

### **Existing Project Budget Adjustment Submission and Timeline:**

- One copy, Capital Budget Adjustment, (Form A) listing in priority order, request for supplemental funds and related dollar amounts for budget adjustment in FY'17 by **November 5, 2015.** (Form A – Attached)
  - Propose reallocation of previous appropriations to supplement an existing project.
  - It is the responsibility of the Agency/Department to propose and recommend a funding source for any supplemental request.

### **New Project Budget Adjustment Request Submission and Timeline:**

- One copy, Capital Construction new essential projects, (Form B) by **November 5, 2015.** (Form B – Attached)
  - Propose reallocation of previous appropriations to supplement the request, if available.

### **Process/Format**

All submissions must be on the forms and in the format provided. In addition to the forms, any planning documents, spreadsheets, or other forms used within your organization may be attached as an addendum.

- All completed forms and addendums shall be submitted by e-mail to [Judy.Bruneau@vermont.gov](mailto:Judy.Bruneau@vermont.gov).
- Email [Judy.Bruneau@vermont.gov](mailto:Judy.Bruneau@vermont.gov) to confirm you will not be requesting a capital budget adjustment.
- Once we have received and reviewed your submission, the Commissioner's Office will be contacting you to schedule a meeting to discuss your submission in more detail. Please be prepared to make yourself or staff available.
- For guidance or general questions, please contact Deputy Commissioner, Wanda Minoli at [Wanda.Minoli@vermont.gov](mailto:Wanda.Minoli@vermont.gov) or call 828-0265.

### **Capital Budget Information**

- Act No. 26 2015 Session – An Act Relating to Capital Construction and State Bonding
- Link to Capital Construction Appropriations  
[http://www.leg.state.vt.us/jfo/capital\\_bill.aspx](http://www.leg.state.vt.us/jfo/capital_bill.aspx)

Please contact [Wanda.Minoli@vermont.gov](mailto:Wanda.Minoli@vermont.gov) or call 828-0265 with any questions.