

Date: March 9, 2015

To: Local Units of Government and Political Subdivision Officials

From: Margaret Kelly, State Budget Director *MK*

Subject: State Capital Budget System and 2016 Local Requests

Minnesota Management and Budget (MMB) is preparing for the 2016 Capital Budget submission. Detailed instructions and a timeline will be sent out this spring. The purpose of this memo is to announce a new process for submitting your information to us. We have worked diligently over the past year to develop a web-based system for collecting and reporting capital budget requests. Thank you to those of you who have helped us to date by participating on our local government partners team.

We are pleased to announce the go-live date for the new Capital Budget System (CBS) is May 1, 2015. This system will be the central entry point for the collection of all state capital bonding project requests – from state agencies and local units of government – for submission to the legislature and for consideration in the 2016 Governor’s capital budget recommendations. In addition to submitting requests, users will be able to monitor their project’s status and print reports directly from CBS.

New system, same process: In the past, local units of government were instructed to submit a form along with any additional information desired to be included in the review and consideration of capital bonding projects. In following Minnesota statutes section 16A.86, MMB will continue to ask for specific information regarding capital budget requests; however, instead of entities submitting these requests via email, they will be submitted through the new CBS. Each local unit of government that would like to submit a capital bonding request will be granted access for a user to enter requested project information in the system in May/June to be considered in the 2016 capital budget.

Getting access: In order to set up your unit of government with user(s) login for the system, we need you to complete and return the attached User Authorization Form. The form requires user information, your organization’s IP address(es), and signature from the user’s supervisor. Completed forms should be submitted to capitalbudget.mmb@state.mn.us by **March 25**.

System training: Prior to the go-live of the system on May 1, training videos on how to navigate the system and submit bonding requests will be available on MMB’s website. When the videos are available (likely in mid-April), we will notify all users who have submitted the User Authorization Form.

Questions regarding CBS or the capital budget process can be directed to Alisha.Cowell@state.mn.us.

Attachment

cc: MMB Budget Division
Brennan Furness
Katy Sen