

CAPITAL IMPROVEMENT PROGRAM (CIP)

NOMINATION HANDBOOK

2026-2027 (FY 27)



Matanuska-Susitna Borough
Planning Division

<https://cip.matsugov.us/>



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Capital Improvement Program Overview

Capital Improvement programs are used across the country by local governments to help plan for improvements to community infrastructure, such as properties, facilities or systems that are used by, and benefit the public. The Matanuska-Susitna Borough (MSB) Capital Improvement Program (CIP) originated in 1965 as part of the MSB's capital budget. In 2022, at the request of the Planning Commission and the Assembly, the CIP process and criteria were updated to provide a better system for community members and MSB departments to nominate capital projects.

Investing in our communities is a priority laid out in many of the strategic and long-range plans adopted by the Borough Assembly. The Borough's CIP provides an opportunity for MSB departments and the public to nominate projects for the Assembly to consider in its annual budgeting process. The Assembly may consider whether or not to fund one or more of the nominations in the next year's budget.

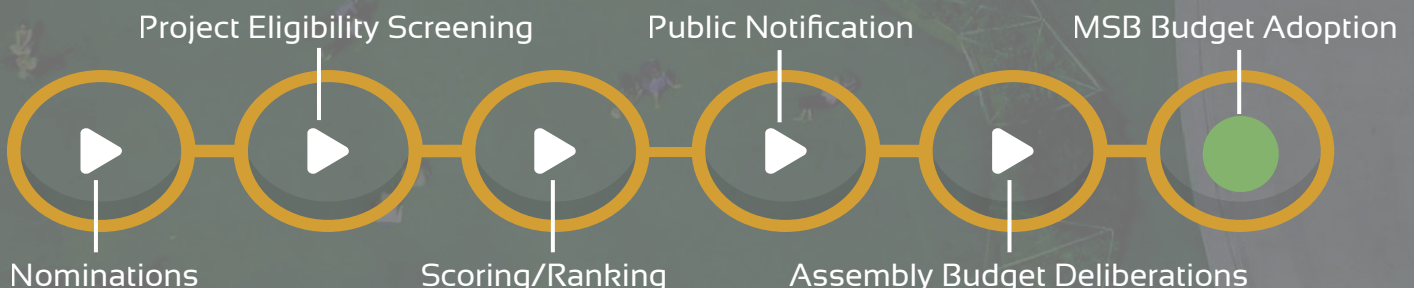
PROGRAM PURPOSE:

Elevate capital improvement project proposals that have community support during the annual MSB budget cycle.

Align capital improvements with plans adopted by the MSB Assembly.

Contribute directly to the Quality of Life of residents and enhance the visitor experience.

CIP Process





Project Eligibility

The funding source for the CIP is areawide tax revenue. To qualify as a valid capital improvement proposal, therefore, project nominations must fall within MSB areawide powers and be eligible for areawide funding.

All nominations are initially evaluated against the five eligibility criteria to ensure that the project is a good fit for this Borough program. Staff monitors nomination submissions throughout the year and may recommend redirecting a project proposal to a more appropriate Borough program. For example, there are different capital improvement programs and processes for the road and fire service areas, as well as for the Matanuska-Susitna Borough School District.

Eligibility Criteria

Projects must:

- Fall within areawide Borough powers (*see Appendix regarding MSB Code*)
- Not be considered routine maintenance nor equipment replacement
- Have a minimum cost of \$20,000 and maximum cost of \$1,000,000
- Have a lifespan of over five years
- Align with a plan adopted by the MSB Assembly

Exclusions

- MSB properties/facilities associated with road/fire service districts or the school district



Scoring & Ranking

All of the project nominations are presented to the CIP scoring committee. The CIP scoring committee is comprised of MSB department representatives from Public Works, Finance, Planning, Emergency Services, and Parks and Recreation Services.

Projects are reviewed to determine whether or not they meet the eligibility criteria. All valid projects are scored based on ten weighted criteria (see below). Projects are listed in order of score from highest to lowest. The committee then determines how many of the top scoring projects could be funded by the Assembly over a six-year period, if the budget is \$1,000,000 per year.

Weighted Scoring Categories

Projects are scored using a weighted system. This ensures that the projects that best reflect the MSB priorities for capital improvement projects rise to the top of the list.



- Relevance to existing MSB projects
- Positive impact on public health
- Legal requirement



- Alignment with a Borough plan
- Supports Quality of Life



- Has non-MSB funding
- Has some funding



- Has public support
- Positive impact on ecosystem services
- Positive impact on energy consumption



Nominating Projects

Taking the following steps will ensure a more complete project nomination.

Homework

- Review the eligibility criteria & the weighted scoring categories
- Identify a project proposal that aligns with an Assembly-adopted plan

Plan & Budget

- Draft out the project description, purpose, alignment with criteria, and alignment with an adopted MSB plan
- Draft the budget

Gather Support

- Identify key stakeholders who support the project. Pro tip: start with Community Councils
- Reach out for letters of support or willingness to match funds

Nominate

- Use the online nomination tool to submit the project proposal
- Attach supporting documents such as letters of support, pictures (*pictures are a huge help*), matching funds, etc.



NOMINATION FORM



Project Nomination
website QR code



Nominations are collected on the MSB portal. Use the QR code to the right, or go to: <https://cip.matsugov.us>

The nomination form requests the following types of information:



Project Nominator
Contact Information



Project Description &
Justification



Line item budget
& Narrative



Support
letters or
matching
funds



Pictures telling
the story



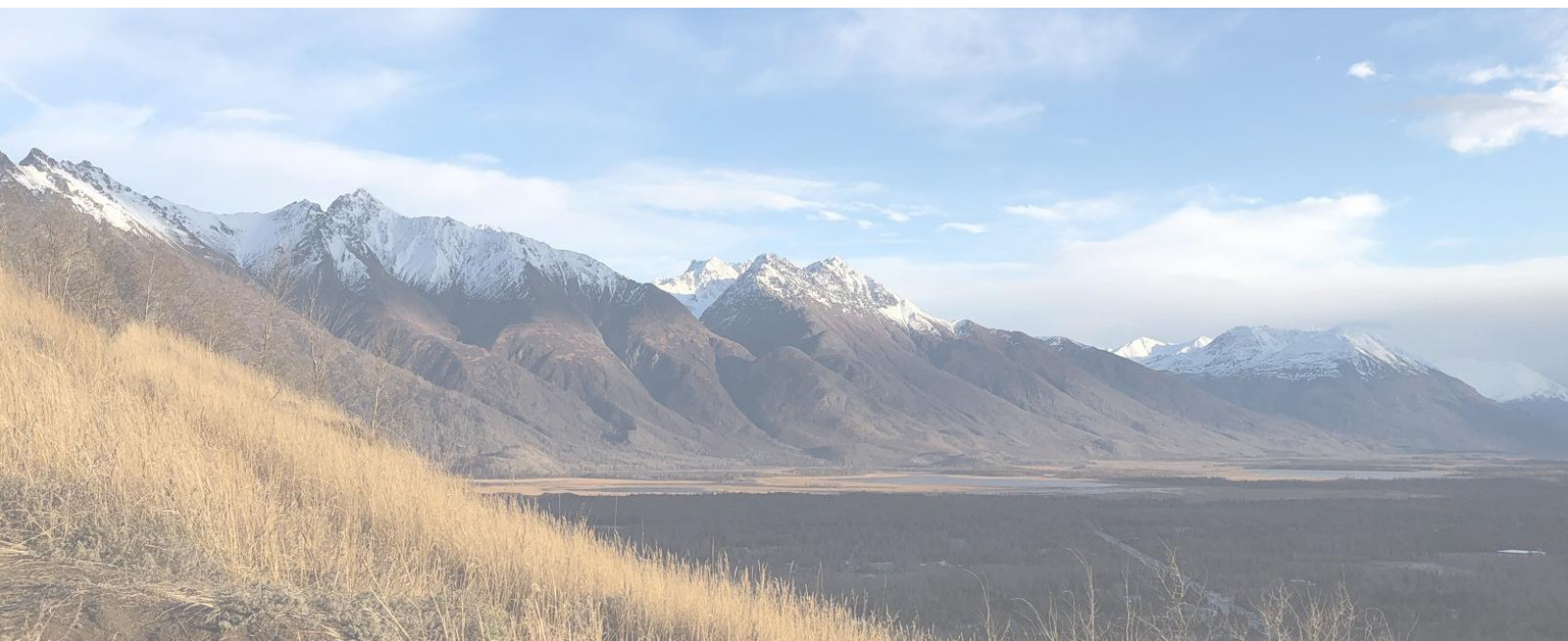
Location within
the MSB



Construction
timeline

Tips for success using the online nomination form:

- Review the nomination form in the Handbook before submitting a nomination
- Collect all the information required and save it in one place
- Copy & paste pre-written content into the form
- Review form content for accuracy, correct spelling, and punctuation & and use photos





PUBLIC ENGAGEMENT

The Borough values community engagement in the Capital Improvement Program. The Planning Division keeps the public informed about the program through a variety of methods listed below.

Awareness Efforts:

- MSB website: <https://cip.matsugov.us>
- MSB social media
- Planner Platform electronic newsletter
- MSB email directly to all community councils
- Presentations at community councils as requested (*as staff capacity allows*)



Stay connected! Use the QR code to sign up for the **Planner Platform** e-newsletter.

Opportunities to Engage:

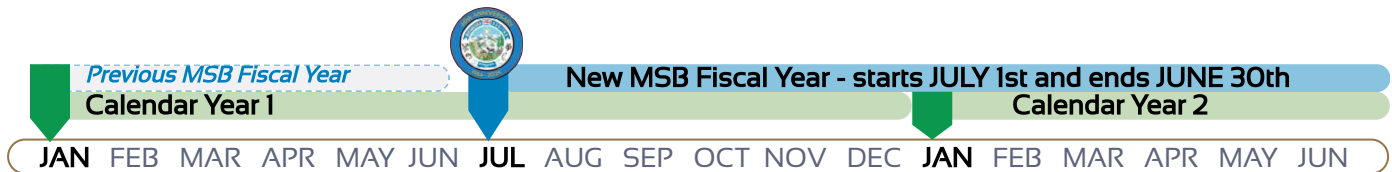
- Connect with the Community Council in the project proposal area
- Submit a project nomination
- Participate in public polling opportunities
- Attend the Planning Commission meeting or MSB Assembly budget hearing when the CIP projects are addressed



TIMELINE

MSB Budget Timeline

The Borough follows a fiscal year that begins every year in July and ends in June. The graphic below describes the overlap between the fiscal year and the calendar year. Each MSB fiscal year is named by the calendar year in which it **ends**. For example, the 2026 fiscal year (FY26) begins July 1, 2024 and ends June 30, 2025.



In order to establish the MSB budget prior to July 1 every year, the MSB Assembly considers the next fiscal years' budget during May. The FY25 budget, therefore, is approved by June 30, 2024. CIP projects approved for funding in May/June 2024 may be started as soon as July 1, 2024 and must typically conclude by June 30, 2025, unless funding is approved over multiple fiscal years.

MSB 3.04.060 requires that the MSB Manager submit the Capital Improvement Program projects to the Planning Commission for review and comment prior to presentation to the MSB Assembly. The CIP list and the Manager's recommendations are formalized through a Borough Assembly Resolution.

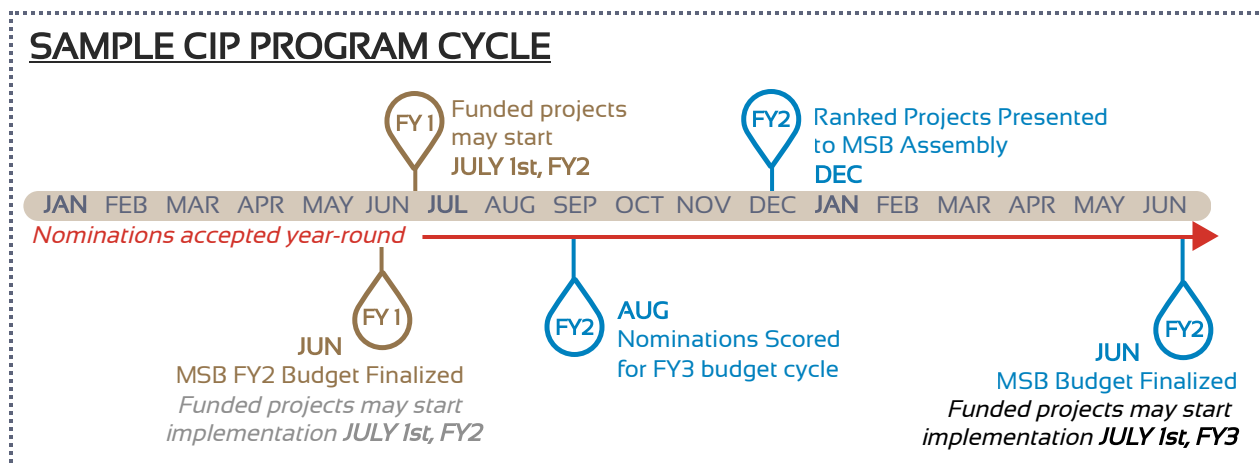
**Assembly adoption of the prioritized CIP list
DOES NOT guarantee funding.**

Following adoption of the prioritized projects, the CIP list is distributed to Community Councils, as well as the general public. The MSB Manager and Assembly may consider any of the valid projects for inclusion in the annual budget.



Capital Improvement Program (CIP) Timeline

CIP nominations may be submitted year-round through the CIP portal on the MSB website. Every August, nominations submitted from August 2 of the previous year through August 1 of the current year will be reviewed for eligibility. Proposals that meet the eligibility criteria will be scored and ranked. Proposals that do not meet the criteria will either be redirected to another Borough program, or determined to be ineligible. Nominations submitted after August 1st will be evaluated during next year's CIP review.



Program Milestones:

DATE	MILESTONE
AUGUST 1st	Nomination deadline for next fiscal year
AUGUST	Scoring and ranking
OCTOBER	Planning Commission consideration of nominations and priorities
DECEMBER	MSB Assembly consideration of nominations and priorities
MAY/JUNE	Prioritized projects are available for inclusion in the annual capital budget
JULY	Projects selected for funding by the MSB Assembly may start implementation

APPENDIX

- MSB Code related to the Capital Improvement Program
- FY27 Nomination Form
- MSB Plans
- FY26 Top 12 Prioritized Projects

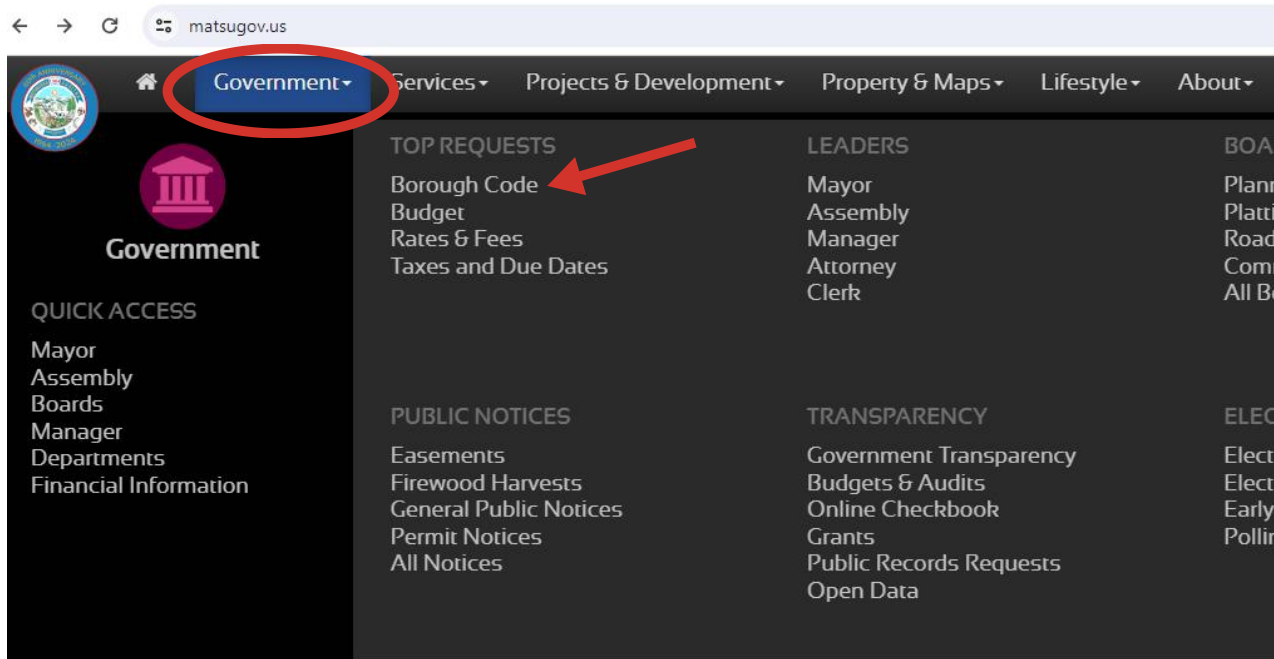


MSB CODE

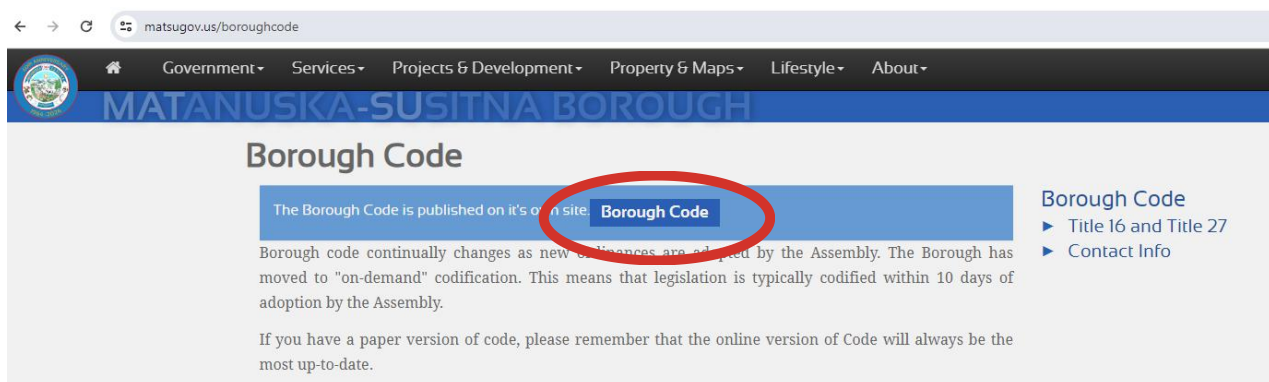
GO TO: www.matsugov.us

Periodically, the MSB Code is changed. In order to find the most current version of the areawide Borough powers, please navigate to the main MSB website.

Click the "GOVERNMENT" tab and select "Borough Code".



Next, click on the darker blue "BOROUGH CODE" button, as shown below.





codepublishing.com/AK/MatanuskaSusitnaBorough/

Matanuska-Susitna Borough Code

Search Code

+ **Advanced Search**

- Contents

Click the **plus (+)** or **minus (-)** symbols to expand or collapse the entries. Click the **checkboxes** to select sections for saving or printing.

- + ☐ TITLE 1: GENERAL PROVISIONS
- + ☐ TITLE 2: ADMINISTRATION AND PERSONNEL
- + ☐ TITLE 3: REVENUE AND FINANCE

Click "Title 1: GENERAL PROVISIONS" in the left-hand menu bar.

Click "1.10 Borough Powers" in the Chapter list as indicated below

codepublishing.com/AK/MatanuskaSusitnaBorough/#!/MatanuskaSusitnaBorough01/MatanuskaSusitnaBorough01.html

Matanuska-Susitna Borough Code TITLE 1: GENERAL PROVISIONS

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TITLE 1: GENERAL PROVISIONS

Chapter

- 1.05 BOROUGH NAME AND LOCATION
- 1.10 BOROUGH POWERS
- 1.15 BOROUGH CODE
- 1.25 ENACTMENT OF ORDINANCES, RESOLUTIONS AND REGULATIONS
- 1.30 PUBLIC AUTHORITY [Repealed]
- 1.35 BOROUGH MEETINGS [Repealed]
- 1.40 GENERAL PENALTY [Repealed]
- 1.45 VIOLATIONS, ENFORCEMENT, AND PENALTIES
- 1.50 ACCESS TO PUBLIC RECORDS
- 1.51 NAMING OF BOROUGH BUILDINGS, OTHER FIXED FACILITIES AND PUBLIC PLACES
- 1.55 EXEMPTION OF FILING FEE

Read "ARTICLE 11. AREAWIDE POWERS".



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27 hits First Hit Prev Hit Next Hit Prev Doc Next Doc

Search Code Go

+ Advanced Search

- Search Results

Save Search View All Hits Clear

Searching for: "capital improvement program"

< Prev Items 1 - 8 of 8 Next >

Chapter 3.04 FISCAL PROCEDURES (27 hits)

Section

- 3.04.010 Fiscal year
- 3.04.020 Budget and budget message; submission
- 3.04.030 Budget message; contents
- 3.04.040 Budget; contents

CHAPTER 3.04: FISCAL PROCEDURES

Use the SEARCH BAR to navigate to CHAPTER 3.04: FISCAL PROCEDURES

Scroll down to section 3.04.060 CAPITAL PROGRAM; SUBMISSION AND CONTENTS for additional details.

MATANUSKA-SUSITNA BOROUGH

CH. 3.04: FISCAL PROCEDURES

(b) The plan will identify any projected funding shortfalls and provide planning options to mitigate personnel impact and class size impacts for each option.

(2) The plan shall also include bar graphs to illustrate enrollment, expenditures and revenues for (Ord. 09-168, § 3, 2010)

3.04.060 CAPITAL PROGRAM; SUBMISSION AND CONTENTS.

(A) For all facility requirements for the school system, the school board shall submit a proposed capital improvement program for the school system.

(B) For all public facility requirements of general government, excluding schools, the manager shall prepare a capital improvement program for general government.

(C) Proposed capital improvement programs prepared by the manager and the school board shall contain:

- (1) a clear general summary of its contents;
- (2) a list of all capital improvements which are proposed to be undertaken during the six fiscal years of the plan, including the need for those improvements;
- (3) cost estimates, including methods of financing and time schedules for completion of each improvement;
- (4) estimates of all personnel, maintenance and operations costs, in present dollars, for each capital improvement or supported through bond sales approved during the following fiscal year.

(D) By October 15th of each year, the manager shall submit capital improvement programs prepared by the manager and the school board for comment. The commission shall return the capital improvement programs together with its analysis to the manager and the school board.

(E) The manager shall submit the proposed capital improvement program for general government and the school board for implementing legislation. The manager's capital improvement program shall contain the information described in this section together with any recommendations of the planning commission and the school board.

(Ord. 11-086, § 2, 2011; Ord. 97-082, §§ 2—5, 1997; Ord. 94-001AM, § 4 (part), 1994; Ord. 84-34, § 22, 1984; Ord. 79-



NOMINATION QUESTIONS

Nominations for the CIP are made using a survey form at an online portal. Below are the questions you will need to answer on the nomination form.

BEFORE SUBMITTING A PROJECT PROPOSAL, PLEASE CAREFULLY READ THE PLANNING DEPARTMENT CAPITAL IMPROVEMENT PROJECT NOMINATION HANDBOOK.

IF YOU HAVE QUESTIONS ABOUT PROJECT ELIGIBILITY, PLEASE CONTACT THE PROGRAM MANAGER BEFORE YOU SUBMIT A NOMINATION.

This is the nomination form for the Matanuska-Susitna Borough Planning Department's Capital Improvement Program (CIP).

**Nominating a CIP project
does NOT guarantee project funding.**

Each year's list of eligible projects will be used to formalize community nominations for *possible inclusion* in the capital budget. The MSB Assembly has sole authority for determining which, if any, CIP projects are funded.

1) The Planning Department's CIP nominations MUST meet ALL FIVE criteria below. Does your project meet ALL FIVE criteria listed below? YES/NO

- A. Project must fall within areawide Borough Powers as laid out by MSB Code, Title 1.10.100 - 1.10.170 Borough Powers (excluding road and fire service areas, and school district).
- B. Project is not considered routine maintenance or equipment replacement.
- C. Project must have a lifespan of 5 years or more.
- D. Project must have a one-time minimum cost of \$20,000 and maximum cost of \$1,000,000
- E. Project must represent a current strategic goal or objective from a MSB plan that has been adopted by the MSB Assembly

2) Name of project

3) Nomination Contact Person (aka Nominator)

4) Nominator's phone number

5) Nominator's email address

6) Nominating Organization or Business (if relevant)

7) Website of nominating organization or business

8) Is the project in response to a public health or safety problem? YES/NO

If Yes, please describe the public health or safety problem.



NOMINATION FORM CONTINUED:

9) What is the total anticipated cost of the project?

10) Is the project underway? YES/NO

11) Project Location (use GIS map to locate primary location). Type address of project location in the search box in the upper left corner, or place a pin over the proposed project site. To place a pin, find the location on the map and click on the map where the proposed project will take place. Be as accurate as possible. For multiple locations, choose a primary point and describe the location further in the project description.

12) Does this project align with an adopted MSB Plan? YES/NO

Adopted MSB plans can be found on the MSB website here:

[MSB Plans](#)

[Manager's Page - Scroll down for Strategic Plans](#)

13) Project Description: Please describe the project, including responses to ALL of the following questions:

- A. Provide a summary of the project and its purpose.
- B. Why is this project necessary? What kind of public service or community need does it address?
- C. Which Borough plan does the project support? List the specific goal, objective, or implementation strategy from a MSB adopted plan. Describe the connection between the nominated project and the Borough plan(s).
- D. What is the timeframe for project completion?
- E. If relevant, please provide any additional location details that are not captured through the location pin on the map (for example, multiple locations, trail system description, etc.).

14) Select the areawide Borough Power related to this project.

- A. Historic Preservation
- B. Parks and recreation
- C. Ports, harbors, wharves
- D. Transportation systems, such as public facilities for areawide transportation systems (not to include Road Service Areas or projects requiring road powers).
- E. Other - please specify

15) Provide a budget narrative discussing how the project funds would be used. Address each of the questions listed below in your description.

- A. Describe each line item of the budget, indicating how the cost was calculated and verified to be an accurate amount. If estimated, describe the how the amount was calculated and why it is an estimation.
- B. If there is more than one phase of the project, describe the different phases of the project.
- C. Is there any existing funding or potential fund matching? If so, please list.
- D. If the Borough does not have funding for this project, are there community funds, private investors, or grant opportunities?

16) Please upload supporting documents for this nomination. Supporting documents may include:

- A. Photos of existing conditions that show the need for the project
- B. Examples of completed projects that show a vision of what this project could look like if funded
- C. Letters of support from key stakeholders
- D. Cost estimates from the MSB Public Works Dept. or private contractors
- E. Schematics of the proposed project
- F. Cost match commitment from one or more key stakeholders

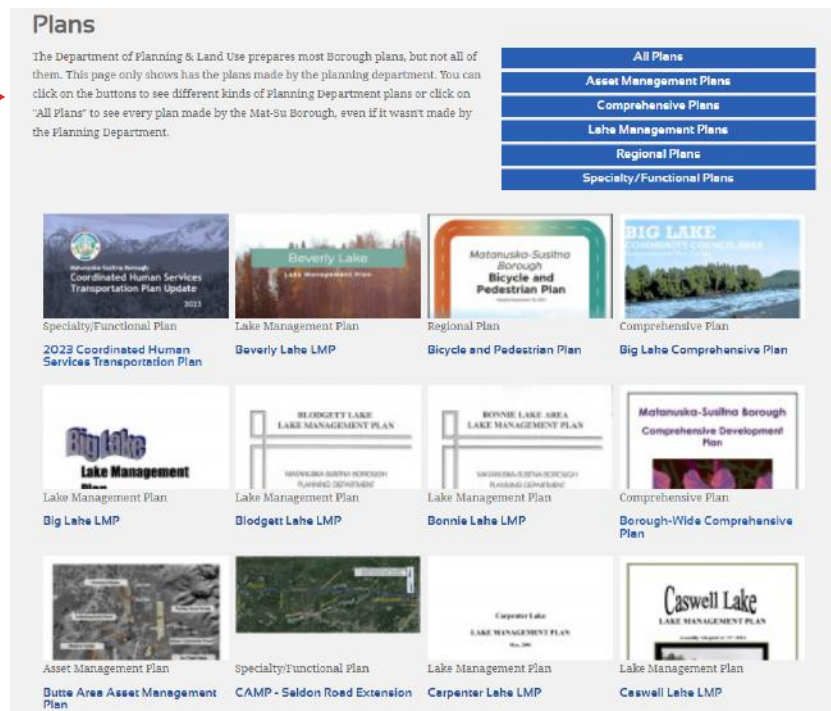


MSB PLANS

The Borough develops short and long range plans to guide strategic actions. From the Annual Strategic Plan that aligns Borough operations with the Assembly's priorities, to specialty or functional plans, the purpose of the CIP is to support adopted plans in order to see them implemented.

There are two main webpages where plans are listed:

- www.matsugov.us/plans



- www.matsugov.us/manager

On the Manager's page, **scroll down** to Strategic Planning & Performance for the current Annual Strategic Plan





FY26 CIP PRIORITY PROJECTS (TOP 12)



#1 Hollywood Road & Pedestrian Pathway

This project would create a pedestrian and bicycle pathway adjacent to Hollywood Road to provide safe passage to the Big Lake Elementary School, Jordan Lake Park, and the strip mall from the neighboring communities.



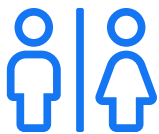
#2 Jordan Lake Park

This project will repair and rehabilitate, a former gravel pit on the parkland to create a central green space area that the Big Lake Community could utilize for community events, to improve playgrounds and community garden space, and to promote the creation of a town center.



#3 Kenlar Road, Hawk Lane, and Parks Highway Bike lane

This project would complete a bike lane and pedestrian loop returning to Big Lake Road via Hawk Lane and Kenlar Road, with access to the Parks Highway as well. It would provide a safe and designated route for Jr. and Sr. Houston High School students.



#4 Whigmi Road Restroom

This project would install a concrete vaulted toilet at the popular Whigmi Road trailhead. The trailhead provides access to the Talkeetna Lakes area, where there are currently no restroom facilities.



#5 Jim Creek Campground Expansion

This project would expand the existing campground to nearly double its capacity. The current campground is often at capacity during summer months, and the Jim Creek facility is one of the most heavily used recreational amenities that the Borough manages.



FY26 CIP PRIORITY PROJECTS (TOP 12)



#6 Beaver Lake Road Pedestrian & Bike Pathway

The project would construct a non-motorized paved pathway adjacent to Beaver Lake Road and would provide safe cycling and pedestrian access along Beaver Lake Road to serve the Rocky Lake and Meadow Creek communities.



#7 GPRA Pioneer Loop Expansion & Bridge

The expansion would take advantage of the new lower parking lot/area by expanding the current Pioneer Loop trail system and extending it across the creek, and into the lower section of the recreation area with an access point.



#8 Government Peak Traverse

This project would construct 10-miles of new connector trails to improve public access between two non-motorized trails. The project would link the GPRA with the Skeetawk Ski Area and the 16-mile Downhill Mountain Bike Trail.



#9 Lion Head/Natsede'aayi Trailhead Development

The Lion Head Trail currently does not have an adequate trailhead or restroom, and portions of the trail trespass on private land. Borough's Land Management Division has made progress on securing easements/agreements. If formalized and improved, this trail and trailhead improvement can provide an additional recreational opportunity near the Chickaloon/Glacier View area.

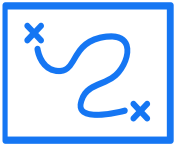


FY26 CIP PRIORITY PROJECTS (TOP 12)



#10 Alcantra Ball Field

The sports complex baseball and softball fields have protruding rocks, uneven surfaces, and inadequate topsoil. The project would renovate one field as part of a multi-year program to improve the complex and return it back to a usable ballfield.



#11 Jim Creek Campground Electric and Water Upgrades

The project would upgrade the existing pull-through campground sites with electrical and water utilities.



#12 GPRA Chalet Improvements

This project would include the following improvements to the Great Room: the installation of sound baffles, a modern audio/visual system, and hard flooring in high-traffic areas. Special high-traffic carpeting in the Foyer and attached heating bathrooms on the north side of the building.