

Process Steps for State Agency Capital Requests

Step One: Review Instructions and Submit Your Request

In spring of odd-numbered calendar years, MMB releases capital budget instructions and opens the Capital Budget System (CBS) to receive requests for the upcoming even-numbered year legislative session. State agencies review materials, including deadlines, on the [instructions webpage](#) and submit requests through CBS.

- **State agency preliminary capital budget requests are due in the early summer (mid-June) of odd-numbered years.** MMB publishes and submits this information to the Legislature by July 15 of each odd-numbered year.
- **State agency final capital budget requests are due in the fall (mid-October) of odd-numbered years.** MMB publishes and submits all information to the Legislature with the Governor's capital budget recommendations by January 15 of the following even-numbered year, alternating years with the biennial operating budget, which is presented to the Legislature in odd-numbered years.

Step Two: MMB Publishes Your Request

Requests are published on [MMB's Current Capital Budget website](#) and submitted to the Legislature according to the timelines outlined above in Step One.

Step Three: MMB and Legislature Review Your Request

MMB staff review requests, meet with state agencies, and conduct meetings and site visits as needed. Legislative committees also gather information and conduct site visits as needed. Typically, site visits are conducted in the fall of odd-numbered calendar years, based on the information published on July 15 received by MMB in the early summer.

Step Four: Governor Submits Capital Budget Recommendations

The Governor's Capital Budget Recommendations are submitted to the Legislature and published on [MMB's Current Capital Budget website](#) by January 15 of the following even-numbered year. MMB works with the Governor's Office to introduce a bill for the Governor's Capital Budget Recommendations.

Step Five: Legislative Process

State agencies work with the Legislature to share information about projects to be considered in the legislative process.

Step Six: Track Capital Investment Bill

The request may or may not be included in an enacted capital investment bill. A capital investment bill is often among the last bills to be enacted at the end of the legislative session. Session may also end without final passage of a capital investment bill.

Step Seven: Implementation

If the request is included in an enacted capital investment bill, MMB creates instructions for next steps, including how to set up the appropriation in the state's accounting system, in the following weeks.