


MEMORANDUM

TO: Selected State Agencies

FROM: Larry Campbell, Director of the Budget 

DATE: May 15, 2019

SUBJECT: Preparation of Capital Budget—Five-Year Capital Improvement Plans

The process for submitting five-year capital improvement plans will be the same as previous budget cycles. The July submission will be the traditional submission, so the Division of the Budget and Legislative Research can review the requests. The iBars budget system will be operational in August for the regular submission of budgets in the fall.

In accordance with KSA 75-3717b, state agencies are required to submit capital budget requests. Forms to be used in submitting the five-year capital budget plan for the period FY 2021-2025 are available online at <http://budget.kansas.gov> in Microsoft Excel format.

To ensure that all information essential to review is available, both the DA 418A and DA 418B forms will be due on July 1, 2019. Two printed copies of the five-year capital plan should be submitted to the Division of the Budget, one copy to the Office of Facilities and Property Management of the Department of Administration (for the State Building Advisory Commission), and one copy to the Kansas Legislative Research Department (for the Joint Committee on State Building Construction). In addition, agencies should submit an electronic copy in PDF format of all printed materials to their assigned budget analyst.