Process Steps for Local Government 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. Local governments review materials, including deadlines, on the instructions webpage and submit requests through CBS.

- **Local governments are encouraged to submit all capital budget requests 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.
- **Local governments may edit or submit new capital budget requests 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 entities, 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.

Step Five: Work with Your State Legislators

Local governments work with a state legislator to introduce a bill to fund the request and advocate for it to be considered in the legislative process. MMB is available as a resource if there are any bill language questions.

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: Work with Your Assigned State Agency

If the request is included in an enacted capital investment bill, MMB and the granting agency assigned in the capital investment bill reach out to the local government project owner (grantee) with next steps in the following weeks.

Step Eight: Enter into a Grant Agreement

Local government project owners (grantee) enter into a grant agreement with the granting agency and meet any requirements, including full funding.

Step Nine: Receive Your Funds

Granting agency releases funds to the local government project owner (grantee).