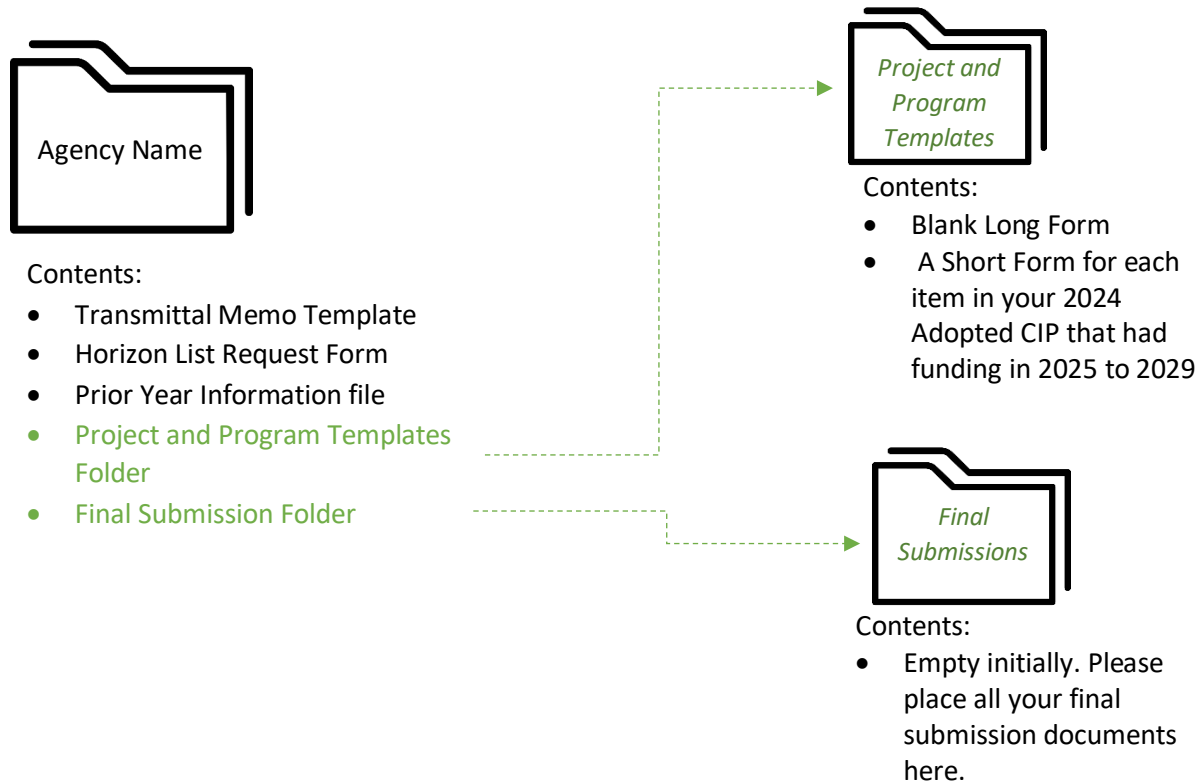


2025 Capital Budget Request

Quick Reference Guide for Request Forms

Where is everything?

- Find your Agency's capital budget folder at "F:\Common\Capital Budget Requests 2025". If you do not see a folder for your agency please contact rpennington@cityofmadison.com.



Project and Program Requests

- Notes on Folders and How to Submit
 - Your agency **Project and Program Templates** folder includes a blank template for the Long Form. It is recommended to make a copy of this form when using and maintain a blank copy.
 - The **Project and Program Templates** folder also includes a Short Form for each item in your 2024 CIP that had funding in years 2025 to 2029.
 - Save all final documents, including the Transmittal Memo and Horizon List Request Form, in the **Final Submissions** 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.

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

Short vs. Long Forms

Short Form used when:

- No change from the 2024 Adopted CIP (except for the allowable 5% increase to program budgets in 2030)
- Budget neutral changes or reductions within a funding source

Long Form used when:

- Increase in any funding source
- Requesting to add a new project or program

Completing the Short Form

The short form comprises two worksheets, or “tabs”: Project Information and Schedule and Operating Costs. Locate the Short Form for the specific project. Areas filled in gray are where you can add/ change information. Forms are saved in the Project and Program Templates folder and are named with the Agency name and project number - example “Finance12509”.

- Project Information worksheet
 - Much of the identifying information and budget amounts will already be populated in the form based on the 2024 adopted budget.
 - For capital programs, create a project shell in Munis and add the 2025 Project Number.
 - **Tip:** Use the [project number generator](#) when setting up new project shells in Munis.
 - Make updates to the project description if needed, especially if the description refers to minor projects in 2024 or the project timeline has changed.
 - Add funding in 2030 if applicable.
 - If making budget neutral changes, please explain in the provided text box.
- Schedule and Operating Costs
 - Complete all sections following same guidance discussed for the Long Form.

Completing the Long Form

The Long Form comprises five worksheets or “tabs”: Project Information, Project Information (2), Budget Information, Supplemental Budget Info, and Schedule and Operating Costs. Areas filled in gray require a response or selection.

- Project Information & Project Information (2)
 - 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.
 - The **2025 project number** should be entered for capital programs.
 - Complete all sections.
- Budget Information
 - Refer to your Prior Year Information file to see details on amounts in the 2024 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](#).
- Supplemental Budget Info
 - Please complete this worksheet if your request includes TIF or Impact Fees as a funding source.
 - Skip this section if TIF or Impact Fees are not a requested funding source.
- Schedule and Operating Costs
 - For the Project Schedule and Location section:
 - 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).
 - Please complete all other sections.

Definitions:

- **New or Existing Project**

- New: Projects or Programs not included in the 2024 CIP
- Existing: Projects or Programs in the 2024 CIP

- **Project Type**

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

- **2025 project number (programs)** – In Munis, capital *programs* are structured with a Major project comprising Minor projects for each year. A new minor project should be created for 2025.