their parking lot for their Trolley System (ET783107).

Other: Capital facilities or land assets developed or acquired to support publicly funded efforts to provide for or improve maintenance buildings, salt bins, or other types of infrastructure that support transportation but don't fit any other transportation sub-types are valid additions to PINI.

Example projects:

TDOT needs \$250,000 to replace their salt bin at SR 840 and I-65 (0000262).

TDOT needs \$150,000 to construct a new truck wash building in Knox County (0000645).

Rail: Capital facilities or land assets developed or acquired to support publicly funded efforts to provide for or improve the addition or replacement of railroad crossings, crossing signalization, crossing gates, etc. when the project exists because of the existence of the rail line(s). An important exception is roadway bridges crossing over rail lines; these should be marked as Bridge subtype.

Example projects:

Tipton County needs \$40,000,000 for a 16 miles long short line rail for economic development (0001322).

TDOT needs \$198,204 for improving the railroad crossing in Jackson (113471.01).

Road: Capital facilities or land assets developed or acquired to support publicly funded efforts to provide for or improve all paved or constructed roadways that are either being widened, improved with safety infrastructure, or reconstructed are considered road projects. Roadways include interstates, US highways, state routes, county roads, city streets, and alleys. Safety improvements consist of striping, guardrails, shoulders, curbs, etc. that didn't exist prior. Lighting associated with bridges and interchanges are considered road projects. *Milling and repaving an existing roadway without any widening or additional improvements such as curbs & gutters, bikes lanes, and/or sidewalks are considered non-infrastructure and should not be entered into PINI.*

Example projects:

Unicoi needs \$500,000 for streetlights at the I-26 Exit (0001414).

Knoxville needs \$9,040,706 to widen Washington Pike (043090.00)

Sidewalk: Capital facilities or land assets developed or acquired to support publicly funded efforts to provide for or improve the addition of new sidewalks, the reconstruction/realignment or existing sidewalks, or sidewalk improvements along a street or road are valid projects to be added to PINI. Safe Routes to School (SRTS) is a common program for building sidewalks in neighborhoods near schools. *Sidewalk repair is not considered infrastructure and should not be added to PINI.*

Example projects:

Greeneville needs \$250,000 to build a retaining wall and sidewalk on East Vann Road (0009259).

Memphis needs \$5,624,375 for a HPP pedestrian and bicycle facilities where they will reconstruct sidewalks, curbs, and improve streetscapes in the Biomedical District (108676.00).

Signalization: Capital facilities or land assets developed or acquired to support publicly funded efforts to provide for or improve the addition or replacement of traffic signals, school crossing signals, Amber Alerts, stop signs, and other roadway signs.

Example projects:

Ridgetop needs \$50,000 to install school traffic lights near their schools (0014312).

Memphis needs \$15,240,889 to deploy new traffic signal systems (040723.00).

Other Utilities: Capital facilities or land assets developed or acquired to support the provision of public services such as electricity or gas, but not including water or telecommunications. Examples include but are not limited to the installation of gas lines and electrical cables.

Example projects:

Automatic Metering (0011290) is for a new electronic metering system that will cost \$1,200,000.

Gas Line (GN751135) is for a gas line in Smyrna that will cost \$1,000,000.

Water & Wastewater: Capital facilities or land assets developed or acquired to support the treatment or distribution of potable water or the collection, treatment or disposal of commercial and residential sewage or other liquid waste for general public benefit. Examples include but are not limited to constructing a water tower, pumping station, or water treatment plant. Water & Wastewater projects include the following subtypes: Wastewater, Water Supply, and Water Supply and Wastewater.

Wastewater: water treatment plants, sewer lines.

Water Supply: water towers, water lines.

Water Supply and Wastewater. Only select this sub-type when the project addresses both water supply and wastewater infrastructure, otherwise select Wastewater or Water Supply subtype as appropriate.

Example projects:

Water Metering (0012248) is for automatic leak detection sensors. They will cost \$500,000.

Water Line/Sewer Line Extension (FT301001) is for extending 0.8 miles of line along Hwy 172 to provide service to a new area for future development. It will cost \$500,000.

Question 11: If the project is listed in the official published Capital Improvement Program (CIP) of the entity listed in response to Question 7, then answer “yes” to this question; otherwise, answer “no.” Do not leave this question blank. Enter CIP number if known.

Question 12: This question will be left blank unless the project is being developed for the benefit of a public school system. If this question does not apply, then skip to question 13.

Question 13: The purpose of the Public Infrastructure Needs Inventory is to identify projects that are necessary to improve the quality of life, support livable communities and enhance and encourage economic development. Check the reason that best describes why this project is needed in relation to those three goals or other legal mandate. Check federal or state mandate ONLY if federal or state law requires this project be implemented. If more than one reason applies, check each. Do not check “Other” unless the project bears no relationship to the specific reasons listed. Do not use the “Other” option for annexations, traffic capacity or flow improvements, school rezonings, etc. Each of these reasons will fit in one or more of the more specific categories.

Questions 14: Record the fiscal year in which the project **will be needed** and the fiscal year in which the project will be completed as indicated. For example, a project that is needed in September 2021 and will be completed by July 2022 has a fiscal year start date of 2022 and a fiscal year end date of 2022 because the September date is past July 1, 2021. Do not enter the day or month; enter only the year. For the purposes of this survey, “complete” means the point at which the infrastructure project will begin to provide the intended public benefit.

Question 16: Public Chapter 672, Acts of 2000, requires TACIR to monitor implementation of growth plans adopted pursuant to Public Chapter 1101, Acts of 1998, by means of this inventory. Check the location of the project as it pertains to PC1101 growth boundaries. The surveyor will provide a copy of the official growth plan map to assist in determining which alternative to check.

Question 17: *The development district staff will complete these items.* If this project is completely unrelated to any other project included in the PINI, then answer “no” and skip to Question 18. If this project is related to one or more other projects included in the PINI, then answer “yes” and list the name and project number of each related project. For example, if a local government was developing an industrial park, several different projects might be necessary to achieve the goal of a functional industrial park. Therefore, you could have a, several utility projects and transportation projects that are all linked. Another example is a TDOT project with baby PINs (000000.00 and 000000.01, 000000.02, etc.).

Question 18a: Estimate the full cost of the project in today’s dollars as though the project could be completed by the end of fiscal year 2021-22. Do not include inflation or amortization costs in the estimate. Also, make sure the estimate includes all phases of the project: planning & engineering, right-of-way, and construction.

Question 18b: If sufficient funds are or, with a reasonable degree of certainty, will be on hand as expenses arise to complete this project as planned, answer “yes” to this question. If not, answer “no.” Do not leave this question blank even if no potential source of funds is known.

Question 18c: Enter the amount expected from each funding source and identify that source. Do not include sources of funds that must be repaid (e.g., bonds, state or federal loans). If funds will be borrowed, list here the sources from which they will be repaid. Information about borrowed funds may be recorded in the surveyor’s notes. If an amount is listed as local, then identify the source as property tax, sales tax, user fees, undesignated fund balance, etc. **Do not enter “current funds” or “bonds” on this line.** If an amount is listed as state or federal, then identify the program or agency that will provide that amount. **Do not include sources of funds that must be repaid.** If an amount is listed for other sources, then identify the donor, etc., or at least the type of donor (e.g., community group, non-profit, private corp.) Do not use “other” for user fees. **Include user fees in the local contribution.** If the answer to Question 18b is “yes”, then the amounts listed in answer to this question must equal the amount provided in answer to Question 18a and Question 18d must equal zero.

Question 18d: If the answer to Question 18b is “yes”, then make certain that the sum of the amounts listed in response to Question 18c equals the amount listed in response to Question 18a and enter a zero in response to question 18d. If the answer to Question 18b is “no” then the sum of the amounts listed in Question 18c is less than the amount listed in response to Question 18a. Enter the difference between dollars needed and dollars available in question 18d. The sum of the amounts in 18c plus the amount entered for Question 18d must equal the amount entered for

Question 18a. Therefore, if there is not enough money allocated to complete this project, then record the shortfall in question 18d.

Question 19: If this infrastructure need will be met by leasing facility space, then answer “yes” to this question, otherwise answer “no”.” If the answer is “yes,” then provide the annual cost and the term of the lease.

Question 20: Read the attached Glossary in the most recently published Infrastructure Report carefully before answering this question. Check the project stage as of July 1, 2021. Note that the “Canceled” stage is to be used only for projects entered in prior years. You may, however, add new projects that are already complete.

Question 21: If the project is not yet complete, leave this question. If the answer to Question 20 is “Complete,” then enter the square footage (if applicable) and the final cost of the project.

Questions 22 through 25: Identify the person or persons who provided the information about this project. If the information was taken from a capital improvement plan or other written document, enter the name, title, entity, and telephone number of the person who serves as the point of contact for that document.

Question 26: Enter the name of the person who conducted the survey. This is the name of the development district staff person who facilitated the collection of the information recorded in the survey, not the name of the person who entered the information into the database (if different).