

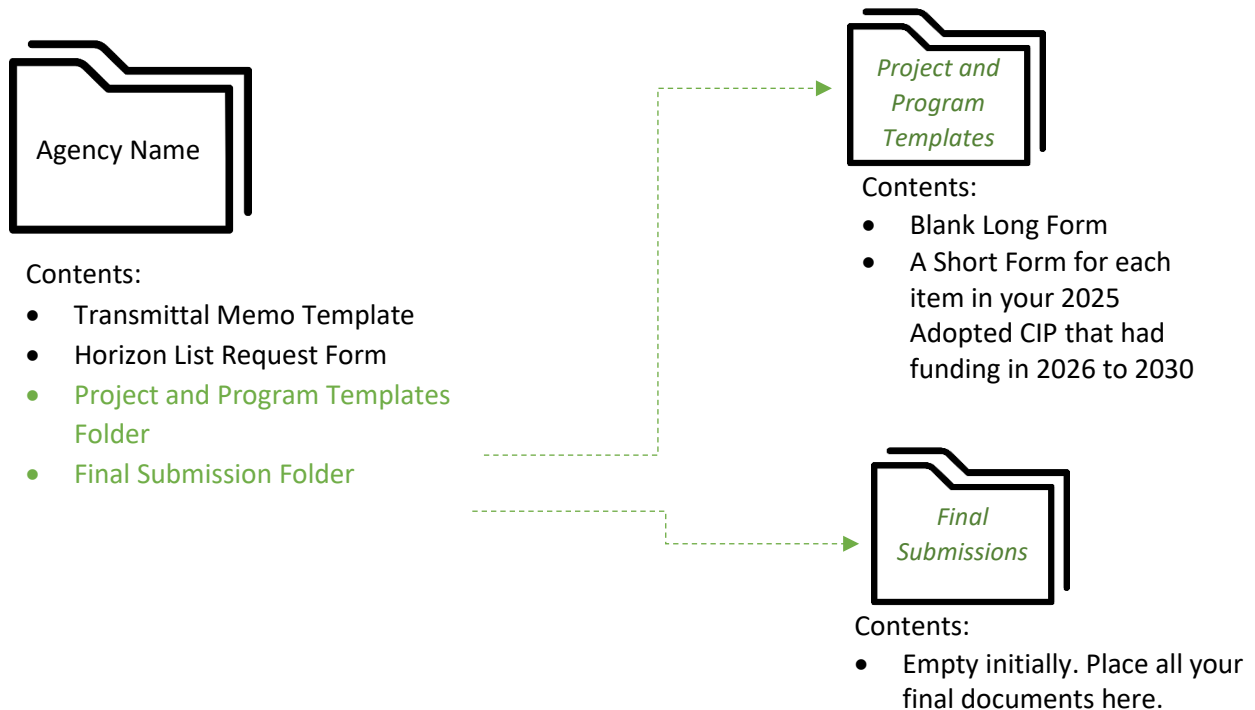
2026 Capital Budget Request | Quick Reference Guide for Request Forms

Short vs. Long Forms

- Short Form used for any existing projects/ programs in the current CIP.
- Long Form used when requesting to add a new project/ program.

Where is everything?

- Find your Agency's capital budget folder at "F:\Common\Capital Budget Requests 2026". If you do not see a folder for your agency, please contact rpennington@cityofmadison.com.



Project and Program Requests

- 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 2025 Adopted CIP that had funding in years 2026 to 2030.
- 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, please reach out to Ryan Pennington (rpennington@cityofmadison.com).

Completing the Long Form

The Long Form is only used for new project proposals. All existing projects/ programs will use the Short Form, even if there are significant changes to existing projects. The Long Form comprises four worksheets or “tabs”: Project Information, Budget Information, Supplemental Budget Info, and Schedule and Operating Costs. Areas filled with grey require a response or selection.

- Project Information
 - Fields displayed in your form vary depending on whether you have identified the request as a **Project or Program** in the **project type field**.
 - The **2026 project number** should be entered for capital programs.
 - Complete all sections.
- Budget Information
 - Refer to the budget guidance included in the Capital Budget kickoff presentation. A copy will be available under the Capital Budget section of [Employee.net](#).
- Supplemental Budget Info
 - Please complete this worksheet if your request includes TIF or Impact Fees as a funding source. It should be skipped 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).
 - For the “Additional Information” section:
 - Answer the yes/ no questions related to facility expenses, technology, and percent for art. If you answer “yes” to any of the questions, you will be prompted to complete the next section.
 - For the “Additional Information (Continued)” section:
 - Only required if you answer “yes” to the questions above.

Definitions:

- **New or Existing Project**
 - New: Projects or Programs not included in the 2025 CIP.
 - Existing: Projects or Programs in the 2025 CIP
- **Project Type**
 - Project: capital work plan with a defined start and end date
 - Program: capital work plan with a continuing or ongoing timeframe
- **2026 project number:** In Munis, capital *programs* are structured with a Major project comprising Minor projects for each year. A new minor project should be created for 2026.

Completing the Short Form

Locate the Short Form for the specific program or project. 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 2025 Adopted CIP.
 - Add the 2026 Project Number for capital programs.
 - Make updates to the project description as needed.
 - Add funding in 2031, if applicable.
 - If making changes to the program/ project budget, please explain in the provided text box.

- Supplemental Budget Info
 - Please complete this worksheet if your request includes TIF or Impact Fees as a funding source. It should be skipped if TIF or Impact Fees are not a requested funding source.

- Schedule and Operating Costs

This section is not pre-populated with the 2025 CIP information. All agencies must complete this section for every proposal.

 - 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).

 - For the "Additional Information" section:
 - Answer the yes/ no questions related to facility expenses, technology, and percent for art. If you answer "yes" to any of the questions, you will be prompted to complete the next section.

 - For the "Additional Information (Continued)" section:
 - Only required if you answer "yes" to the questions above.