

# 2024 Capital Budget Request

## Quick Reference Guide for Request Forms and Summary File

### Where is everything?

- Find your Agency's capital budget folder at "F:\Common\Capital Budget Requests 2024". If you do not see a folder for your agency please contact [rpennington@cityofmadison.com](mailto:rpennington@cityofmadison.com).



#### Contents:

- Transmittal Memo Template
- Summary file
- **Project Requests Folder** —————→



#### Contents:

- Project request forms

### Project Requests

- Notes
  - Your agency *Project Requests* folder includes a blank template. Copy this template and create a form for each project or program.
  - Save your final form submissions in the *Project Requests* folder. The budget team will go to this folder to gather your submission. Please do not email your final submission as attachments. Do send your budget analyst an email when your whole request is complete.
  - Please use the naming convention "Agency – Project or Program Name" for the request form files. Example: Finance – Capital Budget Administration

- An individual request form is comprised of four worksheets or “tabs”: Project Information, Budget Information, Project Schedule, and Operating Costs. Please complete all sections. Areas marked **grey** require a response or selection.

- Project Information

- Fields displayed in your form vary depending on whether you have identified the request as a **new or existing project** and the **project type**.
- For existing projects, you will be prompted to select from a drop down list of available projects. Be sure to scroll to the top to see all options.
- For capital programs, the **2024 project number** should be entered
- All capital programs and new capital projects will require setting up new projects in Munis
- Utilize the [Equity in Budget Guide](#) to complete the Racial Equity and Social Justice section of the form (*note: the guide was published in 2022 and references last year’s budget deadlines. The rest of the content is still relevant for the current budget*)

- Budget Information

- Refer to your provided Summary file to see details on amounts in the 2023 CIP
- Refer to the budget guidance included in the Capital Budget kickoff presentation. A copy will be available under the Capital Budget section of [Employeeenet](#).

- Project Schedule

- For projects: Detail the project phases (planning, design, or construction/implementation) by year and cost.
- For programs: Detail the minor projects by year. If detailed project plans are not available, explain why and when this information will be available.
- For both types of submissions, provide details on location and the alder district number(s).

- Operating Costs

- Please complete all sections and submit supplemental IT information where required.

#### Definitions:

- **New or Existing Project**

- New: Projects or Programs not included in the 2023 CIP
- Existing: Projects or Programs in the 2023 CIP

- **Project Type**

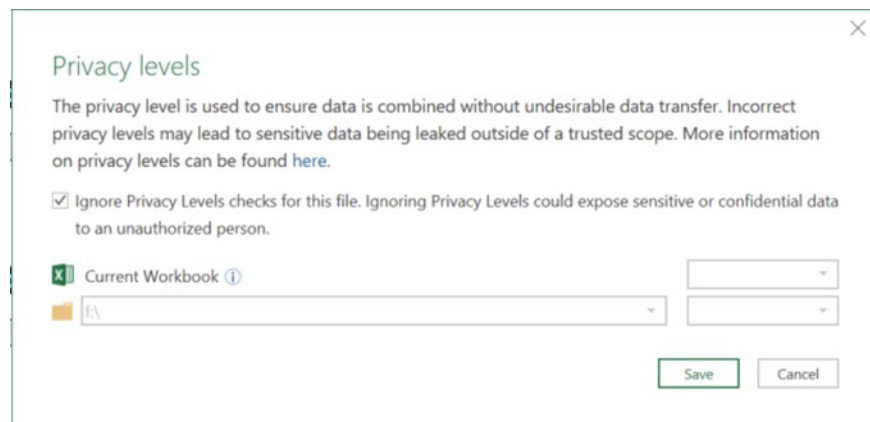
- Project – capital work plan with a defined start and end date
- Program – capital work plan with a continuing or ongoing timeframe

- **2024 project number (programs) –**

In Munis, capital *programs* are structured with a Major project comprised of Minor projects for each year. A new minor project should be created for 2024.

## Summary File

- The provided summary file is not an official part of your request package but is intended to help you complete your request.
- The 2023 CIP worksheet includes projects from your 2023 CIP for years 2024 to 2028. Use the filter pane to see details for specific projects.
- The Request Summary worksheet provides a summary of your 2024 request based on the forms you have saved in your *Project Requests* folder. When you complete a new request form (saved in your *Project Request* folder), your summary file can be refreshed to see updated data. Instructions on refreshing the data are included in the Summary file.
  - When refreshing the summary file, you may receive a few security warnings. Click “Ignore Privacy Level Checks” and “Save.” You may have to select this multiple times.



If you experience any technical issues with the request forms or summary file, please reach out to Ryan Pennington ([rpennington@cityofmadison.com](mailto:rpennington@cityofmadison.com)).