

FY 2019
Capital Budget Adjustment Instructions
Act 84 of 2017



AGENCY OF ADMINISTRATION
SECRETARY OF ADMINISTRATION'S OFFICE
ISSUED: SEPTEMBER 27, 2017

Capital Budget Adjustment - Instructions

The Secretary's Office is asking for FY2019 Capital Budget Adjustment proposals to be submitted by October 27th. As you prepare your proposal, keep in mind all proposals will be filtered through the prism of the Governor's strategic priorities: economic growth, affordability and help for the most vulnerable. We will use these priorities when reviewing proposals and making choices.

- **Adjustments to existing Capital Project/Appropriation** – Please use the attached Form A for requesting adjustments to existing appropriations. List your adjustment requests in order of priority and include the proposed funding source for the adjustment, including allocations from previous capital bill appropriations. Please fill the form out using Office Word.
- **New Capital Project Proposal** – Please use the attached Form B for requesting new, essential projects, to be funded in the Governor's FY2019 Capital Adjustment Budget. Submit one Form B for each new project you are requesting and prioritize accordingly. Include the proposed funding source for the new project including reallocations of previous capital appropriations. Please fill the form out using Office Word.

Reallocation Spreadsheet

The attached excel spreadsheet contains a list of all unexpended capital appropriations as of September 25th. The available amounts show as negatives. Please indicate on this sheet, for the appropriations that your department are responsible for, amounts that are available to be reallocated in Column M. Please include all reallocations even if they have been identified on Form A or B as a funding source for an adjustment request.

Submission of Forms

All submissions must be on the forms provided. Additional documents, including planning documents, spreadsheets or other forms may be attached as supplemental information.

- All completed forms and supplemental information including reallocation spreadsheet must be submitted to adm.budget@vermont.gov by October 27th. Please use a subject line of 2019 Capital Adjustment.
- You should be prepared to talk about your 2019 Capital Adjustment request during your budget meetings with the Department of Finance and Management later this fall, or in a separate meeting if necessary.
- For guidance or general questions, please contact brad.ferland@vermont.gov or nick.foss@vermont.gov.

Capital Budget -Ten Year Planning Narrative

Last year, as part of the Capital Budget development process, departments were asked to submit their 10 Year Planning Narrative for years 2018 – 2028. Please review those documents and submit an updated narrative by October 27th **if your department's 10-year outlook has changed**. If your 10-year outlook remains the same, no action required.

Capital Budget Adjustment - Time Line

The following table includes the important dates for the Governor's recommended Capital Budget development, submission, and review process. Please note the dates are for planning purposes only and are subject to change.

	Description	Due Date
Calendar Year 2017	FY 2019 Capital Budget Instructions Issued	September 27
	Initial electronic submissions due to the Secretary of Administration Adm.budget@vermont.gov	October 27
	Capital Budget Adjustment meetings with departments and agencies	November
	Language changes for the Capital Budget Adjustment due to Secretary of Administration Adm.budget@vermont.gov	December 1
	Capital Budget Adjustment proposals are finalized with Governor	Late December
Calendar Year 2018	Governor's Recommended Capital Adjustment Bill goes to print	On or around January 15
	Governor's budget address and publication of the Governor's budget documents	By January 23